



DEPARTMENT OF MEDICAL TECHNOLOGY

STUDENT POLICY STATEMENT

In order to facilitate the success and ensure the welfare of students in the Medical Technology major and in their future careers as medical technologists, the policies stated herein have been adopted. Feel free to contact the Chairperson of the Department if you have any questions concerning department policies.

Department of Medical Technology
305 Willard Hall Education Building
Newark, DE 19716
(302) 831-2849

Please indicate your understanding of these policies by **signing** on the indicated spaces on **Yellow Pages 13, 14 and 15** and **return the entire copy in the enclosed envelope**. The second copy is to be retained for your files. Please **return** by **June 30, 2009**.

DEPARTMENT OF MEDICAL TECHNOLOGY

MISSION STATEMENT

In accordance with the goals set forth by the University of Delaware and the College of Health Sciences, it is the mission of the Department of Medical Technology to:

- **Provide excellent undergraduate professional education in the Clinical Laboratory Sciences,**
- **Contribute to the health sciences body of knowledge through basic and clinical research, and**
- **Function as an expert resource within the University community and the mid-Atlantic region regarding all issues related to Clinical Laboratory Science.**

I. GOALS AND COMPETENCIES REQUIRED OF STUDENTS

It is the goal of the University of Delaware to encourage students to achieve their highest standard of scholarship and to help them assume responsibility for developing and achieving their own goals and objectives. In accordance with this, the primary goal of the Department of Medical Technology is to provide excellent undergraduate professional education in the clinical laboratory sciences. The design of the curriculum assures student-oriented instruction in the theory and techniques of diagnostic laboratory procedures. The affiliate clinical laboratory assignments are a continuum of this specialized education and are designed to broaden the student's education and experience. This approach to education enables students to graduate from the University as medical technologists, prepared to enter the profession and eligible for national certification.

It is the ultimate goal of the Department of Medical Technology to prepare students for career entry positions as clinical laboratory science practitioners. Thus, the demonstration of specific professional entry level competencies is expected of students. The curriculum is designed to prepare graduates to:

- Develop procedures for the collection, safe handling, and analysis of biological specimens.
- Perform laboratory testing with accuracy.
- Evaluate and interpret laboratory test data.
- Apply concepts of critical pathways and clinical decision making.
- Identify problems and take corrective action.
- Utilize principles of quality assurance and quality improvement for all phases of laboratory services, i.e., pre-analytical, analytical, and post-analytical.
- Operate equipment properly and perform preventive and corrective maintenance.
- Comply with established laboratory safety regulations.
- Comply with applicable regulations governing regulatory compliance related to the clinical laboratory.
- Utilize computers, laboratory software, and information systems effectively.
- Evaluate the efficacy of new procedures and instrumentation for a given setting.
- Demonstrate ethical behavior and maintain confidentiality of patient results.
- Communicate effectively and professionally to enable consultative and educational interactions with health care personnel, the public, and patients.
- Provide leadership in educating others while participating in continuing education for one's own professional development.
- Evaluate published scientific studies utilizing knowledge of research design.
- Apply principles of educational methodology.
- Apply principles of management and supervision.

II. ESSENTIAL FUNCTIONS REQUIRED OF STUDENTS

You have chosen to pursue a health care profession, where honesty and integrity are critical personal characteristics required both in your academic studies and in the practice of the profession of Medical Technology. The Essential Functions are the non-academic requirements of the Program, and they comprise physical, emotional, and professional demands required of a medical technologist. Throughout your professional studies, you will be evaluated to assess your ability to meet these standards. The demonstration of these non-academic, professional, entry-level competencies is expected from students.

The Physical Demands required include:

1. Ability to perform manual laboratory procedures with dexterity.
2. Ability to operate state-of-the-art instruments, including computers.
3. Ability to use a microscope and differentiate microscopic components.
4. Ability to perform delicate manipulations which require good eye-hand coordination.

The Emotional Demands required include:

1. Ability to perform laboratory procedures accurately and quickly even under stressful conditions.
2. Ability to exercise independent judgment and to think logically in the performance of one's duties.
3. Ability to organize and to assume responsibility for one's work.

The Professional Demands required include:

1. Ability to communicate in a professional, positive, tactful manner with patients, physicians, nurses, other health care and non-health care employees, and fellow laboratory personnel.
2. Ability to maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of one's laboratory responsibilities.
3. Ability to perform laboratory tests carefully while maintaining efficiency and organization.
4. Ability to exercise critical thinking skills to solve problems.
5. Ability to project a well-groomed, neat appearance.

III. HEALTH AND SAFETY REQUIREMENTS

- **Laboratory Attire**

For health and safety reasons and to provide a professional work environment, the following restrictions are placed on laboratory attire:

1. Full length white lab coats that meet OSHA standards will be worn at all times in lab.
2. Shorts and open-toe shoes are not permitted.
3. Each student will provide his or her own safety supplies including: lab coats, **latex-free** disposable gloves, and eye/face protection (goggles/safety glasses and face shield).

- **Hazardous Substances**

Students should be aware that chemicals and biological substances that may be potentially hazardous will be handled routinely in the course of clinical laboratory work. This includes chemicals and biologicals that are classified as reproductive hazards. The mishandling of reproductive hazards may cause infertility, sterility or other undesirable health effects to you or to a developing embryo or fetus. If you have a particular health concern, it is especially important to discuss the materials you handle, whether they are biological or chemical, with your physician. All reasonable safety precautions will be taken to ensure the safety of learners, and students will be fully instructed in safe-handling procedures. The State of Delaware Right to Know Law, the Chemical Hygiene Plan, and the University's Bloodborne Pathogen Program will be reviewed, and students will be instructed in specific safety precautions in each course as necessary. Students are encouraged to contact the instructor or the Department of Environmental Health and Safety at 831-8475 to discuss any concerns related to the use of these materials, or for information and training related to safety. The ultimate responsibility for following such procedures and complying with safety guidelines lies with the student. Potentially hazardous materials that will be handled include:

1. Pathogenic microorganisms
2. Human blood, urine, feces, and body fluids which may be possible sources of infectious disease (i.e., hepatitis B virus, HIV)
3. Corrosive and hazardous chemicals

Medical Technology students are expected to work with these materials, as these will constitute the basis for the bulk of work in clinical laboratories. No exceptions (other than a specific medical reason) will be permitted.

Immunizations

Hepatitis Vaccine

Health-care personnel are among those at increased risk for contraction of hepatitis B virus infections due to their frequent contact with human serum and other body fluids. Immunization against the hepatitis B virus is the principal means of preventing infection. **For the student's protection, it is strongly recommended (but not mandatory) that all students be immunized with the recombinant hepatitis B virus vaccine.**

A student who wishes to be immunized may receive the injections from his or her family physician. **Such immunizations should begin as early in the summer as possible**, since junior students will be involved in a phlebotomy practicum at an area hospital during the fall semester of the junior year. Alternatively, the Student Health Services is making the vaccine available. The vaccine is administered as a series of three injections given at appropriate intervals over a six-month period. If administered by the Student Health Services, the cost to the student will be approximately \$115. **Students who choose NOT to receive the vaccine must state so in writing.**

Other Immunizations

Before starting the junior phlebotomy practicum and the senior clinical practicums, students will be **required** to have specific testing and/or immunization (or documentation thereof) for tetanus, measles, mumps, rubella (MMR), varicella (chicken pox), and tuberculosis (PPD).

For juniors, testing/immunizations must be completed by September, and documentation must be presented to the University Instructor. For seniors, testing/immunizations must be completed prior to November of the senior year.

- **Health Insurance**

Students are required to have health insurance during the phlebotomy practicum and senior clinical practicums. Documentation of such must be provided prior to the start of the practicums in junior and senior years.

- **Criminal Background Check**

Students will be required to complete a criminal background check prior to the start of the fall semester of junior year in order to participate in the phlebotomy practicum. In addition, completion of a criminal background recheck prior to the commencement of the senior clinical practicums will be required. Documentation of such must be provided by September 1st of the junior year and by November 1st of the senior year. Students should be aware that the results of the criminal background check must be released to the affiliate institutions at which the students will be participating in clinical practicums.

- **Other Requirements**

There are some requirements that are specific to certain affiliate institutions, including but not limited to: urine drug testing, child abuse registry investigation, adult abuse registry investigation. Students attending clinical practicums at these institutions must meet these requirements as well.

IV. ACADEMIC REQUIREMENTS

- **Grading**

The student must obtain a grade of C- or higher in each of the Medical Technology (MEDT) professional courses and a grade of P (Pass) in the clinical practicum courses to progress in the major. A grade of C- requires attainment of a minimal grade of 70. In Pass/Fail courses, a grade of P requires attainment of a minimal grade of 70.

In the event a grade of less than C- is earned in one or more Medical Technology courses, the student should refer to the “Department of Medical Technology Student Readmission and Appeal Policies.” This document follows in section VI. Methods of grading will be defined for each course at the beginning of the course.

- **Laboratory Attendance**

Attendance is required at all Medical Technology laboratory sessions. If a student cannot attend due to illness, death of a family member, a personal emergency, or observance of a religious holiday, the student **must** notify either the instructor or the Department office (831-2849) of his/her absence **prior to** the start of the laboratory session. Authority for excusing class absences rests with the instructor who may request documentation. The student should be prepared to show documented evidence of illness (i.e., note from a physician or the Student Health Services verifying the student’s illness) or of a serious emergency upon request. Upon the student’s return to class, the student should consult the appropriate instructor to schedule a make-up time. Please be aware that each laboratory requires meticulous preparation and many of the specimens used are unstable, thus making it difficult or impossible to re-create a laboratory session for a single student.

Any unexcused absence from a laboratory session will result in a grade of "0" for all the work associated with that session, including the professional performance evaluation, laboratory worksheets, pre-laboratory questions and the laboratory report. Examples of unexcused absences from a laboratory session include but are not limited to: scheduling routine medical and dental appointments, scheduling employment-related appointments, expanding spring break beyond its allotted time, or scheduling other travels for personal reasons.

Lateness

The student is expected to be at his/her laboratory bench with materials ready by the announced start of the laboratory session. If the student is not present when the laboratory begins, the student will not be permitted to participate in the laboratory session and will receive a grade of "0" for all the work associated with that session, including the professional performance evaluation, laboratory worksheets, pre-laboratory questions and the laboratory report. The lab session will not be rescheduled.

- **Lecture Attendance**

Attendance at all Medical Technology lecture sessions is highly recommended. The student must abide by the regulations set forth in each Medical Technology course, so the student should consult the policy contained in each course manual. In general, absence from class due to illness, death of a family member, a personal emergency, or observance of a religious holiday will constitute cause for an excused absence. Examples of unexcused absences include but are not limited to: scheduling routine medical and dental appointments, scheduling employment-related appointments, expanding spring break beyond its allotted time, or scheduling other travels for personal reasons.

- **Comprehensive Examination**

Each student is required to pass a comprehensive examination, in the Spring term of the senior year, to be certified as having successfully completed an approved course of study in Medical Technology, thus becoming eligible for a national certifying examination. Criterion for passing the comprehensive examination is defined as obtaining a minimum score of 70% in each discipline section. The scores from each discipline will be incorporated into the final grade for MEDT 418 Senior Seminar, which requires a grade of C- to pass the course.

A student, who does not pass all the discipline sections of the examination on the first attempt, will be given the opportunity to retake a comparable examination for each section failed. Each retake examination will require a minimum score of 70% to pass (note: a point penalty will be attached to each retake examination for the purpose of calculating the grade of MEDT 418). No more than two retake examinations for each discipline section will be allowed without the student participating in a formal review program to be decided upon by the Medical Technology faculty. While continued failure on a particular section may still allow a student to earn an overall grade of 70% in MEDT 418, the inability to pass any component of the comprehensive examination will prevent the student from being authorized by the Chairperson of the Department to be eligible for a national certifying examination. Note: Graduating from the University with a bachelor of science degree is **not** contingent upon the student passing a national certifying examination or licensure examination.

- **Student Grievances and Disciplinary Action**

Honesty and reliability are essential in the profession of Medical Technology, and these qualities are emphasized in all of the undergraduate professional and clinical courses. Any incidence of suspected cheating on an examination, plagiarism, or any other form of academic dishonesty by a student will be communicated to the Office of Judicial Affairs. If warranted, the incidence may be adjudicated by the Undergraduate Student Judicial System. Determination of misconduct may result in an F in the course and automatic dismissal from the Medical Technology major.

During clinical practicums in junior and senior years, any student grievance shall be discussed with the Clinical Instructor first, and the Laboratory Clinical Coordinator, if necessary. If a problem is unresolved, the Technical Lab Director, Laboratory Clinical Coordinator, Section Supervisor, Clinical Instructor, University Rotation Instructor or Department Chair, and the student will meet to discuss the matter of concern.

Student grievances will be handled according to the policies of the Department of Medical Technology, the College of Health Sciences, and the University at large. Students should refer to the *University of Delaware Student Guide to University Policies* for detailed information on academic and non-academic grievance procedures (available on the World Wide Web <http://www.udel.edu/stuguide/current>).

V. CLINICAL EXPERIENCE

- **Overview**

The Christiana Care Health Services and other clinical affiliates provide supervised, structured, diagnostic laboratory experience in fall of the junior year and winter and spring terms of the senior year. Each student has the advantage of having undergraduate clinical experience in the laboratories of the large Christiana Care Health Services and at least two other clinical affiliates.

Students are assigned to supervised phlebotomy practicum assignments in September of the junior year. Each student is assigned a 3-week period for the phlebotomy experience, with the first group of students beginning the practicum in late September. Supervised clinical education practicum assignments are made during the Fall semester of senior year for rotations that begin in January and continue through the end of May.

- **Expenses**

During the clinical practicum period (fall of junior year and winter and spring terms of the senior year), students should plan for the possibility of added expense for 1) transportation and uniforms and 2) living off-campus at the clinical site for at least a four-week rotation during the senior year when the commuting distance is excessive.

- **Guarantee of Clinical Assignment**

The Medical Technology Program guarantees all students, who begin the medical technology major in junior year, that sufficient affiliate sites will be available for phlebotomy and senior clinical practicums so as not to impact negatively on expected graduation dates. By utilizing multiple affiliates, unexpected situations at affiliate sites should not impact on student practicum placements.

However, a remote possibility remains that a situation out of the control of the Program could occur. If a major unforeseen event at an affiliate should prevent a student from being placed in a phlebotomy practicum in the Fall of junior year, every effort will be made for the student to complete the applied experience during Winter Session at no additional tuition expense to the student. Similarly,

if such a major event should occur at the time of the senior practicums, every effort will be made for the student to complete the applied experience during Summer Session at no additional tuition expense. In the latter case, graduation would be postponed until the Summer graduation cycle.

- **Senior Clinical Practicum Attendance and Housing**

The student should report to his/her clinical practicums eight hours a day, five days a week. Exact times will be arranged by the individual laboratory supervisor. If time is missed for an excused absence, it will be made up at the convenience and discretion of the affiliate instructor (i.e., during the flex days at the end of the rotation period or another suitable time as determined by the affiliate instructor). In general, absence from clinical practicums due to illness, death of a family member, a personal emergency, or observance of a religious holiday will constitute cause for an excused absence. Authority for excusing such absences rests with the clinical instructor who may request appropriate documentation. Examples of unexcused absences include but are not limited to: scheduling routine medical and dental appointments, scheduling excessive personal appointments, expanding spring break beyond its allotted time, or scheduling other travels for personal reasons. **Any time missed for unexcused absences cannot be made up during the spring semester and will result in completion of the rotation period during summer session with possible postponement of graduation.** The student should note that spring break during the senior clinical practicum period will **not** coincide with the University calendar. Senior students will participate in spring break in mid-March following the end of the second rotation period. Thus, the week of spring break will fall between the second and third rotation periods.

NOTE: Residence halls will be closed during the regularly scheduled spring break. Alternate housing arrangements must be made by students residing in the residence halls during this period. One option is to contact Housing Assignment Services early to explore the availability of vacation housing at: <http://www.udel.edu/has/loc/nsoques.html#staybrk>. This is the responsibility of the student.

To facilitate the student having time to handle personal needs during the clinical practicums, flex days are built into the fifth week of each practicum period. Such personal needs may include but are not limited to routine medical and dental appointments, employment-related interviews and orientation, and interviews for post baccalaureate education. The student should make every effort to schedule employment-related interviews/orientation and interviews for post baccalaureate education only during the flex periods. In the event such scheduling is out of the student's control and cannot be accomplished in the flex days, the student must provide the contact name of the individual mandating such scheduling to the Medical Technology Department's rotation instructor and to the affiliate instructor. The student must receive permission from the affiliate instructor to be absent from the rotation period, and the missed time must be completed during the flex days of that rotation period.

All missed time from the clinical rotations that was not previously arranged requires the notification (via phone) of the affiliate Clinical Coordinator **AND** the University Instructor before the start of the scheduled work day. **All absences must be documented on the *Clinical Practicum Attendance Record*. Students should be prepared to show documented evidence of illness or serious emergency upon request.**

VI. STUDENT READMISSION AND APPEAL POLICIES

Progression in the medical technology major requires that the student receive a final grade of C- or higher in each MEDT course. A student who receives less than C- in one MEDT course may continue in the major contingent on the guidelines outlined in “Readmission.” A student who receives less than C- in more than one MEDT course may file a written appeal that will be reviewed by the Department of Medical Technology Undergraduate Program Committee as described under “Appeal.” Students, who find themselves in academic difficulty, are encouraged to seek assistance from the Academic Services Center and the Center for Counseling and Student Development to avoid problems in the future that may impede their progression in the major.

- **Readmission**

If a student receives less than C- in one MEDT course, he/she must complete the following procedure.

1. The student will indicate in writing desire for continuation in the major to the Chairperson of the Medical Technology Department within five working days after notification of the final grade.
2. The student will be permitted to repeat a comparable MEDT course at another institution provided that it meets the approval of the faculty member who teaches that discipline.
3. The student may retake a MEDT course at the University of Delaware that he/she did not successfully complete.
4. In either case, the student must earn a grade of C- or higher in the course. If the student earns a grade of C- or higher, the student will be permitted to progress in the major.
5. The course must be completed within one year of receiving the unsatisfactory grade. If the time exceeds one year, the student must repeat the course and also take a readmission examination in all of the MEDT disciplines. The student must earn a grade of 70% or higher on each of the examinations.

NOTE: In accordance with University policy, courses taken at another institution must be graded C or better to transfer (a grade of C- is not acceptable). See <http://www.udel.edu/registrar/transfer.html>.

- **Appeal**

If a student receives less than C- in more than one MEDT course, he/she may begin a formal appeal process as outlined below. Each appeal will be reviewed on an individual basis.

1. The student will submit written documentation of extenuating circumstances to the Chairperson of the Medical Technology Department for review by the Undergraduate Program Committee within five working days after notification of the final course grade.

2. The Undergraduate Program Committee, upon review and careful examination of the documentation, will vote to permit or deny the student's appeal for reinstatement into the Medical Technology major.
3. If the student's appeal is granted, the student must follow steps 2 through 5 as indicated in "Readmission" section.
4. A plan of corrective action that addresses the academic difficulties of the individual will be developed and must be agreed upon by the student.

STUDENT SIGNATURE

It is the student's responsibility to read and understand the policies in this document.

I HAVE READ AND UNDERSTAND THE REQUIREMENT TO COMPLETE A CRIMINAL BACKGROUND CHECK PRIOR TO COMMENCEMENT OF THE PHLEBOTOMY CLINICAL PRACTICUM AND THE SENIOR CLINICAL PRACTICUMS. MY SIGNATURE ATTESTS THAT I AUTHORIZE THE MEDICAL TECHNOLOGY DEPARTMENT TO RELEASE THE RESULTS OF THE CRIMINAL BACKGROUND CHECK TO THE AFFILIATE INSTITUTIONS AT WHICH I WILL BE PARTICIPATING IN CLINICAL PRACTICUMS.

I HAVE READ AND UNDERSTAND THE ESSENTIAL FUNCTIONS REQUIRED OF STUDENTS AND AM ABLE TO FULFILL THEM. MY SIGNATURE ATTESTS THAT I HAVE READ AND UNDERSTAND THE POLICIES RELATED IN THIS DOCUMENT FOR PROGRESSION IN AND COMPLETION OF THE MEDICAL TECHNOLOGY PROGRAM.

WITNESS to Student's Signature **Date**
(Parent or guardian can be a witness.)

Signature **Date**
MEDICAL TECHNOLOGY STUDENT

Please Print Name

**RELEASE FOR TRAINING AND PARTICIPATION
IN VENIPUNCTURE**

I, the undersigned student of the University of Delaware's medical technology program,

UNDERSTAND AND HEREBY EXPRESSLY ACKNOWLEDGE that as part of the instruction that I am to receive as part of the University of Delaware's medical technology program, I will be asked to draw blood by venipuncture or by finger stick or to perform bleeding time on other medical technology students, and that such other medical technology students will be asked to practice drawing blood by venipuncture or by finger stick or to perform bleeding time on me;

UNDERSTAND AND HEREBY EXPRESSLY ACKNOWLEDGE that these activities might, under some circumstances about which I have been advised, pose certain dangers, including, but not limited to, the exposure to such diseases as AIDS and Hepatitis, and therefore, involve the risk of serious injury or death;

HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the University of Delaware, its officers, agents, servants, employees, assigns, or successors, or students of the University of Delaware's medical technology program, from any and all liability, claims, demands, actions or causes of action arising out of any damage, loss or injury to my person or my property or resulting in my death, while enrolled in the University of Delaware's medical technology program and participating in the activities contemplated by this RELEASE, whether such loss, damage, or injury is caused by the negligence of the University of Delaware, its officers, agents, servants, employees, assigns, or successors, or students of the University of Delaware's medical technology program or from some other cause;

HEREBY ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE that I suffer while enrolled in the University of Delaware's medical technology program and participating in the activities contemplated by this RELEASE, caused by the negligence of the University of Delaware, its officers, agents, servants, employees, assigns, or successors, or students of the University of Delaware's medical technology program or otherwise;

HAVE READ AND VOLUNTARILY SIGN THE RELEASE AND WAIVER OF LIABILITY, and further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made.

WITNESS to Student's Signature **Date**
(Parent or guardian can be a witness.)

Signature **Date**
MEDICAL TECHNOLOGY STUDENT

Please Print Name

STUDENT AGREEMENT

As a student of the University of Delaware, I understand that I may be asked to perform tasks that might pose a risk of exposure to Bloodborne Pathogens causing such diseases as AIDS and Hepatitis, which can lead to serious illness or death. Accidental exposure to human blood or other potentially infectious materials (OPIM) must be reported immediately. I understand that I will be directed to obtain a risk evaluation, conducted by a clinician familiar with post-exposure evaluation and treatment, which is recommended by Centers for Disease Control and Prevention (CDC) and if deemed necessary, initiation of post-exposure prophylaxis (PEP). The CDC specifically recommends that PEP be initiated within two hours of HIV exposure to prevent disease transmission. I understand that I am personally responsible for the cost of the post-exposure medical management and treatment and that the University of Delaware is in no way responsible for these expenses.

WITNESS to Student's Signature **Date**
(Parent or guardian can be a witness.)

Signature **Date**
MEDICAL TECHNOLOGY STUDENT

Please Print Name