

ROSE STATE COLLEGE

HEALTH SCIENCES DIVISION

MEDICAL LABORATORY TECHNOLOGY (MLT)

PROGRAM

STUDENT HANDBOOK

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NAACLS Accredited Program

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
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Dear Student,

Welcome to the Rose State College Medical Laboratory Technology (MLT) Program.

Whether you are just beginning your journey or progressing through the program, I am honored to welcome you to a profession that is both challenging and rewarding. By choosing Medical Laboratory Technology, you have committed yourself to becoming an essential member of the healthcare team and to making a meaningful difference in the lives of patients every day.

Medical laboratory professionals are often called the foundation of modern healthcare. Although much of our work is performed behind the scenes, laboratory results influence the majority of medical decisions related to diagnosis, treatment, disease prevention, and patient monitoring. The work you perform as a future Medical Laboratory Technician will directly impact patient care and outcomes.

The Rose State College MLT Program is designed to provide a high-quality educational experience that combines academic excellence, laboratory skills development, clinical training, professional growth, and lifelong learning. Throughout your time in the program, you will build a strong foundation in laboratory science while developing the critical thinking, technical competence, communication skills, and professional behaviors expected of an entry-level Medical Laboratory Technician.

This Student Handbook has been developed to help guide you through your educational journey. It contains important information regarding program policies, academic requirements, student expectations, clinical requirements, safety procedures, professional conduct standards, and available support resources. I encourage you to read this handbook carefully and refer to it throughout your enrollment in the program.

Success in this profession requires more than mastering laboratory procedures. It requires integrity, accountability, attention to detail, compassion, professionalism, and a commitment to lifelong learning. As you progress through the program, I encourage you to:

- Take ownership of your education and professional development.
- Embrace challenges as opportunities for growth.
- Maintain the highest standards of ethical behavior and academic integrity.
- Demonstrate respect, professionalism, and teamwork.
- Seek assistance when needed and support your fellow students.
- Strive for excellence in every aspect of your work.

- Remember that patient safety and quality care are at the center of everything we do.

The faculty, staff, clinical instructors, and healthcare partners associated with the Rose State College MLT Program are committed to supporting your success. We believe in your potential and are dedicated to helping you achieve your educational and professional goals.

As Program Director, I am proud to be part of your journey and look forward to watching you grow into a competent, confident, and compassionate healthcare professional. The path may be demanding at times, but the knowledge, skills, and experiences you gain will prepare you for a fulfilling and respected career in laboratory medicine.

Thank you for choosing Rose State College and for pursuing a profession that plays a critical role in improving the health and well-being of our communities.

I wish you success in your studies, confidence in your abilities, and fulfillment in your future career.

Sincerely,

Professor Gladys Foster, MBA, MS, MLS(AMT), MLS(ASCP)^{CM}

Program Director

Medical Laboratory Technology Program

Health Sciences Division

Rose State College

This handbook outlines the policies, procedures, requirements, and expectations of the MLT Program. Students are responsible for familiarizing themselves with and adhering to all program policies as well as those contained in the Rose State College Student Handbook and Academic Planner.

We are pleased you have chosen Rose State College and look forward to supporting your academic, professional, and personal growth throughout your educational journey.

Mission Statement

The Medical Laboratory Technology Program at Rose State College prepares competent, ethical, and professional entry-level Medical Laboratory Technicians through rigorous classroom, laboratory, and clinical education. The program promotes patient safety, diversity, lifelong learning, professional excellence, and successful preparation for national certification and employment.

Vision Statement

To be recognized as a leading Medical Laboratory Technology program that develops highly competent laboratory professionals who contribute to quality healthcare and improved patient outcomes in Oklahoma and beyond.

Program Values

The MLT Program is committed to the following core values:

- Excellence
- Integrity
- Professionalism
- Accountability
- Respect
- Diversity and Inclusion
- Patient Safety
- Lifelong Learning

- Service to the Community
-

Program Goals

Graduates of the Medical Laboratory Technology Program will be able to:

Clinical Competence

- Safely collect, process, analyze, and report routine clinical laboratory test results accurately and efficiently.
- Perform laboratory testing according to established policies, procedures, and regulatory standards.
- Demonstrate competency in specimen collection, processing, and analysis.
- Operate, maintain, calibrate, and troubleshoot laboratory instrumentation and equipment.

Quality and Safety

- Apply quality assurance and quality control principles to ensure accurate and reliable laboratory results.
- Recognize quality control abnormalities and implement appropriate corrective actions.
- Adhere to laboratory safety standards and infection prevention practices when handling biological specimens, chemicals, and laboratory equipment.

Critical Thinking and Scientific Knowledge

- Correlate laboratory findings with disease processes and patient conditions.
- Apply critical-thinking and problem-solving skills in laboratory practice.
- Utilize scientific principles to evaluate laboratory data and support clinical decision-making.

Professionalism and Communication

- Demonstrate professional conduct, integrity, accountability, and ethical behavior.
- Communicate effectively with patients, healthcare professionals, faculty, and peers.

- Function as an effective member of the healthcare team while maintaining patient confidentiality.

Professional Growth

- Recognize the importance of lifelong learning and professional development.
- Practice within the ethical and legal framework of the profession.
- Participate in continuous quality improvement activities that support excellence in healthcare delivery.

Program Administration

Program Director

The Program Director must meet current NAACLS qualifications. The Program Director reports directly to the Dean of Health Sciences and is responsible for both administrative and instructional functions of the program.

Responsibilities of the Program Director

- Curriculum development and program administration.
- Coordinate and teach MLT courses as assigned.
- Chair the Admissions Committee.
- Chair the Advisory Committee.
- Provide student advisement and mentoring.
- Participate in recruitment activities.
- Develop and revise program policies and procedures.
- Coordinate accreditation activities and maintain NAACLS accreditation.
- Develop course objectives and learning outcomes.
- Coordinate student orientation.
- Evaluate adjunct faculty.
- Maintain communication with clinical affiliates.
- Monitor program effectiveness and student outcomes.

- Participate in budget planning and resource allocation.
 - Participate in college committees and institutional initiatives.
 - Evaluate and select textbooks, software, and educational materials.
-

Program Faculty

Faculty members are qualified professionals committed to excellence in teaching and student success. Faculty maintain professional competence through continuing education, professional organization membership, certification maintenance, scholarly activities, and engagement in current laboratory practices.

Faculty Responsibilities

- Coordinate and teach assigned courses.
 - Advise and mentor students.
 - Participate in program assessment and evaluation.
 - Evaluate student academic and clinical performance.
 - Participate in admissions activities.
 - Recommend learning resources and laboratory equipment.
 - Assist in program improvement initiatives.
-

Clinical Coordinator Responsibilities

The Clinical Coordinator is responsible for:

- Coordinating clinical placements.
- Monitoring student progress during clinical education.
- Maintaining communication with clinical affiliates.
- Ensuring completion of clinical competencies.
- Evaluating clinical learning experiences.
- Coordinating remediation when needed.
- Assisting with clinical site evaluations.

Clinical Affiliate Instructor Responsibilities

Clinical affiliate instructors will:

- Supervise student clinical activities.
- Demonstrate laboratory procedures and techniques.
- Evaluate technical competencies.
- Evaluate professional competencies.
- Provide input regarding curriculum effectiveness.
- Assist with student learning and professional development.
- Provide feedback regarding program outcomes.

Student Health, Safety, and Immunization Requirements

Students must maintain all health and safety requirements established by Rose State College and affiliated clinical agencies.

Required documentation may include:

- Current immunization records
- Hepatitis B vaccination series or approved declination
- MMR vaccination
- Varicella vaccination
- Tdap vaccination
- Annual TB screening
- Influenza vaccination if required by clinical affiliates
- Additional vaccinations as required by clinical affiliates

Immunization and health requirements are subject to change based upon clinical affiliate policies.

Students will not be permitted to participate in clinical experiences until all required documentation has been submitted and approved.

CPR Certification

Students must maintain current American Heart Association Basic Life Support (BLS) certification for Healthcare Providers throughout all clinical courses.

Certification must remain valid during the entire clinical experience.

Liability Insurance

Professional liability insurance is provided through Rose State College for students enrolled in clinical coursework. The cost is included in enrollment-related fees.

Criminal Background Checks and Drug Screening

Clinical affiliates require criminal background checks and drug screening prior to participation in clinical education.

Students are responsible for all costs associated with these requirements.

Failure to meet affiliate requirements may affect the student's ability to complete program requirements.

Professional Conduct and Ethics

Students are expected to:

- Demonstrate honesty and integrity.
- Maintain patient confidentiality.
- Adhere to ethical standards of the profession.
- Dress professionally according to program and clinical affiliate requirements.
- Communicate respectfully with faculty, staff, students, patients, and healthcare professionals.
- Follow college and clinical affiliate policies.

Violations may result in:

- Counseling
 - Academic probation
 - Clinical suspension
 - Program dismissal
-

HIPAA and Confidentiality Policy

Students shall maintain strict confidentiality regarding all patients, employees, students, and institutional information encountered during classroom, laboratory, and clinical activities.

Unauthorized disclosure of confidential information or HIPAA violations may result in:

- Removal from the clinical site
 - Course failure
 - Program dismissal
 - Additional disciplinary action as determined by the college or clinical affiliate
-

Social Media Policy

Students are expected to demonstrate professionalism when using social media.

Students shall not:

- Post protected health information.
- Share confidential patient information.
- Share photographs taken in clinical areas.
- Represent clinical affiliate information without authorization.
- Post content that reflects negatively on Rose State College or affiliated healthcare facilities.

Violations may result in disciplinary actions.

Attendance Policy

Students are expected to attend all scheduled lectures, laboratory sessions, simulations, and clinical experiences.

Regular attendance is essential for:

- Mastery of course content
- Development of technical skills
- Professional accountability
- Patient safety

Attendance requirements, makeup work procedures, and consequences for excessive absences are defined in individual course syllabi.

Clinical hours missed must be completed according to program policy and clinical affiliate requirements.

Examinations and Assignments

Students are expected to complete all examinations, quizzes, laboratory exercises, assignments, and clinical requirements as scheduled.

Examination Standards

- All major examinations will be announced.
- Instructors may administer announced or unannounced quizzes.
- Missed examinations must be made up according to course syllabus requirements.
- Failure to complete required assessments may result in a grade of zero.

Academic Integrity

Academic dishonesty includes:

- Cheating
- Plagiarism
- Falsification of records

- Unauthorized collaboration
- Misuse of artificial intelligence tools
- Any violation of college academic integrity standards

Violations may result in:

- Grade reduction
- Assignment failure
- Course failure
- Program probation
- Program dismissal

All incidents will be handled according to Rose State College Academic Integrity Procedures.

Student Remediation Policy

Students who do not meet academic, laboratory, or clinical performance expectations may be required to participate in remediation.

Remediation activities may include:

- Faculty conferences
- Tutoring
- Additional laboratory assignments
- Study plans
- Supplemental instruction
- Additional assessments

Successful remediation does not guarantee progression in the program if minimum standards are not achieved.

Grading Policy

The following grading scale applies to all MLT courses unless otherwise stated in the course syllabus:

Grade	Percentage
A	93% – 100%
B	85% – 92%
C	74% – 84%
D	67% – 73%
F	Below 67%

Minimum Program Standards

Students must:

- Earn a grade of C or higher in all MLT professional courses.
- Successfully complete program competencies.
- Meet examination standards established within the course syllabus.
- Maintain satisfactory clinical performance.

A grade below C in any MLT course constitutes unsuccessful completion of that course.

Program Progression

Students must successfully complete all prerequisite and co-requisite program courses before advancing to subsequent courses.

Failure to meet progression requirements may result in program interruption or delayed graduation.

Record Retention and FERPA

Student records are maintained in accordance with:

- Family Educational Rights and Privacy Act (FERPA)

- Rose State College policies
- State regulations
- Federal regulations

Educational records are maintained securely and confidentially.

Technical Standards for Admission and Progression

Students must possess the physical, cognitive, behavioral, and communication abilities necessary to safely perform essential functions of the profession.

These abilities include:

- Lifting and carrying laboratory materials and equipment.
- Standing and walking for extended periods.
- Distinguishing color changes and microscopic findings.
- Hearing verbal instructions and equipment alarms.
- Using fine motor skills necessary for laboratory procedures.
- Communicating effectively in spoken and written English.
- Demonstrating critical thinking and sound clinical judgment.
- Functioning effectively under stressful conditions.

Reasonable accommodation will be provided in accordance with federal and state law.

Students requiring accommodation should contact the Rose State College Accessibility Services Office.

Advising, Academic Probation, and Dismissal

Students must maintain satisfactory academic and professional performance.

Academic counseling may occur when:

- Course performance declines.
- Clinical competencies are not achieved.
- Professional conduct concerns arise.

Students failing to meet program standards may be placed on probation or dismissed from the program.

Readmission Policy

Students who fail or withdrew from a professional course may petition for readmission once.

Readmission is:

- Based upon faculty review.
- Subject to space availability.
- Not guaranteed.

Program studies must be completed within three years.

Non-Discrimination Statement

Rose State College prohibits discrimination based on race, color, national origin, ethnicity, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other legally protected status.

The college is committed to maintaining an educational and employment environment free from discrimination, harassment, and retaliation.

Physical Injury or Impairment

Students unable to participate due to illness, injury, or medical conditions must provide appropriate medical documentation.

Clinical and class activities may be rescheduled as approved by program faculty.

Reinstatement may require documentation from a healthcare provider verifying the student's ability to safely perform program requirements.

Grievance Procedure

Students are encouraged to resolve concerns through the following process:

Informal Resolution

1. Discuss concerns with the faculty member involved.
2. Meet with the Program Director if concerns remain unresolved.

Formal Resolution

1. Submit concerns to the Dean of Health Sciences.

Institutional Appeal

1. Follow procedures outlined in the Rose State College Student Handbook.

Accreditation Complaints

Students may submit accreditation concerns directly to:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

5600 N. River Road, Suite 720

Rosemont, IL 60018-5119

<https://www.naacls.org>

Teach-Out Plan

In the event of an unforeseen disaster, institutional closure, or program interruption:

- Didactic instruction will continue through approved online learning platforms.
- Clinical education will continue through affiliated clinical partners when feasible.
- Educational records and resources will remain accessible.
- Students will receive regular communication regarding completion plans.
- NAACLS will be notified as required.

Students will be provided opportunities to complete program requirements whenever possible.

Graduation Requirements

The Associate in Applied Science (A.A.S.) degree in Medical Laboratory Technology will be awarded to students who:

1. Successfully complete all required coursework.
2. Earn a grade of C or higher in all MLT courses.
3. Maintain a minimum cumulative GPA of 2.0.
4. Apply for graduation through Admissions and Records.
5. Successfully complete all required clinical competencies.
6. Successfully complete all required capstone projects.
7. Meet all program completion requirements.

Successful completion of the program does not guarantee success on any certification examination, nor is graduation contingent upon passing a certification examination.

Program Evaluation and Student Outcomes Assessment

The MLT Program continuously evaluates effectiveness through:

- Student course evaluations
- Graduate surveys
- Employer surveys
- Advisory committee review
- Faculty assessment activities
- Accreditation outcome measures

Program outcomes are reviewed annually and include:

- Graduation rates
- Certification examination pass rates
- Employment placement rates
- Student satisfaction
- Employer satisfaction

Current student outcome data are published on the program website and updated annually.

MLT Program Evaluation Surveys and Timetables - Curriculum			
Program Category/Outcome	Assessment Process	Timetable	By Whom
Program philosophy and objectives remain consistent with College Mission and are reflected in program outcomes.	The department faculty compares program philosophy and objectives with College Mission	Every 3 years or when either change	MLT Program Director
The objectives and course content for each MLT course are consistent with the program philosophy, reflect national and local trends, are related, and demonstrate progression.	MLT faculty review course syllabi to determine appropriateness Course evaluations by student's Clinical affiliate evaluations Input is received from MLT Advisory Committee.	Annually	MLT faculty
Evaluation tools and methodologies reflect course/unit objectives.	Test analysis is conducted by MLT faculty on all examinations Review of course syllabi Course evaluations by students.	Annually	MLT faculty

Grade distribution in MLT courses compares favorably with college- wide grade distribution.	Review of grade distribution reports	Annually	Program Director

MLT Program Evaluation Surveys and Timetables- Students/Graduates			
Program Category/Outcome	Assessment Process	Timetable	By Whom
Students admitted to the program present evidence of their ability to meet degree requirements.	Review of admission requirements and procedures	Annually	MLT Program Director
Students retained in the program remain in good standing.	Review of current semester's progress of each MLT student	Annually	MLT Program Director
MLT graduation rate meets or exceeds college graduation rate.	Compare MLT retention/graduation rates with college rate	Annually	MLT Program Director
Students/graduates express satisfaction with program services/outcomes.	Student survey Graduate survey	Annually	MLT Program

Employers' express satisfaction with graduate competencies.	Employer surveys	Annually	MLT Program Director
Graduate performance on national certification examinations meets or exceeds national norms.	Faculty review examination results	Annually	MLT faculty

MLT Program Evaluation, Surveys and Timetables - Faculty			
Program Category/Outcome	Assessment Process	Timetable	By Whom
Full and part-time faculty are academically and professionally qualified.	Faculty evaluation procedures which include self-evaluation, student ratings, classroom observations, peer review instructional materials	Annually	MLT Program Director
Graduate performance on national certification examinations meets or exceeds national norms.	Faculty review examination results	Annually	MLT faculty

MLT Program Evaluation Surveys and Timetables - Resources			
Program Category/Outcome	Assessment Process	Timetable	By Whom
Classrooms and laboratories meet the needs of the program.	Faculty review student course evaluations Faculty review resources/annual inventory	Annually	Faculty MLT Program Director

Library resources are sufficient to meet the needs of the program.	Faculty review collection	Every two years or as needed.	MLT Faculty
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MLT Program Evaluation Surveys and Timetables – Administration/Governance			
Program Category/Outcome	Assessment Process	Timetable	By Whom
Faculty/staff demonstrate involvement in program and college activities.	Faculty/staff evaluations	Annually	Dean/Program Director
Ongoing review and change occur in program policies.	Review and changes occur (e.g. Department of MLT Student Handbook)	Annually	MLT Program Director

Student Support Services

Students have access to:

- Academic Advising
- Tutoring Services
- Accessibility Services
- Counseling Services
- Learning Resources Center
- Library Services
- Financial Aid Services
- Career Development Services

Students are encouraged to seek assistance early to support academic success.

Student Handbook Acknowledgment

I acknowledge that I have received, read, and understood the Rose State College Medical Laboratory Technology Program Policy Manual. I understand that it is my responsibility to comply with all programs, college, and clinical affiliate policies and procedures.

Student Name: _____

Student Signature: _____

Date: _____

Approved by the Rose State College Medical Laboratory Technology Program Faculty and Administration. Subject to revision as necessary to maintain compliance with college policies, accreditation standards, regulatory requirements, and clinical affiliate expectations.