

**BAPTIST HEALTH
SCHOOLS LITTLE ROCK**

**SCHOOL OF
MEDICAL TECHNOLOGY**

STUDENT HANDBOOK

June 2009

The contents herein reflect the current policies and processes in effect at time of printing; however, because of progressive development through continuous evaluation and revision practices those presented are subject to change. Therefore, the BAPTIST HEALTH Schools Little Rock reserve the right to make revisions at any time and without prior notice. In addition, notice is hereby given that this *handbook* and the provisions contained do not represent, in any way, a contract between an applicant, student or graduate, and shall not be regarded as such.

CERTIFICATION STATEMENT

BAPTIST HEALTH, its schools and their administrators reserve the right to restrict, or limit enrollment in any course and make changes in the provisions (organizations, fees, program offerings, curricula, courses, requirements and so forth) in this *handbook* when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration of a school. This handbook replaces all *handbooks* previously published.

FORWARD

This *handbook* is provided to the student to serve as an overall guide to the BAPTIST HEALTH Schools Little Rock - School of Medical Technology. The policies, procedures and information contained herein require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice, according to policy, all new and revised policies are posted on appropriate and designated student bulletin boards, for a defined period of time.

**BAPTIST HEALTH SCHOOLS LITTLE ROCK
SCHOOL OF MEDICAL TECHNOLOGY**

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SCHOOL OF MEDICAL TECHNOLOGY

NEW STUDENT WELCOME

The BAPTIST HEALTH Schools Little Rock (BHSLR) School of Medical Technology and the BAPTIST HEALTH Medical Center - Little Rock Laboratory Department welcome you as a student. You have made an important decision in choosing this type of paramedical field as your career choice. The next twelve months will be an exciting time in which you will learn the fundamentals of Medical Technology, and will develop entry-level competencies in the clinical areas.

The purpose of the Student Handbook is to acquaint you with the rules and regulations of the School of Medical Technology, familiarize you with the objectives of both the didactic and clinical portions of the program, and inform you of the evaluative processes that will be used to determine your progress in both phases of the program.

May you find fulfillment in this profession and acquire not only the scientific skills, but also skills that will lead to your cultural and intellectual advancement.

Sincerely,

Jennie Kyle

Jennie Kyle, MPH, MT (ASCP)
Program Director
School of Medical Technology

ADMINISTRATIVE

HISTORY

The BHSLR School of Medical Technology came into existence in order to meet the demand for highly skilled and competent Medical Technologists within BAPTIST HEALTH as well as the surrounding community. The founding year was 1966. The School is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and licensed by the Arkansas State Board of Private Career Education (ASBPCE). The School is affiliated with seven (6) universities: Arkansas Tech University, Harding University, Henderson State University, Ouachita Baptist University, and Louisiana Tech University, and University of Central Arkansas. Through the affiliations, graduates are conferred a baccalaureate degree from a respective university. Since opening, more than 350 medical technologists have graduated from the one calendar year program.

MISSION

The School shares the philosophy and mission of BAPTIST HEALTH, preparing students to become professional medical technologists who provide the highest level of patient care while personifying the Christian Values of Service, Honesty, Performance, Respect, and Stewardship.

PHILOSOPHY

The School of Medical Technology exemplifies the beliefs and values of BAPTIST HEALTH by encouraging trust, teamwork, responsibility, creativity, openness and enjoyment in the workplace. Christian ideals and attitudes as they apply in the service to the sick, are emphasized in the School as well as personal and professional conduct and relationships.

The School believes that a competent individual in the health care field of today must not only prove to be proficient in the field of Medical Technology, but must also possess an appreciation of his/her role within the hospital and demonstrate an understanding of the organizational behavior affecting this environment.

The School of Medical Technology is committed to providing job ready graduates to the school's customers, BAPTIST HEALTH and the community, by promoting the highest standards of education, training, and continuous development opportunities to students.

Pledge to the Profession and Code of Ethics

The Code of Ethics of American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

As a clinical laboratory professional, I strive to:

1. Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
2. Preserve the dignity and privacy of others.
3. Uphold and maintain the dignity and respect of our profession.
4. Seek to establish cooperative and respectful working relationships with other health professionals.

5. Contribute to the general well being of the community.

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PROGRAM GOAL

The BHSLR School of Medical Technology prepares a graduate who performs competently in their role and demonstrates professional behavior while participating as a member of the laboratory team.

The School goal is obtained by the following objectives:

1. Graduation rate exceeding 85%.
2. Satisfaction by graduate and employer with job preparedness.
3. Eligibility for the Board of Registry certification.
4. Demonstration of BAPTIST HEALTH School Little Rock values.
5. Professional knowledge base incorporating theory, standards and skills, as well as ethical and legal aspects.

PROGRAM OF STUDY OVERVIEW

The BHSLR School of Medical Technology will provide the student with the highest standards of education and training as outlined in the school goals. The philosophy and mission of BAPTIST HEALTH will help guide the student toward attaining customer satisfaction.

The staff of BHSLR School of Medical Technology believe the purpose of the school is to provide a learning environment to the student through the classroom and clinical work, inclusive of the BAPTIST HEALTH values of service, honesty, respect, stewardship, and performance with a commitment to providing quality patient care.

The Program Director is responsible for all administrative activities in the BHSLR School of Medical Technology including recruitment of students, evaluation of applications for admission, maintenance of student records, scheduling, grade reporting, teaching, coordination of classroom teaching and clinical rotation supervision. The Program Director also plans, implements, and evaluates the total program of study in accordance with Arkansas State Board of Private Career Education and the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

The audience in the BHSLR School of Medical Technology include the students who have been admitted into the program, the laboratory staff in the hospitals, the support staff, and the administrative staff. It is the goal of the school to provide support to each member of the audience.

A competent individual medical technologist in the healthcare field of today must prove to be proficient in the profession, possess an appreciation of his/her role within the healthcare field, and demonstrate an understanding of the organizational culture within the setting of practice.

The faculty is committed to providing entry-level job competent graduates to the healthcare community by promoting high standards of education and professional development of students.

The program consists of an eleven (11) week didactic period at the BHSLR campus followed by a nine (9) month clinical rotation in the clinical laboratories at BAPTIST HEALTH Medical Center - Little Rock and BAPTIST HEALTH Medical Center - North Little Rock. Time spent in each rotation is designed to enhance the didactic content and develop competency in medical technology. A set of instructional objectives is given to the student for each rotation. The clinical experience includes rotations in the following areas: Clinical Chemistry/Urinalysis; Hematology/Coagulation; Serology/Immunology; Blood Bank; and Microbiology/Parasitology/Mycology. Phlebotomy is also an important aspect of the clinical experience, therefore, students develop phlebotomy techniques while in the clinical rotations.

Upon successful completion of the program of study and graduation, the graduate receives a Diploma from the School, and those who have academic affiliate status receive a baccalaureate degree. Graduates are eligible to apply and rite the national Board of Registry from the American Society for Clinical Pathologist (ASCP) and the National Certification Agency for Medical Laboratory Personnel (NCA). Successful candidates are recognized as registered Medical Technologists, having demonstrated a commitment to maximal quality performance in the profession. The professional signs the credentials “(ASCP)” or “(NCA)” and has full privileges as a member of the profession.

Academic Affiliates

The BHSLR School of Medical Technology is presently affiliated with the following institutions of higher education:

1. Arkansas Tech University, Russellville, Arkansas
2. Harding University, Searcy, Arkansas
3. Henderson State University, Arkadelphia, Arkansas
4. Louisiana Tech University, Ruston, Louisiana
5. Ouachita Baptist University, Arkadelphia, Arkansas
6. University of Central Arkansas, Conway, Arkansas

The program accepts applications from individuals who have a baccalaureate degree (4+1) or those with three (3) years of academic work from an academic affiliate and scheduled to receive a B.S. degree upon completion of the BAPTIST HEALTH Schools Little Rock program of study(3+1).

Prerequisite Courses For Application

Prerequisite courses include:

3	credit hours college algebra
8	credit hours general chemistry
4	credit hours organic chemistry I
4	credit hours organic chemistry II, quantitative analysis, or biochemistry
8	credit hours general biology inclusive of molecular biology
4	credit hours microbiology inclusive of immunology
4	credit hours anatomy/physiology
<u>3</u>	credit hours statistics or higher level math
38	total credit hours

The biology and chemistry courses must include laboratory credit and be either approved for majors in those disciplines or in medical technology. If course work was completed seven (7) years prior to application, an update in microbiology and organic/biochemistry may be required. A baccalaureate degree is required from an accredited college/university with a "C" or better in all prerequisite courses OR at least 80 semester hours from an academic affiliate with a "C" or better in all prerequisite courses. Before enrollment, the academic advisor must confirm the applicant is eligible for a Baccalaureate degree upon completion of the professional curriculum. Applicants who are not U. S. citizens in addition to requirements published in the catalog, must have a minimum TOEFL (Test of English as a Foreign Language) score of 550, internet-based score of 80, or a computer-based score of 213.

Applicant transcripts reflect a minimum cumulative GPA of 2.5 or better.

An interview with the Selection Committee is required.

ACCREDITATION AND LICENSURE

The BHSLR School of Medical Technology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), and licensed by the Arkansas State Board of Private Career Education

(ASBPCE). Additional information about the program and the NAACLS standards, as well as educational requirements published in the STUDENT HANDBOOK, may be obtained by contacting the state board or accrediting agency:

National Accrediting Agency for
Clinical Laboratory Sciences (NAACLS)
5600 N. River Rd
Suite 720
Rosemont, IL 60018
Phone: 773-714-8880
Fax: 773-714-8886
E-Mail: info@naacls.org
Website: <http://www.naacls.org>

Arkansas State Board of Private Career Education
612 South Summitt Street, Suite 102
Little Rock, AR 72201-4740
Attention: Director
Phone 501 683 8000
Fax 501 683 8020
E-Mail sbce@mail.state.ar.us

CLINICAL LABORATORY ADMINISTRATION

Jerry Baugh, B.S, MT BAPTIST HEALTH Assistant Vice President, Clinical Services
John E. Slaven, M.D. BAPTIST HEALTH Pathologist & Medical Director
School of Medical Technology
Tim Ashberry, B.S, MT BAPTIST HEALTH Medical Center- Little Rock Laboratory Director
Jennie Kyle, MPH, MT(ASCP). Program Director
BAPTIST HEALTH Schools Little Rock, School of Medical Technology

CLINICAL LABORATORY SUPERVISORS - LITTLE ROCK

Cindy Hancock, MT(ASCP)SBB Blood Bank/ Serology
Pam King, MT(ASCP) Chemistry/Urinalysis
Kay Gray, MT(ASCP) Hematology/Coagulation
Mary Paladino, MT(ASCP)SM Microbiology
John May, MA, MT(ASCP) Mycology
Gale Robinson, MT(ASCP) Phlebotomy
Paula Bowen, MT(ASCP) Second Shift
Amy Ross, MT(ASCP) Third Shift

BAPTIST HEALTH PATHOLOGISTS

Dr. Rex Bell, MD	Dr. Michelle Nelson, MD, Med. Dir
Dr. Amy Hudson, MD	HT School
Dr. Dianne Johnson, MD	Dr. Robert Shaver, MD
Dr. Gary Markland, MD	Dr. Gene Singleton, MD, Chief
Dr. Maria Porter, MD	Dr. John E. Slaven, , MD, Med. Dir.
Dr. Brian Quinn, MD	MT School
Dr. Rick Ryals, MD	Dr. Hal Palmer, MD
Dr. Elizabeth Schneider	Dr. Brent Staggs, MD

FACULTY, STAFF AND CONTRACTED STAFF

Jennie Kyle, MPH, MT(ASCP) 202-6632	Jennie Mcarthur, MT(ASCP) 202-2664
Paula Bowen, MT(ASCP) 202-2687	John May, MA, MT(ASCP) 202-1724

Amy Brundick, MT(ASCP)SM
202-2684

Cornell Robinson, MA(ASCP)
202-1528

Brenda Hayes, MT(ASCP)SBB
614-4445

Lisa Cromer, Secretary
202-7740

CLINICAL STUDENT COORDINATORS

Tamberly Scrape, MT(ASCP)
Blood Bank
202-2664

Melinda Davis, MT(ASCP)
Phlebotomy
202-2883

Lily Scott, MT(ASCP)
Hematology/Coagulation
202-2336

Cornell Robinson, MA, MT (ASCP)
Serology
202-1528

Jeannene Walker, MT(ASCP)
Chemistry
202-2687

Jason Ward, MT(ASCP)
Mycology
202-2684

Amy Brundick, MT(ASCP)SM
Microbiology
202-2684

FACULTY

Jennie Kyle - B.S., Oklahoma University; 1976, MPH-Administration, 1986; MT (ASCP); position year 2008.

Paula Bowen - B. S., University of Arkansas for Medical Sciences, 1995; MT(ASCP); position year 1995.

Amy Brundick - B.S., University of Arkansas for Medical Sciences, 1984; MT (ASCP) SM; position year 1984.

Brenda Hayes - B.S., University of Arkansas for Medical Sciences, 1983. MT(ASCP)SBB; position year with American Red Cross, Little Rock, 1992.

John May - B.S., Southern Arkansas, 1973. MS, University of Arkansas, 1978. MT (ASCP); position year 1989.

Cornell Robinson - B.S., University of Arkansas for Medical Sciences, 1982. MA, University of Arkansas at Little Rock. MT (ASCP); position year 1982.

Lily Scott - B. S., Arkansas State University, 1983. MT (ASCP); position year 1985.

Tamberly Scrape - B.S., Arkansas State University, 1991. MT(ASCP); position year 1991.

Monty Self - B. A., Ouachita Baptist University, 1995. M. Div., Southern Baptist Theological Seminary, 1998; position year 2006.

John E. Slaven - B.S., University of Arkansas, 1965. MD, University of Arkansas for Medical Sciences, 1969; position year 1976.

Jeannene Walker - B.S., Auburn University, 1981. MT(ASCP); position year 2004.

Jason Ward - B.S., University of Louisiana at Monroe, 2000. MT (ASCP); position year 2001.

Jenni Mcarthur - B.S., University of Arkansas for Medical Technology, 2002. MT (ASCP); position year 2004.

CODE OF ETHICS

As employees and students, we must be loyal to our hospital and fellow workers. We are expected to observe the following codes at all times:

1. We are not to carry on personal conversations with fellow employees in the presence of patients or visitors.
2. We are not to discuss our personal affairs or problems with patients.
3. We are not to receive gratuities from patients in the form of gifts or money.
4. We are not to discuss patients or confidential hospital affairs with fellow workers or outsiders.
5. We are not to approach patients or employees for the purpose of selling anything or asking for donations.
6. We must respect the religious beliefs of patients and fellow workers.
7. We are not to entertain visitors while on duty.
8. We are not to criticize the hospital policies publicly or to a fellow employee. If you have a legitimate complaint, discuss it with your supervisor or program director privately.
9. We are not to argue or disagree with patients. If you have any difficulty, call your supervisor to adjust the situation.
10. We are to stay in the area in which we are assigned unless some legitimate business requires us to go to other parts of the building. When leaving the laboratory, notify instructor or student coordinator before departing.
11. We can smoke only in the designated smoking areas when you are on break or at lunch. BHMC, BHBMMC and BHSC have smoke free environments. **No smoking** is allowed inside the building or on any BAPTIST HEALTH campus.
12. The lounge, canteen and cafeteria are the designated eating areas, thus all eating should be restricted to these areas only. Do not eat in hallways or elevators.
13. An employee or student can be terminated for such causes as insubordination, intoxication, dishonesty, inefficiency, or too frequent absentees. Any action of an employee or student which may endanger the welfare of a patient, a fellow employee or the reputation of the hospital will be cause for dismissal.

ACADEMIC

The school expects a student's highest performance in the area of academics. The process of becoming a medical technologist begins with the basic principles of clinical laboratory science. At the point of graduation, the basic principles of clinical laboratory science should have evolved into the delivery of results, through critical thinking and overall decision-making, that provide accurate and vital patient information.

TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS

The technical standards (non-academic) established by the school are physical abilities that ensure the "essential functions" that must be demonstrated by the student. Essential functions reflect requirements for the student able to engage in educational and training activities in such a way, that shall not endanger other students or the public, including patients.

TECHNICAL STANDARDS	ESSENTIAL FUNCTIONS
1. Visual	Read charts and graphs, discriminate major colors and read microscopic materials.
2. Communication/behavioral	Communicate effectively in English and adequately transmit information to all members of the health care team and assess non-verbal communication.
3. Fine Motor/movement	Possess all skills necessary to carry out diagnostic procedures, manipulate instruments, operate equipment, lift and move objects, comply with safety regulations, and perform phlebotomy safely and accurately.
4. Locomotion	Move freely from one location to another in physical settings such as the clinical laboratory, patient rooms, elevators and stairways.
5. Intellectual/conceptual	Possess the emotional health required for full utilization of the applicant's intellectual abilities. Recognize emergency situations and take appropriate actions through critical thinking.

EDUCATIONAL PHILOSOPHY

The BHSLR School of Medical Technology utilizes a competency based system of clinical education designed to allow a student to achieve proficiency in the performance of the clinical duties of a medical technologist. The system allows the student to progress at a rate which is consistent with the student's ability and skills.

To enhance understanding of the system, clarification is needed regarding the difference between two words commonly associated with this type of clinical education: competency and proficiency. In the

program, the faculty expect students to become “competent” in a procedure first, with “proficiency” in the procedure being the desired goal. Therefore, competency is defined as having adequate ability or qualities to function or progress in a particular way. Competency is the first goal for the student.

Assignment is made to the various areas in the Clinical Laboratory on a rational schedule which allows the student to achieve competency. Throughout the clinical education, progress is monitored and evaluated closely. Clinical evaluations reflect the student’s ability to relate the information received in the classroom to the actual performance of procedures in the clinical setting. The evaluations also reflect progress in cognitive, psychomotor, and affective domains with emphasis on professional and personal behavior. Upon completion of all didactic and clinical competencies, a student should be able to demonstrate proficiency and meet the specific behavioral objectives in each area.

EDUCATIONAL GOALS

Upon completion of the program, the School strives to provide the student with the following abilities:

1. Demonstrate understanding of laboratory sciences and technology as it applies to patient care.
2. Practice professional, value-directed actions based on theoretical knowledge, ethical principles and legal standards as it applies to patient care.
3. Utilize proper technique in laboratory testing, providing accurate and reliable patient results.
4. Demonstrate reliability as a health-care provider.

PROGRAM OBJECTIVES

The Program Objectives apply to the clinical laboratory through which students rotate. Each area has its own specific enabling objectives that are used to evaluate student progress and competency. The objectives are categorized by the cognitive domain, psychomotor domain and affective domain.

Cognitive Domain

1. Select the proper specimen for the procedure given.
2. Select the proper instrument or equipment and reagents for the procedure given.
3. Perform calculations necessary for all laboratory procedures.
4. Distinguish normal from abnormal results.
5. Utilize data to evaluate accuracy of results.
6. Maintain accurate and complete records.
7. Apply problem solving techniques to identify and correct procedural errors, identify instrument malfunction, and institute appropriate corrective measures under supervision.
8. Correlate theory with laboratory procedures and practices.
9. Interrelate information from various areas of the clinical laboratory.
10. Judge the results of Quality Control measures and institute proper procedures to maintain

accuracy and precision.

11. Apply principles of management and supervision.

Psychomotor Domain

1. Collect specimens from patients with proper technique and minimal trauma.
2. Operate and maintain laboratory instrumentation and equipment with care, following instructor's direction and referring to manuals.
3. Verify results through the laboratory computer.
4. Enter on the computer, results obtained in the department when requested by the technologist.
5. Keep work area clean and organized at all times.
6. Work rapidly performing more than one task at a time without sacrificing precision and accuracy.
7. Follow procedures and directions without deviating unless instructed by the technologist to deviate.
8. Correctly analyze laboratory specimens and report results after completing the student learning experiences and objectives relating to a particular procedure and with minimal supervision.
9. Arrive on time and remain in the department for the scheduled time.

Affective Domain

1. Maintain optimal safety precautions in terms of physical and chemical hazards, cleanliness, and exposure to disease agents.
2. Utilize relationships concerning the entire health-care team for the total patient care.
3. Demonstrate respect for confidentiality in personal and professional relationships.
4. Demonstrate willingness to go beyond the minimal requirements of service.
5. Respond ethically and sympathetically to patient needs.
6. Use optimal verbal and non-verbal communication.
7. Utilize all available learning opportunities.
8. Realistically assess personal limitations in terms of level of knowledge, understanding, psychomotor skills, legal, regulatory and ethical responsibilities.
9. Abide by acceptable code of ethics at all times while on duty.

PROGRAM OF STUDY

The program of study is divided into two (2) semesters and leads to a certificate at the end of the program. During enrollment, students attend approximately 350 hours of classroom (didactic) instruction and 1,240 hours of clinical instruction. Students spend clinical instruction time in the Clinical Laboratory Department at both BAPTIST HEALTH Medical Center in Little Rock and BAPTIST HEALTH Medical Center in North Little Rock.

SEMESTER I	CREDIT HOURS*
MTE 4102 Immunology	2
MTE 4202 Immunoematology	2
MTE 4304 Hematology	4
MTE 4201 Body Fluids	1
MTE 4104 Microbiology	4
MTE 4204 Chemistry	4
MTE 4001 Laboratory Fundamentals	1
MTE 4205 Hematology/Coagulation Clinical Internship	<u>5</u>
Subtotal	23

SEMESTER II	CREDIT HOURS*
SP0001 Spiritual Perspectives in Healthcare	1
MTE 4301 Seminar II	1
MTE 4401 Management and Education	1
MTE 4206 Chemistry/Urinalysis/Immunology Clinical Internship	6
MTE 4105 Blood Bank Clinical Internship	5
MTE 4207 Microbiology Clinical Internship	<u>7</u>
Subtotal	21

Total Courses: 14 **Total Credit Hours: 44***
 (Course numbers and credit hours may vary with affiliate universities)

COURSE DESCRIPTIONS

SP 0001 SPIRITUAL PERSPECTIVES IN HEALTH CARE** 1 Credit Hour

A study of the concept of spiritual perspectives of the whole person and the relationship of this to health care practice. It is examined from the perspective of an individual's quest for purpose and meaning as well as an examination of the major religions as avenues of spiritual expression.

** BAPTIST HEALTH Schools Little Rock required course. Non-transferrable.

MTE 4201 BODY FLUIDS 1 Credit Hour

Concepts of urinalysis is introduced, including urine formation and composition, changes in urine components, pathological conditions, laboratory procedures and clinical significance. Emphasis on the importance of testing the other non-blood body fluids is also presented, along with normal and abnormal pathological states.

MTE 4204 CHEMISTRY 4 Credit Hours

Study of the measurement of chemical analytes in the blood with emphasis on principles, practice, techniques, instrumentation, and quality control. Fundamental concepts of the correlation of clinical laboratory chemistry results to organ pathophysiology are also introduced.

MTE 4104 MICROBIOLOGY 4 Credit Hours

Principles concerning laboratory techniques used to safely isolate and identify pathogenic bacteria as well as clinically relevant parasites, fungi and mycobacterium. Special media and tests, organism virulence factors, pathological effects occurring with the host, and susceptibility testing are also covered.

MTE 4304 HEMATOLOGY 4 Credit Hours

Introduction to cell structure and function, hematopoiesis, cell enumeration and differentiation, and hemostasis. In addition, basic and advanced techniques, quality control, manual and automated procedures, and normal and pathological conditions with manifestations and complications are described.

MTE 4202 IMMUNOHEMATOLOGY 2 Credit Hours

Theoretical aspects of the immune response and its relationship to the diagnosis of disease and immunohematology are studied. Lecture and laboratory stress methods used to solve problems in ABO and Rh typing, blood group antibodies, compatibility testing, blood and component selection and hemolytic disease of the newborn.

MTE 4102 IMMUNOLOGY 2 Credit Hours

Study of theories and processes related to natural body defenses inclusive of basic antigen-antibody reactions, complement action, cellular response, humoral immune response, and clinically significant diseases. Clinical procedure theories in immunology and serology are also presented as well as clinical significance of these procedures.

MTE 4001 LABORATORY FUNDAMENTALS 1 Credit Hour

Introduction to the clinical laboratory inclusive of medical terminology, phlebotomy, laboratory orientation, fire and safety regulations, OSHA requirements, medical ethics, and patient confidentiality.

MTE 4401 MANAGEMENT AND EDUCATION 1 Credit Hour

Encompasses introduction to basic principles of management theory, budgets, laboratory supervision, quality assurance, laboratory information systems, and educational principles.

MTE 4301 SEMINAR II 1 Credit Hour

A self-directed course inclusive of basic molecular diagnostics and application are examined. Research of a current laboratory-related topic and presentation of this research on a storyboard is required. Phlebotomy competency is also determined. Certification review sessions are conducted and two (2) comprehensive final examination are given covering the entire program.

MTE 4205 INTERNSHIP I (HEMATOLOGY/COAGULATION) 5 Credit Hours

Advanced study of hematopoiesis and hemostasis with a strong emphasis on clinical applications. In-depth examination of normal blood cell physiology and morphology followed by discussion of the etiology, clinical symptoms, laboratory diagnosis and treatment of the major hematologic disorders, including the pathophysiology of the anemias, leukemias, and other blood cell diseases. Coagulation, fibrinolysis and thrombolytic therapy are also covered. The laboratory reinforces the relationship between the hematologic and hemostatic diseases and diagnostic laboratory testing. Proficiency in routine and specialized procedures utilized in today's clinical laboratories is emphasized.

MTE 4206 INTERNSHIP II (CHEMISTRY/URINALYSIS/IMMUNOLOGY) 6 Credit Hours

Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Includes basic chemical laboratory technique, chemical laboratory safety, electrolytes, and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, electrophoresis, urinalysis, and toxicology. Automated and manual immunologic methodologies for infectious diseases and autoimmune disorders are also emphasized. During the Serology Rotation, the immune system involvement in disease processes as well as correlation of immunologic laboratory test data to disease conditions is covered. Principles of basic immunoglobulin structure and antigen-antibody reactions are reviewed, with emphasis on clinical utilization of these reactions.

MTE 4105 INTERNSHIP III (BLOOD BANK) 5 Credit Hours

Practical and theoretical concepts in blood banking (immunohematology) and transfusion medicine are covered. Demonstration of proficiency in ABO/Rh grouping, direct antiglobulin testing, antibody screening and compatibility testing is required. Investigation and resolution of discrepancies in blood banking will also be emphasized inclusive of elution and absorption techniques.

MTE 4207 INTERNSHIP IV (MICROBIOLOGY) 7 Credit Hours

Comprehensive study of the classification, etiology, pathogenicity, laboratory identification, diagnosis, and treatment of bacterial, fungal, and parasitic infections. Emphasis is placed on techniques and methods used to identify and isolate bacterial, fungal, and parasitic pathogens. Clinical practicum consists of microscopic, biochemical, and immunological procedures to identify pathogens from clinical specimens.

GRADING SYSTEM

It is the primary responsibility of a student to obtain the maximum learning experience. It is the primary responsibility of the faculty to evaluate the extent of that learning. It is the primary responsibility of the school to provide a teaching and learning environment and promote a culture that ensures student achievement.

Credentialed faculty, with records of long standing experiences in the teaching and evaluation of student learning, judge the quality of student learning and progressive development toward a minimum competency level required for patient safety and public protection. It is the professional faculty who determines the final evaluation of the student's progress and assigns the final corresponding grades.

Faculty have discretion, both subjective and objective, in the evaluation and judgment of a student's performance in all areas of learning. Students and graduates, in turn, provide information and data to the school and faculty related to their level of satisfaction regarding the program of studies, teaching and learning environment and the culture within.

The grading system adopted by the faculty and the school is for the purposes of grade determination and ultimately the progression, promotion and graduation of students. The grading system offered by affiliating colleges and universities are reflected in their respective course syllabi and publications.

The school utilizes a grading system to signify student progression and the quality of learning as the student moves through the Program of Studies. A final letter grade is determined and assigned through an established and approved process for each medical technology course. A final letter grade has a corresponding value that denotes the quality level of student learning reflected in performance. A percent range is used to determine the letter grade. Value points are used in the computation of the Grade Point

Average (GPA). The GPA is used for many purposes: to mention a few, but not limited to: Honor recognition at commencement, scholarship awards, the BAPTIST HEALTH Student Loan Program Application approval and student academic record on the Official School Transcript.

Final medical technology course grades are calculated by using the percent scores on written examinations (tests), ratings of performance reflected on the clinical laboratory evaluation tools, and ratings of performance reflected on the skills laboratory rating record.

ACADEMIC PROGRESS

Students are required to attend all scheduled classes.

The grading scale of the School of Medical Technology for the didactic and clinical curriculum is presented below:

GRADE	RANGE %	VALUE
A	94 - 100	4
B	86 - 93	3
C	77 - 85	2
D	70 - 76	1
F	69 - 0	0
I	Incomplete	0
W	Withdrawal	0
WX	Administrative Withdrawal	0

Final grade is based upon the total points received on examinations, assignments, and evaluations divided by the total possible points. Decimal point values of five (5) or greater to the nearest hundredths are raised to the next whole number.

Value points are used in the calculation in the determination Grade Point Average (GPA). The grade point average is the academic standard that serves many purposes, two (2) examples being:

1. Honors recognition at the Commencement Ceremony.
2. BAPTIST HEALTH Auxiliary Scholarship Awards.

Student academic and clinical achievement is measured periodically by written, oral and practical examinations.

A student is required to maintain a minimum final grade of "C" (77% in each course and clinical rotation). Failure to do so, may result in Academic Dismissal. In addition, the student is expected to achieve clinical competency in all clinical areas.

Evaluation outcomes are calculated and shared with the student upon completion of each clinical section rotation. If the evaluation is lower than required, counseling and assistance is given by the program director, clinical coordinator, staff, or school counselor. Counseling sessions are documented and placed in the Student's Record.

Students not meeting the necessary clinical achievement for that rotation period may be placed on probation for a specified period. During probation, student evaluations are closely monitored, clinical deficiencies are discussed and a plan for improvement is implemented and documented. Students are counseled, given assistance and other additional support. Clinical sections in which the student has not acquired competency will be repeated by the student at the end of the program.

A student not demonstrating the necessary progressive development in clinical education shall not be allowed

a second probationary period. A student not fulfilling the preceding requirements is counseled by the program director and may be asked to resign.

THEORY EXAMINATION

1. The student is expected to take all exams on the dates and times scheduled.
2. The student is expected to be punctual for all exams. Students will be admitted to exams already in progress at the discretion of the proctor.
3. Identification badges must be worn and clearly visible on the upper chest for admission into all exams.
4. No books, paper, book bags, purses, food or drink will be permitted at desks. Books, purses, etc., may be placed at the front of the room. The school will not be responsible for unattended items.
5. When the exam is completed, the student will give the examination to the instructor.
6. The student will then quietly exit the room and not return until all students have finished the exam. Any questions concerning the exam will be answered during the test review.
7. Students who have completed the exam are expected to be quiet in the hallways outside of the examination room.
8. Graded exam results are handed back to the student and questions are answered at this time. Students are encouraged to ask questions at this time.
9. All exams will remain the property of the school.

MAKE-UP COURSE WORK

The opportunity to make-up missed course work, including examinations may be available to an absent student. Faculty have the sole discretion in permitting the student to make-up missed course work, including examinations. Two factors have paramount importance in the consideration of a make-up request: the student's follow-through with policy regarding the absence and the student's previous attendance recorded. A fee may be charged for make-up work to cover the school's expense associated with the make-up work or examination preparation, proctoring and grading.

REMEDICATION

A student who does not make a "C" or higher in a course or clinical rotation may be offered a remediation opportunity to achieve a minimum required score.

1. If remediation is offered by the faculty and the student accepts, the student will be given additional time in the clinical area with specific assignments. The additional time will be added at the end of the program period. The didactic course remediation will be offered in conjunction with all other required courses.
2. In clinicals, the student will be given a written and practical examination, and a grade determined. In didactic, the student will be given additional course work and one comprehensive examination. The program director and clinical student coordinator will confer about the grade received on the remediation.

3. If the student is successful in passing the remediation, the original score will be averaged with the remediation grade.
4. If the student is successful in the remediation attempt they will progress through the rotation and complete the program of study.
5. Students may only be offered one remediation during the entire clinical laboratory rotation and one per didactic course.
6. Students who choose remediation forfeit the right to appeal the remedial grade and the original grade.
7. Students who choose remediation will pay a fee, to defer costs associated with remediation, of \$25.00.

REPEATING AND DROPPING A COURSE

Courses within the program are concurrent and must be taken in the required order. Since courses are offered only once a year, a student cannot drop or repeat a course and continue in the program. A student may reapply to the program although no guarantee is made the student will be accepted. Acceptance into the program is on a competitive basis.

ACADEMIC ADVISING

Program Director serves as academic advisors to students. The Program Director will schedule the initial conference however, a student may schedule a conference. Students may also schedule a meeting with the instructors.

Advising is available to a student in the following areas:

1. Adjustment to student role,
2. Educational planning,
3. Study habits,
4. Test taking and,
5. Limited tutoring. If extensive tutoring is needed, the Schools Counselor should be contacted for reference.
6. Each time a student fails to pass an exam they are to see the Program Director.

ACADEMIC PROBATION

The status of academic probation indicates that the student's continued enrollment in the school is at risk. Conditions are specified that must be fulfilled before the status is changed.

1. A student is placed on probation for academic reasons by the Program Director or designee.
2. Probationary terms are determined on an individual basis by the Program Director or designee.
3. Failure to meet designated probationary terms may result in academic suspension or academic dismissal.

4. If by the third exam in a course the student does not have a theory grade average of C or better, the student will be placed on Academic Probation and referred to the counselor.
5. Each time a student who is on Academic Probation fails to pass an exam they are to see the Program Director.

PROGRESSION AND PROMOTION

Progression and promotion policies give direction for the retention of high quality students as they progress through the Program of Studies.

1. A student must satisfactorily fulfill requirements for each medical technology course as outlined in the course syllabus and packet in order to progress in the Program of Studies.
2. The minimal final course grade for progression is a 'C' in theory and clinical laboratory.
3. A student may be promoted through the Program of Studies and graduate utilizing the following criteria:
 - 3.1 Medical Technology Course Grade: Minimum 77% in theory and clinical.
 - 3.2 **(SEMESTER I)**
 - 3.2.1 Entry Tuberculin Skin test,
 - 3.2.2 Hepatitis B vaccine. (Series of three (3) inoculations started prior to first clinical laboratory experience and maintained until completion of series or signed waiver),
 - 3.2.3 Final grade of 'C' in all courses,
 - 3.2.4 Agreement of ability to meet Essential Functions of Medical Technology.
 - 3.3 **(SEMESTER II)**
 - 3.3.1 Final grade of 'C' in all courses,
 - 3.4. **(COMMENCEMENT)**
 - 3.4.1 Successfully complete Program of Studies, with minimum Cumulative GPA of 2.0,
 - 3.4.2 Settle financial obligations with school and BAPTIST HEALTH,
 - 3.4.3 Complete Clearance Process(es) and,
 - 3.4.4 Exit Evaluation, as specified by school.

The school's diploma and final grades are not to be released until all of the above requirements have been met.

GRADUATION REQUIREMENTS

All four (4) requirements must be fulfilled before graduate status, diploma and school pin are bestowed:

1. Successful completion of the Program of Studies and the Professional Curriculum; successful completion is evidenced by completion of all requirements for each course;
2. Participate in the Commencement Ceremony, wearing attire as required in
3. Commencement Dress Code approved by the faculty;
4. Fulfill progression and promotion criteria; and
5. Complete the Graduate Clearance Form and process.

Graduation is not dependent upon passage of any certification examination.

PROGRAM EFFECTIVENESS

It is paramount that the school maintain an ongoing program effectiveness evaluation process. Several factors comprise the process, primary being student and graduate outcomes; faculty teaching effectiveness; curriculum evaluation(s); school policies; employer satisfaction with graduates and approved and accrediting outcomes. Thus, students and graduates have an important role in the measurement of program effectiveness. (See appendix for samples of instruments used to collect data).

FACULTY AND COURSE EVALUATIONS

Students evaluate the course, each course instructor, and clinical facilities as they progress through the program. The evaluations are carried out according to BHSNAH Policy and an established process.

The student is assured of anonymity, thus encouraging his/her participation in the evaluations. If a student is of the opinion that the process should be improved the director of BHSNAH welcomes suggestions for betterment.

The process summarized presents an objected process through which students provide subjective data in the measurement of teaching behaviors and course evaluations. At course end, evaluation forms are provided to the students electronically through Survey Monkey. Results are tabulation and then forwarded to the Program Director for review. Instructors and Laboratory Departments are provided a summation of survey results. Seniors, provide additional data during a Personal Exit Interview, through an established process. The program will assess results and determine corrective action.

Students are evaluated throughout all aspects of the program. Evaluations are conducted monthly during the three (3) month didactic period and then quarterly during the nine (9) month Clinical practicum Internship component. No letter grade is given for these evaluations.

The clinical performance is evaluated weekly and at the end of the rotation by the clinical laboratory staff and the clinical section education coordinator who have observed the student's progress during a specific rotation. The performance is evaluated in regards to technical and professional standards that exemplify the School Values. A letter grade is assigned to these evaluations.

The Clinical Practicum policies, grading scale, evaluation tool, and the behavior objectives are shared with students during their orientation to the Clinical Practicum.

The clinical staff who evaluate the student have responsibilities as evaluators:

1. Honesty and objectivity is used in judging the qualities and performance of the student.
2. Judgement is based upon the entire period covered and not upon isolated incidents; however incidents may be recorded if deemed pertinent for the evaluation.
3. Ratings are a measure of the clinical staff's judgement.
4. Clinical Coordinator and student meet regarding the evaluation before the evaluation is submitted to the Program Director.
5. The student's ability is reflected in the rating scale for each behavioral objective.

CLINICAL COMPETENCY

Upon completion of each clinical rotation, the student, having completed all objectives of the course and meeting all academic expectations, will have a Clinical Competency Evaluation Form completed by the Clinical Student Coordinator. The form is will be filed in the Student's Record.

REQUIRED TEXTBOOKS

1. Forbes, Betty A., Sahm, Daniel F., Weissfeld, Alice A.; Bailey and Scott's Diagnostic Microbiology, 12th Edition; Mosby, St. Louis, MO; 2007.
2. Bishop, Michael L, Fody, Edward, P., Schoeff, Larry E; Clinical Chemistry Principles, Procedures, Correlations, 6th Edition; Lippincott Williams & Wilkins Baltimore, MD; 2009.
3. Harmening, Denise M.; Clinical Hematology and Fundamentals of Hemostasis, ; 5th Edition; F.A. Davis, Philadelphia, PA; 2009.
4. Carr, Jacqueline H., Rodak, Bernadette F.; Clinical Hematology Atlas, 3rd Edition; Mosby, St. Louis, MO; 2008.
5. Harmening, Denise; Modern Blood Banking and Transfusion Practices, , 5th Edition; F.A. Davis; Philadelphia, PA; 2005.
7. Strasinger, Susan King and DiLorenzo, Marjorie Schaub; Urinalysis and Body Fluids, 5th Edition; F. A. Davis; Philadelphia, PA; 2008.
8. Turgeon, Mary Louise; Immunology and Serology In Laboratory Medicine, 4th Edition; Mosby; St. Louis, MO; 2003.
9. Chabner, Davi-Ellen; Medical Terminology: A Short Course, 5th Edition; Mosby, St. Louis, MO; 2009.
10. Doucette, Lorraine J.; Mathematics for the Clinical Laboratory, 1st Edition; Mosby, St. Louis, MO; 1997.

RECOMMENDED TEXTBOOKS

1. Harr, Robert, R.; Clinical Laboratory Science Review, 3rd Edition; F.A. Davis; Philadelphia, PA; 2007.
2. Jarreau, Patsy; Clinical Laboratory Science Review, 3rd Edition; Louisiana State University Health Sciences Center Foundation, New Orleans, Louisiana; 2005.
3. Mary Ann McLane; Formed Elements - A Visual Tour of Microscopic Urinalysis, CACMLE; 2003.

STUDENT

ACCOUNTABILITY

Guidelines related to student conduct are fundamental to patient or student safety and necessary for a high level of care and overall learning within the clinical laboratory.

1. Enrollment in the school implies willingness on the part of the student to comply with established policies and procedures, Baptist values, meet the academic requirements for each course, and fulfill all school requirements.
2. Progression through program of studies is dependent on evidence of personal and professional growth as well as academic achievement.
3. The school assumes no responsibility for a student's conduct apart from the school activities, however, that conduct may affect the student's status with the school.
4. Students are responsible for expenses related to textbooks, clothing, uniforms, meals, housing, transportation, healthcare, policy enforcement, damages to physical facilities including library holdings, and for legal action expenses brought against the school for causes created by the student.
5. The expectation is for students to exhibit or demonstrate the following behaviors:
 - 5.1 **ATTENTION:** Your instructors are technologists with duties to perform which under certain circumstances must come before teaching. Listen carefully and ask questions at appropriate times.
 - 5.2 **AWARENESS OF THE PATIENT:** The care and the interests of the patient take precedence over everything else. Speed, efficiency, attention to detail and ethical behavior are essential to proper patient care.
 - 5.3 **RESPONSIBILITY:** Assume responsibility for your work. Ask if you are not sure about a procedure, but attempt to demonstrate an ability to work on your own.
 - 5.4 **TEAMWORK:** You are a member of the Medical Technology team. Every task you perform, regardless of how trivial it may seem to you now, has a direct bearing on the quality and quantity of work produced in the department. Voluntarily assist the other technologists when possible.
 - 5.5 **DESIRE TO LEARN:** Your instructors are ready to assist you in your clinical education in every way possible. It is up to you to demonstrate the desire and drive to want to learn and achieve in this profession.

- 5.6 MATURITY: You have embarked on a career that involves your personal commitment to the patient, physician and Laboratory Department. This year will be a very short time to not only learn, but develop your skills as a Medical Technologist.

ALL LEARNING EXPERIENCES

1. Name badge MUST be worn. NO EXCEPTIONS.
2. Cell phones and/or beepers must be turned off or on "silent". No IPODs during class or laboratory rotations.
3. Books and personal articles are the responsibility of the student.
4. Personal visitors are not allowed.

CLINICAL LABORATORY

1. The clinical instructor is responsible for the clinical education and conduct of his or her assigned student(s). Directions from the assigned faculty must be followed in order to maintain safe continuity of patient care: not to do so, shall result in immediate and severe disciplinary action by the school. The faculty have full authority to remove a student from the clinical laboratory and send that student home, at any time, if the situation warrants.
2. A Student is scheduled Monday through Friday. Classroom hours are from 0800 - 1700. Occasionally a class may begin at 0730. See core curriculum.
3. Clinical laboratory hours are from 0600 - 1445; 0630 - 1515; or 0700 - 1445. Students are required to be dressed properly and in their assigned areas ready for clinical or class at the assigned times.
4. Clinical laboratory hours during phlebotomy assignment is 0400 - 1230.
5. A student may not be assigned a clinical rotation for any part of a weekend, holiday, or after the hours stated above. A student may not be used as substitution for overtime pay or call back.
6. Compensatory time-off will not be given to a student who remains in the clinical area for an additional period of time in order to observe and/or assist with a procedure.
7. Food or beverages are not permitted in the clinical department except in the employee lounge.
8. Permission must be obtained from assigned Technologist before leaving the clinical laboratory for any reason.
9. Permission must be obtained from the assigned staff before going to break/lunch: two (2) fifteen (15) minute breaks and one (1) forty-five (45) minute lunch break is allowed.
10. Students are expected to report immediately any accident or error to the assigned clinical instructor, regardless of how minor it may seem.
11. Disposable gloves are to be worn whenever handling reagents or body fluids.
12. Books and personal articles are to be stored in designated areas only.

13. Students are tardy if they are not in assigned area at the beginning of their assigned time, for example, 0630 for the 0630-1500 assigned time.
14. If absent, all students must contact the assigned Clinical Instructor **AND** Program Director prior to the scheduled shift. The student must state the specific reason for absence. Failure to notify clinical instructor prior to absence, will result in disciplinary action.
15. Make-up time must be scheduled through the Program Director and Clinical Student Coordinator.
16. A student is not allowed to exchange a clinical rotation with another student.
17. Clinical laboratory practice occurs in two (2) different hospital campuses:
 - 18.1 BAPTIST HEALTH Medical Center - LR Clinical Laboratory: Approximately 1216 hours is spent performing diagnostic and therapeutic procedures at this institution. The Clinical Student Coordinator of each section is responsible for the student's clinical training during the rotation as well as overseeing the evaluation of the student. The student rotates through each section at BHMC - LR on a scheduled basis. Each week the student may be rotating with a different professional technologist to provide him/her a more varied clinical education.
 - 18.2 BAPTIST HEALTH Medical Center - NLR Clinical Laboratory: Approximately eight (8) hours are spent in the clinical Chemistry Section, performing diagnostic and therapeutic procedures at this institution. BAPTIST HEALTH Medical Center - NLR is part of BAPTIST HEALTH and as such is considered as extension of the BHMC - LR Clinical Laboratory Department. The clinical student coordinator at BHMC - NLR is responsible for the student's clinical training and evaluation during the rotation.

ATTENDANCE AND ABSENCE

Directions for a student regarding attendance and absence are provided in the following policies:

1. Regular and prompt attendance at all scheduled learning experiences is expected in order for a student to meet the objectives for the medical technology program.
2. Faculty understand that a student may be absent from class because of situations not in student's control. However, it is also understood that an absent student is not gaining benefit of school offerings. Therefore, an Absent Record is maintained on each student in the medical technology program. A record of repeated absenteeism will lead to disciplinary action.
3. A student absent from classroom or scheduled clinical learning experiences three or more school days, because of a health problem that requires medical intervention, provides the course faculty a written clearance from the physician prior to resuming study.
4. Any absence created by a physician's order requires a written clearance from that physician before the student resumes scheduled learning experiences.
5. Absent days will be made up at the discretion of the Program Director.
6. A student who is absent from classroom or scheduled clinical learning experiences due to illness, accident or medical condition which interferes with ability to perform essential functions will be required to provide official documentation of clearance, from an intervening professional, prior to resuming studies.

7. Students with limitations or restrictions which interfere with the ability to perform essential functions will not return to class and/or clinical until clearance documentation, from an intervening professional, is received. Students with stated limitations or restrictions may not return to class/clinical until these limitations or restrictions are lifted or “if reasonable accommodation” can be made as determined solely by the school.
8. Absence is defined as exceeding one (1) hour of the scheduled day (clinical and/or didactic).
9. Numbers of hours missed, as well as patterns of absence from class will be monitored. If excessive absences or patterns of absence occur, the student will meet with an assigned instructor to discuss the course of action as determined by course faculty. If a student appeals at the end of the semester, this information will be considered in the appeal.
10. The disciplinary steps will begin at 24 absentee hours. Verbal warning at 24 hours missed, Written warning at 32 hours missed, Probation at 40 hours missed. Absence may not exceed forty 40 hours in a semester, absence in excess of 40 may result in dismissal.
11. An absence of three (3) consecutive school days without notification to the school office may result in Administrative Withdrawal from the school by the Director or designee.
12. Didactic Tardy is defined as arriving late within the first clock hour of a scheduled class day or not being present within the last hour of the scheduled class day.
13. Clinical Tardy is defined as arriving later than five (5) minutes after the assigned arrival time.
14. Absence of one (1) class period equals one (1) tardy. Three (3) tardies equals one (1) day of absence.
15. Three (3) or more documented tardies during any one clinical rotation will result in the lowering of final clinical grade by one (1) letter grade.
16. **Disciplinary Actions for Tardiness:**
 - 16.1 **Written Warning: Five (5) tardy times**
 - 16.2 **Probation Status: Seven (7) tardy times**
 - 16.3 **Suspension or Dismissal: Excess of seven (7) tardy times**
17. Tardiness and absences are recorded separately on the Student’s Attendance Record.
18. The Program Director and Student Clinical Coordinator must be notified before the absence, with as much advance notice given as possible. Each occurrence (absence or tardy) will be documented in the student's file. Review of attendance records will be a part of the Schools' periodic evaluations.
19. In addition to the vacation and holidays observed by the BAPTIST HEALTH Allied Health Schools, the student is allowed a maximum of **six (6) days** absence during the didactic and clinical experience.
 - 19.1 Should more than six (6) days be missed, or should three (3) consecutive days be missed, the clinical schedule for that student will be evaluated by the Program Director and the Student Coordinator and adjustments made if necessary.
 - 19.2 The student will be expected to make up missed time in excess of six (6) days on

weekends, evenings, at the end of the school year or during Christmas and/or Spring break.

20. Make-up examinations must be taken within one (1) week upon approval by the Program Director. A fee is charged for make-up exams, and a receipt required prior to administration of the exam.
21. There are no excused absences with the exception of bereavement. The exception to the Attendance Policy is for bereavement for immediate family (mother, father, child, husband, wife, brother, sister, father-in-law, mother-in-law, or grandchild).
22. Attendance at scheduled learning experiences during inclement weather, including winter storms, is expected unless otherwise notified by faculty or school official. The student must monitor local television stations to determine if the school will be open. This information will also be sent to their school e-mail and posted on the school website. The school may determine that the weather warrants a late opening. This decision will be made the day before any expected winter storm.
23. Students having to make up time at program end may participate in commencement however, the certificate is withheld along with the Registry graduation verification until the required amount of time is made up and all graduation requirements are fulfilled.

Process

The following process is expected to be completed by a medical technology student in the event of an absence or tardy:

1. For all absences, notify by telephone the assigned class or clinical instructor prior to the scheduled class, clinical or activity starting time.
2. If absence is due to physician's order, in addition to the above, contact instructor regarding expected date of return.
3. Obtain written clearance from intervening physician, and
4. Submit physician clearance to assigned instructor.

Tardy

Tardy is defined as not present at the scheduled time for any learning experience. Three (3) recorded tardies shall be counted as 1 absence (8 hours).

Three (3) or more tardies during any one clinical rotation will result in the lowering of the final clinical grade by one (1) letter. Example: A final grade of an "A" will be lowered to a "B" due to three or more tardies.

SCHOOL CALENDAR

2009 - 2010

All dates are subject to change without notice.

ACTIVITY	DATE 2009	DATE 2010
Planning Day	June 2nd	
Classes Start (Semester 1 begins)	July 6 th	
Labor Day	September 7 th	
Fall Break	September 21-25	
Thanksgiving	November 26 th	
Friday after Thanksgiving	November 27 th	
Last day of class (Semester 1 ends)	December 11 th	
Christmas Break	December 14 th -	January 4 th
Classes Resume (Semester 2 begins)		January 4 th
Spring Break		March 22 -26
Memorial Day		May 25 th
Commencement (Semester 2 ends)		June 10 th
Graduation		*As appropriate

*All requisites for graduation all fulfilled.

HOLIDAYS

The school recognizes four (4) holidays per year: Labor Day, Thanksgiving, day after Thanksgiving, and Memorial Day.

VACATION/BREAKS

1. Five (5) weeks of Vacation/Break Time are scheduled for the student.
 - 1.1 Fall Break is a five (5) day period scheduled in September.
 - 1.2 Christmas Break is a three-week (3) period.
 - 1.3 Spring Break is a five (5) day period scheduled in March
2. These days-off total twenty-nine (29) and are taken into account when calculating the total number of hours that the students has invested in his/her education.
3. These twenty-nine (29) plus the six (6) excused absences total twenty-one (35) days, which equals seven (7) school weeks the student is not engaged in contact study with the school.

RE-ENTRY FOR RESUMPTION OF STUDY

A student who has discontinued study for any reason is returned to the applicant pool and must be approved for re-entry by the Selection Committee before resuming study. Approval for re-entry is not guaranteed for any student discontinuing study. When reviewing re-entry applicants, the Selection Committee considers, but is not limited to, the following criteria:

1. Overall academic performance and professional development prior to absence from school,
2. Evidence of behaviors that demonstrate school Values prior to and during absence from school, and
3. Clearance process completed within one (1) week of discontinued study.

Process

A student seeking approval to resume study:

1. Obtains a Reentry Packet from Admission Office,
2. Submits the following completed documents to Admission Office four (4) months prior to preferred reentry date:
 - 2.1 Reentry Form,
 - 2.2 Reentry fee,
 - 2.3 One (1) Personal Recommendation Form,
 - 2.4 An official high school transcript, if applicable and
 - 2.5 Essential Functions Form.
3. Participates in personal interview, if requested by Selection Committee.

DRESS CODE

The BAPTIST HEALTH Schools Little Rock endorse the intent of the dress policy of BAPTIST HEALTH that clothing should reflect a business-like/professional appearance. Therefore, the dress policy for both employees and students enrolled in the Schools will conform to that of BAPTIST HEALTH.

CAMPUS AND CLINICAL LABORATORY

1. BHSLR School of Medical Technology students are required to wear approved scrub attire while on campus and during all scheduled classroom activities. This scrub attire must be clean, in good repair, fit properly and reflect a professional appearance.
2. Hose/socks are worn at all times. Socks are to be white and without ornamentation, i.e., bells, beads.
3. Shoes are clean, gray, leather or leather-like shoes with enclosed heel and toe (no mesh). Clean, shoelaces as appropriate for shoe style. Canvas or fabric shoes are not acceptable.
4. Beards and side burns are neat and closely trimmed. Beards are not permitted if it interferes with patient care or working on clinical laboratory instruments. Hair will be clean and well groomed. Long hair will be pulled up or back while students are working in the laboratory. This is for safety reasons.
5. Attire while in the clinical laboratory is in compliance with the following code and with the BAPTIST HEALTH Schools Little Rock Dress code, published herein. Faculty firmly enforce the codes and apply disciplinary authority for non-compliance.
6. **PERSONAL HYGIENE:** Offensive body odor (including breath) and poor personal hygiene is not professionally acceptable. Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances. No scented cologne/perfumes, after shave, or lotion are to be worn by staff in direct patient contact.

In addition:

7. **Female students:**
 - 7.1 Official school uniform. For this program, the official uniform is a scrub provided by Cherokee in Carribbean Blue only.
 - 7.2 Jackets, if worn, must be solid colored and match the color of the uniform. Sweat jackets or sweaters are not worn with scrubs. Hospital provided lab coats are to be worn while in the clinical laboratory.
 - 7.3 Scrub attire of school designated styles and color only. No undergarments may be visible.
 - 7.4 All-white short or long sleeved undershirt may be worn under scrub top; no other garments may be visible under scrubs. The sleeves may not extend past the wrist. No turtle neck styles are acceptable.
 - 7.5 Student identification badge must be worn at all times. It is to be visible at all times, on the shoulder area with picture facing out. No decorative stickers or pins are to be worn on the ID badge.
 - 7.6 Shoes: Clean, gray all leather or leather-like athletic shoes with enclosed toe (no mesh),

subject to faculty approval, shoelaces are appropriate for shoe style.

- 7.7 Nails are to be clean and must not extend past the end of the finger pads; nail polish, artificial nails and nail ornaments of all kinds are unacceptable.
- 7.8 Jewelry is permitted but must not interfere with clinical experience.
- 7.9 One earring may be worn in the lobe of each ear. Earrings must be studs or small loops (less than ½ inch)

8. Male Students:

- 8.1 Official school uniform. For this program, the official uniform is a scrub provided by Cherokee in Carribean Blue only.
- 8.2 Jackets, if worn, must be solid colored and match the color of the uniform. Sweat jackets or sweaters may not be worn with uniform. Hospital provided lab coats are to be worn while in the clinical laboratory.
- 8.3 Scrub attire of school designated styles and color only. No undergarments may be visible.
- 8.4 All-white short or long sleeved undershirt may be worn under scrub top; no other garments may be visible under scrubs. The sleeves may not extend past the wrist. No turtle neck styles are acceptable.
- 8.5 Student identification badge must be worn at all times. It is to be visible at all times, on the shoulder area with picture facing out. No decorative stickers or pins are to be worn on the ID badge.
- 8.6 Shoes: Clean, gray all leather or leather-like athletic shoes with enclosed heel and toe (no mesh), subject to faculty approval, clean shoelaces are appropriate for shoe style.
- 8.7 Nails are to be clean and must not extend past the end of the finger pads; nail polish, artificial nails and nail ornaments of all kinds are unacceptable.
- 8.8 Jewelry is permitted but must not interfere with clinical experience.
- 8.9 One earring may be worn in the lobe of each ear. Earrings must be studs.

9. LAB COAT:

All personnel are required to wear a lab coat over their clothing while in the laboratory. These lab coats are supplied and cleaned by the laboratory. In patient rooms, lab coats should be worn that are Light-Blue in color. Uniform color coordinated lab jackets are acceptable in other locations of the hospital. Soiled lab coats are removed before exiting the laboratory.

STUDENT HEALTH

- 1. An ill student must notify the Clinical Instructor and Program Director prior to the scheduled clinical time. These hours are recorded as absent time.
- 2. In the event of an accidental needle stick or exposure, student must report all blood and mucosa

exposures and follow all policies regarding the follow-up.

3. All personal medical expenses are the responsibility of the student, therefore, the student is encouraged to have insurance coverage.

STUDENT EMPLOYMENT/WORK RELATED POLICIES

1. Student is allowed to work; however employment must not interfere with classroom or clinical assignments.
2. Time spent as an employee cannot be credited to the clinical educational program of the School. Classroom or clinical assignments are not altered to accommodate work schedule(s).
3. A student is not required to work nor will the student be scheduled for clinical assignments in order to provide coverage for the clinical area or shift.
4. Student choosing to work at BAPTIST HEALTH completes the regular hiring process of the Personnel Department of BAPTIST HEALTH and the Laboratory Department.
5. Although School Student Policies and BAPTIST HEALTH Employee Policies are in fact separate one from the other, a student's behavior during a BAPTIST HEALTH employment period that results in a disciplinary action may, in turn, result in the same by the school or vice versa.
6. The Program Director or Clinical Instructor do not participate in the hiring process of students for work purposes.
7. A student must be in "Good Standing" with the school in order to be hired for work in BAPTIST HEALTH. "Good Standing" is defined as:
 - 7.1 having the required academic record
 - 7.2 satisfactory attendance record
 - 7.3 record void of disciplinary action by the school
8. A student maintains academic eligibility while employed at BAPTIST HEALTH.
9. The School is not responsible for unprofessional conduct by a student, while he or she is working for an employer.

TELEPHONE CONDUCT

1. Always answer the telephone promptly (within three rings). Identify yourself by first and last name and the department located.
2. Always be courteous and pleasant when talking. Remember that you are a representative of the department, and must present yourself as a professional.
3. If you can provide the caller with the needed information, please do so. However, if you are unable to answer a question or are unsure of the answer, place the caller on hold and promptly find someone to assist.
4. Do not leave a caller on hold for more than 30 seconds. If you are unable to quickly obtain the information, take their name and number and inform them you will return the call.

5. Be cautious of the information that you give out over the phone. Much of the information contained in the department such as patient records, prices of procedures, etc. are confidential. If you have a question about the confidentiality of the information requested, please turn the caller over to the clinical supervisor or another technologist.

CERTIFICATION

The American Society for Clinical Pathologist (ASCP) Board of Registry and the American Society for Clinical Laboratory Science (ASCLS) National Credentialing Agency for Laboratory Personnel set forth the eligibility requirements for the certification exam. The medical technologist must be a graduate of an accredited medical technology school in order to qualify to take the national certification examinations.

The graduate may apply as a candidate to write the national certifying examinations for medical technologists. Candidates who achieve the required score will be certified to officially and professionally use the title and credential Certified Medical Technologist (ASCP) and (NCA).

There is no licensure requirement in this state for medical technologist. States requiring licensure will accept current ASCP or NCA certifications.

FINANCE

SCHOOL EXPENSES

Directions related to school expenses are provided in the following policies:

1. **BAPTIST HEALTH Schools Little Rock, School of Medical Technology.**
 - 1.1 Tuition based on a charge per credit hour is required at registration for each required course.
 - 1.2 Payment in full is expected for all expenses associated with tuition, fees, books, and course-related costs at the time of registration.
 - 1.3 A non-refundable enrollment deposit is due upon notification of selection. The deposit is applied to tuition at first registration.
2. **Affiliating University**
 - 2.1 Students make payment for tuition, fees, and books directly to BAPTIST HEALTH Schools with the exception of Arkansas Tech University (ATU); expenditures are billed to ATU and ATU bills the student.

TUITION REFUND

BHSLR School of Medical Technology Tuition Refund Policy:

1. Students shall be refunded all administrative fees exceeding \$100 at any time during the semester.
2. Expenses associated with fees, fines, course materials, equipment, supplies, uniforms, activities, and graduation ceremonies are not refunded.
3. A student officially withdrawing from school may be eligible for a refund of tuition. Refunds are

made after all outstanding balances to the school and supporting institutions are paid.

4. The refund of tuition * policy applies to the time period beginning with the published first class date according to the following schedule:

Before the beginning of the first class date	100% Refund
Weeks 1 through 8 of instruction	75% Refund
Weeks 9 through 12 of instruction	50% Refund
Weeks 13 through 18 of instruction	25% Refund
After the beginning of week 19 of instruction	0% Refund

5. BHSLR School of Medical Technology refund policy is applied after financial settlement of student's account and official clearance, during the semester term for which the refund is being requested (see Withdrawal).

* includes classroom lectures, field trips, skills laboratory, clinical laboratory of any scheduled learning experience.

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