

CAMDEN COUNTY COLLEGE
MEDICAL LABORATORY TECHNOLOGY
STUDENT HANDBOOK

MEDICAL LABORATORY TECHNOLOGY PROGRAM INFORMATION

INTRODUCTION

This information packet is designed to provide Medical Laboratory Technology students with guidelines and information that are unique to the Medical Laboratory Technology program. It is intended to acquaint students with the academic requirements and policies, the Clinical Practicum and academic advisement procedures.

ACADEMIC POLICIES

Medical Laboratory Technology students must become acquainted with the academic policies of the College as described in the College Catalog and the College Student Handbook. These publications are available in the Office of Admissions, the student activity office and on the internet at www.camdenc.edu. In addition to the academic policies described in these publications, Medical Laboratory Technology students are required to maintain an overall grade point average of 2.0 or better and a grade of C or better in all mathematics, science and Medical Laboratory Technology technical courses. Upon completion of all academic degree requirements, students may enter the Clinical Practicum. Additionally, if a grade of D or F is earned in a Medical Laboratory Technology technical course, the course may be repeated one time when the course is offered in the annual sequenced curriculum. Since the student them would not have been able to follow the intended program progression the Program Director has the authority to retest this student in all major subject areas to assure the student has maintained academic preparedness for program progression. A grade of C or better will enable the student to continue in the program.

Every effort is made to evaluate the student's progress and aptitude prior to the Clinical Practicum. Academic performance and psychomotor skills are continually assessed. Students who are having difficulty progressing through the program will meet with the Program Director to identify problems and possible solutions. Those students who continue to make unsatisfactory progress are advised to meet with a career counselor to discuss possible career alternatives.

Once admitted to the Clinical Practicum, students are required to maintain an overall grade point average of 2.0 or better and a grade of C or better in each course. If a grade of D or F is earned in one course in the Clinical Practicum, that course may be repeated once on a space available basis during the next scheduled Clinical Practicum. Students who earn a grade of D or F in two or more courses will **not** be permitted to continue in the program. Those students will be advised to transfer earned credits to another curriculum in pursuit of a degree in another program.

COURSE SEQUENCE

It is strongly recommended that the course sequence for the Medical Laboratory Technology program be followed as outlined. When courses must be taken out of sequence, course prerequisite requirements should be reviewed prior to registration.

It should be noted that Medical Laboratory Science (MLT-206) is offered during the summer semester only and the other MLT courses are offered only once in a yearly cycle according to the planned curriculum. The MLT-206 is the pre-requisite course for all MLT courses that follow the program sequence. It is recommended that students plan their course sequence to enable them to enroll in these courses during the appropriate semester. Currently the program must be followed as prescribed at a full-time status. No student in the MLT program can be part-time. It is strongly recommended that courses be selected with the assistance of the Medical Laboratory Technology Program Director.

Please review the course sequence as written in the Camden County College Program guide on the Website www.camdencc.edu under Career Programs.

Academic and Non-academic Appeals

The Medical Laboratory Technology student has the right and privilege to use the College appeal process. The appeal process is published in the College Catalog and the College Student Handbook found on the internet at the College website (www.camdencc.edu)

ACADEMIC ADVISEMENT

Early registration packets are mailed to students near the end of the semester. Returning students meet with the Medical Laboratory Technology Program Director to select courses for the next semester. Courses for the fall semester are selected in April. Payment of tuition and fees may be deferred until the beginning of July. Selection of courses for the spring semester is made in November. Tuition payment is due at that time. ***STUDENTS ARE URGED TO READ THE FALL AND SPRING REGISTRATION BROCHURE FOR DATES, COST AND POLICIES.***

Those who do not wish to take advantage of early registration may register during open registration. Registration for admission to the MLT courses is through the use of a RED Card signed by the Program Director only.

Incoming freshman students are required to take the New Jersey Basic Skills Placement Test. A schedule of classes will be selected based upon the results of this test.

ESL students are required to seek advisement through the ESL program at the College. The students are required to have completed an iBT Toefle prior to the beginning of the fall semester of MLT courses with a score of 20 in each area of testing (a total score of 80). All ESL courses (including English Comp I and English Comp 11) must be completed prior to entering the clinical portion of the program to ensure the student success in communication in the clinical setting.

TUTORIAL SERVICES

Students who need additional help in a course should first see their instructor. If tutorial service is deemed necessary, a tutor may be obtained at no cost to the student. It is important to recognize the need for additional help early before getting too far behind in class work. Consult the Camden County College Student Handbook for information about tutorial services.

LIBRARY SERVICES

Library facilities at the College are excellent. Numerous references are available to the Medical Laboratory Technology students. A library handbook is also available to guide students in the use of the library facilities. The College librarians are very willing to assist the student in accessing the on-line library tools available to the students on and off campus.

CLINICAL PRACTICUM

All course requirements in the semesters of the Medical Laboratory Technology program must be completed prior to beginning the Clinical Practicum. The Clinical Practicum provides instruction and supervised practice in laboratory procedures at any one of several clinical affiliates. The Clinical Practicum is 18 weeks in duration. Students generally begin their day at 7:30 am and complete assignments by 3:30 PM. Beginning and ending schedule may change slightly due to the student being available for certain procedures

Currently we have clinical sites for 16 students. All eligible candidates for the clinical practicum will be given the opportunity to visit the clinical affiliate, speak with the officials, and along with the clinical affiliate, have the opportunity through a lottery make a first, second, and third choice for their clinical practicum site. The student's academic record is also considered. In the case that the clinical facilities become limiting, the clinical practicum would be delayed so that one 18 week session would follow the other.

A student Clinical Practicum Handbook is provided at the beginning of the Clinical Practicum which describes in detail all requirements, laboratory rotation schedule and laboratory assignments.

Clinical Practicum Placement of Students

The Medical Laboratory Technology Students must be aware that the College makes all efforts to accommodate students to attend a quality clinical practicum site. We have not had difficulty in finding clinical sites for all of students. However, in the event that the number of students in the MLT program should exceed the number of qualified clinical affiliate student positions, all efforts will be made to accommodate the students. The students will have competitive seating to the clinical affiliate, based on academic and laboratory preparedness. Some of our affiliates have offered to accommodate the students in a second 18-week session if this should come to pass.

Current Clinical Affiliates

Camden County College's Medical Laboratory Technology Program holds clinical affiliations for the clinical rotation with the following Health Systems:

South Jersey Regional Health
Virtua Health System
Our Lady of Lourdes Medical Center
Kennedy University Health System
Atlanticare
Cooper Health System

The current clinical affiliates maintain through quality assurance measures, the finest of standards for an excellent clinical educational experience for the Medical Laboratory Technology students.

MEDICAL REQUIREMENTS

All students entering the Clinical Practicum are required to have a physical examination by their own physician and to provide documentation of immunization to rubella, rubeola, chicken pox, and to have a PPD test.

All students are required to have a medical insurance coverage as a fulltime student. The college website offers a student medical insurance program. Please review that material if you are not covered by a policy.

Students are strongly advised to be immunized against Hepatitis B. The immunization series for Hepatitis B can be provided by your family physician.

It is a possibility that the clinical sites may require a drug testing of the student assigned to their clinical site. Any costs related to a drug testing requirement will be at the cost of the student.

Release of medical information to the clinical affiliate is by student signature only.

CRIMINAL BACK GROUND CHECKS

It is required by the clinical site that students have a criminal background check to be allowed on the hospital premises. The program is required to inform you that past criminal behavior may affect your professional work. The students are required to pay all fees related to the Criminal Background check. We accept the background checks at this time from the service at www.mybackgroundcheck.com. The college will not consider appeals. Release of the Background Check can only be made through the student's signature indicating release of information to the clinical affiliate.

TRANSPORTATION

Transportation to the clinical affiliate is the responsibility of the student. Buses and the Patco Speed Line offer transportation to some of the medical centers. If private vehicles are used, parking is available a short distance from each of the medical centers. Parking fees may be required and are the responsibility of the student.

UNIFORMS

Medical Laboratory Technology students are required to purchase the standardized laboratory uniform required for medical center personnel at the clinical affiliate site. Students are required to abide by the dress code of the clinical affiliate and the professional dress requirements of the Program. Laboratory personnel wear "scrub" type uniforms. In general, the students are to wear a solid colored scrub, no prints. The students will be made aware of specific colors required by the affiliate. Lab coats are provided by the clinical affiliates. Students may want to purchase a white laboratory coat to wear over scrubs when going to lunch or breaks. White shoes are to be worn. White leather athletic shoes are acceptable, no colors. Canvas shoes are not accepted.

BOARD OF REGISTRY EXAMINATION

The Board of Registry of the American Society for Clinical Pathology schedules certification examinations in quarterly cycles throughout the year. Currently the examinations are computerized and available through Computer Centers. Applications for the examination are available through www.ascp.org/bor. The program director will be contacted by the Board of Registry to validate that the student has completed all requirements of the program and the degree. The application must be submitted to the Board of Registry according to the instructions for the intended examination cycle. Students are encouraged to take the examination in the cycle immediately following the completed clinical rotation. The Board of Registry requires a fee for the examination.

All costs and fees are described in the application and are the responsibility of the student.

GRADUATION

Graduation packets are mailed to students during the semester of graduation. Instructions for completion are included. The packets are also available in the Office of the Registrar and in the Evening Division office. The packet includes forms to be completed by the Medical Laboratory Technology Program Director and the Dean of Math, Science and Allied Health. Students are encouraged to participate in the May graduation ceremonies. Diplomas are mailed to students when all degree requirements are completed.

Granting of the Medical Laboratory Technology Applied Associate Degree is NOT contingent upon the student passing any type of external certification of licensure

Accreditation

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences 8410

West Bryn Mawr Avenue, Suite 760 Chicago, Illinois 60631. 773-714-8880 Fax 773-714-8886.

Mission Statement

Medical Laboratory Technology (MLT.A.A.S.)

The purpose of the Medical Laboratory Technician program is to provide students with the knowledge, technical skills and interpersonal skills that will qualify graduates for employment as a medical laboratory technician. The program will prepare students to take the national certification examinations in clinical laboratory science.

MEDICAL LABORATORY TECHNOLOGY PROGRAM GOALS AND OBJECTIVES

PROGRAM OBJECTIVES

The Medical Laboratory Technology program prepares students for the national certification examination and for employment in the clinical laboratory.

Program Goals

- To earn an Associate Degree in Applied Science that enables the students the ability to find employment in a hospital, clinical reference laboratories, or other biomedical laboratories, in industry, pharmacy, and in federal, state and county health departments.
- To provide students with a foundation in general education.
- To demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, and other health care professionals and the public.
- To demonstrate the attributes of the laboratory professional by utilizing current periodicals and reference materials to continue the lifelong process of education in the medical laboratory profession.
- To demonstrate the skills and knowledge required for the practice of Medical Laboratory Technology through satisfactory performance on the national certification examination.

STUDENT OBJECTIVES

Successful completion of all required course work is affirmed through the following indicators.

The student will:

Earn an Associate in Applied Science degree in Medical Laboratory Technology.

Demonstrate skills and knowledge required for the practice of medical laboratory technology through satisfactory performance on the national certification examination.

Demonstrate the ability to perform various laboratory tasks with accuracy, precision, and safety through ongoing review of the individual's work as measured by established criteria of quality assurance.

Apply problem solving techniques that are within the scope of practice of the Medical Laboratory Technician through successfully resolving minor instrument malfunctions and identifying and correcting unacceptable test results.

Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, and other health care professionals and with the public through ongoing evaluation by supervisor and patient evaluations.

Demonstrate an awareness of community service in the health care professions by participating in health fairs.

Course Objectives

Detailed course objectives will be distributed at the beginning of each didactic course in the MLT required curriculum. Course objectives are available prior to registration for an MLT course through the divisional Dean's office. Course objectives are written in the cognitive, psychomotor, and affective domains. Evaluation tools for all of the domains are designed in the curriculum to aid the student in competency achievement.

MLT Career Competencies

The clinical laboratory professional:

- is qualified by academic and applied science education to provide service and research in clinical laboratory sciences and related areas in rapidly changing and dynamic healthcare delivery systems.
- perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information
- direct and supervise clinical laboratory resources and operations
- collaborate in the diagnosis and treatment of patients
- has diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.
- possesses skills for financial, operations, marketing and human resource management of the clinical laboratory.
- practices independently and collaboratively, being responsible for their own actions, as defined by the profession.
- possesses requisite knowledge and skills to education laboratory professionals, other health care professional and others in laboratory practice as well as the public.
- demonstrates abilities to relate to people, a capacity for calm and reasonable judgment and demonstration of commitment to the patient are essential qualities.
- exhibits communication skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education.
- demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates and the community.

Career Entry of the Clinical Laboratory Technician/Medical Laboratory Technician

As described the professional accreditation body:

At career entry, the clinical laboratory technician/medical laboratory technician will:

- Perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular and other emerging diagnostics) as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values.
- Communication skills to extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education.
- Performance level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory.
- Exhibit diverse functions in areas of pre-analytical, analytical, post-analytical processes.
- Exhibit responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

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**MEDICAL LABORATORY TECHNOLOGY
TECHNICAL STANDARDS**

The clinical laboratory is a fast-paced department of the hospital that is equipped with a variety of instruments that enable laboratory personnel to perform a variety of diagnostic tests accurately and quickly. Prompt reporting of laboratory test results is essential to the treatment of critically ill patients. Medical Laboratory Technicians must work quickly and accurately to provide laboratory test results needed for diagnosis and treatment.

Medical Laboratory Technicians work in an environment that requires a variety of physical, visual, auditory and mental skills for the practice of medical laboratory technology. The Medical Laboratory technician must exhibit the ability to:

1. Work with small instruments, equipment, sample containers and blood collection equipment.
2. Distinguish colors.
3. Work in a stressful environment.
4. Work quickly with a high degree of accuracy.
5. Make decisions routinely and under emergency conditions.
6. Work independently.
7. Stand for extended periods of time.
8. Work cooperatively with others.
9. Work at a microscope for extended periods of time.
10. Read fine print, distinguish small microbial colonies, and discriminate microscopic images.
11. Handle chemicals and acids including lifting and pouring.
12. Work with equipment that cannot be adjusted for height.
13. Move about in hospital rooms easily.
14. Collect blood specimens from patients in beds, on stretchers and in chairs.
15. Perform repetitive movements.

I have read and understand the policies, procedures, technical standards described in the **MLT Student Handbook** and the **Medical Laboratory Technology Laboratory Safety Manual** required in the student laboratory on the College campus. I have a full understanding of the polices for progression in the Medical Laboratory Technology Program and completion of the program applied associate degree.

Name _____

Date _____

Student ID number _____

Students are responsible for signing and submitting this page for permanent placement in the student's file.