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The mission of the Medical Laboratory Technology Program is to prepare the student to function efficiently and safely in the clinical laboratory setting. This program consists of general education courses, specific MLT courses, and clinical rotations in a hospital laboratory/medical clinic in the health care setting. Upon completion of the program, the graduate receives an Associate in Applied Science Degree and is eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification exam.

To qualify for this program one must be a graduate of an accredited high school or equivalent. Courses in biology and chemistry are strongly recommended, but not required. Also necessary for admission/completion of the program are qualifying scores on the Compass or Accuplacer placement tests or SAT or ACT, a medical examination, medical and liability insurance, negative drug screen and negative criminal background check. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Suite 720, Rosemont, Illinois 60618. Phone 773-714-8880, FAX 773-714-8886. Web Page http://www.naacls.org

The Medical Laboratory Technology graduate may find a rewarding career in such work environments as the hospital laboratory, doctors’ offices, outpatient clinics, minor emergency centers, veterinary offices, reference labs and industrial labs.

The time required to complete the MLT program is five semesters or 21 months. Three of these semesters are spent on the York Technical College campus during the daytime hours taking courses in preparation for the two semester clinical rotations. During each clinical rotation, Tuesday through Thursday during daytime hours is spent at the clinical site and Mondays and Fridays are reserved for test taking at York Tech.

The program is affiliated with Piedmont Medical Center in Rock Hill, SC, Chester Regional Medical Center in Chester, SC, Springs Memorial Hospital in Lancaster, SC, Carolinas Medical Center Union in Monroe, NC, Gaston Memorial Hospital in Gastonia, NC, Lab Corp., CMC Pineville and Presbyterian Hospital in Charlotte, NC.
GENERAL INFORMATION

Medical Laboratory Technology is a profession which combines the challenges and rewards of both medicine and science. A Medical Laboratory Technician is concerned with the accurate performance of laboratory tests to determine the absence, presence, extent and cause of disease. As a vital member of the health care team, he or she works closely with other medical personnel to provide the best of care for the ill or injured patient.

Medical Laboratory Technicians become proficient in the four major areas of laboratory medicine - Microbiology, Hematology, Blood Banking, and Clinical Chemistry - utilizing an array of complex precision instruments and a variety of automated and electronic equipment. The students learn to interact with the pathologist, a medical doctor who is in charge of each lab, as well as with other physicians and additional health care personnel.

Although the program is demanding, the students find time for participation in special activities, such as the South Carolina Society of Clinical Laboratory Science MLT Student Bowl Competition each spring.

ENTRANCE/PROGRAM COMPLETION QUALIFICATIONS:

1. High school diploma or equivalent
2. Admissions testing scores:
   - **SAT** scores: 480 Reading/ Writing 570 Math
   - **ACT** scores: 21 English 23 Math
   - **COMPASS**: 88 Reading, 70 Writing, 54 Pre-Algebra
   - **ACCUPLACER**: Sentence skills – 75, Reading Comp—95, Arithmetic -- 90

   - SAT/ACT scores must be no more than 5 years old at the time the student seeks admission to the MLT program.

   OR

   All General Education Courses (including elective) completed with a 2.5 GPA or better

3. Complete Medical Physical Examination (including updated immunizations)
4. Pay nonrefundable, nontransferable deposit of $100
5. Proof of Health Insurance
6. Liability Insurance Policy (available through College at an approximate cost of $15.00).
7. Criminal Background Check (before beginning clinical rotations $54.50)
8. Drug screening for drugs of abuse (prior to/during clinical rotations)
9. Current CPR (prior to clinical rotations)
MLT DEPARTMENT GOALS

Locally the goal of the MLT program is to graduate middle level professionals (MLT-AD) prepared with entry level skills to work as members of the medical laboratory team. Proficiency in laboratory skills is achieved through both study in the college classroom and clinical rotations at affiliated laboratories.

Nationally the goal of the MLT program is to prepare the graduates to sit for the ASCP Board of Certification exam. Educational enrichment, critical thinking, professional training, and personal development are the concerns of the MLT department faculty. Additional goals include:

1. Participation in professional development opportunities to enhance the competence of the MLT faculty.
2. Upgrading and expansion, through capital equipment funds, of the instrumentation and other equipment and supplies used in the program.
3. Development of library and computer software holdings which support the MLT Program.
4. Participation of the faculty in various college activities.
5. Development and maintenance of alliances with the laboratories in local hospitals/reference labs/clinics to enhance educational effectiveness for MLT students.

ENTRY LEVEL MLT COMPETENCIES

At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and Laboratory Operations. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed. At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

A. Application of safety and governmental regulations compliance;
B. Principles and practices of professional conduct and the significance of continuing professional development;
C. Communications sufficient to serve the needs of patients, the public and members of the health care team.
Upon graduation from York Technical College and initial employment, the medical laboratory technician will be able to demonstrate entry level competencies in the following areas of professional practice:

1. Collecting, processing, and analyzing biological specimens and other substances. (MLT 101, MLT 105, MLT 125, MLT 108, MLT 110, MLT 112, MLT 120, MLT 251-254)

2. Performing analytical tests on body fluids, cells, and other substances. (MLT 101, MLT 105, MLT 125, MLT 108, MLT 110, MLT 112, MLT 120, MLT 251-254)

3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated. (MLT 101, MLT 105, MLT 125, MLT 108, MLT 110, MLT 112, MLT 120, MLT 251-254)

4. Performing and monitoring quality control within predetermined limits. (MLT 101, MLT 105, MLT 125, MLT 108, MLT 110, MLT 112, MLT 120, MLT 251-254)

5. Performing preventive and corrective maintenance of equipment and instruments, or referring to appropriate source for repairs. (MLT 251-254)

6. Applying principles of safety and governmental compliance. (MLT 101, MLT 105, MLT 110, MLT 112, MLT 108, MLT 120, MLT 125, MLT 251-254)

7. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public. (MLT 101, MLT 251-254)

8. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them in respect to their jobs and patient care. (MLT 101, MLT 251-254)

9. Applying basic scientific principles in learning new techniques and procedures. (MLT 101, MLT 105, MLT 125, MLT 108, MLT 110, MLT 112, MLT 120, MLT 251-254)

10. Communication sufficient to serve the needs of patients, the public, and members of the healthcare team. (MLT 101, MLT 251 – 254)

11. Relating laboratory findings to common disease processes. (MLT 101, MLT 105, MLT 125, MLT 108, MLT 110, MLT 120, MLT 251-254)

12. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence. (MLT 101, MLT 251-254)

Note: Objectives for each individual MLT course are included in the course syllabi given to the student at the beginning of each semester.
NOTICE OF NON-DISCRIMINATION

York Technical College does not discriminate on the basis of age, sex, race, religion, veteran status, national origin, or disability in its educational programs, activities, or employment policies. The Title IX and Section 504 Compliance Officer is Edwina Roseboro-Barnes, Human Resource Director, York Technical College, 452 South Anderson Road, Rock Hill, SC 29730. (803) 981-7162 | ERoseboro-Barnes@yorktech.edu
GRADUATION REQUIREMENTS

Students must complete 76.0 semester credits with a minimum grade of "C" in all MLT courses, and an overall GPA of 2.0 must be maintained each semester.

CURRICULUM REQUIREMENTS
General Education Courses

CHM 105  General, Organic and Biochemistry
COL 101  College Orientation
ENG 101  English Composition I
MAT 155  Contemporary Mathematics
PSY 105  Personal/Interpersonal Psychology
BIO 112  Basic Anatomy & Physiology
HSS 205  Technology and Society

Major Courses

MLT 105  Medical Microbiology
MLT 125  Clinical Chemistry
MLT 101  Introduction to MLT
MLT 108  Urinalysis and Body Fluids
MLT 110  Hematology
MLT 120  Immunohematology
MLT 112  Parasitology

Electives and/or other required courses

MLT 251  Clinical Experience I
MLT 252  Clinical Experience II
MLT 253  Clinical Experience III
MLT 254  Clinical Experience IV
MLT 242  Survey in MLT
MLT 243  Advanced Survey in MLT
Electives (minimum of 1) not less than 2 credit hours

List of Approved Electives

CPT 101  Introduction to Computers
ECO 210  Macroeconomics
ECO 211  Microeconomics
ENG 102  English Composition II
ENG 160  Technical Communications
HIS 101  Western Civilization to 1689
HIS 102  Western Civilization Post 1689
HIS 201  American History: Discovery to 1877
HIS 202  American History: 1877 to Present
AOT 165  Information Processing Software
PSY 203  Human Growth & Development
SOC 101  Introduction to Sociology
SOC 102  Marriage and the Family
SPC 205  Public Speaking
EVT 110  Intro to Treatment Facilities
EVT 206  Intro to Environmental Compliance
EVT 254  Industrial Safety and Emergency Response
SCI 150  Forensic Science I

Others upon approval of Department Chair
MLT COURSE DESCRIPTIONS:

1st Year

**MLT 101  INTRO TO MEDICAL LABORATORY TECHNOLOGY  2.0 CR**
This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety, and an overview of each area within the laboratory.

**MLT 105  MEDICAL MICROBIOLOGY  4.0 CR**
This course provides a survey of organisms encountered in the clinical microbiology laboratory, and includes sterilization and disinfection techniques.

**MLT 108  URINALYSIS AND BODY FLUIDS  3.0 CR**
This course introduces the routine analysis and clinical significance of urine and other body fluids.

**MLT 112  INTRODUCTION TO PARASITOLOGY  2.0 CR**
This course provides an introductory study of human parasites, including classification, life cycles, and differential morphology of the medically important parasites.

**MLT 110  HEMATOLOGY  4.0 CR**
This course provides a study of the basic principles of hematology, including hemoglobins, hematocrits, white and red counts, and identification of blood cells.

**MLT 120  IMMUNOHEMATOLOGY  4.0 CR**
This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems, compatibility testing, and HDN.

**MLT 125  INTRODUCTION TO CLINICAL CHEMISTRY  4.0 CR**
This course provides an introduction to basic concepts in clinical chemistry.
MLT COURSE DESCRIPTIONS (Con’t.)

2nd Year

MLT 242    SURVEY IN MEDICAL LABORATORY TECHNOLOGY  5.0 CR
This course correlates clinical experience with theoretical concepts.

MLT 243    ADVANCED SURVEY IN MEDICAL LAB TECHNOLOGY  5.0 CR
This course correlates clinical experience with advanced theoretical concepts.

MLT 251    CLINICAL EXPERIENCE I  5.0 CR
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 252    CLINICAL EXPERIENCE II  5.0 CR
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 253    CLINICAL EXPERIENCE III  5.0 CR
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 254    CLINICAL EXPERIENCE IV  5.0 CR
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Note: Time spent during the clinical experience includes rotations through the departments of Hematology, Blood Banking, Chemistry, and Microbiology. During these rotations the student applies and maintains the theory obtained at York Tech while gaining "hands on" experience in laboratory testing.
# MEDICAL LABORATORY TECHNOLOGY

**Suggested sequence of courses for students entering in Fall Semester**

| Approved: | June 2015 |
| Effective: | Fall 2016 |
| Program:  | Associate in Applied Science |
| Major:    | Medical Laboratory Technology |

**Hegis Code:** 35205  
**Datatel Code:** AAS.MLT

## First Semester

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## Third Semester

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**Total Credit Hours:** 2.0

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**Total Credit Hours:** 5.0

## Fifth Semester

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**Total Credit Hours:** 5.0

**Total Credit Hours:** 76.0
York Technical College

Check Sheet for Graduation

Degree: Associate in Health Science
Hegis: 35205  Concentration: 35205S
Major: Medical Laboratory Technology
76.0 Credit Hours

Name ___________________________  CID# ________________

A. General Education

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B. Required Core Subject Areas

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C. Other Hours Required for Graduation

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Subtotal 40.0

Total Credit Hours 76.0

*Courses in this program which require a minimum grade of "C."
MLT BOOK LIST

Listed below are the books used for MLT courses. Students are responsible for obtaining a copy of each book at the beginning of each course.

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<td>MLT 101</td>
<td>Basic Clinical Laboratory Techniques - 6th Edition Estridge and Reynolds- Thomson Delmar Publishing</td>
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<td>Essential Laboratory Mathematics- 2nd Edition – Johnson, Timmons, Hall</td>
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<tr>
<td>MLT 105</td>
<td>Introduction to Diagnostic Microbiology, 2nd edition</td>
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<td>Delost --Jones and Bartlett</td>
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<td>Micro Lab Manual – In House</td>
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<td>MLT 110</td>
<td>Hematology in Practice- 2nd Edition – Betty Ciesla – FA Davis</td>
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<td>Clinical Hematology Atlas 5th Ed- Carr and Rodak- Elsevier</td>
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<td>Hematology Lab Manual- In House</td>
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<td>MLT 108</td>
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<td>Strasinger and Di Lorenzo</td>
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<td>Success in Clinical Laboratory Science 4th Ed.</td>
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Note: Books and editions are subject to change from year to year.
**YORK TECHNICAL COLLEGE**  
**MLT PROGRAM EXPENSES**

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<td>Health and Human Services Course fee $15/credit hour</td>
<td>$690</td>
<td>$450</td>
<td>$1140</td>
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<tr>
<td>$100 non-refundable deposit due when accepted (will be applied to tuition)</td>
<td>$100.00</td>
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<td>$100.00</td>
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<tr>
<td>Technology Fee (each semester)</td>
<td>$184.00</td>
<td>$120.00</td>
<td>$304.00</td>
</tr>
<tr>
<td>Tuition (York County)</td>
<td>$7,590.00</td>
<td>$4,950.00</td>
<td>$12,540.00</td>
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<tr>
<td>Out-of-County</td>
<td>$8,280.00</td>
<td>$5,400.00</td>
<td>$13,680.00</td>
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<tr>
<td>Out-of-State</td>
<td>$17,526.00</td>
<td>$11,430.00</td>
<td>$28,956.00</td>
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<tr>
<td>MLT Textbooks (Amounts subject to change)</td>
<td>$1000.00</td>
<td>$150.00</td>
<td>$1150.00</td>
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<tr>
<td>Uniforms - shoes, lab coat</td>
<td>$0</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Insurance - Professional Liability</td>
<td>$15.00</td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>$54.50</td>
<td></td>
<td>$54.50</td>
</tr>
<tr>
<td>Insurance, Health &amp; Accident (cost varies per provider)</td>
<td>$395.00</td>
<td></td>
<td>$790.00</td>
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<tr>
<td>Hepatitis Vaccine (recommended)</td>
<td>$126.00</td>
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<tr>
<td>Physical Exam (varies)</td>
<td>$75.00</td>
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<tr>
<td>MLT Pin (gold filled, Optional)</td>
<td></td>
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<td>$60.00</td>
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<tr>
<td>Certifying Exam (Application Fee)</td>
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<td></td>
<td>$215.00</td>
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<tr>
<td>Graduation Fee</td>
<td></td>
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<td>$10.00</td>
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<tr>
<td><strong>TOTAL COST FOR ASSOCIATE DEGREE IN MLT (in county)</strong></td>
<td></td>
<td></td>
<td><strong>$17,104.50</strong></td>
</tr>
</tbody>
</table>

**** ALL EXPENSES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE****

Additional expenses:
- Transportation to and from clinical facilities.
- Immunizations and titers if not up-to-date.
- Drug screen
- CPR fee
- Cap and Gown fee

Revised 2/15
MLT GUIDELINES

Professional Behavior
As a student in the MLT program you must be committed to professionalism. The term professionalism includes many facets: responsibility for your actions, honesty, dependability, punctuality, preparedness, motivation, and proper grooming, to name a few. The MLT student must adhere strictly to the policies and procedures set forth by York Technical College, the MLT program, and the Clinical Affiliates.

Attendance
MLT courses require a 90% attendance. Anyone acquiring greater than 10% absences in MLT courses may be dropped from the course and the MLT program. All absences in the clinical rotation are required to be made up.

Tardiness
Roll will be taken at the beginning of class. Students are expected to be on time. Three (3) tardies will constitute one (1) absence from class.

Dress code (1st Year MLT Students)
Comfortable street clothes, with closed toe nonabsorbent shoes for lab exercises Lab coat, gloves, and face shield supplied for lab exercises on campus.

Employment
In order to successfully complete the MLT program, it is strongly recommended that employed students work no more than 20 hours per week during the 21 months they are enrolled in the program.

Absence on TEST/EXAM Day
Any student who must miss an announced test or examination must make arrangements prior to the class time with the appropriate instructor. Only one prearranged make-up test will be allowed per course.

When a student is sick and unable to come to class the day of a scheduled test or examination, the student-or someone acting for him/her-must call the instructor prior to class time.

Students who do not comply with this ruling may receive a grade of 0 for that test or examination.
Evaluation Strategies/Grading

MLT courses are taught in a competency based format. Students are given a syllabus and addendum at the beginning of each course. These documents include objectives, material to be covered, competency checklists, time tables for materials covered and testing; all of which allows the student to be well informed as to the expectations of each course. A grade of C or better is required in all MLT courses in order to progress in the program.

Grading

Grading scale:  
90 - 100  A  
80 - 89  B  
70 - 79  C  
60 - 69  D  
< 60  F

Deficiency Notices

A notice (verbal, written or email) is given to a student to inform him/her of unfavorable academic standing or excessive absences prior to the end of the semester. Students receiving these notices should make an appointment with the instructor to resolve the situation.

Academic Probation and Suspension:

PROBATION: Any student who has a cumulative GPA lower than 2.0 will be placed on academic probation for one semester.

SUSPENSION: Any student who fails to bring the cumulative GPA up to 2.0 during the semester of academic probation will be placed on academic suspension.

Students must maintain a 70 or better average in all MLT courses. No grade below a C in MLT courses will be acceptable.
Criteria for Dismissal From the MLT Program:

Violations serious enough to justify a review by program officials for dismissal include, but are not limited to the following:

1. Failure to pass a required MLT course or courses.
2. Violations of Student Handbook conduct code.
3. Failure to follow attendance policy.
4. Falsifying test results or hospital records.
5. Disclosure of patient information to unauthorized persons.
6. Any willful act or conduct detrimental to patient care or to hospital operation.
7. Failure to pass a Clinical Department Rotation.
8. Academic suspension as explained above.
9. Failure of student to successfully adapt to the clinical setting as determined by an unsatisfactory rating on the department final clinical evaluation.
10. Positive Criminal Background Check/Drug screen (determined by clinical affiliates)
STUDENT CODE OF CONDUCT

It is the policy of the State Board for Technical and Comprehensive Education and York Technical College that the state Student Code and Grievance Procedure shall govern the conduct and guarantee due process for students. The Student Code and Grievance Procedure is explained to each MLT student at orientation and copies are also available from the following locations:

- Student Services (Student Services Building)
- Student Activities Office (Located in the Student Center)
- Anne Springs Close Library
- Business, Computer, Arts and Science Division Office, A-104
- Health and Human Services Offices, A-100
- Industrial and Engineering Technology Division Office, C-104
Health and Safety

Campus Health Services

First aid kits are available in the student services building, in the Student Activities area of the Student Center, and in each Division Office. Any student involved in an accident requiring professional medical treatment at an emergency center, hospital, or physician's office should take the following actions:
1. Contact nearest faculty/staff member for assistance.
2. If possible, obtain an accident claim form from the Associate Vice President for Academic and Student Affairs Office before going to the hospital or physician.
3. Present claim form to an emergency center, hospital, or physician.
4. If student is incapacitated and immediate evacuation is necessary, a member of the faculty or staff should notify the Associate Vice President for Academic and Student Affairs Office and provide the name of the medical facility or physician to which the student was taken.
5. The Associate Vice President for Academic and Student Affairs Office will immediately call the person the student has listed as an emergency contact.
6. If accidental injury occurs during evening classes, the faculty/staff member should contact the Public Safety office at 803 327 8023.

Any student who is ill and needs immediate medical attention should take the following action:
1. Contact nearest faculty or staff member for assistance.
2. If a student is incapacitated, the College will take action to transport the student to the nearest hospital or emergency room.

Public Safety
Explanations of Campus Policy and Public Safety Procedures can be obtained from the Associate Vice President for Academic and Student Affairs Office. Emergency help can be obtained by calling the campus operator by dialing "0" from any College office phone.

Student Right-to-Know and Campus Security Act
York Technical College publishes and distributes certain information to students and staff members on a regular basis as required by Federal legislation. The Student Right to Know information describes current progress made by students pursuing a degree, diploma, or certificate at the College. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the College to distribute to all current students and staff members campus security policies and statistics concerning specific types of campus crimes. This information is published annually in the York Technical College Catalog and Handbook, the class schedule, and is also available upon request from the Associate Vice President for Academic and Student Affairs.
Clinical Rotations
The affiliate will make personal protective equipment available for use during the clinical rotation. The affiliate will also provide emergency medical care for students in the event of an illness or accident acquired during the laboratory experience. The student is financially responsible for any injury or illness. If a blood or body fluid exposure occurs during the clinical rotation the student will notify the clinical preceptor and follow the protocol set forth by the clinical affiliate. If the clinical affiliate has no protocol for students then the student will seek immediate treatment by their personal physician. In either case the student will complete the York Tech incident report form and file a claim with their personal health insurance.

CLINICAL ROTATIONS (2nd Year)

Clinical Sites -
Chester Regional Medical Center - Chester, S.C.
Springs Memorial Hospital - Lancaster, S.C.
Piedmont Medical Center - Rock Hill, S.C.
Carolinas Medical Center Union - Monroe, N.C.
Gaston Memorial Hospital (CaroMont Health) – Gastonia NC
Lab Corp. – Charlotte, NC (Microbiology)
Presbyterian Hospital (Novant) – Charlotte, NC
Huntersville Medical Center (Novant) – Huntersville, NC
Carolinas Medical Center – Pineville NC

<table>
<thead>
<tr>
<th>Department</th>
<th>Rotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hematology*</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Urinalysis*</td>
<td>1 week (during Heme)</td>
</tr>
<tr>
<td>Blood Bank</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Serology***</td>
<td>1 week</td>
</tr>
<tr>
<td>Chemistry</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Microbiology**</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

*Hematology Rotation includes Coagulation and Urinalysis
**Microbiology rotation includes Parasitology, Mycology and Mycobacteria if applicable
*** Serology rotations will coincide with whichever department performs the testing at the various facilities. Each student will be told where their serology rotation will be done when they are given the rotational schedule.

ABSENCES: Students are not allowed any clinical absences. Any absence must be made up on Mondays or Fridays and in the department in which the absence occurred. Holidays are built into the school calendar. Clinical Coordinators are asked to keep a record of student attendance.
TARDINESS: Three (3) days of tardies will be counted as (1) absence.

EMPLOYMENT: Students may be employed on weekends and/or at the discretion of the Laboratory manager/Clinical faculty. This employment must be for hours exceeding the student training schedule and voluntary. Students may work under supervision in the areas where proficiency has previously been demonstrated or as a phlebotomist.

Transportation

Students are responsible for their own transportation to York Tech and to the clinical site. During the last 2 semesters of the program, students will be traveling to the clinical affiliate. Every effort will be made to keep the site within a 45 mile driving radius, however, this cannot always be guaranteed and will depend upon site availability.

MONDAYS and FRIDAYS: Students in Clinical rotations will utilize Mondays and Fridays for test taking, clinical make up days, employment preparation opportunities and file review.

DRESS CODE: (Clinical Site) The required dress code is determined at each clinical site.

GROOMING: Name tags are to be worn when at the clinical site (if applicable). It is permissible to wear wedding rings, class rings, and watches.

Hair should be kept neat, clean, and professional. Unnatural hair colors are not permitted. Long hair must be kept pulled back from face.

Artificial nails and gel polish are prohibited.

Beards should be kept neatly trimmed.

Tattoos should be covered. No tongue, eyebrow or lip rings during clinical rotations. Gauges in ears must be plugged with clear or flesh colored inserts.

CONDUCT: Be discrete with patient information. Abide by HIPAA regulations. Do not discuss patients outside the laboratory. Results are confidential and are not to be given to the patient. No smoking, eating, or loud talking is allowed in the laboratory. Personal telephone calls are not permitted unless absolutely necessary. Texting and emailing are only allowed during designated breaks. No photos taken while at the clinical site. When answering the phone, identify the department and then give your name. Refer to the accountability section of the clinical evaluation for further conduct expectations.

During the rotation at the clinical site each student is given study questions to answer pertaining to each department. Weekly tests and department final exams will be given by the assessment center at York Tech. Tests may also be given by instructors at the clinical site.

For more information on clinical rotations consult the Student Notebook for Clinical Rotations.
Career Resources Office

Career Resources is located in the Student Services Building and offers assistance for individuals seeking career planning and guidance through online assessments, career workshops and one-on-one counseling. The Career Resources Office coordinates on-campus company recruitment events, organizes an annual career fair, assists in the development of employability skills, assists in the preparation of marketable resumes, and provides individuals with local job opportunities through a multitude of electronic database systems, such as CareerLink. CareerLink, available exclusively for York Technical College students and graduates, can be accessed through this link: http://yorktech-csm.symplicity.com. Through this job portal, individuals can upload resumes for employers to access, search and apply for employment opportunities, and sign up to receive automatic e-mails when jobs are posted that match criteria.

Work-based Learning (WBL) integrates classroom study with hand-on experience. A student will have specific periods of attendance at York Technical College and specific periods of employment. There are three types of WBL programs offered at the College: cooperative work experience, internship, and apprenticeship.

Technical Scholars prepares students for rewarding careers as highly skilled technicians through a cooperative arrangement between York Technical College and participating industries which combines classroom theory with practical, on-the-job experience.

Counseling and Support Services

Located in the Student Services Building, Counseling and Support Services is comprised of the following service areas:

Counseling Services Office

The College is committed to optimizing student success through managing personal and academic concerns that may otherwise interfere with students achieving their educational goals. The purpose of Counseling Services at York Technical College is to offer short-term counseling support to students in a confidential and professional environment. Students who are facing academic challenges engage in counseling to assist them in understanding their academic status and develop a plan for success. Those who are facing personal matters have an opportunity to discuss their concerns with a member of the College’s trained counseling staff to receive appropriate support and guidance. As needed, Counselors can also refer students to community agencies for assistance. Counseling Services also offers the Student Assistance Program, a free service to allow students a limited number of free visits with a counselor off campus. All York Technical College students are encouraged to take advantage of the professional counseling services available by contacting Counseling and Support Services at (803)327-8007 for an appointment.
Special Resources Office

Disability Services
- The Special Resources Office (SRO) in Student Services coordinates services and accommodations for students with documented disabilities including but not limited to physical, learning, and psychological disabilities. These services provide equal educational opportunities to students by minimizing the impact of functional limitations upon their academic lives. Students seeking services must register through the SRO, provide appropriate documentation of their disability, and specify accommodation needs and requests. Reasonable academic accommodations are determined based on a review of the documentation and an interview with the student. Accommodations are provided in accordance with the Americans with Disabilities Act(1990), the Amendments Act (2008), and Section 504 of the Rehabilitation Act of 1973.

Veterans’ Services
– Veterans’ Services is aimed at assisting student veterans with developing meaningful connections at York Technical College. Through engaging students in a variety of activities and support services, Veterans’ Services offers opportunities that maximize student success from the point of enrollment through graduation and placement into the workforce.

Student Activities Office

The Student Activities Office provides educational, cultural, and social events and activities to engage and develop students and serves as a liaison for student organizations and activities at York Technical College. Students are encouraged to visit the Student Activities Office or call (803) 981-7236 to ask questions, make suggestions, or to sign up to participate in a club or activity. Student Activities also provides students with opportunities to develop leadership, interpersonal, social, team-building, and problem-solving skills. Student representation in college governance is achieved through participation in Deans’ Councils, student organizations, surveys, and focus groups. Periodically, the Student Activities Office shares service learning opportunities for students to volunteer their time and talents both on campus and in the community. Students are encouraged to seek these opportunities through the Clubs and Organizations on campus.

(From the York Technical College Catalog and Handbook)
TECHNICAL STANDARDS FOR ADMISSION INTO THE MEDICAL LABORATORY PROGRAM

ESSENTIAL FUNCTIONS OF A MEDICAL LABORATORY TECHNICIAN:

1. Collecting, processing, and analyzing biological specimens and other substances;
2. Performing analytical tests on body fluids, cells, and other substances;
3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
4. Performing and monitoring quality control within predetermined limits;
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
6. Applying principles of safety;
7. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
8. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
9. Applying basic scientific principles in learning new techniques and procedures;
10. Relating laboratory findings to common disease processes;
11. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence;
12. Implementing emergency procedures and administering first aid, including CPR.

York Technical College will provide services and training, without discrimination, to academically qualified persons who meet the following technical standards requisite to participation in the medical laboratory technician program.

Physical Requirements: The position of Medical Laboratory Technician has been given a strength ratio of LIGHT WORK by the US Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force 2/3 or more of the time to move objects). The position involves walking, standing, and sitting for prolonged periods as well as stooping, bending, lifting, and carrying. The ability to operate and control equipment is necessary to include starting, stopping, adjusting, and observing gauges, dials, etc.

_____ I am capable of meeting these requirements
_____ I am not capable of meeting these requirements
_____ I am capable of meeting these requirements with the following accommodations:

Data Conception: Requires the ability to gather, collate, or classify information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the information is frequently involved.

_____ I am capable of meeting these requirements
_____ I am not capable of meeting these requirements
_____ I am capable of meeting these requirements with the following accommodations:
Visual Observation: The student must possess visual acuity sufficient to allow for each of the following:

1. Differentiation of colors and color changes during the performance of laboratory procedures. Color blindness, of itself, does not preclude admission.
2. Observation of patient conditions during phlebotomy procedures.
3. Differentiation and identification of specimens using microscopic techniques.
4. Reading lab instrument technical procedure manuals, standard operating procedures, specimen labels and other pertinent materials for patient care and professional practice.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Numerical Ability: Requires the ability to add, subtract, multiply, and divide all units of measure.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Form/Spatial Ability: Requires the ability to inspect dimensions of items and to visually read information and data.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Motor Functions: The student must possess motor and dexterity skills sufficient to permit each of the following:

1. Performance of venipuncture at the patient's bedside or at other designated locations.
2. Lift and handle typical hand-held medical laboratory equipment and tools.
3. Manipulate clinical laboratory instruments and equipment in a manner consistent with standards of medical laboratory practice.
4. Perform all routine functions and tasks required in the various departments of the medical laboratory.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:

Communication Skills: The student must possess verbal and non-verbal skills adequate for transmitting to and receiving information from patients and hospital personnel. The student must be able to read, write, speak and comprehend English with sufficient skill to communicate.

I am capable of meeting these requirements
I am not capable of meeting these requirements
I am capable of meeting these requirements with the following accommodations:
Behavioral and Social Skills: The student must exhibit behavioral and social skills that are acceptable to the college and hospital settings. Student must be able to attend to work assignments and instructions/orders given.

______ I am capable of meeting these requirements
______ I am not capable of meeting these requirements
______ I am capable of meeting these requirements with the following accommodations:

Health Form: The student must submit a completed physical exam form before beginning first year classes and again before beginning clinical rotations in the second year.

______ I am capable of meeting these requirements
______ I am not capable of meeting these requirements
______ I am capable of meeting these requirements with the following accommodations:

*Physical Restriction: An individual is constantly exposed to various forms of latex in the laboratory setting. Known and or developed latex allergy may result in a potential life-threatening situation.

______ I am aware of this physical restriction

Student Signature ___________________________________________ Date ________________________________
CRITERIA FOR READMISSION INTO THE MLT PROGRAM

Students wishing to apply for readmission into the MLT program must submit a written request for consideration to the Admissions Office and the MLT Department manager. The specific term desired for reentry must be indicated.

Students reentering the program will fall into one of two categories:

1. MLT students who stop-out or fail during the first semester of the first year may apply to be readmitted to the program one time only. Such a student is readmitted as a new student and the guidelines which apply to all students entering the program for the first time will apply.

2. MLT students who stop-out or fail during the second through fifth semesters of the program may apply to be readmitted one time only. This option is only available to students within 3 years of the stop out date. Students desiring readmissions after the 3 year stop out date will be readmitted as a new student.

   Students who have successfully completed MLT courses will need to pass review exams for those subjects prior to reentry. **Such a student will be given a clinical assignment on a space availability basis only.**

Any student reentering the MLT program must have an overall GPA of 2.0 or greater and a “C” or better in all completed MLT courses. It is necessary to repeat or audit MLT courses if more than a year has elapsed since they were taken. It is highly recommended that a student take COL 103 before reentry.

Evidence of a satisfactory physical exam done within three months of the requested term of reentry must be submitted. A satisfactory vaccination record as required by the Health and Human Services Division must be included.

Students will be readmitted on a first come, first served basis, according to the date all criteria for readmission are met. Readmitted students must meet graduation requirements as designated in the catalog under which they are readmitted. It is highly recommended that students readmitted repeat courses that were successfully completed due to the time between theory and clinical practice. Readmitted students will be required to take and pass an exam for each subject **not** repeated upon readmission.
Michelle Gagan, MSHS, MT (ASCP) CLS (NCA)
Interim Department Chair and MLT Education Coordinator
Office A148
Email mgagan@yorktech.edu

803-981-7118