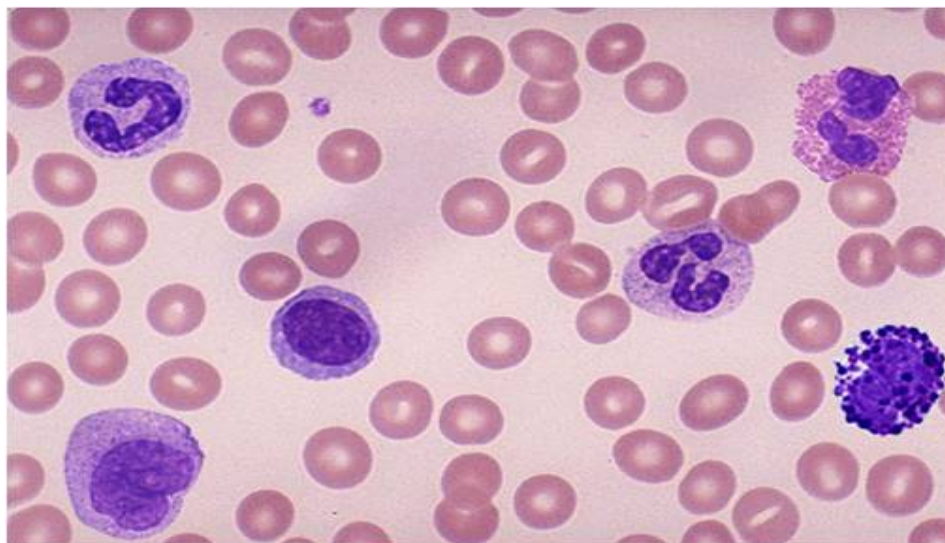




Medical Technology Program

Student Handbook **2018-2019**



Code of Ethics

Being fully cognizant of my responsibilities in the practice of Medical Technology, I affirm my willingness to discharge duties with accuracy, thoughtfulness, and care. Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold inviolate the confidence placed in me by patient and physicians. Recognizing that my integrity and that of my profession must be pledged to the absolute reliability of my work, I will conduct myself at all times in a manner appropriate to the dignity of my profession.

American Society for Medical Laboratory Science

***MORGAN STATE UNIVERSITY
MEDICAL TECHNOLOGY PROGRAM***

ALL POLICIES AND GUIDELINES ARE IN AGREEMENT WITH THE UNIVERSITY'S POLICIES

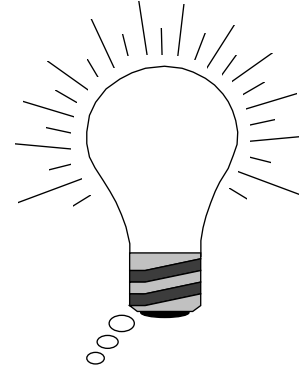
***STUDENTS MUST AGREE TO UNDERSTAND AND TO COMPLY WITH ALL OF THE POLICIES
IN THIS MANUAL***

***THE MANUAL CONTAINS AN ADMISSION COMPONENT SECTION AND A GENERAL POLICY
SECTION***

**MORGAN STATE UNIVERSITY
MEDICAL TECHNOLOGY PROGRAM**

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MEDICAL TECHNOLOGY at Morgan State University

- ◆ Medical Technology students at Morgan State University earn a Bachelor of Science degree in Medical Technology.
- ◆ Each student learns four major disciplines: chemistry, microbiology, blood banking (transfusion medicine) and hematology.
- ◆ Each student learns five ancillary disciplines: management and education, urinalysis/body fluids, parasitology, mycology and molecular diagnostics.
- ◆ Senior students rotate through hospital clinical laboratories and reference laboratories for four (4) rotations, each lasting fifteen-twenty days (15-20).
- ◆ Bachelor of Science in Medical Technology is dependent upon successful completion of MT curriculum NOT the passing of external certification or licensure examination.
- ◆ Employment opportunities are 80%-90% for the graduating seniors in various medical laboratory settings.

OUR CLINICAL AFFILIATES

- ◆ MedStar Good Samaritan Hospital
- ◆ Greater Baltimore Medical Center
- ◆ Johns Hopkins Hospital
- ◆ Johns Hopkins-Bayview
- ◆ Mercy Medical Center
- ◆ University of Maryland Medical Center-Baltimore
- ◆ Veterans Affairs Administration-Baltimore

MEDICAL TECHNOLOGY PROGRAM ADMISSION POLICIES

This admission packet contains general medical laboratory sciences information and forms to be completed. Please indicate with your signature that you have read, understand and will comply with the policies. All forms must be signed and returned to the program office.

Admission Criteria

- 1. Minimum Overall GPA – 3.0**
- 2. Minimum Science GPA – 3.0**
- 3. Ability to meet published nonacademic (essentials) with or without reasonable accommodation**
- 4. Completion of 62/69 credit hours including prerequisite courses ***

***Catalog dependent**

I. MISSION, GOALS AND COMPETENCIES OF THE PROGRAM

Program's Mission: The Medical Technology Program aspires to promote the medical laboratory sciences profession through teaching, research and service to a culturally diverse and multi-racial population.

Program's Vision: To prepare the students academically, technically and professionally using the medical laboratory science (MLS) curriculum to meet the MLS entry-level competencies as directed by the profession.

The ultimate goal of Morgan State University Medical Technology/Medical Laboratory Sciences Program is to prepare students for career entry positions as medical laboratory scientists. Therefore, specific professional competencies are the goal of graduates. The program strives, through its educational methods to incorporate all facets of quality laboratory practices into the professional development of students. The curriculum is designed to prepare graduates in various testing and analytical skills.

- Collect and safely handle biological specimens for analysis
- Perform accurate laboratory testing
- Evaluate and interpret laboratory data
- Identify problems and take corrective actions
- Use quality assurance to monitor procedures, equipment and technical competency
- Operate equipment properly and perform preventative and corrective maintenance
- Comply with established laboratory safety regulations
- Use computers and laboratory equipment effectively
- Evaluate the efficacy of new procedures and instrumentation for a given setting
- Demonstrate ethical behavior and maintain confidentiality in terms of patient results
- Interact professionally with patients and other health care personnel
- Apply principles of educational methodology
- Apply principles of management

II. ESSENTIAL FUNCTIONS OR NON-ACADEMIC STANDARDS

The field of Medical Laboratory Sciences/Medical Technology is continually evolving. Since the field is highly technical, students must be able to satisfy the technical standards as well as the academic requirements. Essential functions are non-academic requirements which a student must possess or develop in order to participate successfully in the program.

Observation

- Identify various microscopic structures and cells using brightfield and phase microscopy.
- Observe patient conditions during phlebotomy procedures.
- Read text, numbers and graphics in print and on monitor screen of various instrumentations.
- Determine the color and clarity of biological specimens and reagents.

Movement/Manual Dexterity

- Move freely and safely in various medical laboratory areas.
- Obtain and manipulate laboratory equipment.
- Perform various laboratory tasks requiring taxing, continuous, physical and mental work during the specified work period.

Communication

- Demonstrate written and oral proficiency in the English language including the ability to read, write and speak English fluently.
- Communicate sensitively and confidentially with individuals requiring laboratory tests.
- Exercise self-evaluation to recognize and correct performance deviation.
- Use the following intellectual skills: comprehension, calculation, analysis, integration, reasoning, application and self-expression.

Behavior

- Display honest, ethical, compassionate and responsible behavior.
- Exercise intellect and judgment during stress-related experiences.
- Adapt to various professional and technical changes.

Please sign this form that you have **read, understand and are able to perform** the listed essential functions. If you are unable to fulfill any of the essential functions, please consult the Program Director to discuss your individual situation and/or to request a specific accommodation.

Applicant Signature

Date

Printed Name

Witness Printed Name

III. LABORATORY AND PERSONAL SAFETY

- **Dress Code**

In order to maintain a safety clinical working environment, the following laboratory items are recommended:

1. Shirts, blouses, sweaters or tops (no written message present) should cover all of the upper body areas. Scrubs are recommended for the laboratory setting.
2. Full length laboratory coat which meets OSHA standards will be worn at all times in the laboratory settings.
3. Mini skirts, shorts, canvas and open toe shoes (sandals, flip flops) are not permitted in the laboratory.
4. Hats, decorative head scarves, dangling bracelets, necklaces, or earrings longer than 1 inch below the earlobe cannot be worn. Males are not allowed to wear earrings in the laboratory settings-didactic or clinical rotation. Religious garb will be honored.
5. Students will provide the following personal protective equipment (PPE): laboratory coat, gloves.
6. Tattoos and other body markings will be covered.

- **Hazardous Substances**

Some of the laboratory exercises will require that students handle potentially hazardous reagents and specimens. Standard precautions will be used and explained to the students to ensure proper handling of the potentially hazardous materials. Pathogenic microorganisms, human blood, urine, feces and other body fluids are the potentially hazardous materials which will be used in the medical laboratory setting.

- **Immunizations**

Students are required to have specific testing and/or immunization (or documentation thereof) for recent influenza, tetanus, measles, mumps, rubella (MMR) and tuberculosis (PPD) - See page 24.

Immunizations for the students may be received from family physicians, employment physicians or through the health center. The injections should begin at the beginning of the students' professional year to ensure completion before students begin the clinical rotations. A copy of the immunization record will be submitted to the Clinical Coordinators and Program Office.

- **Health Insurance**

All students are required to have health insurance during their clinical rotations. Documentation of such must be presented prior to the beginning of the clinical rotations.

IV. COURSE DESCRIPTIONS

MEDICAL TECHNOLOGY COURSE OFFERINGS

(Open only to Medical Technology majors and to be taken in the sequence indicated)

MDTC 100 INTRODUCTION TO MEDICAL LABORATORY SCIENCE - 1 credit. This is an introductory course to the clinical laboratory profession. Topics include clinical laboratory organization, personnel and regulatory agencies and issues. Professional interactions with practicing Medical Laboratory Professionals are required. Basic clinical laboratory procedures will be performed. (SPRING).

MDTC 300 PRINCIPLES OF MEDICAL TECHNOLOGY - 3 credits. This is an integrated lecture and laboratory course to introduce concepts and techniques in the clinical laboratories. Topics include laboratory safety and mathematics, glassware, pipets, principles of instrumentation and quality assurance. Students will develop basic laboratory techniques and skills in the laboratory sessions. **Prerequisite:** CHEM 201 (FALL).

MDTC 305 CLINICAL CHEMISTRY I - 3 credits. This is an introductory lecture/laboratory course to introduce the basic principles of clinical chemistry. Topics include carbohydrates, proteins and lipid metabolism, pathophysiology and testing of body fluids to evaluate the metabolic processes. Manual and automated methods of measurement of the clinically significant analytes will be performed in the laboratory sessions. **Prerequisite:** MDTC 300 (SPRING).

MDTC 320 CLINICAL HEMATOLOGY I - 3 credits. An introductory course to the basic principles of hematology and the study of anemias. Topics include hematopoiesis, erythropoiesis, anemias, and hemoglobinopathies. Students will learn to evaluate normal and abnormal cellular morphology through a systematic evaluation of the peripheral smear and all of its components. Additionally, students will learn to integrate these findings into the clinical picture. Reference intervals (Normal values), the laboratory evaluation of hematological diseases and treatment plans will be presented in detail. Manual and automated procedures for components of the blood will be performed in the laboratory session. Laboratory exercises, case studies, and integrated discussions will complement the course. **Prerequisite:** MDTC 300 (SPRING).

MDTC 321 CLINICAL MICROSCOPY - 2 credits. This lecture and laboratory course introduces the students to the concepts and principles in the analysis of urine and other body fluids. Routine biochemical and microscopic examination of body fluids and correlation of results will be done in the laboratory. Case studies are used to correlate the lecture and lab results. (FALL).

MDTC 330 CLINICAL IMMUNOSEROLOGY - 4 credits. The purpose of this lecture/laboratory course is to introduce the clinical immunology concepts and the essential principles of serologic techniques that are commonly employed in the clinical laboratory. The course is organized into four critical parts: 1) the organization and applications of the soluble mediators of the immune system; complement, 2) hypersensitivity and the Major Histocompatibility Complex; 3) diseases associated with the deficiency of the Immune system; and, 4) serologic testing methodologies for the bacterial, viral, fungal and parasitic diseases and basic immunologic procedures. This course also contains a laboratory component that introduces the practical applications of the serologic testing for diseases such as syphilis, streptococcal infections, and infectious mononucleosis. **Prerequisites:** MDTC 300, BIOL 405 (SPRING). Open to non-majors with permission of the Program Director.

MDTC 331 IMMUNOHEMATOLOGY I - 3 credits. This course is designed to introduce the student to basic concepts in transfusion medicine. Basic blood group serology will be stressed as well as immunologic techniques which apply to blood banking. Additionally, donor screening and component preparation and handling will be stressed. **Prerequisite:** MDTC 300 (SPRING).

MDTC 335 PATHOGENIC BACTERIOLOGY - 4 credits. This is an integrated lecture/laboratory course of Part I of Clinical Microbiology. The lecture emphasis is on the understanding of the pathogenic bacteria and its role in the pathogenesis of human disease. The focus of the laboratory course will primarily be on the sample handling, culturing and identifying some of the clinically relevant pathogenic bacteria. Information on the types of diseases, epidemiology and transmissions, and the prophylactic and therapeutic methods of dealing with these organisms will be presented. **Prerequisite:** BIOL 405 (SPRING). Open to non-majors with permission of the Program Director.

MDTC 410 CLINICAL CHEMISTRY II – 4 credits. This course is a continuation of Clinical Chemistry I. Students will be presented the role, clinical significance and method of measurement for clinically significant electrolytes, enzymes, hormones and non-protein nitrogenous substances. Concepts on blood gases, therapeutic drugs and drugs of abuse will be presented. Operational and methodology principles, maintenance and trouble shooting of the instrumentation used in the measurement of the analytes will be performed in the laboratory sessions. **Prerequisites:** MDTC 300 and MDTC 305 (SUMMER).

MDTC 411 CLINICAL PRACTICE: CHEMISTRY - 3 credits. This course consists of applied experience in the clinical chemistry section of the hospital or clinical laboratory. Students will perform all routine procedures under the direction of qualified laboratory medical technologist/medical laboratory scientist. Correlation of laboratory results with pathological conditions will be done by the students. **Prerequisites:** MDTC 300, MDTC 305 and MDTC 410 (SPRING).

MDTC 420 CLINICAL HEMATOLOGY II - 3 credits. This course introduces the student to advanced concepts of hematology and hemostasis (coagulation). Reference intervals (Normal values) and basic hematologic testing will be stressed and principles of myeloproliferative disorders, the leukemias and the lymphoproliferative disorders will be explained. Students will be introduced to the principle of electronic counting and will learn to interpret scatterplots or other graphical material. The concepts of hemostasis basics and advanced will be developed through laboratory exercises, case studies and classroom discussions. **Prerequisite:** MDTC 320 (FALL).

MDTC 422 CLINICAL PRACTICE: HEMATOLOGY/MICROSCOPY - 3 credits. This course consists of applied experience in the hematology section of the hospital laboratory or clinical laboratory. Students will perform all routine procedures under the direction of a qualified laboratory technologist. This instruction will enable the students to develop confidence and proficiency in the performance of laboratory tests. **Prerequisites:** MDTC 320 and MDTC 420 (SPRING).

MDTC 431 IMMUNOHEMATOLOGY II - 2 credits. This course is designed to introduce and build upon practical and theoretical concepts presented in Immunohematology I. Additional topics to be covered include investigations and management of hemolytic disease of the fetus and newborn (HDFN), transfusion reactions and autoimmune hemolytic anemias. **Prerequisite:** MDTC 331 (FALL).

MDTC 432 CLINICAL PRACTICE: IMMUNOHEMATOLOGY/TRANSFUSION MEDICINE/BLOOD BANK - 3 credits. This course consists of applied experience in the blood bank/transfusion medicine section of the hospital laboratory or clinical laboratory. Students will perform all routine procedures under the direction of a qualified medical technologist/medical laboratory scientist. **Prerequisites:** MDTC 331 and MDTC 431 (SPRING).

MDTC 440 CLINICAL MICROBIOLOGY - 5 credits. This is an integrated lecture and laboratory course of Part II Clinical Microbiology. This course will introduce the student to diagnostic methods of Bacteriology, Mycology, Virology and Parasitology. Clinical specimens will be cultured to differentiate normal flora from pathogenic organisms in the identification process. A discussion of antimicrobial testing and therapy will be included. Pathogenic fungi, yeasts, and parasites will be incorporated. **Prerequisites:** MDTC 330 and MDTC 335 (FALL).

MDTC 441 CLINICAL PRACTICE: MICROBIOLOGY - 3 credits. This course consists of applied experience in the microbiology/immunology section of the hospital laboratory or clinical laboratory. Students will perform all routine procedures under the direction of a qualified medical technologist/medical laboratory scientist. Students may also be exposed to molecular techniques in hospital setting. **Prerequisites:** MDTC 330, MDTC 335, MDTC 440 and MDTC 470 (FALL/SPRING).

MDTC 450 MEDICAL TECHNOLOGY SEMINAR - 1 credit. This course consists of a laboratory management, education, and research design component. Basic principles and concepts for each of the components will be presented. Students will make several presentations from selected topics on the components. **Prerequisites:** MDTC 330, MDTC 410; **Co-requisites:** MDTC 420, MDTC 431, MDTC 440 (FALL).

MDTC 470 INTRODUCTION TO MOLECULAR DIAGNOSTICS - 2 credits. This course is a three week integrated lecture and laboratory course. The emphasis is on the understanding of the molecular methodologies that are employed in clinical applications which include diagnosis of infectious diseases, inherited disorders, cancers, prenatal, paternity and forensics testing. **Prerequisites:** MDTC 300, MDTC 330, MDTC 335, BIOL 405 (FALL). Open to non-majors with permission of the Program Director.

MDTC 480 CLINICAL LABORATORY SCIENCE REVIEW - 1 credit. This course will provide an in-depth review of subject areas in Clinical Chemistry, Hematology, Immunohematology, Immunology, Urinalysis/Body Fluids and Microbiology. Assessment will be done for each of the six aforementioned disciplines after completion of the related clinical rotation practicums. The ultimate goal of this course is preparation for the senior comprehensive examination, which will be given near the end of the spring semester, and the certification examination. **Prerequisites:** MDTC 300, 305, 320, 330, 331, 335, 410, 420, 431 and 440 (FALL/SPRING).

**MORGAN STATE UNIVERSITY
DEPARTMENT OF BIOLOGY
BACHELOR OF SCIENCE DEGREE IN MEDICAL TECHNOLOGY
SUGGESTED CURRICULUM SEQUENCE**

Pre-Professional Phase

FRESHMAN YEAR (FIRST SEMESTER)

ENGL 101-EC	Freshman Composition I	3
XXXX-SB	Social & Behavioral Science	3
CHEM 105-BP	Principles of General Chemistry I +	4
CHEM 105L	Lab or	
CHEM 111	General Chemistry (Honors) +	
CHEM 111L	Lab	
MATH 113-MQ	Intro. to Mathematics Analysis I	4
ORNS 106	Freshman Orientation	<u>1</u>
		15

FRESHMAN YEAR (SECOND SEMESTER)

ENGL 102-EC	Freshman Composition II	3
XXXX-SB	Social & Behavioral Science	3
CHEM 106	Principles of General Chemistry II+	4
CHEM 106L	Lab or	
CHEM 112	General Chemistry and Qualitative Analysis (Honors) +	
CHEM 112L	Lab	
BIOL 105-BP	Introductory Biology for Majors I	4
MDTC 100	Intro. to Medical Laboratory Sci.	1
PHEC XXX	Physical Education	<u>1</u>
		16

SOPHOMORE YEAR (FIRST SEMESTER)

XXXX-AH	Arts & Humanities	3
BIOL 106	Introductory Biology for Majors II	4
CHEM 201	Organic Chemistry (Allied Health)	4
PHIL 109-CT	Introduction to Logic	3
INSS 141-IM	Intro. to Computer-Based Info. Sys	<u>3</u>
		17

SOPHOMORE YEAR (SECOND SEMESTER)

XXXX-AH	Arts & Humanities	3
MATH 114	Intro. to Mathematics Analysis II	4
CHEM 202	Biochemistry (Allied Health)	4
XXXX-HH	Health & Healthful Living	3
XXXX	Complementary Studies	<u>3</u>
		17

***Professional Phase**

JUNIOR YEAR (FIRST SEMESTER)

BIOL 405	Microbiology	4
HIST 350-CI	African Diaspora	3
MDTC 321	Clinical Microscopy	2
BIOL 201	Anatomy and Physiology I	4
MDTC 300	Principles of Medical Technology	<u>3</u>
		16

JUNIOR YEAR (SECOND SEMESTER)

MDTC 330	Clinical Immunoserology	4
MDTC 305	Clinical Chemistry I	3
MDTC 335	Pathogenic Bacteriology	4
**MDTC 320	Clinical Hematology I	3
**MDTC 331	Immunohematology I	<u>3</u>
		17

SENIOR YEAR (SUMMER SEMESTER)

MDTC 410	Clinical Chemistry II	<u>4</u>
		4

SENIOR YEAR (FIRST SEMESTER)

MDTC 420	Clinical Hematology II	3
MDTC 431	Immunohematology II	2
MDTC 440	Clinical Microbiology	5
MDTC 450	Medical Technology Seminar	1
MDTC 470	Intro. to Molecular Diagnostics	2
XXXX	Complementary Studies	<u>3</u>
		16

CLINICAL ROTATIONS

SENIOR YEAR (SECOND SEMESTER)

MDTC 411	Clinical Practicum (Chemistry)	3
MDTC 422	Clinical Practicum (Hema/Micro)	3
MDTC 432	Clinical Practicum (Immunochem)	3
MDTC 441	Clinical Practicum (Microbiology)	3
MDTC 480	Clinical Lab. Science Review	<u>1</u>
		13

* Admission to program is required to take Professional Phase MT courses

TOTAL CREDIT HOURS 131

** Courses do not run concurrently

V. ACADEMIC REQUIREMENTS

GRADING POLICY

Didactic Courses:

1. **75/75 Grading Policy - All Medical Technology (MT) Professional students are required to have an average grade of 75% in both the lecture and laboratory component of the MT courses to successfully pass the courses.**
2. **Course Retake - If a student makes a grade of less than a C in one MDTC or didactic course, the student may retake the course only once and successfully complete the course.**
 - **Reduced Academic Load: Student may be required to take a reduced course load to maintain the Program's academic standards as determined by the Program Director.**
3. **Program Dismissal - The following situations will result in Program Dismissal:**
 - a. **A grade of less than a C in two or more Medical Technology courses.**
 - b. **A grade of less than a C twice in the same Medical Technology course.**
 - **The following grading system is used for the didactic courses:**
 - A – 90-100%**
 - B – 80-89%**
 - C – 75-79%**
 - D – 60-74%**
 - F – Below 60%**

Clinical Practicums:

- **A grade of P (Pass) in the clinical rotations must also be obtained. In the Pass/Fail courses, a grade of P requires attainment of a minimal grade of 75%.**
- **Failure to complete a clinical practicum will result in the student retaking the practicum in order to meet the requirements for graduation.**

Additional Senior Examination

In addition to the didactic examination, other senior examinations will consist of the following:

- **Pre-Rotational Assessment**
- **Post-Rotational**
- **University-Department Comprehensive**
 - **Pre-Rotation Assessment –The examination will be given to the student prior to the start of the clinical rotation. The examination will be comprehensive with approximately 20-25 questions in each specific discipline that includes: clinical chemistry, hematology, immunohematology, microbiology and immunology. Students are required to make a grade of 75% or higher in each discipline.**

The student will be required to take the specific discipline section of the pre-rotation exam if (s)he did not take the specific discipline final during the same semester.

Failure to do so may result in a student forfeiting the clinical rotation in which (s)he has failed to make the 75% standard. This may affect the student's graduation date.

- **Post Rotation exams will be given one (1) time after the completion of all of the specific study questions and at or near the end of the clinical rotation practicum. Students are required to obtain a grade of 75% or higher on each examination.**
- **General comprehensive examination will be given one month prior to graduation. The student is expected to make 75% or greater for each discipline of the comprehensive exam. The student will only have one retake for the comprehensive examination. Failure to make a 75% or higher will affect the graduation.**

VI. GRADE APPEAL/GRIEVANCE PROCEDURE-STUDENT COMPLAINT

Non-Academic and Academic Appeals

All MT students' Medical Technology Program appeal submissions and resolution pursuits must occur within the same academic or calendar year of occurrence to be considered and will not be considered after the aforementioned timeframe.

A. Grade Appeal

1. Discuss the appeal with the Instructor/Faculty. Provide all supporting information for the justification of the grade change. If the student is not satisfied with the decision of the Instructor/Faculty, the student should follow step 2.
2. Submit a written explanation to the Program Director and the Faculty. A meeting will be held with the student and the Program Director to discuss the concern. The Program Director will submit the decision to the student. If the student is not satisfied with the decision of the Program Director, the student should follow step 3.
3. The Program Director will submit the grievance to *The Student Advisement Committee* of the Medical Technology Program. *The Student Advisement Committee* will consist of the faculty members of the Program. The faculty member involved will have a final vote in the decision. The Committee will forward its decision to the student. If the student is dissatisfied with the Committee's decision, the grievance may be submitted at the departmental level. See pg. 39 in the Morgan State University College Catalog 2016-2018.

B. Student Complaints Resolution Procedure

1. Students will write the concern or complaint on the student appeal form.
2. The faculty and student will discuss the concern in a confidential meeting.
3. A summary of the meeting will be recorded and placed in the locked file cabinet in the Program's Office.
4. Faculty or Program will resolve the complaint if possible.
5. Follow-up by the Faculty to the student within a month after the meeting.

C. Program Dismissal Appeal Procedure

The Appeal Petition should be submitted to the Program Director within 5 working days after the student receives the Program's dismissal letter.

Medical Technology Program Readmission Policy

A student who has been dismissed or has withdrawn from the Medical Technology Program may be readmitted on an individual, space-available basis, guided by the following criteria:

1. Only one readmission to the Medical Technology Program is permitted.
2. The readmission must occur within a one year time frame.
3. A student must apply to the Medical Technology Program Director for readmission at least one semester before the desired date of return.
4. A student must request readmission in writing and complete the Application for Readmission form.
5. The readmission is contingent on a majority of faculty voting for readmission.
6. Once readmitted, the student must pass courses they previously failed with a score of $\geq 80\%$.

VII. ATTENDANCE

- **Lecture/Laboratory**

Attendance is mandatory for the lecture and laboratory sessions which require that the student is attentive and awake. Sleeping or dozing will result in the loss of the affective grade of 3 points for each session including lecture and laboratory settings. Students must communicate to the Professor if he/she is unable to attend either of the sessions.

Tardiness Policy

If a student is 5 minutes late for a class, the student is considered as tardy.

Three tardiness are considered as one (1) absence.

Absence Policy

An absence may be defined as an **excused or unexcused absence**.

Excused absence includes but is not limited to the following:

- Personal illness
- Religious Holiday
- Birth of a child
- Death in immediate family (mother/father, siblings, child)
- All of the above involve prior communications/approval of the instructor

Unexcused Absence includes but are not limited to the following

- Personal reason, such as vacations or personal events
- Assignments not completed within the specified time by the instructor
- No valid explanation for absence
- Leaves the Lecture or Laboratory setting prior to the completion of the session
- All of the above involve no prior communications/approval of the instructor

A student must report to the specific instructor within **1 day** of the return to class. During the meeting time, a student will submit a written explanation (professional letterhead) of the absence or the doctor's excuse. All make-up work (laboratory exercises) will be performed one-week post absence or at a time designated by the faculty. If an examination is missed, the make-up examination will be done **1 week** after the student submits documentation. If a student fails to present documentation one day after returning to class, the absence will be deemed as **UNEXCUSED**. There will be no make-up for unexcused absences. A student will receive a grade of **zero (0)** for the missed examination.

In order to successfully pass a course, the student must not incur more absence than the number of credit hours. **Special circumstances will be evaluated on a case-by-case basis.**

Students are required to adhere to additional policies as outlined by each Instructor in his/her syllabus regarding the disciplines.

VIII. CLINICAL EXPERIENCE

Students will complete an established Phlebotomy practicum on campus during the fall semester.

The clinical rotations will complete the final phase of the Medical Technology Professional Curriculum. Students will receive hospital, reference and medical laboratory experiences in Maryland. These rotations will begin 5 months prior to graduation. There are four rotations of 15-20 days. Students will have the opportunity to experience medical laboratory settings in rural, urban and metropolitan hospitals and reference laboratories.

Students will attend only the Program assigned clinical rotation.

Campus Clinical Practicum - An on-campus simulated or modified clinical rotation is provided when there is no available clinical rotation practicum from the clinical affiliates.

- **Expenses**

During the **phlebotomy rotation and the five months of clinical rotations**, students are expected to bear the expense of the following:

- **Appropriate Clothing**

Laboratory coat, slacks (no jeans), name tag, pastel top/sweater (no writing), appropriate scrubs

- **Transportation – Each student is responsible for his/her own individual transportation to the clinical rotation sites. Assignments will not be made in pairs (students sharing means of transportation). The Program is not responsible for the students' transportation to the clinical rotation sites. Location of assignments will be based on the available departments and not students' proximity to the clinical rotation sites.**

- **The cost of parking at the clinical rotation sites may be a component of the transportation expense.**

- **Attendance – Students are required to begin the clinical practicums at the designated start times. If a student is absent for more than 3 days for a clinical rotation practicum, he/she will have to repeat and complete the clinical rotation. Specifics of the attendance policy are presented in the clinical practicum manual.**

IX. NATIONAL CERTIFICATION EXAM

The Medical Technology Program is accredited by the National Accrediting Agency for Medical Laboratory Sciences (NAACLS).* Program graduates are eligible to take the National Medical Laboratory Science Certification Examination offered by the American Society of Clinical Pathologists (ASCP). Awarding of the Bachelor of Science degree in Medical Technology is dependent upon successful completion of the MT curriculum and NOT the student passing any type of certification or licensure examination.

X. PROGRAM COSTS

In addition to the tuition and fees listed in the College Catalog, the following additional expenses are incurred by a student in the MT Program (all prices are approximate):

Immunizations

OSHA approved lab coat - \$50.00

Books - \$400/semester (approximately)

Parking at clinical sites – variable

Tuition Refund Policy – See Tuition and Fees of the Morgan State University Catalog 2016-2018

XI. FINANCIAL AID

Information on financial assistance is available through the Financial Aid Office. The MT Program Director maintains a list of available scholarship opportunities for MT students.

The college, of necessity, reserves the right to make changes without prior announcement with respect to any matter set forth in these guidelines, including fees, charges, policies, regulations or requirements. These guidelines are not to be regarded as a contract.

Notice of Nondiscriminatory Policy

MSU admits students of any race, color, sex, religion, national or ethnic origin to all of the rights, privileges, programs benefits, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, sex, religion, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other college administered programs. The college is committed to providing all students with an education environment free of bias, discrimination, intimidation or harassment. In this regard, MSU complies with all relevant federal, state and local laws. The college also complies with all applicable laws and federal regulations regarding prohibition of discrimination and accessibility on the basis of age, condition of handicap, veteran status, or otherwise. Students needing special accommodation to ensure barrier free access should contact the Section Counselor.

*NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018; 773-714-8880

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE MORGAN STATE UNIVERSITY MEDICAL TECHNOLOGY PROGRAM POLICIES LISTED IN THE PREVIOUS SECTIONS.

Signature

Date

Printed Name

Date

Witness

Date

**Morgan State University
 Medical Technology Program
 Clinical Practicum Rotation Checklist**

Student Name _____

	<i>Date of Completion</i>	<i>Comments</i>
<i>Tuberculin survey status</i>		
<i>Measles and Rubella vaccination or antibody testing results</i>		
<i>HBV vaccine or declination</i>		
<i>Recent Flu Shot</i>		
<i>HIPAA Training</i>		
<i>Criminal background check</i>		
<i>Verification of Health Insurance Coverage</i>		

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