

DALTON STATE COLLEGE

MLT PROGRAM

STUDENT HANDBOOK



2012

## A LABORATORY MYSTERY

While working in the laboratory,  
One bright and sunny day.  
We received a specimen,  
That blew the doc away.

He didn't know quite what to do,  
Or how to start to test.  
We helped him write the orders,  
And tried to do our best.

First we'll do a cell count,  
And run the chemistry.  
We'll do a routine culture,  
And some flow cytometry.

Transudate or exudate,  
Bacillus or cocci.  
We'll figure out what's going on,  
At least our best we'll try.

The chemistry is normal,  
And the gram stain's negative.  
In a fluid that's this cloudy,  
Something's got to give.

The white count is ten thousand.  
The red cell count is five.  
Try as we did to understand,  
This somehow didn't jive

We quickly did a Cytospin.  
Malignant cells were found.

Hurry to find a pathologist.  
There must be one around..

Flow Cytometry was done.  
We gate on those big cells.  
They're positive for TdT,  
And C02 and 1.

We ask for some peripheral blood.  
And not to our surprise,  
The white cell count was fifty thou,  
And blasts were on the rise.

This patient is in great distress,  
This leukemia was unknown.  
Without the trusty laboratory,  
The truth would not be known.

The dedication of med techs,  
Histo and cytotechs, too.  
Can easily be overlooked.  
And often others do.

The next time one of your loved ones,  
Is in need of urgent care,  
Day and night and weekends, too.  
The lab is always there!

-Colleen M. Urben, MT(ASCP)

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## **PART I**

**INTRODUCTION:** The Medical Laboratory Technician Program at Dalton State College is a two-year career program designed to train medical laboratory technicians for this area. The program offers both didactic and practical training. After completion of the program a student receives an Associate of Applied Science degree in Medical Laboratory Technology and is eligible to take the MLT Registry provided by the American Society of Clinical Pathologists or National Certification Agency for Medical Laboratory Personnel. If a student decides to pursue a four-year degree, many of the courses in the program will transfer to senior institutions. NAACLS Accredited program-last accreditation 2001-2008. NAACLS, P.O. Box 75634, Chicago, Illinois 60675 (773) 714-8880

**PURPOSE:** The purpose of the Medical Laboratory Technician Program at Dalton State College is to impart the fundamental knowledge and practical skills of medical technology to the student so that the following objectives may be reached:

1. The student should be more fulfilled in his personal and community life.
2. The student should receive personal fulfillment in his ability to perform laboratory work.
3. The student should have a professional attitude toward the laboratory work.
4. The student should be able to perform satisfactorily in any laboratory situation.
5. The student should be able to accurately judge the variability of laboratory tests.
6. The student should be able to establish professional patient contact.

### **Program Mission Statement:**

The purpose of the Medical Laboratory Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed as medical laboratory technicians. Through these skills and experiences, students are expected to successfully complete the national ASCP registry or NCA.

## Program's goals

The Medical Laboratory Technology program is a sequence of courses that prepares students for technician positions in medical laboratories and related business and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive an Associate of Applied Science degree in Medical Laboratory Technology, have the qualifications of a medical laboratory technician, and are eligible for certification.

The Medical Laboratory Technology program graduates are eligible to sit for a national certification exam and are prepared to function as professional technicians in medical laboratories. Program graduates are to be competent in the general areas of: communications, math, interpersonal relations, anatomy and physiology, and inorganic chemistry. Program graduates are competent to work in the major medical laboratory areas of: phlebotomy, urinalysis, hematology, immunology, serology, clinical chemistry, microbiology, and immunohematology.

The benchmark Exit exam passrate for the MLT-80% and the Bench mark for job placement-85%.

### Goals/Objectives

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.
2. Provide educational facilities which foster learning and provide safe healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills which foster work attitudes and work habits that will enable graduates of the program to perform as good employees.
5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.
6. Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.
7. Provide education that fosters development of good safety habits.
8. Provide admission, educational, and placement services without regard to race, color, national origin, religion, sex, age, or handicapping condition.
9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
10. Promote good public relations via contacts and regular communications with business, industry, and the public sector.
11. Promote faculty and student rapport and communications to enhance student success in the program.

Program Student Learning Outcomes/Graduate competencies:

The Medical Laboratory Technician Program at Dalton State College mission is to impart the fundamental knowledge and practical skills of medical technology to the students so that the following objectives may be reached:

1. The student should be more fulfilled in his or her personal and community life.
2. The student should receive personal fulfillment in his ability to perform laboratory work.
3. The student should have a professional attitude toward the laboratory work and be able to perform at a graduate level in specimen analysis and laboratory processes.
4. The student should be able to perform satisfactorily in any laboratory situation.
5. The student should be able to accurately judge the variability of laboratory tests.
6. The student should be able to establish professional patient contact.
7. The student will practice entry level- medical laboratory technician analysis on the job as expected by employers with a minimum of orientation to the duties of the job.

## PART II

### CODE OF ETHICS:

Being fully cognizant of responsibilities in the practice of medical technology. I affirm by willingness to discharge my duties with accuracy, thoughtfulness, and care.

Realizing that the knowledge obtained concerning patients in the course of my work be treated as confidential, I hold inviolate the confidence (trust) placed in me by patients and their physicians.

Recognizing that my integrity and that of my profession must be pledged to the absolute reliability of my work, I will conduct myself at all times in a manner appropriate to the dignity of my profession.

The Code of Ethics shall be consistent with the Code of Ethics of the American Medical Association.<sup>1</sup>

## PART III -GENERAL POLICIES

### ADMISSION:

Admission policies, activities, services, and facilities of the College do not exclude any person on the basis of race, color, age, sex, religion, national origin or disability. Dalton State College is an Affirmative Action Program Institution. Any individual who requires assistance for admission to or participation in any program, service or activity of Dalton State College under Title II of the Americans with Disabilities Act should contact the designated Title IX and Section 504 Coordinator, Dr. John Hutcheson, Vice President for Academic Affairs, Memorial Hall, Room 122, 706-272-4421.

Admission is the same as the requirements for Dalton State College. In addition to the requirements for admission to the college, a student entering the Medical Technician Program must obtain a physical form from the MLT department. This

form is presented to a qualified physician who after completion of the examination of the student must return the form directly to the Medical Laboratory Technician Program at Dalton State College. This must be filed in the MLT office before the student will be allowed to register for the second semester of the program.

**See page 15 for Essential Functions and Signature page.**

**ADVISEMENT:**

Instructors in the Medical Laboratory Technician Program should advise students in the program concerning courses to be taken. It is the responsibility of the student to make an appointment with the instructors before each semester in order to plan their schedule for the semester.

**APPLICATION PROCEDURES:**

The application policies are the same as required by Dalton State College. In addition, an interview with the Program Director/Educational Coordinator is required before acceptance into the program.

**STUDENT APPROVAL PROCESS FOR CLINICAL ROTATION:**

All students in the Medical Laboratory Technician and phlebotomy programs are required to undergo the Student Approval Process.

The process requires approval by the Area Health Education Center -Blue Ridge (see handout-Student Approval Process). The process takes 2-4 weeks to complete. The student approval process must be completed the semester that the student is enrolled in the MLTS 1101 -Introduction to Health Sciences course or you will not be able to attend clinical rotations. The student is responsible for all cost that is incurred for this process. If a student is **REJECTED** by a clinical affiliate for any reason due to the approval process, the student will not be allowed to continue the MLT or Phlebotomy program.

**COUNSELING:** If a student wishes counseling concerning academic or personal situations, he may contact the instructors in the MLT program or the Counseling Office at Dalton State College.

**FEES:**

The fees are the same as those required by the college.

**HEALTH REQUIREMENTS:**

The student must have a physical by the end of the first semester in the program. Proof of drug abuse is reason for dismissal from the MLT Program. Students are subject to current guidelines stated in DSC catalog and the drug policies mandated at each clinical training facility. Students must have a color blind test performed. "Color blindness does not preclude enrollment in the professional curriculum but may require compensation and additional work on the part of the student in areas where color characteristics are used in test interpretation." October 2007, ASCLS Today.

## **HOLIDAYS:**

The holidays observed during the two-year period will be the same that the college allows in its regular curriculum and the hospital facility schedule for clinical practicum.

### **Religious Holidays Attendance Policy (revised)2010**

Please consult a resource such as <http://www.interfaithcalendar.org/> for a relatively comprehensive list of religious observances as well as for specific dates of each holiday.

It is the responsibility of those constructing the academic calendar each year to avoid scheduling registration periods or the first day of class on religious holidays. *The student is responsible for providing official documentation, in a timely manner, of the need for the absence. The instructor will determine the conditions under which work will be made up in consultation with the student when a student misses class or other academic obligations because of a religious holiday.*

## **LIBRARY:**

The library at Dalton State College is available to all **Mb-T** students on the same basis as other students. The **MLT** instructors request that the students practice courtesy in using the library as is worthy of the profession.

## **SCHEDULE:**

The MLT schedule will include six semesters of academic study at the college, including 20 weeks of internship at an associated hospital. The number of semesters may vary if the student does not wish to take 15 hours each semester or if the student fails courses. Students must complete all MLT courses within 3 years to continue on to clinical or the student may be asked to repeat courses over 3 years old. Students must also complete the 20 week clinical practicum consecutively following the college schedule.

## **STUDENT MEETINGS:**

The Medical Laboratory Technician Society is established for the students in the program. All students are **EXPECTED** to attend meetings.

## **PART IV -ACADEMIC POLICIES**

### **ATTENDANCE:**

#### **CLASS:**

Class attendance at Dalton State College is established by each professor. For the MLT courses no cuts should be taken; however, three absences per semester will be allowed in emergency cases. When a student finds it absolutely necessary to be absent, it is the student's responsibility to make up the material. An appointment should be made with the instructor of the class to discuss material to review.

#### **CLINICAL:**

Attendance is mandatory for clinical rotation. Students in MLTS 2290/2291 must attend and complete the 20 week clinical rotation in 20 consecutive weeks. When students find it absolutely necessary to be absent, it is the student's responsibility to make up all missed material and clinical practice if time allows for make-up during clinical rotation. If the absence interferes with other students attending clinical rotation, the student may need to begin the clinical rotation at a later date or during a different semester.

#### **CREDENTIALS COMMITTEE:**

The Credentials Committee shall consist of the following members of the Advisory Committee:

1. The Vice President of Academic Affairs
2. The Dean of the School of Technology
3. The Chairman of the Technical Division
4. The Director of the MLT Program
5. The Medical Director of the MLT Program
6. The Educational Coordinator of the MLT Program
7. One bench teacher from each hospital
8. Any issues involved with the Practical experience or performance.

The Credentials Committee reviews and rules on all matters dealing with:

1. Request for dismissal
2. Serious complaints against students
3. Unacceptable academic records during clinical practicum
4. Serious violations of school or hospital policy
5. Unacceptable moral conduct

This committee shall consider any of the above matters and shall have the authority to dismiss a student from the program. The student may be present with a representative to present any related information concerning the situation. A majority vote rules and this shall be taken by secret ballot.

**EXAMS, QUIZZES, AND TESTING PROCEDURES:**

At the college, testing will be a responsibility of each professor. The MLT courses at the college will test by:

1. Lecture Quizzes
2. Practical Quizzes
3. Comprehensive Exams

This is subject to change as required by individual courses and instructors.

**GRADING SYSTEM:**

The MLT Courses are assigned letter grades.

Grade Scale	Point System
4 A	90-100
3 B	80- 89
2 C	78-79
1 D	70-77
0 F	0- 69

**STUDENTS ARE REQUIRED TO MAKE A "C" IN ALL MLT COURSES.**

\*Students will be allowed to receive only one failing (below 78) grade in the courses designated "MLTS". MLTS major field courses can be repeated a maximum of one time.

**NATIONAL REGISTRY:**

Students are expected to take the ASCP National Registry Examination or NCA - National Credentialing Agency after successful completion of the program. The Associate degree is granted regardless of the Registry Examination Score. Prior to graduation (approx. 2 months) the student should submit to ASCP or NCA completed applications and all fees associated with the examination. Students will take the Certification Examination as soon after graduation as possible.

## WITHDRAWAL AND DISMISSAL:

Students may be asked to withdraw from the MLT Program for the following reasons:

- \*1. Unacceptable academic record.
2. Prolonged serious health problems.
3. Unacceptable moral conduct.
4. Violation of school or hospital policy.

All cases requiring an investigation by the Credentials Committee will be open to the student and his chosen representative.

## PART V- PROFESSIONAL ORGANIZATIONS

ASCLS: American Society for Clinical Laboratory Science (formerly ASMT)

The student may become a student member of the American Society for Clinical Laboratory Sciences in the state of Georgia if he so desires. The student should contact the Director of the MLT Program or Educational Coordinator to obtain information concerning ASCLS Membership.

ASCP:

The student may also become a student member of the American Society for Clinical Pathology. The ASCP administers a National Registry Examination. After satisfactory completion of the examination an individual becomes a MLT (ASCP). The Director and Educational Coordinator have the appropriate applications. In order to be assigned to a clinical faculty for the final 20 weeks of practicum, ALL course work must be completed. The MLT faculty reserve the right to occasionally make exceptions, but in most cases, clinical placement prior to course completion will not occur.

PART VI- HOSPITAL POLICIES (Hospitals may require orientation for students before beginning clinical practicum.)

APPEARANCE:

The students should take pride in the personal appearance and always dress neatly and conservatively.

The students will furnish their own uniforms and laboratory coats. White uniforms must be worn by students while on duty.

The male students uniforms will consist of:

1. A white shirt, white trousers, and white shoes. OR
2. A white laboratory coat may be worn over trousers, dress shirt, tie and suitable dark shoes.

The female student uniforms will consist of:

1. White uniforms and white shoes (low-heeled, closed toe and heel). Blended materials, cotton or nylon acceptable. Hem length should

- insure dignity to the professional uniform. Plain hose are required.
2. Pants uniforms with tunic top and pants that fit loosely and are well tailored. (NO transparent material).

Uniforms should be clean and neat at all times. Closed-toe and heel shoes should be clean or polished at all times. Jewelry should be confined to a watch and inconspicuous rings. IDENTIFICATION NAME PINS MUST BE WORN ON UPPER LEFT SIDE OF THE UNIFORM AT ALL TIMES. LAB COATS AND EYE PROTECTION MUST BE WORN WHILE IN THE LAB.

Hair- Hair should be neat and a natural hair color. Unkept hair shall not be permitted.

Neat beards are permitted.

If long, hair must be pulled back or put up.

Nails- Should be of reasonable length. Only clear fingernail polish is permitted. (Some facilities do not allow anyone involved in direct patient care to wear artificial nails.)

Any visible tattoos or body art must be covered at all times during clinical practicum hours. Any form of body piercing other than ears (up to 2 holes- a pair) must be removed during clinical practicum hours and patient contact.

If the Director, Clinical or Educational Coordinator or any of the teaching technologists deem your appearance unworthy of your profession, you may be asked to leave until the condition is corrected.

#### COFFEE BREAKS:

A fifteen minute break may be taken in the morning and/or in the afternoon if time permits and if approved by the departmental supervisor. However, breaks will remain a privilege.

#### COUNSELING:

The Program Director or Educational Coordinator at DSC are available to discuss any problems that the student may have, either personal or connected with the internship. All conversations between the student and the Director or Educational Coordinator are privileged and will be treated as confidential.

#### DUTY SCHEDULE:

Students will have a 40 hour work week. These hours will be devoted to didactic lectures, study and practical experience. Students must not be expected to perform an employee's share of the workload as a "tech" during the practical hours. Practical hours must be dedicated to practical training. Generally, hours will be from 7:00a.m. to 3:30p.m. with 30 minutes for lunch. (Be on time always-tardiness will be a reflection on the student's willingness to accept responsibility.) A phone call must be placed to the lab before 7:00a.m. if absence is forthcoming. The student may be employed by the hospital for not more than 1Q hours per week (unless special permission is obtained from the Program Director or Educational Coordinator at DSC.) The student will be eligible to work only if he is in good standing in the MLT Program. If working extra interferes with the student's internship. employment by the hospital or business will be discontinued.

**EMERGENCY LEAVE:**

The student is granted five days each semester for emergency leave. This should only be taken if absolutely necessary. When possible the student should inform the Program Director or Educational Coordinator before leave is taken. THE LABORATORY MUST BE INFORMED! THEREFORE, IF THE LEAVE IS NOT PREARRANGED, THE STUDENT MUST CALL THE LABORATORY BEFORE 7:00a.m. Emergency leave extending over five days must be approved by the college faculty. If leave extends over the five days per semester, the student must make up the missed time or re-schedule the clinical rotation.

**FOOD AND BEVERAGES:**

Eating and drinking is prohibited in the Clinical Laboratory. Alcoholic beverages must not be consumed by the student immediately before or while on duty. Disregarding this regulation will result in dismissal of the student from the MLT Program.

**GIFTS:**

It is not ethical for students to accept gifts from a patient or visitor.

**GRIEVANCES:**

All grievances should be brought to the Program Director or Educational Coordinator for consultation. -See Credentials Committee, pg 6.

**GRADING:**

Grade Scale	Point System	Quality Points
A	90-100	4
B	80-89	3
,C	78-79	2
D	70-77	1
F	0-69	0

**Bench Quizzes:** Given informally in the laboratories by the bench supervisor as necessary.

**Lecture Quizzes:** Given as scheduled during the lecture schedule,

- Final Quizzes:**
1. At the end of each lecture series.
  2. At the end of each laboratory section rotation either in the form of a written or practical exam or both.

**Practical Quizzes:** Quizzes may be given at the end of a rotation through a department and more often if necessary to determine the student's practical ability.

**Brief Quizzes:** A student record will be completed by the departmental supervisor after a student has rotated through the department. This includes comments on: Intelligence, perseverance, initiative, ability to follow directions, organizing ability, willingness to accept responsibility, judgement, accuracy, speed, spirit of cooperation, manner with patients, and personal appearance.

**Student:**

A student Progress Report form will be completed by the departmental supervisor after a student has rotated through the department in the allotted time.

All quizzes and evaluations (clinical and college) are used to compile the student's final grade. All quizzes and reports will be reviewed with the students shortly after they are completed.

A minimum cumulative grade point average of 2.0 (©) is required for the student to be eligible for graduation and recommendation to the ASCP Registry or NCA examination. Students who do not maintain a 2.0 (©) cumulative grade point average over the internship will be brought before the Credentials Committee.

Students who fail any section as a result of clinical performance will not be permitted to re-enter the MLT program at D.S.C.

**PROGRESSION POLICY and PROCEDURE:**

If a student is unable to meet the objectives for any of the clinical departments in the clinical practicum 2290/2291 the following procedures will be followed:

1. Department Head from the clinical facility and instructor from DSC will meet with the student and counsel student regarding the problem(s). 1<sup>st</sup> warning extend time in the clinical department 1 week, if the problem is technical ability. At the end of the 1 week extension the student will be re-evaluated. An extension of **NO MORE** than 2 weeks will be given for any one department. If the student does not meet the objectives within the department at this time the student will be removed from the clinical facility. The student will be given the option to re-take the DSC course related to the failed department. The student may be re-assigned to the clinical facility after the course is completed. A student must meet all objectives in that department before moving to the next department. In cases where the extra time interferes with other students scheduled to enter said department, the student may be assigned to a different clinical facility. If a student cannot meet the objectives after re-taking the course and going to the clinical facility (Same department) the student will be dismissed from the program. Of the student appeals for re-admission to the MLT program the following steps are available to the student. The student should meet with the Credential Committee:

Division Dean  
Department Chair  
Academic Dean  
President  
MLT Program Director  
Clinical Instructor(s)

**HOLIDAYS:**

Holidays will be observed according to the Dalton State College holiday schedule and policy.

**INCIDENT REPORT FORM:**

The student is required to obtain an incident report form from the Laboratory Manager or Technologist for any of the following incidents:

1. Accidents concerning patients
2. Accidents concerning students
3. An error made by the student that affects the patient

Failure to comply with this regulation may result in dismissal from the program. Any questions regarding incidents should be referred to the pathologist immediately. Students are responsible for individual medical insurance. This insurance runs from September 1 through August 31; be sure your insurance is up-to-date before going to clinicals. If an accident occurs the student reports it immediately to the supervisor of the department; hospital protocol will be followed where necessary and the Program Director will be notified. Students are responsible for medical treatment.

**LABORATORY SUPERVISORS:**

The laboratory supervisors (departmental supervisors) are responsible for the student's training while in each individual department but it must be remembered that their first responsibility is to the patient.

**LIABILITY INSURANCE:**

Students are required to have liability insurance during the first semester they are enrolled in the MLT program. It will be the responsibility of the student to obtain the proper forms from the program director and/or educational coordinator. Students are encouraged to get the Hepatitis vaccine for their protection while enrolled in the MLT program.

\*Safety rules are explained during orientation at each hospital.

\*Safety rules must be followed at all times in the college lab/hospital lab.

\*These are explained in each course orally and in writing; a test is given to the student and observation by the faculty during each lab is noted.

\* The A.D. and work ethics forms are filled out by the clinical/college instructors.

**LUNCH TIME:**

Students are allowed 30 minutes for lunch while on duty. The time shall correspond with cafeteria hours.

**PARKING:**

Students with automobiles shall not park in restricted spaces. Students park in the hospital parking lot.

**POLICY INTERPRETATION:**

MLT students will observe and adhere to the policies set forth in this handbook. Situations not covered in this handbook should be referred to the Program Director and/or Educational Coordinator for clarification.

**REPORTING TEST RESULTS:**

The student is at no time to turn out reports that have not been checked and initialed by his supervisor. If the departmental supervisor is not available, the supervision is to be carried out by a Medical Technologist designated by the department head. Failure to comply with this regulation may result in dismissal from the program. During hours employed at the hospital other than internship hours, the hospital will assume responsibility for the signing of reports by students.

**STUDENT SUPERVISION:**

The student is at no time to be without supervision. This supervision is the responsibility of the departmental supervisor. If the departmental supervisor is not available, the supervision is to be carried out by a Medical Technologist designated by the department head.

**SUGGESTIONS:**

Students are encouraged to offer suggestions concerning the internship period to the Program Director and/or Educational Coordinator.

**EDUCATIONAL COORDINATOR:**

- Doris M. Shoemaker, MT (P,SCP), ED.S.

**PROGRAM DIRECTOR:**

Tyra Stallings, BSMT, MT (ASCP), CLS (NCA)

## MLT COMPETENCIES

Medical laboratory technicians are proficient in:

- a. collecting and processing biological specimens for analysis;
- b. performing analytical tests on body fluids, cells and products;
- c. recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
- d. monitoring quality control within predetermined limits;
- e. performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
- f. demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
- g. recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
- h. applying basic scientific principles in learning new techniques and procedures;
- i. relating laboratory findings to common disease processes; and
- j. recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry level competencies in the above areas of professional practice.