

**Louisiana State University of Alexandria**  
*Department of Allied Health*

*Medical Laboratory Technician Program*



**2020-2021**

**Student Handbook**

# Louisiana State University of Alexandria

## MEDICAL LABORATORY TECHNICIAN PROGRAM

### PREFACE

This handbook is prepared for use by students enrolled in the Associate of Science in Medical Laboratory Technician Program and contains information specific to this program. The information in this handbook is not intended to be wholly independent, but instead, a complement to the LSUA General Catalog and the LSUA Student Handbook which are maintained and published by Louisiana State University of Alexandria. For general policies, see the LSUA General Catalog and the LSUA Student Handbook.

The purpose of this Handbook is to provide guidelines to aid you through the Medical Laboratory Technician Program at Louisiana State University of Alexandria and provide you an understanding of our policies. In order to accomplish this, it is important that you know and understand exactly what is expected of you. This handbook should help you realize what is expected of you as a student in a healthcare profession. Should you need further clarification or have additional questions, feel free to contact the Program Director.

The information in this handbook is current at the time of printing. However, policies, guidelines, and procedures are subject to change. The information in this Handbook is **SUBJECT TO CHANGE**. The Program **RESERVES THE RIGHT** to modify any statement; the policies as written may be modified, superseded, or eliminated. Final interpretation of program policies and procedures will be made by the program's faculty. You will be notified of any such changes.

Not every circumstance can be predicted. Any area not covered in this Handbook will be dealt with on an individual basis. In addition to this Handbook, students should also be aware of the LSUA [General Catalog](#) and Student Handbook which can be found at the [LSUA](#) website; we urge you to study these materials.

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## **SECTION I: INTRODUCTION**

**Louisiana State University at Alexandria**  
**Department of Allied Health**  
**Associate of Science in Medical Laboratory Science**

**PROGRAM OVERVIEW**

The Medical Laboratory Science Technician (MLT) program at Louisiana State University-Alexandria has been in continuous operation since the fall of 1998. The program admits one class each year that begins with the summer semester. Upon successful completion of all curriculum requirements, the clinical laboratory technician program culminates in the award of an Associate Degree of Science in Medical Laboratory Technician. The graduate will then be eligible to apply to sit for a variety of national registry exams.

The MLT program at LSUA offers academic courses in the general education pre-requisites of the curriculum. Technical training covers all areas of the medical laboratory which include:

- Lab fundamentals
- Safety
- Urinalysis
- Phlebotomy
- Body fluids
- Hematology
- Coagulation
- Immunohematology
- Serology/Immunology
- Medical Microbiology, Parasitology, Mycology, and Virology
- Medical Chemistry
- Molecular Diagnostics

The MLT curriculum at LSUA consists of four (4) semesters of didactic course and three semesters of clinical rotation internship. Didactic courses are completed at LSUA's downtown campus building, the A.C. Buchanan III Allied Health building (AHEB). Clinical rotation courses are completed in regional medical facilities which are designated clinical affiliates.

Students enrolled in LSUA's Medical Laboratory Technician program will be held responsible for observing all rules stated in the LSUA college catalog. There are additional rules of behavior listed in this manual that must be adhered to and remain in effect at all clinical affiliate sites.

The rules and regulations presented in this manual represent a contractual agreement between LSUA's Medical Laboratory Technician student and LSUA. Failure to follow these stated rules and regulations could result in unsatisfactory student evaluations or dismissal from the MLT program.

## **PROGRAM PURPOSE**

The purpose of the program is to offer an Associate Degree of Science in Medical Laboratory Science. The program will offer a curriculum integrating basic science, liberal arts, and technical courses which provide a learning structure to fulfill the University's expected student outcomes, program goals, accreditation requirements and community needs.

## **PROGRAM MISSION**

The mission of the Medical Laboratory Technician program is to prepare qualified individuals to enter the professional healthcare workforce as a medical laboratory technician with knowledge, skills and attitudes needed for professional entry level competence and continued growth throughout their careers in medical laboratory science. LSUA is committed to excellence in the program and dedicated to assisting students receive a comprehensive education and quality laboratory training.

## **PROGRAM ACCREDITATION**

The Associate of Science in Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) N. 5600 River Road, Suite 720 • Rosemont, IL 60018-5119 •ph. 773-714-8880 •fax 773-714-8886 •web site [www.naacls.org](http://www.naacls.org). Students who successfully complete the program are eligible to seek national certification through completion of a national certification exam.

## **PROGRAM OUTCOMES**

To prepare graduates to:

- Demonstrate cognitive, psychomotor, and affective skills necessary to fulfill the roles and responsibilities of the medical laboratory technician.
- Demonstrate technical skills and delivery of reliable results with assurance and confidence in performing laboratory tasks.
- Demonstrate appropriate professional communication skills, attitudes, and ethics required of clinical laboratory technicians.
- Integrate the role and services of Medical Laboratory Technicians with the roles and services of other health care professionals in the delivery of patient care to the consumer/public.



- Recognize continuing education is necessary for maintenance, certification, and recertification as health care professionals.
- Be academically prepared to apply and seek national certification by examination through a recognized agency.

## **MLT Program Goals**

- Provide the community with competent medical laboratory technicians who can function in all areas of medical laboratory technology at professional entry levels in medical facilities or industry nationally.
- Create a learning structure that will allow students to meet expected academic outcomes and professional entry level competencies.
- Provide students with the knowledge and skills to allow them to pass a national certification examination in Medical Laboratory Science.
- Maintain the level and quality of instruction in the medical laboratory courses by seeking to include the latest in technological advances and by identifying needs of the program.
- Design learning opportunities for students to:
  - Demonstrate technical skills and the ability to deliver reliable results with assurance and confidence in performing laboratory tasks.
  - Cultivate appropriate professional communication skills, attitudes, and ethics required of medical laboratory professionals.
  - Value the service medical laboratory technicians render to the consumer public and other health care professionals.
  - Appreciate the role of other laboratory and health care professionals in the delivery of patient care.
  - Gain understanding that continuing education and professional development are life-long pursuits necessary for the maintenance and growth as health care professionals.

## **ADMISSION REQUIREMENTS**

In addition to the general requirements for admission to LSUA, entry into the Medical Laboratory Technician Program requires that the applicant meet the following criteria:

1. Possess a cumulative college grade point average (GPA) of at least 2.3.
2. Have completed all pre-requisite courses with no grade below a "C".
3. Be enrolled in MLSC 1010 and/or have completed MLSC 1010 with no grade below a "C".
4. Be able to meet the program's technical standards/essential functions requirements.

5. Submit to the Department of Allied Health a completed MLT Application Form accompanied by all required documents.
6. Attend an admission orientation when the above minimal requirements are met.

## **PROGRESSION REQUIREMENTS**

These program progression criteria apply to the student's progress prior to and after enrollment in the MLT program.

1. Prior to entering the MLT program, a student may take any of the academic support courses.
2. Any required academic support course completed more than five years previous to the time the student is accepted into the program, or any required MLT course completed more than three years previous to the time the student is accepted into LSUA's program may not satisfy degree requirements.
3. A MLT student must earn a grade of "C" or better in all courses required in the curriculum.
4. A MLT student must maintain a GPA of at least 2.0 in order to progress in the MLT program.
5. A student may be terminated from a program if clinical performance is unsatisfactory.
6. A student not successfully completing a MLT course with a "C" or better for the second time will be subject to dismissal.
7. If a student is not enrolled in a MLT course for a semester, application for readmission to the MLT program is required.
8. Hospitalization insurance, lab apparel and transportation to and from various health facilities are the responsibility of the student.

## **MLT Program Curriculum**

### **General Education Requirements:**

ENGL 1001: English Composition I  
ENGL 1002: English Composition II  
PSYC 2000: General Psychology  
MATH 1021: College Algebra  
STAT 2011: General Statistics  
BIOL 1161: Human Anatomy & Physiology I  
BIOL 1162: Human Anatomy & Physiology II  
BIOL 2051: General Microbiology  
CHEM 1201: General Chemistry I  
CHEM 1202: General Chemistry II  
CHEM 1301: General Chemistry Lab I  
CHEM 1302: General Chemistry Lab II  
CMST 1061 or 2060: Public Speaking  
CMIS 1000: Basic Computer Literacy  
FIAR\*: Fine Arts Elective (Fine Art, Music, Theatre)

### **Major Requirements:**

MLSC 1010: Introduction to Clinical Laboratory  
MLSC 2110: Clinical Hematology I  
MLSC 2220: Clinical Hematology II  
MLSC 2230: Medical Parasitology  
MLSC 2240: Clinical Immunology and Serology  
MLSC 2250: Clinical Chemistry I  
MLSC 2360: Pathogenic Microbiology  
MLSC 2370: Clinical Immunohematology  
MLSC 2380: Clinical Chemistry II  
MLSC 2410: Practicum I  
MLSC 2420: Practicum II  
MLSC 2430: Practicum III

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## **MLT Program Objectives**

Graduates of the MLT program at LSUA should be able to perform the following competencies as entry-level clinical laboratory technicians:

1. Collect, process, analyze, and transport biological specimens as appropriate
2. Recognize and apply principles related to the use of laboratory information systems used in Clinical Laboratory Science
3. Perform analytical test on body fluids, cells, and other substances tested in the Clinical Laboratory.
4. Perform preventive and corrective maintenance of equipment and instrument or refer to appropriate source for repairs.
5. Recognize factors that affect procedures and test results and take appropriate actions with established guidelines, displaying skills of critical thinking and problem solving.
6. Perform and monitor quality control within predetermined limits.
7. Apply principles of laboratory safety and Universal precautions.
8. Demonstrate appropriate communication skills as a healthcare professional.
9. Recognize the role of other health care professionals and interact appropriately with them to attain quality of patient care
10. Correlate laboratory findings with common disease processes.
11. Establish and maintain life-long education as a function of professional competency growth.

## Medical Laboratory Technician Program Essential Functions Verification

Listed below are the essential nonacademic requirements identified that students must be able to master in order to participate successfully in the MLT program. Please read each function and make an assessment of your capabilities and determine if you have any limitations that may restrict or interfere with your ability to perform any of the functions. *If you are not sure you will be able to meet these essential requirements, please consult with the MLT Program Coordinator for discussion of your individual situation*

The National Accrediting Agency for Clinical Laboratory Science (NAACLS) requires MLT programs to define and publish "specific...technical standards required for admission to the program" and to determine "that the applicant or student's health will permit them to meet the ...technical standards..."

After reviewing the Essential Functions, please sign your name on the Student Verification of Essential Functions signature page following this list under Option 1 or Option 2.

In order to perform the duties of the Medical Laboratory Science profession, the MLT student must be able to:

Essential Function	Requirement/Technical Skill
<b>Observation</b>	<ul style="list-style-type: none"> <li>• Observe laboratory demonstration using biological specimens as they are tested for their biochemical, hematological, immunological, microbial, and histochemical compounds</li> <li>• Discriminate color reactions and characterize odor, clarity, and viscosity of biological and chemical reactions</li> <li>• Employ a clinical grade binocular microscope to discriminate structural and color differences of microscopic specimens.</li> <li>• Read and comprehend text, numbers, and graphs in print or other audiovisual aids.</li> </ul>

<p style="text-align: center;"><b>Movement</b></p>	<ul style="list-style-type: none"> <li>• Move freely and safely about a laboratory.</li> <li>• Reach laboratory counters and shelves and patients (whether lying in hospital beds or on specimen collection furniture).</li> <li>• Travel to one or more clinical sites for practical experience.</li> <li>• Perform moderately taxing physical work which may require sitting for several hours.</li> <li>• Maneuver specimen collection equipment to safely collect valid patient laboratory specimens.</li> <li>• Manipulate and adjust laboratory instruments to perform procedures</li> </ul>
<p style="text-align: center;"><b>Intellectual</b></p>	<ul style="list-style-type: none"> <li>• Possess the following skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, criticism, and critical thinking.</li> <li>• Exercise sufficient judgment to recognize and correct performance deficiencies.</li> </ul>
<p style="text-align: center;"><b>Behavior</b></p>	<ul style="list-style-type: none"> <li>• To exercise time management and systematize actions in order to complete professional, technical, or academic task within realistic constraints.</li> <li>• Possess emotional health necessary to effectively employ intellect and exercise appropriate judgement.</li> <li>• Provide professional/technical services while under stress and a distracting environment.</li> <li>• Stay flexible, creative, and able to adapt to change.</li> <li>• Recognize potentially hazardous situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals</li> <li>• Adapt to working with unpleasant biologicals</li> <li>• Interact and function as a team member in the healthcare field.</li> </ul>

	<p>Support and promote activities of fellow student/healthcare professionals.</p> <ul style="list-style-type: none"> <li>• Demonstrate honest, compassion, ethical behavior, and responsibility. Be forthright about errors or uncertainty, critically evaluate his/her own performance, accept constructive criticism, and embrace ways to improve performance. Evaluate fellow student performances tactfully and offer constructive comments.</li> </ul>
<p style="text-align: center;"><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Read and comprehend technical and professional materials</li> <li>• Follow verbal and written instructions in order to correctly and independently perform laboratory procedures</li> <li>• Clearly instruct patients prior to specimen collection</li> <li>• Effectively, confidentially, and sensitively converse with patients regarding laboratory tests</li> <li>• Communicate verbally and in recorded format with faculty, students, staff, and other healthcare professionals</li> <li>• Independently prepare papers and laboratory reports. Take paper, computers, and laboratory practical examinations.</li> </ul>
<p style="text-align: center;"><b>Conduct and Appearance</b></p>	<ul style="list-style-type: none"> <li>• Project a well-groomed, neat appearance</li> <li>• Maintain patient confidentiality and exercise ethical judgement, dependability, and accountability</li> <li>• Show respect for self and others, display attitudes of tolerance and integrity</li> </ul>

## Student Verification of Essential Functions

The Program Coordinator reserves the right to amend this listing based on the identification of additional functions or criteria for Medical Laboratory Technician students.

**Directions:** Read the declarations below and sign ONE ONLY. If you are unable to fully meet any function, please make an appointment with the Program Coordinator for the MLT program.

**Option 1:**

I have read the essentials functions and to the best of my knowledge I currently have the ability to fully meet these functions.

_____	_____	_____
Student's Name (Print)	Student's Signature	Date

**Option 2:**

I have read the essential functions and to the best of my knowledge I am currently UNABLE to fully meet the items indicated without accommodations.

I am requesting the following reasonable accommodation(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____	_____	_____
Student's Name (Print)	Student's Signature	Date

.....

**For Office Use Only**

\_\_\_\_\_ Accommodation provided (Explain)  
\_\_\_\_\_ Unable to provide accommodation (Explain)

_____	_____	_____
Signature	Title	Date



# PUBLICITY CONSENT FORM

As a student at LSUA, one may expect to appear in photographs or media presentations as part of their educational experience. A consent form for this purpose is to be signed by students entering the MLT program. Any student NOT wishing to participate in the aforementioned activities may decline to do so by signing the form on the appropriate line. A copy of the consent form is found below.



## STUDENT CONSENT FORM Louisiana State University-Alexandria Medical Laboratory Technician Program Authorization/Release Form

I hereby authorize Louisiana State University-Alexandria and its employees to photograph, record, tape, film or electronically capture in permanent form my name, likeness, image, voice, and personal information, appearance and/or performance. I also authorize Louisiana State University-Alexandria to use and publish my writing(s).

I further grant Louisiana State University-Alexandria permission to edit my writings and the original footage, data, voice, or images as shall be deemed necessary.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I **do not** wish to appear in any photographs or media presentations depicting my educational experience at Louisiana State University-Alexandria.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Code of Conduct**

All students will be expected to abide by the LSUA code of conduct outlined in the student handbook and display professional behavior as outlined in the following Code of Ethics. Students should remember that cheating will not be tolerated and if a student is cheating, it can result in dismissal from the program. "Cheating" includes but is not limited to: (1) use of any unauthorized assistance in taking examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor; or (3) the acquisition, without permission, of exams or other academic material belonging to LSUA faculty or staff "Plagiarism" is the use of someone else's words or ideas without giving proper credit for those words or ideas. It includes, but is not limited to, the use of published or unpublished work of another person without full and clear acknowledgement. Plagiarism is a serious offense and grounds for disciplinary action.

## **Code of Ethics**

The purpose of the code of ethics is to ensure professional behavior in all students participating in the Medical Laboratory Technician Program.

1. Each student shall attend and participate in all learning experiences designed to meet the objectives of the courses(s) in which he/she is enrolled.
2. Each student shall identify the need for any reasonable accommodation required to successfully complete the learning objectives of each course.
3. If a student believes that a course is not meeting his or her learning needs the student shall initiate discussion with the course instructor as soon as the problem is perceived.
4. Upon completion of course work, each student shall complete an honest, written evaluation of each course in which the student is enrolled.
5. Each student shall engage in open discussion with his/her MLT instructor or program director, pertaining to any factor interfering with acceptable progress in the course of study.
6. Each student shall adhere to all rules and regulations related to participation in the clinical placement.
7. In clinical, each student will engage in only those activities for which he/she has been trained, minimizing the probability of harm to the patient
8. Each student shall recognize the rights and professional standing of colleagues in their respective professions.
9. Information received from a patient will be discussed only for professional purposes and in private.

10. Patient information will be discussed in classes in a way that the confidentiality of the individual is maintained.
11. Written reports will be presented in an objective manner. Subjective data will be identified as such.
12. Each student is responsible for knowing and adhering to all rules, regulations, policies, and procedures of the University, MLT program, and clinical facilities.
13. Each student will be prepared for all classes, labs, and clinical assignments. This includes reading assignments before class, actively participating and allowing others to participate in learning opportunities and being attentive to the instructor and other students.
14. Treat patients with respect, care and thoughtfulness.
15. Perform duties in an accurate, precise, timely and responsible manner.
16. Advocate the delivery of quality laboratory services in a cost-effective manner.
17. Work within boundaries of the law and strive to disclose illegal or improper behavior to the appropriate authorities.
18. Continue to study, apply and advance medical laboratory knowledge and skills and share such knowledge with colleagues, healthcare professionals, and the public.
19. Achieve the highest degree of honesty and integrity.

If the standards of ethics and conduct for the clinical laboratory technology student are dictated by those moral and personal qualities inherent in the profession. The program faculty will take appropriate action regarding conduct which:

- is brought to the attention of the program as being problematic to self or others.
- is observable and clearly dictates anti-social behavior, irresponsibility or destructiveness.
- directly reflects on the MLT program or profession in a negative manner.
- clinical affiliates agree demonstrates student is not prepared for clinical rotation.

## **Class Size**

The maximum size for the Medical Laboratory Technician Program is determined by the Program coordinator. This is based on the number of students a didactic lab class can hold without compromising safety. The number of students which can be assigned to each clinical facility is dependent on size of facility, the number and variety of tests performed, and the number of registered technologists and pathologists available for supervision. If the program coordinator feels that a change in any of the above factors warrants, the program coordinator may make these changes in order to maximize the educational opportunities available to LSUA MLT students. The program currently can accept 12-20 students comfortably, but if needed, the program can increase student capacity.

## **Admission to the MLT Program**

Students entering the Medical Laboratory Technician Program must meet the following criteria:

1. High school graduation or GED
2. Admission to the University and attendance at LSUA orientation and MLT program Orientation.
3. Completion of all pre-requisite classes (ENGL 1001, ENGL 1002, MATH 1021, STAT 2011, BIOL 1161, CHEM 1201, CHEM 1202/1212, BIOL 2051, PSYC 2000, CMST 1061 or 2060, CIS 1000 (or competency test), FIAR elective). Students must complete all pre-requisite classes with grade of at least "C"; Program Coordinator has option to override pre-requisites.
4. Satisfactory completion of physical examination and TB skin test prior to admission to the clinical internship.
5. Satisfactory completion of a criminal background check and drug screen per LSUA Allied Health Department policy prior to admission to the clinical internship.
6. Satisfactory completion of CPR certification training from an approved provider.

## Policy Concerning Advanced Standing and Transfer Credit

Students who wish to transfer from another NAACLS approved program or another SACS accredited University or equivalently accredited must:

1. Meet the general requirements for credit transfer or advanced standing established by LSUA.
2. Meet the following required by the MLT Program:
  - a. Meet the same academic and technical requirements as those who enter MLT training at LSUA
  - b. The registrar in consultation with the Department Chair of Allied Health and the MLT Program Coordinator determines transfer credit for MLT courses. The following criteria is used in evaluating whether a course should transfer:
    - i. Grade
    - ii. Course content
    - iii. Program coordinator may require testing of the petitioner to assess mastery of material contained in a course for which transfer credit is being sought. (Refers to corresponding MLT/MLT courses)
    - iv. Vacancy must exist in the appropriate class.
    - v. Petitioning student is responsible for meeting all the requirements expected of students who enter the program at LSUA.

## Physical Exam

Each student is responsible for having a physical exam and completing the necessary "Student Health Form" prior to entering clinical internship. This form should be on file by the day designated by the program coordinator. The student will not be allowed to enter clinical internship until this form is on file. This form contains areas of documentation for hepatitis "B" vaccination, TB skin test, immunization, etc. The original of the physical form will be kept on file at LSUA and the student will be given a copy of the form to keep with them in case any clinical affiliate requires information contained in the form; a copy of the "Student Health Form" is found under Section III Forms. It is highly recommended that each student receives the Hepatitis "B" vaccination series, though not required. The Hepatitis "B" vaccine information acknowledgement form is also found under Section III Forms.

## Information on Tuberculosis

Tuberculosis (TB) is an active disease due to an infection with *Mycobacterium tuberculosis*. It is transmitted by inhalation of airborne droplets, which have been expelled into the air by an untreated person with tuberculosis of the lungs and/or larynx. TB is considered a curable illness with proper treatment.

The Center for Disease Control (CDC) estimates that 10 to 15 million Americans have been infected with *Mycobacterium tuberculosis*, the agent that causes Tuberculosis. Incidence of TB seems to be increasing.

## **Louisiana State University- Alexandria Policies**

All Medical Laboratory Technician students must comply with the policies and procedures as stated in the LSUA College catalog and the Student Responsibilities and Student Rights as stated in the student handbook.

### **PROBATION POLICY**

The purpose of the probation policy is to describe student rights and responsibilities and consequences regarding grades and professional behavior. Probation is intended to be a constructive means of identifying and correcting areas of deficient student performance. Circumstances of probation will be clearly documented in an academic counseling meeting and report.

### **ACADEMIC STANDING POLICY**

The Academic Standing Policy for Louisiana State University-Alexandria is clearly stated in the College Handbook and can be found on the University website [www.lsua.edu](http://www.lsua.edu) under Current Students - Policies and Procedures as well as being found in the [LSUA College Catalog](#); all College policies pertain as well to the MLT Program.

## **LSUA Clinical Laboratory Science POLICIES**

All Medical Laboratory Technician Program students must comply with the policies and procedures as stated in the Medical Laboratory Science Student Handbook.

### **CLINICAL FACILITY POLICIES**

The student is an ambassador of the College, and because of our involvement with the health care facilities in the community, all medical laboratory technology students must comply with the policies and procedures as stated in the guidelines of the clinical facility to which he/she is assigned.

Due to recent agency policies and pending legislation, MLT students may need to arrange for criminal background checks. Drug screening tests, child abuse and elder abuse registry checks required by the clinical affiliate will be at the student's expense. The results could have an impact on admission to the MLT program. The reports of these results would be submitted before taking the Clinical Practicum (MLSC 2410). Please see LSUA Criminal Background Check Policy.

## **STUDENT BACKGROUND CHECK POLICY**

Louisiana State University at Alexandria (LSUA) has school affiliation agreements with schools and healthcare organizations for student training. The Joint Commission on Accreditation for Healthcare Organizations (JCAHO) requires a background check on all staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services (Standard HR. 1.20). The Louisiana State Board of Nursing (LSBN) requires a criminal background check prior to enrolling in a nursing course. The American Registry of Radiologic Technologists requires a criminal background check when enrolling in the radiological technologist courses. The Louisiana State Board of Pharmacy requires a criminal background check when enrolling in the pharmacy technology courses. The Board of Elementary and Secondary Education (BESE) requires a current FBI criminal background check for teacher certification (Title 28). The Louisiana State Police (LSP) require a criminal background check for all persons working with children in an employed or volunteer capacity (R.S. 15:587.1). The Louisiana State Board of Medical Examiners requires a criminal background check of all students applying for a license in the Clinical Laboratory Technician field. As a result, students entering the Nursing, Allied Health, and Education degree programs will be required to submit to a criminal background check as follows:

1. Department of Nursing: Students enrolling in a clinical nursing course will complete the applications and corresponding fees required by the Louisiana State Board of Nursing.
2. Department of Allied Health:
  - a. Students enrolling in Radiological Technology courses will complete the application and corresponding fees required by the American Registry of Radiologic Technologists.
  - b. Students enrolling in Pharmacy Technology courses will complete the application and corresponding fees required by the Louisiana State Board of Pharmacy.
  - c. Students enrolling in Students enrolling in Clinical Laboratory Technician courses requiring clinical placement will complete a Criminal Background Check determined by the Louisiana State Board of Medical Examiners.

Students enrolling in Allied Health courses prior to clinical MLT courses will be aware that an unsuccessful background check may prohibit completion of the program. As such, students may apply for the background check at any time prior to enrolling in clinical courses.

A review will be conducted in compliance with all privacy laws when there is any criminal record. A student convicted of a criminal offense while enrolled in the program must report the conviction to the Department Chair of Allied Health within three (3) days of the conviction. The term conviction for these purposes includes probated sentences and deferred adjudications the criminal background check acknowledgement form is found under SECTION III Forms.



## **DRUG SCREEN POLICY**

If a student is found to have a positive drug screen, he/she will not be allowed to participate in clinical rotations. The student will then be required to complete, at the student's cost, a chemical dependency evaluation and treatment if recommended by the drug assessment. The student may continue in lecture courses if this proof is provided.

LSUA encourages impaired students to seek assistance voluntarily and assume responsibility for their conduct. Students may reapply for reinstatement if warranted by individual circumstances. Clinical affiliates may require or request drug screens to be completed by the students at any time. These are to be paid for by the student. Please see Student Policies and Procedures at [www.lsua.edu](http://www.lsua.edu) under Current Students tab. The MLT Program Coordinator may request drug screens may be repeated if there is suspicion of substance abuse while the student is attending internship. The Drug Screen acknowledgement form is found under SECTION III Forms.

## **BOOK POLICY**

The total cost of books for the Medical Laboratory Technician Program will be the responsibility of the student. Some courses require additional information provided in packets to accompany the textbook. All required texts can be ordered through the campus bookstore and will be available for purchase at the beginning of each semester. Many of these books are also available online at selected websites.

## **HEALTH INSURANCE POLICY**

As a MLT student, you will be participating in laboratory and clinical settings, which may put you at risk of exposure to environmental and physical hazards. It is the responsibility of MLT students to protect themselves by maintaining safe practices and **providing their own health care insurance.**

Louisiana State University-Alexandria assumes no responsibility for any expenses you may incur associated with personal insurance premiums, Hepatitis B vaccinations, personal protective equipment, or other medical expenses related to testing associated with your exposure to environmental or physical hazards in conjunction with your being a MLT student.

## **Severe Weather Policy**

Whenever inclement weather conditions exist and create hazardous driving conditions, the following should apply:

1. Listen to designated radio or television stations or check the college website for announcement regarding University closings. The student may also call the switch board for information. If the University closes because of weather, the student will not be responsible for attending classes.
2. Days missed due to inclement weather will be made up at the discretion of the University President.

## **Homework Policy**

The student will be responsible for all homework assignments made. If the student is absent, the student should contact the instructor for any assignments that were made on the day of the absence. Homework assignments should be complete on an individual basis unless the instructor states otherwise.

## **Confidentiality Policy**

The purpose of the confidentiality policy is to ensure student privacy and safety. The interest concerning student records maintained by Louisiana State University-Alexandria is provided in compliance with the Federal Education Rights and Privacy Act of 1974, as Amended. Please refer to the College Catalog for the specifics on this Act.

## **Advisement Policy**

The purpose of the advisement policy is to clarify opportunities for regular academic counseling. Routine academic counseling is scheduled at least one time per semester for each student. Counseling provides an opportunity for student and instructor to discuss strengths and areas of concern, reviewing overall performance in the program. This also provides an opportunity to anticipate needs and to set goals. Counseling may be initiated by either a student or a MLT faculty member at any time. The MLT faculty takes pride in "open door" availability to students, however, an appointment is strongly recommended.

### *Guidelines for Academic Counseling*

1. A routine review of student's academic progress.
2. A routine review of a student's clinical progress.
3. Objective description of any incident or concern.
4. Specific factors influencing student performance; positive and negative; time and place recorded.
5. Instructor's recommendations to assist the student in improving performance.

## **Review of Student Progress**

Students will receive an explanation of the method of student evaluation and the procedures used to assess this evaluation for each course offered in the MLT program. These assessments are provided within the course syllabi given to the students at the beginning of each class. Student-instructor conference about examinations and other assignments are encouraged.

Faculty will attempt to identify students who are having difficulty in classroom or clinical performance.

An effort will be made to help each student overcome these difficulties and explore opportunities for improvement. Referrals to Student Services for counseling may be suggested, if needed.

## **Academic Progress of Students**

To remain in good academic standing, students in the MLT program must not only satisfy the general academic progress requirements of the University as outlined in the University catalog but must also maintain a grade of at least "C" in all MLT courses and pre-requisite courses. A grade of "D" for any MLT course may, at the discretion of the Program Coordinator, allow the student to progress but the course must be retaken in order to graduate. A grade of "F" for any MLT course will not allow the student to progress.

## **Academic Probation**

All Medical Laboratory Technician students must comply with the policies and procedures as stated in the LSUA College catalog and the Student Responsibilities and Student Rights as stated in the student handbook. A student whose academic progress is unsatisfactory as determined by their cumulative grade point average will be placed on academic probation by the University. A conference with advisor(s) will be required to plan a strategy for improving academic performance and removing the probation.

Students who remain on academic probation for two consecutive semesters of enrollment will be subject to program suspension. Students suspended from programs will be referred to Student Services for assistance. The purpose of the probation policy is to describe student rights and responsibilities and consequences regarding grades and professional behavior. Probation is intended to be a constructive means of identifying and correcting areas of deficient student performance. Circumstances of probation will be clearly documented in an academic counseling meeting and report.

## **Academic Dismissal/MLT Program Continuance**

The MLT program curriculum is designed so that each course builds upon concepts that are covered in previous courses. Therefore, failure of a course with the prefix "MLT" will result in dismissal from the program. Each student failing academically will be required to discuss their progress with the program coordinator.

- If the faculty of the MLT program feels a student is not making satisfactory progress after discussions and remedial action, they refer the student to a counselor for a change of program.
- If the student wishes to change majors, the advisor will refer the student to a counselor.
- In the event that placement slots at clinical affiliates become limited, clinical placement will be filled by GPA and the number of general education requirements for the associate degree has been met. Students not securing clinical placement will be given preference for the next year.
- By enrolling in this program, it is understood by the student that she/he will be assigned to clinical affiliate site(s) for the last three semesters of the curriculum. Obviously, everyone may not be able to have his/her first preference for clinical internship.
- No student will be allowed to enter clinical rotation without a completed health form. The hepatitis vaccine is recommended, but not required. If a student refuses to take the vaccine, they must complete and submit a refusal form. If a student has already been vaccinated, they should provide necessary documentation.
- No student will be allowed to enter clinical rotation without satisfactory completion of criminal background check and drug screen per policy.

## **Readmission to the MLT program**

- All requests for readmission will be considered on an individual basis.
- A student withdrawing because of academic failure may reenter the program only one time.
- All students seeking readmission after sitting out one year or more may be asked to satisfactorily demonstrate knowledge and proficiency for all previously completed MLT courses.
- Students re-entering the program after academic dismissal or withdrawal from the program during their clinical rotations will be placed into a clinical site, only if a slot is available and only after all current students have been placed

## **Medical Profession Liability Insurance**

The purpose of the malpractice insurance policy is to protect the student, college and clinical facility. All students are required to maintain current malpractice insurance coverage throughout their participation in the program. This coverage is automatically provided for by its inclusion fee payment. If the student does not enroll for a course or pay the requisite fee, he/she may not continue to participate and will not be eligible to graduate until the tuition is paid and the clinical is completed. Additional malpractice insurance may be purchased by the individual; it is highly recommended that students purchase their own additional malpractice insurance before entering the clinical rotation.

## **Student Pregnancy Policy**

Female students are accepted into the MLT program without regard to pregnancy status. Students are encouraged to schedule only classes they will be able to complete successfully based on due date. No student will be denied clinical rotation based on pregnancy status but time scheduling of clinical rotations may be affected. Female students who are declared pregnant should advise the program coordinator as soon as possible. The same Blood and Body Precautions apply to all students regardless of any health status.

## **Required Forms**

**ALL Forms found in SECTION III** are required forms to be signed by the student when entering MLSC 1010.

**SECTION II: CLINICAL EDUCATION  
GUIDELINES/INFORMATION**

## **CLINICAL EDUCATION**

- Designed to provide the student with a structured educational experience
- Each site has preceptors in each department which are the liaisons between the University and the clinical affiliate.
- Schedules are distributed prior to clinical rotations. Rotations may be completed in one or more clinical affiliates based on the needs of the student and the status of the clinical affiliate.
- Students are expected to comply with all clinical affiliate policies.
- Most clinical affiliates will have a brief orientation for the student which includes HIPAA regulations, confidentiality agreements, and safety.
- Rotations provide training in but not limited to: hematology/coagulation/urinalysis, serology/immunology, immunohematology, clinical chemistry, phlebotomy and microbiology. These rotations serve to develop higher levels of problem solving and critical thinking skills.
- At no time is the student permitted to function in the total absence of supervision. The level of supervision is adapted to the individual level of competence.
- Students must provide their own transportation to and from the clinical site.
- Clinical schedules may not necessarily coincide with the school calendar. Students will be given any changes to the schedule prior to the beginning of clinical education.

Student progress is determined by the use of:

- Competency evaluations by preceptors and LSUA faculty
  - \* clinical checklists which include laboratory procedures may be required for evaluation of each student's competency.
- Case studies
- Study skills
- Written examinations

It is the responsibility of the student to provide the necessary evaluation form(s) to the clinical preceptor for evaluation. These will be provided by LSUA faculty. A copy of the Professional Evaluation form is found in Section III Forms. A copy of the Technical Evaluation Form is also found in Section III Forms.

## **CONSUMER CONFIDENTIALITY**

Students will be oriented to clinical facility policies and will observe all procedures related to patient confidentiality and release of information during clinical experiences. Students are also cautioned to maintain the confidentiality of their peers, instructors, clinical staff and clinical facilities. Students will keep personal beliefs and opinions a private matter.

## **MALPRACTICE INSURANCE POLICY**

The purpose of the malpractice insurance policy is to protect the student, college and clinical facility.

All students are required to maintain current malpractice insurance coverage throughout their participation in the program. This coverage is automatically provided for by its inclusion in fee payment. If the student does not enroll for a course or pay the requisite fee, he/she may not continue to participate and will not be eligible to graduate until the tuition is paid and the clinical is completed. Additional malpractice insurance may be purchased by the individual.

## **HEALTH INSURANCE POLICY**

As a MLT student, you will be participating in laboratory and clinical settings, which may put you at risk of exposure to environmental and physical hazards. It is the responsibility of MLT students to protect themselves by maintaining safe practices and **providing their own health care insurance**.

Louisiana State University-Alexandria assumes no responsibility for any expenses you may incur associated with personal insurance premiums, Hepatitis B vaccinations, personal protective equipment, or other medical expenses related to testing associated with your exposure to environmental or physical hazards in conjunction with you being a MLT student.

## **SERVICE WORK POLICY**

Clinical Students are not expected to work outside regular work hours and it is the policy of the MLT Department to discourage service work during the clinical rotations. Most of the clinical affiliates adhere to the policy. On occasion, students may be asked to contribute to the daily operation of a particular department, but that is done as an exception rather than the rule and is not done before the student has been determined to be competent in that particular area. On the average about 10 - 15% of a student rotation may include service work in the facilities that permit it to be done. At no time is the student depended upon in the place of a full-time employee.

Program officials prohibit stipends to be paid for work performed during instructional time. Students, however, have frequently been given part-time employment before or after normal instructional time if they have been declared competent in that area. Tuition is required to be paid by the students during the clinical rotation and may be a burden partially alleviated by occasional part-time employment. Such situations are monitored closely by the program coordinator to assure that students can handle the additional responsibility. Under no circumstances do students replace paid personnel during instructional hours.



## **CLINICAL ROTATION ATTENDANCE POLICY**

The Medical Laboratory Science student will attend all clinical experiences assigned, except in the case of personal illness, death in the immediate family, and/or at the discretion of the clinical instructor and the LSUA MLT Program Director. Students must notify their clinical preceptor and the MLT Program coordinator immediately.

Students are expected to attend all clinical days. It is the student's responsibility to notify their assigned clinical instructor prior to the start of a clinical day if the student is going to be absent or late. Failure to telephone the clinical instructor and the MLT Program coordinator will result in an unexcused absence and counseling/warning by the MLT Program Director. Failure to notify the clinical instructor and the MLT Program Director more than twice will result in the student being counseled by the MLT Program Director and being dropped from the MLT program. Attendance at clinical rotations must be kept on the student attendance sheet. An example of the student attendance log and make-up sheet is found in Section III Forms.

**Absences should be made up within a two-week period** after the absence occurs unless there is a special situation. The absence must be made up prior to the end of the clinical rotation in which the time was missed unless other arrangements are made with the approval of the MLT Program Coordinator. Absences should be made up equally with the time missed. Make up days should be scheduled with the clinical preceptor. If the student schedules a makeup day and is unable to report to clinical rotation, the student is still responsible for notification following the normal procedure.

### **IN THE EVENT OF A CLINICAL ABSENCE THE STUDENT MUST:**

1. Contact the clinical instructor prior to the start of the scheduled shift. If necessary, leave a message with the previous shift and then call back to clinical instructor after shift has started to be sure message was received.
2. After contacting the clinical site, immediately call the current MLT Program Director, at (318) 487- 5583. If not available, call (318) 473-6466, the LSUA Allied Health Office on Main Campus.
3. In the event of a catastrophic situation (death in the immediate family, hospitalization, etc.) that you cannot attend clinical, the MLT Program Coordinator must be notified immediately.
4. No scheduled appointments are to be made for times during clinical hours. (Examples- dentist appointments, doctors' appointments, etc.)

## **DRESS CODE**

All MLT students are required to adhere to the proper dress code. Uniforms are required attire during the MLT Program and clinical assignments, students are to wear LSU Alexandria uniforms at all times. The student is expected to be clean, neat and conservative in appearance at all times. If at any time a student is in violation of any part of the professional appearance policy, they will be sent home, counted absent, and will receive a "Minor Violation".

### *Required Attire:*

- Tops: White Short sleeve, Preferred Women: 4728 Cherokee Core Stretch
- Preferred Men: 4725 Cherokee
- Pants: Women: 4005 Cherokee Core Stretch in Purple
- Men: 4043 Cherokee in Purple
- Lab Coat: White Long sleeve
- Socks: All White
- Shoes: All white leather shoes with closed toes.
- Official Name Pin: The name pin will be purple with white letters containing the student's name and title, "LSUA MLT Student"
- Official Patches: LSUA patches must be sewn on left sleeves of uniforms and lab coats 2 inches below shoulder seam.
- Official ID: LSUA Picture Identification Badge

### *Appearance:*

- Neat and well groomed
- No facial/tongue piercings
- Students with long hair must pin or tie hair out of their face
- Reasonable fingernail length and clean
- Facial hair neatly trimmed
- No heavy jewelry (includes nose or eyebrow rings)

*\*Appearance is a vital element of being a professional.*

Official Name Pin, and Patches may be purchased at the following location:

**Medical Market  
2219 Worley Drive  
Alexandria, LA  
318-448-1573**

## CLINICAL GRADING

Each student will be graded at the clinical site in each of the following clinical areas:

- Blood Banking
- Clinical Chemistry
- Hematology/Coagulation
- Microbiology
- Urinalysis
- Serology

Each student will receive an interpersonal evaluation of professional behaviors by the clinical instructor in each of the above areas. This evaluation will take place on the last day of the rotation. The student will be evaluated on non-technical performance. Both the student and the clinical instructor will sign each evaluation. A sample of this evaluation can be found in this booklet. The student will also receive a technical evaluation in each of the above areas. Students must perform the minimum number of tests or procedures as stated per competency and achieve an acceptable level of performance per skill. A sample of this type of evaluation can be found in this booklet under SECTION III Forms.

Any student making below a 70% final grade in any of the clinical areas will be counseled. Any student making below a 70% final grade on any two clinical areas will be dropped from the program.

The Phlebotomy rotation is done on a pass-fail basis. Students must receive a satisfactory evaluation from the clinical preceptor and perform at least 75-100 venipunctures.

*Evaluation criteria for final grades in MLSC 2410, MLSC 2420, and MLSC 2430 is as follows:*

Students will demonstrate proficiency on all measurable performance objectives at least to the 70% level for each of the three clinical rotations. The final grade for each course will be computed as follows:

### **Instructor Evaluations:**

Student Clinical Performance  
Attendance  
Case Studies  
Mock Registry Examination  
Media Lab

### **Points:**

4 points  
4 points  
4 points  
4 points  
4 points  
Total 20 points

**Clinical rotation evaluations:**

Each rotation section professional evaluation 36 points  
(Blood Bank, Chemistry, Hematology/Coagulation  
Microbiology, Serology/Urinalysis)

**Technical Performance Evaluations:**

Each rotation section technical performance 10 points  
Evaluation.

**The individual clinical rotation evaluation grades will be figured as follows:**

Technical Performance Evaluation	10 points
Professional behavior evaluation	36 points
Instructor Evaluation	20 points
<b>Total</b>	<b>66 points</b>

## **SAFETY AND PROFESSIONALISM POLICY**

In addition to technical performance, safety and professionalism are critical elements of the laboratory profession. The terminal competencies of the program address many of these issues. Safety of the student, fellow students, academic and clinical faculty, and the consumers of MLT service is paramount.

### UNSAFE BEHAVIOR IS DEFINED AS:

Potentially LIFE- THREATENING incident, or  
An incident contributing to the injury of self, or  
An incident contributing to the injury or death of another,

### UNPROFESSIONAL BEHAVIOR IS DEFINED AS:

#### I. REGULATORY

- A. Failure to practice within the Guidelines of the NAACLS
- B. Failure to abide by the policies and procedures of LSUA
- C. Failure to abide by the policies and procedures of the MLT Program
- D. Failure to abide by the policies and procedures of the clinical setting

#### II. ACCOUNTABILITY

- A. Failure to adequately prepare for clinical learning experiences
- B. Failure to honestly communicate information verbally or in writing
- C. Failure to report unsafe or incompetent practice of self or peers
- D. Failure to practice within the student MLT role
- E. Failure to seek appropriate guidelines from faculty and clinical supervisors,

#### III. RESPECT FOR WORTH AND DIGNITY OF HEALTH CARE CONSUMERS, PEERS, HEALTH CARE TEAM, AND FACULTY

- A. Breach of confidentiality
- B. Breach of Patient's Bill of Rights
- C. Behavior that degrades demeans or is of a libelous nature
- D. Behavior that indicates completed work is not one's own,

The Clinical Supervisor will document ALL serious infractions of the above policies. These will be addressed with LSUA MLT Program Faculty and will result in counseling of student by clinical supervisor and LSUA faculty member. At this time, the severity of the infraction will be assessed and appropriate action will be taken as needed. If an infraction is repeated, or if the severity of the infraction warrants, this demonstrates non-compliance with course competencies and may be grounds for dismissal from the MLT Program.

## **STUDENT GRIEVANCE POLICY:**

The student grievance procedure was developed to deal with disputes between students and their instructors. The student grievance policy defines a formal procedure by which disputes that have not been amenable to informal resolution can be resolved.

Although the primary purpose of this policy statement is to clearly describe the formal steps and procedures of the student grievance policy, there are important steps that must be taken to attempt to resolve issues before they escalate to the need for a formal grievance. The University encourages informal resolution of problems. Several things may be done by the student to clarify questions and concerns: 1) Review the course syllabus. 2) Review any course assignments that relate to the area of concern. 3) Investigate any concerns immediately. 4) Bring concerns to course instructor.

Filing a formal grievance should be viewed as a last resort. Take this step only when all other avenues for resolution have been exhausted. The grievance process is not designed to address cases where students simply made a grade lower than desired in a particular class.

Authority of campus administrators over disputes between students and faculty is limited to cases involving violation of University policies, criminal or unethical mistreatment, or clearly prejudicial treatment of a student. Campus administrators do not have the authority to change grades, except as determined by the Student Grievance Committee as a result of a formal hearing. The basic role of campus administrators in the informal and formal grievance process is to assure fair and equitable treatment under existing University policies and to assist in conflict resolution.

Please see the LSUA Student Handbook or the following link for the complete [Student Grievance Policy](#).

If a complaint (any complaints apart from those that require invoking the grievance procedure (i.e., cleanliness of classroom) may arise during the attendance of Medical Laboratory Science courses the students must: First bring the complaint or issue to the attention of the Program Director. The Program Director will review the complaint or issue, provide a timeline for response, and follow-up when necessary. Secondly, if the Program Coordinator does not respond to the complaint in a timely manner the student may contact the Allied Health Department Chair.

## **SEXUAL HARRASSMENT POLICY**

It is the policy of LSU of Alexandria to provide an environment that is free from sexual harassment. No employee or student (either male or female) should be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and state laws.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome physical or verbal behavior. The University's policy on sexual harassment and procedures for reporting allegations of sexual harassment may be found at the following website: [LSUA Sexual Harassment Policy](#)

## **EXPOSURE INCIDENTS POLICY:**

In the event of an exposure at the affiliate site, the student will:

- Follow the procedures of the affiliate for incident exposures
- Immediately report the event to the clinical preceptor and to the Program Coordinator so that the event can be documented and follow up can be received by the student
- The Program Coordinator will report the incident to the appropriate department on campus
- Document the exposure in the student record
- See that the student has follow up at the student's own expense

## **INFORMATION ON TUBERCULOSIS**

### **THE DISEASE**

Tuberculosis (TB) is an active disease due to an infection with *Mycobacterium tuberculosis*. It is transmitted by inhalation of airborne droplets, which have been expelled into the air by an untreated person with tuberculosis of the lungs and/or larynx. TB is considered a curable illness with proper treatment.

### **OCCURRENCE**

The Center for Disease Control (CDC) estimates that 10 to 15 million Americans have been infected with *Mycobacterium tuberculosis*, the agent that causes Tuberculosis; incidence of TB seems to be increasing.

### **POPULATIONS AT RISK**

Health care workers

Persons with HIV infection

Close contacts of TB infected persons

Elderly

Immunosuppressed patients

Medically underserved, low income populations Alcoholics and IV drug users

### **TESTING**

It is recommended that everyone be tested for TB every year. A skin test called Mantoux is performed. A positive skin test indicates that a person has been exposed to *M. tuberculosis*. A clinical exam and chest X-ray is necessary to determine if the disease is active.

### **TREATMENT AREAS**

A private physician can perform treatment; health clinics are also available to treat active TB. The Rapides Parish Public Health TB Clinic can provide skin testing and follow-up.



## **CERTIFICATION EXAMS**

Upon successful completion of the MLT Program and the Associate of Science in Medical Laboratory Science, the student will be eligible to take national certification exams by ASCP (BOC). Students are not required to take a certification exam in order to graduate from the MLT program.

Applications for these exams will be discussed with the student when clinical rotations begin in the Spring. Current fees for taking a certification exam currently range from \$200.00-\$220.00, which is the student's responsibility.

Louisiana is a licensure state which means that any student practicing in the field of medical laboratory science or phlebotomy must pass a national certification exam accepted by the Louisiana State Board of Medical Examiners (LSBME). Please go to [www.lsbme.la.gov](http://www.lsbme.la.gov) to view current acceptable certification exams accepted by this board. Current fee to apply for Louisiana licensure for medical laboratory scientists is \$65.00. Alternative fees required are a \$38.00 background check fee (currently).

## **CURRENT ACTIVE CLINICAL AFFILIATES**

Although LSUA MLT Program has access to a number of facilities that can serve as clinical affiliates, listed below are current active facilities:

Avoyelles Hospital  
Beauregard Memorial Hospital  
Bunkie General Hospital  
Christus St. Frances Cabrini Hospital  
LaSalle General Hospital  
Mercy Regional Medical Center  
Natchitoches General Hospital  
Opelousas General Hospital

Veteran's Administration-Alexandria  
West Calcasieu Cameron Hospital  
Winn Parish Medical Center

## **TUITION & FEES**

Current and potential LSUA students can access applicable tuition costs and fees through LSUA'S accounting services, or by accessing the following link on LSUA'S main webpage\*

[LSUA Tuition and Fees](#)

\* Tuition and/or fees are subject to change without prior notice.

\*Laboratory courses and activity courses are assessed additional fees.

\*Textbooks will be additional cost

## **Student Organization**

Gamma Lambda Tau is a student service organization for Medical Laboratory Science majors and Phlebotomy students. The goals of Gamma Lambda Tau are to promote and encourage student interest in Medical Laboratory Science and Phlebotomy, to increase public awareness of Medical Laboratory Science and Phlebotomy, to offer students opportunities for collegiate interaction at local, state and national levels. Gamma Lambda Tau is the national honor society that recognizes the scholarship and professionalism of medical laboratory science majors.

## **CURRICULUM**

Curriculum presented in **Section I, Introduction page 5.**

## **COURSE DESCRIPTIONS**

Course descriptions are presented in **Section I, Introduction page 5.**

## **REQUIRED FORMS**

**All forms found in Section III Forms** of this handbook are required of clinical students as they complete each section of clinical rotation, unless otherwise noted. There is an evaluation form concerning the quality of instruction received from the clinical preceptor.

## **SECTION III: FORMS**

**Louisiana State University of Alexandria**  
*Department of Allied Health*



**Student Health Information Form**

Requirements regarding health information of students admitted into the Department of Allied Health and for continuing students are established in the interest of public safety.

Completion Guide lines:

Student Information- Completed by student and reviewed by physician

Immunization Record- Completed by physician or public health unit

Health and Physical Exam- Completed by the physician.

Infection Control Information- Completed by the student.

**Allied Health Program in which you are enrolling (please check one):**

Medical Laboratory Technician \_\_\_\_\_

Medical Laboratory Science (3+1) \_\_\_\_\_

Radiologic Technology \_\_\_\_\_

Pharmacy Technician \_\_\_\_\_

Louisiana State University Alexandria  
Dept. of Allied Health  
8100 Hwy 71 South  
Alexandria, LA 71302

Program:

Entrance Date:

### HEALTH EXAMINATION FORM

Full and precise information is a requirement.

Each question must be answered. Print or type all information.

Must be performed on or after July 1st for Fall Admission or December 1st for Spring Admission.

**To the student: You are to fill out Part I of this form and have your physician fill out Part II.**

#### PART I – MEDICAL HISTORY

Full Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Birthdate \_\_\_\_\_ Marital Status \_\_\_\_\_ Sex \_\_\_\_\_ SSN \_\_\_\_\_

Person to be notified in emergency \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

Your physician \_\_\_\_\_ Office Phone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**History of:**    Hepatitis                      Measles                      Mumps                      Chicken Pox  
                    German Measles (Rubella)                      Malaria                      Tuberculosis

- Heart Disease       Hypertension       Infectious Mononucleosis
- Diabetes             Kidney Disease     Seizures     Mental Illness
- Hearing Problems    Vision Problems    Respiratory Problems
- Injuries (6 months)                       Orthopedic Problems
- Illness (6 months)  Surgeries (6 months)       Other Problems

If checked, list and describe:

---



---

Are you allergic to any medications, drugs, or foods? (specify)

---



---

Do you have a Latex allergy? \_\_\_\_\_ If yes, please provide physician documentation of allergy to the Department of Allied Health.

Medicines taken regularly:

---

Do you use (yes or no) Alcohol \_\_\_\_\_ Drugs \_\_\_\_\_ Tobacco \_\_\_\_\_

Have you ever been treated for substance abuse? \_\_\_\_\_

(Explain) \_\_\_\_\_

The above health information is true to the best of my knowledge. I understand that providing false information may result in my dismissal from the Allied Health Program. I also understand that any change in my health necessitates the completion of the CHANGE IN HEALTH STATUS FORM.

Students Signature \_\_\_\_\_

Date \_\_\_\_\_

**PART II – MEDICAL EXAMINATION (to be completed by physician)**

Student Vital Signs:

BP \_\_\_\_\_ P \_\_\_\_\_ R \_\_\_\_\_ Weight \_\_\_\_\_  
 Height \_\_\_\_\_

**Check each item on the appropriate column:**

	NORMAL	ABNORMAL	COMMENTS
Head, Face, Scalp, Skin	<input type="checkbox"/>	<input type="checkbox"/>	
Neck, Nodes, Thyroid	<input type="checkbox"/>	<input type="checkbox"/>	
Eyes, Ears, Nose, Sinuses	<input type="checkbox"/>	<input type="checkbox"/>	
Pharynx and Tonsils	<input type="checkbox"/>	<input type="checkbox"/>	
Lungs and Chest	<input type="checkbox"/>	<input type="checkbox"/>	
Breasts	<input type="checkbox"/>	<input type="checkbox"/>	
Heart	<input type="checkbox"/>	<input type="checkbox"/>	
Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	
Genitalia and Rectum (if indicated)	<input type="checkbox"/>	<input type="checkbox"/>	
Extremities	<input type="checkbox"/>	<input type="checkbox"/>	
Spine and Musculoskeletal	<input type="checkbox"/>	<input type="checkbox"/>	
Neurological	<input type="checkbox"/>	<input type="checkbox"/>	

Date of Hepatitis B vaccination (Optional): 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_

Tuberculin Skin Test Results \_\_\_\_\_ Date \_\_\_\_\_ or Chest X-ray Results \_\_\_\_\_

**The following immunizations are required:**

Rubella Date \_\_\_\_\_ or Rubella Titer & Date \_\_\_\_\_

Measles \_\_\_\_\_ or Measles disease & Date \_\_\_\_\_ (Vaccine must be administered after 1/1/1968.)

Mumps \_\_\_\_\_ or Mumps disease & Date \_\_\_\_\_

Tetanus/Diphtheria \_\_\_\_\_ (Must be administered every 10 years.)

Has this student any chronic illness? \_\_\_\_\_

IF Yes, Explain: \_\_\_\_\_

Students in Allied Health programs are expected to be able to carry out a variety of physical activities, including the following. Please indicate whether your patient can/cannot perform these activities. A “cannot” to any of these activities will indicate that you think your patient’s health and/or safety will be jeopardized and therefore should not be in a clinical setting which would expose them to these activities.

	Can	Cannot	If Cannot, Anticipated date of return:
Coordinating and fine motor activities	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting, moving, transferring activities	<input type="checkbox"/>	<input type="checkbox"/>	
Bending and twisting activities	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching, pushing/pulling activities	<input type="checkbox"/>	<input type="checkbox"/>	
Strenuous and endurance activities	<input type="checkbox"/>	<input type="checkbox"/>	
Caring for patient with infectious disease	<input type="checkbox"/>	<input type="checkbox"/>	

Laboratory Examinations: (Required for Clinical Laboratory Students Only)

Date	Results
CBC _____	
Urinalysis _____	
RPR _____	

Comments:

\_\_\_\_\_  
\_\_\_\_\_

If your patient is able to engage in all activities shown, do you release him/her to proceed within an Allied Health Program at LSUA? Yes \_\_\_\_\_ No \_\_\_\_\_

Physician’s Name (please print)

\_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Physician’s Signature \_\_\_\_\_ Date of Examination \_\_\_\_\_



# HEPATITIS B VACCINE ACKNOWLEDGMENT FORM

Louisiana State University Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program

## Hepatitis B

Hepatitis B is a potentially fatal disease that attacks the liver. The virus can cause short-term (acute) illness that leads to loss of appetite, tiredness, diarrhea and vomiting, jaundice (yellow skin or eyes) and pain in muscles, joints and stomach. Many people have no symptoms with the illness. It can also cause long-term (chronic) illness that leads to liver damage, liver cancer, and death.

According to the Centers for Disease Control, about 1.25 million people in the U.S. have chronic Hepatitis B infection. Each year it is estimated that 80,000 people, mostly young adults, get infected with Hepatitis B virus. Young adults are more likely to contract Hepatitis B infection due to greater likelihood of high-risk behavior such as multiple sexual partners. More than 11,000 people have to stay in the hospital and 4,000-5,000 people die from chronic Hepatitis B. Hepatitis B virus is spread through contact with the blood and body fluids of an infected person or sharing needles when injecting illegal drugs.

There are several ways to prevent Hepatitis B infections including avoiding risky behavior, screening pregnant women and vaccination. Vaccine is the best prevention. The vaccine series consists of three injections given over a six-month period, which are available through your private health care provider.

I, \_\_\_\_\_ have reviewed information on the risk associated with hepatitis B disease, availability and effectiveness of any vaccine against hepatitis B disease.

(Please check one that applied to you)

I have taken Hepatitis B vaccine \_\_\_\_\_

I will contact my personal physician and take Hepatitis B vaccine. \_\_\_\_\_

I choose not to be vaccinated against hepatitis B disease \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Infection Control: Body Substance Isolation**

**Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program**

This is to inform you of the "Infection Control", Body Substance Isolation (BSI), policy of the Department of Allied Health. The administration and faculty concur with the recommendations as put forth by the U.S. Department of Health and Human Resources, Center for Disease Control.

Body Substance Isolation (BSI) will be the method of infection prevention and control based on isolating patient body substances. BSI is a universal system of infection prevention that health care workers use all the time, rather than a system where special infection precautions are used for some patients after a diagnosis is either established or suspected.

The following policies have been established for clinical experience for the Department of Allied Health. You are reminded that all health care agencies have specific BSI policies, and it is your responsibility to be informed of those policies.

You will wear gloves when administering hygienic care and when handling all body substances (body substances include all "moist" substances such as: blood, mucus, stool, urine, tissue, saliva, tears, etc.). Gloves are to be the correct size. Gloves should be changed after contact with each patient.

Hand washing for asepsis will be strictly enforced. Hands should be washed thoroughly prior to all patient contact and immediately after.

Sharp items should be handled with extraordinary care to prevent accidental injuries. Sharps are to be disposed of in an upright puncture proof container with the biohazard container. To prevent needle stick injuries, needles are not recapped, purposely bent or broken, removed from disposable syringes or otherwise manipulated by hand. Gloves must be worn when giving injections and performing venipuncture. Any accidental injury must be reported to your clinical instructor immediately.

We, as health care professionals and health care students, must adhere vigorously to infection control precautions to minimize the risk of exposure to blood and body fluids of all patients. Therefore, eating, drinking, smoking, applying cosmetics or lip balm is prohibited in areas where there is a likelihood of occupational exposure.

I, the undersigned, have been given an opportunity to review the above information.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Acknowledgement and Understanding  
Criminal Background Check**

**Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program**

By signing this document, you are acknowledging that you understand the LSUA Medical Laboratory Technician Program's Criminal Background Policy; Furthermore, you are also authorizing the release of the above information to any contracted affiliate of Louisiana State University-Alexandria to determine your clinical eligibility:

Student Name :(Please Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

## **Drug and Alcohol Abuse Policy Acknowledgment Form**

**Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program**

LSUA strives to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. All members of the academic community - students, faculty, administrators and staff - share the responsibility for protecting that environment, and to exemplify the standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol adversely affects the education environment. Therefore, LSUA is committed to maintaining a drug-free environment with the adoption of a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by Employees, students and visitors to the campus.

Any person in the role of a student in the Clinical Laboratory Technician Program who exhibits sensory symptoms or behavior indicative that he/she is under the influence of mind altering substances may be required to have a drug and/or alcohol screening performed immediately at a designated clinical affiliate. Lab results, if indicated, must be submitted to Louisiana State University at Alexandria/Department of Allied Health. Medical doctor, lab fees, or further treatment costs will be the responsibility of the student. If the test is positive, the student will be asked to withdraw from the program and seek rehabilitation. The student will be considered for readmission following counseling and appropriate treatment. The student may appeal this action by following the LSUA appeals process.

Each clinical affiliate has its own drug and alcohol policy. Any student participating in a practical clinical experience at an affiliating health care facility must abide by the written and published policies of that facility. Be advised that some clinical affiliates may require preadmission, post-accident, random or "for cause" drug testing.

I, the undersigned, have read and understand the above stated position policy of Louisiana State University at Alexandria and the Medical Laboratory Technician Program regarding drug and alcohol testing. I grant permission for such testing of myself and acknowledge consent by this signature affixed hereto.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# SAFE LABORATORY PRACTICES

Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program

## Agreement of Understanding Form

Proper training in the Clinical Laboratory Technician Program mandates that biological samples of clinical significance be utilized as teaching materials. All biologic substances represent certain potential hazards for infection, especially those materials from clinically significant sources. The Louisiana State University at Alexandria requires that all clinical teaching samples be handled as biohazards and takes every reasonable precaution to assure that the student and faculty risk is absolutely minimal. Proper handling techniques for clinical specimens will be heavily emphasized in all clinical laboratory technician courses and it is absolutely imperative that all students understand and adhere to proper handling techniques prior to and during sample handling.

I, \_\_\_\_\_, have read the preceding precautions regarding the handling of clinical specimens and understand that such samples will be used during the course of participation in \_\_\_\_\_. I understand and agree to adhere to all safe laboratory practices, specified or implied, while enrolled in this course.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Semester: \_\_\_\_\_

## PHLEBOTOMY ACKNOWLEDGMENT

**Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program**

### **Agreement of Understanding Form**

I, \_\_\_\_\_, understand that the teaching methods for learning to obtain blood will require that each student serve as subject in addition to acting as a phlebotomist. My signature on this form releases the Louisiana State University at Alexandria and its employees from any responsibility associated with the learning of phlebotomy procedures to be taught in the Medical Laboratory Technician Program at LSUA. I understand and agree to adhere to all safe laboratory practices, specified or implied, while performing these procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Semester: \_\_\_\_\_

**Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program**

### **Release of Information**

Please complete the following "Release of Information" document and return it to the Department of Allied Health. The release is necessary in order for faculty to provide references as requested and for follow-up information to be obtained regarding performance of graduates.

Thank you for your prompt response to this request.

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### **Release of Information**

I hereby authorize the faculty of LSUA Department of Allied Health to release information from my record pertinent to scholarships, loans or grant monies; employment references; follow-up studies for LSUA; and/or any other information relating to me regarding my status as a student or graduate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program**

**Agreement of Understanding and Release of Liability**

Proper training in the Medical Laboratory Technician Program mandates that biological samples of clinical significance be utilized as teaching materials. All biologic substances represent certain potential hazards for infection, especially those materials from clinically significant sources. The Louisiana State University at Alexandria requires that all clinical teaching samples be handled as biohazards and takes every reasonable precaution to assure that the student and faculty risk is absolutely minimal. Proper handling techniques for clinical specimens will be heavily emphasized in all clinical laboratory technician courses and it is absolutely imperative that all students understand and adhere to proper handling techniques prior to and during sample handling.

I, \_\_\_\_\_, have read the preceding precautions regarding the handling of clinical specimens and understand that such samples will be used during the course of participation in \_\_\_\_\_. My signature on this statement releases the Louisiana State University at Alexandria, its clinical facility affiliates, institutions supplying clinical specimens or the employees of said institutions from liability associated with the teaching of Medical Laboratory Technician Program.

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

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program

**Technical Performance Standards  
Essential Requirements for Admission Information Acknowledgement  
Form**

This form must be completed by the applicant and submitted with the application form.

Technical standards are the essential nonacademic requirements of the program that the applicant must be able to master, to participate successfully in the MLT program. Please read carefully the information titled "Technical Standards/Essential Requirements for Medical Laboratory Science", make an assessment of your capabilities and decide if you have any limitations that may restrict or interfere with your satisfactory performance of the requirements. *If you are not sure that you will be able to meet these essential requirements, please consult with the MLT Program Director for further information to discuss your individual situation.*

The National Accrediting Agency for Clinical Laboratory Science requires universities to publish "specific ... technical standard required for admission to the program stating "that the applicant or students' health will permit them to meet the...technical requirements".

Please sign this form to indicate that you have read and understood the program performance standards/essential requirements and believe that you can meet them.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Louisiana State University at Alexandria  
 Department of Allied Health  
 Medical Laboratory Technician Program**

**Student Evaluation of Clinical Instruction**

Affiliate: \_\_\_\_\_ Semester/Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Discipline: \_\_\_\_\_

The responses to this evaluation will be used to provide administration with information about clinical teaming experience/environment. This evaluation will be confidential.

Instructions: Please check (√) the box that rate your level of agreement with the following statements. Please write any comments on the back of this page regarding any strengths and weaknesses of this rotation and your academic preparation for this rotation.

	Rating				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
<b>I. Clinical Instructor:</b>					
Is well prepared and organized					
Answers questions					
Presents tasks relevant to the clinical rotation					
Communicates effectively (speaks distinctly)					
Provides sufficient information to assess performance progress					
Is competent in areas of practice					
Shows respect for students					
<b>II. Instruction Methods:</b>					
Assignment of tasks were appropriate					
Lab policies and procedures were stated at the beginning and clarified throughout the rotation					
The personnel in this department held a positive attitude towards students and teaching					

Would you recommend this rotation to a fellow student? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Louisiana State University at Alexandria  
 Department of Allied Health  
 Medical Laboratory Technician Program**

**Clinical Learning Task Evaluation**

Student: \_\_\_\_\_

Practicum: \_\_\_\_\_

Clinical Affiliate: \_\_\_\_\_

Semester: \_\_\_\_\_

**Instructions:** Please rate student according to observed and terminal behaviors. Make a √ in one box for each task listed. Please provide documentation for any unacceptable (0), below average (1), or excellent (4) performances.

	<b>Unacceptable</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent</b>	<b>Not Observed</b>
<b>Numeric Rating:</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
1. Demonstrates appropriate safety practices for laboratory protocol						
2. Demonstrates an understanding of the laboratory procedures for identifying and evaluating patient specimens as acceptable or unacceptable for analysis						
3. Operates each piece of instrumentation of performs procedures as assigned, producing accurate patient and quality control results						
4. Demonstrates an understanding of laboratory policy response to “flagged” (abnormal) results.						
5. Demonstrates an understanding of procedures/instrumentation in regards to: a. Principle of Operation b. Function of Major Components c. Reagents Used d. Calibration/Programming Processes e. Quality Control Performance Records f. Daily Maintenance g. Test Parameters or Values Measured.						
6. Recognizes tests/procedures/process of handling involving established laboratory protocols.						

Student Comments:

  
  
  
  

Signature/Date:

Evaluator Comments/Documentation:

  
  
  
  

Signature/Date:

**Louisiana State University at Alexandria**  
**Department of Allied Health**  
**Medical Laboratory Technician Program**

**Clinical Learning Task Evaluation (Phlebotomy)**

Student: \_\_\_\_\_

Practicum: Phlebotomy

Clinical Affiliate: \_\_\_\_\_

Semester: \_\_\_\_\_

**Instructions:** Please rate student according to observed and terminal behaviors. Make a √ in one box for each task listed. Please provide documentation for any unacceptable (0), below average (1), or excellent (4) performances.

	<b>Unacceptable</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent</b>	<b>Not Observed</b>
<b>Numeric Rating:</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
1. Demonstrates appropriate safety practices for laboratory protocol						
2. Demonstrates an understanding of the laboratory procedures for identifying patients						
3. Selects appropriate collection tubes for lab test requested						
4. Uses proper order of blood collection according to the tube colors.						
5. Performs a minimum of (75-100) successful venipunctures, demonstrating the proper technique satisfactorily according to the task detailing.						
6. Performs a minimum of (5) finger sticks, demonstrating the proper technique satisfactorily according to the task detailing						
7. Labels and processes specimens according to laboratory protocol						
8. Is knowledgeable of how Quality Control (Q.C.) is monitored for the phlebotomy lab section						

Student Comments:

  
  
  

Signature/Date:

Evaluator Comments/Documentation:

  
  
  

Signature/Date:

**Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program**

**LSUA MLT Phlebotomy Log (1/3)**

Student: \_\_\_\_\_

Practicum: Phlebotomy

Clinical Affiliate: \_\_\_\_\_

Semester: \_\_\_\_\_

**Instructions:** Please place date, time, collector's initials, supervising phlebotomist, and collection method for each successful stick. Students must have 75-100 successful sticks.


**Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program**

**LSUA MLT Phlebotomy Log (2/3)**

Student: \_\_\_\_\_


**Louisiana State University at Alexandria  
Department of Allied Health  
Medical Laboratory Technician Program**

**LSUA MLT Phlebotomy Log (3/3)**

Student: \_\_\_\_\_


**Louisiana State University at Alexandria  
 Department of Allied Health  
 Medical Laboratory Technician Program**

**Clinical Professional Evaluation**

Student: \_\_\_\_\_

Practicum: \_\_\_\_\_

Clinical Affiliate: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

**Instructions:** Please rate student according to observed and terminal behaviors. Make a √ in one box for each task listed. Please provide documentation for any unacceptable (0), below average (1), or excellent (4) performances.

	<b>Unacceptable</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>I. Initiative:</b> (does the student seek added responsibility, do they work well without direct supervision; do they ask questions and listen to assure understanding; do they use spare time constructively on school projects)					
<b>Score:</b>					

	<b>Unacceptable</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>II. Dependability:</b> (does the student inform affiliate in advance of changes in arrival and departure; no habitual leaving early; notifies affiliate early on the day of any absence; is punctual)					
<b>Score:</b>					



	<b>Unacceptable</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent</b>	
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
<b>III. Attitude:</b> (is the student receptive to constructive criticism/direction and show effort to improve; does student maintain a positive approach toward learning; does the student accept responsibility for clinical competency and understanding; does student work as a team member, does student work with self-confidence)						
<b>Score:</b>						

	<b>Unacceptable</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent</b>	
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
<b>IV. Reliability:</b> (does the student work efficiently and effectively under pressure; does the student complete tasks in an organized rational manner; is the student industrious)						
<b>Score:</b>						

	Unacceptable	Below Average	Average	Above Average	Excellent
	0	1	2	3	4
<b>V. Problem Solving/Critical Thinking:</b> (does the student recognize when they have a problem and seek help or identify cause/seek solution; automatically checks abnormal results; recognizes variables that might affect results; determines workload priority)					
<b>Score:</b>					

	Unacceptable	Below Average	Average	Above Average	Excellent
	0	1	2	3	4
<b>VI. Quality Assurance/Control:</b> (does the student maintain accurate, organized reports; does student evaluate/interpret the meaning of quality control)					
<b>Score:</b>					

	Unacceptable	Below Average	Average	Above Average	Excellent
	0	1	2	3	4
<b>VII. Professional Appearance:</b> (does the student conform to laboratory dress code-school color, name badge, closed toes shoes, etc.)					
<b>Score:</b>					

	<b>Unacceptable</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>VIII. Professional Ethics:</b> (does the student maintain/conform to HIPPA standards; does student refrain from criticism of others; does student follow professional code of ethics in your judgement)					
<b>Score:</b>					

	<b>Unacceptable</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>XI. Professional Behavior:</b> (does the student relate to patients and staff in a courteous manner; does the student willingly accept additional duties; handle telephone calls professionally)					
<b>Score:</b>					

**Preceptor Instructions:** Please answer the following questions; use the back of the page or attach additional pages if necessary. Please sign the form below and have the student sign the form when completed.

**1. Has the student failed to perform any duties or responsibilities? If so, please explain.**

**2. What can you suggest to the student to improve their performance in this area?**

**3. What are this student's strong points? Weakest points?**

**4. I would recommend this student for employment in this area of clinical internship:**

\_\_\_\_\_ **Recommend**      \_\_\_\_\_ **Not Recommend**

**Student Signature/Date:** \_\_\_\_\_ **Evaluator Signature/Date:** \_\_\_\_\_

**Preceptors: Please do not fill out the following sections-This section is for LSU Clinical Faculty Only**

	Unacceptable	Below Average	Average	Above Average	Excellent
	0	1	2	3	4
<b>X. Student Clinical Performance:</b>					
<b>a. Initiative &amp; Attitude*</b>					
<b>b. Attendance Policy**</b>					
<b>Score:</b>					

\*When observed does student appear to work productively; is the student dependable (does not show up late or leave early), does the student follow guidelines set forth in the handbook, does the student follow dress code.

\*\*Does the student call instructor when absent; (1) unexcused absence results in warning, (2) or more unexcused absences may result in dismissal from Program.

	Unacceptable	Below Average	Average	Above Average	Excellent
	0	1	2	3	4
<b>XI. Case Studies (based on Rubric Scores)</b>					
<b>Score:</b>					

	Unacceptable	Below Average	Average	Above Average	Excellent
	0	1	2	3	4
<b>XII. Mock Exam</b>					
<b>Score:</b>					

	<b>Unacceptable</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Excellent</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>XIII. Media Lab</b>					
<b>Score:</b>					

**\*Total of X-XIII: \_\_\_\_\_ (20 total points possible).**

**Comments:**

\_\_\_\_\_ **Student completed all necessary requirements**

\_\_\_\_\_ **Student was dismissed from Clinical Rotations**

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

\_\_\_\_\_  
**Faculty Signature/Date**

60 points x .90 (%) = 54, so a student that receives 54-60 points will receive an A grade average for that rotation.  
60 points x .80 (%) = 48, so a student that receives 48- 53 points will receive a B grade average for that rotation.  
60 points x .70 (%) = 42, so a student that receives 42– 47 points will receive a C grade average for that rotation.  
60 points x .60 (%) = 36, so a student that receives 36-41 points will receive a D grade average for that rotation.  
BELOW 36 points will receive a grade average of F for that rotation

**Louisiana State University at Alexandria- Department of Allied Health  
Medical Laboratory Technician Program**

**Clinical Attendance Form**

**Student Name:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_

**Clinical Affiliate:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**Date(s): From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Discipline (Hospital Lab Department)	Student Schedule						Supervisor Assigned
	Monday	Tuesday	Wednesday	Thursday	Friday	Time	

**Instructions: Place a “√” for days present and an “A” for days absent**

Month	Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Supervisor Initials

Month	Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Supervisor Initials

Month	Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Supervisor Initials

Month	Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Supervisor Initials

**Louisiana State University at Alexandria- Department of Allied Health  
Medical Laboratory Technician Program**

**Attendance Make Up Form**

**Student Name:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_

**Clinical Affiliate:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**Date(s): From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Practicum Attendance Policy:** Prompt, regular attendance cannot be overemphasized. One excused absence per practicum course of clinical experience enrollment will be allowed. A student must notify the clinical affiliate and MLT Program Director before starting time if the individual must be absent or tardy. All tardies and absences will be/must be documented. Any absence occurring without notification will be brought to the attention of the Program Director. The privilege to continue in the program will be evaluated.

**Tardies** are defined as failure to report to the clinical affiliate within five minutes after the scheduled starting time. *Three tardies equals one absence.* Students who are more than fifteen minutes late without notification will be marked absent.

**Semester:** \_\_\_\_\_ **Date(s): From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Absences**

Department	Date	Day	Number of Hours	Clinical Supervisor Initials

**Make-Up Schedule**

Department	Date	Day	Number of Hours	Clinical Supervisor Initials

## Receipt of the Student Handbook

I have received the Medical Laboratory Technician Student Handbook and I understand the information discussed as it applies to me as a student at LSUA.

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Date\_\_\_\_\_

The Medical Laboratory Technician program of the Department of Allied Health of LSUA reserves the right to make any change to this handbook as necessary without prior notification of those changes.

The Medical Laboratory Technician program of the Department of Allied Health of Louisiana State University-Alexandria does not discriminate on the basis of sex, disability, race, creed or religion, color, age, national origin or any other unlawful factors in its educational programs, activities, or employment

### Official ADA Statement

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R, 35.107(a), LSUA's designated ADA coordinators are the office of Student Services. Student Services shall be responsible for coordinating the University's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical. classroom. or testing accommodations should contact the Student Services office at LSUA.