

NORTHEASTERN OKLAHOMA A&M COLLEGE

# Medical Laboratory Technician Program

STUDENT HANDBOOK  
2022 - 2023 ACADEMIC YEAR

# Table of Contents

**WELCOME .....5**

## **SECTION I:**

### **PROGRAM OVERVIEW**

Introduction .....6  
Accreditation .....7  
Certification Eligibility .....7  
NEO A&M College Mission Statement .....7  
MLT Program Mission Statement .....7  
MLT Program Goals And Objectives .....7  
Program Level Outcomes And Assessment .....8

## **SECTION II:**

### **ADMISSION, PROGRESSION, AND COMPLETION**

**ADMISSION .....9**

College Application Procedure: .....9  
Program Admission:.....9  
Class Size: .....9  
Selection Criteria: .....9

**PROGRESSION .....10**

Physical And Mental Essential Requirements .....10  
Students With Disabilities .....11  
MLT Courses .....11  
Course Descriptions .....12  
Required Textbooks .....13  
Fees: Cost Of Attendance .....14  
Refund Of Enrollment Fees .....15  
Liability Insurance .....15  
Physical Exam .....15  
Immunizations .....15  
Tuberculosis Screen .....15  
Criminal History Background Check .....16  
Drug Screening Policy For Programs With Clinical Components .....16  
    Scope .....16  
    Compliance With Federal Regulations .....16  
    Principles .....16  
    Definitions .....17  
    Identification Of Vendors .....17  
    Allocation Of The Cost .....17

Policy for the Possession, Use and/or Distribution of Drugs .....	17
Drug Screening Policy .....	18
Rationale .....	18
Procedures for Drug Screening .....	19
Drug Screening for Students Matriculating through the MLT Program .....	19
Drug Screening for Reasonable Suspicion of Substance Abuse .....	20
Procedure For Drugs Screening For Reasonable Suspicion Of Substance Abuse .....	20
Drug Screening For Students With A Break In Enrollment .....	21
Arrest And Conviction Policy .....	21
Transfer Policy (See Also, College Catalog) .....	22
Challenge Exam Policy .....	22
<b>DEGREE COMPLETION .....</b>	<b>22</b>

### **SECTION III:**

## **CLASSROOM, LABORATORY, AND CLINICAL PRACTICUM POLICIES**

<b>ATTENDANCE .....</b>	<b>23</b>
Classroom/Laboratory .....	23
Clinical Practice Rotations .....	23
Service Work .....	24
Student Clinical Site Overload .....	24
Grading Policies .....	24
Written Assignments .....	25
<b>EXAMINATIONS .....</b>	<b>25</b>
<b>HEALTH AND WELLNESS REQUIREMENTS.....</b>	<b>27</b>
Student Illness .....	27
Infectious Disease .....	27
Safety .....	27
Bed Bug Policy .....	27
<b>STUDENT INJURY .....</b>	<b>29</b>
Injury During Clinical Practicum .....	29
Injury During College Student Laboratory Or College Lab Fair: .....	29
<b>MLT STUDENT DRESS CODE .....</b>	<b>30</b>
<b>SMOKING .....</b>	<b>30</b>
Campus Classroom And Laboratory .....	31
At The Health Care Agency .....	31
<b>PERSONAL BELONGINGS .....</b>	<b>31</b>
<b>PROGRAM PROBATION AND/OR DISMISSAL .....</b>	<b>31</b>
<b>ACADEMIC FAILURE .....</b>	<b>31</b>
Unsatisfactory Performance In A Clinical Practicum .....	32
<b>STUDENT CONDUCT .....</b>	<b>32</b>
Unprofessional Conduct .....	33

<b>SUMMARY SUSPENSION .....</b>	<b>34</b>
<b>APPEAL POLICIES .....</b>	<b>34</b>
Grade Appeal .....	34
Appeal Of Program Dismissal .....	34
Withdraw Policy .....	34
Readmission Following Withdrawal From The Mlt Program .....	35
Student Records .....	35
<b>TEACH OUT PLAN .....</b>	<b>35</b>

**SECTION IV:**

**STUDENT SERVICES**

Financial Aid And Scholarships .....	36
Counseling Services .....	36
Health Services .....	36
Accident Insurance .....	36
Library Services .....	36

**SECTION V:**

**CONTACT INFORMATION**

MLT Faculty.....	37
MLT Program Director .....	37
Medical Advisor .....	37
Clinical Affiliates .....	38

**SECTION VI:**

**APPENDICES**

A: Professional Description Clinical Laboratory Technician .....	39
B: Admission Physical Evaluation .....	41
C: Vaccination Declination Form .....	43
D: Health Status Release Statement .....	45
E: Record of Student Contact Action .....	46

**ADDITIONAL FORMS**

Receipt of Handbook .....	47
Promotional Release .....	48
Release of Liability .....	49
Understanding of Fiscal Responsibility for Illness or Injury as an MLT Student .....	50
Personal Information Release form .....	51
Safety Agreement Form .....	52
Policy, Terms, and Conditions for Use of Internet .....	53

# WELCOME

Welcome to the Medical Laboratory Technician (MLT) Program. We are excited that you have 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 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

A Medical Laboratory Technician (MLT), also called a Clinical Laboratory Technician (CLT), performs routine tests in all areas of the clinical laboratory. An MLT assists the physician in the diagnosis, monitoring or treatment of disease by performing testing on blood and body fluids. This skilled individual must be dedicated and self-motivated to perform laboratory tests efficiently and accurately for high quality patient care. Attention to detail and logical sequencing of lab procedures is required.

The Medical Laboratory Technician 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 online, 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, coagulation, microbiology, blood bank, immunology and serology. Course work emphasizes mathematical and scientific concepts related to specimen collection; laboratory testing and procedures; quality assurance; 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 an MLT are included in Appendix A: Professional Description Clinical Laboratory Technician.

NEO is the only college in Oklahoma to offer two formats for the MLT skills labs:

**A. HYBRID STUDENTS:** Those enrolled as hybrid students will complete theory online and labs on campus in the Osborn Science Lab building room 104, Tuesday and Wednesday from 9:00 am to 11:59 am along with Zoom Meetings Monday and Thursday 9:00 am to 11:59 am.

**B. DISTANCE STUDENTS:** Those enrolled as distance students will complete theory online and labs both online and on campus. The campus labs for distance students will total six days during the semester (two days at the beginning, two days midterm and two days at the end of the semester).

## CLINICAL PRACTICE ROTATIONS:

NOTE: 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.

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.

All students participate in clinical experiences in medical facilities for a total of 12 weeks three weeks in each of the four departments at the end of the final fall semester. Qualified students are accepted into the program provided contracts with suitable labs for clinical practicums are

available. After clinical experiences, all students are required to return to campus for a one day end-of-program review.

## **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](http://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](http://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. Students will have the option to take the certification exam from either American Medical Technologist (AMT) or the American Society of Clinical Pathologists (ASCP). The degree is not contingent upon passing the certification exam

## **NEO A&M COLLEGE MISSION STATEMENT**

Northeastern Oklahoma A&M College is dedicated to providing opportunities that promote excellence in learning, service and leadership in a global society.

## **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**

The MLT Program Mission is obtained by 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 the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- Provide an efficient monitoring and feedback system for students so he/she and nonbinary students may realistically evaluate his/her and nonbinary students progress and potential.
- Provide qualified program and clinical instructors.
- Encourage leadership and professional advancement.

- Promote the profession of medical laboratory science in the community.
- Assess program effectiveness at the classroom, program and institutional level.
- Promote continuing education seminars for students and laboratory professionals.
- Provide clinical experience in affiliate facilities.
- Continually monitor the needs of the student and clinical laboratories incorporating any changes that will provide an effective education.

## PROGRAM LEVEL OUTCOMES AND ASSESSMENT

Program assessment is conducted annually at several levels by various methods. MLT students are surveyed while attending NEO A&M College. These surveys are voluntary, anonymous and are based on self-perceptions. Program graduates are surveyed six months after graduation for information on transfer and employment activities. This survey also evaluates the program and clinical experiences. Program faculty members are surveyed and evaluated every year for the purpose of program review. After data is collected, the Program Director presents the assessment to the MLT Advisory Committee. Recommendations are made by the committee for any perceived changes that could be implemented. The Program Director meets with the Department Chair of Allied Health, and the Vice President of Academic Affairs to assess, develop, implement and monitor the program changes.

The program director also evaluates the program continuously and responds to needs based on course assessments, student emails, texts and conversations.

Instructional Program Outcomes & Assessment Plan			
Intended Outcomes	Means of Assessment	Criteria for Success	Analysis of Assessment Evidence
1. 75% of students starting the final half of the MLT program will <b>complete the program</b> as a competent entry level technician able to perform and evaluate routine clinical laboratory tests.	Graduation Rate	75% of students starting the final half of the program will complete graduation requirements.	
2. 75% of graduates taking the national certification exam will pass, meeting or exceeding the minimum standard of 400 within one year of graduation.	Certification Pass Rate	75% of graduates taking the national certification exam will pass, meeting or exceeding the minimum standard of 400 within one year of graduation.	
3. Within six months of graduation, 80% of graduates seeking <b>employment</b> in the laboratory field will be employed and/or continue their education in the Medical Laboratory Profession	Six Month Graduate Surveys	Within six months of graduation, 80% of graduates will report employment in the laboratory field and/or continuing their education in the laboratory field on six month student surveys	

4. 85% of employers and graduates will report <b>satisfaction with educational preparation</b> .	Six Month Graduate Surveys  Six Month Employer Surveys	85% of graduates and employers will report satisfaction with educational preparation. This will be assessed through the evaluation of six month employer and student surveys.	
5. 100% of students will complete the <b>HIPAA Module and Exam</b> with a score of 80% or better	MediaLab CE HIPAA Exam	100% of students will complete the HIPAA Privacy and Security Exam on D2L with a score of 80% or better	
6. The average final grades for both hybrid and distance delivery of the program will be <b>comparable</b> within 5% of one another.	Program Grades	An average of hybrid student grades and distance student grades will fall within 5% of one another	

## SECTION II: ADMISSION, PROGRESSION, AND COMPLETION

### ADMISSION

#### COLLEGE APPLICATION PROCEDURE:

Apply to NEO A&M College by selecting the yellow “APPLY” button on the homepage [www.neo.edu](http://www.neo.edu).

#### PROGRAM ADMISSION:

Apply to the Medical Laboratory Technician (MLT) program before March 1st of each year. The MLT Program Application is on the <http://www.neo.edu/MLT> website.

Submit applications, transcripts and immunizations by mail to Mitzie Miller, Director, MLT Program, Northeastern Oklahoma A&M College, 200 I Street N.E., Box 3900 Miami, OK 74354 or deliver to Mrs. Miller in Room 104B, Science Lab building. Mrs. Miller can be contacted by phone at (918) 540-6307 or email at [mitzie@neo.edu](mailto:mitzie@neo.edu).

#### CLASS SIZE:

Class size is variable, based on availability of sites for clinical training and employment projections of area hospitals. Maximum class size is normally 12 hybrid students and 12 distance students. Should there be more students than there are clinical sites available, the MLT Program Director will select students for clinical experience based upon their selection criteria.

Class size is also limited by the ability to locate a hospital laboratory in the student’s geographic area that will provide clinical experience to the student. The ratio between instructor and student is 1:6.

#### SELECTION CRITERIA:

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 lab and theory in the required prerequisite science courses; chemistry course, anatomy and physiology or zoology course, immunology and serology

course, medical laboratory operations, and microbiology course. Additionally, applicants must submit a formal Medical Laboratory Technician Program Application, submit required transcripts, submit ACT scores, be eligible for admission at 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.

**Applicants will be ranked based on point totals.**

Possible point total = 146

1. GPA in all general studies and science courses listed in the MLT curriculum = 136 possible points
2. Fifteen (15) semester credit hours taken at NEO college = 5 points
3. Credit for passing science pre-requisite courses first time (C or better) = 5 points

*Northeastern Oklahoma A&M College, including the Medical Laboratory Technician Program, does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category, in any of its policies, practices or procedures. This provision includes, but is not limited to, admissions, employment, financial aid, and educational services.*

**NOTIFICATION OF ACCEPTANCE:**

Notification will be mailed by June 1st of each year.

**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.

**GRADUATION COMPLETION REQUIRMENTS**

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 tasks\*. These tasks may require the following skills:

- Exercise Safety
- Practice Specimen Collection
- Run and maintain Instrumentation
- Apply Quality Control
- Complete Blood Bank Analysis
- Select Blood Components
- Complete Urinalysis
- Complete Clinical Chemistry and Immunology Analysis
- Complete Microbiology, Molecular and Serology Analysis
- Complete Hematology and Coagulation Analysis
- Perform Special Procedures

- Take Initiative
- Show Interest
- Demonstrate Responsibility
- Apply Helpful Criticism
- Develop Interpersonal Relationships
- Demonstrate Professional Performance
- Demonstrate Integrity
- Be responsible for Cleanliness and Orderliness
- Be Promptness
- Demonstrate Confidence
- Competently Interpretation of Results
- Keep a Professional Appearance

## **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.

## **STUDENTS WITH DISABILITIES**

### **\*Americans with Disabilities Act Policy Statement:**

The Americans with Disabilities Act (ADA) is a Federal anti-discrimination statute that provides comprehensive civil rights protection 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 Carla Murphy. Carla can be reached by phone: 918-540-6969 or email: [carla.murphy@neo.edu](mailto:carla.murphy@neo.edu). Her office is located in Shipley Hall 309.

## MLT COURSES

<b>First Semester (Fall)</b>		<b>Credit</b>
MLAT1113	Medical Laboratory Operations (Second 8 Weeks)	3
ENGL1113	Freshman Composition I	3
HIST1483/1493	American History	3
CHEM1144	Chemistry for Allied Health or Other Chemistry w/Lab	4
<b>Second Semester</b>		
ENGL1213	Freshman Composition II	3
BIOL2114/1604	Anatomy & Physiology OR Zoology	4
MLAT1414	Immunology & Serology (First 8 Weeks)	4
MCRO2124	Intro to Microbiology	4
MLAT11313	Phleb., Urinal., and Body Fluids (First Eight Weeks)	3
<b>Third Semester (Summer)</b>		
POLS1113	American Government	3
PSYC1113	General Psychology	3
<b>Fourth Semester (Fall)</b>		
MLAT1304	Basic Hematology	4
MLAT2374	Immunoematology	4
MLAT2354	Pathogenic Microbiology	4
MLAT2344	Clinical Chemistry	4
MLAT1323	Clinical Practice I (December Only)	3
<b>Fifth Semester (Spring)</b>		
MLAT2374	Intro to Molecular Diagnostics (First 8 Weeks)	4
MLAT1333	Clinical Practice II (Second 8 Weeks)	3
MLAT2373	Clinical Practice III (Second 8 Weeks)	3
MLAT2383	Clinical Practice IV (Second 8 Weeks)	3

\*Prerequisite Courses/Before Second Year Program Courses

## COURSE DESCRIPTIONS

### **MLAT 1113 Medical Laboratory Operations (Class 1, Lab 1, Cr. 3)**

A study of medical laboratory including professionalism, communication, vocabulary, laboratory information systems, safety, regulations, departments, instrumentation, quality control and quality assurance.

### **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: NONE (Spring only: Second 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 1113 MLAT 2364, MLAT 1304, MLAT 1313, MLAT 1414, MLAT 2344, MLAT 2354, MLAT 2374 with a grade of "C" or better. (Winter or Spring /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 1113 MLAT 2364, 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: CHEM 1144, CHEM 1215 or 1314. Admission to the Medical Laboratory Technician program. (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. Prerequisites: MCRO 2124. Admission to the MLT Program. (Fall only)

**MLAT 2364 Intro to Molecular Diagnostics (Class 3, Lab 3, Cr. 4)**

Overview of nucleic acid structure, gene expression and genetic disease. Principle and performance of DNA and RNA isolation, amplification, hybridization, and analysis. Applications in microbiology, prenatal diagnosis, cancer management, transplantation, paternity testing, thrombosis risk testing and forensic medicine. Prerequisites: CHEM 1144, CHEM 1215, OR CHEM 1314. Admission to the MLT program or permission of the Director, MLT Program.

**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 1113 MLAT 2364, 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 1113 MLAT 2364, MLAT 1304, MLAT 1313, MLAT 1414, MLAT 2344, MLAT 2354, MLAT 2374 with a grade of “C” or better. (Spring or summer)

## **REQUIRED TEXTBOOKS**

“Fundamentals of Urine & Body Fluid Analysis,” Brunzel, 4th Edition, 2018 ISBN: 9780323462037

“Tietz Fundamentals of Clinical Chemistry and Molecular Diagnostics,” Rifai, Horvath, Wittwer, 8th Edition, 2019. ISBN-978-0-323-53044-6

“Rodak’s Hematology,” Keohane, Smith, Walenga, 8th Edition, 2019. ISBN 13:9780323530453

“Clinical Hematology Atlas”, 5th Edition, by Rodak, Carr, W.B Saunders Co., 2017, ISBN- 13: 978-0323322492

“Bailey & Scott’s Diagnostic Microbiology, Tille, 14th Edition. St. Louis, Missouri: 2016 ISBN-13: 978-0323354820

“Basic and Applied Concepts of Blood Banking and Transfusion Practices”, Howard, 5th Edition, 2021; ISBN: 9780323697392

“Immunology and Serology in Laboratory Medicine”, Tourgeon, 6th Edition, 2017. ISBN-13: 9780323431477

“Clinical Laboratory Science: Concepts, Procedures, and Clinical Applications”, Linne & Ringsrud’s, 8<sup>th</sup> edition, 2020; ISBN: 9780323530811

## **FEES: COST OF ATTENDANCE**

Tuition, general fees, room, and board costs are available on the NEO College website [www.neo.edu](http://www.neo.edu), under Admissions:

	<b>Oklahoma Resident</b>	<b>Non-Resident</b>
General Tuition Fee	\$97.50	\$97.50
Out-of-State Tuition Fee*		\$200.00
Student Activity Fee	\$22.00	\$22.00
Student Assessment Fee	\$2.00	\$2.00
Student Technology Services Fee	\$10.50	\$10.50

Library Automation & Materials Fee	\$1.65	\$1.65
Student Government Fee	\$2.00	\$2.00
Student Union Fee	\$11.50	\$11.50
Intramural Fee	\$1.00	\$1.00
Facility Fee	\$8.35	\$8.35
Infrastructure Fee	\$2.25	\$2.25
Total Per Semester Credit Hour	\$158.75	\$358.75

*\*Out-of-State Tuition Fee waivers are available for qualifying students.*

SPECIAL FEES As of 08/01/2022	
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	\$14.00 Paid to Business Office
Trajecsys	\$ 75.00 Paid to the Business Office
Name Tag	\$8.00 Paid to the Business Office
MLT lapel pin	\$42.00 Paid to the Business Office
Professional Membership	\$29.00 Paid to the Business Office
Board of Certification Exam	\$215.00 Paid to the Business Office
Life Time E- Books (Total for all MLT courses)	\$409.00 (approximately) Paid to NEO Bookstore
Computer or Tablet	\$400.00(approximately) - You may use your financial aid to purchase this but it must be ordered ahead of time.
Complio Package Including: Criminal History Background Check Drug Screen Immunization tracker Document Upload	\$128.00 Paid to Complio by American DataBank Instructions will be provided
Heptavax Vaccine	\$150.00 (approximately) Paid to Health Facility
MMR TB Skin Test	\$10.00 (approximately) Paid to Health Facility
Physical Examination	\$45.00 (approximately) Paid to physician
Cardiopulmonary Resuscitation (CPR) Certification	\$35.00 (approximately) Paid to Vendor

MLT students are responsible for their own transportation to the clinical sites. A lab coat will be furnished by the MLT program for the student labs.

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

### **REFUND OF ENROLLMENT FEES**

This institution's Refund Policy is established by the Oklahoma State Regents for Higher Education. Changes in schedule and complete withdrawals from this institution before or during the Add/Drop Period will result in full charges for courses added and full credit (refund) for courses dropped. No refunds will be made after the Add/Drop Period of a semester/session except as stipulated by the Federal Government for Title IV Federal Student Financial Aid recipients.

## **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 (\$14.00\*) by check or money order 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 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. HepB vaccinations 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 most clinical sites may refuse placement for clinical rotations if vaccines are declined.
6. Covid Vaccination- Although the Medical Laboratory Technician does not require a vaccination for COVID-19 certain clinical sites may. Therefore, we will need proof of vaccination, or a signed declamation statement signed by a qualified professional.

## **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 May 30 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. The lot number of the protein, date, time, and healthcare signature must accompany the mm reaction of the test.

## **CRIMINAL HISTORY BACKGROUND CHECK**

In accordance with the clinical affiliation agreements, all students must complete a criminal history background check, drug screen, proof of immunizations and signatures on MLT Handbook pages. This will be completed through Complio by American Data Bank. An instruction booklet will be provided to each student during orientation for directions on completing background check. Background checks are performed at the student's expense. 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 POLICY FOR PROGRAMS WITH CLINICAL COMPONENTS**

### **Scope**

The MLT program includes clinical experiences as part of the degree completion requirements. The program enters into agreements with participating clinical affiliates for clinical experiences designed to meet these program requirements. The information in this policy is intended for all applicants admitted to the MLT program and for all currently enrolled MLT program students in meeting the clinical affiliates' requirements for drug screening and compliance with the clinical affiliates' policies, as defined in this policy.

### **Compliance with Federal Regulations**

As an institution that receives federal funding, Northeastern Oklahoma A&M College ("NEO") is legally bound to comply with the Federal Drug-Free Schools and Communities Act ("DFSCA"), which mandates the implementation of drug prevention programs and prohibits the use of illegal drugs on campus and/or at NEO-sponsored events and activities. Furthermore, NEO must also comply with the Federal Controlled Substances Act ("FCSA"), which criminalizes the growth and use of marijuana. Therefore, despite the recent passage of State Question 788, federal law requires NEO to adopt and adhere to policies prohibiting the unlawful use, possession and/or distribution of illegal drugs, including marijuana. Consequently, NEO prohibits the use, possession, distribution, or cultivation of marijuana for any reason at both the Miami Campus and the Grove Center and at any events authorized or supervised by NEO.

### **Principles**

The general principles used by the MLT program Faculty in developing this policy are that:

1. Substance abuse compromises both the educational process and client care.

2. The MLT program has a commitment to the health, welfare, and safety of students and clients.

## **Definitions**

### ***Controlled Substance***

A drug or substance that is listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. § 812).

### ***Drug Screen***

A laboratory test administered for the purpose of determining the presence or absence of a Controlled Substance, its metabolites, or alcohol.

### ***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 could impair their ability to perform required duties. To lawfully take a prescription drug, a student must be under the direct medical care of the licensed health care professional. Although medical marijuana is legal in the State of Oklahoma, marijuana is a Schedule 1 Controlled Substance under 21 U.S.C. § 812 and continues to be a prohibited substance for purposes of this policy even with a valid prescription or license.

## **Identification of Vendors**

The MLT program will designate a qualified and approved vendor(s) to perform the drug screenings. Results from any company or government entity other than those designated by the MLT program will not be accepted.

## **Allocation of the Cost**

The student is responsible for all costs associated with the required drug screenings during the initial enrollment process and any additional drug screening in accordance with the requirements in this policy.

## **Policy for the Possession, Use and/or Distribution of Drugs**

It is the policy of the NEO MLT program to provide a learning environment that is free from the use, sale, possession, or distribution of illegal controlled substances or the improper or abusive use of alcohol and other legal drugs. Additionally, this policy requires that MLT program students perform their duties without the presence of illegal controlled substances, alcohol, or medicine or prescribed drugs that may impair a student's ability to perform required duties.

The manufacture, use, possession, sale, purchase or transfer of illegal controlled substances, alcohol, and/or medicine or prescribed drugs that may impair a student's ability to perform required duties by a MLT program student is prohibited. Arriving at the (name of building i.e. Nursing Building, Osborn Family Lab Science Building, or Cunningham Hall), 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. 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 a MLT program student. A student may be required to have alcohol or drug screening alone or in combination. Any student who refuses to submit to initial or subsequent screening will be deemed to have submitted a positive Drug Screen result and will be dismissed from the MLT program.

## **Drug Screening Policy**

The objective of this policy is to ensure a safe, healthy, and efficient work 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.

MLT program will require a 14 panel Drug Screen, which tests for: (List of drugs that the program requires – NOTE: varies by the program)

- 11-nor- $\Delta^9$ -Tetrahydrocannabinol-9-carboxylic acid (THC)
- Benzoylcegonine (COC)
- Morphine (OPI) d-
- Methamphetamine (MET) d-
- Amphetamine (AMP)
- Oxazepam (BZO)
- Secobarbital (BAR)
- Methadone (MTD)
- Buprenorphine Glucuronide (BUPG)
- Nortriptyline (TCA)
- 3,4-Methylenedioxymethamphetamine (MDMA)
- Oxycodone (OXY)
- Phencyclidine (PCP) Propoxyphene (PPX)

*In addition, the MLT program may additionally require alcohol screening.*

## **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 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 the 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 a student admitted to the MLT program and/or the College.
4. Additional rationale include (a) meeting the contractual obligations contained in affiliation agreements between the MLT program and the health care facilities; (b) performing due diligence and assessment of competency 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 for Reasonable Suspicion of Substance Abuse**

Students in the clinical setting may be screened for drugs based on reasonable suspicion of substance abuse or the use of drugs impairing the student's ability to perform required duties. 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, and/or imprudent judgment under the set of circumstances.
- Direct observation of unauthorized use or possession of a Controlled Substance;
- Observation of physical symptoms indicative of the unauthorized use of a Controlled Substance;
- Arrest or conviction for a drug related offense;
- Report(s) of unauthorized use or possession of a Controlled Substance that has been corroborated by additional evidence.

This list is for reference only. It does not encompass all possible situations that may warrant drug testing for reasonable suspicion.

## **Procedure for Drugs Screening for Reasonable Suspicion of Substance Abuse**

1. All persons reporting activity or behavior that causes Reasonable Suspicion of unauthorized use or possession of a Controlled Substance under this policy shall document the exact reason(s) for these suspicions, including relevant details such as date, location, witnesses present, and the symptoms or actions of the student.
2. All such reports shall be made to the Program Director; if not available, the Department Chair or his/her designee, who will conduct an investigation of the reported activities or behavior, including obtaining corroborating statements from other administrators, faculty, employees, students or witnesses where reasonably possible.
3. When a determination of Reasonable Suspicion has been made, the Program Director; if not available, the Department Chair or the designated administrator may authorize drug screening for reasonable suspicion.

4. Upon approval for the drug screen, the student will be requested to immediately have the drug screen conducted by the approved laboratory, at the student's expense.
5. If the result of the student's drug screen is confirmed to be positive through a confirmation test, the testing laboratory will notify the MLT program Director.
6. The MLT program Director will notify the student of the results of the drug screen. A student with a confirmed positive drug screen will be dismissed from the MLT program.
7. Refusal to submit to reasonable suspicion drug screening will be deemed to have submitted a positive Drug Screen result and will result in dismissal from the MLT program.

## **Drug Screening for Students with a Break in Enrollment**

Students who withdrew from the Program and were subsequently re-admitted to the MLT program will be subject to a drug screening test prior to the first day of class, as stated in the Initial Drug Screening (see above).

### **Reporting of Findings**

#### ***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.

#### ***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.

#### ***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: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

#### ***Falsification of Information***

Falsification of information will result in immediate removal from and dismissal from the MLT program.

## **Arrest and Conviction Policy**

Students must report any arrest for criminal or criminal charges occurring on or off the NEO College campus. Reports must be made 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 case will be placed on probationary status until the final disposition of the charges. If the student is found guilty of a crime, the student may be dismissed from the MLT Program. Students dismissed from the MLT Program as a result of a felony conviction will not be eligible for readmission.

## **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](http://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.

## **SECTION III: CLASSROOM, LABORATORY, AND CLINICAL PRACTICUM POLICIES**

### **ATTENDANCE**

#### **CLASSROOM/LABORATORY**

All theory is presented in an online format. 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 fails to log into Canvas at least twice a week. The student may be placed on academic probation. Further absences during the semester will result in dismissal from the MLT Program.

Students are graded and awarded points toward the final course grade for each laboratory session. For campus students 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. A conference between student and instructor will be held if the student misses 2 lab sessions.

Because of the intensity of laboratory exercises **distance students** missing one day of on campus lab experience will be withdrawn from the program. There will be no make-up days for these labs.

If college has been dismissed due to bad weather, those lab days will be rescheduled and the student is required to attend on the new date.

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.

Only absences which have an official notification received from the Vice President of Academic Affairs are considered excused absences.

## **CLINICAL PRACTICE ROTATIONS**

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

MLT Students perform four clinical practice rotations in area hospital laboratories. Clinical rotations are conducted eight hours per day on day shift, five days per week (Monday through Friday). Students are normally assigned to clinical rotations in more than one hospital laboratory in order to enhance their potential for employment and to experience different work environments.

CLINICAL PRACTICE I	HEMATOLOGY/COAGULATION
CLINICAL PRACTICE II	BLOOD BANK
CLINICAL PRACTICE III	CLINICAL CHEMISTRY/URINALYSIS/IMMUNOLOGY
CLINICAL PRACTICE IV	MICROBIOLOGY

**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.***

### **Service Work**

***NOTE: 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.***

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**

The grades for each course will include theory and lab. It is expected that each student will successfully demonstrate competency in classroom work, 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 - 93.0% - 100%
- B - 85.0% - 92.9%
- C - 77.0% - 84.9%
- D - 67.0% - 76.9%
- F - 66.9% and below

A grade of 77% or above is required for any MLT course. If the grade of “C” is not achieved in one or more courses the student will not be allowed to continue to the following semester. Refer to “**ACADEMIC FAILURE**”

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

60% of grade for Clinical Competencies (Psychomotor Objectives) 15% of grade for Interpersonal Competencies (Affective Objectives) 15% of grade for internet assignments and quizzes.

- A - 93.0% - 100%
- B - 85.0% - 92.9%
- C - 77.0% - 84.9%
- D - 67.0% - 76.9%
- F - 66.9% and below

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 77%.

## **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 receive a recorded grade of 0. 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**

Each course will contain weekly quizzes and midterm and final exams. Quizzes will be completed each week or every two weeks with a due date of Sunday 11:59PM and may be taken from home. Midterm and Final examinations will be scheduled through Respondus. No midterm or final may be made up. A project may be due instead of a midterm or final.(see syllabi)

### **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. You must have a computer and follow the rules set by the director for Respondus.
3. Students will be given an allotted amount of time to take the test.
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 unless there is an issue with a question.

## **HEALTH AND WELLNESS REQUIREMENTS**

### **STUDENT ILLNESS**

Any student who is absent from lab 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

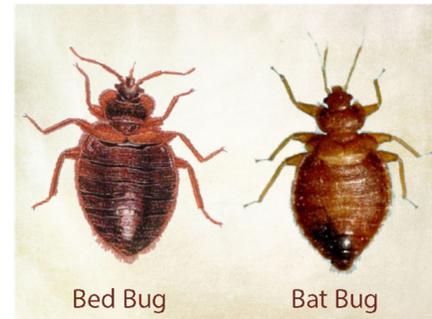
The healthcare setting contains a wide variety of safety hazards, many capable of producing serious injury or life-threatening disease. To work safely in this environment, the MLT student must learn what hazards exist, the basic safety precautions associated with them, and finally how to apply the basic 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.

## BED BUG POLICY

Purpose: To describe procedures and guidelines for students when bed bugs are discovered.

Bed Bug Characteristics:

- Small, flat, wingless, parasitic insect. Reddish-brown in color, 1-7 mm in length
- Bites people during sleep in the night, hitchhikers in belongings
- Resistant to many pest-control chemicals



## REQUIRED ACTIONS

**Contact MLT Director**

**Immediately double bag all belongings and seal with a knot or tape.**

**Shower and put on new clothes kept outside of infected area.**

**Contact professional pest control for treatment.**

**Follow instructions of pest control for complete treatment until the infestation is declared eradicated.**

**Present treatment confirmation to MLT Director.**

**Treatment should include but not limited to:**

- All loose articles must be removed from the floor
- Vacuum with a disposable bag, which must be routinely changed, sealed and disposed of in a sanitary manner.
- It is essential to handle all such items as infectious; they must be bagged before removal from the room and washed in the hottest water possible (>55°C) and/or dried in a hot-air clothes drier. Alginate bags are preferable for infested linen, as the bags with the linen enclosed can be placed directly into the washing machine and the bags will dissolve. This reduces extra handling of infested linen and reduces potential cross-contamination in laundry facilities. Delicate items can be placed into a freezer after bagging. If a linen contractor is used, then all potentially infested linen must be kept isolated, with instructions to wash separately in hot water.
- All wardrobes, drawers and cupboards must be emptied and the contents treated as above. After clothing and materials have received the heat treatment, these should not be returned to wardrobes but kept sealed in plastic bags until the infestation is eliminated
- All wall hangings including framed picture and photographs, posters, flags, etc., need to be removed and decontaminated

- Cover up any fish tanks (if any are present in the rooms) or preferably remove them from the room to be treated
- Occupants should be encouraged not to re-enter the treated area until after the chemical has completely dried. Refer to insecticide label instructions for re-entry period,
- The floors and upholstered furniture should not be vacuumed for at least 12-14 days after the final treatment so that the residual insecticides are not removed

## **PREVENTATIVE MEASURES**

### **Traveling**

- Keep luggage off the floor and away from the bed.
- Inspect bedding and mattress edges for bugs.
- Document the incident and the management.

### **Second Hand Furniture**

- Second hand furniture should be thoroughly inspected.
- All linen should be laundered in hot water and hot dried.
- Avoid using furnishing that are bed bug friendly

### **Hygiene**

- There should be a regular documented vacuuming regimen with a disposable bag, which must be routinely changed, sealed and disposed of in a sanitary manner.
- Minimizing clutter to reduce potential bed bug harborages

### **Pest Inspections**

- Regular examination of bed and room for bed bugs
- Regular documented bed inspections should be scheduled regularly.

### **Destruction of Infested Items**

- All infested beds and furniture earmarked for disposal must be labelled as 'Bed Bug Infested' and rendered unusable before disposal.

## **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 Miami Hospital 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 and nonbinary students meet 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 and nonbinary students' image as a medical professional.

If the student chooses to smoke, he/she and nonbinary students 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 and nonbinary students 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.

## **CAMPUS CLASSROOM AND LABORATORY**

*Tobacco-Free Policy Statement:*

In compliance with Governor Fallin’s Executive Order 2013-43, the use of tobacco products of any nature and the use of e-cigarettes and other vapor products are banned on all state property. This order includes any property owned and/or operated by Northeastern Oklahoma A&M College. Further information about the tobacco-free policy can be viewed on page 40 of the Student Handbook, on the NEO website at <http://www.neo.edu> If you have additional questions, please contact the Vice President of Student Affairs and Enrollment Management at 918-540-6212.

## **AT THE HEALTH CARE AGENCY**

If the laboratory permits smoking and the student chooses to smoke, he/she and nonbinary students 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.

## **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 (77% 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 and nonbinary students' 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. Readmission is contingent upon the availability of seats in the classroom/laboratory courses and/or availability of clinical practicums.

MLT Courses are offered once a year, making readmission the following year. Because too much time has lapsed students must first successfully pass a comprehensive examination and a laboratory practical exam before they will be readmitted into the program. A minimum score of 77% must be achieved on both the theory and practical exam.

### **UNSATISFACTORY PERFORMANCE IN A CLINICAL PRACTICUM**

The student labs and course material will prepare the student for clinical experience. The student should be prepared and familiar with the tasks in each department before their clinical experience. 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 and 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.

### *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 and preparedness for clinical, laboratory, and theory.
6. Recognize the patient’s right to privacy, confidentiality and dignity.
7. Demonstrate self-direction and professional growth through exploration and utilization of available resources.
8. Demonstrate positive attitude (verbally and nonverbally) in clinical and academic setting.
9. Demonstrate preservation of health, welfare, and safety of patients, hospital staff, instructor, or other students and/or self.
10. Act in a way that projects a positive image as an agent of NEO A&M College while attending clinical practicums.

## 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, plagiarism, and/or unauthorized possession of an exam.\*
2. Inaccurate recording, falsifying, altering of patient, affiliate, and/or personal records.\*
3. Illegal possession, sale or distribution of drugs or other wrongful conduct relating to drugs.\*
4. 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.\*
5. Illegal possession of weapons.\*
6. Theft.\*
7. 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.
8. 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.*
9. Excessive tardiness or absenteeism.
10. 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 of instructor, co-workers, or patient.\*
  - Inappropriate inflection of voice.
  - Inappropriate laughter.
  - Use of profanity in clinical area.
  - Engaging in conduct that is sexual or may reasonably be interpreted as sexual, or in any verbal behavior that is sexually demeaning or exploiting while in contact with the patient or lab personnel.\*
  - Making personal calls or texting during class, lab instruction, or during clinical training.
11. Repeated violations of dress code.

12. Any activity that could jeopardize the health, safety, and/or welfare of the patient, clinical staff, instructor, other students or self.\*
13. Discriminating in the use of laboratory services as it relates to human rights and dignity of the individual\*.
14. Leaving a lab procedure without properly advising instructor.
15. Failure to disclose errors to instructor.
16. Committing an act that a reasonable and prudent student would not be expected to perform at his/her and nonbinary student level in the program.
17. Omitting an act that a reasonable and prudent student would be expected to perform at his/her level in the program.
18. Violations of institutional policies (hospital and/or 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 immediate dismissal to be required 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 immediately 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, refer to “*ACADEMIC FAILURE*”.

## **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](http://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.

### **WITHDRAW POLICY**

It is your responsibility to drop a course. Your instructor cannot drop you from a class. If you do not drop the course or withdraw from College in accordance with the NEO policy, you will receive

the grade earned in the course. The withdrawal dates are posted on the Academic Calendar <http://www.neo.edu/academics/academic-calendar/>.

## **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. A standing entrance exam will be required in any situation.

## **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 for a period of six years. 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.

## **TEACH OUT PLAN**

In the event that the MLT Program should need to discontinue or in the case of catastrophe at Northeastern Oklahoma A&M College, in accordance to NAACLS accreditation rules and regulations, the following proposed protocols would come to effect.

The College will continue to provide the necessary resources and support to the professional medical laboratory technician program in meeting all requirements.

The Administration, Department Chair, Program Director and Faculty of the NEO A&M College MLT Program will continue to adhere to and remain accountable for complying with NAACLS while the NEO A&M College program completes the teach-out plan.

The Program will not admit additional students into the MLT Program. Currently-Enrolled Students will receive didactic and clinical instruction under the curriculum plan that is currently in place.

The College administration will provide direct support to the currently appointed program director in fulfilling his/her responsibilities and duties until all students enrolled in the MLT Program have completed their studies. The College will continue to maintain open communication with all currently enrolled students. These students will be informed about the status of the program, and be able to address concerns to the Vice President of Academic Affairs.

The College will provide sufficiency of resources while currently-enrolled students complete their studies. Resource support provided by the College includes financial, personnel, equipment, facilities, and organizational support. The Program will maintain a sufficient number of faculty by continuing to employ, recruit and maintain qualified faculty. Documentation of faculty

qualifications, licensure, continuing education and evaluations will be maintained in accordance with existing institutional practice. The program of study will continue to consist of didactic, skills labs and clinical learning experiences. The program curriculum will continue to be delivered on Canvas. If the lab building is no longer available for skills lab, the students will be assigned a clinical site to complete skills lab. A sufficient number of approved clinical affiliations will be maintained in order to provide clinical experiences. The director will ensure that all clinical affiliate contracts remain current.

All current records will be maintained in a secure manner to prevent loss, destruction or unauthorized use. All records will be maintained for the required specified time and will remain accessible to those with a need for access in accordance with required MLT Program guidelines. If the Teach-Out Plan ever goes into effect, the Program Director will submit the Teach Out Plan to NAACLS within 30 days of the official announcement of the closure of the program.

## **SECTION IV: STUDENT SERVICES**

### **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](http://www.neo.edu) or by calling 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](http://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](http://www.neo.edu) under Alumni and at the NEO Development 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)**

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>. An excellent reference section is available 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 with Diagnostic Laboratories of Oklahoma. She has served as a full-time instructor in the MLT program since 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](mailto:mitzie@neo.edu)

#### **MLT PROGRAM ASSISTANT**

Bethany Meador, AAS, MLT(ASCP)

(918) 540-6140

Email: [bethany.nicole.meador@neo.edu](mailto:bethany.nicole.meador@neo.edu)

### **CLINICAL AFFILIATES**

<b>Affiliate</b>	<b>Property Name</b>	<b>Location</b>
Baptist Health Regional Hospital	Baptist Health - Fort Smit Baptist Health - Van Buren	Fort Smith, AR Van Buren, AR
Cherokee Nation	Hastings Hospital Sam Hider Indian Hospital Three Rivers Hospital	Tahlequah, OK Jay, OK Muskogee, OK

Diagnostic Laboratory of Oklahoma	Core Lab Integris Bass Baptist Health Center Integris Grove Integris Miami	Oklahoma City, OK Enid, OK Grove, OK Miami, OK
Freeman Health Systems	Freeman West Joplin Freeman Neosho	Joplin, MO Neosho, MO
Gravette	Ozark Community Hospital	Gravette, AR
Hillcrest Hospital		Pryor, OK
Labette Health		Parsons, KS
Mercy Hospital	Mercy Carthage Mercy Columbus	Carthage, Mo Columbus, KS
Norman Regional Health System		Norman, OK
Northeastern Health System		Tahlequah, OK
Northwestern Medical Center	Northwest Medical Center - Bentonville Northwest Medical Center - Springdale Willow Creek Women's Center	Bentonville, AR Springdale, AR Johnson, AR
Regional Medical Laboratory	Core Labs Jane Phillips Saint John's	Tulsa, OK Bartlesville, OK Tulsa, OK
Saint Francis	Saint Francis - Muskogee Sain Francis - Vinita	Muskogee, OK Vinita, OK
Via Christi Hospital		Pittsburg, KS

## 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, immunochemistry, 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

## **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

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

## **APPENDIX B**

### **NORTHEASTERN OKLAHOMA A&M COLLEGE MEDICAL LABRATORY TECHNICIAN PROGRAM ADMISSION PHYSICAL EVALUATION**

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. Lift and move objects of at least
5. 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.

\_\_\_\_\_

\_\_\_\_\_

Physician's Signature

Date

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**

***\*\*\*APPENDICES C-E HAVE BEEN PROVIDED FOR  
INFORMATIONAL PURPOSES ONLY. THEY DO NOT  
REQUIRE A SIGNATURE AT THIS TIME.***

***YOU INSTRUCTOR WILL INFORM YOU IF/WHEN YOU  
ARE REQUIRED TO SIGN ANY OF THESE DOCUMENTS.***

# 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

## **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 accidentally 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

**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

# 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

## 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. I understand the regulations in this handbook are based upon present conditions and are subject to change without notice.

---

Student's Signature

---

Date

**NORTHEASTERN OKLAHOMA A&M COLLEGE  
DEPARTMENT OF MEDICAL LABORATORY TECHNOLOGY**

**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

**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,  
NEO COLLEGE

\_\_\_\_\_  
DATE

**NORTHEASTERN OKLAHOMA A&M COLLEGE  
DEPARTMENT OF MEDICAL LABORATORY TECHNOLOGY**

**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.

Student's Signature

Date

**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

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

OtherHow long have you lived at this address? \_\_\_\_\_ Months \_\_\_\_\_

**Previous Addresses (Past 5 years)**                      Years

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

(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:** \_\_\_\_\_

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. I understand that any information obtained by this background check will be shared with the Medical Laboratory Technician Program and the clinical affiliates. I acknowledge that my admission and completion in the program may be contingent upon this background check.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Northeastern Oklahoma A&M College  
Medical Laboratory Technology Program  
Safety Agreement Form**

As a student in the Medical Laboratory Technician Program at Northeastern Oklahoma A&M College, I understand that I agree to observe and follow all of the safety rules which are enforced by Northeastern Oklahoma A&M college, the Medical Lab Technology Director and instructors. There are certain hazards present in the medical laboratory at NEO A&M College and clinical sites located off campus. Safety is of utmost importance and I agree to support the safe work environment.

The following are general rules, which will aid in your safety. The student will:

- Avoid eating, drinking, smoking, gum chewing, or applying makeup in the work area
- Refrain from horseplay
- Wear a buttoned laboratory jacket and closed-toe shoes (canvas shoes are not accepted)
- Hair must be tied away from the face
- Avoid wearing loose hanging jewelry and keep your jewelry to a minimum
- Wear PPE (Personal Protective Equipment) when handling any biohazard specimen or chemical
- Disinfect the work area before and after procedures, immediately if there is a spill
- Wash your hands before and after procedures, before and after gloving, and any other time that is necessary
- Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof container, (Sharps), must be used for disposal of any object that would puncture a garbage bag, i.e. needles and lancets
- Discard any broken glassware into a "Sharps" container
- Wear safety goggles when working with chemicals or when splashes are likely to occur
- Avoid testing, smelling, or breathing chemicals
- Follow the manufacturer's instructions for operating equipment
- Not use any faulty equipment and report any such defects to his/her laboratory or clinical instructor.
- Immediately placing the defective item where others will not use it.
- Notify the laboratory or clinical instructor of any problems or unexpected effects immediately Report any broken or frayed electrical cord to your supervisor
- Handle equipment with care and store chemicals properly
- Use appropriate chemical spill kits to clean up spills
- Do not allow visitors in the working area of the Laboratory
- Report & Document any accident to your supervisor in accordance with program and facility policy.

**INITIAL BELOW IF YOU AGREE TO:**

\_\_\_\_\_ Follow all set rules as required.

\_\_\_\_\_ I have been informed that any biological specimen or blood product may possess the potential of transmitting diseases such as hepatitis and human immunodeficiency virus, which is the cause of AIDS.

\_\_\_\_\_ I understand that I must not remove any supplies or equipment from the lab without written permission. I am also aware that I should not practice invasive or potentially hazardous procedures on persons outside of the supervised laboratory setting. \_\_\_\_\_ I understand that even though diagnostic products are tested for HIV antibodies and Hepatitis B Surface Antigen (HbsAg), no known test offers 100% assurance that products derived from human blood will not transmit disease.

\_\_\_\_\_ I am giving permission to have my blood collected by another student using venipuncture and capillary techniques as part of my learning process.

\_\_\_\_\_ I understand if I chose not to allow a student draw my blood, it will not affect the outcome of my grade.

\_\_\_\_\_ I will follow all universal precaution measures but am aware that a blood spill, accident, or needle stick is a possibility of which I will not hold College of The Albemarle, staff or faculty, or fellow student responsible.

\_\_\_\_\_ I am responsible for any medical attention (doctor's bill, etc.) that may be the result of an accident during laboratory classes.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **NEO A&M College Medical Lab Technology Program (MLT) Policy, Terms, and Conditions for Use of Internet**

The following is a legally binding document. Please read carefully before signing.

1. **Acceptable Use** – The electronic communication facilities, services and equipment provided by NEOA&M College primarily are intended for teaching, educational, research, and administrative purposes. Their use is governed by all applicable NEO A&M College policies, including the sexual harassment, patent and copyright, and student and employee disciplinary policies, as well as by applicable federal, state, and local laws. Persons using the NEO A&M College electronic communication facilities, services and equipment bear the primary responsibility for the material that they choose to access, send, or display. Persons who make use of NEO A&M College electronic communications facilities, services and equipment are warned that they may unwillingly come across, or be recipients of, material that they find offensive. Persons using NEO A&M College computing and electronic communications facilities, services and equipment are expected to demonstrate good taste and sensitivity to others in their communications. It is a violation of NEO A&M College policy to access and view materials in a manner that would create the existence of sexually hostile working and/or educational environment.
2. **Privileges** – Use of NEO A&M College computing and electronic communications facilities, services and equipment is a privilege that may be revoked for inappropriate conduct. Persons who violate applicable federal, state, or NEO A&M College policies will be asked to cease those activities and also are subject to suspension/revocation of such privileges, and/or disciplinary action. Examples of inappropriate conduct include, but are not limited to:
  - Using NEO A&M College facilities, services and equipment for unlawful or malicious activities or for proprietary purposes •  
Using abusive or harassing language
  - Misrepresenting oneself, NEO A&M College or the MLT Program
  - Sending chain letters or overly broad mass mailings or post
  - Activities that could cause congestion and disruption of networks and “systems”
  - Activities that embarrass, denigrate, or libel an individual or organization
  - Activities that imply NEO A&M College or MLT endorsement of any commercial products
  - Viewing sexual or erotic images which are obscene or which could create a hostile educational or working environment
  - Use for product advertisement or political lobbying is also prohibited.
  - Copyrighted material, threatening or obscene material or material protected by trade secret.
3. **Netiquette** – You are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to the following:
  - A. Be polite. Do not get abusive in your message to others.
  - B. Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - C. Do not reveal your personal address or phone number or those of fellow students or school personnel.
  - D. Note that electronic mail is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
  - E. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - F. All communications and information accessible via the network should be assumed to be private property.
4. **Warranties** – NEO A&M College makes no warranties of any kind, whether expressed or implied, for the service it is providing. NEO A&M College will not be responsible for any damages you suffer through the use of NEO A&M College electronic communication facilities, services and equipment including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by your errors or omissions. Use of any information obtained via the Internet is at your own risk. NEO A&M College specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communications facilities, services and equipment.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. NEO A&M College monitors use by employees, students and staff. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another user's account without written permission from that individual. Attempts to log in to

