



Lake Sumter
State College

MEDICAL LABORATORY TECHNOLOGY PROGRAM (MLT)

Student Handbook

▶ **Guide for a successful *flight***





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MLT PROGRAM

The MLT, Associate in Science Degree's mission, philosophy, and program outcomes are congruent with those of Lake-Sumter State College (LSSC) and consistent with the professional MLT standards and guidelines for the preparation of MLT professionals.

Mission

The mission of the Medical Laboratory Technology Program (MLT) is to transform students to become competent medical laboratory technicians that assist the community while demonstrating high ethical, moral, and technical standards.

Program Values

Lake-Sumter State College and the MLT program value academic, professional, and personal integrity, and will:

- Strive to achieve and maintain the highest standards ensuring student achievement and success.
- Seek to maintain integrity and honesty in all dealings with the diverse population we serve.
- Strive to promote a respectful and trustworthy relationship between faculty, staff, students, and the community.
- Support a learning environment built on cooperation and collaboration, working toward a common goal of improving lives within our community.

End of Program Student Learning Outcomes

As a result of completing courses as part of the MLT Program, like this one, students will be able to achieve the following learning outcomes:

1. Students will adhere to strict safety and privacy requirements in the academic and professional setting.
2. Students will demonstrate professionalism in the classroom and workplace and qualify for potential employment as a technician or technologist in a medical laboratory facility.
3. Students will communicate effectively with patients, members of the public, professionals and the healthcare community.
4. Students will accurately perform analytical testing on identified samples using appropriate reagents, method calibrators, controls, instruments, and diagnostic analyzers.

End of MLT Program Goals

1. Graduation rate: Standard 70% three years consecutive average.
2. Certification Exam Pass Rate within first year of graduation: Standard 75% three years consecutive average.
3. Employment rate in the field or related field and/or continuing education within one year of graduation: Standard 70% three years consecutive average.





MLT PROGRAM

Regulatory and Accrediting Organizations

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSIONS ON COLLEGES

(SACSCOC) to award associate and baccalaureate degrees:

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lake-Sumter State College.

Lake-Sumter State College has maintained continuous accreditation since 1966.

MLT PROGRAM – NAACLS ACCREDITATION

The MLT Program at Lake-Sumter State College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

NAACLS 5600 N. River Rd, Suite 720 Rosemont IL 60018-5119; phone: 773.714.8880; fax: 773.714.8886; email: info@naacls.org; website: <https://www.naacls.org/about.aspx>

FLORIDA LICENSURE:

LSSC MLT students must apply for a Florida trainee license through the Florida Board of Clinical Laboratory Personnel before they start their clinical rotations. More information can be found by visiting Florida Board of Clinical Laboratory Personnel at: <https://floridasclinlab.gov/>.

Upon successful completion of the MLT Program, the students must apply for Florida Licensure.

LSSC EEOC Policy

Lake-Sumter State College (“LSSC”) does not discriminate on the basis of race, color, sex, ethnicity, gender, national origin, age, disability, marital status, veteran status, employment, pregnancy, religion, sexual orientation or political affiliation. This commitment applies to all areas of LSSC and pertains to applicants, visitors, students, faculty, administrators, staff, and any and all others, including third parties, affiliated with the College. The lack of English skills shall not be a barrier to admission or participation in activities and programs. This commitment is applicable to any public K-20 education program or activity, or in any employment conditions or practices. All career and technical education opportunities are offered without regard to race, color, national origin, sex or disability.

The commitment to non-discrimination is relevant to those aspects of the College concerned with the admission of students and the employment of persons in its education programs and activities, college-sponsored programs, activities specific to Title IX, the use of college facilities, and the choice of contractors and suppliers of good and services. It addresses recruiting, hiring, training, promoting, and applicable employment conditions.

LSSC believes in equal opportunity practices that conform to both the spirit and the letter of all laws against discrimination. The College actively strives to build a community in which opportunity is equalized and facilities and human resources are utilized to develop the skills and opportunities for all groups so they can play responsible and productive roles in society.

The College President is the Chief Equity Officer for Lake-Sumter State College. To enhance effective monitoring and implementation of affirmative action, the President has appointed an Equity Officer/Title IX Deputy Coordinator who serves as a resource person for equity and is responsible for monitoring the Colleges Affirmative Action Program.

Inquiries concerning the above-mentioned commitments, including Title IX should be communicated to Rebecca Nathanson Director of Campus Safety & Security / Title IX Coordinator; NathansR@LSSC.EDU; (352) 323-3615 Leesburg, Office SS203

Inquiries concerning implementing regulations for Title IX may also be referred to the Office of Civil Rights, 61 Forsyth Street S.W., Suite 19T70, Atlanta, GA 30303-3104; Telephone: (404) 562-6350; and Email: OCR.Atlanta@ed.gov.



NAVIGATING THE PROGRAM

The policies stated in this handbook are consistent with college policies set forth in more specific terms, so the student majoring in MLT will have a concise statement of expectations.

LSSC Handbook and Student Catalog provides the primary foundation for governing enrollment and conduct in the college and the program.

<https://lssc-public.courseleaf.com/>

MLT Student Handbook provides procedures, requirements, and policies specific to the program. Information in this handbook applies to all aspects of the program and is common to all program courses.

MLT Course Syllabi in Canvas provide policies specific to individual courses as necessary due to content, student learning outcomes, or level of progression in the program.

The program has a responsibility to ensure students are properly prepared to meet licensing and professional requirements; therefore, program policies contained herein are subject to change. The program communicates changes and posts syllabi addendums documenting such changes in the MLT course shell in CANVAS. Students are responsible for checking their course shell for updates and notifications.

The MLT Program Director reserves the right to review unique situations and/or extenuating circumstances regarding application of program policies set forth in the handbook on an individual student basis.

Academic Integrity

The MLT program maintains value of academic integrity consistent with College position in LSSC Catalog and Student Handbook- College Policies and Procedures. Program administration investigates all suspicions and allegations of academic dishonesty. Students identified with substantiated violations receive a grade of "F" in the course in which the violation occurs which may result in the student being unsuccessful in the program. Program holds zero tolerance for breaches of academic integrity including (but not limited to):

- Plagiarism
- Cheating
- Unsanctioned Collaboration
- Forgery
- Copyright Law Violation
- Misuse of Academic Computing Facilities
- Misuse of Artificial Intelligence (AI)

Professionalism

MLT professionalism combines the knowledge, skills, attitudes, and behaviors that will support the evolving needs of the public and the health care system. It involves ethical practices, confidentiality, openness to learning and accountability. MLT students must abide by the Florida Administrative scope of practice relative to licensure and policies set forth in the LSSC Student Catalog and the MLT handbook.

Background Report Information Update

Students must notify the MLT Program Director of any circumstance(s) which cause change in content of criminal background report from that conducted upon acceptance to the program. Director determines necessity for new background check and eligibility for program continuation.

Background Information Report is updated:

- First day of classes each semester.
- Within 3 business days of any occurrence altering the student's status.

Falsification of update form or failure to disclose information during program enrollment results in dismissal from the program.

Course Fees

- Lab Fee: may be assessed per course per semester; includes expendable lab supplies used regularly during skills education.
- Random Drug Screening: students may be subjected to a random drug screen at any time during the program and will be responsible for providing payment.



NAVIGATING THE PROGRAM

Dress Code

General Information

Dress code encompasses the uniform and personal appearance requirements.

- Uniform and personal appearance are inseparable.
- Any time or place students wear the uniform they must adhere to personal appearance requirements.

Students wear program uniform for all classroom and Lab educational activities.

- Synchronous online sessions require classroom uniform (ex: ZOOM).
- When uniform is not appropriate in healthcare/lab facilities follow faculty instruction for dress and personal appearance.
 - o Uniforms must be clean and neatly pressed.
 - o LSSC Tobacco policy applies any time and place students wear the uniform.
 - o Requirements subject to change in response to health care facility request(s).
 - o Students must be in uniform unless otherwise instructed.

Uniform

Purchased exclusively at Advanced Medical Uniforms per information provided in acceptance letter and/or new student orientation.

Classroom, Skills Lab, Simulation:

- Required- pewter scrubs.
- Optional- white, long sleeve top (worn under scrub top).

Healthcare Facilities:

- Required- pewter scrubs.
- Optional- white, short or long sleeve top (worn under uniform top); lab coat.

Additional:

- Shoes- white or black, must be leather or non-permeable, full heel, closed toe; clean: Not permitted are clogs, heels, Crocs, or similar.
- Hosiery- white socks or hosiery long enough for complete coverage when sitting down.
- Undergarments- white or skin tone to be inconspicuous; full coverage and support.
- Accessories- Spiral Notebook: pocket size; and pen.
- Nametag-
 - o Program Tag: one name tag will be provided. Lost tags must be replaced immediately at the student's expense.
 - o Healthcare Facility Badge (if applicable): worn while on facility premises; remove upon exiting premises; return to Instructor after final assignment each semester.





NAVIGATING THE PROGRAM

Dress Code

Personal Appearance

Hygiene:

- Freshly showered; no body odor
- No strong odors from soap, hair products, etc
- No perfume or cologne
- No tobacco odor
- Dental hygiene for fresh breath

Fingernails:

- No artificial nails- acrylic, gels, wraps, glue-on, etc.
- No nail polish
- Clean; neatly trimmed even with finger length

Hair:

- Natural occurring color; no extreme styles.
- Cut or styled length must sit above uniform collar; secure long hair with accessories matching hair color and in style close to head to prevent falling over shoulders; cut or secure bangs above eyebrows.
- Full Hair or Head Covering not permitted (unless required by religious affiliation; ex: hijab).
- Facial Hair- maximum length of ¼ inch (#2 trimmer attachment); mustaches may not cover or exceed width of lips.

Make-Up:

- Natural, conservative colors
- Minimal application; no extreme creations (ex: smokey eyes)

Jewelry:

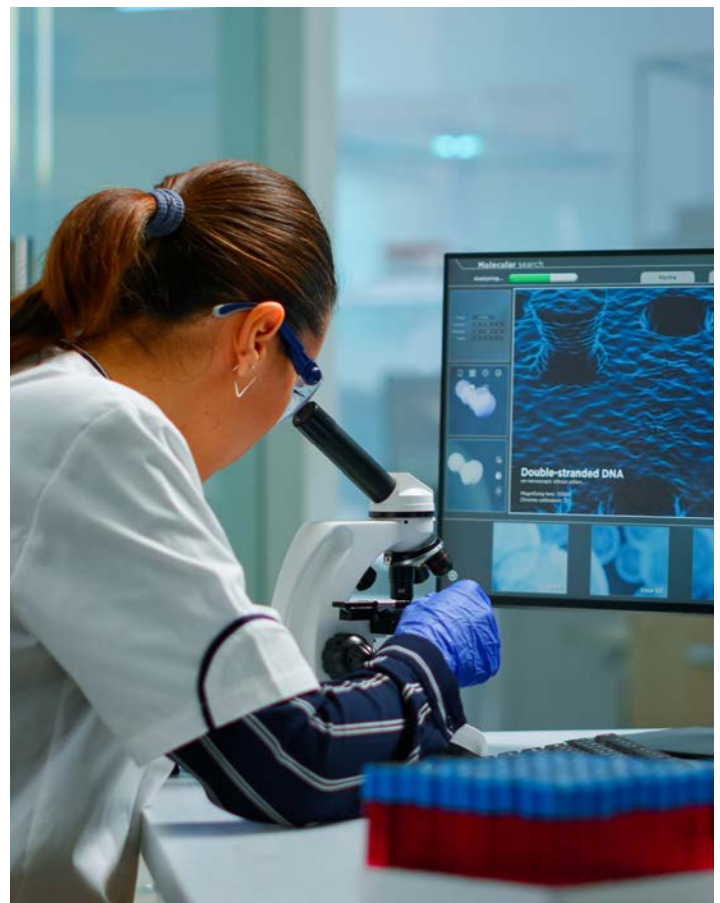
- Earrings
 - o Permitted- one small (5mm max) stud in each ear lobe; traditional metal, pearl, or single-color matching uniform; for stretched or gauged lobes insert flesh tone gauge to be inconspicuous.
 - o Remove jewelry from all other visible piercings including tongue; clear retainers may be worn in multiple ear piercings.
 - o Permanently placed piercings- cover with bandage.

Rings

- o Permitted- one band
- o Plain, flat, smooth surface; no gems or stones
- o Other- no other jewelry or lanyards permitted

Tattoos:

- Those deemed offensive by faculty and/or clinical partners must be covered. Coverings must not interfere with proper infection prevention practices.
- Anytime you are in attire that bears the LSSC MLT patch, you are to follow personal appearance guidelines.





NAVIGATING THE PROGRAM

Drug Screening

Students participate in drug screening regimen (as indicated below) during program enrollment. Ten Panel Urine Testing is facilitated through Castle Branch account. Medical Review Officer (MRO) provides final determination for testing results. Positive test results, regardless of medicinal use, results in program dismissal. Failure to test within assigned testing period may result in program dismissal.

NOTE: Students monitor Lakehawk email daily for notifications.

Pre-Attendance

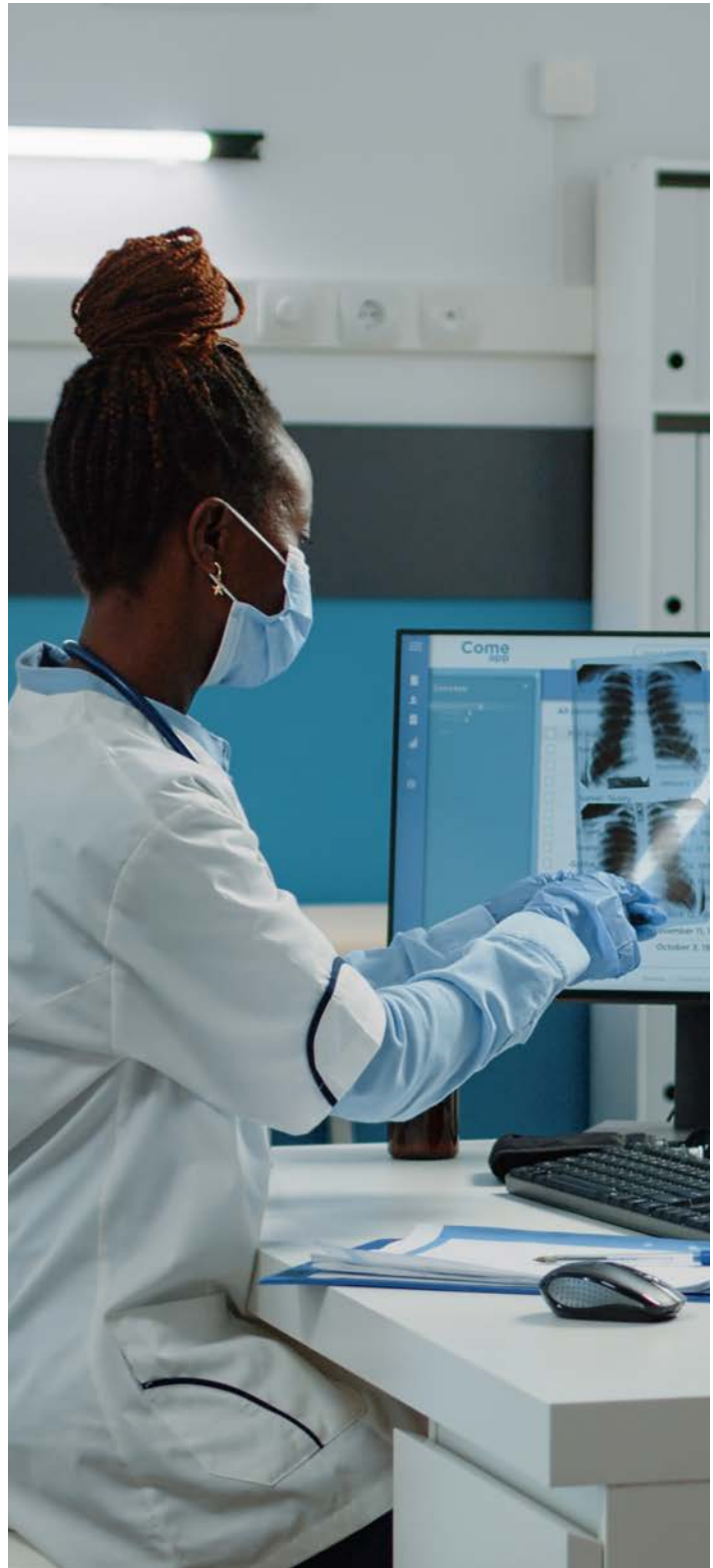
- Program operations staff emails students with assigned testing period.
- Testing is conducted at first and third semesters.
- Purchase drug screen package under Castle Branch account.
- Test according to instructions and locations provided by Castle Branch within assigned testing period.

Random

- Testing is conducted every Fall and Spring semester.
- Students randomly selected by Castle Branch.
- Program operations staff emails students with instructions and assigned testing period.
- Cost is part of student fees.

Reasonable Suspicion

- Demonstrating behavior consistent with alcohol or drug use.
- Impaired behavior corroborated by a second program faculty, staff, or clinical facility member.
- Program to provide testing instructions deemed appropriate to circumstances. Instructors will not permit students suspected of impairment to drive. Student must arrange for own transportation.





NAVIGATING THE PROGRAM

Financial Assistance

LSSC Foundation – Located in the Student Services Building (SSB) on Leesburg campus

- LSSC Foundation receives donations and endowments funding scholarships for LSSC students. Consult the LSSC Foundation for application information available at: <https://www.lssc.edu/dept/foundation/foundation-scholarships/>.

Student Services

Student Accessibility Services - Lake-Sumter State College (lssc.edu)

LSSC is committed to working with students with disabilities in order to provide academic accommodations in making Lake-Sumter State College an equal access, equal opportunity institution.

Students will need to register with the Student Accessibility Services (SAS) in order to receive accommodations. Be sure to register early with SAS before classes start as it may take several weeks to process your registration and to make all necessary accommodations.

Please use the link above to contact and register with SAS.

- Student Assistance Program - Lake-Sumter State College (lssc.edu).

LSSC is committed to assisting students in developing the tools to deal with stress and other troubles when they arise. The Student Assistance Program (SAP) provides support in dealing with the pressures and challenges students face during their academic and professional careers.

- Testing Services Testing Area Requirements - Lake-Sumter State College (lssc.edu).

LSSC Testing Services offers a wide variety of testing for LSSC students and the greater community. Please click on the link above and select a test to find out more information.

- Learning Centers.

The mission of the LSSC Learning Centers is to provide a supportive and comfortable learning environment as well as multi-disciplinary academic support for students at all levels of their college careers. See College catalog for more information.

- Advising/Guidance of Medical Laboratory Technology Students.**

For advising and guidance through the MLT Program, the student is referred to the LSSC Allied Health Advisor. <https://www.lssc.edu/advising/>





NAVIGATING THE PROGRAM

Grade Grievance Process (LSSC)

Grades issued by members of the college faculty can be appealed only if the grade is alleged to be arbitrary and capricious. Arbitrary and capricious is defined as the following:

- The assignment of a course grade to a student on some basis other than performance in a course.
- The assignment of a course grade to a student by resorting to unreasonable standards different from those that were assigned to other students in the same course.
- The assignment of a course grade by a substantially unreasonable, and unannounced departure from the faculty member's previously published standards.
- MLT program aligns with LSSC process for grieving a course grade. Process is located in the **LSSC Catalog and Student Handbook- Student Rights and Responsibilities**.

Protected Information (College and Program) - Logos, HIPAA, etc.

LSSC Administrative Procedures Manual available at <https://www.lssc.edu/about-us/policy/>

- Advertising/Solicitation/Fundraising (LSSC Administrative Procedures Manual 2-05).
- Guidelines for the Use of Social Media (LSSC Administrative Procedures Manual 2-20).
- Student Activities and Service Fees (LSSC Administrative Procedures Manual 6-12).

Logo and Name Usage

Students are not authorized to recreate, use or display the College or MLT program logo outside of officially granted capacities. Additionally, students are not permitted to align themselves with the College or program name for purpose of any academic, financial or social cause outside of officially granted capacities. This includes activities such as advertising, solicitation, fundraising, social networking, etc.

Social Media Networking

Professional conduct is critical for all participation in social media and networking activities. Content shared on social media and electronic communication platforms is not private and should always be considered vulnerable to sharing despite privacy settings or closed nature of groups. Under no circumstances may you communicate or post the following:

- Information or pictures of clients; healthcare facilities or their employees and healthcare providers.
- Information learned about fellow students, instructors or program staff during educational experiences.

Students may create social media groups as an avenue to support each other's program journey. No content may cause the casual observer or participants to think a platform is an official LSSC sanctioned group. Students must abide by the following:

- Identify the group by cohort name (ex: MLT 2024).
- Set privacy as Closed Group.
- Use no College photos, logos, or branding in cover images.
- Post photos of students in the MLT uniform only if professional, meet all dress code guidelines, and student patch identifying the College and the program is not visible.
- Do not violate academic integrity.
- Do not violate LSSC code of conduct.





NAVIGATING THE PROGRAM

Records/FERPA

Students wishing to inspect and review their academic files held by the program may submit a written request for access to the MLT Program Director.

Students' MLT files are securely maintained and password protected within the College network.

MLT files contain the following as applicable per individual student:

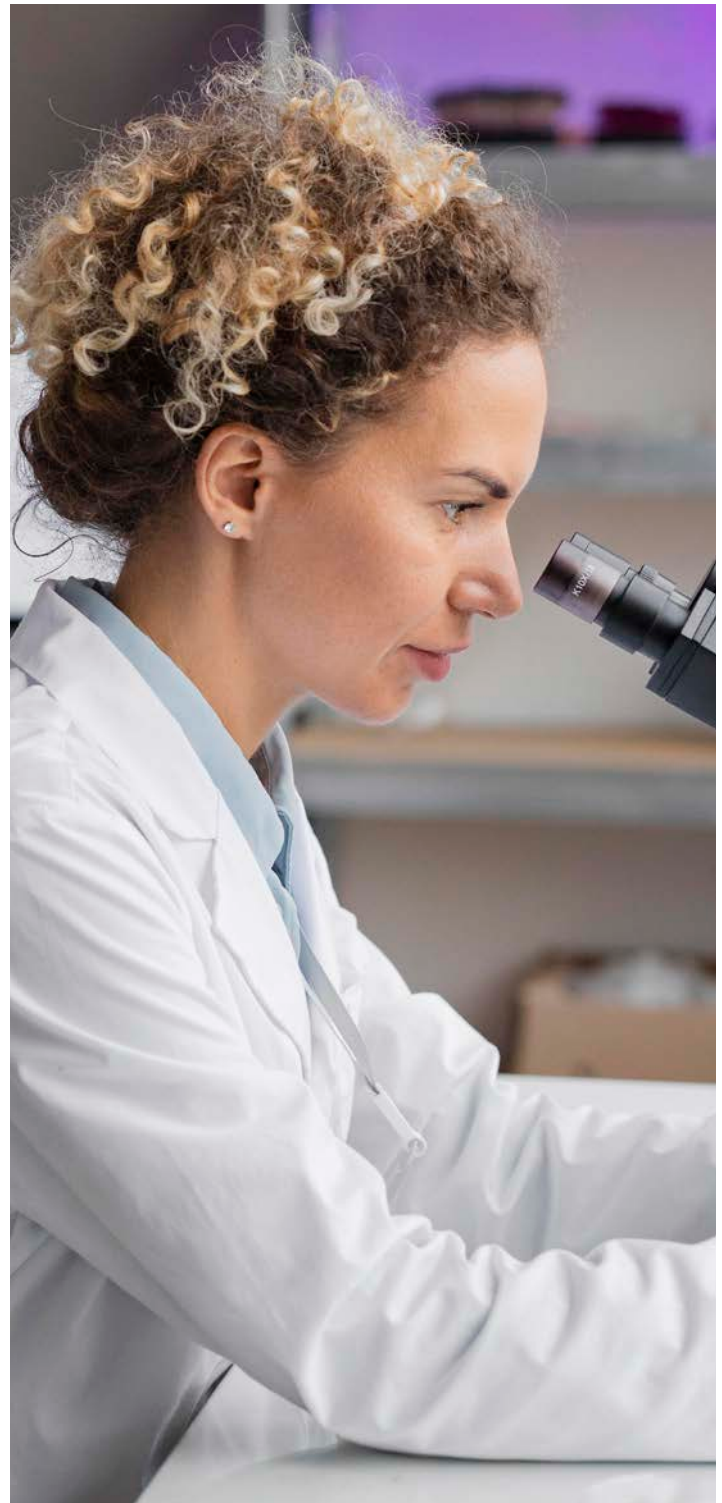
- Program selection/acceptance forms and information
- Program performance information
- Program separation letter
- Program readmission letter

Certain directory and non-directory information as established by the College is available to MLT

faculty/staff, the LSSC representatives of clinical partners, and MLT accreditation and licensure for program or recruiting purposes. These entities use information only within confines of their relationship with the program.

- Examples (including, but not limited to)
 - o Listing of Lakehawk email addresses to LSSC recruitment and event notification.
 - o Information affecting readmission requests to program administration.
 - o X-ID or social security numbers to clinical facilities to set up patient charting access.
 - o Content of Castle Branch file to clinical facilities for proof of Educational Services Agreement (ESA) compliance if requested.
 - o Social security numbers to FL MLT for Licensure.

Program operations staff maintains students' background report files in secure location separate from student files according to Criminal Justice Information Services and Volunteer and Employee Criminal History System (CJIS/VECHS) guidelines. Students may review but may not receive, copies of background reports on file. Program does not share content of background reports on file with other entities.





NAVIGATING THE PROGRAM

Required Documentation

- State of Florida and national accreditation agencies require instruction and skills validation in clinical healthcare settings. Clinical facilities set the compliance rules (i.e., immunizations, drug screenings, background checks, etc.) students must meet to be eligible for instruction at their sites. For the duration of the program the following documentation must show “complete” status with Castle Branch.

All Students:

- Medical Form
- Drug screening
- CPR Certification
- PPD- Skin Test or Serum Quantiferon Screen
- MMR Immunization
- HEP B Series Immunization (or waiver form)
- TDAP Vaccination
- FLU Vaccination (or waiver form)
- Varicella Vaccination
- COVID Vaccination (or waiver)- If you decide not to receive a COVID-19 vaccination or meet other

eligibility requirements defined by the clinical facility, you may not be allowed on those sites and may not be able to complete the requirements of your program and obtain your diploma/certification.

Students with expired documentation are not eligible to participate in clinical lab component of MLT courses and risk subsequent dismissal from the program for excessive absence. Program operations staff monitor compliance and determine eligibility for clinical lab attendance. Students nearing documentation renewal dates receive communication from Castle Branch and program operations staff.

Castle Branch: Sends early alert to email address provided by student in vendor account registration.

Program Operations Staff: Provides clinical lab Documentation Compliance procedure and schedule:

- at orientation/rally to incoming students
- by Lakehawk email to continuing students

Students: Monitor Lakehawk email daily for notifications

Students: Responsible for Castle Branch renewal fee to keep account current

Success Tools

Academic rigor and physical demands of the program challenge the best of students. Students who utilize the following services and suggestions increase program success:

- Study Groups
- Office of Student Accessibility Services (SAS)
- Center for Teaching and Learning (CTL)
- College Libraries
- Dean of Students

Tobacco-Free and Smoke-Free Environment

MLT program aligns with LSSC policies regarding tobacco use. Board Rules 2.15 available at

<https://www.lssc.edu/about-us/policy/>



COURSE STRUCTURE

Course rotations are subject to change based on faculty and clinical rotation availability.

MLT Pathway

Course descriptions for MLT course can be found in Canvas and LSSC Catalog/Student Handbook –

<https://lssc-public.courseleaf.com/courses/mlt/>

Schedule

MLT course schedules contain days and times in addition to those posted on College Banner course schedule. Schedules are subject to change for unforeseen circumstances after start of semester.

Components

Each course contains a didactic (in the classroom) and LAB (on or off campus as scheduled) component. Each component has unique requirements for attendance, dress code, and grading.

Grading Scale

(90% - 100.00%) = A

(80% - 89.99%) = B

(70% - 79.99%) = C

(60% - 69.99%) = D

(<60%) = F

Common Requirements

The following requirements are common to all courses in program curriculum:

- Course passing grade is minimum of 70% (C)
- Meet minimum requirements of each component to pass the course
- Complete all assigned work including that which requires revision/re-submission
- Writing proficiency for APA Formatting
- Adherence to due dates/deadlines
- Exams
 - o Absence

Students who do not arrive at the testing site by scheduled start time are documented as absent. Absent students must contact one of their instructors to schedule make-up exam. Make-up exams may be in an alternate format.
 - o Make-Up Exams
 - o May occur in LSSC Center for Teaching and Learning (CTL)
 - o Must occur no later than one (1) calendar week after scheduled exam date or student will receive a grade of “zero” for the exam.



COURSE STRUCTURE

Conduct

- Be Prompt. Arrive prior to posted start time to set up seating area and be ready for full engagement at start of class.
- Be Prepared. Instructors expect students to actively engage/participate in the classroom. Complete text reading and preparation activities assigned by instructors prior to class time.
- Dress according to instructions provided in this handbook under Navigating The Program- Dress Code.
- Maintain an open mind and non-judgmental attitude in all interpersonal interactions.
- Demonstrate courteous, respectful, attentive behavior with instructors and fellow students. Instructors may dismiss students exhibiting disruptive behavior in the classroom.
 - Breaks- Remain in classroom during instruction time. Every effort should be made to attend personal needs during scheduled breaks.
 - Food and Drink - is allowed during didactic instruction and is at the discretion of the instructor. Snacking permitted during breaks. No food or drinks are permitted in the lab.
 - Visitors- Unless prearranged and approved by instructor as part of in-class project, no visitors or children permitted during educational activities.
- College Sanctioned Events- Represent the program and the profession by adherence to all College and program conduct guidelines.
- Use of cell phones, or other electronic communication devices are not permitted during instruction time.
- Use of laptops for other than course-related purposes is prohibited. Students may record lectures, but may not publish recordings without express permission of instructor pursuant to FL State House Bill 233.





CLINICAL LAB COMPONENT

Attendance

Attendance is mandatory for all clinical lab experiences

Plan to arrive 15 minutes prior to posted start time.

Absence

- PRIOR to scheduled start time of clinical lab experience, students must communicate by preferred method given by instructor to whom they are assigned.
- Prior to scheduled start time of outside experiences or clinical days, students must communicate by preferred method with their course instructor as well as a representative of the clinical facility.

Clinical Hours

- Students may be scheduled for clinical rotations at any time within a 24-hour period, including days, evenings, and overnights.
- Clinical sites and schedules are determined based on availability, the operational needs of the facility, and the goal of providing a comprehensive educational experience.
- Students are expected to be flexible and prepared to rotate through various shifts to ensure exposure to the full spectrum of clinical operations and patient care scenarios.
- Failure to comply with assigned schedules may jeopardize a student's ability to complete the program on time.
- If a student has a legitimate scheduling conflict, they must communicate with the Program Director or Clinical Coordinator as soon as possible to determine if accommodation can be arranged. However, accommodation is not guaranteed and may be limited based on site availability.

Tardiness

- Tardiness is unacceptable. Students arriving late, regardless of scheduled location, are dismissed and documented as absent.

Clinical Readiness

- Students not prepared to participate in clinical activities are dismissed and documented as absent.
- Students are expected to actively engage/participate in the experience by completing all assigned preparation activities prior to start time. Noncompliance results in dismissal from the clinical lab experience and documented as absent.

- Dress according to instructions provided in this handbook under Navigating the Program- Dress Code. Noncompliance results in dismissal from the clinical lab experience and documented as absent.

Missed Clinical Time

- Attendance is recorded by the Clinical Instructor and the student will have to make up all missed time. Clinical site make-up days will be made up at the end of the rotation on specific days. Only 2 days can be missed and made up. If absences exceed 2 days, the clinical rotation may have to be repeated or the student may fail the course.





CLINICAL LAB COMPONENT

Facility Placement

Facility placements are made by Program Director with no guarantee of any specific healthcare agency.

MLT Program Clinical Site Sponsors

1. Advent Health – Waterman (Tavares, FL) <https://www.adventhealth.com/hospital/adventhealth-waterman>.
2. Orlando Health South Lake Hospital (Clermont, FL) <https://www.southlakehospital.com/>.
3. Orlando Health South Lake Hospital – Joe H and Loretta Scott Lab (FSED) – (Four Corners, FL) <https://www.orlandohealth.com/facilities/four-corners-er>.
4. Orlando Health Horizon West Hospital (Winter Garden, FL) - <https://www.orlandohealth.com/facilities/horizon-west-hospital>.
5. Orlando Health Emergency Room Reunion Village – (Davenport, FL) <https://www.orlandohealth.com/facilities/orlando-health-emergency-room-reunion-village>.
6. Orlando Health South Lake Hospital – Blue Cedar Lab (FSED) – (Leesburg, FL) <https://www.orlandohealth.com/facilities/blue-cedar-er>.
7. UF Health (Leesburg, FL) <https://ufhealth.org/locations/uf-health-leesburg-hospital>.
8. UF Health Spanish Plaines (Lady Lake, FL) <https://ufhealth.org/locations/uf-health-spanish-plaines-hospital>.
9. Vista Clinical (Clermont, FL) <https://www.vista-clinical.com/>.

Cinical Site Placement

Clinical site placements are random with no guarantee of any specific laboratory agency.

Admission is capped at 24 students per cohort to ensure each student admitted to the cohort has adequate access to classroom, laboratory and clinical opportunities.

Students will be given guidelines and a laboratory rotation schedule prior to beginning their clinical rotation. Students will be assigned a clinical site based on the availability at the site. The student must meet all clinical requirements prior to the start of clinical rotation. If the student fails to meet these requirements, the student will be unable to start clinical rotations.

To help ensure students complete the program on time, the program director will explore new partnerships with other clinical locations. In cases where available facility assignments are limited or delays the number of students who can be placed, assignment will be awarded to students by rank order with highest GPA. For all others, specific laboratory procedures will be conducted at our South Lake campus. These sessions will ensure students receive the necessary clinical experiences and will directly align with program outcomes. In addition, clinical hours may be extended at available clinical sites as deemed necessary.





CLINICAL LAB COMPONENT

Conduct

The following are prohibited at clinical lab facilities:

- Smoking, including use of e-Cigarettes
- Consumption of alcoholic beverages
- Gum chewing
- Use of cell phones or other electronic communication devices
- Guests, children, and/or pets
- Leaving facility or going to car after scheduled instructional event begins.
- Students must demonstrate professional, courteous, respectful, attentive behavior with instructors, staff, and fellow students. Maintain an open mind and non-judgmental attitude in all interpersonal interactions. Instructors may dismiss students exhibiting disruptive behavior from the experience location.
- Failure to comply with the LSSC Code of Conduct in classroom, clinical or lab facilities may result in probation or dismissal from the program.





GENERAL PROGRAM

Employment Restriction

- MLT students are not allowed to perform service work during student clinical hours, nor are they allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures.
- Service work by students in lab settings outside of academic hours must be noncompulsory.
- A lab site which employs a currently enrolled MLT student as a laboratory assistant/phlebotomist will schedule the student for work during noninstructional hours. These paid hours may not count toward the applied experience time as the student is performing the duties of an employee not a student in training.
- Students may not be substituted for regular staff during their student experience.
- Suggestion: Students who work more than 24 hours per week may jeopardize their ability to succeed in the program.

MLT Program Graduation Requirements

In order to graduate from the MLT Program at Lake-Sumter State College, the student must meet the following four requirements:

1. The student must have successfully completed all pre-requisite and MLT curriculum courses.
2. The student has an overall academic GPA of at least 2.0.
3. The student must meet college graduation requirements. See college catalog for more details.
4. The granting of the degree is not contingent upon any type of external certification or licensure examination.





GENERAL PROGRAM

Program Dismissal - Summary Listing

If an MLT student receives a final grade below “C” in an MLT course and still has an overall 2.0 GPA, the student will be allowed to repeat the course once, but the student will be put on probation until a grade of “C” is achieved in that course.

The following is a summary of reasons for program dismissal (including, but not limited to):

- Achieving course grade of less than “C”.
- Exceeding maximum absence time in lab component attendance requirement in a course.
- Noncompliance with HIPAA regulations.
- Declining participation in required program drug screening procedures.
- Receipt of positive drug screening results.
- Neglecting to report change in local, state, or federal criminal information.
- Occurrence of criminal incident of a nature precluding continuation in the program.
- Result of due process proceedings, based upon written notification from a clinical facility, requesting student withdrawal from said facility.
- Unprofessional conduct.
- Failure to update and provide documentation of program requirements as listed under required documentation.

Readmission

Students who do not successfully complete the program may request readmission through re-application.

Students must meet with MLT Program Director within 2 weeks of separation from program to determine eligibility for readmission.

If the MLT student is not enrolled in an MLT course for 2 consecutive semesters, the student will have to reapply into the MLT Program. All program requirements are required for readmission.

MLT students are only allowed two attempts to successfully complete the MLT Program. After two attempts, the student will no longer be considered for readmission.





GENERAL PROGRAM

Teach Out Plan

Permanent

In accordance with the NAACLS rules and regulation, the following protocol would occur if the MLT Program at Lake-Sumter State College were to be closed:

Lake-Sumter State College would continue to offer all the courses and support that would be needed for all the students to finish the program or transfer to another program within a reasonable time frame.

Temporary

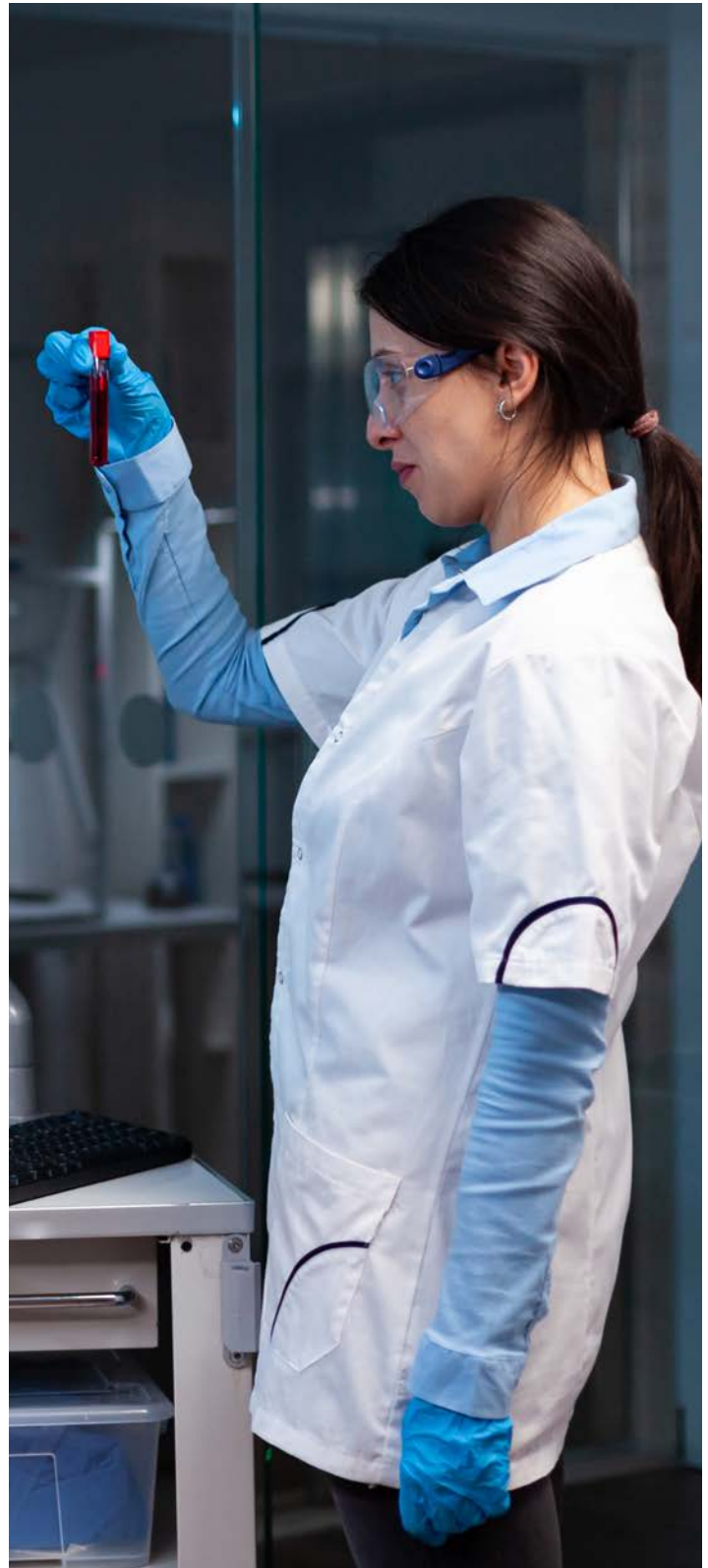
If the college has a temporary closure, notification systems would update the students with the information about the closure, safety steps that may need to be taken, and when a possible opening of the college would occur. These notifications are an LSSC Emergency Plan, LSSC Alert system, LSSC App, and LSSC Emergency Notifications and can be found at the following websites:

For temporary closures the College has the following notifications:

1. See the following website for Emergency Plan: <https://www.lssc.edu/Safety/emergency-plan-and-procedures/>.
2. See the following website for LSSC Alerts: <https://www.lssc.edu/safety/emergency-alert/>.
3. See the following website for LSSC App: <https://www.lssc.edu/safety/Lake-Sumter-Safe-app/>.
4. See the following website for LSSC Emergency Notifications: https://www.lssc.edu/wp-content/uploads/PRO_7-13.pdf.

For individual MLT courses, the students will be notified by their instructors through the courses Canvas Announcement Site as to the changes that will be made due to the temporary closure.

All missed content will be made up in a reasonable time frame.





GENERAL PROGRAM

Essential Functions

The Medical Laboratory Technology Program (MLT) reserves the right to deny admission or require the withdrawal of any student who, in the judgment of the department, gives evidence of being unable to perform the responsibilities and tasks required of the medical laboratory profession. Essential functions represent the essential non-academic requirements of the MLT program that students must master to successfully participate in the program. Students must demonstrate the following skills with or without reasonable accommodation:

A sound intellect

COGNITIVE AND INTELLECTUAL STANDARDS

- **THINK CRITICALLY:** Ability to identify and solve problems; identify cause/effect relationships; apply reading, lecture, and laboratory information to case study preparation; employ effective teaching, learning, and test-taking strategies.
- **COMPREHEND:** Synthesize relevant information regarding patient diagnoses, laboratory testing, indications and contraindications, human pathology, and impairments from textbooks, medical records, and professional literature.
- **PRIORITIZE:** Manage events to provide for safety; multiple tasks; integrate information and make decisions about sequence and progression.
- **MAKE CLINICAL DECISIONS:** Be able to exercise sufficient judgment to respond quickly and appropriately to changes in patient status; to analyze written, observed or verbal data about patients and make decisions to terminate, modify, progress, or cancel laboratory tests; act safely and ethically in the lab and clinic.
- **SHORT-TERM AND LONG-TERM MEMORY:** Ability to accurately and quickly remember data and information relayed in exchanges with the healthcare staff; access learned knowledge to include but not limited to diagnoses, safety precautions, and emergency procedures; participate successfully in the learning and evaluation of knowledge within the MLT curriculum.
- **THINK QUICKLY AND CLEARLY:** Execute all duties unimpaired by any condition or substance that alters mental processing, speed or quality of thought processes or judgment.

Good motor skills, hand-eye coordination and dexterity, and visual acuity to perform macroscopic and microscopic analyses or to read procedures, graphs, etc.

PHYSICAL STANDARDS

- **PHYSICAL, MENTAL, AND EMOTIONAL HEALTH:** Possess the physical, mental, and emotional health to maintain alertness and concentration during an 8-hour day under the stressful conditions of technical malfunctions, time constraints, and a distracting environment; move freely and safely around the laboratory and hospital.
- **HEARING:** Auditory ability sufficient to perform laboratory testing.
- **PHYSICAL:** Possess the ability to: bend, stoop, stand, lift and move objects of at least 20 pounds, grasp with one or both hands, reach laboratory bench tops, shelves, patients lying in bed or seated in a specimen collection chair, perform moderately taxing repetitive tasks, often requiring prolonged sitting or standing over several hours.
- **MANUAL DEXTERITY:** Possess sufficient hand-eye motor coordination to allow delicate manipulations of specimens, instruments, and tools, grasp and release small objects (specimen tubes, pipette tips, pipettes), reagent vials, inoculating loops, twist and turn dials/knobs, utilize a computer keyboard and mouse to operate laboratory instruments and verify and transmit data.
- **VISION:** In the laboratory, seeing ensures accuracy and safety in various tasks. Good vision is essential for effectively performing duties such as analyzing samples, reading instruments, and conducting detailed inspections. While certain lab roles may require specific visual acuity, individuals with varying degrees of vision can still contribute meaningfully in alternative capacities within the lab environment.

Effective communication skills

COMMUNICATION STANDARDS

- **SPEAK AND EXPRESS:** Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency, information to peers, faculty, patients, their families, and other health care providers; to explain conditions and procedures and teach home programs.
- **READ:** Reading comprehension skills and mathematical ability sufficient to understand typed, handwritten, chart data, and computer-generated documents in the English



GENERAL PROGRAM

Essential Functions - continued

language; at a level of competency that allows safe and timely execution of essential tasks or assignments.

- **UNDERSTAND/INTERPRET:** Knowledge sufficient to understand /interpret medical terminology and information given; follow complex and straightforward instructions (oral or written) regarding patient care and testing; and respond to non-verbal communication/ behaviors of self and others.
- **FOLLOW DIRECTIONS:** Accurately and efficiently, seeking clarification where necessary.
- **WRITE:** Produce legible handwritten, or computer word processed documents; use correct medical terminology, spelling, grammar, and punctuation; organize and express thoughts in written form in the English language; to prepare accurate, thorough, legally defensible patient documentation.
- **INTERPERSONAL SKILLS:** Work collaboratively; interact professionally; to establish rapport with patients, colleagues, and classmates; to resolve conflicts with individuals from a variety of social, emotional, cultural, and intellectual backgrounds; maintain confidentiality in all interactions.

Professional skills such as the ability to work independently, to manage time efficiently, to comprehend, analyze, and synthesize various materials, as well as to hold sound psychological health and stability

BEHAVIORAL/PROFESSIONAL STANDARDS

- **FLEXIBILITY:** To adjust to a constantly changing and demanding full-time schedule.
- **COOPERATION:** Work as a member of a team; develop positive and effective relationships with faculty, clinicians, peers, and patients.
- **RECOGNIZE LIMITATIONS:** To request assistance when needed; accept correction and constructive suggestions; assume responsibility for personal development; utilize resources effectively.
- **WILLINGNESS:** To wear required lab attire; to participate in lab activities that require phlebotomy and other types of sample collection.
- **POSITIVE ATTITUDE:** To demonstrate initiative, enthusiasm, and appropriate peer and patient interactions.
- **WORK ETHIC:** Attend class and clinic promptly and regularly; stay focused and on task during lecture and laboratory instructional time; submit work products promptly when due; conform to all classroom and clinical rules/policies; comply with all legal and ethical standards of practice.
- **STRESS MANAGEMENT:** Develop coping skills for fast-paced clinical situations; effectively manage multiple academic deadlines; respond appropriately in a stressful environment; manage personal matters outside of class/workday.
- **PLANNING AHEAD:** Proactively arrange transportation and living accommodations for/during off campus clinical assignments to foster timely reporting to the classroom and clinical center.
- **SELF CARE:** Maintain general good health and hygiene in order not to jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical settings.

Observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.





WAIVER

Lake-Sumter State College

Venipuncture and Capillary & MLT Program Courses Performing Lab Activities with Possible Biohazard Materials

Waiver and Release of Liability –Participant

Part of the Medical Laboratory Technology (“MLT”) Program at Lake-Sumter State College (“LSSC”) hereinafter referred to as the “College,” is learning and performing phlebotomy and capillary puncture and working with possible biohazard materials. Students in the MLT program must participate in learning phlebotomy skills using a “dummy arm,” an anatomically correct simulation arm. They must also perform capillary puncture. These activities are only authorized within an MLT program class or lab environment.

The purpose of this form is to notify you of the nature of the activities, to alert you to the risk of participation, and to release the College, its Trustees, employees, agents, representatives, students, assigns, successors, and volunteers (collectively, “the College”) from liability related to the foregoing. You are responsible for being aware of any medical condition that you may have that would result in a negative reaction to participating in these activities, including, without limitation, being exposed to needles or other possible biohazard materials. If you have such a medical condition or any concern regarding these activities, do not participate.

As a participant in the MLT program training in these activities, you will be trained on the equipment used in the medical practice such as hypodermic needles. Your participation in the MLT training program may expose you to some adverse physical affects that could be mild or severe. You shall not be offered, given, or otherwise provided with medical results through participating in these activities. Your blood nor any of your medical information will be kept, maintained, or stored by the MLT program. These activities are solely for teaching and learning purposes within the MLT program. Any information gathered through these activities is not to be relied upon nor is being provided as medical services, medical advice, or healthcare. In addition, in the MLT program courses, the laboratory learning activities will include the use of possible biohazard materials such as blood, body fluids, and microorganisms.

I understand that by participating in these activities, I am responsible for being aware of any medical condition that would preclude me from participating in these activities and for refraining from participating if my own condition presents a risk to my health or the health of other participants. I also understand that:

1. The College is not responsible for any venipuncture or capillary puncture or other possible biohazard learning activities related to risks or injuries that I may experience when participating in these activities.
2. I assume responsibility for all venipuncture and capillary puncture or other possible biohazard learning activities related to risks and injuries that I may experience during and after participating in these activities.
3. I will follow any guidelines that may be provided to be regarding my participation.
4. The MLT program can decline at any point to permit me to participate.
5. The College and any student or faculty member performing venipuncture or capillary puncture or other possible biohazard learning activities are in no way authorized, licensed, or permitted to give clinical results, patient diagnoses, or medical advice.

I release the College, from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I may have now or in the future from liability for risk, injury, or damage incurred through participating in the MLT program activities. I have read, understood, and agree to the terms of this release. I understand and agree that I am releasing, waiving, or otherwise relinquishing legal rights and opportunity to sue covered by this release. By signing this form, I acknowledge that I have read and agreed to the conditions above. I agree to waive my rights to pursue legal action against the College, its associates, and its students.

By signing this form, you represent that you are at least 18 years of age. You may not sign the form nor participate in these activities if you are younger than 18 years old.

Participant Name (Print): _____

Participant Signature: _____

Date: _____



CONFIRMATION

Confirmation of Receipt

I understand and will comply with the policies, procedures, and requirements presented in the MLT Student Policy Handbook provided to me. All statements contained in the handbook apply during my enrollment in the program. My initials on items listed below indicate I identified particular content and acknowledge importance.

_____ Roles of LSSC College Catalog and Student Handbook, MLT Student Policy Handbook, and Course Syllabi in governing participation in the program

_____ Reporting changes in criminal background status

_____ Dress code

_____ Drug screening

_____ Use of logos, photos, etc. on social media. Fundraising.

_____ Information release disclaimer

_____ Program documentation renewals

_____ Program Success Tools

_____ Tobacco policy

_____ Attendance and grading for didactic and clinical components

_____ Employment restriction

_____ Essential Functions

Print Name _____

Signature _____

XID # _____

Date _____



Lake Sumter
State College

THANK YOU!

