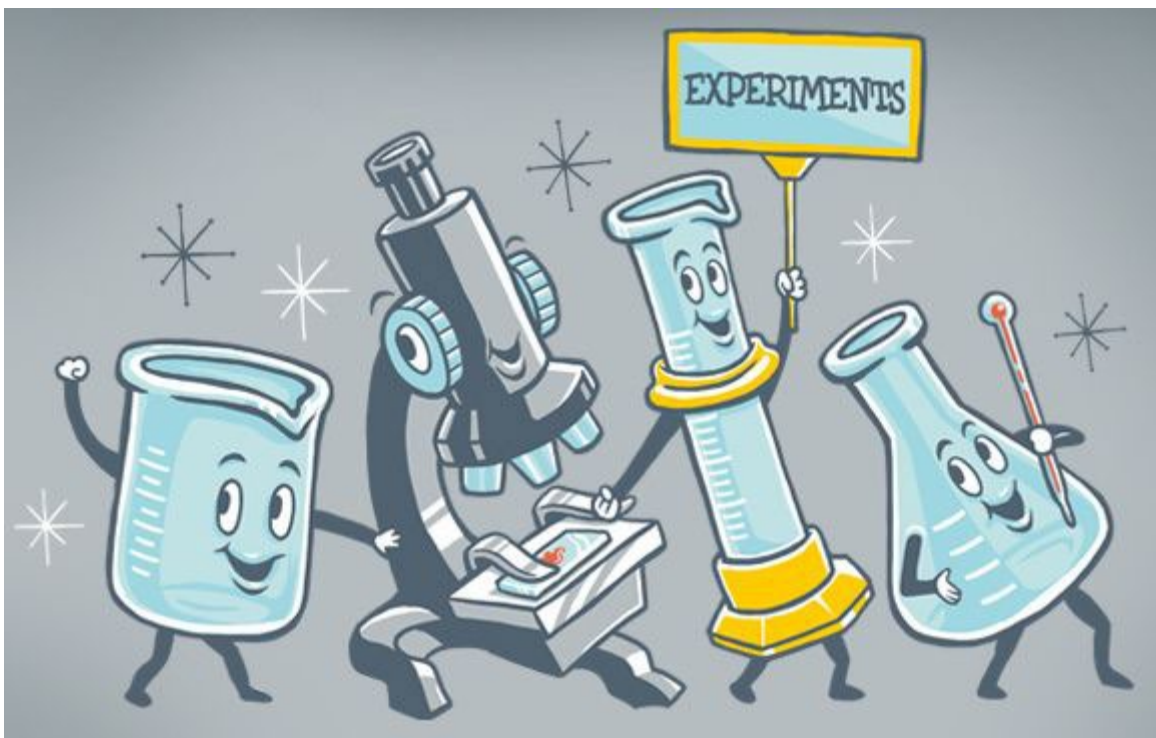


MEDICAL LABORATORY TECHNOLOGY

Excellence is not our goal; it is our starting point.



**FIRST YEAR STUDENT HANDBOOK
2023-2024**

Asheville Buncombe Technical Community College

Medical Laboratory Technology Handbook

This handbook is designed to be used in conjunction with the College Catalog and College Student Handbook. Carefully read the contents and request additional information as needed for clarification. The material in this Handbook will be reviewed during program orientation and reinforced each semester.

As an AB Tech student, it is your responsibility to become familiar with the information, policies and procedures contained in the College Catalog, College Student Handbook and the MLT Program Handbook. You will be required to sign a contract of understanding and agreement following presentation and discussion of this Handbook.

Table of Contents

Page 1.....	Title Page
Page 2.....	Explanation
Page 3.....	Table of Contents
Page 4.....	College Related Information
Page 5.....	College Vision, Mission, and Value Statements
Page 6.....	College Calendar
Pages 6-7.....	Code of Classroom Conduct
Pages 8-11.....	Code of Student Conduct
Page 12.....	Closings, Delays, and Dismissals for Inclement Weather
Page 13.....	MLT Program Related Information
Page 14.....	MLT Mission Welcome, Mission Statement and Philosophy
Page 15.....	Program History and MLT's of Today
Page 16-17.....	Introduction to the Profession: Education: NAACLS
Page 18.....	Introduction to the Profession: Certification: ASCP
Page 19-21.....	Professional Society: ASCLS
Page 22.....	Accreditation/ Certification
Page 23.....	Program Contact Information
Page 24-27.....	Allied Health Division Technical Standards
Page 28.....	Allied Health Education Clinical Placements
Page 29.....	Program Cost
Page 30.....	MLT Courses
Pages 31-35.....	MLT Course Descriptions
Page 36.....	Biohazardous Environment
Page 37-40.....	Grading Policy for MLT
Pages 41-42.....	Progression in the program
Page 43.....	Required Documentation
Pages 44-45.....	Clinical Placement and Rotation In person
Page 46.....	Clinical Placement and Rotation- Distant Learning
Page 47.....	Readmission or Transfer Policy
Page 48.....	Immunization Checklist
Page 49.....	Clinical Affiliates
Page 50.....	Program Outcomes
Page 51.....	Facilitating Success
Pages 52-55.....	Workplace Readiness Evaluation
Page 56.....	Tips for Success
Page 57.....	Medical Laboratory Success
Page 58.....	Tips for Success from previous MLT students
Page 59.....	Choices of Successful Students
Pages 60.....	1 st year contract for signature

College Related Information



Vision

Changing Lives. Strengthening Communities

Mission

Dedicated to student success, A-B Tech delivers quality education to enhance academic, workforce, and personal development.

Values

Excellence

Integrity

Supportive Learning Environment

Innovation

Service and Engagement

Code of Classroom Conduct

A-B Tech is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, there must be respect for the instructor and fellow students. Listed below are guidelines for classroom behavior, which the College has established to ensure that the learning environment is not compromised.

1.Absences. Inform the instructor in advance if you know you are going to miss class. Also, take responsibility for getting missed assignments from other students. Do not expect that you will be allowed to make up assignments after an absence, instructors are not responsible for re-teaching the material you missed because of absence.

2.Attendance. You are expected to be in class the entire class time. Do not enter late or leave early. Rare exceptions may be excused, particularly under emergency circumstances, but you should be prepared to explain your tardiness to the instructor after class. Likewise, the need to leave early should be explained to the instructor before class.

3.Classroom Behavior. You are expected to conduct yourself in a professional and respectful manner with your fellow classmates and instructors while engaging in all classroom activities and discussions. All students shall be allowed to freely participate in classroom discourse and shall be allowed to express their viewpoints and ideas as long as those viewpoints and ideas are reasonably related to the topic or assignment being discussed. As a participant in an open and free learning environment, students are free and are encouraged to disagree and challenge others' viewpoints and ideas; however, students shall behave in a professional and respectful manner in class by: a) being recognized by instructors prior to speaking; b) not interrupting other students and instructors when they are speaking; c) listening to students and instructors while they are speaking; and d) speaking in a normal, calm voice when addressing students and instructors.

4.Electronic Devices. You may not send or receive personal communication on electronic devices during class.

5.Conversation. Do not carry-on side conversations in class.

6.Food, Drink, and Tobacco. You may not have food or drink in class. You may not use tobacco of any form on campus, including electronic cigarettes, or vaping devices.

7.Guests. You may not bring unregistered friends or children to class.

8.Internet. In classes where internet access is provided, you may use the internet for valid, academic purposes only. You may not use it for open access to other non-academic sites, which are unrelated to the course.

9.Other Activities. You may not work on other activities while in class. This includes homework for other courses or other personal activities.

10.Personal Business. You may need to transact personal business with the instructor, asking him or her to sign forms. Plan to do this outside of class.

11.Sleep. Do not sleep in class.

12.Personal Attire and Protective Equipment. All students are expected to dress in a manner that is modest, clean, and appropriate for the program of study. Good personal hygiene and grooming are also expected and may be outlined by the program of study. Shirts and shoes are required at all times. You must properly wear personal protective equipment at all times in any area of the College in which it is required.

13.Fragrances. You should avoid wearing strong fragrances of any kind as other students may be allergic to them.

14.Animals: Domestic Animals are not permitted on campus and may not be left in vehicles on campus property. If a student has a documented disability covered by the ADA and requires an Animal as an Accommodation for access, the student is required to request services from the Support Services Office to receive necessary accommodations. Appropriate documentation of the disability is required, and accommodation are determined on a case-by-case basis. Persons with a disability who have a Service Animal are encouraged, but not required, to contact the Support

Services Office in the K. Ray Bailey Student Services Center to register as a student requesting accommodations.

Typically, violations of the Code of Classroom Conduct will be dealt with as minor infractions. However, repetition of minor infractions or other more serious violations of the Code of Student Conduct may lead to removal from the classroom while the matter is resolved and referral to the Vice President for Student Services for disciplinary action.

Code of Student Conduct

A-B Tech strives to maintain a safe, nurturing, and orderly learning environment that supports the students, faculty, and staff. Therefore, there are behavioral expectations that outline the responsibilities and proper practices for all students at the College. When, in the judgment of college officials, the student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be administered. Students have the rights of Due Process when accused of a violation of the Code of Student Conduct (please reference policy 823). All matters related to alleged sexual misconduct shall be referred to the College's Title IX Coordinator and governed pursuant to the Sexual Misconduct Policy 112. For matters regarding alleged discrimination and harassment, please refer to the Non-Discrimination and Harassment Policy 111.A student who is in possible violation of the Code of Student Conduct will be referred to the Vice President for Student Services or designee. If the Vice President of Student Services or designee determines the student's alleged actions are egregious and/or potentially threatening to the learning environment or to campus safety, the student may be immediately suspended for up to ten College business days, pending a due process hearing or Threat Assessment review.

Students who have been found responsible of a violation of the Code of Student Conduct may be assigned consequences based upon the seriousness of the offense. Sanctions for violations may include but not be limited to: verbal warning, written warning, a failing grade for an assignment, examination, or course, administrative withdrawal from courses or academic program, restitution for damages, probation including mandatory periodic progress reports, consequences adapted to the specific violation, suspension, or expulsion. The President shall have final approval in the expulsion of a student.

Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

Violations for which disciplinary proceedings may be initiated are as follows:

- 1. Academic Dishonesty:** Academic Dishonesty includes submitting someone else's work as one's own; using notes or other material without permission from the faculty on an exam, homework, or other assignments; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; or having someone else take one's exam and submitting it as his or her own. Academic dishonesty includes Distance and Online students and/or any student who has someone else use an account and password for the purpose of submitting work as one's own.
- 2. Aiding Acts of Academic Dishonesty:** Providing information to another student with the awareness that the student intends to use it for deceptive purposes.
- 3. Alcoholic Beverages:** Students may not possess or use alcoholic beverages on campus. Students may not be under the influence of alcoholic beverages on campus or at college-affiliated activities or events (please reference Policy 501.05).
- 4. Animals:** Students may not have an animal of any kind on campus, or at any College affiliated activities, sites, or events. This includes animals left within a vehicle. Limited exceptions to this code may be found in the Animals on Campus Procedure (please reference Policy 802).
- 5. Assault:** Students may not assault or threaten to assault another person for any reason whatsoever. Assault may include a demonstration of force, unlawful physical touching, or striking.
- 6. Bullying:** Students may not intimidate or threaten with harm any other individual. Bullying is defined as "any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) creates or is certain to

create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a College employee's ability to perform the essential functions of his or her job."

7. Communicating Threats: Students may not verbally, in writing, through a third party, or by any other means threaten to physically injure another person or that person's child, sibling, spouse, or dependent or willfully threaten to damage the property of another.

8. Copyright Infringement and Peer-to-Peer File Sharing: Students may not violate the College's Copyright Infringement and Peer-to-Peer File Sharing Policy through the act of violating, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement (please reference Policy 215 and Policy 1006).

9. Damage to Property: Students may not damage property of the College or of any other person working at or attending the College.

10. Disobedience: Students may not disobey the reasonable directions of College employees, including administrators, faculty members, A-B Tech Police and security officers, and other staff employees.

11. Disorderly Conduct: Students may not conduct themselves in a way which will interrupt the academic mission of the College, or which will disturb the peace of the College.

12. Disrespect: Students are expected to treat all College employees with respect and courtesy, particularly when and if disagreements arise.

13. Disruption: Students may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.

14. Drugs: Students may not possess, use, or be under the influence of any narcotic or illegal drugs on campus or at any College-affiliated activities or event. This is in violation of the laws of the state of North Carolina of the United States (please reference Policy 501.05).

15. Failure to Comply: Students must comply with the directives of College officials or law enforcement officers during the performance of their duties. Students must identify themselves to these persons when requested to do so. Failure to respond to notifications of conduct charges is also prohibited.

16. False Information: Students may not present to the College or its employees false information; neither may they knowingly withhold information which may have an effect on their enrollment or their status in the institution and which is properly and legally requested by the College.

17. Gambling: Students may not gamble on campus or at any College-affiliated activities or events.

18. Internet and Campus Network Acceptable Use: The College has an extensive policy for appropriate use of the Internet. Users of the College computers acknowledge the policy whenever they sign on. Students may not use the College's access to the Internet for access to sexually explicit material or for downloading music. Email accounts are provided for student use; however, no right of privacy exists for use of email (please reference Policy 1003). Students may not share their account and password, nor may they access another student's account.

19. Plagiarism: The intentional theft or unacknowledged use of another's words or ideas. Plagiarism includes but is not limited to paraphrasing or summarizing another's words or works without proper acknowledgement; using direct quotes of material without proper acknowledgement; or purchasing or using a paper or presentation written or produced by another. If a student is uncertain about what constitutes plagiarism, he or she should discuss this with the class instructor.

20. Possession of Weapons: Students may not have a weapon of any kind, including a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated

activities or events except handguns as allowed by NC GS §14-269.2(k). Handguns are permitted under these circumstances:

- The person has a concealed handgun permit that is lawfully issued.
- The handgun is in a closed compartment or container within the person's locked vehicle.
- The handgun is in a locked container securely affixed to the person's vehicle.
- A person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times.
- The vehicle is locked immediately following the entrance or exit.

Law enforcement officers are exempt from this prohibition. This includes facsimiles of weapons (please reference Policy 305).

21. Public Laws: Violations of any federal, state, or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state, or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

22. Retaliation: Retaliation against any person submitting a report of possible violation(s) of the Code of Student Conduct against another person is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figure or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against students found to have retaliated against another.

23. Skateboards, Hover Boards, and Roller Skates: Skateboards, hover boards, and roller skates are not permitted to be used on campus.

24. Theft: Students may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.

25. Threats: Students may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotion well-being of the student and/or other students, faculty, and staff.

26. Trespass: Students are trespassing if in an unauthorized area of the College campus or remain on the College campus after having been directed to leave by a college official.

27. Tobacco, E-cigarettes, and Vaping: Students may not use tobacco of any form, use e-cigarettes, or vaporizing devices on campus or at any College-affiliated activity, sites, or events (please reference Policy 306).

28. Unauthorized Access to Records: Students may not access, view, copy or change official College records without official authorization to do so.

29. Use of social media: Students should obey their social media platforms terms of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breach privacy, discriminate, or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on college property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on an A-B Tech social web site or blog will be deleted immediately and may result in having access to the site blocked permanently.

30. Violations of Expected Classroom or Learning Environment Behaviors: May include, but not limited to, being disobedient, disrespectful, disruptive to the classroom or learning environment, or not abiding by professional conduct standards.

Threat Assessment

A-B Tech is committed to providing a safe learning and working environment. As such, the College utilizes a threat assessment process to determine whether or not a student's behavior constitutes a potential safety risk to the individual or others. Matters that rise to the level of a potential threat will be handled solely under the Threat Assessment Policy. If the potential violation of this procedure includes other behaviors or conduct that may also violate the Code of Student Conduct, the violations will also be handled through the Threat Assessment procedure.

Student Rights of Due Process Policy (please reference Policy 823)

Threat Assessment Policy (please reference Policy 819)

Closings, Delays and Dismissals for Inclement Weather or Emergency Situations

The College will close when weather conditions are such that travel is hazardous or an emergency or other situation occurs that would severely disrupt College operations or pose a threat to employees, students, and/or visitors.

1. The President shall determine the classifications of days as hazardous, marginal or late opening
2. Announcements concerning the A-B Tech operating schedule will be made as soon as possible and announced via multiple methods, including the following:
 - Text alerts (for which all students and employees may register through Self-Service under Update Contact Information),
 - Employee and student email, the College website (www.abtech.edu),
 - The College's main telephone number (828-398-7900),
 - The College's Facebook and Twitter accounts, and
 - Through local radio and TV stations announcements.

If it appears that the inclement weather conditions will be cleared before the day is over or the emergency/other situation has been addressed, a late opening will be announced as soon as possible. Students should attend classes according to the announcement.

3. For classes at A-B Tech Madison and A-B Tech Woodfin, the Director of each campus will make a weather-related announcement as soon as possible regarding closing via direct communication, the local campus telephone message or the campus Facebook page. If it appears that the inclement weather conditions will be cleared before the day is over or the emergency situation has been addressed, a late opening will be announced as soon as possible. Students should attend classes as scheduled.
4. If conditions become worse after an initial decision for delayed opening is made, an additional announcement closing the College for the day and/or evening will be made as soon as possible.
5. Closing or delaying the College for the day does not automatically close it for the evening. Decisions will be made concerning evening programs and services in the afternoon and announced by 2 p.m. whenever possible. Faculty, staff, and students should continue to check for these announcements.
6. When weather conditions or emergency situations dictate early dismissal of day or evening classes, the announcement will be made by all means possible.
7. Curriculum and Continuing Education class work and sessions may be made up by rescheduling the class, extra assignments, individual conferences, extended class sessions, on-line assignments, or other alternatives as determined by the applicable senior administrator.
8. Important reminder: In the event of inclement weather or other emergency situations, commuters (particularly those from outlying or remote areas) should exercise personal judgment concerning road or other conditions, regardless of college announcements. The College values the safety of our students, faculty and staff and does not expect anyone to take unnecessary risk while attempting to report to work or class.
9. For latest Information on classes, operations and student services due to Covid-19, visit: www.abtech.edu

MLT PROGRAM RELATED INFORMATION



MEDICAL LABORATORY TECHNOLOGY

Welcome:

Welcome to the Medical Laboratory Technology (MLT) Program at Asheville Buncombe Technical Community College (AB Tech). The MLT faculty are excited that you have chosen this challenging yet rewarding career. We are even more honored that you have selected us to educate and mentor you on this journey.

MLT Program Mission:

The Medical Laboratory Technology program will develop competent clinical laboratory professionals through extensive training in patient testing and diagnosis, to fulfill the needs of our healthcare community.

Teaching Philosophy:

Our goal is to develop a learning partnership with each student, to assist them in achieving their own personal success. Supporting this process by providing a comfortable, effective learning environment and being accessible to our students.

Program History

The certified Laboratory Assistant program originated in 1967 at Memorial Mission Hospital as a continuing education program under the direction of Laura West. In 1970, the program was relocated to the campus of Asheville Buncombe Technical Community College and the MLT Curriculum was developed. In 1975, the Associate in Applied Science Degree was awarded to students following the completing of the program. Today's MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Medical Laboratory Technician of Today

The Medical Laboratory Technician is a key member of the healthcare team. Approximately 70% of the medical decisions made by physicians relating to diagnosis and treatment are based upon the results provided by medical laboratory professionals. *"Without the laboratory, your doctor would be guessing."* Lab work affects thousands of people every day. Accurate diagnostic and treatment dependent results can only be obtained by working to exacting standards of quality and reproducibility each day.

The Medical Lab professional is a highly motivated, logical problem solver that works well under pressure. The work itself is continuously demanding and challenging. Combining science and technology to deliver quality patient care is the daily task. Even though direct patient contact is limited, this professional operates with great empathy and compassion for the patients they serve from behind the scenes.

The gratification and reward for this professional comes from within knowing that at the end of a shift ALL patients received the best possible laboratory analysis to support their diagnosis and treatment.

Introduction to the Profession

Education:



Mission Statement:

The National Accreditation Agency for Clinical Laboratory Sciences (NAACLS) is committed to being the premier agency for international accreditation of educational programs in the clinical laboratory sciences and related health care disciplines.

Vision Statement:

Medical laboratories preferentially seek graduates of NAACLS programs to assure quality, value, innovation and safety for healthcare consumers.

Values:

Quality
Education
Innovation
Collaboration
Peer Review
Global Accreditation

DESCRIPTION OF THE MEDICAL LABORATORY TECHNICIAN PROFESSION

The medical laboratory technician is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory technicians perform, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles, and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory technicians practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Description of Entry Level Competencies of the Medical Laboratory Technician

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.

Contact Information for NAACLS

NAACLS 5600 N. River Rd, Suite 720 Rosemont IL 60018-5119

Phone: 773.714.8880

Fax: 773.714.8886

Email: info@naaccls.org

Introduction to the Profession

Certification

Successful completion of the A-B Tech Associate in Applied Science Degree in Medical Laboratory Technology is NOT contingent upon passing external certification.



The Board of Certification helps you advance your career.

For all laboratory professionals, the ASCP Board of Certification (BOC) is here to help you maintain your certification and excel in your career.

As the oldest and largest certification agency for laboratory professionals, the BOC has certified more than 500,000 individuals since it was established and has become the gold standard for certification of laboratory personnel.

Professional Society:



Code of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in

all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating 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.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team 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, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

Accreditation/Certification



The College:

AB-Tech is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).



The MLT Program:

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) ensures the quality of instruction and training in clinical laboratory science educational programs.

NAACLS

5600 N. River Rd, Suite 720

Rosemont IL 60018-5119

Phone: 773.714.8880

Fax: 773.714.8886

Email: info@naaccls.org



Clinical Laboratory Professionals:

Following graduation, laboratory professionals are certified by the American Society of Clinical Pathologists (ASCP).

After graduation, students must apply and take the BOC exam to become ASCP certified.

Successful completion of the A-B Tech Associate in Applied Science Degree in Medical Laboratory Technology is NOT contingent upon passing external certifications.

As of 2022, AB-Tech has a 100% pass rate for graduates of the MLT program who have taken the ASCP certification exam.

AB Tech MLT & PBT Program Contact Information

- Jennifer Picher, MS, MLS (ASCP)^{CM} – Medical Lab and Phlebotomy Department Chair
828-398-7266 (Office)
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glennapgunter@abtech.edu
- Angie Goodwin- Dean of Allied Health
828-398-7250
angiegoodwin@abtech.edu



Allied Health Division Technical Standards

Medical Laboratory Technology

Purpose Statement

All students in the Medical Laboratory Technology program are expected to meet certain technical standards which are essential for successful completion of all phases of the program, and which reflect industry requirements and standards. To verify the student's ability to perform these essential functions, students may be required to demonstrate the technical standards below.

Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the program.

Technical Standard	Definition of Standards	Examples
Critical Thinking/Problem Solving Skills	Ability sufficient for clinical judgment.	• Ability to measure, calculate, reason, analyze, integrate, and synthesize information. • Ability to prioritize and perform multiple procedures accurately, efficiently, and safely under stressful conditions within significant time constraints. • Ability to exercise independent, ethical judgment and to think logically in the performance of duties. • Ability to employ critical thinking skills in performance of duties and problem solving in the laboratory environment. • Be able to access information from books, reference manuals, computers, paper and electronic medical documents to perform duties and safely use equipment without assistance. • Be able to progress toward minimal supervision as with advancement through the program.

Interpersonal Skills	Abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	• Adaptable to circumstances in a highly stressful, rapidly changing clinical environment. • Effectively deal with anxiety, stress, hostility, and fear in a calm manner. • Interact appropriately and respectfully with patients and coworkers of diverse characteristics, beliefs, and lifestyle practices. • Display compassion, empathy, and concern for others. • Ability to maintain patient confidentiality. • Exhibit honesty, integrity, dependability, and accountability in the performance of one's laboratory responsibilities. • Project an image of professionalism including appearance, dress, and attitude. • Demonstrate a cooperative, supportive, positive, professional attitude.
Communication Skills	Abilities sufficient for interaction with others in verbal and written form.	• Read, write, speak, and report accurately and effectively in English. • Comprehend and carry out complex written, and oral instructions given in English. • Evaluate and communicate diagnostic information in a professional manner to the healthcare team. • Create organized, legible, and coherent written documentation. • Communicate with patients and members of the healthcare team in a clear, concise, and professional manner.
Coping Skills	Abilities to adapt to challenging situations in a professional manner.	• Effectively deal with anxiety, stress, hostility, and fear in a calm manner.
Mobility/Motor Skills	Physical abilities sufficient to move in one's environment with ease and without restriction.	• Move freely and safely in the laboratory, patient care areas, elevators, and stairways. • Reach and bend to access laboratory bench tops and shelves, patients in

		hospital beds and phlebotomy collection stations. • Assist patients in and out of phlebotomy collection stations. • Sufficient physical endurance to perform prolonged periods of walking, standing, and sitting. • Lift and move objects of at least 25 pounds. • Ability to safely maneuver and perform laboratory procedures with chemicals and biohazardous specimens.
Auditory Skills	Auditory abilities sufficient to monitor and assess health needs.	• Possess auditory ability sufficient to communicate with patients and members of the healthcare team. • Detect and evaluate the sounds of equipment and alarms. • Ability to communicate through a telephone.
Visual Skills	Visual ability sufficient for observation and assessment necessary in Medical Laboratory Technology.	• Possess adequate visual ability that allows the determination of minute and microscopic areas of detail, very small variations in color and adequate depth perception (Size, shape, and texture). • Ability to distinguish color, clarity, and viscosity of specimens, reagents, and other testing products. • Be able to manipulate a clinical binocular microscope to discriminate among fine structural and color differences in microscopic specimens. • Read and comprehend text, numbers, and graphs in small print and on a monitor screen.
Tactile Skills	Tactile ability sufficient for physical assessment.	• Have the ability to palpate and interpret the findings.
Environmental	Possess the ability to tolerate environmental stressors.	• Have the ability to focus and concentrate in a high stress, fast paced work environment. • Able to perform all Medical Laboratory tasks adhering to regulatory agencies' guidelines.

		• Safely work with potentially infectious specimens and other hazardous materials.
Emotional/Behavioral	Possess emotional stability sufficient to maintain composure in stressful situations and assume responsibility / accountability for actions.	• Ability to perform multiple procedures accurately, efficiently, and safely under stressful conditions and significant time constraints. • Ability to exercise independent, ethical judgment and to think logically in the performance of duties. • Be adaptable and professional to unpleasant situations common in the clinical setting. • Demonstrate integrity and accountability in both the academic and clinical setting. • Present self in a professional manner in both the academic and clinical setting.

In the case of an otherwise qualified individual with a documented disability, appropriate and reasonable accommodations will be made unless to do so would fundamentally alter the essential training elements, cause undue hardship, or produce a direct threat to the safety of the patient or student.

Asheville-Buncombe Technical Community College is invested in full compliance with the Americans with Disabilities Act (ADA). Support Services is part of Student Services and is located in the K. Ray Bailey Student Services Center. For detailed information or to request accommodations visit www.abtech.edu/supportservices. An appointment is recommended prior to enrollment in order to discuss any special concerns.

ALLIED HEALTH DIVISION CLINICAL PLACEMENT

I. GENERAL

A required component of the allied health division is the student's participation in the clinical placement at area hospitals, clinics, and offices. Successful completion of clinical rotations is necessary to meet program graduation requirements. Allied health students will not be conferred a degree, diploma or certificate unless they can successfully complete the clinical placement and all other aspects of the program.

Clinical affiliates hold patient care at a high level of responsibility. They must insure there is no risk to their patients before allowing an individual to participate in providing healthcare. Accordingly, clinical affiliates have their own standards in determining who may participate in a clinical program at their location. The College does not play any role in determining whether a student satisfies the standards set by the clinical affiliate.

II. ADMISSION TO THE ALLIED HEALTH DIVISION

Admission into an allied health program is a two-phase process. A student is not admitted into the allied health program until each phase is completed.

1. The prospective student must be admitted conditionally to the program.
2. The prospective student must be accepted into the clinical placement. Individual clinical placements have their own acceptance requirements separate from the college (e.g. drug testing, criminal background, etc...) If a prospective student is denied acceptance for clinical training privileges at any healthcare institution, for any reason, that student is ineligible to proceed with the course of study in the allied health division.
 - a. Once a student is conditionally admitted, a background check and drug screening will be conducted by a third-party entity chosen by the College. Prospective student shall deal directly with the third-party entity and will be responsible for all financial costs.
 - b. The third-party entity will report all results directly to the clinical affiliate. Prospective student may also obtain a copy of the report for their personal review. The healthcare institution will then inform the College whether the prospective student's clinical privileges are approved or denied. If denied, the student will not be admitted into the program.

III. LOSS OF CLINICAL PLACEMENT WHILE IN AN ALLIED HEALTH PROGRAM

At any time after acceptance into an allied health program, if clinical privileges are revoked for any reason, the student must withdraw from the allied health division. While the college will assist the student in trying to find another approved clinical placement, the college cannot guarantee other clinical placements will be available. The Vice President for Student Services shall allow the student to withdraw from his or her allied health classes in such a way that is does not impact the student's academic standing. The student may continue with a different course of study at the college; however, because most clinical placements are at the same hospitals, clinics, and offices, he or she may similarly be prohibited from beginning a different allied health education program. Prior to being allowed to register for a different allied health education program, the student must meet with the Dean of Allied Health and Public Service.

Program Cost

Tuition (NC Resident)	\$1,216 (16+ credit hours) per Semester \$76/credit hour (1-15 hours) per Semester
Computer Use and Technology Fee	\$48 per Semester
Activity Fee	\$35 (Fall and Spring semesters only)
CAPS (Campus Access, Parking and Security) Fee	\$20 per Semester
Matriculation Fee	\$6 per Semester
Student Insurance	\$2 per Semester
Consumable Supply Fees	\$ 800- for entire program Includes subscription to Platinum Plus Clinical Recordkeeping for Health Education Programs; Media Lab, Medtraining, Labster, ASCP Board Exam (Must take within 1 year)
Books	\$2,015 for entire program
Tool/Instruments/Uniforms (Uniforms are required for clinical rotations: Distance Learning students are required to purchase from day 1)	\$370 not included in the consumable fees
Background Check and Drug Screen CastleBranch (Purchased April before clinicals)	\$160 (rough estimate, may increase by a few dollars)
Immunizations (These prices are an estimate and can vary if the student has insurance) Required by April prior to Clinical Rotations	MMR \$66 x 2 Varicella \$99 x 2 Hepatitis B \$46 x 3 PPD \$15 Flu \$25 TDAP \$49 Covid- Free at most locations
CPR Certification	\$80
Health Physical Exam	Per physician's fee and insurance coverage.

*It is important to note that you will have two courses for Summer Semester and there is no financial aid for Summer Semester so plan accordingly in the Spring.

First Semester (FALL)

BIO 163	Basic Anatomy & Physiology	5 Credit Hours
CHM 130	Gen, Org & Biochemistry	3 Credit Hours
CHM 130A	Gen, Org & Biochemistry Lab	1 Credit Hour
MAT 110	Mathematical Measurement	3 Credit Hours
MLT 110	Introduction to MLT	3 Credit Hours
MLT 111	Urinalysis & Body Fluids	2 Credit Hours
MLT 140	Introduction to Microbiology	3 Credit Hours

Second Semester (SPRING)

ENG 111	Writing and Inquiry	3 Credit Hours
MLT 120	Hematology/Hemostasis I	4 Credit Hours
MLT 126	Immunology and Serology	2 Credit Hours
MLT 130	Clinical Chemistry I	4 Credit Hours
MLT 240	Special Clinical Microbiology	3 Credit Hours

Third Semester (SUMMER)

MLT 127	Transfusion Medicine	3 Credit Hours
MLT 252	MLT Practicum I (Phlebotomy)	2 Credit Hours

Fourth Semester (FALL)

MAT 152	Statistics	3 Credit Hours
PSY 150	General Psychology	3 Credit Hours
MLT 254	MLT Practicum I (Blood Bank)	4 Credit Hours
MLT 261	MLT Practicum II (Donor Therapy)	1 Credit Hours
MLT 255	MLT Practicum I (Microbiology)	5 Credit Hours

Fifth Semester (SPRING)

ENG 114	Prof Research & Reporting	3 Credit Hours
HUM 115	Critical Thinking	3 Credit Hours
MLT 215	Professional Issues	1 Credit Hours
MLT 265	MLT Practicum II (Hematology)	5 Credit Hours
MLT 275	MLT Practicum III (Clinical Chemistry)	5 Credit Hours

*** The Highlighted Courses must be taken in the semester (though the practicums may vary), the non-highlighted courses can be taken in any order as long as they are completed before graduation.

MLT Course Descriptions

MLT-110: Intro to MLT

This course is designed to introduce all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

Class Hours: 2; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 3

MLT-111 Urinalysis & Body Fluids

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-110

Corequisites: BIO 163 or approved substitution

Class Hours: 1; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 2

MLT 140 Introduction to Microbiology

This course is designed to introduce basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

Class Hours: 2; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 3

MLT-120 Hematology/Hemostasis I

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-110 and BIO-163 or approved BIO substitution

Corequisites: MLT-126, MLT-130, and MLT-240

Class Hours: 3; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 4

MLT-126 Immunology and Serology

This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnosis techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnosis procedures.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-110 and BIO-163 or approved BIO substitution

Corequisites: MLT-120, MLT-130, and MLT-240

Class Hours: 1; Lab Hours: 2; Clinic Coop or Shop Hours: 0; Credit Hours: 2

MLT-130 Clinical Chemistry I

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic tec.

Prerequisites: Enrollment in the Medical Laboratory Technology program, CHM-130, and CHM-130A

Corequisites: MLT-120, MLT-126, and MLT-240

Class Hours: 3; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 4

MLT-240 Special Clin Microbiology

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

Prerequisites: MLT-140

Corequisites: MLT-120, MLT-126, and MLT-130

Class Hours: 2; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 3

MLT-127 Transfusion Medicine

This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pre-transfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.

Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT-126

Corequisites: None

Class Hours: 2; Lab Hours: 3; Clinic Coop or Shop Hours: 0; Credit Hours: 3

MLT-252 MLT Practicum I (Phlebotomy)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in Phlebotomy.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-120, MLT-126, MLT-130, MLT-240, BIO-163 or approved BIO substitution, CHM-130, and CHM-130A

Corequisites: MLT-127

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 6; Credit Hours: 2

MLT-254 MLT Practicum I (Blood Bank)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in blood banking.

*Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-126, MLT-127, and MLT-252

Corequisites: None

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 12; Credit Hours: 4

MLT-261 MLT Practicum II (Donor Therapy)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in the area of donors and component therapy.

*Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-126, MLT-127, and MLT-252

Corequisites: None

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 3; Credit Hours: 1

MLT-255 MLT Practicum I (Microbiology)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in the area of microbiology.

*Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-140, MLT-240, and MLT-252

Corequisites: None

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 15; Credit Hours: 5

MLT-265 MLT Practicum II (Hematology)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in the area of hematology.

*Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-111, MLT-120, and MLT-252

Corequisites: None

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 15; Credit Hours: 5

MLT-275 MLT Practicum III (Clinical Chemistry)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry level competence on final clinical evaluations. Concentration will be in the area of clinical chemistry.

*Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT-130, and MLT-252

Corequisites: None

Class Hours: 0; Lab Hours: 0; Clinic Coop or Shop Hours: 15; Credit Hours: 5

MLT-215 Professional Issues

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry level areas and be prepared for the national certification examination.

Prerequisites: Enrollment in the Medical Laboratory Technology program

Corequisites: None

Class Hours: 1; Lab Hours: 0; Clinic Coop or Shop Hours: 0; Credit Hours: 1

Biohazardous Environment

The MLT classroom/lab is a Biohazardous Environment. For your health and safety, you must respect these guidelines and observe the required restrictions.

No Eating or Drinking inside the classroom or laboratory.

No Cell Phones in the laboratory.



BIOHAZARD

MEDICAL LABORATORY TECHNOLOGY

Grading Policy- First Year Classes

Course Information:

- Major area courses require a grade of “C” or better for graduation. Major area courses are all MLT prefix classes, BIO 163, and CHM 130 & 130A.
- The profession of Medical Laboratory Technology is 50% knowledge and 50% skill. Every MLT course consists of a Class / Lecture component to provide the knowledge, and a Practice / Lab component to develop the essential clinical laboratory skills. Final grades will be calculated based on grades from both components. **Students MUST have a “C” average or better in BOTH the CLASS and LAB COMPONENTS in order to pass the course.**
- **MLT Courses consisting of a significant lab component will incorporate a “Pass/Fail” Final Lab Practical. These courses are selected based upon the impact to patient care that these skills will affect. A pre-established minimum score must be achieved on this practical in order to successfully complete the course, regardless of the student’s class average prior to the practical.**
- At the beginning of the semester the instructor will explain to students the course specific evaluation and grading policy and address any questions relating to the specifics of that class.

Exams:

- In Person Students:
Written tests will be given throughout the course at announced times.
Each student will be allowed to make up ONE written test. The make-up test will be given the day before final exams. The make-up test may include any information covered during the semester. Make up exams may be in a different format than the original exam and may be more difficult and essay based. The student will receive a grade of Zero on any additional missed tests.
- Distant Learning Students and Clinical Rotation Students:
Exams will be given throughout the course at announced times utilizing the Respondus Lockdown browser and camera. Students are required to have a Windows or MAC based computer with a web camera. Online exams are to be taken during the dates and times specified in the course schedule. If a student needs to alter a test date or time, this may be done only once during the course and the student is required to contact the instructor prior to the close date of the exam to reschedule the exam. There is NO make-up exam unless prior arrangements have been made with the instructor. (** Note! Arrangements will only be allowed once per course, and they must be approved by the instructor. Only extreme reasons are acceptable as you have a larger window than in person students for exams.) Make up exams may be in a different format than the original exam and may be more difficult and essay based.
- For In Person: Quizzes may be given unannounced at any time. Quizzes cannot be made up if missed.
- Distant Students: Quizzes may be given unannounced at any time. Respondus Lockdown browser and camera will be mandatory. Quizzes cannot be made up if missed.

Labs:

- Laboratory assignments, practical's, and competency evaluations will be given throughout the course at announced times and will determine the Laboratory component grade.
- **In person Students: Due to time restraints and cost of lab supplies, missed lab periods cannot be made up.**
- Distant Students: Simulation, Dry Labs, and Medialab/Medtraining Labs will have a set due date. You are given a 3-day grace period for these labs, however, for every day late 5 points is taken from your final grade. If the assignment/simulation/lab is not turned by this time, you will receive a zero on the assignment without the ability to make up the assignment.
- Distant Students: For Manual Labs completed at your laboratory. Please work with your facility/trainers to complete the mandatory manual labs. These will be due by the final day. If you discover your facility does not have the ability to help you complete a particular manual lab, you are required to notify your instructor so your instructor can either send you the supplies needed or assign you a simulation/dry lab.

Workplace Readiness (In Person Students):

- The MLT classroom and lab operate as closely as possible to the “real world” in order to effectively prepare students for successful clinical rotations and employment. Workplace Readiness provides the framework for professional standards and expectations. A Workplace Readiness rubric is utilized in determining this graded component.
- For those who will be watching lectures from home, you will have mandatory assignments that will be used for attendance purposes as well as to prove your participation. Those grades will fall under this bracket and are worth 10% of your final grade.

Participation (Distance Learning Students):

- Online students will be required to participate in discussion forums (this may be case studies, discussions, games, etc). Students are also required to provide proof of clinical time spent in the laboratory doing manual labs/clinical. Participation is 10% of your grade.

Final Exam:

- A comprehensive written final exam will be given in each course.
- If applicable there will also be a comprehensive lab practical.

MLT Standard Procedure for Determining Final Grade:

This may vary slightly based upon instructor preference.

1. Lecture Written Exams: 33.5%
 2. Laboratory Grade: 33.5%
- Workplace Readiness 10% or Participation 10%
 - Final Exam: 23%

Grading System: 8 Point Grading Scale
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- A** 93-100 Excellent academic performance, consistent mastery of facts and concepts and a thorough understanding of course content.
- B** 85-92 Good academic performance, high level mastery of course content.
- C** 77-84 Average academic performance.
- D** 69-76 Marginal academic performance, poor mastery of course content.
- F** Below 68 Very poor performance, no demonstration of even minimal mastery of course content.

Progression to Clinical:

<u>Students must have a grade of "C" or better in ALL the First Year MLT courses in order to progress to the Second Year Clinical Practicum component of the curriculum.</u>

Attendance:

- Students are expected to be present in every class. Courses cover complex topics at an accelerated pace. If you get behind it is challenging to catch up and master the information that was missed. If you choose to watch the lecture videos at home, you will only be counted as present if you complete the online assignment for that class lecture.
- Any student absent from class is responsible for material missed.
- Lectures and Labs will not be repeated.
- Missed Labs will result in a zero as they cannot be repeated.

To receive course credit when enrolled in an Allied Health program, a student should attend a minimum of 90% of the contact hours of all major area courses. Upon accumulating absences exceeding 10% of the contact hours, the instructor may drop the student from the course. The student will be advised to follow the official withdrawal procedure in order to obtain a grade of "W", which will not influence the quality point ratio. Official withdrawals are not allowed after the 75% point of a semester or term. If a grade of "W" is not obtained the instructor will assign a course grade of "F".

Tardiness is considered as arriving late to class or leaving before class or lab is completed. Tardiness is not an acceptable practice within the structure of this course. In order to provide a quality, professional, adult learning environment classroom, doors will be closed once class begins. Do not attempt to enter after instruction has begun. This creates an unnecessary distraction for the instructor and fellow students. Class entrance will be available during routine breaks. If you encounter an unavoidable situation, (ex. Emergency or essential appointment) notify your instructor in advance and accommodation will try to be made whenever possible. Keep in mind that 3 tardies are equivalent to 1 hour of absence and are counted towards the 10% absence limit.

MLT Student Professional Ethics:

The Medical Laboratory profession requires the highest standard of ethical behavior and trust from its members. This component of the healthcare team is responsible for the safety and wellbeing of patients during life and death situations. This expectation begins the first day of class in the MLT curriculum. Students must be honest, trustworthy, responsible, and empathetic. As a result of the direct impact on patient care and safety that the Medical Laboratory team is responsible for, **NO FORM OF UNETHICAL BEHAVIOR WILL BE TOLERATED IN THIS CURRICULUM.** Students demonstrating traits or behaviors believed to be less than honest or a danger to patient care will be DISMISSED from the Medical Laboratory Program.

PROGRESSION IN THE PROGRAM

Our mission in the Medical Laboratory Technology Program at AB Tech is to assist you in achieving your personal academic goal. The following information is being provided to enhance your degree of success in this curriculum. Items are mentioned to inform you of the expectations we have of our students and some important points for you to consider.

Tuition & Fees

Note: Tuition & fees must be paid by the established deadline, or the student will be deleted from enrollment & must re-register on a space available basis.

Class work

Any medical training program is academically challenging, and this is true for the MLT program.

The information we cover is highly complex, and we present a great deal of material in a short period of time. In order for you to do your best, it is necessary for you to be present and actively participate in class. There also needs to be study time available in your personal schedule.

Attendance Policy

To receive course credit, a student should attend a minimum of 90 percent of the contact hours of the class. Upon accumulating absences exceeding 10 percent of the course contact hours, the instructor may drop the student from the course. The student will be advised to follow the official withdrawal procedure in order to obtain a grade of “W”, which will not influence the quality point ratio. Official withdrawals are not allowed after the 75% point of a semester or term. If a grade of “W” is not obtained the instructor will assign a course grade of “F”.

Attendance is taken at every class meeting.

You must achieve a grade of C or better in all MLT courses.

Anatomy & Physiology (BIO 163), and Chemistry (CHM 130&130A) are also major courses and a grade of C or better must be achieved before graduation.

ALL first year MLT courses must be successfully completed with a grade of C or better BEFORE you can proceed with Clinical Rotations.

It is important to stay on track with classes as they are scheduled in the curriculum, there is no time set aside in the curriculum to pick up a class at a later date.

If you get a grade of D or lower in either MLT 140 or MLT 110, you will be removed from the MLT program and must reapply the following year to retake the courses. These courses are pre-requisites for all further MLT courses.

You are allowed 2 attempts to pass a MLT course. If you get a grade of D or lower twice, you will be required to audit all passed MLT courses before attempting the course a 3rd time. This is to ensure you will be ready for clinicals and the ASCP upon the successful completion of the course. If you fail a 3rd time you will be dropped from the program and not allowed to repeat or continue with the MLT program. If you choose not to audit the passed MLT courses you will be dropped from the program and not allowed to repeat or continue with the MLT program.

*All students who must repeat a MLT course will be required to meet with Jennifer Picher or Molly Cothran prior to the first day of class to create an education plan. Student will need to put into writing what they will do differently in the course in order to proceed in the program.

*The program must be completed in no more than 5 years.

The college catalog that contains the information and requirements for your completion is the catalog dated the year you began the program.

Required Documentation

All MLT students are required to meet certain documentation requirements, including but not limited to, immunizations, health exam, background checks, drug screens, and CPR certification. These requirements are mandated by contractual agreements between the individual clinical affiliates and the Medical Laboratory Technology program at A-B Tech. These requirements are subject to change at any time. A clinical affiliate may require additional documentation and onboarding procedures.

MLT students must meet all requirements of the facility for which they have been assigned. Failure to do so will prevent the student from completing the program.

Once documentation and onboarding tasks are submitted, the education coordinator departments at the clinical facilities will review all submissions and determine the approval or rejection status of the students.

Clinic Placement and Rotations for in Person Students

Clinical Training Site Placement:

The number of clinical training sites are limited each year by the participation of area hospitals. Decisions relating to student placement is based upon the criteria below:

1. Academic performance
2. Class participation
3. Attendance
4. Full time vs. part time status
5. Repeated courses or missed semesters.

The MLT faculty take all these factors into account and assigns based on the best interest of the student. If a placement cannot be immediately guaranteed the Department Chair will notify the student of options and plan for an adapted schedule. This may include waiting until the next academic year if accommodation cannot be provided.

Medical Form & Immunizations:

Medical forms and immunization records must be completed before you can enter the clinic environment. Medical forms are good for 1 year only; as a result, we will provide you with the form later, closer to the beginning of clinical rotation. (This happens typically in April prior to the beginning of clinical rotations)

It is recommended to begin gathering your immunization records now and REVIEW them for any needed shots.

Hepatitis B Immunization Addendum: Upon entering the MLT program and receiving detailed information relating to the biohazardous conditions of the laboratory, students are presented with two options. They are now equipped to make an informed decision to either proceed with the Hepatitis B immunization series or choose not to take the immunizations. If students choose to decline the Hepatitis B immunizations, they will be required to sign the college's "Statement of Declination."

Criminal Background Checks & Drug Screens:

MLT students are required to participate in a Criminal Background check and Drug Screen as a condition of approval for acceptance in the program. You are required to cover the cost. Clinic sites may refuse acceptance of a student based upon findings of these procedures. Students cannot be reassigned based upon results. Denial of clinic placement will prohibit progression in the program. A copy of the college policy is provided in this Handbook.

CPR Certification:

Hospital affiliates require all allied health students to have current American Heart Association Healthcare Provider CPR Certification.

Clinical Hours:

The third semester (summer semester) begins the clinical rotation element of the curriculum. This rotation consists of phlebotomy training. Days and hours will vary but a schedule will be provided to you in advance. Typically, clinicals are 2 days a week. Days are 6.5 hours long. These days are M-TH. We do not use Fridays.

Uniforms need to be purchased for clinical rotation.

Reliable transportation and the ability to commute are essential.

A current list of affiliates is provided.

Clinic schedules for the fourth & fifth (Fall & Spring) semesters of the second year are as follows:

Clinic days- 8½ hours a day on Monday, Tuesday, Wednesday

Clinic hours are set according to the hospital laboratory workload & will vary slightly between facilities.

“Routinely” 6:00 am - 2:30 pm or 7:00 am - 3:30 pm

Some clinic sites require an occasional second shift rotation for exposure to a variety of testing or workload environment.

Thursdays are Clinic Report Days and Exam Days for 2nd year students.

Childcare, work schedules, & transportation are items that need to be addressed in advance to accommodate clinical rotation.

Clinic Placement and Rotations for Distance Students

Clinical Training Site Placement:

You will be required to come into the program with your facility as your facility will be helping you with your labs during your first year.

If you are the exception, you have already spoken with Jennifer Picher, and are working on arrangements. Please see the in-person explanation for information on clinical placement, medical forms, CPR, immunizations, criminal background and drug screening.

Clinical Hours:

The third semester (summer semester) begins the clinical rotation element of the curriculum. This rotation consists of phlebotomy training. Minimum hours are 120 hours for phlebotomy rotation if necessary.

Clinic schedules for the fourth & fifth (Fall & Spring) semesters of the second year will be worked out with your facility. However, it is mandatory that you complete 192 hours per rotation. There are 4 rotations. This can be arranged anyway that works for the student and facility.

We are required to have an affiliation agreement with your facility.

It is important to note that students cannot be working during clinical hours! This is a requirement from our accreditation body. There is no wiggle room in this mandate.

Childcare, work schedules, & transportation are items that need to be addressed in advance to accommodate clinical rotation.

Asheville Buncombe Technical Community College
Medical Laboratory Technology
Readmission or Transfer Policy

1. All applicants must meet the entrance criteria set forth by the college and the Medical Laboratory Technology Program prior to consideration for readmission or transfer.
2. Readmission or transfer is contingent upon available space within the program.
3. A student will be readmitted only once.
4. MLT clinic sites are limited and vary from year to year. Available sites will be assigned in the following order.

First: Full time, regular track students

Regular track students are those individuals that have adhered to the recommended curriculum design and successfully complete all first-year courses on schedule, without any failures, withdrawals, or semesters skipped.

Second: Students that successfully completed the first year of the program on a part time basis, without any failures, or withdrawals.

Third: Students that skipped semesters and returned to the program.

Fourth: Transfer Students

Fifth: Students who have failed and returning to the program for their second time.

5. All MLT course work, and any required computer courses must be completed within a 5-year period.
6. Transfer MLT courses must have been completed within a 3-year period of the date of transfer. It is recommended that prior clinical experience not be greater than one year prior to admission.
7. Transfer students must submit copies of syllabi for each MLT course taken at a college or university other than AB Tech to the MLT Department Chairperson. This will be used to evaluate your placement in the program and transfer credit.
8. Transfer students must demonstrate comprehension of the theory and skills equivalent with the knowledge level of the currently enrolled students in the program. This will be evaluated by satisfactory performance on a written exam and skill practicum as determined by the MLT faculty and Department Chairperson.
9. Transfer students must complete greater than or equal to the number of credit hours required for the MLT program at AB Tech. To complete this a student may retake a MLT course at AB Tech.

Student Signature: _____ Date: _____

Immunization Checklist

MLT Students must provide written documentation of receiving the following vaccinations.
These must be uploaded into Castlebranch prior to clinical rotation.

DTP or Td: Diphtheria, Tetanus, Pertussis

3 doses in your lifetime: 1st dose

2nd dose one month later

3rd dose six months after the second dose

Adults need a booster every 10 years

MMR: Measles, Mumps, Rubella

If you were born in 1957 or later- 2 doses are required.

Varicella: Chicken Pox

2 doses: 1st dose

2nd dose one month later

If you had chicken pox as a child, you must have a varicella titer done to prove immunity.

PPD: Tuberculin Skin Test

Within the past 12 months.

Some facilities will allow student to have a T-Spot draw to indicate that they are tuberculosis negative.

Hepatitis B Series: Not required but Strongly Recommended

3 doses: 1st dose

2nd dose one month later

3rd dose five months after the second dose

The series should have been started before entering the clinical environment. Individuals who choose not to take the vaccine will have to sign a declination form.

COVID-19 Vaccination

At this time most facilities require the initial vaccinations and not the booster.

Flu Vaccine- Annual/Seasonal; Typically given in October.

**MEDICAL LABORATORY TECHNOLOGY
POTENTIAL POOL OF CLINICAL AFFILIATES**

Blue Ridge Regional Hospital

125 Hospital Dr.
Spruce Pine, NC 28777

Cherokee Indian Hospital

1 Hospital Rd
Cherokee NC, 28719

McDowell Hospital

430 Rankin Dr.
Marion, NC 28752

Haywood Regional Medical Center

262 Leroy George Dr.
Clyde, NC 28721

Harris Regional Medical Center

68 Hospital Rd.
Sylva, NC 28779

Mission Health System

509 Biltmore Ave
Asheville, NC 28801

Pardee Hospital

800 N. Justice St
Hendersonville, NC 28739

Advent Health

100 Hospital Dr
Hendersonville, NC 28792

St. Lukes Hospital

101 Hospital Dr
Columbus, NC 28722

Transylvania Regional Hospital

260 Hospital Dr
Brevard, NC 28712

VA Medical Center

1100 Tunnel Rd
Asheville, NC 28805

Genova Diagnostics (Microbiology Only)

63 Zillico St,
Asheville, NC 28801

MEDICAL LABORATORY TECHNOLOGY PROGRAM OUTCOMES

The goal of the Medical Laboratory Technology Program is to educate, train and mentor students in preparation for a successful career in the clinical laboratory. Upon graduation from this program, individuals are expected to have achieved success in the following areas.

- Perform and evaluate accuracy of routine laboratory tests as the primary analyst within all major areas of the clinical laboratory.
- Demonstrate professional interpersonal, oral and written communication skills that effectively meet the needs of patients and the healthcare team.
- Comply with laboratory regulatory and safety guidelines.
- Apply the principles and practices of quality assurance and quality control to the areas of pre-analytical, analytical, and post analytical processes.
- Demonstrate professional and ethical conduct essential in gaining and maintaining the confidence of patients, professional associates, and the medical community.

Facilitating Success

Workplace Readiness Evaluation v FA 2022

Competency Categories:

Attendance

- E**= On time for class and present for all scheduled classes.
- A**= One excused absence. Notifies instructor prior to absences; Rarely late
- N**= Two-Three absences. Did not notify instructor; And/Or often late to class.
- U**= Attends class less than required amount of time; frequently tardy

Time Management

- E**= No late work, demonstrates self- responsibility. Always able to get lab tasks performed in the allotted time without issues.
- A**=Does not turn in work on time 3 or fewer times. Able to get lab tasked performed for most classes; however, occasionally need more time.
- N**= Rarely turns in assignments on time. And/Or often requests more time for lab, or the instructor must repeatedly keep the student on task.
- U**= Never turns in assignment, nor able to get labs completed in a timely manner

Professionalism

- E**= Always demonstrates positive attitude, self-control, good personal presentation & traits of life-long learning; always accepts & applies feedback; shows initiative. Fosters a respectful work environment. Demonstrates emotional intelligence.
- A**=Consistently positive; embraces life-long learning, applies feedback; shows initiative & demonstrates appropriate personal presentation. Fosters a respectful work environment. Consistently demonstrates emotional intelligence.
- N**= Often positive; Occasionally applies feedback, initiative. Rarely fosters a respectful work environment. Sporadically demonstrates emotional intelligence.

- U**= Resists new ideas and skills, does not apply feedback; rarely positive; demonstrates poor personal presentation. Does NOT foster a respectful work environment. Rarely demonstrates emotional intelligence.

Communication

- E**=Always uses clear, organized language; effectively exchanges ideas and information; uses Creator language (not victim).
- A**=Consistently uses clear/organized language for exchanging ideas and information; consistent use of Creator language (not victim)
- N**= On occasion uses clear/organized language for exchange ideas and information, rare use of creator language. Some use of victim language.
- U**=Poor demonstration of communication and listening skills; rarely uses Creator language (uses victim language)

Quality of Work

- E**=Consistently gives best effort, quality work. Works efficiently. Great attention to detail.
- A**=Usually gives best effort and consistently completes work. Works somewhat efficiently. Good attention to detail.
- N**= Occasionally gives best effort, instantly completes work effectively. Minimal attention to detail.
- U**= Demonstrates minimal effort, work is sometimes incomplete. Poor attention to detail.

Participation Teamwork

E=Self-confident; demonstrates self-awareness in accepting responsibility for own choices. Supports fellow team members and contributes in a positive manner.

A=Consistently accepts responsibility for own choices; often demonstrates strong interdependence. On occasion, supports fellow team members, and occasionally contributes in a positive manner.

N= Occasionally accepts responsibility for own choices; Does not demonstrate interdependence. Infrequently supports fellow team members and/or contributes in a positive manner consistently.

U=Rarely accepts responsibility for own choices; makes poor choices when working with others. Rarely supports fellow team members and/or contributes in a positive manner.

Effort

E=Consistently comes to class prepared; maximizes class time available. Prioritizes lab assignments.

A=Almost always prepared; frequently uses class time effectively. Consistently prioritizes lab assignments.

N=Occasionally prepared. Infrequently uses class time effectively. Inconsistently prioritizes lab assignments.

U=Frequently does not come to class prepared, poor use of class time. Rarely prioritizes lab assignments.

Critical Thinking

E=Always thinks through problems; selects strategy; finds way to solve. Independently.

A=Consistent use of problem-solving strategies, often independently.

N= Rare use of problem-solving strategies. Infrequently works independently.

U= Consistently avoids problem solving; rarely seeks assistance from instructors. Rarely works independently.

Dress Code

E= Always shows up with professional appearance, cleaned and well groomed.

A= Consistently shows up with professional appearance, cleaned and well groomed.

N= Seldom shows up with appropriate attire, hairstyle, and/or grooming.

U= Poor demonstration of professional appearance and/or grooming.

Each category is scored as Exemplary (5pt), Acceptable (4pt), Need Improvement (3pt), or Unacceptable (0pt)

Name: _____

Class: _____

Year: _____

Instructor Names: _____

Workplace Readiness Evaluation v FA 2022

Competency Category	Exemplary	Acceptable	Needs Improvement	Unacceptable
	5 points	4 points	3 points	<i>*Requires narrative comment for corrective action plan</i> 0 points
Attendance				
Time Management				
Professionalism				
Communication				
Quality of Work				
Participation Teamwork				
Effort				
Critical Thinking				
Dress Code				
Total			$\frac{\quad}{45} \times 100 =$	

Narrative:

Action Plan (if required):

Student Signature:

Date:

Instructor Signature:

Date:

Tips for Success



- | | |
|--|---|
| ☐ ATTENDANCE | ☐ QUALITY OF WORK |
| ☐ TIME MANAGEMENT | ☐ EFFORT |
| ☐ PROFESSIONALISM | ☐ PARTICIPATION/TEAMWORK |
| ☐ COMMUNICATION | ☐ CRITICAL THINKING |

Comments:



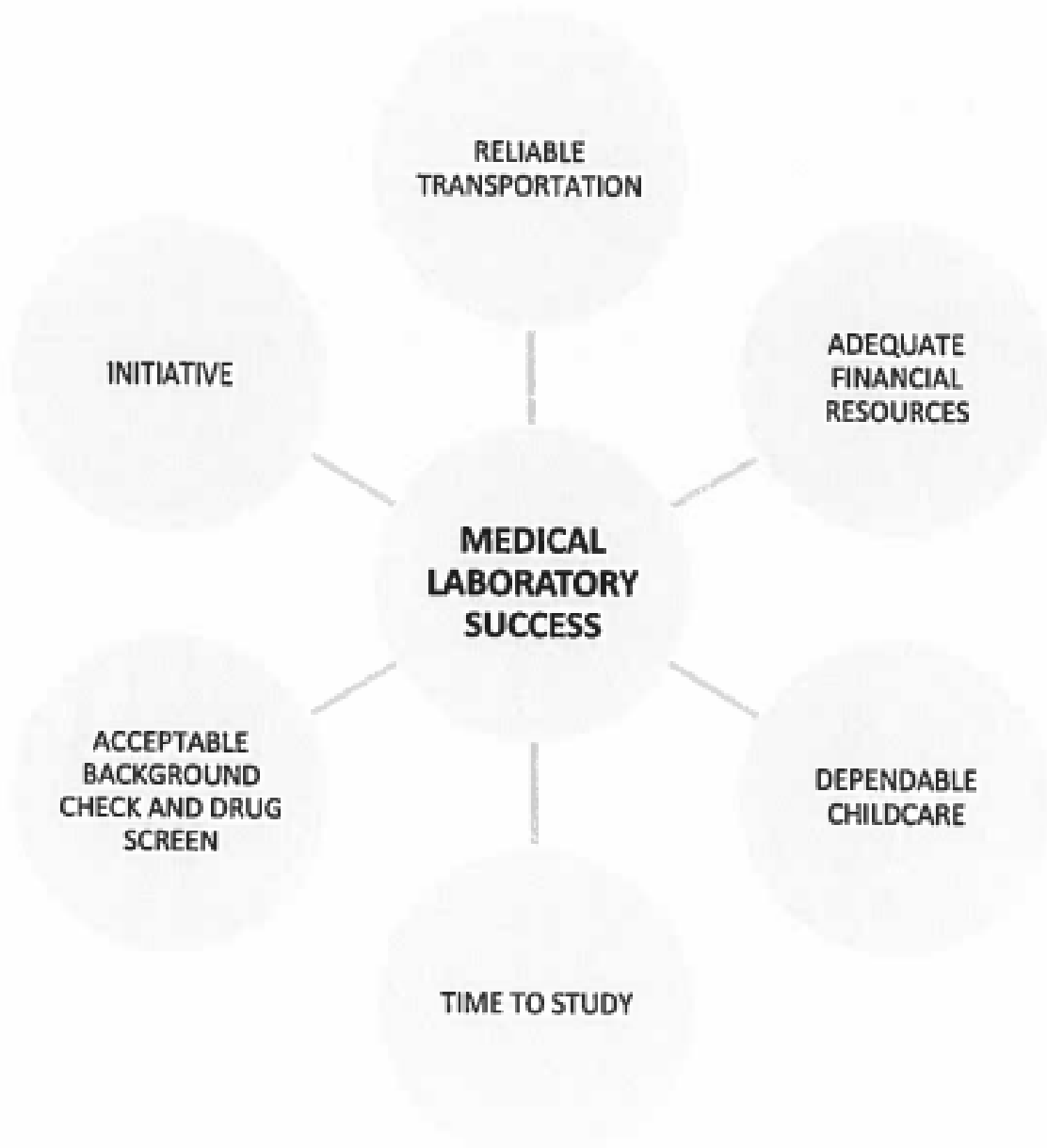
Allied Health &
Public Service

"Friendly" Reminder: points may be lost if action is not implemented. I am available to discuss your plan of action for improvement.

Student: _____

Instructor: _____

THE WILL TO SUCCEED IS NOTHING WITHOUT THE WILL TO PREPARE



“TIPS FOR SUCCESS” FROM PREVIOUS MLT STUDENTS

The following list of recommendations were compiled from previous MLT students who successfully completed the program.

1. **Attend Class**
2. **Organize class materials**
3. **Prepare for and participate in class activities**
 - **Bring all required materials to class**
 - **Read information before class**
4. **Manage time wisely**
 - **Set aside daily review time**
 - **Complete assignments in a timely manner**
5. **Utilize available resources and support systems**
6. **Maintain habits that support physical and mental health**

Choices of Successful Students

For an online self-assessment of these eight principles, go to the *On Course* web site at <http://collegesurvival.college.hmco.com/students>. Select Downing's *On Course* from the list of textbook sites.

SUCCESSFUL STUDENTS . . .

1. . . . accept **personal responsibility**, seeing themselves as the primary cause of their outcomes and experiences.
2. . . . discover **self-motivation**, finding purpose in their lives by discovering personally meaningful goals and dreams.
3. . . . master **self-management**, consistently planning and taking purposeful actions in pursuit of their goals and dreams.
4. . . . employ **interdependence**, building mutually supportive relationships that help them achieve their goals and dreams (while helping others do the same).
5. . . . gain **self-awareness**, consciously employing behaviors, beliefs, and attitudes that keep them on course.
6. . . . adopt **lifelong learning**, finding valuable lessons and wisdom in nearly every experience they have.
7. . . . develop **emotional intelligence**, effectively managing their emotions in support of their goals and dreams.
8. . . . **believe in themselves**, seeing themselves as capable, lovable, and unconditionally worthy human beings.

STRUGGLING STUDENTS . . .

1. . . . see themselves as victims, believing that what happens to them is determined primarily by external forces such as fate, luck, and powerful others.
2. . . . have difficulty sustaining motivation, often feeling depressed, frustrated, and/or resentful about a lack of direction in their lives.
3. . . . seldom identify specific actions needed to accomplish a desired outcome. And when they do, they tend to procrastinate.
4. . . . are solitary, seldom requesting, even rejecting, offers of assistance from those who could help.
5. . . . make important choices unconsciously, being directed by self-sabotaging habits and outdated life scripts.
6. . . . resist learning new ideas and skills, viewing learning as fearful or boring rather than as mental play.
7. . . . live at the mercy of strong emotions such as anger, depression, anxiety, or a need for instant gratification.
8. . . . doubt their competence and personal value, feeling inadequate to create their desired outcomes and experiences.

MEDICAL LABORATORY TECHNOLOGY

First Year Student Orientation

2023/2024

I have been provided written and verbal explanation of college, division, and curriculum policies and procedures. I understand that I am accountable for the information in the college catalog, student handbook and MLT program handbook. It is my responsibility to comprehend and abide by this information in order to participate in the Medical Laboratory Technology Program at Asheville Buncombe Technical Community College.

STUDENT SIGNATURE

DATE

PRINT NAME CLEARLY BELOW
