



PIMA COMMUNITY COLLEGE DISTRICT  
WEST CAMPUS – CENTER OF EXCELLENCE IN HEALTH PROFESSIONS  
MEDICAL LABORATORY TECHNICIAN PROGRAM

# Medical Laboratory Technician (MLT) Program

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## STUDENT HANDBOOK

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**2024-2025**

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## ***INTRODUCTION***

### **Medical Laboratory Technician Overview**

Pima Community College's (PCC) Medical Laboratory Technician (MLT) program is part of the Center of Excellence of Health Professions. MLTs typically work in hospital and private laboratories (clinical or research) or physician office labs. At career entry, the MLT will be able to perform moderate and high complexity clinical laboratory tests done in all major areas of the laboratory. Graduates will have gained basic laboratory skills required for entry-level positions in current and other emerging laboratory fields, such as molecular diagnostics. The responsibilities of the MLT include:

- Processing of samples for testing, including collection, evaluation of collection and/or handling
- Daily instrument operation, including maintenance and quality control
- Sample analysis, including waived, moderate, and high complexity testing
- Collection and interpretation of data and results
- Maintenance of accurate records and reporting of data
- Critical thinking, including knowledge of critical values and follow up or confirmatory testing

In addition, the MLT will have responsibilities related to information processing, training and quality control within the laboratory.

The Medical Laboratory Technician (MLT) Program embraces the mission and vision statements of PCC. A variety of policies for all Pima College students can be found on [Pima.edu](http://Pima.edu), which includes the [Code of Conduct](#). MLT students are required to follow the American Society for Clinical Laboratory Science (ASCLS) [code of ethics](#). There are additional policies specific to the PCC MLT Program. The purpose of this handbook is to communicate these specific policies to all MLT, and prospective MLT students.

The PCC MLT Program reserves the right to make changes as needed, and to change without notice any information, requirements and regulations published in this handbook.

MLT is a selective admissions program. See the [MLT website](#) for details of admission criteria. Admission to Pima Community College does not automatically guarantee admission to the Medical Laboratory Technician Program. Admission to the MLT program is coordinated through the MLT program director. West Campus Office E234 [amrosales2@pima.edu](mailto:amrosales2@pima.edu)

### **Student Advising**

MLT Student Advising: [Student Services Call Back Service Sign In](#) MLT Program Director 520-206-6835

To register for any MLT course, a student must be admitted to the MLT program (completed selective admission form) and be cleared / approved by the MLT program director. Graduation from the college is not the sole criteria for obtaining qualification to practice as a Medical Laboratory Technician. Most clinical laboratories require employees to pass a national certification examination (i.e. American Society for Clinical Pathology - ASCP). While Arizona does not require licensure, some states in the US do have specific licensure requirements. Please note: **Graduation from PCC MLT program is not contingent on the student passing a registry or licensure examination.**

**ADA Statement**

Pima Community College is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the campus Access and Disability Resources (ADR) office. Accommodations will be made based on eligibility determined by Disabled Student Resources. Services can be requested at any time during the semester. Requesting services well in advance will help to ensure that resources are available when needed. Please contact a DSR office at 206-6688 (West Campus), 206-5151 (Desert Vista) or [ADRhelp@pima.edu](mailto:ADRhelp@pima.edu).

## ***MEDICAL LABORATORY TECHNICIAN (MLT) PROGRAM GOALS, STUDENT LEARNING OUTCOMES, ASSESSMENT PLAN, and CURRICULUM***

**Mission Statement and Program Goals:**

Pima Community College Medical Laboratory Technician program strives to produce qualified, well balanced professionals who are ready to enter the clinical laboratory field as Medical Laboratory Technicians.

Goals of the MLT Program:

- Provide the knowledge, skills, and attitudes needed for clinical competence
- Help students develop the independent learning skills needed to grow in the profession
- Provide excellent teaching that will emphasize higher level math and science, as well as critical reasoning skills for proficient formulation of oral and written communication
- Create student-centered partnerships with clinical affiliates

**Technical Standards Essential for MLT Practice**

Functional Ability	Standard	Examples of Required Activities
Gross motor skills, fine motor skills and mobility	Gross motor skills for safe and effective laboratory activities. Physical ability to sufficiently move around and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform laboratory activities.	<ul style="list-style-type: none"> <li>• Move within confined spaces in laboratory, clinic and/or patient rooms</li> <li>• Standing, reaching, squatting over, around, under equipment, which cannot be adjusted for height</li> <li>• Move around in work area and treatment areas. Position oneself in the environment to perform laboratory testing or instrument maintenance or to render care without obstructing the position of other team members or equipment</li> <li>• Ability to maneuver over cords, under analyzers, over counters and in tight passages</li> </ul>

Physical endurance and strength	Physical stamina sufficient to remain continuously on task for up to a 12- hour clinical shift while standing, sitting, moving, lifting, and bending to perform laboratory activities	<ul style="list-style-type: none"> <li>• Stand/walk/bend/stretch for extended periods of time</li> <li>• Ability to reach over and into large analyzers, move into and behind instruments while changing reagents, etc.</li> <li>• Ability to use arms and legs to access hard to reach areas</li> <li>• Ability to move or relocate reagents, lab equipment or lab supplies weighing up to 50 pounds</li> <li>• Ability to reach and operate overhead equipment, and lift to overhead storage shelves</li> <li>• Maneuver compressed air tanks and attach to a CO2 incubator</li> </ul>
Hearing	Auditory ability sufficient for physical monitoring of alarms, equipment, timers. Assessment of client health care needs	<ul style="list-style-type: none"> <li>• Hear normal speaking level sounds</li> <li>• Hear instrument alarms and normal function sounds</li> <li>• Hear auditory signals (timers, fire alarms, etc.)</li> </ul>
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of laboratory testing, including color differentiation	<ul style="list-style-type: none"> <li>• See objects up to 20 feet away</li> <li>• Visual acuity to read reagent, sample and control labels</li> <li>• Interpret color change end point testing</li> </ul>
Smell	Olfactory ability sufficient to detect significant environmental and laboratory odors	<ul style="list-style-type: none"> <li>• Detect odors from instruments (burning or smoke)</li> <li>• Detect smell of small amounts of certain chemicals (spill)</li> </ul>
Emotional/ Behavioral	Emotional stability and appropriate behavior sufficient to assume responsibility/ accountability for actions. Must be able to measure, calculate, reason, analyze and synthesize, integrate and apply information.	<ul style="list-style-type: none"> <li>• Establish rapport with clients, instructors and members of health care team</li> <li>• Ability to work, at times, under extreme pressure with samples that may be difficult to handle (smell, appearance)</li> <li>• Use sufficient judgment to recognize and correct performance and problem solve unexpected observations or outcomes of laboratory procedures</li> </ul>

Professional attitudes, communication and interpersonal skills	Professional appearance, demeanor and communication. Oral and written communication skills to effectively and sensitively read, write and speak in English. Follow instructions and safety protocols.	<ul style="list-style-type: none"> <li>• Maintain a composed, respectful manner</li> <li>• Give and receive verbal directions</li> <li>• Follow written technical procedures accurately and document results clearly</li> <li>• Remain calm and professional during emergency and high stress situations</li> </ul>
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After admission to the MLT Program, the student is responsible for notifying the Program Director of conditions that may impact the student's ability to meet the MLT Program Technical Standards. Any change in the student's ability to meet and/or perform the MLT Program Technical Standards would require the student to provide appropriate documentation (as identified by the MLT Program) that they once again can meet the Technical Standards.

If an accommodation is necessary to participate in the MLT Program, participation is dependent on the identification of a reasonable accommodation. Access and Disability Resources and the MLT Depts. will determine what is "reasonable", on a case-by-case basis utilizing the MLT Technical Standards. The accommodation should be in place prior to the start of the program. Situations that arise after the start of the program may delay or prevent the student from completing the MLT program. Pima Community College provides reasonable accommodations to those students who qualify under the Americans with Disability Act, as amended (ADA). Appropriate documentation is required to determine eligibility for accommodations. It is the student's responsibility to contact the ADR Office and request accommodations in a timely manner. NOTE: No accommodations are given for the practical (lab) classes or categories of the MLT classes.

### **Program Enrollment Reporting Policy**

Pima Community College Medical Laboratory Technician Program determines its enrollment based on the number of students registered and attending MLT courses. Total student enrollment in MLT courses one day after the college's official withdrawal date, during the second didactic semester of MLT courses, is used to determine Graduation / Attrition Rates for the program – NAACLS outcome measure.

### **Program Cost**

An estimate of [total program cost](#) can be found on the MLT website. Additional expenses may be assessed depending on the student's residency status, developmental coursework and enrollment status. Please refer to the [Tuition & Fees - Credit Courses](#) and [Schedule of Classes](#) webpages for further information. The costs above do not represent all the costs associated with attending college. Please refer to the [cost of attendance](#) webpage on Pima.edu for more information.

Local employment programs and grants, such as [Job Path](#) and Pima County [One Stop](#) are good sources for funding. Contact these programs directly to schedule an eligibility interview. Pima college [financial aid office](#) also has options for tuition assistance.

## **TRANSFER OF CREDITS AND COURSE SUBSTITUTION**

### **MLT Program Requirements for AAS MLT**

<b>Preparatory Courses</b>	<b>Cr</b>	<b>COURSE DESCRIPTION</b>	<b>SEMESTER</b>
REA 112 or Accuplacer	4	Critical Reading – or Accuplacer score of 265 or better	<i>Fall Spr Sum</i>
*CHM 151/151LB/151IN	4	General Chemistry I	<i>Fall Spr Sum</i>
MAT 151 (or test into MAT 189)	4	College Algebra (higher math course is acceptable)	<i>Fall Spr Sum</i>
<b>Note: Students may apply to MLT program while completing preparatory or prerequisite courses</b>			
<b>MLT is a SELECTIVE ADMISSIONS PROGRAM – student must complete and submit an SA form through the MLT office</b>			
<b>The following FIVE courses can be taken before or after completing a selective admission form for the MLT program.</b>			
STU or HRP 100	1	College Study Skills (or waiver)	<i>Fall Spr Sum</i>
Humanities / Fine Arts	3	PHI 123 -or- SPA 101HC -or- Hum/FA Elective	<i>Fall Spr Sum</i>
Social and Behavioral Science	3	PSY/SOC 215 -or- PSY 218 -or- PHI 130 -or- SS Elective	<i>Fall Spr Sum</i>
*BIO 201IN -or- BIO 201IH	4	Human Anatomy and Physiology -or- A&P+Histo	<i>Fall Spr Sum</i>
WRT 101	4	Writing I	<i>Fall Spr Sum</i>
*BIO 205IN	4	Microbiology	<i>Fall Spr Sum</i>
*PHB150IN	3	Intro to Lab/ Phlebotomy (Same course as MLT100IN)	<i>Spring</i>
<b>ACCEPTANCE EMAIL IS SENT TO THE STUDENTS 3-5 MONTHS PRIOR TO STARTING THE PROGRAM. (Spring and Fall starts only.) There may be a wait list – students are placed in the queue by date their application was submitted.</b>			
MLT 199	1.5	Introduction to Co-op: Medical Lab Technician	<i>Fall Spr Sum</i>
MLT 199WK	1.5	Co-op Work: Medical Lab Technician	<i>Fall Spr Sum</i>
MLT 230IN (or 230 + 230LB)	5	Immunohematology/ Blood Bank	<i>Fall</i>
MLT 240IN (or 240 + 240LB)	3	Urinalysis/Body Fluids	<i>Fall</i>
MLT 250IN (or 250 + 250LB)	5	Bacteriology	<i>Fall</i>
MLT 265IN (or 265 + 265LB)	3	Parasitology, Mycology, Immunology/Serology	<i>Spring</i>
MLT 275IN (or 275 + 275LB)	5	Hematology /Hemostasis	<i>Spring</i>
MLT 285IN (or 285 + 285LB)	4	Clinical Chemistry	<i>Spring</i>
<b>MLT Clinical Rotation is assigned after successful completion of all of the above courses. (May have wait list)</b>			
MLT 299	6.5	Introduction to Co-op: Medical Lab Technician	<i>Varies</i>
MLT 299WK	7.5	Co-op Work in MLT	<i>Varies</i>

\*Minimum grade of B is required in all of the following courses for the MLT program:

- BIO201IN, BIO205IN, CHM151IN, PHB1500IN (Disintegrated: Min. of B required in lab and lecture)
- All other courses require a minimum grade of C

PREPARATORY and PRE-REQUISITE COURSES: Must be completed before starting MLT program core courses. All courses that are not an MLT prefix are considered preparatory or prerequisite courses for an AAS MLT. The only exception is PHB150IN. It is advisable to take that course prior to taking the MLT core courses. Students may take PHB150IN while completing their first semester of MLT core course – if space is available.

Students must assemble the required health documents, DPS clearance, Essential Standards etc. for the MLT / Phlebotomy programs. These must be reviewed prior clearing students to register for classes. Students who have completed all non-MLT requirements -and- PHB150IN have priority for starting MLT core courses.

Due to the limited availability of clinical rotation sites, students must attend CORE MLT COURSE as a FULL TIME STUDENT.

- MLT Clinical rotation will only be assigned after all other courses have been successfully completed.
- 199 / 199WK rotation must be **completed** within six months of successfully completing PHB150IN
- 299 / 299WK rotation must be **completed** within nine months of successfully completing all other MLT courses (230IN, 240IN, 250IN, 265IN, 275IN, 285IN or the disintegrated versions)

***Students who do not meet the minimum grade requirement in any course after being admitted to the MLT program will be removed from the program and will need to reapply for admittance. Students who take supplemental courses prior to being admitted to the MLT program must meet the current minimum grade requirement to be accepted into the program. See MLT program director for details on substitutions.***

### **College Admission**

Students must be registered and admitted to Pima Community College to be accepted into the MLT program, or to take any MLT courses. See [More About PCC](#) for additional information

### **Transfer Credits from a Different College or University**

All required courses must be posted on the Pima transcript prior to being accepted into the MLT program. The same minimum grades apply to transfer courses. Pima College must receive an official copy of transcripts. Visit the [Transfer to Pima](#) page on Pima.edu. NOTE: Transcripts must be an official (unopened) copy sent from your prior institution.

Electronic copies can be sent to: [Registrar@pima.edu](mailto:Registrar@pima.edu)

Transcripts can also be mailed to:

Pima Community College  
District Office - Admissions and Records  
4905B E. Broadway Blvd., Suite 220  
Tucson AZ 85709-1120

To have your transfer credits posted to the Pima transcript, students must submit a [Request for Transcript Evaluation](#) form. Instructions for submitting are found at the bottom of the form. Transcript evaluations take a minimum of three (3) weeks to complete. During peak months, evaluations may take longer. To ensure your transcript is evaluated before the start of the term, submit your official transcripts and Request for Transcript Evaluation Form by the priority deadline:

Fall (August start) July 1      Spring (January start) November 1      Summer (May start) April 1.

Allow a minimum of 3-6 weeks for evaluation. Transfer credits used to satisfy requirements for the MLT program must be posted on your Pima transcript to be considered for acceptance into the MLT program.

Please note that 300 level or higher courses will not routinely post to your Pima transcript. Minimum grade for transfer credit is a C. Pass / Fail (credit only) courses may or may not transfer. Minimum grade requirements and time limits apply to all transfer credits. Some courses may post as electives. Consult with a financial aid specialist to see how this may affect your eligibility.

### **Course Substitutions**

Students who have completed courses that are similar (equivalent) to MLT requirements may meet with the MLT program director or MLT advisors to discuss possible course substitutions. No substitution can be made using courses from a different institution until the transcript(s) from that facility have been evaluated and posted to your PCC transcript. Substitutions are not guaranteed. Student must submit a printed copy of the course content / description (from catalog or course syllabus) from both the completed course AND the PCC course for which the substitution is being requested. If the course is an acceptable substitution for the MLT requirement, a substitution request form will be completed and submitted to the Dean of Health Professions.

If the course for substitution is a 300 or higher level course, the student must email a copy of both the course content / description (from catalog or course syllabus) from both the completed course AND the PCC course for which the substitution is being requested to the MLT program director. The director will reply to this email that the course is or is not an acceptable substitution. If it is an acceptable substitution, the student will need to print the entire email correspondence to include with a completed "[Transcript Evaluation Appeal](#)" form. Deliver this request information to the District office (see above). Request for appeal must be made within three years of the original evaluation. After the course is posted on the Pima transcript (successful appeal), a course substitution form can be filled out by the student and MLT program director, then submitted for Dean approval. Note: The course will likely be posted as an elective (ZTR), which is fine for substitution.

### **General Education Course Waiver**

Students with a bachelor's degree from a regionally accredited institution may request a waiver of the PCC general education requirements. Contact your advisor to confirm this process. Your MyDegreePlan should update your progress when you are officially admitted to the MLT program. PCC must have an official copy of the student transcript on file from the institution at which the degree was earned. Transcript must show the degree awarded. (NOTE: Pima College is in the process of making this an automatic waiver or substitution.)

### **Challenge Exams and Bypassing Courses and Assessments**

Students can test out of or bypass some lower level courses by taking assessments at any of the PCC testing centers (some may be available online). Assessments are free of charge (can be taken twice) and are required for placement into most of the MLT required courses. Assessments are available in Reading, Writing, Mathematics, Chemistry, Biology and English Proficiency. There are sample questions and study guides posted on Pima.edu to help students prepare prior to taking these exams. See [Placement Testing](#) for more info.

Students must either test above / out of a pre-requisite or successfully pass that course to be accepted into the MLT program. Minimum requirements are: BIO201IN, CHM151IN (both require a B), MAT151, REA112, and WRT101. HRP/STU100 and some Gen Ed requirements may be waived with a prior degree or high GPA. Contact your advisor for more information.

More links:

[Program Requirements](#)

[MLT Essential Standards Form](#)

[MLT program application](#)

## ***PROGRAM ADMINISTRATION AND COMMUNICATION CHANNELS***

### **Program Office- Contact Information**

The MLT program is part of the Center of Excellence for Health Professions

Mailing address: Pima Community College - West Campus, 2202 W. Anklam Rd. Tucson, AZ 85709

- Academic Dean: Don Martin [mmartin79@pima.edu](mailto:mmartin79@pima.edu)
- Associate Dean: Karen Tam [ktam@pima.edu](mailto:ktam@pima.edu)
- Program Director: Ameer Rosales [amrosales2@pima.edu](mailto:amrosales2@pima.edu) **(For Program information)**
- Program Director's Office: 520-206-6835 PCC West Campus Tortolita Building: E234

### **Responsibilities and Qualifications of the MLT Program Director**

NAACLS requires accredited MLT programs to have a qualified program director (PD). The MLT PD has a full time faculty appointment at Pima Community College. PD primary duties are to teach courses in medical laboratory technology to students of a diverse student population. Additional duties and responsibilities include, but are not limited to: consulting with students regarding academic success; evaluating student performance; providing academic advising; evaluating and revising course outlines, course materials, and instructional methods; participating in designing curriculum and program requirements and effectiveness; building community relations; developing the program at the campus and the College; providing input into the MLT budget; maintaining competency in the discipline taught and teaching strategies and assessment methods; serving as a member of the department and on College committees; and, other professional duties.

The full-time program director must be a clinical laboratory scientist/medical technologist with a minimum of three years of experience in the clinical laboratory, must hold a nationally recognized generalist certification, and must have a master's or doctoral degree and a minimum of three years of experience in clinical laboratory science education. The program director must have knowledge of education methods and administration as well as current accreditation, certification procedures, and evaluation of program effectiveness. The director is responsible for administrative duties including input into budget, planning, development and the self-study and other assignments required in the ongoing accreditation of the Medical Laboratory Technician program from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Other program oversight duties include recruitment of adjunct faculty teachers, processing applications of potential students, review of outcomes, CQI, providing input to administrative issues such as vaccinations and health insurance for, and security screening and drug testing of students, establishing and/or maintaining agreements with area laboratories for student clinical instruction and coordinating with these laboratories to ensure that students are properly instructed, supervised and evaluated during their clinical co-ops.

### **Advisory Committee**

The PCC MLT program has an advisory committee composed of individual(s) from the community of

interest (i.e. pathologists, other physicians, scientific consultants, academic professionals, administrators, practicing and retired MT / CLS / MLS/ MLT and other community members) most of who have knowledge of clinical laboratory science, and the education required for entry into this field. The MLT advisory committee meets with the program administrators twice per year to receive input into all aspect of the program and curriculum with regard to its current relevancy and effectiveness.

### **Faculty Members / Instructors for Didactic MLT Courses**

All MLT courses are taught by instructors who meet or exceed the following qualifications:

- Possess a Bachelor of Science or higher degree
- Certified as an MT, MLS, CLS, or MLT by a nationally recognized agency (ASCP or AMT)
- Have a minimum of 1-2 years of full time experience working in the clinical laboratory
- Preferably should have formal teaching experience, which can include precepting MLT students.
- Must have documentation of experience and expertise in the field of laboratory medicine.

These instructors are responsible for presenting material in the assigned MLT course(s), assessment of students in the cognitive, psychomotor and effective learning domains, course assessment and improvement including participation in student, course and program learning outcomes, as well as NAACLS outcomes.

### **Affiliate Clinical Coordinators**

Every clinical affiliate will have an assigned clinical coordinator who will be the liaison between the clinical site and the PCC MLT program. The coordinator will assist with scheduling student department rotations, will be an on-site contact for the student while they attend rotation, and will communicate with the PCC MLT program director regarding issues that may occur before, during or after a clinical assignment. The clinical coordinator should be immediately notified if there is an incident involving an MLT student at the clinical site.

### **MLT Program Laboratory Technician / Classroom Volunteers**

The classroom laboratory specialist is a certified MLT who will complete and submit orders for supplies, reagents, equipment, etc. for the program, prep for labs, organize work areas, keep inventory, and assist the MLT instructors by monitoring classroom activities – as needed.

Occasionally the program will have graduates of the MLT program who serve as volunteers to MLT course instructors. These people will complete a PCC volunteer form and are able to assist the MLT instructors with laboratory preparation, as well as classroom laboratory activities. This service can be used as formal teaching or educational experience if the volunteer decides to pursue a position as an adjunct instructor with the MLT program. It is also a helpful review for MLT graduates who wish to sit for the MLS ASCP certification exam.

## ***RULES & CODE OF ETHICS FOR MEDICAL LABORATORY CLINICIANS***

### **CODE OF CONDUCT: Pima Community College (PCC)**

PCC has a [Student Code of Conduct](#) posted on the college website. This Code of Conduct includes details of PCC policy regarding Academic Ethics Violations, Non-academic Violations (disruption, assault and related offenses), False Reporting / False Documentation, Tobacco, Alcohol and Drug Offenses, IT Offenses,

Discrimination, Harassment, and Sexual Offenses, Weapon Offenses, Property Offenses, and other Miscellaneous Offenses. Any questions that arise concerning the interpretation or application of this Code of Conduct should be addressed to the Assistant Vice Chancellor of Student Services or his/her designee.

### **[CODE OF ETHICS: American Society of Clinical Laboratory Science \(ASCLS\) Standards](#)**

The ASCLS is the premier laboratory organization and forum that sets laboratory standards to make a positive impact in health care through leadership that will assure excellence in the practice of laboratory medicine.

ASCLS Believes:

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

Core Values:

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

### **Preamble**

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

### **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 judgment in establishing, performing and evaluating laboratory testing.

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

### **Duty to Colleagues and the Profession**

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

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

### **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.

## ***GENERAL INFORMATION AND POLICIES OF THE MLT PROGRAM***

The PCC MLT program is designed to be completed in 4-5 semesters. Graduates of this program successfully complete a minimum total of 63 credit hours excluding preparatory courses. Students must complete 4-6 credit hours of general education requirements, as well as all program prerequisites and support courses, which include a minimum score on the assessments, or completion of REA 112 (critical reading) and college algebra, one semester of general chemistry and human anatomy and physiology, one semester of microbiology, and writing. Core courses include hematology, clinical chemistry, and parasitology / mycology / serology (spring semester courses), immunohematology / immunology, urinalysis / body fluids, and clinical microbiology (fall semester courses), plus phlebotomy/ introduction to laboratory. Didactic courses include hybrid lecture presentation and hands-on training. Students who successfully complete the MLT core courses are eligible to be assigned to a Co-op / clinical internship in a local laboratory. Internships are overseen by the MLT program director and consist of laboratory experience, assignments for each department and workplace development, and departmental assessments which mimic the ASCP certification examination.

### **Acceptance into the MLT Program**

We accept a minimum of sixteen total students into the MLT program each year in the spring and fall semesters. Half of the students in each class are first semester MLT students and half are second semester MLT students. This allows the sixteen clinical rotations needed each year for our students to be spread out over two semesters, with little or no delay between classroom education and the clinical rotation or clinical experience. The clinical rotation is a total of 400 hours. This is usually completed full time (40 hrs/wk for 10

wks) covering all laboratory departments. MLT is a Selective Admissions program. Admission to the college does not automatically guarantee admission to the MLT program. While clinical rotations are not guaranteed, the PCC MLT program generally has sufficient sites for all students. If unforeseen circumstances arise (such as the pandemic of 2020), the MLT program will work with the student to create a simulated experience to meet the necessary requirements for graduation.

Students may submit an [application to the MLT program](#) at any time while completing the non-MLT prefix required coursework. Email applications to the MLT program director [amrosales2@pima.edu](mailto:amrosales2@pima.edu) or deliver to the MLT program office (PCC WC E234). Mailing address: 2202 W Anklam Rd, Tucson, AZ 85709 Attn: MLT

Students must submit an application to the MLT program to be considered for acceptance. Students who have submitted an MLT application may request to be cleared to take PHB150IN prior to taking the other MLT courses. Students must assemble all required health, clearance, etc documents prior to being cleared to register for any phlebotomy or MLT course. Students may not take any MLT core courses until they have successfully completed all non-MLT prefix courses. Once prerequisites are completed and documents are reviewed, students will be assigned to an MLT cohort and will be cleared to register for the MLT core courses.

Depending on the number of qualified applicants, notice of cohort assignment will be emailed to students based on the date the MLT application was submitted, and prioritized as follows:

1. The first 8+ applicants who have successfully completed all preparatory and support courses (minimum grades apply), **including PHB150IN**. All others will be placed on a wait list for the following semester.
  2. *If less than eight applicants meet the above criteria*, remaining positions in the cohort will be filled by students who have successfully completed all preparatory and support courses (minimum grades apply).
  3. If there are less than eight students who have completed the above, alternate positions will be assigned to the students who are currently enrolled in the remaining preparatory and support courses. Failure of the student to complete these courses (minimum grades apply) in the preceding semester will result in the student forfeiting their program seat.
- Notification of acceptance will be sent by email from the MLT program director to the student's Pima email address listed on the MLT application in October or March of the preceding semester.
  - A student must complete a Selective Admissions form and return it to the program director when accepting the seat in the assigned cohort. When this is submitted, PCC Student Services will list the student's major course of study as Medical Laboratory Technician.
  - Students must have had all required health and other documents reviewed by the due date (detailed in the acceptance email), to maintain their assigned position in the cohort.
  - Failure to submit documents by the due date will result in student forfeiting their MLT program seat.

### **PCC Diversity Statement**

Pima Community College welcomes, celebrates, and fosters the diversity and contributions of students, faculty, staff and administrators.

We cherish the diversity of our community and, in addition to equal opportunity and educational access for all, we respect and are inclusive of all beliefs, values, abilities, personal experiences and preferences, cultural

and socioeconomic backgrounds, and worldviews. We believe our differences are our strength and a source of innovation, excellence, and competitiveness.

We understand that the “community” in the community college of the 21st Century extends beyond local political boundaries, thus we aspire to build a community of responsible global citizens.

We believe that the ultimate objective of diversity is the achievement of equality and social justice.

Furthermore, social justice has no borders and is an essential right of the human race.

Therefore we recruit, retain and develop the potential of students and employees from historically marginalized groups in the US and from any origin in the world regardless of ethnicity, religion, disability, political views, gender, gender identity, sexual orientation, social status and other characteristics. See the MLT standards for job limitations and physical requirements.

### **Program Accreditation**

Pima Community College (PCC) is accredited by the Commission on Institutions of Higher Education, North Central Association of Colleges and is approved by the Arizona State Board of Directors for Community Colleges.

When choosing an MLT program, it is critical that the program be accredited by a nationally recognized accrediting agency. PCC’s MLT program is nationally accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). For more information on program accreditation:

*NAACLS \* 8410 West Bryn Mawr, Suite 670 \* Chicago, IL 60631 \* (773) 714-8880 \* [www.naacls.org](http://www.naacls.org)*

Only MLT programs accredited by NAACLS can qualify their graduates to sit for the ASCP MLT national certification examination. For additional information, visit [www.ascp.org](http://www.ascp.org). (NOTE: Issuance of an AAS MLT from PCC is not contingent upon students passing any certification or licensing examination.)

### **Program Outcomes – NAACLS Standards**

The MLT curriculum emphasizes higher level math and science, as well as critical reasoning skills for proficient formulation of oral and written communication. The course content is designed to prepare our graduates to pass the ASCP certification examination and be productive members of the clinical laboratory. To assess this, NAACLS has established specific outcome measures MLT programs. These outcomes are measured by accessing / calculating results of the following from the most recent three-year period:

1. Graduate certification rates demonstrating an average of at least 75% pass rate on the BOC examinations, for those who take the exam within the first year of graduation.
2. Graduation rates demonstrating an average of at least 70% of students who have begun the final half of the program go on to successfully graduate from the program.
3. Graduate placement rates demonstrating that an average of at least 70% of respondent graduates either find employment in the field or a closely related field (for those who seek employment) or continue their education within one year of graduation.

**[PCC MLT NAACLS OUTCOMES](#)** –Three year rolling average are posted on the MLT website. The required reported outcomes are ASCP Certification Pass Rate (min 75%), Graduation Attrition Rate (min 70%), and

Placement / Employment Rate (min 70%). The graduation rate is determined using date from students who entered the second half of the program and graduated with an AAS MLT from PCC. The second half of the PCC MLT program begins the day after the college's official withdrawal deadline in a student's second semester of didactic MLT courses. PCC outcomes are well above the minimum requirements.

### **Clinical Eligibility Requirements - Required Immunizations:**

All students entering the MLT Program must meet eligibility requirements to attend the clinical laboratory. This is essential for the safety of the clients at the clinical facilities used by the MLT program. The student must provide proof of meeting these requirements.

1. MMR (measles/ mumps/rubella): Two doses (4 weeks between doses) or students may provide a copy of laboratory results demonstrating immunity (titer) for each disease. (Some sites require w/in 10 yrs)
2. Varicella (chicken pox): Two doses (4 weeks between doses) or students may provide a copy of laboratory results demonstrating immunity (titer). "Evidence of disease" statement is not acceptable.
3. Hepatitis B series: Two or three doses depending on the vaccine. Students may provide a copy of laboratory results demonstrating immunity (titer). Waiver can be signed while undergoing vaccination process. Vaccinations must be completed before attending rotation.
4. Tdap (tetanus, diphtheria and pertussis) within the last 10 years, effective through the last day of the semester for which student is assigned final MLT rotation.
5. Tuberculosis: [Two Step Negative PPD](#) (TB skin test), with a current negative TB skin test performed within the last year, must be renewed and effective through the last day of the semester for which student is currently enrolled or negative chest x-ray, or blood test (T-spot / Quantiferon) within the last year.
6. Verification of health insurance with an electronic copy of the card, effective through the semester for which student is currently enrolled.
7. Negative urine drug screen for substances of abuse. (**Form will be provided by PCC.**) Some non-smoking clinical sites may perform a nicotine screen and may reject prospective students who test positive.
8. Arizona Department of Public Safety (DPS) Fingerprint Clearance Card (copy of the card). Forms will be provided by PCC or can be obtained from DPS and must be submitted by the student. This process takes a minimum of 3-6 weeks and is required by all PCC-contracted clinical sites.
9. Seasonal flu vaccine is required for students attending clinical rotation for the most recent flu season. It may be difficult to find the vaccine in the summer – so be sure to get it in the fall or early spring.
10. Proof of current COVID vaccine – per current CDC recommendations.
11. Additional Costs and Requirements: Some clinical sites require students to register with an outside validation company which has an added cost of up to \$35. There may be an additional background check and / or drug screen which may or may not be performed / cost covered by the site. Some clinical sites charge students for an access badge.

### **Student Health Insurance**

All students are required to provide evidence of comprehensive health insurance. Student must maintain this insurance throughout attendance in the MLT program. Failure to maintain health insurance may result in dismissal from the MLT program. Insurance can be government sponsored or private insurance. Click here: [Options for insurance coverage.](#)

Note: Students may be financially responsible for any required healthcare after an exposure. This is decided on a case-by-case basis and is usually dependent on the reason for the exposure. Additional information regarding exposure and infection control are in the next section.

### **Infection Control Policy and General Procedure**

Each student is responsible for personal health and safety. The procedures below are intended as guidelines to assist students in minimizing risk of infection.

- Universal Precautions must be observed at all times when there is a potential for contact with blood, blood product, body fluids or tissue. (Assumption that all are potentially infective.)
- Pima College will make available – as needed - disposable gloves (powder and latex free gloves), impermeable lab -coats, masks, face shields, goggles - as appropriate, for laboratory classes.

Procedure for Classroom Safety:

1. Never eat or drink in the student or clinical laboratory. Keep all objects out of your mouth.
2. Do not touch your face, apply makeup or lip balm, or use electronic devices while wearing gloves, or if your hands are potentially contaminated.
3. Details for disposal of biohazards, sharps, reagents and other materials are posted in the MLT classroom.
4. Gloves, closed toed shoes and lab coat are required at all times when performing any lab exercise and if there is a potential for contact with blood or body fluid. Shoulder length hair must be tied back.
5. Masks are required for any student with an active cough or respiratory ailment
6. Goggles and shields are required if splash or inhalation hazard exists. (Fumes, blood spatter, etc.)
7. Hazardous materials (blood soaked gauze, chemical reagents, etc.) will be placed in biohazard containers. Some special circumstances may exist. Follow the disposal instructions in each lab.
8. Needles, hard plastic, wooden applicator sticks, and other sharp objects will be placed in the puncture proof sharps containers.
9. Petri dishes, agar plates, volumetric pipettes and other large objects will have specially designated disposal containers. Follow the instructions for disposal in the laboratory procedure.
10. Hands must be washed with soap and water at the beginning and end of each class, and if visibly soiled. Wash hands after bleaching the benchtop.
11. Hand sanitizer should be used frequently throughout the class, and always before putting on, and when removing gloves, after touching counters, before collecting samples, and before eating or drinking.
12. Counter tops and desk areas are cleaned with a 10% bleach solution (prepared daily) before and at the end of each class, and as needed (spills, etc) throughout the class.
13. MLT equipment and instrumentation should be used per manufacturer specifications and directions. Do not use any equipment unless you have been trained in the proper operation. Keep centrifuge lids closed while spinning, clean spills with bleach solution, label non-functioning equipment with maintenance tags detailing the problem encountered.
14. Use brush and dust pan to collect broken glass. Contact housekeeping for large spills.
15. Wear gloves when using bleach products. Be familiar with SDS for products used in the clinical lab.

16. Notify the instructor immediately of all injuries and potential exposures.
17. Additional restrictions and precautions may be added depending on health situations, lack of vaccination(s) or to accommodate compromised students, instructors or preceptors.

## ***ATTENDANCE and TARDINESS***

### **Pima College Attendance Statement**

Throughout the program, students must substantively participate in such a way as to ensure successful completion of the course by the end of the program. Students must complete at least one academic task per week that will serve as active participation – see additional requirements and more details below. Faculty will have the responsibility of noting whether the student is present or not using the Attendance Tracker. Students who do not actively participate in the class within the first three required days of each class will be dropped from the class and will be withdrawn from the MLT program. Missing class or arriving late will affect the student's final grade. Excessive tardiness or absenteeism may result in removed from the program.

**MLT Grading Scale:**    A: 100-90%                      B: 89-80%                      C: 79-70%                      Below 70% - No credit

### **MLT Didactic Courses:**

- Class will start PROMPTLY at scheduled start time. Attendance is mandatory for all scheduled labs.
- Non attendance or late arrivals will affect your grade.
- Students are expected to have their bench cleaned and equipment out prior to start time of class.
- Students are required to stay for the length of the class. Leaving early will be counted the same as a student arriving late to class.
- Two tardies are counted as one absence. (Student will receive verbal warning for each tardy)
- First absence: Student receives a verbal warning. Second absence: Student must meet with the program director and instructor to discuss ways to improve attendance. Third absence: Student will meet with the program director and dean to discuss removal from the program.
- There are no make-up days for labs. Recorded lectures are posted early for flexibility for students.

### **MLT Clinical Rotations:**

Clinical rotations are difficult to obtain. Students must acknowledge this and appreciate the time and expense the hosting laboratory is investing in the student's training. No clinical site is obligated to take any students and assignment at a site can be revoked without notice. It is imperative that the student be respectful of all the hosting laboratories employees, policies, equipment, reagents and facilities.

The clinical rotation is basically an on-the-job interview. Your performance will follow you to ALL laboratories in the Tucson area. A pattern of professional behavior must be set in anticipation of employment in the true clinical environment. Each day serves as a building block of knowledge for the next competency; therefore, FULL DAY attendance -as scheduled by the laboratory - is mandatory. **The designated preceptor and PCC**

**clinical coordinator must be notified BY EMAIL in advance of all absences. Failure to notify the PCC clinical coordinator of any absence will be regarded as an unexcused absence. See PCC MLT policy, below:**

- An attendance log is completed daily by student, signed by the preceptor, and must be available to the MLT clinical coordinator when visiting the student at the clinical site and lab inspectors. Completed attendance is submitted electronically each week - Due date will be determined by rotation.
- **Requests for days off or early dismissal** must be submitted by email to the program director for approval.
  - Students will follow the clinical site's schedule, including holidays – NOT Pima's schedule.
  - Do not schedule appointments, vacations, etc. during clinical hours.
  - Emergent or acute situations may require a student to miss clinical time. This is usually not a problem if kept to the bare minimum. But don't plan on it. Time off is not guaranteed.
  - If time off is granted, this will not count as an absence.
- **The following PCC MLT policy will be enforced:**
  - Student should arrive, and be ready to work, a minimum of 5 minutes early - before the assigned start time. Two tardies will be treated the same as one absence.
  - 1<sup>st</sup> unscheduled absence – Student and PCC MLT program director will discuss a plan to prevent repeat of the problem. Student will receive a verbal warning.
  - 2<sup>nd</sup> unscheduled absence – The student will be placed on probation and may be suspended from the facility. The student will receive a written warning.
  - 3<sup>rd</sup> unscheduled absence – The student will be suspended from the clinical rotation and must meet with the dean and program director to discuss possible removal from the MLT program.

**If any student is removed from a clinical rotation for negligence, carelessness, nonperformance, neglect, noncompliance, aggression, disrespect, attendance or tardiness issues, or any other cause, the student will not be reassigned to an alternate rotation, will not complete the clinical requirements of the program, and therefore, will not pass the required courses for certification or graduation (AAS MLT).**

### ***CHEMICAL IMPAIRMENT POLICY – PCC MLT PROGRAM***

Pima Community College and the MLT Program require that students provide safe, effective and supportive client care. To fulfill this purpose, it is the policy of Pima Community College that students not be chemically impaired during participation in **any** part of their college program including classroom, laboratory, and clinical settings.

Abuse Prevention and Control Act of 1970, 21 U.S. C. § 812, prescribed medications, inhalants or synthetic designer drugs. A student is —under the influence— if they are affected by the use of alcohol, drugs or medication, and the use may adversely affect the student's performance in the classroom, laboratory or clinical setting. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomology.

A chemically impaired student is identified by things such as, but not limited to, the perceived odor of alcohol, drugs or medication, slurred or rapid speech, unsteady or staggering gait, dilated or pinpoint pupils, blood-shot eyes, fine motor tremors, difficulty in calculation, inability to follow directions, confusion, nausea,

vomiting or sweating. If faculty suspect that a student is chemically impaired while participating in any part of the student's college program, the faculty will take the following steps:

1. Remove the student from the classroom, laboratory or clinical setting.
2. Immediately consult with another faculty or agency supervisor/designee for verification of reasonable suspicions. The verification will be conducted in a confidential and respectful manner.
3. If the second person confirms a reasonable suspicion of chemical impairment, immediately inform the student as to why the student is being removed from the classroom, laboratory or clinical setting.
4. Ask the student to consent to a drug/alcohol screen.
  - a. If the student consents, have the student sign a Student Disclosure Form, Consent to Transport Form, and a Release and Consent Form, consenting to the screen and transportation. Make electronic copies of all forms.
  - b. Call the PCC Police (206-2700) to perform required testing or transport student to laboratory for testing.
  - c. Notify facility security.
  - d. DO NOT allow student to leave a faculty member's presence or ingest any substances until the screening procedure is complete.

**If the student refuses screening:**

- Remove the student from patient care or from the academic setting. Notify Campus Police for transportation of student from college or clinical facility.
  - The faculty will inform the Dean of Biomedical Science of the circumstances. The student will be required to make an appointment with the Dean within 24 hours.
  - Immediate suspension from the program will be the consequence for refusal to participate in testing. If a student refuses transportation home by Campus Police, document with a witness.
6. Contact the Dean of Health Professions to inform of the situation. Documentation of the incident will be forwarded to the Dean. Make an appointment for the student to meet with the Dean on the next working day (Monday-Friday).
  7. Have the student call family, friend or other transportation (cab, Uber, etc.) company to arrange transportation home after the screening. If a student is unwilling or unable to arrange transportation home, Campus Police may be used for their safe transportation.

8. The student will **not** return to the classroom, laboratory, or clinical setting until the test results are available and the student's status in the program is determined. The Dean of Biomedical Science will review the screening results in determining the student's status in the program. (Refusal of screen results in suspension from the program.)

### **Confidentiality**

All communications received by Pima Community College relevant to drug/alcohol screening conducted pursuant to this Chemical Impairment Policy will be treated as confidential. Such communications will not be disclosed, except:

1. To the tested student or any other person designated in writing by the student.
2. To individuals designated by the College to receive and evaluate test results or hear the student's explanation.
3. In a proceeding related to an action taken by the College or student arising out of this Chemical Impairment Policy.
4. To an arbitrator or mediator, or a court or governmental agency as authorized by state or federal law.

### **Positive Drug/Alcohol Screens**

1. All positive results will be reviewed by the college and the Dean of Biomedical Science.
2. If the results indicate the presence of illegal drug(s), a positive blood alcohol concentration or the presence of prescription medication(s) of a quality or quantity not disclosed in the Student Disclosure Form (a —positive screen) or if the student refused screening, the student will be given an opportunity to explain the screening results or refusal to submit to screening.
3. The student with positive drug screens will be barred from the MLT program for a period of one year.
4. Permanent dismissal from the program will be warranted for refusal to submit to screening without adequate explanation.

Note: Marijuana is legal in Arizona, however, it is illegal under federal law. Hospitals accredited through the Center for Medicare and Medicaid Service could be found to be in violation, lose federal funding, and face penalties if they fail to restrict the use of cannabis. THC will stay in blood and urine for many days after use. Testing positive for THC will exclude a student from participation in the MLT program.

### **Re-Entry into the Medical Laboratory Technician Program after a Positive Drug/Alcohol Screen**

A student withdrawn from the MLT Program may re-apply to the program after the one year withdrawal period has expired, according to the following guidelines:

Follow the Re-Entry Policy for the MLT Program. Re-entry is based upon space availability.

- After one year, the student may petition to re-enter the program.

- If the student is allowed to re-enter the program, **he / she will need to repeat and pass all didactic MLT courses.** (This is to ensure currency and competency of the student before being assigned to a clinical rotation)
- Assignment or reassignment to a clinical site is not guaranteed.
- Student must also complete the following:
  1. Provide satisfactory evidence of rehabilitation related to the student's prior chemical impairment. The Dean of Biomedical Science will review evidence to determine successful rehabilitation, which may include:
    - a. Documentation of a completed rehabilitation or substance abuse treatment program.
    - b. Proof of regular attendance in a —12 Step Anonymous Program or similar therapeutic program.
    - c. Evidence of after-care attendance upon completion of a rehabilitation or substance abuse treatment program.
  2. Letter from treatment facility and/or therapist stating the student would be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
  3. Students requesting readmission must have a repeat screening for drugs and/or alcohol immediately prior to readmission, and again before starting any clinical rotation.
  4. Students requesting readmission must agree to submit to random alcohol/drug screening, at student expense, for one year following readmission to the MLT Program. If a student applying for re-entry to the Program under this Policy: 1) has a positive result on the screening immediately prior to readmission, 2) has a positive result on a random screen, or 3) refuses to submit to random drug screening or screening immediately prior to readmission, the student will be permanently dismissed from the MLT program.

### **Negative Drug or Alcohol Screen / Chemical Impairment Not Detected**

If the drug/alcohol screen is negative for the presence of illegal drug(s), blood alcohol, or the presence of prescription medication(s) of a quality or quantity not disclosed in the Student Disclosure Form, the student will meet with the Dean of Biomedical Science within 24 hours to discuss the circumstances surrounding the suspicion of chemical impairment.

1. If the indicator was the odor of alcohol, the student may be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the classroom, laboratory or clinical setting.
2. If the indicator was behavioral, consideration must be given to the symptoms. A medical referral for evaluation may be indicated.

3. The Dean of Health Professions will make a decision regarding returning to the classroom, laboratory, or clinical setting based on all information available to them at this meeting.
4. If a clinical site refuses to allow the student back to that site, reassignment to an alternate site is not guaranteed.

### **Appeal Statement**

The student has the right to participate in an Appeal Process as outlined in the Student Code of Conduct Complaint Procedure. <https://www.pima.edu/current-students/complaint-processes/index.html>

## ***ILLNESS / ACCIDENTS / INJURIES DURING THE MLT PROGRAM***

Students must use good judgment when illness occurs. To limit the spread of infectious disease, students with fever and/or symptoms of illness should immediately contact the MLT program director or MLT course instructor regarding attendance at the clinical assignment or didactic class(es). The clinical instructor may dismiss a student from the clinical assignment setting if in his/her judgment the student poses a risk of infecting others. This absence will be recorded on the student clinical attendance sheet or in PCC attendance tracker. When a student experiences a serious illness, injury or a pregnancy which may hinder his/her ability to perform in the clinical setting, the MLT Program reserves the right to require a physician's statement verifying that the student can safely attend class or perform laboratory testing at required competency levels.

The MLT program requires students who miss more than two days of class or rotation to meet with the MLT program director and dean of Health Professions to discuss possible removal from the MLT program. Each case will be considered on an individual basis. Specific release guidelines may be required in the physician's statement for situations involving back injury, surgery, communicable diseases, etc. If the student has missed too many days, they may need to withdraw from the program or may receive an incomplete for the course(s).

The following guidelines will outline the process to be followed should an injury occur in the clinical assignment setting:

### **Procedure for Injury or Exposure**

1. FOR LIFE THREATENING EXPOSURE OR INJURY, CALL 911 / SEEK IMMEDIATE MEDICAL TREATMENT.
2. A student who is injured or has a significant exposure to blood or body fluids in either the clinical assignment or classroom should immediately notify his/her clinical instructor and program director.
  - a. CLINICAL SITE: Document details of the occurrence and care rendered on the appropriate facility incident report form(s).
  - b. CLASSROOM: Complete a Student Accident Report Form. This form is available in the classroom. Completed form will be submitted to EH&S and the campus police, depending on the details of the exposure and the severity.
3. If the injury or exposure is NOT life threatening, the student shall contact their personal physician for immediate care and follow-up. Note: Student may be sent by the college to Concentra.

4. The college and the clinical facility are not responsible for any claims for expenses that result from an action of a student in the clinical site setting or student laboratory unless the exposure was out of student control / not caused by the student.
5. A copy of the summary/incident must be forwarded to the MLT Program Director.
6. Contact EH&S (520-206-2733) PCC Police (520-206-2700) or the MLT program director for additional questions.

## ***DIDACTIC MLT COURSES***

Be sure to track the [PCC Academic Calendar](#) to help prevent yourself from missing important dates!

### **MLT Course Schedule**

The MLT didactic courses are offered once per year. All students are required to attend the program full time. To maintain currency and a balanced flow of students going into clinical rotation, students are not able to attend the MLT program on a part time basis. All MLT courses have a lecture and laboratory component, with the lab and lecture being taught simultaneously. Because of limited classroom space, equipment and high complexity laboratory exercises, the MLT program currently maintains a maximum enrollment of sixteen (16) students in each course. Approximately half of each class will be first semester MLT students, half will be second semester. The physiologic course content will overlap between courses (for example: Hematology material covers different blood components, including cells in the body. Immunohematology material covers transfusion of blood / cellular products.) The courses students take during the first semester will be supplemented by the courses taught during the second semester. Clinical rotation courses are offered during the spring, summer and fall semesters, as available.

Didactic Course schedule is as follows:

- Spring:           PHB 150IN – Introduction to Lab / Phlebotomy (*best to complete before starting core classes*)  
                      MLT 265IN – Serology – Immunology – Parasitology – Mycology  
                      MLT 275IN – Clinical Chemistry  
                      MLT 285IN – Clinical Hematology
- Fall:               MLT 230IN – Immunohematology / Transfusion Medicine (Blood Bank)  
                      MLT 240IN – Urinalysis - Body Fluids  
                      MLT 250IN – Clinical Microbiology

Note: All didactic courses have an integrated and disintegrated version. For example: MLT 230IN is equal to MLT 230 and MLT 230LB. All courses are taught in a hybrid format. The majority of lab courses will be F2F.

Rotation Course Schedule: (MLT 199, 199WK, 299, 299WK) are offered spring, summer and fall – as available.

### **Withdrawal / Repeating MLT Courses / Incomplete**

It is essential for all MLT students to be able to understand the material taught in the lecture, and to be able to apply that knowledge and successfully perform the integrated / correlated laboratory exercise. In the clinical laboratory, a student will need to perform testing, achieve accurate results, and be able to evaluate and interpret these results based on the knowledge and skills learned in the classroom. For this reason, students

must pass all sections of each class (pass the laboratory and lecture portions, and each sub-topic, for example, pass urinalysis and pass body fluids). If a student does not pass the laboratory and / or the lecture in a course, or if a student does not pass one of the sub-topics in a class, the student will receive the non-passing grade for the entire course (not an average).

Samples for laboratory exercises and practical exams are provided by the clinical sites, and are difficult to prepare. For this reason, students who are unable to complete enough course exercises to achieve a passing grade will need to repeat the entire program. A grade of "I" or incomplete will not be assigned for this situation. A request for an incomplete for the lecture portion / missing written assignments will only be granted if the student has successfully completed more than 80% of the course. Requests for re-admittance into the MLT program after a withdrawal are reviewed on a case-by-case basis. Any student who would like to apply for re-admittance into the program must meet with the MLT program director to discuss options.

**MLT policy** for repeating MLT courses for catalog year **2018-2019 and later:** Any student who does not achieve the required minimum grade for any course in the MLT program will be removed from their cohort and must re-apply to the program. *The student will need to repeat and successfully pass all courses in the entire program to be assigned to a clinical rotation, and to graduate from PCC MLT program with an AAS MLT.*

## ***CLINICAL ROTATIONS***

### **Responsibilities of the College**

- a. Students are assigned to rotation sites as they become available. Students may submit their preference for rotation site, however the final decision for placement will be made by the program director. Factors influencing placement will include: clinical site request, classroom performance (hands-on and theory), attendance record, ability of the student to perform independently, etc. Students are placed for success.
- b. A PCC faculty member shall serve as the PCC clinical coordinator for the student's clinical training at the facilities of the Affiliate. The PCC clinical coordinator will establish, in consultation with Affiliate's clinical coordinator, the student's rotation schedule.
- c. The PCC clinical coordinator will plan curriculum, learning objectives, evaluation procedures for the training experience, and provide and grade department study questions. Department examinations will be available in the west campus test center or in K136 and will be graded by the PCC clinical coordinator.
- d. PCC will furnish the Affiliate with the course description, written course objectives, competencies to be achieved and evaluation forms for each department/section.
- e. PCC will instruct students regarding patient confidentiality and HIPAA requirements. If required, student will also successfully complete orientation and training required by the affiliate (training site).
- f. The PCC Clinical Coordinator will consult regularly with the Affiliate's clinical coordinator, preceptors, and students to monitor the student progress. PCC clinical coordinator will be available to communicate with

the affiliate clinical coordinator and preceptors during site visits, by email or telephone.

- g. The PCC clinical coordinator will evaluate students on cognitive objectives by evaluating and grading assigned course work and administering written examinations during each department/section rotation.
- h. Preceptors will evaluate students on affective and psychomotor objectives (preceptor evaluation).
- i. PCC will provide a summary of data and feedback to Affiliate regarding the student's clinical rotation evaluation for each section.
- j. The PCC clinical coordinator and faculty will compile and maintain records of the students' grades and progress evaluations. PCC MLT program director / clinical coordinator is responsible for determining and awarding the final grades for all student course work. Course records are maintained for a minimum of two years. No records are maintained at any clinical sites.
- k. PCC is responsible for the granting of the degree and /or certificate.

### **Responsibilities of the Student**

- a. Student must thoroughly review the MLT handbook.
- b. **Students must review the Student Rotation manual prior to the start of the rotation.**
  - i. Student manual is electronic and will require student to have access to a computer with Microsoft Word or similar program, in order for student to complete assignments.
  - ii. Assignments will be submitted electronically. Student must have access to an internet connection. (Available at PCC student resource center, any public library, or provided hotspot.)
  - iii. Print a copy of the COMPETENCY CHECKLIST (dept. specific) to facilitate review or the listed competencies with your preceptor(s) as you progress and complete the objectives.
  - iv. Your preceptor(s) will review and sign-off each competency with you, as each is completed or by the end of the department rotation.
  - v. Please note: not all clinical sites will perform all testing. Objectives or competencies (testing) are documented as Performed, Observed or Discussed. Tests not performed at your site should be recorded as "Discussed": Students are responsible for researching these test methods, and discussing what they found with their preceptor(s). (Internet, procedure manual, textbooks...)
- c. Students will abide by the following dress code while assigned to the clinical institution:
  - i. Basic dress code requirements:
    - a. Scrubs – clean, uncrushed, solid color
    - b. Closed toed and closed heel impermeable shoes
    - c. Shoulder length hair tied back
    - d. Lab Coat – buttoned – Remove before leaving the lab
    - e. Keep jewelry small and minimal
  - ii. Some have a specific scrub color for the lab:

- a. TMC – Red
  - b. Banner / SQL / LSA – Olive Green
  - c. Carondelet / Tenet – Red/Black
  - d. Others: Currently no specific color – Please choose solid color – no prints
- iii. Personal Protective Equipment (PPE) – to be worn AT ALL TIMES when working in the lab:
    - a. Provided by the clinical facility
    - b. Laboratory coats and gloves
    - c. Goggles, masks, face shields, etc. as needed
  - iv. All dress code policies of the clinical affiliate must be followed.
  - v. Identification badges will be worn at all times.
    - a. PCC student ID's are distributed at the west campus cashier's office.
    - b. Clinical sites will issue ID badges for their facility after orientation
    - c. Lost badges must be replaced with the student covering any costs incurred.
  - vi. Personal Appearance and presentation:
    - a. No perfume or scented lotions, hair products, etc.
    - b. Tattoos must be covered. Remove all facial piercings
    - c. No artificial nails are to be worn. Trim natural nails to be level with the fingertip.
    - d. No smoking on clinical facility campus
      - i. Some sites do nicotine screens and reject student who test positive
      - ii. Do not show up to rotation smelling of smoke
    - e. Preceptors have complained about students with offensive body odor or breath. Don't let that be you! Watch what you have for lunch – wear deodorant, brush your teeth!
- d. Electronic devices must be turned off or put on vibrate during working hours.
    - i. Phone texts while on the bench are permitted in emergency situations only.
    - ii. Turn your phone ON while you are at lunch or driving to or from the lab.
    - iii. Do not text or handle any personal electronic device while wearing gloves.
  - e. Maintain a clean work environment
    - i. Sanitize work area at the beginning and end of your shift
    - ii. Clean spills immediately using sanitizer (10% bleach, etc.)
    - iii. Restock all supplies in the work area throughout and at the end of your shift.
  - f. Workplace injury or accidents: SEE **SECTION IX** OF THIS HANDBOOK FOR DETAILS
  - g. Students will complete a clinical rotation evaluation following the conclusion of each DEPARTMENT
    - i. Student will complete ONE evaluation for EACH dept – eight evaluations total
    - ii. Return an electronic copy to the program director.
    - iii. List specifics:
      - a. Outstanding preceptor: list that person by name with details of the training
      - b. List highlights and any problems encountered during the rotation
      - c. This evaluation will be shared with the clinical affiliate after the entire rotation is complete, so be honest, professional and discreet when reviewing the site.
  - h. To demonstrate professional behavior, the student will:

- i. Demonstrate a positive attitude
  1. Be prepared for the preceptorship experience
  2. Accept corrective responses / constructive criticism
  3. Complete assigned tasks, show evidence of initiative.
  4. Stay NEUTRAL when interacting with all laboratory personnel
- ii. Arrive early, be at the bench on time and begin work promptly.
  1. This includes breaks and lunch
  2. Do not expect to leave rotation early
  3. REVIEW ATTENDANCE POLICY – **Section VII** in this handbook
  4. Missing too much time (including late arrivals and early departures) will result in removal from the rotation. NO REASSIGNMENT FOR ATTENDANCE ISSUES.
- iii. Follow directions, strive for accuracy and efficiency, and work independently after observation, reviewing procedures, and /or being given instructions.
  1. Bring a notebook – use it! Don't keep asking the same questions over and over.
  2. Review the testing procedure prior to performing the test method.
  3. As you become familiar with a procedure: List steps you plan to follow, rather than asking how to perform a procedure (You will be corrected if you are wrong, but you will inspire confidence when you are right!)
  4. Transition from being a student to being a productive employee
- iv. Use advance planning – time management, establish priorities, utilize extra time efficiently.
- v. Attend to detail by documenting data accurately and legibly, meeting deadlines and following all standard operating procedures.
  1. Students will not take the place of regular employees. Service work is non-compulsory and should be reported to PCC program director if a student is expected to work unsupervised.
  2. Results will be overseen / reviewed by a preceptor
  3. **See Section XI- H Incident and Corrected Reports (Errors)**
- vi. Recognize and acknowledge errors, and repeat lab tests when necessary.
- vii. Cooperate and communicate effectively with peers and instructors
  1. Display courteous, considerate behavior towards coworkers, laboratory clients and their guests. Remember that YOU are a guest at this facility!
  2. Remain neutral when interacting with preceptors and health care workers.
- viii. Display self-confidence by interacting freely in discussion, and with instructors and peers and by accepting constructive criticism.
- ix. Abide by all rules and regulations governing the MLT program and the preceptorship clinical facility. See **Section IV – VI** of this handbook.

### **Responsibilities of the Clinical Affiliate**

- a. Affiliate will assign a laboratory employee to be the Affiliate Clinical Coordinator
  - i. Affiliate coordinator will act as a liaison between the site and the college
  - ii. Affiliate will be available to students attending rotation, and preceptor(s) to mediate and assist in the training process.
- b. Students will be assigned to a clinical affiliate site for a minimum of 400 hrs. 10-16 wks training:
  - i. MLT rotation departments: *Urinalysis, Body Fluids, Hematology, Blood Bank, Coagulation, Chemistry, Serology, Microbiology, Processing / Phlebotomy (separate rotation)*
  - ii. Core lab situations where some departments are combined are acceptable.
- c. The Clinical Affiliate will make available the clinical area for students' practical experience
  - i. Provide a quality professional experience and enforce professional policies.
  - ii. Supply the necessary PPE or notify the student of the need to supply his/her own prior to the start of clinical rotation.
  - iii. Allow the student to gain hands-on experience with current laboratory test methods
- d. Affiliate will give student access to procedures prior to the performance:
  - i. Instruction will include the proper handling of patient specimens, test/protocol performance, recognition of interfering substances/circumstances, and correction of aberrant test results, reporting of results, quality control, and quality assurance.
  - ii. Personnel shall demonstrate and discuss laboratory procedures with the student
- e. Supervision of all students during the clinical training shall be provided by the affiliate.
  - i. Students shall not take the responsibility or the place of qualified affiliate clinical staff.
  - ii. A preceptor will be immediately available to the student for questions or assistance.
  - iii. If a student is able to perform a procedure accurately, as solely determined by affiliate clinical staff, he/she may be allowed to perform the test in volume, with qualified supervision, in order to develop speed and organizational skills.
  - iv. Any patient test result reported by a student must be reviewed by a certified tech.
  - v. Once students have achieved entry level competency, as determined by the clinical preceptor(s), result review can be limited to periodic review. NOTE: Results released under a preceptor's name / LIS login must be reviewed by the preceptor prior to release.
- f. Clinical instructors will document pertinent communication with PCC faculty on the weekly attendance form, through the Affiliate Clinical Coordinator, or by email: [amrosales2@pima.edu](mailto:amrosales2@pima.edu)
- g. Clinical instructors are responsible for evaluating the student's progress and performance.
  - i. Daily evaluation or progress is documented on the student's attendance log
  - ii. End of rotation evaluation is documented on the evaluation form provided by PCC
    1. Student will give a printed copy of the preceptor evaluation to the dept head
    2. Department head will determine who will complete the evaluation
    3. Preceptor(s) will review the completed evaluation with the student. Student will make comments as necessary and sign the evaluation
    4. The PCC and Affiliate clinical coordinators should be contacted if there will be a delay or there is a problem with completing the preceptor evaluation process.

- iii. The evaluation process should follow the guidelines outlined in the evaluation forms provided by PCC, and will contribute to the calculation of the student's final grade.

**h. Service work by students in affiliate's facility outside of regular academic hours shall be noncompulsory and is outside the scope of the affiliate agreement.**

**Joint Responsibilities: Pima Community College - Clinical Affiliate**

- a. Effectiveness of the program, including review of the didactic/student laboratory instruction and the clinical rotation shall be conducted by the PCC faculty with input from Affiliate's instructors.
  - i. Student evaluation contains sections for preceptor to evaluate student "readiness":
    1. Beginning of the rotation (was student prepared to be an intern?)
    2. Post rotation (Is student prepared to be an employee in that department?).
  - ii. Feedback – positive or negative – can be given to the PCC or Affiliate clinical coordinator or program director. This can be done – and is encouraged – at any time.
  - iii. Your information will be used to improve and enrich the student's educational experiences, as well as establish the best practice for preparing students for transition to a workplace setting.
- b. Affiliates will be invited to participate in the annual advisory board meeting held in the Fall.
  - i. Suggestions from the advisory board will be implemented ASAP – usually the following semester. Results of changes will be discussed at the next advisory meeting.
  - ii. These meetings provide valuable information for both the clinical affiliate(s) and the MLT program.
- c. The college and the affiliate will maintain a current, signed affiliation agreement.

**Assignment to a Clinical Site**

Students must successfully complete all PCC MLT didactic courses prior to being placed at a clinical site (MLT 299 / 299WK). Exception: students successfully completing MLT 100IN who are in the queue with a pending application for the MLT program can be assigned a phlebotomy rotation (MLT 199 / 199WK) prior to starting, or while taking the other MLT courses. Rotations are typically Mon – Friday during the day shift (usually 07:00-15:30 or similar 8 hr shift). A student will tentatively be assigned to a rotation site, and will be contacted by the MLT program director to be notified of the assignment. If the student chooses to decline the assignment, they will only be reassigned (1) after all other students in the cohort have been assigned to a site and (2) if additional sites are available. If a student declines a second site, that student will not be offered a third or supplemental rotation, and will be removed from the MLT program.

Students are assigned to clinical rotation as sites become available. Matching a site to a student is done in an attempt to have the highest success rate as possible. While all MLT laboratory sites offer similar experiences to all MLT students, each site has a slightly different location, culture, or atmosphere (core lab, more structured, more hands on, distance, shifts, higher on-boarding expense, etc.) which may affect student performance or placement. In addition, some sites make requests for specific students (current employees, instructor requests, etc.). All of these factors are taken into consideration when students are assigned to a particular site. Student

performance in the didactic courses in the cognitive, affective and psychomotor domains will also be taken into account prior to student placement at any site.

Clinical sites are limited. Not all sites accept students each semester. If situations occur that limit clinical placement (which happened during the pandemic), the MLT program may need to send student to an alternate site or supplement the rotation at PCC. Assignment at a clinical site is not guaranteed.

**Process for assignment of students who required a repeat of an MLT didactic course:**

- Student must successfully complete all didactic courses prior to being placed at a clinical site
- Students must reapply to the program if they do not achieve a minimum of 70% in any MLT course. This includes a rotation course (MLT 199/199WK or MLT 299/299WK)
- PHB150IN requires a B, but may be repeated if the student has not started the other MLT courses.

**Rotation Courses**

**Phlebotomy Introduction to Lab Rotation – MLT 199WK, co-requisite MLT 199:**

**Must be completed within six months of successfully completing PHB150IN**

MLT 199WK – Student must have achieved a B in PHB150IN to qualify for a clinical rotation. A supervised cooperative work program for students in an occupation related area. Clinical coordinators work with students and their preceptors in a hospital, clinic laboratory, or outpatient collection station. The student develops competency and improved self-confidence when collecting and processing blood, urine or other body fluid samples in the laboratory workplace.

- Student will be graded on number of successful punctures (min 80), attendance (min 64 hrs), and a preceptor evaluation. See the course syllabus for percentage of grades and other details.
- To sit for the ASCP phlebotomy certification exam, student must have 100 successful venipunctures and have completed 100 hours of supervised laboratory clinical hours.

MLT 199 (Co-requisite) - Principles of job success. Includes laboratory workplace skills, communication skills, time and energy management, managing stress, career information, preparing for employment; principles, theories, and practices in the career field; and problems in the work situation.

- Student will be graded on attendance at mandatory meetings, a readiness written exam, written assignments, submission of resume and cover letter, and pre-rotation materials and study questions
- See course syllabus for details and assignments.

**Medical Laboratory Technician Rotation – MLT 299WK, co-requisite MLT 299:**

**Must be completed within nine months of successfully completing all other MLT courses**

MLT 299WK – Student must have successfully completed ALL other required MLT coursework prior to being assigned to an MLT clinical rotation. A supervised cooperative work program for students in an occupation

related area. Teacher-coordinators work with students and their supervisors in a hospital or clinic laboratory. The student develops competency and improved self confidence in the laboratory workplace.

- **Minimum** of 400 hrs at a local clinical laboratory. See syllabus for details.
- Student will be evaluated by preceptors on professionalism, technique, knowledge, attendance, punctuality, and overall preparedness. Grade will be determined by preceptor eval, and documents submitted including attendance, student and preceptor evals, and competency checklists.

MLT 299 - Comprehensive review of course work (homework assignments and dept. exams) to prepare the student for national certifying examinations, provide a forum for discussion of current issues and technologies in clinical laboratory science, and augment the concurrent clinical experience. Students share their experience in the clinical area through discussion of topics of interest and presentation of case studies. Discussion topics are due at the monthly meetings. Study questions and exams are submitted weekly. See course syllabus for details. Students present final review session topics, as assigned, to prepare for the national certification exam. Capstone project is completion of a mock ASCP examination.

### **Removal from Clinical Rotation**

The PCC clinical coordinator/ Program Director reserve the right to remove from a clinical rotation any student who presents a danger to self or others. Failure to abide by PCC Code of Conduct and or MLT polices may result in a student being removed from the MLT program.

Following is a list of reasons, which constitute clinical performance deficiencies and may become the basis for dismissal. Refer to Student Code of Conduct.. This list is **not intended to be exhaustive**.

1. Failure to achieve a 60% in two attempts on any department examination.
2. Failure to immediately report a testing error to the preceptor and/or responsible personnel.
3. Any verbal communication or any written material that is fraudulent, plagiarized, untruthful, and/or dishonest. This includes plagiarism.
4. Lack of preparation for clinical assignments, adequate theoretical knowledge or practical application and performance laboratory testing or patient care.
5. Violations of principles of confidentiality.
6. Inability to set priorities or handle stress, lack of judgment, continued lack of confidence.
7. Any performance, which could jeopardize life, impedes recovery, or interferes with the maintenance of a patient's current health status. Not preventing or reporting patient injury.
8. Failure to maintain or received required health immunizations, private health insurance.
9. One instance of no call, no show will result in immediate suspension, and may result in removal from the site and the program.

10. Sharing of information pertaining to clinical assignments institutions, co-workers, patients, or colleagues or other unprofessional use of electronic media (phone, computer, face book, twitter, texting etc.)
11. The student is required to disclose any changes in status related to Department of Safety (DPS) clearance to the MLT. Failure to self-disclose will result in termination from the program.
12. Positive urine drug/alcohol screen - See **Section VIII** in this handbook for details
13. Clinical Performance:
  - a. All matters relating to clinical performance will be handled initially through the MLT Program.
  - b. A conference will be held with the student, preceptor, Affiliate and PCC Coordinator or Program Director. If the student is identified through Disabled Student Resource, their specialist can be included in this process.
  - c. Based upon the outcome of the conference, written recommendations(s) may include, but are NOT limited to: warning, increased supervision, temporary exclusion, probation, or dismissal.
  - d. Due process to students is described in the [Student Rights and Responsibilities](#) on Pima.edu

**NOTE: If a student is removed from a clinical rotation for the above or any other negligence, carelessness, nonperformance, neglect, noncompliance, aggression, disrespect, attendance or tardiness issues, or any other cause, the student will not be reassigned to an alternate rotation; will not complete the clinical requirements of the program, and therefore, will not pass the required courses for certification or graduation.**

### **Incident Reports - Corrected Reports (Errors)**

Incident reports are utilized in the clinical site when an error or accident has occurred (e.g., incident involving student, patient, staff, visitor, etc). In the event that an accident or error occurs, the student will:

1. Immediately notify the preceptor and / or the affiliate clinical coordinator. The clinical coordinator will notify the MLT program director.
2. Follow hospital protocol regarding corrected reports, injury, etc.
3. Cooperate and assist the clinical coordinator or preceptor in completing the incident report per facility protocol and placing it on the chart in accordance with hospital policy.
4. Forward a copy of the incident to the MLT program director and clinical coordinator. Please include the following:
  - a. The precipitating events that led to the incident.

- b. How and why the incident occurred.
- c. How the student intends to avoid this situation in the future.
- d. The commitment from the student to prevent this or similar incidents from happening.

**Note: Student should complete a DEGREE CHECK with the MLT advisor before their last semester. Missing courses may delay graduation. Students should regularly monitor their “MyDegreePlan” on Pima.edu.**

## ***PIMA COMMUNITY COLLEGE STUDENT SERVICE POLICIES***

Pima Community College’s Student Service’s goal is to provide quality and appropriate student support services at the campuses, including student –centered advising, admissions and financial aid processes that support student success. When a process does not go as planned, Pima College provides a route for appeals or complaints.

[Student Code of Conduct](#)

[Student Counseling](#) (Career, Success, Personal, On-line Resources)

[Academic Advising](#)

[Paying for College](#)

[Student Complaint Process](#) (Grades, Faculty, etc.)

[PCC Emergency Safety and Security Policies](#)

## ***MISCELLANEOUS INFORMATION***

### **Visitors to the MLT Program / Children on Campus**

The classroom environment needs to be one in which teaching and learning is conducted at the highest level possible. Visitors to the MLT classroom are limited and must be approved by the MLT program director prior to the visit. In general, friends and family are not allowed in the MLT classroom. The following are guidelines for MLT visitors:

- No children under the age of 18 will be allowed to be present, attend, or participate in MLT activities
  - Exception: College sponsored campus visits, tours, or workshops
- No visitors (children or adults) are allowed in the West Campus testing center
  - Exception: DSR students with DSR designated assistants
- Volunteers for sample donation can be approved through the MLT program director
  - Requirement: Volunteer must sign a waiver
- New or potential MLT instructors
  - Requirement: Course instructor and MLT program director prior approval

- No requests for visitors to the clinical sites will be approved by the PCC MLT program
  - No Exceptions: Do not ask the site to approve visitors. No visitors!
- Students are not allowed in the MLT classroom without supervision
  - Do not enter the classroom if there is not an instructor or staff in the room

### **Graduation Requirements**

**Graduation:** To graduate from PCC's MLT program, students will not only need to successfully complete all courses required for the program. Students should continue to verify that all requirements in their MyDegreePlan are met. While the MLT program director will assist students in this process (submitting an MLT Selective Admissions form, signing completed course substitution forms, providing guidance for course waiver requests, transcript evaluation appeals, etc.) it is the student who must verify that all requests are finalized and documented on the MyDegreePlan. Anything missing on the Plan must be completed prior to the AAS MLT being granted.

There is no cost to apply for graduation. MLT students who successfully complete all requirements will receive an Associate of Applied Science - Medical Laboratory Technician (AAS MLT). Students who fail to complete all MLT requirements (including course substitutions) by the end of the semester will not graduate until the following semester. Students should receive an email stating they are on track for graduating when they enter their last semester. If an email is not received, students should set an appointment with the MLT advisor.

### **ASCP Certification Examination**

Graduates of the PCC MLT program (or any NAACLS accredited MLT program) are qualified to sit for the American Society of Clinical Pathology (ASCP) MLT certification examination. **While passing this exam is not required for graduation from Pima College, it is a requirement at most clinical laboratories nationwide.**

It is highly recommended that graduates take this exam within one month of completing the program. The current cost of this exam is \$250. Processing of the required paperwork by ASCP can take up to 60 days. For this reason, students are encouraged to apply two months prior to graduation. ASCP will submit the names of applicants to the PCC MLT Program Director. Once the director has approved the applicants, they will be able to select a date and time (within a three month window) to take the exam. Tucson exam location is at the Williams Center near Broadway and Craycroft. Dates and times fill up quickly, especially toward the end of the spring semester. The exam can also be taken in Phoenix or other US cities.

PCC MLT graduates with an AAS MLT who have (1) passed the ASCP MLT exam, (2) have a BS and (3) have one year of full time experience within 5 years of graduating from PCC are able to "challenge" the ASCP MLS generalist exam (MLS generalist – route 2). This is strongly recommended for all of our graduates. Not only will this give you a nice pay raise, it will open doors for career advancement!

There are also many MLT → MLS programs available online across the country. Graduates of these programs will be eligible to sit for the MLS generalist exam when they graduate with their BAS MLS. Information on these programs will be discussed during the MLT299 meetings. These accredited programs are also listed on the [NAACLS website](#).

ASCP website: <https://www.ascp.org/>

General Certification Information: <https://www.ascp.org/content/board-of-certification/get-credentialed>

While ASCP is the recommended certification examination, there are other options. Two of these:

- American Medical Technologist (AMT): <http://www.americanmedtech.org/>
- American Association of Bioanalysts (AAB): <http://www.aab.org/aab/default.asp>

### **Audit of MLT Courses**

The MLT program will accept students who wish to audit MLT courses provided there is available space in the class, and the student has adequate background (college courses, clinical experience, etc.). Lab techs who want to update their skill in a specific area, or techs that have been out of the field for a number of years are the usual candidates for requesting to audit an MLT course. Please note the following:

- The student must be approved by the program director and the course instructor(s).
- **The student will not receive credit for the course.**
- The knowledge gained when auditing a course will help to prepare a student for the ASCP exam, **the course alone will not qualify** a student to sit for a certification exam.
- While the student is not required to submit assignments or take exams, the student must be able to keep up with the class in order to not delay the learning of the other students enrolled in the course.

### **Students from Other MLT Programs**

The PCC MLT program is fast paced, very rigorous and has a high standard for the students placed at the limited clinical sites that are available. All MLT programs are different. Course offerings, content and schedules vary program to program. For this reason, no MLT course credits from other programs will be accepted. The PCC MLT program will not place any students who have not successfully completed both semesters of the PCC MLT didactic courses, at any of our affiliated clinical sites for clinical rotation.

Students from other MLT or CLT programs are encouraged to apply for acceptance into PCC's MLT program.

**I'M AN MLT!**      **What's your super power??**





Complete the following form, print, sign and give to the MLT program director.

**Print Name:** \_\_\_\_\_ **Cohort:** \_\_\_\_\_

**Medical Laboratory Technician Program – Acknowledgement of Receipt**

INITIALS	Student has reviewed each of the following in the MLT Handbook:
	MLT program course requirements
	MLT admission policy
	PCC code of conduct and ethics section
	Requirement for maintaining current health insurance while in the program
	Infection control and safety policy
	Chemical impairment policy and drug screening
	Inability of student to complete the program (W/D/F/Inc. in any course)
	Exposure, Injury or Incident (classroom or clinical site)
	HIPAA, Blood Borne Pathogens, Health statement
	I have had the opportunity to ask questions, as needed, regarding the MLT program, the handbook, or any PCC policy.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**When you have reviewed the entire manual, received clarification – as needed, initialed and signed this form: Print a copy of the signature page and submit to the program director. Keep a copy of the handbook for your records.**