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WELCOME

Welcome to the Medical Laboratory Technician (MLT) Program. We are excited that you have been chosen to pursue this career in Laboratory Medicine at NEO.

This handbook was developed as a guide to policies and procedures for students in the MLT Program. Information in the handbook will be used throughout the three semesters, so keep this for reference.

The MLT faculty welcomes recommendations for change from administrations, academic and clinical affiliate personnel and students.

The regulations in this handbook are based upon present conditions and are subject to change without notice. The college reserves the right to modify any statement in accordance with unforeseen conditions.

We look forward to getting better acquainted with you.

The MLT Faculty
SECTION I: PROGRAM OVERVIEW

INTRODUCTION

The Medical Laboratory Technician (MLT) Program at Northeastern Oklahoma A&M College is designed to prepare students for entry into practice as a medical laboratory technician. Students complete a core of general education and support courses to gain the prerequisite knowledge on which to build during the MLT Program. Upon formal admission to the MLT Program, the students complete the specialized MLT courses. These courses are designed to provide the theoretical knowledge and technical skills necessary for entry into practice. The program consists of theory and laboratory experiences on the NEO Campus, as well as practical experience at clinical affiliates in the region.

The curriculum prepares students to perform laboratory procedures in chemistry, urinalysis, hematology, microbiology, blood bank and immunology. Course work emphasizes mathematical and scientific concepts related to specimen collection; laboratory testing and procedures; quality assurance and reporting/recording; and interpreting findings involving tissues, blood, and body fluids. The development of professional standards and ethics, professional development, and personal growth are integrated throughout the curriculum. A description of the professional responsibilities, entry skills, and essential functions of a MLT are included in Appendix A: Professional Description Clinical Laboratory Technician.

ACCREDITATION

Northeastern Oklahoma A&M College (NEO) is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools (www.ncahlc.org); (800) 621-7440. All academic programs at NEO College are approved by the Oklahoma State Regents for Higher Education.

The Medical Laboratory Technician (MLT) Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018; phone (773) 714-8880; (www.naacls.org).

CERTIFICATION ELIGIBILITY

Students who complete the two (2) year program will receive an Associate in Applied Science Degree and will be eligible to apply to take the certification examination by the American Society of Clinical Pathologists (ASCP). The degree is not contingent upon passing the certification exam.
MLT PROGRAM MISSION STATEMENT

The mission of the NEO College Associate in Applied Science Degree in medical laboratory technician is to prepare traditional and nontraditional students to successfully move into the profession of medical laboratory technician.

MLT PROGRAM GOALS AND OBJECTIVES

The primary goal of this program is to prepare students for a career as medical laboratory technicians. This goal is accomplished through the following objectives:

- Provide a curriculum that will produce a laboratory technician that is competent in handling technical procedures, reliable, and adept in handling interpersonal relationships with patients, peers, and other healthcare professionals. This curriculum will meet the requirements for an Associate of Applied Science Degree as set forth by the College and for an MLT as set forth by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- Provide an efficient monitoring and feedback system for students so he/she may realistically evaluate his/her progress and potential.
- Provide qualified program and clinical instructors.
- Encourage leadership and professional advancement.
- Provide experience of continuing education seminars for laboratory professionals.
- Promote the profession of medical laboratory science in the community.
- Assess program effectiveness at the classroom, program and institutional level.

PROGRAM LEVEL OUTCOMES

1. Campus and distance students admitted to MLT program will complete the program as a competent entry level technician able to perform and evaluate routine clinical laboratory tests.
   \[\text{Assessment technique:} \quad \text{Graduation rate}\]
   \[\text{Attrition rate}\]
   \[\text{Course Delivery Comparison}\]

2. 75% of MLT Graduates will pass either the AMT or ASCP BOC national certification exam within one year of graduation.
   \[\text{Assessment technique:} \quad \text{Certification Exam Scores}\]

3. Within six months of graduation, 95% of graduates seeking employment in the laboratory field will be employed.
   \[\text{Assessment technique:} \quad \text{Six Month Graduate Surveys}\]

4. Within six months of graduation, 85% of graduates will continue employment in the laboratory field.
   \[\text{Assessment technique:} \quad \text{Six Month Graduate Surveys}\]
5. Employers and graduates returning surveys will report 85% satisfaction with educational preparation.

   **Assessment technique:**
   - Six month Graduate Surveys
   - Six month Employer Surveys

6. All certified technicians will recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence

   **Assessment technique:**
   - MLT Exit Exam, 2 Year Employment/CE Survey

**PROGRAM DEGREE REQUIREMENTS & CURRICULUM SEQUENCE**

The Medical Laboratory Technician Program requires students to complete all of the required non-MLT courses prior to enrolling in the MLT courses. The prerequisite chemistry course, anatomy and physiology course, and microbiology course must be completed with a grade of “C” or better.

Upon admission to the program, students enroll in the MLT courses. During the fall semester, students will take four MLT courses on-line that include an on-campus or on-campus and virtual laboratory component. The first 8 weeks of the spring semester, the students continue their on-line courses with laboratory components. During the second 8 weeks of the spring semester and during the May interim session, students are assigned to hospital laboratories in the region for the clinical practicum.

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<tr>
<th><strong>First Semester</strong></th>
<th><strong>Credit</strong></th>
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<tbody>
<tr>
<td>Freshman Year Experience</td>
<td>FYE 1011</td>
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<tr>
<td>Freshman Composition I</td>
<td>ENGL 1113</td>
</tr>
<tr>
<td>American History</td>
<td>HIST 1483/1493</td>
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<tr>
<td>Chemistry for Allied Health</td>
<td>CHEM 1144</td>
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<tr>
<td>Or Other Chemistry Courses</td>
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<tr>
<td>Anatomy &amp; Physiology</td>
<td>BIOL 2114</td>
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<td>Or</td>
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<tr>
<td>Zoology</td>
<td>BIOL 1604</td>
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<tr>
<td>Medical Terminology</td>
<td>OIS 1113</td>
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<th><strong>Second Semester</strong></th>
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<tr>
<td>Freshman Composition II</td>
<td>ENGL 1213</td>
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<tr>
<td>American Government</td>
<td>POLS 1113</td>
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<tr>
<td>General Psychology</td>
<td>PSYC 1113</td>
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<tr>
<td>Intro to Microbiology</td>
<td>MCRO 2124</td>
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<td>Computers in Society</td>
<td>CS 1103</td>
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<th><strong>Third Semester (offered during Fall semester only)</strong></th>
<th><strong>Credit</strong></th>
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<tbody>
<tr>
<td>Basic Hematology</td>
<td>MLAT 1304</td>
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<tr>
<td>Phlebotomy, Urinalysis &amp; Body Fluids</td>
<td>MLAT 1313</td>
</tr>
<tr>
<td>Pathogenic Microbiology</td>
<td>MLAT 2354</td>
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<tr>
<td>Clinical Chemistry</td>
<td>MLAT 2344</td>
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Fourth Semester (offered during Spring semester only)

First 8 weeks
Immunology & Serology  MLAT 1414  4
Immunohematology    MLAT 2374  4

Second 8 weeks
Clinical Practice I  MLAT 1323  3
Clinical Practice II MLAT 1333  3
Clinical Practice III MLAT 2373  3

May Interim Session
Clinical Practice IV  MLAT 2383  3

COURSE DESCRIPTIONS

MLAT 1304 Basic Hematology (Class 3, Lab. 3, Cr. 4)
The study of the cellular components of human blood. The course includes study of the maturation, proliferation, and identification of the cellular composition of human blood and the diseases associated with those cells. Emphasis on routine laboratory testing and the microscopic identification of circulating cells. Prerequisite: Admission to the MLT program or permission of the Program Director. (Fall only)

MLAT 1313 Phlebotomy, Urinalysis and Body Fluids (Class 2, Lab. 2, Cr. 3)
The course provides instruction and practice in proper phlebotomy technique during the first four weeks of the course. The remainder of the course is a comprehensive study of macroscopic and microscopic examination of urine and other body fluids. The phlebotomy instruction does not qualify students for national certification as a phlebotomist. Prerequisite: Admission to the MLT program or permission of the Program Director. (Fall only)

MLAT 1414 Immunology and Serology (Class 3, Lab. 3, Cr. 4)
Immunology is the study of the human body’s immune response to foreign antigens and disease. Serology is the study of constituents in serum that can be used for detection of disease and monitoring of therapy through serological laboratory testing. Prerequisite: MLAT 1304, MLAT 1313, MLAT 2344, MLAT 2354 with a grade of “C” or better. (Spring only: First 8 weeks)

MLAT 1323 Clinical Practice 1 (Lab. 9, Cr. 3)
Students will be assigned to affiliate clinical laboratories for practical experience in lab procedures for 120 clock hours. Prerequisites: MLAT 1304, MLAT 1313, MLAT 1414, MLAT 2344, MLAT 2354, MLAT 2374 with a grade of “C” or better. (Spring or summer)

MLAT 1333 Clinical Practice 2 (Lab. 9, Cr. 3)
Students will be assigned to affiliate clinical laboratories for practical experience in lab procedures for 120 clock hours. Prerequisites: MLAT 1304, MLAT 1313, MLAT 1414, MLAT 2344, MLAT 2354, MLAT 2374 with a grade of “C” or better. (Spring or summer)
MLAT 2344 Clinical Chemistry (Class 3, Lab. 3, Cr. 4)
This course will cover the basic theories of routine clinical chemistry procedures, including instrumentation. Emphasis will be placed on theory, clinical applications, and procedures. A brief review of laboratory mathematics will be included. Prerequisites: Admission to the MLT Program or permission of the Program Director. (Fall only)

MLAT 2354 Pathogenic Microbiology (Class 3, Lab. 3, Cr. 4)
This course will have primary emphasis on pathogenic microorganisms, their identification and related disease processes. Laboratory will stress the identification of these from a clinical viewpoint. Prerequisite: Admission to the MLT Program. (Fall only)

MLAT 2374 Immunohematology (Class 3, Lab. 3, Cr. 4)
Immunohematology is the study of antigen/antibody reactions as it relates to the safe transfusion of blood and blood products. Immunohematology is also called “blood banking.” Topics covered include the major nine blood group systems, blood group genetics, antibody detection and identification, component therapy, and adverse reactions to transfusion. This course will focus on basic laboratory techniques and the fundamental theories behind them. Prerequisites: MLAT 1304, MLAT 1313, MLAT 1414, MLAT 2344, MLAT, 2354. MLAT 2374 with a grade of “C” or better. (Spring only: First 8 weeks)

MLAT 2373 Clinical Practice 3 (Lab. 9, Cr. 3)
Students will be assigned to affiliate clinical laboratories for practical experience in lab procedures for 120 clock hours. Prerequisites: MLAT 1304, MLAT 1313, MLAT 1414, MLAT 2344, MLAT 2354, MLAT 2374 with a grade of “C” or better. (Spring or summer)

MLAT 2383 Clinical Practice 4 (Lab. 9, Cr. 3)
Students will be assigned to affiliate clinical laboratories for practical experience in lab procedures for 120 clock hours. Prerequisite: MLAT 1304, MLAT 1313, MLAT 1414, MLAT 2344, MLAT 2354, MLAT 2374 with a grade of “C” or better. (Spring or summer)
REQUIRED TEXTBOOKS


SECTION II: ADMISSION, PROGRESSION, AND COMPLETION

ADMISSION

Students must complete all required non-medical laboratory technician courses prior to beginning the MLT courses. Students must have an overall grade point average of 2.0 or higher and must have achieved a minimum grade of “C” in the required chemistry course, anatomy and physiology or zoology course, and microbiology course. Additionally, applicants must submit a formal Medical Laboratory Technician Program Application, submit required transcripts, submit ACT scores, be eligible for admission the Northeastern Oklahoma A&M College, and remove any academic deficiencies as assessed by the College assessment plan in order to be eligible for admission to the MLT Program. Laboratory and clinical space is limited. In the event that the number of qualified applicants exceeds the capacity to serve the students in the laboratory and/or clinical setting, a point process will be used to select the applicants for admission.

No person shall be excluded from or be subject to discrimination in the Medical Laboratory Technician Program at Northeastern Oklahoma A&M College on any basis prohibited by applicable law. No regard with be given to race, color, creed, religion, sex, national origin, disability or status as a veteran for admission to or progression through the MLT Program.

PROGRESSION

Upon admission to the MLT Program, students must meet certain requirements in order to participate in the classroom and laboratory experiences and/or clinical practicums. Students who do not meet the requirements are subject to suspension and/or dismissal from the MLT Program.

ENTRY-LEVEL PROFICIENCIES OF THE MEDICAL LABORATORY TECHNICIAN

In order to successfully progress through the Medical Laboratory Technician Program and function as a practicing medical laboratory technician upon graduation, an individual must be able to perform certain physical and mental activities*. These physical and mental abilities include, but are not limited to:

**The visual ability to:**
- Differentiate color changes during the performance of laboratory procedures.
- Observe patient’s condition during phlebotomy procedures.
- Read laboratory instruments technical procedure manuals, standard operating procedures and information system computer screen.

**The motor function to:**
- Collect and process biological specimens for analysis.
- Perform analytical tests on body fluids, cells, and products.
- Perform preventive and corrective maintenance of equipment and instruments or refer to
appropriate source for repairs.

**The behavioral and social skills to:**
- Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public.
- Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care.
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

**The critical thinking abilities to:**
- Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when corrections are indicated.
- Monitor quality control within predetermined limits.
- Apply basic scientific principles in learning new techniques and procedures relating laboratory findings to common disease processes.

**STUDENTS WITH DISABILITIES**

NEO College fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 for qualified disabled individuals. The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the ADA Coordinator (Cheryl Butler) at (918) 540-6236. If any student has a disability and needs special accommodations due to the disability, the MLT Program Director will work with the ADA Coordinator to provide reasonable accommodations for the students.

**LIABILITY INSURANCE**

In accordance with the clinical affiliation agreements, each student is required to carry malpractice liability insurance. This insurance will be purchased through a group policy for health science students enrolled at NEO College. Students admitted to the MLT program must pay the premium ($15.00*) by check or money order payable to the NEO Foundation. The insurance coverage is for one year and is required before students can participate in drawing blood from patients in the Phlebotomy, Urinalysis, and Body Fluids course and can attend clinical rotations in area hospital laboratories. Failure to pay the insurance premium before the College Add/Drop date will result in probationary status for the student. Failure to pay before participating in phlebotomy instruction at the Intertribal Health Clinic and/or the College Lab Fair will result in dismissal from the MLT program. The fee for the liability insurance is non-refundable.

*Fee subject to change without prior notice.
PHYSICAL EXAM

All students are required to submit an Admission Health Record (Appendix B) form completed by a physician, physician’s assistant, or nurse practitioner prior to beginning classes in the MLT program.

The withholding of any medical condition either pre-existing or acquired during the course of the MLT program that could jeopardize client safety in the clinical setting or the safety to self and/or others in the clinical setting, laboratory, and/or classroom will place the student at risk for immediate probation, suspension, and/or dismissal from the program.

IMMUNIZATIONS

Signed documentation by a health care provider of the following immunizations is required before students can enter clinical rotations at the area hospitals:

1. Two MMR vaccinations or positive titer (measles, mumps, rubella),
2. Two Varicella vaccinations or positive titer if history of chickenpox,
3. Tdap immunization
4. Influenza, at the beginning of flu season.
5. Hepatitis B vaccination or signed declination of the vaccine.

Come in a series of three and must be completed. In lieu of the Hepatitis B vaccine, the student must present a signed Vaccination Declination Form (Appendix C). Students should be aware that some clinical sites may refuse placement for clinical rotations if vaccines are declined.

TUBERCULOSIS SCREEN

Students must submit the results of a tuberculosis skin test completed within the past 12 months, signed by a health care provider, no sooner than June 31st and no later than July 31st preceding the MLT courses. If the student has had a prior positive test or the current test is positive, the student must submit the results of a chest x-ray, following the guidelines of the Oklahoma Department of Health.

CRIMINAL HISTORY BACKGROUND CHECK

In accordance with the clinical affiliation agreements, all students must complete a criminal history background check. Background checks can be obtained through the website [https://www.certifiedprofile.com](https://www.certifiedprofile.com). A handout will be provided to each student with directions for accessing and navigating the website. Background checks are performed at the student’s expense (approximate cost is $67.00). The clinical affiliates have the right to refuse clinical placement for any individual based on the criminal background check. If the student is unable to fulfill the requirements for the clinical practicums due to a criminal history, the student will not be able to complete the program requirements and, as such, the student will be unable to progress through the program, resulting in dismissal. Students dismissed from the MLT program due to an unacceptable
criminal background check will not be eligible for readmission. Criminal history background checks must be conducted according to the MLT program policies and procedures and the results must be made available for the clinical affiliates at which the student has been assigned for clinical practicums. Failure to present the criminal history background check upon request by the designated personnel at the clinical affiliate is grounds for dismissal from the MLT program. Students are required to provide any supporting documents requested for determination of the students’ participation in the clinical practicums.

DRUG SCREENING

Scope/Designated Program
The information in this policy is intended for all MLT students admitted to the NEO MLT program in meeting the clinical affiliates’ requirements for drug screening.

Principles
The general principles used by the MLT Faculty in developing this policy are that: Substance abuse compromises both the educational process and client care. The MLT Program has a commitment to the health, welfare, and safety of students and clients. Addicted persons need help to recognize the consequences of their substance use. Addiction is a treatable illness, and rehabilitative and therapeutic approaches are effective in facilitating recovery. Individuals with addictive illnesses should receive an opportunity for treatment.

Definitions
Illegal Drugs
Illegal drugs, for purposes of this policy, include but are not limited to: narcotics; hallucinogens; depressants; stimulants and other substances capable of creating or maintaining adverse effects on one’s physical, emotional, or mental state; and controlled medication not prescribed for current personal treatment by a licensed medical professional.

Medications or Prescribed Drugs
Medications or prescribed drugs, for purposes, of this policy, are drugs that an individual may be taking under the direction of a licensed medical professional to address specific physical, emotional, or mental condition that will impair their ability to perform required duties.

Policy
Drug screening(s) are required of all students entering the MLT Program. A student will be dismissed from the program prior to the beginning of the MLT classes or at any point in the program for a positive drug screen. It is the policy of the NEO Medical Laboratory Technician Program to provide a learning environment that is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of alcohol and other legal drugs. Additionally, this policy requires that MLT students perform their duties without the presence of illegal drugs, alcohol, or inappropriate legal drugs in their systems.

The manufacture, use, possession, sale, purchase or transfer of illegal drugs, alcohol, and/or inappropriate legal drugs by a MLT student is prohibited. Arriving at the NEO Lab Science
Building, clinical affiliate, or other school related location, while under the influence of any of the above substances is prohibited. The MLT Program prohibits the use or abuse of such drugs.

The objective of this policy is to ensure a safe, healthy and work efficient environment for students and the community. The faculty and staff of the MLT Program will utilize every reasonable measure to maintain a drug and alcohol free environment.

**Rationale**

1. Health care providers are entrusted with the health, safety, and welfare of patients/clients; have access to confidential and sensitive information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student’s or accepted applicant’s suitability to function in a clinical setting is imperative to promote the highest level of integrity in health care services.

2. Clinical facilities are increasingly required by the accreditation agency Joint Commission on Accreditation of Healthcare Organizations (JCAHO), to provide a drug screening for security purposes on individuals who supervise care, render treatment, and provide services within the facility.

3. Clinical rotations are an essential element in our degree programs’ curricula. Students who cannot participate in clinical rotations due to a positive drug screening are unable to fulfill the requirements of a degree program. Therefore, these issues must be resolved prior to a commitment of resources by the college or the student or accepted applicant.

4. Additional rationale include (a) meeting the contractual obligations contained in affiliation agreements between the MLT Program and the various health care facilities; (b) performing due diligence and competency assessment of all individuals who may have contact with patients/clients; (c) ensuring uniform compliance with JCAHO standards and agency regulations pertaining to human resource management; and (d) meeting the public demands of greater diligence in light of the national reports on deaths resulting from medical malpractice and medical errors.

**Drug Screening Procedure**

1. Urine Drug Screen testing will be conducted by MLT faculty in the NEO Lab Science Building on the NEO Campus.

2. Testing will be conducted the week prior to the scheduled beginning of classes in the Fall Semester. Students will be notified of the exact time and date for the drug screening.

3. Positive screening test samples will be forwarded to a contracted reference laboratory (vendor) for confirmation of results.

*Accepted Applicants and Current Students (as defined in Scope/Designated Programs):*
1. Students admitted to the MLT Program will be drug-tested at the beginning of the Fall Semester and tested again if required by the clinical rotation site or by MLT Program Director.

2. Students will be provided with the necessary procedures and consent forms for the required drug screening by the MLT faculty.

3. Students who fail to adhere to the drug testing deadline set by the college will be suspended from all classes until the urine drug screening has been accomplished. Failure to adhere to the drug testing deadline set by the MLT program may jeopardize status in the program.

4. Students in the MLT program practicing in the clinical agencies will be subject to and must abide by the policies of the agency in which they are practicing as an MLT student. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the MLT degree program.

**Identification of Vendors**
NEO will designate an approved vendor(s) to perform the confirmation testing on positive drug screenings. Results from any company or government entity other than those designated by NEO will not be accepted.

**Allocation of the Cost**
Students admitted to and/or enrolled in the MLT classes must pay the cost of all drug screenings.

**Period of Validity**
Drug screenings will generally be honored by MLT Program for a period of one year but may be required on a more frequent basis depending on the requirements of a clinical rotation site or reasonable suspicion. Students who have a break in enrollment may be required to retest before they can re-enroll in any courses. A break in enrollment is defined as non-attendance of one full semester (Fall or Spring) or more. A student on Leave of Absence is considered to be in continuous enrollment.

**Reporting of Findings and Student/Accepted Applicant**

**Access to Drug Screening Report**
The MLT Program Director will maintain a list of those students who participated in the drug screening process and the results of the drug screening.

Any appeal right based on a positive screen rests solely among the student/accepted applicant, the Medical Review Officer, and the vendor.

**Positive Drug Screen**
An “offense” under this policy is any instance in which a drug screening report shows a positive test for one or more of the drugs on the screening panel.
Students with a positive drug screen will have an opportunity to consult with a Medical Review Officer, provided by the vendor, to verify whether there is a valid medical explanation for the screening results. The vendor will notify the College of a clear test. If, after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, then the test results will stand.

**Accepted Applicants**
Accepted applicants with a positive drug screen will not be allowed to begin classes until the vendor provides clearance documentation to the college.

**Current Students**
Any student with a confirmed positive drug screen will be administratively withdrawn from all MLT courses and the MLT Program. **NOTE:** A grade of “W” will be transcribed if prior to the College withdrawal date for any student administratively withdrawn from all courses. A grade of “F” will be transcribed if the student is removed from courses following the College withdrawal date for any student administratively withdrawn from all courses.

Students who have received “confirmed” positive drug screens will not be allowed to re-enroll in the MLT Program.

**Falsification of Information**
Falsification of information will result in immediate removal from and dismissal from the MLT Program.

**Confidentiality of Records**
Drug screening reports and all records pertaining to the results are considered confidential with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations. For additional information on FERPA please see:


**Recordkeeping**
Reports and related records (both electronic and paper media) shall be retained in a secure location in the respective college or program office for 5 years, unless otherwise required by law.

**Reasonable Suspicion Testing of Suspected Substance Abuse**
The Director of the MLT Program must authorize drug testing for reasonable suspicion before such a test is administered to a student. In the absence of the Director, the Chair of the Nursing, Allied Health and Physical Education Department or designated administrator may authorize a test. Reasonable suspicion may include, but is not limited to: accidents and injuries caused by human error, unusual or serious violations of rules, secured drug supply disappearance, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages, changes in attitude or performance level, disorientation, confusion or lapses in memory, slurred speech, mood swings, excessive absences and/or tardiness, unexplained disappearances while on
duty, imprudent judgment under the set of circumstances (This list is for reference only. It does not encompass all possible situations that may warrant drug testing for reasonable suspicion).

**Procedure when the Student Appears to be Under the Influence of a Chemical Substance in the Clinical and/or Classroom Setting:**

1. The instructor will confront the student with the suspicion that she/he is under the influence of a chemical substance (drugs or alcohol), which may include prescription drugs that are impairing the student’s ability to perform. The specific observations that led to the suspicion will be shared with the student by the instructor.

2. The instructor will contact the MLT Program Director; the Chair of the Nursing, Allied Health, and Physical Education Department; or the designated administrator to authorize drug testing for reasonable suspicion before such testing is administered.

3. If a student denies being under the influence of a chemical substance when confronted, she/he will be requested to immediately have a urine drug screen and blood, breath or saliva alcohol screen at an approved laboratory as contracted by the MLT Program at the student’s expense.

4. If the student’s test result is confirmed to be positive through a confirmation test, the testing laboratory will notify the MLT Program Director.

5. The MLT Program Director will notify the student of the test result. A student with a confirmed positive test will be dismissed from the MLT Program.

6. Refusal to submit to reasonable suspicion testing will result in dismissal from the MLT program.

**Arrest and Conviction**

Students must report any charge related to an arrest for criminal drug use or violations of a drug and/or alcohol statute occurring on or off the NEO College campus. Charges must be reported to the MLT Program Director, or administrative designee in the absence of the Program Director, within five (5) days, whether resulting in conviction, plea of guilty, finding of guilt, probation, suspended imposition of sentence, suspended execution of sentence, or plea of nolo contendere. A student with involvement in a criminal drug or alcohol offense will be placed on probationary status until the final disposition of the charges. If the student is found guilty of a violation of criminal drug or alcohol statutes, the student will be dismissed from the MLT Program. Students dismissed from the MLT Program as a result of drug or alcohol use, use of other controlled substances, or other violation of a drug and/or alcohol statute will not be eligible for readmission.

*Drug Screening 05/01/2011*
TRANSFER POLICY (See also, College Catalog)

Students may transfer pre-requisite courses from other accredited colleges or universities with the approval of the NEO Registrar and the MLT Program Director. The transfer of medical laboratory courses and the credit given for MLT courses completed at another accredited MLT Program will be considered on an individual basis. The criteria used to assess the transferability of MLT courses from another accredited program will include, but not be limited to, an assessment of the course equivalency, the earned grade, and the time elapsed from the completion of the course. Additional assessment such as the NEO course final exam and laboratory skills performance may be required. Students desiring the transfer of an MLT course from another accredited program should submit a request in writing to the MLT Program Director, along with a copy of the course syllabus and other course materials as requested. Students must be officially admitted to the NEO MLT Program in order for a MLT transfer course to be accepted as meeting the requirements for completion of the NEO MLT Program.

CHALLENGE EXAM POLICY

The College is a participant in the College Level Examination Program (CLEP), thus enabling students to gain advance standing credit by examination. Information about the cost of CLEP exams is available on the NEO website www.neo.edu or by contacting the Center for Academic Success and Advisement. If a CLEP exam does not exist, the department chair has the discretion of approving the administration of a locally prepared comprehensive examination and/or other assessment. Students interested in receiving advanced standing for a course not included as a CLEP exam should contact the Office of the Vice President for Academic Affairs.

DEGREE COMPLETION

Students who meet the requirements set forth by both NEO College and the MLT Program will be awarded an Associate in Applied Science Degree. To receive the degree designation, the student must have:

1. Achieved a minimum College graduation/retention grade point average of 2.0 in accordance with the Degree and Certificate Requirements as stated in the NEO College Catalog.
2. Completed all the required courses for the Medical Laboratory Technician Program with a minimum grade point average of 2.0.
3. Completed all medical laboratory courses, including clinical practicums, and the required chemistry course, anatomy and physiology, and microbiology courses with a minimum grade of “C”.
4. Submitted an Application for Degree form and Degree Check form signed by the student and the required administrator/s.
SECTION III: CLASSROOM, LABORATORY, AND CLINICAL PRACTICUM

ATTENDANCE

CLASSROOM/LABORATORY

Regular online attendance is important for success in the course and is imperative to facilitate understanding of the complex concepts. A record of logins will be kept. A conference between student and instructor will be held if the student misses 2 lab sessions and/or logs into D2L less than twice a week. The student will be placed on academic probation. Further absences during the semester will result in dismissal from the MLT Program. Only absences which have an official notification received from the Vice President of Academic Affairs are considered excused absences.

Students are graded and awarded points toward the final course grade for each laboratory session. Missed labs will result in awarding of zero (0) points. Missed labs cannot be made up. Leaving a laboratory session early or without completing the assigned tasks will result in a grade of zero (0) for that lab.

Each student will be expected to participate fully and cooperatively in class projects and exercises and laboratory sessions. Points will be deducted from the student’s lab grade for lack of cooperation or for lack of participation in the performance of laboratory projects.

CLINICAL SITES

Regular and punctual attendance on all clinical days is required. Absences from clinical for reasons other than health, death of an immediate family member or emergencies will not be tolerated and the student may be subject to dismissal from the program. All absences, regardless of the excuse, must be made up by the student. A clinical course grade will not be given until the required number of hours has been completed. The student must coordinate the make-up day with the clinical site. The student must notify the appropriate personnel at the clinical site and the Program Director of all absences as far in advance as possible. Failure to notify the clinical instructor and MLT Program Director in a timely manner may result in program dismissal.

Cell Phone use or texting for personal business is prohibited during training hours.

Students are not used as part of the clinical facility’s work force and are not paid. Clinical assignments are not made on Saturday, Sunday, holidays or off shifts.

Service Work

Students will not be used to substitute for regular employees as part of their training. Service work by students in clinical settings outside of academic hours is not compulsory. If the student works for the laboratory outside of the academic hours, it will not be counted towards the student training hours. It should not interfere with the student’s progression through the MLT program. Examples of
service work include, but are not limited to, working as a phlebotomist or continuing to work evening shifts or weekends in a clinical affiliate during the student’s progression through the MLT program.

After successfully completing clinical experience rotations and demonstrating proficiency in a specific laboratory department, students may be permitted to perform procedures in the department, under qualified supervision.

**Student Clinical Site Overload**

The number of students enrolled in the MLT program has not been greater than the clinical sites available for clinical practicums. However, unforeseen circumstances may lead to an inadequate number of clinical sites being available at a given time. In the event this situation occurs, the students completing academic work will be assigned clinical rotations according to class and academic standing. Each student not assigned to a clinical rotation, will be placed on a clinical alternate list, and assigned in the order of his/her placement, according to his/her grade point average in the MLT courses. The MLT Program Director will notify any student placed on the alternate list in writing and will identify appropriate clinical placements for these students as soon as possible.

**GRADING POLICIES**

**CLASSROOM AND LABORATORIES**

It is expected that each student will successfully demonstrate competency in classroom work and in laboratory and clinical skills. A syllabus will be given to the student at the beginning of each course. This will delineate the points that will be given for each type of evaluation. The majority of the points will be given for lecture tests and laboratory practices. Grades in each course will be assigned according to the following:

- A = 90 - 100%
- B = 83 - 89%
- C = 75 - 82%
- D = 69 - 74%
- F = 68% and below

A grade of 75% or above is required for any MLT course. Students will not be allowed to enroll in the clinical practicums until all prerequisite MLT courses are passed with a minimum grade of a “C”.

If the student scores lower than 75% in any MLT course but wishes to continue in the program, the student may submit a letter to the Program Director requesting readmission to the MLT Program. The letter should include how the student plans to improve his/her academic performance if readmitted to the program. The Program Director will notify the student in writing of the readmission decision. Readmission will be contingent upon availability of a seat in the classroom and laboratory course and availability of clinical practicums. Students may be readmitted one time.
only and may only repeat one MLT course. Because courses are offered only once per year, readmission will occur the following academic year once readmission is approved.

**CLINICAL PRACTICE COURSES**

Clinical Practice rotations at Affiliated hospital laboratories. Each rotation is three weeks (120 hours).

- **CLINICAL PRACTICE I**  HEematology/Coagulation
- **CLINICAL PRACTICE II**  Blood Bank
- **CLINICAL PRACTICE III**  Clinical Chemistry
- **CLINICAL PRACTICE IV**  Microbiology

NOTE: Urinalysis and Body Fluids and Immunology/Serology are not assigned to a specific rotation but are added into the other rotations based upon the individual laboratory configuration and workflow. Example; some laboratories include Urinalysis in their Hematology department, others include it in their Chemistry department, others have it as a separate department.

**CLINICAL SITES**

Grading for each Clinical Practicum will be according to the following criteria:

- **75%** of grade for Clinical Competencies (Psychomotor Objectives)
- **15%** of grade for Interpersonal Competencies (Affective Objectives)
- **10%** of grade for internet assignments and quizzes.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
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<tr>
<td>B</td>
<td>83-90%</td>
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<tr>
<td>C</td>
<td>75-82%</td>
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<tr>
<td>D</td>
<td>69-74%</td>
</tr>
<tr>
<td>F</td>
<td>68% or lower</td>
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</tbody>
</table>

If a student receives a grade of less than a “C” in any Clinical Practicum, he/she may enroll the next time the class is offered but must obtain permission of the Director of the MLT Program. See also “Probation Policy.” Students may only repeat one Clinical Practicum because of a grade less than 75%.

**WRITTEN ASSIGNMENTS**

All written work is expected to be neat, legible, and written according to the assigned format. Spelling, grammar, and sentence structure must be of a quality acceptable for college level students.

It is essential that written work be submitted on expected due dates. Materials received late will be assessed a **10% per day** penalty to be deducted from the student’s score. Your instructor has the
right to extend the due date on an individual basis if notified in advance that a problem exists. Completion of all clinical paper work is necessary for a satisfactory course grade and course completion.

Students are to maintain academic honesty in their work. Refer to the current NEO Student Handbook for the policy on Academic Misconduct.

**EXAMINATIONS**

All examinations should be taken as scheduled. Make-up exams will be given for personal illness (absence of more than one day requires the submission of a doctor slip), death in the immediate family, and/or at the discretion of the faculty. Absences on exam days throughout the program will be closely monitored by the faculty. Missing multiple scheduled examinations will result in subtraction of 10% of a student’s grade on the scheduled exams and/or probationary status. Further absences on scheduled exam days will result in dismissal from the course and the MLT program. Make-up examinations will not be an identical examination. A faculty member or Program Director is to be notified prior to the examination if the student is going to be absent.

**TESTING PROCEDURES**

1. No materials other than a purse or a billfold, keys, pencils, a blank sheet of paper, and a non-programmable calculator can be brought into the computer room during the test.
2. Only one person at a time is to be up in the room during the test. If anyone has completed their exam, and they are reviewing, they will not discuss any questions until everyone has completed and submitted their exam.
3. Students will be given an allotted amount of time to take the test. Time will be given at the beginning of the test, or called by the instructor at the end of this time and all materials must be submitted.
4. Students may schedule an appointment with the instructor to review their individual test results. Students are not allowed to copy or print exams. Students in possession of an unauthorized exam will be dismissed from the MLT Program.
5. Instructors will not respond to student questions during examinations.
HEALTH REQUIREMENTS

STUDENT ILLNESS

Any student who is absent from class and/or clinical rotation for an extended illness, surgery and/or injury will be required to submit a Health Status Release Statement form (Appendix D) signed by his/her physician prior to returning to class or clinical rotations. Any clinical absence due to a prolonged illness or injury will be subject to the same rules and regulations as stated in clinical attendance policies.

INFECTIOUS DISEASE

NEO College has an infectious disease policy. MLT students are expected to adhere to this policy. Students are advised that a communicable disease poses a serious threat. It is recommended that the student notify their clinical instructor if they know or suspect they have a communicable disease.

SAFETY

The healthcare setting contains a wide variety of safety hazards, many capable of producing serious injury or life-threatening disease. To work safely in this environment, the MLT student must learn what hazards exist, the basic safety precautions associated with them, and finally how to apply the basic safety precautions and the basic rules of common sense required for everyday safety. It is expected that the student will observe all safety precautions both in the student laboratory and the clinical facility. The student’s failure to do so may result in dismissal from the program. Students are encouraged to ask questions to the instructor or clinical advisor at any time regarding safety issues.

STUDENT INJURY

INJURY DURING CLINICAL PRACTICUM

Any injury sustained by a student in the clinical area must be reported and the required clinical facility report filed. A report concerning the injury will also be documented by the student and clinical instructor and placed in the student's permanent file.

1. Reporting such an injury to the clinical instructor as soon as possible and seeking medical attention is the responsibility of the student.
2. If the injury is of such a nature that the student could not provide safe client care, or might further aggravate the injury by returning to class or the clinical area as determined by the clinical instructor involved, the student will be required to provide a Health Status Release Statement signed by healthcare provider. This will be required before the student may return to class or clinical.
3. The student is responsible for medical expenses incurred as a result of injury.

Failure to comply with this policy may result in dismissal from the program.
FOLLOW-UP IN THE EVENT OF EXPOSURE TO BODY SUBSTANCES WITHOUT PROTECTION: i.e., splashing, contamination of mucous membranes, or needle stick

1. Notify instructor immediately.
2. Follow clinical facility exposure policy.
3. Complete clinical facility report.
4. May go to the emergency room at student’s expense.
5. Follow-up care to be arranged by student through his/her personal healthcare provider at the student’s expense.

INJURY DURING COLLEGE STUDENT LABORATORY OR COLLEGE LAB FAIR:

If a student is injured under any circumstance in the on-campus laboratory or MLT laboratory assignment, the student should immediately notify the instructor or MLT Program Director and follow the proper procedure for immediate wound care or exposure to body substances or chemicals. Additionally:

1. **Minor Injury**: Clean any wound thoroughly. Seek first aid medical assistance from the NEO school nurse in Harrill Hall or personal healthcare provider.

2. **Major Injury**: Report to the nearest Emergency Room (Integris Baptist Regional Medical Center in Miami, OK) or call for emergency assistance as deemed appropriate. *Students are responsible for their own medical costs.*

3. **Exposure to Body Substances without Protection and/or chemicals**: (Splashing, Contamination of mucous membranes, needle stick, etc.): Follow procedures for flushing contaminated area or wound. Students should seek medical treatment from their personal healthcare provider.
MLT STUDENT DRESS CODE

The dress code for NEO MLT students is established because the student is a representative of NEO A&M College and is expected to demonstrate professionalism through appropriate personal appearance. Students are expected to present a “professional appearance” while attending college classes, student laboratory sessions, and during clinical rotations.

During college classes and student laboratory sessions, the MLT student will:

1. Refrain from wearing tops or pants that exhibit excessive cleavage (determined by instructor).
2. No midriff shirts.
3. No shorts.
4. Wear clean, closed toe shoes.
5. No “pj” pants.
6. All clothes must be clean and wrinkle free.

During clinical rotations the student will:

1. comply with the dress code of the clinical site
2. if not stated by the clinical site, wear a long length, long sleeved, buttoned lab coat, the lab coat should be cleaned frequently and pressed
3. wear clean, closed toed shoes
4. not wear jeans and/or shorts
5. wear the NEO name tag and/or clinical affiliate name tag as required

Additionally, students are expected to:

1. bathe daily
2. use adequate deodorant
3. prevent mouth odors through practice of good dental hygiene
4. keep hair clean, neatly arranged and, if longer than shoulder length, must be put UP
5. keep nails short and clean, only pale nail polish will be worn
6. refrain from use of any perfumes, lotions, or scented hair sprays
7. use make-up conservatively
8. absolutely refrain from chewing gum or tobacco products
9. keep jewelry at a minimum, only one pair of small ear studs are permitted, only wedding or engagement rings may be worn, no other jewelry may be worn
10. (Male students) shave daily, if bearded, the beard must be neat and well-groomed

A student arriving to class, lab, or clinical dressed improperly will be asked to leave until such time as he/she meets the dress standards. Absences due to improper dress are an unexcused absence.
SMOKING

The decision to smoke or not to smoke is a personal matter. The student needs to keep in mind that “cigarette smoking is hazardous to one’s health” and may affect his/her image as a medical professional.

If the student chooses to smoke, he/she is reminded that the odor of cigarette breath and the odor of cigarette smoke on the uniform can be quite offensive to the sick patient, or to the non-smoker with whom he/she comes in contact whether in the clinical facility, classroom, or college lab.

The following guidelines are offered for use by the student who does choose to smoke.

AT THE HEALTH CARE AGENCY

If the laboratory permits smoking and the student chooses to smoke, he/she may do so, but only in designated areas and at designated times. The clinical instructor will inform the student of areas in which smoking is permitted. The instructor will inform the student as to times approved for smoking.

The student will be responsible for depositing the cigarette butts in special ashtrays provided and never in trash cans, on the floor, or in dishes at meals.

Cigarette smoking presents a special fire hazard in health care agencies. Each smoker must assume personal responsibility for preventing a fire from occurring by adhering rigidly to health care agency policies in this respect.

CAMPUS CLASSROOM AND LABORATORY

Smoking is not permitted in any building on campus, or in a clinical facility. Students must be least 24 feet from building doorways and should deposit smoking materials in the proper receptacles for personal and campus safety.

PERSONAL BELONGINGS

Students are responsible for their personal belongings while on the campus, at the clinical laboratory site, or at other MLT related assignments. Students should only bring essential items to the classroom, laboratory, and/or clinical laboratory. Northeastern Oklahoma A&M College and the clinical affiliates are not liable for loss of any student’s personal items.
PROGRAM PROBATION AND/OR DISMISSAL

ACADEMIC FAILURE

Students must achieve a grade of “C” or higher (75% or higher) in each of the MLT courses. Students who are not maintaining a grade of “C” or higher in the theory and laboratory components will meet with the instructor and/or program director to discuss the student’s progress and plans for achieving a passing grade. Students who do not complete a course with a grade of “C” or better will be dismissed from the program. Students who have been dismissed for academic performance may be readmitted to the program one time and may only repeat one course.

To be considered for readmission, the student must submit a letter to the Program Director requesting readmission. The letter should include how the student plans to improve his/her academic performance if readmitted to the program. The Program Director will notify the student in writing of the readmission decision.

Readmission due to extended absence: Students who have been unable to complete their clinical rotations due to illness or other factors unrelated to academic performance may be readmitted with the approval of the MLT Program Director. Students who have been absent for more than 90 days must first successfully pass a comprehensive written examination and a laboratory practical exam before they will be accepted to continue in the program. A minimum score of 75% must be achieved on both the written and practical exam.

UNSATISFACTORY PERFORMANCE IN A CLINICAL PRACTICUM

At any point, the clinical instructor and/or program director determines that a student is not performing at the expected level in the clinical practicum, the instructor and/or the program director will notify the student. The student will be notified of the areas in which he/she needs to improve. If the student continues to not meet the expected level of performance, the student will be placed on probation. A plan for improvement will be developed by the clinical instructor and program director. The written plan, which will be provided to the student, will include:

- Explanation of deficiency
- Plan for improvement
- Timeline for correcting the deficiency.

If the plan requires additional time at the clinical facility, arrangements will be made based upon the availability of the facility.

A follow-up conference will be held between the student and the clinical supervisor as established in the plan of action. Academic probation will be removed if the student has met the requirements of the remediation plan. If the student has not met the requirements of the remediation plan, the student will be dismissed from the program for unsatisfactory clinical performance. A student may repeat only one clinical practicum. If the student is dismissed for unsatisfactory performance in a second clinical practicum course, the student will not be eligible to continue or for readmission in the MLT Program.

A student placed on academic probation for the second time will be subject to immediate dismissal. Additionally, see academic probation policies in the NEO Student Handbook.
STUDENT CONDUCT

Rules of conduct have been established to protect patients, employees and students of the college for each clinical facility. Please see “Professional Conduct and Unprofessional Conduct”. Violations of these rules will be outlined in writing for the student and the student will be given an opportunity to state how he/she plans to correct the situation. The corrective action will be documented and a re-evaluation interview will be scheduled. If these actions successfully resolve the disciplinary problem, probation will be removed. Not meeting the terms of the corrective action plan will constitute grounds for dismissal.

Some infractions will result in immediate dismissal from the MLT program (asterisked items in the “Unprofessional Conduct” section). In the event of dismissal for unprofessional conduct, the student may not be readmitted to the program.

Additionally, see disciplinary regulations in the NEO Student handbook.

Professional Conduct

Each student is expected to:
1. Demonstrate responsibility and accountability for decisions and actions.
2. Apply knowledge of legal and ethical aspects in implementing MLT techniques.
3. Seek guidance and assistance when personal limitations are reached.
4. Be responsive to constructive criticism and attempts to alter behavior.
5. Demonstrate punctuality for clinical, laboratory, and theory.
6. Demonstrate preparedness for clinical, laboratory, and theory.
7. Recognize the patient’s right to privacy, confidentiality and dignity.
8. Demonstrate self-direction and professional growth through exploration and utilization of available resources.
9. Demonstrate positive attitude (verbally and nonverbally) in clinical and academic setting.
10. Demonstrate preservation of health, welfare, and safety of patients, hospital staff, instructor, or other students and/or self.

Unprofessional Conduct

The following behaviors are considered unprofessional conduct in both the college and clinical setting and will place the student on either academic probation or result in program dismissal.

**Infractions of items below identified with an asterisk will result in immediate dismissal** from the MLT Program.
1. Cheating.*
2. Unauthorized possession of an exam.*
3. Plagiarism.*
4. Inaccurate recording, falsifying, altering of patient, affiliate and/or personal records.*
5. Illegal possession, sale or distribution of drugs or other wrongful conduct relating to drugs.*
6. Illegal possession of weapons.*
7. Theft.*
8. Charges and/or conviction of a felony.* Charges for any felony will result in student probation and conviction of a felony will result in dismissal from the MLT Program.
9. Excessive tardiness or absenteeism.
10. Violating the confidentiality of information or knowledge concerning the patient.*
11. Inappropriate verbal/nonverbal behavior patterns - i.e.
   - inappropriate facial expressions
   - posture which indicates rejection of instructor, co-workers, or patient
   - behavior which aims to threaten or intimidate patient, instructor, or co-workers*
   - inappropriate touch*
   - inappropriate inflection of voice
   - inappropriate laughter
   - Use of profanity in clinical area
12. Repeated violations of dress code.
13. Any activity that would jeopardize the health, safety, and/or welfare of the patient, clinical staff, instructor, other students or self.*
14. Being under the influence of mind altering drugs, use of illegal drugs and/or use of alcohol while in class or in the clinical area.*
15. Discriminating in the use of laboratory services as it relates to human rights and dignity of the individual*.
16. Leaving a lab procedure without properly advising instructor.
17. Failure to disclose errors to instructor.
18. Committing an act that a reasonable and prudent student would not be expected to perform at his/her level in the program.
19. Omitting an act that a reasonable and prudent student would be expected to perform at his/her level in the program.
20. When in contact with the patient or lab personnel, engaging in conduct that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is sexually demeaning or exploiting.*
21. Violation of Health Insurance Portability and Accountability Act (HIPAA) of 1996*
Due to the nature of healthcare, the student will have access to vast volumes of patient information that MUST be kept confidential. Examples of such information include research information, documents, files, memoranda, printouts, and any and all information relating to the past, present, or future physical or mental health condition of an individual, the provision of healthcare to an individual, or the past, present, or future payment for the provision of healthcare to an individual as well as any or all information which identifies an individual or for which there is a reasonable basis to believe can be used to identify an individual. Any student that fails to maintain patient confidentiality will be dismissed from the MLT Program.
22. Making personal calls or texting during class, lab instruction, or during clinical training.
23. Violations of institutional policies (hospital and college).

Students are subject to the academic and disciplinary rules and regulations of Northeastern Oklahoma A&M College as well as the rules and policies of the clinical site.
SUMMARY SUSPENSION

Students ordinarily receive warning, notice, and/or are placed on probation prior to being suspended from the MLT Program. Circumstances may, however, compel that summary action be taken in order to protect the safety and/or well-being of patients, the student, other students, or faculty without any prior warning, opportunity for improvement, or notice.

In cases where the behavior of the student is deemed to constitute a threat to the safety and/or welfare of patients, the student, other students, or faculty, the student may be summarily suspended from the program. The Program Director, or designated administrator in the absence of the Program Director, shall determine whether such a threat exists and is empowered to approve a summary suspension.

Upon review of the circumstances leading to the suspension, the Program Director will make the decision as to whether the student will be reinstated in the program or dismissed from the program.

APPEAL POLICIES

GRADE APPEAL

Students have the right to appeal a grade in accordance with the NEO Grade Appeal Policy. The Grade Appeal Policy is published in the NEO Course Catalog, which is available on the NEO website www.neo.edu under Student Life.

APPEAL OF PROGRAM DISMISSAL

A student dismissed from the NEO Medical Laboratory Technician Program has the right to appeal. If the student chooses to appeal the dismissal, the student must submit a letter of appeal to the Vice President for Academic Affairs within 10 working days of the dismissal from the program. The decision of the Vice President for Academic Affairs will be final.

READMISSION FOLLOWING WITHDRAWAL FROM THE MLT PROGRAM

If a student withdraws from the program after completing one or more courses and is in good standing, the student may apply for readmission to the program by submitting a letter to the Program Director. Readmission is contingent upon the availability of seats in the classroom/laboratory courses and/or availability of clinical practicums. If the length of time elapsed is over two years, each situation will be evaluated individually to plan the student’s curriculum. Students may be readmitted to the MLT Program one time only and may only repeat one MLT course or clinical practicum.
STUDENT RECORDS

All student records shall be maintained in accordance with the provisions of the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. All student records accumulated during the program are considered confidential and kept in a secure file cabinet. The contents of the student’s file are not revealed to any unauthorized person without the student’s knowledge and written consent. Students may review any records which pertain to them in the MLT Program Director’s office by appointment during regular office hours. Any records maintained by the clinical affiliates concerning individual students are subject to the same considerations regarding confidentiality, security, and availability.

SECTION IV: STUDENT SERVICES

COST OF ATTENDANCE

Tuition, general fees, room and board costs are available on the NEO College website www.neo.edu, under Admissions. Additional fees include, but are not limited to:

- Parking Permit: $50.00/academic year
- Student Identification Card: $15.00
- Remedial Course Supplementary Fee: $26.00/semester hour
- Internet Courses: $20.00/semester hour
- Off-Campus Courses (except Grove courses): $20.00/semester hour
- Science Laboratory Courses: Cost of Breakage
- Advanced Standing Examination: $5.00/semester hour
- Courses with Laboratory components: Cost varies by course

Due to the nature of the MLT Program, the student will incur additional expenses. The following is a summary of the additional costs. These costs are subject to change without prior notification.

- Liability Insurance: $15.50
- Criminal History Background Check: $75.00
- Name Tag: $3.00
- Drug Screen: $40.00
- MLT lapel pin: $36.00
- Heptavax Series: $150.00
- Physical Examination: varies

MLT students are responsible for their own transportation to the clinical sites. Lab Coats will be furnished by the MLT program while the student is in the on campus portion of the program.

Students are responsible for any expenses associated with sitting for the certification examination upon graduation from the MLT Program.
FINANCIAL AID AND SCHOLARSHIPS

Financial aid is available for students who qualify. Information about financial aid is available on the NEO College website www.neo.edu or call the Financial Aid Office at (918) 540-6235.

Students may apply for institutional scholarships through the NEO Financial Aid Office. Information about institutional scholarships is available on the NEO website at www.neo.edu under Financial Aid.

The NEO Development Foundation also offers scholarships provided by individual and corporate donors. Information about Foundation scholarships and how to apply for these scholarships are available on the NEO website at www.neo.edu under Alumni and NEO Foundation.

COUNSELING SERVICES

The College provides counseling services for all students. Referrals are made for needed services that are not available at the Counseling Center. See the College Catalog.

HEALTH SERVICES

See the College Catalog for health services available and the health clinic’s hours of operation.

ACCIDENT INSURANCE

Student medical and accident insurance is available to students of the College at a nominal fee. See the College Catalog for more information.

LIBRARY SERVICES (LEARNING RESOURCES CENTER)

Some Medical Laboratory assignments involve viewing audiovisual materials or reading journal articles. These outside assignments are found in the Learning Resource Center on NEO campus. Reading assignments placed on reserve can be checked out at the main desk. Audio visual materials and equipment are found at the second floor desk. Resources can also be accessed through the online library.

The computerized card catalog will guide the student to the areas that the MLT related books are located. The electronic catalog may be accessed through the NEO LRC webpage. http://www.neo.edu/library There is an excellent reference section on the first floor in which students can find helpful information for clinical and classroom preparation. There are also medical laboratory periodicals which are kept in the MLT student classroom and are available for student use.
SECTION V: CONTACT INFORMATION

MLT FACULTY

MLT PROGRAM DIRECTOR

MLT Director and Instructor is Mitzie Miller. Mrs. Miller is a graduate of Northeastern Oklahoma A&M College where she received an Associate of Applied Science in the Medical Laboratory Technician Program (MLT). She continued her studies at Rogers State University in Claremore obtaining a Bachelor of Technology degree. Continuing her science education she earned a Bachelor of Science degree from Northeastern State University. She earned a Master of Education degree from the University of Arkansas. She is certified as a Medical Laboratory Scientist by the American Society of Clinical Pathologists (ASCP) with work experience at Grand Lake Mental Health and with Diagnostic Laboratories of Oklahoma. She served two years as adjunct faculty at NEO until hired as a full-time instructor in the MLT program in 2009. She teaches core MLT courses and Medical Terminology.

Contact Information:
Office: Room 104B, Lab Sciences Building
Phone: 918 540-6307
Cell: 918 533-2989
Email: mitzie@neo.edu

MEDICAL ADVISOR

Medical Advisor is Dr. Tammy Battaglia. Dr. Battaglia comes to the MLT program as a member of Pathology Laboratory Associates and currently serves as the pathologist for Via Christi Medical Center, Pittsburg Kansas

The MLT Program currently has clinical affiliations with fifteen medical institutions in Arkansas, Kansas, Missouri and Oklahoma. Affiliates are mostly within a 35 mile radius with the exception of Bartlesville, Pittsburg, Labette, Fort Scott, and Coffeyville. By rotating students through different affiliates, they are exposed to diverse clinical experiences. Students must provide their own transportation. Enrolled students should be prepared to travel distances up to 100 miles in order to complete their clinical laboratory training due to the rural nature of this part of Oklahoma and adjoining states.
CLINICAL AFFILIATES

CHEROKEE NATION
VINITA HEALTH CENTER
27515 S. 4410 RD
Vinita, OK 74301
918 453-5376

CLAREMORE OKC Area IHS
701 Market Drive
Oklahoma City, OK 73114
405 951-3735

CLAREMORE VETERANS CENTER
P.O. Box 988
Claremore, OK 74018
918-342-5432

COFFEYVILLE REGIONAL MEDICAL CENTER
1400 W 4th Street
Coffeyville, KS 67337
316-251-1200

CRAIG GENERAL HOSPITAL
735 N. Foreman Street
PO Box 326
Vinita, OK 74361
918-256-7551

EASTAR HEALTH SYSTEM
300 Rockefeller Drive
Muskogee, OK 74401
918 684-5267

FREEMAN HOSPITAL
1102 West 32nd St
Joplin, MO 64804
417-623-2801

INTEGRIS BAPTIST
REGIONAL HEALTH CENTER (BRHC)
Box 1207
202 2nd NE
Miami, OK 74354
918-542-6611

INTEGRIS GROVE
GENERAL HOSPITAL
1310 S Main
Grove, OK 74344
918-786-2243

INTEGRIS MAYES COUNTY MEDICAL CENTER
111 North Bailey Street
Pryor Ok 74361
918 824 6460

JACKSON COUNTY MEDICAL CENTER
1200 East Pecan
Altus, OK 73521
580 379-5000

JANE PHILLIPS MEDICAL CENTER
3500 E Frank Phillips Blvd
Bartlesville, OK 74006
918-33-7200

LABETTE HEALTH
1902 South US Highway 59
Parsons, KS 67357
620 421-4880

MERCY HEALTH CENTER
401 Woodland Ave.
Fort Scott, KS 66701
620 223-2200
NORTHWEST ARKANSAS HOSPITALS LLC
609 W. Maple Ave.
Springdale, AR 72764
Bentonville, AR 72712
479 684-3091

OZARKS COMMUNITY HOSPITAL
1101 Jackson Street S.W.
Gravette, AR 72736
479 344-6434

PERRY MEMORIAL HOSPITAL
501 14th Street
Perry, OK 73077
580 336-3541

REGIONAL MEDICAL LAB
802 S Jackson Ave Suite 230
Tulsa, OK 74127
918 585-9581

NEVADA REGIONAL MEDICAL CENTER
800 S Ash St, Nevada, MO 64772
(417) 667-3355

STILLWATER MEDICAL CENTER
1323 West 6th Street
Stillwater, OK 74076
405 742-5753

NORTHWESTERN HEALTH SYSTEM
1400 East Downing Street
Tahlequah, OK 74465
918 456-0641

VIA CHRISTI MEDICAL CENTER, PITTSBURG, INC.
One Mt Carmel Way
Pittsburg, KS 66762
620 232-0178
APPENDIX A

Professional Description
Clinical Laboratory Technician

1. Professional Responsibilities*
   1.1 Perform, develop, evaluate, correlate, and assure accuracy and validity of laboratory information
   1.2. Direct and supervise clinical laboratory resources and operations
   1.3. Collaborate in the diagnosis and treatment of patients
   1.4. Possess diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed, or performed
   1.5. Possess skills for financial operations, marketing, and human resource management of the clinical laboratory
   1.6. Practice independently and collaboratively
   1.7. Have requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public
   1.8. Possess the ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient
   1.9. Possess communications skills to consult with members of the healthcare team, external relations, customer service, and patient education
   1.10. Demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community

2. Career Entry Skills
   2.1. Perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics)
   2.2. Perform analyses ranging from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory
   2.3. Make specimen oriented decisions on predetermined criteria, including a working knowledge of critical values
   2.4. Possess communications skills which extend to frequent interactions with members of the healthcare team, external relations, customer service, and patient education
   2.5. Demonstrate responsibility for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed

*Preamble Standards of Accredited Educational Programs for the Clinical Laboratory Technician/Medical Laboratory Technician, National Accrediting Agency for Clinical Laboratory Sciences, 2001.
3. **Essential Functions**

3.1. **Communication skills**
   3.1.1. Communicate effectively in written and spoken English
   3.1.2. Comprehend and respond to both formal and colloquial English
      3.1.2.1. Person to person
      3.1.2.2. By telephone
      3.1.2.3. In writing
   3.1.3. Appropriately assess nonverbal and verbal communication

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

3.3. **Other physical requirements**
   3.3.1. Visual acuity
      3.3.1.1. Identify and distinguish objects macroscopically and microscopically
      3.3.1.2. Read charts, graphs, and instrument scales/readout devices
   3.3.2. Lift and move objects of at least 20 pounds
   3.3.3. Possess a sense of touch and temperature discrimination

3.4. **Professional and application skills**
   3.4.1. Follow written and verbal directions
   3.4.2. Possess and apply mathematical skills
   3.4.3. Work under time constraints
   3.4.4. Prioritize requests and work concurrently on at least two different tasks
   3.4.5. Maintain alertness and concentration during a normal work period
   3.4.6. Apply knowledge, skills, and values learned from course work and life experiences to new situations
   3.4.7. Work safely with potential chemical, radiologic, and biologic hazards using universal precautions

3.5. **Valuing skills**
   3.5.1. Show respect for self and others
   3.5.2. Project an image of professionalism including appearance, dress, and confidence

3.6. **Stability**
   3.6.1. Possess the psychological health required for full utilization of abilities
   3.6.2. Recognize emergency situations and take appropriate actions
This person has been admitted to the Northeastern Oklahoma A&M College Medical Laboratory Technician (MLT) Program. The program requires certain physical and mental abilities in order to meet the program objectives and practice as a MLT. The responsibilities of the medical laboratory technician requires the student to:

1. Have the visual acuity to differentiate colors, read procedure manuals and information on a computer screen, and perform phlebotomy procedures.
2. Have the motor skills to collect specimens, perform analytical testing in a lab, and perform preventive and corrective maintenance on laboratory equipment and instruments.
3. Be able to work in a standing position for most of the work day.
4. Have the mental competence to communicate with patients, laboratory personnel, other health care professionals and the public; the capacity to recognize the responsibilities of other lab and health care personnel; and the competence to make decisions related to the safety of patients and others.

TO BE COMPLETED BY THE APPLICANT’S PHYSICIAN:

I have examined:

____________________________________________________________________________

(Last Name)  (First Name)   (Middle Name)  (Maiden Name)

Date of Birth:  ____________________________

I have found no condition that appears to prevent him/her from performing the duties of the position applied for, with the exception or possible exception of:

I have found no indication of any condition which might represent a hazard to the health of patients in the health care setting, other students, employees of the college, or employees of the health care setting.

_________________________________________       Date

Physician’s Signature

Physician’s Printed Name and Mailing Address:

_________________________________________

_________________________________________

_________________________________________

This confidential report is to be completed by the examining licensed physician and mailed to:
Northeastern Oklahoma A&M College
Medical Laboratory Technician Program
200 I Street NE
Miami, OK  74354
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APPENDIX C

NORTHEASTERN OKLAHOMA A&M COLLEGE
VACCINATION DECLINATION FORM

DATE: __________________

STUDENT NAME: ______________________________________

STUDENT I.D. #: ______________________________________

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have received the necessary information concerning Hepatitis B vaccine and have been given the opportunity to be vaccinated with Hepatitis B vaccine. However, I decline the Hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If I should contract Hepatitis B virus (HBV) infection, I will not hold Northeastern Oklahoma A&M College or any health care facility where I have had clinical practice as a student responsible.

Therefore, BEING FULLY ADVISED, I do, for myself, heirs, executors, administrators, successors, and assigns, fully release and discharge and undertake to hold harmless the Board of Regents for the Agricultural and Mechanical College, Northeastern Oklahoma Agricultural and Mechanical College, the Clinical Practice facility, and all of their respective officers, members, colleges, departments, employees, faculty members, students, and gents, together with their heirs, successors, assigns, executors, and administrators, in both their personal and official capacities, of and from any and all manner of claims, demands, actions, causes of action, suits, proceedings, damages, losses, and expenses of any and every kind or nature whatsoever ever, relating to, stemming from, or arising out of my decision not to take the Hepatitis B vaccine.

I state that I have fully read the above and foregoing Vaccination Declination Form and that I fully understand the same and execute this release voluntarily and with full knowledge of its significance.

______________________________  ________________
Student’s Signature     Date

______________________________  ________________
Director, MLT Program Signature   Date
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PUBLIC HEALTH FACT SHEET
HEPATITIS B

What is hepatitis B?
Hepatitis B (formerly called serum hepatitis) is a viral infection that causes swelling of the liver. While most people who get hepatitis B recover from the disease, a few become chronic carriers who can pass the virus on to others for a long time.

What are the symptoms of hepatitis B?
People infected with the hepatitis B virus (HBV) often feel weak and vaguely ill, lose their appetites, run fevers, and develop headaches. Less common symptoms include muscle pain, darkened urine, jaundice (yellow skin and whites of eyes), nausea, abdominal discomfort, depression, and irritability. Symptoms can begin as soon as six weeks or as long as six months after infection with HBV.

How is hepatitis spread?
People with acute hepatitis B infections and those who are chronic carriers as HBV in their blood, semen, saliva, and other body fluids. These infected fluids enter the blood of susceptible (non-immune) people through mucous membranes or breaks in the skin. Hepatitis B is most easily spread to drug users who share needles, sexual partners of infected people, and health care workers who accidently stick themselves with used needles. Pregnant women who have HBV in their blood can pass the virus to their babies during delivery. Sharing items such as toothbrushes, razors, and washcloths with infected people can also spread the infection.

Who gets hepatitis B?
In the United States, the estimated lifetime risk of HBV infection can be as low as 5% or as high as 90% depending on circumstances. The people at highest risk are:
- infants born to infected mothers
- users of intravenous drugs
- sexual partners of infected people
- people with many sexual partners
- health care workers
- anyone else who has frequent blood contact

Clients and staff of institutions for the mentally retarded and housemates of chronically infected people are at higher risk than the general population, but lower risk than those listed above.

Is hepatitis B dangerous?
Most people (about 90%) who get hepatitis B recover within 6 months of their first symptoms. Some others, however, become chronic hepatitis B carriers. These carriers can develop chronic liver disease, which may lead to cancer and cirrhosis (scarring and shrinking) of the liver. Carriers can also put their sexual partners, families, and housemates at risk of infection.

Can hepatitis B be treated?
Currently there are no drugs specifically for treating hepatitis B. However, researchers are working on drugs for treating chronic hepatitis.

Can hepatitis B be prevented?
The best way to prevent hepatitis B is to avoid contact with the body fluids of infected people. A vaccine for hepatitis B, given in three separate doses, is available for people who have not yet been exposed but are at high risk because of occupational or lifestyle. The vaccine is safe for most people with the common complaint being soreness at the injection site. People who receive the vaccine as a precautionary measure can continue to donate blood
People who have definitely been exposed to hepatitis B, such as newborn infants and women, are given a solution called hyperimmune hepatitis B globulin, or HBIG, as well as the vaccine. HBIG is a concentrated solution of natural disease-fighting proteins made by the human body. This anti body solution is made from donated blood that is treated so it cannot pass on the AIDS virus. People who receive an injection of HBIG are only “borrowing” temporary protection against hepatitis B, which is why people at high risk of another exposure are also given the vaccine.

What is the difference between hepatitis B and other kinds of hepatitis?
The symptoms of different kinds of hepatitis are similar, so blood tests are necessary to make a definite diagnosis. However, the viruses that cause different kinds of hepatitis are spread in different ways. Hepatitis B and non-A, non-B hepatitis are usually spread through body fluids, while hepatitis A is spread through contaminated food, water, or stool (feces).

Where can I get more information?
Your personal doctor, your local Board of Health, and/or your State Department of Public Health
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APPENDIX D

HEALTH STATUS RELEASE STATEMENT

Release date: _______________

Director, MLT Program
NEO A&M College
200 “I” Street
Miami, Oklahoma 74354

Director, Medical Laboratory Technician Program:

________________________________________________ is under my care for the following condition(s):

__________________________________________________________________________.

I have examined and assessed the above individual and do certify that he/she is able to return to class and perform **ALL** medical laboratory activities in a manner that will not harm the student or compromise patient safety.

_______________________________________
Signature of Attending Health Care Provider

_______________________________________
Printed Name of Attending Health Care Provider

_______________________________________
Address

_______________________________________
Telephone Number
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APPENDIX E

Northeastern Oklahoma A&M College

RECORD OF STUDENT CONTACT ACTION

Program: ____________________________ Date: _________________

Student: ______________________________________________________________________

Instructor: ____________________________________________________________________

Reason for Contact: _____________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
________________________________________________________________________

Relevant Factors: _______________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
________________________________________________________________________

Action or Recommendation: ______________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
________________________________________________________________________

STUDENT’S NOTE:
Your signature on this form does not indicate agreement or disagreement with the instructor’s statements, but rather you have reviewed this Record of Student Contact Action. Please feel free to make any comments which you feel are appropriate.

Student Comments: __________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
________________________________________________________________________

_________________________________  _________________________________
STUDENT’S SIGNATURE           INSTRUCTOR’S SIGNATURE

_________________________________  _________________________________
DATE            DATE
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RECEIPT OF HANDBOOK

I have received the MLT Student Handbook at Northeastern Oklahoma A&M College, have had its contents explained to me (including the Essential Functions of a Medical Laboratory Technician), and do agree to abide by the policies set forth in this handbook.

____________________________________  ______________________________________
Date       Student’s Signature
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PROMOTIONAL RELEASE

I, _____________________________ do hereby authorize Northeastern Oklahoma A&M College Medical Laboratory Technology Program permission to use any recorded media (i.e., audio, video, photographs, written text) in which I may appear to be used in the classroom for the purpose of instruction and for use in promotional materials. I understand that I will not receive any compensation.

________________________________  _______________________
Student’s Signature     Date
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AGREEMENT OF UNDERSTANDING
AND
RELEASE OF LIABILITY

Proper training in Medical Technology mandates that biological samples of clinical significance be utilized as teaching material. All biologic substances represent certain potential hazards for infection, especially those materials from clinically significant sources. NEO College requires that all clinical teaching samples be handled as biohazardous and that every reasonable precaution be taken to assure that the student and faculty risk is absolutely minimal. It is imperative that all students understand and adhere to proper handling techniques prior to and during handling.

RELEASE OF LIABILITY

I have read the preceding precaution regarding the handling of clinical specimens and understand that such samples will be used during my training. My signature on this statement releases NEO College, its clinical affiliates, institutions supplying clinical specimens, or the employees of said institutions from liability associated with teaching of Clinical Laboratory Science.

________________________
STUDENT’S SIGNATURE,  DATE
NEO COLLEGE

________________________
MLT PROGRAM DIRECTOR’S SIGNATURE,  DATE
NEO COLLEGE
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UNDERSTANDING OF FISCAL RESPONSIBILITY
FOR ILLNESS OR INJURY AS A
MEDICAL LABORATORY TECHNICIAN STUDENT

As a student in the Medical Laboratory Technician Program at Northeastern Oklahoma A&M College, I understand that I am responsible for the cost of my own medical care, including those costs associated with illness or injury while on the College campus, at the clinical practicum assignments, and during travel to the clinical sites. I further understand that it is recommended that I maintain personal health insurance while enrolled as a student in the Medical Laboratory Technician Program at Northeastern Oklahoma A&M College.

_____________________________  _______________________
MLT Student’s Signature        Date
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Northeastern Oklahoma A&M College
Medical Laboratory Technician Program
Personal Information Release form

Northeastern Oklahoma A&M College and the Medical Laboratory Technician Program may require personal information from all students seeking to complete this program, which includes a required clinical experience component. The clinical affiliates may require a criminal background review and/or substance abuse testing prior to students being placed at those sites. Students in the MLT program are required to complete this form and submit it for review by the MLT Program Director. Further personal information may be needed and students may be required to pay for fees related to processing information requests or other procedures required by the clinical affiliate. This information will be kept confidential between the student, the agency that submits the background review, and the MLT Program Director. If you have any questions about these policies and procedures, please contact the MLT Program Director at Northeastern Oklahoma A&M College.

Social Security Number ________________________________
Student Name ________________________________
(Please Print) First Name _____ Middle Name _____ Last Name _____

Please list maiden name and/or other names used by you:

Date of Birth (mm/dd/yy) _________ Place of Birth __________________________
City ______ State ______ Country if outside US

Race Group:  Caucasian    American Indian    African American    Asian    Hispanic
Other (Specify): ________________________________

Provide all addresses and length of time at each address for the last five (5) years (use the back of the form if more space is needed):

Current Address:
Street ______ City ______ State ______ Zip ______
How long have you lived at this address? ______ Years ______ Months

Previous Addresses (Past 5 years)
Street ______ City ______ State ______ Zip ______
How long have you lived at this address? ______ Years ______ Months

Street ______ City ______ State ______ Zip ______
How long have you lived at this address? ______ Years ______ Months

Have you ever been convicted as an adult offender of any crime:   Yes   No
If Yes, please provide information, including the city/state in which the offense occurred.

Have you ever been denied a health license in Oklahoma or any other state:   Yes   No
If yes, please list states involved. ________________________________

I hereby authorize Northeastern Oklahoma A&M College to obtain any background or informational reports on me as they may deem necessary. I also verify that the information given above is correct and that I am at least eighteen (18) years of age.

Signature __________________________________________
Date _________________________