



MLS

Program Information



SCHOOL OF MEDICAL TECHNOLOGY

PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO
2250 BLVD. LUIS A. FERRE, SUITE 588
PONCE, PUERTO RICO 00717-9997
Email: tecmed@pucpr.edu

Mission:

Provide an educational program of the highest quality, which enables Clinical Laboratory Scientists/ Medical Technologists to promote the life and health of our people through the discovery, integration and delivery of health services.

Vision:

Consistent with our Catholic tradition and in the light of the Gospel; The School of Medical Technology will continually aspire to achieve academic excellence for its students and bring quality in community service. We will fulfill the expectations of the organizations in the health system, training, forming responsible, committed professional student with a profound ethical and moral sense.

Goals:

To instill in future Medical Technologists / Clinical Laboratory Scientists profound moral and Christian sensibilities and enable them, along with other healthcare members, to deliver quality services to the community.

Objectives:

Within the Philosophy of the Pontifical Catholic University of Puerto Rico and inspired by the Vision of the Catholic Church, the School of Medical Technology strives that at the end of the Program, their graduates will:

1. Apply concepts, principles, and competencies to adequately work in the health care industry.
2. Demonstrate skills that empower them to perform reliable clinical analysis.
3. Recognize the importance of updating their knowledge.
4. Apply ethical principles to their relationship with patients and with the healthcare community.
5. Perform the functions and duties of a Medical Technologist/Clinical Laboratory Scientist in their workplace and in community service.
6. Develop habits, attitudes, and values which will make them excellent members of the healthcare community.

Career entry level competencies

In regard to laboratory operations and the performance of laboratory tests involving Bacteriology, Hematology, Chemistry, Urinalysis and Body Fluids, Immunology, Mycology, Parasitology, Virology, Blood Bank and Molecular Diagnostics at career entry the Medical Technologist/ Medical Laboratory Scientist shall:

1. Demonstrate professional ethical and moral values in the execution of his/her tasks in the laboratory.
2. Demonstrate empathy towards the patient.
3. Analyze problems related to the profession in a critical manner and propose solutions to them.
4. Prepare all the samples, materials, reagents, control solutions, and instruments necessary to perform clinical laboratory tests.
5. Analyze all Quality Control and Quality Assessment procedures.
6. Exhibit oral and written communication skills.
7. Demonstrate respect towards diversity.
8. Comply with established laboratory safety regulations.
9. Demonstrate quantitative reasoning skills.
10. Exhibit dominion of the proper specimen collection and handling of samples to be analyzed.
11. Interpret laboratory results utilizing the acquired knowledge.
12. Demonstrate literacy skills in obtaining information.
13. Exhibit knowledge to educate laboratory professionals and others.
14. Select appropriate samples, methods, reagents, materials and instruments necessary to perform clinical laboratory tests.
15. Apply principles and knowledge related to the operation of a laboratory to the performance of reliable laboratory tests.
16. Demonstrate skills in financial, operations, marketing, and human resources management.
17. Maintain confidentiality in terms of patient results.

Accreditation status

The last accreditation for the program was awarded in October 4, 2013 and will continue until October, 2020. The program will have to submit the next Self-Study Report by October 1, 2019.

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. Suite 720 Rosemont, IL 60018-5119 Telephone: 773-714-8880
Fax 773-714-8886
Email: info@naacls.org, <http://www.naacls.org>).

ASCP-BOC Passing Rate

In the last three years, program graduates, have demonstrated a pass rate over 85%.
The pass rate required by the **National Accreditation Agency for Clinical Laboratory Science (NAACLS) is 75%**.

List of clinical facilities

1. Med-Centro Consejo De Salud De PR Inc.-Playa Ponce
2. San Lucas Hospital - Ponce
3. Hospital Menonita Guayama
4. Hospital Menonita - Cayey
5. Hospital Metropolitano Dr. Pila
6. Hospital Metropolitano San Germán
7. Hospital Metro-Pavia- Yauco
8. Hospital Metropolitano Dr Susoni (Arecibo)
9. Hospital Metro-Pavia-Arecibo
10. Hospital San Cristobal- Coto Laurel
11. Hospital Damas-Ponce
12. Clínica De Veteranos, Ponce Y San Juan
13. Laboratorio Clínico Adjuntas Y Lab. Cemi-Jayuya
14. Laboratorio Clínico La Providencia, Ponce
15. Policlínica Bernice Guerra (Sabana Grande)
16. Hospital La Concepcion – San German
17. Laboratorio Clínico Toledo – Arecibo
18. Hospital Buen Samaritano – Aguadilla.
19. Laboratorio Clínico Clausell – Ponce
20. Southern Pathology – Ponce
21. Laboratorio Clínico Profesional Emanuel-Juana Diaz
22. Laboratorio Clínico Oasis – Santa Isabel
23. Centro San Cristobal- Villalba
24. Centro De Salud De Guayanilla
25. Centro De Salud De Patillas
26. Immunoreference Lab
27. Hospital Bella Vista
28. Laboratorio Clínico Ponceño Y Laboratorio Almacigo

Admission criteria:

The School of Medical Technology offers a study program designed to admit undergraduate PUCPR students from the Biology, Biomedical Science, Chemistry or Bachelor in Science with a mayor in Medical Technology departments. These candidates must complete all the Science College requisites and the School of Medical Technology Science pre-requisites. These students will be awarded a Bachelor of Science in Medical Technology (*BSMT) degree upon satisfactory completion of the program.

*BSMT Curriculum

General Education Courses		
ENGL____, ____,____	9 créditos de Inglés	9
SPAN 141	Lectura, escritura y oralidad para la comunicación I	3
SPAN 142	Lectura, escritura y oralidad para la comunicación II	3
SPAN ELECT	Curso electivo de Español	3
PHIL 312	Filosofía del Hombre	3
PHIL 340	Ética	3
PHIL ELECT	BMSC 400- Bioética Integral	3
THEO 130	Revelación Divina	3
THEO 131	Iglesia de Cristo	3
THEO 132	Familia Cristiana	3
MATH 141-142	Pre-cálculo I y II	6
HIST 105	Comp. Civilización Occidental	3
HIST 253	Historia de Puerto Rico	3
ELECTIVA ARTE	ART 101 o MUS 102 o THEA 101	3
SOCI 102	Ciencias Sociales: Dimensión Cultural, Política, Psicológica, Económica y Social	3
ELECTIVA SOC.	POSC, SOCI, ECON, PSYC	3
ELECTIVA CS.	BIOL 107-108 Biología General I y II	8
MGNT 130	Empresarismo	3
PHED ELECTIVE	Electiva en Educación Física	1
ORIE 003-004 ORIE TR 005	Introducción a la Vida Universitaria I y II	0
SUB-TOTAL		69
Department/Major		
BIOL 361, 303, 355, 427		15
CHEM 220, 231-201, 231-202		12
CHEM 446 o BIOL 436		4
The student will awarded the degree after completed the Medical Technology Courses.		
SUB-TOTAL		31
College		
BIOL 250/MATH 298	Bioestadísticas / Introducción a la Práctica de las Estadísticas	3
CHEM 105-106	Química General I-II	8
PHYS 215-216	Física General I y II	8
SUB-TOTAL		19
TOTAL		119

Any student from another institution, who wishes to opt for this alternative, must transfer to the PUCPR and followed the above curriculum.

Post-graduate students with a Bachelor's Degree in Science from this or any accredited institution who meet all the science *prerequisites are granted a Certificate in Medical Technology upon satisfactory completion of the Medical Technology Program.

*Prerequisites

COURSE	CREDITS
General Chemistry	8
Analytical Chemistry	4
Organic Chemistry	8
Biochemistry/Molecular Biology	4
General Biology	8
Human Physiology	4
Microbiology	4
Immunology	3
Genetics	4
Mathematics (Algebra and Trigonometry)	6
College Physics	8
Advanced English Comprehension	3

These courses must be completed with a minimum grade of C.

Admission procedures are conducted by an Admissions Committee. The Admissions Committee is chaired by the Program Director and its members include faculty members from the College of Science.

The application form must be submitted by the last Friday of March with the following document:

- Official college transcripts
- Three letters of recommendation (must be from science professors: one each from Biology, Chemistry, and Physics/Mathematics).
- Clinical Laboratory "Shadowing" (evidence)
- Signed Essential Functions Requirements for Medical Laboratory Scientist **(see end of this section)**

Each application is evaluated by the Committee. Only candidates who comply with the minimum requirements of General Cumulative Index of 2.5, Science Courses Index of 2.5 and the required courses will be interviewed.

After interviews are completed, an admission score is computed for each of the candidates based on the following criteria:

- General cumulative index (minimum 2.5) 30%
- Science prerequisites index (minimum 2.5) 40%
- Interviews 15%
- Letters of Recommendation (3 letters) 15%
- Admission's committee recommendation

Each of the above criteria will contribute proportionally with the indicated percentage to the final total score. Every candidate must have the final recommendation by the Admission's committee in order to be admitted. Students admitted to the School must enroll in all curriculum courses stated for each session. Only those students repeating courses due to academic deficiency may be allowed to enroll in individual courses.

The Pontifical Catholic University of Puerto Rico does not discriminate against any person on the basis of race, color, ethnicity, national origin, sex, sexual orientation, disability, medical condition, religion, military status, veteran status or age in admission or access to, or treatment, or employment in its educational opportunities, programs and activities as required by applicable laws and regulations.

After admission to the program, students must submit the following documents:

- Health Certificate
- Vaccination or immunization certificate (hepatitis B, chicken pox, and influenza)
- Active health plan
- Negative Certification of Criminal Record
- Official identification (driver's license or passport)
- Puerto Rico background check program (Law 300)
- Additional documents requested by some clinical affiliates as:
 - ✓ Drug testing
 - ✓ CPR
 - ✓ Facial sealing

The registrar office determine the qualifications for advanced placement, transfer of credits and credits for experimental learning, according to the institutional policies (see Undergraduate catalog 2019-2020, pp 37-55).

Essential Functions for a Clinical Laboratory Scientist/Medical Technologist

The abilities and skills which students must possess in order to complete the training as a Medical Technologist are referred to as **Essential Functions or Technical Standards**. These are a group of minimal physical and cognitive abilities as well as sufficient mental and emotional stability, to confirm that students are able to complete the entire course of study, participate fully in all aspects of training, and be deployable as competent Medical Technologist Students, with or without reasonable accommodation.

These technical standards are based upon the minimum tasks performed by students in a Medical Laboratory Program as recommended by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS is recognized by the Council for Higher Education Accreditation (CHEA).

Communication skills

- ❑ Communicate effectively in written and spoken Spanish, as well as written English.
- ❑ Comprehend and respond to both formal and colloquial Spanish.
 - Person to person
 - By telephone
 - In writing
- ❑ Appropriately assess nonverbal and verbal communication.
- ❑ Read and comprehend technical and professional materials in English (ie. textbooks, magazine, and journal articles, handbooks and instruction manuals).
- ❑ Record diagnostic results clearly, accurately, and efficiently.
- ❑ Communicate with faculty members, student colleagues, staff and other health care professionals orally and in a recorded format (writing, telephone).

Large and small motor skills

- ❑ Move freely from one location to another in physical setting such as the clinical laboratory, patients care areas, corridors, and elevators.
- ❑ Possess sufficient eye-motor coordination to allow delicate manipulation of specimen, instruments, reagents, and tools.
- ❑ Grasp and release small objects with gloved hands.
(e.g., test tubes, pipette tips, microscope slides and cover slips); twist and turn dials/knobs (e.g., on microscopes, balances, centrifuges, spectrophotometers).
- ❑ Demonstrate adequate stamina to tolerate physically toxic workloads and work situations such as sitting or standing at a microscope and other laboratory equipment for extended periods of time.

Other physical requirements

- ❑ Visual acuity
 - Identify and distinguish objects macroscopically and microscopically.
 - Read charts, graphs, and instruments scales/readout devices.
- ❑ Lift and move objects of at least 20 pounds.
- ❑ Possess and sense of touch and temperature discrimination.
- ❑ Sufficient olfactory (smell) sense to maintain patients and environment safety.
- ❑ Work in confined space, use a computer monitor; work alone, with others, and/or around others.

Professional and learning skills

- ❑ Follow written and verbal directions.
- ❑ Possess and apply mathematical skills.
- ❑ Work independently and with other under time constraints.
- ❑ Prioritize request and work concurrently on at least two different tasks.
- ❑ Maintain alertness and concentration during a normal work period.
- ❑ Apply knowledge, skills, and values learned from course work and life experience to new situations.
- ❑ Work safely with potential chemical, radiologic, and biologic hazards using universal precautions.
- ❑ Develop algorithms and suggest appropriate follow-up test to providers of laboratory information.
- ❑ Solve problems and think critically.

Valuing skills

- ❑ Demonstrate respect for self and others.
- ❑ Project an image of professionalism including appropriate appearance, confidence, and personal integrity.
- ❑ Possess attributes that include empathy, altruism, responsibility, and tolerance.

Personal Stability

- ❑ Possess the emotional health necessary to effectively use her or his intellect to exercise appropriate judgment.
- ❑ Recognize emergency situations and take appropriate actions.
- ❑ Maintain a high level of competence in a stressful and distracting environment.

Curriculum:

COURSES	CREDITS
MEDT 440 - Introduction to Clinical Laboratory Science	2
MEDT 443 - Immunology and Serology	3
MEDT 444 - Inmunohematology	4
MEDT 447 - Hematology and Hemostasis	5
MEDT 455 - Study and Analysis of Urine and Other Body Fluids	3
MEDT 463 - Education, Ethics and Administration of the Clinical Laboratory	2
MEDT 464 - Medical Mycology	1
MEDT 465 - Clinical Bacteriology	5
MEDT 467 - Clinical Parasitology and Virology	2
MEDT 472 - Clinical Chemistry	4
MEDT 473 - Clinical Instrumentation	1
MEDT-459 Hematology and Hemostasis Practice	4
MEDT-469 Immunohematology Practice	3
MEDT-450 Microbiology Practice	4
MEDT-474 Clinical Chemistry Practice	3
MEDT-456 Urinalysis Practice	1
MEDT-468 Research and case studies	1
MEDT-475 Clinical Molecular Diagnostic	1
MEDT-476 Practice Concepts of Parasitology	1
TOTAL CREDITS	50

Faculty and staff:

Prof. Waleska Alvarado Rodríguez, MS, MT (ASCP) director,
 Prof. Maribel Figueroa Peña, MS MT (ASCP),
 Prof. Vivian Lind Crespo, MS MT (ASCP),
 Prof. María I. Ascanio Jusino, MS MT (ASCP),
 Prof. Sheila López Torres, MS MT (ASCP),
 Lcda. María M. Burgos Ortíz,
 Sra. Janet Bracero,

walvarado@pucpr.edu
 mfigueroa@pucpr.edu
 vlind@pucpr.edu
 mascanio@pucpr.edu
slopez@pucpr.edu
 maria_burgos@pucpr.edu
jbracero@pucpr.edu,
 tecmed@pucpr.edu

Tuition and fees:

See:

<https://www.pucpr.edu/conocenos/informacion-al-consumidor/>

look under Graduate and the Academic year

Withdrawal:

Last day for full drop with 75% refund at the first week of classes.

Last day for full drop with 50% refund at the second week of classes

A copy of “**Derechos de Matrícula, Cuotas y Otros Cargos**” where all the cost rewarding the Medical Technology year, are stipulated at: [www.pucpr.edu/conoce tu universidad/ información al consumidor](http://www.pucpr.edu/conoce-tu-universidad/informacion-al-consumidor).

Evaluation tools:

Academic session:

Although lectures and laboratory sessions will be given in Spanish, all quizzes and tests are administered in English.

Written and practical examinations, quizzes, written laboratory reports and final examinations together with the instructor’s evaluation of the student performance in laboratory sessions will be used to evaluate students work.

Each professor will discuss with the students the specific aspects to be considered in calculating the final course grade. Each professor will prepare a written schedule of tests and quizzes.

Clinical practice session:

Final Clinical Practice Evaluation: (included in every clinical practice binder)

The student’s performance during each clinical practice is evaluated using the following instruments:

- progress evaluations
- practice examination grade (unknowns)
- final test score

1. Progress evaluation:

The objective of progress evaluation is to give continuous follow-up in order to identify strengths and weaknesses.

For one-week practices (Parasitology, Urine analysis and Molecular diagnostics) the progress evaluation is done mid-week. For all the other practices, one progress evaluation is done mid-practice and another one at the end. (See Clinical Practice Binder) These evaluations are filled and discussed with the student by the clinical instructor.

2. Practice examination grade (Unknowns):

Unknown samples will be given to measure the acquired psychomotor skills in the clinical practice.

3. Final test score:

A final test will be administrated at the end of each practice. It will be prepared by the faculty and includes theoretical and practical concepts.

Final Practice Grade Calculation: (See clinical practice binder)

Practice (technical) performance grade will be the average of the progress evaluations

Practice examination grade (Unknowns)

Practice evaluation score will be the average of the **Practice (Technical) performance grade** and the **Practice examination grade (Unknowns)**

Final test score

Final practice grade will be the average of the **Practice evaluation score** and the **Final test score**

The final evaluation will be discussed with the students by a member of the faculty. The students will then fill the form **Student's Comments of Final Evaluation. (See clinical practice binder)**

Grading system:

Grade	100-90	89-84	84-80	79-75	74-70	69-65	64-0
	A	B+	B	C+	C	D	F

Academic calendar:

The regular hours for the academic activities of the Program are from 8:00am to 12:00m and 1:00pm to 4:00pm from Monday through Friday.

Academic session	August – February
Mini BOC I	February
Clinical practice session	March – July
Mini BOC II	July

Both Mini BOC scores are used as an assessment tool.

Program policies and regulations:

Advising and guidance assistance

Special assistance is provided when the student's psychological difficulties are detected and/or begin to affect or disrupt their learning capabilities and/or their personal relationships with peers and /or faculty. Any student in this situation can contact a faculty or the program director in order to be referred to the appropriate office. (Financial Assistance office and/or "Clínica Interdisciplinaria de Servicios a la Comunidad" (Interdisciplinary Clinic for Community Service). All records are kept confidential and protected as stated under the FERPA Law (Family Educational Rights and Privacy Act of 1974).

"Clínica Interdisciplinaria de Servicios a la Comunidad" (Interdisciplinary Clinic for Community Service). (787) 841-2000, ext's 2414, 2411 ó 2415. Contact person: Mrs. Ada Kercadó.

Complaints:

Student complaints at Pontifical Catholic University are handled according to the procedure stated in the PUCPR Student handbook. (page 27, Article 2, section 9).

For academic concerns in the Program, the following procedure is followed:

Step 1: The student should try to solve the issue verbally with the faculty member. In the event that this was not possible, the student must submit a written complaint and indicate what solution is expected.

Step 2: If no agreement is reached, the student will meet with the faculty member and the program director.

Step 3: If no satisfactory settlement is reached, the student may file a written complaint to the Dean of the College of Science.

Step 4: If the student is not satisfied with the action taken by the Dean of Science, he/she may refer the complaint to the Vice Presidency of Student Affairs who will decide on the issue raised by the student.

Step 5: If the statement proposed by the Vice President for Student Affairs is not satisfactory for the student, the written complaint may be referred to the President and if necessary, to the Board of Trustees.

The process will remain confidential and all related documents will remain in the student's file at the Medical Technology office.

The final resolution to the complaint will be notified in writing to the student. Issues raised anonymously will not be considered because the policy establishes that the actions taken or proposed solutions will be notified to the person who raises the concern and will be followed up.

Appeals procedure:

Student may appeal the course failure to the professor regarding grades, laboratory performance and achievement of course objectives. Further appeal may proceed to the Program Director, and the Dean of Science. Final decision will be made by the Dean, after hearing all the parts involved in the appeals process as established in the Institutional Student Handbook (www.pucpr.edu).

Absences

Students are required to justify any absence during the course. Any absence due to illness must be certified by a physician (if more than one day). Students are responsible for any didactic and practical work performed during his/her absence. Make up laboratory sessions may be scheduled by the instructor, **if possible**.

Make-up exams will be given to those students with a legitimate excuse as determined by the professor of the course. The maximum score allowed on this test will be 85%. This test will be administered immediately after the student returns to class.

Cell phones

NO CELL PHONES will be allowed.

Dress Code

Students are expected to dress neatly at all times.

In the **Classroom**:

Examples of **APPROPRIATE** Dress and/or Appearance:

- Sweaters
- Loose-fitting tops
- Sweatshirts (no inappropriate logos)
- Shirts and dresses should be no shorter than the top of the knee (sitting or standing) and skirt slits should be modest
- Pants: capri style and cropped pants
- Jeans: no holes, no patches, or tears style
- Footwear: sandals or flip-flops are acceptable at classroom

Examples of **INAPPROPRIATE** Dress and/or Appearance:

- Head coverings and hoods
- Clothing with derogatory, offensive and/or lewd messages either in word or pictures
- Men and women's pants that show underwear
- Anything tight, scant, backless, see-through, low in the neckline or revealing the midriff (in any position) is immodest and unacceptable

In the **Laboratory**:

- No shorts pants, skirts or dresses will be allowed in the laboratories
- Wear proper shoes (closed to ensure foot protection)
- Tie back long hair
- Wear minimum jewelry

In the **clinical practice**:

- According to the ones established by each clinical affiliate.

Clinical practice session specific policies

- It is the program's policy to accept only the number of students that can be accommodated in the clinical practice sites.
- The students are assigned to the clinical practice sites nearest the student's residence whenever possible. If this is not possible, the student will be responsible for providing transportation to the site that is assigned.
- In the event that a student may not complete its rotation in a practice site, the institution will make arrangements to coordinate the rotation in another site (This is subject to availability).
- Students admitted to the clinical practice are not considered employees of the HOSPITAL or acquire by virtue of this Agreement any rights as such, or receive the HOSPITAL financial remuneration for the services provided in their facilities.
- Students will not be required to perform routine or emergency work without supervision.
- Comply with the rules and policies established by its clinical facility.
- Maintain good communication and respectful relations with peers, faculty, laboratory staff, and patients. This helps create a favorable work environment for the teaching-learning process.
- Demonstrate cooperation and interest both in the quality and quantity of work performed.
- Safeguard the confidentiality of the clinical patient information during clinical practice under the HIPAA law.
- Wear the student ID card in a visible place, the registration form and/or health plan card shall be available in case of emergency.

Attendance:

During the clinical practice session, the students will have the following responsibilities:

- Attend orientations offered by each of the clinical affiliates in the schedule assigned. The following topics will be offered in these orientations:

Laboratory Safety
Quality control

Health Insurance Portability and Accountability Act (Ley HIPAA)
Institutional policies
Program for Disease Control: blood-borne pathogens.

- Attend the clinical facility in the assigned hours. Consult with the department's supervisor or faculty if any change in schedule is due to holiday celebration.
- When the student begins in a new clinical site he/she shall consult the new schedule with the faculty member.
- Sign attendance sheets daily. **(See Clinical practice binder)**
- Notify the clinical instructor in charge any tardiness or absence (planned or otherwise). If no communication is achieved call the program.
- Present medical certificate if absent by illness for more than one (1) day.
- Make up for lost time (tardiness or absences) that affect the fulfilment of objectives and tasks of the clinical practice, according to recommendation of the clinical instructor in charge.

Fulfillment of Objectives and Practice Content

- Meet all the objectives of the clinical practices.
- Fill in the workload checklist weekly. **(See Clinical practice binder)**
- Ask the clinical instructor in charge to clarify any doubts about principles, techniques, clinical correlation and other aspects of the practice content.
- Observe general safety regulations.
- Pass each clinical practice with satisfactory grade.

Supervision of Clinical Practice

The supervision of clinical practices is carried out by faculty members. This monitoring is done through regular visits to the practice sites where feedback from supervisors, clinical instructors and students is obtained. Materials reviewed during the visit include: attendance form, workload checklist, progress evaluations, and examinations. The purpose is to verify that the objectives of each clinical practice are fulfilled and to help students to overcome their weaknesses and reinforce their strengths.

Institutional policies

<https://accesopionero.pucpr.edu/web/home-community/politicas-estudiante>

1. Normas y procedimientos de seguridad
<https://accesopionero.pucpr.edu/documents/20376/20399/Normas+y+Procedimientos+de+Seguridad.pdf/cc4a07e-407f-45e0-9586-b062a28a3ef6>
2. "Crime Awareness and Campus Security Act"
<https://accesopionero.pucpr.edu/documents/20376/20399/Pol%C3%ADtica+Institucional+Sobre+la+Ley+101.pdf/b8f66708-af79-457a-99b8-4f1f1628aa39>
3. Política de hospedaje sexual
https://accesopionero.pucpr.edu/documents/20376/38323/POLITICA_HOSTIGAMIENTO_SEXUAL_2017.pdf/e32facfb-85d8-401a-b90d-54f696d2e0ab
4. Procedimiento de acomodación razonable
<https://accesopionero.pucpr.edu/documents/20376/38323/Politica+Institucional+de+Acomodo+Razonable.pdf/2cf43a88-537d-410f-8bbc-591838d39a25>
5. Procedimiento sobre querrelas de hospedaje sexual de estudiante
<https://accesopionero.pucpr.edu/documents/20376/38323/Procedimiento+para+tomar+accion+sobre+Querrelas+de+Hostigamiento+Sexual+de+Estudiante.pdf/509b5b02-cc64-433a-bfab-5e7696e2db97>
6. Política para una comunidad universitaria libre de alcohol, tabaco y sustancias controladas
<https://accesopionero.pucpr.edu/documents/20376/38323/Políticas+de+alcohol+y+drogas.pdf/b87c15bf-e6b9-442c-ad06-e1d7aa3d6ccd>

Requirements for completion of the academic session

- The student must pass MEDT. 447, 443, 455, 472, 473, 444, 463, 440, 464, 465 and 467, with a 70% (C) passing score, before beginning the clinical practices.
- If a course is not completed with 70% (C), the student must take a final comprehensive examination and must attain at least a score of 70%. A 70% score will be his/her maximum final grade in the course. **No reposition of this test will be given.**
- If the student fails the final comprehensive examination (less than 70%), the final grade in the course will be the one obtained before this test.
- If the student fails one or two courses, he/she will have to repeat the course/s on the next academic session.
- The student may register in the next clinical practice session only after passing the repeated course(s) with at least 70% (C).
- A Mini-BOC-I (Mini Board of Certification) is an assessment test that will be offered in a period of two (2) hours covering: Hematology and Coagulation,

Chemistry, Virology, Urinalysis, Bacteriology, Parasitology, Mycology, Immunohematology, and Immunology, for a total of 100 questions. This test is required at the end of the academic session in order to begin the clinical practice rotation. Minimum passing score is 50%.

- Academic session courses are offered only once a year.
- The maximum time allotted to complete the program is two (2) years.

Requirements for completion of the clinical practice session

1. To pass each clinical practice a minimum of **70%** on the “**Final Practice Grade**” is required.
 - If the student does not obtain 70% on the “**Final Practice Grade**” he/she shall take a comprehensive test.
 - If he/she does not pass the comprehensive test, he/she must repeat the practice as coordinated by the program director.

The student will have the opportunity to take a maximum of **two (2) comprehensive final tests** during the academic year.

2. Mini BOC II

At the end of the clinical practice session, the program will administer a Mini BOC II. This assessment test will be offered in a period of two (2) hour covering the areas of: Hematology and Coagulation, Chemistry, Virology, Urinalysis, Bacteriology, Parasitology, Mycology, Immunohematology, and Immunology, for a total of 100 questions. This test is part of **MEDT 468 Research and Case Study** course. The average of this examination must be 70% or more. If this average is not obtained, the student must repeat it.

Disciplinary and dismissal policies

- All classes during the academic session and all clinical practices are classified as courses.
- If a student fails more than two (2) courses during the academic year, he/she will be automatically dismissed from the program.
- If the student fails one of the courses he/she is repeating, the student will be automatically dismissed from the Program. No final comprehensive examination will be administered on any repeated course. No student will be allowed to repeat any course more than once.

- The student will have the opportunity to take two comprehensive examinations per academic year.
 - Any student who is dismissed from the Program due to poor academic performance cannot apply for a new admission.
 - Disciplinary action may be other reason for dismissal from the program as stated in the Institutional Student Manual at WEB SITE: www.pucpr.edu.
 - Any student involved in academic dishonesty is subject to suspension or dismissal. Refer to the **Institutional Student Handbook**.
- Types of academic dishonesty include, but are not limited to the following:
- cheating on examinations or quizzes
 - plagiarism
 - knowingly furnishing false information by forgery, alteration, or misuse of documents, records, or identification.
- Typical penalties assigned by faculty for academic dishonesty include, but are not limited to the following:
 - reducing the letter grade for the work involved
 - reducing the letter grade for the course
 - giving a failing grade for all work involved
 - giving a failing grade for the course

Medical plan and health services:

Each student needs Health Plan coverage for the duration of the program.

Should any accident occur in the laboratory a standard protocol for **blood-borne pathogens** established by the program shall be followed.

Any student who refuses to receive medical treatment will have to fill a responsibility release form.

School and Student Medical Plan office is located at the second floor of “Los Fundadores” building; (787) 841-2000, ext’s 1108 ó 1109. Contact person: Mrs. Enivette Santiago.

Health dispensary (dispensario) is located at the first floor of Student’s Center “Manuel González Pató”. Office hours are Monday thru Friday, 8:00am–10:00pm, Saturdays from 8:00am until 12:00 noon.

Special needs:

Any handicapped student required adaptation or reasonable arrangement, please contact “Oficina de Servicios para las personas con impedimentos”(OSPI) located at the “Centro de Estudiantes Manuel Gonzalez Pató” (Tel.787-841-2000 ext 1453).

Identification card:

Institutional policy requires that every enrolled student shall have a valid ID card.

After registration the student shall visit the Centro fotográfico located at the “Centro de Estudiantes Manuel Gonzalez Pató”, second floor, office 204. Ext 1409. (Valid registration form for the semester in progress is required)

Institutional e-mail:

Institutional policy requires that every enrolled student shall have a PUCPR official e-mail. Access www.pucpr.edu, acceso pionero and follow the instruction located in the bottom left corner.

Parking access:

Permission to parking access: Office of the Viceppresident Of Students Affairs is located at the Student’s center “Manuel Gonzalez Pato”, 2nd floor Office #212. Any non-student can perform this process, given a proper letter of authorization by the student.

Documents required:

- Valid student PUCPR Identification Card
- Valid registration form for the semester in progress
- Application for the entry permit
- Authorization Letter when the car is not registered under the student’s name
- Student’s original driver’s license
- Original car license of the car

Granting the degree

The Program culminates in a baccalaureate degree in Medical Technology or a Certificate in Medical Technology. The granting of the degree is not contingent upon the student’s passing any type of external certification or licensure examination.

Enclosures: Complaint form for MLS students and Complaint resolution and follow up



SCHOOL OF MEDICAL TECHNOLOGY

PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO
2250 BLVD. LUIS A. FERRE, SUITE 588
PONCE, PUERTO RICO 00717-9997

COMPLAINT RESOLUTION AND FOLLOW UP

Date: _____

Complaint: _____

Student (name & number): _____

Resolution

Follow up
