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College Philosophy
It is the philosophy of Iowa Central Community College, as a comprehensive community college, to aid in developing our citizens’ capabilities to the maximum. Iowa Central provides a flexible program to satisfy the needs of the individual and the needs of the community. An educational environment is planned to provide experiences for those who desire pre-professional courses, improvement of educational or technical skills, or developmental programs for self-enrichment. This environment can be on campus or on-site. In concert with this mission, Iowa Central offers:

- college transfer courses
- career and technical training
- general education
- recreation and personal enrichment programs
- economic development, community service activities for people with diverse interests, needs, backgrounds and skills
- adult basic education

Mission Statement
Iowa Central Community College promotes intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, strengthens community, and inspires progress.

Vision Statement
Iowa Central Community College is the learning College of choice, meeting the needs of all we serve in a changing regional and global environment. Iowa Central Community College will continue to provide programs that foster economic vitality to all members of our region. In cooperation with our partners, our College will lead by example to improve the quality of life for the people we serve by:

- Promoting instructional excellence in all program areas
- Serving the lifelong learning needs of all citizens
- Expanding and enhancing programs to meet the evolving needs of our workforce
- Strengthening partnerships to advance the mission of the College
- Enhancing customer service to all who come our way
- Increasing the retention and success of our students
- Increasing community awareness of the College
- Infusing appropriate technologies for problem solving and enhanced program delivery
- Developing responsive and effective education programs
- Enriching cultural and social awareness.

Innovation, excellence, and continuous improvement define our College where the focus is on the learner and on the appreciation of diversity.

_Iowa Central shall not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or ability_
MEDICAL LABORATORY TECHNICIAN PROGRAM PHILOSOPHY

The philosophy of Iowa Central Community College's Medical Laboratory Technician program is to provide a quality educational program that complies with the established essentials and guidelines of an accredited educational program for the Medical Laboratory Technician. The college recognizes that, to achieve a quality educational program, the students must be able to grasp technical and theoretical knowledge and to successfully apply this knowledge in a clinical setting.

The program's philosophy recognizes the importance of professional standards, morals, and ethical obligations to the community when committing itself to an educational program. Development of professional competence, personal growth, and effective patient care will be major areas of concentration in providing the community and the profession with entry level Medical Laboratory Technicians.

Accreditation

This program is accredited through the National Accrediting Agency for Clinical Laboratory Sciences.

National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road
Suite 720
Rosemont, IL 60018

773.714.8880
773.714.8886 (Fax)

Discrimination Policy

Iowa Central Community College shall not illegally discriminate on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or military service. Any inquiries concerning the College’s affirmative action/equal opportunity policy should be directed to the Disabilities Act, Iowa Central Community College will provide reasonable accommodations to disabled persons upon request. Please make such requests to the Coordinator of Special Populations (55-574-1045).

The Board of Directors of Iowa Central Community College endorses the principle of equal educational and employment opportunities of all people regardless of race, color, sex, religion, ancestry, national origin, age, or non-job related disability. Furthermore, the Board does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, or non-job related disability in the education programs or activities it operates.

The Board of Directors of Iowa Central Community College reserves the right to change, at any time, without notice, graduation requirements, costs, curriculum course structure and content, and such other matters as may be within its control, notwithstanding any information set forth in this catalog. The costs for tuition, fees, room and board, and other charges are subject to change.
PROGRAM GOALS/OUTCOMES

1. Provide Fort Dodge and the surrounding communities with graduate Medical Laboratory Technicians who can function at career entry levels.

2. Provide the students with a strong educational background by utilizing a variety of educational resources and experiences including the latest in technological advances.

3. Instill in the students the importance of continuing education, participation in community service and involvement in the clinical laboratory science profession at the local, state and national level.

4. Develop in students professional attitudes and ethics by stressing the importance of good attendance, confidentiality, awareness of patient welfare and cooperation with co-workers and all members of the health care team.

5. Produce graduates with an Associate of Applied Science degree from Iowa Central Community College who will achieve a mean program score on the Board of Registry examination equal to or above the national program mean score.

6. Maintain accreditation of the MLT program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
GRADUATE OUTCOMES

Upon completion of the program, the Medical Laboratory Technician shall be able to:

1. Demonstrate entry level knowledge and skill in modern clinical laboratory science.

2. Collect and process biological specimens and perform analytical tests on body fluids, cells, and products.

3. Monitor quality control through understanding of basic laboratory statistics, recognize affected result, and take appropriate actions.

4. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs.

5. Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their position and patient care.

6. Relate laboratory findings to common disease processes.
### First Semester

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Lect.</th>
<th>Lab</th>
<th>Coop.</th>
<th>Other</th>
<th>Sem.</th>
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</thead>
<tbody>
<tr>
<td>BIO-168 Human Anatomy &amp; Physiology I w/ Lab</td>
<td>45</td>
<td>30</td>
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<tr>
<td>HSC-113 Medical Terminology</td>
<td>30</td>
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<tr>
<td>MLT-111 Fundamentals of Laboratory Science</td>
<td>45</td>
<td>30</td>
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<tr>
<td>MLT-120 Urinalysis</td>
<td>30</td>
<td>30</td>
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<tr>
<td>CHM-110 &amp; 111 Introduction to Chemistry w/Lab</td>
<td>45</td>
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<td></td>
<td>195</td>
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### Second Semester

<table>
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<tr>
<th>Course Name</th>
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<th>Lab</th>
<th>Coop.</th>
<th>Other</th>
<th>Sem.</th>
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<tbody>
<tr>
<td>BIO-173 Human Anatomy &amp; Physiology IIA with Lab</td>
<td>45</td>
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<tr>
<td>BIO-186 Microbiology</td>
<td>30</td>
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<tr>
<td>MLT-133 Erythrocyte Hematology</td>
<td>30</td>
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<tr>
<td>MLT-171 Immunology &amp; Serology</td>
<td>45</td>
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### Summer Session

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<thead>
<tr>
<th>Course Name</th>
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<th>Lab</th>
<th>Coop.</th>
<th>Other</th>
<th>Sem.</th>
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<tbody>
<tr>
<td>PSY-111 Introduction to Psychology or</td>
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<tr>
<td>PSY-121 Developmental Psychology</td>
<td>45</td>
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<td>ENG-105 Composition I</td>
<td>45</td>
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<td></td>
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### Third Semester

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<th>Sem.</th>
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<tr>
<td>MLT-250 Clinical Microbiology</td>
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<td>MLT-241 Clinical Chemistry I</td>
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<td>MLT-260 Immunohematology</td>
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### Fourth Semester

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<th>Other</th>
<th>Sem.</th>
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<td>MLT-253 Parasitology &amp; Mycology</td>
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<tr>
<td>MLT-243 Clinical Chemistry II</td>
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<td>MLT-280 Clinical Practicum I</td>
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### Summer Session

**9 weeks**

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<th>Course Name</th>
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<th>Coop.</th>
<th>Other</th>
<th>Sem.</th>
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<tbody>
<tr>
<td>MLT-290 Clinical Seminar &amp; Review</td>
<td>30</td>
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<tr>
<td>MLT-281 Clinical Practicum II</td>
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<td>270</td>
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Sub Total Clock Hours: 690
Total Clock Hours: 1815
78 Weeks,
Average Clock Hours/Week: 23.27
Course Descriptions

MLT-111  Fundamentals of Laboratory Science  4 Sem. hrs.
This course is designed to acquaint the student with the field of laboratory science. The organization and role of the clinical laboratory are explored. Basic concepts in clinical laboratory testing and math are presented. Medical ethics, employment opportunities and professional organizations are included. Pre/Co-requisite: BIO 168 Anatomy and Physiology I and HSC 113 Medical Terminology

MLT-120  Urinalysis  3 Sem. hrs.
This course is the study of the properties and constituents of urine and other body fluids. Emphasis is placed on theory and methodology of qualitative and quantitative analysis of urine. Constituent values are related to the physiology of the urinary system in health and disease. Pre/Co-requisites: MLT-111 Fundamentals of Laboratory Science.

MLT-133  Erythrocyte Hematology  3 Sem. hrs.
This course focuses on red cell metabolism, hematopoiesis, evaluation of red cell morphology, and the pathogenesis of anemia. Prerequisites: MLT-111 Fundamentals of Laboratory Science. Pre/Co-requisites: BIO 173 Anatomy and Physiology II.

MLT-171  Immunology & Serology  3 Sem. hrs.
The basic concepts of immunology and its application to diagnostic testing in human disease are studied. The principles and procedures of routine techniques for serological testing are presented. Prerequisites: MLT-111 Fundamentals of Laboratory Science and Pre/Co-requisite: BIO 173 Anatomy and Physiology II.

MLT-234  Leukocyte Hematology/Coagulation  4 Sem. hrs.
This course presents the disease processes leading to abnormal white blood cell disorders, including both benign and malignant states. An overview of hemostasis, thrombosis and anticoagulant therapy, including procedures routinely performed in the clinical hematology and hemostasis laboratory. Pre/Co-requisite: MLT-111 Fundamentals of Laboratory Science

MLT-250  Clinical Microbiology  4 Sem. hrs.
Microorganisms with emphasis on bacteria causing disease in man is studied. Theory and principles of identification, biochemical reactions, growth requirements and susceptibility testing will be discussed. This course also includes new technologies in the laboratory diagnosis of infectious disease. Prerequisite: BIO-186 Microbiology Pre/Co-requisite: MLT-111 Fundamentals of Lab Science.

MLT-241  Clinical Chemistry I  4.5 Sem. hrs.
Analytical techniques are studied for precise measurement of chemical constituents of the blood and body fluids including electrolytes, protein, lipids, and enzymes. Clinical correlation of test results with states of health and disease will also be covered. Prerequisites: CHM-110 and 111 Introduction to Chemistry w/Lab. Pre/Co-requisite: MLT-111 Fundamentals of Laboratory Science and BIO 173 Anatomy and Physiology II.
MLT-243 Clinical Chemistry II  2 Sem. hrs.
The course includes the study of the endocrine system, tumor markers, therapeutic drugs, toxicology and vitamins, correlating test results with state of health and disease. Prerequisite: CHM-110 and 111 Introduction to Chemistry w/Lab, MLT – 241 Clinical Chemistry I

MLT-260 Immunohematology  4 Sem. hrs.
Blood transfusion science is presented including the inheritance of blood groups, donor procedures, quality control, antibody testing and crossmatching of blood. Transfusion safety and Federal regulations are also included. Prerequisites: BIO-173 Human Anatomy & Physiology IIA with lab, MLT-171 Immunology & Serology

MLT-253 Parasitology & Mycology  2 Sem. hrs.
Common human parasites, their morphology, life cycles, symptomology and techniques of identification are covered. Competencies in mycology include studying the changing etiologic role of fungi, proper specimen collection, processing and culture methods. Prerequisite: BIO 186 Microbiology.

MLT-280 Clinical Practicum I  8 Sem. hrs.
Students rotate through the laboratory departments of hematology, chemistry, microbiology, blood bank, and urinalysis. Application of the knowledge and skills learned in the classroom are applied in the clinical practicum. Prerequisites: MLT-250 Clinical Microbiology, MLT-120 Urinalysis, MLT-133 Erythrocyte Hematology, MLT-171 Immunology & Serology, MLT-234 Leukocyte Hematology/Coagulation, MLT-241 Clinical Chemistry I, MLT-260 Immunohematology, ENG 105 Composition, PSY 111 Psychology, BIO 168 Anatomy and Physiology, BIO 173 Anatomy and Physiology II, and BIO 186 Microbiology.

MLT-281 Clinical Practicum II  4.5 Sem. hrs.
This course is a continuation of Clinical Practicum I. Additional rotations may take place in clinics and other industries. Prerequisite: MLT-280 Clinical Practicum I, Co-requisite: MLT-290 Clinical Seminar and Review. Prerequisite MLT 253 Parasitology/Mycology and MLT 243 Clinical Chemistry II.

MLT-290 Clinical Seminar & Review  2 Sem. hrs.
Students share their experience in the clinical area through discussion of topics of interest. Case studies are presented. Medical laboratory subjects are reviewed in preparation for registry examination. Prerequisite: MLT-280 Clinical Practicum I, Co-requisite:MLT-281 Clinical Practicum II.
ADMISSIONS

**Application Procedures**
1. Students must complete an ICCC application and an MLT program application and return them to Iowa Central Community College. Both applications can be found on the Iowa Central Community College web-site.

2. Request your high school transcript, GED scores and any previous college transcripts to be sent to the Admissions Office, Fort Dodge campus.

3. Arrange to take the Compass or ASSET test if you have not taken the ACT test.

**Acceptance Procedure**
1. Acceptance is done by the Medical Laboratory Technician Coordinator based on points earned from the application. General guidelines that the committee is looking for are:
   a. You must complete the MLT Program application on the Iowa Central Community College Web-site.
   b. High school grade point average of 2.5 or better (GED of 55)
   c. Required high school courses with successful completion are: Algebra I, Biology, or equivalent. If these courses have not been taken in high school, they must be taken at the college. High school chemistry is highly recommended.
   d. ASSET scores of 40 or above, ACT of 18 or above, or Compass scores 65 writing, 80 reading, pre-algebra P39, or algebra, A46.
   e. ALEKS Math score of 20 or higher
   f. After completion of any developmental course due to low compass, ACT, or ASSET scores students must re-take the compass test and achieve the required minimum scores prior to acceptance into the program.
   g. Your most recent college courses, GPA, etc.
   h. Any student applying to the Medical Laboratory Technician Program whose native language is NOT English must provide official evidence of English language proficiency for admission. This requirement may be met by taking and passing the TOEFL test with a minimum of 17 in each of the following categories: Reading, Listening, Speaking, and Writing. **Completion of Composition 1 or another English course will NOT meet this requirement.**

2. If your academic background does not meet these general guidelines, or you have special needs, you may elect to take the Extended Medical Laboratory Technician Program to improve your chances of being selected into the program.
Extended Medical Laboratory Technician Program
Students may extend the Medical Laboratory Technician Program over more than two years by taking the general requirements from the Arts and Sciences Division the first year, and the Medical Laboratory Technician courses the second and third years. Students who take the extended program must make satisfactory progress and may stay on the Medical Laboratory Technician list until selected by the committee. This extended plan meets the needs of:

1. Students unable to attend full time.
2. Selected students who, due to scholastic deficiencies, receive a recommendation to extend their program.

NOTE: Extended Medical Laboratory Technician students, once accepted into the program, must complete all remaining course work each semester in sequence. ACCEPTANCE INTO THE EXTENDED PROGRAM DOES NOT GUARANTEE YOUR ACCEPTANCE INTO THE MEDICAL LABORATORY TECHNICIAN PROGRAM.

Transfers
Students wishing to transfer into the Medical Laboratory Technician program must have their transcripts evaluated by the program coordinator and college registrar. Grade point average is evaluated, and courses completed previously must be of comparable content, semester hours, and clock hours. The length of time since the student completed the course work is also reviewed.

Attendance
Punctuality and regular attendance are characteristics of a student that will translate into a desirable lab employee. Students must call or email to inform the instructor when he/she will not be able to attend a specific class before the designated start time. The number to call is 515-576-0099/1-800-362-2793 ext. 1333 or ext. 1334. Email: mentzer_s@iowacentral.edu or stuart_k@iowacentral.edu

Records of attendance will be kept for each student in Web Advisor. It is the student’s responsibility to keep track of the number of absences and tardies recorded in Web Advisor. An error must be brought to the instructor’s attention within 1 week. Once a student has missed more than 4 scheduled class periods the student will receive a W in the class. Regardless of the grade in web advisor, when the final grades are submitted you will receive a W in the class. If a class has a lab and lecture scheduled on the same day, the student must attend all of the meeting times to be considered present.

If a student arrives after the scheduled class start time or leaves before class is dismissed, they will be considered tardy. For each 3 tardies a student has in a class, a day will be counted towards the 4 absent days.

It is the students’ responsibility to make arrangements for all make-up work and missed assignments the first day they return to campus (not the next class period). The student must find a classmate to assist them in making up a lab activity when the classroom is available. Missed labs must be completed within one week of returning to class after an absence. Assignments and projects that are not turned in due to absence must be turned in the day student returns to class.

Classroom Policies
Absences shall not lessen student responsibility for meeting the requirements of any course. All
scheduled course labs must be completed with a minimum competency to pass the course. Students must call or email to inform the instructor when he/she will not be able to attend a specific class. Failure to notify the instructor of the absence on the same day will result in a tardy in addition to an absence being recorded on the attendance roster. Records of attendance will be kept for each student. The number to call is 1-800-362-2793, ext. 1333, ext. 1334.

Makeup Work: It is the student's responsibility to make arrangements for all make-up work and missed assignments the first day they return to campus (not the next class period). The student must find a classmate to assist them in making up a lab activity when the classroom is available. Missed labs must be completed within one week of returning to class after an absence and the score for the lab will be reduced 10% before it is graded. Assignments and projects that are not turned in due to absence must be turned in the day student returns to class.

Missed quizzes may not be made up. Exams not taken during the schedule class period must be completed in the library within 1 week of returning to campus and will have 10% deducted from the score before graded. Any missed exams will be taken in the library.

All students must assist in making the classroom a place of learning. Therefore it should be kept orderly, and while there, the student will act in a professional manner. Disruptive behavior, unprofessional conduct, profanity, or suspicion of drug or alcohol abuse will not be tolerated and could result in dismissal from the class and/or program. If any student is caught cheating, they will receive a zero (0) for that activity and may receive disciplinary action. The college’s Academic Dishonesty Policy is found in the Iowa Central Student Handbook.

Cell phones must be turned off during class time. In an emergency student’s should be reached through the Health Sciences Secretaries at ext. 1322 or ext. 1320, who will notify the student as soon as possible.

Children will not be allowed to attend classes or labs. Interested perspective students may attend with prior instructor approval.

Withdrawal

To withdraw from a class the student must complete the necessary work via web advisor. For complete withdrawal from the MLT programs a discussion with the program coordinator is recommended and complete withdraw paperwork must be completed.

Students, who have begun the MLT curriculum (completed MLT 111 with a C or better) but are not enrolled in any courses with an MLT prefix for one academic year, may apply to re-enter if they meet the following guidelines:

Re-Entry

Students who fail or who receive a “D” in any course in the program curriculum may remain in the program with Coordinator approval. After earning a “D” or “F” or withdrawing from a class due to a “D” or failing grade, in three “MLT” curriculum courses, the student will be removed from the program.
1. Notify the Program Coordinator in writing of interest in re-entering and complete current online program application.
2. Have their application evaluated and notified if accepted by the Program Coordinator.
3. The length of time since the student completed any MLT prefix numbered course must not exceed 4 years (except MLT 280- Clinical Practicum I – See below). Any MLT numbered courses completed more than 4 years prior must be repeated once the student is accepted into the program.

4. The length of time since the student completed MLT 280 (Clinical Practicum I) must not exceed 4 months, if the student is unable to progress to MLT 281 (Clinical Practicum II) because of failure to complete prerequisite courses. Students will be required to repeat MLT 280 (Clinical Practicum I).
5. Individual students are responsible for contacting financial aid to determine their financial aid status in these situations.

**Incomplete**

An incomplete in a course requires the makeup work be completed in order to receive a grade for the course. Only in the event of extenuating circumstances will an incomplete grade be given in a course. Approval of an incomplete must be approved by the program coordinator, division chair, and the Vice President of Instruction. The student is responsible for arranging with the instructor to complete the appropriate Iowa Central form and course work.

**Graduation Requirements**

A student must complete all course work. Students must maintain a grade of “C” or better in all courses in the Medical Laboratory Technician program and meet the necessary prerequisites to progress in the program. Students receiving a “D” or “F” in any MLT Curriculum course may repeat the course with the permission of the coordinator.

The student must complete the program with at least a 2.0 cumulative grade point average and be enrolled at ICCC with at least 12 hours taken from ICCC. The cumulative grade point is based on the courses within the Medical Laboratory Technician curriculum. A graduation fee must be paid. Commencement exercises are held at the end of the Spring semester. Although students will not finish for nine (9) more weeks, they are expected to take part in graduation.

**Degree Conferred**

An Associate in Applied Science Degree is awarded to the student successfully completing the prescribed Medical Laboratory Technician curriculum with a minimum G.P.A. of 2.00.

**National Certification Exam**

Each student who successfully completes the Medical Laboratory Technician program with a minimum GPA of 2.0 and graduates from Iowa Central Community College with an Associate of Applied Science degree will be eligible to take the Board of Certification Examination. Students
will register with the coordinator to take the exam. Granting of the Associate of Applied Science Degree is not contingent upon passing any external certification or licensure exam.

**Teach Out Plan**

In the event the Medical Laboratory Technician Program at Iowa Central Community would close. All students currently enrolled in program courses or in the process of completing the program would be allowed to complete the necessary courses to finish his or her degree. The program coordinator would not accept any new students into the program.

In the event of program closure either through the decision of administration or the occurrence of a natural disaster we would ensure our students would complete the MLT Program through a series of steps. Our first step would involve meeting with the division chair, vice president of instruction, and college president to discuss temporary placement of program facilities. Possibilities include utilization of different buildings/classrooms on the Fort Dodge or Webster City campuses. Depending on the extent of the disaster or the reason for closing we could ask our clinical sites or other programs in the state for assistance with supplies and teaching materials. In the event our administration would close our program we would no longer accept new admissions but ensure those in the program have the opportunity to complete the necessary classes and clinical experience.

**Grading Standards**

The grading scale for the Medical Laboratory Technician program is as follows:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92.0 - 100</td>
<td>A</td>
</tr>
<tr>
<td>84.0 - 91.9</td>
<td>B</td>
</tr>
<tr>
<td>76.0 - 83.9</td>
<td>C</td>
</tr>
<tr>
<td>70.0 - 75.9</td>
<td>D</td>
</tr>
<tr>
<td>0 - 69.9</td>
<td>F</td>
</tr>
</tbody>
</table>

The grade point system for the college is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>0</td>
</tr>
</tbody>
</table>

**Grading Policy**

1. Students will successfully complete the examination component of the course with minimal total score of 76%.
2. Students will successfully complete the laboratory component of the course with minimal total score of 76%. (If the course has a lab scheduled)
3. Students will successfully complete the class work component of the course with minimal total score of 76%
4. Failure to reach a 76% in each section, laboratory component, examination component, and class work component, will result in the student **NOT** passing the class.
Students must achieve a "C" or better in all Medical Laboratory Technician curriculum courses before they can be eligible for Clinical Practicum I & II laboratory rotations.

**Iowa Central Community College Honor Society**

The college has a charter from the Iowa Community College Honor Society and follows the procedures of this organization in recognizing and stimulating scholarship among the students. Students on campus less than three semesters qualify for temporary membership.

At the time of election, a student must have achieved a grade point average of 3.50.

The Honor Society conducts an annual spring convocation in which students are initiated. Aim to become a member of this group!

**Class Cancellation**

In case of stormy weather listen to the local radio station for notice of delay or cancellation of classes or sign up for Triton Alert notification through the Iowa Central web-site. Students are advised to use their own discretion before venturing out when road conditions may be hazardous.

**Library**

The Library is located in the Student Resource Center. Library hours are consistent with the hours of operation of the college. Regular evening and weekend hours are kept during the fall and spring semesters.

In addition to excellent library holdings, the library facilities are equipped with carrels for private study.

Computers are available for student use--inquire at the desk.

**The Student Success Center**

The Student Success Center is located in the Student Resource Center and offers programs to improve skills in the three "R's". A professional staff is available to assist with your enrichment needs.

Computers are available for student use.

**Student Conduct**

Students are expected to conduct themselves according to the laws governing the community and college regulations. The rights and welfare of all students is a prime consideration of the college.

All Iowa Central Community College professional personnel share the responsibility for seeing that the behavior of students meets the standards of conduct conducive to a learning situation.
After receiving the student’s permission, Iowa Central will do a background check on all MLT students before they are eligible to interview at hospitals for the clinical practicum assignments. Employers will most likely require mandatory background and drug screening checks for employment as a Medical Laboratory Technician.

Confidentiality
In keeping with professional ethics, any information of a confidential nature may not be divulged or discussed with others outside the professional setting. Breeches of confidentiality violate the rights of clients in the affiliating institution and jeopardize the student's status in the program.

Personal Records
Policy regarding a student's public and private records follows federal law. Public records include name, address, phone number, your current class schedule, attendance dates, current ICCC status, and high school attended and graduation date. Your private records (those we only give out with your written permission) include test scores, high school and college rank, grades and grade slips, grade point, transcripts and confidential recommendations, and background checks.

Suspension/Dismissal
A teacher may recommend probation and/or suspension or expulsion of a student to the Vice President of Instruction or Vice President of Enrollment Management & Student Development. Either Vice President may place a student on probation and/or suspend or recommend expulsion based on information received from the faculty member.

If the Vice President places a student on probation and/or suspends or recommends expulsion, the Vice President shall provide written notification to the President of the action or recommended action to be taken which shall include the reason for the disciplinary action. Upon notification of disciplinary action, the College President shall provide written notification of the disciplinary action to the student. For further information regarding suspension/dismissal see Board Policy #521.

Health Requirement
The objective of the health program is to promote positive health habits, in addition to prophylaxis and the advocation of early treatment of disease. The Medical Laboratory Technician program requires all students have a current and complete health record on file. A pre-entrance physical including specified immunization must be completed. The physical examination forms will be provided at orientation. The form must be complete and on file in the coordinators office before students may interview for clinical practicum assignments. The cost of the required physical examination is the student's responsibility.

All students are required to have received a series of three Hepatitis B vaccinations no later than the first semester of the program. If a student has an allergy to the vaccine, he/she must turn in a signed medical waiver from a physician. A vaccine consent/waiver form will be placed in the student's file until completion of the Hepatitis B vaccination series. Additionally, all students need documentation of two mumps immunizations, a titer or date of illness as documented by their health care provider. Students will also need to have any flu vaccines available the year they attend clinical.
**Student Health and Insurance**

It is the responsibility of the student to inform the appropriate instructor(s) of any physical condition that could interfere with the safety of the student. When ill, it is important to notify the instructor. All instructors have voice mail which can be utilized 24 hours a day.

The College has a registered nurse on duty from 8:00 am to 4:00 pm Monday thru Friday at the Fort Dodge Center. The student health office is located in the Applied Science and Technology building. The nurse is available as a resource for health concerns of students. The service offers emergency treatment for injury or illness and assistance in obtaining the services of local physicians and agencies, if necessary. Confidential counseling on health related problems is available. The service also provides health awareness programs.

It is recommended that all students have their own health insurance policy. A health insurance plan is available to ICCC students through the school nurse. The clinical agencies for all of the programs in the Health Sciences Department do not provide insurance coverage for students injured while in their respective agencies. Students need to assume full responsibility for their own accidents or injuries which may occur in any of the clinical, class, or laboratory settings.
Procedure for Post-Exposure Evaluation and Follow-up

Occurring at Iowa Central

Student

1. Incidents reported to Instructor.
2. Completes Student Incident/Exposure Report within 24 hours.
3. Contact ICCC Nurse within 24 hours (by phone or person)

Instructor

1. Requests student to complete Student Incident/Exposure Report Form.
2. Sends copy of Incident/Exposure Report to Department Chair & Health Services (School Nurse) within 24 hours.
3. Refers Student and Source Person, if known, to Health Services within 24 hours.

Health Services Nurse

1. Reviews Student Injury/Exposure Report within 48 hours.
2. Completes student consent form within 48 hours and arranges for testing at Corporate Health (Health Care Professional).
3. Obtains consent form signed by source individual if known within 48 hours and arranges for testing at Corporate Health (Health Care Professional)
4. Corporate Health will take care of results and the need for any further follow-up.
Procedure for Post-Exposure Evaluation and Follow-up

**Occurring at Job/Clinical Site**

**Student**

1. Reports incident to instructor.
3. Contacts Iowa Central School Nurse within 24 hours (by phone or in person).

**Instructor**

1. Requests student to complete Student Incident/Exposure Report Form.
2. Sends copy of Incident/Exposure Report to Department Chair within 24 hours.
3. Completes Workman Compensation (WC) Supervisor’s Investigation Report (online form available under Health Service).

**Health Services Nurse**

1. Reviews Student Incident/Exposure Report within 48 hours.
2. Files a First Report of Injury to WC carrier within 48 hours.
3. Counsels student.
4. Directs student to Corporate Health. Designated Health Care Professional (HCP) will do testing, follow-up, education, and counseling.
5. HCP will keep records and test results.
**Background Checks**

A Criminal/Adult and Dependent Abuse Check must be completed by the beginning of the fall term before the student’s clinical practicum. It is the student’s responsibility to complete the proper forms provided by the college and pay for the cost of the background checks. The coordinator must have a copy of the background check before the 3rd semester of the program begins. Failure to provide the coordinator with a copy of the background check will result in removal of the scheduled Fall courses. Background checks are made available to clinical sites and may result in a student being denied placement at a particular site.

**Liability and Malpractice Insurance**

All students are covered with a liability and malpractice insurance policy which is provided by the college and is in effect during scheduled college class time. The cost is included in the college fee structure.

**Transportation**

Students need to provide their own transportation when enrolled in clinical practicum courses. Students may be assigned to clinical sites outside of the immediate area. The program coordinator assigns the student to the hospital laboratory in which they will be completing their clinical practicum.

**Guidance and Counseling**

Students may counsel with their instructors, coordinator, and the professionally prepared counselors who are available to discuss educational and/or personal problem areas.

For more information consult any of your instructors, program or clinical coordinator or a counselor.

**MLT Faculty**

The MLT Program faculties are as follows:

1. Program Coordinator and Student Advisor, Stacy Mentzer, MLS (ASCP), MAED
2. Instructor, MT (ASCP), B.S.
3. Medical Director – Dr. Heller, Pathologist – Unity Point Health

Instructors and student advisors will be available to meet with students during regularly scheduled office hours and by appointment.

Office hours for each faculty member are posted outside their respective offices in the space provided. Students should refer to these postings to determine when a faculty member is available. When an instructor is engaged in a telephone conversation or in a conference with another student or instructor, the student should exercise patience and courtesy.
**Grievance/Appeal Policy**

Whenever a student desires information concerning the curriculum, or takes issue with some aspect of an individual class policy, a department policy or a college policy, such student shall discuss the problem with the party most immediately involved. If the matter is not satisfactorily resolved, the appeal process as outlined in the Iowa Central Student Handbook will follow this order:

1. Medical Laboratory Technician Instructor  
2. Coordinator  
3. Department Chair  
4. Vice President of Instruction  
5. Executive Officer of the Board (President)  
6. The Board of Directors

**Work Policy at Clinical Affiliates**

Students do not receive any monetary compensation, either as a stipend or salary, for time spent at the clinical site during the clinical practicum. A student may not receive any pay for any hours documented on a student’s Iowa Central clinical practicum time sheet.

The Health Sciences Department has no control over a student's activities in regards to any clinical laboratory outside regular program hours. Some clinical affiliates may employ a student as a laboratory assistant or phlebotomist. Students accepting such employment outside school/program hours do so as an independent agent and receive no clinical hour credit for time spent as an employee of an affiliated clinical laboratory.

There is no exploitation of students enrolled in the MLT program at the clinical practicum sites. Adequate numbers of technical staff are available at all facilities for the performance of service work and the supervision of students assigned to the facility. Clinical hours cannot be adjusted to fit the needs of students offered positions within the clinical facility.

**GENERAL INFORMATION**

The following general information -- and MORE -- may be found in the Iowa Central Community College catalog or the Student Handbook and Planner:

- Parking Rules
- Tuition--Fees—Refunds
- Suspension—Dismissal
- Financial Aid
- Job Placement
- Your Records--Private and Public
- Your Student Identification
- Smoking Policy
- Part-Time Jobs
- Student Services
- Bookstore
- Student Housing
- Change in your Name or Address
- Student Center
Affiliate Hospitals

Hospitals which have been affiliated with the Medical Laboratory Technician Program for the clinical practicum are:

1. Kossuth County Hospital, Algona
2. Loring Hospital (no micro), Sac City
3. Buena Vista Medical Center, Storm Lake
4. Cherokee Regional Medical Center, Cherokee
5. Crawford County Memorial Hos., Denison
6. Dallas County Hospital (no micro), Perry
7. Ellsworth Municipal Hospital, Iowa Falls
8. Greene County Hospital (no micro), Jefferson
9. Van Diest Medical Center, Webster City
10. Humboldt County Memorial Hospital, Humboldt
11. Palo Alto County Hospital, Emmetsburg
12. Pocahontas Com. Hospital, Pocahontas
13. St. Anthony Regional Hospital, Carroll
14. Spencer Municipal Hospital, Spencer
15. Stewart Memorial Com. Hospital (no micro), Lake City
16. Thielen Student Health, Iowa State University, Ames (no miro, no bloodbank)
17. Unity Point - Trinity Regional Med. Center, Fort Dodge
18. Story County Medical Center, Nevada
Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution’s ADA Policy.

<table>
<thead>
<tr>
<th>CAPABILITY</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
</table>
| Cognitive-Perception  | The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations. | • Identify changes in patient/client health status  
• Handle multiple priorities in stressful situations |
| Critical Thinking     | Utilize critical thinking to analyze the problem and devise effective plans to address the problem. | • Identify cause-effect relationships in clinical situations  
• Develop plans of care as required |
| Interpersonal         | Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences. | • Establish rapport with patients/clients and members of the healthcare team  
• Demonstrate a high level of patience and respect  
• Respond to a variety of behaviors (anger, fear, hostility) in a calm manner  
• Nonjudgmental behavior |
| Communication         | Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality. | • Read, understand, write and speak English competently  
• Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods  
• Explain treatment procedures  
• Initiate health teaching  
• Document patient/client responses  
• Validate responses/messages with others |
| Technology Literacy   | Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care. | • Retrieve and document patient information using a variety of methods  
• Employ communication technologies to coordinate confidential patient care |
<table>
<thead>
<tr>
<th>CAPABILITY</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility</td>
<td>Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.</td>
<td>• The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities to provide safe and effective care and documentation</td>
<td>• Position patients/clients                                     • Reach, manipulate, and operate equipment, instruments and supplies                  • Electronic documentation/ keyboarding                  • Lift, carry, push and pull       • Perform CPR</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability to monitor and assess, or document health needs</td>
<td>• Hears monitor alarms, emergency signals, auscultatory sounds, cries for help</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination</td>
<td>• Observes patient/client responses                             • Discriminates color changes                                           • Accurately reads measurement on patient client related equipment</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture</td>
<td>• Performs palpation                                              • Performs functions of physical examination and/or those related to therapeutic intervention</td>
</tr>
<tr>
<td>Activity Tolerance</td>
<td>The ability to tolerate lengthy periods of physical activity</td>
<td>• Move quickly and/or continuously                                • Tolerate long periods of standing and/or sitting as required</td>
</tr>
<tr>
<td>Environmental</td>
<td>Ability to tolerate environmental stressors</td>
<td>• Adapt to rotating shifts                                        • Work with chemicals and detergents                                             • Tolerate exposure to fumes and odors                                         • Work in areas that are close and crowded                                      • Work in areas of potential physical violence                               • Work with patients with communicable diseases or conditions</td>
</tr>
</tbody>
</table>
## Medical Laboratory Technician

### ESTIMATED PROGRAM COSTS

**In-State Resident**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>1ST SEM.</th>
<th>2ND SEM.</th>
<th>SUMMER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(17 hr)</td>
<td>(14 hr)</td>
<td>(9 hr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition, Student fees</td>
<td>$2669.00</td>
<td>$2198.00</td>
<td>$1413.00</td>
<td>$6280.00</td>
</tr>
<tr>
<td>Physical (Immunizations)</td>
<td>$100.00</td>
<td></td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Material Fee</td>
<td>$50.00</td>
<td>$50.00</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Background Check</td>
<td>$25.00</td>
<td></td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Books</td>
<td>$750.00</td>
<td>$400.00</td>
<td>$280.00</td>
<td>$1430.00</td>
</tr>
<tr>
<td>Est. Total</td>
<td>$3594.00</td>
<td>$2648.00</td>
<td>$1693.00</td>
<td>$7935.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>1ST SEM.</th>
<th>2ND SEM.</th>
<th>SUMMER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(16.5 hr)</td>
<td>(12 hr)</td>
<td>(6.5 hr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition, Student fees</td>
<td>$2590.50</td>
<td>$1884.00</td>
<td>$1020.50</td>
<td>$5495.00</td>
</tr>
<tr>
<td>Material Fee</td>
<td>$100.00</td>
<td></td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Books</td>
<td>$325.00</td>
<td>$0.00</td>
<td>$145.00</td>
<td>$465.00</td>
</tr>
<tr>
<td>Travel</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Graduation Fee/Pin</td>
<td></td>
<td>$25.00</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>National Examination Fee</td>
<td></td>
<td>$200.00</td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>Total:</td>
<td>$3015.50</td>
<td>$2109.00</td>
<td>$1165.50</td>
<td>$6290.00</td>
</tr>
</tbody>
</table>

Estimated Cost of MLT Program: $14225.00

* Students must be aware of the cost of traveling to and from clinical education sites. These will be attended four days per week during the second semester and summer session of the second year.

*Fees are subject to change and additional lab fees may be added

*Textbook prices are based on the purchase of new books from the Iowa Central Community College bookstore. Some may be purchased used or rented to decrease the cost

*Some of the textbooks purchased in the first semester of the program will be used for multiple classes.
ETHICAL PRACTICE STATEMENT

The Administration and faculty support and implement the following statements concerning ethical practices in the relationship of Iowa Central Community College, the Health Sciences Department and the Medical Laboratory Technician Student.

1. Iowa Central Community College is responsible for all of its personnel engaged in recruitment and/or admission procedures.

2. In recruitment activities, all information released is correct, authentic, and objective whether made concerning Iowa Central Community College's Department of Health Sciences Medical Laboratory Technician Education or any other Medical Laboratory Technician Program.

3. The catalog of Iowa Central Community College provides basic information concerning admission requirements as well as a description of the Health Sciences Education Program itself.

4. All candidates are notified promptly following decision of their eligibility status for admission.

5. The provisions of the Civil Rights Act are carefully followed. Iowa Central does not discriminate on the basis of race, color, national origin, religion, sex, marital status, status with regard to public assistance, age or ability.

6. The Health Sciences Medical Laboratory Technician program of studies provides that all students have equal opportunities in participation and/or sharing of similar experiences, whether classroom or clinical in nature.

7. The Health Sciences Department is responsible for informing the Medical Laboratory Technician students of the written policies for dismissal, promotion and graduation which it endorses.

8. Students will be advised of program changes sufficiently in advance of the effectuation of these changes.

9. Provided that all requirements are met, the student shall not be prevented from graduation nor making application for ASCP/BOC Registry Examination.

10. All individuals having access to confidential information concerning students are ethically obligated to judiciously protect such information.

11. Inclusivity and respect are fostered in the classroom through consideration of each student. The curriculum is unbiased with materials that support diversity, teacher attitude reflects sensitivity to other cultures, and instructors work to be role models of acceptance and belief in cultural diversity.
It is imperative and your responsibility to track the classes you have completed towards the MLT degree. Update this form each semester. Incompletes and withdrawals do not count towards your degree. Remember, you must earn a “C” grade in each required course to continue in the program.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Final Grade</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT-120 Urinalysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO-168 A &amp; P 1 w/lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHM-110 and 111 Intro to Chemistry w/Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSC-113 Medical Terminology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-111 Fundamentals of Lab Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO-187 Microbiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO-173 A &amp; P 2 w/lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-133 Erythrocyte Hematology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-171 Immunology &amp; Serology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG-105 Composition I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY-111 Introduction to Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY-121 Developmental Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-234 Leukocyte Hematology/Coagulation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-250 Clinical Microbiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-241 Clinical Chemistry 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-260 Immunohematology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-243 Clinical Chemistry 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-253 Parasitology &amp; Mycology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-280 Clinical Practicum 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-290 Medical Lab Seminar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLT-281 Clinical Practicum 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Medical Laboratory Technician Program
Student Policy Acknowledgement Form

My signature verifies that I have received, read, and been given the opportunity to ask questions and clarify program policies and procedures as printed in the Medical Laboratory Technician Handbook. I understand that I am responsible for the information contained in the manual. I understand that failure to follow the policies documented in the manual may result in my inability to complete the MLT Program.

Iowa Central Community College Medical Laboratory Technician Program policies include, but are not limited to, the following:

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<tr>
<th><strong>Academic Progress</strong>—progression policies which include earning a C or above in all program courses, successful completion of all courses during, or prior to, the identified term, following procedures for change in enrollment status, and restart policy.</th>
<th>Initials</th>
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<tr>
<td><strong>Academic Standards</strong>—including scholastic requirements and grading scale, policy for submission of late papers, test policies including test, quiz and lab makeup policies.</td>
<td>Initials</td>
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<tr>
<td><strong>Student Rights and Responsibilities</strong>—including class/lab/clinical preparation and attendance, standards and rules of professional conduct, academic integrity, uniform/dress code and clinical policies and procedures.</td>
<td>Initials</td>
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<td><strong>Health and Safety</strong>—Providing accurate and current health status information, responding according to policy in the event of an injury/exposure incident, following Standard Precaution protocols and completing clinical orientation sessions. Annually review <strong>Bloodborne Pathogens</strong> protocol.</td>
<td>Initials</td>
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<td><strong>Confidentiality</strong>—Following established policies for the protection of confidential client information, including HIPPA guidelines.</td>
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<td><strong>Accountability</strong>—Sharing and resolving concerns in both a timely and professional manner and following the process for seeking exception to established policy. Keeping the College and MLT Program informed of changes in contact information, checking e-mail weekly.</td>
<td>Initials</td>
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<td><strong>Background Checks</strong> - Criminal Convictions or Documented History of Abuse</td>
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<td>I understand that criminal convictions or documented history of child or dependent adult abuse may delay or prevent my participation in clinical education experience. If I am unable to participate in clinical education, I will be unable to complete the MLT program.</td>
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<td><strong>Release of Pre-Entrance Medical Records</strong> - I authorize program officials of Iowa Central Community College Health Science Department to release my pre-medical record information to my affiliated clinical site(s) and my employers upon their request.</td>
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<td><strong>Clinical Practicum Assignments</strong> - I understand and agree that in the event that there are not enough clinical practicum sites arranged for MLT 280 (Clinical Practicum 1), the placement of students at the various sites will be determined by the MLT Program Coordinator.</td>
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<td><strong>Policies</strong> - I understand that I am responsible for the information appearing in the College Catalog, the Iowa Central Community College Student Handbook, the Medical Laboratory Technician Program Handbook, each class syllabus, and each class schedule. I understand I must adhere to the Medical Laboratory Program policies and will seek clarification when unsure. Failure to read the policies and guidelines and other information will not be considered an excuse for noncompliance of policies and procedures of the MLT Program.</td>
<td></td>
</tr>
</tbody>
</table>

| Date:______ Student Signature ________________________________ |
| Student ID/SS Number ____________________ |
| Printed Name ____________________________ |
Student Rights and Responsibilities

Students of the College have both rights and responsibilities as described in the Iowa Central Community College Student Handbook and in Board Policy. Iowa Central’s mission is to provide for the varied educational needs of the diverse student body through accessible, flexible, community centered programs with a commitment to excellence in teaching and learning. This can occur in an environment that fosters intellectual inquiry within a climate of academic freedom and integrity. Students and instructors are expected to promote these goals in the context of inclusiveness, mutual respect, and tolerance of others, as ideas are explored, facts gathered, opinions weighed, and conclusions drawn.

Student Conduct

Students are responsible to laws governing the community as well as the policies of the college and its officials. Students who violate college rules or policies will be subject to disciplinary action.

Student Discipline Policy

Iowa Central Community College is committed to providing a safe, orderly, and healthy environment where all students can learn. All students should demonstrate appropriate behavior and respect for property and all persons. Student behavior, which interferes with an effective learning environment, is a breach of discipline and is not tolerated. This policy includes behaviors that occur on college property, while the student is engaged in or attending a college related, sponsored or approved activity, or where the student is a representative of the college and his/her behavior has a negative impact on the college. The following are examples of, but are not limited to, behaviors, which will result in disciplinary action:

- Actions which show insensitivity, intolerance, or discrimination on the basis of race, creed, color, national origin, sex, religion, or disability
- Disorderly behavior which includes harassment, intimidation, annoyance, assault to another person, unlawful or unapproved actions of protest, or usage of profane verbal or non-verbal communication
- Disobedience of the college’s rules, regulations, policies, laws of the State of Iowa or federal laws
- Insubordination to college personnel
- Sexual harassment
- Conspiracy, defined as an agreement or combination between two or more persons to engage in a course of criminal conduct
- Possession or use of dangerous objects
- Trespassing
- Arson
- Possession, sale or attempted sale of a controlled substance or a “look alike” or “imitation” controlled substance
- Criminal mischief, theft, or destruction of property
Each instructor implements and enforces rules to maintain appropriate classroom discipline. If a breach of conduct occurs in the classroom, lab, or during practicum, the Instructor and/or Program Coordinator may enforce discipline, including the removal of the student from class. If necessary, the Instructor and/or Program Coordinator may recommend probation, and/or suspension or expulsion to the Vice President of Instruction or Vice President of Enrollment Management and Student Development. Either Vice President may place a student on probation and/or suspension or recommend expulsion based on the information received from the faculty member.
Student Rights and Responsibilities

1. Observe all rules, regulations, and policies.
2. Observe all rules, regulations, and policies as presented in the Iowa Central Community College Medical Lab Technician Program Student Handbook and student conduct as described in the Iowa Central Community College General Catalog.
3. Demonstrate ethical behavior, professional conduct, and a positive attitude.
4. Maintain confidentiality regarding all hospital and patient information. Students are liable both during the educational experience and after termination of said experience. Violations in either may result in legal action.
5. Contact the Practicum Coordinator and Iowa Central Instructor prior to the absence or tardiness.
6. Perform psychomotor and affective tasks identified on the practicum evaluation, demonstrating a satisfactory level of competency.
7. Accept delegated responsibilities and duties within the scope of the medical laboratory technician practice that are congruent with level of training.
8. Accept constructive criticism and adjust behavior accordingly.
9. Demonstrate initiative, integrity, cooperation, and motivation.
10. Refrain from the use of all mind-altering substances.
11. Interact effectively with professional personnel.
12. Demonstrate emotional stability.
13. Provide for patient safety.
14. Report all accidents, incidents, or errors immediately to the Practicum Coordinator and Lab Supervisor. Complete all necessary follow-up as advised by the clinical site and Practicum Coordinator within the designated period.
15. Complete all assignments in a timely manner.
**Termination Clause**

The following is a list of events that can lead to dismissal from the Medical Laboratory Technician Program. These are examples of issues but dismissal from the program is not limited to the items listed. Each case will be evaluated individually before the decision of dismissal is made.

1. Failure to comply with the rules, regulations, and policies outlined by the participating clinical site.
2. Failure to comply with rules, regulations, and policies as presented in the Iowa Central Community College Medical Laboratory Technician Program Student Handbook and student conduct as described in the Iowa Central Community College General Catalog.
3. Failure to demonstrate ethical behavior, professional conduct, and a positive attitude.
4. Any violation of confidentiality regarding medical laboratory and patient information.
5. Failure to report to the practicum site without giving prior notification of the intended absence to both the Practicum Coordinator and Clinical Supervisor. Leaving the practicum site without prior notification and approval of the Practicum Coordinator and Clinical Supervisor.
6. Inability to demonstrate entry-level competency in the performance of psychomotor and affective tasks identified on the practicum competency sheets.
7. Failure to fulfill delegated responsibilities and duties within the scope of the medical laboratory technician practice that are congruent with the level of training.
8. Failure to correct deficient areas identified on visits or evaluations.
9. Failure to demonstrate initiative, integrity, cooperation, and motivation.
10. Reporting to the practicum site under the influence of mind-altering substances.
11. Failure to maintain an acceptable appearance and personal hygiene.
12. Inability to interact effectively with professional personnel.
13. Failure to demonstrate emotional stability.
14. Use of profanity.
15. Violation of the Iowa Smoke-Free Air Act.
16. Use of personal electronic devices, including personal cell phones and internet, including text messaging and Facebook during practicum hours.
17. Violation of safe care in the opinion of the Practicum Coordinator and/or Clinical Supervisor, including but not limited to: physical or verbal abuse of a patient, failure to observe safety precautions, failure to report accidents, incidents, or errors immediately to the Practicum Coordinator and Clinical Supervisor.
18. Deviating from scheduled Practicum hours, including absences and tardies, except for documented health reasons, without prior notification/approval from the Practicum Coordinator and Clinical Supervisor.
19. Iowa Central Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating and plagiarizing (presenting someone else’s words as one’s own). Collaborating, cheating on quizzes, assignments, or examinations, or the practice of plagiarism, whether intentional, or accidental, are serious violations of trust and show a lack of academic integrity. Scholastic dishonesty is unacceptable in any course.

The program reserves the right to request the withdrawal of any student whose health, work, or conduct is determined to be detrimental to the health and safety of the student themselves, other students, or patients.
I, ______________________, have read the above policy regarding grounds for dismissal and understand my responsibilities as a student. I understand that not following these policies may lead to my removal from the MLT program.

Signature:______________________

Date:__________________________
MEMO

TO: All Medical Laboratory Technician Students
FROM: Clinical Practicum Sites & MLT Program Handbook

In the event that there are not enough clinical practicum sites arranged for the clinical practicum, the placement of students at the various sites will be determined by the MLT Program Coordinator, the MLT Instructor, and Health Science Department dean. The student’s rank according to cumulative grade point average in the MLT curriculum, clinical site requests, attendance in the MLT courses, and the student’s home location will be taken into consideration when placing students.

I have received and read the student handbook for the Medical Laboratory Technician Program.

If I have any questions regarding policies, I will refer them to the coordinator or instructor.

Student Signature: _________________________
Date: ____________________________________

Authorization of Release of Pre-Entrance Medical Record
I authorize program officials of Iowa Central Community College Health Science Department to release my pre-entrance medical record and immunization information to affiliated clinical sites upon their request.
Signature: ________________________________ Date: ________________________________

Authorization of Release of Criminal Background and Abuse Checks
I authorize program officials of Iowa Central Community College Health Science Department to release my criminal background and abuse information to affiliated clinical sites upon their request.
Signature: ________________________________ Date: ________________________________
Students enrolled in the Medical Laboratory Technology (MLT) Program will be expected to demonstrate competency in venipuncture and finger stick by safely performing these skills on fellow students. You will not only demonstrate these skills on other students but you will have other students demonstrate the same skills on you. All Students in the program will be asked to sign a release form to allow for these demonstrations. To ensure these demonstrations are safely accomplished the following standards will be adhered to:

1. Prior to return demonstration of procedures all students will pass a written and skills test on Standard Precautions.

2. The following process will be used in teaching the skills:
   a. The principles and procedures will be taught in the classroom.
   b. There will be a step by step demonstration of the skill by the instructor. This will be either live or by video tape.
   c. After the demonstration, students may practice on a mannequin or appropriate model. Prior to students demonstrating on a fellow student the instructor will use a checklist to determine the student’s proficiency in performing the skill on the mannequin/model.
   d. Once the student has successfully completed a check-off on a mannequin or appropriate model, the student will demonstrate the procedures on fellow students. During these demonstrations, the instructor will be observing the procedures and completing a skills evaluation.
Iowa Central Community College
Student Consent for Laboratory Participation

As a student enrolled in the MLT Program at ICCC, I understand that I will be performing finger sticks and venipunctures on fellow students as a part of my educational experience. I will also allow my fellow students to perform finger sticks and venipunctures on me. I understand that this practice is necessary to gain practical, first-hand experience in performing procedures. These skill development activities will involve obtaining and testing of blood from fellow students. Universal precautions will be used at all times during this training experience.

I am aware of the risks for Hepatitis B, HIV, and other blood-borne infections that accompany the handling of blood specimens. I also understand that there is some risk of a hematoma or bleeding in the tissue as a result of an invasive procedure.

I understand these risks and freely and voluntarily agree to participate in these procedures. I hereby release Iowa Central Community College from any liability as a result of my participation in these procedures.

__________________________________  ____________________
Student Name                        Date Signed