

University of Hawai‘i  
Kapi‘olani Community College



Medical Laboratory Technician  
Associate Degree Program

Policy Manual 2023 – 2024

## **Kapi‘olani Community College Administration:**

Chancellor: Louise Pagotto, Ph.D.  
Vice Chancellor of Student Affairs: Maria L. Bautista, Ph.D.

Dean of Health Academic Programs: Aaron Koseki, Ph.D.

Health Sciences Department Chair: Sheila Kitamura, RDH., M.Ed.

### **MLT Program Faculty:**

Director: Shepherd Maingano, Ph.D., MLS  
(ASCP)

Faculty: Kelie S. Augustine, BS, MLS (ASCP)  
Ray Yamaguchi, MPH, MLS (ASCP)

### **Counselors:**

Health Sciences Counselors: Russell Kinningham, M.Ed.  
Lani Suzuki-Severa M.Ed.

## COVID-19 Pandemic

Due to the COVID-19 pandemic, the Medical Laboratory Technician program follows guidelines set by the College.

The faculty will enforce these guidelines during all times students are in the classroom or laboratory. We will continue practicing social distancing.

\*At this time, our clinical partners require all students to be Covid-19 vaccinated prior to starting clinical training,

# INTRODUCTION

## INTRODUCTION

The Medical Laboratory Technician program at Kapi'olani Community College was initiated in August 1972, the second of five new health sciences programs at the college instituted under a DHEW Allied Health Professions Special Project Training Grant. With the aid of this grant, Kapi'olani developed health sciences education as an area of excellence. The Health Sciences Department of the college presently offers seven fully accredited/approved programs, (dental assisting, medical assisting, phlebotomy, physical therapist assistant, radiologic technology, respiratory care, and occupational therapist assistant) in addition to medical laboratory technology.

The mission of the Health Education Division at Kapi 'olani Community College is to develop and deliver student-centered health education programs that employ industry standards through partnerships with the healthcare community by:

- Offering credit and non-credit programs to provide competent and qualified personnel to meet the needs of the healthcare industry in Hawai'i;
- Providing quality learning opportunities for maintaining worker competence and career mobility in a rapidly evolving healthcare field; and
- Delivering friendly, courteous, individualized, and student-centered instructional and related support services that promote the likelihood of student success.

A Baccalaureate Degree of Science in Medical Technology offered at the University of Hawai'i - Manoa is the only other clinical laboratory science program in Hawai'i. There is cooperation with the baccalaureate program at UH-Manoa, in terms of sharing of large or expensive items of equipment infrequently used, as well as a means for MLT graduates to continue their education at the University of Hawai'i - Manoa in the Medical Technology program.

The MLT program is carried out in cooperation with affiliated community hospitals, medical centers, clinics, and private laboratories that provide the clinical experience for the students. The clinical experience is under the immediate supervision of the assigned laboratory personnel, but with overall coordination and evaluation by the college's MLT instructional staff.

The MLT program is accredited by the:

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Road, Suite 720  
Rosemont, IL 60018-5119  
(773) 714 - 8880  
<http://www.naacls.org>

## Mission Statement

The mission of the Medical Laboratory Technician program is to deliver and maintain a student-centered clinical laboratory education program that employs industry standards through partnerships with the healthcare community.

## MLT Program Goals

The Goals of the MLT program are to:

- Prepare graduates for entry level clinical laboratory technician positions
- Provide qualified Medical Laboratory Technicians for the clinical laboratories of Hawaii
- Maintain an up-to-date curriculum that serves the needs of the students and the community
- Serve as an educational resource for the laboratory community

## Program Student Learning Outcomes

Upon successful completion of the Associate in Science degree in Medical Laboratory Technician, the student should be able to:

- Perform routine clinical laboratory procedures within acceptable quality control parameters in Hematology, Chemistry, Immunohematology, Immunology/Serology, and Microbiology under the general direction of a Medical Technologist/Medical Laboratory Scientist or Pathologist.
- Demonstrate technical skills, social behavior and professional awareness incumbent upon a laboratory technician as defined by the American Society for Clinical Pathology (ASCP) and American Society for Clinical Laboratory Science (ASCLS).
- Effect a transition of information and experiences learned in the MLT program to employment situations and performance on the certification examination conducted by the American Society for Clinical Pathology.
- Apply systematized problem-solving techniques to identify and correct procedural errors, identify instrument malfunctions and seek proper supervisory assistance, and verify the accuracy of laboratory results obtained.
- Operate and maintain laboratory equipment, utilizing appropriate quality control

- and safety procedures.
- Perform within the guidelines of the Code of Ethics of the American Society for Clinical Pathology (ASCP) and the American Society for Clinical Laboratory Science (ASCLS), in addition to the restrictions established by local, state, and federal regulatory agencies.
  - Recognize and participate in activities which will provide current knowledge and continuing education in an effort to upgrade of skills in clinical laboratory medicine.

## Affective Characteristics

During MLT courses, students will be evaluated based on the following affective characteristics

- Projects an image of professionalism including appropriate level of confidence, appearance, and dress.
- Shows respect for self and others (including patients, classmates, instructors, clinical educators, and education coordinators).
- Prioritize requests and work concurrently on at least two different tasks.
- Apply knowledge, skills, and values learned from course work and life experiences to professional situations.
- Work independently and with others under time constraints.

## Essential Functions

In order to be a successful graduate of the MLT Program, the student must:

- Demonstrate mobility and motor skills sufficient to move within the assigned laboratory/clinical area to access specimens and laboratory equipment, operate equipment, and report results of analyses.
- Demonstrate corrected auditory' ability sufficient to understand verbal communications from instructors, patients, and members of the health team as well as to respond to emergency signals.
- Demonstrate corrected visual ability sufficient to accurately perform laboratory analyses, including microscopic analyses.
- Be able to understand and communicate in English sufficiently to understand, follow, and give verbal instructions in the laboratory/clinical area.





# MLT JOB DISCRIPTION

## ASCLS Model Career Ladder



**Document: Position of the Society**

**Classification: Position Paper**

**Date: July 2004**

**Status: Approved by the ASCLS House of Delegates July, 2004**

ASCLS Career Ladder Task Force

### ***Model Career Ladder***

The Model Career Ladder grid was developed to serve as a guideline to be used by supervisors and managers when developing a career ladder within their institution. Changes, additions, deletions, etc. should be made to reflect the needs of the organization.

Title	Education	Certification	Skills
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Technician I Entry Level	AA or AS degree	CLT/MLT	<ul style="list-style-type: none"> <li>• Focuses on skill and knowledge development</li> <li>• Consults with more experienced team members when necessary</li> <li>• Exhibits knowledge of laboratory tests, standards,</li> <li>• Exhibits basic knowledge of professional ethics, laws and regulations</li> <li>• Demonstrates entry level technician competencies</li> <li>• Produces accurate laboratory test results</li> <li>• Adheres to quality systems protocols</li> <li>• Disseminates laboratory test information in a timely manner</li> <li>• Demonstrates competency in field at least annually.</li> <li>• Membership in a professional organization</li> </ul>
Technician II	AA or AS degree	CLT/MLT	<p>Demonstrates characteristics of Technician I plus:</p> <ul style="list-style-type: none"> <li>• Works efficiently under the direction of experienced personnel</li> <li>• Performs multi-functional tasks</li> <li>• Focuses on obtaining additional knowledge and skills</li> <li>• Actively participates in continuing education</li> <li>• Active membership in professional organization(s).</li> </ul>

Technician III	AA or AS degree	CLT/MLT	<p>Demonstrates characteristics of Technician II plus:</p> <ul style="list-style-type: none"> <li>• Experienced and skilled technical worker</li> <li>• Demonstrates advanced knowledge and skills</li> <li>• Involved in instruction of new clinical laboratory personnel</li> <li>• Active membership and participation in professional organization(s).</li> </ul>
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<p>Scientist I Entry Level</p>	<p>Bachelor's Degree</p>	<p>CLS/MT</p>	<ul style="list-style-type: none"> <li>• Focuses on skill and knowledge development</li> <li>• Demonstrates entry level scientist competencies</li> <li>• Adheres to quality systems protocols</li> <li>• Involved in education of student clinical laboratory technicians/scientists</li> <li>• Consults with more experienced team members when necessary</li> <li>• Exhibits knowledge of laboratory tests and standards.</li> <li>• Exhibits basic knowledge of professional ethics, laws and regulations</li> <li>• Disseminates laboratory test information in a timely manner</li> <li>• Offers suggestions for improvement in operations</li> <li>• Monitors accuracy and precision of laboratory testing</li> <li>• Pursues continuing education and/or formal education</li> <li>• Membership in professional organization</li> </ul>
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Scientist II	Bachelor's degree	CLS/MT	<p>Demonstrate characteristics of Scientist I plus:</p> <ul style="list-style-type: none"> <li>• Capable</li> <li>• Interacts with other healthcare providers in a professional manner</li> <li>• Applies critical decision-making skills to reach conclusions about diagnostic testing needs</li> <li>• Evaluates laboratory testing requests for appropriateness</li> <li>• Seeks mentoring for leadership</li> <li>• Continually assesses own skills/abilities pursues continuing education and/or formal education when needed</li> <li>• Actively participates in continuing education</li> <li>• Uses evidence-based criteria to interpret laboratory-testing data</li> <li>• Works independently</li> <li>• Participates in clinical research.</li> <li>• Active membership in professional organization</li> <li>• Involved in instruction of new clinical laboratory personnel</li> </ul>
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Scientist III	Bachelor's Degree	CLS/MT	<p>Demonstrates characteristics of Scientist II plus:</p> <ul style="list-style-type: none"> <li>• Experienced</li> <li>• Knowledgeable</li> <li>• Problem solving skills well developed</li> <li>• Applies evidence-based criteria to correlate and interpret laboratory testing data</li> <li>• Applies clinical research to optimize laboratory testing</li> <li>• Assumes beginning leadership role by demonstrating leadership skills in problem solving, diagnostic testing management, and conflict resolution</li> <li>• Demonstrates ability to interact effectively with healthcare team members</li> <li>• Acts as clinical laboratory consultant to other members of the healthcare team.</li> <li>• Involved in education of student clinical laboratory technicians/scientists</li> <li>• Active membership and participation in local and state professional organization</li> </ul>
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Scientist IV	Bachelor's Degree	CLS/MT Specialization in one or more areas	<p>Demonstrates characteristics of Scientist III plus:</p> <ul style="list-style-type: none"> <li>• Looked to for leadership</li> <li>• Develops, performs and applies clinical research to optimize laboratory testing</li> <li>• Evaluates patient laboratory test results and suggests additional testing if necessary.</li> <li>• Supervises assigned personnel</li> <li>• Develops and implements a quality management system</li> <li>• Assumes responsibility for outcomes of the area</li> <li>• Collaborates in submission of case studies and articles for publication.</li> <li>• Mentors new members of the profession</li> <li>• Participates in organization wide activities (e.g. committees, taskforces, etc.)</li> <li>• Leadership role in education; designs, implements and evaluates education of new clinical laboratory personnel</li> <li>• Actively pursues advanced positions in the field</li> <li>• Active membership, participation, and leadership in national professional organization at the national level</li> <li>• Demonstrates leadership in a professional organization</li> </ul>
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Advanced Practice Scientist I	Master's degree	CLS/MT Specialization in one or more areas	<p>Characteristics of Scientist IV plus:</p> <ul style="list-style-type: none"> <li>• Evaluates laboratory testing for reimbursement based on evidence - based mechanism</li> <li>• Actively involved in mentoring</li> <li>• Uses clinical and other data to optimize laboratory testing</li> <li>• Counsels patients regarding the purpose and results of laboratory tests</li> <li>• Interacts with health care team in a consultative role</li> <li>• Demonstrates leadership skills in problem solving, diagnostic testing management, and conflict resolution</li> <li>• Involved in the development of new techniques/procedures</li> <li>• Leadership in national professional organization at the state level</li> <li>• Active in submission of articles for publication</li> <li>• Involved in process improvement projects</li> <li>• Presents at state, local and national meetings</li> </ul>
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Advanced Practice Scientist II	Masters degree	CLS/MT Specialization in one or more areas	<p>Demonstrates skills under APS I plus:</p> <ul style="list-style-type: none"> <li>• Demonstrates advanced leadership skills</li> <li>• Involved in researching new methods</li> <li>• Contributes to professional development in field of practice</li> <li>• Recognized as national expert in specialized field\</li> <li>• Effectively collaborates with other members of the healthcare team</li> <li>• Active membership, participation, and leadership in national professional organization at the national level</li> </ul>
Advanced Practice Scientist III	Doctorate	CLS/MT Specialization in one or more areas	<p>Demonstrates skills under APS II plus:</p> <ul style="list-style-type: none"> <li>• Recognized expert in field of practice</li> <li>• Expands the body of knowledge in the field</li> <li>• Assumes an advanced consultant role</li> <li>• Evaluates and documents interventions and laboratory testing outcomes</li> <li>• Develops and assumes new practices roles on the healthcare team.</li> <li>• Evaluates research proposals and research designs in clinical laboratory medicine for feasibility and efficacy.</li> </ul>

# ORGANIZATIONS

## American Society for Clinical Pathology (ASCP)

The ASCP Board of Certification (BOC), formerly known as the Board of Registry (BOR), is widely accepted as the authoritative organization in the United States and abroad for certifying Medical Technologists, Medical Laboratory Technicians and other laboratory personnel. Its requirements are recognized by such national organizations as the American Medical Association, the Canadian Medical Association, the American College of Surgeons, the American College of Physicians and the American Hospital Association. Through the standards of the Board of Certification, the status of medical technologists has been raised from the technical to the professional level and Medical Laboratory Technicians. Certified Laboratory Assistants/Specialists and other laboratory personnel have been accorded proper recognition.

### What is the Board of Certification?

The Board of Certification (BOC) is a standing committee of the American Society for Clinical Pathology (a non-profit, Illinois-based corporation). The members of this standing committee constitute the Board of Certification.

The BOC is a non-profit organization and the members of the Board of Certification receive no compensation. Income is derived from examination fees and annual registration fees. A financial report is compiled annually by a certified public accountant and submitted to the ASCP.

### What is the function of the Board of Certification?

The function of the Board of Certification is to establish standards for medical technologists and other categories of laboratory personnel and provide certifying mechanisms. Certification by the Board of Registry' is voluntary but has wide recognition among professional medical and hospital organizations.

The Board of Registry discharges its function in the following ways:

- Receives and evaluates applications for examination and certification.
- Develops and conducts examinations.
- Renders assistance to applicants and those holding certification.
- Maintains a current listing of those certified by the Board.
- Handles annual registration of those certified by the Board.

### Why is there a Board of Certification?

The clinical laboratory is a focal point in modern medical practice, and it is one of the major routes through which research discoveries are transferred to care of patients. Physicians are relying increasingly upon the results of laboratory examinations to assist them in making correct diagnoses and selecting appropriate treatment plans. These forces have created a continuing and growing need for laboratory workers with demonstrated competency. In early recognition of this need, the American Society of Clinical Pathology established in 1928 the Registry- of Medical Technologists. This action was the beginning of the profession of Clinical Laboratory Science.

Since 1928, the Board of Registry, in response to the growing complexities of clinical laboratory procedures, has progressively raised the educational requirements for Medical Technologists. Meanwhile, individuals with lesser training were also entering the clinical laboratory field. In addition, the Armed Forces have trained many people in clinical laboratory techniques. Recognizing the need for additional categories of workers in the clinical laboratory and the importance of establishing standards for their training and competence, the Board of Registry has developed certifying procedures for Medical Laboratory Technicians. Certification is also available to those who concentrate their efforts in one aspect of clinical laboratory work such as Histology, Cytology, and Cytogenetics. Certifications in Clinical Laboratory Science and specialist certifications in Chemistry, Hematology, Microbiology, Immunohematology, Blood Banking, and Molecular Biology are also available. As a result, there are spectra of standards and certifying procedures now available through the Board of Registry to meet the increasing need for manpower with several levels of skills for clinical laboratories.

Who is eligible for student membership in ASCP?

Students eligible for ASCP membership are enrolled in (1) clinical programs which culminate in medical laboratory scientist, medical laboratory technician, certified laboratory assistant, or other clinical laboratory specialties; (2) undergraduate medical technology/medical laboratory science programs in accredited colleges or universities; (3) graduate programs in related field.

### American Society of Clinical Laboratory Science (ASCLS)

What is the American Society for Clinical Laboratory Science?

ASCLS is a national professional society whose goals are to:

- Assure patients and their physicians the highest quality laboratory service that modern science affords;
- Expand and improve the profession's services;

- Encourage intelligent and capable individuals to enter the Clinical Laboratory Science profession;
- Establish and maintain high standards for the profession and for the services performed by its practitioners;
- Provide a forum for discussion of matters pertaining to the profession of Clinical Laboratory Science and for subsequent action thereon;
- Promote continuing education, research, and development programs; Represent the profession of Clinical Laboratory Science, to safeguard its high standards, and to protect the professional interests of its members;
- To constantly evaluate the role and function of Clinical Laboratory Science; Interest qualified candidates in choosing Clinical Laboratory Science as a career and to assist them in their evaluation of the requirements, opportunities, and activities of the profession;
- Encourage devotion to professional service and ethical standards.

#### Who are the members of ASCLS?

ASCLS currently represents tens of thousands of professional laboratory personnel who cover the entire scope of Clinical Laboratory Science: clinical laboratory scientists, clinical laboratory technicians, laboratory assistants, researchers, educators, administrators, students, and specialists working in hospital, clinical, private, governmental, research, or industrial laboratories. Students comprise approximately 25 percent of ASCLS's membership and enjoy a very active role in the Student Forum as well as the Society as a whole.

#### Who is eligible for student membership in ASCLS?

Students eligible for ASCLS membership are enrolled in (1) clinical programs which culminate in clinical laboratory scientist, clinical laboratory technician, certified laboratory' assistant, or other clinical laboratory specialties; (2) undergraduate medical technology programs in accredited colleges or universities; (3) graduate programs in related field.

#### What are ASCLS student benefits?

Membership in ASCLS automatically gives student members the privilege of participating in the Student Forum. The Forum is an official body through which students can express their opinions and ideas and become involved in Society activities on all levels of representation.

All members of ASCLS receive Society publications. ASCLS's official scientific publication is the Journal of Clinical Laboratory Science. Published monthly, the journal keeps ASCLS members abreast of current research related to the clinical laboratory. Members also receive the ASCLS Today, a newsletter devoted to Society activities. In addition, members receive publications from the state and local constituencies of ASCLS.

Student members receive many benefits beyond ASCLS publications. ASCLS, in an effort to meet its commitment to continuing education, sponsors workshops and seminars on the local, state, regional, and national level. Students may attend these activities at a reduced fee.

Another benefit ASCLS offers its student members occurs when student is eligible or active membership. During the first year of active membership, students may convert to active membership at a rate only one-half that of the regular national dues. ASCLS occasionally offers scholarships to student members annually. Only student members are eligible to apply.

Each year, ASCLS's Annual Meeting includes extensive workshops, scientific and general sessions, symposia, societal meetings, exhibits, banquets, and a variety of social events. During this time, the student has an excellent opportunity to meet laboratory professionals, get a glimpse of what is happening in the profession, and participate in various Student Forum activities. Student members also receive a substantial reduction in Annual Meeting registration fees.

Specialists:

- American Association of Blood Banking (AABB)
- American Association of Clinical Chemists (AACC)
- American Society of Microbiology (ASM)

# LIBRARY FACILITIES



## Library Facilities

The library is located in the Lama building and has books and journals available for Health Science courses. There is an interlibrary loan system among the colleges in the University of Hawaii system, if a resource is unavailable at KCC. The MLT program has a small library located in Kauila room 209A which has reference books available for student use. These books may be withdrawn by signing for them in the sign-out book located in that room. Other laboratory literature may be found in the MLT classroom, Kauila 209. The materials in Kauila 209 and 209A are for the use of MLT students and must be returned within one week after having been withdrawn. Failure to return any reference book will result in an Incomplete ('I') grade for the applicable MLT course until the book is returned or replaced.

# MLT PROGRAM CURRICULUM

**Medical Laboratory Technician  
Associates of Science Degree**

		Credits	Hours
<b>Prerequisite Coursework</b>			
ENG 100 or ESL 100	Composition I or Expository Writing	3	
MATH 103 or higher	Fundamentals of College Algebra	3	
BIOL 130 or	Anatomy and Physiology	4	
BIOL 171 or	General Biology I	3	
PHYL 141 + 142	Human Anatomy & Physiology I + II	3 + 3	
CHEM 161	General Chemistry I	3	
CHEM 161 L	General Chemistry I Lab	1	
MLT 100	Introduction to Clinical Laboratory	2	
		Total	15-18
<b>Medical Laboratory Technician Curriculum</b>			
<b>FIRST SEMESTER (SPRING)</b>			
CHEM 162	General Chemistry II	3	
CHEM 162 L	General Chemistry II Lab	1	
MICRO 130	General Microbiology	3	
MLT 107	Clinical Microbiology I	3	
MLT 108	Hematology I	3	
MLT 118	Body Fluids	2	
MICRO 161	Immunology & Protein Chemistry	2	
		TOTAL	17
<b>SUMMER SESSION</b>			
MLT 112	Clinical Biochemistry I (Session I)	3	
MLT 100B	Phlebotomy Practicum (Session II)	1	
		TOTAL	4
<b>SECOND SEMESTER (FALL)</b>			
MLT 204	Immunochemistry	2	
MLT 207	Clinical Microbiology II	3	
MLT 208	Hematology II	3	
MLT 212	Clinical Biochemistry II	4	
AS/SS	Social Sciences (100 level or higher)	3	
AS/AH	Humanities (100 level or higher)	3	
		TOTAL	18

### THIRD SEMESTER (SPRING)

MLT 240	Seminar	1	16
MLT 242B	Clinical Rotation II: Blood Bank	2	90
MLT 242C	Clinical Rotation II: Chemistry	3	135
MLT 242D	Clinical Rotation II: Microbiology	3	135
MLT 242E	Clinical Rotation II: Hematology	3	135
MLT 242F	General Rotation	3	135
	TOTAL	15	630

- A grade of "C (74.0%) or better must be maintained in all required courses and program support courses to continue in the MLT program.
- Humanities and Social Science courses must be numbered 100 and above.
- Clinical rotations are conducted in affiliated community hospitals, medical centers, and laboratories and involve a regular work week of 40 hours. Hours are scheduled by the clinical staff and may include an evening or night shift. **No part-time or full-time evening clinical rotations are available at this time.**

# MLT PROGRAM POLICIES

## Health Form and Immunizations

The students accepted in their MLT program and health science programs to complete Immunization Forms.

The following are the immunization required by the MLT program. The students must show proof of the following immunizations.

- Two doses of measles, mumps, and rubella vaccine if titer is equivocal
- One dose of tetanus-diphtheria toxoid (Td)
- Two doses of rubella vaccine if titer is equivocal
- Two doses of mumps vaccine if titer is equivocal
- Two-Step TB test
- Flu Vaccine
- Covid-19 Vaccination Record
- Complete series (3) of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus.
- Two doses of varicella vaccine if titer is equivocal

Note:

### **Measles, Chicken Pox, Mumps, Rubella:**

Titers are REQUIRED for Measles (Rubeola), Chicken Pox (Varicella) and Rubella. Immunization is REQUIRED for Mumps, however, the titer is highly RECOMMENDED. Students with equivocal titer results for Rubeola, Varicella, or Rubella are REQUIRED to obtain a booster.

Health forms are distributed to students during MLT orientation at the end of October or early November.

## Grading

All courses required by the MLT Program and for the Associate in Science degree at Kapiolani Community College, must be completed with a grade of "C" or above for the student to be allowed to continue in the MLT program. The student may repeat no more than two required courses in which he/she has received less than a "C". **Two or more grades of "D" or "F" during the program in required courses will result in automatic dismissal from the MLT program.** Each MLT course may be attempted twice (repeated once). Withdrawing from an MLT course constitutes an attempt if the withdrawal is after the last day for 50% refund. This date is established by the College

administration. A student may only withdraw from a maximum of two courses. The third withdrawal will result in automatic dismissal from the program.

All prerequisite courses must be completed before beginning the next sequence of classes. Withdrawal from an MLT program required course may result in delayed completion of the MLT program.

For MLT Program courses, a grade of "A" is equivalent to 90.0 - 100% of the total score for each course: a grade of "B" is equivalent to 80.0 - 89.9%; a grade of "C" is equivalent to 74.0 - 79.9%; a grade of "D" is equivalent to 60.0 - 73.9% and below 60.0% is an \*\*F'. **There is no rounding off for grades!!!**

Late work may result in a loss of five (5) percentage points for each extra school day unless permission for submission of late work is granted by the instructor. There will be **no make-up exams** for students who do not report for scheduled exams unless prior arrangement was made. There may not be make-up laboratory exercises available for missed labs unless there was prior arrangement with the instructor. **Extra assignments/extra credit will not be given for the purpose of raising a grade or passing the course.**

### Incomplete ("I") Grade Policy

Grade: Incomplete ("ID" or "IF") is used to indicate that the student has yet to complete all required coursework. The "ID" or "IF" symbol can be given only at the time an instructor submits the final course grade.

Students receiving an "ID" or "IF" should consult with the instructor to determine the steps required to complete the work. The incomplete work must be finished and submitted within the first eight (8) weeks of the following semester or the "ID" or "IF" will automatically be converted to a "D" or an "F" respectively. This timeline is severely shortened to four (4) weeks when degree conferral is dependent upon the grades.

When a student completes the required work prior to the deadline, the instructor will initiate a change of grade that takes the completed work into consideration. The grade that replaces the "ID" or "IF" grade will be computed in the student's GPA for the semester during which the course was originally taken.

### Academic Dishonesty

Any student found to be dishonest in academic matters in the MLT Program will receive

a written warning to be placed in his/her student file and will receive a zero for that assignment or examination. The written warning will be removed after graduation if no further infractions occur. A second infraction will result in dismissal from that class for that semester. A third and final infraction will result in suspension of the student for one academic year from the MLT Program and/or complete dismissal from the MLT Program. This is dependent upon the discretion of the Program Director. A student maybe dismissed from the program after the first incident.

Academic dishonesty includes, but is not limited to the following:

- Giving or receiving assistance on an examination, laboratory report, or practical examination.
- Having and/or using information concealed on the body, clothing, furniture, or any electronic device.
- Copying from another student's paper during exams, copying laboratory reports, and/or papers or examinations from previous or current students.
- Not giving credit for the source of information when writing papers or reports (i.e. plagiarism).
- Illegitimate means of finding questions and/or answers for scheduled examinations
- Taking untimed or extended time examinations without proper authority to do so i.e. without a specified disability which allows for untimed or extended testing.

Dishonesty is unfair to yourself, fellow students, and ultimately to patient care.

## Attendance

Regular attendance at class and laboratory sessions is expected for all courses. Specific attendance policies are in the course syllabus. However, there may be not make-up exams or laboratory exercises for non-attendance of classes. Absences due to extraordinary circumstances will be evaluated on an individual basis provided that the student informs the faculty as soon as circumstances allow. Students are expected to be punctual for all classes, as late arrivals disrupt the entire class. The instructor will not repeat information for individuals who arrive late for any class. *The attendance policy for the clinical rotation is on Page 33.* Excessive absences may result in student being withdrawn from the program.

## Grievance Procedure

The College has developed procedures by which students may seek remedy if they feel they have been treated arbitrarily and capriciously in academic-related matters, including



internships and clinical rotations. A concerned student may first attempt to resolve the grievance on an informal level with the faculty member, program director, and/or the clinical supervisor. Should the grievance not be resolved at this level, the student should ask the Health Sciences Department Chair to review the case. If a satisfactory solution is not reached, the student should appeal to the Dean of Health Academic Programs. If a satisfactory solution is still not reached, the student has a right to request a hearing before the Academic Grievance Committee, a body of faculty and students. The decisions of the Academic Grievance Committee are final with the University and College. Copies of the procedures are available in the Office of the Vice Chancellor of Student Affairs in 'Ilima 205

The Student Congress also administers the academic grievance procedure which allows students to partake in a democratic, informal, and direct procedure for resolving problems at all levels of the college administration.

A student guide to the academic grievance can be found at:

<https://www.kapiolani.hawaii.edu/wp-content/uploads/2014/04/Academic-Grievance-Guidelines-Revised-2017.pdf>

## Readmission to the MLT Program

A student who has left the MLT program for personal reasons, with passing grades, will be readmitted within two years to the MLT program in the appropriate semester. The student who returns after more than a two-year absence will be readmitted under the requirements for the year of readmission and may be required to retake all program courses in order to meet the requirements for certification and state licensure. The student must notify the MLT program director of his/her intention to return to the program at least six months prior to the semester in which they plan to return. **A student who returns after 5 years must apply for admission to the program. The student must meet all prerequisite requirements during the application period. If admitted, the student must take all program courses.** A student who has been dismissed from the program for the following reasons will not be allowed to return to the MLT program.

- Dismissal for academic reasons .
- Demonstrating unsafe behavior that jeopardizes the safety of others.
- Disruptive behavior that interferes with other students' learning or program operation.
- Academic Dishonesty.
- Any other violation of the student code as described in the KCC's Student's Conduct Code Policy.

## Counseling

Counselors are available to assist prospective as well as enrolled students with

educational, personal, and career concerns. Counseling services are available in the areas of self-evaluation, selection of majors, and academic planning. Interest inventories are also available to students, upon request, to assist them in narrowing possible career choices. In addition to individual and group counseling sessions, STAR, a degree audit program, is available to help students in their second and subsequent semesters' selection of courses. The degree audit focuses on courses to complete graduation requirements in the shortest amount of time and provides other helpful advice.

### Student Records

**Changes to Personal Data:** Requests for changes or corrections to personal data such as name, residence, or mailing address should be submitted to the Kekaulike Information and Service Center (KISC). Name changes require submission of official documents verifying the change. Current mailing address is required; address changes may be submitted online and in-person.

**Academic Transcripts:** All academic records are maintained permanently by the College. A student must file a written request for official transcripts (see Transcript fees). Contact the Kekaulike Information and Service Center (KISC), 'Ilima 102, phone (808) 734-9555, fax (808) 734-9896 or email [kaprec@hawaii.edu](mailto:kaprec@hawaii.edu).

**Grade Reports:** At the end of each semester and summer session, grades are available via STAR, <http://www.star.hawaii.edu>. The College does not mail grade reports to students.

**Record Retention:** All documents, including health clearance records, submitted to Kapi'olani Community College by an applicant/student become the property of Kapi'olani Community College. These documents will not be released back to the applicant/student.

These records that may include: record of TB testing and Hepatitis B vaccination status, clinical performance evaluations, copies of trial schedules, registration information, admissions test scores, grade reports, signed Essential Functions, Program Policy and Confidentiality Statements are maintained by the MLT program match with list in self study

### Program Closure-Teachout Plan

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) requires the MLT program to have a "teach out" plan in case the program closes. Intentional closure of the Kapi'olani Community College Medical Laboratory Technician program will be communicated to all students immediately.

#### **Prospective students:**

- Students will be informed that the program will not take a new cohort due to program closure.
- Students will be counseled regarding alternative majors/Areas of Study.
- Students will be counseled in applying to other local MLS program at the University of Hawaii at Manoa.
- Program closure information will be posted on college website.
- Students will be assisted in applying to the MLS program.

**Current students:**

- Students will be informed of program closure.
- If closure is announced mid-academic year students will be allowed to complete MLT courses.
- MLT faculty will work with clinical sites to facilitate completion of the clinical practicum.

In case of disaster the college will inform students of a plan for continuation of their education as soon as that information is available.

## Laboratory Safety Guidelines

- There will be no eating, drinking, chewing gum, smoking, applying makeup or lip balm, or horseplay in the laboratory or preparation and storage areas.
- Lab coats must be worn during all laboratory classes.
- Shoes worn in the laboratory must have closed toes and heels shall be no higher than 2“.
- Hair that is longer than shoulder length and/or that covers the eyes shall be tied back away from the face.
- There will be no mouth pipetting in MLT laboratory classes.
- Gloves shall be worn while handling laboratory specimens and while performing capillary and venipuncture.
- Face shields or splash guards must be used for processing body fluid specimens.
- All directions for laboratory procedures, handling of specimens and chemicals will be followed as written or verbally expressed by the instructor.

A Biosafety Officer contacts compulsory training for students admitted into the MLT Program. Training in Biosafety and Bloodborne pathogens is contacted at the beginning of the Spring semester. All students who participate in the training must complete the sign-in sheet before certificates of completion are given.

These few rules are for your safety and for the safety of others in the area. Failure to comply with these rules will result in expulsion from the class until the rule is followed.

## Dress and Appearance Guidelines

- A dress code is essential for the following reasons:
  - Proper clothing is necessary for the safety of the student and fellow students.
  - Our appearance is important in-patient care and to our profession. Individuals who have direct contact with hospitalized or ambulatory patients are viewed and judged by them as representing the healthcare team. Thus, our competence as professionals is often judged solely on the basis of our appearance. Outlandish appearance or unprofessional conduct will create a lack of confidence in the laboratory and the rest of the healthcare team.
  - Consequently, the basic premise of the dress code is based on standards of safety, good taste and good grooming, all of which should result in a professional appearance and demeanor.
- The full uniform consists of:
  - Full-length lab coat with appropriate identification. Lab coats must be at all times while performing laboratory procedures. Lab coats are not worn outside of the laboratory.
  - Closed-toed shoes, clean, with heels no higher than 2 inches.
  - Hose or socks must be worn.
  - Hair must be clean, neat and tied back if longer than shoulder length.
  - Nails must be clean and trimmed so as not to puncture gloves.
  - Make-up should be natural and not look artificial at close range.
  - Jewelry' should consist only of a watch, wedding band and small stud-type earrings on earlobes only.
- Not Acceptable
  - Shorts
  - Visible body art that depicts nudity or any other offensive messages
  - Jeans with holes
  - Profanity or violence or threats of violence T-shirts with offensive slogans  
Clothing that exhibits midriff, cleavage
  - Floor length dresses or skirts exposing thighs and/or four or more inches above the knee Canvas shoes Caps or hats

- Perfumes, body sprays and/or colognes

**Students who do not conform to the dress code will be sent home to correct any deficiencies. All deficiencies must be correct prior to returning to the classroom.**

## Uniforms

Each student should purchase royal blue scrubs to be worn during all classes, labs, and activities. Scrubs can be worn during clinical rotations. The MLT program provides disposable lab coats, gloves, and face shields to protect students and faculty against accidental contamination.

Laboratory' work can be stressful and may cause heavy perspiration. Close contact with other students is often necessary, and daily bathing, as well as the use of an effective deodorant is strongly recommended.

## Student Use of Kauila 209

MLT students may utilize Kauila 209 for laboratory activities or to study from 0800 hours and 1630 hours, if the room is not in use for scheduled classroom activities or information sessions.

When MLT faculty is not available between 0800- and 1630-hours students shall make use of the library or other study areas. No student will be allowed in the classroom unless MLT faculty is available and unlocks the door.

There shall be no use of Kauila 209 by MLT students between 1630 hours and 0800 hours or on weekends or holidays, unless permission is granted by MLT faculty and MLT faculty is present.

## Minimum Competency Examination

A minimum competency examination is administered on a single day during the first week of the Spring semester or in the week prior to the first clinical rotation. This pre-test can only be taken by students who have successfully completed all the prerequisite MLT courses for MLT 240. The purpose of this examination is to ensure that each student will be able to take a comprehensive test encompassing all areas of clinical laboratory science (Hematology, Hemostasis, Microbiology, Urinalysis, Body Fluids, Chemistry, Math, Laboratory Operations, Immunology/Serology, and Immunohematology) and use the test results to assess their own knowledge of each

laboratory subject. Weaknesses in specific areas may then be improved and strengths reinforced during the Clinical Rotation (MLT 242 B, C, D, and E). At the end of the clinical rotation, there will be a post-test scheduled during the last week of the spring semester or immediately following the final clinical rotation. Obtaining passing grades (above 74%) in each discipline is mandatory in order to successfully complete the MLT program and achieve a passing grade in MLT 240 - Seminar. If a student fails any of the subjects, he/she will be allowed to retake the exam in the specific area one week later. Failure to achieve a minimum passing grade at this time will result in the student getting an Incomplete ("ID") for the seminar class. MLT 240 which will remain until the student achieves a 74% or better in the area(s) in which minimum competency was not achieved. The student will have until eight (8) weeks into the following semester to remove the incomplete before the "ID" converts to a "D". Degree will not be conferred until all MLT courses are completed with a "C" or higher.

## Clinical Rotation Policies

### Clinical Assignments

Students will be placed by the MLT Program Director in at least three different clinical facilities for Chemistry, Hematology, Microbiology, Immunohematology, and a General rotation. Consideration will be given to distance from the student's residence and the student's mode of transportation. In the unlikely event that sufficient clinical sites are unavailable during the final Spring semester, then students will be placed in a site as soon as the next opening in the laboratory discipline becomes available. Students will be placed in priority order based on grade point average, with the students receiving the highest grades having first priority. All students will be placed in a clinical facility within eight (8) months of completing the prerequisite courses. Students will NOT be placed in sections of the laboratory at clinical sites in which they have immediate family members or close relatives or significant others.

### Clinical Rotation Hours

Students are assigned for clinical rotation during the usual day shift working hours at the facility. These hours will vary with the institution, and it is the responsibility of the student to ascertain the correct times for a particular facility. There may be only one two-week rotation that is available from 2300 hours - 0700 hours.

### Absenteeism during Clinical Rotations

- Absences are limited to one (1) day per each rotation. More than two absences

- per each rotation may result in failing that rotation and dismissal from the MLT program.
- Each missed day **must** be made up at the clinical facility and coordinated with the clinical educator.
  - Late hours **must** be made up. A total of three (3) or more late hours will comprise one (1) day for makeup purposes.
  - A violation of the 'No Call-No Show' policy may result in dismissal from the program. A violation of the No-Show policy is defined as not calling in or appearing at the clinical site as expected. The clinical site may, at its discretion, dismiss a student from the site upon the first No Call-No Show occurrence.

### Service Work

Students cannot be utilized as substitute employees to fill gaps in staffing at a clinical affiliate site. However, upon obtaining competence in the laboratory procedure, students may perform service work during their clinical rotation if it is part of the learning experience; however, they may not sign out results unless co-signed by the clinical supervisor. Repeated performance of duties in the clinical affiliate at the expense of other educational experiences is considered exploitation of students and will not be allowed. Students may be hired by a clinical facility outside their normal school hours for positions for which they are qualified. They may not, however, be paid for work that is performed during their normally scheduled time in a particular clinical facility.

### Dress Requirements for Clinical Rotations

- A dress code is essential for the following reasons:
  - Proper clothing is necessary for the safety of the student and fellow students.
  - Our appearance is important in-patient care and to our profession. Individuals who have direct contact with hospitalized or ambulatory patients are viewed and judged by them as representing the healthcare team. Thus, our competence as professionals is often judged solely on the basis of our appearance. Outlandish appearance or unprofessional conduct will create a lack of confidence in the laboratory and the rest of the healthcare team.
  - Consequently, the basic premise of the dress code is based on standards of safety, good taste and good grooming, all of which should result in a professional appearance and demeanor.
- The full uniform consists of
  - Full-length lab coat with appropriate identification. Lab coats must be worn at all times while performing laboratory procedures. Lab coats are

not worn outside of the laboratory, except when collecting specimens from inpatients.

- Closed-toed shoes, clean, with heels no higher than 2 inches.
  - Hose or socks must be worn.
  - Hair must be clean, neat and tied back if longer than shoulder length.
  - Nails must be clean and trimmed so as not to puncture gloves.
  - Make-up should be natural and not look artificial at close range.
  - Jewelry should consist only of a watch, wedding band and small stud-type earrings on earlobes only.
- Not Acceptable
    - Shorts
    - Visible body art that depicts nudity,
    - Jeans with holes
    - Profanity or violence or threats of violence T-shirts with offensive slogans  
Clothing that exhibits midriff, cleavage
    - Floor length dresses or skirts exposing thighs and/or four or more inches above the knee Canvas shoes Caps or hats
    - Perfumes, body sprays and/or colognes

Laboratory work can be stressful and may cause heavy perspiration. Close contact with other hospital personnel and patients is often necessary, and daily bathing, as well as the use of an effective deodorant is strongly recommended.

Students who do not conform to the dress code will be sent home to correct any deficiencies and the time lost will be made up at the discretion of the clinical educator.

*A professional appearance must be maintained  
at all times while in the clinical laboratory!*



# CLINICAL AFFILIATES

## Clinical Affiliates for MLT Program

<b>Oahu</b>	
Clinical Laboratories of Hawaii	
<b>Clinical Laboratories of Hawaii – West</b> 99-193 Aiea Heights Dr Aiea, HI 96701 677-7999	Ally Park, M.D. Gesine Delgado <a href="mailto:gesine.delgado@hawaiilabs.com">gesine.delgado@hawaiilabs.com</a> Frederick Jacobs <a href="mailto:frederick.jacobs@hawaiilabs.com">frederick.jacobs@hawaiilabs.com</a>
<b>Kapi'olani Medical Center at Pali Momi (HPH)</b> 98-1079 Moanalua Rd. Aiea, HI 96701 485-4243	Gesine Delgado <a href="mailto:gesine.delgado@hawaiilabs.com">gesine.delgado@hawaiilabs.com</a> Frederick Jacobs <a href="mailto:frederick.jacobs@hawaiilabs.com">frederick.jacobs@hawaiilabs.com</a>
<b>Kapi'olani Medical Center for Women and Children (HPH)</b> 1319 Punahou St Honolulu, HI 96826 (808) 983-6000	Gesine Delgado <a href="mailto:gesine.delgado@hawaiilabs.com">gesine.delgado@hawaiilabs.com</a> Frederick Jacobs <a href="mailto:frederick.jacobs@hawaiilabs.com">frederick.jacobs@hawaiilabs.com</a>
<b>Straub Clinic &amp; Hospital, Inc. (HPH)</b> 888 S. King Street Honolulu, HI 96814 522-4230	Gesine Delgado <a href="mailto:gesine.delgado@hawaiilabs.com">gesine.delgado@hawaiilabs.com</a> Frederick Jacobs <a href="mailto:frederick.jacobs@hawaiilabs.com">frederick.jacobs@hawaiilabs.com</a>
Other Locations on Oahu	
<b>Adventist Health Services (Castle Medical Center)</b> 640 Ulukahiki Street Kailua, HI 96734 263-5148	Rosalvn Enos, M.D. Angela Simmons (ASCP) <a href="mailto:SimmonA@ah.org">SimmonA@ah.org</a> Brigino Michelle <a href="mailto:BriginME@ah.org">BriginME@ah.org</a> Jorge Cervantes <a href="mailto:cervanJ03@ah.org">cervanJ03@ah.org</a>
<b>Diagnostic Laboratory Services</b> 98-859 Iwaiwa Street Aiea, HI 96701 589-5100	Mark Wasielewski, President <a href="mailto:mwasielewski@dlslab.com">mwasielewski@dlslab.com</a> Angela Hose, MT(ASCP) Education Coordinators <a href="mailto:ahose@dlslab.com">ahose@dlslab.com</a>
<b>Hawaii State Hospital</b> 45 Keaahala Rd Kaneohe, HI 96744 247-2191	John Buzanoski, M.D. Grace Gushiken, MT(ASCP) Education Coordinator <a href="mailto:grace.gushiken@doh.hawaii.gov">grace.gushiken@doh.hawaii.gov</a>
<b>Kaiser Permanente Medical Center</b> 3288 Moanalua Rd. Honolulu. HI 96819 432-8831	Stacey Honda. M.D. <a href="mailto:stacey.honda@kp.org">stacey.honda@kp.org</a> Celeste Matsuo. MT(ASCP) Education Coordinator <a href="mailto:Celeste.Matsuo@kp.org">Celeste.Matsuo@kp.org</a>

<p><b>Kuakini Medical Center</b>  347 N. Kuakini St  Honolulu, HI 96717  432-9134</p>	<p>Eugene T. Yanagihara, M.D.  Ryan Tsuji  Laboratory Manager  <a href="mailto:R.TSUJI@kuakini.org">R.TSUJI@kuakini.org</a></p>
<p><b>Tripler Army Medical Center</b>  1 Jarrett White Road Honolulu. HI 95859-5000  433-5796  433-4715</p>	<p>Francis Gress, MD LTC  LTC Edwin Kamau  <a href="mailto:edwin.kamau.mil@mail.mil">edwin.kamau.mil@mail.mil</a></p> <p>Education Coordinator</p> <p>SSG Brent Myles 433-2914  <a href="mailto:brent.d.myles.mil@health.mil">brent.d.myles.mil@health.mil</a></p>

<p><b>US Army Health Clinic Schofield Barracks</b>  Bldg 684  Schofield Barracks, HI  433-8301</p>	<p>Francis Gress, MD  LTC Edwin Kamau  <a href="mailto:edwin.kamau.mil@mail.mil">edwin.kamau.mil@mail.mil</a></p> <p>Education Coordinator  <a href="mailto:brent.d.myles.mil@health.mil">brent.d.myles.mil@health.mil</a>  Jessalee Zingone  <a href="mailto:jessalee.v.zingone.civ@health.mil">jessalee.v.zingone.civ@health.mil</a></p>
<p><b>VA Pacific Islands Health Care System</b>  459 Patterson Rd Honolulu. HI 96819-1522  433-7619</p>	<p>Ivan Meadows, M.D.  Jodi Liao, MT(ASCP)  Education Coordinator  <a href="mailto:Jodi.Liao@va.gov">Jodi.Liao@va.gov</a></p>
<p><b>Wahiawa General Hospital</b>  128 Lehua St.  Wahiawa, HI 96786  621-8411</p>	<p>Clifford Wong, M.D.  Dominique Torrence  <a href="mailto:dominique.Torrence@wahiawageneral.org">dominique.Torrence@wahiawageneral.org</a>  Kelly Green (Coordinator)  <a href="mailto:kelly.green@wahiawageneral.org">kelly.green@wahiawageneral.org</a></p>
<p><b>Waianae Coast Comprehensive Health Center</b>  86-260 Farrington Hwy Waianae, HI 96792  697-3300</p>	<p>Stephen Bradley, M.D.  Paula Loya, MT, Lab Supervisor  <a href="mailto:PaLoya@wcchc.com">PaLoya@wcchc.com</a>  Jonathan Bracerros, MT(ASCP) Liaison  <a href="mailto:jbracerros@wcchc.com">jbracerros@wcchc.com</a></p>
<b>Other Islands</b>	
<p><b>Hilo Medical Center</b>  1190 Waianuenue Avenue Hilo, HI 96720  1-808-974-6898</p>	<p>Gesine Delgado  <a href="mailto:gesine.delgado@hawaiiilabs.com">gesine.delgado@hawaiiilabs.com</a>  Frederick Jacobs  <a href="mailto:frederick.jacobs@hawaiiilabs.com">frederick.jacobs@hawaiiilabs.com</a></p>

<b>Kona Community Hospital</b> 79-1019 Haukapila Street Kealahou, HI 96750 1-808-322-9366	Gesine Delgado <a href="mailto:gesine.delgado@hawaiiilabs.com">gesine.delgado@hawaiiilabs.com</a> Frederick Jacobs <a href="mailto:frederick.jacobs@hawaiiilabs.com">frederick.jacobs@hawaiiilabs.com</a>
<b>Maui Memorial Medical Center (HPH)</b> 221 Mahalani Street Wailuku, HI 96793 1-808-242-2064/2376	Gesine Delgado <a href="mailto:gesine.delgado@hawaiiilabs.com">gesine.delgado@hawaiiilabs.com</a> Frederick Jacobs <a href="mailto:frederick.jacobs@hawaiiilabs.com">frederick.jacobs@hawaiiilabs.com</a>
<b>Wilcox Memorial Hospital</b> 3-3420 Kuhio Highway Lihue, HI 96766	Gesine Delgado <a href="mailto:gesine.delgado@hawaiiilabs.com">gesine.delgado@hawaiiilabs.com</a> Frederick Jacobs <a href="mailto:frederick.jacobs@hawaiiilabs.com">frederick.jacobs@hawaiiilabs.com</a>

The email addresses are provided for the **SOLE** purposes of contacting the Education Coordinators once the student(s) has(ve) been assigned to a particular location for MLT 100B Phlebotomy Practicum or MLT 242B Clinical Rotation II - Blood Banking, MLT 242C Clinical Rotation II - Chemistry, MLT 242D Clinical Rotation II - Microbiology, and MLT 242E Clinical Rotation II - Hematology (clinical rotations in final Spring semester). The email addresses may be used to confirm time and dates to report for rotations or orientations and to report absences or late arrival to clinical affiliate.

Under **NO** circumstances should the email addresses be used to solicit employment or for any other purposes other than the one outlined above!!!!

## Clinical Responsibilities

The following lists of responsibilities are excerpts from and additions to Clinical Affiliation Agreements:

- The College, as the accredited institution, is responsible for control of the quality of instruction.
- The College should not place more than a specified number of students at any Clinical Affiliate at any given time due to supervisory limitations. The number of students must be mutually agreed upon by each Clinical Affiliate and the College in advance of student assignment.
- Neither a stipend nor maintenance will be provided to the students or faculty members assigned to the Clinical Affiliate.
- The Clinical Affiliates may request the Director of the Medical Laboratory Technician Program of the College to withdraw from this program any participant whose performance is unsatisfactory or whose personal characteristics present

undesirable relationships with the Clinical Affiliate's staff or patient's, as determined by the Clinical Affiliate Director or the Chief Technologist of the site.

- The students should be in good health at the beginning of the affiliation. If requested, a copy of the appropriate student's recent physical exam may be sent to the Clinical Affiliate before clinical experience begins.
- Personal injuries or illnesses sustained during training at a Clinical Affiliate will be treated on site under the conditions set forth in that Clinical Affiliate's policy manual. Emergency medical services may be provided to the students under the same conditions as they are to other clinical affiliate employees. However, students are responsible for any fees for emergency care.
- The facility will orient assigned students to all applicable rules and regulations with which the students are expected to comply. Special emphasis will be given to the Privacy Act of 1974, particularly regarding the patient's right to privacy and the confidentiality of all records relating to patient care.
- It is recognized that all activities within the Clinical Affiliates are subjected to the laws and regulations of these Affiliates. The Clinical Affiliates Director has the full responsibility and authority to assure that requirements are observed and met.
- A joint meeting of the academic faculty and clinical instructors will be held on a yearly basis. Meetings between individual Clinical Affiliate personnel and academic faculty are held on a "needs" basis, but shall consist of no less than two for any semester in which students are present in the clinical laboratory.

### The Clinical Affiliate Shall:

- Provide professional laboratory supervision and guidance to the students assigned to Clinical Affiliates.
- Participate with the faculty members of the Medical Laboratory Technician Program of the College in the development of clinical training at clinical sites.
- Provide clinical experience in Medical Laboratory Technology.
- Provide the participants with access to the agreed upon laboratory departments of Clinical Affiliates, at the discretion of the clinical laboratory supervisor and with proper supervision.

- Retain ultimate control of the operating policy and administration of the Agreement and be responsible for the professional medical support and administrative services related to patient care and other ongoing programs within the Affiliates. The standards and level of patient care within the Clinical Affiliates are implicit in the responsibility.
- Appoint specific clinical coordinator to be liaison with the College faculty.

# EVALUATIONS

## Program Evaluation

- Student provide input regarding their learning experience at the end of each semester for each course using the Course Evaluation System (CES). The feedback is vital to maintaining a high-quality program. All evaluations are completed online in the absence of faculty. The instructor evaluations shared with the instructor after final course grades are submitted.
- All full-time faculty are evaluated by a peer of higher ranking once per semester. Constructive peer input will be used by the instructor to improve student learning
- Students are given the opportunity to evaluate the entire Program after the last semester. The MLT Program Director compiles this information and in consultation with faculty and the program Advisory Board, will recommend program modifications as appropriate.

### The Office of Institutional Effectiveness

The Office for Institutional Effectiveness (OFIE) provides leadership and coordination for long-range, strategic, and tactical planning; research in institutional effectiveness, especially in support of learning-centered faculty development opportunities and student learning outcomes.

The office completes a three-year Comprehensive Program Review (CRR) of the MLT program. The comprehensive instructional program review (CPR) contains an executive summary, program description, quantitative indicators for program review, assessment results, curriculum revision, survey results, analysis of program, action plan, and budget implications. As such, program review drives budgetary and tactical planning decisions in subsequent years.

The University of Hawai'i Community Colleges official policy (UHCCP 5.202) requires annual reporting of program review data, which is available through a web submission tool. This report often referred to as "ARPD" for Annual Report of Program Data, is compiled from data gathered every December

## Evaluations and Grading of Clinical Rotations



Evaluations for each clinical rotation will be issued along with the course objectives and timesheets for MLT 100B Phlebotomy Practicum and MLT 242B Clinical Rotation II - Blood Banking, MLT 242C Clinical Rotation II – Chemistry, MLT 242D Clinical Rotation II - Microbiology, and MLT 242E Clinical Rotation II – Hematology, and MLT 242F - General prior to the student embarking on training. Final grades for the clinical rotation courses will be computed from the final evaluation form(s). **The final rotation evaluation must be passed with a grade of 74.0% or higher. Any grade 73.9% or lower will constitute an MLT program failure!!!** Timesheets showing adequate time spent in phlebotomy training (40 hours), the Skill Sheets, the Laboratory Procedures sheets and the online certification test preparation assignments must also be turned in and/or completed prior to the input of final grades. The grading system will be explained again to the students during the clinical orientation which will be held prior to the start of any clinical rotation. **Attendance at the clinical orientation is mandatory.**

The evaluation forms, timesheets, skill sheets, and laboratory procedure sheets must be returned to the MLT Program Director prior to the issuance of grades for that particular course. Failure to submit evaluation forms will result in the student receiving an “ID” or “IF” grade. Incomplete grades will prevent the conferral of the AS MLT degree. See Grading Policies on page 18.

Students are given the opportunity to evaluate the clinical facility environment and the clinical rotation (course) as a whole. Student questionnaires are anonymous, and the evaluation procedure is carried out in the absence of the instructor. Constructive student input will be evaluated by the MLT program director and MLT advisory board committee to improve upon the course, facility, and/or clinical instructors.

A criminal background check may be conducted on each new MLT student prior to performing clinical rotations (MLT 100B, MLT 242 B, C, D, E, and F) some clinical affiliates require **criminal background checks** to include fingerprinting and a more extensive background investigation. In the event it is discovered through a subsequent criminal background check/investigation that the MLT student failed to disclose criminal history, the student will not be allowed to attend clinical rotations.

Having a substantial criminal background may not exclude a student from a career in the medical laboratory sciences. However, failing to reveal criminal background may indicate other issues with honesty and integrity.

Students with a significant criminal history cannot be assigned to any federal (military) clinical affiliate sites. Communication is the key!!!

# CERTIFICATION AND LICENSURE

**Step 1** Meet the eligibility requirements for the appropriate examination category before submitting your application online.

**Step 2** Complete the appropriate application form and submit the following online or by mail:

- Completed application form
- Appropriate application fee (check or credit card)  
(Application fees are non-refundable)
- Necessary documentation required to verify your eligibility

**Step 3** Receive an admission letter to take the examination on computer at a Pearson Professional Center within a three-month period, upon determination of your examination eligibility.

**Step 4** Schedule an appointment to take the examination within the three-month period indicated on your admission letter.

**Step 5** Take the examination at the Pearson Professional Center of your choice. Immediately after you complete the examination, you will see your preliminary pass/fail result on the computer screen.

**Step 6** Receive your final examination scores within ten (10) business days of the date of your examination.

**Step 7** Receive your certificate in approximately 4-6 weeks verifying your certification upon passing the examination, valid for three years, and the Certification Maintenance Program packet containing information on maintaining your certification.

Congratulations on your decision to apply for certification by the ASCP Board of Certification, the certification agency representing the majority of the laboratory community. We wish you success on your examination.

Copied from <https://www.ascp.org/content/Board-of-Certification/GetCertified>  
As of June 10, 2021

## Applicants with a Disability

Notify the ASCP Board of Certification office in writing at the time of application if you wish to request testing modifications. An applicant who wishes to request modifications in the examination environment because of a disability must notify the ASCP Board of Certification office in writing at the time of application and provide appropriate documentation about the disability and the needed modification. The ASCP Board of Certification will consider modification of the testing conditions on a case-by-case basis. The ASCP Board of Certification will work directly with the applicant and proctors at the test centers to make modifications in the testing environment which make it possible for an individual with a disability to take an examination under conditions which will accurately reflect the individual's aptitude or achievement level. Such modifications may include providing auxiliary aids and services to an applicant with a disability.

Copied from

[https://www.ascp.org/content/docs/pdf/boc-pdfs/procedures/examination-procedures.pdf?  
sfvrsn=14](https://www.ascp.org/content/docs/pdf/boc-pdfs/procedures/examination-procedures.pdf?sfvrsn=14)

As of June 1, 2021

## Hawaii State Licensure

### **State of Hawaii Department of Health**

State Laboratories Division

2725 Waimano Home Road Pearl City, Hawaii 96782

Phone: (808) 453-6653

## State of Hawaii

### Department of Health

### Minimum Requirements for Technical Personnel in Clinical Laboratories to Qualify for Licensure

<b>Medical Laboratory Technician (MLT) Education</b>	<b>Experience and Other Requirements</b>
Associate's degree from an accredited medical laboratory technician program.	Pass a qualifying examination.
Complete 60 semester hours of study in an accredited college.	Pass a qualifying exam and complete an accredited MLT program. OR Pass a qualifying exam and complete an advanced military MLT course of at least 50 weeks and hold the Medical Lab Specialist position within 5 years prior to applying.

Also, review Department of Health, Chapter 11-110.1, "Clinical Laboratories and Laboratory Personnel," Hawaii Administrative Rules at <http://hawaii.gov/health/laboratories/sld-forms/lic-har.pdf> Accessed 07 Oct 2020.

# GRADUATION

Procedures for graduation are outlined online at [www.kapiolani.hawaii.edu](http://www.kapiolani.hawaii.edu) under the "Campus Life" tab.

The application for graduation can be completed and submitted online along with the SI fee which is required for each degree and/or certificate to be awarded.

Granting of the KCC MLT associate degree is not contingent upon passing an external certification exam or receiving state licensure.

#### Graduation Application Deadline

FALL-October 15

SPRING-March 15

SUMMER-June 15