Medical Laboratory Technician Handbook

Associate in Applied Science Degree Program

All Campuses
ASCLS Clinical Laboratory Professionals Code of Ethics

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 judgement 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 judgement 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, adoption of scientific advances that benefit the patient, maintain 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.
# Table of Contents

The MLT Student Handbook ............................................................................................................. 5

PROGRAM ACCREDITATION ............................................................................................................. 5

**PROGRAM OVERVIEW** .................................................................................................................. 5

The Medical Laboratory Technician Program Goals and Mission ................................................. 6

  * Program Mission Statement ........................................................................................................ 6
  * Philosophy of the Program ......................................................................................................... 6
  * Goals of the Medical Laboratory Technician Program ............................................................. 6
  * Programmatic Accreditation ................................................................................................... 7

**MLT Program Campus Outcomes** ............................................................................................... 7

**Program Competencies** ............................................................................................................... 9

**Essential Functions** .................................................................................................................... 9

Admissions Requirements ............................................................................................................. 11

  * Immunizations ............................................................................................................................ 11
  * Background Checks .................................................................................................................. 12

MLT Program Sequencing, Curriculum, Core Course Descriptions, Grading, and Policies .......... 15

  * MLT Program Curriculum ......................................................................................................... 15
  * MLT Program Sequencing ......................................................................................................... 16
  * MLT Program Grading Scales and Policies ............................................................................. 17
  * Rasmussen College Academic Integrity Policy ......................................................................... 18

Medical Laboratory Technician Program Conduct, Attendance, Confidentiality, and Student Health and Safety Policies ............................................................................................................. 23

  * Rasmussen’s Student Conduct/Dismissal Policy ........................................................................ 23
  * MLT Program Standards for Conduct, Dress, Appearance, and Behaviors .............................. 23
  * Attendance Policy ..................................................................................................................... 24
  * Student Health and Safety ....................................................................................................... 25
    * Health Insurance and Liability ................................................................................................. 25
    * Laboratory Safety ................................................................................................................... 25

MLT Program Clinical Externship and Capstone Experience ......................................................... 27

  * Eligibility .................................................................................................................................. 27
  * Clinical Externship Placement ................................................................................................ 28
  * The Clinical Externship/Capstone Online Course Expectations .............................................. 28

June 2019 V12, All Campuses
### The Clinical Externship Hours

28

### Service Work

29

### Requirements to Pass Externship

29

### Student Attendance Policy: Medical Laboratory Technician Externship

29

### No call/No show

31

### Holidays

31

### Bereavement

32

### CONTACT INFORMATION

33

- Appendix A: Clinical Affiliates for Rasmussen MLT
- Appendix B: MLT Core Course Descriptions
- Appendix C: Rasmussen College Medical Laboratory Technician Program Programmatic Orientation Attendance/Student Handbook Signoff
- Appendix D: Rasmussen College Medical Laboratory Technician Program HIPAA/Confidentiality Policy
- Appendix E: Rasmussen College Medical Laboratory Technician Program Social Networking and Social Media Policy
- Appendix F: Invasive Procedure Information Sheet
- Appendix G: Invasive Procedures Waiver and Release of Liability, Assumption of Risk and Consent to Procedures Policy
- Appendix H: MLT AAS Degree Program Conditions
- Appendix I: MLT Program Practicum Manual Orientation Checklist
- Appendix J: Program Officials’ Responsibilities
- Appendix K: Time Sheet
- Appendix L: MLT Program Clinical Communication Form
- Appendix M: Tally Sheets
The MLT Student Handbook

The purpose of the Medical Laboratory Technician Program Student Handbook is as follows:

1. Provide important programmatic information.
2. Supplement the College Catalog.
3. Inform all medical laboratory technician students of policies and procedures in the MLT Program at Rasmussen College.
4. Each student must be sure to keep this handbook throughout his or her time at Rasmussen College as a reference and a guide. You are responsible for knowing, understanding, and adhering to the policies and information contained in this handbook.

PROGRAM ACCREDITATION

The programs offered at the Lake Elmo/Woodbury, Moorhead, St. Cloud MN and Green Bay, WI Campuses have been accredited as a consortium by:

The National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road
Rosemont, IL  60018-5119
Phone:  773-714-8880
Fax:  773-714-8886
www.naacls.org

PROGRAM OVERVIEW

The Rasmussen College Medical Laboratory Technician Program is designed to provide students with the technical and critical thinking skills necessary to obtain an entry level position in the field of laboratory science. The length of time necessary for students to complete the requirements of this program will be approximately 2 years. Upon completion, graduates will be granted an AAS degree, and will also be eligible to take one of the national certification exams.

Medical Laboratory Technicians work as a team with other highly-skilled professionals to collect samples, perform analysis on the samples and report findings to a physician. Providing accurate, reliable results leads to the detection, diagnosis and treatment of disease. MLTs may be expected to work a variety of hours and shifts, depending on the employment setting. A typical clinical laboratory is composed of five major departments: hematology, clinical chemistry, microbiology, blood banking, and urinalysis/body fluids.
The MLT program will provide classroom and laboratory training in all of the major laboratory departments.

Following successful completion of the program core courses, the student will complete a clinical practicum at an accredited laboratory designated by the Campus Coordinator. Clinical practicums are typically Monday through Friday, 8 hours a day. The time frame will depend upon the department rotation. Two quarters of the MLT curriculum are dedicated to clinical practicums.

The Medical Laboratory Technician Program is a demanding field of study. Close attention to detail and the ability to work under pressure are crucial. Students interested in this program should have a strong background in math and science and possess solid problem solving and critical thinking skills.

The Medical Laboratory Technician Program Goals and Mission

Program Mission Statement
The Rasmussen College Medical Laboratory Technician program is dedicated to educating highly qualified medical laboratory technicians who possess the entry-level knowledge, skills, and attitude to perform proficiently in the clinical laboratory setting.

Philosophy of the Program
We believe that communication, information literacy, critical thinking, interpersonal, and technical skills are central tenets of a quality educational experience. These experiences come through a variety of educational experiences that are founded on a solid general and program core education. Graduates will utilize their team working skills, ethical decisions and actions, and problem-solving skills to be competent medical laboratory technicians and positive contributors to their communities.

Goals of the Medical Laboratory Technician Program
The goals of the Rasmussen College Medical Laboratory Technician Program are to:

- Provide a framework of education that reflects the mission and goals of Rasmussen College
- Provide students with the appropriate education and training necessary for the development of entry-level medical laboratory technician competencies
- Provide a quality program that reflects continuing assessment, evaluation and revision
- Respond to the needs of the clinical laboratory employers and partner with affiliates to provide educational opportunities
- Prepare students for MLT national certification exams, employment and further education
- Stimulate interest in MLT education, participate in professional organizations and contribute to the growth of the profession
Programmatic Accreditation

The programs offered at the Green Bay, WI, Lake Elmo/Woodbury, Moorhead and St. Cloud Campuses have been accredited as a consortium by:

The National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road
Rosemont, IL  60018-5119
Phone:  773-714-8880
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www.naacls.org

MLT Program Campus Outcomes

National Certification: MLT graduates that have passed ASCP BOC within 12 months of graduation.
Green Bay: 100%
Lake Elmo Woodbury: 100%
Mankato: 100%
Moorhead: 100%
St. Cloud: 100%

MLT Placement Rates: MLT graduates that are employed in field within 12 months of graduation.
Green Bay: 95%
Lake Elmo Woodbury: 88%
Mankato: 100%
Moorhead: 92%
St. Cloud: 100%

Graduation Rates: MLT students that have graduated after entering the final half of the MLT program.
Green Bay: 91%
Lake Elmo Woodbury: 100%
Mankato: 100%
Moorhead: 85%
St. Cloud: 94%

Attrition Rates: MLT students that entered the final half of the MLT program but left prior to graduating.
Green Bay: 8.6%
Lake Elmo Woodbury: 0.0%
Mankato: 0.0%
Moorhead: 10.3%
St. Cloud: 4.2%

June 2019 V12, All Campuses
### Program Effectiveness Measures

<table>
<thead>
<tr>
<th>Measure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Certification Exam Pass Rate</td>
<td>National certification exam pass rate is defined as the number of student graduates who pass, on first attempt, the American Society of Clinical Pathology Board of Certification (ASCP BOC) certification examination compared with the number of graduates who take the examination within twelve months of graduation. The ASCP BOC pass rate benchmark is 75%.</td>
</tr>
<tr>
<td>Job Placement Rate</td>
<td>A three year average job placement rate of not less than 70% within twelve months of graduation - Job placement rate is defined as the number of graduates employed in the medical laboratory technician sciences compared to the number of graduates actively seeking employment in the medical laboratory technician sciences.</td>
</tr>
<tr>
<td>Program Graduation Rate</td>
<td>Of the students that enter the second half of the program 70% of students will complete the program. The official calculation begins after Lockdown (Tuesday of Week 2) of quarter 4.</td>
</tr>
<tr>
<td>Graduate Satisfaction</td>
<td>Graduates express satisfaction with their educational experience measured through a variety of methods.</td>
</tr>
<tr>
<td>Employer Satisfaction</td>
<td>Employers indicate satisfaction with Rasmussen College graduates performance measured through a variety of methods.</td>
</tr>
</tbody>
</table>

*The National Certification Exam Pass Rate, Job Placement Rate, and Program Graduation Rate will be posted to the Rasmussen College Medical Laboratory Technician website on an annual basis once data becomes available.*
**Program Competencies**

Upon successful completion of the Rasmussen College MLT program, the student should be able to demonstrate entry-level competencies in the following areas of professional practice:

- Collection and processing of biological specimens for analysis
- Performance of analytical tests and statistical calculations on body fluids, cells, and products relating to all routine areas of the clinical laboratory
- Recognition of factors that affect procedures and results, and take appropriate action within predetermined limits
- Performance and monitoring of quality control within predetermined parameters
- Recognition and adherence to established safety policies
- Demonstration of professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public
- Recognition of, and respect for, other laboratory and health care personnel
- Application of basic scientific principles in learning new techniques and procedures
- Utilization of the keyboard to interact with computerized instruments and laboratory information systems
- Relate laboratory findings to common disease processes
- Recognition and action upon the need for continuing education as a function of growth and maintenance of professional competence

**Essential Functions**

Essential functions are those processes, procedures, or behaviors that medical laboratory technicians must perform in the ordinary course of their duties. Essential job functions are non-academic qualities that employees must possess in order to be successful in the field. Students in the Rasmussen College Medical Laboratory Technician program must carry out several essential functions in order to safeguard patients, fellow students, instructors, and the general public. These essential functions are also necessary in order for students to successfully complete the Rasmussen College Medical Laboratory Technician program. They include, but may not be limited to:

**VISION**
- The student must be able to identify sizes, shapes and discriminate colors or shades both macroscopically and microscopically.

**MOVEMENT**
- The student must have the ability to freely maneuver around the assigned laboratory work areas and patient care settings.
- The student must be able to engage in and sustain physical activity that may require sitting, standing or walking for extended periods of time.

**MOTOR SKILLS**
- The student must demonstrate dexterity and range of motion conducive to assisting patients and manipulating samples, lab utensils, tools and equipment without threatening harm or violating safety protocols.
The student must be able to safely and accurately perform diagnostic laboratory procedures. This includes, but is not limited to, lifting, operating instruments, performing manual tests and performing phlebotomy.

COMMUNICATION
- The student must be able to communicate fluently in English by written and oral and/or alternate means. This includes the ability to successfully receive and transmit information. The student must also be able to read and follow instructions, and ask for clarification, if necessary.

EMOTIONAL STABILITY
- The student must be able to accurately perform laboratory duties in a stressful environment. This includes, but is not limited to, identifying and responding to emergency and non-routine situations.

INTERPERSONAL
- The student must be able to engage in actions that support team workmanship and respond to corrections and criticism without being quarrelsome or defensive.
- The student must demonstrate acceptance of differences in race and culture.
- The student must be able to recognize and accept responsibility for their own mistakes and behavior, without making excuses or blaming others.
- The student must have the ability to prioritize and perform lab work in a neat and orderly manner.
Admissions Requirements

Immunizations

The MLT program requires immunizations be initiated by the start of Phlebotomy. This is due to contact with needles, bodily fluids and patients while in the classroom as well as on externship. All Phlebotomy students will need to prove Hepatitis B series immunization/s have occurred prior to week 3 of phlebotomy lab. Students not in compliance cannot participate in lab and will receive a zero until proof of Hepatitis B immunization or a declination is provided. Hepatitis declination forms can be found on Castle Branch website.

Rasmussen College assists students by paying for the Hepatitis B series and 2-step Mantoux only. Any additional laboratory testing and/or immunization costs will be the responsibility of the student. The student must supply documentation of immunization and/or immunity (titer results) to the Certified Immunization Tracker (Castle Branch) on the following:

1. Hepatitis B Series
2. Tetanus/TdaP
3. Pertussis
4. MMR
5. Varicella
6. 2-Step Mantoux

Students must complete the following immunizations and/or immunity titer results listed below by week 8 of the course. Failure to do so will result in the not progressing to the next quarter in the MLT program. If a student is unable to receive immunizations due to medical reasons or religious beliefs, proper acceptable documentation must be provided to the college.

MLT2395 Immunology:

- First two injections of the Hepatitis series (first one must be completed by week 2 of quarter)
- Tetanus/TdaP (must be uploaded to Castle Branch by week 3 of quarter)
- Pertussis
- MMR (series of 2)
- Varicella (series of 2)

MLT2450 Immunohematology:

- The third remaining Hepatitis injection
- 2-Step Mantoux (initiated by week 6)
- Influenza vaccine (seasonal and if required by the externship site)
- CPR
- Physical exam (is required by clinical site)
- Drug screen (requested at any time while at clinical site)
- Proof of health insurance
*Immunizations, CPR and drug screens must be current at all times while at clinical sites*

**Background Checks**

**All Students:**

Rasmussen College requires medical laboratory technician applicants to pass a general background check upon admission into the program and prior to being placed in an externship site. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete clinical, externship activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear.

If the background check reveals a potential problem, Rasmussen College will review the applicant’s background to determine whether the applicant is eligible to start the program. The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem.

A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing externship activities and/or finding employment after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue in the program or they may choose to change programs.

A pre-adverse action letter informs the student that the College either will not allow the applicant to enroll in a certain program or will remove a student from a certain program based on the background check.

The student may contact the background check firm to dispute incorrect information contained in the background check. The College must be informed within seven days of sending the pre-adverse action letter that the student is disputing the information. If this does not occur, the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available. If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision.

**Minnesota Students:**

Rasmussen College requires MLT applicants to pass a general background check and a Minnesota Department of Human Services background check prior to admissions. Students will then be required to complete a MN Department of Human Services background check annually and the quarter before externship.
In addition, passing the MN Department of Human Services background check is at the discretion of the MN Department of Human Services, not the College. Students must appeal to the state of Minnesota. For more information regarding the State of MN DHS Background Check, please visit:

www.dhs.state.mn.us

**Wisconsin Students:**

Rasmussen College requires MLT applicants to pass a general background check and a Wisconsin Department of Health Services Caregiver background check annually and the quarter before externship.

In addition, passing the WI Department of Health Services Caregiver background check is at the discretion of the WI Department of Health Services, not the College. Students must appeal to the State of Wisconsin. For more information regarding the State of WI Caregiver Background Check, please visit:

http://www.dhs.wisconsin.gov/caregiver/cbcprocess/htm

**Drug Screens**

Students enrolled in the Medical Laboratory Technician program may be required to submit to drug/alcohol testing throughout enrollment as a condition of placement at a clinical practicum site. Students may also be subjected to reasonable-suspicion testing and/or post-accident testing as determined by Rasmussen College or any clinical, practicum or externship partner at which the student is placed.

All costs associated with drug testing will be the sole responsibility of the student.

For pre-clinical testing, reasonable-suspicion testing, or post-accident testing, School of Health Sciences personnel at each campus will determine a deadline for order placement based on the circumstance that require testing. A current student who refuses to test or who does not meet the testing deadlines as outlined by School of Health Science personnel may be dismissed from Rasmussen College.

Negative-clear results will allow a student to meet the drug testing requirements of the Medical Laboratory Technician program.

Negative-dilute results will not allow a student to the drug testing requirements of the Medical Laboratory Technician program. Students with a negative-dilute result will be required to re-test at their own cost. The order for the re-test must be placed within 72 hours of notification. A second negative-dilute result allows a student to meet the drug testing requirements of Rasmussen College, any clinical, practicum, or externship site reserves the right to disqualify a student from placement based on these results. If a student chooses to continue in the Medical Laboratory Technician program with two-negative-dilute results, he/she does so at his/her own risk understanding and acknowledging that two negative-dilute results may make him/her ineligible for participation in clinical, practicum, or externship experience and/or may affect his/her ability to complete the Medical Laboratory Technician program.

A positive or positive-dilute pre-clinical placement drug test, reasonable suspicion drug test, or post-accident drug test result will lead to dismissal from the program. The dismissed student will be responsible for any and all tuition and fees billed and any loans utilized throughout enrollment in the program.
A student who refuses to test or fails to meet the deadlines for testing prescribed by Rasmussen College may be denied admission or dismissed from the program for failure to test.

**Student Services**

The Medical Laboratory Technician program, together with the Rasmussen College Student Services Department, will review the information provided by the applicant to determine what, if any, reasonable accommodations might be possible to facilitate successful completion of the degree requirements if the applicant is admitted. Reasonable accommodation refers to ways in which the College can assist students with disabilities to accomplish learning activities (e.g., providing extra time to complete an examination or enhancing the sound system in a classroom). Reasonable accommodation does not mean that students with disabilities will be exempt from completing certain tasks. The Medical Laboratory Technician program will provide the applicant with their findings, recommendations, and/or decision in writing immediately following this review process.

Applicants who cannot complete these tasks, even with reasonable accommodation, are not eligible for admission. Any previously made offer of admission may be withdrawn if it becomes apparent that the student cannot complete essential tasks even with accommodation, or that the accommodations needed are not reasonable and would cause undue hardship to the institution, or that fulfilling the functions would create a significant risk of harm to the health or safety of others.

See the College Catalog [http://www.rasmussen.edu/degrees/course-catalog/](http://www.rasmussen.edu/degrees/course-catalog/) for more information on Student Services which are available to all students.

**School of Health Sciences Entrance Exam**

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Sciences program of study for which they qualify. Any entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered, with the following exception: students currently enrolled in a School of Nursing or School of Health Science program who transfer directly as an uninterrupted transfer (no time off between quarters) into a different program of study requiring Test of Essential Academic Skills (TEAS) assessment will not be required to retake the exam if the existing score meets the entrance threshold of the program into which they are transferring. Applicants who have previously taken the entrance exam within the past 12 months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Academic Dean. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to complete the entrance exam according to the composite score threshold and 12 month time limit.

**All applicants must have a 48.5% or higher composite score on the TEAS for admissions eligibility.**
**MLT Program Sequencing, Curriculum, Core Course Descriptions, Grading, and Policies**

**MLT Program Curriculum**

**General Education Courses**

**English Composition (Required course)**
ENC1101  English Composition  4

**Communication (Select 1 course)**
COM1002  Introduction to Communication  4
SPC2017  Oral Communication  4

**Humanities (Select 2 courses)**
HUM2023  Humanities  4
FIL2000  Film Appreciation  4
CRW2001  Creative Writing  4
PHI2103  Introduction to Critical Thinking  4
PHI1520  Ethics Around the Globe  4
LIT2000  Introduction to Literature  4
SPN271  Conversational Spanish  4

**Math (Required course)**
MAT1031  College Algebra  4

**Social Sciences (Select 2 courses)**
*Note: Students who take Principles of Economics may not take Macroeconomics or Microeconomics*
ECO1000  Principles of Economics  4
SYG1000  Introduction to Sociology  4
GEA1000  Human Geography  4
PSY1012  General Psychology  4
PSY2420  Abnormal Psychology  4
ECO2013  Macroeconomics  4
ECO2023  Microeconomics  4
AMH2030  US History: 1900 to Present  4

**Major and Core Courses**

CGS1240  Computer Applications and Business Systems Concepts  3
E242  Career Development  2
HSC1531  Medical Terminology  4
PHA1500  Structure and Function  4
MLT1325  Phlebotomy  3
MLT1728  Introduction to Chemistry  3
MLT1245  Clinical Chemistry I  3
MLT1377  Hematology I  3
MLT1485  Urinalysis  3
### Medical Laboratory Technician Program Sequencing

<table>
<thead>
<tr>
<th>Full Time</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Q5</th>
<th>Q6</th>
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<tr>
<td></td>
<td>Med Term</td>
<td>Intro to Chemistry</td>
<td>Clinical Chemistry I</td>
<td>Clinical Chemistry II</td>
<td>Clinical Microbiology I</td>
<td>Clinical Microbiology II</td>
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<td></td>
<td>Structure and Function</td>
<td>Phlebotomy</td>
<td>Hematology I</td>
<td>Hematology II</td>
<td>Immunology</td>
<td>Immunohematology</td>
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<td></td>
<td>College Algebra</td>
<td>Computer App/BusSys I</td>
<td>Urinalysis</td>
<td>Gen Ed</td>
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<td>Communication</td>
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<td>Gen Ed</td>
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<td>Credits 12</td>
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<td>Credits 14</td>
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</tbody>
</table>

**Total Degree Credits**: 91
MLT Program Grading Scales and Policies

Core courses with a designator of “MLT” have the following grading scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% - 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92% - 90%</td>
</tr>
<tr>
<td>B+</td>
<td>89% - 87%</td>
</tr>
<tr>
<td>B</td>
<td>86% - 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82% - 80%</td>
</tr>
<tr>
<td>C+</td>
<td>79% - 77%</td>
</tr>
<tr>
<td>C</td>
<td>76% - 73%</td>
</tr>
<tr>
<td>F</td>
<td>72% and below</td>
</tr>
</tbody>
</table>

If a student does not maintain a 73% (C) or higher in all “MLT” courses, he or she will receive an “F” in the course and may receive up to two additional attempts to pass the course.

In all “MLT” courses (see notes for Clinical Practicum I** and Capstone***) the student must achieve all of the following standards to successfully pass the above courses:

1. Maintain a cumulative grade of 73% (C) or higher in both lecture and laboratory section of “MLT” courses. If the student does not maintain a 73% (C) cumulative grade in either the lecture or laboratory or both sections of the “MLT” course, the resulting grade will be an F and the student will fail the course.
2. The student must satisfactorily pass the final lecture examination with a grade of 73% (C) or better within two attempts. If the student’s cumulative grade is less than 73% after the first final exam attempt a second attempt will not be granted since the cumulative course score is less than 73%.
3. The student must satisfactorily pass the final laboratory practical with a grade of 73% (C) or better within one attempts.
4. All quizzes and exams in the “MLT” courses will be proctored on the students home campus either during on campus lab times or during specific proctoring hours your campus provides.

**Clinical Practicum I and MLT Capstone require students to pass each rotation examination and evaluation with a 73% or higher.

***Capstone students will be required to pass a program post assessment with a 73% or higher to pass the MLT program within two attempts.

Some MLT courses have prerequisites or concurrent courses. Failure to take any of these will result in a student being out of sequence. Prerequisites and concurrent courses are listed in the college catalog.
All general education and core courses must be completed and passed prior to a student participating in clinical practicum.

**Progression Procedure**

If a student fails a course and are unable to progress in the program they will be eliminated from their cohort. Students may apply to be admitted to the next cohort, which is subject to availability.

A student who fails MLT courses will be dropped from their cohort and will be required to request re-admittance to the Medical Laboratory Technician program into the next cohort. The student will need to meet with the MLT Program Coordinator to be considered to stay enrolled in the program and move to the next quarter. A position within the program will be based on availability within MLT program at the time of the request. Clinical practicum availability may limit MLT cohort availability.

**PATH Initiative**

The PATH Initiative will prepare students to enter the workforce with the necessary professional attributes to be successful as a surgical assistant. Your instructor will be grading you weekly on four areas and assigning points weekly.

The four areas assessed are:
1. Profesionalism
2. Attitude
3. Time Management
4. Hygiene

**PATH Project Grading:**

1. Considered a clinical skill development objective; all clinical skill development objectives must be passed with a 73% (C) or higher.
2. This is an 11-week project and students only receive 1 attempt.
3. The student must maintain a cumulative grade of 73% (C) or higher on the PATH project. If the student does not maintain a cumulative grade of 73% (C) or higher on the PATH project, the resulting grade will be an F and the student will fail the course.
4. At the beginning of each course, you will receive a rubric from your instructor describing how you will be graded throughout this project.

**Rasmussen College Academic Integrity Policy**

1. **Introduction:** As an institution of higher learning, Rasmussen College is dedicated to global enrichment and meeting the evolving needs of our diverse communities. In pursuit of this commitment, students of Rasmussen College are expected to uphold the very highest business and personal ethics and embrace opportunities for engaging in honest intellectual inquiry by practicing academic integrity. Academic Integrity is the commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility. The purpose of this policy is to clarify the College’s expectations with regard to student’s academic behavior and provide examples of
academic misconduct. Misconduct is a violation of the Academic Integrity Policy, whether intentional or unintentional, and includes all forms of academic cheating.

II. Definitions

a. Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any other act that results in unfair advantage to the student.

b. Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:
   i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
   ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.
   iii. Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids to gain unfair advantage in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

c. Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.

d. Destruction, Theft, Obstruction, Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor’s materials or another student’s academic work.

e. Fabrication, Falsification, Forgery: Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.

f. Plagiarism is the act of representing an individuals or organization’s words, thoughts, or ideas as one’s own. Examples include:
   i. Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.
   ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.
   iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
   iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.
   v. Submitting work previously graded in another course without prior approval by the course instructor; or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.
vi. Borrowing so much language (including paraphrasing and quoting) and/or ideas so that it comprises a majority of your paper or project even if citations are present.

III. **Violations:** Students who violate the academic integrity policy (commit academic misconduct) are subject to corrective action in order to deter future misconduct and to hold students accountable for their actions. Academic Integrity violations and corrective actions are documented and cumulative; corrective actions may be increased based on a past disciplinary record, the severity of the violation, and the impact upon the academic community. The College reserves the right to dismiss a student from the College for academic misconduct; students who are dismissed from the College because of academic misconduct may not reenroll. Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities.

IV. **Appeal:** A student found in violation of the Academic Integrity Policy may appeal a finding of misconduct using the Academic Appeal policy located in the catalog.

See the most updated version of the Academic Integrity Policy within the College Catalog at:

http://www.rasmussen.edu/degrees/course-catalog/

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**Medical Laboratory Technician Program Grievance Policy & Procedure**

**Academic Appeals and Grievance Policy**

Rasmussen College broadly recognizes the rights of internal and external people or entities that have dealings with the College to present a complaint through an impartial procedure. The Academic Appeal Procedure must be used for a complaint regarding a final grade or program-specific academic policy. All other complaints follow the Grievance Procedure.

For purposes of this policy, the following terms are defined: “complainant” is the aggrieved person or entity that has dealings with the College; “grievance” is an expressed feeling of dissatisfaction held by a complainant regarding an action taken by the College or by members of the College community; “student” means a current student.

Complainants are assured that no adverse action will be taken by the College or any of its representatives for registering an academic appeal or grievance. The College will investigate and attempt to resolve each academic appeal and grievance made under this policy.

**Academic Appeal Procedure**

The following procedure must be followed for a grade appeal or appeal regarding a program-specific academic policy:

1. The student must submit a written appeal to their instructor’s “@rasmussen.edu” email address. Grade appeals must be submitted within five business days after grades have been
posted to the student’s record. Appeals related to a program-specific academic policy must be submitted within ten business days.

a. Please note the instructor’s “@rasmussen.edu” email address can be found in the course syllabus and is different from “course mail.”

b. The written appeal must include a detailed explanation as to why an appeal should be considered, and must clearly state the student’s desired outcome (e.g., that a new grade should be assigned, or that the student is willing to re-submit work or repeat the course).

c. The instructor will consider the appeal and respond to the student via email within seven business days from the date the appeal was submitted.

2. If the student is unsatisfied with the instructor’s decision and desires to pursue the appeal further, a formal appeal request may be submitted to the academic or nursing dean by completing the Rasmussen College Academic Appeal Request Form.

a. A copy of this form and contact information for the academic or nursing dean can be obtained from the student’s advisor.

b. The form can be completed electronically or by hand and emailed or submitted in person.

c. The academic or nursing dean will consider the appeal and will respond to the student via email within seven business days from the date the appeal form was submitted.

3. If the student is unsatisfied with the academic or nursing dean’s decision and desires to pursue the appeal further, the student may appeal to the Academic Appeals Committee. Such an appeal can be submitted to the Academic Appeal inbox at student.appeals@rasmussen.edu, and must include the following: a statement of appeal, all related documentation, and a completed copy of the Academic Appeal Request Form. A response will be provided to the student from the committee chairperson within 30 business days of receipt. All committee decisions are final.

**Grievance Procedure**

The following grievance procedure should be followed by the complainant:

1. The complainant should first make a reasonable effort to resolve the grievance directly with the person or entity he/she feels caused his/her complaint.

2. If after this reasonable effort, the grievance has not been resolved to the complainant’s satisfaction, a request for further action should be made in a detailed writing to the Campus Director within ten business days of the grievance. The Campus Director will initiate an investigation within ten business days of receiving the written grievance, and will then attempt to resolve the matter and will issue a decision to the complainant.

3. If a complainant desires to further appeal a decision, a written statement must be submitted to the Vice President of Student Affairs within 15 business days of the Campus Director’s decision. A response will be given within 30 business days.

A record of each grievance and academic appeal, including its nature and disposition, shall be maintained, for all programs, by the College.
Complainants and students may also contact:

- **Commission for Independent Education, Florida Department of Education**, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399; Phone: (888) 224-6684
- **Minnesota Office of Higher Education**, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108; Phone: (651) 642-0533
- **The Higher Learning Commission**, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; Phone: (800) 621-7440 or (312) 263-0456, [www.hlcommission.org](http://www.hlcommission.org)

*More information regarding Grievance Policy and Appeal Procedures can be found in the College Catalog:* [http://www.rasmussen.edu/degrees/course-catalog/](http://www.rasmussen.edu/degrees/course-catalog/).

**Complaints**

If a complaint may arise during the attendance of Medical Laboratory Technician courses the students must:

First bring the complaint or issue to the attention of the Program Coordinator. The Program Coordinator will review the complaint or issue, provided a timeline for response, and follow-up when necessary.

Secondly, if the Program Coordinator does not respond to the complaint in a timely manner the student may contact the campus Academic Dean.

Lastly, the student should review the Academic Grievance Policy in the catalog for further procedures to follow.
Medical Laboratory Technician Program Conduct, Attendance, Confidentiality, and Student Health and Safety Policies

Rasmussen’s Student Conduct/Dismissal Policy

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all-encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. This includes, but is not limited to, conduct:

1. By students, faculty, or staff that is detrimental within the classroom environment.
2. That interferes with the well-being of the fellow students and/or faculty and staff members.
3. That causes damage to the appearance or structure of the College facility and/or its equipment.
4. By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
5. By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

MLT Program Standards for Conduct, Dress, Appearance, and Behaviors

In addition to the Rasmussen Conduct/Dismissal Policy stated above, MLT Students are also held to conduct standards within the classroom, community, and externship settings.

The following guidelines will be in effect for students on campus:

- Personal cleanliness is essential. MLT students must look and smell clean. Perfumes and colognes are not allowed.
- Laboratory coats will be worn appropriately at all times in the student labs.
- Open-toed shoes are not allowed in the student laboratory.
- Hair must be neat and clean, and of natural or neutral color.
- Hair must be pulled back and/or fashioned as to not fall forward or over the sides of the face when working with patients/clients or otherwise interfere with patient care. Hair adornments are not allowed.
- Males must be clean shaven or have neat, low-trimmed beards, mustaches, or sideburns (no longer than ½ inch). Students need to be prepared to follow clinical site requirements.
- Personal communications devices are not allowed in the classroom, lab sessions or during clinical practicum rotations. This includes but not limited to cell phones and smart watches.
• Medical scrubs must be worn during laboratory sessions. Any exceptions must be approved by the MLT Program Coordinator prior to laboratory sessions. Scrubs must be clean, pressed and fit appropriately. Bottoms of pants cannot drag on the floor.

**While at a clinical site, all dress codes and policies of the individual clinical site must be followed.**

If a student attends a class or clinical site and are in violation of any of the conduct, dress and appearance, or behavior standards listed above, the student will be at risk for dismissal from the classroom or clinical site**. Instructors reserve all rights to dismiss students from class and not to return to class until the student is able to present themselves in a proper, professional manner that follows the Conduct, Dress and Appearance, and Behavior Standards for both Rasmussen College and the Medical Laboratory Technician Program.

**Please see “Exterenship Experience” section to learn more about dismissal from externship sites.**

**Attendance Policy**

Students are responsible for reading the most recent Attendance Policy located in the College catalog. A copy of the catalog and its addendum can be located on the Rasmussen College website at www.rasmussen.edu/degrees/course-catalog.

**Program Attendance Policy**

Attendance is required at all class and laboratory sessions. Medical Laboratory Technician students are required to contact the instructor and Program Coordinator at least 30 minutes before the start of a residential session if they are going to be tardy or absent. Any assessments missed due to absence, tardy or leaving early are not eligible for make-up. Students will have to coordinate with the faculty member to meet the assessment requirements. No call/no show for residential labs will result in makeup hours will not be allowed and may result in failure of the course.

**Class Interruption**

Internet outages, power outages, webinar service downtime, and other technology difficulties may periodically disrupt the initiation or ongoing delivery of live online learning activities or classes. If an interruption occurs that affects the entire class, students must remain online for a minimum of 30 minutes and await further instructions while service is being restored. If a service interruption affects an individual student, it is the student’s responsibility to immediately notify the instructor via email or phone. The instructor will determine whether make-up work is required or allowed.

**Confidentiality**

All medical laboratory technician students must be committed to protecting the confidentiality and security of patient information whether it is in the classroom with classmates or in the clinical externship setting. During the course of the MLT Program, students will be exposed to confidential information that is shared to enhance the learning environment. All students must ensure that they
take all measures to maintain confidentiality of all information discussed between fellow classmates, patients in a clinical setting or within a clinical externship placement.

Confidentiality also extends to social media. All medical laboratory technician students must refrain from posting detailed medical information, images, negative comments regarding an instructor, clinical site or partner, and anything that could be considered a threat or harassing statement on any social networking site or message board. Even if this information is posted on a student’s personal page or account, posting of this information will be treated as a HIPAA violation.

Other statements not containing personal health information, but of a negative nature directed at MLT program personnel, clinical sites and partners will not be tolerated and are grounds for dismissal from MLT Program and Rasmussen College.

Students are expected and required to maintain patient confidentiality. Failure to comply with this policy in any venue whether in person or online will result in immediate dismissal from the MLT Program. All HIPAA rules and regulations should be followed at all times.

**Student Health and Safety**

*Health Insurance and Liability*

Rasmussen College does not provide health insurance for students. Students are encouraged to acquire and maintain health insurance while in the program. In addition, the student must understand that he or she is responsible for any costs incurred if he or she is injured at the clinical externship site.

All students are required to have a drug screen, physical and proof of health insurance as required by the clinical facilities. These items will be completed at the student’s expense.

All accidents or injuries must be reported to the student’s instructor immediately. The instructor will initiate an incident report and follow the protocol outline in the Rasmussen College Safety Manual.

*Laboratory Safety*

Safe laboratory practices as taught by your instructor, mandated by OSHA (Occupation Health and Safety Administration) and established in the Rasmussen College Safety Manual will be required of the student at all times. Unsafe practices will not be tolerated and may warrant dismissal from class and/or the program. Safety protocol and procedures while in the clinical externship laboratory must also be followed at all times.

The program’s faculty members are trained in appropriate safety procedures relevant to educational activities and instruct students in those procedures as well. The College follows OSHA standards to reduce the risk of contracting a bloodborne disease as established in the Rasmussen College Safety Manual.

Instructional practice controls listed below will be enforced within all laboratory classroom settings:

June 2019 V12, All Campuses
• Students are present in the lab only when they are properly supervised by a Health Science instructor.
• No two-handed needle recapping is performed.
• No food or drink is present in labs.
  o Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is also prohibited in the MLT laboratory.
• Invasive procedures may be performed only while under the direct supervision of a Health Science instructor. This requires the instructor to be on site, in class, and overseeing or otherwise supervising the individual invasive procedures.
• Students will participate in invasive procedures only using the appropriate equipment in a designated part of the medical laboratory technician laboratory.
• Appropriate PPE (Personal Protective Equipment) must be used to minimize exposure to blood and other potentially infectious materials. PPE equipment includes, but is not limited to, the following:
  o Gloves
  o Barrier garments such as disposable lab jackets
  o Masks
  o Eye protection
  o Mouthpieces
  o Resuscitation bags
  o Pocket masks
• Treat all human blood and body fluids as if known to be infectious for Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV).

To ensure cleanliness of the MLT laboratory and to reduce possible exposure to bloodborne pathogens or infectious materials, students are expected to ensure that all equipment and working surfaces of the laboratory must be cleaned and disinfected at the end of each class session.
MLT Program Clinical Externship and Capstone Experience

Students will engage in a minimum of 10-week/360 hour on-the-job Medical Laboratory Technician training experience in a Clinical facility. Under no circumstances will the student extern receive pay for the externship hours worked. Students will also be completing the online course work simultaneously. The MLT Capstone will be conducted on campus the last week of MLT2864 and will culminate in a program post assessment that must be passed with a 73% or higher to graduate from the MLT program.

Eligibility

Medical laboratory Technician students who have successfully completed ALL MLT core courses will qualify for assignment to an affiliate site for a clinical externship. To successfully complete all courses, students must meet the following standards in all “MLT” courses:

- Maintain a cumulative grade of 73% (C) or higher in the lecture and laboratory sections of the “MLT” courses. If the student does not maintain a 73% (C) cumulative grade in either the lecture or laboratory or both sections of the “MLT” courses, the resulting grade will be an F and the student will fail the entire course.
- The student must satisfactorily pass the final lecture examination with a grade of 73% (C) or better within two attempts.
- The student must satisfactorily pass the final laboratory practical with a grade of 73% (C) or better within one attempts.
- In all other “MLT” courses, a student must maintain a 73% cumulative grade.

Clinical affiliates donate valuable employee time, supplies, and opportunities to help educate new members in the profession. In return, Rasmussen College agrees and is committed to only assigning students who meet academic and ethical standards to our valuable clinical externship affiliates.

The student will be required to have completed all of the following immunizations to be eligible to be placed in an externship site, unless there are restrictions due to religious beliefs or medical hardship in which proper documentation must be obtained and provided to the college.

1. Hepatitis B Series
2. Varicella Series
3. MMR Series
4. TdaP
5. Pertussis
6. 2-Step Mantoux
7. CPR
8. Drug Screen (if clinical site requires)
9. Influenza (seasonal)
10. Health Physical (if clinical site requires)
11. Proof of Health Insurance (if clinical site requires)
12. If student needs additional Immunizations or proof of immunity (titer results), all immunizations and titer results are required to be completed.
13. In addition, all other immunizations/proof of immunity (Tetanus/TdaP, Pertussis, MMR, and Varicella) must be submitted as scheduled in the Immunization Project in Introduction to Chemistry or the first MLT course the student is taking.

_Students will not be allowed to start the Externship Course without appropriate immunizations and screenings. Clinical Site do not allow for any exceptions!_

**Clinical Externship Placement**

The Medical Laboratory Technician Program Coordinator will obtain externship sites for the students.

MLT students are responsible for providing his or her own transportation to and from the clinical externship facilities. It is pertinent that the student know that he or she _may need to travel or relocate out of the immediate area to complete externship activities and the cost of any such travel or relocation is the responsibility of the student_. Transportation and housing costs during the clinical externship will be the responsibility of the student.

Students will not have complete control over which site he or she is assigned to complete the externship. The Program Coordinator will work to place students at sites that are appropriate for the student. Once placed at a site, the student must complete all required hours at that site.

**The Clinical Externship/Capstone Online Course Expectations**

Students will be expected to participate in all online course discussions and complete all exams and assignments on time. In addition, students will participate in an extensive review for the national certification examination. The student must pass each of the rotation exams, rotation evaluations, and post assessment exam with a 73% or greater to pass the Externship Courses as well as maintain a 73% or higher cumulative grade in the online discussions, quizzes and any assignments.

**The Clinical Externship Hours**

The extern student will be required to work a _MINIMUM_ of 360 clinical hours at the externship site _in addition to_ the online externship course requirements.

Students are required to be flexible and agreeable to rotations within reason. Typically, assigned hours will be Monday through Friday and _will be daytime hours_ during the open hours of the clinical externship site. Students in the MLT program agree to be scheduled approximately 6-8 hours per day equaling 25-40 hours per week. Exact shift times will vary and may change depending on each clinical externship affiliate.

Prior to going out on externship, it is important that students plan ahead. Students should have transportation, housing if relocation is needed, day care, and work schedules figured out in order to accommodate the number of hours required for the externship experience. If required hours are not completed by the end of the quarter of externship, the student will risk not passing the externship course.
Service Work

All student activities associated with the clinical externship will be educational in nature. The student shall not be substituted for hired staff personnel within the clinical institution in the capacity of a medical laboratory technician.

The MLT Externship is an unpaid externship. Under no circumstances shall the student receive any financial reimbursement from the externship site for student work conducted within the externship hours. If it is found that a student is reimbursed, the student will receive an “F” in the Externship Course and will fail the course.

Requirements to Pass Externship

The student must meet the following requirements to pass the Externship and Capstone Courses:

1. Successfully and satisfactorily complete all 360 required clinical externship hours.
2. Maintain a 73% or higher cumulative grade in the online discussions, quizzes, and assignments.
3. Pass all rotation exams, rotation evaluations and the MLT program post assessment with a 73% or higher.
4. All hours must be validated and signed off by the externship site manager.
   a. Forging of externship hours will result in an immediate dismissal and failure of the Externship course.

Failure to meet all requirements will result in a failing grade or “F” in the Externship and/or Capstone courses and student will be required to repeat one or both courses.

Medical Laboratory Technician Externship Failure Policy

Dismissal from an Externship site due to unacceptable actions (attendance, poor performance, lack of professionalism, clinic violations, etc.) of the student will result in a failure of the course. The student will be offered a second opportunity to successfully complete an externship experience the following quarter in addition to a completed Learning Plan. The student and Program Coordinator and/or Academic Dean will meet to determine an appropriate learning plan to ensure the students success. Guidelines within the learning plan must be followed in order for the student to obtain clinical site placement. If the student fails to comply with the learning plan, this will result as a second failure and the student will be dismissed from the program.

If a student is dismissed from a site due to circumstances not within their control (site unable to accommodate student for various reasons), all efforts will be made to place the student at a different site within the same quarter. Should a site not be available, the student will be placed the following quarter. This will not reflect as a failure.

Student Attendance Policy: Medical Laboratory Technician Externship

Clinical Attendance Policy

The Medical Laboratory Technician clinical practicum is unpaid. All student activities associated with the clinical site will be educational. The student shall not be substituted for hired staff personnel within the
clinical institution in the capacity of a MLT. Under no circumstances shall the student receive any financial reimbursement from the clinical site for student work conducted within the clinical hours. If it is found that a student is reimbursed, the student will receive an “F” in the clinical component and will fail the course and be at risk for being dismissed from the program forfeiting any accumulated hours.

In addition, Rasmussen College establishes agreements with clinical sites to allow students to complete these educational activities. These agreements determine the responsibilities of the clinical site, Rasmussen College, and the student.

Attendance is critical to ensure success in the clinical experience. If a student must be absent from his or her clinical, he or she must notify the Clinical Instructor or Manager at the site and their MLT Program Coordinator.

**Reporting Absences, Tardiness or Leaving Early:** If you have an emergency or illness and must be absent or tardy to a clinical site, you MUST:

- Call the Clinical Instructor at the site. If you can’t get reach the Clinical Instructor, ask to speak to the manager. If neither of them are available, leave a message and follow-up later to speak to the site and confirm they received your message.
- Call the Program Coordinator, if there is no answer leave a message and send an email to the Program Coordinator.

All clinical time missed must be made up based on program requirement. **If you arrive at a clinical site after the start time, you will be considered tardy.** Students are expected to be in the department, clocked in by the start time or will be considered late. After two tardies or leaving early in which the student clocks in or out more than five minutes after the start time or before the end time will result in a counseling session with the Program Coordinator. A learning plan will be documented to ensure there are no further attendance issues at the clinical site and/or lab sessions. If the student fails to follow the learning plan, they are at risk to fail the clinical component of the course.

Students will clock in and out for a 30 minute lunch and are not allowed to leave early or adjust their start or end times without prior written permission from the Clinical Instructor and Program/Clinical Coordinator. If a student misses more than one clinical shift in the clinical practicum course they will meet with the Program Coordinator and are at risk of failing the clinical component. After two consecutive clinical days missed due to illness, the student must have a physician note to clear them to return to the clinical site. Students will lose 5% of the total grade for each tardy, leaving early or missed clinical day occurrence for all final clinical form uploads at the end of the quarter.

A clinical site is not required to provide an extension to make-up missed hours. However, it is important for the student to understand that the clinical site has the right to dismiss a student from the site at any time; the attendance policy and requirements at the clinical site can override the College’s policy if they feel the student has missed too many days. All make up hours are to be completed by 4 pm on Friday week 12 of the quarter, any accumulation of time missed in excess of 15 minutes will need to be made.
up by the end of the clinical rotation and will be scheduled by the Program/Clinical Coordinator. Any hours made up at the clinical practicum site without the prior written approval of the Program/Clinical Coordinator will not be counted toward the required minimum hours for clinical practicum per quarter. **Failure to make up the clinical time missed, above 15 minutes, will result in failure of the clinical component of the course.**

A student may be dismissed from a clinical site due to lack of attendance. If a student is dismissed from the clinical site, he or she will be at risk of receiving and “F” in the course. **A replacement site is not guaranteed** and subject to the availability of the other clinical sites. If the student fails the clinical course, he or she will need to repeat all components of the clinical course as well as the clinical hours. The student will also be required to meet with the Program Coordinator to develop a Learning Plan for a successful second attempt.

**No call/No show**
A student must notify the clinical site and Program/Clinical Coordinator of an absence prior to the beginning of the clinical day. Failure to do so will result in a clinical absence, make up hours will not be allowed and may result in failure of the course. Extenuating circumstances with documentation will be taken into consideration. The clinical site has the right to dismiss a student from their site at any time.

**Inclement weather**
During inclement weather, students will follow their clinical practicum sites attendance requirements. Students will report to their clinical site for all scheduled hours unless the clinical site closes and notifies the student/s not to attend. During a weather State of Emergency, the College will abide the directions declared by the State’s Governor’s Office. Students are expected to be prepare to make arrangements as necessary to attend and complete all scheduled clinical practicum hours. Any missed hours scheduled at the clinical site for inclement weather will be required to be made-up as stated in the above attendance policy for the Medical Laboratory Technician program attendance.

**Holidays**
Students are expected to attend clinical practicum per their clinical sites scheduled hours. The clinical practicum will determine student scheduled hours, these hours maybe during college observed holidays. It is important for the student to understand that clinical site attendance is per each clinical site expectation and their schedule. Any missed hours scheduled at the clinical site will be required to be made-up as stated in the above attendance policy for the Medical Laboratory Technician program attendance.
**Bereavement**

The college will handle bereavement situations for immediate family on a case by case basis. The college understands that this is a very difficult time for our students and will work with the students and clinical facilities to reschedule clinical hours. Notification of the Clinical Instructor and Clinical/Program Coordinator must occur immediately.

**Board of Certification Exam**

Students will complete an application to sit for the ASCP BOC during the first week of Capstone. Rasmussen College will provide the application and pay the initial fee for the student to take the exam. This payment is valid for 90 days post the student’s program completion date. Failure to schedule, appear, test or complete all required components of the exam during the 90-day period of eligibility results in forfeiture of the students testing fee.

[www.ascp.org](http://www.ascp.org)
CONTACT INFORMATION

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APPENDIX A: Clinical Affiliates for Rasmussen MLT

The following clinical affiliates have taken Rasmussen MLT students for externship. It is important to note as an MLT student that rotations at these clinical affiliates are subject to the clinical affiliate’s availability.

Affiliated Community Medical Center  Willmar, MN
Albany Area Hospital  Albany, MN
Altru Hospital  Grand Forks, ND
Aurora Ashkosh  Ashkosh, WI
Austin Community Hospital-Mayo  Austin, MN
Avera St. Luke’s  Aberdeen, SD
Avera-Dell Rapids  Dell Rapids, SD
Avera-Marshall Medical Center  Marshall, MN
Barron Memorial Medical Center  Barron, WI
Bellin Clinics  Green Bay, WI
Brainerd Medical Center  Brainerd, MN
Burnett Medical Center  Grantsburg, WI
Calumet Medical Center  Chilton, WI
Carrington Health Center  Carrington, ND
Cavalier County Memorial Hospital  Langdon, ND
CentraCare Laboratory Services  St. Cloud, MN
CentraCare-Healthplaza  St. Cloud, MN
Chippewa County Montevideo Hos  Montevideo, MN
Columbus Medical Center  Columbus, WI
Community Blood Center  Appleton, WI
Community Health Network  Berlin, WI
Community Memorial Hospital  Oconto Falls, WI
Cumberland Memorial Hospital  Cumberland, WI
Encircle Health  Appleton, WI
Essentia Health  Ada, MN
Estherville Holy Family Hospital  Estherville, IA
Fairview-Riverside  St. Paul, MN
Glencoe Regional Health Services  Glencoe, MN
Granite Falls Municipal Hospital  Granite Falls, MN
Green Bay Oncology  Green Bay, WI
Hayward Area Memorial Hospital  Hayward, WI
Health Partners  Eden Prairie, MN
HealthEast  St. Paul, MN
Ho Chunk  Black River Falls, WI
Hudson Hospital  Hudson, WI
Jackson Community Hospital  Jackson, MN
Johnson Memorial Health Services  Dawson, MN
Kaukauna Clinic  Kaukauna, WI
LifeCare Medical Center  Roseau, MN
Lisbon Area Health Services  Lisbon, ND
Mankato Clinic  Mankato, MN
Mayo Clinic Health Sys-Albert Lea  Albert Lea, MN
Mayo Clinic-Mankato  Mankato, MN
Mayo-New Prague  New Prague, MN
Memorial Medical Center  Neillsville, WI
Mercy Hospital  Algona, IA
Mercy Hospital  Osage, IA
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June 2019 V12, All Campuses
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<td>Windom Community Hospital</td>
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<tr>
<td>Women’s Specialty Care</td>
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Appendix B: MLT Core Course Descriptions

**MLT1728 Introduction to Chemistry:** This course is an introduction to laboratory medicine and the profession of clinical laboratory science. This course will emphasize professionalism, laboratory safety and routine laboratory procedures including quality control and lab math.

**MLT1245 Clinical Chemistry I:** This course is an introduction to analytical techniques, instrumentation and basic principles of clinical chemistry methods. It presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges.

**MLT2166 Clinical Chemistry II:** Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values.

**MLT11377 Hematology I:** This course is an introduction to the theory and practical application of routine and special hematology procedures. Reviews red blood cell function, hematopoeisis and associated diseases. The student laboratory focuses on identifying normal and abnormal red blood cell morphology and the evaluations of stained blood smears.

**MLT2230 Hematology II:** Expanding upon concepts learned in Hematology I, this course further examines the theory and practical application of routine and special hematology procedures. Presents white blood cell function, hematopoeisis and associated diseases. The student laboratory focuses on identifying normal and abnormal white blood cell morphology and the evaluation of stained blood smears. Coagulation principles and techniques will be included.

**MLT1485 Urinalysis:** An introduction to urinalysis and body-fluid analysis. Includes anatomy and physiology of the kidneys, and physical, chemical, and microscopic analysis of urine, cerebral spinal fluid and other body fluids.

**MLT1448 Clinical Microbiology I:** This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Diseases, resistance and immune system function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.

**MLT2533 Clinical Microbiology II:** Expanding on concepts learned in Clinical Microbiology I, this course provides further instruction in basic microbiology with emphasis placed on viruses, fungi and parasites. Epidemiology and infection control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques.

**MLT2395 Immunology/Serology:** Basic immunology and serology concepts will be presented with an emphasis on selected infectious disease and autoimmune disorders. The theory of immunologic and serologic procedures will also be presented.
**MLT2450 Immunohematology:** An introduction to the fundamentals of the immune system and the principles of genetics as they apply to blood group inheritance and blood banking procedures. This course includes donor selection, blood collection, blood component processing and administration of blood components. Also utilizes a student laboratory for experienced in routine blood banking procedures.

**MLT1325 Phlebotomy:** In this course, students will learn the skills to perform a variety of blood collection methods using proper techniques and universal precautions. This course will emphasize proper patient identification and applying the principles of safety and infection control. The student laboratory setting will provide an opportunity to perform basic phlebotomy procedures.

**MLT2775/MLT2864 Clinical Externship/Capstone:** Students will spend 360 hours in a clinical affiliate to perform supervised clinical rotations of the clinical chemistry, microbiology, urinalysis, hematology, blood bank, phlebotomy and specimen collection departments of the clinical affiliate. Capstone will be included a post-assessment of the medical laboratory technician program.
Appendix C: Rasmussen College Medical Laboratory Technician Program
Programmatic Orientation Attendance/Student Handbook Signoff

I acknowledge that I have received, read, and understand the information presented in the Rasmussen College Medical Laboratory Technician Student Handbook and Rasmussen College Catalog.

As presented in the MLT Student Handbook, Health and Safety Handbook, Emergency preparedness Handbook and Rasmussen College catalog, I understand and agree to comply with:

- Programmatic and Clinical Expectations
- Rasmussen College policy and procedures
- Laboratory Safety (Safety and Health Manual)
- Rasmussen College Emergency Preparedness
- Attendance Policy: College and Programmatic
- Grading Scale: College and Programmatic
- Social Networking and Social Media Policy
- HIPAA/Confidentiality
- Invasive Procedures Waiver/Blood Borne Pathogens/OHSA Regulations

The Medical Laboratory Technician Student Handbook is provided to the Medical Laboratory Technician student prior to admittance to the program, and any time changes are made.

By signing below, I understand that it is my responsibility to be familiar with the content of both the Medical Laboratory Technician Student Handbook and Rasmussen College Catalog, and to abide by all the policies and procedures outline within both documents. I understand that my failure to read these policies does not excuse me from the applicability of the content.

Handbook Version Date July 2018:

__________________________ ____________________________
Signature of Student Date

__________________________
Printed Name

__________________________ ____________________________
Signature of Program Coordinator Date

__________________________
Printed Name

June 2019 V12, All Campuses
Appendix D: Rasmussen College Medical Laboratory Technician Program

HIPAA/Confidentiality Policy

During the course of my program I understand there may be information shared to enhance the learning environment. I will take all measures to maintain the confidentiality of classmates, patients, and the medical facilities that may be discussed.
Appendix E: Rasmussen College Medical Laboratory Technician Program Social Networking and Social Media Policy

As social media and networking technology continues to evolve and gain popularity, so does the need to implement policies applicable to HIPAA, Workplace/Medical Laboratory Technician Program Relations, Clinical facilities and professionalism. This policy recognizes the fact that regardless of the original intent, words and images posted or distributed publicly have an impact on the reputation of Rasmussen College, our students, community partners and clinical sites. Therefore, it is the policy of Rasmussen College to prohibit any and all participants in the Medical Laboratory Technician program from posting detailed medical information, images, negative comments regarding an instructor, clinical site or partner, and anything that could be considered a threat or harassing statement on any social networking site or message board.

Disclosure of personal health information and images via these sites, even if using your personal accounts/pages, can and will be treated as a HIPAA violation. Other statements not containing personal health information, but of a negative nature directed at Medical Laboratory Technician program personnel, clinical sites and partners will not be tolerated and are subject to the conditions listed in the paragraph below. This policy is the result of students posting subjective negative comments and opinions regarding Affiliated Clinical sites, Laboratory Directors, Clinical Instructors and employees, and/or Rasmussen College faculty and staff.

Your externship experience is an extension of Rasmussen College’s relationship with area healthcare facilities, and your chance to gain valuable in-field experience. As such, it is expected and required that you treat these clinical sites as your workplace. Therefore, negative and/or subjective comments or postings via social media are grounds for dismissal from Medical Laboratory Technician Program and Rasmussen College.
Appendix F: Invasive Procedure Information Sheet

General Information:

During the curriculum for your program you will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training. As a part of these learning activities you will be asked to perform specific skills as well as be the subject of specific skills practiced by students and/or faculty. These learning activities will be conducted under the supervision of the course instructor.

Benefits:

You will have the opportunity to practice specific invasive procedures on other students and/or faculty and they will have the opportunity to practice such procedures on you. The invasive procedures include finger needle punctures, intramuscular, subcutaneous and intradermal injections of saline, venipuncture and venipuncture with catheter insertion (the “Invasive Procedures”). The activities listed have been selected because they are skills essential to the learning process and the faculty believes that realistic practice is essential for optimum learning.

Bloodborne Pathogen Exposure

It is important that you be aware that blood and other body fluids have been implicated in the transmission of certain pathogens, particularly Hepatitis Viruses and Human Immunodeficiency Virus (HIV), the virus responsible for Acquired Immune Deficiency Syndrome (AIDS). In order to minimize risk of exposure to bloodborne pathogens, the student must agree to follow Standard Precautions guidelines as well as comply with regulations outlined in the OSHA Bloodborne Pathogen Standard.

Risks/Discomforts

Participation may create some anxiety or embarrassment for you. Some procedures may create minor physical or psychological discomfort. Specific risks are listed below.

Your Rights

You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and are entitled to an explanation of any point that is unclear. If consent is withheld for any reason other than medical reasons accompanied by written support by your personal medical care provider, you will be removed from the program.
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<tr>
<th>Learning Activity</th>
<th>Specific Benefit</th>
<th>Risks/Discomfort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venipuncture using both evacuated tube system (ETS) and syringe system</td>
<td>Student gains experience needed prior to performing procedures on actual patients</td>
<td>Possibility of hematoma or bruising; minimal possibility of infection (provided area is kept clean); slight, temporary pain with procedure; slight risk of temporary nerve inflammation</td>
</tr>
<tr>
<td>Skin puncture of the finger tip</td>
<td>Same as above</td>
<td>Slight, temporary pain upon puncture; minimal possibility of infection (provided area is kept clean)</td>
</tr>
<tr>
<td>Saline injections: Intramuscular, subcutaneous and intradermal</td>
<td>Same as above</td>
<td>Possibility of soreness, tenderness, redness, itching or swelling at the injection site.</td>
</tr>
<tr>
<td>Optional Learning Activity</td>
<td>Specific Benefit</td>
<td>Risks/Discomfort</td>
</tr>
<tr>
<td>Skin puncture of the forearm for Bleeding Time Test (BTT)</td>
<td>Same as other activities listed above</td>
<td>Same skin puncture activity listed above; plus possibility of a small scar at incision site.</td>
</tr>
</tbody>
</table>
Appendix G: Invasive Procedures Waiver and Release of Liability, Assumption of Risk and Consent to Procedures Policy

PLEASE NOTE: PRIOR TO SIGNING THIS DOCUMENT, YOU ARE REQUIRED TO READ THE ABOVE VENIPUNCTURE INFORMATION SHEET. IF YOU REQUIRE ANY CLARIFICATION REGARDING THE INFORMATION PROVIDED, PLEASE CONTACT YOUR INSTRUCTOR OR THE DEAN OF THE DEPARTMENT. All Medical Assisting and Medical Laboratory Technician students are required to participate in all Invasive Procedures (as defined below) that are part of the curriculum for their program unless they have a doctor’s note specifying from which procedures they should be exempt.

The undersigned hereby acknowledges and agrees:

I will have the opportunity to practice specific invasive procedures on consenting students and/or faculty and for other students and/or faculty to practice such procedures on me. The invasive procedures include finger needle punctures, intramuscular, subcutaneous and intradermal injections of saline, venipuncture and venipuncture with catheter insertion (the “Invasive Procedures”).

In order to minimize risk of exposure to bloodborne pathogens, I agree to follow Standard Precautions guidelines as well as comply with regulations outlined in the OSHA Bloodborne Pathogen Standard.

I understand and acknowledge that a faculty member must be in attendance during any of the Invasive Procedures, whether I am the person performing it or the recipient of the Invasive Procedures.

I agree to allow fellow students and/or faculty to perform Invasive Procedures on me.

I hereby release Rasmussen, Inc., its subsidiaries, directors, officers, owners, employees and agents, other students and faculty from all liability arising from or related to the Invasive Procedures, including any untoward effects. I understand and agree that I must immediately report any accident, injury or illness that I believe occurred as a result of or in connection with an Invasive Procedure to the Rasmussen faculty for the class where such incident occurred and that any hospital or medical costs arising from such accident, injury or illness shall be my sole responsibility.

I have read and understand this WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND CONSENT TO PROCEDURES and the attached Venipuncture Information Sheet and hereby acknowledge my understanding of the risks associated with either performing or being the recipient of Invasive Procedures as well as my obligations for this program. My questions have been answered.
Appendix H: MLT AAS Degree Program Conditions

As part of the acceptance into the Medical Laboratory Technician AAS Degree Program,

I (print name) _______________________________________ accept and understand the following conditions specific to this program.

(Please initial each statement and sign the bottom.)

____ The program will begin on ???, 2019 (Spring/Fall Quarter)

____ The core classes will take 7 quarters from this date ending ??? 2020. (The program may take additional time based upon classes completed.)

____ To be able to continue in the program, I must maintain a 73% in each of my core classes.

____ To be able to continue in the program, I must receive a minimum of 73% on Final and Practical Examinations in specified MLT core classes.

____ All examinations and quizzes must be taken with a proctor on the campus for the MLT courses.

____ The program includes one (1) clinical practicum consisting of 360 hours.

____ Practicum’s are unpaid clinical experiences and all travel/housing is the responsibility of the student.

____ The clinical practicum schedules are set by the clinical site. These will be full-time day hours and will not allow for me to maintain a job during the day.

____ To successfully pass the clinical practicum, I must receive a minimum of 73% on all rotation examinations and clinical evaluations.

__________________________________________    Date: ___________________

Student Signature

__________________________________________     Date: ___________________

Rasmussen College Representative
Appendix I: Medical Laboratory Technician Program

Practicum Manual Orientation Checklist

As part of the Medical Laboratory Technician Clinical Practicum, I (print name) __________________________ accept and understand the following conditions specific to this rotation.

(Please initial each statement after discussion and sign the bottom.)

- _____ Essential Functions
- _____ Academic Integrity Policy
- _____ Attendance Policy
- _____ Safety/Exposure
- _____ MLT Immunizations
- _____ Externship Course Expectations
- _____ Service Work/Outside Employment
- _____ Externship Failure Policy
- _____ Rotation Rubrics (Separate handbook)
- _____ Post assessment (73%)
- _____ Responsibilities of MLT program official’s
- _____ MLT Program Grading
- _____ MLT Conduct
- _____ Confidentiality/HIPAA
- _____ Externship Eligibility
- _____ Externship Placement
- _____ Externship Hours
- _____ Externship Grading
- _____ Communication Form (App. G)
- _____ Capstone (Week 11)
- _____ Time Sheet submission
- _____ Blackboard weekly requirements
- _____ ASCP application (electronic version)
- _____ Weekly Timesheets signed by Clinical Site (Appendix J)
- _____ Tally Sheet and minimum requirements (Appendix L)

__________________________________________________________________________  ________________
Student Signature  Date

__________________________________________________________________________  ________________
Rasmussen College Representative  Date

June 2019 V12, All Campuses
Appendix J: Program Officials’ Responsibilities

Program Coordinator Responsibilities:
1. Assures effective program operations
2. Oversees ongoing program assessment
3. Participates in budget planning
4. Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development
5. Assumes the leadership role in the continued development of the program

Clinical Coordinator Responsibilities:
1. Evaluates students
2. Participates in didactic and/or clinical instruction
3. Supports the program coordinator to help assure effective program operation
4. Coordinates clinical education and evaluates its effectiveness
5. Participates in the assessment process
6. Cooperates with the program coordinator in periodic review and revision of clinical course materials
7. Maintains current knowledge of the discipline and educational methodologies through continuing professional development
8. Maintains current knowledge of program policies, procedures, and student progress

Didactic Program Faculty Responsibilities:
1. Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress
2. Participates in the assessment process
3. Supports the program coordinator to help assure effective program operation
4. Cooperates with the program coordinator in periodic review and revision of course materials
5. Maintains appropriate expertise and competence through continuing professional development

Clinical Instructor(s) Responsibilities:
1. Is knowledgeable of program goals
2. Understands the clinical objectives and clinical evaluation system
3. Understands the sequencing of didactic instruction and clinical education
4. Provides students with clinical instruction and supervision
5. Evaluates students’ clinical competence
6. Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development
7. Maintains current knowledge of program policies, procedures, and student progress

Clinical Staff Responsibilities:
1. Understand the clinical competency system
2. Understand requirements for student supervision
3. Support the educational process
4. Maintain current knowledge of program policies, procedures, and student progress
**Student Responsibilities:**

1. Treat your Clinical Practicum like a job interview:
   - **Arrive to the site prior to your scheduled start time.** You should be in the department and ready to go at the scheduled start time. (Do not clock in more than five minutes prior to the start time).
   - **If you are going to be late or absent, you must:**
     1. Call the Clinical Instructor at the site. If you can’t get ahold of the Clinical Instructor, ask to speak to the manager. If neither of them are available, leave a message and follow-up later to speak to the site and confirm they received your message.
     2. Call the Clinical Coordinator, if there is no answer leave a message and send an email.
   - **Follow the Conduct, Dress and Appearance, and Behavior Standards at all times.**
   - **Maintain professional behavior during your clinical experience.** Remember that your behavior reflects on the facility, the college, the Medical Laboratory Technician profession, and on yourself.
     *An interview may be required for some clinical sites. Your Program Coordinator or Clinical Coordinator will give you more information if your potential site requires an interview.*

2. Wear your Rasmussen ID badge (above the waist).

3. You are responsible for meeting all of the program and clinical site health and immunization criteria by the deadline given by the Program Coordinator/Clinical Coordinator.

4. You must have your clinical competency checklists with you for each clinical shift as well as any additional study material and/or textbooks pertinent to your clinical rotation.

5. Make sure your college MLT PC/Clinical Coordinator has provided you with the clinical site’s information including the: name of the facility, address, contact person, and phone number.

6. Accurately document the hours spent in the facility. Upload weekly to the dropbox for the week in your MLT2997 Clinical Practicum course.

7. Upload all clinical documentation to your course by the deadlines given (specific to the course and module).

8. At the end of each of your clinical rotations, complete the clinical evaluation form and upload to the course dropbox along with your other clinical documentation. Express your appreciation to all staff with whom you have worked to help ensure they remember you in a positive light. Send a note of appreciation to the Clinical Site.
Appendix K: Time Sheet

MLT CLINICAL PRACTICUM

WEEKLY TIME SHEET

STUDENT NAME _____________________________

CLINICAL SITE _______________________________

WEEK STARTING (mm/dd/yy) _____/_____/_____ AND ENDING(mm/dd/yy) _____/_____/_____

DEPARTMENT ROTATION _______________________

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CLINICAL SITE SIGNATURE:______________________________

DATE:_____________________

June 2019 V12, All Campuses
Appendix L: MLT Program Clinical Communication Form

MLT CLINICAL PRACTICUM

Clinical Communication Form

Clinical Site: ________________________________________        Date: __________

Clinical Instructor Name: ________________________________

Student Name: ________________________________________

1. Have there been any attendance or punctuality issues in the last month?

2. Any professional behavior issues? How has the interaction with other laboratory team members been?

3. What rotation is the student currently in? What rotations have been completed since our last communication?
4. What areas has the student excelled in?

5. What areas does the student need to improve in?

6. Additional Comments:

______________________________    Date: ___________________

MLT Program Coordinator
## Appendix M: Tally Sheets

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<td>Mixing studies</td>
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Student Name___________________________________
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<td>Culture Inoculation</td>
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<td>Ova and Parasite</td>
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<td>MRSA/VRE Screen</td>
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<td>Other</td>
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<tr>
<td><strong>Hematology</strong></td>
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<tr>
<td>Instrument operation</td>
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<td>Peripheral Blood smear</td>
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<td>Correlate blood smear and automated results</td>
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<td>Sample Pre-Treatment</td>
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<td>Physical examination (5)</td>
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<td>Chemical examination (5)</td>
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Other Events (i.e. safety training, HIPPA, workshops, etc):