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Welcome to the Hawkeye Community College Medical Laboratory Technology (MLT) Program! The goal of the Medical Laboratory Technology Program is to prepare students with entry-level competence to enter the discipline of clinical laboratory science. The following statement describes the mission statement of the MLT Program: Consistent with and complementary to the mission of Hawkeye Community College, the MLT program has the fundamental goal of preparing men and women to work in a medical laboratory while under the supervision of a medical technologist, pathologist, or physician. While the program provides training in routine procedures in microbiology, immunology, clinical chemistry, hematology, immunohematology, serology and urinalysis, it also strives to develop the necessary interpersonal skills for satisfactory performance as a member of the health care delivery team.

STATEMENT OF ACCREDITATION
Hawkeye Community College Medical Laboratory Technology program is accredited by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 North River Road, Suite 720
Rosemont, IL, 60018-5119, (773) 714-8880
Web sites
https://www.naacs.org
https://www.naacs.org/About.aspx

NOTICE OF NON-DISCRIMINATION
NONDISCRIMINATION STATEMENT
Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: John Clopton (Equity Coordinator and Title IX Coordinator for Employees) or Nancy Henderson (Title IX Coordinator for Students), Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, email: equity-titleIX@hawkeyecollege.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

DESCRIPTION OF THE PROFESSION
The Medical Laboratory Technician (MLT also called a Clinical Laboratory Technician or CLT) is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science. The MLT must also be responsible for his/her own actions, as defined by the profession. The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are qualities essential for a clinical laboratory technician. The MLT must demonstrate ethical and moral attitudes and principles that are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient’s record and/or diagnoses must be maintained.
DESCRIPTION OF CAREER ENTRY
At career entry, the Medical Laboratory Technician will be able to perform routine clinical laboratory tests as the primary analyst making specimen-oriented decisions on predetermined criteria, including a working knowledge of critical values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education. The level of analysis ranges from waived/point of care testing to complex testing encompassing all major areas of the clinical laboratory. The clinical laboratory technician/medical laboratory technician will have diverse functions in areas of analysis, information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

(Source: Preamble to the Standards of Accredited Educational Programs for the Clinical Laboratory Technician/Medical Laboratory Technician, October 2010.)

DESCRIPTION OF CAREER ENTRY
The following list is an indication of the type of work an MLT performs:

- Works in a laboratory under the direction of a Medical Laboratory Scientist (MLS or MT) and/or Supervisor
- Uses a number of instruments in the laboratory for sterilizing, analyzing and testing
- Keeps the laboratory clean and well-organized
- Keeps records of tests
- Uses math to make solutions or to record results of tests
- Handles test slides and fragile equipment
- Uses a laboratory computer system in some settings

The following list is an indication of the skills and abilities an MLT requires:

- Works under pressure when test results are needed quickly
- Sees well for microscope study and be able to make fine adjustments
- Works independently following prescribed procedures
- Cooperates and gets along with other hospital staff
- Performs activities in an organized and detailed manner
- Has self-discipline and takes initiative in identifying learning needs
- Is able to communicate well
- Works with speed and accuracy

OVERVIEW OF THE PROGRAM
The Hawkeye Community College Medical Laboratory Technology program prepares the student to perform complex laboratory procedures with a limited amount of supervision. This is currently a 6-semester program that begins in the Fall semester; students may begin their general education requirements at any time. This training includes a clinical practicum, which occurs during a 24-week hospital laboratory assignment. Graduates are awarded an Associate of Applied Science (AAS) degree from the College. Graduates typically find jobs in hospital, clinic and physician office labs; however, opportunities for employment also exist in blood collection and blood testing facilities (i.e., blood centers), public health laboratories, veterinary offices and industrial laboratories. Graduates are eligible to take national certification exams. The granting of the degree is not contingent upon taking or passing an external examination.
PROGRAM OFFICIALS, FACULTY AND STAFF

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Program website:
https://www.hawkeyecollege.edu
The Hawkeye Community College Medical Laboratory Technician program is served by an advisory committee. This advisory committee provides advice to improve the program. The goal of the advisory committee is to enhance the quality of the program so that program graduates will succeed after college. The advisory committee includes the former Medical Advisor (“former” since this position is no longer required by NAACLS), Program Chairperson, representative from Academic Affiliates, representatives from some of the clinical affiliates, representatives from various clinical labs and industries, and graduates of the program.

Advisory committees are required by the College to meet at least once per year. Members are appointed to three-year terms, but may be reappointed.

In general, advisory committees advise on the educational program, career selection, placement, and evaluation. Responsibilities of the MLT Advisory Committee are as follows:

- Discuss and make recommendations about the adequacy of equipment and supplies
- Assist in establishing, adding or deleting course material to enable students to develop job competencies
- Assist with job analysis
- Recommend curriculum material and publications
- Provide learning resources for instructional purposes
- Provide information concerning aptitudes, education and work experience desirable of entry-level MLT positions
- Assist in developing and obtaining sample tests for clinical rotations and certification requirements
- Assist in the placement of MLT students and graduates for employment
- Recommend requirements that will be needed for competency on the job

Copies of minutes from past meetings are on file with the MLT Program Director and the College.
CLINICAL AFFILIATES – SPRING SEMESTER 2018*

Current clinical affiliates include the following facilities as of January 8, 2018. Contracts are on file and updated annually with current clinical affiliates. Please contact the MLT Program Director for an updated list.

Grundy County Hospital, Grundy Center, Iowa
Allen Memorial Hospital, Waterloo, Iowa
Buchanan County Hospital, Independence, Iowa
Floyd County Medical Center, Charles City, Iowa
Mercy Medical Center, Cedar Rapids, Iowa
Mercy Medical Center, Mason City, Iowa
Mercy Hospital, Oelwein, Iowa
Virginia Gay Hospital, Vinton, Iowa
University of Iowa Hospitals and Clinics, Iowa City, Iowa
Wheaton Franciscan Health Center, Waterloo, Iowa: Covenant Health Center
Winnebago Medical Center, Decorah, Iowa

- The Clinical Site listing is updated annually in December for placement of students in January. A list is on file at National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois, 60631, (773) 714-8880
POSSIBLE CLINICAL PRACTICUM SITES

The following clinical sites are potential clinical sites especially for students from that particular area. The potential affiliate sites are listed here to give students an idea of where clinical practicum/clinical rotations can be performed. If a student is interested in a possible clinical affiliate site, the student should notify the MLT Program Director by September 15 to allow for enough time to attain the appropriate documentation. The Hawkeye MLT Program coordinates with the other MLT Program in Iowa in utilization of clinical sites. Please contact the MLT Program Director at your earliest convenience to utilize a clinical site in a geographic area near other Iowa MLT Programs.

Allegiant Health Mercy Hospital, Corning
Boone County Hospital, Boone
Central Community Hospital, Elkader
Cass County Hospital, Atlantic
Clarinda Regional Health Center, Clarinda
Clark County Hospital, Osceola
Delaware County Hospital, Manchester
Great River Health Services Lab, West Burlington
Greater Community Hospital, Creston
Guthrie County Hospital, Guthrie Center
Guttenberg Municipal Hospital, Guttenberg
Grundy Center Hospital, Grundy Center
Hancock County Memorial Hospital, Britt
Howard County Hospital, Cresco
Jackson County Regional Health Center, Maquoketa
Medical Associates, Dubuque
Regional Medical Center, Manchester
Prairie du Chien Memorial Hospital, Prairie du Chien
Pella Regional Health Center, Pella
St. Anthony Regional Hospital, Carroll
Story County Hospital, Nevada
Unity Health Care, Muscatine
Veterans Memorial Hospital, Waukon
PROGRAM GOALS
The Hawkeye Community College Medical Laboratory Technology Program will prepare the graduate for the skills, knowledge and attitude necessary to begin a successful career as a Medical Laboratory Technician (MLT).

The MLT Program provides training at the associate-degree level to help meet the staffing needs of laboratories in the region. It is the College’s goal to help and motivate the student to develop his/her optimum level of performance, and gain entry-level competency. As a graduate of the MLT Program, the student will be prepared to work within the health care team to provide quality health care and maintenance of optimum health for all individuals of the society.

MLT Program Goals include the following:

To assist the student in acquiring knowledge of the following:
- The principles derived from the life sciences, which form the basis for application of medical laboratory techniques.
- Theory of disease acquisition, diagnosis, and treatment

To assist the student to perform the following:
- Techniques necessary for quality laboratory testing
- The communication necessary to establish optimum interpersonal relationships with patients and other health care personnel

To assist the student in developing the following:
- An awareness of his or her responsibility to the community as a citizen and a Medical Laboratory Technician.
- An awareness of the necessity for continued educational growth

Behavioral Program Objectives
Objectives are provided to students in each class. Included are cognitive, behavioral/psychomotor, and affective/afferent objectives for each course. Affective objectives for the MLT program are as follows:

Afferent/Behavioral objectives for the MLT Program
A. Demonstrate good communication and interpersonal skills (the process by which information is exchanged verbally, non-verbally and in writing, and the ability to cooperate with others) by:
   1. Maintaining confidentiality of all patient information and results.
   2. Cooperating with others and willingly accepting assigned responsibilities.
   3. Handling phone calls and communication with patients and health care personnel with efficiency, courtesy, poise and tact.
   4. Demonstrating learning from mistakes and/or misunderstood/mishandled situations by not repeating the same mistakes.
   5. Allowing others to work without frequent conversational interruptions.
   6. Listening attentively, asking questions or giving indications/acknowledgement to assure understanding when instructions/information are given.
   7. Using the computer system with integrity and according to policy.

B. Demonstrate good judgment, decision making and problem solving (the ability to think in an orderly, logical way) according to the following criteria:
1. Appropriately gathering available data necessary to make a decision or solve a problem.
2. Correctly analyzing gathered data prior to making a decision.
3. Correctly correlating information in problem solving.
4. Recognizing problems he/she cannot handle and seeking help from other laboratory professionals.
5. Automatically checking unexpected or abnormal results.
6. Defusing tense interpersonal situations by being tactful, polite and considerate.

C. Demonstrate good organizational skills (the ability to arrange time and work effectively and efficiently) by:
   1. Completing assignments by due dates.
   2. Handling multiple tasks efficiently.
   3. Correctly prioritizing multiple tasks.
   4. Working at a pace which is compliant with the acceptable “turn-around-time” expected of entry level technologists.

D. Exhibit intellectual curiosity (the desire to find or search out information) by:
   1. Demonstrating a desire to learn the rationale behind the procedures and seeking the answers independently.
   2. Showing desire to take advantage of learning activities beyond required assignments and, when schedule permits, attends in-services, grand rounds and other educational activities.

E. Demonstrate responsibility, dependability and initiative (the ability to answer for one’s own conduct, be trusted or relied upon and to be self starting with minimal supervision) by:
   1. Completing routine tasks without reminders.
   2. Arriving punctually and departing at appropriate times.
   3. Readily undertaking procedures requested in his/her area of responsibility with little or no additional instruction.
   4. Staying past scheduled hours to complete assigned task in progress, if necessary, or communicating the status to the appropriate person.
   5. Helping others with workload in progress when appropriate
   6. Showing perseverance when workload or assignments are challenging.
   7. Using slack periods for professional or intellectual growth.

F. Demonstrate flexibility and adaptability (the ability to respond to changing or new situations) by:
   1. Changing current activities to meet an immediate demand, awareness of priorities.
   2. Adapting to new, different or changing requirements.

G. Exhibit self-confidence (the quality of having a proper estimate of oneself, enabling one to carry out responsibilities) according to the following criteria:
   1. Maintains composure with new or difficult situations.
   2. Shows acceptance of constructive evaluation regarding his/her thinking process or actions by making modifications to arrive at proper outcome.
   3. Acts deliberately and systematically when under pressure and projects confidence.
H. Demonstrate growth and development (both personally and professionally) by:
   1. Applying previously learned knowledge and prior experience to current situations.
   2. Evaluating own strengths and confidently building on them.
   3. Evaluating own weaknesses and setting goals to address them.
   4. Carrying out recurring responsibilities with a decreasing amount of supervision.

I. Demonstrate competence and comprehension (the ability and knowledge to perform required procedures accurately and to understand their principles and significance) according to the following criteria:
   1. Performing procedures accurately.
   2. Recognizing abnormal results and following procedure of reporting them.
   3. Recognizing errors in procedure, methodology and results and taking the appropriate corrective action.
   4. Correctly correlating results with probable diagnosis.
   5. Attaining required entrance level competencies.

J. Appreciate the importance of adhering to rules and regulations by:
   1. Following all safety regulations.
   2. Leaving work area in clean, orderly condition.
   3. Following protocol for equipment operation and maintenance.
   4. Consistently abiding by dress code.

K. Procedure
   1. The Program Director will review the affective objectives during program orientation.
   2. During the clinical rotation an affective evaluation will be made on the student. This evaluation will include the student’s professional capabilities.
   3. The completed evaluation will be retained in the student file.
PROGRAM COMPETENCIES

1. Collect and process biological specimens for analysis.
2. Perform analytical tests on body fluids, cells, and other products.
3. Recognize factors that affect procedures and results.
4. Take appropriate actions within predetermined limits when corrections are indicated.
5. Monitor quality control within predetermined limits.
6. Perform preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs.
7. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
8. Recognize the responsibilities of other laboratory and health care professionals and interacting with them with respect for their jobs and patient care.
9. Apply basic scientific principles in learning new techniques and procedures.
10. Relate laboratory findings to common disease processes.
11. Protect patients and self from transmission of infectious disease.
12. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.
13. Demonstrate workplace basic skills of listening, writing, computing, problem solving, interpersonal relations, leadership, and time management.
The following is an overview of the course sequence. Please see the MLT Program Director or an academic counselor at your academic institution for more details. Courses marked with a * have appropriate substitution options and/or potential revisions.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Lab Science</td>
<td>2</td>
</tr>
<tr>
<td>Essentials to Anatomy and Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology or Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>Urinalysis</td>
<td>3</td>
</tr>
<tr>
<td>Biology of Organisms or Fundamentals of Organic and Biochemistry*</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>Lab Math for Hawkeye students only</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Lab Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Hematology</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Hematology</td>
<td>3</td>
</tr>
<tr>
<td>Immunohematology</td>
<td>4</td>
</tr>
<tr>
<td>Hemostasis and Thrombosis</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Chemistry</td>
<td>7</td>
</tr>
<tr>
<td>Parasitology</td>
<td>1</td>
</tr>
<tr>
<td>Immunology &amp; Serology</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Practicum: Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Clinical Practicum: Hematology</td>
<td>4</td>
</tr>
<tr>
<td>Clinical Practicum: Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Clinical Practicum: Urinalysis</td>
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</tr>
<tr>
<td>Clinical Practicum: Immunohematology</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Practicum: Immunology &amp; Serology</td>
<td>1</td>
</tr>
<tr>
<td>Clinical Practicum: Lab Survey &amp; Review</td>
<td>1</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

Descriptions of the MLT courses are below.

**Introduction to Laboratory Science – MLT 101:** This course familiarizes the student with the MLT program, healthcare, and the field of laboratory medicine. The organization and role of the clinical laboratory are explored along with medical ethics and conduct, employment opportunities, significance of continued professional development and professional organizations. This course is a study of 2 semester credits with no prerequisites.

**Laboratory Mathematics – MLT 103:** Mathematical calculations applicable to the clinical laboratory are studies in this course. Emphasis is on the metric system and calculations involved in the preparation of laboratory solutions and dilutions. This course is a study of 3 semester credits with no prerequisites.

**Urinalysis – MLT 120:** This course includes the study of urine formation and the methodology of determining the physical, chemical and microscopic properties of urine in normal and abnormal states. Analysis and physiology of other body fluids is included. This course is a study of 3 semester credits with no prerequisites.

**Fundamentals of Laboratory Techniques – MLT 110:** This course is directed toward developing the knowledge and technical skill necessary to perform basic laboratory tests. Emphasis is on use and maintenance of laboratory equipment, phlebotomy, quality control, and safety techniques. This course is a study of 3 semester credits with no prerequisites.

**Hematology – MLT 130:** Hematology is the study of the formed elements of the body – red cells, white blood cells, and platelets. Development and characteristics, methods and measurements and basic abnormalities of the blood are covered. This course is a study of 3 semester credits with no prerequisites.

**Clinical Microbiology – MLT 250:** The emphasis in this course is on bacteria of medical importance with respect to their cultivation, isolation, identification and pathogenicity. The student learns techniques of specimen collection, media preparation, culture, staining, biochemical testing, PCR-DNA testing, and antibiotic susceptibility testing. Mycology and virology are introduced. This course is a study of 4 semester credits with a prerequisite of Principle of Microbiology or equivalent and formal acceptance into the MLT Program.

**Advanced Hematology – MLT 230:** This advanced course is a sequel to Hematology. It includes an in-depth study of various anemias, leukemias and other hematological disorders. This course is a study of 3 semester credits with a prerequisite of Hematology.

**Immunohematology – MLT 260:** Blood grouping, typing, antibody screening, and identification, and compatibility testing are covered, along with an overview of hemolytic disease of the newborn, donor blood processing, and blood component therapy. This course is a study of 4 semester credits and has a prerequisite of MLT 110 Fundamentals of Lab Science, Introduction to Anatomy and Physiology, and formal acceptance into the MLT Program.

**Hemostasis and Thrombosis – MLT 233:** This course emphasizes the mechanism by which the body prevents loss of blood from the vascular system. There is a focus on chemical responses of blood vessels, platelet activation and biochemical reactions that lead to clot formation and dissolution. Students learn to perform the tests used to detect coagulation deficiencies and abnormalities. This course is a study of 2 semester credits and the prerequisite is formal acceptance into the MLT program, and MLT 110 Fundamentals of Lab Science.

**Clinical Chemistry – MLT 240:** This course emphasizes the analytical techniques for precise measurements of the chemical constituents of the blood and of other body fluids. Included in this course are the following: quality assessment in the laboratory, laboratory safety and regulation compliance, problem solving and troubleshooting techniques, information processing in the clinical laboratory and molecular techniques. Clinical correlations of test results with state of health and disease are also covered.
This course is a study of 7 semester credits and has a prerequisite formal acceptance into the MLT program, MLT 110 Fundamentals of Lab Science, and Principles of Chemistry or equivalent.

**Parasitology – MLT 252:** This course includes a study of medically important human parasites with respect to life cycles, pathogenicity, treatment, and laboratory identification. This course is a study of 1 semester credit and has no prerequisite.

**Immunology and Serology – MLT 270:** In this course, the focus is on the reactions of the body's immune system to foreign substances. There is emphasis on reactions between antigens and antibodies and students will learn to detect diseases such as syphilis, infectious mononucleosis, rheumatic fever and others. This course is a study of 2 semester credits and has a prerequisite of formal acceptance into the MLT program and MLT 110 Fundamentals of Lab Science.

**Clinical Practicum: Urinalysis – MLT 283:** This course is a continuation of Urinalysis and is designed to provide the student with clinical experience in the performance of routine urinalysis. Collection, processing, and analyzing biological specimens, and problem solving and troubleshooting techniques are included. This course is a study of 1 semester credit and has a prerequisite of formal acceptance into the MLT program, Urinalysis and MLT 240 Clinical Chemistry.

**Clinical Practicum: Immunohematology – MLT 284:** This course is a continuation of Immunohematology and is designed to provide the student with clinical experience in specimen collection and performance of immunohematologic tests. Comparison and contrast with methodology of Immunohematology I is stressed. This course is a study of 2 semester credits and has a prerequisite of formal acceptance into the MLT program and MLT 260 Immunohematology.

**Clinical Practicum: Clinical Chemistry – MLT 285:** This course is a continuation of Clinical Chemistry and is designed to provide the student with clinical experience in specimen collection and performance of clinical chemistry tests. Included in this course are the following: quality assessment in the laboratory, laboratory safety and regulation compliance, problem solving and troubleshooting techniques, information processing in the clinical laboratory and molecular techniques. Comparison and contrast with methodology of Clinical Chemistry I is stressed and there is emphasis on the use of automatic equipment. This course also contains 16 hours of didactic material. This course is a study of 4 semester credits and has a prerequisite of formal acceptance into the MLT program and Principles of Chemistry and MLT 240 Clinical Chemistry.

**Clinical Practicum: Immunology and Serology – MLT 286:** This course is a continuation of Immunology and Serology I and is designed to provide the student with clinical experience in the performance of serologic testing. Included in this course are the following: quality assessment in the laboratory, laboratory safety and regulation compliance, problem solving and troubleshooting techniques, information processing in the clinical laboratory and molecular techniques. There is emphasis on the comparison and contrast of methodology with Immunology and Serology. This course is a study of 1 semester credit and has a prerequisite of MLT 270 Immunology and Serology.

**Clinical Practicum: Hematology – MLT 287:** This course is a continuation of Hematology I and Coagulation. It is designed to provide the student with clinical experience in specimen collection and performance of routine hematology and coagulation test. Included in this course are the following: quality assessment in the laboratory, laboratory safety and regulation compliance, problem solving and troubleshooting techniques, information processing in the clinical laboratory and molecular techniques. Comparison and contrast with methodologies of Hematology is stressed and experience with automation is provided. This course also contains 16 hours of didactic material. This course is a study of 4 semester credits and has prerequisites of MLT Hematology, MLT 230 Advanced Hematology, and MLT 233 Hemostasis and Thrombosis.

**Clinical Practicum: Clinical Microbiology – MLT 288:** This course is a continuation of Clinical Microbiology I and Parasitology. It is designed to provide the student with experience in bacteriologic, mycology, and parasitology studies in a clinical setting. Included in this course are the following: quality
assessment in the laboratory, laboratory safety and regulation compliance, problem solving and troubleshooting techniques, information processing in the clinical laboratory and molecular techniques. Practices and procedures of Clinical Microbiology are compared and contrasted with clinical practice. This course also contains 16 hours of didactic material. This course is a study of 4 semester credits and has prerequisites of Principles of Microbiology, MLT 240 Clinical Microbiology, and MLT 252 Parasitology.

Clinical Practicum: Lab Survey and Review – MLT 291: This course is designed to give the student an opportunity at the end of the clinical practicum to review all departments of the laboratory. Class time is provided for review of didactic materials and preparation for the comprehensive examination. Clinic time is provided for review or additional experience in any or all departments of the laboratory. This course is a study of 1-semester credits and has a prerequisite of Clinical Practicum: Chemistry, Hematology and Microbiology and a co-requisite of Clinical Practicum: Urinalysis, Immunohematology, and Immunology & Serology.

GENERAL POLICIES
Many of the general policies that apply to the entire College, including but not limited to students’ rights and responsibilities, academic and attendance policies and procedures, and the appeal process, can be found in the most current edition of the Hawkeye Community College Student Handbook on the website.

ADMISSION REQUIREMENTS
Admission Requirements for the MLT Program include the following:
1. Be a high school graduate or equivalent
2. Apply at Hawkeye and be accepted as a Hawkeye student. Apply to the MLT Program.

In order to be accepted into the Medical Laboratory Technology program, Hawkeye students must:
1. Meet minimum score requirements and/or complete required success courses.
2. Have a minimum of one year of high school or college level biology with a grade of “C” or higher.

Students must meet the minimum assessment score or have completed the required success course in each math, English, and reading.

<table>
<thead>
<tr>
<th>ACT</th>
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*Students who have been placed into one or more success courses will be admitted to the Medical Laboratory Technology pre-program until all success courses are completed. Success course credits do not apply towards graduation or the AAS degree.

MLT PROGRAM ADMISSION REQUIREMENTS FOR ACADEMIC AFFILIATE STUDENTS
Apply and gain acceptance to the MLT Program at the academic affiliate school (NICC, or NIACC). Successfully complete all MLT Academic Affiliate School first year requirements with a C or better.

STUDENT RESPONSIBILITIES
Entry into a professional program entails responsibilities as well as rights. The following identifies student responsibilities in the Hawkeye Community College MLT Program. Included are professional responsibilities for being accountable in practice and respecting others and one’s self, as well as responsibilities for being an active participant in the learning process and for one’s role as a learner.

Students in the MLT Program will be expected to do the following:
1. Regularly attend and participate in classes and labs, as scheduled.
2. Actively participate in class and small group discussion.
3. Assume responsibility for learning and development by the following:
   a. Being prepared for class and lab activities.
   b. Completing assignments on time with written work being done either hand-written legibly or computerized (depending on the assignment); and, in proper format.
   c. Accepting constructive criticism and supervision by others and using suggestions for growth.
   d. Monitoring own progress in meeting course objectives and seeking out needed learning experiences and instructor assistance.
   e. Using appropriate resources and references to increase knowledge base and improve performance.
   f. Scheduling appointments with instructor(s) for assistance with class assignments and obtaining materials that were missed due to any absence.

4. Be accountable for own judgments, actions, or non-actions.

5. Adhere to Standard Precautions and Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen standards including the use of Personal Protective Equipment (PPE) and adherence to Exposure Control Plans. Students must document training each semester. Any exposure incident MUST be reported to the instructor immediately.

6. Adhere to the Health Insurance Portability and Accountability Act (HIPAA) during class discussions, clinical experiences and clinical practicum rotations.

7. Contact the instructor regarding absences or tardiness.

8. Make arrangements for and complete make-up assignments after any missed class or lab. It is the student’s responsibility to contact the instructor about making up missed labs or assignments. It is also the student’s responsibility to obtain any materials missed due to his or her absence. See individual course syllabi for specific requirements.

9. Be a willing participant in laboratory situations when other students need patients to practice phlebotomy or other laboratory procedures.

10. Follow appropriate channels of communication to resolve concerns over testing and evaluation procedures or classroom activities.

**GRIEVANCE AND APPEAL POLICY**
Whenever a student desires information concerning the curriculum or takes issue with some aspect of an individual policy, a department policy or a college policy, the student should discuss the problem with the party most immediately involved. If the matter is not satisfactorily resolved, the student should utilized the appeal process that is outlined in the Hawkeye Community College Student Handbook located on the Hawkeye home page:

Student → Instructor → MLT Program Director → Dean

**BACKGROUND CHECKS**
Background checks are required for the MLT program at this time. All background checks and history and physical requirements will be performed in the Castlebranch Program which is the student’s responsibility. Placement at a clinical is dependent upon an acceptable background check. **Not being accepted at a clinical practicum site WILL affect successful program completion.** Please note that background checks are also required before employment in the health care field and results may negate obtaining employment as a Medical Laboratory Technician.

**CLINICAL PRACTICUM COURSE REQUIREMENTS**
A vital element in the MLT program curriculum is the clinical practicum (i.e., rotation) which occurs in the Spring and Summer semester of the second-year of the MLT Program.

The Clinical Practicum is available as a full-time rotation only. MLT students are not allowed to complete the practicum on a part-time basis.
MLT students must complete all required general education courses and all required MLT Courses prior to the clinical practicum with a C or better. The MLT courses required which must be completed with a C or better prior to the clinical practicum include the following:

MLT 101 Intro to Lab Science  
MLT 103 Urinalysis  
MLT 110 Fundamentals of Lab Technique  
MLT 130 Hematology  
MLT 250 Clinical Microbiology  
MLT 230 Advanced Hematology  
MLT 260 Immunohematology  
MLT 233 Hemostasis and Thrombosis  
MLT 240 Clinical Chemistry  
MLT 252 Parasitology  
MLT 270 Immunology and Serology

Students must also complete all requirements in Castlebranch as directed by the MLT Program Director

**CLINICAL PRACTICUM PLACEMENT**

Students may request geographic locations specific to clinical sites, but the MLT Program Director makes all final placement decisions for the MLT Clinical Practicum.

MLT Students originating from the MLT Academic Affiliate schools of NICC and NIACC will be placed in clinical sites in the geographic areas of their originating schools first. MLT Students originating from the Hawkeye will be placed in clinical sites in the geographic area of Hawkeye Community College first.

Placement is based on a number of criteria. The primary criteria is the number of student clinical spaces available. Additional criteria include geographic originating school, student preference, grade point average of required general education courses and MLT courses, and attendance.

Students must complete and submit on Canvas a Clinical Site Preference Form by September 15 of the semester preceding the clinical practicum. The student will rank their order of clinical site preferences. Students are then placed into clinical sites according to originating school geographic area, student preference, grade point average and attendance.

Students who are completing their curriculum plan in a timely manner will be given priority over students who have had to extend their curriculum plan or retake course.

Consideration is given to the student’s employment issues and to any special requests made by the liaison at the clinical practicum sites.

Students may request a clinical site outside the geographic area of Hawkeye Community College, NIACC and NIACC. If a students’ preference is in a geographic area where another MLT Program exists, placement is dependent upon the coordination of sites between Iowa MLT Program Directors.

Hawkeye Community College MLT Program is an active member of the Iowa Council on Clinical Laboratory Education (ICCLE). ICCLE is composed of all Iowa MLT and MLS Programs and educational bodies that contribute to the education of clinical laboratory science professionals. The fall meeting of ICCLE takes place on the first Friday of October. During this meeting, clinical site coordination takes place between all Iowa MLT Program Directors to ensure that all qualified MLT students in the state of Iowa are placed in a clinical practicum.
CLINICAL PRACTICUM POLICY WHEN APPLIED EXPERIENCE CANNOT BE GUARANTEED

The MLT Program will strive and plan to provide timely clinical rotations for all qualified MLT students. Currently, there are many more clinical sites than the maximum number of students. However, circumstances can change that are beyond the control of the MLT Program. In the event that there would not be a sufficient number of clinical placement positions for all MLT students eligible for a clinical practicum, clinical practicum assignments will be made on the basis of geographic-originating school, grade point average, student preference and attendance.

Hawkeye Community College MLT Program has a strong relationship with the other MLT Programs in Iowa and coordination of clinical sites occurs in the ICCLE Fall meeting the first Friday of October annually. Additional clinical sites can be obtained, coordinated and accomplished through the NAACLS MLT Programs of DMACC in Des Moines, ICCLE in Fort Dodge, and Indian Hills in Ottumwa. These additional sites must have all the required components of all clinical sites, which requires sufficient lead-time. Therefore MLT Students must adhere to the September 15 deadline for clinical site preference.

Clinical affiliation and rotation provides an opportunity for students to gain experience in a hospital laboratory under the supervision of the staff. Students will not be expected to function independently as an additional staff member, but will be expected to perform routine laboratory procedures with minimal supervision.

Clinical laboratory professionals do not expect to teach basic procedures or theory. The student must demonstrate this ability through satisfactory completion of all classroom competencies and laboratory check-offs. If a student has not satisfactorily completed course work and demonstrated the ability to perform required procedures, he or she will not be allowed to go on to a clinical assignment. The instructor(s) and Program Chairperson must be sure that all students will be safe practitioners at the level expected for students in the final phase of the educational program.

It is the student’s responsibility to assure that all requirements have been completed.

Clinical practicum evaluations will be based on performance in the clinical setting under the supervision of the staff. Students will be expected to apply the knowledge and skills gained from previous course work. During clinical practicum, the MLT student will be expected to perform the following:

1. Participate in clinical practicum on assigned days at assigned times. If the student is ill or has an emergency that prevents him or her from being at the clinical site, the student must notify both the clinical office AND the MLT Program Chairperson. A student must have the required clinical hours to graduate from the program. Absences will mean making up these hours at the end of the semester at a time arranged with both the clinical site supervisor/instructor and Program Chairperson.

2. Safeguard the patient in the clinical setting by the following:
   a. recognizing self-limitations.
   b. seeking out the supervisor when unsure of self or when unable to follow directions/guidelines given.
   c. reporting errors or mistakes and following through with the needed action for remedy.
   d. adhering to hospital policies, procedures, and routines.
   e. accurately recording and reporting patient care data.
   f. adhering to the Health Insurance Portability and Accountability Act (HIPAA) regarding patient confidentiality.

3. Accept constructive criticism from supervisor and utilize suggestions for growth.

4. Develop attributes that reflect professional conduct and respect for one’s self and others:
   a. protect the patient’s right to privacy by maintaining strict confidentiality.
   b. respect the human dignity and uniqueness of others regardless of social or economic status, personal attributes, or nature of health problems.
   c. listen attentively and courteously when others are speaking.
   d. demonstrate poise, tact, and self-control when communicating with others.
e. express self clearly and accurately both verbally and in written work.

f. offer assistance to others rather than waiting to be asked.

g. project a professional image/attitude during clinical activities.

5. Adhere to Standard Precautions and OSHA Bloodborne Pathogen Standards including use of Personal Protective Equipment (PPE’s) and adherence to agency Exposure Control Plans. Report any exposure incident to clinical supervisor AND to the Program Chairperson.

SERVICE WORK POLICY

Practices in which students are substituted for regular staff must be avoided. Students may seek employment in the laboratory in which they are assigned for the clinical practicum. Any service work must be noncompulsory, paid, supervised on site and subject to employee regulations.

STUDENT CONDUCT AND DISCIPLINARY ACTION

MLT students like all HCC students, are responsible for maintaining standards and adhering to regulations adopted by the College. Unsafe, unprofessional, dishonest, or disruptive conduct may result in failure of the course or disciplinary action including suspension from class, clinical practicum or the program.

As experienced practitioners MLT faculty, are in the best position to judge unsafe, disruptive, dishonest and/or unprofessional conduct. In addition, they have a professional obligation to protect the patient and society against potential harm.

Students with substance abuse problems may be referred to Student Development. Students who attend classes or other College-sponsored educational activities while under the influence of alcohol or drugs may be subjected to disciplinary action up to and including suspension from the program.

Academic Dishonesty

Stealing or copying papers or other written assignments, collaborating or cheating on examinations, or plagiarism constitute grave and serious violations of personal trust and academic integrity. Other examples of dishonesty in the program include falsifying or fabricating records or reports (i.e., procedures performed, laboratory results, etc.). Academic dishonesty lowers professional standards and adversely affects our professional and public image. This dishonesty can lead to negligent and/or dangerous clinical practice, which places patient safety at risk and can also lead to legal action against the medical laboratory and the patient care facility.

Information regarding student rights and regulations is available through the program counselors and in the student handbook.

Hawkeye Community College has established an Academic Integrity Policy and the policy is available on the website. The policy is also included here for your courtesy:

Academic Integrity: from Hawkeye website

The integrity of an academic program and degree rests on the principle that the grades earned by two students reflect only their own individual efforts and achievement. Students are required to perform the work specified by the instructor and are responsible for the content of work submitted, such as papers, reports, examinations, and other work. Violations of academic integrity include various types of plagiarism and cheating.

Plagiarism

Plagiarism includes, but is not limited to:

- Using exact words from a source without appropriate crediting
- Cutting and pasting electronically from any source without appropriate crediting
- Using wording and/or sentence structure too close to the original in paraphrasing
- Using visual images in whole or in part created by someone else
• Buying a paper and presenting any part of it as your own
• Borrowing any part of a paper and presenting it as your own without appropriate crediting
• Falsifying or inventing any information or citation in an academic exercise

Cheating
Cheating includes, but is not limited to:
• Obtaining or giving assistance in any academic work such as on quizzes, tests, homework, etc., without instructor's consent
• Taking a test or course or turning in work for someone else
• Allowing someone to take a test or course or turn in work in your name
• Using crib notes or electronic devices to get unauthorized assistance on tests or other in-class work

Discipline for Violations of Academic Integrity
Any violations of academic integrity are addressed first by your instructor within the classroom. Your instructor has the discretion to determine the level of severity in setting the appropriate penalty.

• First Offense: Your instructor may reduce your grade in the assignment or test. Your instructor has the right to assign you a grade of F in the course as a result of cheating or plagiarism. Your instructor has the discretion to file a report. This will be reported to your Academic Dean and to the Dean of Students office.

• Second Offense: Your instructor has the right to assign you a grade of F in the course. This will be reported to your Academic Dean and the Dean of Students. You must meet with the Dean of Students.

• Third Offense: The Dean of Students will determine the appropriate penalty. Penalties can include, but is not limited to:
  o a grade of F in the course
  o recommendation of suspension from Hawkeye

The penalty of a grade of F takes precedence over a course withdrawal received by the Student Records and Registration office on the same day or later than the incident of academic dishonesty.

If you feel the penalty you received is unjust, you may request a review by the Academic Integrity Review Board. The board is composed of:

• Dean of Students (presiding)
• at least three faculty representatives selected from the Academic Standards and Issues Committee
• two Student Senate representatives
• Director of Student Records and Registration (serving ex officio)

The board will meet with you and your instructor to review the case and make recommendations to the Vice President of Academic Affairs who will determine the appropriate penalty.

ATTENDANCE
Regular attendance and consistent study habits are essential to success in college and are expected of all students at Hawkeye Community College. The College Catalog states that absenteeism and tardiness interfere with the learning process and can contribute to academic failure. The legitimacy of the reason for the absence in no way minimizes the loss incurred. The responsibility for completing course requirements lies with the student. No absence, for whatever reason, relieves the student of the responsibility for completing all work assigned to them.

The MLT policy on attendance is in harmony with that of the College. In order to maximize learning opportunities and evaluate whether course and program objectives have been attained, students are expected to participate in class, lab and clinical assignments regularly and as scheduled. Instructors recognize that illness, emergencies, or uncontrollable circumstances, such as icy roads or child care problems, will occasionally arise, causing absenteeism or lateness. After such an absence, it is the
student’s responsibility to contact the instructors and complete any required make-up assignments as outlined.

**SCHOOL CLOSINGS**
In the event of inclement weather, MLT students should listen to radio and television stations for possible school closing announcements. A decision will be made as soon as possible on school closings so that the word gets out in a timely fashion. However, weather conditions sometimes change very quickly, and school closing decisions are not made until conditions warrant the closing.

**GUIDANCE AND COUNSELING**
The instructors and the MLT Program Director are available for academic and personal advisement. Conferences regarding student’s progress may be requested by the student or instructor. Counseling services are available at all of the community college campuses. Please see the previous listing for the appropriate personnel. Professional counseling services are also available to any student who may be experiencing school or personal problems.

**HEALTH AND PHYSICAL REQUIREMENTS**
MLT students will use Castlebranch as a depository for their requirements for the Clinical Practicum. Students must complete a required Hawkeye Community College Health Form. Students may have the Health Form completed at the Student Health office. Students will not be permitted to attend the clinical practicum until the required health form is completed and submitted. Changes in health status must be reported to MLT Program Director. Students are required to inform their Instructor(s) of any condition/disease that may relate to precautions being taken to safeguard the student and/or peers.

Students who are ill should remain at home until well and contact their personal physician if necessary. Notify the MLT Program Director, AND Clinical Site about any tardiness or absence.

A prolonged absence and/or limitations identified by the student’s physician will be evaluated by the faculty to determine if learning experiences can be modified and objectives met within time constraints. If the student, with reasonable accommodation, is unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.

Like HIV, Hepatitis B Virus (HBV) is a blood borne disease with serious implications for health care workers. Due to accidental exposure risks and because HBV is preventable by immunization, students are required to be vaccinated or sign a waiver for Hepatitis B. This immunization series should begin as soon as possible after being accepted into the MLT program.

A student who becomes ill or injured will be responsible for the costs incurred. It is recommended that students obtain health insurance.

**LABS**
Labs are an integral part of the MLT courses. Students are to assist in maintaining a clean, neat, and safe environment by putting away used supplies/equipment, cleaning work stations, following OSHA guidelines, and by adhering to College regulations regarding no eating or drinking in the lab. Food will be allowed in the classroom for authorized special activities only. Students must also NOT apply make-up or lip balm, or handle contact lenses in the MLT classroom/lab. Additional rules and regulations may apply for different MLT classes (see specific course syllabus), as well as at cooperating sites and clinical affiliates. Students will learn the venipuncture and dermal puncture technique, and will be performing invasive procedures.

**COMPETENCY ASSESSMENTS/LAB PRACTICALS**
Students must be prepared to perform competency assessments and lab practicals on entry level MLT competencies as scheduled in labs (phlebotomy, differentials, etc). It will be considered unsatisfactory if a
GROOMING AND UNIFORM DRESS

Students must follow general lab rules, including those listed in individual course syllabi. Students are also expected to follow College policies concerning the wearing of non-offensive material. Students must follow these rules, as well as those included in individual course syllabi:

1. Hair must be pulled back off the face.
2. Facial hair must be worn in such a manner that it will not obstruct activities.
3. **No:** food, drink, gum, applying make-up or lip balm, handling contact lenses, injecting or orally taking medications in the MLT classroom/lab
4. Students are required to wear a lab coat when performing labs. Closed-toe shoes are to be worn when in labs. No hooded sweatshirts and no hats.
5. Lab coats may **not** be worn outside the lab.

GROOMING AND UNIFORM DRESS CODE FOR THE PRACTICUM

Although fashion trends in dress, accessories, hair color and hair styles are part of a student’s personal life, these same trends can be seen as less than professional by the public and detract from their perception of the student’s capability to practice safely. Therefore, MLT students’ dress and appearance for clinical experience and practicum must be professional. Grooming and dress code policies are based on the following standards:

- **Client safety:**
  - Tissue integrity – patients are to be protected from tissue damage from fingernails, jewelry, etc.
  - Infection control – patients are to be protected from known sources of infection, actual or potential
- **Professional Demeanor** – MLT students are expected to represent themselves, HCC, and the clinical laboratory in a professional manner
- **Compliance** – HCC has an obligation to comply with the dress code standards of any clinical affiliates or agencies we contact for experience

The following is not meant to be all-inclusive, and any questions or concerns are to be brought to the Program Chair. **Agency and/or clinical affiliate policy supersedes school policy if the requirements are more stringent.**

1. Meticulous grooming and daily personal hygiene are essential because of close proximity to patients and others.
2. Hair must be clean, worn off the face and shoulders.
3. Facial hair must be clean, trimmed, and worn in such a manner that it will not obstruct activities.
4. Makeup is to be natural/subtle, and nails well-manicured as to not tear gloves.
5. Odors of any kind may be offensive to patients. Products with strong odors (e.g., perfumes, tobacco, etc.) must be avoided when in uniform or while working in clinical rotations.
6. **No:** food, drink, gum, applying make-up or lip balm, handling contact lenses, injecting or orally taking medications in the lab
7. Jewelry must be worn sparingly – in some clinical sites only a wedding ring and wristwatch are allowed. For pierced ears, small, simple posts may be worn. This is for the safety and protection of the student. **No other facial or body piercings must be visible.**
8. Tongue rings or posts may **not** be worn as they often prevent the student from speaking clearly or professionally.
9. Closed-toe leather shoes are to be worn. Canvas shoes are **not** acceptable.
10. The “uniform” for clinical practicum is scrubs as designated by the clinical site. **No:** T-shirts, shirts with printed messages, shorts, and jeans are accepted. Some clinical practicum sites require
specific uniform requirements and students will be advised of specific requirements on a timely basis. Students will be suspended from the clinical practicum area for continued failure to adhere to grooming and dress expectations. See the policy for the clinical rotation for more specific guidelines.

EMAIL REQUIREMENTS
Students are required to use their Hawkeye Community College email for communication. Hawkeye Community College will be corresponding with students via email. Communication from students via other emails (Hotmail, gmail etc) will not be accepted.

CELL PHONES
Cell phones are not to be brought into the MLT Lab. Students are to place their cell phone on silent during lectures. Cell phones are not allowed into any area of the lab in a clinical practicum.

CERTIFICATION EXAMS
Upon completion of the NAACLS approved MLT program, students are eligible to participate in the American Society of Clinical Pathology Board of Certification examination. The granting of the degree is not contingent upon the student’s passing of any type of external certification or licensure examination.

ACADEMIC REQUIREMENTS: MLT ACCEPTABLE GRADE POLICY
The profession of medical laboratory science requires great responsibility and accountability. MLT Students must prepare for the role they will assume. To facilitate this process, MLT students must comply with the following:

1. MLT Students must achieve an A, B, or C in all general education courses. C minus general education course grades are not acceptable and must be repeated. Students must maintain a minimum cumulative GPA of 2.0
2. MLT Students must achieve an acceptable grade in all MLT courses while in the MLT Program. Acceptable grades are A, B, and C. MLT Students can receive an unacceptable course grade of D, F, FW or late W, one time only in a MLT course and remain in the MLT Program as an accepted MLT student. A second unacceptable grade will result in dismissal from the MLT Program. A late W is a W after 50% of the course has occurred
3. The first time a MLT student receives a D, F, FW or a late W in a MLT course, the MLT student will receive a Student Notice of Concern form. The MLT student must meet and complete documentation of the Student Notice of Concern Form with the Student Success Specialist and the MLT Program Director prior to registration for an additional MLT Course. The MLT Program Director may require an additional meeting with the Dean. The MLT student will acknowledge in writing that this is the first unacceptable grade and any additional unacceptable grade will result in removal from the MLT Program. The MLT Course must be repeated.
4. MLT Students who receive a second D, F, FW, or late W in any MLT Course will be dismissed from the MLT Program and will not be eligible to take any additional MLT Courses. Dismissal includes no reapplication and no readmission to the MLT Program.
5. A MLT Student obtaining a W prior to completing 50% of the course (early withdrawal) must complete a Student Notice of Concern Form and meet with the Student Success Specialist. If a second early W grade is obtained, this will equal an Unsuccessful grade and will implement the first Unacceptable grade policy.

GRADUATION APPLICATION
Students planning to graduate must file an application for graduation during the term immediately proceeding the last term.

Tuition and Fees: see Hawkeye website for most current fee schedule:
COMPLAINT/STUDENT GRIEVANCE POLICY
A complaint or grievance procedure is available if you feel a Hawkeye policy or practice is

- improper,
- unfair,
- results in an unsatisfactory learning environment, or
- there has been a deviation from, misinterpretation of, or a misapplication of a practice or policy.

This procedure is used when regular communication channels and approaches have failed. Please reference the Hawkeye Community College Student Handbook on the website if Dean if you have a complaint about a general Hawkeye policy.
COURSE WITHDRAWAL
Students are encouraged to consult the MLT Program Director when considering dropping a class or withdrawing from the program. MLT courses are offered in specific semesters and withdrawal from a course may contribute to increased time in the program. Students must consult the dates each semester posted on the Hawkeye Community College website for acceptable dates before withdrawing from a course.
Essential Requirements for MLT

Adapted from COMLE: Committee on Medical Laboratory Education

Essential requirements are performance related and provide criteria so that potential applicants can independently evaluate their own ability to fulfill the expected requirements of a medical laboratory technician. These requirements are made available to facilitate a valid career choice by the potential student. The achievement of these cognitive and technical competencies should not endanger or compromise the health and welfare of other students, patients or allied health professionals and should not impose “undue hardship” upon the educational facility. If you are not sure that you will be able to meet the essential requirements please consult the MLT Program Director for further information and to discuss your individual situation.

The MLT student needs to be able to meet the following minimum Essential Requirements:

1. Ability to perform visual requirements:
   a. Read orders, policies, procedures, test results, charts, graphs, instrument printouts, number sequences
   b. Differentiate colors; e.g., test results, color codes, etc.
   c. Identify microscopic structures, cells, organisms
   d. Determine specimen suitability

2. Ability to perform motor/movement requirements:
   a. Respond appropriately to alarms, pagers, telephones
   b. Able and willing to work with blood/body fluids and with infectious organisms and to work with a wide variety of chemical reagents
   c. Obtain and measure specimens and reagents precisely
   d. Manipulate reagents, materials, instruments and analytical equipment according to established protocol
   e. Stand and/or sit for prolonged periods
   f. Comply with safety regulations; e.g. potential exposure to infectious organisms, body fluids and toxic chemicals
   g. Perform duties requiring manual and finger dexterity; e.g. using a computer keyboard to accurately enter and transmit data and information in a timely manner, manipulating and adjusting gauges, operating specialized equipment, using microscopes, performing venipunctures
   h. Reach laboratory bench tops and shelves, patients lying in hospital beds or seated in specimen collection furniture

3. Ability to perform communication/behavioral requirements:
   a. Remain calm and exercise good judgment under stressful and/or emergency situations
   b. Communicate effectively in written/oral English with patients, fellow students, visitors, and healthcare workers by giving or receiving instructions, test results and various messages, verbally, in writing by facsimile, or via computer
   c. Maintain a cooperative and productive working relationship with patients, fellow students, and healthcare workers
   d. Remain flexible, creative and adaptive to professional and technical change
   e. Manage use of time and organizational skills to effectively complete professional and technical tasks
   f. Practice honest, compassionate, ethical and responsible conduct

4. Ability to perform intellectual/conceptional requirements:
   a. Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis comparison, self-expression, and criticism
   b. Exercise sufficient judgment to recognize and correct performance deviations
   c. Prepare, review and evaluate papers, laboratory reports, reagents and materials in order to meet the needs of various procedural standards
The National Accrediting Agency for Clinical Laboratory Science requires educational programs to define and publish "specific… technical standards (essential requirements) "required for admission to the program” and to determine “that the applicants or students’ health will permit them to meet the …technical standards…” (Essential Requirements).

Please sign this form to indicate that you have read and understood the program’s essential requirements (technical standards) and believe that you can meet them.

Applicant’s Signature:

Date:
I certify that I have read a copy of Hawkeye Community College's MLT Student Handbook. I have read the essential functions and policies for progression in the MLT Program and I understand and agree to abide by the policies.

Signature:

Date:

Printed or Typed Name: