

Southwestern Illinois College

AAS Degree

<h3>Medical Laboratory Technology Program</h3>

MLT Student Handbook

2020-2022

Revised April 2020

This handbook is prepared in compliance with the NAACLS standard for Student Publications and Disclosures (Standard IV.A.1)

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Southwestern Illinois College
**Medical Laboratory Technology
Program**

SECTION 1

Introduction

Instructors

Program Coordinator/Instructor:	Dianne Iberg MA, MLS(ASCP) ^{CM} , SH ^{CM} 618-222-5386 Office: 2412 Dianne.Iberg@swic.edu
Adjunct Instructors:	Barb Andersen MLS (ASCP) Barbara.Andersen@swic.edu
	Joyce (DJ) Jones MLS (ASCP) ^{CM} , SM ^{CM} Joyce.Jones@swic.edu
	Joyce McLeod, MLS (ASCP) ^{CM} Joyce.Mcleod-Hughes@swic.edu
	Minecia Bland, PBT(ASCP) Minecia.Bland@swic.edu
	Adjunct Office Phone: 618-222-5979 Adjunct Office: 2410

Instructional Facilities

All MLT classes are taught at the Belleville campus of Southwestern Illinois College. On-Campus attendance is mandatory for the laboratory section of each course. Lecture may be completed face-to-face or online through Blackboard Learning. The campus provides multiple computer resource locations for students without computer access at home.

Lecture Classroom:	Main Building Room 2362
Student Laboratory:	Main Building Room 2383

Official Communication

Per college policy your student e-mail account is the official method to communicate between you and your instructor. Official communication will not be sent to your personal e-mail (yahoo, wildblue, gmail etc.). You must check your student e-mail regularly.

Clinical Affiliates

Alton Memorial Hospital, 1 Memorial Drive, Alton, IL 62002,
Ruth Tepen 463-7400

Anderson Hospital, 6800 State Street Road, Maryville, IL, 62026,
Beckie Gaskill, 391-6750

Barnes Hospital, 1 Barnes Jewish Hospital Plaza, St. Louis, MO 63110, Lori Ashby
Core Lab, 314-540-9459; Joann Bruno, Crystal Squires

Chester Memorial, 1900E. State St., Chester, IL 62233
Michael Whitt, 826-4581 ext. 1138

Children's Hospital, 1 Children's Place, St. Louis, MO 63110,
Veronica Telthoerster, 1-314-454-4268

Christian Northeast Hospital, 11133 Dunn Road, St. Louis, MO, 63136
Sandy Roy, 1-314-653-5000

Gateway Regional Hospital, 1100 Madison Avenue, Granite City, IL, 62040,
Jean Mecum, 798-3271

Memorial Hospital, 4500 Memorial Drive, Belleville, IL, 62223
Susan Stubblefield, 257-5115

St. Anthony's Hospital, 2010 St. Anthony's Way, Alton, IL, 62002,
Ask for Judy Rusche, 465-2571

St. Elizabeth's Hospital, 201` S. 3rd Street, Belleville, IL 62220,
Ask for Sarah Brandemeier, 234-2120, ext. 1378

St. Joseph's Hospital, 9515 Holy Cross Road, Breese, IL 62230,
Justin Cox, 654-7421

St. Joseph's Hospital, 12866 Troxler Avenue, Highland, IL 62249,
Justin Cox, 654-7421

St. Joseph's Hospital, 300 1st Capitol Drive, St. Charles, MO 63301,
Laurie Stover, 636-947-85

Sparta Community Hospital, 1818 East Broadway, Sparta, IL
Dan Walker, 443-2177

Touchette Regional Hospital, 5900 Bond Avenue, Centreville, IL 62207
Lana Sanchez, 332-3060

Program Description

The Medical Laboratory Technology Program at Southwestern Illinois College, founded in 1967, is one of only 12 MLT Programs in the state of Illinois. Maximum enrollment is currently 14 students per graduating class. Program courses are eight-week courses. The program is two years including general education courses. Each program course contains both a lecture and laboratory component with a clinical rotation to follow.

Accrediting Agency

The Medical Technology Program at Southwestern Illinois College is accredited by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

NAACLS

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road Suite 720

Rosemont, IL 60018

Phone (773)714-8880

Or visit the website at <http://www.naacls.org>

Program Accreditation Status

Accreditation signifies that the program has met or exceeded the standards set by NAACLS for administration, assessment and curriculum. NAACLS accreditation confers eligibility for the American Society of Clinical Pathology (ASCP) Board of Certification (BOC) exam on students. The BOC (ASCP) is a national certification that qualifies graduates to work as MLTs in most of the fifty United States. (A few states require additional qualifications or licensure to practice.)

The MLT Program at Southwestern Illinois College has attained full accreditation at each inspection since its inception in 1967. The last accreditation took place in 2016 and provided not only a ten-year accreditation but several commendations as well.

**Southwestern Illinois College
Medical Laboratory Technology
Program**

SECTION 2

Goals

Purpose

The purpose of the MLT Program is to graduate students that are prepared to pass the ASCP board of registry exam and join the healthcare workforce as entry level laboratory technicians.

MLTs are professionals that work primarily in hospital laboratories. The primary responsibility of the MLT is to provide physicians and other practitioners with accurate, timely results to facilitate patient diagnosis and treatment. MLTs' responsibilities include collecting specimens, executing laboratory analysis on a variety of specimen types and performing maintenance, calibration and quality control to ensure accurate reports. MLTs evaluate specimens for suitability and verify validity of results before release. Accurate results rely on the MLT's ability to recognize and troubleshoot patient and specimen related abnormalities that affect testing.

MLTs have a variety of alternate career choices to pursue. In addition to the hospital setting, the MLT can work in reference labs, forensic labs, and physician office laboratories. Within the laboratory system, MLTs may work developing and supporting laboratory information systems. Larger laboratories may employ MLTs to work as customer liaisons with patients, insurance companies and physicians' offices. Reagent and instrument manufacturers employ MLTs as salespeople, technical support representatives, trainers and service engineers.

Many MLTs choose to continue their education to obtain a bachelor's degree and take the MLS (medical laboratory scientist) board of registry. The MLS degree opens further career opportunities in administration and other areas of study.

Program Mission Statement

The Medical Laboratory Technology Program at Southwestern Illinois College provides the student with the knowledge, technical skills, communication skills, and work ethic needed for entry level work in the clinical laboratory science field.

The focus of the MLT program is to nurture students to develop as competent, conscientious caregivers. Ongoing progress assessment of each student throughout the program ensures that students possess the knowledge, skills and work ethic necessary for success in the field of laboratory science.

Program Educational Goals

Graduates of the MLT Program at Southwestern Illinois College will be able to:

1. Verbally and in writing explain the principles and procedural steps of the various laboratory methods.
2. Perform laboratory procedures using proper safety practices with accuracy and efficiency including basic troubleshooting.
3. Demonstrate computer skills in regards to instrumentation operating systems, data management systems and electronic medical records.
4. Display professionalism in the classroom and the clinical setting.
5. Correlate patient results, patient symptoms and clinical history with disease states.

Performance Expectations

Physical and Technical Requirements

1. The position of Medical Laboratory Technician has been given a strength ratio of LIGHT WORK by the US Dictionary of Occupational Titles.
 - a. (Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force 2/3 or more of the time to move objects)
2. The student must be able to walk, stand and sit for periods of time, as well as stoop, bend, lift and carry.
3. The student must have manual dexterity, good motor skills and eye-hand coordination.
4. The student must possess visual acuity sufficient to allow for differentiation of colors and reading computer and printed writing.
5. The student must possess verbal and nonverbal skills adequate for transmitting and receiving information from patients and hospital personnel.
 - a. The student must read, write, speak and comprehend English with sufficient skill to communicate.
6. The student must be able to follow verbal and written instruction.

7. The student must exhibit the ability to contend with stressful conditions during the performance of assigned tasks.
8. The student must exhibit behavioral and social skills acceptable to the college and clinical setting.

There are times when reasonable accommodations [i.e.: hearing devices to improve communication] will be necessary in order to assist a student in performing the essential functions. Reasonable accommodations do not mean students are exempt from performing any of these tasks; but that students are allowed an opportunity to complete the task in a fashion that may be different from the general population.

Students, who believe they may require an accommodation to perform these tasks, should make an appointment with Disability and Access Center to discuss. Accommodations will only be made per the Disability and Access Center's documentation.

Program withdrawal may be required if it becomes apparent that:

- A student cannot complete essential tasks even with accommodations.
- Accommodations are not reasonable and would cause undue hardship to the institution or clinical facilities
- Fulfilling the functions would create a significant risk to the health or safety of others.

Professionalism

Students will be evaluated on affective behavior in all classroom and clinical courses. Assessment will include attendance and adherence to professional practice as outlined in the following rubric.

Grading Scale: Please grade each student according to the following criteria

U = Unsatisfactory: Does not meet entry-level MLT expectations

A = Acceptable: Meets entry-level MLT expectations but needs improvement

P = Proficient: Meets entry-level MLT expectations

	U	A	P
Initiative: Preparedness			
Initiative: Use of resources			
Reporting: Accuracy and legibility			
Integrity: Accountability			
Communication: Verbal			
Communication: Written			
Commitment: Self-Confidence			
Commitment: Dedication to patient care			
Discretion: Understand scope of practice			
Discretion: Confidentiality			
Discretion: Honesty			
Discretion: Ethics/Morals			
Time Management: Organization			
Time Management: Prioritization			
Time Management: Flexibility			
Dependability: Focus			
Dependability: Timeliness			
Customer Service/Interpersonal Skill: Diplomacy/Courtesy			
Customer Service/Interpersonal Skill: Empath/Compassion			
Customer Service/Interpersonal Skill: Respectfulness			
Professional Appearance			

Professionalism/Affective Evaluation
Grading Rubric Explanation

	Unsatisfactory	Acceptable	Proficient
Commitment: Dedication to Patient Care	Student does not demonstrate an awareness of specimens as patients. May take short cuts or bypass protocol to improve speed	Student adheres to protocol but shows indifference to need for respect of samples as people.	Student treats specimens with respect and demonstrates an awareness that accurate, timely results are crucial to patient care
Commitment: Self Confidence	Student does not exhibit self-confidence. Does not volunteer to answer questions or take the lead in performing procedures	Student displays some self-confidence and will answer questions or take the lead if prompted relies heavily on approval from instructor and peers to perform procedures	Student displays appropriate self-confidence and will answer questions or take control when qualified to do so. Does not need instructor approval or validation from peers to perform procedures.
Communication: Verbal	Student is difficult to understand or unclear when speaking or does not demonstrate appropriate listening skills. (Interrupting) Phone etiquette is unacceptable.	Student's speech is understandable, but student may have difficulty expressing thoughts coherently. May or may not demonstrate appropriate listening skills or needs to improve phone etiquette.	Students communicate clearly and coherently through speech. Student exhibits good listening skills and phone etiquette.
Communication: Written	Student writing is illegible or thoughts are not clearly described in writing (notes,	Student writes legibly but thoughts are not always clear in written communication	Student writes legibly and conveys thoughts effectively through writing (notes, logs, e-mail etc.)

	logs, e-mail etc.)	(notes, logs, e-mail, etc.)	
Customer Service /Interpersonal Skill Empathy/Compassion	Student does not show concern for others.	Student shows compassion and understanding to patients but is impatient and judgmental of coworkers	Student shows compassion and understanding to patients and staff.
Customer Service/ Interpersonal Skill Diplomacy/Courtesy	Student is unpleasant and uncooperative with patients, coworkers and staff	Student is sometimes uncooperative with patients, coworkers or staff.	Student is always polite and cooperative with patients, coworkers and staff
Customer Service/ Interpersonal Skill Respectfulness	Student is disrespectful to others.	Student is sometimes disrespectful to staff and coworkers	Student recognizes that all staff is valuable to patient care and treats coworkers and other staff with respect
Dependability: Focus	Student is frequently distracted and is not dedicated to work first (Playing on phone, chatting, etc)	Student usually focuses on work first, but requires direction to productively fill downtime.	Student is focused on work first and finds productive ways to fill downtime.
Dependability: Timeliness	Student does not return promptly from break or takes excessive breaks.	Student is sometimes late returning from break or takes inordinate amount of time to begin work after break time.	Student returns promptly from break and is ready to work upon return
Discretion: Understand Scope of Practice	Student does not respect scope of practice and may overstep bounds or allow other healthcare professionals to intimidate	Student shows a respect for proper scope of practice and does not overstep appropriate behavior but may allow others to	Student shows an understanding of the scope of practice for medical technology; maintains respectful relations

	student into violating protocol.	intimidate or coerce violating protocol.	with other healthcare workers, but is not intimidated into violating protocol when dealing with others.
Discretion: Confidentiality	Student does not keep patient or peer results confidential.	Student must occasionally be reminded not to discuss patient or peer results publicly	Student maintains patient and peer confidentiality and does not discuss results publically
Discretion: Honesty	Student displays dishonesty or deceitfulness.	Student displays an inclination toward a lack of complete honesty or a willingness to conceal adverse information	Student does not display any signs of dishonesty or deceitfulness.
Initiative: Preparedness	Student does not show indication of reviewing provided materials before the class/clinical rotation. Does not ask pertinent questions or accept guidance.	Student shows some familiarity with the subject matter, but is not fully prepared. Asks reasonable questions but requires significant amount of guidance to perform tasks	Student demonstrates understanding of the class/clinical material each day. Requires only basic guidance to perform tasks
Initiative: Use of Resources	Student does not or is not capable of following outlined procedure accurately and does not use previously learned skills well.	Student attempts to follow procedure and utilize previously learned skills but requires instructor intervention for accuracy.	Student is able to follow directions and perform procedure utilizing prior learned skills and requires minimal supervision for accuracy
Personal Standards: Accountability	Student attempts to hide or cover up mistakes. Does not accept responsibility	Student fails to log or admit to errors. Accepts responsibility for problems and	Student logs all errors, accepts responsibility for failures and works to correct behavior

	for problems and failures.	failures only when confronted.	or actions to avoid future errors.
Personal Standards: Appearance	Student does not practice good personal hygiene or does not adhere to the dress code	Student practices good personal hygiene most of the time and adheres mostly to the dress code	Student practices good personal hygiene and adheres to the dress code at all times
Personal Standards: Ethic/Morals	Student does not adhere to code of conduct and fails to exhibit good moral judgment	Student does not exhibit good moral judgement but generally adheres to the code of conduct	Student shows good moral judgement and adheres to the code of conduct in the classroom or clinical
Reporting Accuracy : Legibility	Student does not record results on log sheet as soon as obtained or results are not legible. Errors not properly corrected	Student records some results on log sheet as soon as obtained and results are legible. Errors are properly corrected.	Student records all results on log sheet as soon as obtained. Results are legible and errors are properly corrected
Reporting Accuracy: Problem Results	Student does not recognize questionable results or attempt to solve problems	Student recognizes questionable results, but requires prompting to determine the source of the problem	Student recognizes questionable results and can identify whether results are specimen or instrument related. May initiate basic troubleshooting.
Time Management: Organization	Student is disorganized and does not gather and manage supplies to complete tasks efficiently. May need to stop performing tasks to get needed items.	Student gathers equipment and supplies, but needs some verbal clues to maintain a clean and structured work area. Student can perform tasks in series, but may not be able to multitask	Student gathers supplies and maintains a well-controlled work space to complete tasks efficiently. Student can multitask to complete

Time Management: Flexibility	Student is unable to manage change to activities or schedule	Student is slow to adjust to change in activities or schedule, but is able to adapt.	Student handles change to activities or schedule even without advance notification.
Time Management: Prioritization	Student lacks the ability to multitask. Student does not perform tasks with regards to time management	Student can multitask but requires prompting to arrange tasks to complete testing within appropriate timeframe	Student can multitask and arranges tasks to effectively utilize time.

Criteria for Passing the Course and Completing the MLT AAS

The student must pass all courses in the MLT program with a 74% (C) or better.

The student must maintain a written exam average of $\geq 74\%$ (C)

- The exam average does not include practical exams, take home exams or the final exam.
- The student may retake one written exam per MLT course
 - Maximum score for the retake is 74%
 - Retake must be completed within one week of the original exam
- A second written exam grade of $\leq 74\%$ will result in counseling
- A student with a written exam score $\leq 74\%$ at midterm (Week 4) will receive verbal and written counseling with documentation placed in the permanent student file.

The student must pass BOTH final written exam AND final lab practical with $\geq 74\%$.

- The student may retake a final written exam OR final practical per MLT course
 - Maximum grade on the retake is 74%
 - A student failing to obtain 74% on the retake will be required to repeat the course
- A student receiving $<74\%$ on both the final written exam and final lab practical must repeat the course
- **IMMUNOHEMATOLOGY:** the student must complete all ABO practical exams and ABO portion of the final practical with a 100% or will be required to repeat the course

The student may only repeat one course, one time within the program.

- A student receiving a score $<74\%$ on the second time through a class may be dropped from the program. *
- A student failing to pass a second class may be dropped from the program. *

The student does not have to pass the ASCP Board of Certification Exam in order to complete the AAS MLT Degree at SWIC

**Extraordinary circumstances will be evaluated on a case-by-case basis by the program coordinator to determine whether the student will be allowed to remain in the program.*

See also Probation, Dismissal and Readmission Policy

Attendance Policy

Excessive absenteeism and tardiness are disruptive to class function and detrimental to student learning. Students are expected to be in the classroom and ready to begin at the scheduled class time. For online/remote learning, a student must demonstrate ongoing participation in the Learning Management System (Blackboard). Ongoing participation means students must maintain regular communication with the instructor and meet specified course assignment deadlines. Absences and tardiness will result in deductions from the affective evaluation and will affect student placement at clinical sites

College attendance policy allows a student to be dropped for nonattendance after missing more hours than the class meets per week in a 16 week course. For eight week courses this equates to a total of two absences for the eight week course. (For purposes of attendance, two tardies equals one absence.) For online learning students, a student who is not active in the course and does not communicate with the instructor over a period of 7 consecutive days may be withdrawn from the course due to lack of participation. **Students may be dropped without notice upon missing the third class or failure to communicate with the online instructor for a period of 7 consecutive days.**

Excused vs. unexcused absence. All absences and tardies will result in a deduction from the affective grade. It is up to the instructor's discretion whether to treat an absence as excused (unavoidable) or unexcused (unwarranted). Students must contact the instructor or program coordinator before the scheduled class time (or as soon as reasonably possible) to report an expected absence. Students assigned to clinical education must contact both the program coordinator and the clinical site. For excused absences, the student will be allowed to make arrangements to make up missed work. The instructor is not required to allow makeup work (including exams and practicals) for unexcused absences.

- The instructor may require a statement from a physician or other responsible person to verify the cause of absence. Such statements will then be filed and become a part of the student's general record.
- In any absence, the student remains responsible for completing all the work in the course to the satisfaction of the instructor.
- The attendance policy for MLT students shall be consistent with the college policy with the following additions:
 1. Attendance during all clinical education courses is mandatory. If a student is unable to attend the total number of clinical hours, the student must arrange to make up the hours as is convenient for the facility.
 2. Students assigned to a clinical facility are bound to the rules and regulations of the facility regarding tardiness and absences.

Extraordinary circumstances will be evaluated on a case-by-case basis by the program coordinator to determine whether the student will be allowed to remain in the program.

Board of Certification Exam (BOC)

What is the Board of Certification examination?

The Board of Certification Examination is a national certification designed and administered by the American Society of Clinical Pathologists (ASCP). The exam forms an integral part of efforts to standardize laboratory practice and to ensure competency of laboratory personnel. The exam is designed to demonstrate basic, entry-level competency of the candidate.

The exam is administered using computer adaptive technology at Pearson Learning Centers. Students of the MLT program are eligible to take the exam upon completion of coursework and clinical rotations. The applicant is permitted two hours to complete the exam.

What is required to apply for the ASCP BOC?

Graduates of the program are automatically eligible to apply.

Apply on line at www.ascp.org/boc

You will need

- Copy of final transcript
- School code 012082
- School address: 2500 Carlyle Avenue, Belleville, IL, 62221
- BOC examination fee

After completing the application, the program director will receive an e-mail requiring validation. Once that is complete contact Pearson Learning Centers to schedule an appointment.

How do I maintain certification?

Students graduating after 2004 must complete 36 continuing education units in a variety of subjects every three years after passing the certification exam. Details of the continuing education and a fee must be submitted to the ASCP credential maintenance program (CMP) each three years.

CEU's are available from numerous sources including ASCP, ASCLS and other professional organizations. Manufacturers often provide free CEU's to customers using their products.

Visit <https://www.ascp.org/content/board-of-certification/stay-credentialed> for forms and more detailed information

Graduate Outcomes

MLT Program 2016-2018

BOC Pass Rate:

	2017	2018	2019
Number of graduates	11	9	7
Number who sat for the BOC	11	9	6
Number who passed BOC in first year	11	9	6
% passed	100%	100%	100%

- Three-year pass rate 100%

Graduation Rate:

(Based on final half of program in MLT 200, Hematology, 2nd year summer)

	2017	2018	2019
Number who began final half	11	9	9
Number who began final half and graduated	11	9	9
Number lost after beginning final half (attrition rate)	0	0	0
Number who graduated on time	11	9	8
Number who graduated within in two years from the final half	0	0	1
Graduate rate	100%	100%	100%

- Three-year graduation rate 100%
- Three-year attrition rate 0%

Employment or Continuance of Education:

	2017	2018	2019
Number of graduates	11	9	9
Number employed or continued school	11	9	9
Number did neither	0	0	0
Placement rate	100%	100%	100%

- Three-year average 100%
- Best information obtained when first graduate in May – most have jobs already.
- 6-month graduate survey is also sent out

All statistics provided for program years 2010-2018

- 98% Pass rate for Board of Certification (BOC) Exam
 - 88/90 students passed the BOC within a year of graduation
 - Last three years saw 100% pass rates
 - Four students scored in the >700 range
 - SWIC students' average exceeded national average most years
- 99% Graduation Rate
 - 90/91 students completed the AAS degree and graduated
- 99% Employment rate
 - 90/91 students were hired or chose to pursue further education
- 93% Attrition rate
 - 92/98 students who began the program remained after MLT 200 Hematology (the third MLT class)
 - Rarely, does the program lose anyone after MLT200
 - A few students took an extra semester to complete the program due to completing a general education courses, returning to repeat a course, or leaving and returning due to health issues.

Professional Development

Students graduating after 2004 are required to complete 36 hours of continuing education every three years to maintain certification. Hopefully, once students have completed the program, students will be committed to the promotion and advancement of our profession. Joining a professional organization shows a commitment the profession and helps influence administration and government in issues vital to patient care.

Visit the following organizations to see how you can fit into the future of laboratory science.

ASCP (American Society of Clinical Pathologists) www.ascp.org

ASCLS (American Society of Clinical Laboratory Scientists) www.ascls.org.

AABB (American Association of Blood Banking) www.aabb.org

AACC (American Association of Clinical Chemists) www.aacc.org

ASH (American Society of Hematology) www.ash.org

ASM (American Society of Microbiology) www.asm.org

Southwestern Illinois College
**MEDICAL LABORATORY
TECHNOLOGY PROGRAM**

SECTION 3
Admission
and
Academics

Admission and Academic Information

Admission

Any student who has completed the prerequisite courses may apply to the program. Application period runs from September 1 to February 1. The deadline may be extended if there are open positions available after accepting eligible candidates. There is no waiting list from year to year. Students accepted into the program will be notified in the spring.

If for any reason there are open positions after the first fall semester, additional students may be considered for special admission into the program.

Priority for students requesting special admission or readmission:

- Students who withdrew from the Southwestern Illinois College MLT program in good standing.
- Students who have previously completed or are currently enrolled in MLT100 level courses with a grade of 74% or better
 - Students with highest GPA in MLT classes will be given first opportunity.
- Students in good standing transferring from another NAACLS accredited MLT program
- Students with a bachelor's degree in health science related field
- Students with experience in the clinical laboratory as a phlebotomist or processor.
- In the event that there are multiple applicants with equal qualification, admission will be awarded based on highest GPA.

Registration:

Students must register for classes before the beginning of the semester. Registration is available online per the published college schedule.

Students will require permission from the coordinator for admission to MLT 100 level courses.

Dropping:

It is the student's responsibility to withdraw from those classes they will no longer be attending. Before the midterm, it results in a "W". After the midterm, it can result in a "W" or WF' depending on the instructor. Failure to properly withdraw could result in an "F" on your transcript. A "W" is not counted in the GPA. A "WF" is counted in the GPA as an "F"

Students may drop a course by notifying the Office of Admission and Records in writing or online.

Check with the Office of Admissions & Records for the last day to withdraw from a class for each semester.

Liability for Personal Property:

Southwestern Illinois College does not assume any liability for personal property or tools left in or on Southwestern property. All items are the responsibility of the student.

Right to Privacy:

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Southwestern Illinois College students may review any of their records by completing formal, written requests in the Admissions and Records Office.

Students may ask for a hearing to seek correction of information contained in the records, to clarify their meanings, or to insert into the records the student's explanation of the content of the record or part thereof.

Information:

Name, address, telephone number, date of attendance, class, previous institution(s) attended, major field of study, awards, honors (including honor roll), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), date and place of birth.

The college may use directory information internally as well as release it without prior consent. Anyone may prevent disclosure of directory information by completing a formal written request in the Admissions and Records Office before the start of the third week of class each semester. This request must be renewed each July 31.

If a student does not specifically ask that the directory information be withheld, the college will assume (s)he approves the disclosure of that information.

Southwestern Illinois College retains the right to exercise discretion in determining the release of directory information.

Record Retention for the MLT Program:

Student records are maintained in various offices within the college. The Admission and Records office maintains all transcripts electronically related to the students' grades from high school, transfer institutions, and all coursework completed at Southwestern.

Transcripts submitted to Southwestern must be sent directly from the issuing institution to Southwestern Illinois College's Admissions and Records Office to be accepted. These records are managed and maintained in compliance with the regulations of the American Association of Collegiate Registrars and Admissions offices, American Council of

Education (regulates regionally accredited institutions), the Illinois College Board, the Higher Learning Commission, and all federal regulations required for financial aid to be granted. The Admissions and Records office also house hard copies and electronic copies of all materials and correspondence related to the application process for each student who applies to the program. Counseling maintains records related to student advisement, personal counseling or referral due to crisis intervention. The Dean of Student Services maintains student records related to disciplinary issues.

The MLT Program Coordinator develops and maintains student records that include a student grade book and attendance records – maintained by the faculty for a minimum period of three years, which includes college grades, clinical worksheets and grades, student advisement sheets, safety training, etc.

ACADEMIC RIGOR STATEMENT

You are enrolled in an academically rigorous college course. Your success in this course will require a significant investment of time outside of the class. According to the Administrative Rules of the Illinois Community College Board (section 1501.309), it is assumed that the student will invest two hours of outside study time for each hour of classroom lecture time and one hour of outside study time for each two hour laboratory session.

Student Advisement

Faculty Advisement of Student:

The MLT faculty is committed to students’ success. Class sizes are small and instructors will work closely with students. Instructors will communicate any concerns/advice as applicable through the semester. Students should contact the instructor and/or coordinator with any difficulties as soon as possible. Each instructor in each class will discuss the student’s affective evaluation at the end of each course with recommendations to provide for continued success.

The MLT Coordinator will serve as primary academic advisor for MLT students. SWIC provides outstanding support for students. The counseling center, success center, coordinator’ assistant, and special services are available for assistance with educational and personal support. The coordinator can refer the students to appropriate services as needed.

The coordinator maintains scheduled office hours, but is available with or without an appointment throughout the week. Adjunct faculty have no set office hours but are available by appointment. See the posted syllabus for complete contact information for instructors

To make an appointment, the office phone number is (618) 222-5386.

	<u>Instructor Name</u>	<u>Extension</u>	<u>Email</u>
Full-time	Dianne Iberg	5386	dianne.iberg@swic.edu Office: 2412 see posted hours
Part-time	Barb Andersen DJ Jones Joyce Mcleod		barbara.andersen@swic.edu joyce.jones@swic.edu joyce.mcleod-hughes@swic.edu Office: 2410 by appointment

Advisement during Clinical Education:

The clinical instructors and clinical coordinator are the primary advisors during the clinical rotations. Students should attempt to resolve issues on site as possible. If the problem cannot be resolved with clinical faculty, the student or facility should contact the coordinator to arrange a meeting.

Academic Standards and Grading

See also Criteria for passing a course and completing the MLT AAS degree.

The student must pass all courses in the MLT program with a 74% (C) or better.

Grading Scale used in MLT program

A= 92-100%
B= 84-91%
C= 74-83%
D= 65-73%
F= <65%

In extraordinary circumstances, a student may receive a grade of “I” for incomplete. In this case the instructor and student will develop a contract that clearly defines the work to be completed and the allowable timeframe. If the student fails to complete the work within the contracted time, the grade will automatically convert to a grade of “F” and the student will be dropped from the program.

Cumulative Grade Point Average:

Letter grades are recorded on your Southwestern Illinois College records and transcripts. A cumulative grade point average of 2.00 or higher is required for an Associate degree from SWIC.

To determine your grade point average (GPA) multiply the credits in the course by the GP credit, then divide the total number of GP’s by the total number of credits attempted.

GRADE	GRADE POINTS PER CREDIT
A.....	4
B.....	3
C.....	2
D.....	1
F.....	0

I...Incomplete

W.... Withdrawn without penalty

P.... Pass (limited # of non-degree courses)

WF.... Withdrawn with an “F”

AUD.... Audit

Program Testing Formats:

Are testing procedures in the MLT program similar to general education courses?

Students will take weekly written tests similar to those taken in general education courses. However, students will also complete practical examinations in the laboratory. Many exams, both written and practical, introduce case studies which require students to present evidence of higher-level learning by applying the information to realistic situations. The testing procedures utilized in the MLT program, written and practical, have been developed to prepare students for clinical rotations, as well as for the Board of Certification examination.

Written Examinations

Written exams may consist of essay, short answer, multiple choice and matching. Many exams consist of higher-level questioning to test not only knowledge base, but an ability to apply concepts and think critically to solve realistic scenarios. Exams will be administered printed in class or proctored on Blackboard learning.

Lab Practicals

During practical examinations in student lab and/or clinical rotation, students will complete analysis on various specimen types to meet accuracy standards set by the instructor. Students must demonstrate efficiency, ability to handle stress and proper safety during all practical exams.

Make Up Exams

Make up exams are only available for excused absences. (See attendance policy) Students must make arrangements with the instructor to retake the exam. The instructor may require the student take the makeup exam in the testing center outside of class time. A penalty of five points per calendar day may be assessed to make up exams. All makeup exams must be completed within one week of the initial exam day.

When feasible, at the instructor's discretion, a student may arrange to take an exam early without penalty.

Due to the involved nature of practical exams, not all practical exams can be administered at a later date.

Probation, Dismissal and Readmission

The MLT program reserves the right to dismiss any student who does not maintain the required standards of scholarship and professionalism. This includes but is not limited to

- Poor academic performance in lecture and/or practical laboratory
- Attendance issues
- Cheating or falsifying results
- Conduct which jeopardizes the physical or mental well-being of a patient, classmate or coworker
- Continuing behavior which disrupts orderly operations in the classroom or clinical facility
- Failure to pass the drug screen for illegal drugs
- Disqualifying offense present on the criminal background check

Steps for disciplinary actions

Severe infractions may be deemed significant enough to bypass normal disciplinary steps

- Verbal warning by instructors or coordinator
 - Administered at time of infraction.
 - No permanent record kept
- Written warning
 - Meeting with faculty and coordinator.
 - Permanent signed record kept in student file
- Probation
 - Meeting with coordinator and others as deemed necessary by coordinator or student.
 - Signed plan of action and timeline for compliance placed in student file
 - Failure to comply with the plan of action within the timeline will result in dismissal from the program.
- Dismissal
 - Meeting with the coordinator and others as deemed necessary by the coordinator or student.
 - Signed form of dismissal with faculty/coordinator recommendation regarding readmission

****Extraordinary circumstances will be evaluated on a case-by-case basis by the program coordinator to determine whether the student will be allowed to remain in the program.***

Refer to the college catalog regarding “Scholastic Warning/Probation/Suspension” and “Possible Sanctions for Violations of Student Conduct” for further information

Readmission

- Readmission is not guaranteed. Faculty reserves the right to deny or approve re-entry based on curriculum changes and space availability. Students reentering the program will be accepted only when the maximum number of students allowed in the MLT course would not be exceeded.
- Students seeking readmission must make an appointment with the MLT Program Coordinator prior to midterm of the semester preceding the one in which they wish to reenter. The Coordinator of the MLT program and academic faculty must approve readmission or reentry of a student.
- Students seeking readmission must be in good academic standing in college, having achieved a GPA of 2.0 or better (based on a 4-point scale) in all previous college work at Southwestern Illinois College. Student's transcripts are necessary to confirm GPA.
- Students may reenter the program after having a previously reported criminal offense removed from their record.
- Students that encountered a major health problem that caused an extended absence resulting in withdrawal from the program need to do the following:
 - Physical Illness – The student must present to the program coordinator a statement from a physician (on attending physician's letterhead) stating the student is physically able to continue the program.
 - Mental Illness – The student must present to the program coordinator a statement from a psychiatrist (on psychiatrist's letterhead) stating the student is mentally able to continue the program.
- All MLT courses for the Applied Science Degree must be completed within a 3-year period.

Priority for students requesting special admission or readmission:

- Students who withdrew from the Southwestern Illinois College MLT program in good standing.
- Students who have previously completed or are currently enrolled in MLT100 level courses with a grade of 74% or better
 - Students with highest GPA in MLT classes will be given first opportunity.
- Students in good standing transferring from another NAACLS accredited MLT program
- Students with a bachelor's degree in health science related field
- Students with experience in the clinical laboratory as a phlebotomist or processor.
- In the event that there are multiple applicants with equal qualification, admission will be awarded based on highest GPA.

Southwestern Illinois College
MEDICAL LABORATORY
TECHNOLOGY PROGRAM

SECTION 4 Courses

CURRICULUM

COURSE SCHEDULES

COURSE FEES

Curriculum

The curriculum and/or its prerequisites include

Elements of general education

- Biology, Chemistry, Physiology, Anatomy and Math

Core MLT curriculum

- Coagulation, Hematology, Serology/Immunology, Clinical Microscopy, Clinical Chemistry, Microbiology and Immunohematology

Clinical education

- Clinical rotations provide learning experiences to prepare the entry level MLT to work under the direction and supervision of a medical technologist.

Program Closing: Teach Out Plan

There is currently no indication that this program will cease to be available. However, if unforeseen circumstances force the program to close,

First year students:

- Students would be referred to counseling for potential options.
- For those who had not begun MLT 100 level courses, the class would be canceled and students would be refunded their tuition.
- Those who were currently enrolled in or had completed only MLT 100 level courses would be given the option to complete the medical laboratory assistant certificate.

Second year students

- Barring extraordinary circumstances, second year students would be allowed to complete the program with program closing after May graduation.

Recommended Curriculum

An AAS Degree is awarded upon the successful completion of the prescribed curriculum for the MLT Program. Refer to the college catalog for a complete listing of the graduation requirements.

For those without general education classes completed

Suggested Program Schedule

FIRST YEAR		
Summer Semester		Credit Hours
MATH 097 or MATH 112	Intermediate or College Algebra	4
Total Credit Hours		4
Fall Semester		
BIOL 157	Human Anatomy and Physiology I	5
ENG 101	Rhetoric and Composition	3
HRO 100	Medical Terminology	1
CHEM 101 or CHEM 105	Introductory Chemistry or General Chemistry I	5
MLT 100	Introduction to Phlebotomy	2
Total Credit Hours		16
Spring Semester		
BIOL 158	Human Anatomy and Physiology II	5
CHEM 103 or CHEM 106	Intro to Organic and Biochemistry or General Chemistry II	5
MLT150 <i>First Eight Weeks</i>	Introduction to the Clinical Laboratory	2
MLT 250 <i>Second Eight Week</i>	Coagulation	2
SPCH 151	Fundamentals of Public Speaking	3
Total Credit Hours		17
SECOND YEAR		
Summer Semester		
MLT 200	Hematology	4
Total Credit Hours		4
Fall Semester		
MLT 220	Serology	3
MLT 260	Clinical Microscopy	2
MLT 270	Clinical Chemistry	4
MLT 245	Clinical Practice I	3
POLS 150 or SOC 153	Introduction to American Government or Introductory Sociology	3
Total Credit Hours		15
Spring Semester		
MLT 210	Clinical Microbiology	5
MLT 240	Immuno-hematology	4
MLT 275	Clinical Practice II	3
PSYC 151	Psychology	3

Total Credit Hours	15
Program Total Credit Hours	71

For those with some general education classes completed

FIRST YEAR		
Fall Semester		
Available	Remaining General Education Courses	10-14
MLT 100 <i>First Eight Weeks</i>	Introduction to Phlebotomy	2
Total Credit Hours		12-16
Spring Semester		
Available	Remaining General Education Courses	8-12
MLT 150 <i>First Eight Weeks</i>	Introduction to the Clinical Laboratory	2
MLT 250 <i>Second Eight Week</i>	Coagulation	2
Total Credit Hours		4-16
SECOND YEAR		
Summer Semester		
MLT 200	Hematology	4
Total Credit Hours		4
Fall Semester		
MLT 220	Serology	3
MLT 260	Clinical Microscopy	2
MLT 270	Clinical Chemistry	4
MLT 245	Clinical Practice I	3
Total Credit Hours		12
Spring Semester		
MLT 210	Clinical Microbiology	5
MLT 240	Immuno-hematology	4
MLT 275	Clinical Practice II	3
Total Credit Hours		12
Program Total Credit Hours		71

For those with MOST or All general education classes (A&P/Chemistry)

FIRST YEAR		
Spring Semester		
Available	Remaining General Education Courses	6-12
MLT 100 <i>Second Eight Weeks</i>	Introduction to Phlebotomy	2
MLT 150 <i>First Eight Weeks</i>	Introduction to the Clinical Laboratory	2
MLT 250 <i>Second Eight Week</i>	Coagulation	2
Not enough MLT hours for full time Total Credit Hours		6-18
SECOND YEAR		
Summer Semester		
MLT 200	Hematology	4
Total Credit Hours		4
Fall Semester		
Available	Remaining General Education Courses	4-6
MLT 220	Serology	3
MLT 260	Clinical Microscopy	2
MLT 270	Clinical Chemistry	4
MLT 245	Clinical Practice I	3
Total Credit Hours		12 - 18
Spring Semester		
Available	Remaining General Education Courses	4-6
MLT 210	Clinical Microbiology	5
MLT 240	Immunohematology	4
MLT 275	Clinical Practice II	3
Total Credit Hours		12 - 18
Program Total Credit Hours		71

- POLS150 can replace SOC153 for students needing to meet the constitution requirements and the human relations requirements for graduation. Other Human Relations choices are located in the college catalog
- Students are encouraged to take Math 112, Chemistry 105 and 106 if possible. These will transfer as math and chemistry requirements to most four year universities. Those taking Math 097 should take Chemistry 101 and 103. **These are used only in our AAS MLT degree at SWIC.** Math 097 will not transfer anywhere on its own. Chemistry 101 and 103 will transfer only as elective credit to most four-year universities.
- Clinical Rotations are assigned by the coordinator to best accommodate all students and clinical facility needs. In the case that insufficient clinical sites are available, students will be placed based GPA, attendance and date of program application.
 - This has not happened in recent history of the program. Our wide base of affiliated hospitals provides more than adequate placement opportunities at this time. Although, students need to be prepared to travel to sites further from the college if necessary.

- Clinical Rotation I is in the second half of fall semester of the second year. It is 40 hours per week for 9 weeks – 360 hours in total.
- Clinical Rotation II is in the second half of the spring semester in the second year. It is 40 hours per week. *May vary based on availability and may require some school laboratory time.*
- The student is encouraged to complete all general education coursework by the fall of the second year. Any general education coursework in the second year will have to be taken online or after 4 due to the daily clinical hours in the second half of each semester in the second year.
- The student must pass all of the classes listed above with a “C” or better in order to pass the MLT Program at SWIC.

Course Schedule

See course schedule posted in college catalog

Course Fees

See posted cost sheet.

Southwestern Illinois College

**MEDICAL LABORATORY TECHNOLOGY
PROGRAM**

**SECTION 5:
Clinical
Education**

Clinical Experience

The MLT curriculum is divided into two major areas: classroom (didactic) studies and clinical experience. During the sophomore year, students will spend the first eight weeks of each semester in the classroom. The second half of the semester will include a clinical rotation in the fields of study for that semester. The clinical experience is unpaid. It is generally five days a week for eight hours a day. **SECOND YEAR SEMESTERS ARE 17-WEEKS.**

All Clinical Experience classes are done off campus at various facilities having contracts with Southwestern Illinois College. The purpose of the clinical education courses is to allow students the opportunity to implement and refine laboratory skills in preparation for entry-level practice as an MLT.

See listing of clinical affiliates for potential sites

Student Requirements prior to Clinical Experience:

Before students can be placed in a clinical setting, they must have:

1. The student needs transportation with the capability of going to any clinical site available
 - The coordinator will make every attempt to provide clinical sites for those relying on public transportation, but there is no guarantee enough such sites will be available.
2. Passed all academic class work at the college with a “C” or better.
3. Proof of complete/updated health records including
 - Medical examination
 - TB testing
 - Immunization Record
 - Including the flu vaccine and at least one shot in the Hepatitis B series.
4. Health insurance or the ability to pay health care costs if needed. The student can apply for health insurance through the information listed in the college catalog.
5. Purchased Malpractice insurance

Lab fee dollars include payment for malpractice liability insurance coverage as part of a group plan carried by Southwestern Illinois College. It protects the student if there is injury to a patient, fellow MLT student, or faculty member as the student is providing services. Malpractice insurance does not cover injury to the student while at school or in the clinical environment.
6. In case of insufficient clinical sites
 - Students will be placed according to their GPA, followed by their attendance records, and then date of admission.
 - Every effort will be made to place all students by varying start dates, varying length of clinical experience and/or providing partial clinical experience through on-campus simulations.

Clinical Rules:

Attendance:

Attendance during Clinical is mandatory. If a student is unable to attend the total number of clinical hours, these hours must be made up at the convenience of the clinical site. The student will follow the MLT Program and College policy on attendance. The student must contact both the clinical site and the MLT Program Coordinator before the scheduled start time or as soon as reasonably possible for any absence or tardy.

Dress Code:

The MLT Program requires students abide **by the dress code of the clinical facility**. The identification nametag that the student wears at school is part of the clinical uniform. Most clinical sites accept the navy-blue scrubs worn in the lab classes at SWIC and clean tennis shoes or dress shoes. No open-toed shoes are allowed. Small earrings are the only piercings allowed. Other visible piercings must be removed or covered. Any visible tattoo must be covered.

Conduct:

During clinical experience, it is expected that students will behave professionally and ethically at all times. The students must follow the rules and regulations at the clinical site. Conduct will be graded as part of the affective evaluation.

Service Work:

Service work, defined here as tasks and tasks performed in direct support of patient care, is the responsibility of the Clinical facility. The students can only perform tasks and/or procedures under qualified supervision. At no time shall the student report any lab result without the supervision of the clinical instructor. The student(s) shall not replace or work in lieu of qualified staff for any reason. Work that is outside of scheduled academic clinical hours, must be non-compulsory, paid, supervised on site, and subject to regular employee regulations.

Withdrawal, dismissal and readmission

See section 3 Probation, Dismissal and Readmission Policy

Clinical Dates and Time

Clinical rotations are generally dayshift (6-1430) Monday to Friday.

Advisement during Clinical Education:

During the Clinical Experience I & II, the clinical instructor is the primary individual interacting with the students. If a student experiences a problem or has any concerns during the clinical experience, the student should initially speak with their clinical instructor to resolve the issue. If the problem persists, the student should then speak with the Coordinator of the MLT Program. If there are any concerns with the student, the clinical site will contact the coordinator and set up a meeting between the coordinator, student, and clinical instructor.

Southwestern Illinois College

**MEDICAL LABORATORY TECHNOLOGY
PROGRAM**

**SECTION 6
Program Rules
and Regulations**

General Rules and Regulations:

1. Attendance is critical. Students can be dismissed from a class for missing 3 classes in an eight week period. (See attendance policy). Most clinical sites follow the attendance policy for employees. Student may be dismissed from a clinical site for tardiness or excessive absences. Students are required to arrange with the clinical site to make up any time missed. The student **MUST** call the program coordinator with any absence **AND** the clinical instructor in the event of an expected absence (See attendance policy).
2. The student will behave professionally at all times toward fellow students and the instructors.
3. The student will review the Blood borne Pathogens, Chemical Hygiene, and Infection Control PowerPoints and pass a safety test with $\geq 74\%$.
4. The student shall wear the appropriate safety PPE at all times in lab classes and at the clinical site.
5. The students shall attend the pinning ceremony practice and actual pinning.
6. The use of cell phones in class must be approved by the instructor.
7. The student will have a physical, attach their immunization record, get a TB test, get a flu shot, and get at least the first shot in the Hepatitis B series.
8. The student must provide their own transportation to and from school and the clinical site

Student Conduct Code

The MLT program abides by the college's "Student Conduct Code"- including the possible sanctions for violations of the code, disciplinary proceedings, and student grievance procedures, as described in the college catalog. Please refer to the College catalog for the Student Conduct Code.

During clinical experience, it is expected that students will behave professionally and ethically at all times. At the clinical facility, the student will abide by the facilities policies and procedures.

In addition, students within the MLT program may receive disciplinary action for any of the following during classes and/or clinical experience:

- Failure to comply with all rules and regulations of the clinical facility during clinical experience courses
- Positive results from drug testing
- Abusive or inconsiderate treatment of students, faculty-academic or clinical, patients/clients or and clinical staff
- Violating HIPAA by divulging any information, including idle conversation concerning patients, their records, personnel records of employees, or other confidential information belonging to the clinical facility

Criminal Background Check

Students in the MLT program are required to pass a criminal background check and random legal drug screen. Students whose criminal background check contains an offense are not automatically removed from the program. If there are any offenses reported on the criminal background check, the coordinator will send a query to all clinical sites. If the majority would not accept (or hire) a person with the offense, the student will be dropped from the program. Clinical sites will not be given the identity of the student. Students may suspend participation in the program and appeal to have the offense expunged from the record. Once the offense is expunged, the student may apply for readmission. (See readmission policies)

Any student who has a positive drug screen must provide a valid prescription in the student's name from a qualified physician. Failure to provide the prescription will result in the student being dismissed from the program.

CANNIBIS: While cannabis use is legal in the state of Illinois, it is still considered an illegal substance per federal regulation. Students who test positive for cannabis will be DROPPED from the program.

NOTE: THC (cannabis metabolite tested for in drug screening) can remain detectable for up to two weeks with a single use. Repeated or regular use can result in a positive drug screen even after three or four months.

Health Risks

When working in the healthcare environment, individuals have a greater potential for exposure to communicable diseases. To reduce the transmission of these diseases, OSHA standards-including standard precautions and infection control procedures- will be followed throughout all aspects of the program. MLT students receive instruction on these during MLT 150 - Introduction to the Clinical Laboratory - Safety, Blood borne Pathogens, and Infection Control PowerPoint are discussed and a written exam is taken over the material.

Students will work with a variety of human specimens from classmates and hospital patients. Specimens are not tested for communicable diseases. Students are expected to follow appropriate blood and body fluid precautions including but not limited to use of appropriate PPE.

The following conditions may require accommodation within the scope of classroom exercises to provide for the safety of the student and others. The student should notify the MLT program coordinator of any of the following conditions as soon as possible:

- Latex Intolerance
- Severe Allergies to other substances
- Pregnancy
- Injuries restricting mobility or strength

Health and Legal Considerations

It is the intent of Southwestern Illinois College to maintain the safety of all individuals involved in the educational process. In the medical laboratory technology program, this not only includes the students and academic faculty, but also clinical faculty, patients, patient's families, other healthcare providers, and support staff.

To protect the students in the MLT program and others that the students may come in contact with during the program, students are required to have a medical examination and show proof of inoculation/titer for the following: rubeola, mumps, rubella, and polio. In addition they must show proof of having tetanus shot (within the last 8 yrs.) and a TB test. The first shot in the Hepatitis B series must be received before the first clinical rotation. All immunization information must be verified with signature of physician.

The student can purchase health insurance through the college. If the student has no insurance coverage, he/she is responsible for any health care cost incurred at the college or clinical site. Student health care facilities are not available at the college. Security is called and if there is a need, 911 is called and an ambulance will take the student to the hospital.

Local Clinics and Vaccination Locations

This list is incomplete. Fees and services may vary

Name	Address	Phone	Information
Bi-County Health Dept	2515 State Street, Chester IL	618-826-5007 for appointment at Sparta or Chester	Hep-B Vaccination \$35
Madison County Health Department	College St (Old Lincoln School Building) Sparta, IL 101 E. Edwardsville Rd. Wood River IL	618-692-8954	Walk- In Mon: 2-5:30 Tue: 9-11 1-4:40 Wed: 1-4:30 HepBVaccination \$30 county resident \$34.50 others
The Koch Family Health Center	2100 Madison, Granite City IL	618-798-3700	Insulin provided to one student
Southern IL Health Dept	State Street Center 2001 State Street E St Louis	618-271-9191	HepBVaccination \$40 – Also Sliding Scale
Southern IL Health Care Foundation	7210 W Main St, #102 Belleville IL	618-398-8840	HepBVaccination \$55 Physical \$35 TB and Physical \$50
Walgreens Take Care Clinics			Physicals and Vaccinations
CVS Minute Clinic			Physicals and Vaccinations

Southwestern Illinois College

**MEDICAL LABORATORY TECHNOLOGY
PROGRAM**

SECTION 7
**Fostering Student
Success**

Resources

A variety of textbooks, workbooks and study guides are available for students to check out from the classroom library. Additionally, copies of current textbooks and other resources are available in the campus library.

Textbooks

See syllabus for current textbook in program courses.

Clinical Laboratory Science Review, 4th edition, Robert R. Harr, FA Davis and Company, 2013.
ISBN: 978-0-8036-2828-1

BOC Study Guide Enhanced Edition: Clinical Laboratory Examinations, 6th edition, ASCP Press, 2019
ISBN: 978-0-89189-6609

Case Studies in Clinical Laboratory Science, Groves, Prentice Hall, 2001 (no new one as of April 2018).
ISBN: 0-13-088711-0

A variety of additional textbooks are available in the classroom library.

Periodicals

ADVANCE for Medical Laboratory Professionals

Critical Values

Lab Medicine

MLO Medical Laboratory Observer

Med Lab Training

This is an online resource provided free of charge.

Developing Study Habits

Upon entrance into the MLT program, students bring with them study habits that they have used in the past to successfully complete courses that have brought them to this very point. Students feel that these same study habits will allow them to successfully complete the MLT program, and some may, but many students have found that previous study habits are not sufficient in meeting the needs of the MLT program. Throughout the MLT program students will learn how to perform specific skills/techniques, and then will apply these skills in various situations. Applying the skills in various situations requires problem solving, which means the student must have higher level of understanding of the materials taught in the courses. The courses are structured to prepare a student for clinical practice rather than to pass a single exam/course.

Good study habits include:

- Utilizing as many of the senses as possible during study sessions
- Study habits that are reflective of the students' learning style preference
- Developing and following a study schedule - avoid cramming
- Studying individually first and then in small groups (2-4 people)
- Avoiding distracting areas
- Studying to know & apply the material vs. just recognizing the material

Developing a study schedule

How many hours should a student plan to study for each class?

For every credit hour of lecture, the student should plan on spending **DOUBLE** that amount outside of class, studying/doing homework. For each credit hour of lab, the student should plan on spending an equal amount of time outside of class to prepare for the next class. Students requiring additional time to practice laboratory skills should discuss opportunities with the instructor. In the MLT Program you are learning how to perform specific skills and applying that information in various situations, not memorizing or recognizing information.

College Services to Assist in Student Success

See Student Support Services in the College Catalog for more information on any of these services.

Academic Advisors

Academic Advisors are available in the Information Science Building room 1115.

Counseling Services:

Counselors are available for academic, personal and career success counseling. They offer free courses to assist students in test taking, note writing skills, textbook utilization, time management and other relevant topics. Contact the counseling department for a complete list of helpful courses and scheduled times.

Student liaison coordinator- health sciences

The student liaison coordinator for the Health Sciences division is available to direct students to the proper department or campus service to help with personal, financial or special services needs provided by the college. She can be reached at ext. 5355 or in her office RM 2411

Disability and Access Center

The Disabilities Center is a resource, support and referral center for students and prospective students who have special needs. Vocational/technical students should contact the Disabilities Center for services that may include: direct financial awards, individual assessment appointments, workplace skills training seminars, accommodation services and high-tech equipment for persons with disabilities, a metropolitan area agency resource directory and information regarding additions and other life-threatening diseases. The center is located in the Information Science Building, RM 1105, 235-2700 ext 5171 or 234-3347.

Success Center:

The Success Center provides free tutoring in a variety of class subjects, especially areas such as Math, English-writing, Chemistry, Biology, and even program specific help. The focus is to help the student successfully complete their coursework with a passing grade. They also offer courses on time management and study skills.

Career Placement

Vocational/technical students should contact the Career Placement Office for career development activities including, but not limited to: career assessment, career planning, labor market information, industry tours, workplace skills and job search training, career mentors, job placement, and graduate follow-up information. Career placement offices are located in the Information Science building. 235-2700 ext. 5562

Advisement

The MLT Coordinator will serve as primary academic advisor for MLT students. SWIC provides outstanding support for students. The counseling center, success center, and special services are available for assistance with educational and personal support. The coordinator can refer the students to appropriate services as needed.

Southwestern Illinois College

**MEDICAL LABORATORY TECHNOLOGY
PROGRAM**

SECTION 8
Forms

**MLT Program
Southwestern Illinois College
Medical Requirement Checklist**

Item	Due	Submitted
Freshman Year		
Physical Exam	September 1*	
Proof of Immunization	September 1*	
Proof of TB test	September 1*	
Proof of Hepatitis B Vaccination	September 1*	
Sophomore Year		
Proof of Flu Shot	October 1	

*February 1 for spring admit students

All MLT medical forms must be uploaded into Blackboard or turned into the Program Coordinator by September 1 of the freshman year. (February 1 for spring admit students) including the physical exam, TB test, flu shot, and immunization record

The flu shot form (or other proof of immunization) with the lot number and signature of who gave the flu shot will be required right before you go to the first clinical rotation the fall of sophomore year.

The flu shot is required annually.

**MLT Program
Southwestern Illinois College
Medical Exam Form**

See next page

Section 1 – Personal Information

Student completes this section.

Student Name (last, first, middle): _____

Street Address: _____ Phone Number: _____

City, State, Zip: _____ Date of Birth: _____

SWIC Student Email Address: _____ . _____ @swic.edu

Emergency Contact:

Name: _____ Relationship: Spouse Parent Other: _____

Phone: _____

Section 2 – Medical History

Student completes this section. Medical examiner is encouraged to discuss with student.

Check all that apply – use the space below to provide details:

- | | |
|---|---|
| <input type="checkbox"/> Heart disease or heart attack | <input type="checkbox"/> Head injury |
| <input type="checkbox"/> Heart murmur or Arrhythmia | <input type="checkbox"/> Stroke or paralysis |
| <input type="checkbox"/> Fainting/dizziness | <input type="checkbox"/> Headaches/migraines |
| <input type="checkbox"/> Diabetes (specify control method) | <input type="checkbox"/> Neurological disorder |
| <input type="checkbox"/> Thyroid disease | <input type="checkbox"/> Seizure disorder/Epilepsy |
| <input type="checkbox"/> Eye disorder/vision loss | <input type="checkbox"/> Depression |
| <input type="checkbox"/> Ear disorder/hearing loss | <input type="checkbox"/> Shortness of breath, asthma, cough or hoarseness |
| <input type="checkbox"/> GERD, Crohn’s disease, IBS, etc. | <input type="checkbox"/> Pulmonary disease |
| <input type="checkbox"/> Any allergic reaction (drug, food, product, latex, etc.) | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Skin disease | <input type="checkbox"/> Cancer (specify type) |
| <input type="checkbox"/> Back injury, scoliosis or chronic lower back pain | <input type="checkbox"/> Abnormal bleeding |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Major Surgery |
| <input type="checkbox"/> Orthopedic disorder | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Mental disorder/emotional instability | <input type="checkbox"/> Other _____ |

Provide details from all boxes checked above (attach additional sheets if more room is needed):

List any current medications or treatments (attach additional sheets if more room is needed):

The information I have provided is complete and accurate to the best of my knowledge and I have attached all laboratory results. I understand that failure to complete this form correctly may jeopardize my participation in the clinical portion of this program.

Signature: _____ Printed Name: _____ Date: _____

**MLT Program
Southwestern Illinois College
Release of Liability**

Whereas, _____ is presently enrolled as a student in the Medical Laboratory Technology Program at Junior College District No. 522, St. Clair, Washington, Monroe, Madison, Randolph, Bond, and Perry Counties, Illinois, and

Whereas, it is normal and incident to being in associated with the health related fields that there could be exposure to illness, disease, or injury, and

Whereas, the undersigned recognizes that possible exposure to said illness, disease or injury and acknowledges that said exposure would not be the responsibility of said Junior College District No. 522 or the cooperating hospitals, agencies, school districts, nursing homes, outpatient facilities, and rehabilitation institutes, etc.,

Therefore, in consideration of being offered and my taking the program as offered by said Junior College District No. 522, I hereby release and agree to hold harmless said Junior College No. 522 and their respective Boards, administrative staffs, medical, dental, and nursing staffs, faculty, coordinators, directors, instructors, supervisors, and all personnel and employees, of and from any and all claims or injuries occasioned by any illness, disease, or injury incurred or contracted or caused by activities connected with said courses.

Signed _____

Date: _____

**MLT Program
Southwestern Illinois College
Health Insurance and Automobile Insurance Coverage**

Designation of Automobile Insurance Coverage:

Name of Insurance Company: _____

Policy Number: _____

I have no Automobile Insurance, but I have another means of transportation and I realize I have to be able to go to any clinical site that is available.

Signature: _____ Date: _____

Designation of Health Insurance Coverage:

Name of Insurance Company: _____

Policy Number: _____

Own Policy _____ or Parent or Spouse's Policy _____

I have no health insurance and am aware that I am responsible for any costs that I might incur in the MLT lab classes at SWIC and at the clinical rotations at the hospital.

Signature: _____ Date: _____

The college only provides Liability Insurance on each student in case the student injures someone at the clinical site. The student is responsible for any incident, injury, needle stick, etc. that may happen at the college or clinical site. They must use health insurance or pay out of their own pocket.

Signature: _____ Date: _____

Program Coordinator Signature: _____ Date: _____

**MLT Program
Southwestern Illinois College
Release of Information**

The following allows a student to control what information the student wants the faculty or program to release to future employers, other programs, etc.

Read the following statements. Place an in the YES or NO box, date and sign.

Release of Personal and Academic Information

This section authorizes the faculty of the MLT program to furnish any and all information on academic, discipline, attendance, (college) credit, address and any other pertinent information regarding any enrollment in the MLT program to prospective employers.

Yes No

Signature _____ Date: _____

Release of Personal Immunization Records

This section authorizes the MLT program faculty to furnish any and all information on immunizations while enrolled in the MLT program.

Yes No

Signature _____ Date: _____

Review of Departmental Records

This section authorizes the MLT program faculty to allow access of all my departmental records to official site visitors for accreditation purposes. This access is for the determination of compliance with established guidelines for the administration of the program.

Yes No

Signature _____ Date: _____