

**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 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 and Graduate Competencies

Goals

1. Provide an excellent academic education to prepare medical technologists with the knowledge, skills, and attitudes needed in a professional of the sciences of clinical laboratory that starts within the profession.
2. Develop trained individuals in communication and effective interaction with patients, peers, and other health professionals complying with the ethical principles and laws that govern the laboratory and profession of medical technology.
3. Prepare skills for professional entrepreneurs, whose education in the Laboratory Sciences enables them to perform in different scenarios such as clinical instructors, consultants, supervisors, administrators, educators, researchers, and others using an innovative curriculum that promotes clinical research.

Objectives

At the end of his studies the student:

A. Knowledge

1. Apply fundamental concepts in the selection, preparation, and evaluation of methods, tools, and quality assurance systems to ensure the accuracy and precision of testing and general operations in the clinical laboratory and enable the correlation of test results with physiological processes.
2. Identify ethical concepts applied in the management of patients.
3. Integrate fundamental concepts that enable them to engage in various roles and work environments.

B. Skills

1. Demonstrate mastery in the implementation *and assessment phases in pre-analytic, analytical, and post-analytical phases.*

2. Develop ability to communicate effectively, information about laboratory processes to patients and health professionals.
3. Adapt technical skills and investigation, teaching, and administration consistent with the different roles and working environment of the medical technology profession.

C. Attitudes

1. Identify the characteristics of a professional interested in his professional growth.
2. Practice professional and ethical attitudes consistent with a quality health care system according to existing laws and regulations.
3. Assist in educational tasks of leadership and entrepreneurship in the workforce.

Professional competencies

Enrolled graduates in the Medical Technology Program 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 to disseminate 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/Certificate in Medical Technology is accredited by the National Agency for Clinical Laboratory Sciences (NAACLS, for its acronym in English: *National Accrediting Agency for Clinical Laboratory Sciences*, 5600 N. River Rd. Suite720 Rosemont, IL 60018-5119 773-714-8880, 773-714-8886 (FAX) 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.

Board Certification Pass Rate Academic Year	# Passed/ # who Sat	First Timer %Pass Program	# Passed/ # who Sat Universities	First Timer % Pass Universities	# Passed/ # who Sat National	First Timer% Pass National
2017-18	41/49	84%	2487/3086	81%	3403/4256	80%
2018-19	40/51	78%	2429/2989	81%	3332/4140	80%
2019-20	37/47	79%	2334/2835	82%	3132/3824	82%
2020-21	41/49	84%	2532/3262	78%	3473/4485	77%
2021-22	31/42	74%	2931/3940	74%	4003/5359	75%
2022-23	29/39	74%	2328/3034	77%	3086/4084	76%

Program Graduation and Attrition Rates			Placement Rate
Academic Year	Graduation Rate Percentage	Attrition Rate Percentage	Found Employment and/or Continued education Percentage
2017-18	94%	6%	92%
2018-19	100%	0%	79%
2019-20	92%	8%	91%
2020-21	96%	4%	93%
2021-22	96%	4%	97%
2022-23	80%	19%	94%

E. List of clinical facilities

The Program has affiliations established with different clinical laboratories to ensure that he /she, completes their clinical practice in the practice centers. These facilities are duly recognized by the Department of Health, certified by CLIA, and/or accredited by the Joint Commission accredited hospitals (JCHA).

Hospitals and Affiliated Labs are:

- Hospital San Jorge, Santurce, PR.
- Hospital Ryder, Humacao, PR.
- Hospital Auxilio Mutuo, Río Piedras, PR.
- Hospital Menonita, Aibonito, PR.
- Hospital Menonita, Caguas, PR.
- Hospital Menonita, Cayey, PR.
- Centro Médico de Río Piedras, PR.
- Hospital Alejandro Otero, Manatí, PR.
- Hospital Dr. Center, Manatí, PR.
- Hospital Dr. Center, Bayamón, PR
- Hospital Dr. Center, San Juan,PR
- Hospital de Veteranos, San Juan, PR.
- Laboratorio Borinquen, Caguas,PR
- Laboratorio Clinico Toledo, Arecibo, PR
- Hospital Pavia, Arecibo, PR
- Cruz Roja Americana, Capitulo de PR

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

Admission criteria: General Requirements for Admission

1. Having passed 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 and Cellular and Molecular Biology

* Some of the requirements require written approval from other courses.

In addition, students who opt for the bachelor's degree in medical technology must have approved the requirements of general education or its equivalent for a bachelor's degree as established in the existing catalog.

Also, as part of the process of selection of candidates, an interview will be required to evaluate knowledge and abilities related to the academic requirements previously mentioned.

2. Fill out the application for admission to the program and submit an official copy of the academic file of the University (s) of origin.
3. Submit three (3) letters of recommendation; of which all should be from faculty.
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 published in the Medical Technology Handbook. The student must possess these requirements, complete the program, and work on various branches of medical technology.
6. Take academic tests offered by the school to demonstrate knowledge and skills related to the academic requirements stated in part one of the admission requirements. The grades will be applied toward the admission formula in the selection of the candidate.
7. After being admitted to the program hand in the following documents:
 - a. Health Certificate
 - b. Evidence of Vaccination or immunization against hepatitis B and Chicken pox and SARS Cov2.
 - c. Evidence of active (existing) medical plan.
 - d. Valid Negative Certification of Criminal Record
 - e. Drug testing is 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 were requested by some practice centers.

It is the responsibility of the student to request admission to the School of Medical Technology. Once the application and requirements for admission have been met, students will be selected competitively, following the scope of the program. To enroll in the courses, it is required that the student has been accepted into the program.

Applicants who meet the requirements mentioned before will be evaluated and selected competitively following the scope of the program. The weight of evaluation is 60% admission test, 30% overall average and including average science, and 10% interview.

Academic requirements to complete the Professional Certificate in Medical Technology

- Bachelor's degree in an accredited University
- Specific requirements *
- Requirements for the certificate (46 credits)

* For the Professional Certificate in Medical Technology these prior courses are required in addition to the required 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 and Molecular Biology or Biochemistry

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-one (42) credits are required as explained in the section, in the General Education section of the Handbook for students of bachelor's degrees. Medical Technology students take GEMA 1200 in the category of basic skills in mathematics. Students of this program are exempt from taking the course from the 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 · BMSCI 4015 Biochemistry of human physiology	

* The following specific and essential requirements for taking courses in the field of concentration are the following. Without the specific required courses in the field of concentration cannot be taken.

Major Requirements - 46 credits

Theory

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

Practice

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

Essentials functions

Students in the Program will be expected to satisfy the requirements of the personal qualifications indicated below during their enrollment in the program. These are minimum performance qualifications for all students who become enrolled in the Program. It is recognized that optimum performance may require additional qualifications. The qualifications are based on the requirements for medical technologists.

In addition to these personal qualifications, each person accepted to the Program must have a medical and physical report completed before registration.

Personal Qualifications for Medical Technology Students (Non Academic)

Appearance and Behavior: Must be able to dress and act professionally. 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 moving object. Must have fine muscle coordination to allow delicate manipulations of specimens and instruments. Must have an unimpaired sense of touch and temperature discrimination.

Visual: Must have the ability to distinguish major colors. Visual acuity must be sufficiently corrected to allow rapid reading of laboratory procedures, test 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.

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" for medical technologist with this student during the interview
process.

Program Faculty

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 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, immunogenetics 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 security. 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 acquires 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) - Director
Sandra Moreno, M.S., MT (ASCP)
Johanna Hudo Castañer, M.S., MLS (ASCP)^{CM}
Carlos Maldonado-Rios, Ed., MPH Ep., MT (ASCP)

Visiting lecturers in various areas of theoretical courses.
Migdalia Texidor, MAEd, MT (ASCP) CLS (NCA)
Ricardo Santiago, MS, MT (ASCP)
Edda Rodriguez, MT (ASCP)

External Advisory Committee

Cesar Torres, 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)
Johanna Hudo Castañer, M.S., MLS (ASCP)^{CM}
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 \$8,420. The cost of textbooks, medical plan, lab coats, and general fees of the University is 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 classes.
2. 50 % of the total fee will be refunded for the year if the student leaves the program during the second week of classes. There is no refund if the student leaves the 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.

Meeting with students requested by faculty or administration due to conduct or academics will be treated with absolute confidentiality. The student who asks for a meeting will be treated similarly. The meeting will take place in the faculty office or director's office behind closed doors. Notes will be taken of the meeting and minutes will remain in the student's 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 course. If the center of practice to which you were assigned does not offer any of the practices, the professor in charge of your practice will seek accommodation in other centers to ensure that you receive all your practice courses.

3. student grievance and appeals.

Students can find themselves with what could be difficulties concerning academic areas and service to the student. 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 following:

- Professor
- Director
- Dean of Science and Technology
- Dean of Studies
- Vice-Chancellor

You must 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, dismissal, and graduation requirements

Academic Progress

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 state of probation. Students who fail a minimum of 6 credits will be suspended from the academic program deficiency. No student who is suspended due to academic deficiency may be readmitted to the Program.

Attendance

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

Conduct

The student must always comply 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 suspended from the program for violation of the rules may be readmitted to the same.

Graduation Requirements

1. Approve each theory and practice course with a minimum execution criterion of 75%.

2. **Minimum overall graduation average of 2.50.**

Upon successful completion of the Program, the graduate is eligible to take the revalidation exams offered by the Board of Examiners of Medical Technologists of Puerto Rico and the American Society of Clinical Pathologists (ASCP) .

After passing the Board Test, the student is considered a certified Medical Technologist. The granting of the academic degree by the Institution does not depend on the graduate passing exams of Board Test.

L. academic calendars see at: <https://metro.inter.edu/calendarios-academicos/>

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 knowing and applying 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, students must have available the schedule. Unexpected situations could arise which would warrant that the group must meet on a Saturday or holiday.
3. The courses are offered in blocks. 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 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 can repeat courses if 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 the 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 satisfactorily approved previous courses. 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.
8. The student is responsible for bringing and using the following security equipment during the lab: gowns, shoes with outer soles of rubber, cleaning materials, and gloves. The student is obliged to follow the security rules when he is in the laboratory. No complying with the standards laid down is reason

- enough to ensure that the student will not be able to continue in the lab and will get a zero grading in the lab exercise.
9. Upon finishing the course on theory, and before beginning clinical practice the student will take a pre-comprehensive test in all areas of theory. The evaluation of this test will be done in parts and if the student fails in one of these areas, the percent of passing the final examination in the failed area will be 10% more than the established percent.
 10. At the end of the theory, students will begin the period of clinical practice. Students are assigned to their practice taking into consideration several criteria: academic average, execution in laboratory sessions, and the student's preference. The availability of practice centers and spaces to practice, vary by semester.
 11. The student must show evidence of having medical health plans during the year he is enrolled in school.
 12. At the beginning of the theoretical courses, he must show evidence of vaccination against hepatitis B, three doses, and SARS-CoV2.
 13. Registered students must immediately plan to obtain a student identification card.
 14. At the end of the theoretical and practical 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 TMED- 4595. 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 the student fails the three opportunities, the student will obtain the grade of NP (no pass) and must repeat the course.
 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 will be deactivated. Pressing situations will be addressed, as merited. The handling of electronic devices to access, store, or send data during evaluations or tests 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 for by the student. Fingerprinting and background checks 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 security rules established by the Practice Center. The student also must follow the privacy rules set out in the practice center and protect the privacy and confidentiality of all patients' health information that comes to the center for clinical testing.
21. While the student is in his clinical practice he will be under the supervision of instructors of medical technology, from whom they will receive training, conferences or tutorials, tests, known and unknown samples, and short tests with or without notice.
22. After completing each of the areas of practice, the student will present himself to the University and take a test corresponding to the completed area, on Monday or Friday, before 9: 00 AM.
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 is completed.

Rules for completing all the courses in the program

24. Every student must pay the graduation fee before certification.
25. Upon completing of bachelor's degree or certificate in medical technology, the graduate is eligible to take the certification tests offered by the examining Board of Medical Technologists of Puerto Rico, 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 the program is to grant the degree of bachelor's degree or certificate in medical technology. **Certification tests are not required to grant the degree of bachelor's degree or Certificate in Medical Technology.** The agencies which provide these examinations are independent and do not belong to the University.
26. Students are responsible for applying for the certification test examination. They should be aware of the application dates for such exams and should complete other requirements before taking the exam. The ASCP verifies with the school that the students have completed all requirements before taking the exam. For the ASCP you must have completed all the requirements by the first day of the trimester that the student is requesting the examination and the deadline to submit the information (for university) is the 15th day of the month before the beginning of the trimester. An example is: If the student is going to apply for the examination of the ASCP and he completes the requirements by August 25, he should apply before July 15 and be aware that by August 25 he should have completed all University requirements. The reason is because the

following day you are eligible to take the certification exam. You should read the ASCP handbook regarding the non-refundable money.

Health and Safety Rules

27. To protect your health, you should follow the security rules. The program curriculum has a security unit within the course TMED 4501 as well as a specific course on exposure to pathogens in blood which is required by law. Security manuals were handed out during the above-mentioned course (TMED 4501.) The University has a first aid office located on the 3rd floor of the Harris building (main). The University also has a contract for an ambulance service that takes students to the nearest emergency room. The protocols set out in the security manuals should be followed.

Antidiscrimination Policy

28. The Inter-American University of Puerto Rico does not discriminate against any person for reasons of race, color, age, sex, religion, nationality, marital status, physical appearance, political affiliation, or physical handicap.

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