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PROGRAM OVERVIEW

Clinical laboratory testing plays a crucial role in the detection, diagnosis and treatment of disease. Clinical laboratory technicians, also known as medical laboratory technicians (MLTs), use their science skills to perform most the tests which diagnose, detect and treat disease.

The scientific nature of our clinical training adapts well to other laboratory environments. Our graduates have found diverse job opportunities with their degrees including biotechnology, histology, and industrial settings.

The MLT curriculum is designed to be completed within four college semesters and one summer session. It is a career program that will enable students to seek clinical employment at the program's completion. Graduates receive an Associate in Applied Science degree and are eligible to take the American Society for Clinical Pathology (ASCP) Certification examination. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

The MLT program can be completed as a fast-track option in one calendar year of two summer sessions and a fall and spring semester.

The Biotechnology Option (A.A.S. in MLT-Biotechnology) of the MLT program is a program designed to provide students with the transferable science skills of the MLT coursework but replace a clinical, hospital-based internship with a biotechnology internship. In addition, the student in the biotechnology option of the MLT program takes a biotechnology techniques course as well as a cell biology/genetics course. This option is not eligible to take the ASCP National Certification examination.

The Biotechnology certification can be added to the traditional, clinical MLT program to add employment options to include the research and biotechnology industries, the certificate program does not include a biotechnology internship. For questions, please see the MLT program director.

PROGRAM ACCREDITATION

Medical Laboratory Technology program is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, 847-939-3597. For complete information about NAACLS and accreditation program status you can visit the accreditation organization website at: NAACLS.org.

The Medical Laboratory Technology program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene have determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health

Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Check with the Admissions Office for more information.

MLT PROGRAM MISSION STATEMENT

The Medical Laboratory Technology Program at Allegany College of Maryland is responsive to the changing workforce needs of the clinical laboratory profession and is dedicated to meeting those needs and supplying laboratory professionals throughout our region.

Our focus is to provide our graduates a solid foundation of laboratory technical competence and knowledge. We strive to instill in students the importance of lifelong learning and continual professional growth. Basic to the learning environment is a holistic and compassionate care for self and others.

PROGRAM GOALS

MLT PROGRAM GOALS

1. Students will competently perform routine clinical laboratory tests.

Program Level Student Learning Outcomes for Goal #1

1. MLT students will perform laboratory test procedures accurately and efficiently.
 2. MLT students will analyze diverse types of information to choose an appropriate course of action in order to perform laboratory tests and solve problems accurately and efficiently.
2. Students will possess the professional attitudes and behaviors critical to being a valued member of the healthcare/workplace team.

Program Level Student Learning Outcomes for Goal #2

1. MLT students will communicate effectively using professional interpersonal skills resulting in successful interactions with colleagues and patients.
2. MLT students will behave in a manner consistent with the standards of the laboratory profession.
3. MLT students will describe the importance of continuing education in lifelong learning and in obtaining and maintaining professional credentialing.

3. The ACM MLT program student will meet the needs of the laboratory community by completing program academic and internship requirements to graduate from the MLT program, achieve industry certification and obtain relevant field employment.

Program Level Student Learning Outcomes for Goal #3

1. Students will successfully complete the program.
2. Graduating clinical MLT students will pass the ASCP national certification examination.
3. Graduating MLT students will gain relevant professional employment within one year of graduation from the program.
4. MLT graduates and their employers will be satisfied with the training the student received in the ACM MLT program.

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PROGRAM-ACADEMIC ADMISSION REQUIREMENTS

Pre-Medical Laboratory Technology

Students who apply to the college and are interested in seeking a degree in Medical Laboratory Technology are designated as “pre-MLT” students by academic admissions and assigned an advisor from the Medical Laboratory Technology department. Pre-MLT students are required to complete required course work in order to be eligible to apply for the clinical component of the program and be accepted as a full time MLT student in the program eligible to graduate with an Associate’s Degree in Applied Science in Medical Laboratory Technology granted they complete all graduation criteria.

Unless student qualifies as a high school student, the following courses need to be completed with passing grades in order to be eligible to apply for acceptance into the clinical component of the program are:

- 1 Science Course: Biology 100, 101, 207, 204, 201
Chem 100 or 101 4 credits
- English 101 3 credits
- 102 College Algebra* or 93 Intermediate Algebra 3 credits
- Any General Education Elective 3 credits

**College Algebra is required for graduation.*

**The math used for acceptance has to be a math with algebraic functions.*

Clinical Phase Medical Laboratory Technology

To become eligible for this program as a recent high school graduate or Early College student, an applicant must satisfy the following requirements: 1) one year of high school chemistry, biology and algebra (or their equivalent) with a minimum grade “C” in each course; 2) pass the Placement Test or successfully complete all required courses before the first college semester; 3) and a minimum ACT score of 21 in each section. Meeting the minimum requirements does not guarantee admission into the program.

To become eligible a college student currently attending Allegany College of Maryland or transferring from another institution, or any Early College student at Allegany College of Maryland who has waived the senior year at high school and is enrolled as a full-time student, must satisfy the following requirements: 1) pass the Placement Assessment or successfully complete all courses are required; 2) a minimum overall college grade point average of 2.0; 3) successful completion of a minimum of thirteen semester hours of college level coursework chosen from the following list: English Composition (3 credits), elective (3 credits), math course which includes algebraic function (3 credits) and one of the following 4 credits: Basic Science 100, General Biology 101, Chemistry 100 or 101, Anatomy and Physiology 201 or 207, and Microbiology 204. Admission to the Medical Laboratory Technology Program is on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program.

Applicants will be ranked using the following criteria: 1) the grade point average on the thirteen credits as outlined in the Medical Laboratory Technology Admission Criteria and 2) number of general education (non-medical laboratory) credits required for the Medical Laboratory Technology Program that the applicant has completed.

TWO-YEAR TRADITIONAL MEDICAL LABORATORY TECHNOLOGY

FIRST SEMESTER

| | | |
|-------|--|-----------|
| _____ | Biological Science 101 (General Biology) | 4 credits |
| _____ | Chemistry 100 or 101 (Elements of Chemistry or General Chemistry) | 4 credits |
| _____ | Medical Laboratory Technology 114 (Medical Lab Techniques) | 2 credits |
| _____ | Mathematics 102 (College Algebra) | 3 credits |
| _____ | Medical Laboratory Technology 101 (Intro to MLT) | 3 credits |

TOTAL: 16

SECOND SEMESTER

| | | |
|-------|---|-----------|
| _____ | Biological Science 204 (Microbiology) | 4 credits |
| _____ | English 101 (Freshman English I) | 3 credits |
| _____ | Medical Laboratory Technology 102 (Hematology) | 4 credits |
| _____ | Allied Health 113 (Phlebotomy for Health Care Professionals) | 1 credit |
| _____ | Medical Laboratory Technology 104 (Applied Immunology) | 3 credits |

TOTAL: 15

SUMMER SESSION

| | | |
|-------|---|-----------|
| _____ | Medical Laboratory Technology 201 (Immunohematology) | 4 credits |
| _____ | Medical Laboratory Technology 200 (Clinical Microbiology I) | 2 credits |

TOTAL: 6

THIRD SEMESTER

| | | |
|-------|--|----------------|
| _____ | Biological Science 116 or 201 or 207 (Human Biology or Human Anatomy and Physiology of the Human I) | 3 or 4 credits |
| _____ | Medical Laboratory Technology 203 (Clinical Biochemistry) | 4 credits |
| _____ | Medical Laboratory Technology 207 (Clinical Practice I) | 6 credits |

TOTAL: 13-14

FOURTH SEMESTER

| | | |
|-------|--|-----------|
| _____ | Medical Laboratory Technology 205 (Clinical Microbiology II) | 4 credits |
| _____ | Medical Laboratory Technology 208 (Clinical Practice II) | 6 credits |
| _____ | Humanities Elective | 3 credits |
| _____ | Social Science Elective | 3 credits |

TOTAL: 16

TOTAL CREDIT HOURS: 66-67

ACADEMIC CALENDAR

FALL SEMESTER 2018

| | |
|-----------------------|--------------------------------------|
| August 20, 2018 | Classes Begin |
| September 3, 2018 | Labor Day – College Closed |
| October 15-16, 2018 | Fall Break – No Classes |
| November 21, 2018 | No Classes |
| November 22-23, 2018 | Thanksgiving – College Closed |
| December 10, 2018 | Fall Semester Ends after last class |
| December 14, 2018 | Commencement |
| December 19-January 1 | College Closed |

SPRING SEMESTER 2019

| | |
|-------------------------|--|
| January 14, 2019 | Classes Begin |
| January 21, 2019 | Martin Luther King Day – No Classes |
| March 11-March 15, 2019 | Spring Break: No Classes |
| April 18-19, 2019 | College Closed |
| May 8, 2019 | Spring Semester Ends after last class |
| May 18, 2019 | Commencement |

SUMMER SEMESTER 2019

| | |
|---------------|---|
| May 20, 2019 | MLT Summer courses begin |
| May 27, 2019 | Memorial Day: College Closed |
| July 4, 2019 | Independence Holiday: College Closed |
| July 5, 2019 | No Classes |
| July 12, 2019 | Summer Semester Ends TBD |

MLT ACADEMIC POLICIES FOR PROMOTION, FAILURE AND/OR DISMISSAL FROM THE PROGRAM

1. Failure to achieve a final grade of a "C" in any lecture/laboratory Medical Laboratory Technology courses may result in dismissal from the program since MLT courses are sequential. The Program Director will meet with each student to develop a revised completion plan.
2. Failure to achieve a "P" Pass in any clinical rotation course may result in dismissal from the program since MLT courses are sequential. The Program Director will meet with each student to develop a revised completion plan.
3. Medical Laboratory Technology grades are based on theory, campus laboratory, and clinical laboratory performance.
4. Lecture/Lab courses are graded "A" - "F" in the following manner:

MLT Grading scale as follows:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60
5. Clinical courses (MLT 207, 208, 210) are graded as Pass/Fail.
6. Unsatisfactory Performance Includes:
 - a. Withdrawal from a Medical Laboratory Technology course.
 - b. Change to audit status in a Medical Laboratory Technology course.
 - c. A grade of D, X or F.
7. Unsatisfactory performance in clinical laboratory, campus laboratory, or theory (grade lower than 70) results in failure in a Medical Laboratory Technology course.
8. A student which fails one clinical rotation area must retake the rotation area with permission of the MLT Program Director. Student will register for the entire rotation course. Placement is subject to the availability of clinical sites.
9. If you miss a test, make appropriate arrangements for making it up before the next class period.

10. A student can only repeat (because of unsatisfactory performance) two Medical Laboratory Technology courses. A student may repeat (due to unsatisfactory performance) an individual Medical Laboratory Technology course one time only.
11. A student having to repeat clinical practice or take a clinical practicum out of the traditional sequence will be subject to availability of clinical placement sites. These students will be placed in clinical sites which have available space.
12. If a student fails to achieve a passing grade in more than two Medical Laboratory Technology courses the student may be dismissed from the Medical Laboratory Technology curriculum. The student can reapply for admission into the Medical Laboratory Technology curriculum. The student must meet with the MLT Program Director to discuss withdraw or to create a new plan for program completion.
13. A student that fails an MLT course and wants to continue in the MLT Program will be subject to an academic review by the MLT Program Director. The director, with input from MLT faculty members, will evaluate the professional behavior as well as academic and laboratory performance.
The director will meet with the student to discuss the reasons for the failing grade and recommend withdraw from the MLT program or create a revised plan of program completion.
14. Medical Laboratory Technology courses are designed to be completed within four consecutive college semesters. This normal progression may be interrupted by a student's illness, the need to repeat a course, or other unforeseen circumstances. In order that continuity of the program be maintained, a maximum time limit of eight consecutive semesters (or four college years) will be allowed for completion of the program. Any student that may have a particular problem completing these courses within this time frame must be evaluated by the Director of the MLT program for determining a plan for program completion.
15. A student may withdraw due to poor academic performance, illness or personal reasons. Students who withdraw are not guaranteed readmission. If a student is readmitted, it may be delayed due to the availability of clinical facilities. (the Medical Laboratory Technology Readmission Policy is included in this handbook.)
16. A student can be dismissed from the MLT Program if the student violates HIPAA Federal Laws or displays conduct detrimental to the ethics of Medical Laboratory Technology.
17. Students will be asked to change majors if, at any time, emotional or physical health appears such that he or she cannot withstand the program in Medical Laboratory Technology.

18. The clinical affiliates have the right to not allow students to do clinical practice at their facility if the student does not adhere to clinical affiliate regulations. The student must realize that failure to adhere to hospital policy may jeopardize completion of a degree in Medical Laboratory Technology.
19. The student may utilize the ACM Academic Grievance Policy in the disposition of a grievance or complaint without fear of recrimination or retaliation.
20. Written Assignments/Examinations

Written assignments must be submitted to the instructor on or before the due date. They are to be neat, clean and legibly written. Evidence of cheating or plagiarism on examinations, quizzes or written assignments, will result in disciplinary action.

21. Scholastic Dishonesty
A student attending ACM assumes responsibility for conduct compatible with the mission of the college as an education institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representative when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college.

Academic dishonesty such as, but not limited to, the following may result in IMMEDIATE dismissal from the MLT program and withdrawal from all MLT courses. If the withdrawal date has passed the student will be given a “D” for each course.

1. Submitting homework assignments copied from others. Both the student and the student that the material were borrowed from will receive a “0” for the assignment and may be subject to the Academic Dishonesty Process and dismissal from the program.
 2. Falsifying laboratory results.
 3. Printing out examinations and copying to give to other students
 4. Cheating on examination.
22. The ACM MLT program is an accredited program by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). A student who satisfactorily completes the Allegany College of Maryland Medical Laboratory Program and graduates with an AAS Associate of Applied Science degree is eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification Examination after graduation. A student is not required to pass this external certification to graduate from the MLT curriculum.

COURSE POLICIES FOR LECTURE COURSES

In addition to the following policies stated, college policies in the ACM Student Handbook regarding academic standards and student conduct applies.

Professional Conduct

These courses taken prior to clinical rotation experience courses are an integral part of your professional curriculum. One aspect of building a professional behavioral pattern is to be dependable and reliable. You are expected to attend all class sessions and turn in assignments when due. A portion of your grade will be determined by displaying appropriate professional conduct as evaluated by the instructor. The Professional Conduct Evaluation instrument is a 35 item evaluation and is worth a total of 45 points. The instructor(s) will evaluate each student's demonstration of the affective objectives and this will be worth 35 points. The student will complete a self-evaluation and a one-page reflection paper discussing the instructor's perception of performance and their own perception of perception of professional conduct. This reflection is worth 10 points. (The Professional Conduct Evaluation is available on the Blackboard course site.)

Disruptions during class such cell phone use in the classroom, personal conversations and electronic cigarettes are not permitted. Please put away and place phones on silent mode so as not to disturb others.

Electronic devices brought to the classroom in order to access course materials should be used for relevant course activities and not for accessing social media during class meetings. The instructor may ask a student to close such devices if the activity is distracting to other students.

Attendance for Lecture Courses

Regular and punctual attendance for all lecture and laboratory sessions is the single most important thing that you can do to be successful in this course. Each class serves as a building block of knowledge for the next class session. Important announcements are made at the beginning of class and may not be repeated. Attendance demonstrates professionalism. Regular and punctual attendance is the expectation in the professional workplace setting. As an MLT student you are expected to demonstrate your commitment to the profession.

An attendance sheet will be available each class period for students to sign. This sheet will be collected when class starts and students who arrive late may sign the sheet after class. The attendance sheet must be signed in order for the student to be considered present for the class session.

If an emergency or illness occurs which prevents the student from attending class, please notify the instructors at 301-784-5547 (work), 304-813-5427 (Stacey cell), 301-707-7093 (Windi cell) or 301-784-5557 (Elaine) or by e-mail at srohrbaugh@allegany.edu or wwilson@allegany.edu. Notification of your absence, by phone, text, or email must be provided to your instructor in a timely manner, preferably 30 minutes prior to class but

within 2 hours of the class start time. If the instructor is notified of the absence within the allotted time period, this will be considered an excused absence. Failure to notify the instructor is considered an unexcused absence. Two days of tardiness will equal one unexcused absence.

Regular attendance is important. When a student misses more than two (2) classes (excused or unexcused) the student will be required to have a verbal conference with the instructor to discuss the reasons for absence and set up an action plan to avoid future absences. Four (4) absences will result in a second conference defining what the student needs to do to avoid being dropped from the course. When a student misses 25% or more of the course material, the student will be dropped from the course. Three (3) unexcused absences will result in the instructor dropping the student from class.

Participation

Each student is encouraged to become involved in the classroom discussions. We welcome questions and discussions centered on course content. Periodically, every student will be directly involved in a discussion in order to enhance the learning process. Team exercises will be utilized as necessary and students are expected to participate.

You are expected to be an active participant in your learning. We are committed to your success and it starts with you being actively engaged in all in class and out of class activities.

All reading assignments are to be completed prior to the lecture or laboratory sessions.

Grading

The grading scale is as follows:

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- 0 - 59% = F

The minimal scholastic achievement for the course is 70% or C. This is required in order to continue in the Medical Laboratory Technology Program. The scholastic performance of each student will be evaluated by means of written and practical examinations, Blackboard Quizzes, Computer tutorials and a professional behavior evaluation.

The grade will be calculated on a total points system. The student's total points achieved during the semester shall be divided by the semester's total points possible to derive the grade percentage. All percentages of the total grade which are listed above are used for illustration and are approximate. The true percentage may vary slightly and will vary if a student has to or chooses to complete the final examination.

Extra Credit

The student may earn extra credit points by participating in community and/or professional service activities. The instructor will inform students of opportunities and point value.

Tutoring or Extra Help Session

Extra help sessions will be provided by the instructors during the scheduled office hours or at other times by special appointment. When the student desires additional help from the instructors, he/she is to make advance arrangements for these sessions.

Form of Assignments

All related lecture and laboratory assignments may be handwritten or typed.

Assignment Deadlines

1. All reading assignments are to be completed prior to the lecture/lab session.
2. All laboratory assignments are to be completed on the scheduled day.

Late/Missed Work

- Assignments/labs turned in within the first week will only receive up to 80% of the credit for that assignment.
- Any assignment/lab turned in after the first week will only receive 50% of the credit for that assignment
- Any assignment/lab turned in after two weeks will be given a grade a “0.”
- **Laboratory classes will NOT be repeated.** The student will receive a grade of “0” for missed labs. However, a lab report minus obtained results of the assigned laboratory can be turned in within one week for half credit.

Plagiarism and Cheating

The "Policy Regarding Student Cheating" as stated in the Allegany College Student Handbook (2018-2019) will be followed in this course.

Scholastic Dishonesty

A student attending ACM assumes responsibility for conduct compatible with the mission of the college as an education institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representative when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college.

Academic dishonesty such as, but not limited to, the following may result in IMMEDIATE dismissal from the MLT program and withdrawal from all MLT courses. If the withdrawal date has passed the student will be given a “D” for each course.

1. Submitting homework assignments copied from others. Both the student and the student that the material were borrowed from will receive a “0” for the assignment and may be subject to the Academic Dishonesty Process and dismissal from the program.
2. Falsifying laboratory results.
3. Printing out examinations and copying to give to other students
4. Cheating on examination.

Make-Up Exams

If a student is absent for a scheduled examination, he/she must take a "make-up" examination within one week of the scheduled examination. Failure to make up an examination within this time period will result in a score of zero to be averaged into the examination grades.

Communication

The student.allegany.edu email will be the official email that the instructor will use to communicate with students as well as through Blackboard announcements. Please check your college email and Blackboard account often. Emails/texts to the instructors will be answered within 24 hours Monday through Friday when classes are in session and within 48 hours on weekends and breaks.

Laboratory Safety Regulations - Standard Precautions

Student laboratory exercises will frequently be performed on actual patient specimens. Since medical history and examination cannot reliably identify the infectivity of all patients' blood and body fluids, standard precautions must be followed in the student laboratory. Precautions that should be practiced in our laboratory include:
Use barrier protection routinely to prevent skin and mucous membrane contamination with blood or other body fluids.

1. Wear gloves:
 - a. When cuts, scratches, or other breaks in skin are present.
 - b. When performing any type of blood collection.
 - c. Whenever blood and body fluid specimens are handled.
 - d. Anytime it appears that contamination of the hands may occur.
 - e. Change gloves after each patient contact or when visibly contaminated with blood.
2. Wear a mask, eye glasses or goggles, or face shield during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of the mucous membranes of the mouth, nose, and eyes.

3. Wear a fluid-resistant gown, apron, or other covering when there is a potential for splashing or spraying of blood or body fluids onto the body.
4. Wash hands or other skin surfaces thoroughly and immediately if contaminated with blood or other body fluids.
5. Wash hands immediately after gloves have been removed even when no external contamination has occurred.

Organisms on the hands multiply rapidly in the warm moist environment within the glove. Liquid hand sanitizers are an acceptable alternative to hand washing.

6. Handle laboratory instruments, especially needles and scalpel blades, with extreme caution.
7. Place used needles, disposable syringes, skin lancets, scalpel blades, and other sharp items into a puncture-resistant biohazard container for disposal. The container should be located as close as possible to the work area.
8. Needles should not be recapped, purposely bent, cut, broken, removed from disposable syringes, or otherwise manipulated by hand.
9. Use biological safety hoods (Class 1 or 2) when appropriate.
10. Decontaminate all laboratory work areas with an appropriate chemical germicide after a spill of blood or other body fluids and when work activities are completed.
11. Microscopes will be assigned. They must be cleaned and properly stored or points will be deducted from grade.

The full exposure control plan is available on the Blackboard course site.

ALLEGANY COLLEGE OF MARYLAND

AFFECTIVE OBJECTIVES

The following Affective (Professional Conduct) Objectives are a graded portion of all Medical Laboratory Technology courses. One aspect of building a professional behavioral pattern is to be honest, dependable, reliable, and to demonstrate respect for other Allied Health professions.

1. Demonstrate dependability and initiative during technical coursework.

- 1.1. Be punctual for classes.
- 1.2. Attend all scheduled classes.
- 1.3. Assist others when necessary.
- 1.4. Read assigned material prior to learning experience/arrived prepared for the class.
- 1.5. Complete assignments.
- 1.6. Comply with assignment deadlines.
- 1.7. Contribute to classroom discussions
- 1.8. Follow through on tasks.
- 1.9. Volunteer for extra assignments and projects.
- 1.10. Leaves work area clean and returns all supplies to appropriate place.
- 1.11. Strive to complete all assignments and tasks with competency.
- 1.12. Use only accepted laboratory techniques such as pipetting.
- 1.13. Investigate the accuracy of the results by double-checking values and calculations of values.

2. Demonstrate respect for instructors, laboratory staff, and fellow students.

- 2.1. Share equipment and supplies when necessary.
- 2.2. Respect the workspace of co-workers.
- 2.3. Confer with peers and instructors about questions on the material.
- 2.4. Maintain a good working relationship with students and instructors.
- 2.5. Obey the time schedule for assignments and breaks.

- 2.6. Accept constructive criticism.
- 3. Display proper communication skills.**
 - 3.1. Follow verbal instructions with minimal assistance.
 - 3.2. Ask when assistance is required.
 - 3.3. Maintain a professional nature of conversation.
 - 3.4. Exhibit good written communication skills.
- 4. Maintain honesty and integrity.**
 - 4.1. Report results in an accurate manner.
 - 4.2. Preserve the patient's right to confidentiality.
 - 4.3. Comply with the laboratory rules and regulations.
 - 4.4. Uphold academic integrity by following policies regarding cheating.
 - 4.5. Strive to be accountable for individual work.
 - 4.6. Respect the knowledge of the trainers.
- 5. Develop organizational skills which improve efficiency.**
 - 5.1. Adopt a strategy for organization of the workload.
 - 5.2. Demonstrate flexibility by adjusting to changes in the workflow/workload.
 - 5.3. complete assignments in an organized manner.
 - 5.4. Coordinates work and activities to allow for the performance of multiple tasks.
- 6. Strive to display principles and practices of professional conduct.**
 - 6.1. Follow the guidelines for proper dress and appearance.
 - 6.2. Present a positive professional attitude when on duty.

COURSE REQUIREMENTS /ASSIGNMENTS

Instructional Methodology - the instructional methods used in MLT courses include the following:

- Lecture and Power Point Presentations
- Blackboard On-line Course System (quizzes, exams, resources)
- ExamSoft for selected course examinations
- Laboratory Practice
- Audio-Visual Materials
- Internet Resources (YouTube, etc.)
- Computer Programs (medtraining.org and medialabinc.net)

Internet Training Programs – The online subscription training programs that are utilized in the MLT curriculum provide necessary information that may not be otherwise covered in detail. When assigned, these are your instruction for that particular topic. Therefore, they are required assignments that are expected to be read in their entirety. Each one includes a quiz at the end of instruction that must be completed as part of the assignment. You will be graded for the tutorial based on your final grade on the quiz as follows:

90%-100% on quiz = 5 points

80%-89% on quiz = 4 points

70%-79% on quiz = 3 points

60%-69% on quiz = 2 points

Below 60% on quiz = 1 point

Time Commitment

According to “Hints on How to Succeed in College Classes”

<http://tinyurl.com/n83tktx> you should budget your time per week for a four hour credit course as follows:

1. Reading assigned text 1 to 2 hours
2. Homework assignments 3 to 6 hours
3. Time for review and test preparation 3 to 6 hours
4. Total study time per week 7 to 14 hours **PER WEEK**

Instructor Recommendations

The student may be required to listen to narrated lectures and will be required to read textbook assignments and laboratory procedures **prior to** the date on which those lectures and labs are assigned on the course schedule.

A great way to prepare for each lecture/lab class session is to:

1. Print out and review the unit objectives.
2. Print out the PowerPoint in note form.

3. Listen to the presentation either before or in class as appropriate and take notes.
4. Write down questions that you have as you review the material.
5. Look the questions up in the required textbook or review the PowerPoint slides again.
6. If you are confused on a concept or principle, have your question(s) available to discuss during class or get in touch with the instructor.
7. If you start to get lost in understanding the material, please don't wait to seek help. Make an appointment or email the instructor as soon as possible.

Preparation for Written or Computer Examinations

Exam questions are created from the course objectives. Each lecture and each laboratory exercise will also have objectives and will be numbered and also listed on the assignment grid. One helpful way to study is create a study guide by writing or typing the objective and then record the information pertaining to that objective.

No one study strategy works for everyone, but the best approach is to be active and to make this a daily process. Keep up with assignments, review any lecture or lab session material within 24 hours of class and review it consistently and in small increments. Studying the material in small increments more often as an on-going process will result in more effective learning than cramming for an examination. Devote 2-3 hours per week doing this review.

CAMPUS LABORATORY

1. Campus laboratory (AH251) will be available for practice when it is not being used for classes and the MLT faculty are available to supervise activity.
2. Street Clothes may be worn except during clinical practicum rotation days. Apparel must be conservative and professional in nature. Shoes should be closed toed. Long pants should be worn for laboratory.
3. Tattoos should be covered. Excessive jewelry and piercing will not be permitted due to safety concerns.
4. Students are expected to adhere to all safety and appearance guidelines when in the student laboratory. This includes using proper protective equipment such as wearing a lab coat, protective eyewear and gloves. A student not following the established policies will be asked to leave the classroom.
5. Students are to dispose of all biologic fluids and sharps into properly labeled, puncture-resistant containers with lids and the follow the exposure control plan for the AH251 campus laboratory.

STUDENT HEALTH AND LIABILITY ISSUES

Allegany College of Maryland does not have health care or hospitalization available to students. There is an umbrella liability insurance policy for students. This policy provides \$1,000,000 of excess liability coverage over the limits of the basic automobile, general, professional, and employee's liability policies. Also, \$3,000,000 primary liability is provided for those hazards not covered by basic policies subject to the exclusions of the policy and retention of \$10,000.

All students entering the clinical phase of the Curriculum are required to have a physical examination no later than three months prior to clinical rotation. The examination consists of a personal health history and student physical examination. Required inoculations and vaccinations include:

- Tetanus-Diphtheria booster within the past 10 years
- M.M.R. Vaccine
- Varicella history and a Varicella titer
- Proof of negative P.P.D.
- Proof of either Hepatitis B vaccination, antibody testing revealing immunity to Hepatitis B, or declination of Hepatitis B vaccination.

Students enrolled in health training programs which involve clinical/practicum experiences are encouraged and expected to have their own personal health insurance. The college does not provide personal health insurance coverage for students.

Students entering health programs need to be aware, by virtue of the clinical nature of the training, that they may be exposed to infectious disease or processes and their inherent risks.

Students are referred to the Emergency Room for any accidents occurring while at the clinical site. Any medical expenses related to disease or injury incurred during training programs shall be the responsibility of the student and/or the student's third party health insurance.

TERMINATION

1. Students will be terminated from the MLT major if, at any time, inappropriate conduct displays a potential harm to patients.
2. Students will be asked to change majors if, at any time, emotional or physical health appears such that he or she cannot withstand the program in MLT.
3. The clinical affiliates have the right to not allow students to do clinical practice at their facility if the student does not adhere to clinical affiliate regulations. The student must realize that failure to adhere to hospital policy may jeopardize completion of a degree in MLT.
4. Students can be terminated for a violation of scholastic dishonesty.

CONFIDENTIALITY

1. The student will refrain from disseminating any and all information of a confidential nature which shall be acquired while assigned to a clinical affiliate.
2. **Violation of confidentiality constitutes grounds for dismissal from the Medical Laboratory Technology Curriculum.**

STUDENT HEALTH POLICY

Conditions in the clinical and/or classroom setting may include diseases and conditions that could have an impact on pregnancy in all stages, as well as other illnesses. Students are required to notify the program director immediately when pregnancy or illness is suspected or confirmed.

An updated health care provider's statement and/or physical is required when any changes in a student's current physical and/or mental status occurs that disrupts the student's ability to perform the "Allied Health Program's Essential Functions – Professional Technical Standards." The ability to perform these "Essential Functions" was signed when the admission physical exam was submitted upon admission to the MLT program.

A change in health status that may affect "Essential Functions" would include, but is not limited to a major illness, surgery, injury, pregnancy complications, the birth of a child or hospitalization. The health care provider's statement must be provided before the student returns to the class/clinical setting. Students are expected to return able to perform "Essential Functions". A student may be required to complete another physical exam form.

Good communication with the faculty, clinical instructor and the MLT Program Director surrounding a change in health status is imperative to protect the welfare and safety of the student. It is advised that a student who has a change in health status consult their health care provider regarding limitations, if any, especially when working in areas of direct client care in clinical agencies or working with hazards at any time in the program. **It is the student's responsibility** to provide whether or not there are any applicable restrictions and limitations from their health care provider to the course faculty, clinical instructor and MLT Program Director as a result of their health care condition. **If possible**, reasonable accommodations may be made that are responsive to the student's health condition.

MEDICAL LABORATORY TECHNOLOGY PROGRAM
ALLEGANY COLLEGE OF MARYLAND
ESSENTIAL REQUIREMENTS

INTRODUCTION

The Associate of Applied Science Degree in Medical Laboratory Technology requires the acquisition of general knowledge and basic skills in all areas of the laboratory profession.

POLICY

Faculty in the Medical Laboratory Technology Department have a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the Medical Laboratory Technology Programs, as well as for the welfare of students in educational programs of the Department. In order to fulfill this responsibility, the Medical Laboratory Technology Department has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the program and graduate. The Medical Laboratory Technology Department, as part of Allegany College of Maryland, is committed to the principle of equal opportunity. The Medical Laboratory Technology Department does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status.

PROGRAM

Admission and retention decisions for Medical Laboratory Technology are based not only on prior satisfactory academic achievement, but also on non-academic factors that serve to insure that the candidate can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required by the faculty of all students at graduation. The following essential requirements have been developed in compliance with the Americans with Disabilities Act (PL101-336) and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The following essential functions or technical standards are intended to identify essential skills/knowledge/attitudes needed in the Medical Laboratory Technology curriculum at Allegany College of Maryland:

1.1. Communication Skills

- 1.1.1. Communicate effectively in written and spoken English
- 1.1.2. Comprehend and respond to both formal and colloquial English
 - 1.1.2.1. Person to person
 - 1.1.2.2. By telephone
 - 1.1.2.3. In writing
- 1.1.3. Appropriately assess nonverbal and verbal communication

1.2. Large and small motor skills

- 1.2.1. Move freely from one location to another in physical settings such as the clinical laboratory, patient care areas, corridors, and elevators
- 1.2.2. Possess sufficient eye-motor coordination to allow delicate manipulations of specimens, instruments, and tools
- 1.2.3. Grasp and release small objects (e.g., test tubes, pipette tips, microscope slides and coverslips); twist and turn dials/knobs (e.g., on microscopes, balances, centrifuges, spectrophotometers)
- 1.2.4. Manipulate other laboratory materials (e.g., reagents, manual and automated pipettes)

1.3. Other physical requirements

- 1.3.1. Visual acuity
 - 1.3.1.1. Identify and distinguish objects macroscopically and microscopically
 - 1.3.1.2. Read charts, graphs, and instrument scales/readout devices
- 1.3.2. Lift and move objects of at least 20 pounds
- 1.3.3. Possess a sense of touch and temperature discrimination

1.4. Professional and application skills

- 1.4.1. Follow written and verbal directions
- 1.4.2. Possess and apply mathematical skills
- 1.4.3. Work under time constraints
- 1.4.4. Prioritize requests and work concurrently on at least two different tasks
- 1.4.5. Maintain alertness and concentration during a normal work period
- 1.4.6. Apply knowledge, skills, and values learned from course work and life experiences to new situations
- 1.4.7. Work safely with potential chemical, radiologic, and biologic hazards using universal precautions

1.5. Valuing Skills

- 1.5.1. Show respect for self and others
- 1.5.2. Project an image of professionalism including appearance, dress, and confidence

1.6. Stability

- 1.6.1. Possess the psychological health required for full utilization of abilities
- 1.6.2. Recognize emergency situations and take appropriate actions

COMPUTER PROGRAM AND SUBSCRIPTION SERVICES

Computer Labs

The College has approximately 490 computers in 26 computer labs earmarked for student usage. Computers, many with the latest technology, are an integral part of students' lives whatever their major. Computer labs are located in every major classroom building on the Cumberland campus and at the campuses in Bedford and Somerset counties.

The machines are used in career and general education courses as part of the class sessions. Beyond this formal application, the computers are readily available for student use to complete classroom assignments and to do research on the Internet.

Access to this increasingly important and useful source of information is available to students in several Cumberland campuses computer labs, and the Cumberland library, and the computer labs at the Pennsylvania campuses.

A list of required computer programs is given for each MLT course. The computer programs are available on networked PCs located in the Allegany College of Maryland MLT classroom AH251 or on the 3 designated MLT computers in AH244.

Any CD-Rom computer programs are available for use in the Medical Laboratory Technology Allied Health Building Room AH251 (and classroom) and can be accessed through the college instructors or the Medical Laboratory Technology secretary, Elaine Helmstetter, Room AH-246. The programs are also located in AH267 – the Allied Health side of the Nursing Computer Lab. This lab has 3 MLT designated computers with the MLT software loaded. Internet CAI subscriptions for student review are offered through Medtraining.org and Medialabinc.net. A password is required. The password is available through the college Medical Laboratory Technology instructors.

The Allegany College of Maryland Medical Laboratory Technology program subscribes to two online training and competency services that are utilized as a portion of the educational requirements and training of the students. These services are Medtraining Solutions and Media Lab Incorporated (referred to as Medtraining and MediaLab) found on the internet at <http://www.medtraining.org/> and <http://medialabinc.net/> respectively.

Each lecture/lab course and clinical practicum rotation includes tutorials and quizzes assigned from each of the subscription services specific to the rotation area. A checklist is included in the clinical handbook and course syllabi. However, as the services add and discontinue tutorials the list will change accordingly, therefore, please refer to the hard copy list provided to you with each rotation.

MEDICAL LABORATORY TECHNOLOGY STUDENT ADVISING

Academic Advising

Advising ensures that students are aware of the comprehensive educational opportunities offered, and that they acquire the knowledge and skills needed for their career choices. Each student, upon entering Allegany College of Maryland, is assigned an academic advisor who is familiar with academic information necessary for that student to successfully reach academic success. Students who have identified specific career or transfer programs are generally assigned faculty members of that program area. Professional advisors are available to those students who are undecided about career choices. Faculty members participate in the advising process in the Admissions Office during periods of time when school is not in session. It is the student's responsibility to be aware of and to meet all graduation (or curriculum) requirements.

MLT Program Advising

Each pre and clinical phase MLT student or MLT-Biotechnology is assigned two advisors. The MLT Program Director is assigned as the primary advisor and the full-time MLT faculty member is assigned as a secondary program advisor.

Students should meet initially with one of the MLT program advisors and develop an individualized plan for program completion of the MLT program. Input and signatures should be obtained from an MLT advisor when the student schedules the next semester's classes.

An MLT advisor should be a person that an MLT or pre-MLT student should also feel free to approach if struggling for whatever the reason. The faculty advisory can offer assistance they may be able to provide or to refer the student to college services such as tutoring; counseling, etc.

Academic Support and Student Services

Faculty and staff at Allegany College of Maryland take their responsibilities as advisors very seriously. Our low student-to-faculty ratio and our reputation for personalized attention make the difference here. Every student enrolled in credit courses is assigned an academic advisor who guides him or her through the important decisions of academic planning and course selection.

All faculty members establish office hours when student-advisees can make appointments to talk about their academic present and future. Transfer advising, given the large number of student who go on to earn bachelor's degrees at four-year colleges, is an important function here. Students who plan to transfer should coordinate their plans with their academic advisor in consultation with the Student Success Center, where Cumberland-campus transfer advising is centralized.

The Student Success Center, which is based at the Cumberland campus and the Student Services offices at the college's two Pennsylvania campuses, are important sources of information for students, especially those planning to transfer. Students who plan to transfer should make their intentions known before or at the beginning of their first semester at Allegany College of Maryland.

To help students select a transfer school, an extensive collection of college catalogs, viewbooks, computer software and other information is available. Once students have chosen a prospective next college, they should request transfer advising. An academic program can be developed to ensure that the greatest number of credits will transfer. Throughout the academic year, and especially at Transfer Advisement Day each October, representatives of four-year schools are available to discuss transfer opportunities.

Counseling and Assistance

Students lead demanding lives. Many are balancing their educational requirements with family and/or work responsibilities. Sometimes, it can seem a little overwhelming. From time to time, students might want to discuss a problem or situation with a training professional counselor rather than family or friends. Left unresolved, issues can affect a student's personal life and academic performance. Because the emotional well-being of students is so important, the college supports a counseling and assistance program that permits students to talk with professional counselors in complete confidence and at no cost. Appointments are anonymous and sessions are confidential. For more information contact the Office of Student Services.

Library

The college library is an important campus resource for students, with abundant research materials, knowledgeable staff and an atmosphere conducive to study. The college library has about 430 periodical subscriptions and 56,000 volumes on its shelves. The helpful staff takes the time to guide students to the materials they need. High technology plays a big part in putting information into the hands of students. AsCMe (pronounced "Ask Me"), the library's on-line catalog, allows for fast and thorough searches of materials available in the library. There also are computers to access the internet and to do work processing.

Library computerization extends to CD-ROM databases that provide access to magazine indexes and full-text articles for further assistance to students in their research. Students may borrow books and get copies for magazine articles without cost from many other libraries in Maryland by using the interlibrary loan system available at the college library. The college is also a selective U.S. Government Documents Depository and contains extensive local history and genealogy holdings known as the Appalachian Collection.

In addition to printed materials, the library also contains audio-visual materials, including extensive collections of videocassettes and sound recordings. Aids for the visually handicapped include a TV-like imaging device that magnifies printed materials, a large-print dictionary, magnifying glasses and a Braille typewriter. The library is located in a building

of its own on the college's campus in Cumberland. The college also supports libraries at the campuses in Bedford and Somerset counties for use by students there.

Resources on hand at each Pennsylvania campus library are supported with on-line access to the computerized college catalog, where students can pinpoint the resources they need. Computers there also provide access to a periodical CD-ROM database to provide access to magazine indexes. Articles and materials can thus be obtained from the Cumberland library and from cooperating libraries through interlibrary loan, including "Access Pennsylvania."

Student Support Center

This important area provides numerous and valuable services to help Allegany College of Maryland students at various phases of their education be successful in their academic careers and achieve their goals.

These features, available at all three college campuses, include:

- *Placement assessments*, which assure that students begin at the appropriate level
- *Career exploration*, which helps students choose a major that matches their interests and objectives
- *Tutoring services*, both personalized and small-group, in a wide variety of subjects help students meet the challenges of their course work
- *Transfer advising*, helps students make a smooth transition to the four-year college or university and academic program of their choice
- *Classroom assistance*, where student-assistants aid instructors in class and fellow students out of class
- *Classroom testing*
- *Academic alert* is offered to students who are experiencing concerns with grades, test anxiety, time management and stress-related issues.
- *Evening advising* (by appointment only)

Technology supports a number of areas, such as career exploration, where computerized career planning and information software gives further guidance; transfer advising, where computerized systems pinpoint equivalent courses at four-year schools; and tutoring, where computer-aided instructional software supplements regular instruction.

The Center also is an advocate and resource for students with special needs, including hearing or visual impairments or physical disabilities. Such students can be accommodated through a variety of special services and technologies to help them achieve their academic goals.

The Student Support Center is headquartered in the Humanities Building on Allegany College of Maryland's Cumberland campus. A full-time student service director, who divides his time between those two locations, provides services at the two Pennsylvania campuses.

Student Support contact numbers:

Cumberland Campus
301-784-5551

Bedford County Campus
814-652-9646

(TDD: 301-784-5001)

814-652-9679

814-443-0955

Veterans Affairs

Information about educational benefits for veterans, veteran's widows and war orphans is available in the Registration Office. The veteran's affairs coordinator there can help students determine what veterans and related benefits apply to them, as well as assist in resolving problems or situations unique to veterans.

Women's Center

Because two of every three Allegany College of Maryland students are women, and because many of them are balancing work and family responsibilities with their academic careers, these students need and deserve special attention. The college Women's Center, located in the Humanities Building on the Cumberland campus was created to help female students succeed by supporting and encouraging them to achieve their educational and life goals.

Services include peer support, counseling and referral to help students overcome roadblocks and struggles in pursuit of their education. Less-formal benefits include a place to make new friends as well as to study.

Career and Job Placement Services

Allegany College of Maryland students can count on help to make informed career choices, guidance toward appropriate training and education programs and assistance as they prepare for and conduct their job search.

Feature there include valuable information related to careers and jobs, such as:

- Career Net – This computer based service includes career information and job openings from throughout the nation, plus internet access.
- Workshops – On such subjects as career exploration, resume writing and interviewing skills. A Successful Living series also is offered.
- Internet resume services – Posted electronically on the college's World Wide Web site. Our internet address: <http://www.allegany.edu>

- On-campus job interviewing – Employers with jobs to fill scheduled interviews with interested students.
- Career fair – This expanding annual event draws dozens of employers in a wide variety of fields. And they are hiring.

College Mandatory Policies

Allegany College of Maryland is required to inform prospective and current students of important College policies, including Non-Discrimination, Title IX, Clery Act, Heroin & Opioid, Drug and Alcohol Use, Academic Disabilities, FERPA, Accreditation, and Gainful Employment Disclosure. The link below will take you to the official college page with the current policies. <https://allegany.edu/x3744.xml>

ACADEMIC GRIEVANCE POLICY

A student having a concern with a faculty member of an academic nature arising from participation in credit class should follow this process:

1. **Review the course syllabus and Academic Regulations.**

Review the requirements and/or performance standards. Please take a few moments to make sure your concern is a valid one and is not based on inaccurate or incomplete information. Also please understand that this policy addresses issues of an academic nature, such as grades, attendance, or other academic issues relating to a course. This procedure must be initiated within 10 working days after occurrence. For issues that are non-academic in nature, students should refer to the appropriate College policy, which may be found in the Student Handbook.

2. **Talk with the faculty member.**

You must talk with the faculty member about your concerns. Schedule a meeting with the faculty member and meet with him/her. Chances are good that you can resolve a misunderstanding or other concern at this meeting. If you are unable to resolve the issue with the faculty member, contact the Program Director/Division Chair/Coordinator within 10 working days after meeting with the faculty member by following the directions in Step 3. Written documentation may be requested. The faculty member had the right to meet with involved individuals throughout each step of this process.

3. **Contact the Program Director/Division Chair/Coordinator.**

The director/chair/coordinator will verify that a meeting was held with the faculty member and then discuss the concern with you and the faculty member, either in person at the respective campus or by conference call. If unable to resolve the issue together, you may present your grievance to the Associate Dean of Instructional Affairs within 10 working days after you receive the decision of the director, chair, and coordinator by following the directions in Step 4. If the faculty member is the Program Director/Division Chair/Coordinator, see step 4.

4. **Contact the Dean of Educational Services.**

If you are dissatisfied with the Director/Chair/Coordinator's decision, you **must** take the following actions:

- Obtain the Academic Grievance Notice from the Office of the Vice President of Instructional Affairs, Student and Legal Affairs, your advisor or online.
- Complete the Academic Grievance Notice. Include an explanation of why you believe the Director/Chair/Coordinator's decision was incorrect. Be specific.
- Schedule a meeting with Associate Dean of Instructional Affairs
- The Associate Dean will obtain signatures from the faculty member and Director/Chair/Coordinator and notify them about the meeting. In the event that the faculty and Director/Chair/Coordinator refuse to sign the form because the matter was not discussed with them, the form will be returned to the student and the student will be required to follow the procedures herein.

- Meet with the Associate Dean of Instructional Affairs.
- The Associate Dean will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The Associate Dean notes his/her decision on the Notice (with copies provided to all parties, and a copy maintained in the files of the Associate Dean). If you are dissatisfied with the Associate Dean's decision, you may appeal the decision to the Vice President of Instructional Affairs within 10 working days by following the directions in Step 5.

5. Contact the Senior Vice President of Instructional and Student Affairs.

If you are dissatisfied with the Associate Dean's decision, you **must** take the following actions:

- Submit a copy of the original Academic Grievance Notice with the Associate Dean's decision to the Vice President of Instructional Affairs.
- Include an explanation of why you believe the Associate Dean's decision was incorrect. Be specific.
- Schedule a meeting with the Vice President of Instructional Affairs.
- Meet with the Vice President of Instructional Affairs.
- The Vice President will make a decision based on the information contained in the Academic Grievance Notice and meeting with involved parties.

The Vice President notes his/her decision on the Notice (with a copy to the faculty member, Director/Chair/Coordinator, Associate Dean, and a copy for the record.) If you are dissatisfied with the Vice President's decision, you may appeal that decision to the President within 10 working days after receiving the decision of Vice President of Instructional Affairs by following the directions in Step 6.

6. Contact the President.

If you are dissatisfied with the Vice President's decision, you **must** take the following actions:

- Submit the Academic Grievance Notice with the Associate Dean's and Vice President's decisions to the President.
- Include an explanation of why you believe the Vice President's decision was incorrect. Be specific.
- Schedule a meeting with the President.
- Meet with the President.
- The President will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The President notes his/her decision on the original Notice (with a copy to the faculty member, Director/Chair/Coordinator, Associate Dean, Vice President, and a copy for the record.)

The President's decision is final.

INCLEMENT WEATHER

- A. Students may sign up for the E-Safe text messaging notification system which will notify the student when there is an emergency, crisis situation or disaster or weather emergency closing or delay. E-Safe is found on the college website www.allegany.edu.
- B. The following are the exact messages we will give the radio stations.
 - 1. "Allegany College classes begin at 10:00 a.m. (MWF) or 11:00 a.m. (T, TH) staff reports as usual."
 - 2. "Allegany College classes and offices will open at (10 a.m. or 11 a.m.)."
 - 3. "Allegany College classes (day/evening) have been cancelled, staff reports at (the radio will give the designated time)."
 - 4. "College closed, staff need not report."
- C. Should the college be closed, classes will not be held.
- D. **Should classes be delayed the student will start classes at the time designated in the announcement.**

MLT READMISSION POLICY

A student in the Medical Laboratory Technology Curriculum may withdraw due to poor academic performance, illness, or personal reasons. Students who withdraw are not guaranteed readmission. Readmission may be delayed due to the availability of clinical facilities and/or instructors. A student who wished to be readmitted to the Medical Laboratory Technology Program must meet the minimum requirements for admission into the MLT Program before readmission will be considered. This form can be obtained from the Director of the MLT Program or the Office of Admission, Allegany College.

The students application for readmission will be reviewed according to the following guidelines:

Readmission priority will only be given to students who have withdrawn for medical reasons and are in good academic standing (a grade not less than C in science course, math, and MLT courses with a grade point average 2.0 or above). A physicians written statement is required describing the need to withdraw. (Date of return must be within one year from withdrawal date.)

Persons withdrawing due to poor academic performance or personal reasons will be readmitted according to the MLT Admission Policy regarding current students (designated other applicants). They will be ranked competitively according to GPA with all students eligible for admission into the MLT Curriculum.

**ALLEGANY COLLEGE OF MARYLAND
APPLICATION FOR READMISSION TO MEDICAL LABORATORY
TECHNOLOGY**

Date: _____

I. To be completed by student:

I wish to apply for readmission to the Medical Laboratory Technology Program and to re-enter the Program _____ Semester, 20__.

Name _____ Phone _____

Address _____

Signature _____

II. To be completed by Advisor:

The above named student is re-applying to the Medical Laboratory Technology Program. Please list the following information:

Semester G.P.A. _____ Cumulative G.P.A. _____

III. To be completed by Medical Laboratory Technology Program Director:

Results of Readmission Review:

Approved: _____ Date: _____

Not Approved: _____ Date: _____

Reasons:

Notified by: _____ Date: _____

MEDICAL LABORATORY TECHNOLOGY

EXPOSURE CONTROL PLAN

Exposure control policies and procedures are available electronically on each Blackboard course site. Students are expected to read and follow the appropriate measure when performing laboratory exercise in the MLT classroom AH 251.

The following policies are available under the exposure control plan:

- Bloodborne Pathogen Exposure Control Plan
- Chemical Hygiene Plan
- Laboratory Infections Waste Disposal
- Management of Hazardous Chemicals
- Medical Waste Disposal

ACCIDENT PROCEDURES

Blood and Body Fluid Exposure

Students who experience an exposure to any potentially infectious material (needle stick, mucous membrane, through non-intact skin, or airborne inhalation) require situation specific follow-up. It is the responsibility of the individual to report the incident to the instructor and seek medical evaluation/care as soon as possible (preferably within one hour)

1. Provide first aid for the student sufficient to get the situation under control.
2. For a campus laboratory incident, notify the course instructor immediately.
3. For a clinical site incident, notify the immediate clinical supervisor, the clinical site liaison and the ACM MLT Program Director as soon as possible.
4. The student should report to the emergency room for follow-up evaluation/treatment.
5. The student will be responsible for the cost of this visit either by directly paying or through the billing of the student's personal health insurance.

STUDENT COMMUNICATION POLICY

Background

Allegany College of Maryland must have efficient and timely methods of communicating with students. The advancement of technology facilitates communication while simultaneously saving money. These advances permit information to be shared quickly and easily for the benefit of students and the College generally; the College is committed to promoting effective communication campus-wide.

Allegany College of Maryland recognizes importance, frequency, and ease of students' communication with fellow students, College officials, and members of the public. Allegany College of Maryland also recognizes the widespread use of the internet and electronic devices to interact with other people through text, images, and sound. While these media have numerous positive benefits for students, technology carries risks such as:

- **interference with orderly academic endeavors,**
- inappropriate disclosure of confidential information,
- inappropriate disclosure of personal information and/or photographs,
- inappropriate and/or unauthorized publication(s),
- dilution of professional, academic relationships,
- damage to the College's reputation in the community,
- damage to personal relationships,
- violations of the Code of Student Conduct,
- violations of local, state, and federal laws such as copyright or trademark infringement,
- civil liability for torts such as defamation,
- violations of website rules / terms of service, and
- jeopardizing future employment.

POLICY

Whenever possible, Allegany College of Maryland will communicate with students electronically. Examples include email, E-safe, college website, other internet presence, and student portal; this policy shall apply to new technological methods of communication as they are developed and adopted. The College will provide the necessary infrastructure for appropriate tools. (See Technology Resources Policy for details.) Such methods of communication shall constitute official communication by the College and may replace paper communication wherever paper communication had previously been required and/or used.

** All College employees are strongly encouraged to use electronic means to communicate with students.

** All students are required to monitor their College electronic communication tools regularly and frequently; it is the students' responsibility to read all communications and to respond as necessary.

As members of the College and the larger community, students are expected to communicate with others using the means and manner consistent with the standards of an institution of higher education; Allegany College of Maryland is a place of learning, and activity which inhibits or interferes with learning or other College functions will not be permitted.

Students shall not use any means of communication to abuse, harass, threaten, bully, or otherwise harm any person. (See Code of Student Conduct for details.)

Students shall not use any means of communication to disrupt instruction, learning, or other College functions; likewise, priority shall be given to uses of electronic communications and/or technology which promote academics.

The personal use of the internet and/or electronic devices by students **outside the classroom or other learning sites shall** not be infringed; such **personal** use shall not constitute official College communication, and the College is not responsible for the content of students' personal communications. However, the College reserves the right to act upon personal student communications when such communication has a negative impact upon any official function of the College including instruction, health, safety, and public relations. Nothing in this policy shall be construed to restrict any person's right to avail themselves of civil remedies.

Students shall not use the College's logo(s), trademarks, letterhead, or other intellectual property without prior consent from the authorized College official. Students shall not create an internet presence or a publication that purports to be official or authorized by the College without prior consent from the authorized College official.

Related Allegany College of Maryland policies maintain their full force and purpose (eg., Technology Use Policy, First Amendment Policy, FERPA, HIPAA, career program curricula/handbooks, Code of Student Conduct, etc.).

MEDICAL LABORATORY TECHNOLOGY CLINICAL ROTATIONS

Students in the MLT clinical option of the program, complete a rotation at a regional hospital which is formally affiliated with Allegany College of Maryland's MLT Program. The student in the traditional sequence completes this rotation in the fall and spring semester of the second year. The fall and spring clinic is offered on Tuesdays and Thursdays. The fast-track student completes this rotation as a Monday-Friday sequence in the summer months following completion of all didactic MLT coursework.

Clinical Rotation Selection and Scheduling

Annual rotation schedules are distributed to students and clinical affiliate sites. The ACM MLT program guarantees a clinical placement to every student because the maximum number of placements currently exceeds the maximum number of students we accept. We never accept more than we can place into clinical rotation. However, a maximum number of students that can be accepted at a particular site is just that, maximal and not always optimal. The annual rotation schedule document outlines which students will be placed at respective clinical sites during the fall and spring clinical semesters. Travel outside of the student's immediate geographic area may be required to guarantee placement.

Current Clinical Sites:

- Western Maryland Regional Medical Center
- Meritus Medical Center (Robinwood)
- UPMC - Bedford Memorial
- Somerset Hospital
- Grant Memorial Hospital
- Garrett Regional Medical Center
- J.C. Blair Memorial Hospital
- Summit Health – Chambersburg Hospital

Many factors are considered when developing the clinical rotation schedule for a student. They include, but are not limited to:

- The student's residence and proximity to the clinical affiliate site.
- The student's strengths and weaknesses.
- The student's transportation and/or child care arrangements.
- The site's availability, strengths and limitations.
- Sites selected are required to have a legal affiliation agreement with ACM.

If the student requests for a specific location exceed the slots available, the rotation slots at the desired site will be divided and distributed between requesting students. Every effort will be made to minimize travel to other sites.

A student having to repeat a clinical rotation(s) or take a clinical placement out of sequence will be subject to availability of clinical placement sites. These students will be placed in clinical sites which have space available.

CLINICAL ROTATION REQUIREMENTS

All students who have been accepted into the clinical component of the program also have to meet the following clinical requirements for acceptance into a clinical rotation. Failure to successfully meet the following clinical requirements can result in termination or suspension from the clinical phase until all requirements have been met.

Criminal Background Checks

MLT students entering the clinical rotation component of the program must have a completed criminal background check on file by the college provider who performs such checks. If a student's criminal background check returns evidence of a felony criminal conviction or other serious charges that could result in a clinical affiliate denying clinical rotation access to that student, a review of the situation will be conducted by the program director. Students are advised in the MLT introduction class (MLT 101) that the majority of our clinical affiliates require evidence/validation of a criminal background checks as per clinical affiliate/college contract agreements. If a student has a criminal history, the clinical affiliate has the right to deny that student access to its facility and the program must disclose such information to the affiliate and allow the affiliate the right to deny or approve access to said clinical affiliate. Failure to be placed in a clinical rotation would prevent the student from completing the MLT clinical program.

Student Health Record

MLT students entering the clinical rotation component of the program must have a complete Health Record Form on file with the program that was completed no more than 3 months prior to the beginning of the clinical rotation. Students are advised in the MLT introduction class (MLT 101) that all of our clinical affiliates require evidence/validation of immunizations and health records. All Allied Health Programs have a standard health records from that must be completed by an approved medical provider. The following information must be completed as part of this process:

- Two Step PPD process (evidence of Neg TB screen. (done once per year while in the program)
- Evidence of immunization history
- Required Titer levels
- Hepatitis B vaccine or waiver form
- Physician Evaluation

Behavioral Intervention MLT Policy

This form will be utilized by the MLT Program Director to inform an MLT student of unsatisfactory behavior while in the MLT courses. This report should cite unprofessional behavior and improvement that needs to occur for a student to successfully complete the MLT curriculum. The report form is filled out by the MLT Program Director. The student will receive a copy following a meeting of Program Director and student. The report will be reviewed by the appropriate Medical Laboratory Technology student with the MLT program faculty.

The first offense will result in a counseling session between the MLT student and an MLT faculty member.

If a second offense occurs, the student will be issued a formal warning which will be placed in their student file. With this second offense, the student will receive a prescriptive improvement plan noting time line for improvement and will be made aware that failure to comply with this plan will result in dismissal from the MLT Program. (This will be documented by the MLT Program Director and signed by the student.) Failure to comply with the terms of the improvement plan will result in dismissal from the program.

A student can be readmitted to the program by filing a formal letter of appeal to the MLT Program Director. This letter must be presented to the MLT Program Director within 30 days after dismissal from the program. A committee made up of the MLT faculty will review the letter of appeal. A decision on whether to readmit the student will be made within 10 days of receipt of the letter. A student will only be readmitted following approval from the MLT Committee.

If the student is not satisfied with the decision made by the MLT faculty the student may follow the Academic Grievance Policy.

Behavioral Intervention Form

Student Name: _____

Clinical Area: _____

Clinical Supervisor: _____

Date: _____

Has been absent from class _____
Dates

Has been late for class _____
Dates

Other professional conduct violation. State violation and date of occurrence:

Documented meeting with student:

MLT Faculty Signature

Date

Student Signature

Date

FERPA

I. The Family Educational Rights and Privacy Act (FERPA) Policy

(The following policy is applicable to all Allegany College of Maryland faculty and staff) The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds from the U.S. Department of Education. As implied by the title, FERPA requires schools to protect the **privacy** and **access** rights of students regarding their educational records. There are limitations on what information a school may disclose and mandates on when students may inspect, review, and seek to amend their own records. Since many FERPA terms are broad in nature and can be subject to interpretation, the President's Staff, with input from faculty and staff, has defined these terms as they will pertain to Allegany College of Maryland, and has identified and addressed how all college faculty and staff should respond in certain situations.

INSTITUTIONAL DEFINITIONS

Directory information – Directory information is information that *can be* disclosed about a student and includes the following: student name, address, field of study, degree/awards, and full-or part-time status. Address will only be disclosed when circumstances warrant it. This policy adds address to “directory information”. (NOTE: The fact that this information *can be disclosed* does *not require* the College to do so.)

Educational record – Education records are all records that are directly related to a student and are maintained by an educational agency, an institution, or a party acting for the agency or institution.

Emergency – Emergency is any incident that poses a health risk or threat of imminent danger, physical violence, or intimidation.

Enrolled student – A student is considered to be “enrolled” once the Registration Office has processed the registration forms and the schedule is either provided to the student or made available to him/her online. While *applicant* information is not protected by FERPA, the College will not release it without proper authority.

DESIGNATED INSTITUTIONAL CONTACTS

FERPA questions should be directed to the Director of Admissions and Registration. If s/he is unavailable, the Associate Registrar should be the contact. In Pennsylvania, the Coordinator of Academic Services is the contact for both campuses. If necessary, the Vice President of Student and Legal Affairs may be consulted for responses to legal questions.

The Student Services Appeals Committee will hear student complaints and petitions to amend educational records.

DISCLOSURE OF STUDENT INFORMATION

Educational records are “owned” by the student when he/she turns 18 **or** enrolls in college. However, grades may be disclosed to parents of dependent students only after written verification of dependency status has been obtained from the parents; i.e., copy of the 1040 federal tax return or signed release form obtained from the Admissions/Registration Office.

When an inquiry about a student is made by a faculty/staff member, the person who has the information should disclose that information only after assessing the request and determining its legitimacy as a “need to know.” The “holder” of the information will make that determination.

Student information should not be disclosed over the phone to the students’ family members or others, since one cannot be sure with whom he/she is actually speaking.

MAINTENANCE OF STUDENT RECORDS

Grades, rosters, and disciplinary records are kept indefinitely. All other centralized institutional records should be kept for five (5) years. Individual departments should establish their own policies for the length of time students records are to be kept.

ALUMNI

Educational records of alumni are subject to FERPA regulations. Records of Foundation contributions are public record and may be revealed. Anything that occurs after graduation is considered directory information and, thus, not covered under FERPA.

EMERGENCY SITUATIONS and/or DISCLOSURE OF INFORMATION TO LAW ENFORCEMENT

Information regarding health/safety emergencies may be disclosed without consent, with *emergency* being defined as stated above.

In the event of an on-campus emergency,* the College may call the emergency contact, as this information is provided at registration time.

*Or emergency that occurs off-campus during/associated with a college-sponsored activity.

If a crime or threatening situation occurs on campus, (e.g., fight or breaking and entering) *and* a College employee calls the authorities or agrees with a non-employee’s decision to call the authorities, then the College will provide requested information to the police. Requests for information will be honored within 24-hours of the call. If the investigation is on-going, requiring longer than a 24-hour period, then the concern is not as urgent, and the College will not release student information without a properly issued subpoena or court order.

If a law officer comes to the campus to locate a student, the officer must present a subpoena to the Director of Admissions/Registration or designee, **if** the incident for which he is seeking the student occurred off-campus and/or **is not** an emergency to us (see *emergency* definition above).

POLICY STATEMENT ON THE RELEASE AND CONFIDENTIALITY OF STUDENT RECORDS

Allegany College of Maryland affirms that a student's official educational records are confidential matters. The College adheres to the Family Educational Rights and Privacy Act regarding inspection, release or disclosure, and providing an opportunity to correct entries. The College's Policy is set forth in full in the Academic Information section of the annual catalog, and students are encouraged to familiarize themselves with all aspects of their privacy rights and responsibilities. In brief, the Family Educational Rights and Privacy Act and the College Policy provide students the right to:

- Inspect and obtain copies of information contained in their education records.
- Prevent disclosure of "directory information," such as name, address, major field of study, etc.
- Have educational records treated as confidential.
- Challenge the contents of educational records.
- File complaints with the U.S. Department of Education concerning alleged failures of Allegany College of Maryland to comply with the law.
- Obtain a copy from the Allegany College of Maryland's Registration Office.

Procedures for Students to Review Their Academic Record

Any student of Allegany College of Maryland who wishes to review their academic record may do so according to the following procedure:

Step 1 - Obtain the "Request to Review Permanent File" available from the Registration Office.

Step 2 - Complete the form indicating the specific materials to be reviewed and return the completed form to the Registration Office.

Step 3 - Once the request is filed, the student will be notified in writing within thirty (30) days of a time and date the file may be reviewed.

Step 4 - The student will review the file with the Director of Admissions & Registration. It should be noted that students may obtain a student copy of their transcript at any time by filing a request with the Registration Office.

FERPA RELEASE FORM

I hereby consent to the release of information about my academic status and other information contained in educational records maintained by Allegany College of Maryland to all clinical affiliated institutions of the Allegany College of Maryland Medical Laboratory Technology Program, and to the administrative and professional staff of said clinical affiliate institutions who are in any way connected to the clinical training provided through the College's MLT Program. In providing this consent to the release of information, I recognize that I am waiving rights I may have under State and Federal privacy laws.

Witness

Student's Signature

Date

The MLT department faculty members look forward to your success. You need to know that we value your participation and expect that each of you will be active learners. We are here to support you through this journey.

The MLT program has a long-standing tradition of excellence as evidenced by our strong outcomes.

| Pass Rate on ASCP-BOC Examination and Job Placement Rate | | | |
|--|--|--|--|
| | Graduates between 7/1/14 - 6/30/15 | Graduates between 7/1/15 - 6/30/16 | Graduates between 7/1/16 - 6/30/17 |
| <i>ACM MLT ASCP-BOC Pass Rate:</i> | 100% | 100% | 90% |
| <i>National Average ASCP-BOC Pass Rate:</i> | 82% | 81% | 81% |
| <i>Yearly Attrition Rate:*</i> | 0% | 12% | 0% |
| <i>Yearly Graduation Rate:*</i> | 100% | 82% | 100% |
| <i>Yearly Average Job Placement Rate:</i> | 100% | 87.5% | 91% |

* Those beginning the "final half" of the program; ASCP-BOC - American Society for Clinical Pathology Board of Certification Examination

We are anxious for you to be part of those success stories.

Stacey and Windi