



# Keiser University

Department of  
Academic Affairs

**Medical Laboratory Technician Student Handbook**

## **First Edition**

**Official governing policies and procedures**

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**January 1, 2018;**

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**July 9, 2020;**

**July 16, 2020**

For questions or comments concerning this handbook, please contact the Department of Academic Affairs. The information contained in this handbook is program specific and supplements the information contained in the institutional catalog. The administration reserves the right to amend, supplement or rescind these policies at any time without prior notification.

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**KEISER UNIVERSITY  
MEDICAL LABORATORY TECHNICIAN PROGRAM  
STUDENT HANDBOOK**

**TABLE OF CONTENTS**

INTRODUCTION .....	4
<i>Foreword</i> .....	4
<i>Equal Opportunity Statement</i> .....	4
KEISER UNIVERSITY MISSION STATEMENT AND GOALS.....	5
<i>Mission Statement</i> .....	5
<i>Philosophy</i> .....	5
<i>Strategic Directions</i> .....	6
<i>Specific Standards for Allied Health Programs</i> .....	11
<i>Future Education</i> .....	12
<i>Curriculum Requirements for Clinical Laboratory Personnel Training Programs</i> .....	12
ACCREDITATION .....	13
STATE OF FLORIDA LICENSURE.....	13
PROFESSIONAL CERTIFICATION .....	14
PROFESSIONAL LICENSURE .....	14
PROFESSIONAL ORGANIZATIONS.....	14
THE AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE CODE OF ETHICS.....	15
MEDICAL LABORATORY TECHNICIAN PROGRAM ESSENTIALS .....	17
<i>Observation:</i> .....	17
<i>Communication:</i> .....	17
<i>Psychomotor Skills:</i> .....	17
<i>Intellectual and Cognitive Abilities:</i> .....	17
<i>Behavioral and Social Attributes:</i> .....	17
<i>Ethical Standards:</i> .....	17
<i>Academic Performance:</i> .....	17
ORIENTATION TO THE MEDICAL LABORATORY .....	18
PROGRAM POLICIES .....	19
<i>Health Examination Requirements</i> .....	19
<i>Hepatitis B Immunization Policy</i> .....	19
<i>Professional Behavior Policy</i> .....	20
<i>Professional Behavior Procedure</i> .....	20
<i>MLT Program Dress Code</i> .....	20
<i>MLT Course Wheel</i> .....	23
<i>Class Schedule for Program Major Courses</i> .....	24
<i>Attendance for On Campus Course</i> .....	24
<i>Class Schedule for Practicum Course</i> .....	24
<i>Attendance for Practicum Courses</i> .....	24
<i>Attendance Records</i> .....	25
<i>Make-Up Assignments</i> .....	25
<i>Medical Insurance Policy</i> .....	25
<i>Clinical Practicum Assignments</i> .....	25
<i>Clinical Experience – Request for Removal of Student</i> .....	26
<i>Service Work Policy</i> .....	26
<i>Teach Out Policy</i> .....	27
UNIVERSITY POLICIES .....	28

<i>Academic and Administrative Dismissal</i> .....	28
<i>Anti-Hazing Policy</i> .....	29
<i>Conflict Resolution</i> .....	29
<i>Student Disciplinary Procedures</i> .....	29
<i>Plagiarism Policy</i> .....	29
<i>Leave of Absence Policy</i> .....	30
<i>Pregnancy Policy</i> .....	31
<i>Academic Re-Admittance Policy</i> .....	31
<i>Add-Drop Period</i> .....	32
<i>Dismissal, Probation and Suspension</i> .....	33
<i>Grievance Procedures</i> .....	33
<i>Campus Safety Policy</i> .....	33
<i>Injury and Illness Policy</i> .....	33
<i>Exposure to Blood Borne Pathogens and Communicable Diseases Policy</i> .....	34
<i>Exposure Incident Policy</i> .....	34
FACULTY DIRECTORY-FORT LAUDERDALE .....	36
MEDICAL LABORATORY TECHNICIAN (MLT) FACULTY .....	36
FACULTY DIRECTORY-ORLANDO .....	37
STUDENT ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING .....	38
<i>Venipuncture Policy:</i> .....	38

## INTRODUCTION

### **Foreword**

The Keiser University Catalog and the Medical Laboratory Technician Student Handbook contain the policies and procedures of Keiser University and of the Medical Laboratory Technician Program. Due to the nature of the curriculum and the clinical expectations of the program's graduates, program policies and procedures may be more stringent than those of Keiser University and practicum sites.

Students are responsible for becoming familiar with all the information contained in the University catalog and the Medical Laboratory Technician Student Handbook. The student, throughout the duration of the program, should retain these materials and will receive copies of revised policies, procedures and/or revised editions.

All faculty and students have the responsibility of preserving the privacy, dignity, and safety of all individuals who are part of the program and must maintain confidentiality in all academic and clinical settings. Students must maintain confidentiality of all patient information.

### **Equal Opportunity Statement**

Keiser University's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the University. To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Keiser University hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

## KEISER UNIVERSITY MISSION STATEMENT AND GOALS

### **Mission Statement**

Keiser University is a regionally accredited private career university that provides educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional and online delivery formats. The main campus is located in Fort Lauderdale, with campuses located throughout the State of Florida and internationally. Through quality teaching, learning, and research, the university is committed to provide students with opportunities to develop the knowledge, understanding, and skills necessary for successful employment. Committed to a “students first” philosophy, Keiser University prepares graduates for careers in business, criminal justice, health care, technology, hospitality, education, and career-focused general studies.

Inherent in the Mission is service to the community. This service includes community partnerships, involvement with various constituencies and various continuing education programs.

### **Philosophy**

In today's society, there is a genuine need for a University that offers its students quality academic and career education in an atmosphere of personalized attention. Keiser University offers career educational programs that prepare them to enter their chosen career field upon graduation. Other students utilize Keiser University programs as a stepping-stone to further education. Other students may be community residents or business members who attend contract training or University-sponsored seminars.

At Keiser University, each student is considered an individual, and the University strives to be aware at all times of the needs of each member of its student body. The faculty of Keiser University believes that career education instruction is an art as well as a science. It is a dynamic process that develops both the skill and the intellect of career-minded individuals in its community. Career education is an interactive process on which the future of society depends. Graduates become technicians, professionals and clinicians who are critical for future economic growth.

Keiser University's goal is to train career-minded individuals by offering an education that produces an employable, skilled, responsible and accountable person. Keiser University students are prepared to provide professional skills necessary to meet the projected needs of society. Inherent in the goals established for Keiser University is the belief that learning takes place in a variety of ways. For this reason, Keiser University curricula are flexible and incorporate previous knowledge and skills.

Keiser University affirms that all members of the academic community share responsibility for establishing, implementing and evaluating its educational programs. Further, Keiser University believes that members of business and industry must also participate in this process. Finally, it is the philosophy of Keiser University that no person shall be denied admission to any program, be excluded from any training, be denied the benefits of training, or be subjected to discrimination

in any hiring practice or activity of the University because of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or religious belief.

## **Strategic Directions**

### **STRATEGIC DIRECTION I: PROMOTE ACADEMIC EXCELLENCE AND ACHIEVEMENT THROUGH QUALITY EDUCATIONAL PROGRAMS.**

#### **Goals:**

- A.** To actively be involved with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and such programmatic accreditation agencies as are desired and appropriate.
- B.** To assess the effectiveness of and consequentially enhance the educational and academic service programs of the university.
- C.** To provide academic support services designed to enhance student learning and prepare graduates for successful occupational choices.
- D.** To continue to improve the competencies of students in the basic skills areas, especially writing, mathematics, communication, and analytical skills.
- E.** To cultivate analytical and critical thinking at all educational levels, especially in the area of applied research among graduate students.

**STRATEGIC DIRECTION II: ATTRACT AND RETAIN QUALITY  
FACULTY AND STAFF**

**Goals:**

- A.** To employ and further develop diverse faculty and academic staff personnel that are well qualified; possess current academic, technical, and specialized professional knowledge and skill-sets; reflect appropriate professional or educational experience; and evidence high quality teaching, student support, and appropriate research abilities.
- B.** To encourage and further develop qualified support staff and faculty who evidence an interest in, and proclivity for, engaging students, addressing learning and developmental challenges, and responding to the needs of a broad spectrum of University students in a variety of programs at multiple educational levels.

**STRATEGIC DIRECTION III: DEVELOP AND MAINTAIN HIGH-DEMAND  
EDUCATIONAL PROGRAMS THAT ARE DISTINCTIVE, ACCESSIBLE, AND  
RESPONSIVE TO THE NEEDS OF CAMPUS COMMUNITIES, DISCIPLINARY  
AND ACCREDITATION REQUIREMENTS, STUDENT NEEDS, AND  
ASPIRATIONAL GOALS.**

**Goals:**

- A.** To provide and enhance a variety of educational delivery systems that respond to current and future student, community, and professional occupational needs and expectations.
- B.** To review all degree programs to ensure currency, relevancy, and cost-effectiveness with respect to content, delivery, and outcomes.
- C.** To review university population, technological, and societal developments and propose new programs or programmatic modifications that respond thereto.

**STRATEGIC DIRECTION IV: DEVELOP AND SUPPORT INITIATIVES DESIGNED TO ENHANCE FACULTY INSTRUCTION, STUDENT LEARNING, AND PROGRAM- APPROPRIATE RESEARCH AT ALL PROGRAM LEVELS**

**Goals:**

- A. To provide appropriate resources to support service and academic programs in the achievement of student learning and programmatic outcomes.
- B. To cultivate and enhance an educational atmosphere that fosters academic freedom, the open exchange of ideas, and programmatic academic inquiry.
- C. To develop strategies that support the implementation of program and degree-appropriate academic research.

**STRATEGIC DIRECTION V: EXPAND THE DOMESTIC AND INTERNATIONAL DEVELOPMENT OF KEISER UNIVERSITY THROUGH THE ADDITION OF NEW LOCATIONS, COLLABORATIVE AGREEMENTS, AND PROGRAMMATIC INITIATIVES.**

**Goals:**

- A. To attract qualified students possessing diverse backgrounds at all levels and for all programs.
- B. Pursue educational initiatives appropriate for a variety of domestic and global locations and cultural settings.
- C. To pursue the expansion of planned physical facilities of the university to more effectively implement the institutional mission and vision.



**STRATEGIC DIRECTION VI: CONTINUE THE IMPLEMENTATION OF APPROPRIATE FISCAL, BUDGETARY, AND MANAGERIAL STRATEGIES TO PROVIDE ADEQUATE RESOURCES WITH WHICH TO SUPPORT KEISER UNIVERSITY AND ITS FUTURE DEVELOPMENT.**

**Goals:**

- A. To continue to develop a Governing Board approved annual budget that supports the annualized planned activities, programs, and services of the university.
- B. To provide and analyze the ongoing financial operations of the various units of the university to ensure that the budgetary operations of the institution are being implemented.
- C. To ensure that the Governing Board continues to provide appropriate oversight of the financial and budgetary operations and conditions of the University through the following actions.

**STRATEGIC DIRECTION VII: DEVELOP AND IMPLEMENT A MULTIFACETED INSTITUTIONAL DEVELOPMENT/ADVANCEMENT PROGRAM WITH WHICH TO FURTHER ENHANCE THE UNIVERSITY'S RELATIONSHIPS WITH ITS ALUMNI, SUPPORTING GLOBAL CONSTITUENCIES, SERVICE COMMUNITIES, AND THE PROFESSIONS IT SERVES.**

**Goals:**

- A. To plan, develop, and implement a Keiser University fundraising program for institutional support and advancement.
- B. To further plan, develop, support, and implement the Keiser University alumni development program with which to enhance its relationship with its former and current student constituencies.
- C. To enhance the community outreach initiatives of the various extended Keiser University locations to support its community service, public relations, and institutional advancement campaigns.

## Medical Laboratory Technician Program

### Associate of Science Degree

**An Associate of Science degree is considered a terminal degree. The decision on course transferability rests with the receiving institution.**

#### Program Mission Statement

Keiser University's Associate of Science degree program in Medical Laboratory Technician educates and prepares students to function effectively and collaboratively as a member of a medical laboratory team. The program provides exposure to various laboratory tests in accordance with nationally standardized laboratory practices as defined within the scope of the profession.

#### Program Goals:

The program's mission is further defined in the following goals:

- Students will acquire the knowledge and skill development to competently perform standardized laboratory test procedures.
- Students will acquire critical thinking and problem-solving skills to effectively practice in the profession.
- Students will model behaviors of professionalism in the pursuit of excellence.
- Students will possess the necessary breadth of knowledge and skills for obtaining entry-level employment as a professional medical laboratory technician.

#### Program Student Learning Outcomes:

- The student will demonstrate professionalism required for an entry-level position as a medical laboratory technician.
- The student will demonstrate the ability to perform laboratory tests according to standardized laboratory practices and procedures.
- The student will be able to identify appropriate specimens for testing and determine if results are appropriate for the patient.
- The student will be able to demonstrate proficiency in the laboratory setting as a medical laboratory technician.

#### Prerequisites for Major Courses

MLT Program adheres to the policies as defined in the **Specific Standard for Allied Health Programs** section of the current KU Catalog

Background checks and drug screens will be required prior to practicum

General education courses must be completed with a grade average of 3.0 on a scale of 4.0

#### Program Outline

To receive an Associate of Science degree in Medical Laboratory Technician, students must complete 63 credit hours as described below. The length of this program is approximately 20 months (this will vary if a student transfers in credits).

#### Medical Laboratory Technician Major Courses (37 credit hours)

MLT1610C* Clinical Chemistry I	3.0 credit hours
MLT1620C Clinical Chemistry II	3.0 credit hours
MLT1802* Clinical Practicum Part I	3.5 credit hours
MLT1804 Clinical Practicum Part II	3.5 credit hours
MLT2210C Urinalysis	3.0 credit hours
MLT2300C* Hematology I	3.0 credit hours
MLT2365C Hematology II	3.0 credit hours
MLT2402C* Microbiology I	3.0 credit hours
MLT2403C Microbiology II	3.0 credit hours
MLT2500C Serology/Immunology	3.0 credit hours
MLT2525C* Immunochemistry I	3.0 credit hours
MLT2528C Immunochemistry II	3.0 credit hours

\*Must be completed with a grade of "C" or higher before students are enrolled in the "II" portion of the subjects.

**General Education Courses (26.0 credit hours)**

Credit hours in parentheses indicate the required number of credit hours in each discipline.

**NOTE:** Medical Laboratory Technician graduates who wish to seek certification other than the American Society of Clinical Pathology Board of Certification MLT level may need to complete additional courses.

**Behavioral/Social Science (3.0 credit hours)**

AMH1010 American History Pre-1876	3.0 credit hours
AMH1020 American History Since 1876	3.0 credit hours
IDS1107 Strategies for Success	3.0 credit hours
POS1041 Political Science	3.0 credit hours
PSY1012 Introduction to Psychology	3.0 credit hours
SYG1000 Sociology	3.0 credit hours

**Communications (3.0 credit hours)**

SPC1017 Speech	3.0 credit hours
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**Computers (3.0 credit hours)**

CGS1000C Introduction to Computers	3.0 credit hours
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**English (3.0 credit hours)**

ENC1101 English Composition I	3.0 credit hours
ENC2102 English Composition II	3.0 credit hours

**Humanities/Fine Arts (3.0 credit hours)**

AML1000 American Literature	3.0 credit hours
ENL1000 English Literature	3.0 credit hours

**Mathematics (3.0 credit hours)**

MAC2105 College Algebra	3.0 credit hours
MAT1033 Intermediate Algebra	3.0 credit hours
MGF2106 College Mathematics	3.0 credit hours
MGF2107 Applications of Mathematics	3.0 credit hours
STA2023 Statistics	3.0 credit hours

**Natural Science (8.0 credit hours)**

BSC2085C Human Anatomy and Physiology I	4.0 credit hours
BSC2086C Human Anatomy and Physiology II	4.0 credit hours

**Criteria for Graduation of MLT Students**

The Medical Laboratory Technician student who completes Keiser University's Medical Laboratory Technician program must meet all the requirements of the KU Allied Health Policy as shown below:

***Specific Standards for Allied Health Programs***

The Allied Health Program has a set grading standard designed to assist graduates in achieving passing scores on the national certification examination and to demonstrate that the required core competencies have been achieved.

To enter the MLT program major component, the student must achieve a minimum cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) in all general education courses. Earning a grade of "D" or "F" in any general education course, and/or not attaining a cumulative GPA of 3.0 (on a 4.0 scale) in the general education component will prevent the student from entering the program major. The student may elect to repeat a general education course in which a grade of "D" or "F" was received. Transfer credits from another institution will be calculated into this required general education cumulative GPA for admission into the program major.

## **Cognitive, Psychomotor, and Affective Domain Requirements**

To ensure the appropriate rigor of the MLT program is applied as students prepare for successfully completing the applicable national board exams, the MLT program will award a course grade on two accounts where both didactic and competency testing is required.

1) Didactic knowledge and 2) skills/professionalism competency spans all three (3) learning domains (cognitive, psychomotor, and affective) and directly correlate to student learning outcomes and course objectives. The program currently possesses evaluation tools that can be utilized to measure attainment of student learning objectives. Therefore, to ensure the university supports students who possess the knowledge, skills, and attitudes necessary to pass a national certification/licensure exam, as well as practice safe and effective patient care, this program will award a course grade that includes a didactic component (cognitive) and a competency component (psychomotor). Utilizing this approach, students should achieve a minimum grade of 70% in each of the categories in order to pass the course and progress in the program of study. Failure to meet the 70% minimum grade in any component will result in a grade of an “F” regardless of the student’s course average.

A student who fails a course within a semester of the program major may choose to re-enter the program when the course re-sequences. The failing grade will only be replaced when and if the student earns a passing grade. Should a student be out of an Allied Health program for an extended length of time (as determined in the program’s Student Handbook) then the student will be required to re-apply to the program and start the program major from the beginning. Grades earned for previously taken courses will not be considered.

The Medical Laboratory Technician student who completes Keiser University’s Medical Laboratory Technician program must also meet the current criteria and regulations for licensure. Graduates are eligible to sit for national certification examinations and become licensed by the State of Florida. However, students are not required to sit for a certification examination as a condition of graduation from Keiser University.

## **Future Education**

Completion of the MLT Associate of Science degree enables the student to apply for the Bachelor of Science degree in Medical Laboratory Science at Keiser University Orlando.

## **Curriculum Requirements for Clinical Laboratory Personnel Training Programs**

64B3-3.003 Curriculum Requirements for Clinical Laboratory Personnel Training Programs.

All programs shall provide instruction in pre-analytical, analytical and post-analytical processes. All programs not accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), the Council on Accreditation of Allied Health Education Programs (CAAHEP), or the Accrediting Bureau of Health Education Schools (ABHES) except for those in the categories of cytology, cytogenetics, histocompatibility, embryology or andrology shall adopt the current curriculum frameworks for Health Science Education set forth by the Florida Department of

Education. The Health Science Core standards number 1-11 at <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/health-science.shtml> and available at <http://www.flrules.org/Gateway/reference.asp?No=Ref-09840> are incorporated by reference herein.

#### ACCREDITATION

Keiser University's Medical Laboratory Technician programs, Fort Lauderdale and Orlando Campuses, are accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, 773-714-8880. E-Mail: [info@naacls.org](mailto:info@naacls.org) Website: [www.naacls.org](http://www.naacls.org)

#### STATE OF FLORIDA LICENSURE

The Medical Laboratory Technician program graduate is required to be licensed by the State of Florida to practice as a Medical Laboratory Technician. Information regarding the Florida license is available from the Florida Department of Health:

Board of Clinical Laboratory Personnel  
Department of Health  
4052 Bald Cypress Way, BIN CO #7  
Tallahassee, FL 32399-2200  
Phone: 1 (850) 245-0595-3627  
Web: [floridahealth.gov/licensing-and-regulation/clinical-lab/index.html](http://floridahealth.gov/licensing-and-regulation/clinical-lab/index.html)

## PROFESSIONAL CERTIFICATION

ASCP:            American Society for Clinical Pathologist  
Associate of Science in Medical Laboratory Technician (MLT)  
<https://www.ascp.org/content/board-of-certification/get-credentialed>

AMT:            American Medical Technologist  
Associate of Science in Medical Laboratory Technician (MLT)  
<https://www.americanmedtech.org/Get-Certified/MLT-Eligibility>

AAB:            American Board of Bioanalysis  
Associate of Science in Medical Laboratory Technician (MLT)  
<https://www.aab.org/aab/MLT.asp>

## PROFESSIONAL LICENSURE

STATE of        Associate of Science in Medical Laboratory Technician (MLT)  
FLORIDA:      <http://floridasclinicallabs.gov/licensing/technician/>

Note: Other states may require credentialing. Contact the appropriate state Department of Health.

## PROFESSIONAL ORGANIZATIONS

### **The American Society for Clinical Laboratory Science**

1861 International Drive, Suite 200  
McLean, VA 22102  
Ph. 571.748.3770  
Email [ascls@ascls.org](mailto:ascls@ascls.org)  
Website: [www.ascls.org](http://www.ascls.org)

### **American Medical Technologist**

10700 W. Higgins Road  
Rosemont, Illinois 60018  
Phone (847) 823-5169  
Website: <https://www.americanmedtech.org/>

### **American Society for Clinical Pathology**

33 W Monroe St, Chicago, IL 60603  
312.541.4995  
E-Mail: [info@ascp.org](mailto:info@ascp.org)  
Website: [www.ascp.org](http://www.ascp.org)

## THE AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE CODE OF ETHICS

### PREAMBLE

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

### I. DUTY TO THE PATIENT

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

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

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

### II. DUTY TO COLLEAGUES AND THE PROFESSION

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

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

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

### III. DUTY TO SOCIETY

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

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

### PLEDGE TO THE PROFESSION

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

Placing patients' welfare above my own needs and desires.

Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.

Maintaining the dignity and respect for my profession.

Promoting the advancement of my profession.

Ensuring collegial relationships within the clinical laboratory and with other patient care providers.

Improving access to laboratory services.

Promoting equitable distribution of healthcare resources.

Complying with laws and regulations and protecting patients from others' incompetent or illegal practice

Changing conditions where necessary to advance the best interests of patients.

Source: <http://www.ascls.org/about-us/code-of-ethics>



## MEDICAL LABORATORY TECHNICIAN PROGRAM ESSENTIALS

### **Observation:**

The applicant student must be able to accurately observe demonstrations and exercises in which biological fluids are and products are being tested for their biochemical, hematological, immunological, microbiological and histochemical components. The applicant/student should be able to characterize color, odor, clarity and viscosity of biologicals, reagents or chemical reaction products. These determinations might be made by the aid of simple and complex instruments and microscopes. In summary, the applicant/student must be able to possess functional use of the senses of smell and vision and somatic sensation.

### **Communication:**

Applicants/students must be able to communicate orally and in writing. The ability to read and comprehend written material is essential in order to correctly and independently perform laboratory test procedures. The applicant/student must be able to communicate effectively and efficiently with all members of the healthcare team.

### **Psychomotor Skills:**

Applicants/students must have sufficient motor function to perform all tasks that are normally expected within the scope of practice for the practitioner in the workplace. For example, students must be able to possess the psychomotor skills to collect blood specimens, manipulate instruments that require eye-hand coordination, perform manual laboratory procedures with dexterity and ability to operate computers.

### **Intellectual and Cognitive Abilities:**

Applicants/students must be able to measure, calculate, analyze, synthesize, integrate and apply information. The applicant/student should be able to use sufficient judgment to recognize and correct performance and problem solve unexpected observations or outcomes of laboratory test procedures.

### **Behavioral and Social Attributes:**

Applicant/students must possess the emotional health required to use their intellectual abilities fully, such as exercising sound judgment, promptly completing all responsibilities, being able to work in a changing and stressful environment, displaying flexibility and functioning independently in the face of uncertainties or problems that might arise.

### **Ethical Standards:**

Applicants/students must demonstrate professional demeanor and behavior and must perform in an ethical manner in dealing with peers, faculty, staff and patients.

### **Academic Performance:**

Applicants/students must be able to obtain relevant information from lectures, seminars, laboratory sessions or exercises, clinical laboratory practicums and independent study assignments. The applicants/students must be able to use computers-based examinations to assess and improve educational outcomes of the program. The student will be expected to sit for examinations, both written and oral, complete written assignments, deliver presentations, and perform required laboratory practice with and without supervision.

## ORIENTATION TO THE MEDICAL LABORATORY

### **Goal:**

To introduce the student to:

1. The ethics, certification, and duties of the profession
2. Safety and first aid
3. Resources
4. The commonly used laboratory instruments, equipment and supplies

### **COURSE CONTENT:**

- I. Orientation to the School and Profession
  - A. Biographical Summary
  - B. School Policies, Information, and Resources
  - C. Improving Study Habits
  - D. Utilizing Behavioral Objectives and Questions
  - E. Communication Skills
  - F. Hospital
  - G. Laboratory
  - H. The Profession of Medical Laboratory Technology and You
  - I. Professional Ethics
  - J. Interpersonal Relationships
  - K. Applying for and Maintaining a Job
  - L. Health, Safety, and First Aid
  - M. Medical Library
  - N. Consumer Life Skills

## PROGRAM POLICIES

### **Health Examination Requirements**

The University requires students to provide a statement of general health prior to admission. The Medical Laboratory Technician program requires students to complete the following before they are assigned to a clinical education site:

- A health checkup by a physician within one year. \* not required by all sites
- PPD within 6 months – x-rays to confirm all positive skin tests
- Immunization- documentation or proof of titers for MMR, Rubella, Varicella, and Hepatitis B vaccine (or signed declination)
- CPR/BLS certification – provided by University
- A four-hour HIV/AIDS course - provided by University
- A drug screen (prior to each practicum)
- A criminal background check (prior to each practicum)
- Proof of insurance to cover student's clinical rotation

The program cannot guarantee placement of a student with a positive background check or drug screen.

### **Hepatitis B Immunization Policy**

#### **Hepatitis B Information**

Hepatitis B is a serious disease caused by a virus that attacks the liver. The hepatitis B virus may cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death. Workers who have direct contact with human or primate blood and blood products are at risk for exposure to hepatitis B virus.

#### **Hepatitis B Vaccine**

Hepatitis B vaccine provides immunization against all hepatitis B, but not against hepatitis A or C. The vaccine utilizes the non-infectious portion of the B virus and is produced in yeast cells. It is produced without the use of human blood or blood products.

A full course of immunization requires 3 doses of the vaccine to be given at specific intervals over a 6-month period. Most healthy people who receive the full course will develop a protective antibody against hepatitis B virus. The duration of protection of hepatitis B vaccine is unknown at this time. However, post-vaccination antibody testing can detect this, and one additional series of hepatitis B vaccination can sometimes generate immunity.

Due to the potential occupational exposure to blood or other potentially infectious materials, students may be at risk of acquiring a hepatitis B virus (HBV) infection. The Medical Laboratory Technician Department highly recommends that all students undergo hepatitis B vaccination; however, this is not a requirement for the program.

By law, employers are required to offer at-risk employees the hepatitis B vaccines free of charge.

## **Professional Behavior Policy**

The University has established a set of professional behaviors, which will help students develop their knowledge and skills for entry-level positions in their fields.

- Adhere to University policies and procedures as outlined in the University catalog.
- Adhere to program policies and procedures as outlined in the program student handbook.
- Adhere to policies and procedures of the clinical education site where assigned.
  - Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
  - Demonstrate responsibility and accountability in all aspects of the educational process.
  - Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
  - Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

If a student demonstrates unprofessional behavior, the student will be placed on an Administrative Action and receive a written warning, final written warning, or program dismissal depending on the severity of the action (Professional Behavior Procedure). A student action plan will be implemented outlining the immediate expected professional behavior(s) to be consistently demonstrated by the student. The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the program director and dean of academic affairs.

## **Professional Behavior Procedure**

The Administrative Action will become effective in the semester the student is currently enrolled in and remain in place for the remainder of the following semester. At the completion of the following semester, the program director or dean will assess the student's progress and determine whether to remove the student from or to extend the Administrative Action. Failure to meet the terms of the Administrative Action, as outlined in a student action plan, will result in dismissal from the program. If additional unprofessional behavior(s) should occur during the remainder of the program, the student will be dismissed from the program and the University and may be eligible for re-entry to the University.

## **MLT Program Dress Code**

To ensure medical laboratory students' grooming, hygiene and attire are in accordance with basic principles of safety and infection control and appearance is consistent and representative of the profession. These standards apply to the student's appearance in classroom, laboratory, clinical and community settings.

MLT students are expected to wear professional business attire when attending general education courses. Keiser University MLT Program uniforms and badges, which should be visible and worn above the waist, must be worn for all MLT program major courses, including classroom, laboratory, clinical and community experiences unless otherwise stated by the instructor.

Uniforms are purchased in the Keiser University bookstore. Students are expected to wear only Keiser University MLT Program uniforms (light blue scrubs). Laboratory coats are required for the student laboratory and are not to be worn outside of the student laboratory.

Standards of Appearance include the professional demeanor of the student while in uniform. It is expected that whenever students are in uniform, they will reflect the attitudes and behaviors representative of the MLT profession and Keiser University. Accordingly, the student's words and actions must be reflective of those values.

The faculty is responsible for ensuring students maintain proper standards of appearance regarding the uniform, which includes:

- Clean, well-maintained and pressed uniform. The fit must be conservative, not tight or revealing.
- Scrub pants must be worn on natural waistline and pant legs cannot drag on the ground.
- Foundation under garments must not be visible. All camisoles and undershirts must be white and not extend past the length of the scrub top.
- Only a white jacket or sweater may be worn over the uniform.
- Uniforms cannot be altered in appearance (embroidery, patches, etc.).
- Uniforms cannot be worn outside of Keiser University MLT experiences. However, when on campus must be dressed in a professional manner.

The following regulations pertain to uniform shoes:

- White leather/vinyl nursing shoes
- Free of visible lettering
- Comfortable but snugly fitted (preferably with ties).
- Full-coverage (no sling-backs, no clogs), closed-toe and heel.
- Clean (including ties); well-maintained/in good repair.
- Socks must be clean, white and cover the entire foot and ankle area.

The following regulations pertain to overall appearance:

- Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation.
- Makeup must be light and tastefully applied
- No visible tattoos; tattoos that may be visible must be covered at all times while on campus or participating in program sanctioned activities.
- Body piercing: traditional ear piercing permitted, remove hardware from other visible body piercings during class or clinical experiences.
- Jewelry: wedding/commitment bands, single, simple necklaces and small, single post earring per ear is permissible. Necklaces should not extend over uniform. Clinical sites may have more restrictive rules on jewelry which must be observed.
- Finger Nails: short, clean and well-manicured; clear polishes are acceptable, no polish is preferred for infection detection. Artificial/acrylic nails and nail decor/jewelry are prohibited.
- Hair must be neat and off the collar, away from the face and secured (must not fall forward when bending over), Securing devices must be simple/non-ornamental, preferably matching the hair color or white / blue in color. Hair must be of a natural color such as blonde, brunette, auburn or black (no artificial colors, i.e. - florescent reds, blues,

greens, purples etc.). Facial hair, including beards, moustache, and sideburns must be neatly trimmed and is contingent on facility policies.

**Please note, if it is campus dress down day, all components of the MLT dress code apply, except the students are not required to wear scrubs.**

The following behaviors are strictly prohibited while the student is in uniform:

- Smoking regulations are site specific.
- Using alcohol and/or prescribed or non-prescribed mind-altering substances.
- Using obscene language, gestures and/or language that may be offensive to others.
- Engaging in behaviors of any kind that may be construed by others as inappropriate or lacking in consideration for the thoughts/feelings of others.
- Use of personal electronic devices during classroom learning activities is at the discretion of the instructor.
- Personal electronic devices are not allowed in areas where biohazard specimens are present or utilized.
- Gum chewing is prohibited.

The faculty, with the guidance of the Program Director, will determine appropriateness of standards of appearance in accordance with these policies and procedures.

Remember, your professional demeanor is how you are judged by the staff and outside visitors.

Note: If there are discrepancies between the KU MLT Program Dress Code and a clinical affiliate dress code, the more stringent rule as determined by the campus program director and/or KU Administrative Officials will be enforced.

## MLT Course Wheel

<b>MLT Orlando Course Wheel</b>			
<b>Term</b>	<b>Course #</b>	<b>Course Title</b>	
<b>WA</b>	MLT1610C	Clinical Chemistry I	Entry Point
<b>WB</b>	MLT1620C	Clinical Chemistry II	
<b>WC</b>	MLT2300C	Hematology I	
<b>WD</b>	MLT2365C	Hematology II	
<b>SA</b>	MLT2210C	Urinalysis and Body Fluids	
<b>SB</b>	MLT1802C	Clinical Practicum I	
<b>SC</b>	MLT2500C	Immunology and Serology	Entry Point
<b>SD</b>	MLT2525C	Immunochemistry I	
<b>FA</b>	MLT2528C	Immunochemistry II	
<b>FB</b>	MLT2402C	Microbiology I	
<b>FC</b>	MLT2403C	Microbiology II	
<b>FD</b>	MLT1804C	Clinical Practicum II	

<b>MLT Fort Lauderdale Course Wheel</b>			
	<b>Course #</b>	<b>Course Title</b>	
<b>FB</b>	MLT2300C	Hematology I	Entry Point
<b>FC</b>	MLT2365C	Hematology II	
<b>FD</b>	MLT2210C	Urinalysis and Body Fluids	Entry Point
<b>WA</b>	MLT1610C	Clinical Chemistry I	Entry Point
<b>WB</b>	MLT1620C	Clinical Chemistry II	
<b>WC</b>	MLT2525C	Immunochemistry I	Entry Point
<b>WF</b>	MLT2528C	Immunochemistry II	
<b>SA</b>	MLT2402C	Microbiology I <i>*Effective January 2020 Microbiology I will no longer be considered as an entry point</i>	Entry Point
<b>SB</b>	MLT2403C	Microbiology II	
<b>SC</b>	MLT2500C	Serology/Immunology	Entry Point
<b>SD</b>	MLT1802	Clinical Practicum I	
<b>FA</b>	MLT1804	Clinical Practicum II	

*\*The Fort Lauderdale Campus wheel term information changes per year based on the school calendar.*

### **Class Schedule for Program Major Courses**

Program major courses will be taught Monday through Thursday from 8:00 AM to 1:00 PM at the Orlando campus and Tuesday through Friday from 8:00 AM to 1:00 PM at the Fort Lauderdale campus.

### **Attendance for On Campus Courses**

Regular class attendance is essential to proper academic progress and is expected. At Keiser University, satisfactory attendance is considered to be a vital part of each student's performance. Absences typically result in a lowered achievement rating and an undesirable record. Absences equal to or in excess of 10% of class hours, for any class, may cause a student to be ineligible to take the final examination in that course. Excessive absences may also result in the following administrative actions: attendance warning, probation, suspension or dismissal. Students must be in attendance by the third-class meeting or they may not be permitted to attempt the course.

In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. The instructor decides, based on program and University policy, if a student should be permitted to make up missed work or, in the case of excessive absences, be referred to campus Administration for further consultation. The program may establish more rigorous attendance standards than the university due to the rigor of the program and standards of the profession; as evidenced in the course master syllabi.

For any absence, the student must notify the instructor, clinical coordinator or campus program director.

Dismissal from Keiser University will not release a student from his/her financial obligation to the University.

Missed class time may affect a student's ability to satisfactorily complete a course. Course repetitions can add significantly to the length of program completion.

### **Class Schedule for Practicum Courses**

Practicum courses will be taught Monday through Friday. Hours will vary based on the lab area and the site schedule. Hours are scheduled to achieve the maximum educational experience based on the site's work pattern. Scheduled time will be at least 8 hours per day, excluding meal time.

### **Attendance for Practicum Courses**

All practicum absences must be made up in order to meet the required hours for the course and pass the course. The Orlando Clinical Coordinator is responsible for scheduling practicum



make-up time for those students; in Fort Lauderdale, students must coordinate make-up time directly with the site and report accordingly. Consult the current MLT Student Practicum Handbook for details of this policy.

### **Attendance Records**

Attendance records are maintained by the administrative office and are reviewed daily by the program director. Additionally, each instructor maintains daily attendance records.

The student's record of attendance is noted in the student's academic file. This information is often requested by physicians when reviewing the possibility of either hiring or accepting the student as an intern.

### **Make-Up Assignments**

Students are responsible for all assignments and work missed due to absences. At the discretion of the instructor and the campus program director, tests missed because of absence may only be made up on the day the student returns to school. All quizzes or exams not made up will be recorded as a "zero". All regularly scheduled assignments not turned in on the assigned day, the student may receive a score of "zero".

### **Medical Insurance Policy**

Medical Laboratory Technician students must have active and current health insurance prior to participating in the practicum. Before practicum begins, the student must furnish the Clinical Coordinator a copy of a valid insurance card that will be placed in the student practicum file. Keiser University does not provide student health insurance; however, the Student Services Department can provide information for obtaining insurance. Keiser University is not responsible for any health costs pertaining to any injury sustained at a clinical practicum site.

### **Clinical Practicum Assignments**

Students will be scheduled for clinical rotations at one or more of the program's active clinical sites. Should a clinical site cancel a clinical rotation with little advance notice the MLT Clinical Coordinator will attempt to reschedule the rotation at another clinical site. In the unlikely event that the clinical rotation cannot be scheduled at one of the current clinical sites, the clinical coordinator will either reschedule the rotation for a subsequent semester at an existing clinical site or pursue establishing a new clinical site.

An unexpected change in clinical site availability may affect the student's course schedule but will not disrupt the student's education or ability to complete all program requirements in a timely manner. A list of current clinical practicum sites can be accessed through the Keiser University webpage, <https://www.keiseruniversity.edu/medical-laboratory-technician-as/>, for both the Orlando and Ft. Lauderdale campuses.

*The MLT Program does not guarantee a clinical practicum assignment in the immediate geographic area of the home campus. Students have the right to decline any placement. Declining a placement may extend the time to complete the MLT program and may have academic and financial aid implications. A list of current clinical affiliates is available from the Campus Program Director.*

### **Clinical Experience – Request for Removal of Student**

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program and/or clinical site's policies and procedures, the student will be placed on Administrative Action.

It should be noted that if the cause for removing a student from a clinical site is deemed by the program director and dean of academic affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the University.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the same clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not permitted to advance to the next program major course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon a) the program not exceeding maximum program capacity; and b) a review of events leading up to the dismissal with a student action plan designed by the program director addressing professional behavior expectations.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site based on unprofessional behavior, and similar unprofessional behavior occurs in a subsequent clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

### **Service Work Policy**

During the clinical experience, students are present to enrich their educational experience and not be used as staff replacements by a clinical affiliate. The essential purpose of the practicum site is to provide an opportunity to utilize the skills in which the student was trained, at a pace and in an environment approximating the demands of an employment situation. However, a supervised practicum cannot, in any way, be construed to be employment. Remuneration for the practicum is not permitted and no contract to hire a trainee is expressed or implied by a clinical affiliate accepting a student for practicum. Any service work performed by a student can only be conducted outside of academic hours and must be non-compulsory in nature. If the student is also employed by the practicum site, signed documentation of student education hours and service hours must be submitted to the MLT Clinical Coordinator. No grade will be posted for the practicum until the appropriate documentation is received.

## **Teach Out Policy**

In the event that a Medical Laboratory Technician Program at one of Keiser University's campuses would close, all students currently enrolled in program major courses would be allowed to complete the necessary courses to finish his or her degree. Completion may occur either at the original campus of enrollment or at a sister campus also offering the Medical Laboratory Technician program.

The Program Director at the impacted campus(s) would work with University administration to stop enrolling new students and develop a teach-out plan with current students to assure students the opportunity to successfully complete the program, without disruption to the program of study or disruption to the student's financial aid.

If a catastrophic event halts the operation of one or more of the Medical Laboratory Technician Program's clinical affiliates, the Program Director will work with faculty and administration to place students at other functioning clinical sites to allow the student to complete the clinical requirements of the program.

All MLT student records will be maintained by the University as per institution policy.

## **KEISER UNIVERSITY MLT PROGRAM OUTCOMES**

Programmatic outcomes for the MLT programs at the Orlando and Fort Lauderdale campuses are updated annually and are posted on the Keiser University webpage,

<https://www.keiseruniversity.edu/wp-content/uploads/as-programs/MLT-OUTCOMES.pdf>

### UNIVERSITY POLICIES

#### **Academic and Administrative Dismissal**

A student may be dismissed from Keiser University for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

Failure to meet minimum educational standards established by the program in which the student is enrolled.

Failure to meet student responsibilities including, but not limited to:

- meeting of deadlines for academic work and tuition payments;
- provision of documentation, corrections and/or new information as requested;
- notification of any information that has changed since the student's initial application;
- purchase or otherwise furnish required supplies;
- maintenance of University property in a manner that does not destroy or harm it;
- return of library books in a timely manner and payment of any fines that may be imposed;
- obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
- continued inappropriate personal appearance;
- continued unsatisfactory attendance;
- non-payment for services provided by the University;
- failure to comply with policies and procedures listed in the current University catalog and student handbook; or
- conduct prejudicial to the class, program or University.

Specific behaviors that may be cause for dismissal include, but are not limited to:

- willful destruction or defacement of University or student property;
- theft of student or University property;
- improper or illegal conduct, including hazing, sexual harassment, etc.;
- use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
- being under the influence of alcoholic beverages or illegal drugs while on campus;
- cheating, plagiarism, and/or infractions of the University's Student Conduct Policies;

- any behavior which distracts other students and disrupts routine classroom activities;
- use of abusive language, including verbalization or gestures of an obscene nature; or threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.

### **Anti-Hazing Policy**

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the University.

### **Conflict Resolution**

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their program director. Subsequent levels are the associate dean or dean of academic affairs and the campus president. Chain of command should always be utilized for prompt resolution. Keiser University does however maintain an open-door policy.

### **Student Disciplinary Procedures**

If a student violates Keiser University's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the dean of academic affairs is responsible. In the absence of the dean, the campus president determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

When a student violates Keiser University's Standards of Conduct outside the classroom but on campus, the dean of academic affairs is the first level of discipline. The next level is the campus president. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Keiser University catalog.

### **Plagiarism Policy**

The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Keiser University that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

#### **Partially plagiarized assignments**

The first occurrence of a student turning in an assignment containing plagiarized material results

in an automatic “F” for that assignment. The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic “F” for the course. The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the University. Entirely plagiarized assignments

The first occurrence of a student turning in an entire plagiarized assignment results in an automatic “F” for the course. The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the University.

Students who have been dismissed may reapply to Keiser University after remaining out of school for one full semester. Keiser University believes strongly that each student against whom the University is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Keiser University catalog.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own, segments or the total of another's work.

At Keiser University, references are cited in accordance with the American Psychological Association (APA) approved format. Guidelines for the appropriate use of this format for citing references are included in the appendices of this Handbook and assignments may be used by the University to assist in future education by students.

### **Social Media**

Students may not disclose any information concerning patients, employees, clients and/or procedures witnessed during their clinical/fieldwork experience on any social media (*see Medical Record Confidentiality Policy*). Social media includes but is not limited to blogs; media sharing; microblogs; social networks; virtual worlds; and wikis.

Students should not socialize (including on any social media) with faculty, staff and clinical or fieldwork instructors. If a student exhibits inappropriate behavior or posts on social media the program will follow the Professional Behavior Policy (*see Professional Behavior Procedures*).

Future employers often review social media network sites when considering potential candidates for employment. Students should carefully consider the type of information posted on these sites as the information they post may be public for anyone to see even after it has been removed or deleted.

### **Leave of Absence Policy**

To be eligible to apply for a leave of absence, a student must have completed one full semester at Keiser University. The student must submit a written request for the leave (with required documentation) to the Dean of Academic Affairs. Students must have approval from the Dean of

Academic Affairs prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical emergency (such as a car accident) or military duty. This exception to the policy is considered only when a student expects to return to school within the maximum time frame for a leave of absence. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

A leave of absence may be granted for a period not to exceed 120 days. Generally, students are limited to one leave of absence in any twelve-month period. However, a second leave of absence may be granted as long as the total number of days does not exceed 120 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness or a serious health condition of the student.

A leave of absence is granted only when there is a reasonable expectation a student will return to school at the expiration of the leave of absence. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave. However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Keiser University and will be charged a re-entry fee when he/she re-enrolls.

If a student does not return to school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's last day of attendance. A major consequence of this for students who have received federal student loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately.

## **MLT Pregnancy Policy**

### **POLICY**

A student may voluntarily disclose her pregnancy. This notification should be in writing and include the student's name, ID number and expected date of delivery.

### **PROCEDURE**

A student who is pregnant may remain in the program however, if she elects to continue in the program, all programmatic requirements for graduation must be met without modification.

- A student who is pregnant has the option to request a temporary leave of absence.
  - The request shall be granted with proper documentation.
  - At the completion of the leave of absence, the student may choose to be reinstated in the program as outlined in the re-entry policy.

## **Academic Re-Admittance Policy**

A student must apply for re-admittance to the University after voluntary withdrawal or being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

- Students must obtain permission from the Dean of Academic Affairs to re-enroll, and the Dean will provide a re-entry form.
- Students must obtain the Bursar's signature on the re-entry form indicating that all financial obligations to the University have been met. If a student has been out of school for more than one (1) semester, a re-entry fee of \$150 must be paid.
- Students must contact a Financial Aid Officer to re-apply for financial aid and set up a payment schedule.
- If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Program Director. The Dean of Academic Affairs may grant approval for re-admittance if a student has been out of school for more than one (1) semester. Students are re-enrolled under current tuition charges.
- After obtaining required signatures on a re-entry form, a reentering student must return the form to the Dean of Academic Affairs to be scheduled for classes.

## **Add-Drop Period**

Keiser University maintains an add/drop period during which students may change courses without academic penalty. Add/drops may occur only during the first three class days of a course. Students withdrawing from a course, but not replacing it with another, must be aware of how this affects full-time status, tuition charges and satisfactory academic progress.



## **Dismissal, Probation and Suspension**

The following conduct is considered unacceptable and will result in suspension or dismissal from the program:

- Drunkenness or use of alcohol on school property
- Drug abuse
- Cheating
- Fighting on school premises
- Destruction or abuse of school property
- Disruption of class that prevents the class from proceeding with scheduled activities
- Stealing
- Unauthorized presence in administration or faculty office
- Threats of physical harm to students or faculty members
- Possession of firearms on the school premises

## **Grievance Procedures**

If Keiser University is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Grievance Committee.

Students are encouraged to resolve problems through normal administrative channels. A petition for a grievance hearing must be made in writing and submitted to the Director of Student Services. The grievance is then scheduled to be heard before the Committee.

The Grievance Committee is a standing committee that meets when a grievance is to be heard. The voting members of the Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel should be non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Chancellor, will become binding upon the administration as well as the student who filed the grievance.

## **Campus Safety Policy**

Keiser University maintains open, well-lit buildings with appropriately well-lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to University administration. “Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger. In cases of emergency, dial 911.”

## **Injury and Illness Policy**

It is the policy of Keiser University that all illness and injuries occurring on-campus and at practicum sites must be reported immediately to the student’s instructor or the administration.

Injuries occurring during practicums must also be immediately reported to their site supervisor. An incident report will be completed.

### **Exposure to Blood Borne Pathogens and Communicable Diseases Policy**

The Medical Laboratory Technician program has developed a policy to limit the student's occupational exposure to blood and other potentially infectious materials since any exposure could result in the risk of transmission of these materials.

- Training: Basic information regarding blood borne pathogens and standard precautions will be provided to all students in the program.
- Exposure associated tasks for medical laboratory technician students during the practicum:
  - Patient hygiene/elimination
  - Vascular access
  - Environmental/equipment cleaning
  - Specimen collection
  - Specimen transport
  - Waste/linens management
- Standard precautions to prevent the acquisition of infection by the student:
  - Hands must be washed between every direct patient contact
  - Non-sterile gloves must be used if contact with blood, body fluid, secretion or excretion is anticipated.
  - Gown and facial protection must be worn when doing procedures which may cause splatter & aerosolization of body fluids.
  - Disposable needles & syringes should be placed in rigid puncture resistant containers. To prevent needle stick injuries, needles should not be recapped, bent or broken before disposal.
- Incident reporting: Should an exposure incident occur during a student's clinical practicum or preceptorship rotation; the student should immediately inform the supervisor at the site and the Program Director within 24 hours of occurrence. Appropriate action and follow up will be initiated immediately by the Program Director upon receipt of a written incident report.

### **Exposure Incident Policy**

Occupational Exposure is defined as a skin, eye, mucous membrane, or parenteral contact (i.e., needle stick) with blood or other potentially infectious materials that may result from the performance of an employee's/student's duties.

### Reporting

- Students with an exposure incident are to report immediately to their instructor or site supervisor at the extern site.
- Students on practicum will also be required to report the incident to the Program Director.

### Medical Care

- The student will be advised to seek medical attention within 24 hours of the incident.
- The student should see a primary physician and have the necessary testing, evaluation and follow-up performed. If the student does not have a primary physician available, the Program Director will direct the student to a medical facility where testing, evaluation and follow-up can be done.
- During the student's visit with the physician, a baseline blood sample may be collected immediately following the incident with subsequent periodic samples taken at a later date. The results of the student's blood test are confidential and will be known only to the contacting physician and the exposed student.
- Counseling and other features of post exposure evaluation may be offered whether or not the student elects to have baseline HIV/HBV/HCV serological testing.

## **MEDICAL LABORATORY TECHNICIAN PROGRAMS**

### **FACULTY DIRECTORY-FORT LAUDERDALE**

#### **PROGRAM DIRECTOR**

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FACULTY DIRECTORY-ORLANDO

**MEDICAL LABORATORY TECHNICIAN PROGRAM DIRECTOR**

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407-273-5800

Student Acknowledgement of Receipt and Understanding

I, \_\_\_\_\_, have received a copy of the Keiser University Medical Laboratory Technician (MLT) Program Student Handbook. By initialing each line and signing below, you acknowledge the following:

\_\_\_\_\_ Received a copy of the MLT Program Student Handbook

\_\_\_\_\_ Had the opportunity to ask questions about the policies outlined in this Handbook

\_\_\_\_\_ Understand the contents of this Handbook and have agreed to follow all policies

\_\_\_\_\_ Acknowledge that programmatic policies may change and that the Program will provide an updated handbook (print or digital) at such time for my review

\_\_\_\_\_ Will ask program faculty and administration any questions that may arise about my understanding of policies and how they may relate to a specific situation.

**Venipuncture Policy:**

\_\_\_\_\_ I acknowledge that I have been fully advised that my program of study requires performing venipuncture, capillary sticks and numerous laboratory tests. I further acknowledge my responsibility to only perform the above activities and tests under individual direct supervision of my Instructor.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Campus Program Director Signature

\_\_\_\_\_  
Date