



UNIVERSITY OF TABUK

FACULTY OF APPLIED MEDICAL SCIENCES

DEPARTMENT OF MEDICAL LABORATORY TECHNOLOGY (MLT)

STUDENT GUIDE



جامعة تبوك
University of Tabuk

UNIVERSITY OF TABUK

FACULTY OF APPLIED MEDICAL SCIENCES

DEPARTMENT OF MEDICAL LABORATORY TECHNOLOGY (MLT)

STUDENT GUIDE

جامعة تبوك
University of Tabuk



TABLE OF CONTENTS

| | |
|---|----|
| WELCOME | 3 |
| I. INTRODUCTION | 4 |
| 1. Philosophy | 4 |
| 2. Mission | 5 |
| 3. Vision | 5 |
| 4. Goals | 6 |
| 5. Objectives | 7 |
| II. PROGRAM DESCRIPTION | 8 |
| III. PROGRAM LEARNING COMPETENCIES | 10 |
| 1. knowledge | 10 |
| 2. Cognitive | 11 |
| 3. Interpersonal Skills and Responsibility | 12 |
| 4. Communication, Information technology, Numerical | 12 |
| 5. Psychomotor | 13 |
| IV. MLT CURRICULUM | 14 |
| V. ADMISSION REQUIREMENTS | 31 |
| VI. DUTIES AND RESPONSIBILITIES | 34 |
| VII. POLICIES AND GUIDELINES | 37 |
| VIII. ACADEMIC CONSULTATION | 55 |
| IX. INFECTIOUS DISEASE GUIDELINES | 58 |
| CONFORMITY | 62 |



Dear STUDENT,

Welcome to University of Tabuk, Medical Laboratory Technology Department. The program is designed to prepare you to be responsible and competent health care- professionals in the field of laboratory technology.

To realize this vision, the department came up with this Student Guide. This is a product of its continuous effort in the pursuit for “quality education”. It serves as a guideline towards the academic journey of the Medical Laboratory Technology students with the assistance of the faculty members.

I am certain that the academic outputs stated herein will help the department achieve its goals and objectives in striving for excellence.

Furthermore, the regulations in this handbook are based upon present conditions and are subject to change without further notice.

My sincere appreciation for this commendable academic endeavor. Together we will soar high and produce world-class Medical Laboratory Technologists!

Sincerely,

Head , MLT Department



INTRODUCTION

Medical Laboratory Technology (MLT) is an allied health profession specially employed with medical direction in the performance of clinical laboratory procedures in Chemistry, Genetics, Hematology, Parasitology, Immuno-Serology, Microbiology, Immunohematology, and Body Fluid analysis in order to develop data that may be used in the diagnosis of diseases and in evaluating the effectiveness of treatment.

Philosophy

As an academic program adhering to the regulations set by the Ministry of Higher Education which aim to educate and train the students in the field of laboratory science, should lead one to use its full potentials, the Medical Laboratory Technology Program encourages to give quality education which seeks to develop the individual integrally.

Vision

A leading Medical Laboratory Technology program with excellence in education, research and community service.

Mission



To provide an outstanding educational experience with the highest quality of technical and research skills to produce competent and responsible Medical Laboratory Technologists committed to the service of the community.

Goals

The Medical Laboratory Technology Program is designed to achieve the following goals:

1. To establish quality academic environment with competence in teaching and learning in the field of Medical Laboratory Technology.
2. Promote research activities to develop skills in creative, critical and analytical thinking to advance knowledge in laboratory technology and to progress to higher levels of study
3. To develop social and health awareness among students and faculty members to spearhead and participate in community for the promotion and preservation of health.

Objectives

The program in Medical Laboratory Technology aims to:

1. Educate students to perform competently as medical laboratory technologists at the career-entry level;
2. Develop cognitive, affective and psychomotor skills in the performance of clinical laboratory procedures necessary for proper diagnosis, treatment and prevention of diseases;
3. Develop skills in creative, critical and analytical thinking to advance knowledge in clinical laboratory through innovative researches;



4. Develop leadership qualities to promote competence and excellence;
5. Spear-head and participate in community for the promotion and preservation of health;
6. Cultivate in students an appreciation for continuing education and the need for lifelong learning by providing the foundation for further study and advancement in many academic and professional areas.

PROGRAM DESCRIPTION

The Bachelor of Science in Medical Laboratory Technology is a Four (4) -Year program consisting of Four (4) -year preparatory and professional subjects, and a one (1) - year internship program. The last year which is the fourth year level is the clinical rotation in the accredited hospitals with laboratory duties in the Immunohematology (Blood Banking), Immunology-Serology, Clinical Chemistry, Hematology, Microbiology, Parasitology, Urine and Body fluids, Histopathologic techniques and other specialized diagnostic technologies . The additional one (1) -year internship program is geared towards specialized training in the different accredited hospitals in the Kingdom and nearby countries.

Moreover, it is an allied health program which aims to produce graduates who are technically competent, scientifically equipped, and service oriented professionals specially employed with medical direction in the performance of clinical laboratory procedures in



order to develop data that may be used in the diagnosis of diseases and in evaluating the effectiveness of treatment.

PROGRAM LEARNING OUTCOMES

A. KNOWLEDGE

1. State the underlying theories, basic methods and application relevant in the practice of the profession.
2. Recognize the clinical importance of laboratory technology in the diagnosis, monitoring and treatment of diseases
3. Describe the mechanisms of the various metabolic processes both in the physiologic and pathologic states.
4. Recognize cultural, governmental and institutional regulatory standard practices.

B. COGNITIVE

5. Explain principles of quality assurance and quality improvement encompassing pre-analytical, analytical and post-analytical components of laboratory services.
6. Interpret results of laboratory analyses for accuracy and validity and correlate findings to physiologic and pathological conditions
7. Evaluate problems/errors that impact laboratory services and take corrective action.
8. Explain the various scientific facts, methods and tests according to background, reactions, and significance
9. Develop critical thinking ability to analyze and scrutinize facts , problems, cases and data

C. INTERPERSONAL SILLS & RESPONSIBILITY

10. Demonstrate commitment to the future of medical laboratory profession through involvement in research endeavours and



community services and continuing education for life-long learning.

11. Show interpersonal skills, leadership and managerial qualities and ethical practice of the profession

D. COMMUNICATION, INFORMATION TECHNOLOGY , NUMERICAL

12. Demonstrate effective verbal and written communication skills in English and Arabic.
13. Calculate the required laboratory assessment and scientific mathematics accurately.
14. Exhibit basic computer skills in optimizing laboratory workflow and performance.

E. PSYCHOMOTOR

15. Operate equipment properly, troubleshoot, and perform preventive and corrective maintenance.
16. Employ proper techniques in the performance of all laboratory tests in aid of diagnosis, treatment and management of diseases
17. Demonstrate safety and universal precautions in handling, transport, processing, disposal of laboratory specimen , chemicals and waste products



MLT CURRICULUM

1. MLT Courses

MLT courses are taught in a competency based format. A four-year MLT curriculum is designed to be completed in eight (8) semesters.

The fourth year (7th and 8th semesters) is the Clinical Rotation (CR) which is a vital component of the MLT. This is designed to foster integration of the theoretical knowledge and clinical laboratory practice. The students are assigned in different hospital affiliates. They are expected to be supervised, guided, and taught by qualified Clinical Coordinators / Faculty with the assistance of health care professionals in their specific areas of assignment.

Specific guidelines for the Clinical Rotation Program are stipulated in the CR Manual given to the students during the orientation process prior to their hospital training.



Student Guide

A prerequisite course is a necessary requirement before subsequent advanced courses. Students should take only those courses for which the prerequisites have been met.

The boxes below provide the expectations of each course.
(*Legend: T = Theoretical, P = Practical, C = Credit Hour*).

FIRST YEAR

1st Semester

| Code | Course | T | P | C |
|-------------|---------------------------|----------|----------|----------|
| COMM 001 | Communication Skills | 2 | 0 | 2 |
| CSC 001 | Computer Skills | 4 | 0 | 3 |
| EMD 001 | English Health Sciences 1 | 5 | 0 | 5 |
| MATH 100 | Mathematics 1 | 3 | 0 | 3 |
| PHYS 101 | General Physics | 3 | 0 | 3 |
| | | | Total | 16 |

2nd Semester

| Code | Course | T | P | C |
|--------------|--------------------------------------|----------|----------|----------|
| LTS 001 | Learning, Thinking & Research Skills | 4 | 0 | 3 |
| EMS 002 5 | English Health Sciences 2 | 5 | 0 | 5 |
| BIO 101 | General Biology | 3 | 0 | 3 |
| CHEM 101 | General Chemistry | 3 | 0 | 3 |
| MATH 101 | Mathematics 2 | 3 | 0 | 3 |
| | | | Total | 17 |

SECOND YEAR

3rd Semester

| Code | Course | T | P | C |
|-------------|------------------------------|----------|----------|----------|
| BCHT 201 | Biochemistry 1 | 2 | 2 | 3 |
| PHYT 201 | Physiology & Anatomy | 3 | 2 | 4 |
| MLT 201 | Medical Tech. Skills | 2 | 2 | 3 |
| MLT 202 | Genetics & Molecular Biology | 2 | 2 | 3 |
| ISLS 101 | Islamic culture 1 | 2 | 0 | 2 |
| ARAB 101 | Arabic Language 1 | 2 | 0 | 2 |
| | | | Total | 17 |

4th Semester

| Code | Course | T | P | C |
|-------------|-------------------|----------|----------|----------|
| BCHT 202 | Biochemistry 2 | 2 | 2 | 3 |
| MLT 203 | Basic Immunology | 2 | 2 | 3 |
| MLT 204 | Instrumentation | 2 | 2 | 3 |
| MLT 205 | Hematology 1 | 2 | 2 | 3 |
| STAT 201 | Biostatistical | 2 | 0 | 2 |
| ISLS 201 | Islamic culture 2 | 2 | 0 | 2 |
| | | | Total | 18 |

THIRD YEAR

5th Semester

| Code | Course | T | P | C |
|-------------|------------------------|----------|----------|----------|
| MLT 301 | Clinical Chemistry 2 | 3 | 2 | 4 |
| MLT 303 | Medical Microbiology 1 | 3 | 4 | 5 |
| MLT 305 | Medical Parasitology 1 | 2 | 2 | 3 |
| MLT 307 | Hematology2 | 3 | 4 | 5 |
| MLT 308 | Diagnostic immunology | 1 | 2 | 2 |
| | | | Total | 19 |

6th Semester

| Code | Course | T | P | C |
|-------------|------------------------------|----------|----------|----------|
| MLT 302 | Clinical Chemistry 2 | 3 | 2 | 4 |
| MLT 304 | Medical Microbiology 2 | 2 | 2 | 3 |
| MLT 306 | Medical Parasitology 2 | 1 | 2 | 2 |
| MLT 309 | Blood Bank | 3 | 2 | 4 |
| MLT 310 | Urine Analysis & Body Fluids | 2 | 2 | 3 |
| MLT 311 | Histo and Cytotechnology | 1 | 2 | 2 |
| ISLS 301 | Islamic Culture 3 | 2 | 0 | 2 |

FOURTH YEAR

7th Semester

| Code | Course | T | P | C |
|-------------|---|----------|----------|----------|
| MLT 404 | Clinical Rotation – Histology & Cytology | 0 | 2 | 1 |
| MLT 405 | Lab Management & Quality Control | 2 | 0 | 2 |
| MLT 406 | Clinical Rotation – Instrumentation | 0 | 2 | 1 |
| MLT 410 | Clinical Rotation – Genetics & Molecular Biology | 0 | 4 | 2 |
| MLT 409 | Clinical Rotation – Urinalysis & Body Fluid | 0 | 4 | 2 |
| MLT 411 | Clinical Rotation – Parasitology | 0 | 4 | 2 |
| MLT 412 | Seminar | 2 | 0 | 2 |
| MLT 413 | Student Project | 2 | 0 | 2 |
| ISLS 401 | Islamic culture 4 | 2 | 0 | 2 |
| | | | Total | 16 |

8th Semester

| Code | Course | T | P | C |
|-------------|--|----------|----------|----------|
| MLT 401 | Clinical Rotation – Hematology | 0 | 8 | 4 |
| MLT 402 | Clinical Rotation – Immunology | 0 | 8 | 4 |
| MLT 403 | Clinical Rotation – Microbiology | 0 | 6 | 3 |
| MLT 407 | Clinical Rotation – Clinical Chemistry | 0 | 6 | 3 |
| MLT 408 | Clinical Rotation – Blood Bank | 0 | 6 | 3 |
| | | | Total | 17 |

2. Schedule of Academic Activities

The schedule of the examination and the duration is tabulated below. However, there may be changes when necessary and approved by the Dean.

| SCHEDULE OF EXAMINATION | | | |
|-------------------------|------------------|----------------|-------------------|
| Periodical Examination | Week | Theory [Hours] | Practical [hours] |
| Mid-Term | 7 TH | 1.5 hours | 2 hours |
| Final | 14 TH | 2 hours | 2 hours |



3. Distribution of Grades

The performance evaluation in the courses is based on the formula below.

| MARKS DISTRIBUTION | | | |
|---|-----------|-----------|------------|
| | Practical | Theory | Total Mark |
| Mid-Term Examination | 10 | 20 | 30 |
| Evaluation/Activity [Quizzes, Homework, Researches] | 5 | 5 | 10 |
| Final Examination | 20 | 40 | 60 |
| TOTAL MARK | 35 | 65 | 100 |

The final marks and grade will be reviewed, confirmed, and approved by the Head and the Dean; hence it becomes final and irrevocable. In addition, the final examination results and mark computations shall NOT be divulged. The students can access their final grades from the university system.



4. Grading System

The MLT program utilizes the following grading scale with letter grade distribution.

| Grade | Marks Scale |
|-------|---------------|
| A+ | 95 – 100 |
| A | 90 – 94 |
| B+ | 85 – 89 |
| B | 80 – 84 |
| C+ | 75 – 79 |
| C | 70 – 74 |
| D+ | 65 – 69 |
| D | 60 – 64 |
| F | < 60 |
| IP | In-Progress |
| IC | In-Complete |
| NG | No Grade Pass |
| NF | No Grade Fail |
| W | Withdrawn |
| DN | Denied |



Student Guide

The following are considered in the grading system. They are as follows:

- 4.1 The final mark achieved by each student for a given course will be scored out of a hundred;
- 4.2 Each grade included in GPA calculation is given a weight;
- 4.3 Students who did not complete all the requirements to take a grade for a specific course will be given an “In-Complete” temporary grade, code “IC” for that course;
- 4.4 Students must complete the requirements of that specific course no later than the end of the following semester. Otherwise, the “Fail” grade, code “F” will be automatically assigned. This will be calculated within the semester and the GPA;



Student Guide

- 4.5 Students who are taking a course that takes more than one semester to complete its requirement will be given an “In-Progress” temporary grade, code “IP” for that course;
- 4.6 When a student drops the semester, all registered courses will be given “Withdrawn” grade, code “W”;
- 4.7. Cumulative GPA: $\text{Total courses points of all semesters} / \text{Total courses credits of all semesters}$;
- 4.8 Semester GPA and cumulative GPA are out of five;
and,



4.9 The overall graduation grade, assigned according to the last cumulative GPA, is out of five and can be described as a “grade” according to the following classification:

- a. “Excellent” for GPAs 4.50 and above.
- b. “Very Good” for GPAs from 3.75 – 4.50
- c. “Good” for GPAs from 2.75 to less than 3.75
- d. “Satisfactory” for GPAs from 2.00 to less than 2.75

5. Progression from Year to Year

5.1 All subjects in levels I and II taken at the First Year must be passed prior to acceptance to the professional course or level III program at the University.

5.2 All incoming sophomore (2nd Year) students must obtain a good GPA to be admitted as a regular student.

6. Program Completion or Graduation Requirements

A student has completed the program if it has satisfied the requirements prescribed by the Ministry of Higher Education



program on the degree of Bachelor of Science in Medical Laboratory Technology.

Requirements include:

1.1 Completion of 140 credit hours academic subject offerings:

| Year Level | Credit Hours |
|--|---|
| 1 ST . [Preparatory Courses] | 37 |
| 2 ND . | 33 |
| 3 RD . | 37 |
| 4 TH . | 33 with 338 contact hours hospital clinical rotation |

1.2 One year- Specialized Internship Program

7. Semester Drop and Withdrawal

7.1 Semester drop is the process by which students can drop all courses already registered for the current academic semester for valid reason that is acceptable to the Dean.



- 7.2 The students can drop one semester and not be considered as failed when she/he provides an acceptable reason that is accepted by the department and the Dean.
- 7.3 The students is allowed to drop two following semester, but this should be at least three weeks before the final exams.
- 7.4 The students is not allowed to drop more than two following semester or three alternate semester.
- 7.5 The student is allowed to withdraw from one course or more according to the following:
- 7.5.1 Approval of the Dean
 - 7.5.2 The student provides a request for withdrawal before the end of the determined withdrawal dates for the semester.
 - 7.5.3 The student is given (W) for this course.



8. Students Appeals

The following are the steps for assisting student's appeals on academic matters:

- 8.1 Year Level Adviser has to attend to the student's academic problem by filling out the academic consultation form;
- 8.2 Year Level Adviser documents the problem, evaluates, acts and record outcome of the results; and
- 8.3 The problem may be solved at the level of the Adviser, or solution may be reached at the level of the supervisor. If in any case solution is not met at the mentioned levels this will progress to the Department Head and the Dean's level, which is being acted and resolved upon at the Department's Council Meeting. Attached documentation is required for student's academic appeal.

An Advising Committee Manual was designed and approved by the MLT council to assist and guide the Advisers in dealing with the advisees (students) throughout their stay in the Department.



V: ADMISSION REQUIREMENTS

Students are admitted on the basis of their individual qualifications as such, the University requires evidence of general competence, motivation, and capability. Aside from grades and test scores, preference shall be given to those who are properly motivated evincing an interest to learn, and have consistently demonstrated a genuine concern to follow University of Tabuk's standards.

As a general rule, any qualified students must take and satisfactorily passed their one year preparatory courses for them to be considered as a candidate in MLT program. After having satisfactorily obtained the qualifications in MLT, the student now is admitted to the professional course. The University has the right to select those who apply, and the prerogative to refuse admission or readmission to any student whose qualifications do not meet University standards. The status as admitted and enrolled is compromised if the student evinces a conduct or attitude not to abide with or reject University's policies, rules and regulations.



Students are admitted on the basis of their individual qualifications and depending on the number of seats assigned by the University Council and a decision issued by a year by the University Council.

All applicants must satisfy the following :

1. Have Secondary School Certificate or its equivalent (from the Kingdom or from outside the kingdom).
2. Have obtained the secondary school certificate within the same year or one year maximum before application (exceptions are decided by the University Council).
3. Have good moral character and attitude.
4. Pass the University Entrance Examination.
5. Pass any test or interview planned by the University.
6. Be full-time status.
7. Provide any documents requested by the University.

DUTIES AND RESPONSIBILITIES

A student should have the following duties and responsibilities:

1. To exert his/her utmost effort in the development of his/her potentials for medical laboratory services, in order that they may become useful to society and to their families.

Specifically, s/he should be proficient in his/her chosen field of study by demonstrating competence and skills in:

- 1.1 Collecting, preserving and processing biological specimens for analysis;
- 1.2 Performing analytical tests on body fluids, cells and products;
- 1.3 Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;



Student Guide

- 1.4 Monitoring quality control within predetermined limits;
- 1.5 Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
- 1.6 Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, and other health care professionals, and with the public;
- 1.7 Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
- 1.8 Applying basic scientific principles in learning new techniques and procedures;
- 1.9 Relating laboratory findings to common disease processes; and
- 1.10 Recognizing the need for continuing education as a function of growth and maintenance of professional competence.



2. To support the academic integrity of the university , work to achieve excellence, and follow the rules and policies governing their academic responsibilities;
3. To promote and maintain peace of the university by observing disciplinary rules and regulations to bring about harmonious relationship with faculty, students and other school staff.

POLICIES AND GUIDELINES

1. Attendance

All students are required to attend classes promptly and regularly from the first meeting up to the end of every course.

- 1.1 The university requires that every student attends no less than 75% of the class days required for every subject to earn the corresponding credits. Students who incur an accumulated absence (excused and unexcused) of more than twenty-five percent (25%) prescribed number of



Student Guide

class hours in a given semester shall be DROPPED. [See table below]

| Units Taken | Allowable Absence [Hours] | Considered Dropped [Hours] |
|-------------|---------------------------|----------------------------|
| 5 | 20 | More than 20 |
| 4 | 16 | More than 16 |
| 3 | 12 | More than 12 |
| 2 | 8 | More than 8 |
| 1 | 4 | More than 4 |

1.2 Extra work or independent study may be given to the student to make up missed discussions during absence/s . This provision depends upon the discretion of the Instructor.

1.3 The following shall be considered as excused absences other than that are considered unexcused:

1.3.1 If a student officially represented the school in some functions or activities. In such case, the



student should notify the instructor ahead of time.

1.3.2 Illness duly certified by the physician at an accredited University government health agency. Illness duly certified by another physician, parent, or guardian and personal emergencies will be considered on a case-to-case basis. The inclusive dates of the certificate must be within the lecture day when the student was absent. This is presented to the instructor from whose class s/he has incurred absence.

1.3.3 Death or impending death of a family member, force majeure/emergency cases.

1.4. Absence on Laboratory Activities

Absences from laboratory activities are strongly discouraged due to the difficulty in planning and scheduling make-up sessions. In some instances,



Student Guide

repeating the laboratory activity is impossible due to the nature of the materials used in the procedure.

In case of excused absence, it is the responsibility of the student to make arrangements with the laboratory instructor to make-up for the activity. If the student is unable to make-up the laboratory, no grade will be given and will still be held responsible for the procedures covered during the missed laboratory activity.

1.5 Tardiness/Late

Roll will be taken at the beginning of class. Students are expected to be punctual. Tardy or late qualifies to arrival within 15 minutes from the start of the scheduled class. Three (3) tardies will constitute one (1) absence from class.

A student is considered absent if she/he arrives more than 30 minutes after the scheduled class time. The number of hours the student incurs that day is equivalent to the number of hour/s of the lecture of that day. The student is allowed to attend the class but not allowed to



take the quiz if there is any. An excuse slip shall be required before a student is readmitted to the same class.

1.6 Absence on Test or Periodical Examination

Student must submit a letter with attached reason/s of absence to the Department head for endorsement to the Committee who shall evaluate and decide whether the given reason/s is/are considered as excused or unexcused absence.

Class attendance for each MLT course is mandatory. Anyone acquiring greater than 20% absences in MLT courses may be deferred from taking the final examination.

A student who arrived later than 15 minute of the scheduled class start is considered absent. All examinations (theoretical, practical, quizzes) should be taken as scheduled. Make-up examination will not be an identical examination.



1.6.1 Excused Absence

Make-up examinations will be given for personal illness, death in the immediate family, and/or at the discretion of the faculty. A faculty member or the departmental office is to be notified prior to the examination if the student is going to be absent. In addition, a valid medical certificate from an accredited government health institutions or excused letter must be submitted and approved by the department head.

He should present the approved medical certificate or excused letter to the concerned instructor to make arrangements with the schedule of the make-up examination. Failure to take the examination as arranged will cause forfeiture and will automatically receive a **zero (0) mark** on the missed examination.

The student will be given a separate set of examination and schedule on the availability of



both student and lecturer. Deduction to his grade is not applicable.

1.6.2 Unexcused Absence

A make-up examination will be given for unexcused absence; however, a 50% deduction from the total mark will be imposed. The student should arrange the examination schedule with the instructor. Failure to take the examination as arranged will cause forfeiture and will automatically receive a **zero (0) mark** on the missed examination.

The student will be given a separate set of examination and schedule on the availability of both student and lecturer, upon the approval of Supervisor based on the presented approved excuses.

2. Discipline

2.1 Honesty

Academic dishonesty seriously lowers the standard of professional practice, harms the integrity of the academic institution and its community, and impairs the quality of



Student Guide

the health care system. Disciplinary sanctions will be imposed if an act of dishonesty is discovered and proven.

2.1.1 Academic dishonesty refers to forms of lying and/or cheating on academic assignments. Examples of academic dishonesty include but are not limited to:

2.1.1.1 Exchanging information with another student during an examination;

2.1.1.2 Bringing notes to use during an exam not authorized by the instructor;

2.1.1.3 Acquiring without permission any tests or other academic material belonging to an instructor;

2.1.1.4 Copying another student's homework or laboratory exercises; and

2.1.1.5 Using false excuses for an absence from class.

2.1.2 Clinical practice dishonesty occurs when a student does not exercise good judgment in the clinical setting. Examples of clinical



practice dishonesty include but are not limited to:

- 2.1.2.1 Falsifying laboratory documents and/or attendance records;
- 2.1.2.2 Not performing tests according to procedure;
- 2.1.2.3 Not reporting mistakes/errors to clinical instructors; and
- 2.1.2.4 Using false excuses for an absence from duty.

2.2 Examinations

Students who will take the examination should observe the following;

- 2.2.1 No materials other than purse or wallets, keys, pencils/pens and blank sheet/s of paper can be brought inside the room during the exam. Calculators may be approved by an instructor;
- 2.2.2 Students should listen and understand the pre-examination instructions (Ex. appropriate testing behavior, test mechanics, etc.) conducted by the examiner or proctor;



Student Guide

- 2.2.3 The examinees should submit the test material before or at the end of the allotted time;
- 2.2.4 The examinees' seat arrangement may be pre-assigned or shuffled when necessary; and
- 2.2.5 The examinees should wear the dress code (Refer to Section 6).

3. Responsibility and Accountability

MLT students must demonstrate professional behavior at all times.

- a. *To a fellow Student* – should be courteous, generous, understanding of limitations and inadequacies, and establish unity and dignity.
- b. *To Faculty and Staff* – Should always treat with respect and courtesy. Must follow the chain of command at all times concerning problems or issues with the instructors with whom he/she has concern.

4. Mobile Phone/Electronic Gadget

Students must set all mobile phones/electronic gadgets in silent mode (inaudible) while in the classroom or laboratory so as not to disturb the learning environment. The use of cell



phones during laboratory or classroom activity may warrant the instructor to confiscate the unit.

5. Smoking

The decision to smoke or not to smoke is a personal matter. The student needs to keep in mind that “cigarette smoking is hazardous to one’s health” and may affect his/her image as a medical professional.

Smoking is NOT permitted in any building on campus, or in any clinical classroom.

6. Dress Code and Grooming

The student should observe the prescribed dress code and proper grooming during classes. Inappropriate dress code is tantamount to deferral from taking the examinations or dismissal from class which will be counted as an absence.

An erring student should make a promissory note or undertaking to observe the appropriate dress code within 2 days from the incurred date; consequently will be endorsed to the department Head and Academic Advisers.



The following dress code is required for classroom, laboratory, and clinical duty. During the clinical phase of the program, students must also abide by any policies instituted by the affiliated laboratory.

Clothing (Laboratory): Prescribed scrub suit and laboratory gowns/coats;

Clothing (Classroom): Prescribed scrub suit or *Thobe* for males;

Shoes: Sport, athletic, or clinical shoes must be worn. Canvas, sandals or open-toed shoes are not acceptable for safety reasons;

Hygiene: Students are to be clean, neat and well-groomed at all times;

Fingernails: Should be short, clean and well-manicured;

Hair: Male must have clean and short hair (do not extend the ear).



7. Conduct While Waiting for Classes

- 7.1 Students who have no classes or are on free period are not allowed to stay along the corridors nor inside vacant classrooms, so as not to disrupt ongoing classes.
- 7.2 Students who are waiting for their professors should stay inside the classroom and avoid standing idly or in front of the classroom door.
- 7.3 Students who have no classes or are on free period are encouraged to go to the study hall and properly utilize such time productively on their lessons or studies.

ACADEMIC CONSULTATION

There is an available consultation time allotted by each faculty to address students' needs. The MLT faculty is interested to hear from each student and is willing to offer guidance and tutorial sessions to improve the class standing of the student at a time convenient for the teacher and the student. The procedure of this provision is intensively taken in the department's bulletin under tutorial classes and academic consultation program as one of the academic services offered to the students



Moreover, an academic year level adviser is assigned to assist the students. The student should be aware of the following duties the adviser is offering to them. They are as follows:

1. Review and study students' academic records including courses studied, study plan and other data;
2. Assist students in the selection of courses included in his her academic progress according to regulations;
3. Continuous follow-up of student and seeking solutions to problem emerging during his/her academic year;
4. Raise reports and recommendations regarding students with low cumulative averages to head of the department;
5. Follow up and assist students under observation;
6. Prepare a complete report on each student containing all data of the student, including courses studied and marks obtained ,and match them with incoming data from the deanship of admission and registration on each student's situation especially for courses for which the adviser had agreed to register for the student;



7. Determine courses required for the upcoming semester according to students' needs and based on their situation and inform the head of the department.

INFECTIOUS DISEASES GUIDELINES

MLT students are exposed to a variety of pathogenic microorganisms that may put them at risk of infection. Therefore, it is proper that universal precautions should be observed at all times (Refer to Laboratory Safety Manual).

1. Universal Precautions

The body substance precautions developed by the Center for Disease Control will be followed in all clinical areas and campus laboratories. (Body substances include oral secretions, blood, urine and feces, wound or other drainage.) Blood and body substances should be considered infectious in all cases.

- a. Hand washing - is the most important precaution to be taken routinely.



- b. Laboratory gloves - to be worn to avoid direct contact with body substances, mucous membranes, or non-intact skin.
- c. Laboratory gowns - to be worn when clothing is likely to be soiled by body substance.
- d. Masks - to be worn when likely to be splashed by body substances.
- e. Protective eyewear (glasses) - to be worn in situations where blood and body substances could be splattered or splashed.

2. Needle stick/Mucous Membrane Exposure

If a student has a percutaneous (needle stick or cut) or mucous membrane (splash to eye, nasal mucosa or mouth), exposure to blood/body fluids or has a cutaneous exposure to blood/body fluids when the student's skin is chapped, abraded, or otherwise non-intact, the following protocol will be followed:



The student must immediately report the exposure to the clinical supervisor of the health care facility and to the program faculty;

- a. A health care facility incident report must be completed as soon as possible. A copy of this report should be given to program officials;
- b. An accident report obtained from the college should be completed within 24 hours of the occurrence;
- c. Following the guidelines of the health care facility, the clinical instructor will seek the assistance of appropriate hospital (clinical) personnel to learn the status of the patient relative to possible infection; and
- d. To the extent that the health care facility can learn about the patient's infection status, the student is advised to get treatment.

NOTE: If the student refuses treatment, the clinical instructor must make note of the fact.



UNIVERSITY OF TABUK
FACULTY OF APPLIED MEDICAL SCIENCE
MEDICAL LABORATORY TECHNOLOGY

CONFORMITY

TO WHOM IT MAY CONCERN;

I have read and understood the provisions of the Student Guide. I will adhere to the rules and regulations stated herein.

Student's Printed Name

Student's Signature

Date