MEDICAL LABORATORY TECHNOLOGY PROGRAM

ORIENTATION AND POLICY MANUAL

2025-2026

ALAMANCE COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY DEPARTMENT

ORIENTATION & POLICY MANUAL
TABLE OF CONTENTS

Medical Laboratory Technology Program

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QUESTIONS & ANSWERS ABOUT MEDICAL LABORATORY TECHNOLOGY

What is a MLT?
A MLT is a Medical Laboratory Technician.

What does a MLT do?
A MLT performs clinical laboratory tests on blood and other body fluids such as urine, cerebrospinal fluid, and joint fluid. Tests are performed in clinical laboratory areas including hematology, blood banking, microbiology, chemistry, urinalysis, serology, and coagulation. For example, the clinical chemistry department performs tests for glucose (blood sugar) to diagnose and monitor diabetes mellitus. The blood bank performs blood typing for patients who need a blood transfusion and matches the patient's blood type with donor blood for transfusion.

What job opportunities are available for MLTs in this area?
Employment opportunities for MLTs are many and varied. Many ACC MLT graduates are employed at the following healthcare facilities: Cone Health and its associated hospitals including Alamance Regional Medical Center, Moses Cone Hospital, Wesley Long Community Hospital, and Annie Penn Hospital, clinic laboratories such as Kernodle Clinic, LeBauer Healthcare and Durham Internal Medicine, area health departments, and Quest Diagnostics. ACC MLTs are also employed at area hospitals including Danville Regional Medical Center, Duke Regional Hospital, Person Memorial Hospital, Chatham Hospital, and High Point Regional Medical Center, UNC Hospitals and Duke University Hospital.

What is the approximate salary range for MLTs in this area?
Salary ranges for entry-level MLTs are approximately $19-24/hour, depending on location and shift.

How long does it take to become a MLT?
The ACC MLT program is an associate degree in applied science that takes approximately 2 years for full-time students. The first two semesters include general education courses and introductory MLT courses. These courses can be taken at any pace, part-time or full-time, and many are offered as online or hybrid courses. In the second year, students take their professional MLT courses full-time Monday-Friday. During the last semester, students complete their clinical practicum at area hospitals, clinics, and reference laboratories typically Tuesday-Friday for 32 hours per week, two hours in class Monday afternoons, and 2 hours of online coursework.

How do I find out more information about the ACC MLT Program?
•Visit the ACC website at www.alamancecc.edu
•Contact Student Services at 336-506-4270
•Contact ACC Faculty

MEDICAL LABORATORY TECHNOLOGY
AAS (A45420)

Curriculum Description

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assessment, and reporting/recording and interpreting findings involving blood and body fluids.

Graduates of the MLT program receive an Associate Degree in Applied Science (AAS) in Medical Laboratory Technology. Graduates will be eligible to take certification examinations given by the American Society for Clinical Pathology (ASCP) Board of Certification. The associate degree is NOT contingent upon passing a certification or licensure examination.

Employment Opportunities
Employment opportunities include laboratories in hospitals, clinics, medical offices, industry and research facilities, and reference laboratories. 100% of ACC MLT graduates who seek employment in the field are employed within six months of graduation.

Program Accreditation
The ACC MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
NAACLS contact information:
5600 N River Rd Suite 720
Rosemont, IL 60018
773.714.8880 Phone
773.714.8886 Fax
info@naacls.org
www.naacls.org

Program Mission & Goals

The mission of the Alamance Community College Medical Laboratory Technology Program is to graduate Medical Laboratory Technicians with entry-level competencies to include technical and professional skills acquired through relevant training as defined by current professional expectations and

the National Accrediting Agency for Clinical Laboratory Science. The major program goal is to graduate students who will effectively and efficiently perform pre-analytical, analytical, and post-analytical laboratory tasks in a manner consistent with the stated objectives of the MLT program and possess the theoretical knowledge necessary to become certified Medical Laboratory Technicians through the American Society for Clinical Pathology.

Program Outcome Measures & Benchmarks

To fulfill the mission and goals of the MLT program, the following Program Outcome Measures and Benchmarks have been developed.

1. Graduate Employment: 100% of graduates who seek employment in the field will be employed within six months of program completion. (Note: positive placement includes graduates that choose to continue with their education).
2. ASCP Board of Certification Examination Pass Rate: 80% of graduates who take examination within one year of program completion will pass on first attempt.
3. Graduation Rate: 80% of students who enter Phase II will successfully complete the program.

Each of the outcome criteria is evaluated systematically to determine if the MLT program is meeting its goals and data is used for program improvement. Outcomes data is available to prospective students, currently enrolled students, and other interested individuals. A brief summary of data from the last three years is listed below:

Graduate Employment within six months

2023-2024	2022-2023	2021-2022
100%	100%	100%

2021-2024 average: 100%

ASCP BOC Pass Rate

2023-2024	2022-2023	2021-2022
92%	92%	90%

2021-2024 average: 91%

Graduation Rate

2023-2024	2022-2023	2021-2022
86%	82%	80%

2021-2024 average: 83%

Program Learning Outcomes (PLO)

To fulfill the mission and goals of the MLT program, the following Student Learning Outcomes have been developed.

1. Students will demonstrate theoretical knowledge and entry level technical skills required for dermal and venous blood collection according to policies governed by Clinical Laboratory Standards Institute (CLSI).
2. Students will identify acceptable specimens and perform processing procedures required in preparation for specimen analysis in the major disciplines of the clinical laboratory according to established laboratory standards.
3. Students will demonstrate theoretical knowledge of and entry level technical skills required for performance of diagnostic procedures in the major disciplines of the clinical laboratory according to established laboratory standards.
4. Students will describe laboratory safety and patient safety measures and recall safety regulations followed to achieve safety regulatory compliance in the major disciplines of the clinical laboratory according to established laboratory standards.
5. Students will describe all aspects of quality assurance in the clinical laboratory and produce and assess acceptability of quality control results in the major disciplines of the clinical laboratory according to established laboratory standards.
6. Students will evaluate and categorize test results to determine proper approaches in results reporting in the major disciplines of the clinical laboratory according to established laboratory standards.
7. Students will interpret laboratory test results and make logical decisions to distinguish between medical diagnoses demonstrating integration of patient laboratory data with clinical condition.
8. Students will demonstrate ethical and professional behavior consistent with a laboratory professional and in accordance with Health Insurance Portability and Accountability Act (HIPAA).

Essential Functions/Technical Standards

Students entering the MLT program must assess their ability to meet the Essential Functions/Technical Standards of a Medical Laboratory Technician. New MLT students are required to review these Essential Functions with MLT faculty and document their ability to meet the Essential Functions/Technical Standards of the program.

Admission Requirements & Transfer Credit

To be admitted into the Medical Laboratory Technology program, students must meet the general admission requirements as detailed in the ACC admissions procedures:

- Completed application submitted to ACC noting MLT as the curriculum choice.
- Submit high school transcript or GED scores unless have college degree.
- Submit official transcript of all post-secondary education. Transfer credit and advanced standing is awarded for general education courses and selected first-year MLT courses according to institutional and departmental policies and must meet the following criteria:

- Course content and credit hours must parallel that required by the MLT curriculum.
- Course grade must be C or better.
- Transfer credit is based on the availability of descriptions of courses previously taken. Applicants are responsible for providing course descriptions upon request.
- In special circumstances, credit by examination may be offered. See MLT CE policies.

Credit by Examination

Students entering the ACC MLT program may be eligible to receive credit by examination (CE) for Phase I MLT courses if specific criteria are met and the student scores at least 85% on a test-out examination. Eligible students should contact the MLT Program Director for specific CE requirements.

MLT Curriculum Plan

Students may enter the MLT curriculum any semester. The MLT curriculum consists of three phases. Each phase must be completed before progression into the next phase. Phase I includes the first two semesters of study. The courses in Phase I can be arranged in any sequence as long as specific prerequisites are met for each course.

Phase I Semester by semester curriculum plan

1st Semester Fall – 1st 8 weeks					
Course Number	**Course Name**	**Lec**	**Lab**	**Clin**	**Credit**

		hrs	hrs	Hrs	hours
BIO111	General Biology I	3	3		4
ENG111	Expository Writing	3			3
MLT110	Intro to MLT	2	3		3
			Total		**10**

1st Semester Fall – 2nd 8 weeks					
Course Number	**Course Name**	**Lec hrs**	**Lab hrs**	**Clin Hrs**	**Credit hours**
ENG115 or COM231*	Oral Communications or Public Speaking	3			3
PSY150		3			3
MLT116	Anatomy & Medical Terminology	5			5
			Total		**11**

2nd Semester – 1st 8 weeks					
Course Number	**Course Name**	**Lec hrs**	**Lab hrs**	**Clin Hrs**	**Credit hours**
CHM130*	General, Organic, & Biochemistry	3			3
CHM130A*	General, Organic, & Biochem Lab		1		1
MLT115	Laboratory Calculations	2			2
HUM elective		3			3
			Total		**9**

*Students seeking a university transfer option should take COM231 and CHM131/131A, CHM132 or CHM151, CHM152 sequence.

Phase II Curriculum Plan

Phase II MLT courses include the major disciplines of the clinical laboratory. These courses are taught in eight-week modules. Students enter Phase II into the module that is being offered at the time of entry and cycle through the four Phase II modules in sequence.

With the exception of the Clinical Chemistry/Urinalysis module, each course in the module is the prerequisite for the next course in the module.

Phase II semester by semester curriculum plan:

Summer term: 1 module; Fall and Spring semesters: 2 modules each

Microbiology Module

Course Number	Course Name	Lec hrs	Lab hrs	Clin hrs	Credit hrs
MLT140	Intro to Micro	2	3		3
MLT240	Special Clinical Micro	2	3		3
MLT251	MLT Practicum I		3		1
Module Total					**7**

Hematology/Hemostasis Module

Course Number	Course Name	Lec hrs	Lab hrs	Clin hrs	Credit hrs
MLT120	Hematology/Hemostasis I	3	3		4
MLT220	Hematology/Hemostasis II	2	3		3
Module total					**7**

Immunology/Immunohematology Module

Course Number	Course Name	Lec hrs	Lab hrs	Clin hrs	Credit hrs
MLT126	Immunology/Serology	1	2		2
MLT127	Transfusion Medicine	2	3		3
MLT225	Immunohematology II	2	3		3
Module total					**8**

Clinical Chemistry/Urinalysis Module

Course Number	Course Name	Lec hrs	Lab hrs	Clin hrs	Credit hrs
MLT130	Clinical Chemistry	3	3		4
MLT111	Urinalysis/Body Fluids	1	3		2
Module total					**6**

Phase III Curriculum Plan

Phase III consists of two eight-week modules (16 total weeks) of clinical practicum at an area hospital, clinic, and/or reference laboratory.

Phase III Clinical Practicum Modules

Course Number	Course Name	Lec hrs	Lab hrs	Clin hrs	Credit hrs
MLT266	MLT Practicum II			18	6

Module total					**6**

MLT276	MLT Practicum III			18	6
Module total					**6**
Total MLT curriculum credit hours					**70**

Phase II Module Structure

As outlined in the curriculum plan, Phase II courses are taught in a block format and the major subject areas of the clinical laboratory are divided into eight-week modules. Depending on the module, there may be two or three courses in the eight-week period. The courses are taught in sequence, one course at a time. With the exception of the Clinical Chemistry/Urinalysis module, each course in the module is the prerequisite for the next course. For example, in the Immunology/Immunohematology module, students take MLT126 for 10 days, MLT127 for 15 days, then MLT225 for 15 days. Each course must be passed

with B or better to progress to the next course in the module. Failure to pass a prerequisite course will result in dismissal from the module and academic probation. The student is required to repeat the module, but remains on academic probation through-out the remainder of the curriculum. A second violation of the academic policies will result in dismissal from the program. In the Clinical Chemistry/Urinalysis module, failure to pass both MLT130 and MLT111 with a final grade of B or better will result in dismissal from the program (see academic policies).
In Phase II, students are in class **approximately** 5.5 hours per day, either 8 am-1:30 pm or 9 am-2:30 pm. Each day is divided into 2 hours of lecture, a 30 minute break, followed by 2-3 hours of student laboratory. These courses are fast-paced and intense. Therefore it is imperative that students be alert, avoid unnecessary absences, and keep up with required assignments.

Phase III Clinical Practicum Structure

As outlined in the curriculum plan, Phase III includes two eight-week modules (16 weeks total) of clinical practicum at area hospitals, clinics, and /or references laboratories. These courses are web-enhanced, consisting of 32-34 contact hours per week at the clinical site, weekly class meetings, and required online assignments. During the clinical practicum, students review theory for the department that they are rotating through, complete online assignments, and prepare for examinations in each discipline. This helps students to review theory for the appropriate department, as well as prepare for the certification examination.

An additional software subscription is required for phase III to track time-sheets and student evaluations. Cost of subscription for this software (Trajecsys) is typically $75, but may be as high as $100 depending on the length of service needed.

While every effort is made to assign students to clinical sites within reasonable driving distance, students may be required to drive up to or beyond 60 miles each way to a clinical site. 624 total clinical hours are the minimum requirement. Therefore, if clinical hours are missed, it is up to the student to coordinate make-up hours with their clinical coordinator. If clinical hours do not equal 624 prior to graduation, the student will not have completed the minimum requirements for graduation of the MLT program.

MLT Curriculum Policies

Phase I Continuation Policy
Violation of any of the following policies will result in academic probation in Phase I of the MLT program. The student will remain on academic probation for the remainder of Phase I.
1. Failure to pass one Phase I MLT course (MLT110, MLT115, MLT116) with final minimum grade of B.
2. Withdrawal from Phase I MLT course due to unsatisfactory performance.
3. Instructor withdrawal of student from Phase I course due to excessive absences.

*** Phase I academic probation ***does not*** transfer over to Phase II.

Phase I Dismissal Policy
A student will be dismissed from the MLT Program for any of the following:
1. A second violation of any of the three criteria stated above while on academic probation.
2. Failure to pass more than one Phase I MLT course with final minimum grade of B within the same semester.

Progression to Phase II Policy
To be eligible to enter Phase II, the student must:
1. Complete MLT110, MLT115 and MLT116 with a grade of B or better
2. Complete all other Phase I courses with a grade of C or better or have equivalent transfer credit
3. Have a program GPA of 2.500
4. Submit official transcripts for transfer credit from other colleges and transfer credit must be awarded

*** Entry into Phase II is dependent on available space. (See Wait List Policy)

Wait List Policy
Space in the Phase II modules is limited to 15 students. Due to limited space, a wait list to enter Phase II MLT courses may be necessary. The wait may be one-two semesters.
The wait list criteria are as follows:
1. Completion of MLT110, MLT115 and MLT116 with a grade of B or better
2. Completion of all other Phase I courses with a grade of C or better or equivalent transfer credit
3. Minimum program GPA of 2.500
4. Date of application to the Alamance Community College MLT program

Phase II Grading Policy
In Phase II of the MLT curriculum, the student must pass BOTH the lecture/didactic portion and student laboratory portion of each course. The final grade in the course is based upon the numerical grade in the lecture/didactic portion of the course. ***To pass the course, the student must pass the required laboratory competencies of the course regardless of the average in the lecture/didactic portion.***
A final grade of B or better must be earned in the lecture/didactic portion of each Phase II course. If a grade below B is earned, the student is required to repeat the course and earn a final grade of B or better. Depending on the course in which the grade below B was earned, the student may be required to repeat the entire module.

Phase II Required Laboratory Competencies
Student laboratory competencies are minimum required skills that must be mastered to successfully complete the course. Skill development requires repetition and practice which will result in proficiency and entry-level competency. To pass each Phase II MLT course, the student must demonstrate entry-level proficiency of the required laboratory competencies listed in the course syllabus.
Laboratory competencies are evaluated by the following methods:
- One-on-one task evaluation
- Practical examination
- Identification of unknowns/problem-solving
- Worksheet review/outcomes assessment of expected results

Phase II Laboratory Competency Policy

1. A student who fails to demonstrate entry-level proficiency of a required laboratory competency will be re-mediated and allowed ONE second attempt to demonstrate proficiency. Failure to demonstrate proficiency on the second attempt will result in failure of the course.
2. Remediation of a required laboratory competency is allowed ONE time during Phase II. Failure of a second required competency will result in failure of the course in which the second failed competency occurred.
3. Failure of a third laboratory competency will result in dismissal from the MLT Program.

Phase II & III Academic Probation & Dismissal Policy

Violation of any of the following policies will result in academic probation in the MLT program. The student will remain on academic probation for the remainder of the program.

1. Final grade below B in lecture/didactic portion of a Phase II course.
2. Failure of a Phase II course due to failed laboratory competencies.
3. Withdrawal from a Phase II course due to excessive absences or unsatisfactory grades.

A student may withdraw passing (WP) up to the 80% point of the course (not the module). After the 80% point, WP is not allowed and the student will receive the grade earned in the course.

4. Violation of attendance policy after WP point (F in course).
5. Documented unsatisfactory performance in the clinical practicum.

A student on academic probation will be dismissed from the MLT curriculum for any of the following violations:

1. Second final grade below B in lecture/didactic portion of a Phase II course.
2. Third failed required laboratory competency if on probation for two failed competencies.
3. Withdrawal due to unsatisfactory grades or excessive absences.
4. Violation of attendance policy after WP point (F in course).
5. Documented unsatisfactory performance in the clinical practicum.

A student who fails two courses with grade below B within the same module will be dismissed from the program (MLT130 & MLT111).

Grade Point Average (GPA) Policy

Students must have minimum MLT program GPA 2.500 to enter Phase II. Students must maintain a minimum 2.500 GPA to continue in Phase II or III of the MLT program. Students with a program GPA less than 2.500 will not be allowed to continue in Phase II or Phase III of the MLT program.

Exit/Re-entry Policy

1. Re-entry into Phase II or III after exiting the program for one 8-week module will be dependent upon available space in the MLT courses and MLT faculty review.
2. Re-entry into Phase II or III after exiting the program for more than one 8-week module will be dependent upon the following criteria:

a. MLT faculty review
b. Available space in the course
c. Demonstration of knowledge and skills retention from previously completed Phase II & III courses through faculty evaluation (written examinations, lab practical examinations & competency check-offs).
d. Students who fail to demonstrate knowledge and skills retention will be required to repeat the applicable courses

3. Students who exit the MLT program and re-enter under a new catalog year will be subject to the new catalog year requirements of the curriculum.

Academic Integrity Policy
Students who are suspected of violating ACC's academic integrity policy will:
First Violation: 0 on the graded item in question
Second Violation: F in the class where violation occurred

Inclement Weather Policy
If there is inclement weather, students will be notified of campus closures by Public Safety, and class will be held virtually or alternate assignments given at the discretion of the instructor. It is the students' responsibility to check their ACCess email for these updates. The instructor will contact students in as timely a manner as allowed depending on how much advance notice is given of the inclement weather closure. Failure to attend virtual classes or complete alternate assignments given for inclement weather will result in an absence for the day.

Phase II Wait List Policy

Space in the Phase II modules is limited to 15 students.

Due to limited space, a wait list to enter Phase II MLT courses may be necessary.
The wait may be one-two semesters.

The wait list criteria are as follows:
1. Completion of MLT110, MLT115 and MLT116 with a grade of B or better.
2. Completion of all Phase I general education courses with a grade of C or better (or equivalent transfer credit)
3. Minimum program GPA of 2.500.
4. Date of application to the Alamance Community College MLT program.

Students may choose to sit out during the waiting period so that financial aid will not be jeopardized. Questions about financial aid during the wait period should be addressed to the ACC Director of Financial Aid or to the counselor at the appropriate agency providing financial aid.

Rank on the wait list for Phase II will NOT be affected for students who choose to sit out during the waiting period. Students who choose to sit out will need to reactivate/update their ACC application for the semester of return.

Students are expected to accept their seat in Phase II when space becomes available. If the student does not accept their seat then they will be placed back on the waitlist for the next semester and ranked based on application date to the MLT program for entry in Phase II.

I have read and understand the information about the Phase II wait list.
I have been given an opportunity to clarify any questions.

_____	_____	_____
Student Signature	Date	MLT Faculty

Other MLT Program Requirements

Required Uniforms
Students in Phase II & III courses are required to wear uniforms (scrubs) of designated color with ACC MLT student identification badge. Information about purchasing uniforms will be provided to students before their first Phase II module.

Physical Examination & Required Vaccination Records
A health examination documenting satisfactory physical health and required immunization records must be submitted prior to entry into Phase III (MLT266) of the MLT curriculum.
Proof of immunity by vaccination records or antibody titer must be provided as follows:

- 3 DPT and Tdap within the last 10 years or Tdap within last 10 years
- 2 MMR or immune Ab titers
- 2-step PPD skin test or Quantiferon Gold test

- 2 VZ or immune Ab titers
- 3 HBV or immune Ab titer or signed waiver
- Current Influenza (seasonal Oct-March)
- COVID (1 or 2 dependent on manufacturer)

Criminal Record Check (CRC)
Clinical affiliate sites require students to undergo a criminal record check prior to entering the clinical practicum (Phase III/MLT266). The affiliate reserves the right to deny access to the student based on the criminal record check. Alamance Community College is not responsible for processing criminal background checks. It is the student's responsibility to obtain and pay for the required background checks and submit the information to the clinical affiliate. Information for obtaining criminal record checks will be provided prior to entry into MLT266.

Urine Drug Screen
Clinical affiliate sites require students to undergo a urine drug screen prior to entering the clinical practicum (MLT266). The affiliate reserves the right to deny access to the student based on the drug screen results. It is the student's responsibility to obtain and pay for the urine drug screen. Information for obtaining urine drug screen will be provided prior to entry into MLT266.

NOTE: Students who are denied clinical placement based on results of criminal record check and/or urine drug screen will NOT be placed in an alternate site. Therefore, these students will not complete the MLT curriculum.

Insurance
MLT students are required to purchase liability insurance prior to the clinical practicum (MLT266). The insurance is purchased through ACC and is attached to tuition for the required course.
Some clinical sites require students to provide proof of health insurance coverage prior to the clinical practicum (MLT266). It is the student's responsibility to acquire and maintain health insurance as required by the clinical site.
MLT students are encouraged to purchase Scholastic Accident Insurance through ACC. This policy covers accidents, not illnesses, but is essential when not covered by other insurance.

Clinical Site Assignment
MLT clinical site affiliates include hospitals, clinics, and reference laboratories in Burlington, Durham, Chapel Hill, Hillsborough, Greensboro, High Point, Roxboro, Reidsville, Siler City, Danville, and Oxford. During the semester prior to the clinical practicum, students complete a clinical site placement

form. Every effort is made to limit driving distance. However, students may be required to drive up to or beyond 60 miles to a clinical site.

Clinical Affiliate Policies
A Clinical Rotation Manual detailing guidelines and policies for the clinical practicum is issued to each student prior to the clinical practicum. This manual provides detailed information about attendance policies and dress code in the clinical rotation. Students are required to wear designated scrubs. Closed leather shoes are required. For personal protection and to abide by clinical site policies, facial jewelry is limited to small earrings. No offensive body odor including excessive perfume or tobacco smoke is allowed. Acrylic nails are not permitted and fingernails must be cut to a reasonable length. Most clinical sites are tobacco-free campuses and may have their own specific policies for student behavior. Students must adhere to the policies of the clinical site while on the premises.

Service Work Policy
MLT students are not required or expected to perform service work during the clinical practicum rotations at clinical affiliates. The purpose of the clinical rotations is to provide the students with hands-on experience necessary to gain entry-level skills. Students will not take the place of qualified clinical laboratory staff. After demonstrating proficiency, the student may perform procedures under the supervision of qualified clinical laboratory staff.

Alamance Community College Medical Laboratory Technology Program
Affective Domain Objectives/Professional Competencies

The student will demonstrate personal and professional attributes of an entry-level healthcare professional. The following objectives reflect the personal and professional attributes expected of a graduate of the Alamance Community College MLT Program:

I. Initiative
- Work independently to complete assigned tasks (self-starter)
- Seek additional responsibility
- Integrate knowledge from a variety of means to solve problems
- Recognize mistakes and take corrective action
- Demonstrate independent learning effort

II. Attitude
- Accept constructive criticism and demonstrate effort to improve
- Responsible for clinical competence, seek input on performance

III. Dependability/Reliability

- Demonstrate efficiency by completing tasks within expected time frame
- Work effectively under pressure and during emergencies
- Report to affiliate/school on time
- Recognize limitations and seek assistance

IV. Teamwork Skills

- Work as team member, cooperate with others
- Understand that the laboratory exists to service patients
- Show initiative and/or cooperation to maintain work flow
- Ready and willing to provide back-up for others when necessary
- Exercise good judgment in non-routine situations

V. Communication Skills

- Communicate effectively (orally and in writing) with co-workers, superiors, subordinates, patients, and the public
- Communicate test results, normal ranges, and specimen requirements
- Answer inquiries about test results, methods, specificity and sensitivity; answer questions about specific factors that can influence test results

VI. Critical Thinking Skills

- Recognize results that are abnormal or that deviate from those expected
- Confirm abnormal results
- Recognize equipment malfunction
- Analyze quality control data, make judgments concerning the results, and take appropriate actions to maintain accuracy and precision
- Take appropriate action within prescribed guidelines using available resources
- Evaluate and solve problems related to specimen collection and processing

VII. Professional Skills

- Adhere to the Code of Ethics for Medical Laboratory Scientists
- Exhibit ethical behavior and maintain confidentiality of patient results
- Seek assistance or clarification when needed; accept constructive criticism
- Adhere to federal and state laws, regulations, and guidelines (labor laws, OSHA, CLIA, CLSI)
- Adapt to changes in practice, accepting and implementing approved changes and learning new tasks
- Take responsibility for own career development, seeking out and participating in appropriate continuing education and professional development
- Manage stress and resolve conflicts in a fair manner

Code of Ethics for Medical Laboratory Scientists

Preamble

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

I. **Duty to the Patient**

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

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

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

II. **Duty to Colleagues and the Profession**

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

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

III. **Duty to Society**

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

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

Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well-being of the community.

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

Alamance Community College Medical Laboratory Technology Program
Student Academic Progress/Advising Record

Student _____ ID# _____ Application date _____

Initial Advising Session ____ MLT Curriculum Plan ___ Wait List Policy reviewed/signed ___

BS Degree Discussion and Prereq advising ___

Course	Semester(s) attempted	Semester completed	Grade or TR	Projected course date	Course Substitution	Comments
Developmental						
MAT025/035						
ENG045						
Phase I						
BIO111						

ENG111						
PSY150						
ENG115 or COM231						
HUM elective						
CHM130/130A						
MLT110						
MLT115						
MLT116						
GPA:						
Coded A45420						
Phase II						
MLT120/220						
MLT140/240/251						
MLT126/127/225						
MLT130/111						
Phase III						
MLT266						
MLT276						
Grad app:						
Graduation requirements met:						

Advising form is to be used with student evaluation for advising & registration.
Form must be signed by student and advisor at each advising session.
Additional comments may be made on back of form.

Procedures for Awarding a Credit by Examination (CE) Grade

Students entering the Alamance Community College MLT program may be eligible to receive CE for Phase I MLT courses if specific criteria are met.
Refer to specific criteria for each course.

General Procedures for CE:

Prior to a student registering for a class:
1. Prior to a student registering for a class, the student must contact the MLT department head for approval to attempt CE.
2. If CE attempt is approved by department head, the department head assigns an examination date, completes CE registration form, and notifies appropriate person in Student Services to set up CE course.
3. AFTER the course is set up, the student submits CE registration form to Student Services and pays a $25 administrative fee to ACC Business Office.

4. Student presents receipt of payment to department head and takes exam as scheduled. ***The student must score a minimum of 85% on the examination to receive CE.***
5. Once exam is complete, department head completes Credit by Proficiency exam form documenting completion of CE examination, exam grade, and CE awarded Yes/No.
6. Student's CE grade will be entered by Student Services.
7. ***If student does not obtain minimum score of 85%, the student is required to take the course and pay full tuition fees.***

Alamance Community College
Medical Laboratory Technology Department
CE Policy for MLT110

Students entering the Alamance Community College MLT program may be eligible to receive CE credit for MLT110, Introduction to MLT, if the following criteria are met:

1. Proof of minimum of 1 year experience in the past 3 years at the bench in a clinical laboratory **OR** minimum of 5 years of experience in the past 7 years as a phlebotomist/laboratory assistant in a clinical setting.
AND
2. Letter from laboratory supervisor documenting the length of employment, knowledge of basic laboratory skills, clinical laboratory safety, and quality assurance.*
AND
3. Successful completion of MLT110 CE examination with minimum passing grade of 85%.

After the above criteria have been met, the student must complete the General Procedures for CE and pay required administrative fee. Final decision for CE credit is up to the discretion of the MLT department head and dean of Health & Public Service.
Students not meeting CE requirements are required to take MLT110 and pay all course tuition fees.

*Address letter to:
Jamie Mongillo-Hooker, MLS(ASCP)^{CM}
Department Head
Medical Laboratory Technology
Alamance Community College
PO Box 8000
Graham, NC 27253

NOTE: A study guide and suggested reading list is available upon request.

Alamance Community College
Medical Laboratory Technology Department
CE Policy for MLT115

Students entering the Alamance Community College MLT program may be eligible to receive CE credit for MLT115, Laboratory Calculations, if the following criteria are met:

1. Official transcript on file in the ACC Student Records documenting completion of advanced college math course such as statistics or calculus with minimum grade of B or advanced level chemistry courses that include laboratory calculations.
AND
2. Successful completion of a MLT115 CE examination with minimum passing grade of 85%.

After criteria have been met, the student must complete the General Procedures for CE and pay required administrative fee. Final decision for CE credit is up to the discretion of the MLT department head and dean of Health & Public Service.

Students not meeting CE requirements are required to take MLT115 and pay all course tuition fees.

Suggested reading: Timmons, Johnson, & Hall. Essential Laboratory Mathematics. 2nd edition. 2003. **Chapters 1-4**

Alamance Community College
Medical Laboratory Technology Department
CE Policy for MLT116

Students entering the Alamance Community College MLT program may be eligible to receive CE credit for MLT116, Anatomy and Medical Terminology if **ALL** of the following criteria are met:

1. Transcript review and CE attempt approval by MLT Department Head.

2. Documented completion of comparable anatomy course such as MED116 or BIO106 with minimum grade of B within past five years.

3. Successful completion of MLT116 CE examination with minimum passing grade of 85.

After the above criteria have been met, the student must complete the General Procedures for CE and pay required administrative fee. Final decision for CE credit is up to the discretion of the MLT department head and dean of Health & Public Service.

Students not meeting CE requirements are required to take MLT116 and pay all course tuition fees.

NOTE: Successful completion of BIO163 or two semesters of Anatomy & Physiology such as BIO168/169 with minimum grade of C meet the core requirements for anatomy for the MLT program. Therefore CE is not required for these courses.

Policies for MLT Students

Dress Code Phase I
Students in MLT110 must adhere to the MLT Program dress code/OSHA policies:

- Students must wear pants ankle length skirts
- Neat jeans are permitted, no holes/rips
- Shoes must enclose entire foot/leather athletic shoes preferred

NOT PERMITTED

- Shorts/skirts above ankle length
- Midriff/halter tops, spandex
- Offensive logo shirts
- Open shoes, flip-flops
- Hats/head coverings (except for religious/cultural reasons)

STUDENTS NOT ADHERING TO DRESS CODE POLICIES WILL BE SENT HOME AND COUNTED ABSENT

Dress Code Phases II & III

Second-year students in class/student lab and in clinical rotations are required to wear uniforms/scrubs of designated color.

The following dress code is required of all students in Phases II & III:

- Scrubs of designated color (FA2015 royal blue top/royal blue or black pant)
- ACC MLT student picture ID
- Solid color leather closed shoes
- Limited facial jewelry; must be small, discrete/limited hand jewelry
- No acrylic nails/nails cut to reasonable length & kept clean
- Hair pulled back
- No offensive odors including heavy perfume, tobacco, or body odor
- No hats or head coverings (exceptions for cultural/religious reasons)
- Neat, trimmed beards
- Undergarments should not be visible

Lab Coats

Lab coats are supplied by ACC and must be worn when working in the student lab. Remove lab coats when entering a clean area such as classroom, break-room, rest-room, and offices. Lab coats are not allowed outside of the building and are not to be removed from the premises.

Food & Drink

Food and drinks are permitted in the MLT classroom. Food and drinks are NOT permitted in the student lab. No food-related waste is allowed in the student lab.

Smoking

ACC is a smoke-free facility. Smoking is NOT allowed on premises, including ACC property/parking lot. Students who smoke MUST leave ACC property.

Parking

Students are required to display an ACC Parking sticker while parked in an ACC parking lot.. Students requiring handicapped parking must display valid documentation.

Children in Building

Due to health and safety reasons, children are not allowed in the laboratory.

Cell Phone/Electronic Device Usage

Personal usage of cell phones and other electronic devices is a disruption to the classroom environment. Therefore personal usage of these devices is PROHIBITED in the MLT classroom, student laboratory, and clinical site. This includes making/receiving calls, talking, making/receiving text messages, etc. If there is an emergency situation, the student must notify MLT faculty to receive permission to leave their phone off of silent mode during classroom/lab time. The student must exit the classroom/lab to receive the call. Cell phone conversation during structured break time should be in a private area away from other students and instructors. Students are required to have a device (not a phone – ie a tablet, small laptop, etc) to view/download course materials and access Moodle during classroom/laboratory hours.
Students not adhering to these policies will be asked to leave the classroom/lab and counted absent.

Copier/Office Supplies

The copier is for faculty use only. If you need copies of course-related documents, students will need to print in advance at home. There are also kiosks available throughout ACC where students can pay for printed items. Office supplies such as pencil sharpener, stapler, and hole-puncher are available for student use with permission from faculty. Please do not remove from premises.

Faculty Office Hours
MLT faculty office hours are listed in the course syllabus. Contact an instructor if you need to schedule an appointment outside of instructor office hours.

Library
The MLT student library is located in the department head's office. Students have access to reference materials such as books and periodicals. Removal of reference materials from the premises must be approved by MLT faculty.

On Premises
Students are not allowed in the MLT area outside of structured classroom/student lab hours when an instructor is not present.

Common area policies
- Please keep common areas clean, and do not leave trash.
- Please keep a reasonable noise level when in common areas as other classes may be in session.

Alamance Community College Medical Laboratory Technology Program
Student Laboratory Exercises/Essential Competencies for Each MLT Module

Module	**Student Lab Exercises/Essential Competencies**
Hematology/Coag	Manual hemacytometer cell counts:
WBC, RBC, platelet	
	Microhematocrit & POC hemoglobin
	Erythrocyte sedimentation rate
	Manual Reticulocyte count
	Sickle cell solubility
Normal peripheral blood smear evaluation	
	Abnormal RBC morphology
	Abnormal WBC morphology
	PT & aPTT
Microbiology/Parasitology/	Gram stain
Mycology	Inoculation & isolation
	Colonial morphology
	Biochemical testing
	Bauer-Kirby susceptibility testing
Recognition & identification of clinically	
significant isolates	

Differentiation of pathogens from normal flora
Identify microscopic morphology of selected parasites (brief)

Serology/Blood Bank (CRP, RA, hCG, mono)
Slide agglutination tests & POC serology

ABO & Rh typing (tube method)
Antibody screening & identification (tube & gel)
Type & screen
Type & crossmatch (compatible & incompatible)
Direct antiglobulin test & DAT profile
Rh immune globulin work-up (cord blood, post-partum T&S, fetal bleed screen)

Chemistry/Urinalysis
Phlebotomy
Preparation of reagents, controls & solutions
Pipetting skills
Manual spectrophotometric procedures
Operation of tabletop analyzer; emphasis on calibration QC → patient testing
Routine urinalysis: physical, chemical, microscopic; emphasis on correlation of results

Alamance Community College
Medical Laboratory Technology
Clinical Affiliates List
July 2022

NAME	CITY/STATE
Cone Health LeBauer Healthcare Clinic	Greensboro, NC
Cone Health Alamance Regional Medical Center	Burlington, NC
Cone Health Moses Cone Hospital	Greensboro, NC
Cone Health Annie Penn Hospital	Reidsville, NC
Cone Health Wesley Long Hospital	Greensboro, NC
Duke University Health System/Duke Regional Hospital	Durham, NC
Duke Health Kernodle Clinic	Burlington, NC
Duke Health Duke Primary Care Hillsborough	Hillsborough, NC
Granville Medical Center	Oxford, NC

Kindred Hospital Greensboro	Greensboro, NC
Laboratory Corporation of America	Burlington, NC
Millennium Durham Internal Medicine Associates	Durham, NC
Person Memorial Hospital	Roxboro, NC
Quest Diagnostics	Greensboro, NC
Sovah Health Danville Regional Medical Center	Danville, VA
UNC Health UNC Rockingham	Eden, NC
UNC Hospitals Hillsborough Campus	Hillsborough, NC
UNC Hospitals Chapel Hill Campus	Chapel Hill, NC
Atrium Health Wake Forest Baptist/High Point Medical Center	High Point, NC
Atrium Health Wake Forest Baptist Medical Center	Winston Salem, NC

Clinical Site Placement Policy

Phase III of the MLT curriculum consists of a 16-week clinical practicum in area clinical sites including hospital clinical laboratories, large clinic laboratories, and reference laboratories. Every effort will be made to place all Phase III students in clinical rotation sites for all areas of the lab during the 16-week practicum.

Due to circumstances beyond the control of the Alamance Community College MLT program, there is the possibility that the number of students in the clinical practicum may exceed the number of available clinical sites.

If this occurs, students will be ranked for clinical site placement based on the following criteria:

1. MLT program GPA
2. Academic progression in MLT program (students on academic probation will be ranked last regardless of program GPA)
3. In the event of a tie, the student with the highest grade for the courses corresponding to the specific area will be given priority

Students for whom a site is not immediately available will be placed on a wait list based on criteria listed above. Once a site becomes available, students on the wait list will be placed in the clinical practicum in order of rank. Wait-listed students will receive priority over new Phase III students.

During the wait time for clinical site, students may receive credit for clinical contact hours by the following alternative methods:

- Additional student lab exercises
- Problem-based learning assignments
- Assist instructor with Phase II students in student lab

Alamance Community College Medical Laboratory Technology Department
Patient Confidentiality Policy

It is the policy of the Alamance Community College Medical Laboratory Technology (MLT) Department that students shall respect and preserve the privacy and confidentiality of all patient information.

Patient information and laboratory test results are strictly private and confidential. All healthcare personnel, including laboratory personnel, within the institution have an ethical and legal obligation under HIPAA to respect and safeguard patient privacy and confidentiality. Students training in a student laboratory or healthcare facility must also safeguard patient privacy and confidentiality as if they were employees of the facility.

Except as needed to perform a particular job duty within a scope of practice, students MUST NOT:

- Search out, review or reveal confidential patient information or laboratory test result
- Discuss confidential patient manners

Students who disclose confidential patient information or violate patient privacy will be dismissed from the MLT Program.

Students must sign the following confidentiality statement in order to participate in clinical training:

Confidentiality Statement
I have read, understand, and will comply with this confidentiality policy. I will also read and comply with the clinical affiliates training site's patient privacy and confidentiality policy.

Student Signature _____ Date _____

ALAMANCE COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY DEPARTMENT
PROCEDURES FOR FOLLOW-UP ON ACCIDENTAL NEEDLE STICKS AND OTHER SPECIMEN-RELATED ACCIDENTS

Wounds resulting from specimen-related handling can be the cause of many infections. Those of major significance are hepatitis B virus (HBV), hepatitis C virus (HCV), and HIV. Technically a cut, scrape, break in the skin, etc. is referred to as an exposure incident. There are several necessary steps to follow after such an accident in order to minimize the potential danger to the student and to provide a means of documentation for monitoring the long-range effects of the accident.

A. Initial procedures.
First: Notify the supervisor or instructor on-site.

1. You may make wound bleed if possible, as this will help wash out any microbes present. However, this is no longer considered necessary.
2. Disinfect the wound by washing with soap and water. Betadine solution (dilute concentrate about 1:30) may also be used.
3. Apply a topical antiseptic and bandage.
4. The on-site supervisor should document the accident immediately by filling out the accident (incident) report form.
5. The supervisor should immediately identify the source specimen involved in contaminating the wound. Document the name found on the specimen on the incident report. Determine the appropriate procedure to perform laboratory tests on the source specimen. You may need to contact the source specimen's physician to obtain permission to test. The original specimen tubes are to be retained after

testing is completed. Specimens should be properly stored for future testing purposes (i.e. serum and plasma specimens should be frozen).
6. Notify the ACC MLT Program Director at 336.506.4196.

B. Follow-up procedures
1. The student will be advised to see their physician as soon as possible after injury and no more than 24 hours after the injury. Any reasonable costs associated with this visit will be handled by the student or arrangements will be made with the MLT Program Director to handle the costs.
a. For documentation, a minimum of test information related to the accident will need to be obtained. The MLT Program Director will contact the student's physician to see if the physician will work with ACC to obtain necessary documentation. The following are suggested guidelines for action:
b. Student monitoring: If determined by the physician and the program director that follow-up testing is indicated, the student should be tested at least initially and at 6 months after the accident for HBsAg, anti-HBc, anti-HCV, anti-HIV. Testing at 8 weeks after the exposure is also advised. The monitoring protocol should follow CDC guidelines.

2. Testing of specimen involved in the accident: The laboratory manager or program director should consult with the physician concerning possible testing of the specimen involved in the accident.
3. The student may also be subject to specific protocol at the clinical affiliate concerning specimen exposure.

ALAMANCE COMMUNITY COLLEGE
Medical Laboratory Technology Department

EXPOSURE INCIDENT FORM (CONFIDENTIAL)

Student ID# _____

Student Name: (Print) _____

Student Address _____

_____

Patient Name: _____

Patient Address: _____

_____

Exposure incident circumstances (Describe what happened and where): _____

_____

_____

_____

_____

Route of Exposure (needle stick, splash, puncture wound, abraded skin): _____

_____

_____

_____

Source Specimen's antibody status:
Anti-HBV _____ Anti-HCV _____ AntiHIV _____

Date of incident: _____

Additional comments related to the injury: _____

_____

_____

_____

_____

Signature: _____ Date: _____

Title: _____

ALAMANCE COMMUNITY COLLEGE
Medical Laboratory Technology Department
INFORMED REFUSAL OF POSTEXPOSURE MEDICAL EVALUATION
(CONFIDENTIAL)

Student ID# _____

I, _____ am a medical laboratory student at Alamance Community College. My institution has provided training to me regarding infection control and the risk of disease.

On _____, 20__ I was involved in an exposure incident when I

(Describe details of needlestick, etc.)

_____

_____

_____

_____

_____

_____

_____

_____

My institution informed me to follow up with a medical evaluation in order to assure that I have full knowledge of whether I have been exposed to or contracted an infectious disease from this accident.

However, I, of my own free will and volition, have elected not to have a medical evaluation. I have personal reasons for making this decision.

_____ _____
Signature Date

_____ _____
Witness Signature Print Name

_____
Address

_____
City, State Zip

Alamance Community College
Medical Laboratory Technology Program
Orientation & Policy Manual Check-off

Policy/Information	Date	Student Initials
Curriculum plan		
Essential functions/Technical Standards		
Admission requirements & transfer credit		
Phase II module structure		
Phase III practicum structure		
Phase I Continuation, dismissal and progression policies		
Wait list policy		
Grading, Competency, Academic probation & dismissal, GPA policies		
Exit/re-entry policy		
Physical exam & vaccinations		
Criminal record check		
Urine drug screen		
Insurance		
Clinical site assignments		
Clinical affiliate policies		
Service work policy		
Course prerequisites		
CE procedures for MLT110,115,116		
LabCorp premises policies		
Clinical Site Placement policy		
Patient confidentiality		
Needlestick /exposure policies		
Other: (list below)		

I have received, read, and understand the policies of the MLT curriculum at Alamance Community College. I have had an opportunity to ask questions and I agree to abide by the policies as set forth.

_____ _____ _____
Student signature/Printed name Date MLT Faculty