



**Medical Laboratory Technology (MLT)
Student Handbook
2026-2027**

Des Moines Area Community College (DMACC) is accredited by:
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
[DMACC HLC Accreditation](#)

The DMACC Medical Laboratory Technology (MLT) Program is accredited by:
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
5600 N. River Rd., Suite 720
Rosemont, IL 60018-5119
Phone: 773-714-8880
Email: info@naacls.org
Website: www.naacls.org

Non-Discrimination Statement

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment) and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure.

Complaint forms may be obtained from the Executive Campus Dean's office, the Executive Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, [Human Resources](#). ADA questions and concerns may be directed to Sharon Bittner, the Section 504/ADA Coordinator at 2006 S. Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515-964-6857, sgbittner@dmacc.edu. Pregnancy/post-pregnancy birth and pregnancy support related questions and concerns may be directed to Jennifer Argo, the Disability Services Coordinator at 2006 S. Ankeny Blvd., Bldg. 6, Ankeny IA, phone 515-964-6850, jdargo@dmacc.edu. Title IX questions and concerns for employees/other may be directed to Amy Knight, the Deputy Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg 1, Ankeny, IA 50023, phone 515-965-7199, aaknight@dmacc.edu. Title IX questions and concerns for students may be directed to Janel Alleyne, the Deputy Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg 1, Ankeny, IA 50023, phone 515-964-6222, jalleyne@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339, Email: OCR.Denver@ed.gov.

Disclaimer

The information in this handbook is for the sole purpose of information and education and is subject to change. This resource is to be used in conjunction with course syllabi, as well as the DMACC College Catalog, Student Handbook and/or policies. [Student policies can be found on the College Catalog website.](#)
The student handbook and/or policies are not contracts.

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General Program Information

Welcome

Welcome to the Des Moines Area Community College (DMACC) Medical Laboratory Technology (MLT) Program. The MLT Program will provide you with a variety of learning experiences to prepare you to play a major role in the detection, diagnosis, and treatment of diseases. We wish you success!

The information included in this handbook will guide students in the policies and procedures for the MLT Program. This information is to be used in conjunction with the Des Moines Area Community College student [handbook, and policies and procedures](#), and individual course syllabi. Some of the material provided in this document is in addition to the information provided by the DMACC website, College Catalog and DMACC student handbook and policies and procedures. Contact the program faculty if there are further questions and/or concerns.

Statement of Accreditation

The Des Moines Area Community College MLT Program is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

5600 N. River Rd., Suite 720

Rosemont, IL 60018-5119

Phone: 773-714-8880

Email: info@naaccls.org

Website: www.naaccls.org

Program Faculty and Support Staff

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Program faculty and staff should be contacted only using school phone numbers and email addresses provided to students. Students may NOT contact program faculty and staff at home or on their personal time without permission.

Program Mailing Address

Des Moines Area Community College
2006 S. Ankeny Blvd. , Bldg. 24
Ankeny, IA 50023

Program Mission Statement

The mission of the Des Moines Area Community College MLT Program is to provide a quality educational experience for students, help them develop skills necessary for employment as entry level MLTs, and prepare them to be successful on professional certification exams.

Program Competencies

In this program, students will:

1. Collect biological specimens for analysis.
2. Process biological specimens for analysis.
3. Perform analytical testing on blood, body fluids, body tissues, and other products.
4. Take appropriate actions within predetermined limits when corrections are indicated.
5. Determine factors that affect procedures and results.
6. Monitor quality control within predetermined limits.
7. Perform preventive and corrective maintenance of equipment and instruments, referring to the appropriate source for repairs when necessary.
8. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public.
9. Recognize the responsibilities of other laboratory and health care personnel, interacting with them with respect for their jobs and patient care.
10. Relate laboratory findings to common disease processes.
11. Demonstrate effective procedures to prevent the transmission of infectious disease.
12. Recognize the value of continuing education in order to maintain professional growth and competence.
13. Demonstrate workplace basic skills of listening, writing, leadership, and time management.
14. Demonstrate written and oral communication skills.

MLT Program Advisory Committee

The MLT program is served by an Advisory Committee. Members provide program personnel with the opportunity to improve the program, evaluate program goals, recruit qualified students, and meet employment needs of the community through discussions with members of all its communities of interest. Advisory Committee members include: representatives from various clinical affiliates, representatives from various clinical labs and industries, and graduates of the program. Meetings are held twice per year. Members are appointed to one-year terms, but may be reappointed. MLT faculty are *ex officio* members. A list of current members and copies of minutes from past meetings are on file with the MLT Program Director and the College.

Duties and Responsibilities of the Advisory Committee

Specific functions of the advisory committee are to assist the program personnel in the following:

- Review curriculum.
- Review program goal(s) annually.
- Evaluate proposed changes to/addition of optional goal(s).
- Discuss and make recommendations about the adequacy of equipment and supplies.
- Assist in establishing, adding or deleting course material to enable students to develop job competencies.
- Assist with job analysis.
- Recommend curriculum material and publications.

- Provide learning resources for instructional purposes.
- Provides information concerning aptitudes, education and work experience desirable of entry-level MLT positions.
- Assist in developing and obtaining sample tests for clinical rotations and certification requirements.
- Assist in the placement of MLT students and graduates for employment.
- Recommend requirements that will be needed for competency on the job.
- Review program outcomes, instructional effectiveness, technical standards, and planned program responses to these and any other changes as they warrant.
- Complete a survey annually.

Student Role & Expectations in the MLT Program

This is a professional program. Students in the MLT Program will be expected to:

1. Act professionally. There will be no tolerance for bullying or disrespect of fellow students, faculty or staff; or, of any behavior that interferes with learning and teaching, including excessive “drama” brought into the classroom, consistent talking during class and/or labs, dominating an instructor’s time during lecture or lab preventing other students from receiving help, etc. Professional behavior also includes being safe and keeping other students safe. In the MLT program, examples of unacceptable behavior include unsafe drawing of blood, resting one’s head or body on the lab bench, etc. A student who exhibits these behaviors will be counseled by MLT faculty; and, the meeting will be documented. If unacceptable behavior persists, the student will meet with the Program Chair, Associate and/or Executive Academic Dean, and/or Counselor. A *Misconduct Report Form* will be completed. Continuation of such behavior may lead to the student being withdrawn from the MLT program.
2. Regularly attend and/or participate in classes and labs, as scheduled. Missing lecture and/or lab may result in a deduction of points and/or a percentage of the final grade. Each course has a specified number of lecture and lab time. Refer to course syllabi for specific requirements.
3. Practice professional and effective communication. Students must use professional language and refrain from making inappropriate comments to other students, faculty, and staff.
4. Check and respond to official student email regularly.
5. Actively participate in class and small group discussion.
6. Assume responsibility for own learning and development by:
 - a. being prepared for class and lab activities.
 - b. completing assignments on time with written work being done either hand-written legibly or computerized (depending on the assignment); and, in proper format.
 - c. accepting constructive criticism and supervision by others and using suggestions for growth.
 - d. monitoring own progress in meeting course objectives and seeking out needed learning experiences and instructor assistance.
 - e. using appropriate resources and references to increase knowledge base and improve performance.
 - f. scheduling appointments with instructor(s) for assistance with class assignments and obtaining materials that were missed due to any absence.
7. Be accountable for own judgments, actions, or non-actions.
8. Adhere to Standard and Universal Precautions and Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen standards including the use of Personal Protective Equipment (PPE) and adherence to Exposure Control Plans. Students must document training annually. Any exposure incident must be reported to the instructor immediately.
9. Adhere to the Health Insurance Portability and Accountability Act (HIPAA) during class discussions, clinical experiences and clinical practicum rotations.
10. Contact either the Program Director/Chair and/or the Instructor regarding absences or tardiness.
11. Make arrangements with the instructor and complete make-up assignments (when applicable) after any missed class or lab. It is the student’s responsibility to contact the instructor about making up missed labs or assignments. It is also the student’s responsibility to obtain any materials missed due to their absence. See individual course syllabi for specific requirements.

12. Be a willing participant in laboratory situations when other students need patients to practice phlebotomy or other laboratory procedures.
13. Follow appropriate channels of communication to resolve concerns over testing and evaluation procedures or classroom activities.

Student → Instructor → Program Director/Chair → Associate and/or Executive Academic Dean

Classroom Conduct

Show consideration for your classmates and instructors using the following professional courtesies:

1. Arrive on time.
2. Be prepared for class.
3. Have your notes and materials with you and ready to go.
4. Participate actively and respectfully in all class activities.
5. Listen with care.
6. Turn off or silence and put away cell phones and other electronic devices when you enter.
7. the classroom and lab.
8. Treat laboratory supplies with care and respect.

An instructor may dismiss any student who is exhibiting behavior that is not conducive to learning, including, but not limited to: failure to wear appropriate lab attire, behavior that presents a danger to another person, disruptive behavior, unprofessional conduct, profanity, and suspicion of drug or alcohol abuse. Any student exhibiting inappropriate behavior may be dismissed from the course or the program. **A student removed from class must meet with the instructor for the course and the Program Chair prior to returning to the next scheduled class.**

Personal Device: The device should be used for assigned tasks only and should not at any time be a distraction to the instructor or to fellow classmates. Students must refrain from the use of the device for the purpose of personal entertainment or social media during class time.

Cell phones and smart watches may **NOT** be used as calculators during exams.

Usage of any generative AI is prohibited in all MLT courses because it impedes the achievement of the learning competencies. This includes, but is not limited to, both writing tools like ChatGPT and proofreading tools like Grammarly. Any usage will be considered an academic misconduct violation similar to cheating or plagiarism.

Social Media: Taking pictures or using recording devices is prohibited during lecture, lab, and clinical rotations unless approved by the instructor or clinical site.

Instructor Communication Policy

Effective communication between instructors and students is essential for a successful learning experience in the health program. This policy outlines expectations for timely, professional, and respectful communication.

1. Communication Channels: Instructors will communicate with students through the following channels:
 - Email or Phone: Primary mode for formal communication, including time-sensitive matters.
 - Learning Management System (LMS): Course announcements and assignment feedback.
 - Office Hours or by appointment: Available for in-person or virtual meetings.
2. Response Time: Instructors will make every effort to respond as soon as possible (within 24 hours) on weekdays. Weekend inquiries will be addressed on the next business day.
3. Professionalism & Respect: All communication must be professional, respectful, and aligned with ethical standards. Instructors and students are expected to:
 - Use courteous language.
 - Avoid discriminatory or inappropriate remarks.
 - Maintain confidentiality regarding student records and discussions.

4. Office Hours & Appointments: Each instructor will hold weekly office hours, which will be posted in each syllabus. Students should schedule appointments for in-depth discussions and academic support.
5. Emergency & Special Circumstances: In case of emergencies or sudden changes (e.g., instructor absence, program updates), notifications will be sent via email or LMS announcements.
6. Use of Technology: Instructors will utilize appropriate technology to facilitate communication, including virtual office hours when necessary.
7. Student Responsibilities include:
 - Checking regularly for updates in LMS modules and announcements.
 - Checking and responding regularly to instructor and general DMACC emails.
 - Communicating professionally with instructors and peers.
 - Respecting response-time policies.
 - Reaching out proactively to instructors for academic support when needed.

Student Technology Needs

A computer with access to reliable internet is recommended while enrolled in the program. All MLT classes utilize LMS content which requires access to the internet.

Student Support

Accommodations

The college is committed to providing an inclusive learning environment for all students. Disability Services offers accommodations and resources to ensure equal access to education. Students with disabilities can receive support such as extended test time, note-taking assistance, adaptive technology, and accessible campus facilities. To request accommodations, students should contact Disability Services. Our goal is to empower every student to succeed academically and personally. See the [Disability Services website](#).

Academic Achievement Center

The Academic Achievement Centers (AACs) located on each campus offer free faculty tutoring with no appointment needed. The AACs also provide DMACC students a supportive place to complete homework and study with peers.

Faculty provide support with the following areas:

- College course work in English, math, writing, and sciences, with other subjects available depending on the DMACC location.
- Study strategies and test taking.
- High school programs through HiSET or high school completion.
- Individualized learning goals and plans.

Academic Advising

Academic Advisors are available to assist students in planning their educational programs, meeting graduation requirements, developing their academic skills and using resources of the College to meet student educational needs. Transfer planning assistance is available.

Counseling Services

Counseling services are available to assist all DMACC students, including online students. Please check with the individual campus for available appointments either in-person or virtually. In addition to helping students with personal or mental health issues, counselors can help clarify career goals and assist with locating various community resources.

Student Grievance Procedures

[Procedures and forms can be found on the DMACC website](#). The student must follow the appropriate channels of communication (Chain of Command) to resolve concerns and grievances. The student should initially try to resolve their grievance within the program; first by talking with their course instructor, then the Program Chair. If the grievance cannot be resolved within the program, the student should schedule an appointment with the Associate Academic Dean of the Health Science and Fitness, then the Executive Academic Dean of the Health Science and Fitness.

Safety and Emergency Procedures, including School Closings due to Weather

The DMACC Bear Alert - Emergency Notification System can quickly alert DMACC students and employees of potentially dangerous situations, weather-related closings, etc. In the event of an emergency, you will receive text notifications, phone calls, emails, app alerts, etc. To receive [DMACC Bear Alerts, see the DMACC website](#) for instructions.

Program Textbooks

All didactic courses will use textbooks. You may use hard copies or digital versions; and, may either buy or rent books. Some students even get them from recent graduates. Please have the most recent edition, as that is what will be used by the instructors in class. The books will be available in the bookstore but may be purchased anywhere. It will be helpful to obtain the books prior to the first day of class.

Program Fees

In addition to tuition fees set by the college, students are also charged course fees. Course fees are charged to ensure all students have the required clinical supplies, certifications, and supplemental course work to be successful in the program. By assigning these items as course fees, financial aid can be used for payment, decreasing out-of-pocket costs.

To ensure consistency, all applicable and required materials/supplies/access will be purchased by program personnel, and no refunds will be allowed. [Current college fees](#) are listed for each class on the course schedule.

[Tuition](#), as well as the payment and refund policies are found on the DMACC website.

The MLT course fees for material and supplies are estimates and subject to change.

MLT120	\$100
MLT115	\$100
MLT232	\$100
MLT180	\$0
MLT261	\$100
MLT270	\$100
MLT242	\$120
MLT251	\$120
MLT289	\$100
MLT292	\$60

Additional required out-of-pocket expenses during the program include conference registration and/or lodging fees, textbooks, immunizations/physical, scrubs, travel to and from off campus events and clinical sites, etc.

Student Records

All student records are kept electronically through the Credentials Office in Building 1 on the Ankeny Campus. Any change in a student's name, address, or phone number must be submitted to the Credentials Office within a reasonable amount of time after the change has occurred. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. DMACC has defined directory information that is available to the public. DMACC will provide a form to be completed by students who want their directory information held. A confidential file and/or paper documents for students enrolled in the MLT Program may maintained by the Program Chair for 5 years. The file contains documents pertaining to the students' program compliance, paper exams and checkoffs, competency forms, and other information as needed.

Transfer of Credits

Students wishing to transfer into the Des Moines Area Community College MLT Program from another college must have their transcript evaluated by Credentials. To have a transcript evaluated, the student must request that an official transcript from each college attended be sent to the Admissions Department. The student's overall GPA and courses that have been completed elsewhere are evaluated. Courses must have been passed with a "C" or better.

Each MLT program is different in terms of course names, concepts learned, and clinical requirements. Therefore, every transferring student will be presented as a unique situation and will need to be evaluated by the Program Director on an individual basis.

Student Conduct Procedures

Students are expected to comply with all Board and Administrative Policies. Student Conduct Procedures, as well as General Procedures (including Academic Integrity) are found on the DMACC website. All students (any person enrolled in credit or non-credit courses) are expected and required to obey college policies, rules and regulations and not violate municipal, county, state or federal law. In addition, all students are expected to conduct themselves in such a manner as to show respect for properly constituted authority, exhibit and maintain integrity and honor in all matters related to the College and not interfere with or disrupt the orderly educational processes of the College. Please read all information regarding [Student Conduct, Discipline, and Appeals Procedures](#) which lists student conduct that may be grounds for discipline or suspension.

MLT students, like all DMACC students, are responsible for maintaining standards and adhering to regulations adopted by the College. Unsafe, unprofessional, dishonest, or disruptive conduct is not acceptable. Such behavior may result in failure of the course or disciplinary action including suspension from class, clinical practicum or the program.

MLT faculty members, as experienced practitioners, are in the best position to judge unsafe, disruptive, dishonest and/or unprofessional conduct. In addition, they have a professional obligation to protect the patient and society from potential harm.

Students with substance abuse problems may be referred to a Counselor. Students who attend classes or other College-sponsored educational activities while under the influence of alcohol or drugs may be subjected to disciplinary action up to and including suspension from the program.

DMACC is committed to providing a safe, orderly, and healthy environment where all students can learn. All students should demonstrate appropriate behavior and respect for property and all persons. Student behavior which interferes with an effective learning environment is a breach of discipline and is not tolerated. This policy includes behaviors that occur on college property, while the student is engaged in or attending a college-related, sponsored or approved activity, or where the student is a representative of the college and his/her behavior has a negative impact on the college. The following are examples of, but are not limited to, behaviors, which will result in disciplinary action:

- Actions which show insensitivity, intolerance, or discrimination on the basis of race, creed, color, national origin, sex, religion, or disability.
- Disorderly behavior which includes harassment, intimidation, annoyance, assault to another person, unlawful or unapproved actions of protest, or usage of profane verbal or non-verbal communication.
- Disobedience of the college's rules, regulations, policies, laws of the State of Iowa or federal laws.
- Insubordination toward college personnel.
- Sexual harassment.
- Conspiracy, defined as an agreement or combination between two or more persons to engage in a course of criminal conduct.
- Possession or use of dangerous objects.
- Trespassing.
- Arson.
- Possession, sale or attempted sale of a controlled substance or a "look alike" or "imitation" controlled substance.
- Criminal mischief, theft, or destruction of property.

Each instructor implements and enforces rules to maintain appropriate classroom discipline. If a breach of conduct occurs in the classroom, lab, or during practicum, the Instructor and/or Program Chair may enforce discipline, including the

removal of the student from class. If necessary, the Instructor and/or Program Chair may recommend the student be withdrawn from the MLT Program.

Program Professional Conduct and Behavior

To maintain a positive and respectful learning environment in the program, it is crucial that students demonstrate professional conduct at all times. Upon the first occurrence, the student will receive a written warning. This warning will outline the behavior, document the incident, and serve as an official record. Any subsequent unprofessional behavior will result in meeting with the MLT Program Chair and/or Associate Dean, and completion of a *Misconduct Report Form*. Students may be removed or withdrawn from the program.

Phone Policy

To foster a focused and engaging learning environment, the following phone policy will be enforced:

1. Silent Mode Requirement – All mobile devices must be set to silent or do not disturb mode upon entering the classroom to prevent disruptions.
2. No Usage During Instruction – Students may not use their phones for calls, texting, or social media during lectures, discussions, or other classroom activities.
3. Exceptions for Educational Use – Phones may only be used when explicitly permitted by the instructor for academic purposes such as research or interactive learning.
4. Emergency Use – In case of an urgent situation, students should step outside the classroom to use their phones.
5. Violations & Consequences – Repeated misuse of phones will result in a verbal warning, followed by possible grade deductions or removal from class if disruptions persist.

By adhering to this policy, we ensure a respectful and productive learning space for everyone.

Show consideration for your classmates and your instructor by silencing and put away cell phones and other electronic devices when you enter the classroom/lab. At any time, if the instructor feels that cell phone and/or electronic device usage in the classroom/lab environment is interfering with the student's ability to learn or participate in class, the instructor reserves the right to request or require the student to cease using the device.

MLT Student Club & Professional Organization

MLT students can organize and obtain funding from the Student Activities Council (SAC) for club activities. These activities include social functions for club members, service projects, and educational activities. The MLT Club needs the support, enthusiasm, and involvement of all students to be successful. All MLT students are encouraged to become student members of the DMACC-sponsored club, as well as of the professional organizations, the American Society for Clinical Laboratory Science (ASCLS) and the American Society for Clinical Laboratory Science – Iowa chapter (ASCLS-IA).

IOWA CORE PERFORMANCE STANDARDS

Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers.

Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. When requesting accommodations, applicants are responsible for providing appropriate documentation of the disability and recommended accommodations to meet the Core Performance Standards. College processes may be found in the procedure [ES4610 – Disability Services](#).

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive-Perception	The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.	- Identify changes in patient/client health status - Handle multiple priorities in stressful situations
Critical Thinking	Utilize critical thinking to analyze the problem and devise effective plans to address the problem.	- Identify cause-effect relationships in clinical situations - Develop plans of care as required
Interpersonal	Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.	- Establish rapport with patients/clients and members of the healthcare team - Demonstrate a high level of patience and respect - Respond to a variety of behaviors (anger, fear, hostility) in a calm manner - Nonjudgmental behavior
Communication	Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.	- Read, understand, write and speak English competently - Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods - Explain treatment procedures - Initiate health teaching - Document patient/client responses - Validate responses/messages with others
Technology Literacy	Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.	- Retrieve and document patient information using a variety of methods - Employ communication technologies to coordinate confidential patient care

Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	• The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available
Motor Skills	Gross and fine motor abilities to provide safe and effective care and documentation	• Position patients/clients • Reach, manipulate, and operate equipment, instruments and supplies • Electronic documentation/ keyboarding • Lift, carry, push and pull • Perform CPR
Hearing	Auditory ability to monitor and assess, or document health needs	• Hears monitor alarms, emergency signals, auscultatory sounds, cries for help
Visual	Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination	• Observes patient/client responses • Discriminates color changes • Accurately reads measurement on patient client related equipment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	• Performs palpation • Performs functions of physical examination and/or those related to therapeutic intervention
Activity Tolerance	The ability to tolerate lengthy periods of physical activity	• Move quickly and/or continuously • Tolerate long periods of standing and/or sitting as required
Environmental	Ability to tolerate environmental stressors	• Adapt to rotating shifts • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded • Work in areas of potential physical violence • Work with patients with communicable diseases or conditions

MLT Program Coursework

Program Overview

The MLT program prepares students to perform high complexity laboratory procedures with a limited amount of supervision. This training includes a hospital laboratory assignment. Graduates are eligible to take national certification examinations. Job opportunities are found in hospitals, clinics, doctors' offices, public health laboratories and industrial laboratories.

At the minimum, this is a 5-semester program that begins in the Fall semester. Students have the option to extend the program. Students also have the option of taking MLT courses in Semesters 1-4 as a Web-blended (WB) student. Preference for seats in the WB sections of classes are given to those students already working in clinical labs, many of whom attend DMACC at the request of or with support from their employer. Graduates are awarded an Associate of Applied Science (AAS) degree in MLT from the College. Granting of the AAS degree is not contingent upon passing an external certification exam.

Program Entry Requirements

MLT Program Entry Requirements to earn the degree can be found in the [College Catalog - Medical Laboratory Technology, AAS](#).

1. Complete an application for admission.
2. Attend a required information/registration session or obtain the approval of the program chairperson.
3. Submit to the Admissions Office evidence of high school graduation or HiSET (formerly GED), or equivalent prior to enrollment.
4. Submit to the Admissions Office evidence of grade "C" or better in one year of high school algebra or the equivalent (MAT 099 or MAT 064)
5. Submit to the Admissions Office evidence of grade "C" or better in one year of high school biology or the equivalent (BIO 104, BIO 112, BIO 157 or Academic Achievement Center Biology I and II).
6. Submit to the Admissions Office evidence of grade "C" or better in one year of high school chemistry or the equivalent (CHM 122 or Academic Achievement Center Chemistry I and II).
7. The following assessment scores are required:
 - a. Math: a minimum ALEKS Math placement score of 30 or ACT score of 20
 - b. Writing: a minimum ACCUPLACER Next Gen Writing score of 254 or ACT score of 19
 - c. Reading: a minimum ACCUPLACER Next Gen Reading score of 248 or ACT score of 19.
8. Note: BIO 164 - Essentials Anatomy/Physiology is a required course in the MLT program. Students are strongly encouraged to take this course or an equivalent anatomy and physiology course(s) prior to starting the MLT program. We will accept BIO 733 - Health Science Anatomy and BIO 734 - Health Science Physiology or BIO 168 - Anatomy & Physiology I and BIO 173 - Anatomy & Physiology II (or equivalent courses) in place of BIO 164 - Essentials Anatomy/Physiology.

Program Acceptance

The MLT program will accept 24 students each year; 12 in the Web-blended section. The Program will consider accepting more students only if the additional students can be accommodated in lecture and lab space. Applicants will be offered acceptance based on the date MLT Program Entry Requirements were completed. If students share the same date for completion of the MLT Program Entry Requirements, the second criteria used will be the date of application to the MLT Program.

Curriculum

To earn a Medical Laboratory Technology AAS degree, a student must complete all coursework as prescribed and maintain a 2.0 grade point average. A grade of "C" or better is required in every MLT course to advance or pass. Students may only be unsuccessful in one (1) MLT course, and restart the program one (1) time.

This schedule shows the 5-semester program plan. Students who wish to extend the program should meet with the MLT Program Chair or Academic Advisor to create an individualized completion plan.

Semester 1 - FALL

- [MLT 120 - Urinalysis](#) Credits: 3
- [MLT 115 - Clinical Lab Fundamentals](#) Credits: 3

Option 1 - Select 1

- [BIO 164 - Essentials Anatomy/Physiology](#) Credits: 5
- OR
- [BIO 733 - Health Science Anatomy](#) Credits: 3 AND [BIO 734 - Health Science Physiology](#) Credits: 3
- OR
- [BIO 168 - Anatomy & Physiology I](#) Credits: 4 AND [BIO 173 - Anatomy & Physiology II](#) Credits: 4

Option 2 - Select 1 Course

- [CHM 122 - Intro to General Chemistry](#) Credits: 4 OR [CHM 165 - General/ Inorg Chemistry I](#) Credits: 4

Option 3 - Select 1 Course

- [PSY 111 - Introduction to Psychology](#) Credits: 3 OR [SOC 110 - Introduction to Sociology](#) Credits: 3

Semester 2 - SPRING

- [MLT 232 - Adv. Hematology & Coagulation](#) Credits: 5
- [ENG 105 - Composition I](#) Credits: 3
- [BIO 186 - Microbiology](#) Credits: 4

Option 4 - Select 1 Course

- [CHM 132 - Intro to Organic/Biochemistry](#) Credits: 4 OR [CHM 263 - Organic Chemistry I](#) Credits: 5

Semester 3 - SUMMER

- [MLT 261 - Immunohematology](#) Credits: 5
- [MLT 270 - Immunology & Serology](#) Credits: 2
- [MLT 180 - Clinical Lab Practicum I](#) Credits: 1

Semester 4 - FALL

- [MLT 242 - Clinical Chemistry](#) Credits: 8
- [MLT 251 - Clinical Microbiology](#) Credits: 6

Option 5 - Select 1 Course

- [SPC 101 – Fundamentals of Oral Communication Credits: 3](#) OR [SPC 122 – Interpersonal Communication Credits: 3](#) OR [Professional Communication SPC 170 Credits: 3](#)

Semester 5 – SPRING (16 weeks – may go through Spring Break)

- [MLT 289 – Advanced Clinical Lab Practicum Credits: 9](#)
- [MLT 292 - Clinical Lab Professionalism & Review Credits: 3](#)

Total Credits Required to Complete this AAS Degree – 71*

**Total credits are calculated using the least number of credits needed to satisfy the option requirements.*

Course Descriptions

Course descriptions are shown here; and can be found by clicking on the link for each course in the Curriculum section or by searching in the [College Catalog](#).

MLT115: Clinical Lab Fundamentals – 3 credit hours

Pre-requisites: Acceptance into the MLT Program.

A course designed to acquaint the student with the field of laboratory medicine. Basic lab math, testing methods, and quality control are presented. This course also incorporates an introduction to blood collection, and the study of common blood cells and blood cell disorders.

MLT120: Urinalysis – 3 credit hours

Pre-requisites: Acceptance into the MLT Program.

This course includes the study of urine formation and the methodology of determining the physical, chemical, and microscopic properties of urine in normal and abnormal states. Basic lab skills, safety, and quality control in urinalysis are presented. Body fluids analysis is also included.

MLT232: Adv Hematology & Coagulation – 5 credit hours

Pre-requisites: Grade of "C" or better in both MLT115 - Clinical Lab Fundamentals and MLT120-Urinalysis.

A review of basic procedures, followed by a study of normal and abnormal blood and bone marrow smears as they relate to anemias and leukemias. Hematology instrumentation, quality control, coagulation, and body fluids analysis are studied. This advanced course is a sequel to the Beginning Hematology course, and includes an in-depth study of various anemias, leukemias and other hematological disorders.

MLT180: Clinical Practicum I – 1 credit hour

Pre-requisites: MLT115 Clinical Lab Fundamentals.

Students report to a local hospital to join the phlebotomy team to practice patient approach and to draw blood specimens.

MLT261: Immunohematology – 5 credit hours

Prerequisites: Grade of "C" or better in MLT232 Adv. Hematology and Coagulation; MLT270 Immunology & Serology must be taken prior to or concurrently with MLT261. Successful completion of the following courses: BIO164 Anatomy and Physiology or equivalent; BIO732 Health Science Microbiology or equivalent; CHM132 Intro to Organic and Biochemistry or equivalent.

Principles of immunohematology with the practices of blood banking are presented. ABO grouping and Rh typing and transfusion testing procedures are performed. Blood group antigens and antibodies are studied.

MLT270: Immunology & Serology – 2 credit hours

Pre-requisites: Grade of "C" or higher in Adv. Hematology & Coagulation (MLT232).

Immune reactions of the body will be studied. Reactions between antigens and antibodies will be used as a means to detect diseases such as hepatitis, infectious mononucleosis and rheumatoid arthritis.

MLT242: Clinical Chemistry – 8 credit hours

Prerequisites: Grade of “C” or better in Clinical Lab Fundamentals (MLT115) and Urinalysis (MLT120). Successful completion of the following courses: Essentials Anatomy/Physiology (BIO164) or equivalent; Introduction to General Chemistry (CHM122) or equivalent; Intro to Organic/Biochemistry (CHM132) or equivalent.

Study and analysis of electrolytes, proteins, lipids, enzymes, hormones, drugs and various other biochemical compounds found in the human body. Test results are correlated with patients' conditions. Laboratory math, statistics, and quality control are presented.

MLT251: Clinical Microbiology – 6 credit hours

Prerequisites: Grade of “C” or better in Clinical Lab Fundamentals (MLT115) and Urinalysis (MLT120). Successful completion of the following courses: Essentials Anatomy/Physiology (BIO164) or equivalent; Health Science Microbiology (BIO732) or equivalent; Introduction to General Chemistry (CHM122) or equivalent; Intro to Organic/Biochemistry (CHM132) or equivalent.

A study of clinically important microorganisms. Students learn and practice techniques used to isolate and identify pathogenic bacteria, parasites and fungi.

MLT289: Advanced Clinical Lab Practicum – 9 credit hours

Pre-requisites: Successful completion of the first four terms in the Med Lab Tech Program with a GPA of 2.0 or higher.
Co-req: MLT292.

Students rotate through various departments (hematology, chemistry, microbiology, blood bank, and urinalysis) of the hospital laboratory applying knowledge and skills learned in the classroom.

MLT292: Clinical Professionalism & Review – 3 credit hours

Pre-requisites: Successful completion of the first four terms in the Med Lab Tech Program with a GPA of 2.0 or higher.
Co-req: MLT289.

Students review medical laboratory subjects, share experiences in the clinical area, and present case studies. Job-seeking skills, continuing education opportunities, legal responsibilities, and professional organizations are also discussed. A mock certification exam is given.

MLT Academic & Lab Competency Requirements

[Academic Information](#) about the DMACC grading system, GPA, grade reports, and appeals can be found on our website. Refer to the course syllabi for grading requirements specifically for each course.

1. Students must successfully check off on required skills. Competency checkoffs for various lab skills are done in labs. Students have three (3) total attempts to successfully complete checkoffs. If a student is unsuccessful, they must meet with the MLT Instructor and/or Program Chair. A *Misconduct Reporting Form* may be completed.
2. Students taking a course with the MLT acronym must achieve a grade of “C” or better to progress onto the next course in the sequence.
3. Continuation in the program is dependent upon the successful completion of all courses in a sequence identified. Should students not complete or fail a required course, they may drop to a part-time status. They will work with the Program Director/Chair to complete a Restart/Special Start form and develop a realistic completion plan.
4. A *Misconduct Reporting Form* will be processed for unsatisfactory class and/or practicum performance or if the instructor is unable to evaluate the student's performance due to absenteeism.

MLT Program Grading Scale

All MLT lecture, laboratory, and clinical rotation/practicum courses are graded on the same scale. Anything less than 78.0% is not considered a passing grade. Students must earn a “C” or above in all courses to move forward in the program.

Students that have an “I” (Incomplete grade) in an MLT course will not be able to move on to the next semester if the “I” has not been changed to a “C” or better before the subsequent semester begins.

Grades will be assigned as follows:

A= 93-100%

B= 86-92%

C= 78-85%

D= 70-77%

F= 69% or below

In MLT courses that include both a lecture and lab component, separate grades will be kept for lecture and lab. Activities done in the lecture portion will be part of the lecture grade. Activities done in the lab portion will be part of the lab grade. These will be averaged to determine the final semester grade. If a student has less than 78% in either lab or lecture at the end of the semester, they will receive a D or F for the course. A student must pass with a grade of 78% (C) or better in BOTH the lecture and lab sections in order to receive a passing grade. If a grade of 78% is NOT achieved in EITHER the lecture OR lab, the grades will NOT be averaged and the student will be given a D or F designation for this course. *NOTE: The LMS, Canvas, gradebook will always show an overall average regardless of the individual LECTURE GRADE and LAB GRADE. It is your responsibility to ensure both category grades are at or above the passing level.*

Example 1: Lecture: 88% and Lab: 96%. Final grade: 92%, grade of B.

Example 2: Lecture: 66% and Lab: 96%. Final grade: 66%, grade of F (due to the 66% in lecture).

Clinical Practicum courses and lecture-only courses will use the same grading scale (requiring 78% to pass), but calculating the grade will be different. See the course syllabus for those courses to determine how grades are calculated.

All course work must be completed by established deadlines.

Students who have concerns about course exams and evaluation procedures are expected to PROMPTLY discuss their concerns with the appropriate instructor.

THERE ARE NO OPTIONS FOR EXTRA-CREDIT WORK OR REPEATING EXAMS OR PAPERWORK TO RAISE COURSE GRADES, EITHER DURING OR AT THE END OF THE COURSE.

Attendance in Class & Lab

All MLT classes are pre-professional classes. Attendance is taken and documented in both the lecture and lab sections. **You are expected to be in class/lab on time with materials ready to go.** If you know you will be absent, you must notify the instructor. It is the student’s responsibility to notify the professor regarding class absences, and the student is ultimately responsible for contacting the instructor regarding options for any make-up experiences (if applicable). Make-up opportunities are not guaranteed if a class activity is missed and some activities cannot be made up, regardless of the circumstances surrounding the absence. Students who have **more than four (4) absences or late arrivals** will be required to meet with the Instructor and/or Program Director. If chronic absences or tardiness continues, a *Misconduct Report Form* will be completed. If a class has a lecture and lab on the same day, the student must attend all meeting times to be considered present. If a student arrives after the scheduled class start time or leaves before class is dismissed, they will be considered tardy. For each three (3) tardies a student has in a class, a day will be counted toward the four (4) absent days.

Regular attendance and consistent study habits are essential to success in college and are expected of all students at DMACC. The College Catalog states that absenteeism and tardiness interfere with the learning process and can contribute to academic failure. The legitimacy of the reason for the absence in no way minimizes the loss incurred. The responsibility for completing course requirements lies with the student. No absence, for whatever reason, relieves the student of the responsibility for completing all work assigned to them.

The MLT policy on attendance is in harmony with that of the College. In order to maximize learning opportunities and evaluate whether course and program objectives have been attained, students are expected to participate in class, lab and clinical assignments regularly and as scheduled. Instructors recognize that illness, emergencies, or uncontrollable circumstances, such as icy roads or child care problems, will occasionally arise, causing absenteeism or lateness. After an absence, it is the student's responsibility to contact the instructors and complete any required make-up assignments as outlined.

Students have ample time off from classes – often up to 10 weeks each academic year. Please use this time off for vacations and other personal occasions. Missing class due to a personal vacation or occasion is not an excused absence. Plan ahead. An online academic calendar is posted almost two years in advance. If you are unsure of when classes are in session, please ask your instructor and/or Program Director.

Assignments

ALL assignments are to be turned in on or before the due date posted/given verbally and in the LMS system.

Late Lecture Assignments and Pre-Lab Assignments: All assignments will have clearly stated due dates/times issued by the instructor. Assignments will be accepted early; however, late assignments will NOT be accepted. For any assignment, if you are having trouble understanding what to do, see the course instructor BEFORE THE DUE DATE.

Missed Labs and Non-submitted Labs: If a student is absent during a scheduled laboratory activity, this is considered a "Missed Lab." The student is responsible for making up the missed lab within seven days (excluding weekends, holidays, and campus cancellations). Making up missed labs will be subject to instructor and physical lab space availability. Missed labs are subject to a 10% deduction per day up to a 70% deduction. If the missed lab is not completed within the seven-day period, it will be graded as a zero.

If you were present for and completed a laboratory activity during the scheduled time but failed to submit by the due date/time, this is considered a "Non-submitted Lab." A 10% per day deduction will be applied prior to grading up to seven days post due date/time. This includes weekends, holidays, and campus cancellations. If submitted beyond seven days, it will be graded as a zero. A partial submitted lab, is considered a "Non-submitted Lab". If a partial lab submission is re-submitted in full, the 10% per day deduction still applies prior to grading.

Exceptions may be made for extraordinary circumstances at the instructor's discretion. See the course syllabus for specific requirements in each MLT course.

Quizzes

Announced and unannounced quizzes may be given during class (in person) and online (using the LMS), as well as in both lecture and lab. Quizzes may NOT be made up. If an in-class quiz is given at the start of lecture or lab, and the student arrives late and misses ANY PORTION of the quiz, they may NOT take or make up the quiz.

Examinations

Students are expected to take exams as scheduled. Exams are "closed-book" unless otherwise instructed. Be respectful of others taking the exam. Cellular phones and other electronic devices may **NOT** be used as calculators.

ALL make-up tests and lab practicals – taken before or after the scheduled time – will receive a 10% penalty off the total number of points regardless of the reason missed. Notify the instructor in advance if missing an exam or lab practical. Missed exams or lab practicals **MUST** be made up within 24 hours of the absence or on the day the student returns to any class. Please make arrangements with the Instructor. See the course syllabus for specific requirements in each MLT course. Make-up tests may not be scheduled during the student's class hours. Faculty will monitor test absenteeism and restrict makeup testing if the privilege is abused or used excessively. An *Academic Misconduct Report Form* will be completed for any student who has not made up an exam according to guidelines, and the exam may be computed as "0" towards the course grade.

Graduation Requirements

1. A grade of "C" or better in all MLT courses.
2. A passing grade in all "other" (non-MLT) required courses in the curriculum.
3. A minimum 2.0 cumulative grade point average in the MLT Program.

Students can check their academic progress through their DegreeWorks page. Students planning to graduate must file a *Graduation Application* with the Credentials and Graduation office by a designated deadline for the semester in which they plan to graduate.

Degree Conferred

Students who successfully complete the MLT Program receive an Associate of Applied Science (AAS) degree in Medical Laboratory Technology.

National Certification Exam

Each student who successfully completes the MLT program with a minimum GPA of 2.0 and graduates from Des Moines Area Community College with an Associate of Applied Science degree will be eligible to take the ASCP Board of Certification exam (and/or other national certification exams if they choose). Students will register on their own to take the exam. Granting of the Associate of Applied Science degree is not contingent upon passing any external certification or licensure exam.

Academic Integrity

Stealing or copying papers or other written assignments, collaborating or cheating on examinations, or plagiarism constitute grave and serious violations of personal trust and academic integrity. Other examples of dishonesty in the program include falsifying or fabricating records or reports (i.e., procedures performed, laboratory results, etc.). Academic dishonesty lowers professional standards and adversely affects our professional and public image. This dishonesty can lead to negligent and/or dangerous clinical practice, which places patient safety at risk and can also lead to legal action against the medical laboratory and the patient care facility. Students who plagiarize or cheat will be held accountable by their instructor and are subject to the sanctions outlined in the [Academic Misconduct Procedure](#).

Academic Misconduct

Information regarding student rights and regulations is available through the program counselors. Academic integrity violations will be addressed by the course instructor with the student and Program Chair. The full policy can be found using the link above in the *Academic Integrity* section.

Appeals

A student may appeal information and/or decisions on the Academic Misconduct Report form. Procedures and forms are found in the DMACC Student Handbook.

Withdrawal from MLT Program

The Program Director/Chair should be consulted when a student is considering withdrawing from the program. To withdraw from a course, the student must drop any courses by the designated semester drop date.

One or more faculty members of the MLT Program may recommend the withdrawal of any student whose health, conduct, or academic performance makes it inadvisable for the student to continue preparation as an MLT.

Unsatisfactory performance in clinical rotations, course lecture or lab (grade lower than 78) results in failure in an MLT course. If a student does not pass an MLT course with a grade of 78.0% or higher, they will be withdrawn from the program and must complete a *Restart Application* to be readmitted to the MLT program. Students are only allowed to restart or be resubmitted to the program **ONE TIME**; therefore, a student may repeat (due to unsatisfactory performance) one individual MLT course one time only.

Program Restart/Special Start Procedure

Definitions

- A **“Re-start”** student is defined as the student who withdrew from or failed an MLT course and now wishes to return to the program, picking up where they left off – not necessarily restarting the entire MLT Program from the start.
- **“Stopping/Stepping out”** describes a student who has chosen to delay progression in the program when they are in “Good Standing” (student has made satisfactory progress in the program to date).
- A **“Special Start”** student is defined as one who wishes to resume the MLT program after stopping out when they were in good standing.
- A seat must be available in order for students completing a Restart or Special Start form to take an MLT course.

The MLT Program allows students to restart one (1) time. If a student is not successful after one restart, progression is stopped and re-entry to the program denied. The student is no longer eligible to be in the MLT program.

Students seeking re-admission must recognize that knowledge and technology change rapidly. This results in on-going revisions in curriculum and professional requirements. Students are advised to contact their Program Chair or Academic Advisors for current requirements. Students seeking readmission to the program may be required to meet additional requirements which could include starting at the beginning of the Program even though the curriculum is the same, especially if more than 2 years have passed since they have taken the MLT courses.

There is never a guarantee of readmission to the MLT Program. Factors that influence whether a student will be considered for readmission include, but are not limited to:

- a. follow-through and completion of recommendations and restart requirements made by faculty and/or Program Chair at time of withdrawal or student request for readmission.
- b. specific reason for the withdrawal.
- c. student conduct, academic and clinical performance during previous enrollment.
- d. health and attendance patterns.
- e. current program requirements.
- f. faculty recommendation.
- g. space availability in the program or course.

Students who have failed a course or have withdrawn may be required to remediate skills or otherwise demonstrate competency for re-entry. A transition course or standardized tests may be required. Stipulations for student readmission are maintained on file. Restarts enter under the current catalog.

There is a limit of **ONE TIME** that a student may be readmitted to the MLT Program. An application for readmission can be denied.

Readmission will depend on space being available in the course. The student must have the Program Director/Chair's approval prior to registering. If a student is unable to start the term identified on the restart application, the application

will be cancelled, and the student will need to fill out a new form to apply for the next available starting time. Stipulations for readmission will be reevaluated against current program requirements.

Teach-out Plan

If the DMACC MLT were to plan to close permanently, the MLT Program would no longer accept students, but would finish out the ones who are currently enrolled in MLT courses.

In the event of a natural disaster (e.g., tornado, flood, etc.), in which the DMACC MLT Program would have to close immediately for an undetermined amount of time, all efforts would be made to move classes to another DMACC campus at which there would be room for a class and lab. The MLT Program has a good relationship with the other MLT Programs in the state, so ideally supplies could be shared. The MLT Program also is on good terms with our clinical sites and various industries (BD, BioRad, etc.), and a member of our Advisory Committee works for McKesson. These could be potential resources for supplies. Students impacted at clinical sites would be moved to other sites when available.

In the event the DMACC MLT Program would have to close temporarily (e.g., blizzard, ice storm), classes would resume as soon as possible. Students in clinical rotations do have to meet a minimum number of hours, and there are days planned in the schedule to accommodate this. If students would have to miss more than the number of “built-in” days of clinical rotation, instructors would attempt to find an alternate site or extend the rotation at the end. The student would receive a grade of “I” (Incomplete) until they have completed all required clinical hours and paperwork.

Clinical Practicum Courses – Overview of Policies

MLT Clinical Rotation Courses

A vital element in the MLT program curriculum is the clinical practicum (i.e., rotation, clinical rotation). There are two practicum courses in the MLT curriculum. Students are responsible for all costs associated with clinical rotations, including but not limited to clothes/uniforms and shoes, transportation, housing, and/or meals.

Clinical practicum courses allow MLT students to:

1. Demonstrate the responsibilities of an MLT in the laboratory and the hospital.
2. Demonstrate the importance of recognizing the patient as a person.
3. Achieve accuracy in analysis of results, reporting of results, and record keeping.
4. Gain proficiency and, in time, speed in performing the testing methods taught during the academic portion of the Program.

MLT180 – Clinical Practicum 1

This is the “short” rotation – the phlebotomy rotation completed by MLT students. Students complete this practicum in either the Spring or Summer semester.

Challenge Test/“testing out” of MLT180

Students may choose to “test out” of this rotation if they (1) pass the MLT180 Challenge Test with a score of at least 70%, and (2) submit proof of completion of at least 100 successful venipunctures performed on patients (NOT donors) from a current or recent supervisor. Documentation must be from the Supervisor to the MLT Program Director/Chair. There is a cost to taking the MLT180 challenge Test. [Challenge Test procedure.](#)

MLT289 – Advanced Clinical Lab Practicum

This is the “big” rotation – Students complete this course the final semester of their program.

Students may request geographic locations, but the Program Director/Chair or Clinical Instructor makes all final placement decisions with input from clinical site representatives. Placement is based on a number of criteria, the foremost of which is the number and variety of student clinical spaces available. Students with full status will be given priority over students

with alternate status. Students who are completing their curriculum plan in a timely manner will be given priority over students who have had to extend their curriculum plan. Consideration is given to the student's employment issues and to any special requests made by the Clinical Site Coordinator. It is the responsibility of the MLT faculty to find clinical sites which assist the student in satisfying program goals; however, it is the student's responsibility to maintain those privileges. If at any time a clinic site revokes privileges for a particular student, it is not the responsibility of the program to find alternate sites.

The MLT Program will strive and plan to provide timely clinical rotations for all students with full status; however, circumstances can change that are beyond the control of the Program. In the event that there would not be a sufficient number of clinical placement positions for all students completing the didactic semester, clinical assignments will be made on the basis of grade point average, attendance, and professional behavior assessments.

Clinical affiliation provides an opportunity for students to gain experience in a hospital laboratory under the supervision of the staff. Students will not be expected to function independently as an additional staff member, but they will be expected to perform routine laboratory procedures with minimal supervision. Clinical laboratory professionals do not expect to teach basic procedures. The site expects that the student has studied theory and basic procedures; and, can access these from class notes and textbooks. The site is responsible for helping the student apply the theory and skills he or she learned in the classroom to the clinical lab. The site is not expected to retrain the student in basic lab concepts or techniques, such as pipetting, focusing a microscope, calculating dilutions, etc. The student must demonstrate this ability through satisfactory completion of all classroom competencies and laboratory check-offs. If a student has not satisfactorily completed course work and demonstrated the ability to perform required procedures, they will not be allowed to go on to a clinical assignment. The Clinical Site Coordinator(s) and Program Director/Chair or Clinical Instructor must be sure that all students will be safe practitioners at the level expected for students in the final phase of the educational program. It is the student's responsibility to ensure that all requirements have been completed.

Clinical practicum evaluations will be based on performance in the clinical setting under the supervision of the Clinical Site staff and the DMACC MLT Program Director/Chair or Instructor. Students will be expected to apply the knowledge and skills gained from previous course work. During clinical practicum, the MLT student will be expected to:

1. Participate in clinical practicum on assigned days at assigned times. **If the student is absent for any reason from the rotation, the student must notify both the Clinical Site Coordinator (or someone at the clinical site) AND the Program Chairperson/Instructor.** A student must have the required clinical hours to complete and graduate from the program. Absences must be made up at a time arranged with both the Clinical Site Contact and Program Chairperson/Instructor.
2. Safeguard the patient in the clinical setting by:
 - a. recognizing self-limitations.
 - b. seeking out the physician/supervisor when unsure of self or when unable to follow directions/guidelines given.
 - c. reporting errors or mistakes and following through with the needed action for remedy.
 - d. adhering to hospital policies, procedures, and routines.
 - e. accurately recording and reporting patient care data.
3. Accept constructive criticism from supervisor and utilize suggestions for growth.
4. Develop attributes that reflect professional conduct and respect for one's self and others:
 - a. protect the patient's right to privacy by maintaining strict confidentiality.
 - b. respect the human dignity and uniqueness of others regardless of social or economic status, personal attributes, or nature of health problems.
 - c. listen attentively and courteously when others are speaking.
 - d. demonstrate poise, tact, and self-control when communicating with others.
 - e. express self clearly and accurately both verbally and in written work.
 - f. help others rather than waiting to be asked.
 - g. project a professional image/attitude during clinical activities.

5. Adhere to Universal Precautions and OSHA Bloodborne Pathogen (BBP) Standards including use of Personal Protective Equipment (PPE's) and adherence to agency Exposure Control Plans. Report any exposure incident to the Clinical Site Coordinator and the Program Chairperson/Instructor.

List of Current & Past Clinical Sites

Current clinical affiliates include the following facilities. Affiliation agreements are on file.

Boone County Hospital, Boone

Broadlawns Medical Center, Des Moines

Burgess Health Center, Onawa

Cherokee Regional Health Center, Cherokee

Crawford County Memorial Hospital, Denison

Mary Greeley Medical Center, Ames

MercyOne-Des Moines Medical Center, Des Moines

MercyOne-West Des Moines Medical Center, West Des Moines

Pella Regional Health Center, Pella

Shenandoah Medical Center, Shenandoah

Unity Point Health Des Moines – Iowa Methodist Medical Center, Des Moines

Unity Point Health Des Moines – Iowa Lutheran Hospital, Des Moines

Unity Point Health Des Moines –Methodist West, West Des Moines

Unity Point – Health Des Moines – Pathology Laboratory, Ankeny

VA Central Iowa Health Care System, Des Moines

The MLT Program welcomes other clinical facilities to participate in educating students. In addition to those listed above, students have been placed at these clinical affiliates in the past and most likely will be in the future. Affiliation agreements will be requested when needed (i.e., when students are placed at those sites again).

Adair County Health System, Greenfield

Clarinda Regional Health Center, Clarinda

Clarke County Hospital, Osceola

Dallas County Hospital, Perry
Fort Madison Community Hospital, Fort Madison
Great River Medical Center, West Burlington
Greater Regional Medical Center, Creston
Grinnell Regional Medical Center
Guthrie County Hospital, Guthrie Center
Knoxville Hospital & Clinic, Knoxville
Madison County Health Care System, Winterset
Marshalltown
McFarland Clinics
Montgomery County Hospital, Red Oak
Myrtue Medical Center, Harlan
St. Anthony Regional Hospital, Carroll
Stewart Memorial Community Hospital, Lake City
Story County Hospital, Nevada
Trinity/Unity Point - Muscatine

Clinical Compliance

A student found to be noncompliance with clinic policies regarding HIPAA (patient confidentiality), vaccine requirements, inappropriate use of social media, being under the influence of drugs or alcohol (legal or illegal) during scheduled clinic time, disrespect or combative/threatening behavior towards patients, peer or staff, etc. will result in disciplinary action up to dismissal from the MLT Program. Noncompliance with local and federal laws can result in consequences up to dismissal from the program.

Background Check Policy

To ensure the safety and integrity of clinical environments, and in compliance with affiliation agreements with healthcare facilities, all students in the program must undergo a criminal background check. Hits such as felony, theft, abuse, child pornography and other severe convictions may prevent a student from placement in a clinic setting. This will affect program completion. The background check will be conducted through a college-approved third-party vendor. Students are responsible for all associated costs.

Drug Testing

Students choosing to attend a clinical partner site for a practicum rotation which requires drug screening will be subject to a drug screen and the fee associated with such testing. In accordance with the requirements set forth by our clinical partners, DMACC Health Sciences & Fitness Pathway has implemented a drug screening program for students required to

be physically present at clinical sites which require drug screening. If needed, students will receive specific instructions, including location(s), times, and what to expect during the screening. It is DMACC's goal and in your best interest to have a negative and approved urine screen. Key points to consider:

- Prescription medications that may appear on a drug screen (like opiates, benzodiazepines or stimulants) require documentation from a prescribing physician.
- Even if THC or similar substances are legal in neighboring states, their presence in a drug screen will result in a positive test and be treated accordingly.
- Undocumented positive results can lead to extra testing costs or impact your ability to complete clinical requirements.
- Students are urged to stop using any non-prescribed substances immediately.

If you have any concerns or would like more information, please reach out to your Program Chair or Instructor.

Documentation of Student Health, Immunizations, and Training Records

During the first semester of the MLT program at DMACC, students will be required to register for an account in a program called Viewpoint. Viewpoint manages and stores all clinical requirements (including the background check and health records). The following must be completed and on file in Viewpoint prior to participation in clinical practicum experiences (including orientation at clinical sites).

Viewpoint Immunization and Training Requirements Document DMACC MLT Program

Tuberculosis Test	One of the following completed within the past 90 days is required initially, then annually: 1-step TB skin test or 2-step TB skin test with a minimum of seven days in-between tests OR QuantIFERON blood test (lab report required) If positive, must attach copy of chest x-ray report and whether treatment was indicated. Negative or zero will be acceptable for mm induration.
Adult Diphtheria/Tetanus/Pertussis-Tdap	Submit a Tdap (tetanus, diphtheria, and pertussis) administered during your lifetime. If it has been more than 10 years since your Tdap then Td (tetanus, diphtheria) is needed every ten years thereafter. The renewal date will be set for 10 years from the administered date of your most recent booster. Student's name must be included on documentation.
Varicella	ONE of the following are required: 2 vaccinations OR a positive antibody titer (lab report required, numeric and reference range preferred) OR supply a written and signed account from your medical provider documenting a verified case of chicken pox Note for Students: The Varicella Vaccine should be administered according to the following schedule: Vaccine 1: Birth or Anytime Vaccine 2: at least 1 month after vaccine 1

Hepatitis B	ONE of the following are required: 3 vaccinations OR a positive antibody titer (lab report required, numeric and reference range preferred) If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series or titer. Note for Students: The Hepatitis B Vaccine should be administered according to the following schedule: Vaccine 1: Birth or Anytime Vaccine 2: at least 1 month after vaccine 1 Vaccine 3: at least 5 months after vaccine 2
MMR	One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report required). If series is in process, submit 1st vaccine and a new alert will be created for you to complete series. If any titer is negative or equivocal, new alerts will be created for you to repeat series.
Seasonal Influenza	One of the following is required: Documentation of flu vaccination administered during current flu season year (August to March). Documentation MUST include: Student's name. Date administered Indication that a flu vaccination was given Acceptable forms of documentation include: official immunization record or Employee Health Report from a medical facility, or Pharmacy receipt or Note from a health care provider Must renew annually for each flu season. OR IF the influenza vaccine is contraindicated for the student, a note from the Health Care Provider must be submitted and include: Student's name, HCP's signature and name Date of the note.
COVID VACCINATION	ONE of the following is required: Your documentation must include: Student's name HCP's signature and name Date of the of each vaccine, which MUST include a current booster. OR For those unable to receive the vaccine due to medical or religious reasons, obtain the exemption forms from your instructor for the following facilities and upload the completed forms in place of your vaccination: • Mary Greely Medical Center • UnityPoint Health • VA Hospital

BLS Certification	Must be one of the following from the Healthcare Professional category of courses: American Heart Association Basic Life Support OR American Heart Association Heartcode (this is an online course followed by a face-to-face skills test) OR American Red Cross CPR for the Professional Rescuer OR American Red Cross Health Care Provider course OR Military Certificate Copy must be front & back of the card, it has to be signed (unless it is a military certification) OR If you have been re-certified in CPR but did not receive your card at the time you must provide a note from your certifying instructor that documents: 1) type of course completed 2) your name 3) date of course 4) name, signature and phone number of the CPR instructor. 30 day renewal date will be set for notes provided from instructors. The renewal date will be set based on the date provide on the card.
HIPAA Training	Submit Certificate of Completion of HIPAA Training. *Only DMACC SafeColleges Training is accepted. *Renewal date will be set for 1-year following the date of submission. To access the course, click on the link below. Vector Solutions – Iowa Safe Colleges You can also access SafeColleges via your MyDMACC site. Username: Your DMACC 900# You should not need a password.
Bloodborne Pathogens Training	Submit Certificate of Completion of Bloodborne Pathogens Training. *Only DMACC SafeColleges Training is accepted. *Renewal date will be set for 1 year following the date of submission. To access the course, click the link below. Vector Solutions – Iowa Safe Colleges You can also access SafeColleges via your MyDMACC site. Username: Your DMACC 900# You should not need a password.
Mandatory Reporter Child Abuse Training	• New training can only be completed through the Iowa DHS or the AEA training sites. Training instructions for these sites are attached. • Training must be completed again after 3 years. • Iowa DHS provides Information on abuse reporting and training online at Iowa Mandatory Reporters Website • Click <i>Online Training</i> for directions Submit screen shot of Completion of State of Iowa DHS Child Abuse Mandatory Reporter Training. *Only State of Iowa DHS training is accepted. *At the time of submission, compliance to this requirement must have at least 18 months remaining of the 3-year validity.
Dependent Adult Abuse Mandatory Reporter	• New training can only be completed through the Iowa DHS or the AEA training sites. Training instructions for these sites are attached. • Training must be completed again after 3 years. • Iowa DHS provides Information on abuse reporting and training online at Iowa Mandatory Reporters Website • Click <i>Online Training</i> for directions Submit screen shot of Completion of State of Iowa DHS Dependent Adult Mandatory Reporter Training. *Only State of Iowa DHS training is accepted.

	*At the time of submission, compliance to this requirement must have at least 18 months remaining of the 3-year validity.
Infection Control and PPE	Submit Certificate of Completion of Infection Control and PPE *Only DMACC SafeColleges Training is accepted. To access the course, click the link below. Vector Solutions – Iowa Safe Colleges You can also access SafeColleges via your MyDMACC site. Username: Your DMACC 900# You should not need a password.
Health Form	Submit completed Health Form. Health exam must be within the current calendar year.
Health Insurance	Documentation of health insurance may be required when the student is attending clinic. Submit the health insurance card including the front and back of the card, if requested.
Drug Testing	Contact the MLT Program Director or faculty regarding mandatory drug testing procedure.

Clinical sites may require additional site-specific training or learning modules prior to beginning a clinical rotation.

Attendance at Clinical Rotations

Both MLT180 and MLT289 have specific attendance expectations. See course syllabi and policies for specific requirements; the main points are listed below.

MLT180 – Students are scheduled to complete 100 successful blood draws during 60 hours of clinical rotation. This schedule meets the minimum time requirement for training in the clinical lab for this MLT class. Students should be in the hospital five (5) days per week, Monday – Friday (or 4 days for the Web-blended MLT students attending lab all day once each week at DMACC). This typically means students spend approximately 4 hours each day for approximately 15 days at their site. This also means consecutive days. Both the College and the clinical sites expect that the student be present every day. There is an expectation for punctuality every day.

The student is responsible for arranging to leave the clinical site at an early enough time in which to promptly arrive at DMACC for any on-campus classes. The DMACC Program Chair can verify when students have class. **Students MUST complete the entire rotation time requirement to successfully complete the course.** All missed days must be made up at a time convenient to both the clinical site and the student.

Students attend on consecutive days. Due to the short time period of the rotation, students will be allowed one (1) occurrence of absences. An occurrence is a missed time period. Three (3) instances of being late or tardy = 1 occurrence.

EXAMPLES:

- Missing one (1) day due to a stomach ache = 1 occurrence
- Missing one (1) day because you are tired = 1 occurrence
- Missing four (4) days due to the flu = 1 occurrence
- Being late or tardy three (3) times during the entire rotation = 1 occurrence

After one (1) occurrence of absences, the student will be removed from the clinical site and will earn a grade of “F” in the class. The student will meet with the Program Chair to discuss his or her behavior. The student will NOT be placed at another site.

MLT289 – Students are scheduled to complete four-five 8-hour days per week (a total of 32-40 hours per week) for the semester. This schedule meets the minimum time requirement (544 hours) for training in the clinical lab for MLT program accreditation. Both the College and the clinical sites expect that the student be present every day. There is an expectation for punctuality every day. Note that an 8-hour “shift” typically includes 30 minutes for lunch. EXAMPLE: Document 0600-1430 as 8 hours, NOT 8.5 hours, IF you took time to eat lunch.

Students **MUST** complete the entire rotation time requirement to successfully complete the MLT program. Make-up time/days may be completed throughout the rotation time period (e.g., on “free” Mondays) or at the end of the semester. If students still need to complete time after the semester ends, they should attempt to have all hours and paperwork completed **BY JUNE 1 AT THE LATEST**. **Students will receive a grade of “F” for the rotation practicum course if all required hours are NOT completed and documented by the due date.**

The annual state lab meeting falls two days during the rotation. Please see the current clinical rotation calendar. Students **MUST** either attend the annual state lab meeting **OR** go to their clinical rotation. The days of the annual lab meeting are not free days or days off. Students do **NOT** get a day or days off if they choose to not attend the annual state lab meeting. Also note that DMACC does **NOT** require a student to attend the annual state lab meeting. This is the student’s choice; and, he or she can elect to attend all or part of the meeting. Attendance/non-attendance at the annual state lab meeting **MUST** be communicated with the Clinical Site Coordinator by the student as soon as a decision is reached.

ANY TIME a student is absent from or late for their clinical experience for ANY reason, they must notify the Clinical Site Coordinator **AND** the MLT Program Director/Chair or Instructor.

If a clinical site has its own attendance policy, the site must inform the student. Clinical sites may request a doctor’s note or other documentation regarding an absence. Whatever learning experience a student misses due to a missed day of rotation, he or she must take responsibility for making up (e.g., QC maintenance, operating a new analyzer, etc.).

COVID-19, flu, RSV, other illnesses: Please continue to follow CDC Guidelines for attending onsite meetings, including clinical rotations and in-person classes. Students should not put themselves and others at risk for infection. Missed time can be made up. Health should be prioritized over school. Use common sense!

Students will be allowed three (3) occurrences of absences. An occurrence is a missed time period. Three (3) instances of being late or tardy = 1 occurrence.

EXAMPLES:

- Missing one (1) day due to a stomach ache = 1 occurrence
- Missing one (1) day because you are tired = 1 occurrence
- Missing four (4) days due to the flu = 1 occurrence
- Missing ten (10) days due to COVID-related quarantine = 1 occurrence
- Being late or tardy three (3) times during the entire rotation = 1 occurrence

After three (3) occurrences of absences, the student will be removed from the clinical site and will earn a grade of “F” in the class. The student will meet with the Program Chair to discuss his or her situation/behavior and/or options to re-enroll in the class at a later date if applicable. The student will NOT be placed at another site if he/she is too sick or unable to be successful in the rotation at this time due life circumstances.

“No call-No show”

For both clinical rotation courses, if a student is unable to attend clinical practicum for any reason, he or she must notify the clinical instructor **AND** the DMACC Program Director/Chair or DMACC Instructor. When a student does **NOT** notify these individuals, it is considered a **“no call-no show”**; and, is **NOT** acceptable behavior of a student in this program. **Any report from a clinical site to the DMACC Program Director/Chair or DMACC Instructor of a “no call-no show” will result in the student being removed from the clinical experience and a final grade of “F” for the course. The student will NOT**

be placed at another site.

Weather Cancellations during Clinic Rotations

Most clinical sites do not close due to weather situations. Students **MUST** complete the entire rotation time requirement to successfully complete the MLT program – 60 hours for the MLT180 course, and 544 hours for the final rotation semester course (MLT289). Students should make common-sense decisions on whether to drive to clinical sites or not during inclement weather; however, they still must follow the attendance policy of notifying the Clinical Site Coordinator **AND** the MLT Program Director/Chair or Instructor if they are absent from or late for their clinical experience. Make-up time/days may be completed throughout the rotation time period or at the end of the semester.

It is highly recommended that students sign up for DMACC Emergency Notification System for the timeliest notification of weather cancellations. The student is responsible for notifying clinical rotation sites if they are going to be absent due to a DMACC cancellation or delay. Cancellations due to situations on campus do not affect clinic rotations and the student should attend as scheduled.

Dismissal from Clinical Rotation

Once a student is dismissed from an alternate clinical site for academic reasons or from any clinical site for a behavioral or attendance reason, they will **NOT** be placed at another clinical site. This means the student will **NOT** complete the clinical practicum **AND** will earn a grade of “F” in the course. This means the student will not successfully complete the MLT program; and/or, in order to continue taking classes in the MLT program, must complete a “Restart Form” with the DMACC Program Chair/Instructor. Only one (1) restart is allowed in the MLT program; therefore, this must **NOT** be the student’s 2nd MLT class in which they are unsuccessful **OR** the student must successfully complete all remaining classes in the MLT program to remain in the Program.

Dismissal from a Clinical Site for Academic Reasons

MLT180

This includes, but is not limited to:

- Receiving a score lower than 4 on a task performance evaluation.
- Receiving a score lower than 4 on a task performance evaluation during placement at an alternate clinical site. The student must pass the rotation at the second site in order to pass the class.

MLT289

This includes, but is not limited to:

- Not scoring 70% or higher on more than one (1) post test.
- Not scoring 70% or higher on only one (1) portfolio.
- Receiving a rating of below expectations on a Clinical Task Sheet/Task Performance Evaluation.
- Receiving a score lower than what is required to meet expectation on a Clinical Site Visit & Performance Evaluation.
- Any of the above during placement at an alternate clinical site. The student must pass the entire rotation area at the second site in order to pass the course.

Dismissal from a Clinical Site for Behavioral Reasons

Health care facilities and community agencies that have agreed to accept students for clinical experiences are offering students the privilege of learning from professionals in the field. Students must be respectful and courteous to all patients, employees, and visitors with whom they come in contact at these agencies. Violation of these standards and agency rules could lead to immediate dismissal from the clinical. If a **clinical site dismisses a student** for any behavioral reason, the student must meet with the DMACC Program Chair/Instructor virtually or in person. The reason for dismissal and related discussion will be documented – this will include input from the clinical site as well. **A second clinical experience will not be assigned.**

Student Request to Switch Sites

A student may request to switch sites. In this case, the student must meet with the DMACC Program Chair/Instructor and Clinical Site Coordinator(s) in person or virtually for a discussion. Emailed communications are not acceptable for this. The request may or may not be granted depending on: reason (e.g., the student feels that the clinical site has violated the Standard Training Agreement with Practicum/Clinical Site agreement), availability of sites, number of requests made by student now or in past rotations. Only one (1) request is allowed for personal reasons.

Clinical Rotation Courses – Required Hours & Paperwork/Assignments

Both clinical rotation courses have specific attendance expectations, as well as a required minimum number of hours and paperwork and/or assignments that must be completed in order to earn a passing grade for the class. **Students will NOT receive a grade for the rotation practicum course until all required hours AND paperwork are completed and submitted. If all required paperwork is NOT submitted by the due date, students will receive the grade of “F”.** See course syllabi and policies for specific requirements.

Clinical Rotation Courses – Evaluations

Students are evaluated by DMACC Program Director/Chair or Faculty with input from Clinical Site Coordinators and Techs on task performance in each area of the Lab. Evaluations are based on observed terminal performance (not the first time the task is performed). Students must receive at least a rating of meets expectation in each task evaluated to pass the rotation area. See practicum course syllabi and policies for specific information related to evaluations and grading.

Clinical Attire Standards

Despite all hopes to the contrary, appearance does affect how one is perceived by those with whom they have contact. It is therefore necessary that MLT students and faculty abide by attire standards consistent with the clinical sites. In some cases, the DMACC requirements may be more stringent than those of the site. If at any time your clinical site determines you are not in compliance with these standards you will not be permitted at the clinical site until in compliance.

There is no specific uniform for DMACC MLT students. Students are expected to look, as well as act professionally and follow the clinical site's dress code and other regulations for laboratory employees or according to hospital policy. In most cases this includes.

- A. Smoking
Smoking will not be permitted at any time during your assigned time at a clinical site. You will not be permitted to carry cigarettes or other smoking materials in any manner. Your body, clothing, and breath CANNOT smell of smoke while in the clinic site.
- B. Grooming
Hair must be clean, neat and secured if longer than shoulder length. If the hair is secured it must be done in such a manner that it will not be possible for the hair to contact a patient, or lab materials, supplies, or equipment. Facial hair is permitted if neat, cleaned, and well groomed. The body must be clean and free from natural odors and strong colognes or perfumes. Breath odor must be tolerable.
- C. Clothing
Scrubs (color approved by the Lab) or clean street clothes are acceptable. Pants should not ride low on the hips to expose skin, nor should they touch the floor. Clothing must be clean and appear neat and without wrinkles. Shoes must be clean and appear clean. Sandals are not permitted, nor are other types of open-toed shoes. Comfortable shoes will be found most tolerable. Tennis or running shoes are allowed if they are clean and are a color which does not contrast with the clothing worn. Clothing should not impede PPE. A name badge is always required when at a clinic site. The badge must be the one issued by the hospital, or DMACC, if the hospital did not issue the student a name badge.
- D. Body Art and Jewelry
Visual tattoos are permitted, if appropriate in nature. Jewelry of a limited nature will be permitted; however, it should not impede gloves or other PPE. Piercings are allowed at risk to the students. Students are expected to follow hospital policies pertaining to tattoos, acrylic nails/nail polish and piercings.

E. PPE

Follow the clinic site guidelines regarding PPE guidelines.

Other considerations: This is a physical job - standing, walking, stooping and bending are required the majority of the time. Cell phones should be OFF or on SILENT during the rotation. Ideally, students should NOT have their phone with them at all while drawing blood or at lab benches. Students may use their cell phones during breaks. If students wish to use their cell phones at any time during their rotation at a clinical site, they should inform their Teaching Techs.

Service Work Policy

It is the policy of the MLT program that students will receive no financial remuneration for the clinical practicum experience. Practices in which students are substituted for regular staff must be avoided. Students may seek employment in the laboratory in which they are assigned for the clinical practicum. This is termed “service work” and must be performed outside the scheduled hours of the clinical practicum. Any service work must be noncompulsory, paid, supervised on site, and subject to employee regulations.

Student Injury or Exposure

Any student injured or exposed to an infectious disease should follow the college approved protocol listed on our [Online Reporting Website](#).