Southwestern Oklahoma State University

Medical Laboratory Technician Program

Student Handbook

2026-2028

Rev. 05/30/2026

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SWOSU History

Southwestern Oklahoma State University (SWOSU) is a public university in Weatherford, Oklahoma, with an additional satellite campus located in Sayre, Oklahoma. Established in 1901 as Southwestern Normal School, the institution opened its first classes in 1903 and has grown into a comprehensive university serving more than 5,000 students through a variety of undergraduate, graduate, and professional programs.

Originally founded as a teacher-training institution, SWOSU expanded over time to include numerous academic disciplines, including healthcare and allied health professions. Today, the university operates two campuses, offers more than 1,000 classes each semester, and maintains multiple nationally accredited academic programs while serving the educational and workforce needs of western Oklahoma.

Medical Laboratory Technician Program History

The Medical Laboratory Technician (MLT) Program began accepting students in 1968 at the SWOSU Sayre campus. The program was originally accredited by the Accrediting Bureau of Health Education Schools (ABHES) and was established to meet the growing need for qualified laboratory professionals within the region.

In Fall 2020, the MLT Program relocated from the Sayre campus to the main SWOSU campus in Weatherford, Oklahoma. The relocation expanded access to university resources, laboratory facilities, student services, and opportunities for collaboration with other health science programs.

As part of the program's continued growth and commitment to excellence in laboratory education, the MLT Program transitioned from ABHES accreditation to accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) in 2022. This transition aligned the program with nationally recognized standards for medical laboratory education and professional practice.

The MLT Program, in conjunction with Southwestern Oklahoma State University, awards an Associate of Applied Science (A.A.S.) degree in Medical Laboratory Technology. The program currently offers two pathways to degree completion.

The Traditional pathway follows a 1+1 format consisting of one year of prerequisite coursework followed by one year of professional MLT coursework and clinical education. This pathway provides structured progression through the curriculum and prepares students for entry-level practice as Medical Laboratory Technicians.

In 2023, SWOSU implemented a Hybrid two-year MLT pathway in response to requests from healthcare industry partners seeking educational opportunities for working phlebotomists, laboratory assistants, and other laboratory support personnel. The hybrid format was designed to increase access to laboratory education while allowing students to maintain employment. Didactic coursework is delivered through a combination of online and distance-learning methods, while

laboratory and clinical competencies are completed through required in-person experiences. Both pathways maintain the same program outcomes, competencies, and graduation requirements.

Throughout its history, the MLT Program has evolved to meet the workforce needs of Oklahoma healthcare laboratories while maintaining its commitment to preparing competent, entry-level Medical Laboratory Technicians. Through partnerships with clinical affiliates and ongoing collaboration with healthcare employers, the program continues to support the university's mission and address regional workforce demands.

Institutional Accreditation

Southwestern Oklahoma State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Arts degree, Associate of Fine Arts degree, Associate of Science degree, Associate of Applied Science degree, Associate of Science in Teaching degree, and Technical Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Southwestern Oklahoma State University.

Statement of Mission

Southwestern Oklahoma State University enhances the lives of citizens and the communities of southern middle Oklahoma through teaching, learning and student success.

MLT Mission

The Southwestern Oklahoma State University MLT Program is committed to preparing knowledgeable, competent, compassionate, and professional Medical Laboratory Technicians who provide high-quality laboratory services and contribute to the health care team.

Equal Opportunity

Southwestern Oklahoma State University, to the extent required by law, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 or the Readjustment Assistance Act of 1974, Americans with Disabilities Act amendment Act of 1990, the American with Disability Act as Amended of 2009, and other federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, gender, sexual orientation, genetic information or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial assistance, housing and educational service.

Southwestern Oklahoma State University Campus Locations:

Southwestern Oklahoma State University
100 Campus Drive
Weatherford, OK 73096
580-772-6611

Southwestern Oklahoma State University at Sayre
409 E. Mississippi
Sayre, OK 73662
580-928-5533

Allied Health Sciences Office

CPP Building- 3rd Floor
Weatherford Campus
580-774-3249

SWOSU MLT Program Director

Carrie Atkinson, MHSc, MLS (ASCP)
Office: CPP 385
carrie.boelteatkinson@swosu.edu
580-774-3733

SWOSU MLT Faculty

Mike Baker, M.Ed., MLS (ASCP)
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Jessica Marsh, BAS, MLS (AMT)
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SWOSU MLT Courses:

ALHLT 1103	Intro to Medical Lab
ALHLT 1202	Urinalysis and Body Fluids
ALHLT 2344	Clinical Microbiology for MLT
ALHLT 2412	Immunology and Serology
ALHLT 1034	Hematology and Hemostasis
ALHLT 2504	Clinical Chemistry for MLT
ALHLT 2434	Immunohematology
ALHLT 1513,1613,2203,2303	Lab Clinical I, II, III, IV

The Profession

The Medical Laboratory Technician (MLT) is employed in clinical laboratories of hospitals, clinics, physician's offices and other health care facilities performing a variety of laboratory procedures and diagnostic tests. Laboratory tests are performed on body fluids such as blood which is obtained by the technician through venipuncture.

The MLT works as a bench technician under the direct supervision of a physician and/or medical technologist in the areas of blood banking, clinical chemistry, hematology, microbiology, urinalysis, coagulation, and immunology. The MLT is an integral part of the health care team focusing on providing optimum patient care. The technician monitors quality control, performs maintenance on equipment and instruments, applies basic scientific principles to laboratory techniques and procedures, recognizes factors that affect procedures and results taking corrective action when indicated, relates laboratory finding to common disease processes, and interacts with other health care personnel and patients.

Starting salaries for certified Medical Laboratory Technicians nationally average $40,000/year. In Middle Oklahoma starting salaries for MLT's range from $20.00 to $24.00/hour.

The Program

SWOSU's MLT program is designed with a focus on general education/foundation courses Fall/Spring of the first academic year. A new cohort of Traditional MLT students will start the intense sequence of core courses each fall of the second year and graduate in May. It is a well-planned 1+1 program.

The SWOSU MLT Program has also initiated a Hybrid Program designed to fit the needs of the working student population. This program takes place over a two-year period and encompasses all requirements of the traditional face-to-face program including laboratories on campus.

The program provides a competency-based classroom and clinical experience which provides students with the tools for licensure examination success, in-field employment, and career satisfaction.

Program Accreditation

The SWOSU MLT Program is accredited with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720 Rosemont, IL 60018-5119, and phone # (773)714-8880. The associate degree earned, along with the NAACLS Accreditation of the SWOSU MLT Program, enables the MLT student to qualify for testing with certifying bodies such as the American Society of Clinical Pathologists Board of Registry, thus giving the student the title of MLT (ASCP) and with the American Medical Technologist thus giving them an MLT (AMT).

MLT Program Goals

Fulfillment of the MLT Programs Mission will be based on the following goals and outcomes based on student achievement.

Goal 1: Students will demonstrate knowledge consistent with the pathology of the field.

1.1 Students will recognize a pathology and the corresponding test results.
1.2 Students will communicate tests results to diverse healthcare team members.
1.3 Students will apply knowledge to laboratory skills required in a clinical setting.

Goal 2: Students will demonstrate competence in the field of Laboratory Medicine.

2.1 Students will perform laboratory testing with precision and accuracy.
2.2 Students will perform practice lab competency testing with precision and accuracy.
2.3 Students will comply with safety and governmental regulations.
2.4 Students will possess basic entry-level skills of a Medical Laboratory Technician.

Goal 3: Students will emulate the professional standards of the laboratory field.

3.1 Students will abide by the ASCP Code of Professional Behavior.
3.2 Students will adhere to medical facility guidelines.
3.3 Students will adopt positive working attitudes aligned with facility's mission and goals.
3.4 Students will respond appropriately to healthcare team members with respect.

Goal 4: Graduates will contribute to the needs of the Medical Laboratory field.

4.1 Admitted students will successfully complete the MLT Program.
4.2 Graduates will pass a nationally recognized laboratory exam resulting in certification.
4.3 Graduates will acquire a position as a Medical Laboratory technician.
4.4 Graduates will express satisfaction with the educational experience.
4.5 Employers will express satisfaction with graduates as entry-level MLT's.

The MLT program mission and goals are consistent with the mission and goals of the college. Achievement of the goals is monitored annually via the Outcomes Assessment plan.

Southwestern Oklahoma State University
Medical Lab Technician (MLT) (A.A.S.) Admission Requirements

1. Meet all college general requirements for admission as a degree-seeking student (as stated in the catalog) and be admitted to SWOSU. Admission to the university does not guarantee MLT program admission.

2. Complete all prerequisite courses, if possible, by matriculation into the program. If courses are in progress at time of application, an official transcript must be submitted at the end of the semester for the application to be considered complete.

3. Have earned a cumulative grade point average (GPA) of 2.0 or above on a 4.0 scale for all college-level work, including a grade of "C" or better in all program science prerequisite courses.

4. A general orientation will be held in the Introduction to Medical Laboratory course. This offers ample time to acquaint the student with the program and offers a chance for the student to have their questions answered. We also have a mandatory orientation at the start of the cohort, typically in the first of August.

5. Program applications are accepted on a rolling basis as enrollment permits. As students turn in their application, they are put on the acceptance list as of the date all materials are given to the program director. This includes the autobiography provided at the orientation/screening, the completed application, and review of the MLT Applicant Handbook.

6. Before beginning the MLT program, all students are expected to have the following abilities upon which the program can build according to NAACLS publications:

    1. **Vision**: Able to read and interpret charts, graphs, and labels; read and interpret instrument panels and printouts; discriminate colors, hue, shading or intensity and clarity; read microscopic material and record results.
    2. **Speech and Hearing**: Able to communicate effectively and sensitively in order to assess non-verbal communication; adequately and accurately transmit information; follow verbal or written communication; have clarity of speech especially if English is not one's first language.
    3. **Motor Functions**: Possess all skills necessary to carry out diagnostic procedures; manipulate tools, instruments and equipment, perform phlebotomy safely and accurately; travel to a clinical site for clinical experience.
    4. **Behavioral Requirements:** Possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency and take appropriate action.

5. **Physical Requirements:** Able to complete fine repetitive hand movements; twist and bend; handle flammable and infectious materials; handle hazardous chemicals and electrical equipment; lift ten (10) pounds; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors; work in buildings either above or below ground level; work in an environment without windows; perform keyboarding.
6. **Critical Thinking**: Able to appropriately and accurately perform complex interpretative testing.
7. **Professionalism**: Able to maintain a professional attitude and appearance as described in the MLT Student Manual.

7. In compliance with the American with Disabilities Act, students are encouraged to seek assistance from the Dean of Students, if necessary, for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. No modifications can be given without written consent from the Dean of Students.

8. Completed College credit for Human Anatomy & Physiology, Microbiology, and Chemistry, should be within the past ten years and have a science grade of "C" or better to count toward the MLT degree or the course(s) must be repeated.

Completion of all items listed above denotes consideration for the orientation/screening but in no way implies or guarantees one admission to the program.

Once admitted, students are **required** to submit documentation of the following entry requirements prior to August 30. If the documentation is not completed and submitted to the program director prior to September 1, students can forfeit their spot in the program unless formal arrangements have been made with the program director.

a. **Health Requirements**: All MLT students must submit evidence of good health by returning a complete **Physical Examination form**. Forms are given to the student upon acceptance into the program. All students must have:
    1. **Physical Examination**
    2. **Documented negative TB skin test and/or chest x-ray yearly.** TB skin tests must be within three months of the start of the program.
    3. **Evidence of Vaccination or Immunity for:**
        a. Rubella
        b. Varicella zoster (chicken pox)
        c. Rubeola titer
        d. Tetanus/diphtheria booster within the past ten years.
        e. Hepatitis B
        f. seasonally current Influenza/Covid immunization

3. **Health insurance** is recommended but not required. Students can provide evidence of health insurance coverage.
4. **Criminal background checks and routine drug screens are required** at most affiliated clinical training sites as a condition of participation in clinical education. Based on the results of these tests, an affiliated clinical site may determine to not allow your presence at their facility. This could result in the inability to successfully complete the requirements of a specific course and the program. More information is available from the program director. **The student will be responsible for the cost of the background check and drug screen.**

Admissions Procedures

1. Submit the following to the Registration office:
    a. Completed Application for Admission to the College.
    b. Official college transcripts from all colleges previously attended.
    c. Submit the MLT application to the MLT Program Director
2. Register for the Introduction to Medical Laboratory class either Spring or Fall semester prior to/during application. For transfer students, the Intro to Medical Laboratory course can be taken online during the Fall or Spring programmatic semester.
3. If an applicant does not meet the admission criteria, he/she will be notified in writing. If the applicant wishes to complete his/her file and application to establish eligibility for consideration the following year, remaining requirements must be submitted, and the program director must be notified of the intent in writing.

Continuation Requirements

To continue in the MLT Program, students must meet the following academic requirements:

1. Earn a "C" or higher in each MLT course.
2. Maintain a minimum GPA of 2.0 after admission, as well as during each term of enrollment in the program.
3. Maintain professional conduct as outlined in the MLT Student Policy Manual.

Students who do not meet the continuation requirements will be dismissed from the Medical Laboratory Technology Program. Students who have been dismissed from the program may be qualified to continue courses at SWOSU but will not be permitted to register in MLT courses without readmission to the program.

MLT Readmission Policy

Students seeking readmission to the SWOSU MLT Program must schedule and attend a conference with the MLT Program Director. During this meeting, an individualized educational plan will be developed to identify requirements necessary for program completion. This conference is required before a student may be considered for re-entry into the MLT course sequence.

To request readmission, students must submit a written request to the MLT Program Director. Requests will be dated upon receipt and reviewed in the order received. Placement opportunities will be offered on a first-come, first-served basis, subject to available program space.

Readmission and re-entry are dependent upon the availability of openings in both MLT didactic courses and clinical practicum experiences. Approval for readmission is not guaranteed.

Students who were unable to continue in the program due to failure to meet academic requirements may be eligible to apply for readmission. Students who previously received disciplinary action in classroom, laboratory, or clinical settings may also be considered for readmission; however, approval will be determined on a case-by-case basis. Consideration will include the nature and severity of the incident, the student's explanation and evidence of remediation, and the professional judgment of the MLT Program Director.

Students approved for re-entry must enroll in and successfully complete the required course(s) during the next available offering in which space is available. Additional requirements may include attendance at laboratory sessions, successful completion of competency assessments, or demonstration of proficiency prior to participating in clinical rotations.

Students who have fallen out of sequence for clinical practicum placement will be placed on a waiting list. Priority for clinical assignments will be given to students progressing through the curriculum with their original cohort. Students re-entering the program will be assigned to clinical sites based on availability.

Students who are readmitted to the MLT Program must comply with the curriculum, policies, and program requirements in effect at the time of re-entry.

Academic Advising

Although educational decisions are ultimately the student's responsibility, it is important that every student receives academic advising to ensure the best possible choices are made. Faculty advisors are available to students for consultation and maintain regular office hours for this purpose. Students will be assigned advisors by mid-term of their first semester of study. Students may print a Degree Audit Evaluation by accessing their Canvas account. These printouts will indicate the courses remaining toward the degrees or certificates.

Essential Functions Acknowledgment Statement

According to National Accrediting Agency for Clinical Laboratory Sciences publications and essentials, applicants should read, understand, and sign the following statement attesting to their belief that they can meet the essential standards listed below. This should be accomplished before admission to the SWOSU MLT Program.

Program acceptance in no way is based on applicant's limitations. "Technical standards represent the essential non-academic requirements of the program that the student must master to successfully participate in the program and become employable."

Before beginning the MLT program, all students are expected to have the following abilities upon which the program can build:

1. **Vision-** Able to read and interpret charts, graphs, and labels; read and interpret instrument panels and printouts; discriminate colors, hue, shading or intensity and clarity; read microscopic material and record results.
2. **Speech and Hearing-** Able to communicate effectively and sensitively in order to assess non-verbal communication; adequately and accurately transmit information; follow verbal or written communication; have clarity of speech especially if English is not one's first language.
3. **Motor Functions-** Possess all skills necessary to carry out diagnostic procedures; manipulate tools, instruments and equipment, perform phlebotomy safely and accurately; travel to a clinical site for clinical experience.
4. **Behavioral Requirements-** Possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency and take appropriate action.
5. **Physical Requirements-** Able to complete fine repetitive hand movements; twist and bend; handle flammable and infectious materials; handle hazardous chemicals and electrical equipment; lift ten (10) pounds; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors; work in buildings either above or below ground level; work in an environment without windows; perform keyboarding.
6. **Critical Thinking-** Able to appropriately and accurately perform complex interpretative testing.
7. **Professionalism-** Able to maintain a professional attitude and appearance as described in the MLT Student Manual.

Health Insurance Requirement

All MLT students are recommended to have health insurance coverage. Students will be at area hospital laboratories and clinics gaining "hands on" experience in the laboratory. Health insurance coverage will be recommended for clinical practicum. Many healthcare facilities request coverage and most all allied health programs with the colleges request health care coverage.

Institutional Fees and Refunds

Southwestern Oklahoma State University publishes its catalog periodically and contains within the catalog its policy on fees and refunds. This catalog can be accessed on Southwestern Oklahoma State University website. Please refer to the section on fees and refunds as early as possible so you know and understand this policy.

Student Conduct

Students shall conduct themselves in a manner which reflects common standards of decency, and an awareness of the rights of others. Students shall be disciplined for breach of any policy or rule, which shall include, but not be limited to, the following categories of misconduct:

1. **Academic dishonesty**, such as cheating, plagiarism.

2. Unauthorized preparation, giving, selling, transfer, distribution or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class note, **test information**, except as permitted by any policy of administrative procedure;

3. **Dishonesty, of any kind**, including lying to or about faculty and students, tests information, forgery, alternation, or misuse of SOUTHWESTERN OKLAHOMA STATE UNIVERSITY documents, records of identification;

4. **Drama, of any nature, obstruction or disruption** as applied to the academic (classroom and clinical environment), means verbal and other behavior in the academic setting that a reasonable faculty member or clinical instructor judges as interfering with normal academic and clinical functions. Examples include, but are not limited to, speaking persistently without being recognized, persistently interrupting other speakers, **verbal and other behavior that distracts the class from the subject**, intimidation, physical threats, harassing behavior, **personal insults**, and refusal to comply with directions from faculty or clinical site instructors. This includes SOUTHWESTERN OKLAHOMA STATE UNIVERSITY activities, including its public service functions, or of other authorized activities, including clinical experiences;

5. **Physical or verbal abuse** of any person or conduct which threatens or endangers the health or safety of any such person or disrupts the learning environment;

6. Committing or attempting to commit robbery or extortion;

7. Causing or attempting to cause damage to SOUTHWESTERN OKLAHOMA STATE UNIVERSITY property or private property on campus;

8. Stealing or attempting to steal SOUTHWESTERN OKLAHOMA STATE UNIVERSITY property or private property on campus, or knowingly receiving stolen SOUTHWESTERN OKLAHOMA STATE UNIVERSITY property or private property on campus;

9. Willful misconduct that results in injury or death to a student or to SOUTHWESTERN OKLAHOMA STATE UNIVERSITY personnel or which results in cutting, defacing or other injury to any real or personal property owned by SOUTHWESTERN OKLAHOMA STATE UNIVERSITY or on the campus:

10. Unauthorized entry to or use of SOUTHWESTERN OKLAHOMA STATE UNIVERSITY facilities;

11. Violation of SOUTHWESTERN OKLAHOMA STATE UNIVERSITY policies or of campus regulations including those concerning registration of student organizations, use of SOUTHWESTERN OKLAHOMA STATE UNIVERSITY facilities, or the time, place and manner of public expression;

12. Unlawful possession, use, sale, offer to sale, or furnishing or being under the influence of intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined by Oklahoma law;

13. Use, possession or sale of any firearm, knife, explosive, or other object that could be classified as a weapon (unless the student has specific authorization from a SOUTHWESTERN OKLAHOMA STATE UNIVERSITY official); persistent defiance of authority or persistence abuse of SOUTHWESTERN OKLAHOMA STATE UNIVERSITY personnel;

14. Disruptive behavior, willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of authority or persistence abuse of SOUTHWESTERN OKLAHOMA STATE UNIVERSITY personnel and Instructors;

15. Gambling on SOUTHWESTERN OKLAHOMA STATE UNIVERSITY property;

16. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade or disgrace any fellow student or other persons;

17. Disorderly conduct or lewd, indecent or obscene conduct or expression on SOUTHWESTERN OKLAHOMA STATE UNIVERSITY owned or controlled property or at SOUTHWESTERN OKLAHOMA STATE UNIVERSITY sponsored or supervised functions;

18. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY SWOSU is a smoke and tobacco free campus; students must also adhere to clinical facility smoking/tobacco policies.

19. Theft or abuse of computer time, including but not limited to:
    a. unauthorized entry into a file, to use, read or change the contents or for any other purpose;
    b. unauthorized transfer of a file;
    c. unauthorized use of another person's identification and password;
    d. use of computing facilities to send obscene or abusive messages or to defame or intentionally harm other persons;

e. use of computing facilities to interfere with normal operation of the college computing system;
f. use of computing facilities for student's personal benefit;

20. Committing sexual or any other form of harassment which creates a hostile learning environment as defined by law or set forth in SOUTHWESTERN OKLAHOMA STATE UNIVERSITY Policy;

21. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability or any other status protected by law;

22. Engaging in expression which is obscene, libelous or slanderous (whether on campus or by electronic submission on computer sites/social networks such as Facebook or which so incites students as to create a clear and present danger of the commission of **unlawful acts on SOUTHWESTERN OKLAHOMA STATE UNIVERSITY premises**, or the violation of lawful College regulations, or the substantial disruption of the orderly operation of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY facilities;

23. Conduct which is prohibited by local, state, or federal law which substantially disturbs or disrupts the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY's educational programs or activities;

24. **Persistent**, **serious misconduct** where other means of correction have failed to bring about proper conduct;

25. **Unacceptable hygiene** and/or dress that disturbs or disrupts the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY educational programs or activities;

26. The use of certain electronic devices, including but not limited to PDA's, pagers, cell phones, camera phones, digital cameras, and other electronic communication and entertainment devices (e.g. Air pods, MP3's, etc.) in classes or labs;

27. Gross misconduct by any standard.

Consequences for Dismissal Based on Conduct

This is a professional program. You are expected to always act professional. A breach of any rule in the MLT Program is grounds for immediate dismissal from the program.

In all cases of misconduct, an instructor can permanently/immediately/temporarily dismiss a student from class and/or clinical site.

A student can be counseled and a meeting between the student, the instructor, and the Program Director can take place **if circumstances are warranted.** (Generally, the student may appeal if the circumstances were out of control of the student's responsibility. If the student were

responsible, then there is no cause for appeal)

When a student is dismissed from a class or clinical site, they lose credit for any work missed that day and for other classes that were indirectly affected. **If a student is dismissed from a clinical site** for inappropriate behavior, **they fail the course and** may or may not be allowed to reenter the program later. The student will be unable to complete course/program objectives and withdrawn from the program. The student may have the option of applying for re-admission to the program later depending upon the nature of the violation. If the violation was of a behavioral nature, readmission to the program will not be allowed.

CRIMINAL BACKGROUND CHECKS

1. The criminal background check must be completed within a three (3) month period prior to the student beginning her/his clinical experience.

2. The criminal background search will encompass the student's records from the state of Oklahoma. In the event a student has moved from another state to the state of Oklahoma within the last twelve months, a background check, at the students' expense, will be conducted in both states.

3. If the background check indicates the student has a criminal conviction, he/she will first be given the opportunity to refute the record. Should the conviction record stand, the clinical facilities will be notified of the circumstances in a redacted format, and at the clinical facilities' discretion, the students may be prohibited from taking part in the facilities, affiliate programs.

4. If the facility refuses the student access to the clinical experience at its facility and the student is unable to complete their clinical experience, the student will be dropped from the program.

5. Reasonable efforts will be made to insure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.

DRUG TESTING

As a condition of an assignment to a clinical educational experience, with a facility requiring a drug test, the student will be required to submit to a drug test by a party selected by the Southwestern Oklahoma State University, and paid for by the student, and non-refundable.

All drug screening must be conducted in accordance with the procedures of the United States Department of Health and Human Services as outlined in the "Mandatory Guidelines for Federal Workplace Drug Testing Programs". The testing agency shall select a screening laboratory licensed or certified by the substance abuse and mental health service administration.

1. The student shall provide a urine specimen for the drug screen. The specimen itself shall be collected at a facility approved by the college/clinical affiliates, under that facility's procedures and control. Drug screens will be scheduled by the Program Director.

2. Drug Screening and Gas Chromatography/Mass Spectrometry (GC/MS) confirmation for ten categories will be required with cut-off limits as established in the aforementioned DHHS guidelines.

3. If a student has a positive drug screen, he/she will not, at the discretion of the clinical facility, be allowed to participate in the clinical component of the course at the assigned clinical facility.

4. If the initial drug test indicates a positive, the student will be given an opportunity to either refute the positive, or at the student's expense, have a more extensive test performed by the party selected by Southwestern Oklahoma State University to perform the initial test. If the student should not be able to refute, or explain the positive drug test, or the subsequent test again evidenced a positive test, the clinical facilities will be notified, and at the clinical facilities' discretion, the student may be prohibited from taking part in that facility's affiliate programs.

5. Students shall be subject to the drug testing policy and rules of the facility providing the clinical education experience, which may require the student to submit to additional drug testing, in compliance with that facility's individual policies and requirements.

6. Medical cards are not accepted as justification for THC. You must be Negative for THC to continue in the program.

CRIMINAL BACKGROUND CHECKS AND DRUG
SCREEN FOR CLINICAL EXPERIENCE

I hereby authorize the Southwestern Oklahoma State University, or any qualified agent or clinical facility to receive the following in connection with my clinical educational experience: criminal background information including copies of my past and present law enforcement records. This criminal background investigation is being conducted for the purpose of assisting the clinical facility in evaluating my suitability for a clinical experience. The release of information pertaining to this criminal background investigation is expressly authorized.

I understand that information contained in the criminal background report may result in my being denied a clinical practicum. If negative information is contained in my report, I understand that I will be notified by the Southwestern Oklahoma State University and understand that I have the right to contest the accuracy of the report.

I hereby give the Southwestern Oklahoma State University permission to obtain and release the criminal background report to facilities to which I may be assigned for clinical experience prior to beginning the assignment. I hereby release the Southwestern Oklahoma State University, any of its member colleges or universities, or any of the clinical facilities, from any liability or damage in providing same or acting on, such information. I hereby agree that a copy of this authorization may be accepted with the same authority as the original.

I hereby further release the Southwestern Oklahoma State University, its member colleges and universities, their agents and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, negligence or any other damages of or resulting from or pertaining to the collection of this information. **I understand that I am responsible for all costs associated with this process and these costs are non-refundable.**

My signature below certifies that I do not have a criminal history that should disqualify me for consideration for a clinical practicum.

_____ _____

Signature Date

_____ _____

Date of Birth Student ID #

Please print or type all names you have used in the past.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREEN FOR CLINICAL EXPERIENCE

My signature below indicates that I have read the Drug Testing and Criminal Background Screening policy of Medical Laboratory Technician program of the Southwestern Oklahoma State University, and have been provided with a copy of the same. I understand that the results of the criminal background screening and drug testing results are to be used for the purposes of determining my eligibility for a clinical educational experience in my field. By this form I provide my irrevocable consent for the results of the drug screening and criminal background checks to be released to the Southwestern Oklahoma State University who in turn may share said information with the clinical agency with whom I am being assigned for a clinical experience.

_____ _____

Signature Date

MLT Program Policies and Procedures

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program Grading Scale
The following grading scale is consistently used in each of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT technical courses.

A	92 – 100%	
B	83 – 91%	
C	75 – 82%	Passing
D	65 – 74%	
F	64 and below	

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT PROGRAM RETENTION POLICY BASED ON ACADEMIC PERFORMANCE

Retention in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program requires that the MLT student earn a grade of "C" or better in all MLT and natural science courses (Anatomy and/or Physiology, Microbiology, and Chemistry). The student must achieve a "C" average in the MLT curriculum in order to graduate.

If a student makes below a "C" in an MLT or a required natural science course, the course must be repeated with a passing grade ("A", "B", or "C"). MLT courses are only offered once a year, so the student will have to wait to take courses until the pre-requisite course has been completed with a passing grade. All courses must be taken in sequence as specified by course pre-requisites unless permission is granted by the program director.

"C" Average = 2.0 on a 4 pt. scale

MLT student grades will be reviewed by the MLT Program Director prior to the end of each semester.

Student Termination from Program Based on Academic Performance

If a student does not successfully complete the MLT Introduction to the Medical Laboratory courses (with a grade of "C" or better), he/she cannot apply to the program, and he/she must repeat the Introduction course to be considered to the program.

Students enrolled in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program who fail to register for a semester of MLT courses will automatically be dropped from the program.

Withdrawal and Re-entry Policy

Student Withdrawal from the MLT Program

Students who choose to withdraw from the program must immediately notify the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program Director. Any future admission of students who officially withdraw must be by re-application.

Interruption in Program Sequence

Failure to successfully complete an MLT course, with a grade of "C" or better, will result in the student being unable to take the MLT courses during the following semester. The student may continue in the sequence when that pre-requisite course has been completed with a passing grade. The student would then have to apply for admission back into the program. Admission back into the program is not guaranteed.

Student Readmission into Program Sequence Based on Student Withdrawal

It is the student's responsibility to schedule and attend a conference with the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program Director to discuss an educational plan for completion of MLT course requirements. This conference is required for eligibility to complete the course needed and re-enter the sequence.
In order to re-enter the sequence of MLT courses, students must submit a written request to the SWOSU MLT Program Director. Letters will be dated upon receipt, and re-entry placement will be granted on a first-come-first-serve basis according to program slot availability.

Re-entry is based on the availability of slots in both MLT theory courses and clinical practicum and is not guaranteed regardless of the circumstances for program withdrawal.

A student re-entering the course sequence must register for and complete the course needed during the next semester that is offered and a program slot is available.

A student who has fallen out of sequence for clinical practicum will be placed on a waiting list. Students who are current with their admitting class in course sequence will be given preference for clinical practicum assignments. Students re-entering the sequence will be assigned clinical sites based on availability.

A student re-entering the course sequence must follow the curriculum and program guidelines existing for the current class.

The student may complete general education courses required in the curriculum while waiting to repeat an MLT course.

Causes for Dismissal Based on Academic/Conduct Performance

Upon specific recommendation of the SWOSU MLT faculty, students will receive notification of the reasons and procedures, to terminate his/her enrollment in the program. (Usually face to face, since students and faculty are aware of the student's progress). Such action will be initiated when the MLT faculty believe it inadvisable for that student to complete the program.

Conditions contributing to these decisions by the faculty may include:

1. Unsatisfactory academic performance levels ("D" or lower) in MLT core courses and required natural science courses. (Chemistry, Anatomy & Physiology, and Microbiology).

2. Unsatisfactory clinical practicum performance ("D" or lower) in task evaluation and Professional skills evaluation.

3. Unethical or unprofessional conduct as described in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Student Handbook.

MEDICAL LABORATORY TECHNOLOGY PROGRAM
SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
ASSOCIATE IN APPLIED SCIENCE (1+1)

First Year

Fall Semester	Spring Semester
1004 Biological Concepts (4)	2164 Anatomy & Physiology (4)
1513 College Algebra (3)	1103 Intro to Medical Laboratory (3)
1113 English Comp I (3)	1103 Government (3)
1043/1053 US History (3)	1213 English Comp II (3)
1424 Intro to Chemistry (4)	2404 Intro to Microbiology (4)
Total (17)	Total (17)

Second Year

Fall Semester	Spring Semester
1034 Hematology/Hemostasis (8 Weeks) (4)	2434 Immunohematology (8 Weeks) (4)
2344 Clinical Microbiology (8 Weeks) (4)	2504 Clinical Chemistry (8 Weeks) (4)
1202 Urinalysis and Body Fluids (8 weeks)(2)	2412 Immunology and Serology (8 weeks) (2)
1513 Lab Clinical I (Last 4 Weeks) (3)	2203 Lab Clinical III (Last 4 Weeks) (3)
1613 Lab Clinical II (Last 4 Weeks) (3)	2303 Lab Clinical IV (Last 4 Weeks) (3)
Total (16)	Total (16)

Total Hours = 66

MLT Course Descriptions

Clinical Chemistry for MLT ALHLT 2504
The study of various chemical analyses of body fluids. Emphasis is on reactions, reagents and reference ranges of analytes measured in the clinical chemistry lab.

Clinical Microbiology for MLT ALHLT 2344
A detailed study of the pathology of disease-causing microorganisms and laboratory training in the area of medical microbiology, immunology, and clinical diagnostic procedures. Prerequisite: ALHLT 2404 Intro to Microbiology.

Hematology/Hemostasis ALHLT 1034
The study of blood cells, disease, theory of coagulation, and diagnostic procedures relating to whole blood are considered. Instruction in blood collecting techniques, handling of clinical specimens, and basic patient care will be included.

Immunohematology ALHLT 2434
A study of the basic principles of blood banking and the techniques involved in various phases of blood banking in clinical situations. The course covers pre-transfusion testing, compatibility testing, blood and blood components and their use in transfusion therapy, hemolytic disease of the newborn, and transfusion acquired infectious diseases. Designed for MLT students.

Immunology/Serology ALHLT 2412
A study of the immune system, antigen-antibody reactions and the application of these reactions in serology detection procedures in disease and infection. Designed for MLT students.

Introduction to Medical Laboratory ALHLT 1103
Orientation to the duties of the Medical Laboratory Technician; medical terminology; ethics; use of the microscope; laboratory safety and universal precautions; laboratory glassware; quality control; basic laboratory math; preparation of chemical solutions; specimen collection by phlebotomy and capillary puncture.

Urinalysis and Body Fluids ALHLT 1202
This course is designed for the study of body fluids other than blood. Studies will focus on the analysis of cerebrospinal fluid; seminal fluid; amniotic, synovial, serous fluid, and urine.

Lab Clinical I,II,III,IV ALHLT 1513,1613,2203,2303
This course is designed to give the student the opportunity to develop practical work related skills and integrate classroom knowledge and theories. This course will provide students with an intensive field experience in a medical lab real or simulated environment. Students must complete a total of 80 contact hours in field to receive 3 hours' credit for this course.

Proficiency Testing

Proficiency testing is an acceptable form of acquiring course credit that may be part of the general education program requirements.

Program Expenses

See college catalog for specific tuition and fee costs for the program. There is also a general MLT Program cost sheet provided by the MLT Program Director.

In addition to tuition, students will also be responsible for costs of:

1. Required texts
2. Fees:
    a. Criminal background check $30
    b. Drug screening $45
    c. PPD $20
    d. Lab Workbook $20
3. Medialab Practice Tests $99.00
4. Transportation costs for travel to MLT courses and clinical practicum sites
5. Uniforms and shoes required for clinical practicum (scrubs)
6. Required physical examination, immunizations, lab tests, TB skin tests, and possible chest x-ray, and health insurance and/or accident illness coverage.
7. Application fee for national certification examination
    a. ASCP Board of Registry is $225.00
    b. AMT is $200.00
    c. (Prices for other certifying agencies vary)

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program Attendance Policies

The following are general attendance policies for the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program intended to serve as guidelines for instructors and students.

Individual instructors will make decisions about application of these policies concerning acceptable excuses for absences, late work acceptance, penalties for late work, etc.

Instructors may also initiate additional attendance policies for their individual courses concurrent with the needs of each course. **These policies will be clearly stated in course syllabi. Students shall abide by these policies also. See specific MLT Absence Tardy Policy.**

Lecture Attendance

1. College policies state that students are expected to attend all scheduled class periods for the courses in which they are enrolled.
2. MLT Instructors will take roll in each class noting absence and tardiness. These records will be maintained in the student's permanent record as required by NAACLS. These records will be used for reference if academic problems arise.
3. When assigning final semester grades, instructors may use attendance as a tool in determining grades.
4. Instructors will identify how class attendance may affect final grades.
5. Students are responsible for all lecture material, and it is the student's responsibility to obtain lecture notes and handouts from classmates. Lectures will not be repeated.
6. Lectures will contain material not presented in the text and will give detailed explanation of text materials. For full comprehension of the theory and concepts presented in the courses, attendance is critical.
7. Students who claim illness as an excuse for excessive absence can be required to present a physician's statement.
8. Class attendance may reflect the student's attitude toward academic and professional responsibilities. If an instructor or the program director is contacted by a prospective employer for a reference or recommendation, attendance may be considered and discussed.
9. Pregnant students must submit a health authorization to participate in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program by her obstetrician. This record will be kept in the student file.
   If a pregnant student delivers during the semester and wishes to return quickly to MLT classes, she must have a doctor’s written authorization to do so. The student could Elect to withdraw with a “W” and re-enter the program when they return.

Laboratory Activities

1. All general attendance policies apply to lecture periods that include any lab activity.

2. For a lab report to be accepted for a grade, the student must have attended the appropriate class period including the lab activity.
3. Due to the nature of the MLT Program and its course, **missed lab activities <u>cannot</u> be made up.** Laboratory activities are an important part of the MLT Program. Students will learn skills required for their clinical practicum as well as for professional employment. Every possible effort should be made to participate in all lab activities.
4. The individual instructors will make the decisions as to whether to accept late lab reports, assignments, etc., and the extent of penalties for late work.
5. Students must do their own work in answering lab questions in each exercise.

Quizzes

1. Quizzes may be given throughout the semester over lecture material or laboratory activities to encourage students to keep up with coursework and to monitor student progress.
2. Quizzes may be announced or unannounced, as determined by the instructor.
3. **Missed quizzes cannot be made up.**

Exams (Lecture, lab, practical)

1. **Attendance for major exams is mandatory.**
2. **Missed exams will not be given.**
3. **Practical exams cannot be made up.**
4. Exams are to be taken when scheduled in class, not before or after class meets.

Inclement Weather Policy

In case of inclement weather, please check the SWOSU website. Follow instructions given for late openings and how this may affect class times. Students are individually responsible for decisions regarding travel safety.

Student Health Status Policy

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT students with health conditions and/or chronic disease, pregnancy, disability, communicable disease, or temporary illness or injuries should inform the Program Director as soon as possible. Each student's health problem will be considered individually to determine if the student may continue in the program and at what level. Reasonable accommodations will be made by SOUTHWESTERN OKLAHOMA STATE UNIVERSITY to assist students with documented disabilities. Health status of students may affect decisions involving clinical practicum. Students recovering from communicable diseases may be requested to submit a physician's release before returning to the clinical practicum or MLT class.

In the event of student contracting a communicable disease (ex.: chicken pox, rubella, etc.), the

Program Director and clinical site **must be informed as soon as possible**, and the student should cooperate with any necessary infection control procedures or investigations conducted by the clinical site. Students will be prohibited from attending clinical sites until released by their physician and considered no longer contagious.

The first two of a series of three Hepatitis B Virus immunizations must be completed by the beginning of Summer Semester of the first year in the program or a waiver form may be signed.

A two-step Mantoux TB skin test must be completed in the summer semester of the program and/or within six months of beginning clinical practicum. If the TB skin test results are positive, the student will be required to have a chest x-ray or QuantiFeron Gold blood test, cultures, and possibly treatment before being allowed to enter the clinical sites.

Many clinical sites require copies of physical exams, immunization records, x-ray results, and test results per infection control policies. **Written permission will be required from the student to release this information, following HIPAA guidelines.**

Physical examination forms, immunization and test forms, Hepatitis B virus immunization waiver form, and Release of Medical Information forms follow.

AMERICANS WITH DISABILITIES ACT:

In compliance with the Americans with Disabilities Act, students are encouraged to register with the counseling/disability services office for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting special accommodation are (strongly) encouraged to contact the counseling/disability services office at the beginning of the semester.

Student Health and Safety Policies

The Safety of each student is valued in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program. For this reason, we have instituted safety regulations that must be upheld while in the classroom/lab.

No eating or drinking is allowed in the classroom, either lecture or lab, at any time. The classroom is considered a biohazardous area. Even though the tables are disinfected before and after each class, the type of specimens tested and used in our classroom have the potential of causing disease. No water or beverage bottles will be allowed in the MLT classroom or laboratory.

During labs, students will wear the assigned personal protective equipment (PPE) provided by SOUTHWESTERN OKLAHOMA STATE UNIVERSITY per OSHA guidelines. This includes a barrier proof lab coat that is buttoned, non-latex gloves, and a protective face shield when working with blood or potential aerosols in the lab. The instructor will enforce these guidelines in each class. The PPE will be provided by SOUTHWESTERN OKLAHOMA STATE UNIVERSITY.

Biohazardous containers are used in every lab. Special containers (large puncture proof Sharp's containers) are plentiful for broken glass and needles from venipunctures. Large floor biohazardous containers are available in the classroom to put biohazardous waste in. These will be properly sealed and transported by a licensed Biohazardous waste company. A safety shower is located in the adjacent classroom and eyewash stations are available in the MLT classroom.

Students will be thoroughly instructed in handling biohazardous specimens and cleaning of biohazardous and chemical spills in every MLT class.

Injuries in the classroom/lab

Any student who is injured in the classroom must report the injury to the instructor. The instructor will offer first aid to the student, and recommend further medical attention. An Incident Report will be filled out concerning the accident giving the details. The treatment will be stated and signatures of both the instructor/MLT Program Director and the injured student will be required on the form. A copy of the Incident Report will be kept in the student's file at SOUTHWESTERN OKLAHOMA STATE UNIVERSITY health office. One copy will be sent to the College Safety Officer, and a copy will be given to the student.
If the incident involves Emergency Room treatment, the instructor will immediately notify the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program Director or, in the absence of the MLT Program Director, a SOUTHWESTERN OKLAHOMA STATE UNIVERSITY staff member, who will call 911 for emergency transport. The expense of the Emergency Room visit will be the student's responsibility as well as the transport by ambulance to the Emergency Room.

Health Insurance Requirement

Each student is recommended to have current healthcare coverage before he/she attends the clinical facilities. Students who do not have health care coverage may purchase short-termed policies to cover the time that the student is enrolled. Local insurance companies have such policies.

If a student is injured at the clinical site, ***the incident must be immediately reported to the supervisor*** and immediately first aid care and documentation must be filed. The student will be sent to the Emergency Room and/or to the Infection Control Officer for counseling and advisement per hospital regulations. If a student receives a needle stick injury, testing will be performed on the patient from whom the needle stick occurred as well as the student. Immediate and follow up testing is important, and the student is advised to have all intervals of serology testing performed. The cost of all treatment is the responsibility of the injured student.

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
MEDICAL LABORATORY TECHNOLOGY PROGRAM

MANTOUX SKIN TB TEST FORM

The Mantoux Skin TB Test is required for participation in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program. The TB test needs to be done within (3) months of students beginning their first clinical practicum. Clinical practicum usually begins the middle of August.

Any Mantoux Skin TB Test completed after May 1st will be accepted for the year of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program.

Name of Student _____

The student received the Mantoux TB skin test. (A two-step test is required unless there is documentation of an earlier repeated one step Mantoux.)

First Date Given: _____ Second Date Given: _____

Dates of Earlier Two - Step Mantoux: _____

_____
1st MANTOUX TB TEST RESULT

_____ _____
Physicians or Nurse's Signature **Date**

_____
2nd MANTOUX TB TEST RESULTS

_____ _____
Physicians or Nurse's Signature **Date**

STOP: If the student received a chest x-ray due to a positive Mantoux TB skin test:

_____
CHEST X-RAY RESULTS

_____ _____
Physicians or Nurse's Signature **Date**

*Form for those who already have had a TB skin test and work in the medical field.

Course Texts

Required texts for SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT courses are made available to students for purchase from the college bookstore. Students may purchase required text from other sources as well. The MLT Program Director will provide a textbook list for each student prior to each semester.

The following is a list of all the MLT courses and books required for the MLT Program:

Clinical Microbiology **ALHLT 2344**

Delost, Maria Dannessa. *Introduction to Diagnostic Microbiology for the Laboratory Sciences,* 2015. Jones and Bartlett Learning. ISBN 9781284032314.

Hematology **ALHLT 1034**

McKenzie, Shirlyn and Williams, J. Lynne*. Clinical Laboratory Hematology.* 3RD Edition, 2015, Pearson Publishing. ISBN 9780133076011.

Urinalysis **ALHLT 1202**

Strasinger, Susan King and Marjorie Di Lorenzo: *Urinalysis and Body Analysis Fluid, 6*th Edition, 2014, F.A. Davis, Publisher. ISBN 9780803639201

Introduction to Medical Laboratory **ALHLT 1103**

Estridge, Barbara & Reynolds, Anna. *Basic Clinical Laboratory Techniques*, 2012, 6th Edition; Delmar Publishers (Thomson Learning). ISBN 9781111138363

Immunohematology **ALHLT 2434**

Howard, Paula R.: *Basic and Applied Concepts of BloodBank and Transfusion Practices, 2017, 4rd Edition,* Mosby Publishers, St. Louis, Missouri. ISBN 9780323374781

Clinical Chemistry **ALHLT 2504**

Robert Sunheimer and Linda Graves, *Clinical Laboratory Chemistry,* Publisher: Pearson Learning, 2018. ISBN 9780134413327

Immunology **ALHLT 2412**

Stevens, Christine and Linda Miller. *Clinical Immunology and Serology.* 4th Edition, 2017, F.A. Davis Publisher. 9780803644663

SWOSU Library: Al Harris Library

The SWOSU Libraries provide instruction in the use of library resources and services for students, faculty, and other patrons.

The goals of the Library Instruction Program are to foster knowledge and enthusiasm for the library, and to provide students with essential information literacy abilities that will enhance their academic careers and personal growth.

The information literate student identifies a variety of types and formats of potential sources for information and the construction of knowledge.

Outcomes of the Library Instruction Program:

- Students identify key library services in order to know what the library can provide to them.
- Students differentiate research tools in order to make informed and useful decisions about how to gather trustworthy information.
- Students construct search strategies in a variety of search systems in order to manipulate results within an information retrieval system.
- Students apply criteria in order to evaluate information sources.
- Students recognize the economic, legal, and social issues related to the use of another person's words or ideas and are able to cite and use their sources in an ethical and legal manner.

The library instruction program is also focused on the 2020 HLC accreditation cycle: *Three Pillars of Learning in Undergraduate Education; Preparing Students for the 21st Century*.

The instruction sessions incorporate the following elements:

- Deep Learning of Academic Content
- Demonstration of Intellectual Development
- Acquiring Professional Skills

Instruction is offered in group or individual sessions, through interactive presentations, lectures, and live demonstrations. Librarians conduct most instruction in the Library Instruction Room or the instructor's classroom.

We also offer embedded library instruction for online courses. Embedded library instruction is available for online courses only.

The Library Instruction Team meets regularly to coordinate and evaluate the Libraries' instruction program.

For more information about the Library Instruction Program contact Mr. Frederic Murray, Instructional Services Librarian. Fill out the Instruction Request Form to schedule library instruction for your students.

Specific Periodicals online students must access while in the MLT program:
College of American Pathologists- www.cap.org
American Society of Clinical Pathologists- www.ascp.org
Medical Laboratory Observer- www.mlo-online.com
American Society for Clinical Laboratory Science- www.ascls.org
American Medical Technologists- www.americanmedtech.org

RULES & REGULATIONS OF SOUTHWESTERN OKLAHOMA STATE UNIVERSITY FACILITY

Parking

SWOSU has implemented institutional Traffic and Parking Policies which govern traffic and parking on all the campuses. The purpose of these policies is to facilitate the orderly and efficient flow of traffic, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. Institutional policies are published annually through signage, the Student Handbook, and on the SWOSU website.

Cell Phone Policy

Cell phones are NOT allowed in class or lab. Please do not text or use your cell phone/ smart watch in any manner in class. If it causes disruption in class or lab you will be asked to leave for the remainder of the day. We are in a professional program so every day in class is like going to work. We have a very short time in class, and we have to utilize all of it.

Emergency

Emergency procedures are posted in all facilities at all SWOSU locations. During emergency situations, students are expected to stay calm, listen for instructions, and follow the designated procedures. For a complete listing of policies related to this area, please refer to the SWOSU website.

Computer/Printer/Photocopy Access

The SWOSU Information Technology (IT) office supports computing and information technology resources across all campuses. IT resources include hardware, software, user accounts, electronic mail, local and wide area networks, connectivity among all campus sites, and access to the Internet. SWOSU IT also provides a helpdesk service for all students and faculty during normal class hours from 8:00 a.m. until 5:00 p.m., Monday through Friday. The IT office administrates the functions of the general-purpose computing labs, as well as the Lab Monitor program. For more information on the Helpdesk, the general-purpose computer labs, or the Lab Monitor program, call the SWOSU IT Helpdesk at .

Students have access to printers and photocopying in numerous locations at each SWOSU campus. There is a printer available to the MLT students in the Allied Health Student Lounge on the 3rd floor of CPP.

Students are encouraged to be responsible in printing; print in black & white and/or front/back when possible; and attempt to print handouts in multiple slide per page formats.

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Area Access

Entry of SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT students to the classroom and lab will be limited. The doors to the MLT Lab, MLT Classroom, and Prep/Storage Room/Hazard Room will be locked when not in use. Hours will be posted as follows:

MLT Classroom (CPP 362A)	M-Th	0745-1600
MLT Lab (CPP 314)	T/Th	0745-0950; 1200-1300; 1400-1600

Entry to the MLT Prep/Storage & Hazard Rooms is prohibited for students unless an instructor is present. The Hazard Room contains flammable chemicals and bio-hazardous waste.

No access will be available to the MLT Classroom or Lab during the second 8-week clinical rotations.

Student access to the Program Director's office may occur only when the Program Director is present. Office hours will be posted.

Please be respectful to other SWOSU students and staff by controlling noise within the building, particularly in the hallway/bathrooms/student lounge during breaks.

MLT Lab/Classroom Regulations

When in any of the MLT rooms, general safety and universal precautions must be followed.

Eating and drinking are strictly prohibited in the MLT Lab because of the nature of the biological hazards present and the need to realize and practice the professional habits and precautions required in the clinical laboratories of hospitals. Other SWOSU programs/labs may have different regulations concerning food and beverages.

Venipuncture by SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Students

Venipunctures will be practiced on artificial arms and on each other in the classroom. Technique will be practiced and perfected. Students will practice venipunctures under the supervision of a clinical site instructor when at clinicals.

HIPAA Training and Compliancy

All SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT students will receive HIPAA training in the Introduction to Medical Laboratory course.

CONFIDENTIALITY AGREEMENT

MEDICAL LABORATORY TECHNOLOGY PROGRAM

While in the clinical practicum or laboratory activities in Medical Laboratory Technology courses any information obtained through working with laboratory tests and/or activities, is confidential by law. Any information obtained during the clinical practicum or MLT course laboratory activities which pertains to patients, physicians, employees, hospital matters, or fellow MLT students is also considered confidential per HIPAA regulations. Any disclosures of such information to unauthorized individuals will result in immediate dismissal from the MLT program.

_____
Printed Name

_____
Student Signature

_____
Date

Training for Safety & Blood Borne Pathogen Standards

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT students receive training concerning OSHA's Blood Borne Standards and basic laboratory safety in each of their MLT courses.

Clinical sites training students should also educate students about their specific protective practices and procedures.

Annually, "OSHA's Blood Borne Pathogen Standard", is shown to SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT students along with training, and an opportunity to question the instructor.

Students are required to review and sign "Laboratory Safety Procedures." Originals are kept in student files at SOUTHWESTERN OKLAHOMA STATE UNIVERSITY.

Bloodborne Pathogen Standards Training

As a student of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program, I verify that I have watched the DVD, "OSHA Bloodborne Pathogens Standard", received instruction on precautions needed to be taken for protection of myself from possible exposure to bloodborne pathogens in MLT coursework and clinical practicum, and had the opportunity to ask the instructor questions about this topic.

_____

Student Signature

_____

Date

This statement may be made available to assigned clinical sites to verify that the student has received Bloodborne Pathogen Standards training before entering the Clinical Site.

LABORATORY SAFETY PROCEDURES*

Adherence to laboratory safety procedures not only minimizes the risk of infections in the laboratory, it is also the students' training for minimizing the transmission of nosocomial infections in the future work environments. These procedures should be read to the students at the beginning of each semester and also posted in the laboratory. A student acknowledgement form is on the next page. Both pages may be copied for distribution. Student acknowledgement forms should be collected and saved.

1. Upon entering the laboratory, locate exits, fire extinguisher, fire blanket, chemical shower, eyewash station, first aid kit, broken glass containers, and cleanup materials for spills.
2. Eating, drinking, smoking, storing food, and applying cosmetics are not permitted in the laboratory.
3. Students who are pregnant, taking immunosuppressive drugs, or who have any other medical condition (e.g.., diabetes, immunological defect) that might necessitate special precautions in the laboratory must inform the instructor immediately.
4. Long hair, loose clothing, and dangling jewelry should be restrained.
5. Safety glasses should be used in all experiments in which solutions or chemicals are heated over a Bunsen burner. Heat sources should never be left unattended.
6. Work surfaces must be decontaminated using a commercially prepared disinfectant or 10% sodium hypochlorite (household bleach) solution at the beginning and end of every laboratory period. Hot soapy water or disinfectant is recommended for cleanup after laboratories involving dissection of preserved material.
7. To help avoid spills, liquids should be kept away from the edge of lab benches. Any spill of viable material must be decontaminated using a commercially prepared disinfectant or 10% bleach solution.
8. Properly label glassware and slides.
9. Mechanical pipetting devices should be used; mouth pipetting is prohibited.
10. Glassware and plastic ware contaminated by blood and other body fluids must be placed in a disposable autoclave bag for autoclaving or placed directly into 10% bleach solution before reuse or disposal. Disposable materials such as gloves, mouthpieces, swabs, and toothpicks that come into contact with body fluids should be placed in a disposable autoclave bag for autoclaving before disposal.
11. Scientific equipment that has come into contact with live material or body fluids should be cleaned and disinfected.
12. Disposable gloves must be worn for touching blood and other body fluids, mucous membranes, or nonintact skin, and for handling items or surfaces soiled with blood or other body fluids. Gloves must be changed between procedures. Hands should be washed immediately after gloves have been removed. (Note: open cuts and scrapes should be covered by a sterile bandage before donning gloves.)
13. Disposable gloves and safety glasses are recommended for dissection of preserved materials and live animals.

14. To prevent contamination by needle stick injuries, use only disposable needles and lancets. Needles and lancets should not be bent, replaced in sheaths, or removed from syringes following use. The needle or lancet should be placed promptly in a freshly prepared 10% bleach solution, or placed in a puncture-resistant container and decontaminated, preferably by autoclaving.
15. Report all spills or accidents, no matter how minor, to the instructor.
16. In areas in which the need for resuscitation is predictable, mouthpieces, resuscitation bags, or other ventilation devices with one-way valves should be available.
17. Never work alone in the laboratory.
18. Children are not permitted in the laboratory. Adult guests are allowed only with the permission of the instructor.
19. Wash hands and remove protective clothing before leaving the laboratory.

*Adapted from:

Biosafety in Microbiological and Biomedical Laboratories 5th Edition Revised December 2009 (most current) https://www.cdc.gov/biosafety/publications/bmbl5/ (2009)

Bloodborne Pathogens
Standard https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051

Laboratory Safety Guidance https://www.osha.gov/Publications/laboratory/OSHA3404laboratory-safety-guidance.pdf (2011)

Guidelines for Safe Work Practices in Human and Animal Medical Diagnostic Laboratories
http://www.cdc.gov/mmwr/pdf/other/su6101.pdf (1/6/2012)

Laboratory Safety Acknowledgement Sheet

I hereby certify that I have read the safety recommendations provided for the laboratory and have located all of the safety equipment listed in paragraph 1 of these procedures.

_____

Student's Name

_____ _____

Course and Instructor **Date**

_____

Instructor's Name

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Needle stick/Splash Exposure Policy/Procedure

In the event of a splash of blood or potentially infectious material to mucous membranes, needle stick or injury with contaminated needles or sharps, the exposed area should immediately be washed with warm water and disinfectant soap.

If the exposed area is in the mouth, rinse your mouth with water or mouthwash.

If the exposure is in the eyes, flush with warm water (or normal saline, if available). Irrigate the area completely with water. An eyewash station is in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Lab/Classroom, as well as an eyewash installed in one of the classroom sinks. A safety shower is available for chemical spills on clothing and skin.

Next, immediately report the incident to the instructor.

The student and instructor should complete an incident/exposure report form. It should state how, where, and when the incident occurred. If known, the source of the infectious material should be noted.

Blank forms are kept in the instructor's desk in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Lab/Classroom or can be obtained from the Program Director.

One copy of the form should be given to the student, one sent to the Campus Safety Officer, and the original sent to the MLT Program Director.

The MLT Program Director must be notified immediately of an exposure incident and will counsel the student from an advisory standpoint.

The student will be counseled and advised to seek health care from a provider of their own choice for follow up care and testing. Expense of testing and any resulting medical care will be the responsibility of the exposed student.

Southwestern Oklahoma State University
Medical Laboratory Technology Program
Incident/Exposure Form

Student's Name _____

Student ID # _____

Address _____

Phone _____

Home campus _____

Location of exposure _____

Date of exposure _____

Explain how the incident occurred _____

What immediate care was given to the student?

_____

_____

_____

_____ _____
Signature of Student Date

_____ _____
Signature of Instructor Date

The student was counseled about recommended testing and follow up by the MLT Program Director.

_____ _____
Signature of MLT Program Director Date

Personal Protective Garments & Equipment for Universal Precautions

To prevent exposure to blood borne pathogens and other infectious agents, personal protective garments, equipment, etc. will be worn and used by all SWOSU MLT students and staff during all laboratory activities with possible exposure to blood borne pathogens, body fluids, and infectious agents.

1. Disposable lab coats will be worn to cover clothing.
    a. Disposable lab coats will be assigned to each student and staff member. Names should be written in or on these.
        - They should be reused and stored in the designated location in MLT Lab.
            - If a spill, splatter, etc. contaminates the lab coat, it should be discarded and a new one obtained.
2. Gloves will be worn during all lab procedures and phlebotomy.
    a. These should be disposed of in the trash.
    b. Any cuts, abrasions, etc. should also be covered by adhesive bandages.
3. Facial splash shields and goggles will be issued to protect the mucous membranes of the eyes, nose, and mouth.

Continued use of this equipment and these practices will protect the health and well-being of students and staff. It will also develop a consciousness of bloodborne pathogen practices to be used throughout your clinical laboratory career.

Biohazard Waste Disposal

Biohazard waste produced in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT class activities are to be handled in compliance with OSHA Blood Borne pathogen standards and disposed of as required by law.

Potentially infectious material should be disposed of into labeled biohazard bags, sealed, and then stored in the designated, labeled storage boxes in the secured area for biohazard waste.

Sharps are to be disposed of into sharps containers which are to be sealed when full and stored in the same designated area.

Biohazard waste is removed from the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY facility by Stericycle, a licensed hauler, in accordance with law.

Clinical Practicum

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT students shall practice phlebotomy in their clinical rotations. The purpose of the clinical practicum is to provide the students with an opportunity to reinforce and apply classroom theory and activities with practical on-the-job experience.

Clinical practicums are usually completed during the second 8 weeks of the fall and spring semester of the cohort.

Clinical practicums are back-to-back covering topic areas taught earlier that semester. Each practicum is a minimum of 80 clinical hours. Students will be present in the clinical sites for training on Monday through Friday for 80 hours per practicum. Each semester of clinical practicum consists of a minimum 160 clinical hours. Individual affiliates may require students to attend a shift other than day shift to observe or participate in activities not available on day shift.

Students will receive the SWOSU MLT Clinical Practicum Manual which explains details of the practicum. Students will attend a clinical practicum orientation session prior to the beginning of Clinical Practicum I.

While attending the clinical sites, students will be expected to:

- Follow the SWOSU MLT Program Dress Code
- Follow Hospital Policies
- Follow the MLT Clinical Practicum Manual
- Conduct themselves professionally at all times.
- Follow the ASCP/BOC Guidelines of Ethical Behavior

See Clinical Practicum Manual for further details.

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Professional Dress Code for Clinical Practicum

While attending clinical sites, the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT students should present a professional appearance by following the general rules of good grooming and the program dress code specified in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Clinical Practicum Manual.

Students will be required to dress in hospital lab approved attire (scrubs) and wear their student identification name tag at all times. Personal protective attire (lab coats, gloves, etc.) should be worn as required by blood borne pathogen standards and hospital policy.

Service Work Performed by SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Students

According to NAACLS Essentials & Guidelines, "students shall not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. Service work by students in clinical setting outside of regular academic hours must be noncompulsory, paid, supervised on site, and subject to employee regulations." Clinical practicum done at a site of employment must be separate from employment hours. Documentation will be required to show that the standard has been met.

Professional Conduct

Students accepting admission into the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program, commit themselves to the generally accepted ethics of the health care field and especially those of the clinical laboratory professional. These are discussed through the program. Students will conduct themselves professionally following the ASCP Board of Certification Guidelines for Ethical Behavior. Unethical conduct by a student is cause for dismissal from the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program.

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT students will display professionalism by respecting the confidentiality of patients, fellow students, and clinical site staff. Confidential information learned in the classroom, laboratory, and clinical site must be kept in strictest confidence and not divulged to unauthorized persons.

Any and all occurrences of alleged misconduct or unethical behavior will be investigated by the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program Director.

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT students are expected to complete assigned work **independently** unless instructed differently. Sharing exams, assignments, papers, and involvement in cheating is considered unethical behavior.

ASCP & Board of Certification Guidelines for Ethical Behavior

Students of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program should abide by the following guidelines for ethical behavior set forth by the ASCP and Board of Certification Registry. All clinical laboratory professionals certified by the ASCP agree to uphold this pledge:

"Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

- Treat my patients and colleagues with respect, care, and thoughtfulness.
- Perform my duties in an accurate, precise, timely, and responsible manner.
- Safeguard patient information as confidential, with the limits of the law.
- Prudently use laboratory resources.
- Advocate the delivery of quality laboratory services in a cost-effective manner.
- Work within the boundaries of laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- Continue to study, apply, and advance medical laboratory knowledge and skills and share such with my colleagues, other members of the healthcare community, and the public.

I agree to abide by the guidelines for ethical behavior as stated above."

_____ _____

Signature Date

Assignment of Clinical Sites

Students will submit a request in order of preference for three to five sites for clinical practicum. However, clinical site assignments will be made by the MLT Program Director and/or associated instructors. Every attempt will be made to place a student at one of their chosen sites. There is no guarantee that students will get a clinical site that they desire. Students entering this program must be flexible and willing to travel to available sites. Some students have stayed in the town of the clinical site during their clinical practicum during the week. This is an option. Students who are not willing to attend clinical sites that may require driving up to one hour or more should reconsider signing up for the Clinical Practicum course.

In the unlikely event that there are not enough clinical sites for the number of students in the program, a selection process will take place. Students will be selected for clinical sites by GPA in the event of a shortage of clinical sites. Students with the highest GPA will have first choice and so-forth. Students will be placed in clinical practicums as soon as possible. Students will be notified in writing as to their status.

Students who fall out of sequence with the MLT courses and re-enter the MLT Program will be assigned clinical sites by the Program Director after the current class of students have been placed first.

Policies and procedures for Applied Experience

There is an affiliation agreement between SWOSU and each clinical facility. The clinical practicum has within it the expectations of the applied experiences that each MLT student should be expected to learn and experience. It should be noted that at any given time, all facilities will have something that the student will not be able to do or experience. Our goal is to give an overall general experience that leads to basic entry skills for an MLT. If the MLT Program Director and the clinical affiliate agree that there is a lack of necessary skills at a particular clinical site, in a particular discipline, that the student can be moved to another facility to acquire those skills.

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY Clinical Affiliates

Great Plains Regional Medical Center	**Elk City, OK 73644**
Weatherford Regional Hospital	**Weatherford, OK 73096**
Clinton	**Clinton, OK**
Fairview	**Fairview, OK**
***Share Medical Center**	**Alva, OK**
St. Anthonys SSM	**OKC, OK**
***St. Mary's Regional Medical Center**	**Enid, OK 73701**
Jackson County Memorial Hospital	**Altus, OK 73521**
Memorial Health of SW OK	**Lawton, OK**
Mercy Hospital	**Kingfisher, OK 73750**
	Watonga, OK

Carnegie Tri-County Municipal Hospital	**Carnegie, OK 73105**
Cordell Memorial	**Cordell, OK 73632**
Elk View General Hospital	**Hobart, OK 73651**
Diagnostic Laboratory of Oklahoma (10)	
Integris Canadian Valley	**Yukon, OK 73009**
Integris Southwest Medical	**OKC, OK 73109**
Integris Baptist Medical	**OKC, OK 73112**
Integris Baptist Portland	**OKC, OK 73112**
Integris Health Edmond	**Edmond, OK 73034**
DLO Central Lab	**OKC, OK**
Community Hospital South	**OKC, OK 73159**
Community Hospital North	**OKC, OK 73114**
Integris Bass	**Enid, OK**
Integris Woodward	**Woodward, OK 73801**

MLT Entry Level Competencies

Upon graduation from the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program and initial employment, the medical laboratory technician should be able to demonstrate entry level competencies as listed in the NAACLS Essentials and Guidelines of Accredited Educational Programs for the Medical Laboratory Technician in the following areas of professional practice.

Medical laboratory technicians should be proficient in:

a. collecting and processing biological specimens for analysis;
b. performing analytical tests on body fluids, cells, and products;
c. recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are needed;
d. monitoring quality control within predetermined limits;
e. performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
f. demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
g. recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
h. applying basic scientific principles in learning new techniques and procedures;
i. relating laboratory findings to common disease processes; and
j. recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Transcript Request

Graduates of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program will be required to request and authorize an official transcript to be sent from their college to the ASCP or AMT. This transcript should indicate that degree requirements have been satisfied and show the awarding of the Associate Degree in Applied Science in Medical Laboratory Technology.

The SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program Director may also request transcripts for advisement purposes, ASCP-BOR verification of degree completion, and to satisfy NAACLS accreditation essentials.

Certification of Medical Laboratory Technicians

Graduates of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program will be eligible to test for certification as clinical laboratory professionals by several different national certifying agencies. Once students have completed their Associate of Applied Science in Medical Laboratory Technology and completed graduation requirements, they may contact the following agencies about eligibility for certification testing:

1. American Association of Bioanalysts (AAB)
   906 Olive Street
   St. Louis, Missouri 63101-1434
   314-241-1445
   www.aab.org

2. American Medical Technologists (AMT)
   10700 Higgins Road, Suite 150
   Rosemont, Illinois 60018
   847-823-5169
   www.americanmedtech.org

3. American Society for Clinical Pathology
   Board of Certification
   33 West Monroe St, Suite 1600
   Chicago, Illinois 60603
   312-541-4999
   www.ascp.org

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program graduates must have completed all degree requirements for the Associate of Applied Science in Medical Laboratory Technology in order to be eligible to qualify for taking certification examinations. For current cost of certification exams, please visit the web sites posted above. **Graduating from the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program is NOT contingent upon passing a certification exam.**

The MLT Program Director will provide students with information concerning application for certification examinations. You may also find information on the MLT Aux Course.

Student Information - Release of Information Form

Many times, the Medical Laboratory Technology Program Director and faculty are asked to be used as references, providing academic information to potential student employers. Students/graduates may list the Medical Laboratory Technology Program Director as a reference on any job application. Additionally, employers and recruiters periodically make known jobs that are vacant. Although the Program Director does not provide job placement services for students or graduates she would like to assist in this way in any way possible. The Program Director may wish to provide current MLT Program student names or past student graduate names who the inquirer may want to contact for future employment. However, without the appropriate consent she will be unable to do so. The following consent form is to be filled out and signed by those students who are interested in having academic information released on themselves.

Southwestern Oklahoma State University
Medical Laboratory Technology Program

Authorization for Release of Information

I, _____, hereby authorize the Director and Faculty of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program to release information regarding my student performance in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program to those parties that are interested in employing the said named above. SOUTHWESTERN OKLAHOMA STATE UNIVERSITY is hereby released from all liability that may arise from the release of the information requested.

This authorization may be revoked, but not retroactive to the release of information made in good faith.

_____ _____
Signed Date

_____
Address

_____

Authorization to Release Medical Information on Students Requested by Clinical Affiliates

As a student in the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY Medical Laboratory Technology Program, I hereby authorize the SWOSU personnel to release medical information about myself requested by the clinical site affiliate concerning required immunizations, immune status testing, TB skin test results, and my student physical examination. I understand that this information will be used strictly for clinical site access requirements and will be held as confidential information.

_____
Print Name

_____
Signature

_____
Date

Student Records

FERPA: Confidentiality of Student Records

Southwestern Oklahoma State University complies with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the confidentiality of personally identifiable educational records of students. Student rights are as follows:

1. The right to inspect and review his/her educational records within 45 days of the day the College receives a request for access. Students should submit to the Director of Records, the dean, head of the academic department, or other appropriate official, written requests that indicate the record(s) they wish to inspect. The College official—the Director of Records, Dean, department head, or other appropriate professional—will notify the student of the time and place the record(s) they wish to inspect will be available for review.

2. The right to request an amendment of his/her educational records that the student believes is inaccurate or misleading. Students should write the appropriate College official who is responsible for the record and clearly identify the part of the record that they desire changed, and explain why the current reading is inaccurate or misleading. The adjudicating official will notify the student of the College's decision. If the College does not elect to amend the record as requested, the communication will advise the student of his/her right to a hearing regarding the request for amendment. Information regarding hearing procedures will also be included. After the hearing, if the College still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

3. The right to consent to disclosures of personally identifiable information contained in his/her educational records, except to the extent that FERPA authorizes disclosure without consent. Under the provisions of FERPA, the College may disclose directory information to any person requesting it without the consent of the student. Directory information may include the student's name, address, telephone number, date and place of birth, enrollment status (full-time or part-time, or withdrawn), major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational institution attended. Examples of such disclosures include, but are not limited to, play-production programs, honors recognition lists, graduation programs, and athletic activity sheets and programs.

4. The right to file a complaint with the U.S Department of Education concerning alleged failures by SWOSU to comply with the requirements of FERPA. The name and address of the office that oversees FERPA may be obtained from the Director of Records.

Students may request that "Directory Information" be withheld from anyone except SWOSU school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the SWOSU Foundation; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

In most instances, the College will require written permission from the eligible student in order to release any information from the student's education record. FERPA allows for disclosure of records, without consent, to the following parties or under the following conditions:

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies, and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Students wishing to refuse disclosure must submit a request for Non-Release of Directory Information to the Records office (Jones Student Center 101), after registering for classes. This request will remain in effect until the student signs a form to cancel the request.

Student Privacy Act

The MLT Program Director will not release addresses or phone numbers to clinical affiliates or other sources unless the student gives permission either in written form and/or verbal. Student information concerning physicals, immunizations, counseling, discipline, etc. is confidential and will not be released to any unauthorized entity unless given permission by the student either in written form and/or verbal.

Graduation Requirements - Associate of Applied Science:

The student must complete the following:

- Earning 25% of total program credits in residence at SWOSU.
- GPA of at least 2.0 in program courses.
- Cumulative GPA must be at least 2.0 or higher
- Take an exit exam

Transfer Options

The Medical Laboratory Technology associate of applied science degree is designed for career-entry. However, some universities may accept some or all of the course work for transfer. Transfer credit is awarded at the discretion of the receiving institution. Students are advised to inquire directly with advisors at the university level regarding expectations for transfer.

Student Grievance & Appeal Procedures

Academic Grievances

An academic grievance is a difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he/she is being treated unfairly.

Students who wish to file a program-related academic grievance should first discuss the matter with the instructor of the course within 7 working days of notification of the grade. (If the matter is related to a clinical course, the student should first discuss the matter with the clinical instructor and/or clinical coordinator). If the matter is not resolved by this/these discussion(s), the student should discuss the matter with the program director. The program director will attempt to resolve the grade conflict within 5 working days. If the student is not satisfied, the student should bring the complaint, in writing, to the dean of health sciences within 5 working days. The dean of health sciences will review the case and notify the student of a decision within 5 working days. If the student is still not satisfied; the student may appeal in writing within 5 working days to the Executive Vice President/Provost. The Executive Vice President/Provost will investigate and notify the student in writing of the outcome of the appeal. If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the University's formal procedures as outlined in the SWOSU Student Handbook. The entire informal procedure should take no longer than 30 working days.

Student grievances in the SWOSU MLT Program will be taken seriously, treated with respect, and be in complete confidence.

The University provides a formal process through which students can appeal the application of certain University and program rules and regulations and the assignment of final grades. Refer to the institutional student handbook (located in the back of the University catalog) for information regarding the formal grade appeal process. The University catalog and student handbook may be accessed through the SWOSU home page at http://www.swosu.edu. In all cases, it is the intent of the University and the program to assure the fair and equitable treatment of students.

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program's Student Agreement

After reviewing the contents of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Student Handbook, this page should be removed by the student, signed, and given to the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program Director at the MLT Orientation.

I have read the contents of the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program Student Handbook. I understand the requirements I must meet, the competencies I am to attain, and the obligations I have to myself, the SOUTHWESTERN OKLAHOMA STATE UNIVERSITY MLT Program, the University, and any clinical sites where I may be assigned.

_____ _____

Student's Signature Date

Appendix:

MLT Behavior Checklist (Classroom and Clinical Behavior)

Initial each of the following:

_____ Follow instructions by academic and clinical instructors
_____ Speak kindly to academic and clinical instructors
_____ Speak kindly and patiently to patients
_____ Refrain from using foul language at all times
_____ Take responsibility for my own actions
_____ Always being on time and present for class and practicum
_____ Keep my comments and thoughts to myself
_____ Refrain from causing strife and/or discord among the class and clinical sites
_____ Refrain from personal comments and sharing personal problems
_____ Refrain from discussing SWOSU MLT Policies
_____ Refrain from using my cell phone in the classroom, lab and at the clinical site
_____ Observe all safety protocol
_____ Follow a dress code
_____ Follow appropriate grooming habits with a professional in the field
_____ Follow ASCP/BOC guidelines of Ethical Behavior
_____ Perform duties as assigned in the classroom and clinical site in a professional manner
_____ Refrain from arguing with any instructor, colleague, classmate, or patient
_____ Do not gossip or share any information as in keeping with professional standards
_____ Accept criticism with the spirit it is given
_____ Disrupting the classroom or clinical setting
_____ Discussing academic or clinical policies inappropriately

I have read the following and understand the obligation to exhibit appropriate and professional behavior both in the classroom and the clinical site. I further understand and acknowledge that I may be dismissed from the program if I do not abide by the behaviors listed here and any other that may apply to appropriate professional conduct.

_____
Print Name

_____
Signature

_____
Date

MLT Absence/Tardy Checklist

Initial the following:

_____ I understand that a **maximum** of 2 absences in a regular course (16 week) results in a grade being lowered and/or potential dismissal from the program

_____ I understand that 1 absence in a short course (less than 16 week) can result in the grade being lowered and/or potential dismissal from the program

_____ I understand that with each successive absence my grade gets lowered and dismissal from the program may be imminent

_____ I understand that 2 tardies in a regular class may lower my grade as well as result in dismissal from the program

_____ I understand that 1 tardy in a short course may result in my grade being lowered as well as result in dismissal from the program

_____ I understand that any missed test due to an absence or tardy may be made up at the discretion of the instructor **one time**. Any second missed test may not be made up and results in a "0" for that test. A zero on any test could result in dismissal from the program.

I have read the above rules and understand the absence and tardy policy.

_____
Print Name

_____
Signature

_____
Date

Clinical Site Grading Checklist

Please initial

_____ I understand the grading scale at clinicals
I understand that my media lab tests are a requirement during clinicals.
_____ I understand the grading scale is for both clinical and professional work
_____ I understand I must average a "C" (3) average to stay in clinicals
_____ I understand that an average of a "D" (2) is cause for dismissal from the program
_____ I understand that if I am given an alternative site due to a conflict, I do not perform better at this site that this is cause for dismissal
_____ I understand that if I am absent or late to a clinical site twice that I may be dismissed

Grading Scale:

- 5 = A Exceeds. Excellent in performance. Demonstrates excellent skills and knowledge. Performs tasks with little explanation and can if allowed run the bench with minimal supervision
- 4 = B Good. Demonstrates above average skill with above average skills and knowledge. Can perform most tasks with minimal explanation and requires some supervision at the bench.
- 3 = C Average. Has ample skills and knowledge but has to have assistance in work performed as well as needs supervision at the bench.
- 2 = D Poor. Does not possess adequate skills or knowledge and cannot be left unsupervised. Can perform minimum tasks.
- 1 = F Failing. Possesses very little skill or knowledge that is inadequate to operate as a tech in any capacity. Cannot be left alone and should not be allowed to work as a tech.
- NA = Not applicable. Test or work skill not needed/done at this facility.

I have read and understand the grading policy and what is expected of me as a working/student tech.

_____
Print Name

_____
Signature

_____
Date

Essential Skills and Knowledge Policy
It is imperative that the MLT student master both "Technical Standards" and "Academic Knowledge" as it pertains to Medical Laboratory work.

Part of this policy is mandated by NAACLS; the National Accrediting Agency for Clinical Laboratory Science in the "Essential Functions Acknowledgment Statement."

The Academic Knowledge is mandated as an obligation to our future patients and our future employers.

In response SWOSU MLT will set forth the following guidelines to successfully graduate from the program:

1. You must successfully pass the lecture part of each individual course in the MLT program:
2. You must successfully pass the laboratory part of each individual course in the MLT program:
3. You must successfully pass a checklist of essential skills that pertain specifically to the mandates set forth by the "Essential Functions Acknowledgement Statement:" These pertain specifically to Visual Observations, Motor Function, and Communication Skills:
4. You must successfully pass the "Professional Skills Checklist" both in the classroom setting as well as the clinical setting:
5. You must successfully pass the "Clinical Practicum" Technically, Academically, and professionally:

Failure to perform to the required standards above in any area can result in dismissal from the program.

I understand this and will abide the policy as prescribed by the SWOSU MLT program.

_____
Print Name

_____
Signature

_____
Date

Health Information Checklist

Students entering the Medical Laboratory Technician Program at SWOSU must submit evidence of good health, a background check and a 10-panel urine drug screen.

Please use this form as a tool to stay on track with your healthcare information packet requirements for clinical rotation attendance.

You must submit the following to the Program Director for clinical rotation documentation.
You must submit health information showing vaccination or you must have current titer results.

2-step TB Skin Test (PPD) (2nd part must be 1-3 weeks after initial skin test is placed) If PPD is positive, Chest X-ray is required.	
Shot Records or Titer Results for the following: ☐ MMR ☐Varicella Zoster ☐Tdap Booster (within the last 10 years) ☐Hepatitis B Series	
Covid Vaccine (or declination form)	
Castle Branch Background Check	
10-panel Urine Drug Screen	
Seasonal Flu Vaccine (will be scheduled on campus once available)	