

**Inter American University of Puerto Rico
Metropolitan Campus
School of Medical Technology**

Student Handbook

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A. Program Mission Statement

The Mission of the Program is to prepare health professionals in the field of medical technology, offering an academic and practical education so they can provide services in clinical laboratories, research laboratories and other areas related to the Laboratory Sciences.

B. Program Goals, Objectives, and Graduate Competencies

Goal 1: To provide an academic education of excellence to the medical technologists by developing the knowledge, skills and attitudes needed in their profession.

Objectives:

Knowledge

- 1 To apply the basic concepts in selecting, preparing and evaluating methods, instruments and quality systems that guarantee the accuracy and preciseness of tests and the general operations in the clinical laboratory setting that allows the correlation of the tests results to physiological processes.
- 2 To demonstrate skills when executing and assessing the pre analytical, analytical and post analytical phases.
- 3 To identify a professional that demonstrates interest in his/her professional growth.

Goal 2: To develop professionals able to communicate and interact effectively with patients, peers, and other health professionals in compliance with the ethical principles and laws that regulate the laboratory and the medical technologist profession.

Objectives

Skills

1. To identify the ethical concepts that apply to the patients' management.
2. To develop the ability to communicate effectively information about laboratory processes to patients and health professionals.

3. To practice professional and ethical attitudes consistent with a high-quality health system in agreement to applicable laws and regulation.

Goal 3: To prepare professionals entrepreneurs qualified with an education in the sciences of the clinical laboratory that allows them to perform properly as clinical instructors, consultants, supervisors, administrators, educators, researchers, among other activities, by means of an innovative curriculum that pursue the clinical research.

Objectives

Attitudes

1. To integrate fundamental concepts that qualifies them to unwind in several roles working environments.
2. To adopt technical research, teaching and administrative skills consistent with the different roles and working environment of the medical technologist.
3. To assist in leadership educational tasks and entrepreneurship in the workplace.

Professional competencies

MTS graduates should be able to:

Knowledge

1. Demonstrate knowledge and understanding of the principles and methodologies of laboratory services for all the main areas that are performed in the clinical laboratory.
2. Interpret the principles and practices of administration, supervision, quality assessment, instrumentation, education methodologies, safety, regulations and laws corresponding to laboratory sciences.

Skills

3. Evaluate the fundamental concepts of clinical chemistry, hematology and hemostasis, immunology, blood bank, microbiology, urinalysis and body fluids to correlate it to the analysis of laboratory tests and decision making.
4. Provide solutions to problems related to the performance of laboratory tests.
5. Evaluate the processes for the accuracy of laboratory results through statistical methods.

6. Design research projects and clinical studies with the purpose of disseminating the results.

Affective

7. Apply the ethical principles and commit to their professional development
8. Serve the needs of patients, the public and members of the health team by applying effective communication skills

C. Programmatic Accreditation/approval status including the name, address and contact information for NAACLS

The Program of Bachelor's Degree/Post Bachelor's Certificate in Medical Technology is accredited by the National Agency for Clinical Laboratory Sciences (NAACLS, for its acronym in English). NAACLS address is:

National Accrediting Agency for Clinical Laboratory Sciences
 5600 N. River Rd. Suite720 Rosemont, IL 60018-5119
 Telephone: 773-714-8880
 Fac 773-714-8886
 Email: info@naacsls.org, <http://www.naacsls.org>).

The program has an intensive curriculum for a year divided into two terms: academic or theoretical and clinical practice. Two groups of students are admitted every year, one in August and one in February.

D. Results of the program outcome measures

Academic Year	# Passed/ # who Sat	Program First Timer %Pass	# Passed/ # who Sat Universities	First Timer % Pass Universities	# Passed/ # who Sat National	First Timer % Pass National
2011-12	40/45	89%	1975/2353	84%	2922/3865	76%
2012-13	38/45	84%	2157/2578	84%	3100/3706	84%
2013-14	33/46	72%	2352/2760	85%	3301/3892	85%
2014-15	43/48	90%	2236/2871	81%	3249/3994	81%
2015-16	46/49	94%	2349/2948	80%	3272/4139	79%
2016-17	47/52	90%	2266/2797	81%	3208/4011	80%

Program Graduation and Attrition Rates			Placement Rate
Academic Year	Graduation Rate Percentage	Attrition Rate Percentage	Found Employment and/or Continued education
2012-13	96	4	86
2013-14	94	6	97
2014-15	98	2	92
2015-16	98	2	97
2016-17	100	0	90

E. List of clinical facilities

The Program has affiliations agreements with different clinical laboratories to ensure that students complete their clinical practice in practice centers. These facilities are duly authorized by the Department of Health, certified by CLIA and/or accredited by the Joint Commission (JCHA).

Hospitals and Affiliated Labs are:

- Ashford Community Hospital, Santurce, PR.
- Centro Médico de Río Piedras, PR.
- Cruz Roja Americana, Capitulo de PR
- Hospital Alejandro Otero, Manatí, PR.
- Hospital Auxilio Mutuo, Río Piedras, PR.
- Hospital de Veteranos, San Juan, PR.
- Hospital Del Maestro, Hato Rey, PR.
- Hospital Dr. Center, Bayamón, PR
- Hospital Dr. Center, Manatí, PR.
- Hospital Dr. Center, San Juan,PR
- Hospital Menonita, Aibonito, PR.
- Hospital Menonita, Caguas, PR.
- Hospital Menonita, Cayey, PR.
- Hospital Pavia, Arecibo, PR

- Hospital Ryder, Humacao, PR.
- Hospital San Jorge, Santurce, PR.
- Laboratorio Borinquen, Caguas, PR
- Laboratorio Clinico Toledo, Arecibo, PR

F. Admission criteria, including essentials functions, advance placement, transfer of credits and credits for experiential learning;

Admission criteria: General Requirements for Admission

1. Approval of the following courses * or their equivalent:

- General Biology I, II
- Microbiology
- Immunology
- Anatomy and Physiology
- General Physics I and II
- Pre-Calculus
- General Chemistry I, II
- Organic Chemistry I and II
- Analytical Chemistry
- Biochemistry, Cellular and Molecular Biology, or Biochemistry of Human Physiology

* Some of the above courses have requirements.

In addition, students that opt for the bachelor's program in Medical Technology must have approved the general education requirements or their equivalent as established in the current catalog.

Also, as part of selection process of candidates, an interview is required to evaluate the knowledge and capabilities related to the academic requirements is required.

2. Completion of an application form and submission of an official transcript from all of the universities attended.
3. Submission of three (3) letters of recommendation; all of which should be from faculty members.
4. Possess a minimum overall average of 2.5 in biology, chemistry, mathematics and physics courses. The average will be applied toward the admission formula in the selection of the candidate

5. Possess the ability to achieve non-academic essential requirements related to the demands of the profession, as indicated in this handbook and in the catalog. The student must possess these requirements, in order to successfully complete the program, and work on various branches of the profession of medical technology.
6. Take the academic test offered by the School with the purpose of demonstrating knowledge and skills related to the academic requirements stated in part one of the admission requirements. The test score will be applied toward the admission formula in the candidate selection process.
7. After admission to the program, students must submit the following documents:
 - a. Health Certificate
 - b. Evidence of Vaccination or immunization against hepatitis B and Chicken pox.
 - c. Evidence of active (existing) medical plan.
 - d. Valid Negative Certification of Criminal Record
 - e. Drug testing, required for clinical practice.
 - f. Medical technology student identification card
 - g. Photo identification (driver's license or passport)
 - h. Police certification for Law 300.
 - i. Additional documents requested by some practice centers

It is the responsibility of the student to request admission to the School of Medical Technology. Once completed the application and requirements for admission have met, students will be selected competitively, in accordance with the norms of the program. In order to enroll in the medical technology courses, students must have been admitted to the program.

Applicants who meet the requirements mentioned above, will be evaluated and selected competitively in accordance with the norms of the program. The criteria for evaluation is: 60% admission test score, 30% science and general point average, and 10% letters of recommendation.

Academic requirements to complete the Professional Certificate in Medical Technology

- A Bachelor's degree from an accredited university
- Specific requirements *
- Certificate requirements (46 credits)

* For the Professional Certificate in Medical Technology these prior courses are required in addition to the require course for the certificate.

- General Biology I and II
- Microbiology
- Immunology
- Anatomy and Physiology
- General physics I and II
- Pre-calculus I, II
- General Chemistry I and II
- Analytical chemistry
- Organic Chemistry I and II
- Cellular, Molecular Biology or Biochemistry, or Biochemistry of Human Physiology

Academic requirements for the Degree of Bachelor of Science in Medical Technology

- | | |
|---|------------|
| · Requirements of General Education or its equivalent | 42 credits |
| · Core Requirements | 59/60 |
| credits | |
| · Major requirements | 46 credits |
| · Electives Course | 3 credits |

Total 150/151 credits

General Education Requirements – 42 credits

Forty-two (42) credits are required as explained in the General Education section of the Handbook for students with a bachelor's degrees. Medical Technology students will take the course GEMA 1200 in the category of basic skills in mathematics. Students of this program are exempt from taking the general education course requirement from scientific context and technological category (GEST 2020 or 3030) and the course in the category of health, physical education and recreation (3000 GEHP).

Core course requirements – 60-61 credits

	Credits
· BIOL 1101 Modern Biology I *	3
· BIOL 1102 Modern Biology II *	3
· BIOL 1103 Laboratory Skills I *	1
· BIOL 2013 Laboratory Skills II*	1
· BIOL 2155 Genetic *	3
· BIOL 3105 General Microbiology*	4
· BIOL 3405 Immunology *	3
· BIOL 3106 Anatomy and Physiology*	4
· FIS1 3001 General Physics (I) *	4
· FIS1 3002 General Physics General (II) *	4
· MATE 1511 Pre-Calculus I *	3
· MATE 1512 Pre-Calculus II *	3
· CHEM 1111 General Chemistry I *	4
· CHEM 2212 General Chemistry II *	4
· CHEM 2221 Organic Chemical I *	4
· CHEM 2222 Organic Chemistry II *	4
· CHEM 3320 Analytical Chemistry *	4
· CHEM 4220 Biochemistry or *	4-3
· BIOL 4604 Cellular and Molecular Biology or BMSC 4015 Biochemistry of Human Physiology	

*Specific and indispensable prerequisites to take major courses. Without these specific prerequisite courses, major courses cannot be taken.

Medical Technology Major Requirements - 46 credits

Theoretical Component

• MEDT 4501 Laboratory Operations I: Basic Principles, Statistical and Technical Molecular in the Clinical Laboratory	3
• MEDT 4510 Clinical Chemistry, Pathology and Molecular Diagnosis	4
• MEDT 4520 Body Fluids	1
• MEDT 4531 Clinical Immunology	2
• MEDT 4532 Blood Bank	3
• MEDT 4540 Hematology, Coagulation and Molecular Diagnosis Molecular in Hematopathology	4
• MEDT 4560 Mycology and Virology	1
• MEDT 4570 Clinical Bacteriology and Molecular Diagnosis in Infectious Disease	4
• MEDT 4585 Clinical Parasitology	2
• MEDT 4593 Laboratory Operations II: Laboratory Administration, Ethics and Education	3

Practice Component

- MEDT 4595 Integrated Seminar and Clinical Research 1
- MEDT 4915 Clinical Practice in a Blood Bank 3
- MEDT 4916 Clinical Practice in Serology, Immunology and Virology 2
- MEDT 4921 Practice in Clinical Chemistry 4
- MEDT 4922 Clinical Practice in Hematology and Coagulation 4
- MEDT 4923 Clinical Practice in Microbiology 4
- MEDT 4919 Clinical Practice in Urinalysis and Parasitology 2

Essentials functions

To be successful in the Medical Technology program and become employable, the student must be able to perform essential functions expected of the medical technology professionals (see list below).

Students in the Program will be expected to satisfy the essential functions requirements as specified in the admissions requirements. To be successful in the Program and become employable, the student must be able to perform these functions. These essential functions or technical standards are a group of minimal physical and cognitive abilities as well as sufficient mental and emotional stability to be able to complete the entire course of study, participate fully in all aspects of the training, and be able to practice the profession (see document below: Personal Qualifications for Medical Technology Students),

Personal Qualifications for Medical Technology Students

Based on the essential functions. (Non Academic)

Appearance and Behavior: Must be able to dress and act in a professional manner. Must be willing to adhere to a professional dress code.

Communication Skills: Must be able to communicate effectively in written and spoken Spanish as well as in written English. Must be able to comprehend and respond to both formal and colloquial Spanish both directly and by telephone

Physical Requirements: Must be able to move readily from one location to another in such physical settings as the clinical laboratory, patient rooms, emergency center, elevators, and stairways. Must have ordinary ability to lift a move object. Must have fine muscle coordination to allow delicate manipulations of specimens and instruments. Must have unimpaired sense of touch and temperature discrimination.

Visual: Must have ability to distinguish major colors. Visual acuity must be sufficiently corrected to allow rapid reading of laboratory procedures, tests requests, instrument vials, and pipet meniscus. Must be able to tolerate conditions of visual strain, e.g., prolonged reading or microscopic observation

General Personality Features: Must have emotional stability and superior ability to maintain equanimity in response to emotional provocations. Must be able to relate to a wide variety of persons representing a broad physical, psychological, and socioeconomic spectrum. Must be able to comply with appropriate policies, laws, and regulations

It is recognized that optimum performance may require additional qualifications. The qualifications are based on the physical, emotional, and skills requirements for medical technologists

I _____ certify that I possess a copy, read and
(*Student Name*)
discussed this document with faculty member whose signature is below.

Student Signature

I _____ have discussed the "Physical
Qualifications" or essential functions required for medical technologist with this
student during the interview process.

Program Faculty

In addition to these personal qualifications, each student admitted to the Program must submit a health certificate prior to registration in the Program.

Transfers from other universities

Students who come from other universities to complete the bachelor's degree in Medical Technology in this University and who have completed at least three years of studies at an accredited, institution must have approved the following courses with a minimum of grade of C and these will be equivalent to courses of General Education in our institution:

· English	9 credits
· Spanish	9 credits
· Social Science	6 credits
· Humanities	6 credits
· Religion	3 credits
· Mathematics	9 credits

Total 42 credits

The Institution Internal Transfers

The transfer process to the school shall take place only if the student is admitted to the program according to the requirements for admission and the quota of the program.

G. list of course descriptions including the number of academic credit hours per course (if appropriate);

MEDT 4501 LABORATORY OPERATIONS I: BASIC PRINCIPLES, STATISTICAL AND MOLECULAR TECHNIQUES IN THE CLINICAL LABORATORY

Discussion of techniques and basic concepts of clinical analysis and associated instrumentation, it includes concepts of molecular biology with an emphasis on applied methodology. A study of program's assessment of quality in mathematics, statistics, quality and safety of clinical laboratory. The course consists of 90 hours of laboratory conferences and troubleshooting. 3 credits

MEDT 4510 CLINICAL CHEMISTRY, PATHOLOGY and MOLECULAR DIAGNOSIS

Discussion of biochemical concepts, principles of qualitative and quantitative analytical methods for the determination of compounds of clinical importance in blood and other fluids. Correlation of the results of these tests with the physiology normal and pathological processes. Techniques of molecular diagnosis in acquired or inherited conditions. Concepts of quality assessment and safety standards. The course consists of 120 hours of laboratory-conference and case studies. 4 credits

MEDT 4520 BODY FLUIDS

Review of physical, chemical and biological properties of the body fluids including spinal, semen, synovial fluid, transudate and exudate and urine and others. Topics will emphasize anatomy, physiology, pathophysiology and clinical application. Concepts of assessment of quality and safety standards. The course consists of 30 hours of laboratory conference –laboratory and study of clinical cases. 1 credit

MEDT 4531 CLINICAL IMMUNOLOGY

Description of immune response and its relation to the pathological process and diagnosis of diseases. Emphasis on immunological and molecular methods in the detection and confirmation of immunopathology. Concepts of assessment of quality

and safety standards. The course consists of 60 hours of conference -laboratory. 2 credits

MEDT 4532 BLOOD BANK

Application of donation processes, haemotherapy, immunegenetic systems and identification of antibodies. Included are medical legal and ethical aspects, procedures new technology in the diagnosis and treatment of pathological conditions, management problems and discrepancies. Concepts of assessment of quality and standards of safety. The course consists of 90 hours of laboratory conference and study of cases. 3 credits

MEDT 4540 HEMATOLOGY, COAGULATION, and MOLECULAR DIAGNOSIS IN HEMATOPATHOLOGY.

Discussion of the process of hematopoiesis. Emphasis on the identification of normal and abnormal elements. Study of the mechanism of coagulation and hemostatic conditions and procedures in the diagnosis, classification, treatment and molecular diagnosis of hematopathology. Concepts of *assessment* of quality and safety standards. The course consists of 120 hours of laboratory conferences and study of cases. 4 credits

MEDT 4560 VIROLOGY and MYCOLOGY

Explanation of morphological and biological characteristics of viral agents and important fungal of medical importance. Discussion on the collection and management of samples and laboratory methods and modes of transmission, epidemiology, pathology, prevention and control of diseases. Concepts of *assessment* of quality and safety rules. The course consists of 30 hours of laboratory- conference and study of clinical cases. 1 credit

MEDT 4570 BACTERIOLOGY CLINICAL AND MOLECULAR DIAGNOSIS OF INFECTIOUS DISEASES

Description of theory and laboratory procedures related to isolation, identification, etiology, epidemiology, pathogenesis and Immunology of clinical bacteriology. Applications of fundamental principles of molecular diagnosis. Concepts of *assessment* of quality and safety standards. The course consists of 120 hours of laboratory conference and study of clinical cases. 4 credits

MEDT 4585: CLINICAL PARASITOLOGY

Discussion of taxonomy, morphology and life span of parasites of medical importance to humans. Identification of signs and clinical symptoms, treatment and epidemiology. Study on the collection, transporting of samples and laboratory methods used to detect and identify parasites. Concepts of *assessment* of quality and safety standards. The course consists of 60 hours of laboratory-conferences and study of clinical cases. 2 credits

MEDT 4593: LABORATORY OPERATIONS II: ADMINISTRATION OF LABORATORY ETHICS AND EDUCATION

Discussion of management concepts, systems of information, professional ethics, recruitment and evaluation of staff, laws and regulations that govern the laboratory and the profession. Evaluation of the educational process and the effectiveness of teaching strategies. The course consists of 60 hours of laboratory- conference and case studies. 2 credits

MEDT 4595: INTEGRATED SEMINAR AND CLINICAL RESEARCH

Design and development of an independent project within an area of the clinical laboratory sciences. Integration of resources for the search of information and research design. Assessment and presentation of articles published in scientific journals or analysis of clinical cases. Independent studies and conferences on topics of specialized or related to previous courses. Requires passing a comprehensive final examination. The course consists of 30 hours of conference, discussion and presentation of articles and case reports. 1 credit

MEDT 4915: CLINICAL PRACTICE IN BLOOD BANK

Demonstration of acquire knowledge using routine analytical procedures and cutting-edge technology in a clinical environment. Application of concepts of ethics, assessment of quality and safety standards. Requires a minimum of 105 hours of practice. Required course: MEDT. 4532 3 credits

MEDT 4916: CLINICAL PRACTICE IN IMMUNOLOGY AND SEROLOGY

Demonstration of acquire knowledge using routine analytical procedures and cutting edge technology in a clinical environment. Application of concepts of ethics, assessment of quality and safety standards. Requires a minimum of 70 hours of practice. Required course: MEDT 4531 2 credits

MEDT 4921 PRACTICE IN CLINICAL CHEMISTRY

Demonstration of acquired knowledge using routine analytical procedures and cutting -edge technology in a clinical environment. Application of concepts of ethics, assessment of quality and safety standards. Requires a minimum of 140 hours of practice. Required course: MEDT 4510. 4 credits

MEDT 4922: CLINICAL PRACTICE IN HEMATOLOGY AND COAGULATION

Demonstration of acquired knowledge using routine analytical procedures and cutting -edge technology in a clinical environment. Application of concepts of ethics, assessment of quality and safety standards requires a minimum of 140 hours of practice. Course required: MEDT 4540. 4 credits

MEDT 4923: CLINICAL PRACTICE IN MICROBIOLOGY

Demonstration of acquired knowledge using routine analytical procedures and cutting –edge technology in a clinical environment. Application of concepts of ethics, assessment of quality and safety standards. Requires a minimum of 140 hours of practice. Required courses : MEDT 4560, 4570. 4 credits

MEDT 4914 CLINICAL PRACTICE IN URINALYSIS AND PARASITOLOGY

Demonstration of knowledge acquired in the area of urinalysis, using routine analytical procedures and cutting –edge technology in a clinical environment. Application of concepts of ethics, assessment of quality and safety standards. Requires a minimum of 70 hours of practice. Required course: MEDT 4520, 4585. 2 credits

H. Names and academic rank or title of the program director and faculty;

Ida A. Mejías- Torres, Ph.D., MT (ASCP), Associate Professor, MT School Director
Sandra Moreno, M.S., MT (ASCP), Auxiliary Professor
Nitza V. Rivera Rosa, M.S., MT (ASCP), Auxiliary Professor
Carlos Maldonado-Rios, Ed., MS, MT (ASCP), Auxiliary Professor

Visiting lecturers in various areas of theoretical courses.

Migdalia Texidor, MA, MT (ASCP) CLS (NCA)
Ricardo Santiago, MS, MT (ASCP)
Alejandro Ruiz, PhD MT (ASCP)
Julia Fonseca, MT (ASCP)
Edda Rodriguez, MT (ASCP)
Graciela Malave, MLS (ASCP)

External Advisory Committee

Cesar Torres, MT (ASCP)
Alejandro Ruiz, PhD MT (ASCP)
Migdalia Texidor, MAEd, MT (ASCP) CLS (NCA)
Julia Fonseca, MT (ASCP)
Edda Rodriguez, MT (ASCP)
Graciela Malave, MLS (ASCP)
Daniel Conde, MD

Sandra Moreno, M.S., MT (ASCP)
Nitza V. Rivera Rosa, M.S., MT (ASCP)
Carlos Maldonado-Rios, Ed., MS, MT (ASCP)

I. Current tuition and fees including withdrawals and refund policies;

Tuition and fees

The tuition for twelve consecutive months is \$8,400. The cost of text books, medical plan, lab coats, and general fees of the University are not included in the cost.

Reimbursement

1. 75% of the total fees paid for the year will be refunded if the student leaves the program during the first week of class.

2. 50 % of the total fee will be refunded paid for the year if the student leaves the program during the second week of class. There is no refund if the student leaves program after the second week of classes.
3. There is no right to a refund if the student leaves the program after finishing the second week of classes.

J. Policies and processes by which students may perform service work must be published

Clinical Practice is part of the university academic program; thus, the practice centers should not pay the student any monetary compensation for services rendered while he/she is at the clinical nor are they to be utilized as employees. However, if you so desire, you can perform service such as volunteer work, not during regular hours, but this is not obligatory.

K. Policies and procedures for:

1. advising and guiding students through the program while maintaining confidentiality and impartiality;

Students are entitled to receive academic counseling at times especially indicated by the member of the Faculty in the following three ways:

a. They will be oriented with respect to their performance in the courses they are taking with the faculty member.

Meeting with student with faculty or administration due to conduct or academic matters will be treated on absolute confidentiality. Student who requests for meeting will be treated in similar manner. Meeting will take place in faculty office or director's office behind closed door. Notes will be taken of the meeting and minutes will remain in students file.

2. Clinical assignment specifically addressing when placement cannot be immediately guaranteed;

The program and the University guarantee that you receive each one of the experiences of the registered courses. If the center of practice to which you were assigned does not offer any part of the practice, the faculty member in charge of your practice supervision is responsible to seek accommodation in other centers to ensure that you receive all your practice courses.

3. Student grievance and appeals;

In case students consider that a member of the faculty or of the administration has infringed upon their rights or they have a claim of an academic nature, they may channel their complaint through the Director of the Program. Students can have difficulties in the academic areas or with institutional students services. The appeals policy follows the institutional policy of the channels of authority in

ascending order. If your problem is related to a course, you should first speak to the professor. The order of command is the follow is:

- Professor
- Director
- Dean of Science and Technology
- Dean of Academic Affairs
- Chancellor

It is important that you try to solve your problem within the school giving reasonable time to receive a response. Allow the teachers and the director to help you resolve your difficulties before you proceed to the next step.

4. Criteria for program completion including probation, suspension, and dismissal

Academic Progress

In order to approve each course of theory and practice a minimum performance criterion of 75% must be met. Students shall be kept informed of their academic progress during the courses. If the student does not obtain a minimum of 75% in a year, he will be placed on probation. Students who fail a minimum of 6 credits will be dismissed from the Program for academic deficiency. Students dismissed for academic deficiency will not be readmitted to the Program.

Attendance

Attendance to Laboratory Conference is compulsory. Absences not justified, as established for each course, are reason to discharge a student.

Conduct

The student must comply at all times with the rules, policies and procedures set out in the program, according to the student manual for the medical technology program, as published and distributed to students. No student who is dismissed from the program for violation of the rules may be readmitted to the same.

L. Academic calendar (available as appendix)

M. Rules and regulations governing acceptable personal and academic conduct, including behavior expectations for clinical experience

Rules to be followed by the students in the Program

1. Every student is responsible for reading and knowing and applying of the Program and the Institution included in the Catalogue, regulation of Students which is published on the website, www.Inter.edu.

2. The Program offers daytime courses from 8: 00 AM to 5: 00 pm from Monday to Friday. Although modifications are made within that time period, students must have available the schedule. Unexpected situations could arise which would warrant that group has to meet on a Saturday or holiday.
3. The courses are offered in block. The outline of each course will be provided by the professor with the class itinerary. The sequence of courses is not necessarily the same for each semester.
4. Criteria for assessment include written and practical examinations, short tests, research papers, lab reports and student's performance in laboratory exercises. The percentage applied to each criterion can vary according to the subject.
5. Students shall be kept informed about their academic progress during the course.
6. If a student fails a course class, he/she will be placed on probation and must repeat the course class with the next group. The student has the opportunity to repeat courses as long as he doesn't fail more than 6 credits. If he/she fails more than 6 credits, he will be suspended from the Program, will lose registration fee, and will be discharged for academic deficiency.
7. An Incomplete grade will be awarded to the student who for serious reasons of illness, as evidenced by a medical certificate, cannot take or complete a course. The student must have approved previous courses in a satisfactory manner. It is the responsibility of the student to make efforts to remove the incomplete and pay the fee for the removal of the incomplete. If a student does not remove the incomplete by the deadline, he will obtain a grade of F and must pay for the course again.
8. The student is responsible for bringing and using safety equipment during the laboratory sessions: gowns, shoes with outer soles of rubber, cleaning materials and gloves. The student must follow the safety rules in the laboratory, at all times. No compliance with these standards constitutes reason enough for dismissal from the laboratory and the student will not be able to continue in the lab and will receive an F in the lab exercise.
9. At the end of the theoretical portion, and prior to the initiation of the clinical practice, the student takes a pre-comprehensive test covering all content areas. The evaluation of the test is divided by content area. If a student fails an area, he must score 10% higher than the passing percent for the area in the final practice exam of that content rotation course.
10. Upon completion of the theoretical portion, the clinical practice portion begins. Assignment to the clinical practice is based on several criteria: academic average, performance in laboratory sessions and the student's preference.

- The availability of practice centers and spaces to practice, vary by academic term.
11. Evidence of having medical health plans for the entire program duration must be provided during enrollment process.
 12. Student must provide evidence of vaccination against Hepatitis B (three doses).
 13. Registered students must immediately make arrangements to obtain Institutional student's identification card.
 14. At the end of the practice courses, every student must pass a written comprehensive examination, which includes general and specific material related to the field of medical technology. This test is taken as part of the requirements of course MEDT- 4595 Advanced Seminar. If he fails the examination, he has two more opportunities to take the exam again. The student will repeat the test after a minimum period of three weeks of study. If he fails twice he will obtain the grade of NP (no pass) and must repeat the course again.
 15. The student who is absent for reasons of illness or pregnancy, should join the program as soon as possible with written authorization from the doctor.
 16. Cell phones and any other electronic device that could disrupt the processes of teaching and learning or alter the environment conducive to academic excellence must be deactivated. Pressing situations will be addressed, as merited. The handling of electronic devices to access, store or send data during evaluations or test is prohibited.

Rules to be followed by the students during the practice

17. To begin the practice the student must obtain a certificate of good conduct.
18. The student should be informed that in certain practical centers drug testing will be performed, test will be paid by the student. Finger printing and background check can also be required.
19. He or she cannot have any body piercing, acrylic nails or exposed tattoos.
20. The student shall be subject to the schedule, rules, policies and safety rules established by the Practice Center. He also has an obligation to follow the privacy rules set out in the practice center and protect the privacy and confidentiality of all patients' health information that come to the center for clinical testing.
21. While the students are in the clinical practice they will be under the supervision of clinical instructors who are medical technologists, from whom they will receive training, conferences or tutorials, analysis of known and unknown samples, and short tests.

22. After completion of each of the areas of practice, the student will report to the MTS program to take the final rotation test corresponding. The test is given from Monday or Friday.
23. It is the responsibility of the student to review the practice assessment and complete the attendance record and the evaluation for the practice center, once each rotation is completed.

Rules for completing all the courses in the program

24. Every student must pay graduation fee prior to certification.
25. Upon completing of bachelor's degree or certificate in medical technology, graduate is eligible to take the certification tests offered by the examining Board of Medical Technologists of Puerto Rico, and the American Society of Clinical Pathologists (ASCP). These tests are required to grant the license to practice the profession in many U.S. states, including Puerto Rico. The responsibility of the University and of the program is to grant the degree of bachelor's degree or certificate in medical technology. The approval of a certification or licensure tests are not required to grant the of bachelor's degree or Certificate in Medical Technology.
26. Students are responsible for applying for the ASCP Board Certification Exam. They should be aware of the application dates and should comply with other requirements before taking the exam. The ASCP verifies with the School that the student has completed all requirements before taking the exam. ASCP requires that the student must have completed all the requirements by the first day of the trimester for which the student is requesting the examination. The deadline to submit the information (for University Graduates) is the 15th day of the month, prior to the beginning of the trimester. For example, if the student is going to apply for the examination of the ASCP and completes the requirements by August 25, they should apply before July 15 and be aware that they should have completed all University requirements. The following day the student is eligible to take the certification exam. You should read the ASCP handbook regarding the non-refundable payment.

Health and Safety Rules

27. As a student, you should follow the Program's safety rules. The program curriculum has a safety component within the course MEDT 4501 as well as a required by law the specific course on exposure to blood borne pathogens. Safety manuals are handed out during the above-mentioned course (MEDT 4501). The University has a first aid office located on the 1st floor of the main John Will Harris building. The University contacts an ambulance service in case of emergencies to transport students to the nearest emergency room. These protocols are set out in IAUPR Safety Manuals.

Antidiscrimination Policy

28. IAUPR does not discriminate against any person for reasons of race, color, age, sex, religion, nationality, marital status, physical appearance, political affiliation, or physical handicap.