#

# ROSE STATE COLLEGE

**HEALTH SCIENCES DIVISION**

**Medical Laboratory Technology and Phlebotomy**

**POLICIES AND PROCEDURES MANUAL**

**Rose State College**

**6420 Southeast 15th Street**

**Midwest City, OK 73110-2799**

TABLE OF CONTENTS

**ITEM Page Number**

###### PROGRAM GOALS 3

**PROGRAM PERSONNEL AND FACILITIES 4**

###### GENERAL INFORMATION 5

###### EXAMS AND ASSIGNMENTS 6

###### ATTENDANCE 6

###### GRADING SCALES 7

###### PHYSICAL AND MENTAL QUALIFICATIONS 8

###### ACADEMIC PROBATION AND DISMISSAL 9

**READMISSION 9**

**NON-DISCRIMINATION 10**

PHYSICAL INJURY OR IMPAIRMENT 10

**GRIEVANCE PROCEDURE 11**

GRADUATION 12

|  |
| --- |
| ***Contents of the Policy and Procedure Manual and/or the Clinical Handbook may*** ***change at any time. Students and faculty will receive written notice of such changes.*** |

WELCOME

Welcome to the MLT/Phlebotomy Program, Health Sciences Division and Rose State College. You have chosen to pursue your education in a program that will assist you to gain the knowledge and skills necessary to be a laboratory professional. The career you have selected is both demanding and rewarding. We are glad you have chosen to join us and hope you will find personal and professional growth in this experience.

The program provides a professional curriculum comprised of didactic and clinical education, arranged and integrated to assure mastery and understanding of both theory and application. The program curriculum is designed to include the detailed content outline of the American Society for Clinical Pathology Board of Certification (ASCP-BOC) exams

Many of the Policies and Procedures contained herein are based on those of the institution. The rules and regulations of Rose State College are contained in the Student Handbook/Academic Planner **(**<http://www.rose.edu/student-services>**).**

**PROGRAM GOALS**

Program Goals for graduates are:

* To safely collect, process, perform, and report routine clinical laboratory tests on biological specimens and other substances, with precision and accuracy under minimal supervision within a reasonable length of time.
* To understand and apply the aspects of quality improvement related to the laboratory; performing and monitoring standard quality control methods and learning trouble shooting and problem solving in order to take corrective action as necessary.
* To recognize abnormal values and apply appropriate procedures.
* To correlate didactic instruction with laboratory results in the diagnosis and treatment of patients.
* To perform routine maintenance, standardization and calibration procedures.
* To use safety precautions whenever handling biohazard substances.
* To install the concept of total patient care and the role of the laboratory in this concept.
* To communicate well with all levels of personnel.
* To demonstrate professional conduct, adhere to patient safety guidelines and to utilize appropriate communication skills.
* To practice within the profession's ethical and legal framework by assuming responsibility and accountability for one's own laboratory practice and continued professional and self-development.

**Assessment of Program Outcomes:**

Graduates of the MLT program will demonstrate an average of at least 75% on the Board of Certification exam as calculated by the most recent three year period.

At least 70% of students who have begun the final half of the MLT program will successfully graduate from the program as calculated by the most recent three year period.

MLT students will demonstrate an average of at least 70% employment placement rate either through employment in the field or closely related field or continue their education within one year of graduation as calculated by the most recent three year period.

#### PROGRAM PERSONNEL AND FACILITIES

**FACULTY AND STAFF**

The Medical Laboratory Technology and Phlebotomy programs have highly qualified and dedicated faculty who believe in improving professional competence through effective teaching.

**Full-Time Faculty**

Carlo Ledesma, MS, SH(ASCP)CMQLS, MT(ASCPi) MT(AMT)

Program Director**,** MLT/Phlebotomy

Josie King, BS, MT (AMT), MLT (ASCP)

Professor: 405-733-7517

**Adjunct Faculty**

Viviane Cornett, BS MT (ASCP)

**Program Administrative Assistant**

Ms. Janean Martin

(405) 733-7361

**COLLEGE FACILITY**

Ms. Martin is in the Health Sciences Division office. MLT and Phlebotomy Program’s faculty offices are in the first corridor to the left (110 and 111). The MLT labs are located in 142 and 146 for Phlebotomy training room.

Accreditation

**General Information**

**IMMUNIZATIONS**

At the time of acceptance, the Program Director will send a list of immunizations that the student is required to obtain before clinical rotations begin. The student must show proof of these immunizations at the time of enrollment. The student will not be allowed to participate in any clinical rotations without copies of these immunizations on file with the school. A TB skin test must be current within one year during the clinic rotation. Documentation must be provided to the program director prior to the start of clinical rotations.

**CPR**

Students must obtain CPR certification. CPR certification must be maintained through clinical experience and the card must be valid for the duration of the clinic rotation. Students will be expected to show CPR cards to the Program Director at the time of enrollment prior to clinical rotation. The Program Director will keep a copy of the card on file.

**LIABILITY INSURANCE**

Rose State College will take out liability insurance on each student entering clinical rotations. This is a part of the fall semester enrollment fees. The cost is approximately $15. The hospitals and clinical affiliates will have a copy of those students under the current year liability policy.

**CRIMINAL HISTORY/URINE DRUG SCREEN**

Hospitals are requiring complete background checks including criminal history and urine drug screen before eligibility to rotate in that clinic facility is granted. Background checks and urine drug screen must be completed before enrollment at the expense of the student. Rose State College will provide instructions to the student on how to complete these requirements.

**STUDENT ACTIVITIES**

**MLT Club**

EXAMS AND ASSIGNMENTS

POLICY

Exams, quizzes, and assignments are the methods by which the program can provide a scholastic grade. Therefore, each student should make every effort to be in class when exams and quizzes are given and to submit assignments on the date designated.

 PROCEDURE

1. There will be periodic exams covering the material presented in the MLT and Phlebotomy courses.

2. All exams will be announced. Quizzes may or may not be announced.

3. Failure to make up an exam will earn a grade of "0.”

4. Each professor has the authority of establishing his or her own policies for handling missed exams, class work, quizzes, and homework.

5. Any student caught cheating on a test will be immediately dropped from the Program, an “F” will be given in the course, and a report of the incident will be placed in the student's personal file for future reference.

6. Re-testing for didactic exams will be proctored in the LRC Testing Center. Details are included in the respective didactic course syllabi.

**ATTENDANCE**

**POLICY**

Students are expected to attend each class, be on time, and remain for the entire class session.

1. If a student misses > 20% of a program course lecture time or lab, the semester grade will be dropped one letter grade. See course syllabi for specific information.
2. Each additional absence will result in an additional drop of a letter grade.
3. Arriving in class 30 minutes after the start time will be counted as an absence.
4. In addition, tarries will be counted in 15 minute increments.
5. As tardies equal 30 minutes, this will count as one class period. Arriving to class on time is a part of the professional attitude that is expected.
6. Absence or tardiness resulting in a failing grade for the student may result in the student being withdrawn from the program.
7. Absence from class or lab for medical or dental appointments does not allow the student an “excused’ absence. Routine appointments should be made outside of class time.

**GRADING SCALES**

The following grading scale is used in all MLT and Phlebotomy classes.

 A = 93 ‑ 100%

 B = 85 ‑ 92%

 C = 74 ‑ 84%

 D = 67 ‑ 73%

 F = Below 67%

Each unit examination administered must be passed with a score of no less than 74%, and the course final exam must be passed with a score no less than 70%.

* Minimum score not achieved - remediation must be made by the student as outlined in the course syllabus
* One retake of the exam will be allowed
* A score of no greater than 74% (unit exam) or 70% (final exam) will be awarded on the re-take test
* If the student does not pass the re-take, further progress in the course will not be allowed during the current school year.
* *A grade of less than C is not acceptable and further progress in the program is not allowed.*

**PHYSICAL AND MENTAL QUALIFICATIONS**

The following minimal physical and mental qualifications are necessary to be considered for admission into and progression through the MLT and Phlebotomy programs:

1. The ability to lift/carry up to 40 pounds and the ability to push/pull up to 200 pounds.
2. The ability to move around in clients’ rooms and in work areas.
3. The ability to stand/walk two-thirds of the time for the assigned shift (8 or 12 hours).
4. Visual acuity sufficient to observe and assess different color reactions, microscopic exams and phlebotomy tubes required for laboratory testing.
5. Auditory acuity sufficient to hear instructions, requests, and monitoring instrument alarms.
6. The motor ability necessary to manipulate equipment and supplies.
7. The ability to speak, write, and comprehend the English language proficiently.
8. The ability to communicate in a professional manner and establish rapport with clients and colleagues.
9. The ability to think critically and use problem-solving skills.
10. The ability to resolve conflicts appropriately and function effectively in stressful situations.

Rose State College will provide reasonable accommodations to persons with disability in order for students to have access to educational programs and services. Students with disabilities requiring accommodations should make the initial request for accommodation to the Counselor for Students with Disabilities in the Learning Resources Center. See the RSC Student Handbook for further details.

ACADEMIC PROBATION AND DISMISSAL

**POLICY**

The purpose of the Academic Probation and Dismissal Policy is to ensure the highest quality of student, both for Rose State College and the profession of a Medical Laboratory Technician or Phlebotomist.

**PROCEDURE**

1. The student must attain a "C" or better grade in all professional courses.

2. A grade of D, F, or I in a professional course will result in academic stop out from the Program until the following year when the student may petition for readmission (See Readmission Policy) and the course can be retaken and completed with a satisfactory grade. The student may repeat a professional course only once at Rose State College.

3. Proficiency ratings from clinical courses must be satisfactory in all respects.

4. Any student refusing to comply with all regulations set forth in this Manual is subject to recommendation for probation or full dismissal from the Program.

# READMISSION

**POLICY**

Any student who fails or withdraws failing in a program course can repeat that course one time, provided that he/she is readmitted and space is available in that class.

**PROCEDURE**

1. The student must write a letter of petition to the Program Faculty describing the student’s perception of the reason for the withdrawal or failure, and steps that the student has taken, or will take, to correct the problem.

2. The Program Faculty will review the letter of petition at their next scheduled meeting. The committee may set certain criteria that must be met by the student before he/she can be considered for readmission. The criteria may include, but are not limited to:

 a) Taking remedial classes

 b) Attending workshops or support groups offered on campus

3. Readmission to the course is on a space available basis only. The student is not guaranteed readmission even if he or she meets the criteria established by the faculty.

4. If the student chooses not to return to the program at the next offering of the course, he or she will need to re-apply to the program.

5. Students are limited to two petitions to the program for readmission. Program studies must be completed within three years.

NON-DISCRIMINATION

POLICY

Rose State College explicitly condemns discrimination toward students, staff, and faculty based on ethic or national origin, sex, age, religion, disability, sexual orientation, or status as a veteran, in any of its policies, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. The College is committed to providing a study and work environment free from discrimination and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding discrimination. The grievance procedure is available in the Rose State College Student Handbook.

PHYSICAL INJURY OR IMPAIRMENT

**POLICY**

A student may sustain a physical injury or other serious impairment while enrolled in the program. If either occurs and a student is unable to continue in the Program the following procedures will take effect:

**PROCEDURE**

The student will:

1. Have a doctor’s statement attesting to the student’s physical condition

2. Be excused from class and clinic if both are required for recovery

3. Make up class on an individual basis as arranged with each professor

4. Schedule make-up time in the clinic through the clinical coordinator

Missed clinic time will not be counted against the student's clinical attendance grade.

Reinstatement into the Program may be accomplished by presenting a physician’s statement attesting the health and recovery of the student as it relates to the physical and mental demands of the profession.

**GRIEVANCE PROCEDURE**

**POLICY**

It is the responsibility of the Rose State College MLT and Phlebotomy Program to provide an equitable and comprehensive medical laboratory education to all students. The program maintains continuing accreditation with the NAACLS (National Accrediting Agency for Clinical Laboratory Sciences). 5600 N. River Rd.,Suite 720, Rosemont, IL 60018-5119

# PROCEDURE – PROGRAM FACULTY

1. Contact the faculty person with whom you have concerns and discuss the issue.

2. If you prefer not to contact the faculty person directly, you may request to meet with the program director. Be prepared to submit a written copy of your concerns at that time.

3. Should you prefer to meet with a third party initially, you may contact the Dean of the Health Sciences Division directly. Provide a written copy of your concerns to the dean and program director.

**PROCEDURE – CLINICAL STAFF PERSONNEL**

1. Inform the clinical coordinator of the concern.

2. The clinical coordinator will determine if a meeting between the individuals involved and/or a higher authority is in order to help address the student’s concerns or situation.

3. The clinical coordinator will document the incident/concern and relay the information to the clinical site supervisor and the program director.

**PROCEDURE - INSTITUTIONAL**

Rose State College provides for appeals to be addressed by various committees and persons on campus. For specific information regarding the procedures for filing appeals within the institution, refer to the Rose State College Student Handbook.

# GRADUATION

**POLICY**  The degree of Associate in Applied Science (A.A.S.) will be awarded to all students who meet the following requirements.

1. Complete all required curriculum as listed in the degree worksheet.
2. Obtain a “C” or better grade in all professional course work.
3. Maintain a GPA of 2.0 for all course work attempted.
4. Apply for graduation through the Office of Admissions and Records.
5. Successfully pass the ASCP Mock/ Self-Assessment Exams during the final program course.
	1. NOTE: One retake is allowed for each ASCP Mock/ Self-Assessment Exam. Program faculty will announce in advance the exam schedule along with the schedule for remediation and retesting. Failure to take the exams, or remediate and retest by the scheduled dates may result in delay of graduation to the following semester.

# ROSE STATE COLLEGE

# MLT and Phlebotomy PROGRAM

# AFFIRMATION STATEMENT

I hereby affirm by signature that I have read the Rose State College Health Sciences Division MLT and Phlebotomy Program Policies and Procedures Manual in its entirety, and that I understand and will abide by the contents therein.

**Student’s Printed Name:**

**Student’s Signature:**

**Date of Signature:**