

Medical Laboratory Technician Program

Arkansas State University-Beebe

Student Handbook

2025

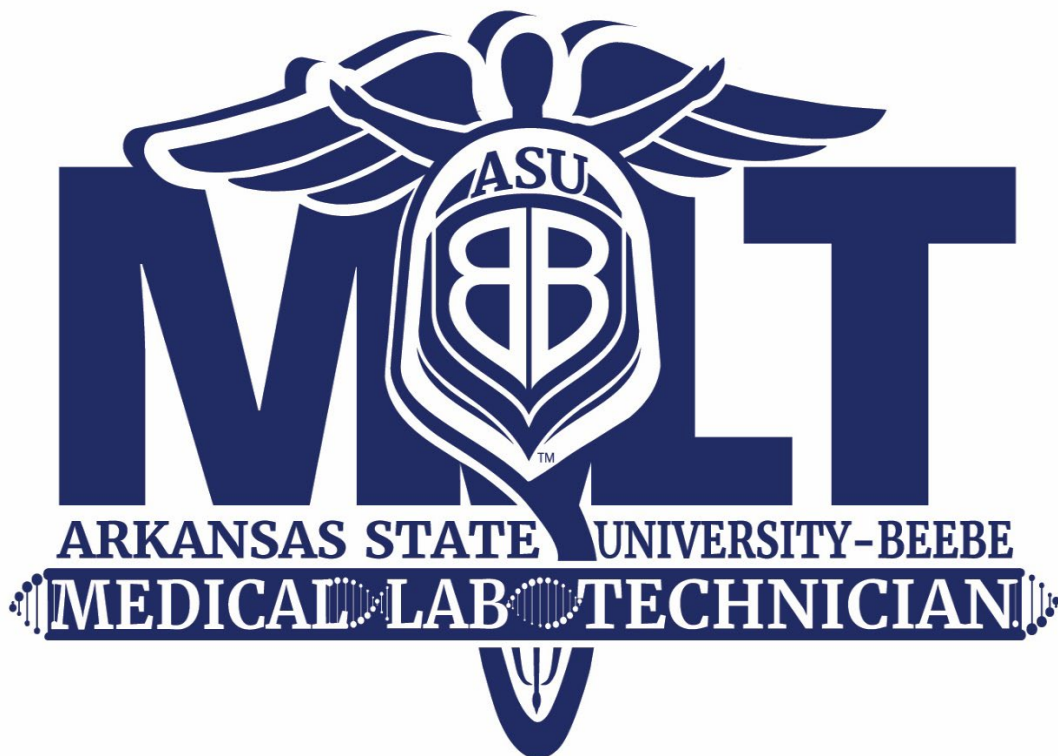


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Preface

The university catalog and the university *Student Handbook* are the primary resources of information for the student concerning student activities and academic programs. The Medical Laboratory Technician Student Handbook is supplemental, and does not replace or preempt the university catalog or *Student Handbook* in any way. The student is solely responsible for being informed about academic requirements, both general and program specific, for the completion of the Associate of Applied Science degree for the MLT program. The faculty is available at all times for guidance, advice and consultation.

Introduction

Arkansas State University-Beebe, through the Advanced Technology and Allied Health department, offers an Associate of Applied Science degree in Medical Laboratory Technology. Upon completion of the prescribed curriculum, the graduate will be eligible to take a national certifying examination.

The Medical Laboratory Technician is a health professional who can responsibly carry out a wide variety of diagnostic procedures in a clinical laboratory. These procedures include phlebotomy, analyzing components of blood and body fluids, isolation and identification of microorganisms, performing pre-transfusion testing and determining pathological conditions. Proficiency in these techniques and related skills is achieved through academic study and practical experience in affiliating hospital laboratories.

The Medical Laboratory Technician program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), which is located at 5600 N. River Road, Suite 720, Chicago, IL 60618. The phone number is (773) 714-8880. The website address is www.naacls.org.

The university assumes total responsibility for the program. This program is designed to provide skilled and competent health care professionals who can serve the needs of the citizens of the state of Arkansas.

MLT Program Mission Statement

The mission of the Medical Laboratory Technician (MLT) program at Arkansas State University-Beebe is to support the university's commitment to transforming lives through quality learning experiences. Guided by ASU-Beebe's core values—student success, integrity, diversity, quality, and community—the MLT program prepares students to earn an Associate of Applied Science in Medical Technology. Through a combination of classroom instruction and hands-on laboratory training, students develop the knowledge, skills, and professionalism needed to provide accurate and reliable laboratory results, support patient care, and contribute to the healthcare workforce in Arkansas and beyond.

MLT Program Faculty

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Advising and Student Guidance Policy

MLT faculty are available to advise and guide students throughout the program, offering academic and career support. All advising is conducted in a confidential and impartial manner. Student records and conversations are kept private, and decisions are based solely on academic performance, professional behavior, and adherence to program policies.

It is recommended that each student meet with the Program Director at least once per semester to review the student's progress and plan future registration. The director will be available for student advisement by appointment, or during posted office hours.

Students are responsible for their own education. Each student is given a curriculum plan, which clearly outlines the requirements of the program semester by semester. Additional information is provided in the *Student Handbook*. As new policies and procedures are adopted by the faculty, students will be provided this information in writing in a timely manner.

Transfer Credit Policy

Students who present transcripts of college level credit from other accredited institutions may receive credit toward a degree in accord with the policy set forth in the current academic year university catalog.

A transfer student must apply for acceptance into the university, submit all requested documents, and meet all entry criteria. Acceptance of transfer courses in Medical Laboratory Technology coursework are approved by the MLT Program Director, the Dean of Math & Science and/or the Registrar.

MLT Program Goals

1. Theoretical Knowledge and Principles

Produce a skilled medical laboratory professional with the knowledge and competence in the theoretical principles inherent to the performance of medical laboratory testing.

2. Laboratory Techniques, Hands-On Skills, and Safety

Equip students with fundamental laboratory techniques, practical skills, and essential safety protocols for effective and safe laboratory practice.

3. Professionalism, Communication, and Patient Care

Prepare students to demonstrate their professional knowledge, skills, and abilities needed in the Medical Lab setting to gain and maintain the confidence of patients, professional associates and the community.

Graduate Competencies

Upon successful completion of the Medical Laboratory Technician (MLT) program, graduates are expected to demonstrate a broad range of competencies that reflect the knowledge, skills, and professional behaviors required for entry-level practice in the clinical laboratory setting. These competencies are aligned with national standards and ensure that graduates are prepared to contribute effectively to patient care, maintain the highest standards of laboratory practice, and engage in lifelong learning. The following list outlines the general competencies that all MLT graduates should possess at the time of program completion.

1. Professionalism

- Demonstrates ethical and professional behavior in all clinical and academic settings.
- Maintains confidentiality and respects patient rights.

2. Communication

- Communicates effectively with healthcare team members, patients, and peers.
- Accurately records and reports laboratory results.

3. Laboratory Testing and Analysis

- Performs routine clinical laboratory procedures in hematology, chemistry, microbiology, urinalysis, immunohematology, and immunology.
- Demonstrates proper specimen collection, handling, and processing techniques.
- Follows established protocols and standard operating procedures (SOPs).

4. Quality Assurance and Quality Control

- Applies quality control practices to ensure the accuracy and reliability of test results.
- Participates in quality assurance programs and identifies sources of error.

5. Problem Solving and Critical Thinking

- Uses critical thinking skills to troubleshoot instrument and procedural issues.
- Evaluates laboratory data for validity and recognizes discrepancies.

6. Safety and Compliance

1. Practices laboratory safety and infection control in accordance with regulatory guidelines.
2. Adheres to lab policies, OSHA, and HIPAA regulations.

7. Professional Development

- Recognizes the need for lifelong learning and continuing education.
- Engages in self-assessment and seeks feedback to improve performance.

Educational Approach and Student Competency

The MLT program is designed to prepare students for entry-level practice by using a well-rounded instructional model that includes the **cognitive, psychomotor, and affective learning domains**. Each domain plays an essential role in student development:

- **Cognitive Learning:** Focuses on building knowledge, comprehension, and critical thinking. Students learn theoretical concepts such as disease processes, test principles, quality assurance, and how to interpret laboratory data.
- **Psychomotor Learning:** Emphasizes hands-on training and technical skill development. Students practice procedures such as specimen processing, test performance, equipment use, troubleshooting, and following safety protocols with precision and accuracy.
- **Affective Learning:** Addresses professional behaviors, ethics, attitudes, and interpersonal skills. Students are expected to demonstrate responsibility, integrity, respect for patients and coworkers, a commitment to quality, and appropriate communication in clinical and academic settings.

This instructional approach ensures that graduates are well-prepared to meet the professional and technical standards expected of entry-level Medical Laboratory Technicians.

Entry-Level Competency Requirements: Pre-Analytical, Analytical, and Post-Analytical Phases

- **Pre-Analytical Competencies**
 1. Evaluate specimen collection, processing, and storage procedures in accordance with standard operating procedures.
 2. Ensure specimen integrity is maintained throughout the sample procurement process.
- **Analytical Competencies**
 1. Adhere to written policies, processes, and procedures for analytical testing, analysis, and instrumentation maintenance.
 2. Evaluate and provide rationale for troubleshooting protocols in analytical testing when appropriate.
 3. Perform routine procedures in accordance with standard operating procedures.
 4. Apply quality control principles to analytical testing procedures, including instrument calibration, statistical analyses of control results, Westgard rules, and verification of reference ranges.
 5. Perform basic calculations, dilutions and statistical analyses for procedure and analytical testing in the respective discipline.
 6. Apply theoretical principles of instrumentation to current methods of analysis.
- **Post-Analytical Competencies**
 1. Perform all post-analytical procedures in accordance with quality assurance protocols and regulatory standards.
 2. Evaluate results for accuracy relative to quality control, patient history, specimen integrity, and overall clinical correlation.
 3. Report test results, including abnormal, STAT, and critical values, in accordance with the laboratory's standard operating procedures.

Associate of Applied Science Medical Laboratory Technology

The Medical Laboratory Technology program prepares the graduate to function in a hospital medical laboratory, under the direction of a pathologist, performing procedures in hematology, coagulation, chemistry, urinalysis, serology, immunohematology and microbiology.

***Admission into the second year of the program is limited and is based upon successful completion of first year courses, selective admission criteria and clinical affiliate availability.**

First Year (Prerequisites)

First Semester:	Total Semester Hours: 17.00
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ENG 1003	Freshman English I	3.00
CIS 1503	Microcomputer Applications	3.00
CHEM 1014	General Chemistry I	4.00
MATH 1043	Quantitative Literacy (OR higher)	3.00
BIOL 1014	Principles of Biology	4.00

Second Semester:	Total Semester Hours: 17.00
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ENG 1013	Freshman English II	3.00
PSY 2013	Intro to Psychology or Sociology	3.00
ZOOL 1014	Basic Anatomy & Physiology	4.00
BIOL 2104	Microbiology	4.00
MLT 1203	Orientation to the Clinical Lab	3.00

Second Year (MLT Program)

Summer II Session (4 Weeks):	Total Semester Hours: 6.00
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MLT 2213	Clinical Microscopy	3.00
MLT 2223	Clinical Practicum I	3.00

Fall Semester:	Total Semester Hours: 16.00
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MLT 2234	Clinical Hematology	4.00
MLT 2244	Clinical Practicum II	4.00
MLT 2254	Clinical Chemistry	4.00
MLT 2264	Clinical Practicum III	4.00

Spring Semester:	Total Semester Hours: 16.00
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MLT 2294	Clinical Serology/Immunohematology	4.00
MLT 2314	Clinical Practicum IV	4.00
MLT 2274	Clinical Microbiology	4.00
MLT 2284	Clinical Practicum V	4.00

***The granting of the Associate of Applied Science in Medical Laboratory Technology degree is not contingent up on any type of external certification or licensure examination.**

MLT Course Descriptions

MLT 1203 – Orientation to the Clinical Lab

This course provides an overview of Medical Technology/Clinical Laboratory Science, including historical foundations, healthcare infrastructure, and laboratory safety. An emphasis on medical ethics, medical terminology, basic anatomy and physiology, employment forecasts, laboratory mathematics, as well as the basics of laboratory specimen collection techniques (Phlebotomy) and lab equipment will be introduced. This course will consist of 2 credit hours of lecture and 1 credit hour of lab.

MLT 2213 – Clinical Microscopy

The care and use of the microscope are presented. Clinical theory as well as chemical, macroscopic and microscopic analysis of urine and body fluids in normal and disease states are covered. This course will consist of 2 credit hours of lecture and 1 credit hour of lab. Prerequisite: MLT 1203 plus additional first year requirements.

MLT 2223 – Clinical Practicum I

The students will become proficient in all phases of proper blood collection. Urinalysis and body fluid analysis for normal and abnormal constituents will be clinically applied. Students can expect to spend 40 hours per week (for a duration of 3 weeks) of clinical time at the affiliate hospital. This course will consist of 3 credit hours of clinical. Prerequisite: MLT 1203.

MLT 2234 – Clinical Hematology

Cellular elements of blood and blood formation are presented. Emphasis will be on blood cell morphology, cell counting, differentiation (normal and abnormal), hematocrit and hemoglobin determinations and red cell indices in both normal and disease states. This course also includes the study of coagulation/hemostasis and statistics. This course will consist of 2 credit hours of lecture and 2 credit hours of lab. Prerequisite: MLT 2223.

MLT 2244 – Clinical Practicum II

Clinical application of material covered in MLT 2234 with hands-on emphasis on blood counts, white cell differentials, coagulation testing, hematocrit and hemoglobin determinations and red blood cell indices. Students can expect to spend 40 hours per week (for a duration of 4 weeks) of clinical time at the affiliate hospital. Prerequisite: MLT 1203.

MLT 2254 – Clinical Chemistry

The study of biological macromolecules found in body fluids and their correlation in health and disease is presented. Both theory of chemical procedures and clinical applications as well as instrumentation are included. Routine laboratory mathematics is included in this course. This course will consist of 2 credit hours of lecture and 2 credit hours of lab. Prerequisite: MLT 2244.

MLT 2264 – Clinical Practicum III

Clinical application of the study of chemical substances with emphasis on instrumentation, methodology and interpretation of test results. Students can expect to spend 40 hours per week of clinical time at the affiliate hospital. Prerequisite: MLT 1203.

MLT 2274 – Clinical Microbiology

The study of morphology and physiology of bacteria, parasites, mycobacteria and fungi is covered.

Relation to disease, mode of transmission, medical importance and identification are emphasized. This course will consist of 2 credit hours of lecture and 2 credit hours of lab. Prerequisite: MLT 2264.

MLT 2284 – Clinical Practicum IV

Clinical application of material covered in MLT 2294 with special emphasis on routine blood typing, cross-matching, serological procedures and antibody detection. Students can expect to spend 40 hours per week (for a duration of 4 weeks) of clinical time at the affiliate hospital. Prerequisite: MLT 1203.

MLT 2284 – Clinical Serology/Immunohematology

The theory of antibody and antigen production, function and detection is presented. Included will be the study of the lymphoid system, immunity, autoimmune diseases and complement. Also included are the study and applied techniques of blood typing, cross-matching, antibody and antigen detection and identification. This course will consist of 2 credit hours of lecture and 2 credit hours of lab. Prerequisite: MLT 2264.

MLT 2214 – Clinical Practicum V

Clinical application of material covered in MLT 2274 with emphasis on identification of microorganisms and correlation to disease states. Students can expect to spend 40 hours per week of clinical time at the affiliate hospital. Prerequisite: MLT 1203.

Application Process for the MLT Program

Admittance into the second year of the MLT program is limited to the number of affiliate hospitals and is based upon completion of the prerequisite courses and selective admission criteria.

Students must apply for admission to the second year by no later than **April 30** of each year. Students have until the end of the first Summer term (Summer I) to complete all necessary pre-requisite courses.

To apply to the MLT program the student must:

1. Read ALL information thoroughly to ensure completion of this application process.
2. Complete MLT online application on or before the deadline of April 30th.
3. Complete the ASU-Beebe Criminal Background Check Consent Form. A fee will be added to the student's ASU-Beebe account for the background check. Once the fee is paid, ASU-Beebe will be responsible for performing the applicant's background check.
4. Upon request, provide one recommendation letter.

The MLT application is considered complete after the background check fee is paid and the background check has been performed.

The MLT program application can be found here (only posted during March, April each year):

[MLT Program Webpage](#)

Policy for Accepting Applicants into the MLT Program

It is the goal of ASU-Beebe to establish a fair, transparent, and effective method for evaluating and ranking applicants to the Medical Laboratory Technician program, ensuring the selection of candidates who demonstrate academic excellence, professional readiness, and relevant skills. **Some or all** of the following evaluation methods may be used, determined each year by the number of applicants to the MLT program.

1. Cumulative GPA of Prerequisite Courses (40%)

- Weight: 40% of the total ranking score.
- Criteria: Applicants must submit official transcripts from all post-secondary institutions attended. A minimum cumulative GPA of 2.0 on a 4.0 scale is required to be considered for admission.
- Scoring:
 - 4.0 - 3.75: 40 points
 - 3.74 - 3.50: 35 points
 - 3.49 - 3.25: 30 points
 - 3.24 - 3.00: 25 points
 - 2.99 - 2.75: 20 points
 - 2.74 - 2.50: 15 points
 - 2.49 - 2.25: 10 points
 - 2.24 - 2.00: 5 points
 - Below 2.00: Not eligible for admission

2. Face-to-Face Interview (30%)

- Weight: 30% of the total ranking score.
- Criteria: Applicants will undergo a structured interview with a panel consisting of ASU-Beebe faculty. The interview will assess communication skills, motivation for joining the program, understanding of the MLT role and overall professionalism.
- Scoring:
 - Excellent: 30 points
 - Good: 25 points
 - Satisfactory: 20 points
 - Below Satisfactory: 10 points
 - Poor: 0 points

3. Professional References (15%)

- Weight: 15% of the total ranking score.
- Criteria: Applicants must provide two professional references, preferably from academic instructors, employers, or supervisors in a healthcare or laboratory setting. References will be evaluated based on the content of their recommendations, focusing on the applicant's work ethic, reliability and potential for success in the program.
- Scoring:
 - Outstanding references: 15 points
 - Strong references: 12 points

- Adequate references: 8 points
- Weak references: 4 points
- No references: 0 points

4. Special Skills or Laboratory Experience (15%)

- Weight: 15% of the total ranking score.
- Criteria: Applicants will receive additional points for relevant special skills or laboratory experience. This may include prior work in a medical or research laboratory, proficiency with specific lab equipment, or certification in phlebotomy or other related areas.
- Scoring:
 - Extensive relevant experience and skills: 15 points
 - Moderate relevant experience and skills: 10 points
 - Basic relevant experience and skills: 5 points
 - No relevant experience or skills: 0 points

Final Selection:

Applicants will be ranked based on their total score across all four criteria. Admission offers will be extended to the highest-ranked candidates until all available spots in the program are filled. In the event of a tie, preference will be given to candidates with the highest interview score. If a further tie exists, cumulative GPA will be the deciding factor.

Appeals Process:

Applicants who wish to appeal the decision may submit a written request for review to the ASU-Beebe Dean of Math and Science within 10 days of receiving their notification. Appeals will be considered on a case-by-case basis.

This policy ensures a balanced evaluation of academic performance, personal attributes, professional endorsements, and practical experience, leading to the selection of the most qualified candidates for the MLT program.

Program Completion

To successfully complete the MLT program at ASU-Beebe, students must fulfill all academic, clinical, and professional requirements. This includes passing all required didactic and practicum (clinical) courses with a minimum grade of "C," meeting attendance and participation standards, and demonstrating professional and ethical behavior throughout the program. Upon completion, students will be awarded the Associate of Applied Science in Medical Technology and will be eligible to sit for national certification exams.

Successful completion of all courses is REQUIRED to sit for the ASCP Board of Certification Exam.

Before students are permitted to perform laboratory procedures under qualified supervision, they must demonstrate competency in the related subject area. Competency is determined by earning a grade of C or better in the theory (didactic) portion of that specific discipline. This ensures students have the foundational knowledge necessary to safely and accurately perform procedures during clinical training.

Re-Application into the Program

If a student is not accepted into the program, but wishes to reapply for admission the following year, he/she must submit a new application form during the annual application window of March 1- April 30.

Any MLT student who is currently in the program, but withdraws for any reason, he/she must reapply for admission the following year during the annual window of application. The student will be allowed to start in the program where he/she left off the previous year.

In addition, students who have been previously dismissed for academic and/or disciplinary reasons must re-submit a new application as well. **A student may not re-apply to the MLT program no more than two (2) times.**

Repeating MLT Courses

A student may not repeat any course with an “MLT” prefix, except with the permission of the Program Director. This decision may be dependent upon space availability in the program and/or at clinical affiliates.

Program Closure

In the unlikely event of a temporary suspension or permanent closure of the Medical Laboratory Technician program at ASU-Beebe, the institution is committed to ensuring that all currently enrolled students are provided with a clear pathway to complete their education. Students will be notified promptly and provided with detailed information and support.

A formal teach-out plan is in place to safeguard student progress, including options for course completion at ASU-Beebe or through transfer agreements with other accredited institutions. The full teach-out policy, outlining student, faculty, and institutional responsibilities, is available upon request from the Program Director or the Dean of Math & Science.

Academic Probation and Suspension

All students attending ASU-Beebe are expected to make satisfactory progress in all attempted courses. Academic probation and suspension status are calculated and evaluated at the end of the fall and spring semesters. Probation or suspension status following a summer term is not evaluated. To be in good academic standing, all students must earn a minimum cumulative grade point average (GPA) of 2.00.

Students who fail to meet these standards will be placed on academic probation for one semester (fall or spring). If these students do not achieve the minimum cumulative GPA of 2.00 at the end of the probationary period, they will be suspended until the end of the next semester (fall or spring). Summer is not included.

Exceptions to the above suspension policy are as follows:

1. Students on academic probation achieving at least a 2.00 GPA for each semester enrolled will be eligible to enroll in classes, but will be continued on academic probation until the minimum cumulative GPA is achieved. Note: A student's eligibility to continue to receive Financial Aid will be evaluated separately.
2. A student who has been suspended for poor scholarship may petition for immediate readmission by:
 - a) Obtaining a petition form and a current ASU-Beebe transcript from the Registrar's Office.
 - b) Submitting the completed petition and transcript to the Admissions and Appeals Committee.Students will be required to be present when the committee convenes to consider the petition. Readmission is not automatic; each case will be judged on merit.

Transfer students who are on academic suspension at another college or university are not eligible to enroll at ASU-Beebe until the suspension is completed. Transfer students must be eligible to return to the last institution attended.

See the student handbook for details related to the student grade appeals process and grievance procedure.

Auditing MLT Courses

A student may not audit a medical technician course, unless the student has previously completed the course with a "C" or better. The student must register, pay the appropriate fee, and otherwise follow the policy for auditing a course as stated in the university catalog. When a student takes an MLT course for audit, the student will be admitted on a space available basis.

Liability Insurance

Students enrolled in the Medical Laboratory Technician curriculum must be covered by malpractice and liability insurance for the assigned clinical laboratory experiences while enrolled at Arkansas State University. This policy is provided through the MLT budget. It is important to note that this insurance protects the individual ONLY when the student is functioning in the planned learning experiences in the role of a student. It does NOT protect the student when working as an employee of a health care facility. A copy of this liability insurance is available to the student upon request.

Dress Code Policy:

Students are required to wear the following to BOTH in-person, theory courses and clinical practicums:

- Solid black scrubs (tops and pants). Scrub tops/pants are not allowed to have designs of any kind on them.
- Black, closed-toe tennis shoes (alternatives may be considered by the Program Director due to documented health conditions).
 - Black shoes may have a small amount of gray or white. No bright colors.
- Students are required to obtain an ASU-Beebe MLT Student ID badge. The badge must be worn and visible at ALL times when students are in theory and/or practicum.
- Students will present themselves in a clean, professional manner and will also adhere to the following:
 - No artificial nails
 - Hair must be of a natural color and must be pulled back if longer than shoulder length
 - No visible piercings (except ears)
 - No visible tattoos (except arms)

Student Conduct Expectations

Students enrolled in the Medical Laboratory Technician (MLT) program are expected to uphold high standards of academic integrity, personal responsibility, and professional behavior. These expectations reflect the values of ASU-Beebe and the healthcare profession and are essential for maintaining a safe, respectful, and effective learning environment—both in the classroom and at clinical sites.

Academic Honesty

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the Student Handbook.

Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of college documents or identification.

The term “cheating” includes, but is not limited to:

- a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or
- c. The acquisition, without permission, of tests, instructor textbooks, or other academic material belonging to a member of ASU-Beebe faculty or staff.

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person.

Cheating in any form will result in a ZERO (0) for that test and/or may result in the student being dropped from the class with an “F.” Suspension from the university is also a possibility, depending on the situation and at the discretion of the Program Director.

Student Dismissal

By enrolling in the MLT program, students accept the responsibility to uphold the standards of behavior and performance expected by the university. ASU-Beebe reserves the right to take disciplinary action, including dismissal, to ensure compliance with institutional policies as outlined in the ASU-Beebe Student Handbook.

In addition to university policies, students may be dismissed from the MLT program—regardless of academic standing—for any of the following:

1. Lack of demonstrated aptitude for the MLT profession.
2. Unprofessional behavior, including but not limited to:
 - Lack of integrity, accountability, or dependability
 - Disregard for patient, societal, or human needs
 - Inappropriate conduct in clinical or academic settings
3. Unsafe clinical practices that place patients or oneself at risk.
4. Failure to follow verbal or written instructions from program or clinical site personnel.
5. Breach of patient confidentiality or HIPAA regulations.
6. Excessive unexcused or unexplained absences.
7. Dishonesty or misrepresentation related to program or university policies.

Cases involving misconduct will be referred to the Vice Chancellor of Student Affairs, in accordance with procedures detailed in the ASU-Beebe Student Handbook.

Health Regulations

When assigned to a clinical facility, the student has access to emergency facilities at his/her own expense. Students may utilize the emergency room or other health facilities, as recommended by the clinical instructor. Students who desire to seek assistance from their own private physician may be requested to sign a release waiver by the clinical affiliate.

Vaccine and Lab Test Requirements for Clinical Practicums

Upon acceptance into the MLT Program, students must agree to and complete certain vaccinations and test screenings. The ASU-Beebe clinical partners require documentation of this testing before allowing MLT students to participate in clinical practicums at the facility. The following list of vaccines/tests must be completed and submitted to the program director before the first clinical practicum takes place each July.

1. Influenza vaccine during the current flu season
2. Rubeola (Measles), Mumps, Rubella (MMR) – 2 vaccine doses or positive titer
3. Tetanus, Diphtheria, Pertussis (Tdap) within the past 10 years
4. 2-step Mantoux tuberculin skin test (TB skin test), Quantiferon test, or clear chest X-ray
5. Varicella vaccine (chicken pox) or positive titer or medically documented history of the disease
6. Drug Screen Panel to include:
 - Benzodiazepines
 - Marijuana
 - Methadone
 - Opiates
 - Phencyclidine
 - Propoxyphene
 - Cocaine Metabolite
 - Methamphetamine
 - Amphetamines
7. Nicotine (a positive nicotine test does not exclude a student from the MLT program, but will limit his/her potential clinical assignment. Several of our partnering laboratories will not accept students (or employees) with a positive nicotine test)

Hepatitis-B (HBV) Vaccine

The Hepatitis-B vaccine is available, at the expense of the student, for those students who wish to become immunized. This immunization can be obtained through the student's private physician's office. Information regarding the Hepatitis B vaccine and the health risks associated with exposure to the Hepatitis virus are distributed and discussed at the beginning of the MLT program in the Summer II term. Students will be asked to sign an acknowledgement form regarding the Hepatitis B vaccine.

Clinical Affiliate Agreement

The *Clinical Affiliate Agreement* is a formal agreement between ASU-Beebe and each affiliate hospital laboratory. The letter clearly outlines the responsibilities of both the university and clinical sites. In addition, the letter covers policies, which the students need to be familiar with, namely insurance coverage, drug testing, etc.

A copy of the ASU-Beebe *Clinical Affiliate Agreement* is found on the following pages. Clinical affiliates may use the agreement approved/provided by ASU-Beebe, or may choose to create its own. Students should review the contents of the *Clinical Affiliate Agreement* before signing the *Confirmation Statement* at the end of this handbook, which confirms receipt and responsibility for its contents.

Medical Laboratory Technician (MLT)

Clinical Affiliate Agreement

Between
Arkansas State University-Beebe
And
Affiliate Name, City



ARKANSAS STATE
UNIVERSITY
B E E B E
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It is mutually understood by ASU-Beebe and Hospital Name that in the interest of furthering the educational opportunities of ASU-Beebe students, educational experience will be provided in the Medical Laboratory Technician (MLT) Program.

Furthermore, the university and hospital agree:

1. That they do not and will not discriminate against any employee or student, or qualified applicant for registration in a course because of race, sex, creed, national origin, religion, age, or handicap.
2. That the *Clinical Affiliate Agreement* may be terminated by either party via written notice to the other at least ninety (90) days in advance of the next training experience. This *Clinical Affiliate Agreement* will be reviewed every two (2) years, or when requested by either party. This agreement shall otherwise remain effective, even if persons, positions, and/or titles are changed.
3. That joint meetings will be arranged to evaluate and improve teaching methods, resolve specific problems, and propose changes in curriculum design.
4. That both parties will agree upon the number of students to be assigned, their academic level, the time and length of the affiliation experience, and the availability of the clinical experience.
5. That both parties will provide the other with timely notices of changes in student assignments, availability of learning opportunities, and in staffing, which will affect the affiliation experience. Upon termination of this agreement, students in rotations at the affiliate will be allowed to finish, without interruption, any and all Clinical Practicums to ensure student's completion of the MLT program.
6. The university shall:

- A. Provide the hospital with the mission, purpose, and intended objectives of the proposed affiliation experience.
- B. Encourage visits of hospital staff for the purpose of observing, auditing, participating in the teaching process, and attending planned meetings.
- C. Provide the hospital with the following student information no less than thirty (30) days before the affiliation assignment begins:
 - 1. Name(s) of assigned student(s)
 - 2. Date and hours of assignment(s)
- D. Provide the hospital with appropriate forms to evaluate the student performance.
- E. Designate a Program Director who shall act as a liaison to the hospital on affiliation experience matters.
- F. Upon request of the hospital, withdraw any student from the facility when his/her work, conduct, or health may be deemed detrimental to patients or staff.
- G. Retain final responsibility for the curriculum, its design and delivery, and its quality and modification.
- H. Assume all supervisory responsibilities for the students during the didactic phase of training.
- I. Maintain educational records and information relative to students in accordance with the Family Educational Rights and Privacy Act
- J. Maintain university accreditation by the North Central Association of Colleges and Schools and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- K. Require ASU-Beebe students to carry professional liability insurance against any claim or injury. The amount of coverage for each medical incident shall not exceed \$1,000,000. The total liability for all damages, regardless of the number of insureds, claims, incidents, persons, or organizations who sustain injury, shall not exceed \$3,000,000.
- L. Ascertain that each student has been given the opportunity to receive an appropriate Hepatitis B vaccine (at the student's expense, unless provided free of charge by hospital affiliate) and meets all immunization requirements of the hospital.
- M. Be released from liability when students are generating and/or reporting patient results from the affiliate laboratory.

7. The hospital shall:

- A. Encourage visits of ASU-Beebe faculty and any accreditation evaluators for the purpose of observing, auditing, participating in the teaching process, and attending planned meetings for evaluating accreditation processes.
- B. Provide the student appropriate clinical experiences and applications in order to accomplish the proposed objectives of the affiliation experience.
- C. Make available clinical and related facilities needed for the affiliation experience as relates to the use of such facilities as the library, cafeteria, lounges, parking, conference rooms, office or work space, classrooms, and dressing rooms.
- D. Provide ASU-Beebe and students with the departmental safety rules and regulations of the hospital.
- E. Evaluate, when requested, each student's level of performance in each type of learning experience received.
- F. Not utilize students in lieu of professional or non-professional staff.
- G. Assume no professional or financial liability for injury to students or faculty members, except that which might occur as rights as a member of the public, and where possible, make available emergency treatment to students and faculty for injuries and illnesses which may occur at the hospital during the time that students and faculty are participating in the clinical

education program. Students shall assume financial responsibility for any payment of any treatment received at the hospital.

- H. Provide assigned students a thorough orientation to the hospital and apprise students, prior to the beginning of the learning experience, of hospital expectations in the areas of personal and professional conduct.
- I. Retain full responsibility for the care of patients and ensure that adequate administrative and professional supervision of students is provided insofar as their presence affects the operation of the hospital and/or direct care of patients.
- J. Bear the cost of drug testing, if drug testing of students is required as part of hospital policy.
- K. Designate the appropriate uniform, if any, to be worn by the student while in the laboratory.
- L. Assume all supervisory responsibilities for the students during the practicum phases of training.

8. This section is reserved for items of a program-specific nature, which may be negotiated with a given hospital.

- A. A maximum number of student(s) will be assigned to the hospital. Actual number to be mutually determined based on the following factors:
 - 1. Total number of qualified applicants
 - 2. Current hospital trends with regard to staffing, space, and availability of necessary learning experiences.
- B. Hospital supervisors who present appropriate credentials and who are actively involved in presenting 50%, or more, of the classroom and/or laboratory instruction in the didactic phases of the MLT program are eligible for academic appointments upon recommendation of the Medical Director of the hospital training program and approval of ASU-Beebe.
- C. Based on prior agreements between the hospital and the MLT Program Director, ASU-Beebe will provide financial resources to cover the purchase of individual kits, reagents, etc. uniquely needed for the education and training of MLT students.

It is understood that this working agreement shall be independent. The hospital and ASU-Beebe will derive the greatest benefits by promoting the interests of the educational program and health care, assuring the best possible service to the community. This *Clinical Affiliate Agreement* renews every year unless terminated in writing with thirty (30) day notice by either party.

ASU-Beebe

Clinical Affiliate

Chancellor **Date**

Chief Executive Officer **Date**

Program Director **Date**

Laboratory Director **Date**

Didactic Phase of Training

The Medical Laboratory Technician (MLT) program at ASU-Beebe follows a unique course schedule that differs from traditional college formats. Instead of taking multiple classes at once throughout a full semester, students complete one MLT course at a time, in a condensed block format. Classes typically meet from 10:00 AM to 2:00 PM, Monday through Wednesday, with each course lasting between 2 to 5 weeks.

Each lecture-based (didactic) course is immediately followed by a hands-on clinical training course (practicum). This structure is intentional—each didactic course is designed to fully prepare students with the knowledge and skills needed before they enter the clinical environment.

Example:

In the Fall term, students complete Clinical Hematology and Clinical Chemistry during the first 8 weeks. Afterward, they begin their clinical rotations for these subjects during the second 8 weeks of the term—spending 4 weeks in a hematology lab and 4 weeks in a chemistry lab, applying what they’ve learned in real-world settings.

Class Hours:

Didactic courses are held on the ASU-Beebe campus in the Advanced Technology and Allied Health (ATAH) Building in Classroom 129, with all Laboratory Exercises in Room 117. Class hours are generally from 10:00 AM to 2:00 PM, Monday through Wednesday. These hours may fluctuate depending on the availability of lecturers, time, and/or space needed to complete lectures and lab exercises. Canvas will be used as a supplement to the in-person class. Testing/assignments may be completed outside of the classroom in Canvas.

Grading Policy:

Final grades for didactic courses and practicum courses will be determined separately. Lecture class grades will be calculated from exams, quizzes, presentations, and laboratory exercises/practicums (see syllabi for complete breakdown of grading policy for each course). The weight of each of these will be determined by the instructor and may be based upon availability of lab specimens and reagents.

The grading scale is as follows:

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
< 60 = F

NOTE: A FINAL GRADE OF “C” OR BETTER IS REQUIRED IN EACH COURSE IN ORDER TO CONTINUE IN THE MLT PROGRAM.

Attendance Policy:

Due to the rapid nature of each didactic course, a minimum number of days can be missed. For a two-week or three-week course, no more than one absence is allowed. For courses longer than three weeks, no more than two absences will be allowed per theory and practicum.

The Program Director may request documentation (doctor's note, police report, etc.) for any absence over the allowable number of days. The student must adhere to the following procedure when they will be absent during lecture: **Notify Program Director (call, text or email). Provide documentation when necessary.**

Excused absences may be granted for documented illness, medical appointments, pregnancy-related needs, family emergencies, military duty, jury duty, or other situations approved by the instructor or program director in advance.

Make-Up Policy:

It is the student's responsibility to complete any missed work or lab exercises, but the opportunity to make up the lab exercises is determined by the instructor. Due to the rapid nature of each didactic course, it may not be feasible to perform missed lab analyses. The decision to make up missed exams will be made at the discretion of the Program Director, and may be dependent upon the situation surrounding the absence from the regularly scheduled exam. Points will be deducted for each day that an assignment/test/quiz/lab exercise, etc. is late.

Student Conduct Expectations:

- Attend all scheduled classes and labs on time and prepared to participate.
- Demonstrate respect toward instructors, peers, and guest speakers.
- Uphold academic integrity by avoiding cheating, plagiarism, and dishonesty.
- Follow all safety guidelines and wear appropriate PPE in laboratory settings.
- Handle equipment, specimens, and materials responsibly and ethically.
- Maintain a clean and organized workspace.
- Submit assignments and assessments on time and in accordance with instructions.
- Communicate professionally in all academic interactions, both verbal and written.

Practicum Phase of Training

Course Format:

A practicum/internship is a hands-on training period conducted in a hospital clinical laboratory environment off campus. The student works directly under the supervision of a clinical lab instructor, who is an employee of the lab. These training periods are designed to reinforce material learned in the previous didactic courses, as well as to provide experience necessary to enter the workforce as an entry level MLT.

As with the didactic courses, a practicum is taught in condensed form, one at a time, in 3-week or 4-week blocks.

A list of the participating affiliate hospitals can be found in this handbook.

The clinical training period spent in each subject area is as follows:

Phlebotomy and Urinalysis	3 Weeks
Hematology	4 Weeks
Chemistry	4 Weeks
Blood Bank/Serology	4 Weeks
Microbiology	4 Weeks

Clinical Rotation Assignments:

Arkansas State University-Beebe is responsible for arranging clinical placements for all MLT students at affiliated clinical sites. Placement decisions are made by the program based on site availability, student readiness, and learning needs. Students may be assigned to more than one clinical site during their clinical experience to ensure exposure to a variety of laboratory procedures and environments.

Students are expected to comply with the policies, procedures, and onboarding requirements of each assigned clinical site. Failure to do so may result in a delay or inability to complete the clinical component of the program.

Transportation:

Transportation to the clinical facility is the sole responsibility of the student. However, students may opt to car pool, if possible, in order to minimize expenses. Students must have reliable transportation through the entirety of the MLT program. Students should have a back-up plan in case of car trouble. Car trouble is not an acceptable excuse for excessive absences.

Practicum Hours:

While in a practicum rotation, students will be under the direction and supervision of a lab technician, or technician. The student will be expected to arrive at the hospital at a time specified by this supervisor. Some practicum shifts may begin as early as 6:00 AM (4:00 AM for some phlebotomy rotations). Students will be expected to remain at the lab for an 8-hour shift each day, Monday through Friday, with a 30-minute lunch break (8.5 hours total). In other words, a 40-hour training week is expected for each week the student is in practicum. Students should not leave the facility before the 8-hour day is over. There is a minimum number of hours that is required for each practicum. Alternatively, students may opt for a schedule of four 10-hour days. Schedule should be worked out with the clinical facility. Forty hours per week is required. Make-up hours may be required in order to fulfill this requirement.

Telephone Policy:

The phones in the laboratory are business phones and must be kept available for those activities that relate to the care and welfare of the patients. Lab phones can be used for personal calls ONLY when approved by the lab instructor. The student is NOT allowed to use their personal cell phone during practicum hours. If necessary, students should go outside or to the break room for brief personal calls.

Grading Policy:

Final Practicum grades may be determined by some combination of scores received on the following: Internship Study Questions, Case Studies, MediaLab Assignments, Laboratory Exercises/Practicals, Power Point Presentations, Rotation Checklist, and Final Student Performance Evaluation.

The Final Student Performance Evaluation grades the student's technical, cognitive, and affective skills. Students are given the opportunity to review, discuss, and comment on his/her performance evaluation with their clinical instructor and/or Program Director. This evaluation form must be signed by the student before a final course grade will be submitted.

NOTE: A final course grade of "C" or better is required in BOTH Theory and Practicum to advance and continue to the next course in the MLT program.

Attendance Policy:

Due to the rapid nature of each practicum, a minimum number of days can be missed. For a three-week practicum, no more than one absence is allowed. For practicums longer than three weeks, no more than two absences will be allowed.

In addition, the Program Director may request documentation (i.e. doctor's note, police report, etc.) for any absence over the allowable number of days. The student must adhere to the following procedure when they will be absent during practicum: 1.) **Notify the Program Director** 2.) **Notify the Laboratory Staff at your Clinical Site.**

Excused absences may be granted for documented illness, medical appointments, pregnancy-related needs, family emergencies, military duty, jury duty, or other situations approved by the instructor or program director in advance.

Evaluation of Practicum Experience:

The student is asked to evaluate their overall clinical experience at the end of each practicum rotation. These evaluations are anonymous and are kept in the Program Director's office. They are not returned to the clinical instructors until after completion of the MLT Program. Feedback may be provided to the Clinical Site, but student names will not be attached.

Incident Reports:

If the student becomes involved in an incident while at the clinical site, formal documentation may be required. An incident form will be completed by the Clinical Instructor documenting all details of the incident. Copies of the report will be distributed to the student, university officials, the Program Director and to the clinical affiliate. Action taken depends on the nature and severity of the incident.

Interpersonal Clinical Rotation Conflicts:

In the event that you have personality conflicts with your clinical site personnel, including co-workers, clinical instructors, and/or laboratory directors, the Program Director will investigate the situation and if it is determined reassignment is warranted, it will be provided based upon available clinical space at participating clinical affiliates. In the event it is determined you cannot get along with co-workers, clinical instructors, and/or lab directors following reassignment OR post-investigation counseling with the Program Director, you risk dismissal from the MLT program.

Student Conduct Expectations:

- Arrive on time and dressed according to the clinical site's dress code.
- Demonstrate professionalism in all interactions with patients, staff, and supervisors.
- Comply with all clinical site policies, procedures, and instructions.
- Protect patient privacy and maintain strict confidentiality (HIPAA compliance).
- Perform duties only under appropriate supervision and within the scope of training. Do not attempt to discuss lab results, diagnosis or treatments with patients.
- Report any errors, safety concerns, or absences immediately to the clinical coordinator and site supervisor.
- Complete all required documentation, evaluations, and competencies accurately and promptly.
- Represent the MLT program and ASU-Beebe with integrity and accountability.

Documentation of Clinical Rotation Experiences

During the practicum phase of each course, students are responsible for completing:

- 1) Rotation Timesheet,
- 2) Rotation Skills Checklist, and
- 3) Final Student Performance Evaluation

Each one should be signed off by a clinical trainer. Students are also responsible for bringing and completing all rotational assignments and paperwork.

The MLT Program Director will make un-announced visits to the assigned clinical sites to check in with students and hospital staff (trainer, educational coordinator, or lab director) to monitor student clinical experiences and progress and provide support to clinical affiliates, as needed.

Guidelines for Clinical Rotations and Work Status

Students may not be used as substitutes for laboratory staff during clinical or applied learning experiences. Clinical hours must be educational, supervised, and separate from any paid employment. Students must perform all procedures under the supervision of a qualified laboratory professional and are not permitted to perform direct patient care or report patient results independently during their clinical training.

If a student is hired by a clinical site, employment must occur outside of scheduled clinical hours, be clearly separate from their educational role, and comply with all site and institutional policies. Employment is voluntary and must not interfere with clinical education or program requirements.

Receiving a stipend or scholarship does not mean you are employed by the clinical site. Students are not allowed to perform direct patient care or report patient results on their own during scheduled training or clinical rotations. All work must be supervised and educational in nature.

Evaluation of Faculty and Course

Students will be asked to complete instructor and course evaluations at the end of each course. The results of these evaluations are anonymous and will not be seen by the instructor until final grades have been turned in. Students are encouraged to honest and complete feedback, as the instructor uses the evaluation to enhance courses, as needed.

MLT Program Required Textbooks and Materials

MediaLab Exam Simulator (\$\$) – one-year subscription

Orientation:

MLT 1203: 9780323829342 (Linn & Ringsrud's Clinical Laboratory Science, 9th ed.)

Urinalysis:

MLT 2213: 9780803675827 (Urinalysis and Body Fluids, 7th ed.)

MLT 2223: No Book

Chemistry:

MLT 2254: 9781284238860 (Clinical Chemistry, 9th ed.)

MLT 2264: No Book

Hematology:

MLT 2234: 9780323322492 (Clinical Hematology Atlas, 5th ed.) AND

9780803694439 (Clinical Hematology and Fundamentals of Hemostasis, 6th ed.)

MLT 2264: No Book

Immunology/Serology + Blood Bank:

MLT 2294: 9780803694408 (Clinical Immunology & Serology, 5th ed.) AND

9780323697392 (Blood Bank and Transfusion Practices, 5th ed.)

MLT 2314: No Book

Microbiology:

MLT 2274: 9780323829977 (Textbook of Diagnostic Microbiology, 7th ed.)

MLT 2284: No Book

Recommended:

“LSU Book” (\$\$) at www.alliedhealth.lsuhsu.edu/cl/reviewbookorderform.aspx

Disrupted Learning Policy:

The MLT faculty and university administration want students to be aware of different events that may affect the continuity of student learning. This process has been designed to maintain student learning in the event of college closure related to inclement weather, natural disasters, and/or unexpected interruptions. Faculty are devoted to providing students with opportunities to meet MLT program objectives should this type of event occur.

In the event of inclement weather, a natural disaster, and/or unexpected interruptions that affect classes/practicum, the Program Director or university administration may cancel classes until conditions improve, or are safe for student attendance. If such events cause prolonged absence from class/practicum, virtual learning and/or assigned projects may be implemented to satisfy NAACLS program requirements. Student will be notified of such a change by the Program Director **via their ASU student e-mail**.

In such an event, students are to adhere to the following guidelines:

1. Check ASU-Beebe student e-mail and website at www.asub.edu for information on campus closing.
2. If no announcement has been made by 8:00 am (during theory) and 6:00 am (during practicum), then assume class/practicum is begin held, and try to attend.
3. When class/practicum is in session, documentation may be required for students who are unable to attend due to inclement weather, natural disasters, or other unexpected interruptions.

Medical Marijuana

Participation in the MLT program involves safety-sensitive duties such as handling biohazards, using sharp instruments, and operating laboratory equipment. For the safety of all involved, students must not be under the influence of any substance that may impair performance, including cannabis.

Use of cannabis is prohibited, even with a medical marijuana prescription. A positive drug screen for cannabis, or any signs of impairment, will result in removal from laboratory or clinical activities and may lead to dismissal from the MLT program.

Behavioral Modification Plan:

This system will be implemented when a student willfully and/or repeatedly does not adhere to ASU-Beebe, MLT Handbook, MLT Syllabi, and/or Clinical Affiliate Policies and Procedures.

This is a professional program and students are expected to act accordingly, both on and off campus. The Program Director reserves the right to bypass steps outlined in the Behavior Modification Plan, in the event of a serious offense (i.e. falsifying records, willfully reporting inaccurate results, etc).

1. **First Offense:** Verbal Warning (documented)
2. **Second Offense:** Written Warning/Counseling with Behavior Modification Plan
3. **Third Offense:** Written Warning and/or expulsion from the MLT Program and/or university, depending on severity of offense.

There will not be a fourth offense.

Student Organizations

A student enrolled in the MLT program at ASU-Beebe is eligible for membership in local and national societies of medical technology on the student level. The Program Director can provide the interested student with details and application forms.

Student Rights, Appeals, and Grievance Procedures

Students who have a concern or complaint should first attempt to resolve the issue informally by discussing it with the involved faculty, staff member or MLT program director. If unresolved, a formal grievance may be submitted following the university's grievance procedure. Appeals related to grades or disciplinary actions must follow ASU-Beebe's academic appeals process outlined in the student handbook.

Link to Student Handbook:

<https://www.asub.edu/images/uploads/20240731/2024-2025-asub-student-handbook-10618.pdf>

Library Resources

Textbooks and journals which pertain to Medical Technology and its various disciplines are available at ASU-Beebe's Abington Memorial Library and the clinical hospital laboratories.

National Certification Exam

After completion of all required MLT courses, the graduate is eligible to take one of several national certification examinations. All laboratories recognize the MLT Board of Certification Exam given by the American Society of Clinical Pathologists (ASCP). Students are encouraged to take this examination. Most Laboratory Directors and employers in all states require this certification prior to, or shortly after hiring a graduate.

During the final spring semester of the MLT school year, the Program Director will distribute information pertaining to the application process to take the ASCP examination.

Medical Laboratory Technology Current List of Clinical Affiliates

1. Arkansas Children's Hospital-Little Rock
2. Arkansas Surgical Hospital-North Little Rock
3. Baptist Health-Conway
4. Baptist Health-Heber Springs
5. Baptist Health-Little Rock
6. Baptist Health-Stuttgart
7. Baptist Health-North Little Rock
8. Conway Regional Medical Center-Conway
9. Dallas County Medical Clinic-Fordyce
- 10.Exacta Labs-Sherwood
- 11.Jacksonville Medical Clinic-Jacksonville
- 12.NEA Baptist-Jonesboro
- 13.Ozark Health Medical Center-Clinton
- 14.Unity Health-Jacksonville
- 15.Unity Health-Harris Medical Center, Newport
- 16.Unity Health-Searcy Medical Center, Searcy
- 17.Unity Health-White County Medical Center, Searcy
- 18.Veteran's (VA) Hospital-Little Rock
- 19.St. Vincent's Infirmary-Hot Springs
- 20.St. Vincent's Infirmary-Little Rock
- 21.Saline Memorial Medical Center-Benton
- 22.White River Medical Center-Batesville

**Arkansas State University-Beebe
Medical Laboratory Technology
Clinical Affiliate/Advisory Committee Contacts**

- 1. Arkansas Children's Hospital**
Robin Mitchell-Lab Director
David Clausing-Education Coordinator
1 Children's Way
Little Rock, AR 72202
- 2. Arkansas Surgical Hospital**
Denise Menhinick-Lab Director
Jessica Dugger-Lab Manager
5201 Northshore Dr.
North Little Rock, AR 72118
- 3. Baptist Health-Conway**
Katie Floyd-Lab Director
1555 Exchange Ave.
Conway, AR 72032
- 4. Baptist Health-Heber Springs**
Katie Floyd-Lab Director
Melanie Harlan-Clinical Coordinator
1800 Bypass Rd.
Heber Springs, AR 72543
- 5. Baptist Health-Little Rock**
Angel Dellinger-Lab Director
Miranda Barton-Lab Manager
9601 Baptist Health Drive
Little Rock, AR 72205
- 6. Baptist Health-Stuttgart**
Ariel Moore-Clinical Coordinator
1703 N. Buerkle Rd.
Stuttgart, AR 72106
- 7. Baptist Health-North Little Rock**
Trisha Podsiadlo-Lab Director
3333 Springhill Dr.
North Little Rock, AR 72117
- 8. Conway Regional Medical Center**
Lab Director-Krista Baily
Kymberly Risner-Student Coordinator
2302 College Ave.
Conway, AR 72034

- 9. Exacta Laboratory**
Joe Lee-Lab Director
2400 East Kiehl Ave.
Sherwood, AR 72120
- 10. Dallas County Medical Center**
Missy Parker-Lab Director
201 N. Clifton
Fordyce, AR 71742
- 11. Jacksonville Medical Clinic**
Taylor Williams-Lab Manager
1300 Braden St.
Jacksonville, AR 72076
- 12. NEA Baptist Memorial Hospital**
Amy Willis-Lab Manager
4800 E. Johnson Ave.
Jonesboro, AR 72405
- 13. Ozark Health Medical Center**
Emily Kirkland-Lab Director
Kelsey Love-Lab Manager
2500 Hwy 65 S
Clinton, AR 72031
- 14. Unity Health-Jacksonville**
Cynthia Rodriguez-Lab Supervisor
1400 Braden St.
Jacksonville, AR 72076
- 15. Unity Health-Newport**
John Leonard-Lab Director
1205 McLain St.
Newport, AR 72112
- 16. Unity Health-Searcy Medical Center**
Kelly Barden-Lab Manager
2900 Hawkins Dr.
Searcy, AR 72143
- 17. Unity Health-White County Medical Center**
Greg Ashby-Lab Director
3214 East Race St.
Searcy, AR 72143

18. Veteran's (VA) Hospital

Sean Whiteman-Asst. Lab Manager
James Brenton-Educational Coordinator
4300 W. 7th St.
Little Rock, AR 72205

19. St. Vincent's-Hot Springs

Melinda Hannafious-Lab Manager
300 Werner St.
Hot Springs, AR 71913

20. St. Vincent's Infirmary

Daniel Smith-Lab Director
Shanika Hendricks-Education Coordinator
2 St. Vincent Circle
Little Rock, AR 72205

21. Saline Memorial Hospital

Marianne Black-Lab Director
1 Medical Park Dr.
Benton, AR 72015

22. White River Medical Center

Christie Wyatt-Lab Director
Sarah Armstrong-Education Coordinator
1710 Harrison St.
Batesville, AR 72501

**Arkansas State University-Beebe
Medical Laboratory Technician Program**

Statement of Understanding

I am aware that the student laboratory exercises, conducted on the ASU-Beebe campus, may be utilizing actual, potentially hazardous patient specimens and blood products.

I understand that I will be working with patient samples while in my clinical rotations at my assigned affiliate hospital.

I understand that the potential for transmission of an infectious disease is present, but that the risks are negligible when practicing “Universal Precautions” and “Standard Precautions.”

I agree to wear all protective safety devices available to me on the ASU-Beebe campus and in the hospital laboratory.

I agree that in the case of an “exposure” to a potentially infectious sample, it will be my responsibility to seek medical attention, at the student’s own expense, and that the university will not be held liable. HOWEVER, I also understand that my assigned clinical site has policies and procedures in place for such incidents, and will provide me with emergency medical treatment, if necessary.

I understand that any lab results generated on patient samples during student lab exercises on campus are not considered valid.

Student’s Name - Print

Student’s Signature

Date

This form will be placed in the student’s file in the MLT Program Director’s office.

Social Networking and Social Media Policy

It is the policy of the MLT program at Arkansas State University-Beebe to prohibit any and all participants in the MLT program from posting any content that includes pictures or postings made inside the clinical laboratories, as patient information could be captured in the photo.

Any violation of this policy is grounds for immediate dismissal from the program.

Since your clinical rotation is an extension of the university's relations with its clinical affiliates, it is expected that you will treat these clinical sites/affiliates as your workplace. Even though social media sites are your personal accounts, upon acceptance into the MLT program you (the student) agree to adhere to this policy, and by signing below, you are stating that you understand the consequences associated with violating this policy.

Student Name - Print

Student Signature

Date

HIPAA Policy Agreement for MLT Students

Medical Laboratory Technology Program Arkansas State University-Beebe

Purpose

The Health Insurance Portability and Accountability Act (HIPAA) establishes national standards to protect the privacy and security of patient health information. As a student in the MLT program, you are expected to maintain strict confidentiality of all patient-related information encountered during classroom instruction, laboratory training, and clinical experiences.

Policy Guidelines

1. Confidentiality:

- Students must keep all patient information confidential and must not disclose any details to unauthorized persons.
- This includes names, test results, diagnoses, medical history, and any other identifying information.

2. Access to Information:

- Students are only permitted to access patient information as required for educational purposes and under supervision.
- Unauthorized access, copying, or removal of patient records or data is strictly prohibited.

3. Discussion of Patient Information:

- Patient information may only be discussed in appropriate educational settings and never in public spaces, including hallways, elevators, cafeterias, or social media.

4. Documentation and Reporting:

- Students must not record, photograph, or otherwise document patient information using personal devices.
- Any known or suspected HIPAA violations must be reported immediately to the Program Director or clinical site supervisor.

5. Consequences for Violation:

- Violating HIPAA policies may result in dismissal from the MLT program, loss of clinical privileges, and potential legal consequences.

Student Acknowledgment

I have read, understood, and agree to abide by the HIPAA guidelines outlined above. I understand the importance of maintaining patient confidentiality and the serious consequences of failing to do so. I agree to uphold these standards during all educational and clinical activities associated with the MLT program.

Student Signature

Date

**Arkansas State University-Beebe
Medical Laboratory Technician Program
Student Handbook Confirmation**

This is to certify that I have received and reviewed a copy of the Medical Laboratory Technician's Student Handbook, and I understand that by signing below I am affirming that I agree to adhere to all policies and rules outlined within.

Student's Name Printed

Student's Signature

Date