

LINCOLN MEMORIAL UNIVERSITY
Harrogate, Tennessee



MEDICAL TECHNOLOGY
STUDENT HANDBOOK
2011 – 2012

Date of Revision: March 2011

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I. Missions, Goals, and Philosophy Statements

MISSION STATEMENT OF LINCOLN MEMORIAL UNIVERSITY:

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission.

MISSION STATEMENT OF THE SCHOOL OF ALLIED HEALTH SCIENCES:

The School of Allied Health Sciences is committed to providing a values-based quality educational experience for skilled, entry-level health professionals in athletic training, medical technology, social work, and veterinary technology. Our graduates will be eligible for licensure, certification, and advanced education. They are aptly prepared to enter the health professions workforce. The school strives to fulfill the principles of Abraham Lincoln's life through one school, one health, and one community.

MISSION STATEMENT OF THE MEDICAL TECHNOLOGY PROGRAM:

Mission Statement of the Medical Technology Program:

In conjunction with mission statements of Lincoln Memorial University and the School of Allied Health Sciences, the faculty of the Medical Technology Program strives to instill the highest professional responsibility, moral, and ethical standards in the preparation of quality medical laboratory scientists (medical technologists) through a superior academic program at the undergraduate level. Specifically, the mission of the medical technology program to prepare clinical laboratory scientists with the Bachelor of Science in Medical Technology that demonstrates professional competency in the clinical laboratory science field, including but not limited to the clinical areas of hematology, immunohematology, clinical chemistry, clinical microbiology, urinalysis, immunology/serology, and laboratory management.

GOALS OF THE MEDICAL TECHNOLOGY PROGRAM:

As a member of Allied Health, the Medical Technology Program seeks to fulfill the following goals:

- Provide a baccalaureate program in medical technology that meets the academic standards of NAACLS, the State of Tennessee, and Lincoln Memorial University.
- Provide conscientious, caring, skilled medical laboratory scientists who are highly capable of comprehending and practicing the science of laboratory medicine.
- Provide an educational background that enables graduates to accept supervisory responsibilities and/or to continue their academic career in a graduate program of their choice.

PHILOSOPHY STATEMENT OF THE MEDICAL TECHNOLOGY PROGRAM:

It is the philosophy of the program that Medical Laboratory Scientists are essential members of the health care team, and they provide a valuable diagnostic service to physicians. We believe that the patient is an individual member of society with rights and privileges, worthy of respect—regardless of age, color, creed, disability, ethnic/national origin, gender, military status, race, religion, or sexual orientation. It is the educational goal of the Medical Technology Program to provide students with up-to-date medical information and competency skills, to stimulate them to think for themselves, and to give them professional ideals on which to base their future careers.

II. The Medical Technology Program

CULMINATION OF THE BACHELOR OF SCIENCE DEGREE IN MEDICAL TECHNOLOGY:

The Medical Technology Program culminates in the Bachelor of Science Degree in Medical Technology being awarded by Lincoln Memorial University. Granting of the degree is not contingent upon the student passing any external certification or licensure examination.

ACCREDITATION OF THE LMU MEDICAL TECHNOLOGY PROGRAM:

Lincoln Memorial University maintains accreditation by the Southern Association of Colleges and Schools (SACS). In addition, the Medical Technology Program is fully accredited by the State of Tennessee and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Address and telephone number of NAACLS are given below:

NAACLS
5600 N. River Road, Suite 720
Rosemont, IL 60018-5119
1-847-939-3597 1-773-714-8880 1-773-714-8886 (Fax)
<http://www.naacls.org> or info@naacls.org

ADMISSION REQUIREMENTS OF THE MEDICAL TECHNOLOGY PROGRAM:

- Admission to Lincoln Memorial University and formal application to the program.
- Acceptable physical examination, including a negative drug screen.
- Junior class status, with completion of the following prerequisite sciences and mathematics: BIOL 111-112, CHEM 111-112, BIOL 261-262, and MATH 111. It is also recommended that the applicant complete BIOL 230 and CHEM 221-222 prior to beginning the program. In addition to the science and math, students must have completed enough general studies requirements to fulfill a total of 64 hours, so that the program can be completed within two remaining years.
- Completion of all course requirements bearing the prefix BIOL, CHEM, or MATH with a minimum grade of C- in each.
- Competitive GPA, with a minimum of 2.5 required for consideration.

Note: Please be aware that in certain academic programs requiring internship or placement in a medical facility, (including medical technology) a criminal background check and chain-of-custody urine drug screen may be required by affiliate agencies and organizations. If required, these tests would be administered at the student's expense.

NONDISCRIMINATORY POLICY OF THE MEDICAL TECHNOLOGY PROGRAM

Lincoln Memorial University does not discriminate in its programs and activities such as student recruitment, admission and matriculation on the basis of race, creed, color, national or ethnic origin, gender, sexual orientation, age, disability, or religion. Such policy is in compliance with all applicable federal, state, and local regulations.

ESSENTIAL FUNCTIONS OF A MEDICAL LABORATORY SCIENTIST:

Applicants must be physically able to accomplish certain functions that are essential for medical technology training. Examples of these technical standards include the ability to (a) see through a microscope and discern colors, (b) stand, walk, and carry small objects, (c) demonstrate manual dexterity, and (d) communicate with patients and other medical staff. Qualities that are essential to a medical laboratory scientist include the "ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to the patient" (*NAACLS Guide to Accreditation*, 2003, p. III-1). For optimum achievement in this program, applicants should be able to read, write, and comprehend the English language at the college level.

If there are more qualified applicants than space available, acceptance is based on rank order by GPA and total hours of prerequisite courses completed at LMU. Admission to the University does not guarantee acceptance to this program, nor does maintaining the minimum 2.5 GPA.

ENTRY-LEVEL COMPETENCIES OF A MEDICAL LABORATORY SCIENTIST:

The baccalaureate graduate in medical technology is qualified by academic education and clinical training to provide laboratory service in healthcare systems. The goal of the LMU Medical Technology Program is that graduates will demonstrate entry-level competency in the following areas of professional practice (*NAACLS Guide to Accreditation*, 2003, pp. III-1,2):

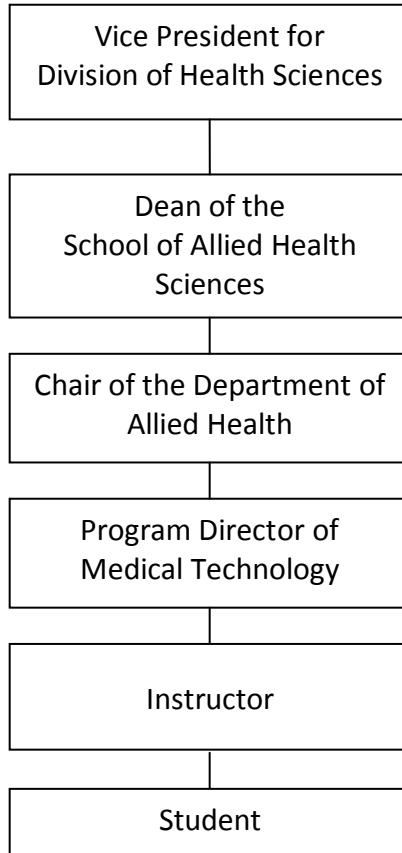
- Proficiency in performing the full range of clinical laboratory tests in areas of hematology, hemostasis, blood bank, clinical chemistry, microbiology, urinalysis, serology/immunology, and phlebotomy.
- Practice principles of laboratory safety.
- Develop, evaluate, correlate, and assure validity of laboratory tests.
- Possess basic knowledge of regulatory compliance (e.g., HIPAA, OSHA, etc.), quality assurance, performance improvement, and laboratory management and supervision.
- Demonstrate effective written and oral communication skills to interact with patients, members of the health care team, and customer service representatives.
- Possess basic knowledge of information management to enable effective, timely, accurate, and cost-effective reporting of laboratory-generated information.
- Apply principles of research and statistics to evaluate published studies as an informed consumer.
- Possess basic knowledge for financial operations and human resource management of the clinical lab to enable high-quality, cost-effective laboratory services.
- Demonstrate ethical and moral principles, which are necessary for gaining the confidence of patients, professional associates, and the community.
- Possess the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and the public.
- Demonstrate knowledge of molecular techniques in the clinical lab.
- Interpret laboratory results to recognize health and disease states.

CLINICAL AFFILIATES OF THE MEDICAL TECHNOLOGY PROGRAM:

1. American Esoteric Laboratories in Morristown, TN
2. Athens Regional Medical Center in Athens, TN
3. Baptist Hospital of Cocke County in Newport, TN
4. Blount Memorial Hospital in Maryville, TN
5. Claiborne County Hospital in Tazewell, TN
6. East Tennessee Children's Hospital in Knoxville, TN
7. Fort Loudoun Medical Center in Lenoir City, TN
8. Fort Sanders Regional Medical Center in Knoxville, TN
9. Jellico Community Hospital in Jellico, TN
10. LeConte Medical Center in Sevierville, TN
11. Lee Regional Medical Center in Pennington Gap, VA
12. Methodist Medical Center in Oak Ridge, TN
13. Molecular Pathology Laboratory in Maryville, TN
14. Morristown Hamblen Health Care System in Morristown, TN
15. Pineville Community Hospital in Pineville, KY
16. Parkwest Medical Center in Knoxville, TN
17. Roane Medical Center in Harriman, TN
18. St. Mary's Medical Center (Mercy Health System) in Knoxville, TN
19. St. Mary's Medical Center of Scott County in Oneida, TN
20. Wellmont Health System Holston Valley Medical Center in Kingsport, TN
21. Wellmont Health System Bristol Regional Medical Center in Bristol, TN

All clinical affiliates have fully accredited laboratories with top quality equipment and an outstanding professional staff.

ORGANIZATIONAL CHART



PROPER CHANNELS OF COMMUNICATION IN ALL ACADEMIC APPEAL PROCEDURES:

If a problem arises involving any medical technology course (MEDT), the student should initially consult the faculty member involved. If the problem is not resolved, the student should contact the Program Director of Medical Technology next, followed by the Chair of the Department of Allied Health, then the Dean of the School of Allied Health Sciences, and finally the Vice President for the Division of Health Sciences. Any complaint that is submitted in writing will be investigated and resolution will be attempted. Please see the academic grievance policy and procedure for further details.

ACADEMIC REQUIREMENTS OF THE MEDICAL TECHNOLOGY PROGRAM

- The minimum grade of B- (80%) is required to pass each medical technology course.
- A student who is unsuccessful in any one MEDT course during the first semester in the program is automatically expelled from the program. However, the student may apply for readmission to the program during the following year.
- A student who is unsuccessful in one MEDT course in their 2nd semester of the program may continue in the program but will have to repeat the course. A student who is unsuccessful in *two* or more MEDT courses in the semesters following the first semester is automatically expelled from the program but is eligible for readmission under the condition that all MEDT courses are repeated.
- In order to progress in the program, students must successfully complete the medical technology courses in sequence as specified in this handbook.
- Medical technology students must meet University requirements for the baccalaureate degree, which consists of a minimum of 129 semester hours.
- Applicants who have been out of school for seven or more years should update their academic preparation in the core curriculum.
- Extensive reading outside of class is required in medical technology courses. As with any professional program, there is much information to assimilate in a limited amount of time. Therefore, students are responsible for promptly completing all reading assignments.
- Applicants who possess a foreign baccalaureate degree with a major in either biology or chemistry may be accepted in the Medical Technology Program. All international students must meet criteria as outlined in the *Lincoln Memorial University Catalog*.
- To acquire licensure and certification in the field, Medical Technology graduates are eligible to take a national registry examination after graduation. Students should begin preparation for this board exam from day one in the program. It is important to truly *learn* the material, not just memorize facts quickly before a test. Carefully studying the material from the previous lecture prior to the next class is one effective study tool. Daily review, not cramming at the last minute, will help set facts to memory and help you pass the registry exam.

CURRICULUM PLAN FOR MEDICAL TECHNOLOGY COURSES

Junior Year, Fall Semester

Course	Title	Credit Hour
MEDT 301	Introduction to Lab Methods I	1
MEDT 310	Hemostasis	1
MEDT 320	Hematology	4
MEDT 391	Intermediate Clinical Practice I	2*

***MEDT 391** consists of 10 - 12 hours of clinical laboratory experience per week in hematology (MEDT 320), hemostasis (MEDT 310), and phlebotomy (MEDT 301) at an approved clinical affiliate of the program.

Junior Year, Spring Semester

Course	Title	Credit Hour
MEDT 302	Introduction to Lab Methods II	1
MEDT 330	Serology and Immunology	3
MEDT 340	Immunochemistry	4
MEDT 340X	Junior Writing Requirement	0
MEDT 392	Intermediate Clinical Practice II	2*

***MEDT 392** consists of 10 - 12 hours of clinical laboratory experience per week in immunochemistry (MEDT 340) at an approved clinical affiliate of the program.

Senior Year, Fall Semester

Course	Title	Credit Hour
MEDT 400	Urinalysis and Body Fluid Analysis	2
MEDT 410	Laboratory Management	2
MEDT 451	Clinical Chemistry I	3
MEDT 461	Medical Microbiology I	3
MEDT 491	Advanced Clinical Practice I	2*

***MEDT 491** consists of 10 - 12 hours of clinical laboratory experience per week in microbiology (MEDT 461) at an approved clinical affiliate of the program.

Senior Year, Spring Semester

Course	Title	Credit Hour
MEDT 452	Clinical Chemistry II	3
MEDT 462	Medical Microbiology II	3
MEDT 492	Advanced Clinical Practice II	3*
MEDT 497	Senior Review	3
MEDT 497Z	Senior Writing Requirement	0

***MEDT 492** consists of 15 - 18 hours of clinical laboratory experience per week in clinical chemistry (MEDT 452), urinalysis (MEDT 400), serology (MEDT 330) at an approved clinical affiliate of the program including

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approximately 30 - 40 hours of supplemental clinicals in molecular diagnostics at the Molecular Pathology Laboratory in Maryville, Tennessee.

COURSE REQUIREMENTS:

Graduation requirements for the Bachelor of Science Degree in Medical Technology include all general studies requirements of the University (as listed in the *Lincoln Memorial University Undergraduate Catalog*) with an intense concentration of biology, chemistry, and professional medical technology courses, including hospital clinicals.

A. COLLATERAL SCIENCE & MATHEMATIC REQUIREMENTS:

	<u>Credit Hours</u>	<u>Course Title</u>
BIOL 111	4	General Biology I
BIOL 112	4	General Biology II
BIOL 210	4	Genetics
BIOL 230	4	Microbiology
BIOL 250	4	Human Anatomy
BIOL 260	4	Human Physiology
BIOL 360	3	Immunology
MATH 270 or BIOL 480	3	Probability and Statistics or Biometry
CHEM 111	4	General Chemistry I
CHEM 112	4	General Chemistry II
CHEM 221	4	Organic Chemistry I
CHEM 222, CHEM 331, or CHEM 332	4	Organic Chemistry II, Analytical Chemistry I or II

B. MEDICAL TECHNOLOGY COURSES:

	<u>Credit Hours</u>	<u>Course Title</u>
MEDT 301	1	Intro to Lab Methods and Techniques I
MEDT 302	1	Intro to Lab Methods and Techniques II
MEDT 310	1	Hemostasis
MEDT 320	4	Hematology
MEDT 330	3	Serology and Immunology
MEDT 340	4	Immunohematology
MEDT 340X	0	Junior Writing Requirement
MEDT 391	2	Intermediate Clinical Practice I
MEDT 392	2	Intermediate Clinical Practice II
MEDT 400	2	Urinalysis and Body Fluids
MEDT 410	2	Laboratory Management and Supervision
MEDT 451	3	Clinical Chemistry I
MEDT 452	3	Clinical Chemistry II
MEDT 461	3	Medical Microbiology I
MEDT 462	3	Medical Microbiology II
MEDT 491	2	Advanced Clinical Practice I
MEDT 492	3	Advanced Clinical Practice II
MEDT 497	3	Senior Review
MEDT 497Z	0	Senior Writing Requirement

III. Policies & Procedures

CRIMINAL BACKGROUND CHECK POLICY:

If a student is assigned for clinical experiences/practicum at a clinical affiliate, other affiliate agency, organization, or school requiring a criminal background check, the student will be required to provide the requested information. Students are allowed in the facility at the clinical affiliates, other affiliate agency, organization, or school's discretion. If the agency denies the student's acceptance into the facility, the student will not be able to complete the clinical/practicum/field experience and will be withdrawn from the program. In certain situations, investigative background reports are ongoing and may be conducted at any time. **Access to the program may be denied at any time by the agency or Lincoln Memorial University.**

READMISSION POLICY

A student who fails to earn the minimum grade of *B-* (80%) in any medical technology (MEDT) course during the first semester is not allowed to continue in the Medical Technology Program and is automatically expelled from the program. The student may apply for readmission the following year, but there is no guarantee of reacceptance. A student who has made the grade of *C+*, *C*, *C-*, *D*, *F*, or *WD* in a medical technology course may be eligible for readmission on an individual, space-available basis, guided by the following criteria:

1. Completion of the *Application for Readmission* form.
2. Evidence of extenuating circumstances at the time of termination.
3. Evidence of academic success, i.e., improved GPA and/or:
 - a. Successful completion of general studies courses and sciences at LMU or another institution of higher learning.
 - b. Completion of an academic degree in another field.
 - c. Successful completion of an associate degreed medical technology program along with a passing score on a certifying examination.
4. Number of times enrolled in this or another medical technology program.

No student will be readmitted more than once. Applicants for readmission will not be given priority over other applicants. Further, a student who fails to earn the minimum grade of *B-* in *two* or more medical technology (MEDT) courses during the first semester is not eligible for readmission to the Medical Technology Program.

During the second, third, and fourth semesters of the Medical Technology Program, a student who fails to earn the minimum grade of *B-* in *two* or more MEDT courses is not eligible to continue in the program. However, if the student is unsuccessful in only one MEDT course at this time, he or she is given the option to repeat that course.

ACADEMIC INTEGRITY POLICY:

It is the aim of the faculty of Lincoln Memorial University to foster a spirit of complete honesty and a high standard of academic integrity. The attempt to present as one's own the work of others is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension.

1. **Cheating:** dishonesty of any kind on examinations or written assignments, unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating.

2. **Plagiarism:** offering the work of another as one's own without proper acknowledgment is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books,

magazines, encyclopedias, web sources or other reference works, or from the themes, reports, or other writing of a fellow student has committed plagiarism.

ACADEMIC GRIEVANCE POLICY AND PROCEDURE:

Grievances concerning any aspect of academics should first be taken to the instructor of the class if a classroom situation is in dispute. If a student feels he/she needs to take the matter further, the chair of the department offering the course should be consulted no later than two weeks following the first day of classes for the next semester (including summer terms). The next appeal source is the dean of the applicable school. A final decision may be rendered by the Vice President for the applicable division. If the dispute involves an academic program, the academic advisor or the chair of the department should be consulted first. All academic and grade appeals must be submitted in writing.

UNIFORM POLICY:

Medical technology students who are working in the clinical laboratory are representatives of the hospital and the University. Therefore, it is expected of them to present a professional appearance by reporting to work clean, neat, and suitably dressed.

1. Each student in the clinical laboratory must be dressed in a conservative-colored scrub suit.
2. The LMU student identification badge is to be worn at the hospital.
3. Lab coats that are worn in the laboratory must be removed before going to other areas of the hospital.
4. Poor personal hygiene will not be tolerated. Students should shower or bathe daily.
5. Professional appearance in uniform is of utmost importance.
 - a. Shoes and shoestrings must be clean and white. Uniforms and lab coats must be clean and neatly pressed, not wrinkled.
 - b. Long hair must be secured back and not falling loosely around the face.
 - c. Men's hair must be clean and neatly groomed. It may not extend below the top of the conventional collar or below the ear on the side.
 - d. Facial hair is discouraged. Men must shave daily in order to present a professional appearance at the hospital; stubble is unacceptable. If a mustache is worn, it must be neatly trimmed, confined to the upper lip, and never extend below the lip line. Full beards are not allowed.
 - e. Unusual body piercing (e.g., tongue, eyebrow, nose) and tattoos that are visible when in uniform are considered unprofessional in healthcare settings and are not acceptable in this program.
 - f. Fingernails should be kept short and clean. Long nails pose a health and safety risk in the clinical lab and are not appropriate.
6. When in uniform, remember the following guidelines:
 - a. Wearing lots of jewelry is not appropriate in the clinical lab. Wedding or engagement rings may be worn, but dangling earrings and long necklaces pose a safety risk and are not allowed.
 - b. Excessive makeup, brightly colored fingernail polish, and strong perfume are all considered unprofessional in the hospital environment.
 - c. Dangling hair ribbons and elaborate hairstyles must be avoided.

LECTURE ATTENDANCE POLICY:

The medical technology program is a professional program and regular, punctual class attendance is expected and this responsibility rests upon the individual student. In the event that a student is not able to attend a lecture, the student is responsible to notify the instructor ahead of time. The use of cell phones (including text messaging) during any exam, quiz, lecture, or clinical experience is strongly prohibited.

QUIZ / EXAM ATTENDANCE POLICY:

Exams must be taken as scheduled. A valid written excuse (such as a physician's excuse) is required if a quiz or exam is missed. It is the responsibility of the student to make arrangements to take an alternate makeup exam as soon as possible. The format of the makeup exam is at the instructor's discretion and will differ

significantly from the format of the original exam. For example, if the original exam was in the “multiple-choice” format, the make-up may be in an essay format.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

Effective April 14, 2003, the US Department of Health and Human Services, as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), requires compliance with the section titled “Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule)”.

The Privacy Rule provides Federal protection for the privacy of protected health information (PHI). PHI includes personal and medical information (such as a patient’s name, address, date of birth, tests ordered, etc.) that we obtain from physicians, hospitals, other laboratories. PHI also includes the laboratory testing results that we create. Federal civil penalties for noncompliance may amount to \$100 per violation, not to exceed \$25,000 per calendar year. However, for knowing or willful violations, the law allows for criminal penalties; these may range from \$50,000 and/or one year in prison all the way up to \$250,000 and/or 10 years in prison.

CLINICAL ATTENDANCE POLICIES:

The Medical Technology Program at Lincoln Memorial University has very strict policies governing the student's attendance and conduct at their assigned clinical site. These policies are enforced without exception and are defined as follows:

- A. Tardiness is defined as being 5 minutes late from the assigned clinical start time.
- B. Two incidences of tardiness will constitute one unexcused absence.
- C. Upon the third unexcused absence, the student is automatically expelled from the medical technology program. The student will receive an "F" in their clinical rotation, and will not be allowed to continue their clinical rotation at their assigned hospital.
- D. The student who is going to be late or absent from clinicals must personally notify the instructor and the hospital site at least one hour before the start of the assignment. The Program Director must also be notified via phone after the clinical site has been notified on the day of the absence. Violation of this policy will constitute grounds for expulsion from the program.
- E. **The "No Call, No Show" Policy:** If a student misses any clinical day without notifying both the clinical site and the Program Director, the student is automatically expelled from the program, an "F" will be recorded as their final grade in their clinical rotation, and the student is permanently ineligible for readmission to the program.
- F. Any student whose appearance is deemed inappropriate or unprofessional, as determined by the written Uniform Policy, will be asked to leave the hospital. This will constitute one unexcused clinical absence.
- G. Unprofessional conduct at the clinical site such as, but not limited to, failure to heed instruction at clinical site, incompetence by reason of negligence, fraud, deceit, or falsification of any records, use of a cell phone (including text messaging), etc. will not be tolerated. All of these scenarios are grounds for immediate expulsion from the program.
- H. The following constitute an excused absence: severe illness (accompanied by a physician's written excuse), death in the family, and/or participation in a LMU varsity sport. In addition, the Program Director may grant an excused absence in cases of adverse weather conditions (snow days) or participation in an activity related to the medical technology program (i.e. tour of the blood processing facilities at MEDIC in Knoxville, Tennessee). Excused absences are made up at the discretion and the convenience of the clinical instructor and the training facility. All make up clinical days must be pre-approved by the Program Director in advance.
- I. In accordance with the standards by the State of Tennessee Medical Laboratory Board, all clinical laboratory experience (internships) do not exceed a ratio of two students to one (2:1) qualified instructor in any rotation area.

REQUIRED LABORATORY TESTS

All students entering the Medical Technology Program must have a complete physical examination that includes a TB skin test or chest X-ray, CBC, RPR, urinalysis, urine drug screen, rubella IgG antibody titer, Varicella-Zoster IgG antibody titer, and a antibody titer to the Hepatitis B Surface Antigen if the student has been previous immunized against Hepatitis B. Prior to entering the hospital environment, it is important to confirm that students have immunity against rubella. If no immunity is detected, immunization is recommended.

Completion of the annual physical examination is required prior to entering the clinical area. These tests should be completed within a 30-days period prior entry into the clinical portion of the program. It is the responsibility of students to obtain these tests at their own expense.

CAUSES FOR IMMEDIATE DISMISSAL FROM THE M.T. PROGRAM

- Violation of the Academic Requirements of the Medical Technology Program.
- Violation of the Academic Integrity Policy (Cheating in any form on any quiz, exam, or written assignment)
- Violation of the University's policy on alcohol and/or narcotic prohibition.
- Violation of the Medical Technology Student Code of Ethics
- Violation of HIPAA requirements as related to the confidentiality of the patient's medical records.
- Violation of the Clinical Attendance Policy
- Legal infraction (felony or misdemeanor other than a traffic ticket)

Notes:

A. The Program Director reserves the right to remove and/or expel any student from the program that poses a threat to the safety and security of any patient under the care of any clinical affiliate of this program.

B. Each clinical hospital site reserves the right to remove and/or expel from the premise any student that poses a threat to the safety and security of any patient under the care of the clinical affiliate.

C. The University reserves the right in its discretion to require the withdrawal of a student due to physical or emotional reasons.

PROFESSIONAL LIABILITY INSURANCE

All students are required to have liability insurance before going to the hospital for clinical experience. LMU carries blanket malpractice insurance policy to cover all medical technology students.

TRAVEL TO CLINICALS

Transportation to and from clinical sites is at the expense of the student. Car-pooling is encouraged. Parking fees, when applicable, are also at the expense of the student.

VACATION POLICY

LINCOLN MEMORIAL UNIVERSITY 2011-2012 MEDICAL TECHNOLOGY STUDENT HANDBOOK

In compliance with the State of Tennessee Medical Laboratory Board, the LMU MT Program Vacation Policy is as follows: The MT Program operates in compliance with the Lincoln Memorial University academic calendar. This calendar clearly states the dates in which the university is not in session such as Thanksgiving holiday, Christmas holiday, Martin Luther King day, Spring Break, etc. These dates on the university's academic calendar are the only acceptable dates for students to take vacation time. No other time during the regularly scheduled semesters will students be allowed to miss lectures and/or clinical time for vacation purposes.

SICK LEAVE POLICY

If a student becomes ill during the course of the semester to such a degree that a significant amount of lecture and clinical experience time has been missed, the Program Director will evaluate the situation in a case-by-case manner and will do one of the following:

1. If the student has recovered in a timely manner so that make-up work is possible within the given semester, the Program Director will coordinate with the assigned clinical affiliate so that all academic work and clinical experience will be completed in a time so that the final grade can be issued to the student as scheduled by the university's academic calendar.

2. If the student has not recovered in a timely manner so that make-up work is not possible, the Program Director will contact the Student Services department to arrange an academic leave for the student.

THE USE OF STUDENTS AS SUBSTITUTES FOR LICENSED MEDICAL LABORATORY PERSONNEL POLICY

In accordance with the standards of the State of Tennessee Medical Laboratory Board, students (trainees) are never substituted for licensed medical laboratory personnel in any area of the laboratory. During the student's clinical rotations, the clinical affiliate takes the required responsibility to monitor and to adequately supervise all medical technology students at all times.

IV. Student Information

COUNSELING AND TUTORING SERVICES

Free counseling and tutoring services are available upon request through the Office of Student Services and the Tagge Center for Academic Excellence.

SERVICE WORK

Following completion of the first semester in the professional program, a student may be permitted to work part-time at the clinical affiliate as a Phlebotomist/Lab Assistant, if there is a mutual need between the student and the clinical site. Service work by students in clinical settings must be noncompulsory, paid, supervised on site, subject to employee regulations, and occur outside of regular academic hours.

HONORS

Awards are given each year during the Pinning Ceremony in recognition of academic and clinical excellence. Criteria for these awards are as follows:

I. J. Kermit Bailey Award of Clinical Excellence

A. Selection: A majority vote from the students of the senior graduating class. In the rare event of a tie, the Program Director will cast one single vote to break the tie.

B. Criteria:

1. Demonstrates exceptional, caring attitude toward patients.
2. Willingly gives of himself / herself to assist others.
3. Gives 110% in all endeavors.

II. Louis Lutz Award of Academic Excellence

A. Selection: Cumulative grade point average

B. Criteria: The senior with the highest overall cumulative GPA at the end of the fall semester of the senior year is granted this prestigious award.

LMU MEDICAL TECHNOLOGY STUDENT CODE OF ETHICS:

- I recognize that healthcare is a comprehensive service provided to patients by a team of trained professionals, and each member of the team has a vital function.
- I acknowledge that high moral character is expected of medical laboratory scientists. There is no place for fraud, deceit, cheating, or falsification of any results.
- I respect the ethics of the medical profession and specifically pledge my compliance to confidentiality. I will not reveal any information pertaining to patients to my family, friends, or the public in general.
- I will regard each patient as a valuable, unique, individual—worthy of respect, regardless of race, creed, color, national or ethnic origin, gender, sexual orientation, age, disability, or religion.
- I realize that my appearance and behavior in the clinical lab must be professional at all times. Otherwise, I may be promptly removed from the laboratory.
- I accept that those supervising my work at the clinical site are due my utmost consideration and respect.
- The work that I perform is regarded as extremely important, and I will exert every effort to accomplish it accurately, considering it a vital part in the patient's diagnosis. I will never report any lab result of which I am unsure.
- I will conserve supplies and materials used in the performance of laboratory tests and exercise care and caution when working with expensive lab instruments.
- I will conscientiously finish my daily assignments, and willingly offer to help a coworker.
- I will not offer personal excuses for problems or shortcomings in the performance of duty.
- Careless, indifferent work, I know, will not be tolerated and I will not expect forgiveness for attempts to "cover up" mistakes. I realize that when errors occur and are recognized immediately, correction can usually be made.
- I will be polite and cooperative with everyone at the hospital—above all with patients, doctors, visitors, and hospital personnel.
- I acknowledge that suggestions for improvement of the program are always invited, and it is my duty to present and discuss them with the Program Director and faculty in medical technology.
- The University acknowledges that I will be judged fairly and according to my merits by those responsible for my training.
- I recognize that it is obligatory that I adhere to the standards and policies of the Medical Technology Program. In understand that failure to do so will result in my dismissal from this program.

VERIFICATION OF RECEIPT OF THE 2011-2012 LMU M.T. STUDENT HANDBOOK:

I hereby certify that I have received the current edition of the *LMU Medical Technology Student Handbook* and I have read every page thoroughly. I indicate by my signature below that I understand the contents of this handbook, and I agree to abide by the rules and regulations contained therein.

Student's Signature

Date

STUDENT CONSENT FORMS

I. CODE OF ETHICS

As a student in this professional program, I agree to abide by the *Medical Technology Student Code of Ethics*. I understand that failure to abide by the *Code of Ethics* may subject me to immediate dismissal from the Medical Technology Program.

Student's Signature

Date

II. PERMISSION TO RELEASE INFORMATION

A. I hereby grant permission to release information to prospective employers about my work habits, attendance, and performance in the Medical Technology Program.

Student's Signature

Date

B. I hereby grant permission to release to clinical affiliates the medical information from my physical examination form, documenting that I am free of communicable disease.

Student's Signature

Date

C. Upon the request of the clinical affiliate, I hereby grant permission to release the results of my criminal background record check to any or all clinical affiliates to which I am assigned.

Student's Signature

Date

III. HIPAA CONFIDENTIALITY

As a student in this medical professional program, I understand that the patient's personal and medical information (such as a patient's name, address, date of birth, tests ordered, test results, etc.) are protected under the Privacy Rule which provides Federal Protection under the U.S. Department of Health and Human Services as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that willful violation of HIPAA will result in criminal penalties and immediate expulsion from this program. I hereby agree to keep confidential any patient information to which I may be exposed to at the clinical affiliates of this program.

Student's Signature

Date

VERIFICATION OF RECEIPT OF THE TENNESSEE MEDICAL LABORATORY ACT

In accordance with the requirements of the State of Tennessee Medical Laboratory Board, I have received a copy of the laws and regulations relating to the Tennessee Medical Laboratory Act as related to the general rules governing medical laboratory personnel that practice their profession in the State of Tennessee.

Student's Signature

Date

PROGRAM DIRECTOR'S REVIEW

As of the indicated date below, this form was reviewed by the Program Director and was placed into the student's permanent file.

Program Director of Medical Technology

Date