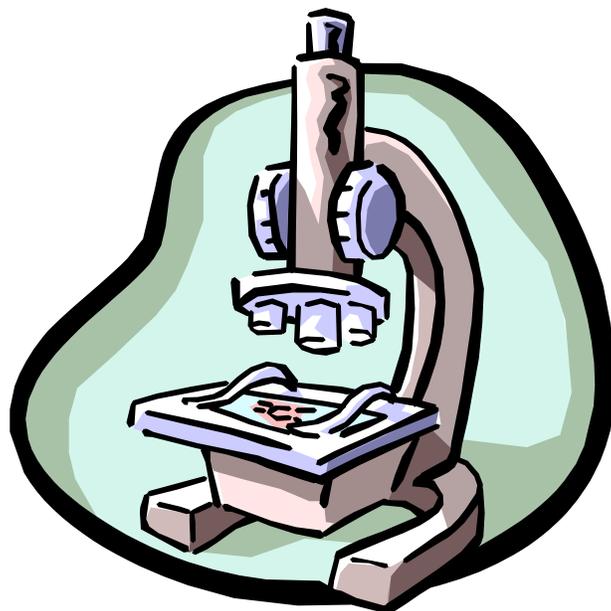


Quincy College  
Division of Natural & Health Sciences  
Medical Laboratory Technician Program



Student Handbook

2020-2021

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**Quincy College**  
**MEDICAL LABORATORY TECHNICIAN PROGRAM**  
**STUDENT HANDBOOK OVERVIEW STATEMENT**

The Medical Laboratory Technician (MLT) Student Handbook is intended to provide students enrolled and potential students in the MLT program with basic information and policies used in the classroom, laboratories and the clinical setting. Please read the MLT Student Handbook carefully and ask the instructor for clarification of any policies or procedures that are unclear. The Medical Laboratory Technician Program reserves the right to make, alter or change any statement or policy without prior notice. Students will receive revisions as they occur.

The Quincy College Catalog, website, and Student Handbook contain additional information on all services available at Quincy College (QC) and should be used by students to obtain full knowledge of all QC policies and procedures. The college reserves the right to alter or change any statement or policy without prior notice. Students will receive revisions as they occur.

All enrolled MLT students must read the entire MLT Student Handbook, sign the acknowledgment form and return it to the instructor.

**QUINCY COLLEGE**  
**MEDICAL LABORATORY TECHNICIAN PROGRAM**

Quincy College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Quincy College Accreditation:  
New England Association of Schools and Colleges  
209 Burlington Road  
Bedford, MA 01730  
(781) 271-0022

Quincy College Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Science.

National Accrediting Agency for Clinical Laboratory Science  
5600 N. River Road Suite 720  
Rosemont, IL 60018  
(773) 714-8880

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## **Quincy College Mission Statement**

As an open access institution that encourages academic achievement and excellence, diversity economic opportunity, community involvement, and lifelong learning. The College facilitates valuable learning relationships that inspire students to realize their educational and professional futures.

## **MLT Program Mission**

Quincy College's Medical Laboratory Technician Program provides a quality curriculum and innovative instruction to students who will, upon graduation, serve local, statewide, and national healthcare communities.

## **Program Description**

The MLT program consists of didactic campus laboratory courses designed to progress the student through a two-year program and provide them with entry-level knowledge and skills to perform clinical laboratory procedures. The MLT program curriculum includes courses in basic sciences, mathematics, social sciences, and the humanities, as well as the professional courses in chemistry, hematology, microbiology, immunohematology, immunology, parasitology, serology, urinalysis, and phlebotomy.

Students spend the first three semesters in traditional classroom study on the Quincy College campus. As basic academic education progresses, more technical courses are added each semester. Technical courses offered on the college campus during these three semesters are taught in the Saville Building of campus in the laboratories. After that, students will have the opportunity to apply previously acquired knowledge and skills in a supervised working environment. Clinical laboratories at affiliate hospitals are utilized for the clinical experience.

The practicum experience of the program is a full-time, Monday-Friday, "day-shift" program held in the last semester of the program, and is 15 weeks duration. The time spent in the major laboratory departments provides the first major contact with the real world of laboratory work. By the time the practicum begins, the student has completed all didactic courses and student laboratory training. To progress to the practicum, the student must have completed all previous courses maintaining a "C" (73) average in each. Students are assigned to clinical facilities or in-house clinicals for their practicum. The student experiences at the affiliate hospitals are equivalent, guided by the same learning objectives, laboratory practical exams, and competency check-sheets at each laboratory.

The purpose of the practicum is to focus on the application of principles and to broaden and refine clinical skills to the point of producing competent, productive employees. The clinical instructors give no formal lectures during the practicum. A program instructor visits each clinical laboratory on a regular basis. The total time required to complete the degree requirements may be twenty-four (24) calendar months or longer. Placement depends on the

availability of space in area clinical laboratories, which is often limited. Significant delays of up to twelve months may occur during this phase of training.

Upon completion of the program, students are eligible to sit for a national certification examination. The certification of choice for most employers is through the American Society of Clinical Pathology Board of Registry (ASCP). Massachusetts does not require a state license, though some states do. Completion of the MLT Program is not contingent upon passage of any external certification examination.

## **MLT Program Goals**

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

- Provide students with the appropriate education and training to develop entry-level competencies in all routine areas of the clinical laboratory.
- Provide a quality program that reflects continuing assessment, evaluation, and revision.
- Provide a framework of education that reflects the mission and goals of QC.
- Be flexible and responsive to the needs of the clinical laboratory staff as they give input to the program.
- Prepare students for the MLT national certification examination, employment and further education.
- Provide a climate conducive to stimulating interest in MLT education and participating in professional organizations, and encouraging awareness in changing trends in Medical Laboratory Science.

## **MLT Program Outcomes**

Upon successful completion of the MLT program, the student will graduate with an Associate of Science Degree. Graduation from the program is not contingent upon student performance on the national certification examination. The graduate may also advance in the field to become a technologist or specialist by pursuing additional education and technical experience.

Upon completion of the Medical Laboratory Technician Program, the graduate is prepared to:

- Collect, process and analyze blood and other body fluid samples.
- Perform and report laboratory tests in a variety of laboratory settings.
- Operate laboratory equipment and instruments, performing preventive and corrective maintenance as required.
- Identify pre-analytical, analytical, and post-analytical variables that affect procedures, instruments, and results, and take appropriate corrective action.
- Perform mathematical functions as required by laboratory procedures.
- Perform and monitor quality assurance and quality control techniques.
- Practice laboratory safety and regulatory compliance.
- Perform information processing functions in the clinical laboratory.

- Apply laboratory results to diagnosis and treatment of clinical conditions and/or diseases.
- Communicate with colleagues and patients in a professional manner.
- Model professional behaviors, ethics, and appearance.
- Work effectively as a team member recognizing the comprehensive impact this has on health care.

## Program Faculty

All program faculty are licensed by a national certifying board. They are board certified by the American Society of Clinical Pathologist (ASCP) or the American Medical Technologists (AMT).

## Essential Functions

Essential Functions are the non-academic standards that a student must be able to master to participate successfully in the MLT program and become employable. Examples are:

**Visual and Observation Skills:** A student in the MLT program must possess sufficient visual skills and skills of observation to perform and interpret laboratory assays, including the ability to:

- Observe laboratory demonstrations in which procedures are performed on patient samples (i.e. body fluids, culture materials, tissue sections, and cellular specimens).
- Characterize the color, consistency, and clarity of biological samples or reagents.
- Use a clinical grade binocular microscope to discriminate among fine differences in structure and color (i.e. hue, shading, and intensity) in microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
- Recognize alarms.

**Motor and Mobility Skills:** A student must possess adequate motor and mobility skills to:

- Perform laboratory tests adhering to existing laboratory safety standards.
- Perform moderately taxing continuous physical work. This work may require prolonged sitting and/or standing, over several hours and some may take place in cramped positions.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Perform fine motor tasks such as pipetting, inoculating media, withdrawing a blood sample from a patient, handling small tools and/or parts to repair and correct equipment malfunctions, and transferring drops into tubes of small diameter.
- Perform time dependent laboratory testing such as differential analysis, urine chemical dipstick analysis, clinical microscopy, and accurate pipetting.
- Use a computer keyboard to operate laboratory instruments and to calculate record, evaluate, and transmit laboratory information.

**Communication Skills:** A student must possess adequate communication skills to:

- Communicate with individuals and groups (i.e. faculty members, fellow students, staff, patients, and other healthcare professionals) verbally and in recorded format (writing, typing, graphics, or telecommunication).

**Behavioral Skills:** A student must possess adequate behavioral skills to:

- Be able to manage the use of time and be able to systematize actions to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to apply knowledge effectively and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test order, ambivalent test interpretation), emergent demands (i.e. “stat” test orders), and distracting environment (i.e., high noise levels, crowding, complex visual stimuli.) Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely to minimize the risk of injury to patients, self, and nearby individuals.
- Adapt to working with infectious and possibly unpleasant biological specimens.
- Support and promote the activities of fellow students and health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to evaluate critically evaluate his/her performance, accept constructive criticism and look for ways to improve (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- Show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.
- Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language, and public behavior. Facial piercings are at the discretion of the clinical site. Nose piercings should consist of small studs. Nose rings are not permitted.
- Tattoos if present may need to be covered if they could be considered offensive or at the discretion of the clinical site.
- Not wear artificial nails and nail tips for reasons of infection control.

*The National Accrediting Agency for Clinical Laboratory Science requires us to define, publish and provide to prospective students specific essential functions required for admission to the program and a procedure to determine that the applicants’ or students’ health will permit them to meet these Technical Standards / Essential Functions*

**\*Certain disabilities may limit employment opportunities. Moreover, immunocompromised individuals may put themselves at personal risk due to exposure to infectious agents that occurs in all aspects of the laboratory.**

**Note:** Graduates are qualified to enter professions in the Clinical Laboratory. It should be noted that under the Americans with Disabilities Act, “A qualified person with a disability is one who can perform the essential function of a job with or without reasonable accommodation.” Students with disabilities are advised to meet with staff of the Nicastro LearningCenter, President’s Place 617-984-1664 prior to application and/or admission to the MLT Program to assess the student’s capacity to perform essential functions of the job and MLT Program training. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements as described. If a student does not inform the college of a disability, QC is not required to make any exceptions to any standard procedures.

## **Pre-Requisite Classes for MLT Program**

All students are required to take the pre-requisite classes for MLT at Quincy College or transfer them from previous college experiences. The grade for each of these classes must be a C (73) or better to be accepted. The necessary courses are:

- HSC107: Orientation to Healthcare
- HSC140 Medical Terminology
- HSC 149 Applied Anatomy & Physiology
- BIO 111 General Biology w/lab
- CHE 121 General Chemistry with lab

## **ADMISSION TO THE MLT PROGRAM**

### **Applications:**

Applications are accepted in June through August for Fall classes (day classes) and November and December for Spring classes (evening classes). Once the cohort is filled, a wait list is generated.

### **Admission Process:**

1. Student calls, writes, or comes into the Admissions Office to review an application packet (617-984-1772). Student must make an appointment to meet with the Chair of the MLT Program after meeting with the admissions department.

2. Student schedules the Health Sciences Admissions Test if required.

Minimum scores needed for admission to the MLT Program:

- Reading Comprehension: 80
- Sentence Skills: 80
- Arithmetic: 70

Student may waive Health Sciences Admissions test if they have completed a college level English Course (ENG101) and college level math with “C” or better.

3. After successful completion of the Health Sciences Admission Test and completion of the program prerequisites the student completes an application packet by the deadline dates and pays an application fee.
4. All applications are reviewed for completeness. Incomplete applications are returned to students. Completed applications include the following:
  - Official high school transcript.
  - Official college transcript (if applicable and if pre-requisites were not taken at Quincy College).
  - \$50 Application fee (non-refundable).
  - Qualifying scores on Health Sciences Admissions Test.
5. Applicants are notified via Admissions of their admission to the MLT program.
6. Once the cohort is filled, a wait list is generated.
7. The wait list does not carry over from one year to the next. The wait list is maintained until the start date of the program in the cohort start year
8. If the student is not admitted one year and wants to be considered for the next year, she/he must reapply for the next year.
9. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first-semester tuition and a non-refundable matriculation fee.
10. All admitted students are required to complete a health form, CORI check, and course registration forms. These must be completed and returned before the end of the first semester of the MLT program.
  - **Health Forms:** Admitted students must have a health form completed by their physician one month before the start of the program. Forms are distributed to students upon receipt of their acceptance letter. An initial hepatitis vaccine must be complete before the first day of class with a schedule to complete the next two doses. All other immunizations must be completed by the first month of class in order to maintain enrollment status. All health and immunization information must be uploaded to Castle Branch platform. Castle Brank instructions are included in the admission information. A complete health form includes the following documentation:
    - Medical History
    - Complete physical
    - A negative Mantoux within two months of the first MLT class. This documentation must include date and results. If Mantoux is positive, then a chest x-ray is required within the past seven years and a current letter from student's physician indicating no active disease.
    - Tetanus/Diphtheria/Pertussis vaccine within the last ten years.

- Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses.
  - Varicella (Chicken Pox) documentation of positive titer or two live doses.
  - Hepatitis B documentation of positive titer and three doses of vaccine.
  - **Having an incomplete medical record will cause the student to remain unassigned a clinical practicum rotation until the records are complete. This may result in a delay to the start of the clinical rotations until the start of the next semester after records are completed. Continued non-compliance will cause the student to be released from the program. One month prior to externship the student must have a current TB skin test and current flu shot in addition to the above medical documentation.**
- **CORI**: Since the MLT program includes a clinical placement, enrolled students are required to complete a Criminal Offender Record Information (CORI) check by Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet acceptable CORI guidelines. Please be advised that admission to the Quincy College MLT program is specifically conditional on a satisfactory CORI check. During a student's second year in the MLT program a second CORI will be required. Admission into the MLT program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for clinical placement. Students who do not complete required clinical coursework are ineligible for graduation from the Quincy College MLT program. From more information on the CORI process, please see the CORI policy of the Quincy College Catalog.
  - **National Background Check**: Contractual agreements with clinical placement sites may require a national background check therefore all students must complete the request for a national background check in Castle Branch one month prior to clinical practicum assignments. Agencies reserve the right to refuse and/or reject students that do not meet acceptable national background check guidelines. Admission into the MLT program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for clinical placement. Students who do not complete required clinical practicum coursework are ineligible for graduation from the Quincy College MLT program.
  - **Course Registration Form**: Students in the MLT program must meet with the Program Chair each semester to receive a written registration form. As a selective program, students in the MLT program may only register in person with the Registrar's Office. All courses in the MLT program must be taken in the numerical appropriate order, designated by a starting course ID of MLT 101 and completing MLT 221. Students may register for non-MLT program courses online. Questions should be directed to Program Chair. If registration is not submitted by the deadline

date established by the program, students will lose their seat in the program.

**Note:** No student will be assigned a clinical practicum placement until they have successfully completed all required MLT coursework, all required college core and other program courses, and completed all health and immunization records in Castle Branch, CORI and National Background Checks.

11. Some clinical affiliates require drug screening of students placed at their facility. These providers reserve the rights to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of legal (as defined by facility guidelines) and illegal drugs will not be placed in another facility and will be removed from the program. Students who cannot complete their clinical practicum are ineligible for graduation.

12. In order to maintain a reserved seat in the MLT program, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the waitlist will be notified of his/her acceptance into the program. The wait list does not carry over from one year to the next.

Documents and activities that must be submitted and completed by a specific dates include:

- Seat deposit
- Health form
- CORI
- Registration form

## **MLT Biohazard Laboratory Safety Policy**

Purpose: To provide faculty, staff, and students with appropriate information to protect themselves from infectious disease in the laboratory setting.

Policy: Students will adhere to Centers For Disease Control (CDC) guidelines when handling equipment and specimens that are/may be contaminated with blood, body fluids, bacteria, or any substance that may be considered possible infectious.

- **Universal Precautions:** Faculty, staff, and students will adhere to universal precautions and properly wear personal protective equipment at all times. Lab coats must be worn and buttoned or snapped completely closed. Gloves must be worn and overlap the wrist guards of lab coats. Glasses, goggles, or a face shield must be used.
- Hands **MUST** be washed before leaving the laboratory. Handwashing is performed in the “clean” sink.
- All laboratory counters must be washed with a 10% bleach solution before and after laboratory activity.
- Eating, drinking, smoking, application of make-up, or adjusting contact lenses is prohibited in the laboratory. No food or drink is permitted in the laboratory. Food may not be stored in laboratory refrigerators.
- Mouth pipetting is prohibited.
- Sharps (needles, broken glass) must be handled and disposed of safely, in appropriate, labeled containers. Do not bend, replace the cap, or manipulate needles in any way.
- Clean biohazard spills per laboratory instructor procedure.
- Know the location of the chemical spill kit and fire extinguisher.
- Contaminated Petri dishes must be sealed and disposed of in a biohazard container. Blood, body fluids, and contaminated equipment must be disposed of in appropriate biohazard containers.
- All containers must be appropriately labeled.

## **MEDICAL LABORATORY TECHNICIAN CURRICULUM**

### **Semester I**

|                                                                  |                  |
|------------------------------------------------------------------|------------------|
| <b>MLT 101 Introduction to Clinical Lab Science &amp; Safety</b> | <b>3 credits</b> |
| <b>MLT102 Urinalysis and Body Fluids</b>                         | <b>3 credits</b> |
| PHB 115 Phlebotomy                                               | 2 credits        |
| PHB 125 Phlebotomy Lab                                           | 1 credit         |
| ENG 101 English Composition I                                    | 3 credits        |
| CSI 101 Introduction to Computers                                | 3 credits        |
| MAT 107 Statistics                                               | 3 credits        |

**Note:** PHB 115/125 may be waived with proof of certification as a phlebotomist with a satisfactory skills assessment administered by an MLT faculty member.

### Semester II

|                                                 |                  |
|-------------------------------------------------|------------------|
| <b>MLT 103 Medical Microbiology I w/lab</b>     | <b>4 credits</b> |
| <b>MLT 104 Hematology and Coagulation w/lab</b> | <b>4 credits</b> |
| <b>MLT 105 Immunology</b>                       | <b>3 credits</b> |
| ENG 102 English Composition II                  | 3 credits        |
| SOC 103 Interpersonal Communications            | 3 credits        |

### Semester III

|                                                  |                  |
|--------------------------------------------------|------------------|
| <b>MLT 203 Medical Microbiology II w/lab</b>     | <b>4 credits</b> |
| <b>MLT 204 Immunohematology</b>                  | <b>4 credits</b> |
| <b>MLT 202 Clinical Chemistry w/lab</b>          | <b>4 credits</b> |
| CSI 101 or higher - Computer Science             | 3 credits        |
| ENG102 English Composition II                    | 3 credits        |
| GOV/HIS Either HIS101, HIS102, GOV201, or GOV211 | 3 credits        |

### Semester IV

|                                                |                   |
|------------------------------------------------|-------------------|
| <b>MLT 211 Chemistry Clinical Practicum</b>    | <b>3 credits</b>  |
| <b>MLT 212 Urinalysis Clinical Practicum</b>   | <b>1 credit</b>   |
| <b>MLT 213 Microbiology Clinical Practicum</b> | <b>2 credits</b>  |
| <b>MLT 214 Immunology Clinical Practicum</b>   | <b>1 credit</b>   |
| <b>MLT 215 Immunohematology Practicum</b>      | <b>1 credit</b>   |
| <b>MLT 216 Phlebotomy Clinical Practicum</b>   | <b>1 credit</b>   |
| <b>MLT 217 Hematology Clinical Practicum</b>   | <b>2 credits</b>  |
| <b>MLT 221 Clinical Lab Seminar</b>            | <b>1 credit</b>   |
| Social Science/Psychology core                 | 3 credits         |
| <b>TOTAL CREDITS REQUIRED FOR GRADUATION:</b>  | <b>71 credits</b> |

Prerequisites for the program are: IDS167 (First Year Seminar), HSC107 (Orientation to Healthcare); HSC149 (Applied A&P); BIO111 (General Biology w/lab); CHE121 (General Chemistry w/lab), HSC140 Medical Terminology.

The bolded courses must be taken in the semester shown. Program reserves the right to offer courses of second and third semesters in Summer session only.

Placements for clinical practicums depend on the availability of space in area clinical laboratories, which is often limited. Significant delays of up to twelve months may occur during this phase of training.

## **MLT Course Descriptions**

### **MLT 101 Introduction to Clinical Laboratory Science & Safety**

*3 Credits (2 Lecture 1 Lab 0 Clinical)*

An introduction to clinical laboratory practices and procedures normally performed in a clinical laboratory, including quality control. Topics include safety in a laboratory setting, care and use of a microscope, accreditation and certification. Prerequisite: Admission to the MLT program.

### **MLT 102 Urinalysis and Body Fluids**

*3 Credits (2 Lecture 1 Lab 0 Clinical)*

This course will provide the student with in-depth knowledge of the anatomy and physiology of the urinary system and its functions, urine formation and the procedures used in performing routine urinalysis and body fluid analysis. Correlation to abnormal findings and disease states will be discussed. Prerequisite: Admission to the MLT program.

**MLT103 Medical Microbiology I with Lab**

*4 Credits (3 Lecture 1 Lab 0 Clinical)*

Fundamentals of microbiology with emphasis on pathogenic bacteria and infectious disease. Laboratory experience will include approaches in classification and identification of pathogenic organisms. Prerequisite: MLT 101, MLT 102. Co-requisite: MLT 104, MLT 105.

**MLT 104 Hematology and Coagulation**

*4 Credits (3 Lecture 1 Lab 0 Clinical)*

A study of hemostasis and coagulation in normal and disease processes. Theory and principles of blood cell production, including their formation, morphology, and function in normal and pathologic processes. Also introduced are basic practices and procedures in the hematology laboratory. Prerequisites: MLT 101, MLT 102. Co-requisite: MLT 103, MLT 105

**MLT 105 Immunology**

*3 Credits (3 Lecture 0 Lab 0 Clinical)*

An overview of basic immunological principles, including methods of testing for the diagnosis of immune system disorders, viral and bacterial infections. Prerequisite: MLT 101, MLT 102. Co-requisite: MLT 103, MLT 105

**MLT 202 Clinical Chemistry**

*4 Credits (3 Lecture 1 Lab 0 Clinical)*

This course will cover concepts and principles of analytic methods commonly used in the clinical laboratory. Emphasis will be on quantitative analysis of blood and body fluids utilizing spectrophotometry, electrophoresis, chromatography, enzymatic assays, and immunoassays. Students will be expected to correlate laboratory test results with normal physiology and biochemistry and with disease states. Topics will include metabolic and endocrine systems, and acquired and inherited diseases, therapeutic drug monitoring, toxicology, and urinalysis. Prerequisite: Completion of all first year MLT and PHB courses. Co-requisite: MLT 203, MLT 204.

**MLT 203 Medical Microbiology II with Lab**

*1 Credit (0 Lecture 1 Lab 0 Clinical)*

Fundamentals of microbiology with emphasis on pathogenic bacteria and infectious disease. Proper recovery and handling of specimens, growth requirements and identification of organisms will be covered. Laboratory experience will include approaches in classification and identification of pathogenic organisms utilizing morphologic, cultural, biochemical, enzymatic, serologic and nucleic acid analysis. Mycology, parasitology, and virology will be introduced. Prerequisite: Completion of all first year MLT and PHB courses. Co-requisite: MLT 202, MLT 204.

**MLT 204 Immunohematology**

*4 Credits (3 Lecture 1 Lab 0 Clinical)*

Emphasis will be placed on the genetic basis and immunological interaction of the major blood group antigens and antibodies. Topics will include compatibility testing, antibody screening and identification techniques, blood donations and transfusion therapy, record keeping and quality

control techniques. Prerequisite: Completion of all first year MLT and PHB courses. Co-requisite: MLT 202, MLT 203.

### **MLT 211 Chemistry Clinical Practicum**

2 Credits

This course is designed to supplement and expand upon the foundational knowledge provided during the first 3 semesters of the MLT program. During the second semester of the second year of the program, a variety of affiliate laboratories (usually hospital-based) provide the training required for the Clinical Lab Practice component of the program. Students will be supervised while they perform routine, manual and instrumental testing procedures. In addition, the students must be able to perform the collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors must be followed while working in the patient care setting. This course requires the student to work in the Chemistry lab working with instrumentation that the student may not have experienced while in the school laboratory. Concepts, methods and procedures that were taught in the lecture and lab will be reinforced in the clinical practicum. Successful completion of this course is required in order to graduate from the program. . Prerequisite: Completion of all college core, required electives (e.g. Interpersonal Communication), MLT didactic courses, and PHB courses.

### **MLT 212 Urinalysis Clinical Practicum**

1 Credit

This course will reinforce, supplement and expand on foundational knowledge, concepts, methods and procedures present in MLT 102 Urinalysis and Body Fluids. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor on urines and other body fluids. In addition, the students perform collection, processing and distribution procedures per departmental policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instruments and equipment that they did not use in the school laboratory. Successful completion of this course is required in order to graduate from the program. Prerequisite: Completion of all college core, required electives (e.g. Interpersonal Communication), MLT didactic courses, and PHB courses.

### **MLT 213 Microbiology Clinical Practicum**

2 Credits

This course is to reinforce, supplement and expand on foundational knowledge, concepts, methods and procedures presented in MLT 103 Medical Microbiology I and MLT 203 Medical Microbiology II. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Student may be exposed to instrumentation and equipment that they did not use in the school laboratory. Successful completion of this course is required in order to graduate from the program. Prerequisite: Completion of all college core, required electives (e.g. Interpersonal Communication), MLT didactic courses, and PHB courses.

### **MLT 214 Immunology Clinical Practicum**

1 Credit

This course is to reinforce, supplement and expand on foundational knowledge, concepts, and methods and procedures presented in MLT 105 Immunology. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the student performs collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Successful completion of this course is required in order to graduate from the program. Prerequisite: Completion of all college core, required electives (e.g. Interpersonal Communication), MLT didactic courses, and PHB courses.

### **MLT 215 Immunoematology Clinical Practicum**

1 Credit

This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods and procedures presented in MLT 204 Immunoematology. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to procedures and equipment that they did not use in the school laboratory. Successful completion of this course is required in order to graduate from the program. Prerequisite: Completion of all college core, required electives (e.g. Interpersonal Communication), MLT didactic courses, and PHB courses.

### **MLT 216 Phlebotomy Clinical Practicum**

1 credit

This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods and procedures present in PHB 115 Phlebotomy and PHB 125 Phlebotomy laboratory. Students perform phlebotomy under the supervision of a certified phlebotomist. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Successful completion of this course is required in order to graduate from the program. Prerequisite: Completion of all college core, required electives (e.g. Interpersonal Communication), MLT didactic courses, and PHB courses.

### **MLT 217 Hematology Clinical Practicum**

2 Credits

This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods and procedures presented in MLT 104 Hematology and Coagulation. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to procedures and equipment that they did not use in the school laboratory. Successful completion of this

course is required in order to graduate from the program. Prerequisite: Completion of all college core, required electives (e.g. Interpersonal Communication), MLT didactic courses, and PHB courses.

### **MLT 221 Clinical Laboratory Seminar**

#### *1 Credit*

A seminar course covering professional topics in clinical laboratory science, including but not limited to weekly discussion of materials covered during clinical site visits. Professional certifications and organizations are also discussed. Topics in lab accreditation, inspection, resume writing, professionalism, and management are covered as well. Successful completion of this course (final grade of 73%/C) is *required* for graduation from the Medical Laboratory Technician program. Prerequisite: Completion of all college core, required electives (e.g. Interpersonal Communication), MLT didactic courses, and PHB courses.

## **FAILURE OR WITHDRAWAL FROM MLT PROGRAM**

Students may be involuntarily dismissed from the MLT Program as a result of any of the following circumstance:

- Failure of or withdrawal from two MLT courses due to, though not limited to, insufficient grades, financial, personal or health reasons (Including the Clinical Practicum) with a grade of 72 or below results in immediate dismissal from the MLT Program.
- The student may be allowed to repeat a failed or withdrawn class the next time the class is offered but will not be allowed to take classes requiring the failed course as a pre-requisite until there is successful completion of the failed course. If the second attempt at the MLT class results in failure or withdrawal, the student will be withdrawn from the program. Graduation requirements should be met within four years of initial program entrance.
- All didactic courses must be taken in sequence and before clinical rotation.
- All college core and elective courses must be completed prior to clinical rotation.
- Practicum must be started within twelve months of completing MLT didactic courses, if available.
- Student declination of a clinical practicum assignment may result in dismissal from the program. Students must meet with the Program Director in advance of clinical assignment in order to be considered for delayed clinical practicum assignment. Students must identify extenuating and unforeseeable circumstances in order to be considered for delay in practicum assignment. Students receiving approval for a delayed clinical practicum assignment to the next semester will be placed after all students who were scheduled clinical assignments during that semester are placed and depending on availability of clinical site. Clinical assignment may be delayed up to 12 months depending on the availability of the clinical site.
  - Students approved for delayed clinical assignment are required to attend a minimum of six open lab sessions and 10 hours minimum during what would

normally be their clinical semester. In addition, student will complete Media Lab testing with a minimum grade of 60 in an on-campus testing center for each of the primary laboratory departments (Chemistry, Hematology, Immunohematology, Immunology, Laboratory Operations, Microbiology, and Urinalysis. Failure to successfully complete either open lab or Media Lab assignments may result in withdrawal from the program.

- Students who have been absent from the program for one semester or longer must meet with the chairperson and risk being withdrawn from the program. Also, students who have been absent from the program for greater than one semester will be required to retest on previous courses to ensure retention of content. All testing scores will require a score of 75 or better.
- Failure or withdrawal from one didactic MLT course due to grades, financial, personal or health reason, the course must be retaken before the student can move on in the program. Failure of two or more didactic MLT courses or withdrawal due to grades, financial personal or health reasons results in dismissal from the program. The student may reapply for admission, to the freshman class and be competitively scored as any incoming applicant. Students who have never enrolled or withdrawn are given priority for admission and progression over those who are seeking reinstatement.
- As a healthcare professional, patient safety is of paramount concern and requires the program ensure student competency prior to placement in a clinical rotation. All students, regardless of having previously passed MLT coursework, must complete and pass a timed, pre-clinical placement skills assessment, consisting of essential laboratory skills demonstrated through practical laboratory demonstration and written assessments, with a grade of 78 or higher. Students will be assigned a date and time of the assessment test. Time of assessment begins at the scheduled hour and late arrivals will not be afforded additional time for tardiness. Students are allowed two attempts to successfully complete this skills assessment test. Failure to successfully complete the pre-clinical placement skills assessment test within the required timeframe and/or with a passing grade of 78% or higher will result in dismissal from the program.
- Clinical Practicums may not be repeated due to failure at the clinical site. However, for critical medical issues the student may petition the chairman and the dean to delay clinical rotations with the appropriate documentation from their physician.
- Media Lab Subject Exam
  - The purpose of these exams is to assure the student has achieved entry-level competency within each discipline's cognitive domain objectives. The exams must be completed within 72 of completion of each rotation. The passing grade must be 65% or better (55% in microbiology) before the curve scale below or a repeat test will be assigned by the class instructor.
  - Students must pass the Media Lab MLT 100 question adaptive test with a grade of 60 or better in order to earn a final sign off on the entire clinical practicum.

## **TRANSFER STUDENTS FROM ANOTHER MLT PROGRAM**

To transfer into the MLT program at Quincy College students must:

- Submit an official academic transcript to the Office of Admissions as part of the application process.
- Have at least a 'C' in prerequisite academic courses.
- MLT courses from another MLT program will not be accepted for credit towards the Quincy College MLT Program. Transfer students will be required to complete all MLT course at Quincy College.
- Meet with the chairperson before acceptance in the program is complete.

## **GRIEVANCE POLICY**

If a student has a grievance with the Program Chair or any other instructor or employee that cannot be resolved by the Program Chair, the student uses the college grievance procedure (QC catalog). Students of the Medical Laboratory Technician program can use this procedure for academic as well as non-academic grievances.

Medical Laboratory Technician students have the right to appeal a practical evaluation as stated in Formal Evaluation and Grading Policy. This process is used to ensure due process and fair disposition.

### **Media Lab Subject Exam**

The purpose of these exams is to assure the student has achieved entry-level competency within each discipline's cognitive domain objectives. The exams must be completed within 72 of completion of each rotation. The passing grade must be 65% or better (55% in microbiology) before the curve scale below or a repeat test will be assigned by the class instructor. Students must pass the Media Lab MLT 100 question adaptive test with a grade of 60 or better in order to earn a final sign off on the entire clinical practicum.

## **DISMISSAL POLICY**

A student may be dismissed from the MLT program if a grade of C- (below 73) has occurred twice during their time in the MLT program, or if a student has withdrawn from more than one class in the MLT program. Any combination of the previous grades or withdrawal will cause a student be dismissed form the program. A student may be terminated and denied a certificate of graduation if they have not completed the externship, within an acceptable length of time due to delays caused by their actions or decisions. Others academic offenses that may result in immediate dismissal include, but are not limited to:

- **Cheating**
- **Plagiarism**
- **Violation of patient confidentiality**
- **Excessive absenteeism**
- **Constant tardiness**
- **Violation of hospital policies**

- **Failure to successfully complete the timed, pre-clinical placement skills assessment test**

## **READMISSION TO MLT PROGRAM**

Reapplication to the program does not guarantee readmission. Requests for readmission to the program should be made, in writing, and submitted via email to the Program Chair. The student's request for readmission should include a brief narrative indicating the student's plans for successful completion of the program. The request for readmission will be reviewed by an impartial committee of college faculty and staff and a decision will be made within 14 days of request. If approved for re-application to the program, the student may reapply for admission, to the freshman class and be competitively scored as any incoming applicant. Students who have never enrolled or withdrawn are given priority for admission and progression over those who are seeking reinstatement.

## **VERBAL/WRITTEN WARNINGS**

Verbal/written warning may be submitted for unsatisfactory performance or violations of the affiliating site or MLT Department policies, standards, practices, and regulations. Warnings may prescribe corrective actions according to the frequency, seriousness, and circumstances surrounding the offenses.

## **ACADEMIC INTEGRITY**

In keeping with our mission, Quincy College will foster a high standard of academic honesty for students, faculty, and staff and will seek to preserve the rights of our entire College community. As part of our academic integrity policy, all members of the college community will adhere to the basic values of mutual respect and responsibility as well as individual and institutional integrity. Students will be informed about those actions that constitute a breach of integrity and about those sanctions that may result from academic dishonesty. In the interests of promoting the best environment for learning, we, the community of Quincy College, pledge to advance the principles of honor and integrity in all of our actions.

### **Student Academic Integrity Guidelines**

Students assume full responsibility for the content and integrity of the coursework they submit; therefore the following guidelines have been developed.

1. Students must do their own work and submit only their own work, unless otherwise permitted by their instructor. If appropriate citation guidelines are not stated on the syllabus, students are encouraged to contact their instructor for guidance.
2. Students may collaborate or cooperate with other students on assignments or examinations only as directed by the instructor.
3. Students must follow all written and/or oral instructions given by instructors or designated college representatives for taking exams, placement assessments, tests, quizzes, and other evaluative instruments.

## **Types of Academic Dishonesty**

Academic dishonesty conflicts with the core values of Quincy College: *honesty, trust, fairness, respect and responsibility*. In cases where academic integrity is at issue, the following definitions will apply:

1. **Plagiarism** is the representation of the words and/or ideas of another as one's own in any academic assignment. Examples include but are not limited to: stealing or downloading the entire text of a paper, cutting and pasting various sources together to simulate a new essay, copying small portions of a paper, or misattributing source material.
2. **Self-Plagiarism** refers to the practice of presenting one's own previously published work as though it were new.
3. **Cheating** is using or attempting to use unauthorized materials, information, or study aids in any graded assignment. Examples include but are not limited to: copying from another student, accessing unauthorized books or documents, receiving messages without authority during an exam, and improper use of calculators, computers, or any other electronic devices during exams or other assignments.
4. **Fabrication** is the falsification of any information or citation in any academic assignment. Examples include but are not limited to: inventing sources, data, or citations for a paper or assignment.
5. **Facilitation** is knowingly aiding or abetting acts of academic dishonesty. Examples include but are not limited to: assisting others to cheat or plagiarize or participating in a conspiracy to cheat.
6. **Misrepresentation** is engaging in acts of deception or forgery in an academic context. Examples include but are not limited to: misrepresenting one's own work as something that it is not, lying to an instructor or fabricating excuses to improve a grade or to make up for missed work, and excessively misusing computer software to create works that do not truly reflect a student's skill level.

## **Disciplinary Procedure Involving Student Academic Integrity Violations**

Violations of the standards of Academic Integrity described in the College Academic Integrity Statement may result in disciplinary action up to and including dismissal from the MLT Program and/or from Quincy College. Any faculty or staff member who notices infractions of the standards of academic integrity and honesty must file an Academic Incident Report and initiate disciplinary procedures in response to those violations. Students who notice infractions of the standards of academic integrity are encouraged to report the infraction either verbally or in writing to a member of the Quincy College faculty or staff.

Examples of penalties that may be imposed by the College include, but are not limited to:

1. Formal written warning placed in the student's file,
2. Reduced or failing grade for the assignment,
3. Reduced or failing grade for the course,
4. Suspension from college; and/or
5. Dismissal from the college.

Severe, flagrant, or multiple violations that have import beyond a specific course may lead to disciplinary action that could result in dismissal from the college and/or denial of readmission to the college. The following factors will be considered in all determinations of penalty:

1. The nature or seriousness of the offense,
2. The injury/damage resulting from the offense; and/or
3. The student's prior disciplinary record.

## **Hearing and Appeal Procedures**

Any student who wishes to appeal any disciplinary action imposed in response to violations of Quincy College's Academic Integrity Policy will do so in accordance with the following steps:

1. Within five business days of the date of notification, the student must request a hearing with the appropriate Academic Dean. Within five business days of the hearing, the Dean shall, in writing, notify the student of his/her decision.
2. If a student has cause to question the resolution at Step 1, he/she may forward a written appeal to the Vice President of Academic Affairs within five business days of the Dean's written decision at Step 1. Within five business days of the receipt of the appeal, the Vice President shall notify, in writing, both the student and the individual who filed the Academic Incident Report, of the outcome of the appeal.

## **CONFIDENTIALITY GUIDELINES**

In compliance with the Health Insurance Portability and Accountability Act (HIPAA) information will be provided to students on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers.

All patient medical and financial records, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless it pertains to his/her learning requirements. Under HIPAA regulations, one can only discuss patient information if it is directly related to treatment, and even then one must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information with family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality is grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by these guidelines.

## **DRESS CODE**

All students are expected wear the Quincy College scrubs while in MLT lecture and lab classes.

Students will not be admitted to lecture or laboratory without scrubs and other appropriate attire, and will not be allowed to make up quizzes, participation grades, or laboratory assignments. Inappropriate dress includes:

- Open-toed shoes
- Sagging pants or shorts
- Headdress (“do-rags”)
- Exposed Underwear
- Hats worn during MLT classes

Any member of the faculty/staff reserves the right to hinder a student from entering a classroom, laboratory or college sponsored event due to inappropriate dress. Any student who is found to be in violation of the Dress Code will be subject to disciplinary action. Head covering will be permitted if they are religious in nature.

## ATTENDANCE

*Student’s attendance is to be regular and punctual in classroom, laboratory and clinical areas. Tardiness and absenteeism reflect a lack of professional responsibility. The services you will be providing are very necessary for optimum care of the patient. Good attendance is a mark of dedication and maturity, which is a component of professionalism that future employers consider seriously. Medical Laboratory Technician students are studying to work in a professional career. Absenteeism/tardiness is unprofessional and will not be tolerated.*

**All outside appointments must be scheduled at times other than clinical and class hours i.e., physician, dentist, counseling, other family appointments.**

Attendance is required in both academic classes and clinical experience. Students are expected to prepare and attend all learning activities. Regular attendance is a significant factor that promotes success in college work. Specific attendance policies for technical courses are listed in course syllabi. For MLT classes, absences are recorded for laboratory also. You MUST contact your instructor at least one hour before class begins if you are going to be late or absent from a class. If you miss lecture and laboratory on the same day, that is recorded as two absences.

If you miss class, you are still responsible for the information, key discussion points or to turn in work. Students are expected to be punctual and remain for the duration of all scheduled sessions. A student arriving late causes an interruption of instruction and is disruptive to students who have made the effort to arrive on time. Tardiness **will** impact your progression in the program. The following guidelines apply to tardiness for lecture, lab, and clinical:

1. Arriving or leaving 1-29 minutes late is a tardy.
2. Arriving or leaving 30 minutes late or more is an absence.
3. 3 tardies and/ or early exits equal (1) one absence.
4. All scheduled exams and unscheduled quizzes will begin at the scheduled start time. **NO** extra time will be given to students arriving late. If a student misses a scheduled

exam due to being tardy they must schedule a makeup exam with the instructor prior to the next class meeting. If the student misses an unscheduled quiz due to tardiness they will receive a 0 for the quiz and no makeup will be scheduled. Students tardy to a class meeting where an in classroom assignment is due (presentations, mock interviews, etc.) the student will not be allowed to participate and will earn a grade of 0 for the assignment. Tardiness during these periods causes a disruption in the presentations and is not allowed.

Absences and tardiness may result in the deduction of points from the student's final grade as stated in the MLT course syllabi. You are expected to check with the instructor about missed assignments, tests, and class work.

## **Absences**

Regular classroom and laboratory attendance is mandatory. The two experiences are interrelated and absence from the lecture and laboratory session will make you less effective in the clinical practicum rotation.

Attendance records will be kept in all courses. In all cases, it is the student's responsibility to inform the instructor of foreseen or unforeseen absence.

Habitual absences, tardiness, and immature behavior are disruptive to the educational process and place an unfair burden on faculty and fellow students. Learning activities are carefully planned for the students' benefit. As a matter of respect to fellow students and instructors, please be on time for all classes. Tardiness, especially after laboratory directions have been given, may constitute dismissal from that particular class. At the discretion of the program director and course instructor, extended or frequent absences may result in the student's dismissal from the course or special contingencies placed on the student's continuation in the course and/or the MLT program.

## **Lecture/Laboratory**

Due to the extensive amount of material presented during each lecture and laboratory session, students who miss **more than two** lectures or laboratory sessions will be at risk for program dismissal. A student is allowed two (2) **excused** absences for the semester. To obtain an excused absence the student must follow protocol to let the instructor know prior to the start time that they will not be there that day. If the student does not contact the instructor prior to the start time, it will be **unexcused** and the student will receive a written warning and be placed on attendance probation. If no contact is made to the instructor on a scheduled quiz/exam day prior to the start of class, an automatic 0 will be earned for that test with no make-up allowed. After the first absence during the semester, the student will receive a verbal warning. On the second absence the student will receive a written warning and be placed on attendance probation and will meet with the Program Director. If the student acquires one more absence during the probation period they are at risk for being dismissed from the program. The start times/end times for class/clinical/lab are the start time and end times announced in class.

## **Laboratory Absences**

Students are **required** to make up any missed laboratory sessions.

Remember, always come to class, lab and clinical prepared. Preparations include appropriate dress, bringing the correct text, materials for note taking, calculators, and accessories to be used in the lab, and completing any assignments. You may be dismissed from class or clinical if not prepared.

## **School Cancellation**

In the event of inclement weather, the MLT program will comply with cancellations of Quincy College. This information is available on:

[www.quincycollege.edu](http://www.quincycollege.edu)

Quincy College Weather/Special Events Hotline- 1-617-984-1700

## **CELL PHONE POLICY**

Students should not bring cell phones/pagers into the classroom or clinical site. If an emergency situation arises where it is necessary to carry a cell phone, it must be set to vibrate mode (inaudible) so as not to disturb the learning environment. Students who must answer a call must step out of the classroom/clinical lab to do so or wait until an appropriate break time.

## **EMERGENCY INFORMATION FORM**

All students must have on record emergency information forms which will contain necessary information should an emergency arise. This form shall include the name of the person to notify, phone number to be reached during the day, and names and phone numbers of adult friends or relatives who would take responsibility should it be impossible for an adult student to make a decision rendering his/her own care.

## **RULES OF BEHAVIOR FOR THE MLT CLASSROOM**

A successful student attends class regularly, takes notes, participates in classroom instruction, completes assignments and knows when to ask for help. To maintain a professional and safe atmosphere in the class the following rules for the classroom are in effect:

- No cell phone use in the classroom or the student laboratory. If an emergency occurs that requires the use of a cell phone, the student must step outside the classroom.
- Eating/drinking is prohibited inside the student lab.
- Students entering the classroom late for a quiz may not be able to take the quiz. For the final exam, special arrangements must be made with the instructor to make up that exam.
- Disruptions including talking, note-passing, and rude and/or inappropriate behavior will not be tolerated.
- Children of students may not be brought to class/lab during times of instruction/laboratory. Children may not be left in the hallway unattended.
- Any materials that need to be printed by the student should be printed at home or in

the computer lab. All handouts that are given to the students are also available online through the QC Portal.

- Sleeping in class will result in the receipt of an “absent” for that class.
- If absent, it is the student’s responsibility to obtain missed work.
- Missing class is recorded as an absence, excused or not.
- Calculators may not be shared during test or quiz. Cell phones may not be used as a substitute for calculator during test or quiz.
- Personal business must be concluded before entering classroom or lab.
- Students who need additional time to practice laboratory skills may request to use the College laboratory during open laboratory hours or by pre-arrangement with the Program staff.

### **CLASSROOM MAINTENANCE**

All students are responsible for maintaining a neat and orderly classroom:

- Tobacco use only in the designated areas.
- Do NOT attempt to use or operate any equipment until you have received the appropriate instruction for its use.
- When using equipment, treat it kindly. All equipment should be replaced in the appropriate storage area after use.
- Class or Laboratory sessions are not considered adjourned until the lab and classroom are in proper order (e.g. Benches wiped with 10% bleach solution, benchtop biohazard bags emptied and restocked for the next class, shared supply bin restocked, microscope fully cleaned of all oil droplets/smears, objectives cleaned, and returned to storage as illustrated).

## GRADING

The Quincy College grading system is used by all faculty members. This policy can be found at <http://www.quincycollege.edu/qc/news/policies.htm>. Final grades are issued to students in the form of a letter grade at the end of each semester. Grading policies and course requirements will be reviewed with students at the beginning of each course via course outlines.

| Letter Grade   | Percentage   |
|----------------|--------------|
| A              | 93 and above |
| A-             | 90-92        |
| B+             | 87-89        |
| B              | 83-86        |
| B-             | 80-82        |
| C+             | 77-79        |
| C              | 73-76        |
| C-             | 70-72        |
| D              | 60-69        |
| F              | below 60     |
| I – Incomplete |              |
| W – Withdrawal |              |
| Aud- Audit     |              |

Each student has a right to request his or her standing grade in a course at any time.

### Notes:

1. The final course grade in the MLT courses is a combination of theory and clinical performance. Students **must independently** pass both didactic coursework and laboratory practical coursework for each class with a grade of C (73%) or higher in order to pass the course, regardless of course average. Students failing either didactic or laboratory practical portion any MLT course will receive the lowest grade earned as their total course grade.

**Example:** in MLT101, a student receives a D (63%) in didactic (theory) and a C (73%) in laboratory practical assessments. Because the student has failed the theory portion of the course, he/she is ineligible to have their lab practical grade factored into their total course grade and will receive a total course grade of D. (See Syllabi and Clinical manuals for specific grading policies).

2. The MLT Program identifies essential skill which must be successfully demonstrated in order to receive a final grade for the class. Should a student pass the lab practical portion with an average grade of 73 or above yet fail to successfully demonstrate an essential skill of the course, the student will receive an Incomplete (“I”) for the class and will be required to meet with the Program Chair and course instructor during which, the student will be notified of the given a period of time allowable to master the essential skill and available laboratory hours to both practice and later demonstrate the skill. Should the student fail to demonstrate mastery of the

essential skill by the assigned date, the incomplete will be converted to a failing grade of 72 and the student will be required to complete the course again.

**Example:** In MLT 103, a student received a grade of B+ (89) in didactic (theory), a B- (81) in laboratory practical yes was unable to successfully demonstrate proper aseptic technique in plating and isolation of microorganisms, the student will receive an Incomplete for the semester, will be given 30 days to study, practice, and demonstrate proper technique, and is provided a schedule of at least 6 open lab hours available. If the student fails to demonstrate proper technique after 30 days, the student receives a final grade of 72 for the course and must re-take the course in the next available semester. If the student successfully demonstrates proper technique, the student receives the semester grade determined by the instructor for their coursework and is not penalized further for having to participate in remedial skill practice and demonstration.

3. Grades are not rounded up in the MLT Program. Earned grades will stand. (i.e. a grade point average of 1.99 will not be rounded to a 2.0. A grade of 72.9 will not be rounded to a 73)

### **Assignments, Homework, Projects**

The instructor reserves the right to penalize the student for negligence or reluctance in completing assignments, homework, and projects. Penalties include:

- Point deductions for missing deadlines or incomplete assignments.
- Remaining after hours to complete assignments
- Dismissal from class for incomplete preparations.
- Dismissal from the program for habitual offenders

### **Didactic Course Evaluation**

Grading systems and the objectives to be used in each MLT course are included in the course syllabus provided to students at the first meeting for each course. Examinations are the property of the MLT program and will NOT be returned to the students to keep. Failure to return exams will result in a zero for that test grade.

The didactic courses (courses taught on campus) include at least three unit tests, assignments, laboratory practicals, daily/pop tests, and a final examination. In some courses, rather than giving a separate laboratory practical, each written test includes some laboratory procedures. Since students require different amounts of time for mastery of technical skills, no final separate grade is given for the laboratory component of didactic courses. Students must pass both the didactic and laboratory portion of each class in order to receive a passing grade. Instructors are available outside of regularly scheduled laboratory time to assist with mastery of laboratory skills. It is the student's responsibility to seek additional help.

### **SERVICES FOR STUDENT WITH A DISABILITY**

A student with a documented disability can request an academic or other accommodation by registering in the Disability Services Office located in President's Place Room 325. Please allow a reasonable amount of time to process your request. Contact Pete Luizzi at 617-405-5915, email: [pluizzi@quincycollege.edu](mailto:pluizzi@quincycollege.edu), or fax 617-984-1792.

If a student has less than a "C" in any course at mid-term, a conference with the instructor is advised. Student grades will be posted on the QC Portal. The Medical Laboratory Technician program instructors will NOT hold midterm progress conferences. However, if a pattern of deficient class, laboratory or clinical practicum performance is noted a conference between the student and the MLT faculty may be scheduled. If any questions or concerns arise about your grade, do not hesitate to ask your instructor.

The QC Portal can be accessed through the main Quincy College web page ([www.quincycollege.edu](http://www.quincycollege.edu)). Once in the Portal, log-on using your student ID and password. Choose the course you wish to view. Using course navigator (left-hand side) to choose "Coursework"; click on the desired assignment to view your grades. All laboratory grades will be under the laboratory section of Coursework. This website will also be utilized to post "Handouts" including but not limited to PowerPoint slides, lecture objectives, lecture outlines, and study guides. The student should check their QC portal and QC email on a daily basis. Students are required to maintain a "C" average in both academic and clinical aspects of the program at all times to progress in the program.

## **INSURANCE REQUIREMENTS**

Admitted students must be covered by health insurance before beginning class. Students covered by personal health insurance must submit a waiver each semester in which they are enrolled full time. The College offers a student accident and sickness insurance place to all enrolled students. All students must provide evidence of health insurance (private or school group) and this must be kept on file.

## **EXPOSURE/DEVELOPMENT OF A COMMUNICABLE DISEASE**

If a student has been exposed to a communicable disease the student must immediately contact the Program Director to report exposure. It will be left to the discretion of the Director, in conjunction with the Dean, to determine if it is safe for the student to attend clinical assignments. Students diagnosed with a communicable disease are required to present documentation to the Clinical Supervisor indicating that they are no longer infectious before they will be allowed to participate in classroom/clinical activities.

## **STUDENT INJURY-EXPOSURE TO BLOOD OR BODY FLUID**

If a student becomes ill or is injured during a clinical day, the instructor and Program Director must be notified, and the proper incident report completed immediately. The student is responsible for expenses resulting from injury in the clinical area.

## **Infectious Diseases**

Each clinical facility is expected to practice universal precaution procedures in the care of patients with infectious diseases. The Medical Laboratory Technician student are educated in, and is expected to be knowledgeable in the practice of these precautions and care for these patients. Clinical grades are awarded according to student performance. Refusal to render care

to any patient in a manner which follows the clinical facilities guidelines may result in dismissal from the program.

### **PROCEDURES FOR ACCIDENTAL EXPOSURE TO BLOOD OR BODY FLUID**

All contaminated needle sticks or bloody body fluid splash to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

1. If a student sustains a puncture would:
  - Withdraw the needle or other object immediately.
  - Immediately wash hands/area of puncture wound using soap and water; follow application of povidone iodine and/or alcohol.
  - Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
  - Wipe away any blood.
2. If a student receives a spray of splash of body fluids:
  - To eyes, nose or mouth – irrigate with a large amount of water.
  - To a break in the skin, follow procedure for puncture wound (above).
3. The student will report the incident immediately to the clinical instructor and program faculty. The student must complete an exposure form according to the policy of the clinical facility.
4. The student will follow the clinical facilities procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility.
5. The student will seek a risk assessment and determination of recommended screening, treatment and/or follow up from the Infection Control Practitioner or Clinical Instructor.

### **PREGNANCY**

It is always prudent to inform the clinical instructor of pregnancy to prevent maternal /fetal exposure to known risk factors. While this information is confidential and will be protected, it is important to note that it will be shared with the Program Director. Post partum (after delivery) documentation from the student's health care provider must be submitted to the Program Director indicating that the student can participate fully in all clinical experiences before the student will be allowed to return to the laboratory/clinical setting.

Any student who enters the program or becomes pregnant during the program's course is expected to continue to perform physical duties

If at any time a student is unable to demonstrate an ability to perform clinical requirements, the student will be required to obtain documentation from their health care provider indicating they can perform fully the physical and emotional requirements of the clinical area. The student will not be permitted back into the clinical area until documentation is provided. Any missed clinical days will need to be made up in the clinical area.

## **SURGERY/HOSPITALIZATION**

If during the course of the program, a student's medical condition necessitates surgical intervention, upon return to the program documentation from the student's health care provider must indicate that the student can participate fully in all aspects of the Program, especially while in the clinical setting. This documentation must be submitted to the Program Director before the student will be allowed to return to the clinical setting.

## **PROLONGED ABSENCE**

Students who develop a medical condition that requires them to miss a two or more class/lab sessions or week or more of clinical practicum must provide documentation to the Program Director and Dean that recovery has been sufficient to the degree that the student may participate fully without restriction in all aspects of the program. This documentation must be submitted before the student will be allowed to return to the classroom or clinical setting. The student is responsible for any missed clinical days and subject to attendance policies previously noted. If a clinical agency requires that a Quincy College clinical instructor be on-site during clinical make-up days, the student is responsible for the expenses of the clinical make-up. A per day fee is determined by the College and this usually reflects the instructor's pay for the clinical.

In cases of prolonged absences the student can be asked to withdraw from the Program and consult with the Program Director to explore Program completion options.

## **CLINICAL PRACTICUM**

Each MLT student who has completed all previous curriculum courses will qualify for assignment to an affiliated laboratory for a 15-week clinical practicum. It is necessary to spend time in the actual work environment to gain practical experience. To provide this experience, Quincy College is affiliated with excellent laboratories in this area. The MLT affiliate laboratories are valuable partners in health care education. Each laboratory offers a wide menu of laboratory testing utilizing up to date instrumentation. Experienced technologists and/or technicians teach the student intern how to organize a workload, assess quality, operate and maintain instrumentation, and validate test results. Although no two sites are identical, each provides a high-quality clinical experience. The clinical schedule will be Monday thru Friday (time will vary between clinical sites). Clinical rotations have clinical instructors who evaluate students daily for competency. If competency has not been met the student may be released from the site. In-house clinicals will be scheduled at times when there are not enough clinical sites to accommodate the number of students who need those rotations.

## **ELIGIBILITY FOR CLINICAL PRACTICUM**

Requirements for enrollment in the MLT 211,212,213,214,215,216, 217 Clinical Practicums and MLT 221 MLT Seminar:

- Successful completion of all academic and core MLT courses
- Completed and up-to-date Physical Health Form to include:
  - TB Screen
  - Hepatitis B (3 vaccines and titer)

TDAP (within 10 years)  
MMR (2 vaccines or positive titers)  
Varicella (vaccine or positive titer)  
Background Check (CORI)

- Drug screen (if required by affiliate)

### **ROTATION ASSIGNMENTS**

After successful completion of all previous curriculum courses in the program, students will be assigned, as available, to each of the major laboratory departments at an approved clinical site. Students are under the direct supervision of the technologist and/or technician assigned to each area. Instructors reserve the right to make day-to-day changes in this assignment as is deemed necessary to ensure departmental continuity and a good balance of clinical experience.

The MLT affiliate laboratories are valuable partners in health care education. These laboratories donate employee time, supplies and patient specimens to help educate new members of the profession. In return, QC agrees to assign to the affiliates only those students who meet academic and ethical standards. The QC MLT program agrees to dismiss any student from the affiliate hospital if the student is unacceptable to the hospital for reasons of health, performance, criminal record or other reasonable cause. Please remember that the primary responsibility of the clinical instructors is patient service and maintenance of quality laboratory results. You are expected to be of assistance in any way that you can. Even though there may be times when you feel the instructor is over-utilizing or neglecting you, please understand that you are there as a guest of the clinical laboratory. The instructors are being asked to assume an extra duty by instructing you. You are there to learn as much as possible in a very limited time. Please take advantage of this opportunity by being present all hours as scheduled.

In assigning students to a laboratory, the objectives of the course and the number of students in the area must be considered. Students may be changed from one clinical site/rotation to another if the faculty or clinical supervisor considers it necessary.

### **CLINICAL PLACEMENT**

There is not a priority list for placement. Students are placed upon a combination of criteria: When course work was completed, access to transportation to a site, demeanor, ability to adapt to affiliate's culture, grades, the complexity of the clinical site, specific requirements given by the site. Placement is awarded on an individual basis.

The clinical practicum is spent gaining experience in one of the hospitals or private laboratories with which the MLT program is affiliated. It is the responsibility of the student to provide his/her transportation to the assigned laboratory.

The hospital will receive student files before the practicum. These files may include a transcript and details of any disciplinary or probationary action taken against the student while at the college. The hospital may also require an interview with prospective students. Though

students may be asked their preference for clinical assignment, the final decision is at the discretion of the clinical supervisor and the laboratory.

Clinical placement depends on the availability of space in area hospitals which is often limited. Significant delays of up to twelve months may occur during this phase of training. The South Shore and Greater Boston areas are fortunate to have many hospitals located within a 60-mile radius. Some of the affiliate sites are Boston Medical Center, Steward Carney Hospital, Harbor Medical Associates, Atrius/Harvard Vanguard (Braintree), Atrius/Harvard Vanguard (Quincy), Joslin Diabetes Clinic, Steward Norwood Hospital, and Quest Diagnostics. Some of these sites do not have the ability to offer Blood Bank/Microbiology rotations. Sites rotate between active and inactive according to their staffing availability.

If there are more students eligible to begin clinical than available affiliates, students will be given assignments as space becomes available. Students who are not able to be placed in clinical will be placed as soon as clinical sites become available. Occasionally students are offered the opportunity to do a clinical rotation on campus due to lack of Blood Bank and Microbiology clinical available sites.

### **Service Work Performed By Students**

Students will perform only that service-related work which is clearly defined by clinical objectives and only during the hours of clinical assignment. After demonstrating proficiency, students may be permitted to perform laboratory procedures with qualified supervision, if hospital regulations permit. All test results reported by students must be verified and initialed by a staff technician/technologist.

### **Clinical Attendance**

- Daily attendance during your clinical rotation is required and mandatory.
- If you are going to be absent, you are required to call your immediate supervisor at the affiliation site at the beginning of the scheduled affiliation day. Do not leave messages at the hospital switchboard. You are also required to notify Barbara Cornell (617-405-5963) on the day of your absence via phone or e-mail.
- Chronic tardiness is not acceptable in this program. Students will first receive verbal warnings for tardiness. If the tardiness continues, they will receive written warnings. Three written warnings are grounds for dismissal from the MLT Program.
- Excessive absences will not be tolerated and are cause for dismissal from the affiliation and the MLT Program. Students will first receive written notice for unexcused absences. Three written warnings are grounds for dismissal from the MLT Program.

### **Snow Day Cancellation**

Students will not attend clinical or class on announced snow days. The announcement must be specifically for Quincy College. Listen to your local radio or television stations for information on school closings. School closures and/or delayed opening are also posted on the Quincy College website <http://quincycollege.edu>. An announcement on the college's main phone number, 617-984-1700, will also be posted.

## Safety at Clinical Sites

While on clinical affiliation, students are subject to and required to follow all Federal, State, local and Hospital policies regarding safety. If an accident occurs at an affiliate site, report it to your direct supervisor and seek immediate medical attention for your injuries. Incidents should also be reported to the MLT Program Chair, Barbara Lowery within 24 hours of the event. The Program Chair may dismiss a student from the program at any time if unsafe behavior is reported.

## Affiliation Dress Code/Hygiene Policy

Students are evaluated on their adherence to this dress code/hygiene policy. Students will be asked to leave the clinical facility if violations occur. The following guidelines must be followed:

- Hair:
  - Clean, and well groomed.
  - Long hair, it must be tied back.
- Face:
  - Cosmetics should be done with moderation.
  - Facial hair should be well groomed and short.
- Nails:
  - Should not extend past the end of your fingers and should be clean. You may use clear nail polish only, no acrylics.
- Jewelry:
  - Wedding bands and engagement rings may be worn at wearer's risk.
  - No other type of rings worn. Rings with stones have the potential to make microscopic holes in gloves.
  - Earrings: If ears are pierced, studs may be worn. Studs must be small. Dangling earrings should not be larger than a quarter
  - Watches may be worn.
  - Short necklaces may be worn.
  - Facial piercings are at the discretion of the clinical site. Nose piercings should consist of small studs. Nose rings are not permitted.
  - Tattoos if present may need to be covered if they could be considered offensive or at the discretion of the clinical site.
- Hygiene:
  - Freshly showered/bathed
  - Use deodorant/antiperspirant
  - Perfumes and colognes should not be used in the clinical area. The scents may be overpowering for coworkers or patients.
  - Clothes should be cleaned and tidy.
- Uniforms:
  - Quincy College scrubs **MUST** be worn by all students (male and female) while in the MLT Program for lecture and lab classes. Scrubs may be purchased through Quincy College Barnes and Nobles Bookstore.

- Student name badges must be worn at the clinical sites.
- Shoes: No sandals or backless clogs. Shoes should be clean and in good repair. New shoes should be broken in. Sneakers may be worn but may not have a mesh top. No open-toed shoes.
- Scrubs must be neat, clean and in good repair.

### **CLINICAL COMPETENCY CHECK-SHEETS**

A record of the clinical experience is to be kept by the student. When you begin rotation, you will be given a Student Packet that includes:

- Objectives
- Competency check-sheets
- Clinical Evaluation Forms
- Media Lab access

Once you have attained the entry-level competency, you must have your instructor **initial** the check-sheet. Since these records must be part of your permanent file and may be required as proof of your clinical experience, probation and dismissal may result in reluctance on your part to properly maintain these or to submit to the program instructors at the end of each rotation. They become a part of your permanent record so try to keep them as up-to-date and neat as possible.

Your **final grades will not be submitted** to the Office of Admissions and Records or any certification board (i.e., ASCP Board of Registry) until these sheets are on file with the Program Director.

### **Evaluation and Grading**

Good laboratory practice requires psychomotor, affective and cognitive skills. The student will be evaluated in all three areas. Because these courses are primarily practical in nature, the psychomotor area will be weighted the heaviest in determining the final grade.

Grade for the clinical practicum courses will be determined as follows (excluding phlebotomy):

|                             |     |
|-----------------------------|-----|
| Psychomotor skills          | 35% |
| Behavioral skills checklist | 30% |
| Media Lab 50 question exam  | 35% |

All evaluations, cognitive, psychomotor and affective grades will be derived from the clinical evaluation forms. (Samples of these forms are attached). Input to be used in this evaluation shall be obtained from the department supervisor and technologists of each department. This evaluation is to be signed by the department supervisor, the student, and the Program Chair. The evaluation is kept in the student's file.

## **REQUEST FOR REMOVAL OF STUDENTS FROM THE CLINICAL PRACTICUM**

The hospital may request the withdrawal of any student whose performance is unsatisfactory, or whose conduct/disregard for hospital regulation has a detrimental effect on laboratory operation and/or personnel. Students may be changed from one clinical site to another if the faculty or clinical supervisor considers it necessary to ensure objective evaluation.

When it is determined by the college or clinical affiliate that a student is not maintaining standards necessary for the training and cannot improve his/her status, the student can be dismissed from the program. Dismissal requires the agreement of the College and the Clinical Affiliation Site. The student will be placed on leave until a formal hearing is held.

Examples of cause for dismissal include (are not limited to) the following:

- Inadequate academic and technical competency
- Theft (regardless of amount) or dishonesty
- Threatening, intimidating or coercing patients or others
- Possession of weapons, firearms, or explosives on clinical or school property
- Conviction of a felony
- Willful damage of hospital equipment or property
- Immoral or indecent conduct
- Physical assault/battery on employees or clinical patients
- Omission or falsification of significant information on timesheets or clinical records
- Possessing, consuming or being under the influence of intoxicants, narcotics, non-prescribed barbiturates or alcoholic beverages on the school or clinical site.
- Absence or tardiness of scheduled clinical days in any department. (See attendance policy)
- Willful acts or conduct detrimental to patient care or laboratory operations that result in neglect or abuse of any patient
- Insubordinate acts or statements, or failure to carry out orders
- Altering or adjusting any timesheet.
- Unauthorized copying of laboratory records, including patient medical charts.
- Violation of safety standards that could result in harm to patients/employees or major damage to equipment

The clinical affiliation site has the right to refuse admission or re-admission to the practicum for the following reasons:

- Poor academic record.
- Violation of laboratory policy.
- Negligent, incompetent, or intentional actions that jeopardize patient care.
- Negligent or intentional violations of quality control practices.
- Failure to meet the clinical site's standards for safety, health, or ethical behavior.

If the practicum must be repeated, the student can re-apply for admission to the program. If readmitted, the student will be placed in a different affiliate site and will be placed at the bottom on the rotation for assignment. The Laboratory Manager and clinical instructors will be informed

of the reason the practicum must be repeated and may require an interview with the student. All student records about the prior practicum experience will be available to the Laboratory Manager. Following consultation with the pathologist and clinical instructors, Quincy College assumes the responsibility for the final decision concerning acceptance or rejection of the student for a repeat of the practicum.

Students will be allowed to repeat a practicum only if clinical space is available after non-repeating students are assigned clinical spots. Repeating students have last priority for clinical space.

The Clinical site shall have sole discretion regarding acceptance of any student previously discharged by a clinical affiliate for any reason that would make acceptance as a student inexpedient.

## **Certification and Licensure**

Upon completion of the program, students are eligible to sit for a national certification examination. The certification is through the American Society of Clinical Pathology Board of Certification (ASCP). Applications are available online on the ASCP website. There is a cost for taking the ASCP examination.

Pass/Fail Results are received immediately, and numerical scores are received within 1-3 weeks. You may be employed as “registry eligible” before taking the examination or receiving scores.

Massachusetts does not require a state license, though some states do. In most states requiring a license, national certification exams are accepted as proof of competency and no other testing is required.

Completion of the MLT Program is not contingent upon passage of any external certification examination.

## **RECORDS POLICY**

Quincy College follows and enforces all federal and state laws protecting the confidentiality and security of student records. The Family Educational Rights and Privacy Act are applied to all academic, financial and other student records. The MLT maintains records in compliance with federal, state and college regulations.

The college policy regarding student records is found in the college. The Enrollment Services Office maintains the permanent academic record for the student.

## **Enrolled Student**

Copies of admission data, transcripts, and evaluation reports of currently enrolled students are maintained in a locked cabinet in the office of the program chair. The Enrollment Services office

maintains all official grade reports and college records.

### **Graduates**

Graduates' official records and transcripts are maintained in the Enrollment Services Office. All other program related documents are discarded two years after program completion.

### **Withdrawn or Dismissed Students**

Program records on withdrawn or dismissed students will be maintained for three years. The Enrollment Services Office maintains the official transcript and reason for withdrawal with the student's permanent academic record for fifty years.

### **Failures**

Program records on students who have failed a course will be maintained in the Department of Natural and Health Sciences for three years. The Enrollment Services office maintains the official transcript and reason for withdrawal with the student's permanent academic record for fifty years.

### **HEALTH RECORDS**

Occasionally, the program is asked by clinical partners to furnish student health data and/or other personal information for students who are placed in their facility. As part of the contractual agreement between Quincy College and the clinical partner, the MLT program is required to furnish the requested information. All students can be assured that only pertinent data will be shared. This information will be handled in a confidential manner and faculty and staff of Quincy College will work diligently to protect student's private information. Upon complete review of the Student Handbook each student will sign the Student Agreement to Program Responsibilities. This signature will also serve as consent to share health data and/or other personal information with clinical partners.

**QUINCY COLLEGE  
NATURAL & HEALTH SCIENCE DEPARTMENT  
MEDICAL LABORATORY TECHNICIAN PROGRAM**

**STUDENT HANDBOOK AGREEMENT**

Please indicate your agreement with each of the following statements by **initialing** on the line.

\_\_\_\_\_ I have read and understand the information provided in the  
MLT Student Handbook.

\_\_\_\_\_ I have had an opportunity to ask questions about this material and  
have had those questions answered to my satisfaction.

\_\_\_\_\_ I am able to comply with the listed Technical Standards/Essential Functions for  
the MLT program.

\_\_\_\_\_ I understand that failure to follow any of the policies within the  
Clinical Practicum Handbook may result in dismissal from the  
Medical Laboratory Technician program.

\_\_\_\_\_ I agree that while enrolled in the Medical Laboratory Technician Program, I will  
treat my studies, labs, and clinical practicum as an employee would treat  
job responsibilities, recognizing that my instructor assumes the role of my  
supervisor. I will attempt to learn not only the technical skills required of a  
MLT, but also strive to develop professional behaviors and attitudes.

\_\_\_\_\_

|                 |      |
|-----------------|------|
| Student (Print) | Date |
|-----------------|------|

\_\_\_\_\_

Student (signature)

**QUINCY COLLEGE**  
**NATURAL & HEALTH SCIENCE DEPARTMENT**  
**MEDICAL LABORATORY TECHNOLOGY PROGRAM**  
**EMPLOYMENT REFERENCE RELEASE**

I, \_\_\_\_\_ (*please print name*), give my permission to the Program Director/ Chair, Clinical Supervisor, and Program Faculty of the Medical Laboratory Technician Program to furnish a reference and/or to release pertinent information regarding my academic/student training experiences while at the college to any potential employer requesting this information.

---

Student Signature

Date

## Emergency Contact Information

**Student Name:** \_\_\_\_\_

In case of emergency, I authorize Quincy College or its clinical affiliate partner(s) to contact:

Name \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

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