



**NORTHWESTERN
HEALTH SCIENCES
UNIVERSITY**

Associate of Science
Medical Laboratory Technology
Student Handbook
2022-2023

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Forward

Dear A.S. Medical Laboratory Technology Student,

On behalf of the Northwestern Health Sciences University Medical Laboratory department, I want to welcome you to the start of your MLT education. The function of this handbook is to define the principles of behavior that the NWHSU Associate of Science in Medical Laboratory Technology program considers fundamental to its profession. It clearly states the responsibilities of students and staff in both academic and non-academic matters.

Our duty in the Medical Laboratory department is to provide exceptional quality of education to prepare you for your future profession. The MLT program is designed to facilitate you to develop the understanding and skills necessary to begin work as a healthcare professional, to interact with pathologists, scientists, other medical personnel, and patients in a professional and ethical manner. We also strive to help you develop the best possible technical skills in laboratory analysis and to demonstrate at all times the utmost respect and concern for the wellbeing of the patients we serve. As a student you are responsible for your academic advancement, being devoted to your studies, and being courteous to your peers and instructors.

This handbook is a supplement to the Northwestern Health Sciences University Academic Catalog and Student Handbook. It is designed to provide essential information specific for the MLT student. It is the students' responsibility to fully understand the information included in the handbook.

We are committed to working with all students to identify and resolve any concerns that arise during their educational process. Being a student is a fabulous adventure. Allow yourself to explore and succeed. I wish you a fantastic voyage.

Audrey A. Anderson, MSM, MLS(ASCP)
Assistant Professor and Program Director, MLT & MLS

Northwestern Health Sciences University

Brief History of the Institution

Founded in 1941 as Northwestern College of Chiropractic, Northwestern Health Sciences University has grown in size and influence in the practice of natural health care in Minnesota and beyond. Dr. John B. Wolfe, a civil engineer turned doctor of chiropractic, founded Northwestern College of Chiropractic and started the college with the help of one colleague and three students.

In 1999, the Minnesota Institute of Acupuncture and Herbal Studies, which had been founded by Minnesota Acupuncture pioneer, the late Edith R. Davis, merged with Northwestern. The merger created the Minnesota College of Acupuncture and Oriental Medicine, which continued offering a Master of acupuncture and Master of Oriental Medicine. Also in 1999, Northwestern Health Sciences University (NWHSU) was established to reflect its new identity as a leader in natural healthcare education, clinical services and research. In 2000, Northwestern created the Massage Therapy Program and graduated its first class in the spring of 2002.

To assist students with fulfilling prerequisites or completing a bachelor's or associate's degree, the College of Undergraduate Health Sciences was created in 2011 to offer pre-professional courses, including accelerated science courses and general education courses. The college also offers a Post-Baccalaureate Pre-Health/Pre-Med program for students interested in applying to medical school, dental school and other health professional schools.

In 2019, NWHSU announced that the Higher Learning Commission (HLC) approved the transfer of students in the Twin Cities area whose educational plans were interrupted by the sudden closing of a local university focused on allied health sciences. These five new degree programs (A.A.S. in Medical Assisting, A.A.S. in Radiologic Technology, A.S. in Radiation Therapy, A.S. in Medical Laboratory Technology, and B.S. in Medical Laboratory Science) become part of NWHSU's curriculum and degree offerings moving forward. These important and complementary fields fit well with NWHSU's exclusive focus on health sciences education and expand the university's focus on integrative health care.

Northwestern Health Sciences University now offers diverse academic programs, fosters clinical research, promotes individualized instruction, provides faculty development, and establishes standards for clinical competence. We provide high value healthcare to patients through our Bloomington clinic, and with a range of community clinics and non-profit social service agencies. This important aspect of our civic engagement provides a broad range of experiences for students as interns. Northwestern Health Sciences University will continue to advance innovative models of integrative care to lead people to live happier, healthier lives. Our goal is to transform health care through patient-centered, evidence-based, conservative care that optimizes health and well-being.

Key University Administration

Deb Bushway, Ph.D. – Campus President & CEO

Hal Strough, Ph.D. – Dean, College of Health and Wellness

Becky Lawyer, MA, LPCC – Manager of Disability Services

Emily Waitz, – Director, Library Services

Registrar- registrar1@nwhealth.edu

Kimberly Pearce, M.S. – Provost | Chief Academic Officer

Karen Samstad, B.A. – Director, Financial Aid

Christian Wright, Ed.D., D.C., M.A. – Vice President, Academic & Student Programs

Program Administration & Full Time Faculty

Audrey Anderson, MS, MLS(ASCP)^{cm} – Program Director, Assistant Professor

Samia Abdel-Karim MS, MLS(ASCP)^{cm} – Clinical Coordinator, Assistant Professor

Nasra Farah, MS, MLS(ASCP) – Assistant Professor

General Information

Commitment to Diversity

The NWHSU community acknowledges the dignity of all human beings and resolves to treat all people with respect and equality. We recognize and value the diversity of identities among us. Some of these identities include but are not limited to: culture, race, ethnicity, nationality, age, ideology, socioeconomic status, sex/gender, sexual orientation, abilities, religion, spirituality, and family. We welcome everyone to our University.

Notice of Nondiscrimination

Northwestern Health Sciences University is committed to providing a working and learning environment that maximizes the potential of each student, faculty member and staff member. Discrimination or harassment of any sort interferes with that environment. Therefore, discrimination or harassment on the basis of actual or perceived race, color, creed, religion, national origin, sex/gender, gender identity, marital status, familial (or parental) status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status or any other protected class defined by law ("discrimination or harassment") is prohibited and will not be tolerated. Retaliation against a person who reports or complains about discrimination or harassment, or who participates in or supports the investigation of a discrimination or harassment complaint, is also prohibited and will not be tolerated.

Family Education Rights and Privacy Act of 1974 (FERPA)

The University maintains an educational record for each student who is or has been enrolled at Northwestern Health Sciences University. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, student rights are covered by the act and afforded to all students at Northwestern Health Sciences University. FERPA is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Under FERPA, as a student, you have:

- The right to inspect and review any of your educational records that NWHSU maintains
- The right to seek amendment of these records
- The right to consent to disclosure of these records
- The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education

Disability

Qualified persons shall receive reasonable accommodations for access to educational opportunities, programs and activities of Northwestern. The Student Affairs office is responsible for coordination of programs and services for enrolled students with disabilities. In order for the University to provide reasonable accommodations for students with disabilities, the following process will be used:

- The Office of Admissions will notify accepted students of the procedures to receive necessary support services.
- It is the responsibility of the individual student to inform the Student Affairs Office of any special aids or services that he/she may need as the result of a disability.
- Students must submit directly to the Student Affairs office a written request for accommodations or auxiliary aids. Students may be required to submit medical or other diagnostic documentation of disability and/or limitations. This information will remain confidential to the Student Affairs office except as permitted by the student expressly for providing support services to that student.
- As needed, the Student Affairs office will discuss the student's request for accommodation with the student and faculty member or department involved to determine appropriate accommodation. If there is a question about the appropriateness of a student's requested accommodation, the Student Affairs office will inform the student of the University's decision. Northwestern will comply with applicable legal requirements in considering requests for accommodations. However, Northwestern will not waive requirements that are integral to the educational program.
- Requests must be made in a timely manner. Students must initiate a request for accommodation at least 30 days prior to the beginning of the course/program. Untimely requests may result in delay or denial of accommodation.
- Complaints concerning the provision of accommodations to disabled students will be handled through the process specified in the University Student Handbook.
- Facility and Program Accessibility: The University will relocate programs, activities, and services to accessible locations upon request of an individual with a mobility impairment. Such requests should be directed in writing to the Director of Human Resources, 2501 W. 84th Street, Bloomington, MN, 55431, at least 30 days prior to the beginning of the course or program.

School Closings

The University main campus is open and all classes shall meet unless official notification is made. In the event of snow or other inclement weather, the University will announce closings or delays on WCCO Radio 830 AM, WCCO-TV, and WCCO.COM. In addition, any closings will be posted on the Northwestern Web Site. The University will attempt to announce any closings or delays by 6:00 AM. If no announcement is heard, students should assume classes are scheduled as usual.

Parking

All students should use parking areas on the University main campus property and refrain from parking on any residential streets in the surrounding neighborhood. Students will be issued a parking sticker from the Student Records and Financial Services office that must be displayed on their car. Vehicles in general parking areas without stickers are issued a ticket and the vehicle is subject to locking or towing at the owners expense. If you wish to leave your vehicle parked on campus overnight or on a weekend, you must notify and get permission from Facilities Management.

Students are expected to observe the parking signs and yellow curbs which reserve areas such as fire lanes, loading zones, visitor parking, handicapped parking, faculty parking, or clinic patient parking. Anyone parking in these areas without authorization will be issued a ticket and the vehicle is subject to be towed at the owner's expense. Students requiring handicapped parking must obtain and display the appropriate permit from the State of Minnesota. Those students with short term special parking needs due to illness or injury may request special parking permits from the Office of Student Affairs office.

Children of Students on Campus

In order to maintain an atmosphere conducive to teaching and learning, children under the age of sixteen will not be permitted in the classrooms, laboratories or clinics during instructional periods.

Tobacco and Smoking

Because the University wants to provide employees, students and patients with a safe and healthy work environment, the University is committed to providing a tobacco-free campus environment. The use of tobacco products of any kind will not be allowed in any University building (including satellite clinics), on University grounds, (except as stated below), or in any vehicle owned or leased by the University. Employees, students and visitors who wish to use tobacco may only do so in their private vehicles while parked on University property as long as that vehicle is at least 25 feet away from entrances, exits, windows and ventilation intakes.

Weapons Policy

The possession, use, storage, carrying or transporting of a weapon is forbidden on all university property. This policy applies to all faculty, staff and students of Northwestern Health Sciences University and all visitors on university property. Authorized law enforcement officials are exempt from this policy. The term weapon is defined as all firearms (shotguns, rifles, and pistols), pellet guns, paint ball guns, explosives, switchblade knives or fixed blade knives with a blade length of four inches or greater.

Cell Phones

The use of cellular phones in any manner is prohibited in all classrooms when class is in session. Cellular phones should be turned off or the ringer silenced prior to the beginning of each class session. Cellular phones must be turned off during examinations.

Safety

Campus Safety

Campus safety and security responsibilities are administered by Facilities Management.

Facilities Management is responsible for maintaining university buildings and grounds with a concern for safety and security. Primary safety and security functions of the department include:

- Routine security surveillance and safety inspections;
- Investigation of reported incidents and suspicious activities;
- Escort services
- Monitoring building access; secure and unlock buildings according to schedule;
- Monitoring the closed circuit television system;
- Enforcement of campus parking regulations;
- Maintaining the campus card access system;
- Monitoring security, fire and building-mechanical alarm systems;
- Removal of unauthorized persons from buildings and grounds of campus;
- Contacting law enforcement agencies when required.

Employees of Facilities Management perform routine security functions Monday through Friday from 7 a.m. to 4 p.m. and emergency assistance is available through local police, fire or medical agencies. The university provides contract security personnel Monday through Friday from 4:00 p.m. to 12:00 midnight and weekends from 7 a.m. to 11:00 p.m. Contract services for special events are made with off-duty police officers. Facilities Management and security personnel do not have police powers of arrest, but have the ability to detain individuals and make a citizen's arrest. All applicants for security or Facilities Management positions undergo a background check in compliance with Minnesota regulations.

Escort service is available by calling extension 232.

Facilities Management or security personnel are responsible for first response to all emergency situations until assistance is available by local police, fire or medical agencies.

Evacuation Procedures

Building evacuation is the result of a situation when it is no longer safe to remain inside the campus building. Each building at NWHSU has a written emergency evacuation procedure. Floor plans indicating exits, fire extinguishers and defibrillators accompany each of these procedures. The floor plans are kept on file in the Facilities Department.

The evacuation procedure is as follows:

- An evacuation will occur when the fire alarm sounds and/or notification is made by University Administration, or the Bloomington Police or Fire Departments.
- Everyone should leave by the nearest marked exit and alert others to do the same. Evacuation routes are posted in each office and clinic area.
- Disabled individuals should be assisted in exiting the building.
- Elevators should not be used to evacuate the building.
- Once outside the building, individuals should proceed to the designated assembly area if your department had identified a meeting area. If not, you may go the East or West side of the main campus building. Streets, fire lanes, hydrants, and walkways should be kept clear for emergency vehicles and personnel.
- Employees/students should not return to the building, or leave the designated assembly area, until directed to do so by University officials.
- After University officials have declared the crisis has passed, employees shall follow the Personnel Recall procedures (see Recall section).

Fire Procedures

Faculty, staff, and students should learn the location of exits and fire alarm system devices. Department heads, or designees, are responsible for ensuring their staff exit the building in a safe and orderly fashion.

All building occupants should follow the following procedures when dealing with fire emergencies:

- If you see or smell smoke, investigate. You should try to determine the extent of fire, the type of fire (paper, grease, electrical, etc.), and location of fire.
- Alert the people in the vicinity of the danger as quickly as possible. Pull the fire alarm station and ask other people to assist in the evacuation of the building. NEVER TRY TO CONTROL A FIRE BEFORE OTHER PEOPLE IN THE BUILDING AND 911 HAVE BEEN NOTIFIED.
- Instruct someone to call 911. If you are alone, call 911 prior to any attempt at extinguishing the fire.
- ATTEMPT TO EXTINGUISH THE FIRE ONLY IF IT IS SMALL ENOUGH TO BE CONTAINED AND YOU HAVE BEEN TRAINED TO OPERATE THE EXTINGUISHER. PLACE YOURSELF BETWEEN THE FIRE AND AN EXIT WHEN USING AN EXTINGUISHER TO PREVENT BEING TRAPPED.
- If the fire cannot be extinguished, EVACUATE utilizing your assigned exit route*! Use stairways to exit the building. Do not use elevators. As you exit the building, close as many doors as possible once rooms have been evacuated, but do not lock the doors. Once outside, proceed to the evacuation assembly area on the soccer fields.

Tornado Procedures

A tornado may travel on the ground from a few hundred yards to fifty miles at speeds of 30 – 75 miles per hour. It is virtually impossible to outrun a tornado; therefore, one should seek shelter whenever a tornado warning is issued.

The National Weather Service issues severe weather warnings using the following terms:

- A “tornado watch” means that tornadoes could develop in the designated area.
- A “tornado warning” means that a tornado has actually been sighted in the area or is indicated by radar.
- A “severe thunderstorm watch” indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain.
- A “severe thunderstorm warning” means that a severe thunderstorm has actually been sighted in the area or is indicated by radar.

If the community weather alert sirens sound outside of the normal testing protocols, follow severe weather procedures as posted in each department and classrooms near exit doors and the following procedures:

- Go to a center hallway on the lowest level if time permits. If time does not permit, go to an interior room away from windows.
- An interior area at the bottom level of the building is preferable.
- Avoid auditoriums, gymnasiums, or other areas with wide, free span roofs.
- Avoid windows and outside walls.
- Avoid inside corners, as flying debris will tend to collect in corners when a structure is breached.

Exposure to Blood Borne Pathogens and Needle Sticks

Students who have been exposed to needle sticks, or potentially hazardous blood or blood products, are obligated to report such incidents to the appropriate staff or faculty and follow all procedures indicated in the Blood-Borne Pathogen Exposure Incident Protocol for Students at Northwestern. Following such exposures, the university will assist the student in accessing the appropriate medical facilities for the immediate evaluation and treatment that is clinically indicated.

In such circumstances, the university will reimburse the student up to \$500.00 for any out-of-pocket medical expenses. All other additional costs incurred as a result of needle sticks or other related exposures that require long-term follow-up and/or care are the responsibility of the student. For this reason, the university strongly encourages students to have health insurance coverage adequate to cover such health care needs.

Chemical Spills

The guidelines below should be followed in the event of a chemical incident in which there is potential for a significant release of hazardous materials.

Evacuation

If the spill is large or if the spill seems hazardous, immediately notify the security at extension 555. Persons in the immediate vicinity of a spill should immediately evacuate the area.

General spill control techniques

Once a spill has occurred, the employees or faculty at the spill site must decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

Response and cleanup procedures for small spills

Small spills generally can be handled by internal personnel and usually do not require an emergency response by fire department HAZMAT personnel.

Laboratories

Hazardous laboratory chemicals are used in small quantities and generally diluted solutions. Spills are to be covered immediately and the instructor notified to supervise the cleanup. Usually no special cleanup procedures are required, however the instructor will ensure appropriate cleanup are used. Any skin contact with spilled material should be washed with soap and water.

Exposure Control

NWHSU maintains an infection control program, as part of its standard of safety policy. The purpose of this program is to avert the spread of Hepatitis viruses, Human Immunodeficiency Virus (HIV), and other blood borne disease. We must assume all human blood, body fluids and tissue are potentially infectious. This assumption is maintained because the carriers of diseases are not easily identifiable. As a student of the MLT Program, you may come in contact with a patient or a student who has one or more of these blood borne diseases. All appropriate and necessary precautions will therefore be taken for the safety of students and patients.

During your academic time at campus you will come in contact with human body fluids, there are parts of courses when you will be exposed. You will also be exposed to human body fluids during your clinical training.

Safety procedures will be discussed in more detail in your MLT Student Lab Safety Handbook, but briefly:

- Universal Precautions will be utilized in all laboratory courses, including the internship experience. Universal Precautions treat all samples as potentially infectious, and require the use of personal protective equipment (PPE) including glove, safety glasses, and lab coats.
- All working surfaces and other objects used will be wiped down with a recommended disinfectant before and after class
- Only sterile and disposable needles and other sharp implements will be used in all University facilities. Students should take care when utilizing needles or other sharp implements, and should dispose of them following proper protocol.
- Food and Drink – Eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in areas where blood or OPIM are present is strictly prohibited. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops where blood or other potential infectious materials are present.
- Hand Washing – NWSHU students and employees are required to wash hands thoroughly with soap and water for 10-15 seconds in the situations indicated below. If washing with soap and water is unavailable, hands may be cleaned with a commercial product created for the purpose of hand sanitization. In addition employees and students are advised to wash hands in other situations as a routine infection control measure.
 - Before and after needle insertion or venipuncture
 - After each patient contact
 - After removing gloves
 - After any exposure to blood or OPIM
- Documentation – Any exposures should be reported to the course instructor and MLT program director. An incident report will be filed and students will receive further instruction on testing as well as follow up reporting. More information regarding exposure incident reporting can be found in the MLT Student Lab Handbook.

A.S. Medical Laboratory Technology Program

The modern medical laboratory is a technologically advanced working environment that offers outstanding career opportunities for medical laboratory technicians. Technicians perform extensive laboratory testing procedures and often participate in medical research leading to advancements in healthcare.

MLT Program Mission

The mission of this program is to teach students to work as healthcare professionals; to interact with pathologists, scientists, other medical personnel and patients in a professional and ethical manner; to develop the best possible technical skills in laboratory analysis; and to demonstrate at all times the utmost respect and concern for the wellbeing of the customers they serve.

The Medical Laboratory Technician program is committed to preparing students to provide quality medical care, with a focus on critical thinking, professional behavior, community service, and lifelong learning.

MLT Program Outcomes

1. Perform sample collection, handling and processing with accuracy and precision in clinical laboratory departments based on Standard Operating Procedures; manufacturers' recommendations, OSHA, and other regulatory guidelines.
 - Determine the appropriate sample required
 - Perform specimen collection using proper technique
 - Perform sample handling and processing using proper technique
2. Perform testing with accuracy and precision in clinical laboratory departments based on Standard Operating Procedures; manufacturers' recommendations, OSHA, and other regulatory guidelines.
 - Prepare test methods by performing maintenance and quality control procedures
 - Select and perform appropriate methods for testing
 - Prioritize workload, given multiple lab requests, and organize the workload to meet established turnaround times
3. Interpret and report results with accuracy and precision in clinical laboratory departments based on Standard Operating Procedures; manufacturers' recommendations, OSHA, and other regulatory guidelines.
 - Assure validity and accuracy of patient laboratory test data through Quality Assurance procedures
 - Evaluate results as normal, abnormal or critical and determine reportability
 - Investigate the cause and recommend solutions to erroneous results

4. Demonstrate a professional relationship with healthcare workers and patients.
 - Demonstrate the ethical and moral attitudes and principles necessary to gain and maintain the confidence of patients, professional associates, and the community
 - Develop and maintain professional relationships based on respect for differences, cooperation and effective communication
 - Work independently or with others and maintain composure and efficiency under environmental stress
 - Project an image of confidence and professionalism through appearance and reliability

ASCLS Code of Ethics

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

A.S. Medical Laboratory Technology Admission & Graduation Requirements

Admissions Requirements

Students must meet the following requirements for admission to the Associate of Science in Medical Laboratory Technology program at Northwestern Health Sciences University:

- Minimum Education Requirement: High School Diploma or GED
- GPA Requirement: High School or College GPA of 2.0 or higher
- Completion of Admissions Application
- Completion of Admissions Essay
- Completion of Criminal Background Check
- Submission of Required Documentation:
 - Technical Standards Acknowledgement
 - MN Immunization Form
 - Official High School Transcript or GED (if applicant has under 60 credits completed from a college or university)
 - All official College or University level transcripts

Technical standards

Technical standards refer to the essential aptitudes and abilities that allow Medical Laboratory Technology/Medical Laboratory Science program students to perform in a modern healthcare environment in a variety of ways.

The Medical Laboratory Technician/Medical Laboratory Scientist must have sufficient strength, motor coordination, and manual dexterity to:

- Move freely and safely about the laboratory and other areas of the facility
- Control, operate, manipulate, and trouble shoot laboratory instrumentation and equipment
- Utilize electronic keyboards to operate laboratory instruments or to record, evaluate, and transmit information
- Perform tasks included in specimen collection and preparation including phlebotomy and culture collection
- Perform physical work that may require sitting or standing for several hours
- Lift and transport laboratory supplies

The Medical Laboratory Technology/Medical Laboratory Science program students must have sufficient eyesight to:

- Allow for identification of objects and discriminate find differences between structures and color with the use of a binocular microscope
- Read printed and video displayed text, numbers, and graphs
- Recognize and evaluate color, consistency, and clarity of biological specimens or reagents

The Medical Laboratory Technician/Medical Laboratory Scientist must have the mental and intellectual capacity to:

- Comprehend, measure, mathematically calculate, reason, analyze, compare according to standards of laboratory practice
- Read and comprehend technical and professional materials
- Utilize problem solving and critical thinking skills to review, evaluate, and respond appropriately to laboratory results and situations
- Evaluate their own performance
- The Medical Laboratory Technician/Medical Laboratory Scientist must be capable of:
- Handling stressful situations related to technical and procedural standards and patient and other customer interactions
- Responding to situations requiring first aid or emergency care
- Reading, interpreting, and responding to requests for testing
- Reading and interpreting directions
- Accepting and responding to constructive criticism
- Manage time efficiently under realistic time constraints
- Adapt to change
- Demonstrate compassion, honesty, and integrity

Notice of working conditions: The work environment for the Medical Laboratory Technician/Medical Laboratory Scientist involves exposure to communicable diseases, toxic substances, medical preparations and other conditions common to a clinic environment.

* Please note that all requests for accommodations must be made in a timely manner, as stated in the “Accommodations for Students with Disabilities Policy” found in Section 2.2 of the Student Handbook.

Graduation Requirements

Candidates for the Associate of Science in Medical Laboratory Technology degree from Northwestern Health Sciences University must meet the following graduation requirements:

- Satisfactory completion of all requirements in the program of study
- Completion of all General Education courses with a grade of C- or better
- Satisfactory completion of all courses according to the program requirements
- Successful completion of all clinical competencies

Conferral of the Associate of Science in Medical Laboratory Technology is not dependent upon completion of any external exams or certification. Students who successfully complete the program are eligible (but not required) to sit for national certification exams such as the American Society of Clinical Pathology (ASCP) Board of Certification exam.

Program Teach-Out Plan

In the event of program closure, the teach-out plan is as follows:

1. If the closure is due to exceptional or uncontrollable circumstances, such as a natural disaster, and the university will re-open within 12 months, the students will reenter the program and progress as previously planned.
2. If the closure is due to exceptional or uncontrollable circumstances, such as a natural disaster and the university will not re-open, then every effort will be made to contact MLT programs within the area to request that students be transferred into other programs. Student requests to be relocated to institutions at a greater distance from campus will be considered on an individual basis.
3. If the closure is due to the university's decision to no longer offer the MLT program, then enrolled students will progress as planned. No new students will enter the program, only existing students will be enrolled and will be allowed to complete.

Advisory Board

The purpose of the Advisory Board is to provide a mutual exchange of information for improving the program, recruiting qualified students and meeting employment needs of the community. Advisory Board Membership is voluntary and the membership list changes based upon member availability. Membership includes clinical preceptors, laboratory professionals, industry members, program alumni, etc.

A.S. Medical Laboratory Technology Curriculum

General Education/Core Courses (35.5 credits)

Communications

- English Composition (3 cr)
- Communications Elective (3 cr)
 - The Art of Persuasion **OR** Communication Skills for Health Professionals

Social Sciences

- Social Science Elective (4 cr)
 - Health Psychology **OR** Culture and Health

Humanities

- Bioethics (3 cr)
- Humanities Elective (3 cr)

Natural Science/Mathematics

- Foundations of Mathematics (3.5 cr)
- Anatomy & Physiology (3 cr)
- General Chemistry 1 (4 cr)
- General Chemistry 2 (4 cr)

- Introduction to Biology (4 cr)

Other Courses

- Medical Terminology (1 cr)
- Foundations of Integrative Care (1 cr)

Program Courses

- MLT 1001 – Introduction to the Medical Laboratory (1.5 cr)
- MLT 1030 – Urinalysis/Intro to Microbiology (2 cr)
- MLT 1070 – Phlebotomy/Intro to Hematology (2 cr)
- MLT 1080 – Immunology (2 cr)
- MLT 1130 – Clinical Chemistry I (3 cr)
- MLT 1150 – Clinical Microbiology I (3 cr)
- MLT 1170 – Clinical Hematology I (3 cr)
- MLT 2080 – Clinical Immunology (3 cr)
- MLT 2130 – Clinical Chemistry II (3 cr)
- MLT 2150 – Clinical Microbiology II (3 cr)
- MLT 2170 – Clinical Hematology II (3 cr)
- MLT 2180 – Immunohematology (3 cr)
- MLT 2200 – Comprehensive Review (2 cr)
- MLT 2290 – Clinical Training (6 cr)

A.S. Medical Laboratory Technology Course Descriptions

MLT 1001 – Introduction to the Medical Laboratory (2 cr)

This orientation course is designed to acclimate the student into the college atmosphere and into the Medical Laboratory Technician Program. Students will receive basic instruction necessary for success in the program. This includes interpersonal skills, program and university policies, academic resources and study skills, basic medical terminology, and laboratory skills and safety. The course is required in the first trimester, and is not accepted as transfer credit.

MLT 1030 – Urinalysis/Intro to Microbiology (2 cr)

In this course, students review renal anatomy and physiology, urine formation, and renal disease. Students will also be introduced to microbiology including the role of bacteria in normal body functions, the significance of infections and infectious disease, the location and function of bacterial structures, and proper specimen collection and processing. Appropriate medical terminology will be reinforced in each unit. Laboratory evaluation of the urine specimen includes physical, chemical, and microscopic assessment and correlation to the state of health and disease of the patient. Students will also learn basic microbiology culture and staining techniques.

MLT 1070 – Phlebotomy/Intro to Hematology (2 cr)

This is an introductory course in blood collection and specimen processing and handling. Topics of discussion include patient confidentiality, patient and employee safety, testing requirements, and a review of anatomy and rationale for site selection. Students will also be introduced to basic hematology concepts including blood cell structure and function as well as the role of blood cells in the healthy human body. In the laboratory students will collect and process various types of blood specimens. They will also learn the proper technique for the preparation and assessment of blood smears, quality control procedures, and recognition of normal laboratory test values.

MLT 1080 – Immunology (2 cr)

This course is an introduction to the basic principles of the immune system. Students will discuss the major structures and functions of the immune system organs and cells, using appropriate medical terminology. Students will also learn how immunity is developed, evaluated, and enhanced.

MLT 1130 – Clinical Chemistry I (3 cr)

This course introduces the student to the basic principles and practices of clinical chemistry, laboratory mathematics, and quality assurance/quality control (QA/QC). Clinical correlations and laboratory procedures relating to carbohydrates, lipids, vitamins/nutrients, amino acids/proteins, and enzymes will be studied in both the lecture and laboratory environment. Students will learn how to prepare solutions, perform common types of clinical chemistry assays, and organize a laboratory. Correlation of laboratory test results with health status and disease are emphasized, along with proper quality control protocols. General chemistry must be completed as a prerequisite for this course

MLT 1150 – Clinical Microbiology I (3 cr)

This course focuses on the study of infectious disease caused by bacteria, including Staphylococcus, Streptococcus, Neisseria, Enterobacteriaceae, Spirochetes, Anaerobes, and other miscellaneous bacteria. Laboratory procedures focus on safety, quality control, and common identification techniques, including Gram stains, bacterial culture, biochemical tests, and susceptibility testing. Students will also be introduced to serological and molecular assays utilized in the clinical microbiology laboratory. MLAB 1030 (Urinalysis/Intro to Micro) must be completed as a pre-requisite for this course.

MLT 1170 – Clinical Hematology I (3 cr)

This hematology course includes the description, maturation, identification, and function of blood cells and bone marrow in a healthy patient. Abnormal red blood cell (RBC) and white blood cell (WBC) disorders will be discussed in depth. Laboratory exercises lead to the completion of a complete blood count (CBC) including automated and manual methods for leukocyte (WBC) and erythrocyte (RBC) counts, hemoglobin and hematocrit values, and the identification and differentiation of normal, abnormal, mature, and immature blood cells on

blood smears. Laboratory safety, quality control, and recognition of normal values are emphasized. MLAB 1070 (Phlebotomy/Intro to Heme) must be completed as a pre-requisite for this course.

MLT 2080 – Clinical Immunology (3 cr)

This course provides an in-depth study of the immune response to infectious disease, immune deficiencies and disorders, tissue transplants, and malignancies. Laboratory principles and techniques will be discussed as appropriate for each lecture unit. An emphasis will be placed on the correlation between abnormal immune function and human disease. MLAB 1080 (Immunology) must be completed as a pre-requisite for this course.

MLT 2130 – Clinical Chemistry II (3 cr)

This course explores additional clinical chemistry concepts, including organ system function, electrolytes and trace elements, acid-base balance and blood gas analysis, endocrinology, and specialty areas of chemistry. In the laboratory, automated procedures and immunoassays emphasize multitasking, precision, and accuracy in patient testing. Correlation of laboratory test results with health status and disease are emphasized, along with proper quality control and laboratory safety protocols. MLAB 1130 (Clinical Chemistry I) must be completed as a pre-requisite for this course.

MLT 2150 – Clinical Microbiology II (3 cr)

Fungi, parasites, and other clinically significant organisms are introduced in this advanced course, along with review of pathogenic bacteria. Laboratory procedures focus on safety, quality control, specimen processing, and identification procedures for bacteria, fungi, parasites, viruses, and other pathogenic organisms. Correlation of laboratory test results with health status and disease are emphasized, along with proper quality control and laboratory safety protocols. MLAB 1150 (Clinical Microbiology I) must be completed as a pre-requisite for this course.

MLT 2170 – Clinical Hematology II (3 cr)

This course introduces the student to hemostasis, the coagulation process, assessment of bleeding disorders, and anticoagulant therapy. Body fluid analysis including spinal fluid, synovial fluid, and other appropriate specimen types is also discussed. Laboratory concepts include evaluation of coagulation system, body fluid analysis, and further development of abnormal differential skills. Correlation of laboratory test results with health status and disease are emphasized, along with proper quality control and laboratory safety protocols. MLAB 1170 (Clinical Hematology I) must be completed as a pre-requisite for this course.

MLT 2180 – Immunohematology (3 cr)

The study of blood transfusion practice includes discussion of donor screening and use of blood components. Concepts of genetics, biochemistry, and immunology of blood group systems

including the ABO, Rh and other provide the foundation for testing associated with transfusion, diseases, prenatal testing, and hemolytic disease of the newborn. Protocol for selection of components, pre-transfusion testing, transfusion reactions, and other applications are addressed. In the laboratory, students perform blood typing, antibody screening and identification, compatibility testing, and some specialized procedures. Quality control and safety in the laboratory are stressed. MLAB 1170 (Clinical Hematology I) and MLAB 2080 (Clinical Immunology) must both be completed as pre-requisites for this course.

MLT 2200 – Comprehensive Review (2 cr)

This course completes the didactic portion with lectures and laboratory exercises designed to review major concepts in preparation for the clinical training phase of the program. Emphasis is placed on proper technique, organization, and application of quality control principles and review of technical information. Professional development including resume and cover letter writing and mock interviews are incorporated into the lecture portion of the course. Practice certification exams help students to review and prepare for clinical training and certification exams. Clinical training sites are assigned and students may apply for scholarship programs. This course must be taken during the final term before the clinical training experience is begun.

MLT 2290 – Clinical Training Experience (6 cr)

Clinical training is the culmination of all didactic instruction, simulations and learning materials needed to become a medical laboratory technician. The Clinical Training course provides the student with the opportunity to experience and assist with general laboratory procedures. Students must demonstrate competency with these procedures and be able to perform with minimal supervision. All didactic MLT courses and all general education courses must be completed before the student is permitted to complete the Clinical Training experience.

Clinical Training Placement Process

A.S. Medical Laboratory Technology students who complete all prerequisite in-residence course-work with a minimum GPA of 2.0 and have current financial status with NWHSU will receive an appropriate clinical training placement. The assignment process takes place during the term preceding the clinical training experience.

Placement in a clinical training facility will take place as soon as possible after completion of all prerequisites but will be dependent on facility availability. If immediate placement is not possible, students will be placed in order of their availability. If several students have completed all prerequisites simultaneously, GPA and professional behaviors (as assessed by the Professional Rubric in all lab courses) will be factored into the criteria to determine the order of placement.

To ensure selection of quality clinical training sites, placement is made only in facilities approved by the program. NWHSU has many affiliated clinical training sites that make their facilities available for training. The appropriate clinical training site for each student will be chosen by NWHSU. **Students may NOT contact facilities directly, even if they are employed at that location.**

Every effort will be made to place students in facilities that can provide the student with the best possible experience. Students may be placed in a clinical training facility outside of the Minneapolis/St. Paul area including possible out-of-state locations. All students should prepare for the possibility of an out-of-state placement. If a student is unable to be placed in a facility for clinical training, the student will be required to audit and pass MLT 2200 Comprehensive Review the following term and prior to clinical training. **Students who refuse a clinical training placement assignment due to its location may be terminated from NWHSU.**

During clinical training the student will be evaluated based on entry-level standard competencies in all required areas. The student will receive NWHSU credits for clinical training. The clinical training phase is completed in approximately 15 weeks, including completion of all competencies. **After competency is attained, students are required to continue performing in order to gain additional efficiency.**

Medical Laboratory Department Policies

Academic Policies

Every student is responsible for keeping current knowledge of their own academic standing and progress in each course throughout each semester. Every student is responsible for obtaining information about grades achieved on examinations, papers, projects, etc. Each student is responsible for initiating a meeting with a course instructor when there are questions about fulfillment of course requirements, grades, and/or progress in the course.

Proficiency Guidelines

Proficiencies are lab assessments designed to measure student competence in essential laboratory skills. The minimum required score on a proficiency is 75%. Students who score below this required level on a skill area will be required to review their performance with the course instructor and complete remediation activities. They will then have the opportunity to repeat the proficiency to earn up to 80% of the original points possible. Students are expected to coordinate with the instructor to schedule the review/remediation and repeat sessions in a timely manner. If students do not complete the required review/remediation the entire proficiency score will become a zero.

Late Assignments

Due dates for assignments are clearly stated on the current term Lecture & Assignment Schedule. It is the student's responsibility to follow the schedule, and to communicate with the instructor in a timely manner if unable to turn the assignment in on time. Late is defined as after the beginning of the class period for on-ground classes, and after midnight the date the assignment is due for blended or online classes. Late penalties are assigned as described below:

- 1 day late – 10% reduction
- 2-4 days late – 25% reduction
- 5-7 days late – 50% reduction
- >7 days late – no credit given

The instructor may waive the penalty for a late assignment at their discretion provided that the student has communicated in a timely manner and in accordance with the Student Attendance Policy as outlined in the Student Handbook.

Test Make-Up

If a test is not taken by its scheduled due date, it is the student's responsibility to contact the instructor to arrange a makeup time. If there is no contact with the instructor, the score for that test becomes zero. The first missed test will not receive a late penalty if appropriate evidence is submitted and/or notification given to instructor, for example, a doctor's note. Subsequent tests missed will be subject to a 10% deduction; students with extenuating circumstances and appropriate documentation may appeal this policy following procedures outlined in the academic catalog.

Missed Laboratories

If a laboratory session is not completed on the scheduled day, it is the student's responsibility to coordinate with the instructor to complete the missed activities within 1 week of their return to classes or within 2 weeks of the original lab session. If there is no contact with the instructor, the lab score becomes zero. The first missed lab session will not receive a late penalty if appropriate evidence is submitted and/or notification given to instructor, for example, a doctor's note. Subsequent labs missed will be subject to a 10% deduction; students with extenuating circumstances and appropriate documentation may appeal this policy following procedures outlined in the academic catalog.

Advising

Advising conferences will be conducted each trimester. Progress in the Medical Laboratory Technology Program will be discussed between the student and their program advisor. It is mandatory to participate in an advising conference; it is the students' responsibility to email the advisor to schedule a meeting.

Program Advisors

<u>Advisor</u>	<u>Student's last name begins with:</u>
Nasra Farah	A – G
Samia Abdel-Karim	H – O

Attendance

Class attendance is required for all lecture and laboratory courses as well as clinical training experiences. Frequent absences and/or tardiness are not acceptable professional behaviors and may result in a lower grade. Professional behaviors, including punctual attendance, are incorporated into the final grade calculation for each program course.

Extended time off should be scheduled over breaks between trimesters; vacations will not be granted during the course. The MLT program director and the course instructor must approve any unexpected or unavoidable exceptions to this policy. It is the responsibility of the student to schedule a meeting with the program director and course instructor in a timely manner if this is the case.

Absences due to religious observances will be granted only when the student informs the course instructor at the beginning of the trimester and when a replacement assignment or alternative lab activity has been arranged to make up the missed time.

Institutional Attendance Policy

Students are expected to attend and participate regularly in class meetings, required clinic hours, online learning activities and other activities assigned as a part of a course of instruction. Students are required to attend the first-class session or required clinic in order to receive important information about the course from the instructor.

Faculty are required to report student participation in compliance with institutional policies and federal financial aid guidelines.

Background Checks

Based on amendments to the Vulnerable Adult Act in 1995 and 1996, Minnesota law now requires that any person who provides services involving direct contact with patients and residents at hospitals, nursing homes and other health care facilities licensed by the Minnesota Department of Health have a background study conducted by the State. Educational programs are authorized to initiate the background studies on their students as an alternative to each licensed facility requesting the studies. When requested by an educational program, the study is valid for one year and may be sent to every clinical site where you are placed during the coming year.

If you are disqualified from having direct patient contact as a result of the background study and your disqualification is not set aside by the Commissioner of Health through a reconsideration process, you will not be accepted for clinical placement and therefore, you will not be eligible for a degree from this program.

Communication

Electronic mail (e-mail) is the official form of contact between Northwestern Health Sciences University and the student. Students are expected to check their NWHSU email accounts regularly, ideally once per day, to ensure that they are receiving information from the University and from the program in a timely manner. Each program course also utilizes an online classroom, where information will be shared via announcement postings. Students are expected to check in to the online class room at least 3 times each week.

Confidentiality

Student Records

All student records shall be maintained in accordance with the provisions of the "Federal Family Educational Rights and Privacy Act of 1974". All student records accumulated during the program are considered confidential and kept in a locked file. The contents of a student's file are not revealed to any unauthorized person without the student's knowledge and written consent. Students may review any records pertaining to them in the program coordinator's office during regular office hours. Any records maintained by the clinical affiliates concerning individual students are subject to the same considerations regarding confidentiality, security and availability.

Patient Confidentiality

Students are trained regarding the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations before their entrance into the clinical system. Coursework regarding professional ethics also addresses patient confidentiality.

Patient confidentiality must be respected at all times. Protected Health Information (PHI) is ANY information created or received that identifies a specific person whether in spoken, paper or electronic communication. Examples of PHI include but are not limited to:

- Name, address, zip code, phone or fax numbers, E-mail address
- Date of Birth
- Social security number
- Health plan ID or account number
- Health history, documentation & content of patient records

University Standards of Conduct and Disciplinary Process

Standards of Conduct

Northwestern Health Sciences University expects students to act responsibly at all times, to practice personal and academic integrity, and to respect others, including their opinions and property.

Students of Northwestern Health Sciences University are expected to conduct themselves in a manner consistent with all the responsibilities, confidence and trust inherent in the health care

of patients and clients. Therefore, students are expected to conform to the legal and ethical standards of their professional and academic community.

The University has the right and responsibility to determine the appropriateness of student behavior. Issues of conduct will be reviewed and investigated by the Dean of Students and Alumni Services, or their designee, and may be referred to and reviewed by the Behavioral Standards Committee. The University is committed to cooperating with Federal, State and local authorities to enforce existing laws and regulations.

Disciplinary Process

Any employee or student may bring an allegation of student misconduct. Alleged violations of The Standards of Conduct will be reported, in writing, to the Dean of Students and Alumni Services. The Dean of Students and Alumni Services, or their designee, will conduct a preliminary investigation and determine if the matter warrants referral to the Behavioral Standards Committee. The Behavioral Standards Committee (BSC) is a standing committee of the University composed of representatives from each program as well as student representatives from the program where the alleged complaint originates.

The following may be considered when determining whether a matter warrants referral to the Behavioral Standards Committee:

1. Whether the student has admitted to, and accepted responsibility for, the academic or behavioral misconduct;
2. The severity of the alleged academic or behavioral misconduct;
3. The severity of the sanction under consideration;
4. Whether material facts are in dispute;
5. Other factors deemed relevant in the judgment of the Dean of Students and Alumni Services

If the matter is not referred to the Behavioral Standards Committee, the Dean of Students and Alumni Services, or their designee will complete the investigation and impose appropriate sanctions.

In cases where the Dean of Students and Alumni Services judges that the student's continued presence on campus or in the clinics poses in an immediate and significant risk of danger to the student, to others, or to the University community, the student will be summarily suspended from classes and clinics. The case will then be referred to the Behavioral Standards Committee.

Dress Code

Hair

For safety and sanitation, hair must not fall around the face or in front of the shoulders. Bangs must be kept close to the face. Long hair must be pulled back in a pony-tail. Hair accessories must be plain. Beards and mustaches must be short and well-trimmed.

Fingernails

Artificial nails are not permitted. Nails should be kept short and neatly groomed.

Personal Hygiene

Exemplary body cleanliness such as daily bathing, use of deodorant, regular hair shampooing is a necessity for all medical laboratory technician students.

Lab Dress Code

Full length pants or skirts must be worn. Skirts should not drag on the floor or have excessive volume. Lab coats should be worn for all lab exercises; they should be knee length and button or snap closed. Flat, non-skid, closed shoes are required; heeled shoes, sandals, and clogs are not allowed. Eye protection using lab safety glasses or goggles are required when working with patient samples. Gloves are provided and required when working with patient samples. Students will not be permitted to participate in lab if in violation of the dress code.

Dress Code Violation(s)

The program places priority is on safety as well as professional appearance; students will be notified of violations and counseled as appropriate to avoid future concerns.

Immunization

Safety considerations and procedures regarding disease are a primary consideration at Northwestern Health Sciences University. Prior to enrollment, students are required to submit written documentation that their health will permit them to meet the requirements of their chosen field. All students must provide a completed current health form, which, along with a signed technical standards form required of all students enrolled in health science programs, will be maintained in their files.

In an effort to control the spread of disease, Northwestern Health Sciences University conforms to Minnesota state requirements that all students have the following current testing and vaccinations:

- Mantoux (within one year of starting date, and within three months of Clinical Training)
- MMR (Measles, Mumps, Rubella)
- Diphtheria/Tetanus/Pertussis booster (TDAP)
- Hepatitis B
- Yearly influenza vaccination

Professional Conduct

You are practicing professionalism in action, attitude, and speech. Ethical and professional behavior is expected; unprofessional behavior may result in termination.

All students are expected to demonstrate professional behavior that conforms to the standard codes of conduct of their discipline.

Classroom conduct that detracts from a healthy affective classroom environment will not be tolerated. Students are expected to conduct themselves in an ethical, professional, and civil manner. Unprofessional behavior can be defined as, but not limited to, hostile or careless uses of profanity or obscenities, physical displays of anger or aggressiveness, threatening gestures or comments, violence or harassment, insubordination or persistent disrespectful arguing, or any other illegal or unethical conduct.

If drug or alcohol abuse is suspected by the instructor, the student will be dismissed from class/lab, and will be dealt with by the Medical Laboratory Technician Departmental Committee. A student may be dismissed from the Medical Laboratory Technician program for behavior or actions which threaten the health or safety of students and/or patients.

Statement of Understanding

STUDENT COPY

I have read and understand the A.S. Medical Laboratory Technology Student Handbook. I agree to abide by the policies and procedures outlined in this handbook as well as those identified in the Northwestern Health Sciences University Student Handbook. I further understand that the policies in this handbook are subject to change, and that I will be notified of any changes when they occur.

Student Name: (Please Print) _____

Student Signature: _____

Date: _____

Your signature on this Statement of Understanding confirms that you have read and understand the entire content of the Student Handbook and agree to comply with the policies contained therein.

Statement of Understanding

INSTRUCTOR COPY

Please sign this page and submit to the MLAB 1001 course instructor prior to the end of your first week of classes.

I have read and understand the A.S. Medical Laboratory Technology Student Handbook. I agree to abide by the policies and procedures outlined in this handbook as well as those identified in the Northwestern Health Sciences University Student Handbook. I further understand that the policies in this handbook are subject to change, and that I will be notified of any changes when they occur.

Student Name: (Please Print) _____

Student Signature: _____

Date: _____

Your signature on this Statement of Understanding confirms that you have read and understand the entire content of the Student Handbook and agree to comply with the policies contained therein.