



**MEDICAL LABORATORY TECHNOLOGY PROGRAM
STUDENT HANDBOOK**

33rd Edition

2025-2026

**NORTH ARKANSAS COLLEGE
MEDICAL LABORATORY TECHNOLOGY PROGRAM
HARRISON, ARKANSAS**

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The North Arkansas College MLT program is NAACLS (National Accrediting Agency for Clinical Laboratory Sciences) accredited.

(Revised –December-2025)

Contents

INTRODUCTION.....	5
Welcome to the Medical Laboratory Technology Program	5
Purpose of the Student Handbook	5
Program Accreditation & Degree.....	5
NAACLS Contact Information:.....	5
Program Structure	5
Commitment to Professionalism	6
Program Philosophy and Mission	6
Mission Statement	7
MLT Program Goals Outcomes and Objectives	7
Program Goals.....	7
MLT Program Competencies.....	8
Program Outcomes	8
Student Objectives & Competencies	8
MLT Program Officials and Advisory Committee.....	14
MLT Program Roles and Responsibilities.....	15
Program Cost Overview	16
MLT Textbook List.....	17
ADMISSIONS.....	18
Admission Requirements	18
Student Eligibility for MLT Program Acceptance	18
MLT Program Selection Criteria.....	19
Alternate Students	19
Alternate Clinical Phase Admission Requirements.....	19
Accepting Transfer Students.....	20
Advanced Placement of Students.....	20
Award of Course Credit.....	20
PROGRAM REQUIREMENTS	21
Technical Standards	21
MLT Program Criminal Background Check Requirements.....	22
MLT Program Immunization and Drug Screening Requirements.....	23

Graduation Requirements	24
MLT CLINICAL SITE PLACEMENT AND INSTRUCTIONS	25
MLT Clinical Placement Policy.....	25
Clinical Practicum Attendance	25
Clinical Instructor Oversight.....	26
Clinical Rotations & Documentation.....	26
MLT Student Employment & Service Work Policy.....	26
STUDENT CONDUCT	26
MLT Classroom Conduct	27
MLT Clinical Conduct & Professional Behavior	27
HIPAA Compliance Expectations.....	28
Safety Guidelines for MLT Students	29
MLT Academic Warning & Retention Summary	30
Didactic Class Attendance and Tardies.....	30
MLT Departmental Probation	31
Procedure for Unfavorable Clinical Evaluation and Academic Due Process	31
Withdrawals	31
POLICIES	31
Access to Student Records.....	31
Program File Maintenance.....	32
Auditing MLT Courses	32
Request to Take Clinical Courses for Credit.....	32
Request to Take a Clinical Practicum	32
Repeating an MLT Course	33
Inclement Weather Policy.....	33
Student Safety and Clinical Attendance	33
Class Make-Up Policy	33
Guidance and Counseling	34
Liability Insurance	34
Teach-Out Plan.....	34
Disaster Contingency for Course Delivery and Clinical Rotations	35
Grading Policy	35

Student Rights and Obligations	36
Student Rights.....	36
Student Obligations	36
MLT Student Substance Abuse Policy.....	36
Drug Testing Procedures.....	37
Tobacco Products Usage.....	38
Medical Marijuana	38
HIV and Hepatitis B Guidelines and Policy.....	39
Ethical Responsibilities and Refusal to Care	40
Accidental Exposure to Blood or Body Fluids	41
APPENDIX.....	42

INTRODUCTION

Welcome to the Medical Laboratory Technology Program

Welcome to **the Medical Laboratory Technology (MLT) Program at North Arkansas College**. This program is designed to prepare you for a rewarding career as a Medical Laboratory Technician, equipping you with the knowledge, skills, and professional standards required to succeed in the healthcare field.

Purpose of the Student Handbook

This handbook provides a comprehensive overview of the MLT program's curriculum, policies, safety protocols, and academic standards. It is your responsibility to read, understand, and comply with its contents. While this handbook is specific to the MLT program, it does not replace the North Arkansas College Catalog or the College Student Handbook, which contain broader institutional policies.

Program Accreditation & Degree

The MLT Program is accredited by the **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)**, ensuring high standards in laboratory education and training.

NAACLS Contact Information:

National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road, Suite 720
Rosemont, IL 60018
Phone: (773) 714-8880
Website: <http://www.naacls.org>

Upon successful completion, students earn an **Associate of Applied Science (AAS) Degree** in Medical Laboratory Technology and are eligible to sit for the **ASCP Board of Certification exam** or a comparable national certification.

Program Structure

- **General and Pre-requisite Courses (Year 1):** Two semesters of foundational coursework including chemistry, anatomy & physiology, phlebotomy, and general education.
- **MLT Program (Year 2):** The MLT program can be taken over three or five semesters. The course work includes didactic instruction, student labs, and clinical rotations in areas such as hematology, microbiology, blood banking, and clinical chemistry. Clinical rotations are completed at **locally accredited hospitals and medical centers**, and students are trained to become **generalist laboratory professionals** capable of performing and interpreting a wide range of diagnostic tests.

Commitment to Professionalism

As an MLT student, you are entering a profession that demands integrity, accuracy, and compassion. The **American Society for Clinical Laboratory Science (ASCLS) Code of Ethics** outlines the ethical responsibilities of laboratory professionals:

I. Duty to the Patient

- Ensure quality and integrity in laboratory services.
- Maintain competence and confidentiality.
- Provide accurate information and safeguard patient dignity.

II. Duty to Colleagues and the Profession

- Uphold honesty, integrity, and respect.
- Advance the profession through education and collaboration.
- Foster respectful relationships with healthcare professionals.

III. Duty to Society

- Contribute to community well-being.
- Comply with laws and advocate for high standards of care.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Promote excellence in the art and science of laboratory medicine
- Preserve dignity and privacy
- Uphold the respect of the profession
- Collaborate respectfully with other health professionals
- Contribute to the well-being of the community

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

Program Philosophy and Mission

Great attention and concern are given to each student on an individual basis. Student career goals and opportunities are carefully advised and directed. Upon completion of the program, a student will have entry-level skills and knowledge to function as a Medical Laboratory Technician (MLT) in structured healthcare settings, and he/she will be ready to face the greater challenges and demands awaiting them as a professional in the ever-changing field of clinical laboratory science.

The MLT Program was developed with the philosophy of demonstrating entry-level competencies in the medical laboratory professional practice, which requires a combination of academic preparation, student training labs, and supervised clinical experience. In the classroom, the student will learn theoretical information and bench skills necessary to develop and perform as a technician. Under the direct supervision of a practicing technician/technologist in the student laboratory, the student will progressively develop professional skills and independence to be ready to enter the field as a professional following graduation. The ultimate goal of the program is to prepare the students to become outstanding

staff technicians who have the potential to become effective supervisors, work in specialty areas, or continue on for a Bachelor's degree in Medical Laboratory Science.

The ability of graduates from an MLT Program to enter the profession and assume the role and responsibilities of staff technicians depends on the quality of their academic and clinical experiences. This program should provide the student with an opportunity to gain proficiency in clinical laboratory technology, but in order to achieve this proficiency, the student must be integrated into the normal operation of a clinical laboratory.

North Arkansas College is committed to providing well-trained medical laboratory technicians with relevant skills and knowledge to meet the needs of the community and profession.

Mission Statement

The MLT Program at North Arkansas College was established to fulfill a need of supplying qualified MLTs to an expanding medical field. The mission of the North Arkansas College Medical Laboratory Technology Program is to provide accessible, affordable and quality education through didactic learning, laboratory preparation, and clinical experience. Upon successful completion of the Associate of Applied Science degree in Medical Laboratory Technology, the student will have developed professional knowledge, theory, and technical skills preparing graduates as entry-level technicians and to provide a foundation for continued professional development.

MLT Program Goals Outcomes and Objectives

Program Goals

1. The program will graduate students that are eligible to take the American Society for Clinical Pathology (ASCP) certification examination or comparable national certification examination.
2. The program will provide the medical community with competent and educated medical laboratory technicians.
3. The program will present state-of-the-art medical laboratory technology to the students.
4. The program will provide students with a strong background in laboratory sciences.
5. The program will meet and exceed medical laboratory technology educational standards.
6. The program will provide the students with skills to communicate effectively with patients, families, and healthcare team members.
7. The program will provide the student with the technical, behavioral, ethical, and professional skills necessary to become an entry-level medical laboratory technician in the clinical laboratory workforce.
8. The program will provide students with critical thinking and problem-solving skills.
9. The program will maintain full accreditation for the Medical Laboratory Technology Program by the National Accrediting Agency for Clinical Laboratory Sciences.

MLT Program Competencies

1. To have graduating students demonstrate entry-level competencies in the following areas:
 - a. Collecting and processing biological specimens for analysis
 - b. Performing analytical tests on body fluids for analysis
 - c. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated
 - d. Monitoring quality control within predetermined limits
 - e. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs
 - f. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public
 - g. Applying principles of safety
 - h. Recognizing the responsibilities of other laboratory and health care professionals and interacting with them with respect for their jobs and patient care
 - i. Applying basic scientific principles in learning new techniques and procedures
 - j. Relating laboratory findings to common disease processes
 - k. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence
2. To be eligible to take and pass the American Society of Clinical Pathologists' or equivalent certification examination.
3. To maintain accreditation of the program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Program Outcomes

1. The program pass rate on the registry exam will be 75%.
2. At least 75% of the students entering the program in a given year will graduate.
3. 85% of returned graduate surveys will express an overall satisfaction with preparation for the graduate MLT role.
4. 85% of returned employer surveys will report overall satisfaction with the graduate's performance.
5. Within six months, 80% of graduates will have found a job as an MLT or are pursuing higher education.

Student Objectives & Competencies

Student objectives are updated regularly to reflect current professional standards and educational needs. The objectives and competencies listed below were in effect at the time this handbook was revised. Students should refer to the current course syllabus for the most up-to-date requirements.

Note: Objectives marked with an "*" must be successfully completed as written for the student to pass the respective course, regardless of academic grade.

MLT 1203: Urinalysis and Body Fluids

Laboratory Objectives:

1. Correctly focus and use a microscope.
2. *Perform a minimum of 25 urine specimens for routine urinalysis, either manual or semi-automated, with results within acceptable limits. Results will be compared against results obtained during testing in one or more of the program clinical facilities or alternate testing site (student laboratory). All results must be reported out in proper format to be acceptable. Testing may include any of the following:
 - a. Macroscopic and microscopic examination
 - b. Chemical analysis
 - c. Specific gravity
 - d. Urine glucose (Clinitest)
 - e. Urine ketone (Acetest)
 - f. Presence of bile (Ictotest)
 - g. Urine protein (Sulfosalicylic acid)
3. *Correctly identify, from specimens, slides, drawings or pictures, 75% of elements from urine and other body fluids.
4. *Perform and properly document a minimum of 5 days of Quality Control specimens.
5. Correctly perform a urine pregnancy test under the direct observation of the clinical instructor.

Course Learning Outcomes:

Upon completion, the student should be able to:

1. Apply principles of safety, quality control, and quality assurance as they correlate with urinalysis and body fluids.
2. Explain the basic anatomy and functions of the renal system.
3. Demonstrate ability to recognize various cellular components and crystals found in urine and body fluids and correlate with diagnosis and disease states.
4. Explain principles of each test used in a routine urinalysis.
5. Critically think by use of case studies.
6. Apply terms and principles stated for urinalysis and body fluids to better communicate with other healthcare workers.
7. Demonstrate understanding of basic instrumentation used in urinalysis.
8. Evaluate specimen acceptability and rejection criteria.
9. Apply math skills involved in urinalysis and body fluids.

MLT 2212: Basic Immunology**Laboratory Objectives:**

1. Correctly perform the following serological procedures:
 - a. RPR
 - b. Latex procedure (RA, CRP, etc.)
 - c. Test for mononucleosis (screen and/or differential)
 - d. Other procedures as appropriate to serology
2. *Perform serial and independent dilutions correctly as given by the instructor.

Course Learning Outcomes:

Upon completion, the student should be able to:

1. Demonstrate a basic understanding of the immune system and immunology and how it relates to the health of the human body.
2. Discuss the theory of the immune process and antibody-antigen reactions.
3. Explain the immune response in infectious diseases.
4. Demonstrate critical thinking through use of case studies.
5. Describe the basic underlying theories and principles of routine testing performed in the serological laboratory.
6. Correlate common serological test results with disease states.
7. Correctly perform and calculate dilutions.

MLT 2214: Clinical Hematology

Laboratory Objectives:

1. Perform correctly manual hematology procedures, with results within acceptable limits, on 3 of 4 clinical specimens. Results will be compared against results obtained during testing at one of the program clinical facilities or in the student laboratory. Testing may include any of the following:
 - a. Red Blood Cell (RBC) Count
 - b. Hemoglobin
 - c. *Hematocrit
 - d. *Calculated indices (MCV, MCH, MCHC)
 - e. Platelet count and *estimate
 - f. *Differential WBC count and cell morphology
 - g. Reticulocyte count
2. Correctly make and stain blood films for performing a differential WBC count using a Wright or Wright/Giemsa staining procedure.
3. Correctly make and stain blood films to perform a reticulocyte count using a vital stain.
4. *Correctly identify from specimens, slides, pictures, or drawings, 75% of elements from blood specimens (dry practical examination).
5. *Perform a minimum of 25 routine differentials, with results within acceptable limits.

Course Learning Outcomes:

Upon completion, the student should be able to:

1. Identify all cell types on a differential slide and determine if the slide is normal or abnormal and if abnormal, what disease states are associated with the abnormal state.
2. Identify the various blood cell maturation stages from a bone marrow slide or images as well as recognizing these stages on an abnormal peripheral smear.
3. Demonstrate the ability to assess a set of results and determine if the result is accurate and if not, what steps should be taken to remedy the problem.
4. Demonstrate a basic understanding of the coagulation pathway and fibrinolytic pathway.
5. Understand hematology and coagulation instrumentation and manual methods and be able to troubleshoot any problems that may arise.
6. Critically think by use of case studies.

7. Perform the mathematical calculations within hematology.
8. Learn to use the terminology stated for hematology and coagulation to better communicate with other healthcare workers.

MLT 2234: Clinical Chemistry

Laboratory Objectives:

1. *Demonstrate correct use of a spectrophotometer.
2. *Prepare calibration curves for calculating various manual procedures.
3. *Given a set of data, prepare a Levy-Jennings chart and plot Quality Control results.
4. Perform the following manual and/or automated procedures correctly, with results within acceptable limits:
 - a. Glucose (Accucheck method)
 - b. DNA electrophoresis
 - c. ELISA procedure
 - d. Protein Electrophoresis
 - e. Other manual tests as appropriate
5. *Calculate a Creatinine clearance.
6. Demonstrate correct procedure for calibrating a procedure on an analyzer used in clinical chemistry.

Course Learning Outcomes:

Upon completion, the student should be able to:

1. Demonstrate an understanding of various chemistry instrumentation and manual methods and can troubleshoot any problems that may arise.
2. Apply terms and principles stated for chemistry to better communicate with other healthcare workers.
3. Demonstrate and perform dilutions and mathematical principles associated with clinical chemistry.
4. Interpret the results and identify the disease states that are associated with the abnormal results when given a set of chemistry data.
5. Evaluate quality control data, perform statistical mathematics associated with quality control, identify whether acceptable or not and troubleshoot any problems.
6. Critical think by use of case studies.

MLT 2254: Serology and Immunochemistry

Laboratory Objectives:

1. *Correctly perform a 2-unit crossmatch within one hour with NO mistakes in the procedure.
2. *Correctly identify the presence or absence of unexpected antibodies in 5 of 5 specimens.
3. *Correctly identify DAT and IAT results on 5 of 5 specimens.
4. *Correctly identify ABO group (forward and reverse) and Rh type (Weak-D when indicated) in 5 of 5 specimens.

Course Learning Outcomes:

Upon completion, the student should be able to:

1. Demonstrate the ability to properly perform an ABO/Rh/crossmatch with no errors and be able to interpret any errors that may occur and determine the correct course of action.
2. Discuss immunology as it relates to blood banking.
3. Review quality assurance and safety as it relates to blood banking.
4. Discuss genetic principles as it relates to blood banking.
5. Demonstrate critical thinking by use of case studies.
6. Perform a direct and indirect antibody test and an antibody panel when indicated.
7. Demonstrate knowledge of blood products and handling of various blood products.
8. Discuss automation in blood banking.
9. Describe the various adverse transfusion reactions that can result from transfusions.
10. Perform calculations within blood banking.

MLT 2272: Clinical Microbiology I

Laboratory Objectives:

1. *Correctly perform a gram stain and identify the gram stain reaction and shape. Perform a minimum of 10 gram stains and correctly identify reaction and shape and name a potential bacteria genera that would correlate.
2. *Correctly perform a Kirby-Bauer and/or MIC sensitivity and interpret results.
3. Correctly perform and interpret various rapid identification methods and indicate what those tests would identify.
4. Demonstrate proper streaking of an agar plate.
5. Demonstrate the various testing techniques for identification of viruses.
6. Demonstrate techniques used to identify fungi and staining methods associated with identification.
7. Correctly identify various parasites.

Course Learning Outcomes:

Upon completion, the student should be able to:

1. Demonstrate the ability to perform a routine gram stain and properly identify the gram stain reaction and shape as well as corresponding potential organisms.
2. Demonstrate good culturing techniques as well as know what culture media should be set up according to the specimen source.
3. Summarize the various biochemical and rapid tests that are used to aid in identifying various pathogenic bacteria.
4. Demonstrate use of microscope, instrumentation, and equipment used in the clinical microbiology department.
5. Demonstrate knowledge of various antibiotics and performance of antibiotic susceptibility testing.
6. Demonstrate knowledge of viral identification, viral diseases, and techniques to identify viruses.
7. Demonstrate knowledge of parasite identification and associated diseases.
8. Demonstrate basic knowledge of mycology and fungal identification.

MLT 2274: Clinical Microbiology II

Laboratory Objectives:

1. *Correctly isolate and/or identify 80% of organisms from an unknown specimen or specimens or case study.
2. Correctly perform a Kirby-Bauer and/or MIC sensitivity and interpret the results.
3. *Correctly identify from slides, descriptions, pictures, or drawings, 75% of isolates, organisms, or test results from Bacteriology specimens.

Course Learning Outcomes:

Upon completion, the student should be able to:

1. Demonstrate the ability to perform a routine gram stain and properly identify the gram stain reaction and shape and corresponding potential organisms.
2. Demonstrate good culturing and isolation technique as well as know what culture media should be set up according to specimen source.
3. Demonstrate the ability to correctly read the plates of unknown microorganisms and apply correct identification methods for identifying the organism.
4. Demonstrate critical thinking by use of case studies.

MLT 2012: Review in Medical Laboratory Technology

Course Learning Outcomes:

Upon successful completion of this course, the student will be able to:

1. Demonstrate an understanding of the various components learned within the MLT program.
2. Demonstrate proficiency in identifying images within Hematology, Urinalysis and Body Fluids, and Microbiology.
3. Demonstrate and perform dilutions and mathematical principles associated with the various courses that have been learned in the MLT program.
4. Interpret the results and identify the disease states that are associated with the abnormal results when given a set of laboratory data.
5. Evaluate quality control data, perform statistical mathematics associated with quality control, identify whether acceptable or not, and troubleshoot any problems.
6. Critically think by use of case studies.

Affective Objectives

The affective objectives of the MLT Program are designed to promote professional behavior, teamwork, and personal responsibility. These objectives are evaluated through classroom projects, teamwork, conduct, assignment timeliness, initiative, interdisciplinary simulations (e.g., with nursing students), and daily sign-in procedures. In clinical practicums, affective performance is assessed using the professional evaluation tool.

Objectives:

1. Demonstrate teamwork by working closely with instructors, fellow students, and clinical instructors.

2. Demonstrate preparedness for the clinical laboratory by following directions and completing assigned tasks by the date due 100% of the time.
3. Cooperate by communicating with and helping other students.
4. Comply with biosafety regulations by practicing proper disposal of biohazardous material and complying with established safety regulations.
5. Demonstrate assurance and confidence in performing laboratory tasks.
6. Accept instruction and constructive criticism naturally and continually strive to improve self in the program.
7. Maintain a neat, clean, and orderly work area in all laboratories without being asked.
8. Show respect for other students and instructors.
9. Demonstrate professionalism by:
 - a. Submitting assignments on time.
 - b. Complying with the course attendance policy (with <10% tardies).
 - c. Acting responsibly at all times.
10. Comply with all aspects of policies and procedures as stated in the MLT Student Handbook.

MLT Program Officials and Advisory Committee

The following individuals serve as program officials and advisory committee members for the Medical Laboratory Technology program. This list is subject to change throughout the semester as new clinical sites are added or existing sites become unavailable due to staffing, accreditation visits, or other factors.

Program Director

- Jesse Manske, MLS(ASCP), North Arkansas College, Harrison, AR

North Arkansas College Faculty

- Jessica Sutton, MLT(ASCP), Course Facilitator
- John Gripka, M.A., Ed.D, Associate VP of Academic Affairs

Clinical Site Coordinators / Advisory Members

- Rachel Mullins, MT(ASCP), North Arkansas Regional Medical Center, Harrison, AR
- Emily Kirkland, MT(ASCP), Ozark Health Medical Center, Clinton, AR
- Ralph VanDyke, MLT(ASCP), Baxter Regional Medical Center, Mountain Home, AR
- Angie James, MT(ASCP), St. Mary's Regional Medical Center, Russellville, AR
- Alexa Drake, Cox Health Branson, Branson, MO
- Tim Killian, MT(ASCP), Stone County Medical Center, Mountain View, AR
- Jay Baumgarter, MT(ASCP), Johnson Regional Medical Center, Clarksville, AR
- Sarah Armstrong, MT(ASCP), White River Medical Center, Batesville, AR
- Lizzie Mendyk, MT(ASCP), Mercy Berryville, Berryville, AR

MLT Program Roles and Responsibilities

Program Director

The Program Director is responsible for the organization, development, and coordination of both the didactic and clinical components of the Medical Laboratory Technology program.

Responsibilities include, but are not limited to:

- Ensuring effective program operations
- Overseeing ongoing program assessment
- Participating in budget planning
- Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development
- Providing leadership in the continued development and improvement of the program

Adjunct Faculty

Adjunct Faculty members support the instructional goals of the program and are responsible for the following duties, including but not limited to:

- Delivering course content in online, hybrid, or face-to-face formats
- Posting grades in a timely manner
- Preparing course materials and laboratory exercises
- Submitting required reports promptly

Clinical Instructor

In each clinical setting, a designated technologist serves as the Clinical Instructor for student rotations. In addition to their departmental responsibilities, Clinical Instructors oversee the clinical education of students. Responsibilities include, but are not limited to:

- Understanding the goals of the MLT program
- Being familiar with clinical objectives and the evaluation system
- Understanding the sequencing of didactic instruction and clinical education
- Providing students with clinical instruction and supervision
- Evaluating students' clinical competencies
- Maintaining professional competency and instructional skills through continuing education
- Staying informed about program policies, procedures, and student progress

Program Cost Overview

The following cost estimates are provided to assist students in planning for the Medical Laboratory Technology (MLT) program. All costs are subject to change without notice. Students are responsible for all required expenses, whether listed here or not.

Fall Semester

Tuition (16 hours)

Boone County Residents\$1792.00
Out-of-County Residents\$2032.00
Contiguous Counties (Barry, Ozark, Stone, Taney in Missouri)\$2464.00
Out-of-State Residents\$3184.00
Health Professions Program Fee.....	.\$448.00
Books (estimate).....	.\$600.00
Platinum Planner Subscription (One Time Purchase for Entire Program).....	.\$85

Spring Semester

Tuition (16 hours)

Boone County Residents.....	.\$1792.00
Out-of-County Residents\$2032.00
Contiguous Counties (Barry, Ozark, Stone, Taney in Missouri).....	.\$2464.00
Out-of-State Residents.....	.\$3184.00
Health Professions Program Fee.....	.\$448.00
Books(estimate).....	.\$500.00
ASCP registration fee.....	.\$215.00

Summer Semester

Tuition (5 hours)

Boone County Residents\$560.00
Out-of-County Residents.....	.\$635.00
Contiguous Counties (Barry, Ozark, Stone, Taney in Missouri).....	.\$770.00
Out-of-State Residents.....	.\$995
5.00	
Health Professions Program Fee\$140.00
Books (estimate)\$120.00

Students are required to have clinical practicums at assigned hospitals that require travel to and from in their personal vehicles.

Although I have made every effort to include all expenses, I may have missed some. Hopefully, any that are missed will be incidentals. The purpose of this is to help you budget your money for school expenses for the year; but whether it is included on this sheet or not, it is your responsibility to pay for the required supplies or services at the time they are due. **These prices are subject to change at any time without notice.**

MLT Textbook List

Note: Textbook editions may change before the semester begins. This list is for reference only.

MLT Program Handbook Access: Available on the MLT website

MLT 1002: Introduction to Clinical Laboratory Science

- Clinical Laboratory Science, 9th Edition, Mary Louise Turgeon, 2023-ISBN: 978-0-323-82934-2

MLT 2214: Clinical Hematology

- *Clinical Hematology Atlas*, Rodak & Carr, 5th ed., Elsevier, 2017 - ISBN: 978-0-323-32249-2
- *Hematology in Practice*, Betty Ciesla, 3rd ed., F.A. Davis, 2018 - ISBN: 978-0-8036-6824-9

MLT 2254: Immunohematology

- *Basic & Applied Concepts of Blood Banking and Transfusion Practices*, Paula Howard, 5th ed., Elsevier, 2021 - ISBN: 978-0-323-69739-2

MLT 2272 & 2274: Clinical Microbiology I and II

- *Introduction to Diagnostic Microbiology for the Laboratory Sciences*, Delost, 2nd ed., Jones & Bartlett, 2022 - ISBN: 978-1-284-19973-4

Clinical Practicum Courses:

- Platinum Planner Subscription (1 time purchase)

MLT 2234: Clinical Chemistry

- *Clinical Chemistry: Principles, Techniques and Correlations*, Bishop, Fody & Schoeff, 9th ed., Jones & Bartlett - ISBN: 978-0-13-441332-7

MLT 2012: MLT in Review

- *BOC Study Guide 7th Edition: MLS-MLT Clinical Laboratory Examinations* - ISBN: 978-1-4557-0889-5

MLT 1203: Clinical Microscopy

- *Urinalysis and Body Fluids*, Strasinger & Di Lorenzo, 7th ed., F.A. Davis, 2021 - ISBN: 978-0-8036-7582-7

MLT 2212: Basic Immunology

- *Clinical Immunology and Serology: A Laboratory Perspective*, Stevens & Miller, 5th ed., F.A. Davis, 2021 - ISBN: 978-0-8036-9440-8

ADMISSIONS

Admission Requirements

MLT Program selection each semester. To be considered for admission to the MLT Program, students must:

1. Submit a completed MLT Program Application in the semester prior to anticipated program start. If more than one year has passed since the last application, a new application must be submitted, and the student will be subject to any updated entrance requirements.
2. Complete all required pre-clinical courses for the associate degree with a minimum grade of "C" prior to the start of the MLT Program.
3. Maintain a cumulative GPA of 2.50 or higher for all attempted coursework.

All required forms are available from the MLT Program Office or the Advising Office. It is the student's responsibility to ensure all documentation is submitted to the MLT Program Office by the stated deadlines.

Student Eligibility for MLT Program Acceptance

To be considered for admission into the MLT Program, students must meet the following eligibility requirements:

Primary Eligibility: Students must have successfully completed all pre-clinical courses with a grade of "C" or better.

Conditional Eligibility

If clinical seats remain unfilled, students who are missing no more than two (2) pre-clinical courses may be considered, provided:

- Only one of the remaining courses is a science course.
- HP 1013 is recommended to be completed prior to clinical phase entry but may be taken during the clinical phase with Program Director approval.

In exceptional cases, students missing more than two pre-clinical courses may be considered only after counseling with the Program Director. These students must demonstrate the ability to complete the remaining courses within one semester and will be evaluated on a case-by-case basis, and selection is not guaranteed.

Additional Notes

- All grades of "D" or lower are considered incomplete for program requirements.
- Eligible candidates will be ranked numerically and selected based on their ranking.
- This process ensures that all available program seats are filled while maintaining academic standards and student success potential.

MLT Program Selection Criteria

Admission to the MLT Program is competitive and based on a numerical ranking system. Candidates are selected according to their total score, and seats are filled in order of rank. (*See MLT Program Selection Evaluation Form*) In the event of a tie for the final seat, the student with the highest cumulative GPA will be selected. Remaining applicants are placed on an alternate list in ranked order.

Once clinical courses begin, no additional students will be admitted to that cohort. Students who are not selected may reapply. Those reapplying must submit a new MLT Program application before the stated deadline. Previously submitted application materials will be retained for one year. After one year, a complete new application packet is required. It is strongly recommended that all reapplicants submit a full, updated admission packet to ensure compliance with any revised requirements. Students who were designated as alternates in the previous year must also submit a new application packet for reconsideration.

Selection Criteria

1. **Cumulative GPA (CGPA):**
 - 10 points: 4.00–3.71
 - 8 points: 3.70–3.51
 - 6 points: 3.50–3.11
 - 4 points: 3.10–2.81
 - 2 points: 2.80–2.50
2. **Grade points from pre-clinical courses**
3. **Grades in Key Science and Math Courses:**
 - Courses: General Chemistry I & II, Microbiology, A&P I & II, College Algebra (or higher), Orientation to Clinical Laboratory Science
 - 10 points: A
 - 6 points: B
 - 2 points: C

Alternate Students

Applicants who are notified that they have been placed on the alternate list but are not accepted into the program must reapply if they wish to be considered for admission in the following academic year.

- Alternate status does not guarantee priority or a higher ranking in future application cycles.
- All applicants, including previous alternates, will be evaluated using the same admission criteria as outlined in the original selection process.
- Alternate students are strongly encouraged to consult with the MLT Program Director for guidance on improving their qualifications and enhancing their chances of acceptance in future applications.

Alternate Clinical Phase Admission Requirements

(For students who have already earned an Associate degree or higher)

Students who have previously earned an Associate degree or higher may be considered for admission to the clinical phase on a case-by-case basis, depending on seat availability. To qualify, the degree must include:

1. A minimum of 62 semester hours with a GPA of 2.50 or higher
2. At least 4 semester hours of Biological Science
3. At least 3 semester hours of Career Math or higher-level mathematics
4. At least 3 semester hours of Computer Information Systems

Accepting Transfer Students

Students currently enrolled in other accredited Medical Laboratory Technology (MLT) programs who wish to transfer into the MLT Program at North Arkansas College must meet the following criteria:

1. Complete the MLT Program application process as required by North Arkansas College.
2. Follow the Transfer of Credit guidelines outlined in the North Arkansas College Catalog.
3. Meet all admission criteria. Transfer students will be evaluated individually by the Program Director following a review of academic transcripts.

Admission to the MLT Program as a transfer student is contingent upon meeting the above requirements and the availability of space within the program. Final decisions regarding acceptance are made at the discretion of the Program Director.

Advanced Placement of Students

Registered Medical Laboratory Technicians/Technologists seeking college credit toward the Associate of Applied Science Degree in Medical Laboratory Technology (MLT) must meet the following criteria:

1. Provide documentation of professional qualification, including one of the following:
 - Current certification from a recognized laboratory accrediting agency (e.g., ASCP, AMT, state or federal agency)
 - Completion of a 12-month military laboratory training program (e.g., DD214 with MOS, NEC 8506, or AFSC 92430), including transcripts
 - Transcript from a certificate or degree program in Medical Laboratory Technology
 - Verified work experience (resume with dates, departments, employer contact information)
2. Be admitted to North Arkansas College (see College Catalog for admission procedures).
3. Complete all pre-clinical courses listed in the current MLT curriculum within the past five (5) years.

Award of Course Credit

Students with verified laboratory experience or prior academic training may be eligible for course credit toward the Associate of Applied Science Degree in Medical Laboratory Technology (MLT), subject to the following guidelines:

1. Clinical Practicum Credit

- Credit is awarded at 1 credit hour for every 3 months of full-time work experience in a specific laboratory section, up to a maximum of 3 credit hours per section.
 - *Example:* One year of full-time experience in clinical chemistry qualifies for 3 credit hours for Clinical Chemistry Practicum.
 - *Note:* Additional experience beyond one year in the same section does not increase the credit awarded.
- To receive a letter grade for the practicum course, the student must pass a comprehensive examination for the section with a minimum score of 75%.

2. Didactic Course Credit

- Up to 4 credit hours may be granted per laboratory area based on transcript documentation showing a passing grade of 75% (C) or higher.
- If transcript documentation is unavailable, or if the student wishes to earn a letter grade, a comprehensive challenge examination may be taken.
- A minimum score of 75% is required to receive credit through examination.

Eligibility for Challenge Exams:

- The student must be a currently registered Medical Technologist/Technician, or must not have been out of the military for more than one (1) year, or must not have completed the course from another institution more than one (1) year prior to the exam date.

3. Additional Requirements

- Before any credit is awarded, the student must:
 - Complete at least 15 credit hours at North Arkansas College
 - Maintain a cumulative GPA of 2.50 or higher
 - Earn no grade lower than a “C” in any required MLT course
- All advanced placement credit will be awarded after the 15 credit hours are completed and current certification is presented to the Program Director.
- The Associate of Applied Science Degree in MLT will only be awarded to students who meet all program curriculum requirements.
- Students may only attempt a challenge examination once. If the minimum score of 75% is not achieved, the student must enroll in and complete the course to receive credit.

PROGRAM REQUIREMENTS

Technical Standards

The North Arkansas College Medical Laboratory Technology (MLT) Program has established the following non-academic criteria, or *Technical Standards*, which all applicants must meet to participate in the program and function effectively as laboratory professionals. These standards are in compliance with Section 504 of the Rehabilitation Act (29 U.S.C.A. § 794) and the Americans with Disabilities Act (1992).

1. Observation

Applicants must possess sufficient visual ability to:

- Accurately read and record data
- Analyze results and distinguish color reactions

- Interpret charts, graphs, instrument displays, and printouts

2. Communication

Applicants must have adequate speech and hearing to:

- Effectively exchange information with patients, peers, faculty, staff, and healthcare professionals

3. Motor Skills

Applicants must demonstrate sufficient motor function and strength to:

- Perform laboratory testing procedures
- Manipulate instruments and equipment
- Lift supplies and reagent boxes (up to 40 pounds, 42 inches off the floor)
- Perform phlebotomy with appropriate manual dexterity

4. Intellectual and Conceptual Abilities

Applicants must be able to:

- Measure, calculate, reason, analyze, and synthesize data
- Solve problems and make timely decisions
- Recognize and appropriately respond to emergency situations

5. Behavioral and Social Attributes

Applicants must possess the emotional and social stability to:

- Exercise sound judgment and complete responsibilities promptly
- Tolerate demanding workloads and function effectively under stress
- Adapt to changing environments and methodologies
- Demonstrate flexibility, interpersonal skills, and sensitivity in professional interactions

MLT Program Criminal Background Check Requirements

All Medical Laboratory Technology (MLT) and Allied Health students at North Arkansas College must complete a criminal background check before participating in any clinical experiences. This requirement is mandated by affiliated hospitals and agencies to ensure compliance with healthcare standards.

Background Check Provider:

- North Arkansas College partners with **Penmac** and **Universal Background** to facilitate background checks.
- The cost is included as a **yearly program fee** for students actively enrolled in the MLT program. Additional collection site fees are the responsibility of the student.

Components of the Background Screening: The background check is initiated by faculty and includes a comprehensive review of the following:

1. County Criminal Searches:

- Considered the most accurate and up-to-date source of criminal records.
- Records are updated immediately as court clerks enter data.
- Certified Background uses a network of over **12,000 court researchers** who physically access courthouses to retrieve records.
- Typical turnaround time: **24–72 hours**.

2. Residence History:

- Provides a detailed account of the applicant's previous addresses.

- Helps identify jurisdictions for targeted criminal record searches.
- 3. Social Security Verification:**
 - Confirms the validity of the applicant’s Social Security number.
 - Verifies association with the applicant’s name as recorded by the Social Security Administration.
 - Flags fraudulent, terminated, or fictitious numbers.
- 4. Nationwide Sexual Offender Index:**
 - Identifies individuals convicted of sexual offenses.
 - Especially important for roles involving vulnerable populations or residential settings.
 - Recommended for anyone entering higher education or healthcare environments.
- 5. Nationwide Healthcare Fraud and Abuse Scan:**
 - Searches multiple federal databases for sanctions or exclusions:
 - Medicare & Medicaid Exclusions
 - Office of Research Integrity (ORI)
 - Office of Regulatory Affairs (ORA)
 - FDA Debarment List
 - Office of Inspector General (OIG) Excluded Individuals/Entities
 - General Services Administration (GSA) Excluded Parties List

Clinical Placement Considerations:

- Students must complete and receive background check results before clinical placement.
- If a student does not pass, the Program Director will review the report and determine eligibility.
- Clinical sites reserve the right to refuse placement based on background check results.
- Students disqualified from direct patient contact due to background issues will be ineligible for clinical rotations, resulting in dismissal from the program.

Important Note: Each clinical site may have different background check policies. The MLT program cannot guarantee clinical placement or graduation for students whose background check has been set aside or disqualified.

MLT Program Immunization and Drug Screening Requirements

All MLT students must provide documentation of immunization status prior to clinical placement. Failure to submit required documentation before the start of clinical rotations may delay placement to a future semester, and placement cannot be guaranteed.

Required Immunizations and Screenings

Vaccination/Test	Requirement
MMR (Measles, Mumps, Rubella)	Proof of immunity via positive antibody titer or documentation of two doses of MMR vaccine.

Vaccination/Test	Requirement
Varicella (Chickenpox)	Documented history of illness, positive antibody titer, or two doses of Varicella vaccine. Waiver option available.
Tuberculosis (TB)	Annual TB skin test or TB QuantiFERON Gold blood test required. If never tested, two skin tests are needed. Positive results require a negative chest X-ray within the past 12 months.
Tdap (Tetanus, Diphtheria, Pertussis)	Required every 10 years.
Hepatitis B	Proof of 3-dose series or signed waiver.
Influenza (Flu Shot)	Required annually between October–March.
COVID-19 Vaccine	Documentation of two doses or exemption form.
10-Panel UA Drug Screen	Mandatory. Students must provide valid prescriptions for any flagged substances. Refusal or positive result without documentation results in dismissal from the program.

Documentation Timeline

- All immunization and screening documentation must be submitted to the MLT Program Director within 30 days of acceptance into the program.
- Failure to meet this deadline may result in dismissal from the program.

Additional Notes

- Students are responsible for all fees associated with immunizations and screenings.
- Students are encouraged to consult their physician for additional recommended immunizations (e.g., tetanus booster within the last 5 years).
- Students must maintain personal health and accident insurance; the college does not offer a student group plan.
- If a clinical site refuses placement due to immunization or drug screen issues, the student must work with faculty to find an alternative. If no placement is possible, the student will be dismissed from the program.

Graduation Requirements

To be awarded the Associate of Applied Science Degree in Medical Laboratory Technology, students must meet one of the following sets of criteria:

Standard Pathway:

1. Complete a minimum of 68 credit hours with a cumulative GPA of 2.50 or higher.
2. Earn a grade of “C” or higher in all required MLT program courses.
3. Submit an application for graduation to the Registrar’s Office by the published deadline (required for eligibility to take the certification exam).
4. Fulfill all additional graduation requirements as outlined in the North Arkansas College Catalog.

Alternate Pathway (for students with a prior degree):

1. Hold an Associate degree or higher that meets the Alternate MLT Program Admission requirements.
2. Have a cumulative GPA of 2.50 or higher.
3. Complete HP 1013 and all MLT-prefix courses with a grade of “C” or higher.
4. Submit an application for graduation to the Registrar’s Office by the published deadline (required for eligibility to take the certification exam).
5. *Note:* The awarding of the degree is not contingent upon passing an external certification or licensure exam.

Time Limit: All MLT-prefix courses and HP-1013 must be completed within two (2) years of beginning the MLT Program. Students who do not complete the program within this timeframe may be required to repeat certain courses.

MLT CLINICAL SITE PLACEMENT AND INSTRUCTIONS

MLT Clinical Placement Policy

Clinical site availability may be affected by factors such as staffing shortages, inspections, renovations, or system updates. In such cases, students may be required to travel to a more distant affiliate site, work second shifts or weekends, or accept an incomplete grade and complete the rotation later, following the college’s Incomplete Grade policy.

Online Student Clinical Placement: Online students must secure their own clinical site(s). Site approval is contingent on review by the MLT Program Director and the clinical site’s lab manager. If a site lacks areas like Microbiology or Blood Bank, students must complete those rotations at an additional site. Appropriate onboarding processes must be completed for each site.

Travel Expectations: Students must have safe, reliable transportation and be flexible with travel requirements. Students may need to travel up to 130 miles or arrange housing, meals, and transportation at their own expense. The Program Director will attempt to place students locally, but flexibility is required. Students are encouraged to explore college assistance programs for potential support with travel-related costs.

Clinical Practicum Attendance

Absences from Clinical Practicums

Attendance and participation are required for clinical labs. Repeated tardiness or absences jeopardize academic standing.

Student Responsibilities for Absence:

The student will notify their clinical site and the program office (870-391-3288) at least 1 hour before start time.

More than 2 missed days per rotation (without prior approval) will lead to an automatic drop. 3 tardies or one tardy of 30+ minutes will be counted as an absence. A tardy is defined as arriving

after the scheduled start time. Make-up days for weather may occur on Saturdays or after rotation ends (on case-by-case basis). Practicum is considered incomplete unless 90% of scheduled hours are completed.

Clinical Instructor Oversight

Each clinical site has a designated primary clinical instructor responsible for overseeing student training. Faculty will maintain regular communication with clinical sites to support students and ensure progress. The primary instructor may assign additional qualified staff (e.g., MTs, MLTs, phlebotomists, support personnel) to assist with training.

Instructor Qualifications: Instructors must hold at least a Bachelor's degree in Medical Technology or an Associate's degree in MLT (with oversight by a Bachelor's-level MLS) and must have current certification as a Medical Technologist or Medical Laboratory Technician.

Clinical Rotations & Documentation

Rotations include Hematology/Coagulation/Urinalysis, Chemistry, Microbiology, and Blood Bank (*Each rotation is 3 weeks / 120 hours*). Students must use specified methods to log daily attendance and have evaluations and competency checklists submitted by supervisors.

MLT Student Employment & Service Work Policy

Employment During the Program: Working while enrolled is discouraged due to the program's demanding academic and clinical requirements. Clinical credit cannot be earned during paid employment hours. All clinical performances and competencies must occur during scheduled student clinical hours. Attempting to complete clinical tasks during paid work hours or outside designated clinical time may result in dismissal from the program.

Service Work Restrictions: Students must never be used in place of regular staff during clinical rotations. If this occurs, students must immediately notify the Program Director, who will investigate and resolve the issue.

STUDENT CONDUCT

Students admitted to the College and the MLT Program must adhere to behavioral and performance standards. The College reserves the right to discipline or dismiss students who violate these standards.

Grounds for Dismissal from the MLT Program (regardless of academic performance):

1. Lack of aptitude for the program.
2. Unprofessional behavior.
3. Unsafe clinical performance.
4. Physical/emotional issues affecting performance.
5. Noncompliance with instructions.
6. Violations of legal/ethical standards.
7. Excessive tardiness or absences.
8. Not using required clinical time-tracking software.
9. Falsifying records.
10. Drug-related offenses.
11. Unauthorized weapon possession.
12. Conduct incompatible with the profession.
13. Unauthorized exam possession.
14. Plagiarism.
15. Theft.
16. Cheating.

Students dismissed from the program have the right to due process and may file a grievance as outlined in the Student Handbook.

MLT Classroom Conduct

Students are expected to demonstrate professionalism and responsibility in all classroom activities.

Key Expectations:

- Take ownership of your actions, successes, and failures.
- All coursework deadlines follow Central Standard Time (CST), regardless of your location.
- Questions should be asked respectfully; challenging the instructor's authority is not permitted in class.
- Arrive prepared with readings, assignments, and materials.
- Punctuality is critical—sign in/out each class period. Tardiness and excessive absences are considered unprofessional and may lead to dismissal.
- Treat the classroom like a workplace: instructor = supervisor, syllabus = contract, assignments = job tasks.
- Cell phones must be off or on vibrate. No texting during class. Misuse may result in phones being collected for the duration of class. Phones may only be used when directed by the instructor.

MLT Clinical Conduct & Professional Behavior

MLT students must uphold professionalism, safety, and respect throughout all clinical rotations. These experiences are not only educational but may lead to future employment, making professional conduct essential.

Professional Expectations

- **Respect & Attitude:** Treat patients, staff, and peers with courtesy. Maintain a positive, cooperative, and non-argumentative demeanor.
- **Appearance & Communication:** Project a professional image through dress, hygiene, and respectful communication. Avoid gossip or negative comments about the MLT program or clinical sites.
- **Initiative & Engagement:** Arrive early, be prepared, use idle time wisely, ask questions, and accept feedback professionally. Always stay busy—clean, stock, or observe when not actively performing tasks.
- **Dependability:** Be punctual and reliable. Follow the clinical schedule unless prior arrangements are approved. Notify both the clinical supervisor and program director immediately in case of absence or tardiness.

Conduct Guidelines

- **Safety Compliance:** Follow all clinical site safety rules and ask for clarification when needed.
- **Restricted Activities:** No smoking, eating, drinking, or gum outside designated areas. Avoid loitering, gossip, and inappropriate conversations.
- **Cell Phone Use:** Prohibited during clinical hours except for emergencies or when permitted by site policy, especially for use in program tracking software.
- **Professional Boundaries:** Stay in assigned areas, do not seek personal medical advice, and avoid personal calls during clinical hours.
- **HIPAA Compliance:** Maintain patient confidentiality at all times. Violations may result in dismissal.
- **Clinical Performance:**
 - Demonstrate entry-level skills before advancing.
 - **Never sign off lab results.** After demonstrating proficiency, students may perform procedures under qualified supervision and approval.
- **Service Work:** Must be voluntary and outside academic hours.
- **Incident Reporting:** Immediately report any clinical incidents (e.g., needlesticks, exposures) to the supervisor and program director.
- **Problem Resolution:** Contact the lab manager and program director promptly if issues arise—do not wait until the end of the rotation.

HIPAA Compliance Expectations

MLT students must strictly adhere to **HIPAA Privacy Standards** during all clinical rotations. This includes maintaining the confidentiality of **Protected Health Information (PHI)** as defined by federal law and regulations (e.g., 45 CFR Parts 142, 160, 162, and 164).

Key Requirements: Students must not exceed the limitations set by HIPAA regarding access to or disclosure of PHI. Confidentiality must be maintained at all times in clinical settings.

Safety Guidelines for MLT Students

To ensure the safety of all individuals in the laboratory and clinical environments, students must adhere to the following safety practices:

General Conduct and Personal Safety

- No eating, drinking, smoking, gum chewing, or applying makeup in the lab.
- Refrain from horseplay.
- Wear a lab coat or jacket and closed-toe, closed-heel shoes at all times.
- Tie back long hair and avoid wearing loose jewelry (e.g., chains, bracelets, rings).
- Wash hands before and after lab procedures and glove use.
- Report all accidents, injuries, breakages, or equipment damage to the instructor immediately.
- Visitors are only allowed in non-working areas of the lab.

Biological and Specimen Safety Equipment

- Use gloves when handling blood, biological specimens, or hazardous chemicals.
- Wear safety glasses when working with strong chemicals or when splashes are likely.
- Use Universal Precautions when handling patients or biological specimens.
- Disinfect work surfaces before and after lab procedures or when necessary. Dispose of biohazardous materials in labeled biohazard containers.
- Use rigid, puncture-proof containers for sharps (e.g., needles, lancets, broken glass).
- Do not place clean paper or uncontaminated items in biohazard bags.

Chemical and Reagent Safety

- Never taste, smell, or inhale chemical dust.
- Follow manufacturer instructions for equipment and reagent use.
- Return reagents to proper storage after use.
- Clean up spills immediately and appropriately.
- Dilute strong acids and bases by adding them to water, never the reverse.
- Never pour undiluted corrosives down the drain; rinse with copious water.
- Use a fume hood for procedures involving corrosive fumes or toxic vapors.

Glassware and Equipment Handling

- Handle glassware carefully; do not use excessive force or carry too many items at once.
- Discard broken glassware in designated containers.
- Store glassware safely to prevent tipping or breakage.
- Report and avoid using frayed electrical cords or damaged equipment.
- Disconnect electrical equipment before servicing and wait 30–60 minutes before repair.
- Ensure all electrical instruments are properly grounded.
- Do not use electrical equipment with wet hands or on wet floors.

Fire and Heat Safety

- Keep flammable solvents away from heat sources and open flames.
- Know the location and use of fire extinguishers, fire blankets, eye wash stations, and safety showers.

MLT Academic Warning & Retention Summary

Academic Warning:

- A minimum **2.50 CGPA** is required to apply for the clinical phase (exceptions may be considered individually).
- During the MLT program, students will receive an academic warning if their grade falls below a “C” in any course.
- If the grade is not raised to a “C” or better by the end of the course, the student will be dismissed from the program.
- Students must complete the program within three years of their original start date.
- A student who fails an MLT course twice or withdraws from a course will be dismissed.
- Partial withdrawals require preauthorization from the program director.
- Re-entry after withdrawal is considered individually, based on a petition, remedial plan, reason for dismissal, clinical availability, and faculty recommendation.

Retention & Readmission:

- Students dismissed from the clinical phase may request readmission.
- Readmission will be denied if CGPA is below 2.50 or student has failed the same clinical course twice or two different clinical courses once each.
- **Readmission Procedure:** Student will submit a new MLT Program application and provide all required supplemental documents by the deadline.
- Readmission is subject to space availability. Students may be required to retake previously completed MLT courses.

Didactic Class Attendance and Tardies

Students are expected to attend all lectures and labs. Due to the short duration of didactic courses, absences must be minimal.

- **Absence Policy:**
 - **1st absence:** Reviewed by instructor; student receives written counseling.
 - **2nd absence:** May result in dismissal from the course and program.
 - **3rd absence:** Student will be dropped unless prior arrangements were approved by the instructor and program director.
 - More than three absences are rarely approved except in extraordinary cases.
- **Make-Up Work:**
 - Missed tests/quizzes must be made up on return or as outlined in the syllabus.
 - Students are responsible for obtaining missed lecture notes from classmates.

A tardy is defined as not being in seat/lab station and ready at the scheduled start time.

- **Tardy Policy:**
 - **2 tardies:** Verbal counseling.
 - **3 tardies:** Written counseling.
 - **4 tardies:** Dismissal from the course and program unless retention is approved by instructor and program director.

Attendance and punctuality reflect workplace professionalism. Students must **sign in and out daily** as a timecard practice.

MLT Departmental Probation

Students may be placed on MLT departmental probation (distinct from college academic probation) for violating program standards. Probation may result from any violation of the expectations outlined in the MLT Student Handbook. Probation includes a formal letter outlining the infraction and duration, signed by both the student and Program Director.

Procedure for Unfavorable Clinical Evaluation and Academic Due Process

MLT Clinical Evaluation & Grievance Procedure

Unfavorable Clinical Evaluation Resolution Steps:

1. **Initial Discussion:** Student must first speak directly with the clinical instructor who completed the evaluation.
2. **Escalation:** If unresolved, the student should meet with the program director.
3. **Joint Meeting:** If still unsatisfied, a meeting with the student, clinical instructor, and program director will be held to review the evaluation.
4. **Re-Evaluation:** If a change is warranted, a new evaluation will be completed. If dissatisfaction continues, the student may initiate the formal due process.

Academic Due Process (per College Handbook):

1. **Step 1:** Attempt resolution with the instructor.
2. **Step 2:** If unresolved, speak with the Associate Vice President of Academic Affairs.
3. **Step 3:** If still unresolved, file a written grievance within five class days with the Academic Grievance Committee (facilitated by the Vice President for Academic and Student Affairs).
4. **Step 4:** The Committee will communicate its final decision within five days.

Withdrawals

Students may withdraw from the MLT Program at any time through the Office of the Registrar. Withdrawn students must reapply and meet all eligibility requirements to reenter. Students withdrawing from the MLT Program must reapply and retake all clinical courses, unless a waiver is granted by the Program Director.

POLICIES

Access to Student Records

The Medical Laboratory Technology (MLT) Program adheres to the policies of North Arkansas College regarding access to student records, as outlined in the current College Catalog. All student information is considered confidential and is protected accordingly.

- Any release of student information to external parties must be processed through the Office of the Registrar and Admissions.
- The MLT Program Office will not release student information under any circumstances without written consent from the student.
- Students may request to review their grades or files maintained by the MLT Program Office by contacting program faculty.

Program File Maintenance

Student files maintained by the MLT Program are reviewed upon program completion. Non-essential documents are destroyed, and essential records are retained for a minimum of three (3) years before being securely disposed of.

The following documents will be retained in the MLT Program file for three years:

1. Completed program application
2. Request for clinical phase participation
3. Final transcript from North Arkansas College and any transfer institution
4. Student-signed forms
5. Summaries of counseling or advising sessions, signed by the student and/or program faculty
6. Health records relevant to program participation

Master student records are maintained by the Office of the Registrar and Admissions. MLT Program files are stored in the MLT Program Director's Office at North Arkansas College.

Auditing MLT Courses

Students may audit an MLT course only if they have previously completed the course with a grade of "C" or higher. Auditing students must:

- Register for the course and pay all applicable fees
- Follow the college's policy for auditing courses as outlined in the College Catalog
- Be admitted on a space-available basis
- Complete all course requirements, including examinations

Request to Take Clinical Courses for Credit

Students may request to enroll in an MLT clinical course for credit. Approval is granted on a case-by-case basis by the Program Director. If approved, the student must:

- Register and pay all applicable fees
- Follow the college's policy for credit enrollment as outlined in the College Catalog
- Be admitted on a space-available basis

Request to Take a Clinical Practicum

Students may not enroll in an MLT Clinical Practicum unless they have:

- Completed all prerequisite coursework
- Been officially accepted into the clinical phase of the MLT Program

Repeating an MLT Course

Repeating a course with an MLT prefix requires permission from the Program Director.

Approval is based on:

- Availability of space in the course
- Successful completion of a comprehensive examination covering all previously taken MLT courses (a minimum score of 74% is required on all sections)

Inclement Weather Policy

In the event of inclement weather, North Arkansas College may cancel classes or close the campus. Students can confirm closures by calling:

Weather Hotline: 1-870-743-7669 (SNOW)

Additionally, announcements will be made on the following local radio stations:

- KHOZ 96.1 FM – Harrison
- KCWD 102.9 FM – Harrison

The college will make every effort to notify these stations by 6:30 a.m. for day classes. Evening class cancellations will be announced as soon as a decision is made.

Students are also encouraged to:

- Sign up for the college's text messaging alert system via the student portal
- Check the college website for updates

Student Safety and Clinical Attendance

Even if the college remains open, students should use personal discretion regarding travel safety. Students should never put themselves at risk to attend class or clinicals during hazardous weather conditions.

- If the college is closed or classes are canceled during a scheduled clinical rotation, students are not expected to report to their clinical site.
- Students must notify their clinical site of their absence.
- If the college remains open but a student chooses not to travel due to road conditions, the student must notify both the clinical site and the MLT Program Office as soon as possible. If no one is available, a message should be left via voicemail, email, or text.
- Make-up arrangements for missed clinical time will be determined by the clinical instructor.

Class Make-Up Policy

If a class is canceled for any reason and the material cannot be covered during regular sessions:

- Students may be required to attend a make-up session in the evening or on a Saturday.
- Whenever possible, lectures will be recorded and made available through the Canvas, along with any associated quizzes or exams.

Guidance and Counseling

Confidential guidance and counseling services are available to all students through North Arkansas College's Student Services. In addition, a variety of testing services are available to assess academic ability, aptitude, achievement, skills, interests, and personality traits.

Students enrolled in the Medical Laboratory Technology Program may also receive specialized career counseling and academic guidance from MLT program faculty. Individual needs will be discussed and addressed on a case-by-case basis to support student success in the program and beyond.

Liability Insurance

All students enrolled in the Medical Laboratory Technology (MLT) Program at North Arkansas College are required to carry malpractice and liability insurance during their clinical laboratory practicums. This coverage is automatically provided through student fees assessed at the time of registration. **Important:** This insurance coverage applies only when the student is participating in planned learning experiences in the role of a student. It does not provide coverage when the student is working as an employee of a healthcare facility.

Teach-Out Plan

In the event that the Medical Laboratory Technology (MLT) Program at North Arkansas College must be discontinued, the following protocol will be implemented in accordance with NAACLS accreditation standards:

Program Viability Review

- Programs identified as potentially nonviable will undergo a three-year review period to improve enrollment and program sustainability.
- If enrollment and viability improve during this period, the program will continue.
- If the program remains nonviable, a plan will be implemented to teach out currently enrolled students and formally close the program.

Program Discontinuation Protocol

If the MLT Program is discontinued due to factors such as financial constraints, insufficient enrollment, or the retirement or non-replacement of the Program Director, the following steps will be taken:

1. Currently enrolled students will be given the opportunity to complete the program.
2. Academic advisors will be notified of the program's closure, and no new students will be admitted.
3. Alternative degree plans or referrals to other institutions will be discussed with affected students.

North Arkansas College will continue to provide the necessary resources and support to ensure that all enrolled students are able to complete the program or successfully transfer to another accredited MLT or MLS program.

Disaster Contingency for Course Delivery and Clinical Rotations

In the event of a catastrophic event that disrupts normal operations, the Medical Laboratory Technology (MLT) Program at North Arkansas College has a contingency plan in place to ensure continuity of instruction and clinical education.

Course Delivery

- All MLT courses are already structured for online delivery and supported by recorded lectures via Studio.
- All course materials, including handouts, quizzes, exams, and assignments, are preloaded and accessible online.

Clinical Rotations

If students are unable to attend clinical sites due to a catastrophic event (e.g., site closures or safety concerns), the MLT Program will implement virtual clinical simulations using the following resources:

- Bio-Rad Education
- Siemens PEPconnect (instrumentation simulation)
- Case studies and methodology videos (e.g., YouTube)
- ASCP resources
- MediaLab Case Simulators and CE

Note: All assignments will be submitted through Canvas, and communication will be maintained via email, phone, and text as needed.

Accreditation Compliance

The National Accrediting Agency for Clinical Laboratory Sciences (**NAACLS**) does not mandate in-person clinical rotations. Therefore, virtual clinical experiences are acceptable as long as students meet the program-defined competencies.

Program Commitment

The MLT Program is committed to ensuring that all students are able to complete their coursework and clinical requirements successfully and on time, even in the face of significant disruptions.

Contingency Plan for Facility Disruption

In the event of campus or building destruction, classes will transition to online or alternate locations (e.g., North Campus, Center Campus, or NARMC conference rooms).

Laboratory bench work will be relocated to an alternate site at North Arkansas Regional Medical Center, as approved by the Lab Director and hospital administration.

Grading Policy

Progression Requirements

To remain in good standing and progress through the clinical phase of the Medical Laboratory Technology (MLT) Program, students must:

1. Achieve a grade of “C” or higher in all MLT courses.

Grading Scale:

- 93–100% = A

- 84–92.99% = B
 - 75–83.99% = C
 - 68–74.99% = D
 - Below 68% = F
2. Complete all required MLT courses in the sequence outlined in the program curriculum.
 3. Maintain sufficient mental and physical health to meet daily academic and clinical attendance expectations.

Note: Individual course outlines may include specific grading policies that vary slightly from the general scale above.

Student Rights and Obligations

The Board of Trustees of North Arkansas College has established rules and regulations to support the effective operation of the institution and promote the well-being of the college community. By enrolling at North Arkansas College, students agree to abide by these policies and, in doing so, assume both rights and responsibilities that support their educational success.

Student Rights

1. The right to expect an education of the highest quality.
2. The right to inquire about and recommend improvements to policies, regulations, and procedures affecting student welfare.
3. The right to develop personal and academic potential to the fullest extent.
4. The right to due process, including a fair and impartial hearing and appeal process, in cases involving disciplinary action.

Student Obligations

1. The obligation to become familiar with and follow all college rules, regulations, and policies.
2. The obligation to maintain conduct that reflects positively on oneself, the college, and the broader community.
3. The obligation to uphold standards of decency and behavior consistent with the values of higher education.
4. The obligation to respect the rights and property of others at all times.
5. The obligation to take full advantage of the educational opportunities provided.

MLT Student Substance Abuse Policy

Purpose and Philosophy

- The MLT Program is committed to a safe, healthy learning environment.
- Strictly prohibits:
 - Illicit use, possession, sale, or distribution of drugs.
 - Abuse of alcohol, prescription, or non-prescription drugs.
- Goals:
 - Identify chemically impaired students.

- Support recovery and reintegration.
- Promote deterrence and education.
- All procedures are conducted with compassion, dignity, and confidentiality.

Policy Agreement

- Students must sign a Substance Abuse Policy Release Form upon enrollment.
- Policy aligns with North Arkansas College's Student Handbook.

Drug Testing Procedures

When Testing May Occur

- Pre-admission
- Scheduled, unannounced times
- Random testing (by clinical agencies or institution)
- For cause
- As part of recovery programs

Testing for Cause

Drug testing may occur if a student exhibits behavior suggesting substance use. Triggers include:

- Direct observation of drug use or physical symptoms.
- Erratic behavior, slurred speech, staggered gait, flushed face, pupil changes, mood swings, poor performance.
- Involvement in an accident requiring medical attention.
- Formal charges or conviction related to substance violations.

Procedure:

1. Suspicious behavior confirmed by another faculty/staff member.
2. Student privately interviewed with documentation.
3. If warranted, student submits lab specimens per policy.
4. Student suspended from clinicals pending review.
5. If test is negative, student returns without penalty and must initiate makeup work.
6. If test is positive, consequences may include warning, behavioral agreement, referral, suspension, or dismissal.
7. Confidentiality maintained per legal standards.

Cost Responsibility: The MLT program pay for drug screens (urine, blood, breathalyzer) through approved laboratories. Student may be liable for additional collection or unforeseen fees associated with testing.

Substances Tested

- May include any of the 11 DSM-IV categories:
 - Alcohol, amphetamines, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, PCP, sedatives/hypnotics/anxiolytics.
- Testing panel may be expanded without notice.

Positive Test Results

- A test is **positive if:**
 - Substance levels meet/exceed Arkansas State Board of Nursing thresholds.
 - Confirmed by immunoassay and GC/MS.

- Verified by Medical Review Officer (MRO) interview.
- Split samples may be retested at student's expense.

Confidentiality

- All drug-related records are confidential, except as required by law.
- Only authorized personnel may access results.
- Records securely stored (locked cabinet or password-protected database).

Consequences and Recovery

Outcomes of a Positive Test

- May include:
 - Warning
 - Behavioral learning agreement
 - Referral for medical evaluation
 - Immediate dismissal

Referral and Reapplication

Students with a history of substance abuse may reapply if they:

1. **Attend treatment** (AA, NA, or approved program) with documentation:
 - Dates, group names, purpose, and chairperson's signature.
2. **Maintain abstinence** for at least **one year** prior to reapplication.
3. **Provide references** from all employers in the past year.
4. **Agree to random drug screening** upon readmission (student pays).
5. **Abstain from all controlled substances**, including alcohol (unless prescribed).
 - Must inform prescribing practitioners of substance dependency.
 - Practitioners must submit a report (medication, dosage, date) to Division Chair within 10 days.

Final Dismissal

- If a readmitted student tests positive again:
 - They will be **permanently dismissed**.
 - They will be **ineligible to return** or receive a **letter of good standing**.

Clinical Area Drug Screening

- Some clinical agencies require **criminal background checks and drug screening**.
- Students are subject to the policies of the clinical site.
- If denied access due to screening results, the student **cannot complete the program**.
- Students must provide **valid prescriptions** for any medications that may appear on a drug screen.

Tobacco Products Usage

- **Arkansas State Law** prohibits smoking on hospital grounds, including parking lots.
- Violators will be **asked to leave** and **cannot return** for clinicals.
- Inability to return to clinicals results in **dismissal from the program**.

Medical Marijuana

- Students must comply with **state and federal laws** regarding dangerous drugs.

- **Positive marijuana tests** result in **termination from the MLT program**, even with medical certification.
- MLT students are classified as “**Safety Sensitive Positions**” under **Arkansas Act 593**.
 - See <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act593.pdf> for details.

HIV and Hepatitis B Guidelines and Policy

To protect students, faculty, and patients from exposure to **Human Immunodeficiency Virus (HIV)** and **Hepatitis B Virus (HBV)**, the North Arkansas College MLT Program enforces the following policies and educational practices:

Hepatitis B Virus (HBV) – Overview and Vaccination

Hepatitis B is a serious liver infection caused by HBV. It is transmitted through contact with infected blood and body fluids, including saliva, semen, vaginal secretions, and others. The most common transmission route in healthcare settings is via contaminated sharps (e.g., needles, scalpels, broken glass).

Symptoms of acute HBV may include:

- Loss of appetite
- Fatigue or vague illness
- Abdominal pain
- Dark urine
- Jaundice (yellowing of skin/eyes)
- Skin rashes and joint pain

Statistics:

- ~300,000 new cases annually in the U.S.
- ~10,000 hospitalizations and ~250 deaths from acute HBV
- 6–10% of infected young adults become chronic carriers
- Chronic carriers risk cirrhosis, liver failure, and liver cancer
- ~4,000 deaths/year from HBV-related cirrhosis; ~800 from HBV-related liver cancer

Healthcare Workers Are at Risk

Due to frequent exposure to blood and body fluids, HBV vaccination is **required** for all MLT students unless immunity is already acquired or a declination is signed.

Vaccination Details:

- **Vaccines:** Engerix-B, Recombivax-HB (yeast-derived), Heptavax-B (inactivated viral)
- **Schedule:** 3 doses intramuscularly in the deltoid:
 - 1st dose: elected date
 - 2nd dose: 1 month later
 - 3rd dose: 6 months after the first
- **Post-vaccine:** Blood titer test to confirm immunity
- **Booster:** May be recommended in the future

Cost and Access:

- Students are responsible for vaccine costs
- May be covered by private insurance—students are encouraged to check
- Available through private physicians or healthcare employers

Adverse Effects:

- Most common: injection site soreness
- Less common: redness, swelling, headache, fever, dizziness
- Contraindications: allergy to yeast (Engerix-B, Recombivax-HB), serious infections, compromised cardiopulmonary status
- Pregnancy/lactation: not contraindicated per CDC

HIV – Policy and Guidelines**Admission and Employment:**

- HIV status does **not** affect admission or employment.
- Routine HIV testing is **not required**.

Voluntary Testing:

- Students who believe they are at risk are ethically encouraged to be tested.
- Clinical sites may request testing; confidentiality will be maintained.

Education and Prevention:

- Students receive instruction on **Universal Precautions** per CDC guidelines before any patient exposure.
- Failure to follow precautions may result in exposure to HIV or HBV.

HIV-Positive Students:

- Must meet with the Program Director and their physician.
- Individual evaluation will determine ability to meet program objectives and safely participate.
- Confidentiality will be maintained.
- Students unable to meet requirements may be counseled to pursue alternative careers.

Post-Exposure Protocol:

- Immediate antiseptic procedures must be followed.
- HIV testing schedule: initial test, then at 6 weeks, 3 months, 6 months, and 1 year.
- Significant exposure includes:
 - Needlestick or cut with contaminated sharps
 - Mucous membrane exposure (eyes, mouth)
 - Prolonged skin contact with blood, especially on compromised skin

Ethical Responsibilities and Refusal to Care

- Refusal to care for HIV-positive patients is **unethical** and may violate the **Americans with Disabilities Act (1990)**.
- Faculty will:
 1. Counsel the student to understand the refusal
 2. Provide factual HIV information
 3. Discuss legal and ethical responsibilities
- If unresolved, the student may be counseled out of the program.

Accidental Exposure to Blood or Body Fluids

Definition of Exposure:

Exposure refers to any cutaneous injury, contact with mucous membranes, or contact with non-intact skin involving blood, body fluids, or tissues that may contain bloodborne pathogens.

In the event of accidental exposure involving students or faculty, the following procedures must be followed:

1. Immediate First Aid

- Wash the affected area thoroughly with soap and water.
- Flush mucous membranes (e.g., eyes, mouth) with water or normal saline.
- Administer any additional wound care as appropriate.

2. Documentation

- Complete an incident report using the form provided by the agency where the exposure occurred.
- Submit the completed form to the designated agency representative (e.g., infection control nurse).

3. Medical Referral and Testing

- The exposed individual will be informed of available medical care and testing options.
- **Important:** The decision to pursue medical care or testing is entirely up to the individual.

Available healthcare options include:

- The emergency or outpatient department of the facility where the exposure occurred (*at the individual's own expense*).
- The local county health department.
- A private physician of the individual's choice.

The exposed person will be asked to sign a statement confirming they have been informed of and understand these options.

4. Financial Responsibility

Students must understand that they are financially responsible for any costs incurred due to treatment or testing.

Neither **North Arkansas College** nor the **clinical agency** will assume liability—financial or otherwise—for any exposure-related expenses.

5. Counseling

If the individual chooses to undergo testing, the healthcare provider will offer all necessary pre- and post-test counseling.

APPENDIX

The MLT student handbook is available upon request. The Appendix includes the following documents:

- Student Handbook Acknowledgement Form
- Student Conduct Form
- Substance Abuse Compliance Contract
- Safety Agreement Form
- Universal Precautions Statement
- Statement of Medical Options Following Exposure to Body Fluids
- Smoking Policy Acknowledgement
- HIPPA Policy Acknowledgement