



1025 Hwy 111 • Cookeville Tennessee • 38501

**DEPARTMENT OF
MEDICAL LABORATORY TECHNICIAN**

2022

**STUDENT
HANDBOOK**

To New Students: 2022 Cohorts

Welcome to the MLT Program at FORTIS Institute, Cookeville, Tennessee

On behalf of the Campus President, Dean of Education, Staff, Faculty, and Clinical Affiliates including the Program Advisory Committee (PAC) members associated with the Medical Laboratory Technician (MLT) program at FORTIS Institute- Cookeville, I would like to welcome you to this phase of your training for a new career.

You have chosen a rewarding career. This program is designed to prepare students for employment in medical, clinical, and research laboratories. As a Medical Laboratory Technician, you will provide clinical and/or scientific data to the health care team to aid doctors and nurses in making appropriate life and death medical decisions in the care of patients.

The MLT profession will demand independence, commitment, concentration, effort and professionalism. The educational process allows you to grow intellectually and professionally. As a trainee, you will be taught basic techniques and knowledge required for entry into the MLT profession. You will find a sense of accomplishment as you master new skill sets and acquire the information you need to contribute to patient care and healing.

The MLT program is designed to prepare you to be a safe and effective practitioner of laboratory medicine. You will be expected to stay current with new developments in the field of laboratory science; therefore, your training continues for a lifetime. The responsibility for your learning rests with you, but the instructors and staff are present to assist and guide you as you work towards completing your goal.

The MLT Student Handbook contains the policies and procedures relevant to the MLT Program. They are meant to augment the policies established by FORTIS Institute, and NAACLS and complement the information provided in FORTIS 2021 - 2022 catalog.

We are here to assist you during your course of study at FORTIS.

Sincerely,

Sheri Enoch

Sheri Enoch, MBA HM, MLS(ASCP)^{cm}
MLT Program Director

Table of Contents

Welcome to the MLT Program at FORTIS Institute, Cookeville, Tennessee	2
Intro/Mission Statement-School/Program	5
School Mission Statement	5
Program Mission Statement	5
Competencies	5
Goals	6
Faculty Information.....	6
Accreditation Body.....	6
Acknowledgment Check-off Form	7
MEDICAL LABORATORY TECHNICIAN ACKNOWLEDGEMENT	7
Curriculum.....	8
Program Course Matrix.....	9
Program Schedule by Term.....	10
Course Descriptions	11
Class Hours and Externship Hours	16
COURSE PROGRAMMING.....	16
MLT Affiliation Sites/Availability	17
Clinical Site Availability	20
Requirements for Clinical Rotation.....	20
Required Vaccinations	21
SERVICE WORK DURING CLINICAL ROTATION	23
Course Requirements.....	24
ACADEMIC ACHIEVEMENT/GRADING POLICY.....	24
TESTING POLICY	24
MAKE-UP WORK.....	25
SATISFACTORY ACADEMIC PROGRESS (SAP) & PROBATION	25
ATTENDANCE	26
Bereavement:.....	26
Jury Duty/Subpoena:.....	26
Military Duty:	26
Pregnancy Policy:	26
Inclement Weather/School Closings:.....	26
GRADUATION REQUIREMENTS	27

Credentialing and License	27
Policies	28
Essential Functions for MLT	28
STUDENT CONDUCT	29
PROFESSIONAL ETHICS AND CONFIDENTIALITY	30
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	30
COUNSELING/ADVISEMENT	31
DRESS CODE	31
DRUG AND ALCOHOL	32
Complaints & Grievances Procedures.....	32
SAFETY	34
Accident and Injury Policy.....	34
Termination/Disciplinary Action	34
Teach Out Plan	35
STUDENT LABORATORY RULES	36
ACKNOWLEDGEMENT	37

Intro/Mission Statement-School/Program

School Mission Statement

Fortis Institute provides postsecondary career education to both traditional and nontraditional students through a variety of diploma and degree programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. Fortis Institute strives to develop within its students the desire for lifelong and continued education. The staff at Fortis Institute believes that they make an important contribution to the economic growth and social wellbeing of the Cookeville metropolitan area. Fortis Institute educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

Program Mission Statement

The Medical Laboratory Technician program provides students with a quality education in clinical laboratory science. The program meets the educational standards set forth by the Clinical Laboratory Improvement Act (CLIA) for Medical Laboratory Technicians.

The objective of this program is to prepare the graduate for a career in the medical laboratories of hospitals, reference laboratories, physician offices, and in other related medical laboratories. Students develop the knowledge and skills for clinical laboratory tests that are needed to assist physicians in the diagnosis and treatment of patients.

Competencies

- Demonstrate proper procedures for the collection, safe handling, and analysis of biological specimens
- Utilize and teach scientific principles, laboratory principles, and measurement technologies for generating laboratory data on human specimens
- Perform laboratory testing with accuracy and precision, with respect to timeliness of results and relay of critical information to providers
- Evaluate problems that impact on laboratory services and take corrective actions
- Operate equipment properly, troubleshoot, and perform preventive maintenance and corrective maintenance
- Interpret clinical significance, clinical procedures, and laboratory test data accurately
- Utilize principles of quality assurance and quality control to all aspects of laboratory services: pre-analytical, analytical, and post-analytical
- Comply with established laboratory safety regulations and regulations governing regulatory compliance related to lab/pathology services
- Demonstrate ethical behavior and professionalism, maintain confidentiality of patient information, and participate in continuing education for one's professional development.
- Demonstrate a commitment to the future of the medical laboratory profession through involvement in national professional societies
- Integrating and relating lab data generated by the various clinical departments, interpreting and following up discrepancies, confirming
- Apply principles and concepts of lab operations to clinical decision making.

Goals

- To provide a strong curriculum based on current needs.
- To maintain quality of instruction in clinical laboratory science courses by including instruction in the latest technological advances.
- To develop in students professional attitudes required of clinical laboratory technicians.
- To educate students in the benefits and merits of continuing professional development.
- To provide competent entry-level clinical laboratory technicians to the region served by the programs.

Faculty Information

Program Director/Instructor: Sheri Enoch, MBA HM, MLS(ASCP)^{cm}

Clinical Coordinator/Instructor: Natalia Guggisberg, MLS(ASCP), GS(AAB), MB(ASCP), M.S., M.D., RN

Accreditation Body

The Medical Laboratory Technician program at Fortis Institute is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Accreditation by this organization assures students that they will be provided with a quality education in laboratory medicine. The program is fully accredited for a period of seven years starting April 2014.

National Accrediting Agency for Clinical Laboratory Sciences-NAACLS
5600 N. River Rd.
Suite 720
Rosemont, IL 60018-5119

Acknowledgment Check-off Form

MEDICAL LABORATORY TECHNICIAN ACKNOWLEDGEMENT

I acknowledge that I have received a written or electronic copy of the MLT Handbook and Catalog, and I will read and understand the information. I also understand that conduct or acts and deeds in violation which may be considered detrimental to the best interest of the school or student body will be just cause for dismissal.

The following policies and procedures have been reviewed:

	Date Reviewed
Refund Policy and Grievance Procedure	
Attendance Policy	
Student Conduct and Personal appearance	
Testing and Grading Scale	
Professional Ethics and Confidentiality	
Program Academic Progress	
Clinical Site Availability	
Safety	
Clinical Rotation and Shift Work	
Service Work Regulations	
Healthcare Information	
Written Essentials of the MLT Program	
Student Consent for Drawing Blood	

Student Name (Print)

_____ Date_____

I have read and fully understand the policies and procedure listed above.

Signature_____ Date_____

MLT Program Director:_____ Date:_____

Please Note:

_____ Sign to acknowledge receipt of Student Handbook.

_____ Read this entire handbook and sign page 6 and return to my program director.

Curriculum

Courses are grouped in program folders relative to their three digit code:

a. General Education

BIO205	Microbiology*
OCOM205	Effective Communication*
OENG101	English Composition*
OMAT101	College Mathematics*
OPSY101	General Psychology*
OSOC101	Sociology*

b. Allied Health and Med Tech Common Curricula

MED110	Anatomy and Physiology I
MED115	Anatomy and Physiology II

c. Medical Laboratory Technology

MLT101	Introduction to Clinical Laboratory Science
MLT105	Urine and Body Fluids Analysis
MLT110	Immunology and Serology
MLT115	General Chemistry
MLT120	Clinical Chemistry
MLT125	Clinical Immunochemistry and Toxicology
MLT130	Diagnostic Microbiology
MLT135	Microbiology Laboratory
MLT140	Hematology
MLT145	Hematology and Hemostasis
MLT150	Immunohematology
MLT200	Transfusion Medicine and Component Therapy
MLT205	Parasitology and Mycology
MLT210	Capstone and Certification Review
MLT215	Simulation I
MLT220	Simulation II
MLT230	Simulation III
MLT240	Externship I
MLT250	Externship II

Program Course Matrix

Fortis Cookeville -Campus

Medical Laboratory

Credential

Title: Technology

Level: Associate of Applied Degree

Campus: Standard

CIP Code: 51.1004

Course No.	Course Title	Prerequisite(s)	Course Clock Hours				Total	Quarter Credits	COURSE TYPE
			Lecture	Lab	Clinical or Externship				
MED110	Anatomy and Physiology I	None	20	40	0	60	4	AH & MED TECH	
MED115	Anatomy and Physiology II	MED110	20	40	0	60	4	AH & MED TECH	
MLT101	Introduction to Clinical Laboratory Science	None	20	40	0	60	4	CORE OR CONC.	
MLT105	Urine and Body Fluids Analysis	None	20	40	0	60	4	CORE OR CONC.	
MLT110	Immunology and Serology	None	20	40	0	60	4	CORE OR CONC.	
MLT115	General Chemistry	MAT101	30	20	0	50	4	CORE OR CONC.	
MLT120	Clinical Chemistry	MED110, MED115	20	40	0	60	4	CORE OR CONC.	
MLT125	Clinical Immunochemistry and Toxicology	MED110 MED115	20	40	0	60	4	CORE OR CONC.	
MLT130	Diagnostic Microbiology	MAT101, MED115	20	40	0	60	4	CORE OR CONC.	
MLT135	Microbiology Laboratory	MAT101, MED115	20	40	0	60	4	CORE OR CONC.	
MLT140	Hematology	MED110, MED115	20	40	0	60	4	CORE OR CONC.	
MLT145	Hematology and Hemostasis	MED110, MED115	20	40	0	60	4	CORE OR CONC.	
MLT150	Immunohematology	MED110, MED115	20	40	0	60	4	CORE OR CONC.	
MLT200	Transfusion Medicine and Component Therapy	MED110, MED115	20	40	0	60	4	CORE OR CONC.	
MLT205	Parasitology and Mycology	MED110, MED115	20	40	0	60	4	CORE OR CONC.	
MLT210	Capstone and Certification Review	MLT110 - MLT150	40	0	0	40	4	CORE OR CONC.	
MLT215	Simulation I	MLT120, MLT140	0	0	120	120	4	CORE OR CONC.	
MLT220	Simulation II	MLT130, MLT150	0	0	120	120	4	CORE OR CONC.	
MLT230	Simulation III	**	0	0	150	150	5	CORE OR CONC.	
MLT240	Externship I	**	0	0	210	210	7	CORE OR CONC.	
MLT250	Externship II	**	0	0	210	210	7	CORE OR CONC.	
OMAT101	College Mathematics*	None	40	0	0	40	4	GEN ED	
OENG101	English Composition*	None	40	0	0	40	4	GEN ED	
BIO205	Microbiology*	None	20	40	0	60	4	GEN ED	
OCOM205	Effective Communication*	None	40	0	0	40	4	GEN ED	
OPSY101	General Psychology*	None	40	0	0	40	4	GEN ED	
OSOC101	Sociology*	None	40	0	0	40	4	GEN ED	
Total:			570	620	810	2000	115	GEN ED	

* Indicates a General Education course.

** All preceding program core courses as prerequisites.

Length in Weeks:	96
Length in Months:	24
Quarters:	8

Program by Term

Program Schedule by Term

Prefix-Number	Course Title	Lec	Lab	C/Ext	Credits	Total
PROGRAM TOTALS:						
PROGRAM TITLE: MEDICAL LABORATORY TECHNOLOGY		PROGRAM LENGTH (EXCLUDING BREAKS): 96 WEEKS/24 MONTHS				
CREDENTIAL AWARDED: AAS DEGREE		TERM STATUS: QUARTER				
CLOCK HOURS: 2000		DELIVERY MODEL: MODULAR 6/12 WEEK				
CREDIT HOURS: 115 QUARTER CREDIT HOURS		EFFECTIVE DATE: 8.16.2021				
PROGRAM CODE: MLT						
CIP CODE: 51.1004						
SCHEDULE: CLASSES 20 HOURS PER WEEK. EXTERNSHIP DAYS AND TIMES VARY: MINIMUM 35-40 HOURS PER WEEK. DAY EXTERNSHIPS ONLY. MAKE UP SESSIONS FOR HOLIDAYS OR CANCELLED CLASSES MAY BE SCHEDULED DURING HOURS OTHER THAN REGULARLY SCHEDULED CLASS TIMES.						
PRE-REQUISITES: COURSES REQUIRING PRE-REQUISITES ARE DESIGNATED BY (*).						
MED115 REQUIRES MED110 TO BE COMPLETED.						
MLT115 REQUIRES MAT101.						
MLT120, MLT125, MLT140, MLT145, MLT150, MLT200, MLT205 REQUIRE MED110 AND MED115 TO BE COMPLETED.						
MLT130 AND MLT135 REQUIRE MAT101 AND MED115 TO BE COMPLETED.						
MLT210 REQUIRES MLT110, MLT120, MLT130, MLT140 AND MLT150 TO BE COMPLETED.						
MLT215 REQUIRES MLT120 AND MLT140 TO BE COMPLETED.						
MLT220 REQUIRES MLT130 AND MLT150 TO BE COMPLETED.						
** THESE COURSES REQUIRE ALL PROGRAM COURSES AS PRE-REQUISITES.						
TERM 1						
MED110	Anatomy & Physiology I	20	40		4.0	60
MLT101	Introduction to Clinical Laboratory Science	20	40		4.0	60
MED115	Anatomy & Physiology II*	20	40		4.0	60
BIO205	Microbiology	20	40		4.0	60
TOTAL Term 1		80	160		16.0	240
TERM 2						
MAT101	College Mathematics	40			4.0	40
MLT105	Urine and Body Fluids Analysis	20	40		4.0	60
MLT110	Immunology and Serology	20	40		4.0	60
MLT115	General Chemistry*	30	20		4.0	50
TOTAL Term 2		110	100		16.0	210
TERM 3						
ENG101	English Composition	40			4.0	40
MLT120	Clinical Chemistry*	20	40		4.0	60
MLT140	Hematology*	20	40		4.0	60
COM205	Effective Communication	40			4.0	40
TOTAL Term 3		120	80		16.0	200
TERM 4						
SOC101	Sociology	40			4.0	40
MLT125	Clinical Immunochemistry and Toxicology*	20	40		4.0	60
MLT145	Hematology and Hemostasis*	20	40		4.0	60
PSY101	General Psychology	40			4.0	40
TOTAL Term 4		120	80		16.0	200
TERM 5						
MLT130	Diagnostic Microbiology*	20	40		4.0	60
MLT150	Immunohematology*	20	40		4.0	60
MLT205	Parasitology and Mycology*	20	40		4.0	60
TOTAL Term 5		60	120		12.0	180
TERM 6						
MLT135	Microbiology Laboratory*	20	40		4.0	60
MLT200	Transfusion Medicine and Component Therapy*	20	40		4.0	60
MLT215	Simulation I*			120	4.0	120
TOTAL Term 6		40	80	120	12.0	240
TERM 7						
MLT220	Simulation II*			120	4.0	120
MLT230	Simulation III			150	5.0	150
MLT210	Capstone and Certification Review	40			4.0	40
TOTAL Term 7		40		270	13.0	310
TERM 8						
MLT240	Externship I			210	7.0	210
MLT250	Externship II			210	7.0	210
TOTAL Term 8				420	14.0	420
PROGRAM TOTALS:						
		570	620	810	115.0	2000

Course Descriptions

MAT101 COLLEGE MATHEMATICS

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This is an introductory college mathematics course with the goal of teaching students to think mathematically and solve real-world problems by applying mathematical concepts and principles. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, and decimals. Also included are the concepts of variables, ratios, proportions, solving simple equations in one variable, percent, basic geometry, solving applied problems, and operations with integers.

Prerequisite: None

COM205 EFFECTIVE COMMUNICATION

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This course introduces the students to communication with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one's daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication.

Prerequisite: None

ENG101 ENGLISH COMPOSITION

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication.

Prerequisite: None

SOC101 SOCIOLOGY

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Sociology is the systematic study of the relationship between human beings and society. In this course students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world.

Prerequisite: None

PSY101 GENERAL PSYCHOLOGY

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This course provides a general overview of human psychology with special emphasis given to emotion. It begins by laying a foundation of psychology intertwined with critical thinking. Areas of study include the brain and human development, learning and memory, motivation and emotion, personality, psychological disorders and associated common therapies. This course discusses basic psychological concepts focusing on improving the quality of life thereby strengthening the ability to perceive, control and evaluate emotions of self and others.

Prerequisite(s): None

BIO205 MICROBIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course focuses on the nature of microbial organisms and offers a comprehensive survey of infectious diseases of humans, with major emphasis on the biology of the infectious process. Important infectious pathogenic agents

(bacteria, viruses, protozoa) are studied in terms of their physiological functions and the properties which permit them to be pathogens. The epidemiology and pathogenesis of infections, analysis of the dynamic interactions between invading organisms and the defense mechanisms of the invaded hosts, clinical pictures of the disease states, and prevention of infection are explored. The laboratory exercises provide an introduction to basic microbiology and modern diagnostic and clinical microbiology.

Prerequisite: None

MED110 ANATOMY AND PHYSIOLOGY I

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents an introduction to the structure and function of the human body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also included, are the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Medical terminology associated with the systems covered in this course is also included. Connect laboratory experiences are included in the course.

Prerequisite: None

MED115 ANATOMY AND PHYSIOLOGY II

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents an introduction to the structure and function of the human body, including transportation of blood and its many vital functions, including how it links the body's internal and external environments. This course also includes instruction in the following systems: cardiovascular, lymphatic and Immunities, digestive and nutrition, respiratory, urinary and reproductive. Also covered is the importance of maintaining homeostasis in the body by balancing water and electrolytes. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.

Prerequisite: MED110

MLT101 INTRODUCTION TO CLINICAL LABORATORY SCIENCE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This is an introductory course, where the student will gain a foundation of theory and skills for understanding, and applying learned techniques when performing routine laboratory tests. The major areas of theory, skill, and techniques studied briefly during this course are: basic hematology, hemostasis, immunology and immunohematology, urinalysis, clinical chemistry, clinical microbiology, and parasitology. The student is introduced to pipetting, the metric system, Beer's Law, specimen processing, and microscopy.

Prerequisite: None

MLT105 URINE AND BODY FLUIDS ANALYSIS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides to the student the basic, hands-on instruction in the process of urinalysis. All aspects of urinalysis are covered, including specimen collection, physical observations, chemical and microscopic analysis, including quality control. Also covered are the physiological functions of the kidney, use of lyophilized controls, calculating specific gravity, use of confirmatory tests and comparisons of types of microscopy. Other analyses will include fecal, seminal, amniotic, cerebrospinal, synovial, pleural, pericardial, and peritoneal fluids.

Prerequisite: None

MLT110 IMMUNOLOGY AND SEROLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course encompasses the theory, practice, and clinical applications in the field of immunology and serology. The student will gain a foundation of basic concepts of immunology, to elucidate the underlying theory of procedures performed in immunology and serology. The major areas explored during this course are: basic immunologic mechanisms, theory of immunologic and serologic procedures, immunologic manifestations of infectious diseases, and immunologically and serologically related disorders, and the students' application of procedures and techniques of each area.

Prerequisite: None

MLT115 GENERAL CHEMISTRY

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

This course provides an introduction to the principles of chemistry. Major topics of this course include physical and chemical changes, atomic structure, bonding, nomenclature, chemical calculations and chemical reactions. Additional classroom lecture will focus on gas laws, acid-base chemistry, organic, nuclear and biochemistry. Virtual laboratory activities will support these topics as well as provide experiences in qualitative and quantitative experimentation and data analysis.

Prerequisite: MAT101

MLT120 CLINICAL CHEMISTRY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides specific and detailed information on the principles of clinical chemistry in laboratory diagnosis as well as the pathophysiologic changes that occur in disease and which affect testing outcomes. Clinical chemistry explores the various basic principles and practice of analytical chemistry of human plasma and serum along with patient correlations and analytic procedures. This course will explore the chemical assessment of the organ system functions and address basic theoretical concepts of photometric measurements used in clinical chemistry.

Prerequisite(s): MLT115, MED115

MLT125 CLINICAL IMMUNOCHEMISTRY AND TOXICOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides specific and detailed information on the principles of clinical chemistry in laboratory diagnosis using specialized EIA, immunofluorescence, ELISA, particle fluorescence, and antigen-antibody measurement methodologies. All body systems are studied. Also studied and explored are molecular diagnostics, toxicology, clinical enzymology, therapeutic drug monitoring, and the examination of urine. Specialty areas will include the geriatric and pediatric patients. The student uses available analytical equipment and spectrophotometers to perform analyses with human specimens.

Prerequisite(s): MLT115, MED115

MLT130 DIAGNOSTIC MICROBIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course focuses on the essentials of modern diagnostic microbiology. Information is presented in diagnostic format in the classroom environment, progressing from basic principles and concepts to the systematic and theoretical identification of etiologic agents of infectious diseases to the development of the process of flowchart identification of pathogens. The course explains basic principles and concepts to setup a firm foundation in medical microbiology.

Prerequisite(s): MAT101, MED115

MLT135 MICROBIOLOGY LABORATORY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course focuses on performing actual cultivation of microorganisms, their identification, and antibiotic sensitivity. Information is presented in an easy-to-use format in a hands-on environment, progressing from basic principles and concepts to the systematic identification of etiologic agents of infectious diseases to the development of problemsolving skills. Microbiology lab exposes the student to actual culture techniques using an organ system approach to perform the laboratory diagnosis of infectious diseases, with a primary focus on the most medically significant and commonly encountered organisms.

Prerequisite(s): MAT101, MED115

MLT140 HEMATOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This focus of this course is on clinical hematologic principles, techniques, and applications. The student will examine

hematologic disorders and complete an overview of cellular examinations in the hematology laboratory, finally, applying the correct techniques for each application. Hematology approaches the anemia, leukemia, hemoglobinopathies, and platelet disorders detailing the various types of disease states from both the morphologic and pathophysiologic views.

Prerequisite(s): MLT115, MED115

MLT145 HEMATOLOGY AND HEMOSTASIS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the student to actual clinical hematologic testing techniques found in the hematology section. Leukocyte and erythrocytic disorders are examined, with areas of study including cytochemistry, molecular genetics, manual cell counts, and WBC differentials. The course includes a study of hemostasis with its disorders and syndromes. Mature lymphocytic malignancies are discussed, diseases of the bone marrow, as well as pediatric and geriatric hematology. The major lines of automated cell counters are examined, as is other collateral hematological testing such as reticulocytes, ESR, and staining techniques.

Prerequisite(s): MLT115, MED115

MLT150 IMMUNOHEMATOLOGY

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course provides a comprehensive overview and study of modern transfusion practices, donor collection processes, hemapheresis, component preparation/storage/transportation, genetics and immunology as applied to transfusion medicine, antiglobulin testing and applicability to pretransfusion testing, human red cell groups. The course addressed the ABO and Rh systems, lesser known blood groups systems, compatibility testing, transfusion practices (applied DAT/IAT, Antibody ID, and case studies), a broad review of transfusion practices, and patient age considerations.

Prerequisite(s): MLT115, MED115

MLT200 TRANSFUSION MEDICINE AND COMPONENT THERAPY

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course presents the student with clinical conditions associated with transfusion medicine (with case studies), GVHD, transfusion reactions, cell-mediated all immunization, and the investigation of patient reactions to transfusion. These topics are followed by transfusion-transmitted diseases, infections, parasitic infections, followed by hemolytic diseases of the newborn, all fetomaternal considerations and pathogenesis. The final section of the course introduces the autoimmune hemolytic anemias and drug-induced hemolytic anemias including warm autoantibody, cold agglutinin syndrome, and PCH. The final topics deal with quality assurance, and regulatory issues, biosafety, irradiation, and introduce the various agencies, (i.e. AABB, FDA, BOB) whose standards regulate the blood banking industry.

Prerequisite(s): MLT115, MED115

MLT205 PARASITOLOGY AND MYCOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents basic descriptions of parasites and fungi commonly found to cause human disease. Students will learn the pathogenesis of parasite infections and be able to diagnose these infections in the laboratory. Students will explore the reality of global approaches to diagnosis of exoticl diseases, not commonly seen in the United States in years past. Students will apply microscopic methods, and discuss non-traditional methods of parasite detection, using immunological and molecular techniques.

Prerequisite(s): MLT115, MED115

MLT210 CAPSTONE AND CERTIFICATION

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This is a review course for the MLT certification examination. All MLT concepts are covered throughout this course, along with demonstration of practical applications of various techniques for each medical laboratory discipline and its

corresponding instrumentation. The structure of the ASCP and AMT exams are also delineated. This course is designed to ensure that the student has the knowledge and information necessary to pass the MLT certification. Prerequisite(s): MLT110 - MLT150

MLT215 SIMULATIONS I

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course will allow students to simulate laboratory procedures of all departments and areas of the clinical laboratory. This class will prepare the MLT student to practice and prepare for licensure in each laboratory specialty.

Prerequisite(s): MLT120, MLT140

MLT220 SIMULATIONS II

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course will allow students to simulate laboratory procedures of all departments and areas of the clinical laboratory. This class will prepare the MLT student to practice and prepare for licensure in each laboratory specialty.

Prerequisite(s): MLT130, MLT150

MLT230 SIMULATIONS III

5.0 Credits

150 Clock Hours (150 Externship Hours)

This course will allow students to simulate laboratory procedures of all departments and areas of the clinical laboratory. This class will prepare the MLT student to practice and prepare for licensure in each laboratory specialty.

Prerequisite(s): MLT220

MLT240 EXTERNSHIP I

7.0 Credits

210 Clock Hours (210 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): MLT230

MLT250 EXTERNSHIP II

7.0 Credits

210 Clock Hours (210 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): MLT240

Class Hours and Externship Hours

CLOCK HOUR OF INSTRUCTION

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period.

CLOCK TO CREDIT HOUR CONVERSION FORMULA

Fortis Institute uses the following clock hour to quarter/semester Credit hour conversions:

Ten (10) lecture hours = one (1) quarter hour.

Twenty (20) lab hours = one (1) quarter hour.

Thirty (30) externship/clinical hours = one (1) quarter hour.

COURSE PROGRAMMING

- Fortis Institute reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.
- **Classes may be scheduled between 8:00 a.m. and 11 p.m., Monday through Friday. Weekend courses may be offered from time to time. Students' schedules and hours may vary during externships to coincide with site and programmatic requirements and may require eight or ten hour daily schedules up to forty hours per week.**
- Due to limited availability of experiential learning opportunities during evening hours, most programs offer day externships only. Externship scheduling varies by program, is dependent on availability of the clinical/externship facility and will be located off campus. A student will not be assigned to an externship site where he/she is employed. If, during an externship assignment a student becomes employed at that facility, the student will be permitted to complete the assignment. However, the student's work schedule and externship schedule cannot overlap and a student cannot be paid for duties performed during externship hours. Students must plan in advance to accommodate these schedules.
- Every effort is made to maintain class schedules at the original time. However, the school has the right to schedule students' class hours within the limitations of its facilities and overall enrollment scheduling. It is possible that classes may be merged with other classes and/or class schedule times may be changed. Prior to any class merging and/or class time changes, the school will provide adequate notice to assist students with any revised car-pooling and/or employment schedules.
- Courses are taught employing a combination of didactic, laboratory and experiential or practical learning. The number of lecture, laboratory and clinical hours for each program are identified in tables in the catalog, by program of study. Lab Hours may be scheduled differently from classroom hours and may vary continuously throughout the program. Some courses require clinical hours at hospitals which operate 24- hours each day, seven days a week. The scheduling of clinical hours for some classes may be at times other than normal college hours, including late evenings, early mornings, and weekends.
- **The assignment of externship and clinical hours is non-negotiable by students.**

MLT Affiliation Sites/Availability

<i>Clinical Affiliation Site address</i>	<i>Number of students at one time</i>
<i>TriStar Centennial Medical Center</i> 2300 Patterson ST. Nashville, TN 37203 615-342-3015	2
<i>Cookeville Regional Medical Center</i> 1 Medical Center Boulevard Cookeville, TN 38501 931-783-5690	2-3
<i>Cumberland County Hospital</i> 299 Glasgow Road Burkesville, KY 42717 P- 270-864-2511 Dial Extension 1225 for lab.	1
<i>Cumberland Medical Center-Covenant</i> 421 South Main Street Crossville, TN 38555 931-459-7732	1
<i>Ascension St. Thomas Dekalb:</i> 520 W. Main Street Smithville, TN 37166 615-215-5451	1
<i>Emerald-Hodgson Hospital – LifePoint:</i> 1260 University Ave. Sewanee, TN 37374 931-598-4133	1
<i>Fort Loudoun Medical Center-Covenant</i> 550 Fort Loudoun Medical Center Dr. Lenoir City, TN 37772 865-271-6379	1
<i>Vanderbilt Tullahoma-Harton Hospital –Tennova</i> 1801 North Jackson Street Tullahoma, TN 37388 931-393-7978	2
<i>TriStar Hendersonville Medical Center</i> 355 New Shackle Island Road Hendersonville, TN 37075 615-264-4000 x1832	1
<i>Ascension St. Thomas Highlands</i> 401 Sewell Dr. Sparta, TN 38583 931-738-4166	1

<p>TriStar Horizon Medical Center</p> <p>111 Highway 70 East Dickson, TN 37055 615-441-2333</p>	1
<p>Livingston Regional Hospital-LifePoint</p> <p>315 Oak Street Livingston, TN 38570 931-403-2125</p>	1
<p>Monroe County Medical Center</p> <p>529 Capp Harlan Rd. Tompkinsville, KY 42167 270-487-9231</p>	1 per shift
<p>Rhea Medical Center</p> <p>9400 Rhea County Highway Dayton, TN 37321 423-775-8584</p>	1
<p>Ascension St. Thomas River Park</p> <p>1559 Sparta St. McMinnville, TN 37110 931-815-4399</p>	1
<p>Roane Medical Center-Covenant</p> <p>8045 Roane Medical Center Drive Harriman, TN 37748 865-316-2900</p>	1
<p>Southern Tennessee Regional Health System – Winchester – LifePoint</p> <p>185 Hospital Road Winchester, TN 37398 931-967-8381</p>	2
<p>Ascension Saint Thomas Stones River</p> <p>324 Doolittle Road Woodbury, TN 37190 615-563-7244 or 7245</p>	1
<p>Sweetwater Hospital Association</p> <p>304 Wright Street Sweetwater, TN 37874 865-213-8520</p>	1
<p>The Medical Center at Albany-CHC</p> <p>723 Burkesville Road Albany, KY 42602 606-387-6421 Ext 1273</p>	1
<p>The Medical Center at Bowling Green-CHC</p> <p>250 Park St. Box 90010 Bowling Green, KY 42101 270-745-1300</p>	1 (due to current staffing)

<p><i>The Medical Center at Franklin-CHC</i> 1100 Brookhaven Road Franklin, KY 42134 270-598-4842</p>	<p>1</p>
<p><i>Trousdale Medical Center-LifePoint</i> 500 Church St. Hartsville, TN 47074 615-328-6211</p>	<p>1</p>
<p><i>Unity Medical Center</i> 481 Interstate Drive Manchester, TN 37355 931-450-1708</p>	<p>1</p>
<p><i>Vanderbilt Wilson County Hospital –Tennova</i> 1411 Baddour Parkway Lebanon, TN 37087 615-444-8262</p>	<p>2</p>

Clinical Site Availability

When there is a large enrollment in the MLT program and a limited availability of clinical sites, these sites shall be awarded on the basis of over-all grade point average (GPA) at the end of the third semester of courses taken at Fortis Institute. That student completing the course with the highest grade point average shall be awarded a clinical site first, with the remaining sites awarded to the succeeding highest grade point average until all available sites are filled. If there are additional students, they will have first consideration for other sites as they become available.

Convenience of location will be considered, but is not the deciding factor for placement.

Each clinical site may require a pre-admission interview with each student appointed to the site before acceptance. The clinical site may request a certain student and reserves the right to reject any student it deems unsuitable for their institution. In the event that a student is rejected for a site, that student will remain at the top of the list until placed. Once placed, the program is not obligated to secure additional clinical sites for the student.

The MLT Program cannot guarantee clinical sites as these are state or privately owned institutions with renewable contracts. If no institutions are available for clinical rotations by the completion of the classroom course work, the students will be placed on an incomplete status until sites become available.

Clinical rotation for students may require some 2nd (3 - 11 pm) and 3rd (11 pm) shift work. Some testing, quality control, and maintenance procedures are not run on the day shift (6 am - 2 pm). A maximum of 40 hours may be spent on these shifts as is deemed necessary by the individual site.

Requirements for Clinical Rotation

• **PHYSICAL EXAM**

Each student admitted to the MLT Program is required to complete a physical examination and immunization form prior to admission to the clinical practicum. Each student is strongly encouraged, but not required, to obtain immunization to the hepatitis B virus. This is a disease which can be acquired by accidental exposure to blood or body fluid. The immunization consists of a series of three shots: the initial dose, a dose one month later, and a dose six months after the initial dose. A blood test is then performed to determine that immunity is present. Most hospital laboratories require hepatitis B immunization. If the student declines immunization, no clinical site may be willing to accept him/her.

A declination form is required if the student declines to get the immunization. This form will be retained in the student's permanent records.

Each student will complete an emergency medical information form which will be kept in the student's permanent records.

• **DRUG SCREEN**

Fortis Institute – Cookeville is a drug-free campus. If a student is assigned to a clinical rotation and fails the drug test, the student will be terminated and not allowed to complete the MLT program. Laboratory personnel who use drugs are a danger to the institution and to the patients.

• **BACKGROUND CHECK**

Students entering the clinical rotation must complete a background check prior to placement at the clinical affiliate facility. Background check reports and other submitted information are confidential and may only be reviewed by Fortis Institute – Cookeville officials and affiliated clinical facilities in accordance with the FERPA. The Fortis Institute – Cookeville shall inform students who have negative findings in their background check report and are nonetheless permitted to enroll that the Fortis Institute – Cookeville administration decision is not a guarantee that every clinical facility will permit the student to participate in the educational program at its facility, or that any state will accept the individual as a candidate for registration, permit or licensure.

Required Vaccinations

Vaccination/Screening	Requirements in Brief
Hepatitis B	-Serologic proof of immunity is required. -Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). -Obtain serologic testing 2 months after dose #3.
MMR	-Serologic evidence of immunity or laboratory confirmation of disease is required. -If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart required.
Varicella	-Serologic proof of immunity or laboratory confirmation of disease required. -If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.
Tetanus, Diphtheria, Pertussis	-One-time of Tdap is required. -Td boosters every 10 years thereafter.
Influenza	-Required annually
Tuberculin Skin Test (TST)	-For students with no history of previous annual tuberculin skin testing, an initial two-step is required. -For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days. -For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.
COVID-19	-Two dose series OR Exemption Form

COVID-19 Requirements

Students are required to provide evidence that they have received at least the first dose of the COVID-19 vaccine prior to starting the MLT program and must be fully vaccinated (both doses if other than the Johnson & Johnson vaccine) prior to entering a clinical/externship site that requires students to be vaccinated. Although we list the COVID-19 vaccine as an admissions requirement for the MLT program, we cannot deny any student's ability to start school if they do not plan to get vaccinated against COVID-19 but otherwise meet the entrance requirements as stated in the catalog. Thus, going forward every student who enrolls in one of the affected programs must sign the **COVID-19 Vaccine Acknowledgement**.

STUDENT ACKNOWLEDGEMENT – COVID 19 VACCINATION

Nursing, Medical Technology and Dental Hygiene Students

Rev. 08.31.21

Many - if not all - of the hospitals, health systems, clinical and externship sites that you must attend to fulfill the clinical and externship requirements of your program have advised us that no School students or faculty will be permitted to enter their sites unless the student or faculty member is fully vaccinated against COVID-19. Some of these sites are permitting exemptions for *their own employees* who are not able to receive the COVID-19 vaccination due to a medical condition or a sincerely held religious belief. It is not clear if those sites will recognize these same exemptions for our students.

Your signature below indicates that you acknowledge, understand and agree to all of the following:

- Successful completion of a clinical or externship program is required in order for me to graduate from my program of study.
- The clinical and externship sites are independent third parties, i.e., they are not controlled by our School.
- The policies and requirements of clinical and externship sites are established by those sites, not by our School.
- If I am not fully vaccinated against COVID-19 (which includes booster or other immunizations for COVID-19 that may be required at the point of your clinical or externship), the vaccination policies and requirements established by the clinical and externship sites may bar me from attending that site.
- **The School believes, even with the actions mentioned below, that it is highly unlikely that I will be able to attend a clinical or externship site unless I am fully vaccinated against COVID-19.**
- **If I am not able to attend a clinical or externship site because I am not fully vaccinated against COVID-19, I will not be able to complete my education at the School.**
- **This will result in my having spent a great deal of time - and financial resources - and I may have incurred student debt or other obligations, without being able to graduate from my program. This time and debt are not likely to be recoverable, and will result in a personal loss to me.**
- I will have no alternative except to “drop” from the School and my program if I am unable to complete a clinical or externship program due to my vaccination status. In such a case, the applicable provisions of the School Catalog and my Enrollment Agreement will apply. Any student loans or other assistance that I received, or any financial payments that I may have made to the School, would become my personal responsibility as determined under my enrollment agreement and the School Catalog.
- **If I claim an exemption from the COVID-19 vaccination requirements of a third-party clinical or externship site as a result of a medical condition or a sincerely-held religious belief:**
 - The School will provide my exemption request to the applicable clinical or externship sites. I further understand that the site may have specific requirements for the form and substance of the exemption request that I must provide;
 - The determination as to whether to grant the exemption will be at the sole discretion of the clinical or externship sites;
 - The determination as to whether to grant the exemption is not a decision that is being made by, or within the control of, the School;
 - If the clinical or externship sites refuse to allow me to attend that site due to my not being vaccinated, I will be a “drop” from my program of study, with the consequences and personal costs noted above.
 - If a clinical or externship site refers the decision on the exemption request back to our School, which is unlikely, the School will review the request. If the exemption request is not approved, I will be a “drop” from my program of study, with the consequences and personal costs noted above.

With my signature below, I acknowledge, understand and agree to all of the above:

Signature of Student

Name of Student (printed)

Date: _____

SERVICE WORK DURING CLINICAL ROTATION

Our Programmatic Accreditors- NAACLS encourages students to offer service work to the clinical affiliates.

Service Work is work done on a volunteer basis for the clinical affiliate at which the student is completing rotations. Other affiliate sites may be deemed open for service work after the approval of the site supervisor.

NO service work will be allowed during the regular hours committed to the clinical practicum. Student grades must be acceptable for service work to continue during the clinical practicum.

Students will not be used to substitute for regular employees as part of their training. Students may be hired by the clinical affiliate only after successful completion of training in those areas of the clinical laboratory in which they will be employed.

Students of the MLT Program should be aware that any service work performed at any of our affiliates is:

- Not required (it is your decision to do)
- Cannot occur during the training hours
- Should not interfere with your progression through the MLT program
- Cannot be counted towards your training hours requirement

Examples of service work....

- Working as a phlebotomist, specimen processor, lab aide while completing MLT practicum or core courses.
- Working in the student laboratory as a student worker.
- Continuing to work pm shifts or weekends in a clinical affiliate during your progression through the MLT program.

Students should apply themselves to the program first. Financial needs requiring the student to work long hours outside the program should be discussed with the Program Director as scholarships or financial aid may be in order.

Course Requirements

ACADEMIC ACHIEVEMENT/GRADING POLICY

The progress and quality of student's work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an F grade. Fortis Institute campuses use the following grading scale except for the Radiologic Technology program:

GRADE PERCENTAGES QUALITY POINTS

Grade	Percentage	Quality Points
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.7
D+	67-69	1.3
D	60-66	1.0
F	59 or below	0.0

In order for graduating students to be eligible to sit for state licensing or national examinations, in some programs or in some courses within programs, the designated minimum passing grade may be higher. Students getting a grade in a course lower than the specified minimum passing grade for that course will have to retake that course. All MLT core courses require a 78% (C+) to pass. Please refer to the program and course syllabus for specific details. Records of a student's progress are maintained by the institution. Course grades are issued to students at the end of each grading period. Students may check on their cumulative academic progress by logging into the student portal. When no portal is available students can get a copy from the Registrar. A student receives a copy of a final grade transcript when all graduation requirements have been completed. The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then dividing by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course. Some courses may have skills tests or clinical performance evaluations where a specific standard of performance is defined in the syllabus. For the purposes of Satisfactory Academic Progress and CGPA calculation: a course in which a student receives an F grade will be counted in credits attempted and it will be counted in the CGPA calculation. A course in which a student receives a W grade will be counted in credits attempted; it will not be counted in the CGPA calculation. A course in which a student receives a P, TR or CE grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

TESTING POLICY

1. A summary of material to be included on the examinations is included in the course syllabus and in exam reviews given by instructors.
2. There will be no make-up exams given unless extenuating circumstances ensue. The instructor may drop the lowest test grade for the total grade for the course. All exams will be reviewed by students in class but hard copies will be retained by instructors.
There will be no make-up laboratory practical exams given for any reason.
3. Skill evaluations are made after an acceptable practice period and sufficient notice is given to the student.
4. Do not hesitate to consult with the instructor if you have a problem. Grades can be accessed on Canvas at any time. In the event that you make a "D" or "F", you should consult your instructor in order to determine the reason for failure and ideas of how to achieve a better than average score. Each of you has the ability to be a better than average student. Instructors may be available to tutor students when necessary.
5. If you are absent from school, **YOU are responsible for any class work and/or test missed.** It is up to you to make arrangements with your instructor to make up any missed assignments and/or tests. Makeup tests are

given at the discretion of the instructor. Absence is no excuse for not turning work in on time. If a make-up examination time is arranged between the instructor and student, and the student does not show at the designated time, a zero will be recorded for the exam. Please check with your instructor if you have any questions.

Addendum: (10/10/13 HDSouza): An instructor reserves the right to offer another version of the make-up testing under premise if the integrity of the original testing tool is compromised.

MAKE-UP WORK

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor.

See the *Incomplete Grade Policy* below (p42.,2021 Fortis Catalog)

MLT Program allows one late submission of Out-of-Class Work (OCW) with a ten point deduction after the agreed due date. If no submission, the OCW is assigned a zero grade.

It is the student's responsibility to complete all coursework within the prescribed timeframes. Students may request a grade of "I" or Incomplete at the end of a grading period if they are passing the course at that time and if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control and prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete grade by filing out an Incomplete Grade Request form.

The student's instructor will co-sign the form with the student. The instructor is responsible for turning the form into the Registrar.

All incomplete work must be completed and turned in for grading no later than 14 calendar days after the commencement of the next grading period. At that time, a grade of 0 (zero) will be given for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus.

Incompletes are not included in credits earned, but are included in credits attempted. They receive no quality points and are not included in CGPA.

SATISFACTORY ACADEMIC PROGRESS (SAP) & PROBATION

Students who do not meet the minimum standards for credits completed or cumulative grade point average will receive a written notification stating that they are being placed on —Satisfactory Academic Progress Probation. The student will have one additional evaluation period to correct the deficiency and meet the minimum requirements at the next evaluation point. The probationary period shall be no shorter than the time needed for the student to attempt a minimum of 12 quarter credits. The student will remain eligible for federal aid while on probation. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Probation Period, the student's enrollment in the Institute will be terminated and he/she will be ineligible to receive any further federal student assistance. The following chart provides the minimum quantitative and qualitative requirements for each evaluation point.

Evaluation Period	Cumulative Quarter Credits Attempted (Including transferred credits*)	Minimum Percentage of Cumulative Credits Completed	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 48	50%	2.00
3	48.5 to 64	66.67%	2.00
4	64.5 +	66.67%	2.00

ATTENDANCE

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training. Attendance is taken daily in class by the instructor and turned over to the Registrar before the end of the class day. Early departures, tardies, and class cuts will be recorded in quarter hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record. Students with chronic absenteeism in excess of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course. Any student attending a course on the day, afternoon, evening or night schedule will be withdrawn from their program immediately if he/she does not attend course(s) within a 14 calendar day period. Students attending classes on weekends will be withdrawn after six (6) consecutive scheduled class days of absences. All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period. Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Attendance is reviewed by instructors and student services on a minimum of a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, email, and online in the student portal if their attendance is in danger of violating attendance requirements. Students may appeal the Institute's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with his/her instructor.

Bereavement: Student absences due to the death of an immediate family member may be excused with proper documentation.

Jury Duty/Subpoena: If a student is subpoenaed or called for jury duty, the student will be excused from school. The student must provide documentation stating the dates in which they are to serve or appear. However, any examinations missed during this time must be made up at a time determined by the instructor.

Military Duty: Students are excused for military obligations. The student must provide documentation stating the dates in which they are to serve. All requirements for graduation must be completed.

Pregnancy Policy: Pregnancies should be promptly reported to the respective program chair to prevent danger to the student's health. To continue in the program, the student's physician must provide written approval specifically citing that there are no restrictions on activity or weight lifting. Following each prenatal visit, any new restrictions must be reported immediately to the student's program chair and instructor.

Inclement Weather/School Closings: The Institute reserves the right to close the Institute during weather or other emergencies. Notice of closures may be broadcast on the radio or TV station (News Channel 5), posted on the Student Bulletin Board and/or portal, posted to social media, or a recorded phone announcement of closure or delayed opening will be available to students by calling the Institute's telephone number **931-526-3660**.

GRADUATION REQUIREMENTS

Upon successful completion of all requirements of their chosen program of study, students will be awarded either a degree that they have earned. To be eligible for graduation, students must have:

- Accumulated, with passing grades, the required number of credit hours within the student's program of study;
- Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0;
- Completed the program within 1.5 times the program's length as published in the Standards of Academic Progress policy in this Catalog;
- Verified satisfactory completion of all program criteria for graduation with the Director of Education, Registrar, Financial Aid and Career Services;
- Returned any school property including books and equipment; and,
- Currently be in good financial standing.

Graduation does not guarantee eligibility to sit for licensure and/or certification. Graduation is not contingent upon passing an external certification or licensure exam.

Credentialing and License

Certifications Boards

1. American Society for Clinical Pathologists (ASCP)
Correspondence can be sent to:
ASCP Board of Certification, 33 W. Monroe Street, Suite 1600,
Chicago, IL 60603
Customer Service
P 1.800.267.2727, option 2
F 312.541.4472
Board of Certification
(Certification Maintenance, Exam Application & Eligibility, International Certification)
P 1.800.267.2727, option 2, 1
F 312.541.4845
www.ascp.org
2. American Medical Technologists (AMT)
Correspondence can be sent to:
10700 W. Higgins road, Suite 150 Rosemont Illinois 60018.
Phone: (847) 823-5169
www.americanmedtech.org

Licensure

Licensure is no longer required in the State of Tennessee. Hospital facility have their own policy regarding licensure requirements. Correspondence can be sent to:

Department of Health
Medical Laboratory Board
Metro Center Complex
665 Mainstream Drive, 2nd floor
Nashville TN 37243

Phone: (615) 532-3202
1-800-778-4123 Ext 5325128
tennessee.gov/health

Policies

Essential Functions for MLT

Education Affiliate Medical Laboratory Technician programs has a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the program, as well as for the welfare of students in the program. To fulfill this responsibility, the program has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the program and graduate. Discrimination is prohibited based on race, color, sex, national origin, age, disability, marital status, sexual orientation, religion, or veteran status.

Admission and retention decisions for the Medical Laboratory Technician School are based not only on prior satisfactory academic achievement, but also on non-academic factors that serve to insure the candidate can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum, and for the development of professional attributes required by the faculty of each student at graduation. This list is provided so that you will be able to assess your own health and ability to complete the program successfully. You must be able to participate in course work, on and off campus, in ways that will not endanger yourself, students, faculty, patients, or others.

- Visual skills: You must be able to effectively read written material, utilize a medical microscope, read instrument displays, and perform procedures that require eye-hand coordination. You must be able to discriminate color reactions.
- Auditory skills: You must be able to hear alarms that are used to signal instrument malfunction, fire or other emergencies.
- Communication skills: You must be able to effectively communicate with other medical personnel and with patients.
- Motor skills: You must be able to perform procedures that require eye-hand coordination. You must be able to effectively manipulate medical laboratory equipment such as microscopes and spectrophotometers, as well as the devices used to collect specimens. You must be able to feel for veins when performing venipuncture, and develop the skill to collect such specimens without undue trauma to the patient. You must be able to tolerate wearing personal protective equipment. You must be able to write legibly.
- General physical health: Your general physical health must be such that you can perform light to moderate physical activity. Heavy lifting is generally not required. Standing and walking for long periods will be required on a daily basis.
- General mental health: Your general mental health must be such that you can maintain attention to detail and interact effectively with other medical personnel and with patients.
- Contact with patients of all ages, human blood, urine, tissues, body fluids, pathogenic organisms, bone marrow aspiration, arterial puncture, and minimal duties in the OR usually in open-heart cases can be required of MLTs in performing daily duties. These aspects of the job are required of both students and certified lab professionals as part of the daily routine in the clinical laboratory and pathology departments.

It is the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential functions described.

I have received and reviewed the essential functions for the Medical Laboratory Technician program and fully understand what is required for admission and retention in that program.

I also understand that my course of study includes certification and examination requirements as directed by the profession and/or the individual state in which a position is sought, which may be required in order to pursue a chosen career field. Those examinations, certifications, and/or other licensing requirements may include, among other matters

that the student/candidate be of good moral character. The assessment of good moral character for the purpose of examination, licensing or certification is not made by this institution and acceptance in and completion of the course of study offered by this institution does not guarantee that a student will be accepted by the independent or individual State to sit for any certification, licensing, or other examination. Failure to be accepted/qualified by any entity or national or State licensing board for certification and/or licensing may negatively affect one's ability to pursue a career in one's chosen field of study. By enrolling in a program to which the student is accepted, the student realizes and accepts all risks associated with the potential rejection or disqualification of sitting for any certification, licensing or other examination that may be a prerequisite in pursuing a career in a student's chosen field of study.

_____	_____	_____
Print Student Name	Signature of Student	Date

School Official Signature		Date

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd.
Suite 720
Rosemont, IL 60018-5119

847.939.3597
773.714.8880
773.714.8886 (FAX)
info@naacls.org
<http://www.naacls.org>

Note: You have signed this during admissions paperwork.

STUDENT CONDUCT

MLT students are not allowed telephone usage during class and clinical duty except in cases of emergency. Please ask friends, relatives, etc., not to call for you at school. Cell phones and beepers **must be turned off or placed on vibrate** in class.

You will be responsible for keeping the department clean and for the proper use and care of supplies and equipment. Universal Precautions will be applied whenever appropriate. **NO food or drinks are allowed in the laboratory area.** You must be assigned to or given permission to use any of the supplies and equipment.

No books are to be taken from the library, unless permission is given by the instructor. You must sign books or periodicals out and in. You are encouraged to use the computers, and reference materials found in the resource center.

DO NOT smoke in the building. Smoking is permitted only outdoors in designated areas. Cigarette butts must be placed in designated containers.

No gum chewing is allowed in class or at the clinical labs.

Please do not carry on conversations during class. Unnecessary talking or comments during class periods are not acceptable behaviors. The student may be placed on probation for this type of behavior and sent to Student Services for further disciplinary action. Anyone who cannot be quiet will be asked to leave the classroom. In the absence of an instructor, the student is expected to carry out assignments and conduct him/herself in a professional manner.

PROFANITY WILL NOT BE TOLERATED.

Marring or defacing walls, furniture, fixtures or any school property will not be tolerated.

While in the clinical phase of the program, if a student does not abide by professional ethics (to be determined by the clinical supervisor and the instructor) he/she will be removed from the assigned clinical and/or dropped from the MLT Program.

The telephone in the Clinical Laboratory department is for business use only. No student should use it without permission from an instructor.

Students who demonstrate a bad attitude, unprofessional behavior, horseplay, unsafe practices, inappropriate social network usage; etc. will be placed on disciplinary probation. Documentation will be placed in the student's permanent folder and counseling will follow in Student Services.

Students will be dropped from the program for dishonesty such as cheating, stealing, or lying.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Students must remember at all times that the information in a clinical laboratory is confidential. This means that all laboratory results are to be directed ONLY to physicians, nurses, and other health professionals for diagnosis and treatment. Students shall not tell patients, parents, friends, relatives, or non-laboratory hospital employees the results of tests or the nature of any illness. This information is given only by the physician to the patient. **HIPPA** regulations require absolute confidentiality on the part of **all** individuals involved in the care of patients.

Failure to comply with the above is cause for immediate dismissal from the program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

An education record is defined as files, materials, or documents that contain information directly related to a student. The Institute maintains education records. Education records are supervised by the School President and access is afforded to College officials for purposes of recording grades, attendance and advising as well as determining financial aid eligibility. All students attending this post-secondary College shall have the right to inspect, review, and challenge their academic records; including grades, attendance, advising, and any additional information contained in their education record. Students may request a review of their records by writing the School President at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular College hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge. Students may challenge the record for purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the Institute decides not to amend the record, the student has the right to place on file a statement setting forth his/her view of the contested information. Generally the Institute must have on file written permission in order to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a postsecondary educational institution, parental access to students' records will not be allowed without prior consent. The Institute may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes.
- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for the purposes of audit or evaluation.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the Institute's accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in the case of health and safety emergencies.
- State and local authorities within the juvenile justice system, pursuant to state specific law.

Directory information includes the student's name, address, telephone number, birth date, program undertaken, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The Institute requires students to present such a request in writing at the time of enrollment. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

COUNSELING/ADVISEMENT

Academic advising is available throughout the student's enrollment at the Institute to assist students with the identification and resolution of academic problems. Confidentiality and impartiality are maintained during advising and guiding processes. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The Institute does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the Institute management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the Institute does not provide counseling services, it maintains a community resource list for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

DRESS CODE

Each program of study at Fortis Institute has a dress code. Students must comply with the Institute's dress code while attending classes, including any externship or clinical course. Compliance with the Institute's dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at our College therefore, it is important that each student always present themselves in a professional manner. On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or the Campus President. The following clothing items may never be worn by students on campus or while attending campus related business:

- Any clothing showing obscenities
- Clothing in ill repair (e.g. ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length
- Facial or tongue jewelry
- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- Visible undergarments

PERSONAL HYGIENE

Although individual program dress code standards may vary, the following personal hygiene standards apply for all programs:

- Hair must be clean and styled. For laboratory and clinical classes, long hair must be pulled off the collar. Black/blue/white headbands only.
- Nails must be manicured to sport length or shorter. For laboratory classes in allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Students must take daily preventive measures to maintain cleanliness.
- Mustaches and beards must be trimmed to an appropriate length.
- Only complimentary conservative makeup should be worn.
- Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

Students dressed inappropriately or who do not follow the dress code may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be terminated from Fortis Institute. Questions should be addressed to the specific Program Director.

ACCESSORIES

The following accessories are not allowed while attending classes or externship:

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or car.

- Excessive jewelry. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.
- No facial piercing, tongue rings, or ear stretchers are to be worn while attending classes.
- Scarves, hats, or baggy fitting clothing
- Tattoos must be covered while attending classes, labs, or the clinical/externship portion of program.
- Jewelry worn in conjunction with body piercing such as eyebrow, nose, or tongue is prohibited.
- Religious head covers must be the solid color of the student's particular uniform or white.

Students are issued a minimum of two uniform scrub sets for Allied Health programs. Fortis Institute students are expected to wear their Fortis Institute picture identification badge while on campus or on externship/clinical sites at all times.

The following standards apply to the allied health programs:

- A clean, wrinkle-free, and well-fitting uniform top and bottom with warm-up jacket. T-shirts, sweat pants, jeans or jean-like materials are unacceptable (please see specific program for further details).
- Tops may be worn tucked inside or outside of the uniform pants.
- Appropriate undergarments and should not be visible through the uniforms.
- A full-length uniform slip must be worn under a skirted uniform. All dresses and skirts must be hemmed and cover the legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: Interview(s), professional development, and select field trips.

Students found violating the dress code policy may be prohibited from attending externship/clinical, or campus-related activities. Those who disregard the dress code will be warned. If the problem persists, students may be terminated from Fortis Institute.

DRUG AND ALCOHOL

The Institute is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by the Institute's Drug Free Program. Students found in violation of this policy will be dismissed from the Institute without recourse and reported to local law enforcement. In regards to the Drug Free College Policy and Program, the Institute reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug Free College Policy will be terminated and will not be eligible for readmission.

Complaints & Grievances Procedures

A grievance is a claim, a complaint, or an expression of concern made by a student regarding any aspect of his/her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the grievance with their instructor or program director immediately. An appeal is the escalation of the complaint to a next level authority. If the appeal is about an academic decision such as a grade, please see the academic appeals process. A student has the right to appeal all matters with respect to:

- Disciplinary action taken for a violation of student conduct and standards.
- Admissions decisions.
- Tuition and fees matters.
- Financial awards or policies including Satisfactory Academic Progress.
- Educational policies, procedures and grading concerns.

Concerns about academic matters should first be addressed through the academic appeals process; concerns about non-academic matters should first be addressed directly with the head of the department or departments involved.

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he/she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his/her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the Institute's SAP policy. A student wishing to escalate his/her complaint should follow the five steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint need to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level students are encouraged to address the issue verbally with the department head.

2. If the dispute cannot be resolved through addressing the department head, the second step is to appeal in writing to the Campus President. The written complaint must be submitted within seven (7) calendar days of the incident or notification of termination. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision, and the steps the student has taken to resolve to dispute to date. When submitting an appeal the student should include as much factual evidence as possible, such as evidence of extenuating circumstances. The Campus President will oversee the gathering of additional data about the issue or incident as necessary. Then Campus President will then convene the Campus Appeals Committee, which will consist of the Campus President and the heads of the departments, to meet with the student if requested and/or otherwise assess and develop a resolution to the complaint. A response from Appeals Committee must be provided to student within seven (7) calendar days. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the regional office within seven (7) calendar days of being notified of the Campus Appeals Committee's decision. The Regional Vice President will conduct his/her own investigation of the issue and will respond to the student within seven (7) calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven (7) calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Education will conduct his/her own investigation of the issue and will respond to the student within seven (7) calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his/her concerns by directing them to the State Licensing Authority and/or the Institute's accrediting body. The title and address of the State Licensing Authority is:

Accrediting Commission of Careers Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
P: 703.247.4212
F: 703.247.4533

The title and address of the Accrediting Commission is:

Tennessee Higher Education Commission (THEC)
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, Tennessee 37219

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date. If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process

SAFETY

All students are to THINK safety at all times. Whenever body fluids are involved, Standard (Universal) Precautions will be enforced.

All accidents in the classroom and student laboratory are to be reported to the instructor so that an accident report can be completed. Accident reports are required in all clinical sites and may require a trip to the emergency room. **The student is responsible for the cost of the emergency room.**

The student should be knowledgeable of all the safety equipment in the area.

The work areas should be kept clean and well organized at all times.

Equipment in the laboratory should not be operated by the student until the instructor has checked off his/her performance. The instructor must be present.

During the clinical phase of the program the student is required to read the facility's safety manual and be conscious of its contents.

The student must complete the MLT safety training before being allowed to continue in the program.

Accident and Injury Policy

Accidents often occur as a result of carelessness, fatigue, or faulty equipment. The laboratory and other educationally related places are therefore designed to promote safety. Students must follow all procedures in order to prevent accidents and avoid injury. In case of an emergency brought to the attention of a school staff member during school hours, action will be taken to obtain medical emergency services if required.

All accidents, injuries, or emergencies must be reported immediately to the nearest instructor or staff member. Students must not take it upon themselves to summon fire, rescue, medical, or law enforcement personnel. Instructors and staff members, upon receiving a verbal report, will act promptly and follow a specified accident procedure. Students must not attempt to repair any damaged, broken or malfunctioning equipment.

The school administration should also be notified immediately of any illnesses, accidents, or hospitalization of any students that may affect their ability to attend classes or otherwise participate in the program.

Termination/Disciplinary Action

Any staff, faculty member, or student who observes a violation of College policies on Smoking, Anti-hazing, Drugs and Alcohol or Student Professional Conduct and Academic Integrity should report the incident immediately to the Campus President who will review all disciplinary matters. Student violations of these policies may result in sanctions ranging from warning, lowering of grades, failure of class or placement on probation, to suspension and/or immediate dismissal.

SUSPENSION is a period of time to be determined by the President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

PROBATION is a trial period of attendance during which the student must improve attendance, grades or conduct. If the student does not improve as required, the student will be dismissed from the program.

DISMISSAL means that the student has been expelled from the Institute. The student will be notified in person and in writing, within three (3) business days of the incident being reported to the Campus President, of the selected sanction, together with his/her right to appeal the decision.

TERMINATION OR EXPULSION

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. Violations that threaten the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the Institute. The Institute reserves the right to suspend or dismiss any student who:

1. exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institute, as addressed in the —Behavior and Student Accountability section of the Catalog;
2. fails to maintain satisfactory academic progress;
3. Fails to meet attendance standards; or
4. Fails to meet financial obligations to the Institute.

Time on suspension will be counted as an absence from the Institute and cannot exceed the allowable absences stated in the attendance policy.

Students dismissed for conduct violations will not be readmitted.

Teach Out Plan

Teach Out Policy/Procedure

According to 34 CFR 600.0 [Title 34-Education; Subtitle B—Regulations of the Offices of the Department of Education; Chapter VI -- Office of Postsecondary Education, Department of Education; Part 600—Institutional eligibility under the Higher Education Act of 1965, as Amended; Subpart A –General], the term teach- out plan refers to “a written plan developed by an institution that provides for the equitable treatment of all students if an institution, or an institutional location that provides 100 percent of at least one program, ceases to operate before all students have completed their program of study.”

A "teach out" plan for the MLT program at Fortis Institute, Cookeville, would be processed as follows:

Fortis Institute, Cookeville campus will seek approval to teach out the program from management of Education Affiliates. The admittance of the last cohort of new students will be stated and enrollment will cease. A comprehensive plan will be completed to ensure that graduates of the program who have not taken the accreditation exam, or those that have taken the exam and did not pass, or those students currently enrolled will receive a curriculum that is in full compliance with the national and state rules and regulations and afforded the opportunity to complete their training.

The MLT program ensures that the students who were enrolled prior to the circumstances that led to the need of utilizing the Teach-out Plan will complete the education/clinical rotation phases of the program within a reasonable period of time.

STUDENT LABORATORY RULES

1. Students are expected to follow all safety guidelines on fire, electrical, chemical, and biological safety. Be familiar with the location of the eyewash, safety shower and first aid kit.
2. Students must wear closed-toed shoes in the laboratory. No shorts or miniskirts. Long hair must be tied back. Care must be exercised to keep hair, clothing, jewelry, etc. away from laboratory equipment and reagents and specimens.
3. Any breaks of the skin on the hands or wrists should be bandaged before putting on gloves.
4. Universal precautions require you to consider every specimen to be contaminated by communicable disease. For this reason, proper personal protective equipment (PPE) must be worn at all times in the laboratory:
 - a. Lab Coats must be worn and closed (i.e., buttoned) when performing laboratory work. Your name tag should be worn on your coat.
 - b. Gloves are required when handling specimens.
 - c. Face shields and other PPE are available and must be used when appropriate. Students will be advised regarding their use.
5. Lab coats, gloves, and other PPE should not be worn outside the laboratory. Remove PPE and wash hands before leaving for any reason.
6. Do not remove specimens, reagents, or equipment from the laboratory. This includes pens, pencils, and markers used in the lab.
7. Avoid touching face with gloves and do not put ANYTHING in mouth. No mouth pipetting! No eating, drinking, smoking, gum chewing or application of cosmetics permitted in the laboratory.
8. Any spills should be cleaned up according to instructions from safety training video. Instructors are available for guidance in cleaning up spills. Always use puncture resistant gloves to clean up broken glass. Any spills of blood or body fluids should be disinfected with 10% bleach solution.
9. Dispose of all lab materials as instructed. All contaminated disposable items must be placed into designated biohazard containers. Contaminated sharps must be placed into designated puncture-proof containers.
10. Any injury sustained in the laboratory must be reported to the instructor immediately.
11. When leaving the laboratory, turn off equipment and put away equipment and supplies. Disinfect the cleared work area with Sani-Cloth or 10% bleach solution. (If contaminated with a body fluid, use 10% bleach.) Remove PPE and wash hands after disinfecting bench.
12. All personal items must be placed in your locker during lab. Headphones, cell phones, and pagers must be turned off. (Personal items may be stored in the classroom, but may not be 100% secure and will not be accessible at all times. Food and drink may not be stored in the laboratory.)
13. All work performed in the laboratory is governed by the honor code. Work must be done independently unless otherwise instructed. All results generated, when applicable, must be immediately recorded in ink on the laboratory worksheet. Any mistake should be corrected by drawing a single line through the error and writing in the correct answer.
14. Use of laboratory is limited to designated lab hours when proper supervision is available. Visitors are not allowed in student laboratory.

ACKNOWLEDGEMENT

I have read the laboratory safety rules above and have been informed that these rules are posted in the laboratory. I understand that I am responsible for following all safety rules. I understand that a violation of these rules may result in disciplinary actions.

Print Name

Student Signature

Date

Program Director Signature

Date