MLT
(Medical Laboratory Technology)

Student Policy & Procedure Manual

2019-20
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>3</td>
</tr>
<tr>
<td>Accreditation</td>
<td>4</td>
</tr>
<tr>
<td>College Mission Statement</td>
<td>4</td>
</tr>
<tr>
<td>Medical Technology Program History and Mission</td>
<td>5</td>
</tr>
<tr>
<td>Program Goals/Objectives</td>
<td>6</td>
</tr>
<tr>
<td>Program Competency Goals</td>
<td>6</td>
</tr>
<tr>
<td>EFSC Core Abilities</td>
<td>8</td>
</tr>
<tr>
<td>MLT Faculty</td>
<td>8</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>9</td>
</tr>
<tr>
<td>National Certification</td>
<td>10</td>
</tr>
<tr>
<td>Licensure</td>
<td>10</td>
</tr>
<tr>
<td>Financial Aid Information</td>
<td>10</td>
</tr>
<tr>
<td>Curriculum</td>
<td>11</td>
</tr>
<tr>
<td>MLT Program Course Descriptions</td>
<td>14</td>
</tr>
<tr>
<td>Uniforms</td>
<td>14</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>15</td>
</tr>
<tr>
<td>Attendance</td>
<td>16</td>
</tr>
<tr>
<td>Student Retention</td>
<td>16</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>19</td>
</tr>
<tr>
<td>Classroom, Lab and Clinic Safety Regulations</td>
<td>19</td>
</tr>
<tr>
<td>Health Requirements &amp; Information</td>
<td>20</td>
</tr>
<tr>
<td>Insurance</td>
<td>21</td>
</tr>
<tr>
<td>Accident Reporting Procedure &amp; Instructions</td>
<td>22</td>
</tr>
<tr>
<td>Management of Occupational Exposure</td>
<td>23</td>
</tr>
<tr>
<td>Appendices</td>
<td>25</td>
</tr>
</tbody>
</table>
The Medical Laboratory Technology Student Handbook is intended to provide the student in the MLT Program with basic information and policies for the classroom as well as for the clinical setting. This handbook is not meant to replace the Eastern Florida State College Catalog or Eastern Florida State College Student handbook, but rather to serve as a supplemental source of information.

It is your responsibility to become familiar with and to abide by the policies and regulations as stated within this handbook and within the EFSC Catalog.

During the preparation for your laboratory career, personal characteristics, which will be emphasized, are ethical behavior, maturity, a spirit of cooperation, a sense of responsibility and good grooming. As mature professionals, you must learn to organize your time and take responsibility for your actions. Combine and coordinate the above traits with your intelligence and clinical skills for a successful future in Medical Laboratory Technology.

The instructors work hard at teaching and expect our students to work hard at learning. It is your responsibility to learn the material. It is our responsibility to make the learning process as productive as possible. Check your course outline and clinical requirements, determine what work you must do, prepare by reading the material in the text or lab manual and ask if you need help.

Personal problems can easily influence your academic achievement and clinical skills. Management of your personal affairs should be your first priority. Lack of personal discipline will hinder your development as a professional person. Being a student is not an easy job. It is work. Plan time to attend all classes, labs, clinics and program related activities. Plan time to study and prepare as well as time to take care of your personal health and well-being. If we can be of help, call us or see us in our offices or just after class/lab.

Remember we all have the same goal in mind: To make you the best Clinical Laboratory Technologist you can be. Any worthwhile goal takes a lot of hard work and determination to achieve. Hopefully, the information on the following pages will assist you in determining, in further detail, what is expected of you. Please realize that the information herein is subject to revision at anytime as deemed necessary by the Medical Laboratory Technology Program Faculty or the EFSC Administration.

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**Welcome to the Eastern Florida State College MLT Program...**
ACCREDITATION

Eastern Florida State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Eastern Florida State College awards Bachelor of Arts and Bachelor of Applied Science, Associate in Arts and Associate in Science degrees as well as Vocational Certificates.

Specialized accrediting agencies exist to assess and verify educational quality in particular professions or occupations to ensure that individuals will be qualified to enter those disciplines. A specialized accrediting agency recognizes the course of instruction, which comprises a unique set of skills and knowledge. This agency develops the accreditation standards by which such educational programs are evaluated, conducts periodic evaluation of programs and publishes a list of accredited programs that meet the national accreditation standards. Accreditation standards are developed in consultation with those affected by the standards that represent the broad communities of interest.

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is the agency, which accredits programs that provide basic preparation for licensure or certification in Medical Laboratory Technology. The MLT Program at Eastern Florida State College has maintained full accreditation with NAACLS, 5600 N. River Rd. Suite 720, Rosemont, IL 60018-5119, 847.939.3597; 773.714.888.

OUR MISSION

Eastern Florida State College is committed to engaging our diverse population in quality, accessible learning opportunities that successfully meet individual and community needs. To fulfill that mission, EFSC offers:

• Specified baccalaureate degree programs through formal written agreements between the College and other regionally accredited postsecondary educational institutions or with the College for the purpose of meeting district, regional or statewide workforce needs.
• Undergraduate studies and Associate Degrees for students pursuing a Baccalaureate Degree delivered in traditional face-to-face classes, partially online classes and online classes.
• Technical and vocational training for Associate Degrees and Certificates to enter the workforce, improve professional skills and develop new competencies.
• Instructional support services such as advising and career guidance.
• Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
• Workshops and classes for personal growth, developmental instruction and lifelong learning.
The Medical Laboratory Technology Program was established at Brevard Community College in 1973 in response to requests from local pathologists for an intermediate level laboratory worker. The program was planned with the aid of the publications Guide for Program Planning: Medical Laboratory Technician and Essentials of Approved Schools for Medical Laboratory Technicians. April 1972.

A two-year program was anticipated which would incorporate medical laboratory sciences and liberal arts subjects. The College would award the Associate of Science degree upon successful completion of the program.

In order to plan for the scope and depth of technical material, an Advisory Committee was established. This committee is composed of pathologists, educators, technologists and program graduates. It contributes support and advice that is greatly appreciated and the Advisory Committee must review and approve all curriculum changes in the program.

In July of 2013, Brevard Community College was renamed Eastern Florida State College, having expanded academic opportunities for students by offering BA and BAS degrees.

We believe that many aspects of Medical Laboratory Technology can be taught in a college environment. Lectures in the basic sciences and introductory laboratory skills are most successful when the lecturer can devote his full attention to the needs of the students.

However, it is imperative that students anticipating employment in a hospital are prepared for the unique demands of meeting the needs of patients and physicians. We have designed the curriculum to include several clinical practicums. The placement of these clinical rotations is dependent upon the time a student begins the program and availability of rotation offerings by each clinical site during a given semester.

All of the instruction at the clinical facility is performed by nationally certified and Florida licensed technologists. Many of our adjunct instructors are also employed fulltime at hospitals and reference labs in the area. These technologists carry their own laboratory workload as well as instructing students in the capacity of clinical faculty. Because of the dual responsibility of these clinical faculty, students must be well prepared, attentive and cooperative to make the most of the time allotted with working professionals.

Recently, a Fast Track Articulation has been added to the MLT program. This track allows students to complete the program within 3 semesters. Students will be considered for Fast Track articulation providing that all requirements are satisfied such as a grade of “B” or higher is earned in General Chemistry, course completion of Intro to Biotechnology (or substitute) and a 3.5 GPA or higher. Please feel free to discuss these goals with the MLT Program Director.

The MLT program currently enjoys a 100% pass rate for the ASCP registry exam at the technician level and 95% pass rate on the AAB registry exam at the technologist level.


2National Agency for Clinical Laboratory Sciences, Chicago
The Mission of the Program is that through the educational process, students will integrate knowledge, clinical skills and professional behavior to become caring, qualified and competent entry-level Medical Laboratory Technologists.

**PROGRAM GOALS/OBJECTIVES**

**GOAL 1:** To provide an educational environment that promotes success.

*OBJECTIVE 1:* The Program will have a course completion rate of at least 90%.

*OBJECTIVE 2:* The Program will have a program completion rate of at least 90%.

*OBJECTIVE 3:* Graduates will have a pass rate on the registry exam of at least 90%.

*OBJECTIVE 4:* Faculty will provide up-to-date instruction.

**GOAL 2:** To provide employers with graduates who possess the knowledge, practical skills and problem solving skills needed to fulfill their duties.

*OBJECTIVE 1:* Upon completion of the program at EFSC, the students will be proficient in the areas listed in the MLT Student Handbook.

**PROGRAM COMPETENCY GOALS**

Upon completion of the program at EFSC, the students should be proficient in the following areas:

1. Collection and processing of specimens for analysis.
2. Performance of laboratory tests on body fluids, cells and other specimens, utilizing both manual and automated equipment.  
   *Under the guidelines of student performance in the laboratory, proper handling and analysis of all specimen types are supervised by licensed faculty to ensure safety for the student and to evaluate proper technique of laboratory procedures.*
3. Recognition of factors that affect procedures and results.
5. Performance of preventive maintenance of equipment and corrective maintenance of equipment and instruments or referring such problems to the appropriate personnel.
6. Demonstration of professional conduct and interpersonal communications skills with patients, laboratory personnel, other health care professionals and with the public.
7. Recognition of the responsibilities of other laboratory and healthcare personnel by showing respect for their position and for the proper care of the patient.
8. Application of basic scientific principles in learning new techniques and procedures.
9. Demonstration of ability to relate findings to common disease processes.
10. Recognition of individual needs for continuing education as a function of growth and maintenance of professional competence.
A list of career entry competencies for specific laboratory areas, which should be mastered upon completion of the program, include:

1. **Immunohematology**
   Preventative maintenance of equipment, reagent quality control, compatibility testing, antibody screening and identification, phenotyping, neonatal screening, investigation of transfusion reactions, transfusion product donor screening and processing, parentage testing and genetics.

2. **Chemistry**
   Preparation of specimens, operation of instrumentation including quality control, calibration, maintenance and proper reporting of patient results. LIS Interface issues and reporting in the following areas: enzymes, blood gases, ethanol, drugs of abuse, therapeutic drug testing, hormones, immunoassay, ELISA, chemistry metabolic profiles, body fluid and urine chemistry testing, osmolality and lipids. Interpretation of statistical quality control data and analytical correlation of laboratory results with organ function including pulmonary, hepatic, renal, cardiac, endocrine and GI systems will be emphasized.

3. **Hematology/Hemostasis**
   Operation of a hematology analyzer, including maintenance and quality control. Replication of unknown results for differential white cell counts, both normal and abnormal. RBC, platelet, body fluid, eosinophil and reticulocyte counts, performed manually or on the hemacytometer. Sickle cell screening and sedimentation rate. Calculation of RBC indices and variations in dilution factors. Performance and interpretation of PT, APTT, Fibrinogen and D-dimer testing in a therapeutic context. Performance of Fibrinogen studies on the fibrometer in the student laboratory. Analytical correlation of results to disease conditions, as well as troubleshooting of abnormal results.

4. **Microbiology**
   Replication of patient and unknown results in reading primary plates, selection of and performance of appropriate secondary testing. Processing of all specimens including inoculation of media and preparation and reading of gram stains. AFB, parasite and fungal preparations (clinical only). Interpretation and reporting of biochemical and antibiotic susceptibility tests, operation and recording of preventive maintenance and quality control in microbiology automation.

5. **Specimen Collection and Processing**
   Patient Identification. Performance of successful venipuncture, capillary and blood culture collection via use of multiple collection devices. Preparation, separation and centrifugation of specimens for testing, including LIS functions. Achieve acceptable competency on simulated phlebotomy system.

6. **Immunology and Molecular Techniques**
   Proper technique in pipetting, serial dilutions and agglutination testing including syphilis testing. Operation of Immunoassay analyzers and microplate instrumentation. Testing application of infectious diseases including identification of viral markers, ANA patterns and related significance, molecular testing applications including PCR and DNA testing.

7. **Urinalysis**
   Reporting of accurate and timely results for quality control, routine and specialty urinalysis and body fluid testing. Proper handling of routine, culture and 24 hour specimens. Operation, quality control and maintenance of automated instrumentation, including reporting and interpretation of microscopic analysis.
8. Computer
Operation of the Laboratory Information System (LIS) to enter patient demographics and test results. Interaction with microprocessor software provided with automated instruments to perform calibration, maintenance, review quality control and specimen testing in all areas of the laboratory. Understanding implications of auto-verification and specimen tracking on power processor automation and robotics.

KEYS FOR PREPARING STUDENTS TO SUCCEED IN LIFE:
EFSC CORE ABILITIES

The transition in the academic arena is to engage the student in a more interactive environment of student performance-based learning. With this mind set, Eastern Florida’s programs embrace the following Core Abilities, which target measurable competencies in all programmatic goals and targets for learning.

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<thead>
<tr>
<th>Work Cooperatively</th>
</tr>
</thead>
<tbody>
<tr>
<td>Think Critically &amp; Solve Problems</td>
</tr>
<tr>
<td>Process Information</td>
</tr>
<tr>
<td>Model Ethical &amp; Civic Responsibility</td>
</tr>
<tr>
<td>Communicate Effectively</td>
</tr>
</tbody>
</table>

MEDICAL LABORATORY TECHNOLOGY FACULTY

Phaedra S. Williams, MBA, BS MT, MLT (ASCP)
Program Director – office phone: (321) 433-7289
Email: williamsp@easternflorida.edu

Phaedra S. Williams is a licensed laboratory professional and has been practicing for approximately 19 years in the state of Florida. Her background includes a B.S. in biology from Bethune Cookman University, in which she earned in 1988. Her matriculation at the university encompassed various research in the areas of biochemistry studying enzyme reactivity of animal brain cells. She was successful in co-writing three articles of her research, which was published in the Science Journal of Medicine. She was recognized as Who’s Who Amongst Scholars after graduating college. Mrs. Williams later studied laboratory science at Eastern Florida State College in 1996 and earned an A.S. degree in Medical Laboratory Technology. Mrs. Williams obtained her MBA from the University of Phoenix with a concentration in Healthcare Management. With her love for science, she joined a team of scientists and was influential in the research and development projects for delayed food allergy testing involving C3b compliment antigen antibody reactions, where she worked as the project manager for this research. She pursued a specialist license in clinical chemistry and worked in various laboratories as a lead technologist in the discipline of immunochemistry (reference lab) and lead clinical chemistry department supervisor at Florida Hospital New Smyrna for approximately six years. Phaedra worked diligently as an adjunct faculty at Eastern Florida State College for three years teaching Core Lab I and II. She is currently the Program Director for Medical Laboratory Technology at EFSC. Phaedra is certified by the American Society of Clinical Pathologists.
ADJUNCT FACULTY

Several lecture and laboratory courses will be taught by local Clinical Laboratory Scientists. These technologists work in area hospitals or private labs and have experience as both clinical and college instructors.

A current listing of those instructors includes:

Vicki Akin, MBA, BS MT (ASCP) Medical Microbiology Lab  
Suebrenia Calhoun, BS MT, MLT (ASCP) Medical Microbiology & Advanced Immunohematology  
Valerie Davies, BS MT (ASCP) Clinical Chemistry Lecture  
Dixie Howell, MBA, BS MT (ASCP) Hematology Lecture & Core Lab III  
Dane LaCasse, MS, BS MT, SBB (ASCP) Immunohematology, Advanced Immunohematology & Core Lab III

GRADUATION REQUIREMENTS

1. To qualify for graduation, the MLT student must have:
   a. Earned a “C” or better in all MLT/MLTL courses, general education and science courses.
   b. Successfully completed the college’s requirements for the Associate in Science Degree as described in the EFSC catalog.
   c. Requested and reviewed a graduation degree audit with the Health Science Advisors prior to the last semester of the program.
   d. Completed and paid the college’s application for graduation.
   e. Paid all fees and fines owed to the College.
   f. Pass the MLT Mock Board exam with 75%.

2. Upon graduation from the college, the MLT student will be:
   a. Granted an Associate in Science Degree in Medical Laboratory Technology from Eastern Florida State College.
NATIONAL CERTIFICATION

To be eligible for the ASCP and the AAB Registry Exam, the student must have first successfully completed the MLT Program. Applications for the registry exams will be presented in MLT 2930 during the last semester in the program.

LICENSURE

Upon graduation from the MLT Program and passing a national registry examination, the student will be eligible to apply to the Board of Clinical Laboratory Personnel for licensure as a Clinical Laboratory Technologist with the State of Florida.

It is mandatory for graduates of the Program to become licensed if they wish to practice in the State of Florida. Specific information regarding application will be presented in MLT 2930.

FINANCIAL AID INFORMATION

There is a wealth of information on scholarships in the Financial Aid Office located in the Student Center. If interested, you are urged to spend time scanning the bulletin board to find a source of financial aid that may apply to your needs. Expenses are high in this program and everyone is encouraged to apply for as much aid as they can.

DR. ISABEL VANCE SCHOLARSHIP

This scholarship was established in memory of Dr. Isabel Vance, who established the MLT Program at BCC in 1973. She was the first Program Director and served in that capacity until her death in 1991. This scholarship is available to MLT students after successful completion of one semester of MLT coursework. Scholarships are awarded based on need and to promising students in the MLT Program. For information, contact the EFSC Foundation Office or the MLT Program Director.
TEXTBOOKS

Textbooks are available for purchase in the Cocoa Campus Bookstore before the beginning of each course. Textbooks are required for each course. If a textbook is recommended, it is not required but is a good supplementary text. Some textbooks may be reused in subsequent semesters for other MLT courses. You are encouraged not to sell the textbooks back to the bookstore at the end of the semester because they will be needed to study for certification examinations and will be valuable reference books when you start working in the lab.

CURRICULUM

The Medical Laboratory Technology program at EFSC is offered as a four-semester curriculum with one Spring, one Fall, one Summer and one Clinical Senior Term to students eligible for Fast Track Articulation. Students following a traditional articulation will complete the program within 6 semesters. Students may enter the program at the beginning of Spring or Fall semester. The goal and end result of the program is to transform the student into a competent professional laboratorian. The program entails a great deal of memorization, analytical correlation, lab practice and homework. New methods of study, involving computer-assisted instruction, have been developed to facilitate learning and retention of material presented. Several courses in the program are now offered in an online platform.

The opportunities for education and advancement through this program are best realized if the student's personal and financial life is not in turmoil. The student should not plan to work at a part-time job more than twenty hours a week.

The College does not require MLT students to be employed in a clinical facility as part of their MLT Program. Some students find part-time employment as phlebotomists and laboratory assistants. They are paid the standard rate for part-time laboratory support. A student who also holds a part-time job is counseled not to take on so many work hours that the job interferes with the college program.

There are three basic types of courses in the MLT program at EFSC:

1. Lecture
2. College Laboratory
3. Clinical Laboratory Practicum

In the lecture course, the emphasis is on learning and discussing the theory behind the tests and procedures, which are done, along with application to the patient’s diagnosis. The lecture is designed to give the student an overall view of different diseases and the associated laboratory tests and results. The college lab is designed to allow the student to actually perform laboratory testing in a simulated scenario and on automated analyzers in a smaller version of those in the clinical lab. They will also become competent in basic skills such as pipetting and cell counting. The hospital practicums are designed to introduce the student to the hospital atmosphere and emphasize the fact that the lab “experiments” of the college lab are actually diagnostic “tests” sometimes with life and death importance.
Medical Laboratory Technology Program Description/Curriculum

This program provides students with an Associate of Science Degree. Upon completion of the program, students are eligible to sit for national certification exams offered by American Association of Bioanalysts (MT exam) and American Society of Clinical Pathologists (MLT exam).

Granting of the Associate of Science degree is not contingent upon passing an external examination (AAB or ASCP).

The program consists of 4 components:

I. General Education & Science Coursework:

Composition I, College Algebra, Speech, Humanities, Psychology or Sociology
General Biology
Intro to Biotechnology
General Chemistry I and Lab
General Chemistry II and Lab

II. Core Laboratory Curriculum:

Basic Laboratory Skills including Phlebotomy (Core Lab I)
Clinical Instrumentation, Microscopy and Laboratory Specimens, Automation Laboratory Module (Core Lab II)
Clinical Chemistry
Hematology and Hemostasis
Microscopy Laboratory Module (hematology, urinalysis and body fluids) (Core Lab III)

III. Specialty Course Curriculum:

Medical Microbiology & Lab
Immunology and Molecular Diagnostics & related Molecular Techniques
Immunohematology & Lab
Parasitology & Mycology

IV. Advanced Courses and Clinical Laboratory Rotations:

Advanced Immunohematology Laboratory
Pathology Seminar
Core Laboratory Clinical Rotation
Transfusion Medicine Clinical Rotation
Microbiology & Molecular Clinical Rotation (Includes Immunology/Serology/Virology)

Students may begin the MLT Program during Spring or Fall semester if they have completed the General Education coursework in advance. They may not take MLT courses until having completed General Biology and General Chemistry I and II. Clinical rotations are offered to students either Fall or Spring providing all General Education, Sciences, Core Lab & Specialty courses are completed. Students must successfully pass a Mock Board Exam covering all content areas of the clinical lab including images with a minimum 75% score to graduate. All major courses must be passed with a 75% minimum grade.
Specific Course ID Information

General Education Needed – 15 credits:
ENC 1101 – Composition I – 3 credits
MAC 1105 – College Algebra – 3 credits
SPC 2608 – Fundamentals of Speech Communication – 3 credits
HUM – Humanities Elective – 3 credits
SOC or PSY – Social or Psychological Science – 3 credits

Science Courses Needed – 16 credits
BSC 1010 – General Biology & lab – 4 credits
BSCC 1426 – Intro to Biotechnology – 4 credits (may be taken with MLT courses)
CHM 1045 & CHML 1045 – General Chemistry I & Lab – 4 credits
CHM 1046 & CHML 1046 – General Chemistry II & Lab – 4 credits

Fall Classes Offered (Classes meet Tuesday & Thursday)
MLT 2760 – Clinical Instrumentation – 3 credits**
MLT 1040 – Laboratory Specimens & Microscopy – 3 credits**
MLTL 1046 – Core Lab 1: Basic Skills – 1 credit
MLT 1330 – Hemostasis – 2 credits
MLT 1610 – Clinical Chemistry – 4 credits
MLT 1300 – Hematology – 3 credits
Core Laboratory Sequence – 2 credits
   II: MLTL 2760 – Automation Module
   III: MLTL 1230 – Microscopy Module

Spring Classes (Classes meet Tuesday & Thursday)
MLT 1040 – Laboratory Specimens & Microscopy – 3 credits**
MLTL 1046 – Core Lab 1: Basic Skills – 1 credit
MLT 1330 – Hemostasis – 2 credits
MLT/MLTL 2401 – Medical Microbiology & Lab – 5 credits
MLT/MLTL 1525 – Immunohematology & Lab – 4 credits
MLT 1440 – Parasitology & Mycology – 2 credits

**All online courses are also available during the summer term except MLT 1440 and MLT 1040; this includes:
MLT 1500 – Immunology/Serology; MLTL 1500 – Immunology/Serology Laboratory and MLT 2760 – Clinical Instrumentation

Advanced Coursework:
Clinical Rotations at Hospital, Clinic or Reference Lab (T-F)
   MLTL 2806 – Core Laboratory Rotation – 5 credits
   MLTL 2807 – Transfusion Medicine Rotation – 1 credit
   MLTL 2811 – Microbiology & Molecular Rotation – 3 credits
(Mondays)
   MLT 2930 – Pathology Seminar – 2 credit
   MLTL 2527 – Advanced immunohematology Laboratory – 1 credit

National MT Board Exam
Graduation May or December
MLT PROGRAM COURSE DESCRIPTIONS

Brief descriptions of all courses (both MLT and general education) in the MLT Program are provided in the EFSC catalog. Each description provides a brief statement about content, credit hours and pre-requisites for the course.

MLT PROGRAM ACCEPTANCE & APPLICATION

Students must meet application deadlines to be considered for acceptance into the MLT Program. These are: June 1st for August entrance and November 1st for January entrance. All students who apply to the MLT program must meet the requirements of completing all prerequisites and the associated components of the point system located on the MLT website for consideration. Limited seating of up to 12 students will be selected.

UNIFORMS

Various programs in Health Sciences have specific uniforms. The MLT uniform is a hunter green scrub top and pants. The uniforms can be purchased at any uniform supply shop. Uniforms must be worn on campus in MLT laboratory courses and at the clinical site. Name badges must be worn with the uniform. Students are also required to provide their own gloves; however, eyewear protection (safety goggles) are provided for use during MLT laboratory courses. The MLT program and clinical sites will provide lab coats for students to wear. Students are required to maintain a professional appearance at all times both while on campus and at the clinical site. This includes conservative piercings (none except for one in earlobe is permitted at clinical sites) and no inserted ear or nasal devices are permitted. Tattoos must be covered and hair should be neatly kept, including facial hair. When students are wearing the MLT uniform on campus, a full uniform must be worn and kept clean and neatly pressed. Close-toed shoes must be worn in the laboratory and may be white, black or neutral with no extraneous color designs. No fragrance is permitted at the clinical site.
GRADING POLICY

The minimum passing grade for any MLT course is 75%. The letter grading system for MLT courses is:

A = 100-93
B = 92-84
C = 83-75
D = 74-65
F = Below 65
W = Withdrawal
I = Incomplete

1. Didactic/Laboratory: Students must achieve a minimum of “C” for the final grade in each MLT course that is required for completion of the degree.

2. Clinical: The student must meet minimal performance standards in order to successfully pass the clinical educational component of the program. These standards are detailed in the EFSC Clinical Rotation Manual.

3. An incomplete grade is given to a student, who although passing the majority of the given course, has not completed the full class requirements. All “I”s must be completed prior to beginning subsequent courses. At the time that grades are submitted, the student will be given a list of work not yet completed and an explanation of how completion of the requirements will contribute to the final grade. The assignment of this grade will be at the discretion of the instructor only and not at the urging of the student.

4. If a student withdraws from the program in good standing professionally and academically, they may re-apply to the program. Current applications and related fees are good for 1 year.

5. All clinical, laboratory and classroom assignments are to be handed in on time, regardless of the assignment being on-line or in-person.

6. Examinations will be taken on the scheduled day. Excused absences will be determined on an individual basis. Make-up exams will be done at the discretion of the instructor.

7. Individual course syllabi further detail specific academic standards relative to any given course.
ATTENDANCE

1. All lecture, laboratory and clinical classes are MANDATORY. Regardless of the cause, absenteeism exceeding 10% of the class time will result in a reduction of the course grade by one letter grade.

2. The student should be seated and ready to begin class at the designated class time. Tardiness is considered unprofessional conduct. Any student not present within 10 minutes of the start of class will be marked absent. If the student is late to class, the student should inform the instructor at the end of the class period indicating a reason for the tardiness.

ABSENTEEISM FROM LECTURE, LABORATORY AND CLINICAL CLASSES

The following is defined as an EXCUSED ABSENCE. "Serious illness" shall mean a condition such as pneumonia, surgery, hospital confinement or valid medical reason. A physician's note verifying illness should be available should the faculty member request this. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents or significant other. Documentation may be requested. If the student expects to be absent from a given class or clinical assignment, the student must contact the instructor or program office and leave a message at 321-433-7289 or email at williamsp@easternflorida.edu prior to the scheduled class or clinical time. Failure to do so may result in dismissal from the program. There will be no make-up quizzes or exams for unexcused absences. The student will receive a zero for that quiz or exam.

STUDENT RETENTION

In addition to the college policy of academic probation for degree candidates, the following regulations will apply to MLT students:

1. A minimum grade of “C” must be achieved in each MLT course. If a student receives a grade less than “C”, the course may NOT be repeated AND THE STUDENT WILL BE DROPPED FROM THE MLT PROGRAM.

2. When a student’s average grade falls below 75%, the instructor will counsel the student to withdraw from courses in which a “D” appears inevitable. The student should be aware that the course might not be offered again for one year.

3. A consistent progression through the MLT courses is necessary to maintain continuity in understanding clinical laboratory theory. Whenever a student has a lapse in progression through the curriculum of more than a year, the student will be given review-exams for the courses completed. A course review-exam of less than 75% indicates that course should be repeated prior to going on in the curriculum.

4. When a student is in a clinical practicum rotation, a grade of “C” or better must be obtained on each component of the clinical technical evaluation and on each component of the professional capability evaluation. A grade of less than “C” will require that the student be dropped from the MLT program.

5. If a student fails to satisfactorily complete the requirements for passing any of the rotations in the specified clinical rotation time period, a grade of incomplete (I) will be given until such time that the deficiencies are corrected as determined by the clinical instructor, clinical coordinator and MLT faculty member. If the deficiencies are not corrected within a reasonable length of time, the student will receive a grade of “F” and be suspended from the MLT Program.
6. If, in the judgment of the clinical or college instructor, a student is determined to be unsafe in their practice of clinical skills or have unsuitable behavior or attitude patterns, the student may be dismissed from the program. He/she will be required to meet with the college instructor and clinical instructor prior to a decision to dismiss. Any evidence of unsafe or unsuitable behavior will be documented in evaluations during the student’s rotation through each laboratory department. The student has the right to appeal as outlined in the EFSC catalog and Student Handbook.

7. It is the policy of the EFSC/MLT Department to work with students in finding fair and just solutions to problems, including any student grievance, appeal, question, misunderstanding or discrimination. The following grievance procedure is encouraged.

   **Step 1** The student should first take the problem or question to his course instructor.

   **Step 2** If no solution is found within a reasonable time frame, the student may bring the matter to the attention of the MLT Program Director.

   **Step 3** Should a satisfactory and impartial solution not result from Step 2; the student may pursue the matter through appropriate channels: the Dean of Health Sciences and/or the Dean of Student Development. The appeal procedure is outlined in the College Catalog.

**NEW GRADING POLICY GUIDELINES**

**Clinical Rotation Grading:**

Due to a premium of clinical rotation offerings, we want to be certain that our students do not present to rotation unprepared in the didactic areas of the discipline. The following rules will apply when determining if the student is academically prepared to attend clinical rotations:

1. The following courses must be successfully completed prior to attending the corresponding rotation:
   
   **a. MLTL 2806 Core Laboratory Clinical Rotation:** Courses required are MLT 1040, 2760, 1610, 1300 and 1330. MLTL 1043, 2760 and 1230.
   
   **b. MLTL 2807 Transfusion Medicine Clinical Rotation:** Courses required are MLT 1525 and MLTL 1525.
   
   **c. MLTL 2811 Microbiology and Molecular Rotation (includes Immunology and Virology):** Courses required are MLT 2401, 1440 and 1500. MLTL 2401 and 1500.

2. Students must pass a pretest for didactic competency in the discipline (Core Lab, Transfusion Medicine and Microbiology) with a minimum score of 75% in order to proceed to the rotation. If they achieve less than a 75% on the pretest, after the second attempt, the student will be required to take a review test specific to the content of the discipline failed. The student must pass the review test with a 75% or higher in order to proceed to clinical rotations.

3. Students will not be permitted to repeat a clinical rotation course when a grade of D or F is earned and will be dropped from the program. If they feel the grade was received in error, they must follow the EFSC academic appeal process.
Capstone Course (MLT 2930) and Mock Board Guidelines:

1. The capstone course must be completed successfully before the MLT student will be granted a degree or diploma.

2. The Mock Board Exam is given as part of this course and is required to be passed with a 75% on each of the three individual parts regardless of total grade earned in MLT 2930, Pathology Seminar.

The three component parts of the Mock Board are as follows:

   a. Part I: Core Lab Content, which includes Clinical Chemistry, Clinical Instrumentation, Urinalysis, Microscopy, Specimen Collection, Hematology and Hemostasis and Laboratory Practice/Operations. This consists of 150 multiple-choice questions randomly selected in Canvas from a test bank of over 800 questions. A score of 75% is required to pass.

   b. Part II: Specialty Course Content, which includes Immunology, Serology, Virology, Medical Microbiology, Mycology, Parasitology, Immunohematology, Blood Banking and Transfusion Medicine. This consists of 150 multiple-choice questions randomly selected in Canvas from a test bank of over 800 questions. A score of 75% is required to pass.

   c. Images and Visual Components: Identification of 20 visual images, which include urine and body fluid microscopics, peripheral blood smear components (normal, abnormal and artifactual), classic graphs and charts, bacteria, parasites and fungi, presented as classically visualized with traditional stains and formats. A score of 75% is required to pass.

3. The student will be given two opportunities to pass each part of the Mock Board Exam during the semester in which Pathology Seminar is scheduled. A practice exam is offered at Midterm. If less than 75% is achieved on any of the three parts of the exam, the student will only need to retake and pass that individual section. If they are unable to earn the necessary 75% within the two attempts, a grade of incomplete will assigned and the student will be offered one last attempt to pass during the Midterm of the following main semester (Spring or Fall). If unable to pass each of the three sections satisfactorily, the student will not be permitted to graduate with an AS.
ACADEMIC DISHONESTY

Cheating in didactic courses and shortcutting or omitting clinical procedures is considered academic dishonesty. The MLT faculty emphasizes that attitudes and actions demonstrate the student’s ethics. The policy for cheating is:

*Any student who chooses to cheat in any MLT course will be relieved of the privilege and right to attend such classes and to graduate from the MLT Program. Cheating is defined as using notes or markings, signals or wandering eyes to obtain answers from a private source not permitted during exam time or from another person in the class. Submitting papers, which are not the student’s original work, also constitutes cheating.*

The stringency of this policy is understandable when read in the context of an educational program—preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the healthcare personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty’s ability to declare prospective graduates to be reliable and ethical, since both the level of knowledge and the degree of ethics are unknown values in such a situation.

Cheating, or Academic Dishonesty includes, but is not limited to: sharing or collaborating on homework assignments, online quizzes, exams and other assessments, using other internet locations/information while taking an online assessment, whether by electronic mobile device, tablet or the device on which the exam or assessment is in progress; saving information from an assessment for later use, documentation or copying assessment material from an online or paper assessment without express and explicit permission from the instructor (not implied or assumed).

CLASSROOM, LAB AND CLINIC SAFETY REGULATIONS

Safety regulations regarding the use of all equipment are presented at the start of each semester. It is imperative that these standards be adhered to in order to maintain a safe and clean environment in the classroom and in the lab areas. Safety regulations during clinical rotations are addressed during orientation to the clinical rotation. Students are to practice only those techniques presented in lab or lecture.

Students are instructed to inform the faculty of any hazard such as water on the floor, frayed electrical wires, broken equipment, etc. Food and drinks are not permitted within the labs. Protective gloves, glasses and lab coats are required for all laboratory classes.

No food or drink may be permitted inside the doors of the medical laboratory or phlebotomy classrooms. Lunches and snacks must be contained within the student’s backpack and placed inside the locker room during class.
Each student should be familiar with the following information and safety aids found in the Lab.

- **FIRST AID/EMERGENCY KIT:** A first aid kit is located in a clearly marked area of the MLT lab (bldg. 17, room 207). The kit is fully stocked. If it is necessary to remove supplies from the first aid kit, the instructor should be notified.

- **SAFETY DATA SHEETS (SDS):** Safety Data Sheets are located in both MLT labs. Chemicals found in the lab areas are marked with appropriate colors and symbols. Charts explaining the colors and symbols are posted in both labs.

- **EYE WASH STATION:** Eyewash stations are located in both MLT labs.

- **SPILL KIT:** A mercury spill kit is located in a clearly marked area of the lab (bldg. 17, room 207).

- **FIRE BLANKET:** Fire blankets are located in both MLT labs.

- **FIRE EXTINGUISHER:** Fire extinguishers are located in both MLT labs.

- **EMERGENCY EXIT PLAN:** Emergency Exit Plans are posted at each exit of the MLT lab.

- **SAFETY SHOWER:** Safety showers are located in both MLT labs.

### HEALTH REQUIREMENTS AND INFORMATION

#### HEALTH EXAMINATION

1. Good physical and mental health is required. All students must provide assurance that they are in good **physical and mental** health PRIOR to clinical assignments.

2. Upon acceptance to the MLT Program Students are required by EFSC Health Science Institute to complete the following as part of Certified Background Procedures:
   a. Documentation of MMR immunization and related adult booster
   b. Documentation of Varicella status or immunization
   c. Documentation of immunization for or a signed declaration/delination form for Hepatitis B Vaccine (note…it is HIGHLY recommended that students obtain immunization for Hepatitis B due to exposure during student lab and clinical of patient specimens and conditions which are potentially biohazardous)
      1. 3-series Hepatitis B Vaccine
      2. Immunity status (titer)
      3. Carrier status
   d. Annual evidence of a negative tuberculin test, or chest x-ray, as well as Influenza
e. TDap (Diphtheria, Pertussis, Tetanus) within 10 years and current booster
f. Documentation of medication/drugs currently taken if required by the Medical Review Officer for the laboratory performing required drug screening.

3. Any medical examination tests and immunizations will be conducted at the student’s expense.
4. The student must provide health record updates to Castle Branch’s Immunization Tracker. Changes in medical condition and/or drug regimen that may affect clinical classroom performance or safety should be promptly reported in writing to the Program Director’s office. Failure to do so may result in dismissal from the program.

5. Additional procedures required by EFSC via Castle Branch are:
   a. Level II Background Check (includes fingerprinting)
   b. Urine Drug Screen

6. All background checks, fingerprinting and urine drug screen results must be complete PRIOR to the first day of class before a student may assume his/her position within the program. Failure to do so may result in the student’s start date being deferred until the procedures are completed.

7. It is the responsibility of each student to see that the appropriate documentation is on file with Castle Branch. There are no exceptions.

8. Students must provide evidence of continued current certification in Cardiopulmonary Resuscitation (CPR) (American Heart Association Healthcare Provider), training in HIV/AIDS prevention and medical errors continuing education PRIOR to attending the first clinical assignment.

9. In cases where multiple absences caused by a change in health status interfere with student’s progress, the student will be asked to withdraw from the program.

**INSURANCE**

Each student is required to purchase medical liability insurance and accident insurance through the college, which has contracted with an independent insurance carrier. Malpractice/Liability Insurance fees must be paid when the student begins the program. Insurance is good for one year. Time lost due to non-payment of fees will be considered unexcused absence.

1. **Liability Insurance:**
   Liability insurance is for malpractice coverage. It provides coverage for the student if a lawsuit occurs from alleged mistreatment of a patient by a student or if a patient sues the student due to treatment received while the student is participating in an approved school clinical activity.

   Each student is required to purchase the Liability insurance and keep it current throughout the duration of the program.

2. **Accident Insurance:**
   Accident insurance is for accidents in the clinical setting or lab. Proof of payment is required before the student can begin lab or clinical classes in the program.

   See **Appendices** for EFSC Accident/Incident Report, Exposed Individual & Source Individual Consent Forms, EFSC Certificate of Student Accident Insurance, Insurance Claim Form and Insurance Claim Form Instructions.
If a student is injured during an Eastern Florida State College MLT clinical activity, the student will be responsible for any medical charges at the emergency room or doctor’s office that are not covered by the accident insurance policy. Eastern Florida State College is NOT responsible for any hospital or doctor bills incurred by a student.

3. Health Insurance:
   Each student is strongly advised to carry his/her own health insurance. Payment for any treatment is the responsibility of the student.

   **ACCIDENT REPORTING PROCEDURE**

   Our goal is to prevent all accidents and disease transmission thus ensuring a safe learning environment for students, faculty and staff. Unfortunately, accidents do regrettably occur. Familiarize yourself with the following procedure so that you will be able to respond quickly and safely to receive assistance and report accidents.

   **ACCIDENT/INCIDENT REPORTS**

   Students and faculty or clinical faculty must complete an accident/incident report as soon as possible (no later than 24 hours after the incident) for any of the following situations that occur in the classroom, clinical or laboratory setting:

   1. Physical injury incurred by the student
   2. Physical injury incurred to the patient/client
   3. Accidents
   4. Thefts and/or suspected thefts
   5. Damage to patients and/or student property

   **ACCIDENT/INCIDENT REPORT INSTRUCTIONS**

   1. An accident/incident report must be filled out and turned in to an EFSC instructor within 24 hours of the incident. The final Accident-Incident Report must be signed by the initiator of the report and the student involved in the incident. Please call the MLT Program at EFSC to notify the Program Director of an accident/incident: 321-433-7289.

   2. If an injury has occurred to the student, the student should be sent immediately to the closest hospital emergency room for treatment. The student must have purchased accident insurance through the college prior to participation in any clinical classes. The student is responsible for any costs associated with visits to the emergency room facility.

   4. If the student has been exposed to bloodborne pathogens, current OSHA and CDC recommendations should be followed. The student and the source person should be sent to the nearest hospital emergency room or other healthcare facility as quickly as possible (within 30 minutes of the incident) for blood testing and evaluation. The student is responsible for any costs associated with visits to the emergency room facility. Students are required to purchase Accident Insurance through the Florida College System Risk Management Consortium in order to participate in clinical classes.
4. The student should take a copy of the Student Accident Insurance Claim Form and the instructions on how to file a claim to the hospital or emergency room. If post-exposure prophylactic medications are prescribed to the student, the student should fax that information to the insurance company in order to be able to immediately receive those prophylactic medications from a pharmacy. Insurance forms can be found in the Appendices.

**MANAGEMENT OF OCCUPATIONAL EXPOSURE**

**STEP 1**

**WASH** wound with soap and water and place bandage. Flush mucous membranes with water. **DO NOT SQUEEZE THE WOUND.**

**STEP 2**

**IMMEDIATELY REPORT EXPOSURE INCIDENT** to instructor

**STEP 3**

Identify **SOURCE INDIVIDUAL**.

a. Obtain consent for collection and testing of Source Individual’s blood.

**STEP 4**

Complete **EFSC ACCIDENT/INCIDENT REPORT**.

a. Complete sections 1, 2, 4, 6, 7 and 8 of accident/incident report. Give detailed account of accident/incident to include type of exposure, where, when and how exposure occurred. Include source individual’s name and address if identified.

b. Completed accident/incident report must be signed by Dean of Allied Health and turned into EFSC Security within 24 hours. Notify Program Director of exposure incident.

**STEP 5**

Immediately have **EXPOSED INDIVIDUAL** contact Marsha King ARNP at (321) 253-0120 or go to nearest Hospital Emergency Room for evaluation of exposure and possible treatment. **Post Exposure Prophylaxis should be started within 2 hour of exposure if indicated.**

a. Source individual should accompany exposed individual to health care provider.

b. Health care provider must complete and sign student insurance form. Itemized bill must be attached to insurance form when student submits form.

**STEP 6**

**HEALTH CARE PROVIDER** provides counseling, treatment and follow-up testing and treatment.
MANAGEMENT OF OCCUPATIONAL EXPOSURE TO BLOOD

Paperwork Includes:

1. EFSC Accident/Incident Report

2. Consent Forms for the Collection and Analysis of Blood
   a. Exposed Individual
   b. Source Individual

3. EFSC Certificate of Student Accident Insurance

4. Student Accident Claim Form

5. Insurance Claim Form Instructions

***ALL FORMS ARE LOCATED IN EXPOSURE CONTROL PLAN BINDER LOCATED IN EACH MLT STUDENT LAB (Bldg. 17/Rm 207 & 220).

STUDENT ACCESS TO EASTERN FLORIDA COMPUTERS AND WEBSITES

It is the responsibility of the student to obtain and maintain the necessary access to EFSC programs, online classroom and in classroom computers and devices including username/password information. If assistance is required, please call the EFSC IT Support Helpline at 321-433-7600. All electronic communications regarding academic issues should be conducted via student titan email that follows the format: last name.first name@titans.easternflorida.edu.

EASTERN FLORIDA STUDENT HANDBOOK

Other procedures and policies required by EFSC may be found in the EFSC Student Handbook. It is the responsibility of the student to maintain familiarity with these procedures and requirements.
APPENDICES
STUDENT GRIEVANCE/COMPLAINT FORM

Name: ___________________________________________  Date: __________________

SUBJECT:

FACULTY RESPONSE:

_________________________________________  
Student Signature  
Date

_________________________________________  
Faculty Signature  
Date
MEDICAL LABORATORY TECHNOLOGY STUDENT DOING HEALTH CARE WORK
The risk of contracting Hepatitis B Virus (HBV) or other infectious diseases are greater than the risk of contracting Human Immunodeficiency Virus (HIV). Therefore, recommendations for the control of Hepatitis B infections will effectively prevent the spread of AIDS. All such recommendations are therefore incorporated herein.

1. Sharp items (needles, scalpel blades and other sharp instruments) shall be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA guidelines shall be followed.

2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles shall not be recapped, purposely bent, broken, removed from disposable syringes or otherwise manipulated by hand.

3. When the possibility of exposure to blood or other body fluid exists, routinely recommended universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks and eye coverings when performing procedures. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood or body fluids.

4. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.

5. Pregnant MLT students are not known to be at greater risk of contacting the HBV or HIV than students who are not pregnant. However, if a student develops infection with HBV or HIV during pregnancy, an infant has an increase risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for HBV and HIV.

6. MLT students engaged in health care who are infected with the HIV or HBV and who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

7. For MLT students engaged in health care who have been diagnosed as HIV positive, there is an increased danger from infection due to disease. Students who are HIV infected are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox). HIV infected students will be counseled about potential risk associated with exposure to or taking care of patient with transmissible infections and should continue to follow universal precautions to minimize their risk of exposure to other infectious agents.

8. The MLT student’s physician, in conjunction with the appropriate college official, will determine on an individual basis whether the student who is HIV or HBV positive, with symptoms, can adequately and safely perform patient care.

9. A MLT student with an infectious disease who cannot control bodily secretions and students who have open oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student’s physician and the appropriate college officials.

10. MLT students who are exposed to infectious body fluids in the clinical area must report to the supervisor/clinical instructor immediately. The hospital shall be notified and the hospital protocol for such exposure followed. In addition, Program Directors must be notified as soon as possible to assure proper follow-up in the event of blood borne pathogen exposure.

I have read and understand this policy:

__________________________________________  ________________________________
Student Name (please print)                      Student Number

__________________________________________  ________________________________
Signature                                      Date
I, ________________________________, understand that as a Health Science Institute student at Eastern Florida State College, I may be exposed to environmental hazards and infectious diseases including, but not limited to, tuberculosis, Hepatitis B, and HIV (AIDS) while on campus or in a clinical facility. Additionally, injuries including, but not limited to, puncture wounds related to clinical practice could occur. Students are responsible for following safety guidelines and maintaining safe clinical practice at all times.

Neither Eastern Florida State College, nor any of the clinical facilities affiliated with EFSC for the purpose of clinical practice, assumes liability if a student is injured on the campus or in the clinical facility during clinical experiences. I understand that I am responsible for the cost of health care including, but not limited to, treatment, testing and emergency room fees for any personal injury or exposure I may suffer during my education. These costs are covered by health or accident insurance, not liability insurance. I understand that I should purchase private health/accident insurance and that EFSC does not accept responsibility for evaluating policies or recommend one policy over another. It is my responsibility to evaluate the effectiveness of my policy with regards to injuries or exposures that may occur during clinical practice.

I further understand that I must have liability insurance (which covers malpractice) while enrolled in EFSC classes involving clinical activities. This insurance covers any injury that I cause to another person or any other form of malpractice on my part while practicing as an EFSC student. I understand and assume responsibility for the policies, objectives, course requirements and inherent risks in the education of Health Science Institute students at Eastern Florida State College.

_________________________________________  _______________________________________
Student Name (please print)  Student Number

_________________________________________  _________________________________
Signature  Date
I understand that missing any clinical sessions, labs or classes is considered unacceptable and the hours and assignments must be made up prior to graduation from the MLT Program. This includes attendance at the hospital clinical rotations.

If an absence is necessary, it is my responsibility to speak with the MLT Program Director or leave a voice message either the day prior to missing the clinical period or by 8:00 a.m. of the clinical day. I will also notify the students' supervisor at that site the day prior or by 7:00 a.m. that clinical day.

I understand that absenteeism exceeding 10% of the class time will result in a reduction of the course grade by one letter grade.

________________________________________________________________________

Student Name (please print)     Student Number

________________________________________________________________________

Signature                      Date
In order to comply with FERPA (Family Education Rights and Privacy Act) we cannot release information without the student’s authorization. The student’s privacy and security is important to everyone at Eastern Florida State College.

Please initial below only what may apply to you now or in the future. By initialing and signing below, you give this institution, the faculty and administration, permission to release “personally identifiable information” about you.

_____ Information requested by local, state, national or government agency for certification or licensure examinations.

_____ Information requested by an employer as reference once you graduate and seek employment.

_____ Information requested by a local, state or federal agency that supply you with a loan, grant or scholarship.

_____ Health information and social security number requested by a clinical affiliation due to clinical placement or experiences as part of the program curriculum.

_____ Florida Department of Law Enforcement (FDLE) Report and Drug Screening Report due to clinical placement or experiences as part of the program curriculum.

_____ Photographs taken for learning experiences with regard to community projects, field trips, service learning, marketing and classroom feedback. (An additional consent will be provided)

NOTE: The release of student transcripts requires a separate form and is not part of this consent
NOTE: This agreement is valid for seven (7) years from the date listed.

By signing below, you acknowledge that you have been informed of and understand your rights and you are authorizing the faculty or administration to release "personally identifiable information" when requested. You may rescind this consent in writing only and understand that this could prevent you from being able to attend clinicals, which could result in not being able to complete the MLT program.

Student Name (please print) ________________________________ Student Number ________________________________

Student Signature ________________________________ Date __________

Witness Name (please print) ________________________________ Date __________

Witness Signature ________________________________
READ THE FOLLOWING STATEMENT BEFORE SIGNING:
I have received the Medical Laboratory Technology Student Handbook. I agree to reread the handbook and affirm that I will be responsible for all the data therein. I understand and am aware of the following content consisting of:

PLEASE INITIAL:

_____  Medical Technology Education Philosophy
_____  Program Mission, Goals and Competencies
_____  Program Accreditation
_____  Program Information and Curriculum Expenses
_____  Academic Standards
_____  Student Code of Ethics and Conduct
_____  Disciplinary Procedures
_____  Dismissal Policy
_____  Grievance Procedure
_____  Attendance Policy and Agreement Form
_____  Clinical and Educational Policies
_____  Informed Consent
_____  Health Requirements
_____  Insurance Information (Health, Liability and Accident)
_____  Accident/Incident Policies and Forms
_____  Management of Occupational Exposure to Blood
_____  Substance Abuse Policy (EFSC Student Handbook)
_____  General Information
_____  Graduation Requirements

I agree to abide by all the rules, policies and procedures of the program.

I am also aware that this handbook is intended as a guide, that policies and procedures described herein may be changed without notice.

In addition, I have received and read the Eastern Florida State College Student Handbook and agree to abide by all the college rules, policies and procedures. I must return this signed form on or before the first week of class.

________________________________________  ________________________________
Student Name (please print)  Student Number

________________________________________  ________________________________
Signature  Date
Essential functions are the essential non-academic requirements of the program that a student must be able to master in order to successfully participate in the MLT program and become employable. Examples of the program’s technical standards are provided below. If you are not sure that you will be able to meet these essential functions, please consult with the MLT Program Director for further information and to discuss your individual situation.

Visual Skills

A student in the MLT program must possess sufficient visual skills to perform and interpret laboratory assays, including the ability to:

- Read calibration lines on pipettes and laboratory instruments that are one millimeter apart.
- Distinguish between solutions that are clear, opaque or particulate in the test tubes and on glass slides.
- Identify stained and unstained cellular components in the range of one micrometer using a binocular brightfield microscope.
- Differentiate color reactions. An applicant who is colorblind cannot meet this standard.

Manipulative Skills

A student in the MLT program must possess adequate manipulative skills to perform a variety of laboratory assays, including the ability to:

- Turn dials, press keypads and move switches on laboratory instruments.
- Use a rubber bulb to draw liquid into a marked pipette and then use a gloved finger to control the release of that liquid to within one millimeter of a fixed point on the pipette.
- Isolate bacteria in microbiology by smoothly moving a loop (a 12-inch wire with a looped end) over the surface of an agar (gel) culture plate without tearing the surface of the agar.

Computational Skills

A student in the MLT program must possess computational skills needed for laboratory math calculations such as the conversion of milliliters to microliters.

The National Accrediting Agency for Clinical Laboratory Science requires us to define and publish, “specific…essential functions required for admission to the program” and to determine “that the applicants’ or students’ health will permit them to meet the …essential functions…”. Please sign this form to indicate that you have read and understood the program’s functions and believe that you can meet them.

___________________________  __________________________
Student Name (please print)    Student Number

___________________________  __________________________
Signature                     Date
A state trainee license (STL) is required by the Board of Clinical Laboratory Personnel (Board) to practice as a student in the MLT program. This application is submitted after the student is admitted to the MLT program. In order to obtain the STL there are several character questions that must be answered. The answers will be reviewed by the Board and they will determine if a STL will be granted. The complete STL application can be found at [https://floridasclinicallabs.gov/applications/app-trainee-clp.pdf](https://floridasclinicallabs.gov/applications/app-trainee-clp.pdf). If you have any questions about eligibility for a state trainee license, you must consult with the Board of Clinical Laboratory Personnel. EFSC is not involved in the granting of a state trainee license.

The following questions are from the state trainee license application:

- In the last five years, have you been enrolled in, required to enter into, or participate in any drug and/or alcohol recovery program or impaired practitioner program for treatment of drug or alcohol abuse that occurred within the past five years?
- In the last five years, have you been admitted or referred to a hospital, facility or impaired practitioner program for treatment of a diagnosed mental disorder or impairment?
- During the last five years, have you been treated for or had a recurrence of a diagnosed mental disorder that has impaired your ability to practice within the past five years?
- During the last five years, have you been treated for or had a recurrence of a diagnosed physical disorder that has impaired your ability to practice?
- In the last five years, were you admitted or directed into a program for the treatment of a diagnosed substance-related (alcohol/drug) disorder or, if you were previously in such a program, did you suffer a relapse within the last five years?
- During the last five years, have you been treated for or had a recurrence of a diagnosed substance-related (alcohol/drug) disorder that has impaired your ability to practice within the last five years?
- Have you ever had a license disciplined for sexual misconduct or committed any act in any other state that would constitute sexual misconduct?
- Have you ever had any professional license or license to practice revoked, suspended, or any other disciplinary action taken in any state or other jurisdiction?
- Have you been refused a license to practice, or the renewal thereof in any state?
- Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to any crime in any jurisdiction other than a minor traffic offense?
- Have you been convicted of, or entered a plea of guilty or nolo contendere, regardless of adjudication, a felony under Chapter 409, F.S. (relating to social and economic assistance), Chapter 817, F.S. (relating to fraudulent practices), Chapter 893, F.S. (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction?
- Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, to a felony under 21 U.S.C. ss. 801-970 (relating to controlled substances) or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues)?
- Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes?
- Have you ever been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program?
- Are you currently listed on the United States Department of Health and Human Services Office of Inspector General’s List of Excluded Individuals and Entities?

I have read and understand the above information.

__________________________________________  ______________________________________
Student Name (please print)  Student Number

__________________________________________  ______________________________
Signature  Date
Name_________________________  B#_____________________

Semester enrolled__________________

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Do you work full-time?</td>
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<td>2. Do you have above average family demands?</td>
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<td>3. Have you completed phlebotomy?</td>
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<td>4. Do you/have you worked in a clinical lab?</td>
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<td>5. Have you completed General Chemistry I w/ Lab?</td>
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<td>6. Have you completed General Chemistry II w/ Lab?</td>
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<td>7. List Biology Courses Taken (include A&amp;P, micro, etc.):</td>
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<td>8. Check any of the following you have completed:</td>
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<td>( ) Immunology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Pathogenic Micro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Mycology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Parasitology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) Prior MLT coursework; if so, please list:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_______________________________________________________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE DO NOT WRITE BELOW THIS LINE

To be completed by MLT Program Director:

Progress:    N _____  S _____  A_____  

CLEP possible? ________  

Group Assignment _________
Date of Exposure:

Exposed Individual:

Source Individual:

Route of Exposure: (Needle stick, splashing of mucus membranes)

**This form is to be used when referring an individual to the hospital for follow up and counseling after an exposure. It is a work sheet and is not to be retained by the college. The form should be filled out and given only to the individuals who have been involved in the exposure. No other copies should be made of this form once it is filled out.

Please be sure to also complete the College Accident-Incident Report Form with every accidental exposure. The College's Accident-Incident Report form is retained by the college in a secure file.
Florida College System Risk Management Consortium

ACCIDENT – INCIDENT REPORT

(A copy of this report is NOT authorization for medical treatment)

INSTRUCTIONS:
- If loss/occurrence/injury is to a college employee, please complete sections: 1, 2, 5, 6, 7 and 8.
- If loss/occurrence is to college-owned property please complete sections: 1, 3, 5, 6, 7 and 8.
- If loss/occurrence/injury is to a non college employee or non college-owned property, please complete sections: 1, 4, 5, 6, 7 and 8.

1. LOCATION AND DATE OF INCIDENT/OCCURRENCE

<table>
<thead>
<tr>
<th>COLLEGE: (Check One)</th>
<th>BC</th>
<th>CC</th>
<th>CCF</th>
<th>DSC</th>
<th>EFSC</th>
<th>FGC</th>
<th>FKCC</th>
<th>IRSC</th>
<th>LSSC</th>
<th>FSWSC</th>
<th>GCSC</th>
<th>NFCC</th>
<th>PeSC</th>
<th>PoSC</th>
<th>SFSC</th>
<th>SCFMS</th>
<th>TCC</th>
<th>CAMPUS/LOCATION CODE:</th>
</tr>
</thead>
</table>

DATE OF OCCURRENCE:  
TIME OF OCCURRENCE:  
LOCATION OF OCCURRENCE (BE SPECIFIC):

2. INJURED EMPLOYEE (INJURY/LOSS TO COLLEGE EMPLOYEE)

|------------------|------|--------------------------|-------------|---------|------|-----|------|--------|----------------------|-----------------------------------------------|

DOES EMPLOYEE WISH TO SEEK MEDICAL ATTENTION TODAY:  
WILL EMPLOYEE REQUIRE TIME OFF FROM WORK:  
DATE INJURY FIRST REPORTED:  
TIME INJURY FIRST REPORTED:  

* A "no" answer does not waive the employee’s right to request medical attention at a later date.

3. PROPERTY (COLLEGE OWNED)

<table>
<thead>
<tr>
<th>IDENTIFY THE DAMAGED/LOST PROPERTY:</th>
<th>ESTIMATED COST OF DAMAGED/LOST PROPERTY:</th>
</tr>
</thead>
</table>

4. INJURED PARTY/PROPERTY (PERSONS NOT EMPLOYED BY COLLEGE AND/OR PROPERTY NOT OWNED BY COLLEGE)

|-------|------|-------|---------|------|-----|------|-------------|

(If Injured Party is Admitted Student):

5. WITNESS(ES)

| NAME: | PHONE: | ADDRESS: | CITY: | ST: | ZIP: | |
|-------|-------|---------|------|-----|------||

<table>
<thead>
<tr>
<th>NAME:</th>
<th>PHONE:</th>
<th>ADDRESS:</th>
<th>CITY:</th>
<th>ST:</th>
<th>ZIP:</th>
</tr>
</thead>
</table>
6. DESCRIBE THE LOSS/OCCURRENCE/INJURY (To be completed by Injured Employee/Party, if at all possible):

7. SIGNATURES

INJURED EMPLOYEE/PARTY’S SIGNATURE: __________ DATE: __________

DEPARTMENT CONTACT’S SIGNATURE: __________ DATE: __________

8. RISK MANAGEMENT COORDINATOR REVIEW (To be completed by the College’s Risk Management Coordinator):

TYPE OF CLAIM (Please Check One):

- GENERAL LIABILITY
- COLLEGE PROPERTY DAMAGE/THEFT
- EQUIPMENT BREAKDOWN
- WORKER’S COMPENSATION**
- STUDENT ACCIDENT
- ATHLETIC
- FACILITIES USE
- ALLIED HEALTH (Please Attach Allied Health Incident Form)

** Please do not send Work Comp A/I forms to the Consortium. The College WC coordinator should submit all WC claims through the call center.

RISK MANAGEMENT REVIEW STATEMENTS (Initial ONLY those statements that apply):

- THIS A/I IS FYI ONLY. NO CLAIM IS BEING SUBMITTED AT THIS TIME.
- THIS A/I HAS BEEN SUBMITTED TO A-G ADMINISTRATORS, FOR CLAIM REVIEW (Student Accident Coverage).
- THIS A/I HAS BEEN SUBMITTED TO SUMMIT AMERICA, FOR CLAIM REVIEW (Athletic Coverage).

RISK MANAGEMENT COORDINATOR’S SIGNATURE: __________ DATE: __________
ACCIDENT – INCIDENT REPORT INSTRUCTIONS

This form is used to notify the Florida College System Risk Management Consortium (FCSRMC) of accidents/incidents/occurrences for review as possible claims. This form should be used to document the following types of occurrences: Accidents, Injuries, Crimes/Theft, Property Damage (College Owned), Property Damage (Non-College Owned), Internet Crisis (stolen, lost, or hacked personal information), Equipment Breakdown (fka Boiler and Machinery), Student Accidents, Athletic Injuries, and Allied Health (Professional Liability Claims). Please note, Worker’s Compensation claims are not reported to the FCSRMC using this form. The College’s Worker’s Compensation Coordinator should submit all claims via the dedicated reporting line: 877-842-6843.

1. LOCATION AND DATE OF INCIDENT/OCURRENCE

COLLEGE: Clearly check the FCSRMC abbreviation for your college.

CAMPUS/LOCATION CODE: Please use the campus codes as noted on the College’s Property Listings on file with the FCSRMC.

LOCATION OF OCCURRENCE (BE SPECIFIC): Provide campus name and building name or number. If accident occurred off campus, provide street address and city.

2. INJURED EMPLOYEE

OCCUPATION & DEPARTMENT: List the occupation and department in which the employee is primarily employed.

PART OF BODY INJURED: Loosely identify the part of the Employee’s body which has been injured (i.e. wrist, ankle, back etc.)

TYPE OF INJURY: Loosely identify the manner in which the Employee has been injured (i.e. cut, sting, bruise etc.)

DATE INJURY FIRST REPORTED: If the injury was originally reported on a date different from the date of completing the A/I, please list the original date the injury was reported.

3. PROPERTY (COLLEGE OWNED)

IDENTIFY THE DAMAGED/LOST PROPERTY: Describe the damaged or stolen college-owned property. Enter information such as: “Flood damage to 1st floor of Building K; or 1998 white Mercedes driver side door; or Glass broken in classroom window; or IBM Pentium II computer, monitor, keyboard, and Hewlett-Packard LaserJet printer.”

ESTIMATED COST OF DAMAGED/LOST PROPERTY: Enter your best guess of the value. This figure will not be used in evaluating the claim. It will be an indication of whether or not it falls within the college deductible and whether or not it needs to be submitted to the servicing office.

4. INJURED PARTY/PROPERTY (INJURY/LOSS TO PERSONS NOT EMPLOYEED BY COLLEGE AND/OR PROPERTY NOT OWNED BY COLLEGE)

NAME: Report the name of the impacted person, such as, students who are not employees of the college at the time of injury, visitors, or owners of property that is stolen or damaged while at the college, including art exhibits.

IDENTIFY THE INJURY OR THE DAMAGED/LOST PROPERTY: Enter information such as “Twisted knee; or 1989 white Mercedes convertible; or blue backpack with 4 textbooks; or Walkman radio/tape player; etc.”
5. WITNESS(ES)

This information is extremely valuable in adjusting the claims or if suits are filed later. Please supply the information if it is available.

6. DESCRIBE THE LOSS/OCCURRENCE/INJURY (To be completed by the injured person, if at all possible):

Please do not write “SEE ATTACHED.” Please give a brief description of accident using words such as: “College-owned vehicle was hit by vehicle owned by student; or Employee tripped over phone cord; or Student left backpack on library steps for 10 minutes; or Vehicle 1 (student-owned) hit vehicle 2 (student-owned) while backing out of parking space.”

If additional space is required, feel free to attach a second A/I form.

It is extremely important to remember that those of us reading the accident/incident reports after they have left your college have no idea who the involved people are, whether they are college employees, students or visitors, and we have some difficulty determining whether or not damaged property is college owned or non-college owned.

7. SIGNATURES

Where possible, please get the signature of the Injured Employee/Party and a Department Contact.

8. RISK MANAGEMENT COORDINATOR REVIEW (To be completed by the College’s Risk Management Coordinator):

Review by the Risk Management Coordinator or his/her designee are extremely important. Our belief is every incident should be submitted through the Coordinator’s office for review and that office should accept responsibility for submitting the report to the Consortium office. It is important for loss control purposes to have one person at the college coordinating incident information and taking responsibility to make sure areas in need of repair are reported to the proper people for this to be accomplished.

GENERAL LIABILITY: Check this block when incident involves students, visitors, property of students or visitors.

COLLEGE PROPERTY: Check this block when incident involves property owned by the college.

EQUIPMENT BREAKDOWN: Check this block only when incident involves your college owned boiler and/or refrigeration equipment.

STUDENT ACCIDENT: Check this block if the injured party is enrolled in a covered curriculum.

ATHLETIC: Check if claimant was participating in an enrolled sport.

FACILITIES USE: Check this block when incident involves visitors to an event for which Facilities Use coverage has been purchased.

ALLIED HEALTH: Check this block when incident involves patients of students enrolled in the Allied Health Program. Be sure to attach an Allied Health Incident Form found at http://fcsrmc.com/attachments/Allied_Health_Incident_Form.pdf

RISK MANAGEMENT REVIEW STATEMENTS: Initial the appropriate statements to let the FCSRMC staff know that the Risk Management Coordinator has reviewed the claim and determined that the A/I is for FYI purposes only, is a Student Accident claim that has been forwarded to Fringe Benefits, OR is an Athletic claim which has been submitted to Summit America. By initialing the appropriate statements, we hope to make the notification process more efficient and limit the number of follow-up calls the FCSRMC has to make to the College Risk Coordinator.
Consent Form for the Collection and Analysis of Blood
(Exposed Person)

I have been advised of the need to collect a sample of my blood as the result of an exposure incident that has occurred. Permission to have my blood drawn and tested (at no cost to myself) for the Hepatitis B virus (HBV, HCV) and the human immunodeficiency virus (HIV), as well as other bloodborne diseases, is hereby given. I understand that this testing will be done in a confidential manner and that the results of the test will be made available only to myself, and the physician treating me. I also understand that there are applicable laws and regulations concerning disclosure of my identity and/or my infection status.

_____________________________  _______________________________
Signature (Exposed Person) / Date  Witness / Date

Location where exposure occurred: __________________________________________

Address ________________________________________________________________

City ___________________________ State ________________ Zip Code __________

Treating Facility ___________________________________________________________

Physician’s Comments _____________________________________________________

________________________________________________________________________

_____________________________  _______________________________
Physician’s Signature  Date

HR-102-500-0901
Consent Form for the Collection and Analysis of Blood
(Source Patient)

I have been advised of the need to collect a sample of my blood as the result of an exposure incident that has occurred. Permission to have my blood drawn and tested (at No cost to myself) for the Hepatitis B virus (HBV, HCV and the human immunodeficiency virus (HIV), as well as other bloodborne diseases, is hereby given.

I understand that this testing will be done in a confidential manner and that the results of the test will be made available only to myself, the person who was exposed, and the physician treating the person who was exposed. I also understand that this person has been informed of applicable laws and regulations concerning disclosure of my identity and my infectious status.

__________________________________      __________________________
Signature (Source Individual) / Date                                    Witness / Date

Date and Time of Exposure Incident_______________________________________________

Location where Exposure Occurred_______________________________________________

Address _______________________________________________________________________

City ___________________________ State ________________ Zip Code __________
# Student Accident Claim Form

Please complete and submit to A-G Administrators with itemized medical bills and primary insurance explanation of benefits. For questions, please contact A-G Administrators.

<table>
<thead>
<tr>
<th>College/University</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Sex: [ ] Male [ ] Female Cell Phone</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>School Address</td>
<td>STREET CITY STATE ZIP</td>
</tr>
<tr>
<td>Home Address</td>
<td>STREET CITY STATE ZIP</td>
</tr>
</tbody>
</table>

## ACCIDENT INFORMATION

- Place of Accident
- Accident Date
- Body Part Injured
- Activity
- Nature of Injury — Details of What Happened

## INSURANCE INFORMATION

- Does the claimant have primary insurance? [ ] Yes [ ] No (Attach separate sheet if necessary)
- Insurance Company Name & Address
- Policy Number
- ID# |

## AUTHORIZATION

**AFFIDAVIT:** I verify that the statement on other insurance is accurate and complete. I understand that the intentional furnishing of incorrect information via the U.S. Mail may be fraudulent and violate federal laws as well as state laws. I agree that if it is determined at a later date that there are other insurance benefits collectible on this claim I will reimburse A-G Administrators to the extent for which A-G Administrators would not have been liable.

**AUTHORIZATION TO RELEASE INFORMATION:** I authorize any Health Care Provider, Doctor, Medical Professional, Medical Facility, Insurance Company, Person or Organization to release any information regarding medical, dental, mental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information concerning the patient, to A-G Administrators and its designees.

**PAYMENT AUTHORIZATION:** I authorize all current and future medical benefits, for services rendered and billed as a result of this claim, to be made payable to the physicians and providers indicated on the invoices.

<table>
<thead>
<tr>
<th>STUDENT SIGNATURE (Parent or guardian, if participant is a minor)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL OFFICIAL SIGNATURE</td>
<td>Title</td>
</tr>
</tbody>
</table>

ACC 07/14
ASCP Student Membership

https://www.ascp.org/content/membership/become-a-member

Laboratory Student Member

You are eligible to be a Laboratory Student Member if you are enrolled in a regionally accredited college/university science program or a medical laboratory science program approved by an appropriate accrediting agency.

Laboratory Student Member Benefits

Laboratory Student Membership - Free

- Virtual ID card
- Online and print subscription to Critical Values
- Online subscriptions to the American Journal of Clinical Pathology (AJCP) and Lab Medicine
- Daily Diagnosis email news, ASCP News and ePolicy News
- Exclusive discounts on annual meetings, educational products and services
- Valuable savings through our Member Rewards Program

Join Now

1. Create an account.
2. Enter your personal information.
3. Create a username and password.
4. Enter your mailing address information – indicate that you live in the United States.
5. Enter your demographic information – identify yourself as a Student.
6. Follow the screens to join as a free Lab Student Member.
Please complete and send this application with your payment to: ASCLS, 1861 International Dr., Suite 200, McLean, VA 22102 Phone: 571-748-3770  Email ascls@ascls.org
For fastest service, join online at www.ascls.org/join

APPLICATION FOR MEMBERSHIP
American Society for Clinical Laboratory Science

Name:
Organization:

Primary address:
City:  State:  ZIP Code:
Type of Address: □ School □ Work □ Home
Country:  Grad Date:

Primary email:  Secondary email:
Phone:  Mobile Phone:

Secondary address:
City:  State:  ZIP Code:
Type of Address: □ School □ Work □ Home
Country:

Previous a member of ASCLS? □ Yes □ No
If yes, Membership Number:

Mentor/Recruiter Name and ASCLS Member #:

SCIENTIFIC ASSEMBLY The ASCLS Scientific Assembly sections provide an opportunity for members to network within their own scientific discipline. There is no additional fee for participation. Please choose at least one interest.
- Chemistry/Urinalysis □ Education □ Generalist □ Hematology/Hemostasis □ Immunology/Immunohematology
- Informatics □ Lab Admin/Consultant/Quality/Accreditation/Industry □ Microbiology/Public Health
- Molecular Diagnostics □ Point of Care Testing □ Phlebotomy

CERTIFICATION AGENCY - Check all credentials obtained as listed by each certification agency.
BOC □ MLS □ MLT □ other _________ AMT
□ MT □ MLT □ other ______________
HHS □ CLT □ other __________
Other: __________________________

Position:
- Lab Director (Admin)
- Lab Manager
- Tech. Supervisor
- Staff Technologist (MLS)
- Staff Technician (MLT)
- Phlebotomist
- Laboratory Assistant
- Faculty Member/Instructor
- Program Director
- Consultant
- Inspector/Surveyor
- Marketing/Sales
- Retired
- Other _______________________

Please assist ASCLS in collecting the following voluntary statistics to provide demographics for grants by answering the items below:

Employment Status: □ Full-Time □ Part-Time □ Student
□ Unemployed □ Retired

Highest Degree: □ High School □ Associate
□ Bachelors □ Masters □ Doctorate

Date of Birth:  Sex: □ M □ F
Race: □ Caucasian □ American Indian □ Alaskan Native
□ Asian/Pacific Islander □ African American □ Hispanic
□ Middle Eastern □ Other: __________________________
ASCLS MEMBERSHIP CATEGORIES AND ELIGIBILITY REQUIREMENTS
The ASCLS membership year runs August 1st - July 31st (All Membership Categories eligible for Certification Maintenance Program – see CE Options below)

Professional: $108 to join plus state dues (see state schedule) Open to all persons certified or engaged in the practice and/or education process of clinical laboratory science, including those with an active interest in supporting the purposes and goals of this society. Includes basic benefits plus the award winning journal, Clinical Laboratory Science. International members must join in this member category.

Ascending Professional: $60 plus state dues (see state schedule) Ascending Professional membership is open to any individual eligible for Professional membership, if the individual has not held previous membership other than Developing Professional or Ascending Professional membership in this Society and is within five years of graduation from a program of clinical laboratory studies.

Developing Professional: $24 plus state dues (see state schedule) Developing Professional membership shall be open to any person enrolled as a student in a program of clinical laboratory studies.

Community: $72 to join ($60 to renew) Community membership shall be open to all persons. Community membership is NOT eligible for member discounts for live ASCLS national events and does NOT count towards continuous professional membership in the society which is used for eligibility of emeritus membership status. Community members cannot hold office or vote in ASCLS elections.

Select Your National Membership Category:

- PROFESSIONAL: $108 to join plus state dues (see state schedule)
- ASCENDING PROFESSIONAL: $60 plus state dues (see state schedule)
- DEVELOPING PROFESSIONAL: $24 plus state dues (see state schedule)
- COMMUNITY: $72 to join

<table>
<thead>
<tr>
<th>STATE DUES SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROFESSIONAL</strong></td>
</tr>
<tr>
<td>CA</td>
</tr>
<tr>
<td>AZ, CO, NV, NY, WA</td>
</tr>
<tr>
<td>TX</td>
</tr>
<tr>
<td>TN</td>
</tr>
<tr>
<td>AK, AR, FL, HI, KY, LA, MN, MO, MT, NC, NE, NJ, OH, SD</td>
</tr>
<tr>
<td>AL, CT, DE, GA, ID, IL, IN, IA, KS, MA, MI, MS, NH, OK, OR, PA, PR, RI, SC, UT, VA, WI, WV, WY</td>
</tr>
<tr>
<td>MD</td>
</tr>
<tr>
<td>ME, NM, ND, VT</td>
</tr>
</tbody>
</table>

CE Options Available with Membership (Optional online CE from MediaLab)
Go to http://www.ascls.org/CMM for more information.

$45 Certification Maintenance 12 Hour option (CM12)
$85 Certification Maintenance Unlimited option (CMU)

National Dues $_______ + State Dues $_______ + CE Option $_______ = Total Amount Due $_______

Please list the State Society you wish to join: __________

Payment Information: Please enclose a check in US dollars made payable to ASCLS. For credit card payments, please call 571- 748-3770 to pay over the phone or join online at www.ascls.org/join
Please complete and send this application with your payment to: ASCLS, 1861 International Dr., Suite 200, McLean, VA 22102 Phone: 571-748-3770 Email ascls@ascls.org
For fastest service, join online at www.ascls.org/join

| Contributions to the Education and Research Fund are tax deductible as charitable contributions to the extent allowed by law. Dues and other contributions to ASCLS are not deductible as charitable contributions. However, dues payments may be deductible as an ordinary business expense except to the extent that ASCLS engages in lobbying activities. ASCLS estimates that 9% of your dues will be spent on lobbying and are not deductible on your federal income tax return. $8 of annual membership dues are allocated for a subscription to the newsletter ASCLS Today. $40 of annual membership dues for professional I are allocated to a subscription to the journal CLS. |
Right Before the Test...

... You Should Try to Do the Following:

✓ Get at least eight hours sleep each night during the week leading up to the test.
✓ Eat a nutritious breakfast the morning of your test.
✓ If you are particularly sensitive to the effects of caffeine, monitor your consumption.
✓ Bring any necessary paperwork with you to the test, as indicated in the Information and Registration Bulletin, such as a photo ID with signature and the ETS registration forms.
✓ Don't worry about having plenty of sharpened pencils, erasers and scratch paper. They will be made available.
✓ Complete a few warm-up questions the morning of the test, allowing yourself to get into test-taking mode.

Tips for During the Test

✓ Read the directions carefully, making certain that you understand exactly what is expected.
✓ Read each question carefully and note key words and phrases so you only have to read the question once.
✓ Always read multiple-choice questions carefully. First pause and try to predict the correct answer before looking at the answer options.
✓ Do not read into the question what is not there.
✓ If you are still unsure about the correct answer, reread the question and try to eliminate one or two choices that are clearly wrong so you can make an educated guess.
✓ Remember: On computer-adaptive tests, you cannot omit an answer.
✓ Budget your time, allowing yourself enough time to answer all parts of the test.
✓ Pace yourself and work carefully; do not allow yourself to become stuck on any one question.
✓ Remember that all tests are timed, even those with accommodations.
✓ Use all of the allotted test time if you need to. There is no prize for finishing before the time limit runs out.
✓ Taking an authorized break STOPS the clock.
✓ Use scratch paper to help track lines of print or mask distracting print.
✓ If you have time left over, avoid changing answers because it is more likely that you will make the wrong choice. Keep in mind that, for some ETS tests, you cannot go back once you’ve locked in your answer.
✓ If there is a rest break between test sections, try to relax and avoid second-guessing your performance on the exam.
Ten Steps to Becoming a Successful Student:

If you want to become a successful student, here are a few suggestions to help you proceed in the right direction.*

1. Start each term highly motivated and be determined to stay that way. Be prepared to commit 2-3 hours of study/preparation for every hour spent in class.
2. Plan to attend EVERY class and BE ON TIME, which demonstrates your commitment and interest. If you are absent, it is up to you to get together with your instructor for missed assignments. Check with a classmate for lecture notes you missed.
3. Preview and review all reading assignments at the end of each school day.
4. Apply techniques that enhance your memory skills.
5. Take notes in class and review them within 24 hours. Re-write your notes to improve your memory.
6. Adjust your study time to meet the demands of individualized courses. Develop a time management system for each day and week. Prioritize what you need to do each day.
7. Talk to your instructors. Their office hours are posted outside their office doors. Ask questions you didn’t get answered in class. Be honest about what you don’t know.
8. See an advisor for transfer information to be sure you are taking the course you need to allow for smooth transfer to the university level.
9. Remember, learning is a lifelong process. Accept responsibility for your own education and challenges as they occur. MAY YOU BE SUCCESSFUL!
10. Be aware of the established deadlines:
   - Instructor assignments
   - Add/Drop Dates
   - Fee Due Dates
   - Withdrawal Dates
   - CLAST application
   - Graduation application
   - Final Exams

Remember: Minds are like Parachutes, they must be open to work!

*some suggestions were taken from: Ellis, Dave. *Becoming a Master Student*, 8th Edition. New York: Boston Houghton Miffline Co.,