



(Revised March 2015)

Medical Laboratory Technician Program

STUDENT HANDBOOK

Welcome!

Thank you for choosing the Medical Laboratory Technician Program (MLT) offered at Concorde Career College(s).

This handbook contains the guidelines that will assist you throughout the MLT program. Graduates from this program will earn an Associate Degree in Medical Laboratory Technician and will be eligible to sit for National Certification Examinations offered by the American Society of Clinical Pathologists (ASCP), American Medical Technologist (AMT), American Association of Bioanalysts (AAB), and the State Certification Examination (if applicable). The program integrates traditional classroom didactic instruction with directed “hands on” practice in a campus laboratory and application in affiliated Medical Laboratories. The faculty and staff are dedicated educators with extensive clinical experience who will guide and support you in achieving your academic and career goals.

The profession that you are about to embark upon is demanding but is vital to the practice and treatment of medicine. We know that you will find this program to be not only challenging but enjoyable.

The Concorde MLT faculty and staff wish you the best of luck and highest academic achievement throughout the program!

Sincerely,

The Concorde Career College MLT faculty and staff

Code of Ethics: (ASCLS) American Society for Clinical Laboratory Science

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgement and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

Maintain and promote standards of excellence in performing and advancing the art and science of my profession.

- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

Reprinted from ASCLS website [www.ascls.org]

This Program Handbook contains policies and procedures specific to the Medical Laboratory Technician Program and is to be used in conjunction with the current Concorde College Catalog. In case of a conflict in the information, the College Catalog has precedence.

Table of Contents

Code of Ethics: (ASCLS) American Society for Clinical Laboratory Science.....	3
Working Conditions / Physical Requirements.....	5
Program Mission	7
Program Description	7
Program Goals and Objectives.....	8
Program Competencies.....	9
Curriculum Outline and Term Sequencing.....	10
Reference Locations for Key Policies	11
Occupational Hazards	12
Laboratory Instrument Safety Instructions.....	12
Medical Emergency Procedure	12
Clinical Policies and Procedures.....	12
Clinical Placement Policy.....	12
Service Work Policy.....	13
Transportation to Clinical Site.....	13
General Information	13
Clinical Attendance	14
Student Assessment: Clinical Courses.....	14
Concorde Medical Laboratory Technician Certification Policy	15
Professional Organizations	16
ASCP- American Society of Clinical Pathologists.....	16
ASCLS-The American Society for Clinical Laboratory Science.....	16
AMT- The American Medical Technologists	16
Medical Lab Technician Student Acknowledgment.....	17

This Program Handbook contains policies and procedures specific to the Medical Laboratory Technician Program and is to be used in conjunction with the current Concorde College Catalog. In case of a conflict in the information, the College Catalog has precedence.

Working Conditions / Physical Requirements

Medical Laboratory Technician

Essential Functions and Technical Standards: Students are required to meet essential functions and technical standards for the Medical Laboratory Technician Program as indicated below. Satisfactory completion of the MLT Program and successful employment (*) demands the ability to meet the following requirements.

(*) NOTE: Certain disabilities may limit employment opportunities and prohibit clinical rotation obligations. Moreover, immunocompromised individuals may put themselves at personal risk due to exposure to infectious agents that occurs in all aspects of the laboratory. → If you are not sure that you will be able to meet these requirements, please consult with the MLT Program Director.

Visual/Observational:

- Observe laboratory demonstrations in which biological samples (ie. Body fluids, culture materials and cellular specimens) are tested.
- Characterize the color, consistency, clarity and odor of biological samples or reagents.
- Utilize a clinical grade binocular microscope to discriminate among fine structural and color differences in microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
- Recognize visual and audio alarms.

Motor/Mobility:

- Move freely and safely about the laboratory.
- Reach laboratory bench tops, shelves and cupboards, patients lying in hospital beds or patients seated in specimen collection furniture.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing over several hours.
- Maneuver phlebotomy and sample collection equipment for safe collection of valid laboratory samples (Often in cramped spaces and/or positions).
- Perform fine motor tasks such as pipetting, inoculating media and handling test tubes, and the manipulation of small tools for instrument adjustments or repairs.
- Use a computer keyboard to operate laboratory instrumentation, calculate, record results, evaluate and transmit laboratory information.

Communication:

- Read and comprehend technical and professional materials (ie. textbooks, magazine and journal articles, handbooks, and instruction manuals).
- Follow verbal and written orders and instruction, to correctly and independently perform testing procedures.
- Clearly instruct patients on proper specimen collection.
- Confidentially and sensitively converse with patients regarding laboratory tests.
- Transmit information to clients, faculty and staff, and members of the healthcare team.
- Independently prepare papers, laboratory reports and take paper, electronic and laboratory practical examinations.

This Program Handbook contains policies and procedures specific to the Medical Laboratory Technician Program and is to be used in conjunction with the current Concorde College Catalog. In case of a conflict in the information, the College Catalog has precedence.

Behavioral:

- Manage heavy academic schedules and deadlines.
- Manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Provide professional and technical services while experiencing the stresses of task-related uncertainty (ie. ambiguous test orders, ambivalent test interpretation), emergent demands and “STAT” test ordering, distracting environment (ie. high noise levels, crowding, complex visual stimuli).
- Be flexible and manage change with a positive and professional attitude.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to self or others.
- Be honest, compassionate, ethical and responsible. Accept responsibility and accountability for one’s own actions. The student MUST be forthright about errors or uncertainty. The student must be able to critically evaluation his/her own performance, accept constructive criticism, and look for ways to improve performance (ie. participate in educational activities). The student must be able to evaluate the performance of other students and tactfully offer constructive comments.
- Adapt to working with infectious and possibly unpleasant biological specimens.
- Accept varying clinical schedules to include day, evening and overnight shifts in different arrangements.

Print Name

Signature

Date

Program Mission

The Mission of the Medical Laboratory Technician Program is to prepare competent entry level graduates with in-depth curriculum and lab-specific courses that allow them to utilize fully-equipped, professional-grade laboratories. The MLT Student will gain the knowledge and skills needed to accurately perform diagnostic testing in all major areas of the laboratory.

Program Description

The Concorde MLT Graduate will be employable with the skills and proficiencies in preparing blood, urine and biological samples for analysis. The MLT will be competent in the use of sophisticated laboratory equipment to detect microorganisms. The graduate can monitor tests and procedures, analyze the chemical content of fluids and have a working comprehension of the technical aspects of blood banking. The MLT graduate will be able to test for drug levels in blood to show results of how a patient is responding to treatment.

Graduates will be eligible to sit for National Certification Examinations offered by the American Society of Clinical Pathologists (ASCP), American Medical Technologist (AMT), American Association of Bioanalysts (AAB) and State Certification Examinations (if applicable).

Completing the MLT Program, earning the required certifications will position graduates to obtain entry into a technician level position; in a Clinical Laboratory setting including: hospital labs, medical clinics, research facilities, local and state health agencies and veterinary clinics or hospitals.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality control and accurate results reporting. Development of professional competence, personal growth and effective patient care are integrated into each part of the curriculum.

Program Goals and Objectives

The goals and objectives of the Concorde Career Colleges MLT programs facilitate the student to:

- Take and pass a certification examination required by National Certification Agencies, e.g., American Society for Clinical Pathology (ASCP), American Medical Technologist (AMT), American Association of Bioanalysts (AAB) and/or applicable State Certification.
- Satisfy the workforce needs of the Concorde Campus surrounding areas for competent entry-level MLTs as a result of the necessary academic instruction and professional training in laboratory science.
- Be skilled laboratory professionals who have competent working knowledge of the principles inherent to the laboratory tests being performed.
- Use, analyze and troubleshoot quality assurance policies and procedures.
- Evaluate patient results and recognize and evaluate normal/abnormal test results and take appropriate action.
- Begin their career with an awareness of their role as a reliable and responsible member of the health care team.
- Develop positive attitudes in the areas of professionalism and commitment to the ethical and legal framework of the profession.
- Have the knowledge and respect needed to perform all necessary duties in a safe environment utilizing all the latest techniques in the laboratory setting.
- Acquire and strengthen problem solving and critical thinking skills.
- Participate in professional organizations and continuing education activities.

Program Competencies

- Apply the principles of safety and adhere to the compliance of governmental regulations.
- Collect, process and analyze biological specimens. Store and/or transport samples for analysis using appropriate preservation methods. Possess a thorough understanding of the diverse functions of pre-analytical, analytical, and post-analytical processes and how they relate to one another.
- Perform and monitor quality control procedures on analytical tests, equipment, reagents and media.
- Recognize factors that affect procedures or results and taking appropriate actions within predetermined limits.
- Correlate laboratory test results with common diseases and conditions.
- Operate and maintain laboratory equipment and instrumentation with both preventative and corrective maintenance.
- Apply basic scientific principles in learning new techniques and procedures.
- Demonstrate professional conduct and interpersonal communication skills sufficient to serve the needs of patients, laboratory personnel, as well as other health professionals and the public.
- Demonstrate proficiency in performing waived and point-of-care testing, routine clinical laboratory tests, and complex lab testing in all major areas of the clinical laboratory.

Curriculum Outline and Term Sequencing

Course Number/Description	Lecture Hours	Lab Hours	Clinical Hours	Credit Hours
TERM I	180	30	0	13
BIOL1301 Anatomy & Physiology	45	0	0	3
BIOL1431 Microbiology	45	30	0	4
ENGL1310 English Composition I	45	0	0	3
MATH1320 College Algebra	45	0	0	3
TERM II	135	0	0	9
CHEM1310 Chemistry	45	0	0	3
COMM1310 Elements of Human Communications	45	0	0	3
SOCI1310 Introduction to Sociology	45	0	0	3
TERM III	90	90	0	9
MLAB1110 MLT Quality Assurance	30	0	0	1
MLAB1210 Laboratory Math	15	0	0	2
MLAB1220 Phlebotomy	15	30	0	2
MLAB1230 Introduction to Medical Lab	15	30	0	2
MLAB1140 Instrumentation	15	0	0	1
MLAB1150 Instrumentation Lab	0	30	0	1
TERM IV	120	120	0	12
MLAB1460 Clinical Chemistry	60	0	0	4
MLAB1260 Clinical Chemistry Lab	0	60	0	2
MLAB1470 Immunology/Serology	60	0	0	4
MLAB1271 Immunology/Serology Lab	0	60	0	2
TERM V	120	75	0	10.5
MLAB2410 Hematology	60	0	0	4
MLAB2111 Hematology Lab	0	30	0	1
MLAB2220 Body Fluids/Urinalysis	30	0	0	2
MLAB2121 Body Fluids/Urinalysis Lab	0	30	0	1
MLAB2230 Coagulation	30	0	0	2
MLAB 2131 Coagulation Lab	0	15	0	0.5
TERM VI	135	120	0	13
MLAB 2340 Immunohematology	45	0	0	3
MLAB 2241 Immunohematology Lab	0	60	0	2
MLAB 2350 Clinical Microbiology	45	0	0	3
MLAB 2251 Clinical Microbiology Lab	0	60	0	2
MLAB 2360 Parasitology/Mycology	45	0	0	3
TERM VII	20	0	360	9
MLAB 2970 Clinical I	20	0	360	9
TERM VIII	20	0	360	9
MLAB 2980 Clinical II	20	0	360	9

This Program Handbook contains policies and procedures specific to the Medical Laboratory Technician Program and is to be used in conjunction with the current Concorde College Catalog. In case of a conflict in the information, the College Catalog has precedence.

Reference Locations for Key Policies

Admissions.....	Catalog; page 15-17 Addendum
Statement of Non-Discrimination.....	Catalog; page 17
Drug and Alcohol Abuse Policy.....	Catalog; page 21-22
Health Requirements.....	Catalog; page 22
Student Complaint and Grievance Procedure.....	Catalog; page 23
Dress Code.....	Catalog; page 25
Probation or Warning.....	Catalog; page 25
Program Duration.....	Catalog; page 25
Termination Policy.....	Catalog; page 26
Tardy and Leaving Early.....	Catalog; page 27
Attendance Policy.....	Catalog; page 27-29
Conduct.....	Catalog; page 29-30
Family Educational Rights and Privacy Act.....	Catalog; page 30
Graduation Requirements.....	Catalog; page 30
No Discrimination or Harassment Policy.....	Catalog; page 30-31
Students with Disabilities Policy.....	Catalog; page 31-32
Satisfactory Academic Progress Policy.....	Catalog; page 33-35
Scholastic Honesty.....	Catalog; page 35
Course Descriptions.....	Catalog; page 36-46 Addendum
Course Objectives and Syllabi..... of each course	Distributed at the start

Occupational Hazards

Occupational hazards for the field of laboratory medicine may include exposure to infectious diseases such as HIV and AIDS, hepatitis, tuberculosis and other blood borne pathogens. Exposure to hazardous chemicals, substances and radiation can occur. Allergic reactions to latex or other chemical agents and accidental injury can occur.

Laboratory Instrument Safety Instructions

Safety sheet/information will be provided in the laboratory prior to instrument usage. Safety Data Sheets (SDS) are provided for the students and employees to review the characteristics of any chemical they use in the process of performing their laboratory testing and other duties associated with any chemicals.

Medical Emergency Procedure

In the event of a minor Medical Emergency at Concorde Career College Campus, students must notify their immediate supervisor. The supervisor will contact the Program Director, Academic Dean and/or Campus President. The need for “911” Emergency care will be determined by the appointed Administer.

In the event of a major (life-threatening) Medical Emergency, students are instructed to call “911” and then notify the above-mentioned Campus Administrators.

Clinical Policies and Procedures

The combinations of rigorous academic preparation and clinical education are integral components of the MLT Program curriculum. Once a principle or technique is mastered, the competent student can translate classroom knowledge to practical technology and ability of the profession.

Clinical Placement Policy

MLT students qualify for clinical placement if they:

- Have passed all General Education courses in accordance with the general education grade scale in the College Catalog.
- Have passed all MLT courses with a 75% (C) or higher.
- Completed all required student lab competencies with a 75%(C) or higher.
- Have passed all Performance tasks and Affective Behavioral practical evaluations.
- Current TB clearance (valid through term VIII)
[If (+) skin test; a chest x-ray is required; at the students expense.]
- Hepatitis B Immunization series completion or positive titer (proof of immunity)
- Immunizations or positive titers (Mumps, Measles, Rubella, Varicella);
- Diphtheria/Tetnus/Pertussis vaccine within the last 10 years (documented proof)

This Program Handbook contains policies and procedures specific to the Medical Laboratory Technician Program and is to be used in conjunction with the current Concorde College Catalog. In case of a conflict in the information, the College Catalog has precedence.

- Seasonal Flu Vaccination(current)
 - Drugs of Abuse Screening(***)
 - Submitted documentation for evidence of an acceptable Criminal Background Check
 - Have a current CPR certification; valid through Term VIII (either American Heart Association CPR for the Healthcare provider **or** American Red Cross CPR for the Professional Rescuer)
- (***) Drugs of Abuse Screens will be “random” and as required.

Clinical assignments are NOT subject to student choice or preference but are solely determined by the Program Clinical Director in consultation with the MLT Program Director and Clinical Site Instructor.

In no event is the student permitted to make his/her own arrangements for clinical assignments or to change scheduled assignment dates, times, or sites.

Service Work Policy

Students are not compensated financially and cannot substitute in the place of staff or other paid personnel of the clinical assignment in the capacity of any duties of a Medical Laboratory Technician.

Service work by students in clinical settings outside of academic hours is noncompulsory. If the student works for the laboratory outside of the scheduled academic hours, it will not be counted towards the student training hours. It should not interfere with the student’s progression through the MLT program.

Examples of service work include, but are not limited to, working as a phlebotomist or continuing to work evening shifts or weekends in a clinical affiliate during the student’s progression through the MLT program.

Transportation to Clinical Site

Students must provide their own transportation to and from their clinical assignment site. Clinical sites are maintained in Tennessee and the surrounding states and students must plan for travel accordingly.

General Information

All program and catalog requirements apply including attendance, dress code, name tags, etc. while on clinical sites. Additionally, students must abide by the rules and regulations of the site to which they are assigned.

Clinical Attendance

Attendance at assigned clinical sites is required. There is no “time off” from clinical assignments. Students are expected to be at the site during the dates and times scheduled, and no less than 7 hours per day of rotation (unless other clinical site educational duties or research have been assigned). Student break and lunch schedules will be determined by the individual clinical site. (Refer to the Concorde Catalog for complete attendance policy).

Occasionally, a clinical instructor will tell a student not to report to the assigned site or will let a student leave early or come in late. **UNDER NO CIRCUMSTANCES ARE STUDENTS TO CONSTRUE THIS AS TIME OFF.** When this occurs, students are to immediately contact their Concorde instructor and/or Program Director for further instructions.

Student Assessment: Clinical Courses

Professional behavior and technical performance are evaluated using an evaluation matrix divided into 3 categories (as defined by NAACLS). (1) Affective behavior, (2) Cognitive knowledge, and (3) Psychomotor skills (technical ability). The student evaluation will be on a par with an entry level laboratory technician. Therefore, it is in the student’s best interest to familiarize themselves with company policy/procedures regarding employee conduct, disciplinary procedures and laboratory technical standards. Students should familiarize themselves to these procedures upon arrival at the clinical site.

During the clinical site assignment the student will be required to maintain and report specific documentations (i.e. time cards, daily logs or journals) which will be part of the Clinical Rotation curriculum requirements. Failure to do so can preclude you from progressing in the program. Hours that are not documented will be recorded as absences until substantiated by a signed time card. Falsifying a time card qualifies as scholastic dishonesty and is subject to consequences of the policy as outlined in the college catalog.

A student who demonstrates unsatisfactory performance in a clinical practicum course must repeat the clinical course in its entirety. Scheduling of the repeat rotation or clinical course is subject to availability of an appropriate clinical affiliate site. It may be necessary for the student to wait until a rotation site becomes available.

Concorde Medical Laboratory Technician Certification Policy

The ASCP (American Society of Clinical Pathologists) credential certifies professional competency among new and practicing laboratory personnel. However, some states require additional licensure to work as an MT or MLT. The states of Tennessee and Georgia and Louisiana require state licensure to work as an MLT. Refer to the ASCP website for a complete list of state licensure requirements and contact information. www.ascp.org

The ASCP offers several routes in order to fulfill the requirements of eligibility; to sit for the certification examination. The Concorde Career College graduate will qualify for Route 1:

- *Route 1: An associate degree from a college/university accredited by a recognized regional or national accreditation agency **AND** successful completion of a NAACLS accredited MLT program*

The certification process will begin upon successful completion and graduation of the Concorde Career College MLT Program.

Step 1: The Concorde MLT program director will collect completed application forms and submit, along with the examination fee and necessary documentation required (verifying your eligibility), to the ASCP Board of Certification.

- Concorde Career College will pay for the certification exam (one time only).

Step 2: The student will receive an admission letter to take the examination at a Pearson Professional Center within a three month period upon your examination eligibility. (Upon appointment verification the Program Director will release final eligibility records to the ASCP via the records release report).

Step 3: Take the examination at the Pearson Professional Center of your Choice.

Step 4: Receive an immediate preliminary Pass/Fail result on the computer screen.

Step 5: Receive actual exam score within 10 business days of the date of examination.

If for any reason the student does not appear for testing, or does not pass the ASCP BOC examination, the student will pay for any and all retesting/remediation fees.

Concorde will NOT pay or reimburse students for transportation to and from the testing site, mileage, photo identification, notary fees, copying, hotel fees, meals or miscellaneous expenses incurred while applying and/or taking the ASCP BOC examination.

While Concorde will assist you with this process, it is the student's responsibility to assure that all information provided is correct and complete and that any additional information required because of special circumstances is included. If you are applying for licensure in a license required state, you must contact and consult with the Program Director.

Professional Organizations

Student membership in one or more of these associations is encouraged to enhance your professional and personal growth.

ASCP- American Society of Clinical Pathologists. Upon certification, registrants retain “lifetime” certification through a Certification Maintenance Program (CMP). Registrants may become members and obtain the Journal LABMEDICINE[™]. Student membership is available and offers free registration in most education workshops.

For more information visit: www.ascp.org

ASCLS-The American Society for Clinical Laboratory Science, is the national professional society dedicated to representing the profession of Medical Technology through improvement of the status of its members; promoting programs of continuing education; research and development; and advancing the ideals of Medical Technology. Membership provides a subscription to the Journal CLINICAL LABORATORY SCIENCE.

For more information visit: www.ascls.org

AMT- The American Medical Technologists is a professional society for health professionals. Students may join at a reduced rate and are entitled to receive the official publication of AMT, and AMT events.

For more information visit: www.amtl.com

Medical Lab Technician Student Acknowledgment

I, _____, have received the Medical Laboratory Technology (MLT) Student Handbook and have read, understand, accept and will abide by the policies and procedures found within in the Concorde Career College Catalog, the most current College Catalog addendum, and the MLT Student Handbook.

I also understand that I am representing Concorde Career College in the Medical Laboratory Technician program while at the Clinical Affiliates and must conduct myself according to the policies established in the MLT Student Handbook and College Catalog.

Student Signature

Date