



OZARKS TECHNICAL COMMUNITY COLLEGE

PROGRAM HANDBOOK

Medical Laboratory Technician

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Welcome

Dear MLT Program Student,

Welcome to the Medical Laboratory Technician (MLT) program here at Ozarks Technical Community College! Today marks the start of an exciting journey—one that will shape your future and provide invaluable experiences along the way.

Over the next year, you'll dive into the intricacies of the medical laboratory field, gaining skills that will enhance your career prospects and forging lasting connections with fellow students. This year will be packed with learning opportunities, and although challenges may arise, remember that you are on the path to becoming a skilled medical professional.

We are here to support you every step of the way. If you ever feel overwhelmed or need extra guidance, don't hesitate to reach out. Open communication is key to your success in this program.

Upon completion of the MLT program, you'll be qualified to apply for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) examination, solidifying your expertise in the field as a certified MLT. Additionally, you'll graduate with an Associate of Applied Science in Medical Laboratory Technology.

This handbook serves as your compass, outlining the program's rules and regulations. It's important to keep this guide handy—it'll provide clarity on school policies and procedures throughout your journey at Ozarks Technical Community College.

Remember, as an MLT student, you're part of our larger OTC community. Familiarize yourself with the college's policies on student load, course adjustments, conduct, and achievements—they all contribute to your academic success and overall experience.

We're thrilled to have you with us, and we look forward to seeing your growth and achievements over the coming year. Welcome aboard!

Sincerely,

Dr. A and Sarah

Danyel Anderson, EdD, MT(ASCP), MPH

Sarah Schremser, MLS(ASCP)^{CM}



Program Overview

The Medical Laboratory Technician (MLT) Program at Ozarks Technical Community College prepares students for entry-level professional practice in clinical laboratory science. The program provides a comprehensive educational experience that integrates classroom instruction, laboratory training, and supervised clinical practice to develop the knowledge, technical skills, and professional behaviors required of medical laboratory technicians.

Students are educated in all major areas of the clinical laboratory, including clinical chemistry, hematology and hemostasis, immunology, immunohematology, microbiology, urinalysis and body fluids, phlebotomy, and laboratory operations. Emphasis is placed on the accurate performance of laboratory testing, adherence to safety and quality standards, and the interpretation of laboratory data within the scope of Medical Laboratory Technician practice.

Graduates of the program earn an Associate of Applied Science degree in Medical Laboratory Technology and are prepared to seek employment in hospitals, clinics, reference laboratories, and other healthcare settings. The program is designed to meet workforce needs in the region while supporting student success and professional growth.

Mission, Philosophy, and Program Outcomes

Program Mission

The Ozarks Technical Community College Medical Laboratory Technician Program provides high-quality, affordable clinical laboratory education that prepares students for entry-level employment, supports professional growth, and meets the workforce needs of the surrounding communities.

Program Goals

The OTC Medical Laboratory Technician Program will prepare students to:

1. Demonstrate competency in the performance of routine clinical laboratory procedures in hematology, coagulation, chemistry, microbiology, immunohematology, urinalysis, and phlebotomy.
2. Apply critical thinking and problem-solving skills to laboratory testing, quality assurance, and result interpretation.
3. Communicate effectively and interact professionally with patients, laboratory personnel, and members of the healthcare team.
4. Practice safe, ethical, and quality-focused laboratory procedures in accordance with professional and regulatory standards.
5. Demonstrate readiness for entry-level employment and commitment to continued professional development in the clinical laboratory profession.

Program Philosophy

The Medical Laboratory Technician (MLT) Program at Ozarks Technical Community College prepares students for professional practice through a combination of classroom

instruction, laboratory training, and clinical experience. The program emphasizes active learning, critical thinking, technical competency, professionalism, and adherence to safety and quality standards.

Students are expected to take responsibility for their learning, apply theoretical knowledge to practical laboratory situations, and demonstrate ethical behavior, accountability, and respect for others. The program values collaboration, communication, and continuous improvement as essential components of professional practice.

Through these experiences, students develop the knowledge, skills, and professional behaviors necessary to contribute effectively to patient care and the healthcare team.

Program Learning Outcomes

Upon completion of the Medical Laboratory Technician Program, graduates will be able to:

1. **Perform Clinical Laboratory Testing (Psychomotor Domain)**
Perform laboratory testing across clinical laboratory disciplines using appropriate procedures, instrumentation, and quality control practices.
2. **Ensure Quality, Safety, and Regulatory Compliance (Cognitive Domain)**
Apply laboratory safety practices, quality assurance principles, and regulatory requirements to ensure accurate, reliable, and compliant laboratory results.
3. **Analyze and Interpret Laboratory Data (Cognitive Domain)**
Analyze and interpret laboratory data to identify abnormal results, recognize sources of error, and correlate laboratory findings with patient conditions within the scope of practice of a Medical Laboratory Technician.
4. **Demonstrate Professional Practice in Healthcare (Affective Domain)**
Demonstrate ethical behavior, effective communication, professionalism, and teamwork while functioning as a member of the healthcare team.

Accreditation & Program Authority

NAACLS Accreditation Statement

The Medical Laboratory Technician (MLT) Program at Ozarks Technical Community College is accredited by the **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)**.

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

Graduation from a NAACLS-accredited Medical Laboratory Technician program is required for eligibility to apply for national certification examinations offered by certifying agencies such as the American Society for Clinical Pathology (ASCP) Board of Certification.

Relationship with OTC Policies

The policies and procedures contained in the Medical Laboratory Technician (MLT) Student Handbook are intended to supplement the policies of Ozarks Technical Community College (OTC). All MLT students are subject to the policies, procedures, and regulations published in the OTC Academic Catalog and the OTC Student Handbook.

Program-specific policies are designed to address requirements unique to the Medical Laboratory Technician Program and may be more specific or more stringent than institutional policies; however, they will not be less stringent. In the event of a conflict between program policies and institutional policies, the policies of Ozarks Technical Community College shall take precedence.

Students are responsible for reviewing, understanding, and complying with both institutional and program requirements throughout their enrollment in the MLT Program. Failure to adhere to institutional or program policies may result in disciplinary action, up to and including dismissal from the Medical Laboratory Technician Program.

Program Administration & Faculty

Program Administration

The Medical Laboratory Technician (MLT) Program is administered by qualified faculty who are responsible for program oversight, curriculum delivery, student evaluation, and compliance with institutional and accreditation standards.

Program administration is responsible for:

- Curriculum development and implementation
- Student advising and progression
- Clinical education coordination
- Program assessment and continuous improvement
- Compliance with Ozarks Technical Community College and NAACLS requirements

Program Faculty

To guide students through the educational process OTC has retained the services of qualified individuals to administer the program and teach the educational components.



Program Director/Instructor

Danyel Anderson, EdD, MT(ASCP), MPH

Phone: 447-7420, Email: andersod@otc.edu

Dr. Danyel Anderson graduated from Missouri State University with a Bachelor of Science in Cell and Molecular Biology and Medical Technology and a minor in Chemistry, during which she completed an eight-month Department of Energy Undergraduate Laboratory Fellowship at Brookhaven National Laboratory in Upton New York. She completed her clinical internship in medical technology at St. John's Regional Medical Center in Joplin, Missouri, and achieved board certification from the American Society of Clinical Pathology.

In 2002 she received a Master in Public Health degree with an emphasis in Epidemiology from Missouri State University. She then served two years as a Health Educator with the Peace Corps in Santa Rita de Copan, Honduras. Prior to coming on board with OTC, she worked as a general Medical Laboratory Scientist at Smith-Glynn-Callaway Laboratory in Springfield, Missouri. In 2016, Dr. Anderson completed her Doctorate of Education at Northcentral University. She has been with OTC since the inception of the MLT program in 2007, and currently serves as the MLT Program Director. Dr. Anderson also serves on the board for the Missouri chapter of the American Society for Clinical Laboratory Science (ASCLS-MO).



Clinical Coordinator/Instructor

Sarah Schremser, MLS(ASCP)^{CM}

Phone: 447-7419, Email: schremss@otc.edu

Sarah is an OTC alumna and graduate of the 2012 MLT program class. She received her Bachelor of Science in Medical Laboratory Science from the University of Tennessee and achieved board certification from the America Society of Clinical Pathology. Sarah has over 10 years of combined experience as an MLT and MLS working primarily as a generalist in the laboratories of Mercy Hospital Springfield and Cox South Hospital. Prior to accepting the Clinical Coordinator position with OTC, she was a Chemistry faculty member for the Cox Health School of Medical Technology.

Program Advisory Board

To help ensure that the Medical Laboratory Technician (MLT) Program is structured to meet its mission, goals, and workforce needs, the program is supported by a Program Advisory Board. The Advisory Board provides guidance and recommendations on matters pertinent to educating

individuals to assume the role and responsibilities of an entry-level medical laboratory technician.

The MLT Program Advisory Board is composed of practicing medical laboratory professionals, laboratory supervisors and managers, educators, and healthcare administrators representing a variety of clinical laboratory settings. The committee meets formally at least two times each academic year and may meet informally as needed.

The purpose of the Advisory Board is to offer recommendations and input to the MLT Program in areas including, but not limited to:

- Program mission, goals, and student learning outcomes
- Curriculum content, sequencing, and instructional objectives
- Graduate competencies and performance expectations
- Clinical education and workforce readiness
- Equipment, instrumentation, and technology needs
- Labor market demands and emerging trends in laboratory medicine

Advisory Board input is reviewed and incorporated into program planning, assessment, and continuous improvement activities in accordance with accreditation and institutional requirements.

Medical Laboratory Technician Program Advisory Board (Current Members)

- Alexa Drake, MLT, Laboratory Supervisor, Cox Branson (Program Graduate)
- Amanda Gregg, MLT, CoxHealth Monett (Program Graduate)
- Amy Hulme, MLS, Chair, Medical Laboratory Science Program, Missouri State University
- Amy Mitchell, MLS, Manager, Laboratory Operations – Blood Bank and Phlebotomy, Mercy Springfield
- Anna Treat, MLS, Laboratory Manager, Jordan Valley Community Health Center (Program Graduate)
- Ashli O'Brien-Davis, MLS, Laboratory Manager, Mercy Joplin
- Erika Knuckles, MLS, Hematology Supervisor, Phelps Health
- Julie Bird, MLS, Laboratory Systems Director, Citizens Memorial Healthcare
- Karen Ducker, MLS, Laboratory Supervisor, Cox North, (Program Graduate)
- Kora Dowden, MLS, Laboratory Manager, Texas County Memorial Hospital

Advisory Board Roster Maintenance Advisory Board membership is reviewed regularly and subject to change. A current roster of MLT Program Advisory Board members is maintained by Ozarks Technical Community College and is available at:

<https://ozarkstech.edu/businesses/advisory-committees/>

Program Location & Campus Contact Information

Ozarks Technical Community College
Life Science Center - Room 206

Richwood Valley Campus

3369 W Jackson Street
Nixa, MO 65714
417-447-7700

RVC Campus Resources

Student Services	447-7700
Learning Resource Center.	447-7756
Safety & Security	447-7860

Student Support Services

Financial Aid	447-6999
Bookstore	863-0610

Health Sciences Team

Health Science Office	447-8954
Health Science Fax.....	447-8806
Theresa VonBecker, Administrative Assistant to the Dean of Health Science	447-8801
Angela Lasley, Operations and Resource Representative.....	447-8804
Gayla Fewell, Customer Representative.....	447-8803
Natalie Beckler, Program Specialist.....	447-8954
Michelle Crum, Dean of Health Science.....	447-8802

Student Support Services & Campus Resources

Ozarks Technical Community College provides a wide range of student support services designed to promote academic success, personal well-being, and professional development. Information regarding academic services, counseling services, health services, access and accommodation resources, and financial aid is available through the OTC [Student Affairs Office](#) and the OTC website.

The Richwood Valley Campus offers a full complement of student resources and services to support students throughout their enrollment in the Medical Laboratory Technician (MLT) Program.

Academic Support Services provides assistance to students of all ability levels and works to ensure equitable access to educational opportunities. Reasonable accommodations and academic support services are available to help students achieve their highest potential.

[Learning Resource Center \(Library\)](#) The Library provides access to physical and digital resources, study space, and knowledgeable library staff to support the academic needs of students and faculty.

[Testing Services](#) Testing Services offers proctoring and related services to support academic assessment. Information regarding testing services is available through the OTC website.

Academic Tutoring Academic tutoring services are available to support student learning and promote success in coursework. Tutoring may be offered in individual or group formats depending on availability and subject matter.

Counseling Services OTC Counseling Services provides free and confidential mental health counseling to all currently enrolled students. Licensed counselors offer support related to personal, social, health, and psychological concerns and may refer students to appropriate community resources when needed.

OTC Cares Team The OTC Cares Team is a collaborative network of student support professionals who provide proactive, holistic assistance to students experiencing academic, personal, or life challenges. The team works to connect students with appropriate campus and community resources.

Access and Accommodation Resources Access and Accommodation Resources (AAR) works with students, faculty, and staff to promote an inclusive learning environment. AAR coordinates reasonable accommodations for students with documented physical or non-physical disabilities in accordance with applicable laws and institutional policies. Students seeking accommodations are responsible for contacting AAR and completing the required documentation process.

Financial Aid Services The Financial Aid Office assists students with understanding financial aid options, policies, and deadlines. Services include assistance with completing the FAFSA, information on grants and loans, and guidance on applying for scholarships, including a wide range of available opportunities.

Career Counseling and Employment Services Career and Employment Services supports students, alumni, and community members with career exploration, job search strategies, resume and interview preparation, and labor market information. Services may be provided through individual appointments or group workshops.

Students are encouraged to utilize available campus resources to support academic success, personal well-being, and safety throughout enrollment in the Medical Laboratory Technician Program. Program-specific advising practices are detailed in the Medical Laboratory Technician (MLT) Program Policies section of this handbook.

Nondiscrimination & Student Rights

Ozarks Technical Community College is committed to providing an educational environment that is free from discrimination and harassment. The College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, sexual orientation, gender identity, or any other status protected by applicable law in admission to, access to, treatment of, or employment in its programs and activities.

Students enrolled in the Medical Laboratory Technician (MLT) Program are entitled to the same rights, protections, and responsibilities afforded to all students of Ozarks Technical Community College. These rights include, but are not limited to, the right to due process, freedom from retaliation, and access to established institutional procedures for addressing concerns, complaints, or grievances.

Students who believe they have experienced discrimination, harassment, or a violation of their rights are encouraged to report concerns through appropriate institutional channels as outlined in the Ozarks Technical Community College Student Handbook. Program-specific student rights, grievance protections, and due process procedures are detailed in the Medical Laboratory Technician (MLT) Program Policies and Student Grievance & Due Process sections of this handbook. Reports may be made without fear of retaliation.

The MLT Program adheres to all applicable federal and state laws, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act, and works in coordination with institutional offices to ensure compliance and support for students.

Admission & Program Entry Requirements

Admission to Ozarks Technical Community College does not guarantee admission to the Medical Laboratory Technician (MLT) Program. Due to the rigorous nature of the curriculum and limited clinical placement availability, admission to the MLT Program is competitive.

Applicants must meet all institutional admission requirements as well as program-specific criteria outlined below.

General Admission Requirements

To be eligible to apply to the Medical Laboratory Technician Program, applicants must:

- Be admitted to Ozarks Technical Community College
- Have a **minimum cumulative GPA of 2.5** at the time of application
- Have **completed or be currently enrolled in all required prerequisite coursework** at the time of application, with the exception of Phlebotomy
- Submit a complete MLT Program application by the published deadline
- Participate in the program interview process, if selected
- Be able to meet the **Essential Functions / Technical Standards** of the program, with or without reasonable accommodation

Applicants who do not meet these requirements are ineligible for admission.

Required Prerequisite Coursework

At the time of application, applicants must have completed or be currently enrolled in the following required prerequisite courses. All prerequisite courses must be completed with a grade of “C” or higher. Applicants who are currently enrolled in prerequisite coursework at the time of application must successfully complete those courses with a grade of “C” or higher prior to program entry.

Science and Program Prerequisites

- BCS 145 or BCS 165 – Human Anatomy (with lab)
- BCS 146 or BCS 205 – Human Physiology (with lab)
- BCS 200 – Microbiology (with lab)
- CHM 101 or higher – College Chemistry

- MTH 128 or higher – College Mathematics
- MLT 100 – Introduction to Medical Laboratory Science (Must be completed or in progress during the Spring semester of application)
- PLB 100 – Introduction to Phlebotomy (May be completed prior to application or after acceptance; see Phlebotomy Exception)
- PLB 101 – Phlebotomy Clinical (Completed following acceptance, during Spring or Summer as scheduled)

General Education Prerequisites

- ENG 101 – Composition I
- COM 100 or higher – Introduction to Communication
- PSY 110 – Introduction to Psychology
- PLS 101 – Government and Politics

Prerequisite Course Recency Requirement

To ensure adequate preparation for laboratory and clinical education, the following prerequisite courses must have been completed within the past five (5) years at the time of application to the Medical Laboratory Technician (MLT) Program:

- BCS 200 – Microbiology
- PLB 100 – Introduction to Phlebotomy
- PLB 101 – Phlebotomy Clinical

Courses completed more than five years prior to application will not be accepted toward program prerequisites and may be required to be repeated.

Requests for exceptions to this requirement will be considered on a case-by-case basis and must be submitted in writing to the Program Director for review. Requests must include a valid and relevant justification demonstrating continued competency in the subject area. Applicant may be asked to demonstrate proficiency.

Examples of acceptable justification may include recent professional experience (e.g., completion of phlebotomy coursework more than five years ago with documented employment as a phlebotomist within the past two years).

Approval of exception requests is not guaranteed and is granted at the discretion of the program.

Phlebotomy Exception

PLB 100 (Introduction to Phlebotomy) and PLB 101 (Phlebotomy Clinical) are the only prerequisite courses that may be completed following acceptance into the Medical Laboratory Technician Program, depending on scheduling and program approval.

PLB 100 is offered in both Spring A block and Spring B block. Students with sufficient flexibility in their academic schedule may request to complete PLB 100 during Spring A block and PLB 101 – Phlebotomy Clinical during Spring B block. Requests must be approved in advance and coordinated with the course instructor, Sarah Schremser, and are subject to course availability and scheduling feasibility.

Completing PLB 100 and PLB 101 during the Spring semester results in a lighter course load during the Summer semester. However, students should be aware that this scheduling option may require additional health compliance documentation, including but not limited to an additional TB test, and may result in previously submitted health documentation reaching the one-year expiration timeframe prior to the final MLT clinical rotation. Students are responsible for maintaining current health and immunization requirements as required by the program and clinical sites.

Students who do not have sufficient room in their Spring schedule to accommodate a clinical rotation may complete PLB 100 during Spring B block and PLB 101 during the Summer semester. Students are responsible for ensuring timely completion of phlebotomy requirements to avoid delayed progression in the MLT Program.

Professional Equivalency and Credit

Students who are currently employed as phlebotomists may apply for professional equivalency for PLB 101 – Phlebotomy Clinical. Professional equivalency requests must include a letter from the employer verifying current phlebotomy duties and experience. Approval is at the discretion of program faculty.

Students who hold current phlebotomy certification may earn professional equivalency credit for both PLB 100 and PLB 101. Documentation of current certification must be submitted for review. Approved professional equivalency waives the requirement to complete the corresponding coursework.

Provisional Acceptance

Applicants who are currently enrolled in required prerequisite coursework at the time of application may be offered provisional acceptance into the MLT Program. Provisional acceptance is contingent upon:

- Successful completion of all in-progress prerequisite courses with a grade of “C” or higher
- Maintenance of a cumulative GPA of 2.5 or higher
- Completion of all program entry requirements by established deadlines

Failure to meet these conditions will result in rescission of the admission offer.

Candidate Selection Process

Qualified applicants are ranked using a point-based selection process that considers academic performance in prerequisite coursework, overall GPA, and other program-specific criteria, including an interview when applicable.

Admission offers are extended to the highest-ranking applicants based on available program capacity. Meeting minimum eligibility requirements does not guarantee acceptance into the program.

Program Entry Requirements

Applicants who accept admission into the MLT Program must complete all required onboarding and documentation prior to program entry, which may include but is not limited to:

- Criminal background check
- Drug and alcohol policy acknowledgment
- Health and immunization documentation
- Confidentiality and clinical practicum agreements
- Program orientation and acknowledgment of handbook policies

Failure to complete program entry requirements by designated deadlines may result in forfeiture of admission.

As a condition of admission to and continued participation in the Medical Laboratory Technician (MLT) Program, all accepted students are required to complete a criminal background check.

This requirement exists due to the program's affiliation agreements with clinical education sites and is mandatory for participation in laboratory and clinical experiences.

Criminal Background Check

Criminal background checks are conducted through a college-contracted agency in accordance with Ozarks Technical Community College Health Sciences policies. Students are responsible for completing the background check by the designated deadline.

Acceptance into the MLT Program or successful completion of program coursework does not guarantee eligibility for clinical placement, licensure, or certification. Clinical education sites reserve the right to deny student participation based on background check results. Additionally, eligibility to apply for certification or licensure is determined solely by the applicable state or national credentialing agency.

Students with a felony conviction or significant criminal history may be unable to participate in clinical education, which may prevent progression or completion of the MLT Program.

Failure to complete or pass the required criminal background check may result in forfeiture of admission or removal from the program.

Drug Testing Requirement (OTC Health Sciences Policy)

As a condition of admission to and continued participation in the Medical Laboratory Technician (MLT) Program, students are required to successfully complete drug screening in accordance with Ozarks Technical Community College Health Sciences Drug Testing Policy.

<https://ozarkstech.edu/programs/divisions/health-sciences/admission-information/health-sciences-drug-testing-procedure/>

All students enrolled in Health Sciences programs are prohibited from being under the influence of, or impaired by, alcohol or any drug or medication that alters behavior, judgment, or physical or cognitive abilities while engaged in any portion of the educational experience.

Drug testing is conducted through a college-approved vendor and is provided and paid for through student fees. Only results from approved vendors will be accepted.

Students are responsible for disclosing prescription medications, over-the-counter medications, and dietary substances that may affect test results, as required by the testing vendor and College procedures.

Drug Testing Clearance and Participation: Students who do not receive drug testing clearance will not be permitted to participate in laboratory or clinical education activities. Depending on

timing and enrollment status, failure to receive clearance may result in course failure, removal from clinical education, or dismissal from the program in accordance with institutional policy.

If a drug test result is inconclusive or requires retesting, the student will be restricted from laboratory or clinical activities until a conclusive negative result is received. At the discretion of the program, the student may be permitted to attend didactic coursework while results are pending.

Refusal to submit to required drug testing is considered grounds for immediate removal from Health Sciences programs.

Appeals and Additional Policy Information: Drug testing appeals, readmission eligibility, and sanctions related to non-clearance are governed by OTC Health Sciences and Student Conduct policies. Students are responsible for reviewing and complying with all institutional procedures.

Immunization and Health Requirements

As a condition of admission to and continued participation in the Medical Laboratory Technician (MLT) Program, students are required to submit health and immunization documentation in accordance with Ozarks Technical Community College Health Sciences policies and clinical site requirements.

If accepted into the MLT Program, students will be required to provide documentation of the following, which may include but is not limited to:

- Hepatitis B vaccination or signed declination
- Measles, Mumps, and Rubella (MMR)
- Varicella
- Tetanus, Diphtheria, and Pertussis (Tdap)
- Tuberculosis (TB) testing
- Influenza vaccination
- COVID-19 vaccination (subject to clinical site requirements)

Some sites may require students to maintain current Basic Life Support (BLS) for Healthcare Providers CPR certification.

Immunization, testing, and CPR requirements are subject to change based on clinical site policies. Students are responsible for contacting the Health Sciences Office for current requirements and submission deadlines.

Failure to submit required health documentation or to meet clinical site health requirements may result in ineligibility for laboratory or clinical participation, delayed progression, or dismissal from the program.

Employment While Enrolled

While employment is not prohibited during enrollment in the MLT Program, students are advised that the program is academically and clinically demanding. Employment must not interfere with class attendance, laboratory participation, clinical rotations, or academic performance.

Employment at a clinical affiliate must occur outside scheduled clinical education, and students may not be compensated while completing required clinical experiences. Employment-related conflicts will not be considered a valid excuse for failure to meet program requirements.

Essential Functions / Technical Standards

The Medical Laboratory Technician (MLT) Program at Ozarks Technical Community College is a rigorous academic and clinical program that places students in classroom, laboratory, and clinical settings where patient safety, accuracy, and professional behavior are essential. In order to successfully complete the program and meet graduation requirements, students must be able to perform the essential functions outlined below, with or without reasonable accommodation.

Essential functions are the non-academic requirements necessary to participate in and complete all aspects of the MLT curriculum. These functions are consistent with the expectations of the medical laboratory profession and the requirements of clinical affiliate sites. Admission and retention decisions in the MLT Program are based not only on academic performance but also on the student's ability to meet essential functions required for safe and effective participation in laboratory and clinical activities.

Students who believe they may require accommodations to meet essential functions must contact Access and Accommodation Resources (AAR) and follow institutional procedures for requesting accommodations. Reasonable accommodations will be considered in accordance with the Americans with Disabilities Act (ADA); however, accommodations may not compromise patient safety, essential program requirements, or the integrity of clinical experiences.

Essential Functions

The MLT program has established the following list of minimum essential (non-academic) requirements in compliance with the American Disabilities Act (PL 101-336), and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) that must be met, with or without reasonable accommodations, to participate in the program and graduate.

Essential Function	Technical Standard	Examples of Necessary Activities (not all inclusive)
Vision/Observation Requirements	Vision/Observation requirements include the ability to read charts, graphs, instrument displays, and the printed word, on paper or a computer monitor; distinguish gradients of colors, interpret microscopic and macroscopic details. NOTE: Color blindness does not necessarily preclude admission to the program.	1. Read and interpret charts, graphs, and instrument displays, such as analyzing a Complete Blood Count (CBC) graph on an automated hematology analyzer. 2. Identify subtle color gradients, such as distinguishing between shades of pink and purple on a Wright-stained peripheral blood smear. 3. Observe microscopic details, such as identifying abnormal cellular morphology under a microscope. 4. Recognize macroscopic details, such as differentiating between hemolyzed and non-hemolyzed blood specimens.

		5. Work with printed or digital materials, including laboratory manuals, results screens, and computer monitors.
Speech/Hearing/Communication Requirements	Speech/Hearing/Communication requirements include the ability to communicate effectively and sensitively in written and spoken Standard English in a manner that is understandable with instructors, fellow students, patients, and other members of the health care team in person and on the other end of the telephone; write and transmit information clearly, accurately, and efficiently.	1. Communicate with healthcare team members regarding abnormal or critical patient results. 2. Write concise and accurate reports, such as documenting quality control data. 3. Respond to phone inquiries from clinicians about test results or sample requirements. 4. Clearly explain pre-analytical sample handling instructions to other health care staff. 5. Listen and respond to instructions during laboratory training sessions or troubleshooting calls.
Motor Function Requirements	Motor Function requirements include sufficient motor function to perform a variety of routine laboratory testing, move freely and safely from one location to another in the clinical laboratory, patient care areas, corridors, and elevator; sufficient upper body muscle coordination to collect appropriate clinical specimens safely and accurately; dexterity to manipulate tools, instruments, and small equipment, including keyboards or other data input tools in a manner consistent with standards of clinical laboratory practice; ability to travel to assigned clinical experience sites; lift and move objects of at least 20 pounds.	1. Pipette precise volumes of reagents or samples, such as preparing serial dilutions for a test. 2. Collect and handle clinical specimens, such as venipuncture for blood collection. 3. Operate laboratory instruments, such as loading specimens into a centrifuge. 4. Move freely in laboratory and clinical areas, such as navigating safely between workstations and patient care areas. 5. Lift and transport laboratory supplies, such as carrying a 20-pound container of reagent to the required piece of equipment.
Intellectual, Conceptual, Integrative, and Quantitative Requirements	Intellectual, Conceptual, Integrative, and Quantitative requirements include the ability to read and understand textbooks, professional journals, and instrument manuals; read and follow written and verbal instructions in Standard English; measure, calculate, reason, analyze, evaluate and synthesize laboratory information/data.	1. Analyze and interpret quality control data to determine if test results are reliable. 2. Measure and calculate dilutions, such as preparing a 1:10 dilution of a patient sample. 3. Synthesize information from multiple sources, such as combining patient history with lab results to identify potential errors.

		4. Follow detailed verbal and written instructions, such as standard operating procedures (SOPs) for tests. 5. Evaluate and troubleshoot instrument errors, such as recalibrating an analyzer based on error codes.
Behavioral and Social Requirements	Behavioral and Social requirements include possessing the emotional stability required to be able to exercise good judgment in the lecture, laboratory, and clinical settings; work under time constraints to complete tasks on time in a mature, sensitive, and effective manner; work under both relaxed and stressful emergency situations, prioritize tasks, work on at least two different tasks at one time; make correct judgments with regards to patient results; be flexible with scheduling and able to adapt to changing environments in the laboratory; maintain alertness and concentration during a normal work period; work safely with potential chemical, radiological, and biological hazards using Universal Precautions; meet attendance requirements; possess the physical and psychological health requirements for full utilization of abilities; apply knowledge, skills, and values learned from coursework and life experience to new situations.	1. Exercise sound judgment when prioritizing tasks during a busy work shift, such as balancing STAT orders with routine testing. 2. Work effectively under time constraints, such as completing multiple assays within a limited timeframe. 3. Adapt to changing environments, such as switching between manual and automated testing protocols. 4. Follow safety protocols, such as wearing personal protective equipment (PPE) when handling infectious samples. 5. Maintain a professional demeanor with nurses and coworkers, even in high-stress or emergency situations such as a mass transfusion protocol in blood bank. 6. Meet attendance and punctuality requirements to ensure continuity of patient care and laboratory workflow.

Technical Standards

The Medical Laboratory Technician (MLT) Program utilizes instructional technologies and online learning platforms to support classroom instruction, laboratory activities, clinical preparation, communication, and assessment. Students are expected to meet the technical standards outlined below to fully participate in program activities.

Failure to meet technical standards may result in missed coursework, assessments, or communication and may impact academic progression.

Technology Access Requirements

Students must have reliable access to:

- A computer capable of accessing the internet, Canvas, and required software

- Reliable internet connectivity sufficient for streaming content, submitting assignments, and completing online assessments
- A webcam and microphone, as required for online or proctored assessments
- Technical issues related to personal equipment or internet access will not be considered a valid excuse for missed assignments, examinations, or deadlines.

Canvas Learning Management System

Canvas is the official learning management system used by Ozarks Technical Community College. Students are responsible for:

- Regularly accessing Canvas to review course materials, announcements, and assignments
- Submitting assignments and assessments through Canvas as required
- Monitoring grades and feedback posted in Canvas

Failure to review Canvas content does not excuse missed coursework or assessments.

Email and Communication

Students are required to use their official OTC email account for all program-related communication. Students are responsible for:

- Checking OTC email regularly
- Responding to faculty communication in a timely manner
- Ensuring their contact information is current

Failure to monitor email communication may result in missed deadlines or important program information.

Online Assessments and Proctored Examinations

The majority of MLT courses include online, remote, or proctored examinations. Students must comply with all testing requirements, which may include:

- Identity verification
- Webcam and screen monitoring
- Compliance with testing environment expectations

Failure to follow online testing protocols may be considered a violation of academic integrity and may result in disciplinary action.

Remote Proctored Examination Privilege

The option to complete proctored examinations remotely (e.g., from home) is a privilege, not a right, and is granted at the discretion of the program and course instructor. Remote testing privileges may be modified or revoked at any time to protect academic integrity.

If monitoring software (such as Proctorio) identifies unusual, suspicious, or noncompliant activity, the student may be required to complete all subsequent examinations in the Testing Center or under alternative proctoring conditions as determined by program faculty.

The requirement to test in the Testing Center does not constitute a penalty and will not be considered grounds for appeal. Students are expected to comply with all testing requirements and monitoring protocols as a condition of course participation.

Technical Support Responsibility

Students experiencing technical difficulties are responsible for promptly contacting OTC Information Technology Services and course faculty when issues arise. Students are expected to take reasonable steps to resolve technical issues in a timely manner to minimize academic impact.

Accommodations Related to Technology

Students requiring accommodations related to technology access or online learning must contact Access and Accommodation Resources (AAR) and follow institutional procedures. Approved accommodations will be implemented in accordance with OTC policy.

Medical Laboratory Technician (MLT) Program Policies

The following policies govern student advising, progression, clinical education placement, and due process within the Medical Laboratory Technician (MLT) Program. These policies apply to all students once admitted to the program and are intended to ensure fairness, transparency, confidentiality, and compliance with institutional and accreditation standards.

Academic Advising, Student Support, and Confidentiality

The Medical Laboratory Technician Program provides academic advising and student support services designed to guide students through program progression while maintaining confidentiality, professionalism, and impartiality.

Pre-admission advising is conducted during scheduled fall and spring advising sessions for students interested in the medical laboratory profession. These sessions provide objective information regarding program expectations, admissions requirements, and career pathways. Prior to admission, students are also assigned an Ozarks Technical Community College (OTC) Student Navigator who assists with general advising and institutional processes.

Once admitted to the MLT Program, academic advising occurs on an individual basis with program faculty, typically in the Program Director's office. Advising discussions may address academic progress, study strategies, professional behaviors, and general program expectations. Students experiencing academic difficulty may be proactively identified and invited to meet with program faculty to discuss current circumstances and potential supports.

When appropriate, students may be referred to institutional support services, including but not limited to:

- Academic tutoring services for study skills or course support
- OTC Counseling Services for personal or emotional concerns
- The OTC Cares process for assistance with financial or basic needs resources

All advising interactions are conducted confidentially. Informal advising conversations, personal disclosures, and referrals are not documented in the student's academic file. Information shared during advising meetings is not disclosed beyond appropriate institutional support services. Advising is provided equitably and without bias, favoritism, or discrimination. Formal academic actions, including probation, remediation, suspension, or dismissal, are documented in accordance with Medical Laboratory Technician (MLT) Program Policies and Ozarks Technical Community College institutional policies.

Clinical Education Placement

Clinical education is an essential and required component of the Medical Laboratory Technician (MLT) Program and is coordinated and governed through established programmatic processes and formal affiliation agreements with approved clinical education sites.

The MLT Program is responsible for coordinating all clinical education placements. Clinical placement assignments are determined by the program and are based on clinical site availability, program capacity, and student eligibility. Placement at a specific clinical site or within a specific timeframe is not guaranteed.

Students are not permitted to independently arrange, solicit, or secure clinical education placements. All clinical education experiences must be approved and assigned by the MLT Program.

Eligibility for participation in clinical education is contingent upon successful completion of required coursework and compliance with all academic, professional, health, safety, and institutional requirements. Failure to meet eligibility requirements may result in delayed or denied participation in clinical education and may impact program progression or completion.

The MLT Program will communicate with students regarding clinical education placement status and any implications for progression in accordance with program and institutional policies.

Student Grievance and Appeals

The Medical Laboratory Technician Program supports students' right to due process and provides a structured process for addressing concerns, grievances, and appeals in a fair, timely, and impartial manner.

Students are encouraged to attempt informal resolution of concerns by discussing issues directly with the involved faculty member or the Program Director when appropriate. If informal resolution is unsuccessful or inappropriate, students may initiate a formal grievance in accordance with Ozarks Technical Community College policies and procedures.

Formal grievances may address academic concerns, clinical education issues, or program policy disputes. All grievances are reviewed in accordance with institutional due process procedures. Students will not be subject to retaliation for filing a grievance or participating in the grievance process.

Academic Progression, Probation, Dismissal, and Appeals

The Medical Laboratory Technician Program maintains defined criteria for academic progression, probation, suspension, dismissal, and appeals to ensure transparency and consistency.

Program completion requires successful completion of all required coursework, laboratory activities, and clinical education experiences as outlined in the program curriculum.

Students who fail to meet academic, professional, or clinical performance standards may be subject to academic probation, remediation requirements, suspension, or dismissal from the program. Decisions regarding probation, suspension, or dismissal are based on documented performance and are communicated to students in writing.

Students have the right to appeal academic or disciplinary decisions in accordance with Ozarks Technical Community College academic appeal procedures. Appeals are reviewed impartially, and students are notified in writing of appeal outcomes and any conditions for continued enrollment or readmission.

Relationship to Institutional Policies

All Medical Laboratory Technician Program policies operate in conjunction with Ozarks Technical Community College institutional policies. In the event of a conflict between program policies and institutional policies, institutional policies shall take precedence.

Students are responsible for reviewing and complying with both program-specific and institutional policies throughout their enrollment in the Medical Laboratory Technician Program.

Academic Policies

The Medical Laboratory Technician (MLT) Program maintains academic policies that support student learning, ensure professional standards, and promote fairness and consistency. Students are responsible for understanding and complying with all academic policies outlined below as well as applicable institutional policies.

Grading

Student performance in the Medical Laboratory Technician (MLT) Program is evaluated using a combination of examinations, laboratory practical, clinical evaluations, assignments, media lab activities, and other assessment methods appropriate to each course. Grades are assigned in accordance with course syllabi and institutional grading policies. All grades are recorded in Canvas so that students are able to monitor their course standing throughout the semester.

A minimum course grade of “C” (75%) or higher is required to successfully complete all MLT courses. Failure to achieve a passing grade ($\geq 75\%$) in any course results in failure of the course, and the student will not be permitted to progress in the MLT Program.

Courses that include clinical components require students to meet both academic and clinical performance standards. Failure to meet either requirement results in course failure.

Students are responsible for monitoring their academic progress and seeking assistance when needed. At the four-week point of the semester, faculty will meet with students who are identified as being at risk of not achieving a passing grade by midterm. Students who cannot mathematically achieve a passing grade by midterm will not be permitted to participate in the Clinical Practicum and will be dismissed from the MLT Program.

Academic Integrity

Academic integrity is fundamental to professional practice in medical laboratory science. Students are expected to demonstrate honesty, integrity, and ethical behavior in all academic and clinical activities.

Violations of academic integrity include, but are not limited to:

- Cheating on examinations or quizzes
- Plagiarism or unauthorized use of materials
- Giving or receiving unauthorized assistance
- Falsification of data, records, or assignments
- Unauthorized recording, copying, or distribution of examination content

Academic integrity violations may result in disciplinary action up to and including assignment failure, course failure, dismissal from the program, and referral for institutional disciplinary action, in accordance with OTC policies.

Use of Artificial Intelligence (AI) Tools

The use of artificial intelligence (AI) tools, including but not limited to text generators, problem solvers, or content-creation platforms, to generate or substantially complete work that is submitted for a grade is prohibited unless explicitly authorized by the course instructor.

Submitting AI-generated content as one's own work constitutes academic dishonesty and will be treated as a violation of the Academic Integrity policy.

Students may use AI tools as a study aid, such as to:

- Clarify concepts
- Generate practice questions
- Assist with review or study planning
- Support understanding of course material

AI tools may not be used to:

- Generate written assignments, discussion posts, or lab reports for submission
- Complete quizzes, exams, or graded assessments
- Substitute for original student work or critical thinking

Instructors may provide specific guidance regarding permitted or prohibited AI use within individual courses. When in doubt, students are responsible for seeking clarification from the instructor prior to submission.

Attendance

Regular attendance is essential for success in the MLT Program due to the sequential and hands-on nature of the curriculum. Students are expected to attend all scheduled lectures, laboratory sessions, and clinical experiences.

Absences may negatively impact academic performance and professional evaluations. Laboratory and clinical sessions often cannot be replicated or made up due to specimen availability, equipment limitations, or clinical site constraints.

Excessive absences may result in course failure and/or dismissal from the program. Attendance expectations and consequences are outlined in individual course syllabi and must be adhered to at all times.

Remediation

The MLT Program provides remediation opportunities to support student learning and success while maintaining academic standards.

Remediation is required for students who score below 75% on a unit examination; however, any student may elect to remediate. Remediation consists of retaking the examination. All examinations are generated from test banks; therefore, while the remediation exam assesses the same content areas, the specific questions will differ from the original exam.

Upon successful completion of remediation, one-half of the point increase between the original score and the remediation score will be added to the original exam grade. Remediation will never result in a lower exam score.

Remediation must be completed within the timeframe specified by faculty. Failure to complete required remediation may result in documented counseling, impact progression, and possibly result in a fail grade for the course.

Remediation is intended to support improvement; however, it does not replace required academic performance standards.

Incomplete (“I”) Grade Policy

An Incomplete (“I”) grade may be assigned only when a student has been doing acceptable academic work but is unable to complete a limited portion of required coursework due to extenuating circumstances. An Incomplete grade is not automatically granted and must be approved by the course instructor in accordance with program and institutional policies.

Students who receive an Incomplete grade are responsible for completing all outstanding coursework within six (6) weeks from the date the Incomplete is assigned, unless an alternate deadline is approved in writing by the instructor and program administration. If the required coursework is not completed within the six-week timeframe, the Incomplete grade will be changed to a failing grade (“F”).

Classroom & Laboratory Attire Requirements

Students enrolled in the Medical Laboratory Technician (MLT) Program are required to wear OTC-approved galaxy blue scrubs during all scheduled MLT classroom laboratory sessions. Program attire standards apply to any class meeting involving laboratory activities, specimen handling, or use of laboratory equipment.

For safety and infection control purposes, students must also adhere to the following requirements during classroom laboratory sessions:

- Closed-toed shoes must be worn at all times
- Hair must be pulled back and secured away from the face and shoulders

Failure to comply with classroom laboratory attire requirements may result in removal from the laboratory for the day and may impact participation, attendance, or academic performance in accordance with course and program policies.

Professional Behavior & Conduct

Professional behavior is an essential component of the Medical Laboratory Technician (MLT) Program and is evaluated throughout the program in the classroom, laboratory, and clinical settings. Students are expected to demonstrate behavior consistent with professional standards, institutional policies, and expectations of the healthcare environment.

Professional conduct directly impacts patient safety, quality of laboratory testing, and effective functioning as a member of the healthcare team.

Professional Behavior Expectations

MLT students are expected to demonstrate the following professional behaviors at all times:

- Accountability and responsibility for one's actions
- Honesty and integrity in academic and clinical activities
- Respectful communication with faculty, staff, peers, patients, and clinical personnel
- Compliance with confidentiality requirements, including HIPAA
- Appropriate appearance, hygiene, and adherence to dress code policies
- Punctuality, preparedness, and reliability
- Willingness to accept feedback and make necessary improvements
- Adherence to institutional, program, and clinical site policies

Affective Performance Evaluation

Professional behavior is assessed as part of the affective domain and contributes to overall student evaluation and progression in the MLT Program. Professionalism is evaluated through faculty observation, laboratory performance, clinical evaluations, and other assessment tools as outlined in course syllabi and clinical evaluation forms.

Deficiencies in professional behavior may result in counseling, remediation, probation, or dismissal from the program, regardless of academic performance.

Unprofessional Conduct

Unprofessional conduct includes, but is not limited to:

- Breach of patient or institutional confidentiality
- Dishonesty or falsification of records or data
- Unsafe laboratory or clinical practices
- Disruptive, disrespectful, or inappropriate behavior
- Failure to follow instructions or policies
- Excessive tardiness or absenteeism
- Use of electronic devices in violation of program or clinical site policies

Alcohol and Drug Use (OTC Policy)

Impairment due to alcohol or drug use constitutes unprofessional conduct and may compromise safety in classroom, laboratory, clinical, or program-related activities. Students enrolled in the Medical Laboratory Technician (MLT) Program are prohibited from being under the influence of, or impaired by, alcohol or any drug or medication that alters behavior, judgment, or physical or cognitive abilities during any portion of the educational experience.

Failure to comply with drug testing requirements, a confirmed positive test, or evidence of impairment may result in removal from laboratory or clinical activities, disciplinary action, or dismissal from the MLT Program in accordance with program and institutional policies.

Disciplinary Action

Students in the Medical Laboratory Technician (MLT) Program are expected to demonstrate professional, respectful, and ethical behavior in all classroom, laboratory, clinical, and program-related activities. Failure to meet professional behavior expectations will result in disciplinary action consistent with program and institutional policies.

Disciplinary action is generally progressive; however, the severity of the behavior, impact on patient safety, ethical standards, or clinical site operations may warrant immediate escalation, including removal from the educational setting or dismissal from the program.

Disciplinary Process

The following process applies to professional behavior violations occurring in any instructional setting, including classroom, laboratory, and clinical education.

First Occurrence

- Verbal and written warning issued by program faculty
- Incident discussed with the student
- Documentation placed in the student's program file

Second Occurrence

- Development of a written Behavioral or Professionalism Contract
- Required meeting with program faculty to review expectations and corrective actions
- Contract remains in effect for a specified period or until program completion

Third Occurrence

- Meeting involving the student, program faculty, and the Dean of Health Sciences
- Disciplinary outcome determined based on documented evidence
- Possible outcomes include probation, removal from clinical education, course failure, or dismissal from the MLT Program

Immediate Escalation

Certain behaviors may result in immediate disciplinary action, including bypassing progressive steps. These include, but are not limited to:

- Conduct that compromises patient safety
- Violations of confidentiality or ethical standards
- Impairment due to alcohol or drug use

- Falsification of records
- Behavior resulting in removal at the request of a clinical affiliate

Immediate actions may include removal from the educational setting, clinical course failure, or dismissal from the program.

Documentation

All professional behavior violations and disciplinary actions will be documented and retained in the student's program file. Students will be afforded due process in accordance with Ozarks Technical Community College policies.

Student Responsibility

Students are responsible for maintaining professional behavior throughout enrollment in the MLT Program. Professional conduct expectations apply both on and off campus when students are participating in program-related activities or representing the MLT Program.

Clinical Education Policies

Clinical education is an essential component of the Medical Laboratory Technician (MLT) Program and provides students with supervised, hands-on experience in a clinical laboratory setting. Clinical experiences are designed to reinforce theoretical knowledge, develop technical competence, and promote professional behavior consistent with entry-level practice.

Participation in clinical education is a privilege and requires students to meet all academic, professional, and eligibility requirements.

Clinical Eligibility & Placement

Eligibility for participation in clinical education is contingent upon meeting all academic, professional, and program entry requirements and is governed by the Medical Laboratory Technician (MLT) Program Policies section of this handbook.

Clinical placements are coordinated by the Clinical Coordinator based on clinical site availability, program capacity, and completion of required documentation and compliance requirements. Students may be assigned to clinical sites within or outside the immediate geographic area and are responsible for transportation to assigned sites. Students will not be required to commute more than one (1) hour each way.

Clinical schedules and rotation assignments are determined by the clinical site in coordination with the program. Placement preferences may be considered when feasible; however, specific assignments cannot be guaranteed. Students are not permitted to independently arrange clinical education placements.

If clinical education is delayed due to site availability or eligibility issues, affected students will be advised regarding scheduling or progression options consistent with program and institutional policies.

Clinical Practicum & Affiliate Sites

During each semester of the program, Medical Laboratory Technician (MLT) students who have successfully completed all required prerequisite and preceding coursework may be assigned to an approved affiliate laboratory for a clinical practicum. Clinical affiliate laboratories are essential partners in health care education and provide supervised, hands-on learning experiences that reinforce classroom and laboratory instruction.

The MLT Program maintains affiliation agreements with NAACLS-approved clinical sites, which include but are not limited to:

- Baxter Regional Medical Center – Mountain Home, Arkansas
- Citizens Memorial Hospital – Bolivar, Missouri
- Cox Adult Medicine and Endocrinology – Springfield, Missouri
- Cox Hospital Monett – Monett, Missouri
- Cox Medical Center Branson – Branson, Missouri
- Cox North – Springfield, Missouri
- Freeman Hospital – Joplin, Missouri
- Jordan Valley Community Health Center – Springfield, Missouri
- Lake Regional Health System – Osage Beach, Missouri
- Mercy Hospital Aurora – Aurora, Missouri
- Mercy Clinic Branson – Branson, Missouri
- Mercy Hospital Joplin – Joplin, Missouri
- Mercy Hospital Lebanon – Lebanon, Missouri
- Mercy Hospital Springfield – Springfield, Missouri
- Phelps Health – Rolla, Missouri
- Quest Diagnostics – Springfield, Missouri
- Texas County Memorial Hospital – Houston, Missouri

* Clinical sites are subject to change

Each clinical affiliate offers a comprehensive range of laboratory testing and utilizes current instrumentation and methodologies. Under the supervision of experienced laboratory professionals, students learn to organize workflow, assess specimen quality, operate and maintain instrumentation, and verify test results as they rotate through the various departments of the clinical laboratory.

Although no two clinical sites are identical, each provides a high-quality educational experience. Once students demonstrate entry-level competency in analytical tasks, repetition is limited to periodic review to maintain proficiency. Students are supervised at all times and do not replace qualified laboratory staff.

Clinical affiliates contribute employee time, expertise, supplies, and patient specimens to support student education. In return, Ozarks Technical Community College agrees to assign only students who meet established academic, professional, and ethical standards. The College further agrees to remove a student from a clinical site if the student is deemed unacceptable by the affiliate due to health concerns, performance issues, criminal background, or other reasonable cause, in accordance with program and institutional policies.

Clinical Affiliate Site Responsibilities

Clinical affiliate sites partner with Ozarks Technical Community College to provide supervised educational experiences for Medical Laboratory Technician (MLT) students. Clinical education at affiliate sites is conducted for educational purposes only.

Affiliate sites agree that students:

- Are not employees of the clinical site
- Will not replace, substitute for, or function in place of paid laboratory personnel
- Will be supervised at all times by qualified laboratory professionals

Students may participate in laboratory testing activities appropriate to their level of education and demonstrated competency; however, students will not be used to meet staffing needs, cover absences, or fulfill routine staffing assignments.

If an affiliate site determines that a student's participation is no longer appropriate or consistent with educational objectives, the site may request removal of the student in accordance with program, institutional, and clinical affiliation agreement policies.

Student Responsibilities During Clinical Education

While participating in clinical education, students are expected to adhere to all program, institutional, and clinical affiliate policies and procedures. Student responsibilities include, but are not limited to:

- Maintaining professional behavior and ethical conduct at all times
- Complying with clinical site policies, procedures, and schedules
- Maintaining patient confidentiality in accordance with HIPAA
- Following laboratory safety protocols and infection control procedures
- Performing assigned tasks only under appropriate supervision
- Demonstrating preparedness, punctuality, and accountability
- Completing all required competencies, evaluations, and documentation

Students represent Ozarks Technical Community College and the MLT Program while in clinical settings and are expected to conduct themselves accordingly.

Clinical Attire & Identification

Professional appearance and proper identification are essential components of patient safety, infection control, and professional conduct during clinical education. Students are required to comply with Medical Laboratory Technician (MLT) Program attire standards as well as all clinical site-specific policies.

Required Attire: Students must wear OTC-approved galaxy blue scrubs, which are available for purchase through the Ozarks Technical Community College Bookstore, during all scheduled clinical education experiences unless otherwise directed by the clinical site.

Identification: Students are required to wear the following identification at all times while at the clinical site:

- OTC name badge
- OTC Student badge buddy indicating student status

Identification must be worn on the upper chest area and must be clearly visible. Some clinical affiliates may issue additional facility-specific identification badges; these badges must be returned to the facility upon completion of the clinical rotation.

If a student's OTC name badge is lost, it may be replaced through the Health Sciences Office for a \$5 replacement fee.

Professional Appearance and Infection Control Standards: To maintain a professional appearance and support infection control practices, students must adhere to the following standards during clinical education:

- Hair must be pulled back and secured away from the face and shoulders
- Closed-toed shoes must be worn at all times
- Nails must be kept short and unpolished
- Artificial or acrylic nails are not permitted

Students must comply with clinical site-specific requirements regarding jewelry, piercings, tattoos, and personal grooming

Additional personal protective equipment (PPE) requirements are addressed in the MLT Safety Module and must be followed as directed by the clinical site.

Attire Violations and Disciplinary Action: Failure to adhere to clinical attire, identification, or appearance standards may result in disciplinary action. Consequences may include, but are not limited to:

- Removal from the clinical site for the day
- Written warning or documentation of the violation
- Placement on probation or a behavioral/professionalism contract
- Clinical course failure or dismissal from the MLT Program

Disciplinary action will be determined based on the nature, frequency, and severity of the violation and in accordance with program and institutional policies. Repeated or serious violations that compromise patient safety, infection control, or professional standards may result in immediate removal from the clinical site.

Clinical Attendance

Clinical education attendance is mandatory and is governed by both Medical Laboratory Technician (MLT) Program requirements and the Ozarks Technical Community College Clinical Education Attendance Procedure available at <https://ozarkstech.edu/wp-content/uploads/2025/12/2025.Clinical-Attendance-Procedure.pdf>. Students are expected to be present, punctual, and prepared for all scheduled clinical experiences.

Attendance in the clinical setting is defined as being present for the entire scheduled clinical workday. Students are expected to attend clinical rotations during the hours assigned by the Clinical Instructor (CI), which typically average approximately 32.0 hours per week and may include early mornings or evenings, depending on the clinical site.

Absences and Missed Clinical Time: Absences, tardiness, or early departures from clinical assignments may negatively impact competency achievement, professional evaluations, and

course completion. Due to the nature of clinical education, missed clinical time may not always be able to be made up.

All missed clinical hours must be made up at a time approved by the Clinical Instructor, Clinical Coordinator, and Program Director, when feasible. Make-up time must occur at the assigned clinical site and within the scheduled clinical rotation whenever possible.

Failure to meet clinical attendance requirements may result in remediation, clinical course failure, or dismissal from the MLT Program, in accordance with program and institutional policies.

Notification Requirements: If a student is unable to attend any portion of a scheduled clinical day, the student must:

- Notify the Clinical Instructor **and** Clinical Coordinator
- Notification must occur as soon as possible and no later than one (1) hour prior to the scheduled start time
- Notify program administration of **any missed clinical time**, including late arrivals, early departures, or full-day absences

Failure to follow notification procedures may be considered an unexcused absence.

Tardiness: Students are expected to arrive at the clinical site ready to begin assigned duties at the scheduled start time. Repeated tardiness or failure to be prepared for clinical responsibilities may result in disciplinary action and negatively impact clinical evaluations.

Attendance Thresholds and Disciplinary Action: Excessive absences may result in disciplinary action. More than one absence of scheduled clinical hours may result in required remediation, additional clinical assignments, clinical course failure, or dismissal from the program. Students exceeding attendance thresholds will be required to meet with program administration. Additional clinical education activities or assignments may be required if clinical time is missed.

Excused Absences: The following circumstances may be considered excused absences and evaluated on a case-by-case basis. Documentation may be required.

- Death of an immediate family member (spouse, child, parent, or sibling)
- Student hospitalization or significant medical condition (documentation required)
- Highly infectious illness documented by a healthcare provider
- Emergencies or circumstances beyond the student's control

Even when excused, missed clinical time is still required to be made up.

Travel and Inclement Weather: If Ozarks Technical Community College is closed due to inclement weather, students must use professional judgment to determine whether travel to the clinical site is safe. Any clinical hours missed due to weather conditions must be made up at the assigned clinical site. Make-up scheduling must be coordinated with the Clinical Instructor and the clinical site.

Tracking Clinical Time: Students are responsible for accurately and honestly tracking all clinical hours as required by the Medical Laboratory Technician (MLT) Program. Time records must be completed and submitted in accordance with program procedures. Students are expected to maintain an average of approximately 32.0 hours per week during full-time clinical rotations, unless otherwise specified by the program.

Falsification, misrepresentation, or alteration of clinical time records constitutes an ethical violation and is considered a serious breach of professional conduct. Any student found to have falsified clinical attendance or time documentation will be subject to disciplinary action, which may include, but is not limited to:

- Written warning
- Behavioral or professionalism contract
- Clinical course failure
- Dismissal from the MLT Program

Disciplinary action will be determined based on the severity of the violation and in accordance with program and institutional policies. Falsification of records may also be reported to clinical affiliates and may impact future clinical placement or certification eligibility.

Clinical education is a critical component of professional skill development. Attendance violations, failure to follow reporting procedures, or failure to meet required clinical hours may result in disciplinary action, clinical failure, or dismissal from the MLT Program.

Clinical Evaluation & Assessment

Students are expected to enter each clinical rotation with the foundational knowledge and skills acquired during didactic coursework. Clinical education is designed to reinforce and apply previously learned material; it is not intended to provide remedial instruction.

Students are responsible for preparing for each rotation by reviewing applicable principles, procedures, and instructional materials provided by the program and/or clinical site. Clinical instructors are not responsible for reteaching didactic content.

Evaluation of Clinical Performance

Student performance during clinical education is evaluated by clinical instructors and program faculty using standardized evaluation tools provided by the Medical Laboratory Technician (MLT) Program. Students will receive information regarding evaluation criteria prior to the start of clinical education.

Clinical evaluation includes assessment of the following areas:

Knowledge: Students may be assessed on theoretical knowledge related to instrumentation, procedures, and laboratory practices specific to the clinical site. Some clinical sites may assign quizzes or review activities. Any required assignments must be completed as directed and within established timeframes.

Technical Skills: Students are evaluated on their ability to perform laboratory testing accurately, precisely, and in accordance with established procedures. Program-provided objectives and competency checklists are used to track skill development and performance.

Professional Behavior: Professional conduct, communication, reliability, adherence to policies, and ethical behavior are evaluated throughout the clinical experience. Students are expected to demonstrate professionalism consistent with entry-level practice.

Students will have the opportunity to review and discuss clinical evaluations. Completed evaluations become part of the student's program record.

Clinical Course Evaluation and Progression

Satisfactory performance in each clinical rotation is required for successful completion of clinical coursework. Failure to meet academic, technical, or professional performance expectations may result in remediation, clinical course failure, or dismissal from the program, in accordance with program policies.

Clinical performance or behavior that disrupts patient care, compromises safety, or violates professional standards may result in immediate removal from the clinical site. Removal from a clinical site may result in an unsatisfactory clinical evaluation and course failure.

Student Evaluation of Clinical Experience

Students are provided the opportunity to evaluate each clinical rotation. Student feedback is used for program assessment and continuous improvement and may be shared with clinical affiliates in aggregate form.

Clinical Documentation

Students are required to maintain accurate clinical documentation as directed by the program, including time logs and competency records. All documentation must be truthful and complete. Falsification of clinical records constitutes an ethical violation and may result in disciplinary action, up to and including dismissal from the program.

Clinical Removal and Dismissal

A student may be removed from a clinical site at the request of the clinical affiliate or the MLT Program for reasons including, but not limited to:

- Unsafe or unethical practices
- Breach of patient or institutional confidentiality
- Unprofessional behavior
- Failure to follow instructions or policies
- Inadequate clinical performance
- Violation of health, safety, or regulatory requirements

Removal from a clinical site may result in clinical failure and/or dismissal from the MLT Program. Serious violations that compromise patient safety or ethical standards may result in immediate dismissal without the opportunity for remediation.

Students removed from clinical education are subject to program progression, dismissal, and appeal policies as outlined in this handbook and applicable institutional policies.

Health, Safety & Risk Management

The Medical Laboratory Technician (MLT) Program is committed to maintaining a safe learning environment for students, faculty, patients, and clinical personnel. Due to the nature of laboratory and clinical work, students may be exposed to physical, chemical, and biological hazards. Adherence to established safety practices and risk management policies is required at all times.

Participation in the MLT Program requires compliance with all health, safety, and risk management requirements outlined below as well as applicable institutional and clinical affiliate policies.

General Safety Requirements

Students must adhere to all laboratory and clinical safety policies, procedures, and training requirements, including but not limited to:

- Compliance with Occupational Safety and Health Administration (OSHA) standards
- Use of appropriate personal protective equipment (PPE)
- Adherence to infection control and standard precautions
- Proper handling, labeling, storage, and disposal of specimens and hazardous materials
- Compliance with chemical hygiene and laboratory safety protocols

Unsafe practices will not be tolerated and may result in disciplinary action, including removal from laboratory or clinical activities.

Bloodborne Pathogens and Exposure Risk

Students receive training on bloodborne pathogens and exposure prevention prior to participation in laboratory and clinical activities. Students are required to follow established procedures to minimize the risk of exposure to blood or other potentially infectious materials.

In the event of an exposure incident, injury, or accident, students must immediately notify program faculty and the clinical supervisor and follow established reporting and medical evaluation procedures.

Occupational Exposure and Injury Procedures

Students who experience a needle stick, sharps injury, splash exposure, chemical exposure, or other occupational injury during classroom, laboratory, or clinical activities must take immediate action to minimize risk and ensure appropriate follow-up.

In the event of an occupational exposure or injury, students should:

1. Immediately perform appropriate first aid measures, including washing the affected area with soap and water or flushing exposed eyes or mucous membranes with water.
2. Notify the instructor, clinical preceptor, supervisor, or appropriate personnel immediately.
3. Follow the exposure management procedures of the clinical affiliate, when applicable.
4. Complete all required incident documentation.
5. Seek appropriate medical evaluation and treatment as soon as possible.

Students are responsible for expenses associated with medical evaluation, testing, and treatment unless otherwise covered by personal health insurance or applicable clinical affiliate policies.

Additional exposure management procedures and safety requirements are reviewed during orientation, laboratory safety training, and clinical preparation activities.

Insurance and Financial Responsibility

Because participation in medical laboratory education involves potential exposure to physical, chemical, and biological hazards, students will receive instruction in appropriate safety measures prior to and during laboratory and clinical activities.

In the event of an accidental injury or exposure occurring during classroom, laboratory, or clinical education activities, neither the clinical education site nor Ozarks Technical Community College assumes financial responsibility for medical treatment or related costs. Students are strongly encouraged to maintain personal health insurance coverage.

All injuries, exposures, or accidents must be reported immediately to the Program Director and, when applicable, to the clinical supervisor, in accordance with program and institutional reporting procedures. Additional information regarding student responsibilities related to injuries and accidents is outlined in the [OTC Student Handbook](#).

Professional Liability Insurance

Ozarks Technical Community College provides group professional liability insurance for students during scheduled clinical education experiences in the amount of \$1,000,000 per occurrence / \$3,000,000 aggregate. Students are not required to carry additional professional liability insurance; however, students may choose to obtain individual professional liability coverage at their own expense if they wish.

Incident Reporting

All accidents, injuries, or unsafe conditions that occur during classroom, laboratory, or clinical activities must be reported immediately to program faculty and, when applicable, to clinical site supervisors. In addition, an incident report form must be completed and filed with the Safety and Security office.

Risk Acknowledgment

By enrolling in the Medical Laboratory Technician Program, students acknowledge the inherent risks associated with laboratory and clinical education and agree to comply with all safety and risk management policies. Failure to adhere to health and safety requirements may result in disciplinary action, up to and including dismissal from the program.

Student Grievance & Due Process

The Medical Laboratory Technician (MLT) Program is committed to maintaining fair, consistent, and equitable processes for addressing student concerns, complaints, and grievances. Students are entitled to due process and the opportunity to have concerns reviewed in a timely and respectful manner.

The MLT Program follows the student grievance and due process procedures established by Ozarks Technical Community College. Program progression, probation, dismissal, and appeal decisions are governed by the Medical Laboratory Technician (MLT) Program Policies section of this handbook and applicable institutional policies. This section provides procedural guidance for addressing

student concerns and grievances and should be read in conjunction with the Medical Laboratory Technician (MLT) Program Policies section of this handbook. Program-specific procedures outlined below are intended to support informal resolution whenever possible and to clarify the steps students should follow when concerns arise. Most student concerns are directly related to classroom instruction, laboratory activities, or clinical education experiences. In these situations, the faculty member or clinical instructor directly involved is usually the first and best resource for resolving concerns.

Informal Resolution

The following communication pathway is recommended when addressing a student concern:

Course Instructor / Clinical Instructor: The student should first make an appointment to discuss the concern with the instructor or clinical instructor directly involved.

MLT Program Director: If the concern is not resolved or the student does not feel comfortable speaking with the instructor, the student should contact the Program Director: Dr. Danyel Anderson, andersod@otc.edu, 417-447-7420.

Dean of Health Sciences: If the concern cannot be resolved by the instructor and Program Director, the student should contact: Michelle Crum, Dean of Health Sciences, crumm@otc.edu, 417-447-8801.

Informal resolution is often the most effective and timely means of addressing concerns and is strongly encouraged prior to initiating a formal grievance.

Clinical Education Concerns

If a concern arises during clinical education (e.g., supervision, academic preparation, professional behavior, injuries, or safety issues), the student should follow the steps outlined below:

- Discuss the concern with the Clinical Instructor (CI) immediately, when appropriate.
- Contact the Clinical Coordinator as soon as possible.
- If the concern cannot be resolved by the Clinical Coordinator, the Program Director will be included in the discussion.

Due to the nature of some clinical issues, it may be appropriate for the student to contact program faculty immediately. Resolution strategies may include telephone consultation, individual meetings, or joint meetings involving the student, Clinical Instructor, Clinical Coordinator, and Program Director.

Clinical site policies and decisions may impact a student's participation in clinical education. If a concern involves a personality conflict or a clinical site is determined not to be a good fit for the student, the student may be reassigned to a different clinical site at the discretion of the Clinical Coordinator, based on site availability and program considerations.

If the issue is determined to be related to student performance, behavior, or policy violations and the clinical site requests removal, the student may be removed from the clinical experience. Clinical removal may result in course failure or dismissal from the program, in accordance with program and institutional policies.

Formal Grievance Procedure

If a concern cannot be resolved informally, students may initiate a formal grievance in accordance with Ozarks Technical Community College grievance procedures as outlined in the OTC Student Handbook.

Formal grievances may relate to, but are not limited to:

- Academic evaluation or progression decisions
- Clinical education issues
- Alleged unfair treatment
- Program policy application

Students must follow institutional timelines, submission requirements, and appeal procedures when filing a formal grievance.

Due Process and Student Rights

Students in the MLT Program are entitled to due process, which includes:

- Clear communication of program expectations and policies
- Notice of academic or disciplinary concerns
- Opportunity to respond to concerns and provide relevant information
- Access to established institutional appeal procedures

No student will be subject to retaliation for raising concerns or filing a grievance in good faith.

Institutional Policies

The MLT Program adheres to all Ozarks Technical Community College policies related to student grievances, due process, nondiscrimination, and academic appeals. Students are responsible for reviewing and understanding the grievance procedures outlined in the OTC Student Handbook and Academic Catalog. Student educational records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and Ozarks Technical Community College policy.

Progression, Withdrawal & Readmission

The Medical Laboratory Technician (MLT) Program is sequential and progressive in nature. Students must successfully complete each required course and clinical experience in the prescribed order to ensure acquisition of the knowledge, skills, and professional behaviors necessary for safe and effective practice.

Progression, withdrawal, and readmission policies are designed to support student success while maintaining academic integrity, patient safety, and program standards.

Program Progression

Once admitted to the MLT Program, students are expected to progress through the curriculum in sequence.

To remain in good standing and progress in the program, students must:

- Earn a minimum grade of “C” (75%) or higher in all MLT courses
- Successfully meet both academic and laboratory/clinical performance standards in courses with laboratory or clinical components
- Demonstrate acceptable professional behavior and affective performance
- Meet all health, safety, and clinical eligibility requirements

Failure to meet progression requirements will result in course failure and may result in dismissal from the program.

Withdrawal from the Program

Students who choose to withdraw from the MLT Program are strongly encouraged to discuss their decision with the Program Director prior to withdrawal. Withdrawal from the program may occur voluntarily or as a result of academic, clinical, or professional performance issues.

Withdrawal from a course or the program is subject to institutional policies and deadlines as outlined in the OTC Academic Catalog and Student Handbook. Students are responsible for initiating the official withdrawal process through Ozarks Technical Community College.

Failure to officially withdraw may result in a failing grade.

Dismissal from the Program

A student may be dismissed from the MLT Program for reasons including, but not limited to:

- Failure to meet academic progression standards
- Failure to meet laboratory or clinical performance requirements
- Unsafe or unethical behavior
- Violation of program, institutional, or clinical site policies
- Failure to meet essential functions or health and safety requirements
- Removal from a clinical site due to student-related issues

Dismissal decisions are made in accordance with program and institutional policies and are subject to due process procedures as outlined in this handbook and the OTC Student Handbook.

Readmission to the Program

A student who fails a course (final grade below 75%) or voluntarily withdraws from the Medical Laboratory Technician (MLT) Program and wishes to return is not guaranteed readmission. Readmission options depend on the semester in which the failure or withdrawal occurred and are subject to program capacity and clinical site availability.

Fall Semester (Initial Semester of the MLT Program): Students who fail a course or withdraw during the Fall semester must reapply to the MLT Program and compete with all other applicants for admission in the next application cycle.

If readmitted, the student will be required to restart the program from the beginning and repeat previously completed coursework. MLT 205 – Clinical Immunology is the only course that will not be required to be repeated, provided it was successfully completed with a grade of “C” (75%) or higher.

Spring Semester: Students who fail a course or withdraw during the Spring semester have two possible options for readmission:

Option 1: Reapplication and Program Restart: The student may choose to reapply to the MLT Program and compete with all other applicants. If selected for admission, the student will restart the program from the beginning and repeat all previously completed coursework, with the exception of MLT 205 – Clinical Immunology.

This policy exists because students are expected to enter clinical education with current proficiency in all required knowledge and skills.

Option 2: Conditional Readmission by Competency Examination: The student may notify the Program Director in writing of their intent to return to the program during the Spring semester in which they previously withdrew or failed.

Students choosing this option must successfully complete didactic and skill-based competency examinations prior to readmission. These comprehensive exams will assess knowledge and skills from all previously completed semesters. A minimum score of 75% or higher is required to pass each competency exam. If the student does not pass on the first attempt, up to two remediation attempts will be permitted.

Readmission under this option is contingent upon availability of an open slot, defined as current cohort enrollment being below 20 students.

Deadlines: Students seeking Spring readmission must notify the Program Director no later than September 1. Competency examinations will be administered in October.

Limits on Readmission: A student may utilize the withdrawal/readmission process only one time after admission to the MLT Program. A lapse of more than one year from the time of withdrawal or dismissal will require the student to reapply through the standard MLT admission process and compete with all applicants. Conditional readmission by competency examination will not be available after a lapse exceeding one year.

Final Authority: All readmission decisions are made at the discretion of the MLT Program and are subject to faculty review, program capacity, clinical site availability, and compliance with current program policies. Students who were dismissed for unsafe practice, unethical behavior, or serious professionalism violations may be ineligible for readmission.

Time Limits and Curriculum Changes

Students who are readmitted to the program are subject to the current curriculum and program policies in effect at the time of readmission. Changes in curriculum, course sequencing, or clinical requirements may affect the student's program plan and time to completion.

Program Completion & Certification Eligibility

Successful completion of the Medical Laboratory Technician (MLT) Program requires fulfillment of all academic, laboratory, and clinical requirements as outlined in the program curriculum and this student handbook.

Program Completion Requirements

To complete the MLT Program and be awarded the Associate of Applied Science degree in Medical Laboratory Technology, students must:

- Successfully complete all required coursework in the prescribed sequence
- Earn a minimum grade of “C” (75%) or higher in all MLT courses
- Successfully complete all laboratory and clinical competencies
- Demonstrate acceptable professional behavior and affective performance
- All graduates of Ozarks Technical Community College must meet the College’s 15-hour residency requirement
- Meet all institutional graduation requirements of Ozarks Technical Community College

Students who fail to meet any program completion requirement will not be eligible for graduation.

Certification Eligibility

Graduates of the Medical Laboratory Technician Program may be eligible to apply for national certification examinations, such as the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) Medical Laboratory Technician (MLT) examination.

Graduation from the Medical Laboratory Technician Program is not contingent upon passing a national certification or licensure examination. Students who successfully complete all program requirements will be awarded the Associate of Applied Science degree regardless of whether they take or pass a certification examination.

Completion of the MLT Program does not guarantee certification. Certification eligibility is determined by the certifying agency, and graduates are responsible for meeting all eligibility requirements, submitting required documentation, and successfully passing the certification examination.

Student Responsibility

Students are responsible for understanding certification eligibility requirements, application procedures, and deadlines established by certifying agencies. Program faculty may provide guidance and general information; however, responsibility for certification application and examination rests with the graduate.

Program Closure & Teach-Out Plan

Ozarks Technical Community College is committed to supporting students in the event of a program closure and ensuring that currently enrolled students are treated fairly and provided reasonable opportunities to complete their education.

Program Closure

In the event that the Medical Laboratory Technician (MLT) Program is discontinued due to administrative, financial, accreditation, or other circumstances, Ozarks Technical Community College will take appropriate steps to minimize disruption to students who are actively enrolled in the program.

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) will be notified of any decision to discontinue the program, in accordance with accreditation requirements.

Teach-Out Plan

If the MLT Program is closed, a teach-out plan will be implemented to allow students who are currently enrolled to complete program requirements whenever reasonably possible. The teach-out plan may include, but is not limited to:

- Completion of remaining coursework and clinical education at Ozarks Technical Community College
- Modification of course sequencing or scheduling to support timely completion
- Collaboration with clinical affiliates to facilitate completion of required clinical hours
- Guidance and advising to assist students in making informed decisions regarding program completion or transfer options

The specific structure of the teach-out plan will depend on factors such as the number of students affected, the point of progression within the program, and availability of faculty and clinical sites.

Student Notification and Advising

Students will be notified in writing of any program closure decision and provided with clear information regarding available options. Academic advising will be offered to assist students in understanding teach-out plans, transfer opportunities, and potential impacts on certification eligibility.

Limitations

While every reasonable effort will be made to support student completion, Ozarks Technical Community College cannot guarantee that all students will be able to complete the program within the originally published timeframe or under identical conditions. Teach-out options are subject to institutional approval, accreditation requirements, and resource availability.

Emergency Procedures

Ozarks Technical Community College is committed to providing a safe learning environment for students, faculty, staff, and visitors. Medical Laboratory Technician (MLT) students are expected to familiarize themselves with and comply with all college and clinical site emergency procedures.

Emergency procedures apply to all classroom laboratory, and clinical education settings.

On-Campus Emergencies

In the event of an emergency on campus, students should follow instructions provided by college officials, faculty, or emergency responders. Emergency notifications may be communicated through:

- OTC email
- Campus text alert system

- College website (otc.edu)
- Official OTC social media channels

Students should promptly evacuate or shelter in place as directed and should not re-enter buildings until authorized to do so.

Classroom Laboratory Emergencies

In the event of a laboratory emergency, including but not limited to chemical spills, fires, equipment malfunction, or exposure incidents, students must:

- Immediately notify the instructor or laboratory supervisor
- Follow laboratory safety procedures as outlined in the MLT Safety Manual located on the MLT Student Hub
- Follow OTC-established evacuation routes as posted in the classroom
- Utilize emergency equipment (e.g., eyewash stations, safety showers) as instructed in the MLT Safety Manual located on the MLT Student Hub
- Report all incidents, injuries, or unsafe conditions as soon as possible

Failure to follow laboratory emergency procedures may result in disciplinary action.

Clinical Site Emergencies

While participating in clinical education, students must adhere to the emergency procedures established by the assigned clinical affiliate site. In the event of an emergency at a clinical site, students must:

- Follow the clinical site's emergency protocols
- Notify the clinical supervisor immediately
- Contact the MLT Clinical Coordinator or Program Director as soon as possible
- Clinical site emergency procedures may differ from OTC procedures and must be followed accordingly.

Severe Weather and College Closures

In the event of severe weather or other conditions resulting in delayed opening or closure of the college, students will be notified through official OTC communication channels. Students are responsible for monitoring these communications.

Clinical site attendance during severe weather will be determined in coordination with the clinical affiliate and program faculty. Students should not place themselves at risk when traveling and must communicate with program faculty regarding attendance concerns.

Emergency Contacts

Students should keep emergency contact information current with Ozarks Technical Community College. In the event of an emergency, Safety & Security should be contacted immediately using posted emergency contact information.

Student Responsibility

Students are responsible for understanding and complying with all emergency procedures and instructions. Failure to follow emergency protocols may jeopardize personal safety and the safety of others and may result in disciplinary action.

Acknowledgment & Signature Pages

Students enrolled in the Medical Laboratory Technician (MLT) Program are required to acknowledge receipt of and responsibility for the policies, procedures, and requirements outlined in the MLT Student Handbook.

The acknowledgment and signature pages serve as documentation that the student has reviewed, understands, and agrees to comply with all program and institutional policies.

Student Handbook Acknowledgment

By signing the MLT Student Handbook Acknowledgment, the student affirms that they:

- Have received and reviewed the Medical Laboratory Technician Student Handbook
- Understand that they are responsible for complying with all program, institutional, and clinical affiliate policies
- Acknowledge that policies and procedures may be updated during enrollment
- Understand that failure to comply with program requirements may result in disciplinary action, including dismissal from the program

Policy Modification Notice

The Medical Laboratory Technician Program reserves the right to modify program policies, procedures, and requirements as necessary to maintain accreditation standards, comply with institutional or regulatory requirements, or respond to changes in professional practice.

Students will be notified of substantive changes, and continued enrollment constitutes acceptance of revised policies.

Signature Pages

The following signed documents must be submitted electronically and will be maintained within the course Canvas site as official program records.

- Authorization to Use or Disclose Health Information and Criminal Background Check
- Alcohol and Drug Policy
- Assumption of Risk and Consent to Procedures
- Clinical Practicum Student Contract
- Confidentiality Agreement for Clinical Training
- Essential requirements
- Occupational Exposure Injury Protocol
- Request for accommodations
- Student Orientation to Program Policies Form

Failure to submit required acknowledgment forms may result in delayed program entry or removal from program activities.