



***Missouri Health Professions Consortium (MHPC)***  
***Medical Laboratory Technician***  
***Policies and Procedures***

NOTE: Any changes in your home community college's Rules and Regulations and policies may supersede current information in this document.

## Policy and Procedure List

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**Academic Dishonesty Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Academic Dishonesty**  
**Policy #506**  
**Date: 6/14/18**

**Purpose:** To outline MHPC MLT Program standards regarding academic dishonesty and procedure for addressing noncompliance.

**Policy:** Students who commit an act of academic dishonesty are subject to disciplinary action. The procedures for disciplinary action will be in accord with the rules and regulations of the home campus governing disciplinary action. The faculty believes: if students do not respect the ethics of their program, it is unlikely they will respect or practice ethical behavior in their professional careers. Faculty members will make every effort to minimize the opportunity for academic dishonesty in the classroom by way of providing an appropriate classroom environment and maintaining exam security. Falsifying academic work is a serious offense in this professional program. Such practice undermines critical thinking and ultimately endangers the student's future in a professional career.

**ACADEMIC DISHONESTY** includes but is not necessarily limited to the following:

1. Claiming authorship/participation in a group paper or presentation without real contribution
2. Using electronic devices (with the exception of a basic calculator provided by or approved by a proctor) during an examination
3. Delaying taking an examination or turning in a paper using a false excuse
4. Any student discussing material covered in a test with students who have yet to take the test in question
5. Previewing exams from a "test file" when the instructor does not permit students to keep copies of exams. This includes reviewing assignment submissions from program graduates.
6. Working in a group on a homework assignment that was assigned as individual work
7. Consciously memorizing, copying or electronically saving a block of questions on an exam, so that they could be included in a test file for later use by others
8. Permitting another student to look at your answer sheet during an exam or taking online examinations in collaboration with another student when instructed to do so individually
9. Plagiarism\* is the borrowing of ideas, opinions, examples, words, phrases, sentences, or paragraphs from a written source or another person, including students or teachers, without acknowledgment (i.e. proper APA citation which is the scientific and medical communities' official publication format). Failure to provide complete documentation about all of your resources is also considered plagiarism. Any work or assignment which is taken, part or whole from another person's writing or work without proper acknowledgment is dishonest. Students who allow another student to copy or use their work are also guilty of cheating.

\*Adapted from the MU Dept. of English Plagiarism Policy.

Any student who commits an act of academic dishonesty is subject to disciplinary action. The procedures for disciplinary action will be in accord with the rules and regulations of the home campus governing disciplinary action and may include dismissal from the program.

Note: Issues of academic dishonesty relate to behaviors/performance in both general education and professional courses. . Thus, academic dishonesty is not only a basis for disciplinary action but is also relevant to the evaluation of the student's level of performance.

**Procedure:** The Missouri Health Professions Consortium (MHPC) considers academic dishonesty a serious offense. Students are expected to be familiar with their home campus' definitions and explanations of academic dishonestly. MHPC will uphold and refer to those definitions.

The program will not tolerate plagiarism, cheating, unauthorized possession of exams or exam questions/information, tampering with instructor's grade book or grades, or in any way producing class work, papers, or exams through deceptive, illegitimate means. Any student who commits an act of academic dishonesty is subject to disciplinary action and possible dismissal from the program.

Academic honesty is fundamental to the activities and principles of a program. All members of the academic community must honorably have acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

In the event that a student is found to be in violation of this policy, the student may be dismissed from the program. If a student is dismissed from the professional program secondary to academic dishonesty, the student may not be eligible to re-apply at a later time. The Program Director, home campus officials, and academic advisors may establish contingencies for re-application at the time of dismissal. Dismissal and subsequent appeals will be honored in compliance with "home" campus policies and procedures.

**Accrediting Authority Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Sponsorship  
Policy #102  
Date: 6/14/18**

**Purpose:** To ensure compliance with accreditation standards.

**Policy:** The Missouri Health Professions Consortium (MHPC) and its affiliates, including all community college members, must be accredited by recognized national, regional, or state agencies with accrediting authority.

**Procedure:** Each member of the MHPC will be accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools and demonstrate accordance with HLC policies and standards.

Reports submitted to HLC will be done as a consortium effort involving administration from each MHPC affiliated institution. In order to ensure consistency in program delivery and outcomes the primary responsibility for appointment of faculty, admission of students, and curriculum planning lies with the Program Executive Director, hired by Moberly Area Community College and approved by the MHPC Governing Board. The MHPC Governing Board must approve all significant changes to policies and procedures affiliated with these responsibilities. Requests for changes to policies will generally originate from the MHPC MLT Program Executive Director, employed through Moberly Area Community College, and will be directed to the Board for final approvals.

**Americans with Disabilities Act Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: ADA Policy**  
**Policy #503**  
**Date: 6/14/18**

**Purpose:** To ensure that the Consortium and its affiliated institutions follow a policy of non-discrimination on the basis of disability and the appropriate accommodations are made for those who present with a recognized disability as documented by the college's student services department.

**Policy:** It is the intent of the MHPC MLT Program that compliance with the Americans with Disabilities Act shall be a high priority. Appropriate changes will be made and accommodation provided to qualified individuals with disabilities, unless doing so would pose an undue burden on the institution's resources or would fundamentally alter the nature of a program.

**Procedure:** In cooperation with partner community college services, the MHPC MLT Program will provide ongoing, supportive counseling in an attempt to help students succeed in their educational career. Students with documentable disabilities should register proper documentation with their home campus, which will in turn, notify instructors of the suggested official accommodations. Students may also wish to personally inform their instructors of their particular disability.

The all MHPC cooperating colleges provide accommodative services for students who qualify. Qualification for services is based upon:

1. A disability that substantially limits one or more of life's major activities.
2. Documentation that identifies the disability and previous accommodation strategies, such as diagnostic work-up and/or I.E.P. All documentation should be no more than three years old.

After reviewing the documentation, the campus representatives will meet with the student to develop a Special Needs Plan. The plan identifies specific accommodation services that will be provided for the student. Accommodation services are individualized in an attempt to provide the most appropriate services for the needs of the student. Examples of accommodation services that may be provided are listed below:

- Extended time during exams
- Exams read aloud
- Textbooks on audio tape
- Opportunity to tape-record lectures
- Student note-takers
- Readers
- Assistive technology services

**Auditing a Class Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Auditing a Class**  
**Policy #207**  
**Date: 6/14/18**

**Purpose:** To identify students' ability to audit an MHPC MLT class.

**Policy:** A non-degree seeking student has the ability to audit an MLT course mainly for purposes of review before a national certification examination is to be taken, on a space-available basis. The theory portion of the course, not any laboratory or clinical rotation sessions, may be audited. Any interested students need to contact the MHPC MLT Program office for further information.

**Procedure:**

1. Students may be admitted to MHPC MLT courses as auditors.
2. Requests to audit classes will be considered on an individual basis and must be approved by the Program Director.
3. These requests will only be considered during the normal schedule-change period.
4. Auditors must be registered and must pay tuition and fees but are not required to take examinations.
5. Auditors receive no college credit, but the fact of attendance will be entered on the student's permanent record.

**Background Screen Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Background Screens  
Policy #404  
Date: 6/14/18**

**Purpose:** To comply with Missouri state laws which prohibit hospitals or other providers from knowingly allowing those who have been convicted of, pled guilty to or nolo contendere in this state or any other state or has been found guilty of a crime, which is committed in Missouri would be a Class A or B felony violation.

**Policy:** As part of our agreements with our clinical facilities, we have a responsibility to ensure that our students are safe practitioners in the clinical setting. To comply with this responsibility, students are required to submit to background checks through the Caregiver Background Screen, Missouri State Highway Patrol, the Missouri Department of Health and Senior Services (sanction list) and any agency thereof, the FBI and any other law enforcement agency of and state of the United States, the Office of Inspector General sanction list and the General Services Administration EPLS sanction list if necessary as well as any other background screenings that may be required by the clinical affiliate sites.

Offers of acceptance to the MHPC MLT Program are made as conditional offers. Applicants may be denied admittance if background screenings are returned with certain felony convictions. An applicant who refuses to authorize and pay for background screenings or who has a negative background check may not receive a final offer of admission. A current MLT student who refuses to authorize and pay for testing or whose background check returns certain felony convictions may not be allowed to continue in the MLT program. Certain felony convictions may disqualify a student from participating in required clinical rotations and may affect the student's ability to complete the program. Students who are selected for admission or enrolled in the Program must report any arrest, charge, or conviction under a criminal drug or alcohol statute for violations occurring on or off college premises, within five (5) days of the occurrence. Students convicted of involvement in a criminal drug or alcohol offense will be dismissed from the MLT program. In addition, a felony arrest, charge, or conviction may affect a student's ability to be placed in clinical rotation settings, and a graduate's eligibility to sit for the ASCP-BOC Certification Exam.

**Procedure:** Acceptance letters developed by the MHPC MLT Program and approved by the college campuses list a contingency of acceptable background screenings, at the student's expense, to be performed prior to MLT classes beginning in August.

1. Student completes and returns the Qualification Requirements for Clinical Rotations Compliance Verification form to the MLT Office by the established deadline.
2. Student applies for registration to the Caregiver Background Screen and submits form to the appropriate address. This registry helps ensure that persons who care for children, the elderly and the physically or mentally disabled can easily be screened as required by Missouri law. Upon

registration, the agency will send a background screening letter to the student's home mailing address.

3. Student submits a check or money order for \$2.75 made out to "MACC" as well as the Background Check Advantage form, completely filled out.
4. Student applies for Missouri State Highway Patrol Background Screening online. Upon registration and payment, the agency will send a background screening letter to the student electronically.
5. Student must submit a copy of the Caregiver Background screening letter, Missouri State Highway Patrol Background Screen and any other required screenings to the MLT Office by the established deadline.
6. Background screening results are maintained electronically on a secure network at the MHPC MLT office in Mexico. Students keep copies of all background screenings and may be required to submit the results to their clinical rotation sites during the professional year as necessary.

**Clinical Rotation Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Clinical Rotation  
Policy #212  
Date: 6/14/18**

**Purpose:** To establish fieldwork opportunities which provide students with optimal experiences to prepare them for work as generalists with skills specific to hospitals.

**Policy:** The Clinical Coordinator (CC) will be primarily responsible for the program's compliance with clinical rotation requirements, site visits and obtaining evaluation information.

**Procedure:**

1. The CC will ensure that clinical rotations reflect the sequence and scope of content in the curriculum and will collaborate with faculty to ensure this goal is met.
  - a. Clinical rotations will be assigned based on student location to limit drive time and student cost. Students may have the opportunity to select or request sites depending on site availability and student performance.
  - b. Clinical sites will be reviewed for ability to contribute to students' overall learning and consistency with promoting an optimal student experience.
    - i. New sites will be reviewed by all colleges to ensure the MOU and site is adequate in ability to oversee MLT students.
    - ii. Faculty will review all sites for continuation of MOU and student placement when concerns are voiced by students currently placed in the site.
    - iii. CC will follow-up with all stakeholders, including but not limited to, the program executive director, students, the clinical instructor/educator, the college review committee or representative if concerns warrant discontinuation of a site.
2. The CC will review and update the Student Handbook Clinical Rotation section annually.
3. The CC will be responsible for communicating with clinical sites via e-mail, on-site visits, and/or phone/video conferencing to:
  - a. Ensure students are progressing towards established objectives.
  - b. Ensure that the ratio of clinical instructors/educators to students enables proper supervision and the ability to assess student performance with ongoing communication.
  - c. Ensure that clinical instructors/educators receive rotation packets outlining expectations for student performance, optional learning activities, program structure, curriculum design, mission, and vision.

4. The CC will have access to a Clinical Affiliate Database available on the institution's network to assist the Program Executive Director in coordination and oversight of clinical affiliate contracts, contact information, and student placements as needed. Specifically the database will assist the CC and Program Executive Director to ensure:
  - a. Affiliate Agreements are sufficient in scope and number for current student enrollment.
  - b. MOUs are signed and current, i.e. reviewed at a minimum of every 5 years.
  - c. That qualified personnel supervise students, including data related to licensure, educator discipline, and years of experience.
5. The CC will be responsible for ensuring access to all documentation and resources necessary for students to successfully complete clinical rotations.
  - a. The CC will work with program administration to ensure that each student has access to the appropriate MLT Clinical Evaluation and Checklists.

**Course Delivery Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Course Delivery**  
**Policy #206**  
**Date: 6/14/18**

**Purpose:** To outline the method for course content delivery and ownership of content. Delivery methods are intended to ensure that the length of the program is appropriate to the expected learning and competence of the graduate, while not creating unnecessary barriers related to student cost.

**Policy:** Consortium program courses may be provided in a combination of in-person, hybrid, and distance education methods to maximize collaboration opportunities among Consortium members, reach the greatest number of students possible, and save direct instructional costs.

**Procedure:**

1. Coursework originates from a classroom in Poplar Bluff, MO and Mexico, MO and is transmitted via the internet based instructional platform to the participating community colleges.
  - a. Video files may also be uploaded to the instructional platform.
  - b. Articulating e-technologies such as Collaborate will be utilized to provide synchronous and asynchronous lectures and course discussions.
2. The Consortium one plus one associate degree programs include general education, pre-requisite science, and related occupational and professional skill sets and competencies necessary for the graduate to assume professional practice responsibilities and qualify for the appropriate certification and/or licensure examination from an accredited program.
  - a. General Education Requirements: Generally, twenty-five (25) to twenty-six (26) semester credit hours of coursework in the first year is required to be completed prior to admission to the professional program. Students will complete general education and pre-requisite science courses before entrance into the MHPC MLT Program can begin.
  - b. Professional Requirements: The professional curriculum encompasses approximately thirty-five (35) semester credit hours over the second year. Throughout the professional preparation year, students will complete clinical rotations near their homes, to be provided by clinical sites throughout the service regions of the member community colleges.
3. The Consortium's curriculum, teaching materials, and instructional expertise shall become the intellectual and material property of the Consortium, and generally housed and originate from instructors at both Moberly Area Community College and Three Rivers College.
  - a. Under the authority of the Governing Board, the Program Executive Director shall oversee the promulgation of rules, policies and procedures for managing academic programs, measuring satisfactory progress, and approving admissions and graduation requirements.

- b. Formal practice laboratory and clinical site affiliation agreements may be developed for each Consortium program with and on behalf of member institutions.

4. Clinical Site Instruction:

- a. It is the intent of the Consortium to arrange local clinical site instruction through clinical affiliate memorandums of understanding, also referred to as affiliation agreements with local and/or regional commercial community clinical sites.
- b. The MHPC MLT Program Executive Director and Clinical Coordinator work closely with participating community colleges and local programmatic advisory councils to ensure compliance with partner institution policies for approval.

5. Practice Laboratory Instruction:

- a. The Consortium structure includes two lab sites located on the participating community college campuses. Labs are run simultaneously and typically have an on-site instructor, either primary clinical instructor employed by the Moberly Area Community College or Three Rivers College, or a part-time clinical lab instructor dedicated primarily to said instruction. On-site practice laboratory instruction requires Consortium approval and supervision. The Program Executive Director works closely with participating community colleges, and local programmatic advisory councils to ensure appropriate oversight.

**Course Registration Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Course Registration  
Policy #505  
Date: 6/14/18**

**Purpose:** To outline processes for student registration once accepted into the MHPC MLT Program.

**Policy:** Once the student has been accepted into the MHPC MLT Program, and all prerequisites have been completed with satisfactory grades the student may register for the classes required for the professional phase of the program.

**Procedure:**

1. All MLT students are subject to the procedures of registration as published in their home college student handbook and therefore should refer to their home college student handbook for registration specifics.
2. A list of MLT classes and schedules will be provided by the MHPC MLT Program to the student (located in your acceptance letter) prior to enrollment.
3. On-site MLT Faculty advisors will work closely with the registrar to ensure timely enrollment of students and to communicate changes to the registration process.

**Degree Granting Authority Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Degree Granting Authority and Accreditation  
Policy #101  
Date: 6/14/18**

**Purpose:** To ensure ability to confer associate's level degrees to program completers.

**Policy:** The Missouri Health Professions Consortium (MHPC) and its affiliates, including all community college members, must be authorized under applicable law or other acceptable authority to provide a program of post-secondary education and have appropriate degree-granting authority.

**Procedure:** Each member of the MHPC will be authorized to provide programs of post-secondary education and given degree granting authority by the Missouri Coordinating Board of Higher Education, if conferring the Associate of Applied Science Degree in Medical Laboratory Technician. An institution may be part of the MHPC and not be authorized by the Coordinating Board if there is no intent to confer a recognized degree consistent with the MHPC MLT Program.

As a member of the MHPC and as fiscal agent, Moberly Area Community College will be the primary employer of MHPC faculty and staff. As such, the MHPC MLT Program Executive director holds responsibility for upholding accreditation standards and coordinating efforts to adhere to those standards including, but not limited to:

- Maintain a program reflective of compliance with all accreditation standards.
- Inform NAACLS of the transfer of program sponsorship or change of the institution's name within 30 days of the transfer or change.
- Inform NAACLS within 30 days of the date of notification of any adverse accreditation action taken to change the sponsoring institution's accreditation status to probation or withdrawal of accreditation.
- Notify and receive NAACLS approval for any significant program changes prior to the admission of students into the new/changed program.
- Inform NAACLS within 30 days of the resignation of the program director or appointment of a new or interim program director.
- Pay accreditation fees within 30 days of the invoice date.
- Submit a Report of Self-Study and other required reports
- Agree to a site visit date before the end of the period for which accreditation was previously awarded.
- Demonstrate honesty and integrity in all interactions with NAACLS.

**Facilities and Space Requirements Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Facilities and Space**  
**Policy #205**  
**Date: 6/14/18**

Purpose: To ensure adequate space to meet program needs.

Policy: The MHPC MLT Program will secure and maintain office, classroom, advising and laboratory space sufficient in size and function to adequately meet educational objectives, support teaching methods, accommodate students, ensure safety and health standards and allow for the efficient operation of the program.

Procedure:

1. Moberly Area Community College Space Commitments: It is anticipated that MACC will provide, at a minimum, the following facilities in support of the program(s):
  - Office space, for each program director, master or lead faculty(s), clinical field supervisors, and other support staff.
  - MACC will determine the costs of dedicated program space and will communicate costs thereof to the Governing Board for funding allocation purposes.
  - Virtual classroom space to be provided via internet, ITV, and/or other distance mediated technology.
  - Laboratory space assigned to the medical laboratory technician program on a priority basis or a written and signed agreement to ensure assignment of space for program use if secured through an institution or agency outside of the MHPC partner institutions. Laboratory space may be shared by member institutions as long as the program needs and NAACLS standards are being met.
2. Three Rivers College Space Commitments: It is anticipated that TRC will provide, at a minimum, the following facilities in support of the program(s):
  - Office space, for each master or lead faculty(s), clinical field supervisors, and other support staff.
  - Laboratory space assigned to the medical laboratory technician program on a priority basis or a written and signed agreement to ensure assignment of space for program use if secured through an institution or agency outside of the MHPC partner institutions. Laboratory space may be shared by member institutions as long as the program needs and NAACLS standards are being met.
  - Adequate space to store and secure equipment and supplies.
3. Community College Space and Facility Considerations: Each community college participating in a program delivery cycle will provide, at a minimum, the following facilities in support of the Consortium program(s):
  - Sufficient office space and basic equipment (phone, internet and computer access) for itinerant Consortium program personnel to rotate through each campus.

- Sufficient Internet services, Band-width and reliable Instructional Television equipped classroom.
- Each member community college in conjunction with the Program Executive Director, as appropriate, will determine the costs of dedicated program space and will communicate costs thereof to the Governing Board of Directors for funding allocation purposes.
- Adequate space to store and secure equipment and supplies.
- Adequate space for on-site advising of students.
- Access to library services equipped with a supply of current and relevant books, journals, periodicals, computers, software, and other reference materials need to meet the requirements of the curriculum. This may include but is not limited to, online services, interlibrary loan, and resource centers.

**Faculty Grievance Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Faculty Grievance  
Policy #301  
Date: 6/14/18**

**Purpose:** To outline the policy and procedures for handling faculty grievances.

**Policy:** All faculty grievances will be addressed in accordance with the Faculty Handbook and related policies at that faculty member's place of employment. Should a faculty member have a grievance with an employee or process outside of the MHPC MLT Program, that faculty member will have the opportunity to discuss said concern with the MHPC MLT Program Director and designated administrator from the respective MHPC member institution. Should the faculty member feel that his/her grievance was not addressed he/she may appeal to the MHPC Governing Board of Directors.

**Financial Aid Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Financial Aid  
Policy #209  
Date: 6/14/18**

**Purpose:** To outline processes for access to financial aid for MHPC MLT Program students.

**Policy:** All financial aid services shall be provided by the local member community college at their expense, and not by the Consortium.

**Procedure:**

Financial aid and all related services originate and are provided by the member community colleges. It is generally understood that once admitted to the Consortium program, students are counted and reported as students of the “home” community college. This process shall determine the student “home-campus” for federal and state financial aid eligibility and account service. Student inquiries related to financial aid are directed back to the home campus through which the student is enrolled.

**Financial Arrangement Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Financial Arrangements  
Policy #202  
Date: 6/14/18**

**Purpose:** To ensure financial viability of the MHPC MLT Program

**Policy:** Development and proposed changes to the MHPC MLT Program Financial Arrangements must be approved by the MHPC Governing Board

**Procedure:**

Annual Planning Process - The MHPC Governing Board of Directors (Governing Board) and Program Executive Director, shall work together to develop guidelines and processes to promote and adhere to financial stability and program viability for the MHPC MLT Program, including:

1. Projecting an annual operating budget revenues and expenses
2. Establishing enrollment cycles and quotas, by institution and program
3. Creating an academic calendar for program delivery and billing cycles
4. Setting annual member charge back use fees to pay for defined expenses
5. Billing and collecting fees from member institutions
6. Developing contingency plans which may include accessing additional member fees in the event of financial shortfall
7. Establishing guidelines for approval and payment of expenses

Minimum Enrollment Requirements – Members shall work together and make every reasonable attempt to meet minimum enrollment numbers sufficient to satisfy budgetary requirements, as approved annually by the Governing Board. On an annual basis, the Governing Board shall mutually name each community college(s) that agrees to participate in the next Consortium program marketing, recruiting, admissions and enrollment cycle(s).

1. The Consortium recognizes there may be circumstances which prevent one or more of the member community colleges from achieving the prescribed total enrollment in a program. It is the intent of this agreement that if enrollment at any given member institution should fail to meet the prescribed minimum Consortium commitment, then, with sufficient notice, the remaining member institutions shall resolve to work together to increase their respective enrollments to maintain financial and programmatic viability.
2. Revenue Generated from General Education Preparation – In the course of operating any Consortium program, it is expected that a pool of prospective applicants will aspire admission to more than one of the Consortium programs at respective member institutions. It is understood that due to the competition for admissions seats in the proposed Consortium programs, prospective students will work ahead to complete required general education and pre-requisite courses prior to being admitted to a Consortium program. The programs are designed to admit students who have already completed all required general education as

well as selected pre-requisite courses (e.g., some times called a “one plus one program”). It is therefore assumed that participating community college(s), in the next budget year enrollment operating cycle, may experience an enrollment increase as prospective students complete these courses. It is the intent of this understanding that of the students who are completing appropriate general education and prerequisite coursework prior to admission to a Consortium program(s), 100 percent of the tuition/fee revenues generated from this activity, shall be earned and retained by the individual community college.

3. Financial Contributions and Funds Flow – Through a recommendation by the Consortium Governing Board, the respective Board of Trustees of each member community college reserves the right to approve each next fiscal year operating budget commitment for each Consortium program. A fiscal year shall be defined to mean: begins on July 1 and ends on June 30. The institutional funds required to operate a Consortium program shall be billed and collected from each member community college named to participate in the next budget year enrollment operating cycle on a “charge back use fee” plan (See Attachment). The method and manner of assessing/billing/collecting a charge back use fee shall be mutually decided by the Governing Board, or their designees (e.g., chief financial officers.)
  - a. The Governing Board may enable annual Consortium charge back use fees (revenues) to intentionally and systematically exceed annual Consortium operating expenses, which yield net surpluses. Any net surpluses generated shall be placed in an agency account. It is understood that any accumulated surpluses may be used to reduce the fees/billings to members in future years, or offset future planned operating deficits. The intent of this understanding is that each Consortium program will operate on a cost-breakeven basis, and further, that the Governing Board may authorize the return of excess surpluses back to the contributing institutions when not needed.
  - b. Moberly Area Community College agrees to serve as fiscal agent for the Consortium program, and handle, in conjunction with the Consortium program’s representative, the collection of the charged back use fees from each participating member institution, as well as paying expenses as requested by the Program’s Director and as authorized by the Consortium Governing Board. As such, Moberly Area Community College’s financial, purchasing, payroll, and accounting systems will be used for funds flow and disbursement.
  - c. As fiscal agent, Moberly Area Community College’s financial system will be guided by published rules and regulations to ensure maximum program flexibility and meet acceptable State auditing standards and practices. As the initial Consortium fiscal agent, It is the intent of Moberly Area Community College to provide standard business services in conjunction with operating any Consortium program at very minimal to no additional costs to the Consortium. In the future, if Moberly Area Community College finds it necessary to charge the Consortium program(s) an administrative service fee, Moberly Area Community College pledges to fully and openly communicate such changes in advance during the planning cycle of the next year’s Consortium budget request.

**Attachment A:**

EXAMPLE of CHARGE-BACK FEES

**Missouri Health Professions Consortium (MHPC)**  
**Medical Laboratory Technician (MLT) Curriculum**

The charge-back fee for each year is based on MHPC annual budget, including MHPC tuition x credit hours x number of students enrolled in the Professional Year (currently 35 credit hours per year).

Should a student or students enrolled in the first semester courses withdraw prior to enrollment in the second semester, the member colleges will only be billed for the semester in which the student enrolled. Currently, semesters run Fall, Spring, and Summer.

Charge-back fees will coincide with each semester of the program's academic year. The Fiscal Agent (Moberly Area Community College) will invoice Missouri Health Professions Consortium (MHPC) Members two weeks after the start of each semester in September, January, and June for the actual number of students enrolled in the MHPC Program on the date of billing.

The following charge-back fees that the MHPC collects from the college are recommended per student during the 2018-2019 calendar years:

Student Tuition/Fees (that the college collects from the student) are calculated as Charge-back fee x 28%, and rounded to the nearest dollar:

*2018-2019: \$225 charge-back x 28% upcharge = \$288 per credit hour*

Checks should be made payable to Moberly Area Community College and remitted to:

*Moberly Area Community College  
Attn: Alese Thompson  
2900 Doreli Lane  
Mexico, MO 65265*

**Governance Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Governance**  
**Policy #201**  
**Date: 6/14/18**

**Purpose:** To clarify governance processes for the MHPC MLT Program predicated on the philosophy of shared-governance, mutual respect and collaboration.

**Policy:** The Consortium will be managed under the authority of a Governing Board of Directors comprised of representatives from each of the member institutions, including the presidents of each community college conferring the AAS Degree in Medical Laboratory Technician. The Governing Board holds the authority to mutually agree by majority vote on the following:

- a. Best practices to develop, sponsor, and manage certificate or degree programs determined appropriate for the health care industry of Missouri
- b. Appointment and removal of Consortium staffing/personnel, subject to guidelines and policies governing the Consortium
- c. Amendments to the Memorandum of Understanding
- d. Establishment and modification of fee structures and allocation of operational deficits/revenues/reserves
- e. Determination of the location, sequence and rotation cycle(s) of Consortium program(s) between participating community colleges in the Consortium
- f. Approve policies and procedures and revisions as proposed.

Advisory Board—The Governing Board of Directors may establish an External Advisory Board comprised of industry leaders, legislators and other stakeholders who are key in promoting and supporting health workforce development.

Oversight Committee— The Governing Board of Directors may establish an Oversight Committee to operate each instructional program within the Consortium. Each Oversight Committee shall be comprised of the program’s director, lead faculty/staff, designated official(s) representing the member institutions (e.g., chief academic officers, chief student services officers, Directors of Nursing and Allied Health, and/or chief business officers.), and others as agreed upon by majority consent.

The Oversight Committee will be responsible for:

- a. Preparation of program accreditation applications for submission to the appropriate national and state accreditation agency(s).
- b. Preparation of new program applications for submission to the Missouri Coordinating Board of Higher Education (CBHE) through the Department of Higher Education.
- c. Preparation, implementation and operations of other student, academic, and business affairs policies, processes, and procedures as delegated by the Governing Board.

Home Campus - Each student admitted to a Consortium program will select one “home” campus from among the member community colleges offering the program of study. The admitted student is

expected to enroll and pay tuition and fees directly to the “home” campus. Admitted students may be required to travel to other approved site(s) to attend assigned practice laboratory and clinical training. Once a student completes all program requirements, the “home” campus shall grant and confer the student’s certificate/degree, and these outcomes shall be counted and reported in accountability measures such as graduation rates, retention rates, and other institutional assessments.

Moberly Area Community College (MACC) - The role of Moberly Area Community College is limited to providing Consortium infrastructure to include Consortium activities and functions as: staffing, teaching and curricular expertise, educational technology for networked delivery, fiscal/operational agency, and maintenance of files.

- a. MACC will serve as the fiscal agent to bill and collect charge back use fees to offset consortium expenses, as well as serve as the Consortium’s primary fund-raiser to private industry.
- b. MACC will provide on-site guidance and supervision for each Consortium program personnel assigned to the member community college(s), adhering to established routines and processes.
- c. Faculty and staff employed by the Moberly Area Community College are subject to faculty bylaws as well as other related institution specific policies and procedures.
- d. The accredited institution is the Missouri Health Professions Consortium and as such the Program Executive Director (PED) reports to the MHPC Governing Board of Directors; thus the PED shall be appointed, retained and/or removed from that position upon majority vote.
- e. MHPC MLT Program faculty and staff will report to the Program Executive Director.

**Procedure:**

1. The addition or removal of individual Consortium members shall require Governing Board of Director approval by majority vote, a formal addendum to the Memorandum of Understanding, and shall require signatures of all then-members of the Consortium.
2. The addition or removal of individual programs/degrees shall require formal addendum to the MOU and shall require signatures of all then members of the Consortium.
3. The decision to terminate, suspend, or make inactive any Consortium program will require approval of the majority of the Governing Board of this Consortium. However, in every case, no Consortium program shall be terminated until all students enrolled in the approved CBHE program have completed all required coursework. In the event the Consortium is dissolved, or a specific Consortium program is dissolved, all associated net revenues after expenses will be divided equitably among all then members at the time of dissolution.
4. Policies and procedures may be amended at any time by majority vote of the Governing Board of Directors.
5. Governing Board of Director meetings will be held in both virtual and face to face formats, including at least one face to face meeting to be held annually, generally in coordination with the Missouri Community College Association president’s meeting.

**Grievance Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Grievance**  
**Policy #502**  
**Date: 6/14/18**

**Purpose:** To outline the policy and procedures for handling student grievances regarding the program.

**Policy:** All grievances related to academic issues such as grades or grading appeals, complaints about instructors or instruction staff, academic policy and procedures, attendance, disciplinary matters related to classroom behavior and other issues involving credit classes should be resolved using the following procedure.

**Procedure:**

1. The student should first attempt to resolve the issue informally with the MLT faculty or staff.
2. If the issue cannot be resolved informally and/or the student wishes to formally appeal a decision the student must present a written statement regarding the grievance to the MLT Program Executive Director within 5 working days after the decision was rendered by the faculty member or staff. The Program Director must then make a decision after consultation with both the faculty or staff, home campus representative and the student, on the grievance. The Program Director will make a written response to the student, copied to the faculty or staff member, within 10 working days from the date they were originally contacted by the student.
3. If the student is not satisfied with the Program Director's decision, the student should inform the Program Director that he/she would like to further involve representatives from the home campus.
4. The Program Director will involve a representative from the student's home campus, generally the Dean of Academic Affairs, in accordance with the home campus grievance, grade appeal and/or complaint policies.
5. Grade appeals must be made no later than 2 weeks after the date the final course grade was officially recorded.
6. Any change of grade after that grade is officially recorded will require adjustment in accordance with home campus policies.

**Health and Safety Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Health and Safety  
Policy #504  
Date: 6/14/18**

**Purpose:** To outline the proper use of equipment and supplies for MHPC MLT Program activities and to ensure the health and safety of students enrolled in the program

**Policy:** Students will be informed of policies and procedures related to health and safety requirements related to lab activities and evacuation procedures relevant to each campus.

**Procedure:**

1. Students will be required to sign a form, which indicates they have read the Clinical Lab Guidelines and that they agree to follow the guidelines at all times when in the lab.
  - a. Students will be informed that non-adherence to these expectations may constitute dismissal from the lab.
2. Materials potentially hazardous in nature will be reviewed prior to use in lab. MSDS information will be reviewed by faculty and with students prior to utilization.
3. Manuals related to lab equipment will be housed in cabinetry located in labs on site and placement of manual reviewed with students during student lab.
4. Students will be informed of evacuation procedures related to each satellite campus. Procedures will be posted in accordance with home campus policies and procedures.
5. Students and faculty will utilize the relevant college campus emergency policies and protocols when located on site. Faculty will contact the respective on-site representatives (Dean/Director of Allied Health or Vice Presidents of Student Services) for assistance as needed.
  - a. Mineral Area College- emergency procedures will be followed when on the Park Hills campus during courses. <http://www.mineralarea.edu/generalInformation/legallinks/campus-safety.pdf>
  - b. Moberly Area Community College- emergency procedures will be followed when on the Mexico campus during courses and during centralized lab. <https://www.macc.edu/securityhome>
  - c. State Fair Community College emergency procedures will be followed when on the Sedalia campus during courses. <http://www.sfccmo.edu/Include/Webmaster/Policies/5000Regs01-09.pdf>
  - d. East Central College incident reporting and emergency procedures will be followed when on the Union campus during courses. <http://www.eastcentral.edu/safety-policies/emergency-plan/>

e. North Central Missouri College incident reporting and emergency procedures will be followed by students when on the Trenton campus during courses

<http://www.ncmissouri.edu/about/Pages/safety-report.aspx>

f. Three Rivers College incident reporting and emergency procedures will be followed by students when on the Poplar Bluff campus during courses and during centralized lab.

<https://trcc.edu/campussafety/eap.php>

**Immunizations and Physical Examination Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Immunizations and Physical Examination**  
**Policy #405**  
**Date: 6/14/18**

**Purpose:** To ensure that students entering the MHPC MLT Program are in a state of physical and mental health compatible with the responsibilities of a career in medical laboratory technician and in general, working with individuals in a healthcare or other provider environment.

**Policy:** Offers of acceptance to the MHPC MLT Program are made as conditional offers. Applicants may be denied admittance if they are not in a state of physical and mental health compatible with the responsibilities of a career in medical laboratory technician and/or if they do not receive the proper immunizations. An applicant who refuses to authorize and pay for the required immunizations and/or physical examination may not receive a final offer of admission. A current MLT student who refuses to authorize and pay for required immunizations and/or physical examination may not be allowed to continue in the MLT program and/or may be disqualified from participating in required course work involving client interaction and may affect the student's ability to complete the program. Current immunizations of MMR, diphtheria/tetanus, Hepatitis B, and Varicella are required as well as an annual flu shot and annual TB skin test or T-SPOT. Hepatitis A is recommended. Compliance records are verified and maintained by the MLT Program Office. Students may utilize private physicians to obtain immunizations, test, x-rays, etc. Students are responsible for keeping their immunization and health information current and for providing all documentation regarding changes in this information to the MLT Program Office.

**Procedure:** Acceptance letters developed by the MHPC MLT Program and approved by the college campuses list a contingency of immunizations and physical examination requirements, at the student's expense.

1. Student acknowledgement/consent forms for immunizations and physical examination will be signed when a conditional offer of admission to the MHPC MLT program is made. Policies will be reviewed with students during the mandatory orientation session.
2. Students must visit their healthcare provider, such as personal physician, local health department, or clinic to present their payment and the provided physical examination form.
3. Healthcare provider conducts the physical examination and administers immunizations, completes the required form and provides documentation of immunizations.
4. The student is responsible for submitting the health requirements documentation to the MLT Program Office prior to the established deadline. Health requirements are stored electronically on a secure network at the MHPC MLT Office and the student is responsible for providing copies of the documentation to their clinical rotation sites during the professional year as necessary.

(see attachments)

**MISSOURI HEALTH PROFESSIONS CONSORTIUM MEDICAL LABORATORY TECHNICIAN PROGRAM  
PHYSICAL EXAMINATION AND GENERAL HEALTH HISTORY**

Name		Birthdate	
Person to contact in emergency with contact info			
Health History (injuries, illnesses including mental illness, surgeries, other procedures)			
Allergies with reaction			
Current medications			
Height	Weight	Vital Signs (TPR-BP)	Vision c correction R__L__ s correction R__L__
General appearance		Oropharynx	Hearing Right Left
Neurological		Musculoskeletal	
Heart		Lungs	
Abdomen			
Integument (include scars)			
Provider's interpretation of history and physical examination			
Date of examination		Examining Physician / Nurse Practitioner Signature	
		Examining Provider's PRINTED NAME	

# MHPC MEDICAL LABORATORY TECHNICAL PROGRAM

## IMMUNE SYSTEM ASSESSMENT / DOCUMENTATION

Full assessment and documentation of immune status is necessary for all students to participate in clinical activities.

**Please provide copies of documentation for vaccines and titer levels as indicated.**

<b>Disease</b>	<b>Necessary documentation</b>
Measles	Dates of two vaccines; one vaccine must be after 1980 OR Date and numerical result of positive titer
Mumps	Dates of two vaccines; one vaccine must be after 1980 OR Date and numerical result of positive titer
Rubella	Dates of two vaccines; one vaccine must be after 1980 OR Date and numerical result of positive titer
Varicella	Dates of two vaccines, one month apart OR Date and numerical result of positive titer
Hepatitis B	Dates of three vaccines given on approved schedule OR Date and numerical result of positive titer
Tetanus, Diphtheria Pertussis	Date of Tdap immunization within the past ten years
T-Spot OR 2-Step Tuberculosis	Date and result of T-SPOT OR Dates and negative results of TWO skin tests seven days apart within the past year OR If skin test positive, date and negative result of chest x-ray
Influenza	Date of immunization if within "flu" season

**Intellectual Property Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Intellectual Property  
Policy #203  
Date: 6/14/18**

**Purpose:** To clarify rights of intellectual property developed in accordance with the MHPC MLT Program.

**Policy:** The Governing Board shall promulgate policies and procedures, with regard to intellectual property matters relative to the Consortium's program and curricular offerings. Neither the Consortium nor any of its individual member institutions shall assign, convey any rights, sell, transfer, or contract out any degree program, certificate, curricula, delivery system, or organizational structure developed under this agreement.

**Non-Curricular Student Activities Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Non-Curricular Student Activities  
Policy #210  
Date: 6/14/18**

**Purpose:** To outline access to non-curricular student activities for students enrolled in the MHPC MLT Program.

**Policy:** Students accepted into the MHPC MLT Program will be afforded the same access rights to non-curricular events and activities as those afforded to other currently enrolled native students on the “home campus”. This understanding will enable these students to participate in community college intercollegiate athletics, student activities and organizations, use the recreation facilities, library, residence halls, etc. All appropriate fees will be covered by the tuition/fees charged by the “home” member Consortium community college.

**Non-Discrimination Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Non-Discrimination  
Policy #501  
Date: 6/14/18**

**Purpose:** To ensure that the Consortium and its affiliated institutions follow a policy of nondiscrimination on the basis of race, color, religion, gender, sexual orientation, age, disability, ancestry, national origin, or veteran status in regard to recruitment, admission and retention of students and employees.

**Policy:** The Missouri Health Professions Consortium and its member institutions do not discriminate on the basis of race, color, national origin, ancestry, gender, age, disability, veteran status, and marital or parental status in admissions, programs and activities, and employment. Inquiries concerning nondiscrimination should be directed to the following respective college representatives:

**East Central College:** Human Resources Director, 005-D Multipurpose Building, Union campus; telephone number 636-584-6710 or [hrnotice@eastcentral.edu](mailto:hrnotice@eastcentral.edu).

**Mineral Area College:** Office of the Dean of Students, 573-518-2154, or Access Office/Disability Services, 573-518-2152, 5270 Flat River Road, Park Hills, Missouri, 63601.

**Moberly Area Community College:** Office of Student Services, 101 College Avenue, Moberly, Missouri 65270, 660-263-4110, ext.11239

**North Central Missouri College:** Chief of Staff, North Central Missouri College, 1301 Main, Trenton, MO 64683, (660) 359-6203 or [kharris@mail.ncmissouri.edu](mailto:kharris@mail.ncmissouri.edu)

**State Fair Community College:** Director of Human Resources, Hopkins Student Services Center, (660) 596-7481, or Director of Student Life and Development, Hopkins Student Services Center, (660) 596-7393.

**Three Rivers College:** Student Services Specialist/Coordinator of Disability Services (573)840- 9605 located in the Welcome Center in the Bess Student Center, Poplar Bluff, MO 63901

**Procedure:** The above statement and contact information will be reviewed annually, updated accordingly and included in all course syllabi so students have ready access to information in the event they feel as though they have been discriminated against as a student in the MHPC MLT Program.

**Post-Acceptance Admissions Requirements Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Post-Acceptance Admission Requirements**  
**Policy #402**  
**Date: 6/14/18**

**Purpose:** To ensure that students entering the program are aware of the demands and expectations of the MHPC MLT Program.

**Policy:** Any applicant with a contingent acceptance to the MHPC MLT Program may be denied admittance if identified forms, transcripts and/or requirements are not submitted prior to the start of the professional year.

**Procedure:** Acceptance letters will be developed by the MHPC MLT Program and accepted applicant names will be disseminated to the college campuses for review. Once approved by the campuses, letters indicating the following criteria for official admission to the program will be sent to students.

Letters will indicate that acceptance to the program is contingent on the following requirements/stipulations:

- Successful completion of general education coursework with a “C” or better while maintaining an overall 2.5 GPA or higher before MLT coursework begins.
- Complete three separate criminal background screenings, 11 panel drug screening, and health requirements that includes a physical exam and immunizations before the established deadline.
- Attend the mandatory MLT New Student Orientation session held before coursework begins.

**Probationary Status and Dismissal Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Probation and/or Dismissal from Program**

**Policy #507**

**Date: 6/14/18**

**Purpose:** To outline the policy and procedures for handling student probationary status or dismissals.

**Policy:** If a student has demonstrated unsatisfactory academic, professional or ethical performance in an MLT course or clinical rotation, the student may be placed on a probationary status or dismissed from the program, relating to the nature of the offense. Dismissal is the discontinuance of the student from the MHPC MLT program. Depending on the act, this can be immediately pursuant to or after failure to complete a probationary contract satisfactorily.

If a student is dismissed or withdrawn from the professional program, the student may be eligible to re-apply at a later time. The Program Director and academic advisors may establish contingencies for re-application at the time of dismissal or withdrawal. Appeals will be honored in compliance with “home” campus policies and procedures.

A student may be dismissed from the professional year of the MLT Program including, but not limited to the following reasons:

- a. Failure to maintain academic standards as outlined in the Academic Standards policy
- b. Breach of attendance policies
- c. Unethical conduct based on any behavior which shows poor judgment, endangers or discredits individuals, the profession, or the department; and/or academic dishonesty
- d. Failure to maintain physical or mental health in accordance with the essential functions of a medical laboratory technician as determined by professional consultation

**Procedure:**

The Program Executive Director may develop a probationary contract in cases where a student is in violation of academic, professional and ethical standards. Consequences related to breach of contract are specified in the individualized student probationary contract in order to promote awareness and transparency.

If a student has demonstrated unsatisfactory academic performance the student will make conference appointments with the appropriate instructor or Executive Director until such time that the student is progressing at a satisfactory level and is no longer in jeopardy of failing. Following the conference, a progress report will be provided to the student and the MLT Program Coordinator as written documentation of areas of progress and areas of deficiency. If performance falls below acceptable levels and the student does not make satisfactory improvement, the student faces dismissal.

A student receiving a grade less than “C” in an MLT course, may re-apply if readmission is approved and repeat the course one time. Students who receive a grade of less than “C” in two MLT courses or in the same MLT course two times will be dismissed from the program without consideration for readmission.

Contingencies may be established for re-application at the time of dismissal or withdrawal. Grievances, complaints, and appeals will be honored in compliance with “home” campus policies and procedures.

**Program Evaluation Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Program Evaluation  
Policy #211  
Date: 6/14/18**

**Purpose:** To establish an evaluation plan which addresses goals and strategies related to program growth and quality indicators.

**Policy:** The Consortium Oversight Committee, including the Program Executive Director, and MHPC MLT Program faculty and staff shall work together to establish policies, processes, and procedures to measure and evaluate the strengths and weaknesses of the MHPC MLT Program. In accordance with accreditation standards the MHPC MLT Program will develop and adhere to a strategic plan which clearly articulates methods for program evaluation and response.

**Procedure:** The program goals, assessment measures and related outcomes will be reviewed annually. The program will be evaluated in the following areas:

1. Faculty Effectiveness
2. Student Satisfaction
3. Clinical Rotation Satisfaction
4. Clinical Rotation Performance
5. Graduation Rates
6. ASCP-BOC Pass Rates
7. Graduate Job Placement
8. Employer Satisfaction
9. Community Access

**Staffing Structure Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Staffing  
Policy #204  
Date: 6/14/18**

**Purpose:** To ensure academic resources related to staffing are sufficient to ensure that the needs of the MHPC MLT Program are met.

**Policy:** In conjunction with the MHPC Governing Board, Moberly Area Community College shall coordinate and employ well-qualified employees.

**Consortium-Funded Positions:** It is anticipated that for the MHPC MLT Program, various positions will be required as outlined by NAACLS standards. All consortium-funded positions for the program will be established under the direct authority and approval of the Governing Board. Specifically the MLT Program Executive Director will be appointed and retained upon majority vote of the Governing Board of Directors, however as an employee of Moberly Area Community College, the position will be subject to the institutions rules and procedures for employment. Other faculty and staff offers/terminations of appointment will be established in conjunction with the MLT Program Executive Director and in accordance with Moberly Area Community College policies and procedures.

**Community College In-Kind Staff Contributions:** It is anticipated that the member institutions will dedicate existing staff to support each program as needed. All support activities, processes and procedures shall be coordinated through the member community colleges and that program's director of Nursing and Allied Health, or respective department. Contributions include, but are not limited to:

- a. Admissions counselor, advisor, financial aid, registrar personnel
- b. Instructional television/information technology technician
- c. Administration and administrative support as necessary for itinerant Consortium personnel rotating through the campus
- d. Instructors as necessary to cover slight enrollment increases resulting from student applicants completing their required general education and prerequisite course prior to being admitted to the professional year of the program.

**Procedure:**

1. The program must have a director who is assigned to the MLT Program on a fulltime basis. The director may be assigned to other institutional duties that do not interfere with the management and administration of the program. The MHPC Governing Board of Directors must ensure that the needs of the Program are being met.
2. The program director must be an initially certified Medical Laboratory Scientist (MLS) or equivalent, and must hold a minimum of a master's degree and academic qualifications comparable to the majority of other program directors employed through the member institutions.

3. The program director must have a minimum of 3 years of teaching experience in the field, including having knowledge of education methods and administration as well as current NAACLS accreditation procedures and certification procedures.
5. The program director must be responsible for the management and administration of the program.
6. The program must have at least one full-time equivalent FTE faculty position and demonstrate student to faculty ratios consistent with other similar programs and sufficient in number to ensure appropriate curriculum design, content delivery, and program evaluation.
7. The program director and faculty must possess the academic and experiential qualifications and backgrounds that are necessary to meet program objectives, the mission of the institution and demonstrate expertise in their areas of teaching.
8. The program must identify an individual as clinical coordinator, who is specifically responsible for the program's compliance with clinical requirements, holds a minimum of a baccalaureate degree and is a certified Medical Laboratory Scientist (MLS) or equivalent.
9. Clerical and support staff must be provided to the program, consistent with institutional practice, to meet programmatic and administrative requirements.

**Student Performance Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Student Performance**  
**Policy #509**  
**Date: 6/14/18**

**Purpose:** To ensure that efforts are made to meet the needs of medical laboratory technician students while still maintaining a standard of performance consistent with the requirements of the National Accrediting Agency for Clinical Laboratory Science (NAACLS) and program quality standards.

**Policy:** Students are expected to follow professional standards set by the MHPC MLT Program and to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, all program and College facilities, community professionals, equipment, and supplies.

Students are encouraged to seek help from their instructors and their faculty advisors when academic problems arise. Additionally, students continue to have access to their home campus services such as, but not limited to the Learning Center and Counseling Services. Faculty members may involve home campus representatives to address violations of program policies or to address concerns related to student behavior and academic performance. The Program Executive Director may develop a probationary contract in cases where a student is in violation of academic or professional standards. Consequences related to breach of contract are specified in the individualized student probationary contract in order to promote awareness and transparency.

Program faculty members are responsible for facilitating the students' clinical performance, academic and professional development. Faculty members are responsible for being aware of student conduct and discussing with the student inappropriate professional behavior. Faculty can offer academic assistance or recommend remedial strategies. This assistance may be offered when students exhibit unsatisfactory academic progress, or display behavior that does not meet MHPC MLT professional standards. Students are expected to read course materials and complete course work on time. Unprofessional behavior or poor academic performance in either general education or professional coursework can result in dismissal from the professional program.

Academic performance standards require students to maintain a minimum overall 2.5 GPA or greater and individual course grades may not fall below a 'C' in order to progress through the program. Because the program is sequential students will not be allowed to progress to the next semester without successfully completing the preceding semester requirements and will subsequently be dismissed from the program if unable to maintain minimum standards of performance. Students must achieve a cumulative GPA of 2.5 or greater for professional coursework in order to graduate from the program. In addition, students must successfully complete all clinical rotation requirements within a timely manner.

All MHPC MLT students are subject to the rules of student conduct and academic regulations as published in their home campus college student handbook. Academic dishonesty and dismissal will be addressed according to both MHPC MLT Program policies and home campus policies and procedures.

## Academic Preparation & Performance Expectations

Attends class and clinical rotations approximately 40 hours per week, which includes preparation for and participation in the following:

- Lecture and student laboratory
- Integrated clinical rotations
- Reading, studying and understanding classroom assignments
- Travels to various locations required for coursework, labs and clinical rotations

Applies critical thinking process to requirements of the academic learning experience:

- Participates in classroom and online discussions
- Meets clinical rotation expectations
- Demonstrates essential skills consistent with entry level MLT practice, both clinical and professional in nature

Meets professionalism standards consistent with program and profession expectations:

- Addresses problems or questions to the appropriate person at the appropriate time
- Maintains personal appearance and hygiene conducive to professional settings
- Maintains work area, equipment and supplies in a manner conducive to efficiency and safety
- Models socially appropriate behaviors
- Manages time effectively
- Communicates with peers, faculty and staff effectively and professionally
- Treats peers, faculty, staff, patients with respect
- Assumes responsibility for professional conduct
- Is responsible for abiding by the rules and regulations of the program, facility, college, and the profession

**Procedure:** During the professional program year, students are to complete advising, performance evaluation and checklist forms throughout each rotation and submit said forms to MLT Clinical Coordinator and/or Program Director for review.

As noted on the forms, a score of needs improvement may warrant a meeting and/or review by the Program Director, thus potentially placing the student on probationary status.

A student may be dismissed from the professional year of the MLT Program including, but not limited to the following reasons:

- a. Failure to maintain academic standards as outlined in the Academic Standards policy
- b. Breach of attendance policies
- c. Unethical conduct based on any behavior which shows poor judgment, endangers or discredits individuals, the profession, or the department; and/or academic dishonesty
- d. Failure to maintain physical or mental health in accordance with the essential functions of a medical laboratory technician as determined by professional consultation

However, because the program is sequential students will not be allowed to progress to the next semester without successfully completing the preceding semester requirements. The program director and academic advisors may establish contingencies for re-application or recommend that the student is not eligible for reapplication at the time of dismissal or withdrawal. Appeals will be honored in compliance with "home" campus policies and procedures. All MLT students are subject to the rules of student conduct and academic regulations as published in their home college student handbook. Academic dishonesty and dismissal will be subject to the home campus policy.

**Student Records Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Student Records**  
**Policy #508**  
**Date: 6/14/18**

**Purpose:** To ensure that student records are maintained and kept in a secure location.

**Policy:** Student records regarding admission, enrollment, achievement and rotation requirements are maintained and kept in a secure location. Since the degree is conferred by the home campus, final grades will be maintained by that institution and housed in accordance with campus policies and procedures.

**Procedure:**

1. All general education transcripts will be maintained by the home campus and only released to the MHPC MLT Program for purposes of review for admissions processes as outlined in the MHPC MLT Admission Selection Policy.
2. Completed admissions packets will be housed in the MHPC MLT Program Office and kept in a locking file cabinet in a secured office.
3. Course grades for the professional year of the program will be secured in Blackboard and password protected. At the completion of the semester these grades will be entered into the corresponding home campus database as maintained and secured by campus registrars.
4. Student advising paperwork containing student achievement information will be stored electronically on the secured network.
5. Clinical affiliate site requirement documentation will be maintained in the student's file, located in MHPC MLT office, in a lockable file cabinet to ensure security.
6. Upon graduation, dismissal or deferral of placement the MHPC MLT Program Office maintains the student records in paper format for one calendar year. At the end of that year, the hard copy is scanned into an electronic file stored on the secured network and the hard copy is shredded.

**Student Registration Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Student Registration  
Policy #208  
Date: 6/14/18**

**Purpose:** To outline process for student registration.

**Policy:** The Consortium Program Oversight Committee and Program Executive Director, along with local registrars and cashiers of the member institutions shall work together to establish policies, processes, and procedures to enroll all matriculated students each semester, and record all course work grades, transcript grades, and bill students for tuition and fees.

**Procedure:**

1. Students matriculated into the Consortium program will enroll at the “home campus” community college of the student’s choice, and will pay the required tuition and fees to the home campus. It is generally understood that once admitted to the Consortium program, students are counted and reported as students of the “home” community college.
2. All pre-requisite general education and science coursework taken prior to a student’s formal admission to the Consortium program shall be paid in the same manner as other native students attending the home community college campus.

**Student Selection Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Student Selection  
Policy #401  
Date: 6/14/18**

**Purpose:** To outline the process for selection of students to be admitted to the Missouri Health Professions Consortium MLT class.

**Policy:** An average of 30 students will be admitted annually into the MLT Program. Selection criteria as established by the Program Director as well as approved by the Governing Board will be applied to make selection decisions which are as objective as possible. An application screening score will be determined and will be recorded. Using this score, the MLT office will determine the ranking of applicants for admission each annual cycle. The MLT office will independently rank applicants applying through the corresponding community college using the same admission criteria and selection procedures. Alternates may be identified and admitted dependent on open slots.

**Procedure:**

Admissions meetings can be held combining representation from campuses to determine the top 30 individuals for each annual cycle (an average of 6 students per community college campus).

- Representatives from MAC and TRC can meet simultaneously to determine the students that will attend labs in Poplar Bluff, MO on the TRC campus.
- Representatives from MACC, SFCC and NCMC can meet simultaneously to determine the students that attend labs in Mexico, MO on the MACC campus.

Each campus will have a guarantee of up to 6 students to be accepted for program admission, provided that those students meet the minimum composite score during the application review process. In the event those seats are not filled, they can be turned over to the other community colleges that have additional qualified applicants, filling additional seats in ranked order.

After the top 6 students from each of the 5 participating community colleges have been chosen, the remaining applicants will then be ranked according to preferred lab location.

Approximately 12 total students at the Poplar Bluff lab campus and 18 total students at the Mexico lab campus (Poplar Bluff [TRC and MAC], Columbia [MACC, SFCC and NCMC]), will be recommended for selection.

In total, the top 30 ranked applicants will then be recommended for selection to the program and notified of their acceptance.

Additional students above the 30 total ranked applicants may be recommended to account for attrition. The number of additional students will be determined in the respective admissions committee meetings. Students will be notified of their application status (selected for admission or not selected for admission) by letter during the first week of July.

1. Students selected for admission will be required to confirm their acceptance within ten (10) days of letter notification in order to reserve a seat in the program.
2. In the event that the confirmation is not received within those 10 days, alternates may be informed of acceptance in order of ranking to correlate with open program slots.

**Substance Abuse and Drug Testing Policy and Procedure**  
**Missouri Health Professions Consortium**  
**Medical Laboratory Technician Program**

**Title: Substance Abuse and Drug Testing**  
**Policy #403**  
**Date: 6/14/18**

**Purpose:** To ensure that students entering the MHPC MLT Program are drug and alcohol - free and to comply with the Drug-Free Schools and Communities Act Amendments of 1989.

**Policy:** Offers of acceptance to the MHPC MLT Program are made as conditional offers. Applicants may be denied admittance if a positive drug screen is detected. An applicant who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances may not receive a final offer of admission. A current MLT student who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances may not be allowed to continue in the MLT program. Also, a positive drug screen during the professional year may disqualify a student from participating in required course work involving client interaction and may affect the student's ability to complete the program.

**Procedure:** Acceptance letters developed by the MHPC MLT Program and approved by the college campuses list a contingency of a pre-admission drug screening requirement, at the student's expense, to be performed prior to MLT classes beginning in August.

1. Student acknowledgement/consent forms to be tested for the presence of drugs, alcohol, and controlled substances will be signed when a conditional offer of admission to the MHPC MLT program is made. Policies will be reviewed with students during the mandatory orientation session.
2. Student must visit the pre-approved drug screening facility and that facility will collect the urine sample. The drug testing company will conduct the 11-panel screening and results will be sent to the MHPC MLT Office.
3. The MLT Office will maintain the results electronically on the secured network drive. Students and the Clinical Coordinator may be required to submit the results to their clinical rotation sites during the professional year as necessary.

Violations of this policy will be considered violation of the MHPC and home campus disciplinary code, which may result in dismissal, suspension, imposition of a lesser sanction or referral for prosecution.

A number of programs are available on the home campus and in the community to promote alcohol and drug awareness.

To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, MLT students will be tested:

1. as a condition of admission, readmission, or upon beginning a new clinical rotation and
2. upon reasonable suspicion

Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive without being legally and legitimately obtained via prescription or equivalent, a second test on the same specimen will be performed to confirm the initial result. A positive test result on the confirming test will result in dismissal from the MLT program.

Drug screenings that come back indicating the specimen was “diluted” will be invalid. Students will need to submit to another drug test, at their own expense.

If an alcohol test is positive, a second test will be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in dismissal from the MLT program.

Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all MLT courses. A grade of “W” will be transcribed if prior to the College withdrawal date and a grade of “F” will be transcribed if the student is removed from courses following the college withdrawal date.

Students in clinical rotations are subject to the policies of the MHPC MLT Program and the home campus, and must also abide by the policies of the agency in which they are practicing as an MLT student. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the MLT program.

The Executive Director of the MHPC MLT Program must authorize reasonable suspicion testing on a student before such a test is administered. In the absence of the Executive Director, the faculty, or designated administrator may authorize a test. Reasonable suspicion may include, but not be limited to: accidents and injuries caused by human error, unusual or serious violations of rules, secured drug supply disappearance, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages.

Students must abide by the terms of the above policy and must report any arrest, charge, or conviction under a criminal drug or alcohol statute for violations occurring on or off college premises. An arrest, charge, or conviction must be reported within five (5) days after the occurrence. Students convicted of involvement in a criminal drug or alcohol offense will be dismissed from the MLT program.

Dismissed students will be reconsidered for admission one time. Dismissed students will be eligible for consideration of readmission to the MLT program upon successful completion and documented evidence of treatment remedying the rationale for dismissal.

**Transfer Credit Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Transfer Credit  
Policy #207  
Date: 6/14/18**

**Purpose:** To identify authority to transfer credit and clearly articulate the role of the MHPC MLT Program and Home Campus.

**Policy:** Transfer credit from any post secondary institution will be considered if regional, national, professional and/or specialized accreditation has been awarded and recognized by the U.S. Secretary of Education or the Council of Higher Education (CHEA). The Higher Education Directory (HED) lists the accredited, degree-granting institutions of post secondary education in the United States and its outlying areas.

**Procedure:**

1. Degree seeking students must have official transcripts sent from all colleges they have previously attended.
2. Once all transcripts are received and the student is enrolled; the transcripts are evaluated by the Home Campus Registrar's office in collaboration with the MHPC MLT Executive Director or Administrative Assistant.
3. Course descriptions are looked at through College Source. If a course description is not available, the student is asked to provide this. If the registrar can't determine from the course description how the course will be transferred in, the student is asked for a syllabus. The syllabus goes to the appropriate college representative. The representative will recommend to the Registrar how the course is to be evaluated. If questions persist he/she may contact the MHPC MLT Program Executive Director to review course content requirements.

**Tuition and Fees Policy and Procedure  
Missouri Health Professions Consortium  
Medical Laboratory Technician Program**

**Title: Tuition and Fees  
Policy #510  
Date: 6/14/18**

**Purpose:** To ensure that current and prospective students have access to accurately stated and published tuition and fees associated with the MHPC MLT Program.

**Policy:** Tuition and Fees policies for the MHPC MLT Consortium Program are consistent with policies and procedures established by the participating Consortium colleges. It is the duty of the Program Director and Governing Board of Directors to ensure ongoing continuity and consistency between campuses within a reasonable degree of variation.

**Procedure:** The following guidelines are intended to assist students in addressing general tuition and fees related to payment and financial aid.

General:

1. Estimated student program costs for the professional year will be available through the MHPC MLT Program home office/website, and will be posted in the MLT Application Packet.
2. Current annual student costs related to the professional year of the program will be made available through the admissions departments and/or financial aid department at the home campus consistent with institutional policies.
3. Students will be billed for all tuition and fees through the home campus as established by community college specific policies and procedures. Including published timelines for student withdrawal and for refunds of tuition and fees.
4. Students matriculated into the Consortium program will enroll at the student's "home campus" community college, and will pay the required tuition and fees to the home campus.
5. All pre-requisite general education and science coursework taken prior to a student's formal admission to the Consortium program shall be paid in the same manner as other native students attending the home community college campus.