

Medical Laboratory Technician (MLT) Program

STUDENT HANDBOOK



Sandra Wetter MBA, MLS(ASCP)
Program Director
Updated for Fall 2022

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Program Office- Health Science Contact Information

The MLT program is part of the Health Science Department.

Mailing address

Spier Building, 3501 Pampas Drive, Myrtle Beach, SC 29577

Assistant Vice President, Academic Affairs, Dean, Nursing & Health Sciences

Ann Daniels ann.daniels@hgtc.edu

Department Chair

Dr. Samantha Martel Samantha.martel@hgtc.edu

MLT Program Director

Sandra Wetter sandra.wetter@hgtc or office phone 843-477-2144

INTRODUCTION

The purpose of this handbook is to communicate specific policies to all current Horry-Georgetown Technical College (HGTC) Medical Laboratory Technology (MLT) students, and prospective MLT students.

The HGTC MLT Program reserves the right to make changes as needed, and to change without notice any information, requirements and regulations published in this handbook.

Changes made to this Student handbook will be communicated to current students by email.

Medical Laboratory Technician Overview

Medical Laboratory Technology is a field for people who are interested in science and working with their hands. Medical Laboratory Technicians (MLT) are detail-oriented problem solvers. They want to help patients in a medical setting but prefer to have limited patient contact. MLT's enjoy working with their hands, technical instruments, and communicating with other medical professionals. This medical laboratory role is challenging and requires life-long learning.

The Associate in Applied Science in Medical Laboratory Technology degree prepares students to be able to perform laboratory tests automated and manual testing following detailed instructions; trains and educates students to analyze human blood, body fluids, or tissue samples to detect and diagnose diseases using microscopes, blood analyzers, and other scientific equipment. An MLT is also qualified to analyze data and relay the results to physicians after testing and examining a specimen. This data obtained can be utilized by healthcare providers to diagnosis, treat, and prevent illnesses.

The Medical Laboratory Technology (MLT) Program embraces the mission and vision statements of Horry Georgetown Technical College https://www.hgtc.edu/about_hgtc/mission_visionandvalues.html .

Policies for all HGTC students can be found on <https://www.hgtc.edu/academics/collegecatalog.html> which includes the Code of Conduct.

MLT students are required to follow the American Society for Clinical Laboratory Science (ASCLS) code of ethics (<http://www.ascls.org/about-us/code-of-ethics>).

Horry Georgetown Technical College's (HGTC) Medical Laboratory Technology (MLT) program is part of the Allied Health Science division. Medical Laboratory Technology is a limited access program.

For students to be admitted into the program, they must first complete the HGTC's General Admission application and be accepted into the College. Students interested in the MLT program must register and attend a mandatory information session and submit a completed program specific application to the admission office.

Once program application is submitted the Director of Admissions reviews all materials to ensure application is

complete and student meets the minimal academic requirements for program acceptance. Eligible to enroll in MAT120, ENG 101 and BIO 112.

In addition, the Director of Admissions confirms the student has attended the mandatory MLT information session acknowledging their understanding of the requirements.

Once all program admission requirements are met, students are accepted into the program.

The Director of Admissions sends an acceptance letter to the student providing enrollment requirements, to include Criminal Background Check.

Students are selected for entry into the program by a first-qualified, first-admitted process. Students are admitted in the order in which they complete all enrollment steps and qualify to enter the program. Once all 20 seats are filled, students will be informed by the Admissions office and should meet with an advisor to determine other courses available to take to prepare for future entry into the program.

After admission to HGTC the applicant should complete the MLT Program Admission form and submit to the HGTC Admission office. After this you must register and attend an MLT Information Session OR COMPLETE THE STEPS SESSION. Admission to HGTC does not automatically guarantee admission to the Medical Laboratory Technician Program. Admission to the MLT program is coordinated through the MLT program director, Sandra.Wetter@hgtc.edu

Student Advising

MLT Student Advising: For new HGTC MLT students follow this link to contact a Health Science Student Advisor <https://www.hgtc.edu/admissions/healthsciencesstudents.html> . Upon admission to the MLT program, the Program Director, Sandra Wetter, will advise you on the program requirements. Contact information sandra.wetter@hgtc.edu or office phone 843-477-2144.

To register for any MLT course, a student must be admitted to the MLT program and approved by the MLT program director.

Graduation from the college is not the sole criteria for obtaining qualification to practice as a Medical Laboratory Technician. Most clinical laboratories require employees to pass a national certification examination (i.e., American Society for Clinical Pathology - ASCP). While South Carolina does not require licensure, some states in the US do have specific licensure requirements. Graduation from HGTC MLT program is not contingent on the student passing a registry or licensure examination.

Rights and Responsibilities of Students with Disability

At Horry-Georgetown Technical College your success is our highest goal. The Office for Accessibility and Disabilities provides students with disabilities an equal opportunity to participate in and benefit from programs and services offered at HGTC. We are dedicated to providing appropriate services and accommodations to students with documented disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and other applicable regulations.

To access services and accommodations, students must first self-identify, obtain documentation of the disability,

and make an appointment with an appropriate staff member.

https://www.hgtc.edu/current_students/disabilityservices.html.

MEDICAL LABORATORY TECHNOLOGY (MLT) MISSION STATEMENT, PROGRAM GOALS PROGRAM LEARNING OUTCOMES, TECHNICAL STANDARDS, and CURRICULUM

Mission Statement

To provide a student-centered environment for the development of professional attributes, technical abilities, and critical thinking skills expected of entry-level Medical Laboratory Technicians. The graduate will have acquired the knowledge, skills, and professional experiences for success in achieving their career and educational goals and will work as effective MLT's in their local communities. Upon completion of the program, the graduate earns an Associate Degree in Applied Science – Medical Laboratory Technology and is eligible to take the ASCP National Certification Examination.

HGTC MLT Program Goals

1. Students will be technically competent in laboratory settings.
2. Students will be able to think critically as demonstrated by correctly analyzing results of lab tests.
3. Students will be job ready as demonstrated through passing the Board of Certification (BOC) exam.
4. Students will achieve academic success by completing the program curriculum.
5. Students will participate in Community service/ professional activities.

Program Learning Outcomes

PLO 1 – Students will be able to properly collect and handle specimens.

PLO 2 – Students will be able to perform the appropriate lab procedure.

PLO 3 – Students will be able to correctly analyze results of lab tests.

PLO 4 – Students will be able to follow appropriate protocols in documenting lab tests and results.

PLO 5 – Students will be able to operate, maintain and troubleshoot lab instrumentation/equipment.

PLO 6 – Students will be able to interpret important biochemical reactions used in lab testing.

PLO 7 – Students and faculty will participate in community/professional activities.

Essential Functions for MLT Practice

These essential functions/technical standards describe the tasks and functions necessary to demonstrate proficiency as a Medical Laboratory Technician.

Functional Ability	Standard	Examples of Required Activities
Gross motor skills, fine motor skills and mobility	Gross motor skills for safe and effective laboratory activities. Physical ability to sufficiently move around and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform laboratory activities	<ul style="list-style-type: none"> • Move within confined spaces in laboratory, clinic and/or patient rooms • Standing, reaching, squatting over, around, under equipment, which cannot be adjusted for height • Move around in work area and treatment areas. Position oneself in the environment to perform laboratory testing or instrument maintenance or to render care without obstructing the position of other team members or equipment • Ability to maneuver over cords, under analyzers, over counters and in tight passages
Physical endurance and strength	Physical stamina sufficient to remain continuously on task for up to a 12- hour clinical shift while standing, sitting, moving, lifting, and bending to perform laboratory activities	<ul style="list-style-type: none"> • Stand/walk/bend/stretch for extended periods of time • Ability to reach over and into large analyzers, move into and behind instruments while changing reagents, etc. • Ability to use arms and legs to access hard to reach areas • Ability to move or relocate reagents, lab equipment or lab supplies weighing up to 50 pounds • Ability to reach and operate overhead equipment, and lift to overhead storage shelves. • Maneuver compressed air tanks and attach to a CO2 incubator
Hearing	Auditory ability sufficient for physical monitoring of alarms, equipment, timers. Assessment of client health care needs	<ul style="list-style-type: none"> • Hear normal speaking level sounds • Hear instrument alarms and normal function sounds • Hear auditory signals (timers, fire alarms, etc.)
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of laboratory testing, including color differentiation	<ul style="list-style-type: none"> • See objects up to 20 feet away • Visual acuity to read reagent, sample, and control labels • Interpret color change end point testing
Smell	Olfactory ability sufficient to detect significant environmental and	<ul style="list-style-type: none"> • Detect odors from instruments (burning or smoke)

	laboratory odors	<ul style="list-style-type: none"> • Detect smell of small amounts of certain chemicals (spill)
Emotional/ Behavioral	Emotional stability and appropriate behavior sufficient to assume responsibility/ accountability for actions. Must be able to measure, calculate, reason, analyze and synthesize, integrate, and apply information.	<ul style="list-style-type: none"> • Establish rapport with clients, instructors, and members of health care team • Ability to work, at times, under extreme pressure with samples that may be difficult to handle (smell, appearance) • Use sufficient judgment to recognize and correct performance and problem solve unexpected observations or outcomes of laboratory procedures
Professional attitudes, communication, and interpersonal skills	Professional appearance, demeanor and communication. Oral and written communication skills to read, write and speak in English effectively and sensitively. Follow instructions and safety protocols.	<ul style="list-style-type: none"> • Maintain a composed, respectful manner • Give and receive verbal directions • Follow written technical procedures accurately and document results clearly • Remain calm and professional during emergency and high stress situations
Numerical Abilities	Ability to solve math problems	<ul style="list-style-type: none"> • Requires ability to determine time, weight, and to perform practical applications of fractions, percentages, ratio, and proportion, as well as, basic addition, subtraction, multiplication, and division operations commonly employed in clinical measurements, e.g., solute concentrations, titers, dilutions, pH, pO₂, pK expressions, etc.
Safety	Ability to wear Personal Protective Equipment (PPE).	<ul style="list-style-type: none"> • Wear Personal Protective Equipment (PPE) to include gloves, face masks, protective eyewear, gown, and shoe covers

Any student who required special need accommodation must present documentation to the Program Director within one week of the course start date.

Contact the Accessibility and Disability Services office for more information. (843)349-5249.

https://www.hgtc.edu/current_students/disabilityservices.html

Demonstrating proficiency in these essential functions is essential to success in clinical/affiliate sites. The MLT student must independently demonstrate proficiency in clinical/affiliate sites in order to complete the AAS MLT degree.

After admission to the MLT Program, the student is responsible for notifying the Program Director of conditions that may impact the student's ability to meet the MLT Program Technical Standards. Any change in the student's ability to meet and/or perform the MLT Program Technical Standards would require the student to provide appropriate documentation (as identified by the MLT Program) that they once again can meet the Technical Standards.

At the New MLT Student Orientation the student must sign the Essential Functions Form statement:

- I acknowledge that if I am unable to demonstrate any of the essential functions, it is my responsibility to contact the Office of Disability Services immediately upon submission of program application at (843) 349-5249 and initiate the process for requesting reasonable accommodations, if needed.
- I acknowledge that demonstrating proficiency in these technical standards is essential to success in clinical/affiliate sites and that I must independently demonstrate proficiency in clinical/affiliate sites to complete my certificate, diploma, or degree.

Contact the Accessibility and Disability Services office for more information. (843)349-5249

https://www.hgtc.edu/current_students/disabilityservices.html

Change in Health Status

If you have had any changes in your medical status, including new medications or any other additional change, the student must take the responsibility to immediately notify the MLT Program Director. In the event I fail to notify the Program Director of such health changes, Horry-Georgetown Technical College is released from all liability relevant to my physical health status, and such failed actions on the student's behalf may result in dismissal from the program of study.

Program Enrollment Reporting Policy

The Horry-Georgetown Technical College Medical Laboratory Technician Program determines its enrollment based on the number of students registered and attending MLT courses. Total student enrollment in MLT courses one day after the withdrawal date, during the third didactic semester of MLT courses, is used to determine Graduation / Attrition Rates for the program – NAACLS outcome measure.

Attrition data will be collected by the Program Director in May of each year and analyzed against established success criteria. The attrition data will be used by the program to evaluate student's academic achievement (Goal #4) as measured through continuation and successful completion of the program

Program Costs

Current costs are posted on the HGTC MLT website

<https://www.hgtc.edu/documents/academics/programs/mlt/mlt-program-costs.pdf>

New Student Costs

- New HGTC Student Fee for Admission
- Program Admissions Deposit Fee
- Criminal Background Check (first semester)
- Textbooks, Other Course Materials, Lab Supplies
- Tuition & Other Course Fees
- Uniforms (Third Semester- Summer)

Prior to Fifth semester Clinical rotation

- Criminal Background Check & Urine Drug Screening
 - CPR certification
 - Physical Examination
 - PPD
 - Influenza Vaccine
 - COVID Vaccine
 - Vaccine and/or Titers
 - TDAP
 - MMR Titer
 - Varicella Titer
 - Online General Hospital Orientation
 - MLT(ASCP)Certification Exam Prep Tools
 - Open Educational Resources (OERs)
- MMR Vaccine
 - Varicella Vaccine
 - Hep B Vaccine

Refund policies

HGTC Tuition Refund % for Withdrawal or Reduction in Credit Hours

- Before classes begin - 100%
- During the Add/Drop period - 100%
- Period after the Add/Drop equal to the length of Add/Drop* - 50%

* For all semesters, including those shorter than full term, the 50% refund period is equal to the same length of the add/drop period for that term.

https://www.hgtc.edu/admissions/financialaid/tuition_and_fees/refund_policy.html

HGTC MLT Program Curriculum for AAS MLT Degree

First Semester - Fall

BIO 112	Basic Anatomy & Physiology	4
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
MLT 102	Medical Laboratory Fundamentals	3
MLT 105	Medical Microbiology	4

TOTAL 17

Second Semester - Spring

MLT 205	Advanced Medical Microbiology	4
MLT 115	Immunology	3
MLT 120	Immunochemistry	4
MLT 131	Clinical Chemistry I	3

TOTAL 14

Third Semester - Summer

MLT 108	Urinalysis & Body Fluids	3
MLT 210	Advanced Hematology	4
MLT 230	Clinical Chemistry II	4

TOTAL 11

Fourth Semester - Fall

PSY 201	General Psychology	3
MLT 251	Clinical Experience I	5
MLT 252	Clinical Experience II	5

TOTAL 13

Fifth Semester - Spring

MLT 253	Clinical Experience III	5
MLT 254	Clinical Experience IV	5
	Humanities or Fine Arts Elective*	3

TOTAL 13

TOTAL CREDIT HOURS 68

* May substitute BIO 210 for BIO 112, **Suggested Humanities & Fine Art course. ***To satisfy Reach Act requirements. The Reach Act was passed in 2021 by the General Assembly.

TRANSFER OF CREDITS AND COURSE

College Admission

Students must be registered and admitted to Horry Georgetown Technical College to be accepted into the MLT program, or to take any MLT courses. Follow link to become a student at HGTC

<https://hgtc.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply>

Transfer Credits from a Different College or University

Official transcripts can be mailed to the HGTC Admissions Office at the address below: Horry-Georgetown Technical College, Office of Admissions, PO Box 261966, Conway, SC 29528

Official transcripts can also be sent electronically via email (by the high school or college) to transcripts@hgtc.edu or hand-delivered to the HGTC Admissions Office in a sealed envelope.

To be accepted, transfer courses must be completed at a regionally accredited, degree-granting institution. Courses must be equivalent to courses offered at HGTC. To receive transfer credit, a grade of "C-" or better must have been received in the course.

https://www.hgtc.edu/current_students/registrar/

Transfer Credit Evaluation Policy.

<https://www.hgtc.edu/documents/policys/Chapter9/9.1.7.1-procedure.pdf#search=transfer%20credits%20from>

Course Substitutions

Students who have completed courses that are similar (equivalent) to MLT requirements may meet with the MLT program director to discuss possible course transfer. Transfer credits can be determined once transcript(s) from the receiving institution have been received and posted to your HGTC transcript. Transfer credits are not guaranteed. Student must submit a printed or emailed copy of the course content / description (from catalog or course syllabus) from the completed course which is being requested. If the course is acceptable for the MLT requirement, an email will be sent to the Registrar requesting the transfer of the course and its HGTC equivalent. Request for appeal must be made within three years of the initial receipt of transcripts.

Please reference this link: <https://www.hgtc.edu/documents/policys/Chapter9/9.1.7.1-procedure.pdf>

Current HGTC MLT Program Website

For Current MLT program Application, Standards & Requirements follow the link below.

PROGRAM ADMINISTRATION AND COMMUNICATION CHANNELS

Program Office- Health Science Contact Information

The MLT program is part of the Health Science Department.

Mailing address: Spier Building, 3501 Pampas Drive, Myrtle Beach, SC 29577

- Dean, School of Nursing and Health Sciences; Ann Daniels ann.daniels@hgtc.edu
- Program Director: Sandra Wetter sandra.wetter@hgtc or office phone 843-477-2144

Responsibilities and Qualifications of the MLT Program Director

The National Accreditation Agency for Clinical Laboratory Sciences (NAACLS) requires accredited Medical Laboratory Technology programs to have a qualified program director (PD). The MLT PD has a full-time faculty appointment at HGTC. PD primary duties are to teach courses in medical laboratory technology to students of a diverse student population.

Additional duties and responsibilities include, but are not limited to:

- consulting with students regarding academic success.
- evaluating student performance; providing academic advising.
- evaluating and revising course outlines, course materials, and instructional methods.
- participating in designing curriculum and program requirements and effectiveness.
- building & maintaining community relations.
- developing the program at the campus and the College.
- providing input into the MLT budget; maintaining competency in the discipline taught and teaching strategies and assessment methods.
- serving as a member of the department and on college committees; and other professional duties.

The full-time program director must hold an earned master's or doctoral degree; holds ASCP-BOC generalist certification as a Medical Laboratory Scientist/Medical Technologist; have three years of teaching experience. The program director must have knowledge of education methods and administration as well as current accreditation, certification procedures, and evaluation of program effectiveness.

The director is responsible for administrative duties including input into budget, planning, development and the self-study and other assignments required in the ongoing accreditation of the Medical Laboratory Technician program from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Other program oversight duties include recruitment of adjunct faculty teachers, processing applications of potential students, review of outcomes, Continuous Quality Improvement (CQI), providing input to administrative issues such as vaccinations and health insurance for, and security screening and drug testing of

students, establishing and/or maintaining agreements with area laboratories for student clinical instruction and coordinating with these laboratories to ensure that students are properly instructed, supervised and evaluated during their clinical co-ops.

Advisory Committee

The HGTC MLT program has an advisory committee composed of individual(s) from the community of interest (i.e., pathologists, other physicians, scientific consultants, academic professionals, administrators, practicing and retired MT / CLS / MLS/ MLT and other professionals) who have knowledge of clinical laboratory science, and the education required for entry into this field. The MLT advisory committee meets with the program administrators a minimum of once per year to provide input into all aspects of the program and curriculum about its current relevancy and effectiveness.

Faculty Members / Instructors for Didactic MLT Courses

All MLT courses are taught by instructors who meet or exceed the following qualifications:

- Possess a Bachelor of Science or higher degree
- Certified as an MT, MLS, CLS, or MLT by a nationally recognized agency (ASCP or AMT)
- Have a minimum of three (3) years of full-time experience working in the clinical laboratory
- Preferably should have formal teaching experience, which can include precepting MLT students.
- Must have documentation of experience and expertise in the field of laboratory medicine.

These instructors are responsible for presenting material in the assigned MLT course(s), assessment of students in the cognitive, psychomotor, and effective learning domains, course assessment and improvement including participation in student, course, and program learning outcomes, as well as NAACLS outcomes.

Affiliate Clinical Coordinators

Every clinical affiliate will have an assigned clinical coordinator who will be the liaison between the clinical site and the HGTC MLT program. The coordinator will assist with scheduling student department rotations, will be an on-site contact for the student while he/she is attending rotation, and will communicate with the HGTC MLT program director regarding issues that may occur before, during or after a clinical assignment. The clinical coordinator should be immediately notified if there is an incident involving an MLT student at the clinical site.

RULES & CODE OF ETHICS FOR MEDICAL LABORATORY CLINICIANS

CODE OF CONDUCT:

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community. The Code applies to all “students”.

HGTC has a Student Code of Conduct posted on the college website.

<https://www.hgtc.edu/documents/academics/catalog/2021-2022.pdf>

ASCLS 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.

<https://ascls.org/code-of-ethics/>

GENERAL INFORMATION AND POLICIES OF THE MLT PROGRAM

The HGTC MLT program is designed to be completed in five semesters. Graduates of this program successfully complete a minimum total of 68 credit hours which includes 15 credit hours of general education. Core courses include MLT Fundamentals, Hematology, Clinical Chemistry, Immunology, Immunohematology, Urinalysis / Body Fluids, and Medical Microbiology. Didactic courses include lecture presentation and hands-on training.

Students who successfully complete the MLT core courses are eligible to be assigned to a clinical internship in a local laboratory. Internships are overseen by the MLT program director and consist of laboratory experience, assignments for each department and workplace development, and departmental assessments which mimic the ASCP certification examination.

Acceptance into the MLT Program

We accept a maximum of 20 new students into the MLT program each year in the fall semester. They will be in classroom and lab instruction for fall, spring, and summer semesters before entrance into the clinical rotation which occurs off campus at clinical sites and on campus in the MLT lab space. Admission to the college does not automatically guarantee admission to the MLT program.

For students to be admitted into the program, they must first complete the HGTC’s General Admission application and be accepted into the College.

Students interested in the MLT program must attend a mandatory information session and submit a completed program specific application to the admission office. Once program application is submitted the Director of Admissions reviews all materials to ensure application is complete and student meets the minimal academic requirements for program acceptance. (Eligible to enroll in MAT120, ENG 101 and BIO 112). In addition, the Director of Admissions confirms the student has attended the mandatory MLT information session (which includes the Essential Functions) acknowledging their understanding of the requirements.

Once all program admission requirements are met, students are accepted into the program as seats are available. The Director of Admissions sends an acceptance letter to the student providing enrollment requirements, to include Criminal Background Check.

Students are selected for entry into the program on a first-qualified, first-admitted basis. Students are admitted in the order in which they complete all admission requirements. Once all 20 seats are filled, students will be informed by the Admissions office admissions are closed; students are encouraged to meet with an advisor to determine other options.

Program Information is provided on this link.

<https://www.hgtc.edu/academics/academic-departments/allied-health-sciences/medical-laboratory-technology.pdf>

You may contact a Health Science Advisor at <https://www.hgtc.edu/admissions/healthsciencesstudents.html> Students must apply to the MLT program to be considered for acceptance. Students will be notified by the Program Director via email of acceptance.

HGTC Diversity Statement

The HGTC Inclusion & Diversity Objective states-

Integrate inclusion initiative to recruit and retain faculty, staff, and student broadly reflective of the community into existing processes enabling progress to be measured college wide. With “Inclusion” as a primary focus, the College commits to serve as a leader in creating a supportive environment for embracing diversity and cultivating a culture of inclusiveness throughout the community. This community will uphold tolerance, understanding and mutual respect for all identities.

https://www.hgtc.edu/about_hgtc/inclusion-diversity/mission-vision.html

Program Accreditation

Horry Georgetown Technical College (HGTC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Medical Laboratory (MLT) program is currently seeking accreditation by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

When choosing an MLT program, it is critical that the program be accredited by a nationally recognized accrediting agency. For more information on program accreditation:

NAACLS * 8410 West Bryn Mawr, Suite 670 * Chicago, IL 60631 * (773) 714-8880 * <https://www.naacls.org/>

Only MLT programs accredited (or qualified as “Serious Applicant Status”) by NAACLS can qualify their graduates to sit for the ASCP MLT national certification examination. For additional information, visit www.ascp.org

Program Outcomes – NAACLS Standards

The MLT curriculum emphasizes higher level math and science, as well as critical reasoning skills for proficient formulation of oral and written communication. The course content is designed to prepare our graduates to pass the ASCP certification examination and be productive members of the clinical laboratory. To assess this, NAACLS has established specific outcome measures MLT programs. These outcomes are measured by accessing / calculating results of the following from the most recent three-year period:

1. Graduate certification rates demonstrating an average of at least 75% pass rate on the BOC examinations, for those who take the exam within the first year of graduation.
2. Graduation rates demonstrating an average of at least 70% of students who have begun the final half of the program go on to successfully graduate from the program.
3. Graduate placement rates demonstrating that an average of at least 70% of respondent graduates either find employment in the field or a closely related field (for those who seek employment) or continue their education within one year of graduation.

HGTC Student Outcomes <https://www.hgtc.edu/documents/academics/programs/mlt/mlt-student-outcomes.pdf>
HGTC MLT program will begin submitting this information to NAACLS after graduation of the first class in 2024.

Insurance for Students

The College maintains a group policy providing limited accident insurance, and all students are automatically enrolled in such coverage. The cost of the policy is included in tuition and fees. This accident insurance covers students: (1) on the College campus during a scheduled school day; and (2) participating, other than as a spectator, in activities and athletics sponsored and supervised by the College—except the play or practice of intercollegiate football and social activities or travel in connection therewith—and College sponsored and supervised group travel in connection with such covered activities. For specific coverage information, contact the Office of the Associate Vice President for Student Affairs on the Conway Campus.

<https://www.hgtc.edu/devcatalog/current/index.html>

Infection Control Policy and General Procedure

<https://www.osha.gov/sites/default/files/publications/OSHA3404laboratory-safety-guidance.pdf>

Each student is responsible for personal health and safety. The procedures below are intended as guidelines to assist students in minimizing risk of infection.

- Universal Precautions must be always observed when there is a potential for contact with blood, blood product, body fluids or tissue. (Assumption that all are potentially infective.)
- HGTC will make available – as needed - disposable nitrile gloves, impermeable lab -coats, masks, face shields, goggles - as appropriate, for laboratory classes.

Procedure for Classroom Safety:

1. Never eat or drink in the student or clinical laboratory. Keep all objects out of your mouth.
2. Do not touch your face, apply makeup, or lip balm, or use electronic devices while wearing gloves, or if your hands are potentially contaminated.
3. Details for disposal of biohazards, sharps, reagents, and other materials are posted in the MLT classroom.
4. Gloves, closed toed & impermeable shoes and lab coat are always required when performing any lab exercise and if there is a potential for contact with blood or body fluid. Shoulder length hair must be tied back.
5. Goggles and shields are required if splash or inhalation hazard exists. (Fumes, blood spatter, etc.)
6. Hazardous materials (blood-soaked gauze, chemical reagents, etc.) will be placed in biohazard containers. Some special circumstances may exist. Follow the disposal instructions in each lab.
7. Needles, hard plastic, wooden applicator sticks, and other sharp objects will be placed in the puncture proof sharps containers.
8. Petri dishes, agar plates, volumetric pipettes and other large objects will have specially designated disposal containers. Follow the instructions for disposal in the laboratory procedure.
9. Hands must be washed with soap and water at the beginning and end of each class, and if visibly soiled. Wash hands after cleaning the benchtop.
10. Hand sanitizer should be used frequently throughout the class, and always before putting on, and when removing gloves, after touching counters, before collecting samples, and before eating or drinking.
11. Counter tops and desk areas are cleaned with Sani-Cloth wipe before and at the end of each class, and as needed (spills, etc.) throughout the class.
12. MLT equipment and instrumentation should be used per manufacturer specifications and directions. Do not use any equipment unless you have been trained in the proper operation. Keep centrifuge lids closed while spinning, clean spills with Sani-Cloth wipes. If you have non-functioning equipment, detail the problem encountered on Instrument Problem Documentation form.
13. Use brush and dustpan to collect broken glass. Contact housekeeping for large spills.
14. Wear gloves when using bleach and cleaning products. Be familiar with SDS for products used in the clinical lab.
15. Notify the instructor immediately of all injuries and potential exposures.

ATTENDANCE and TARDINESS

HGTC MLT Attendance Statement

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.

HGTC MLT Grading Scale: A: 100-90% B: 89-80% C: 79-70% Below 70% - No credit

MLT Didactic Courses:

- You are expected to arrive on time for each class period.
- You are expected to put your cell phone on silent.
- Students are required to stay for the length of the class. Leaving early will be counted the same as a student arriving late to class.
- Class will start PROMPTLY at the scheduled start time. Attendance is mandatory.
- Non-attendance or late arrivals will affect your grade.
- HGTC MLT Attendance policy states students are allowed to miss up to 4 class lecture periods.
- Once a student has missed over 4 scheduled class periods or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll.
- Please keep the instructor informed of any missed class or lab periods.

MLT Lab Sections

- Class will start PROMPTLY at the scheduled start time. Attendance is mandatory.
- Non-attendance or late arrivals will affect your grade.
- You are expected to stay the entire class period.
- Workstation must be cleaned and set up before the start of class and cleaned at the end of class.
- The lab section attendance policy is more stringent.
 - Each student may miss only one (1) lab section and needs to set up a time to make up the missed lab. This should be scheduled with the Lab instructor and completed within 2 weeks.

TARDY POLICY:

Students are expected to be on time for class and to stay for the entire session. (3 tardies = 1 absence). If you will be late, please attempt to contact the instructor.

CHEMICAL IMPAIRMENT POLICY

<https://www.hgtc.edu/devcatalog/current/catalog.pdf>

HGTC Student Rights, Responsibilities and Discipline

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The statements of rights and responsibilities are designed to clarify those rights students may expect to enjoy as members of the student body of a community college and the obligations which admission to the College places upon students. Students are responsible to be informed of all policies and procedures required for continued attendance. These are generally found in this catalog. Individuals may request a printed copy from the Office of Student Affairs (843) 349-7550.

Policy for A Drug-Free Environment

All policies regarding alcohol and substance abuse are published in this College catalog. All policies affecting college employees are available in the Office of Human Resources, at (843) 349-5213.

Further information regarding Drug-Free Schools and Campuses and Public Law 101-226 may be obtained in the Office of Student Affairs located in Building 1100 on the Conway Campus or by calling (843) 349-7550.

Sanctions

HGTC does not tolerate the attempted or actual violation of any federal, state, or local laws regarding alcohol and drugs. The College will impose sanctions on students and employees for violations of the Standards of Conduct. Sanctions for students may include expulsion. In addition to the penalties imposed by HGTC, referral may be made to the appropriate law enforcement agency. Counseling and/or treatment options are available for both students and employees. Students should contact the Office of Student Affairs. Student disciplinary action may be taken in response to conduct that poses a threat to persons or property in the College community or disrupts the orderly conduct of college activities.

The Vice President for Student Affairs (or designee) is responsible for administering The Student Code for the South Carolina Technical College System. The Associate Vice President for Human Resources and Employee Relations (or designee) is responsible for College personnel issues.

<https://www.hgtc.edu/devcatalog/current/catalog.pdf>

Re-Entry into the Medical Laboratory Technician Program after a Positive Drug/Alcohol Screen

A student withdrawn from the MLT Program may re-apply to the program after the one-year withdrawal period has expired, according to the following guidelines:

Follow the Re-Entry Policy for the MLT Program. Re-entry is based upon space availability.

- After one year, the student may petition to re-enter the program.
- If the student is allowed to re-enter the program, **he / she will need to repeat and pass all didactic MLT courses.** (This is to ensure currency and competency of the student before being assigned to a

clinical rotation)

- Assignment or reassignment to a clinical site is not guaranteed.

Appeal Statement

The student has the right to participate in an Appeal Process as outlined in the Student Code of Conduct Complaint Procedure_

<https://www.hgtc.edu/documents/policys/Chapter9/9.3.7.1-procedure.pdf#search=student%20code%20of%20conduct>

ILLNESS / ACCIDENTS / INJURIES DURING THE MLT PROGRAM

- Students must use good judgment when illness occurs.
- To limit the spread of infectious disease, students with fever and/or symptoms of illness should immediately contact the MLT program director or MLT course instructor regarding attendance at the clinical assignment or didactic class(es).
- The clinical instructor may dismiss a student from the clinical assignment setting if in his/her judgment the student poses a risk of infecting others.
- This absence will be recorded on the student clinical attendance sheet or in HGTC attendance tracker.
- When a student experiences a serious illness, injury or a pregnancy which may hinder his/her ability to perform in the clinical setting, the MLT Program reserves the right to require a physician's statement verifying that the student can safely attend class or perform laboratory testing at required competency levels.
- The MLT program requires students who miss more than two days of class or rotation to meet with the MLT program director and Dean, School of Nursing and Health Sciences to discuss possible removal from the MLT program.
- Each case will be considered on an individual basis.
- Specific release guidelines may be required in the physician's statement for situations involving back injury, surgery, communicable diseases, etc.
- The following guidelines will outline the process to be followed should an injury occur in the clinical assignment setting:

Procedure for Injury or Exposure

1. FOR LIFE THREATENING EXPOSURE OR INJURY, CALL 911 / SEEK IMMEDIATE MEDICAL TREATMENT.
2. A student who is injured or has a significant exposure to blood or body fluids in either the clinical assignment or classroom should immediately notify his/her clinical instructor and program director.
 - a. CLINICAL SITE: Document details of the occurrence and care rendered on the appropriate facility incident report form(s).
 - b. CLASSROOM: Complete a Student Accident Report Form obtained from the office of Health Science office or the campus security.
3. If the injury or exposure is NOT life threatening, the student shall contact their personal physician for immediate care and follow-up.
4. The college and the clinical facility are not responsible for any claims for expenses that result from an action of a student in the clinical site setting or student laboratory.

5. A copy of the summary/incident must be forwarded to the MLT Program Director.
6. Contact HGTC Security or the MLT program director for additional questions.

DIDACTIC MLT COURSES

Be sure to track the HGTC Academic Calendar to help prevent yourself from missing important dates!

<https://www.hgtc.edu/academics/academiccalendars.html>

MLT Course Schedule

The MLT didactic courses are offered once per year. All students are required to attend the program full time. To maintain currency and a balanced flow of students going into clinical rotation, students are not able to attend the MLT program on a part time basis. All MLT courses have a lecture and laboratory component, with the lab and lecture being taught simultaneously. Because of limited classroom space, equipment, and high complexity laboratory exercises, the MLT program currently maintains a maximum enrollment of twenty (20) students in each course. The physiologic course content will overlap between courses (for example: Hematology material covers different blood components, including cells in the body. Immunohematology material covers transfusion of blood / cellular products.) The courses students take during the first semester will be supplemented by the courses taught during the second semester. Clinical rotation courses are offered during the fall and spring semesters.

Withdrawal / Repeating MLT Courses / Incomplete

It is essential for all MLT students to be able to understand the material taught in the lecture, and to be able to apply that knowledge and successfully perform the integrated / correlated laboratory exercise.

In the clinical laboratory, a student will need to perform testing, achieve accurate results, and be able to evaluate and interpret these results based on the knowledge and skills learned in the classroom.

For this reason, students must pass all sections of each class (pass the laboratory and lecture portions, and each sub-topic, for example, pass urinalysis and pass body fluids).

If a student does not pass the laboratory and / or the lecture in a course, the student will receive the non-passing grade for the entire course (not an average).

Samples for laboratory exercises and practical exams are provided by the clinical sites and are difficult to prepare. For this reason, students who are unable to complete enough course exercises to achieve a passing grade will need to repeat the entire program. A grade of "I" or incomplete will not be assigned for this situation. A request for an incomplete for the lecture portion / missing written assignments will only be granted if the student has successfully completed more than 80% of the course. Requests for re-admittance into the MLT program after a withdrawal are reviewed on a case-by-case basis. Any student who would like to apply for re-admittance into the program must meet with the MLT program director to discuss options.

Any student who does not achieve the required minimum grade (70%) for any course in the MLT program will be removed from their cohort and must re-apply to the program. *The student will need to repeat and successfully pass all courses in the entire program to be assigned to a clinical rotation, and to graduate from HGTC MLT program with an AAS MLT.*

Student Dress Code:

Students must dress in a manner that does not pose a safety hazard and does not result in unnecessary disruptions/s distractions.

For Fall and Spring Semester for MLT Lab sections, students are required to wear:

- Closed toe shoes
- Hair longer than shoulder length must be pulled back away from face.
- Lab coats will be provided by HGTC.

During the Summer semester and clinical semesters, students are required to wear:

- Navy HGTC Student scrub tops
- Navy Scrub bottoms with a clean hem.
- Non permeable closed toe shoes

In addition

- Hair shall be neat and clean. Hair longer than shoulder length must be pulled back away from face. Facial hair must be clean and groomed close to the face.
- No observable body piercing other than ears is allowed. Studs for pierced ears are permitted. Only two sets of earrings per ear are permissible.
- No observable tattoos are allowed.
- Ear gauges and nose rings may not be in place during lab and must be plugged.
- For infection control, acrylic nails and nail polish are not allowed: fingernails should be ¼ inch or less in length.

CLINICAL ROTATIONS

MLT Clinical Eligibility Requirements

Clinical rotation sites are difficult to obtain. Students must acknowledge this and appreciate the time and expense the hosting laboratory is investing in the student's training. No clinical site is obligated to take any students and assignments at a site can be revoked without notice. It is imperative that the student be respectful of all the hosting laboratories employees, policies, equipment, reagents, and facilities.

To register for Clinical rotations, the student must complete the following steps:

- GPA of 2.5 or higher on all required General Education and MLT courses with "C" or higher in each course. These general Education courses include BIO 112, ENG 101, MAT 120, PSY 201 and Humanities. Minimum cumulative 2.0 GPA must be maintained with no academic or disciplinary suspension at time of admission or program entry
- Complete all clinical requirements.
 - Complete background check
https://www.hgtc.edu/documents/admissions/general_forms/background-check.pdf
 - Health Tracker Clinical Requirements Packet
<https://www.hgtc.edu/documents/academics/programs/healthscience/clinical-requirements-packet.pdf>
 - Urine Drug Screening

Clinical appointments & Supervision

- The Program Director will determine all clinical appointments.
- Appointments are based on:
 1. Student GPA
 2. Geography
 3. Clinical availability
- Clinical hours may include second shift to accommodate the number of students, available faculty, and clinical facilities.
- All learning experiences are provided by credentialed faculty for HGTC.
- Clinical preceptors are credentialed laboratory professionals. Qualified preceptors monitor students while performing diagnostic procedures.

The clinical rotation is basically an on-the-job interview. Your performance will follow you to ALL laboratories in the Horry-Georgetown Counties region.

A HGTC MLT Clinical Handbook will be distributed on last day of the summer semester. A Clinical Orientation will cover the contents in detail on the first day of the Fall semester of Clinical rotation.

HGTC STUDENT SERVICE POLICIES

Student Code of Conduct

<https://www.hgtc.edu/documents/policys/Chapter9/9.3.7.1-procedure.pdf#search=student%20code%20of%20conduct>

Student Counseling (Career, Success, Personal, On-line Resources)

https://www.hgtc.edu/current_students/counselingservices.html

Academic Advising

<https://www.hgtc.edu/academics/advising/>

Paying for College

<https://www.hgtc.edu/admissions/financialaid/>

Student Complaint Process (Grades, Faculty, etc.)

<https://www.hgtc.edu/documents/academics/programs/pta/pta-complaints.pdf#search=Student%20Complaint%20Process%20%28Grades%2C%20Faculty%2C%20etc>

HGTC Emergency Safety and Security Policies

https://www.hgtc.edu/about_hgtc/campusandpublicsafety/

MISCELLANEOUS INFORMATION

Visitors to the MLT Program / Children on Campus

There are currently no facilities on campus to provide care for children.

1. Children are not allowed in the classroom or clinical/lab settings.
2. Children may not be left unattended in the halls or other empty classrooms.
3. Students who bring children will be dismissed from class/clinical/lab to care for them. The dismissal will be counted as a class/clinical absence.

Graduation Requirements

Horry-Georgetown Technical College looks forward to welcoming families and friends to the Commencement ceremony as we recognize and celebrate the academic achievements and lasting contributions that our students have made to the College.

How to apply for graduation

1. First, confer with your academic advisor to review your progress toward program completion and

determine whether you have successfully completed all courses necessary for your associate degree, diploma, or certificate. You can find your assigned academic advisor on myHGTC.

2. Complete an HGTC Application for Graduation.

<https://www.hgtc.edu/documents/policys/Chapter8/8.6.12.1-procedure.pdf#search=graduation%20requirements>

ASCP Certification Examination

Graduates of the HGTC MLT program (or any NAACLS accredited MLT program) are qualified to sit for the American Society of Clinical Pathology (ASCP) MLT certification examination. **While passing this exam is not required for graduation from HGTC, it is a requirement at most clinical laboratories nationwide.**

It is highly recommended that graduates take this exam within one month of completing the program. The current cost of this exam is \$225. Processing of the required paperwork by ASCP can take up to 60 days. For this reason, students are encouraged to apply two months prior to graduation. ASCP will submit the names of applicants to the HGTC MLT Program Director. Once the director has approved the applicants, they will be able to select a date and time (within a three-month window) to take the exam.

HGTC MLT graduates who have (1) passed the ASCP MLT exam, (2) have a BS and (3) meet the minimum number of chemistry (including biochemistry or organic chemistry) and biology credits are able to take the MLS (Medical Laboratory Scientist – previously MT, Medical Technologist) examination after two years of full-time generalist experience (MLS generalist). Categorical exams are offered in Hematology, Chemistry, Blood Bank, Microbiology, Molecular Biology, Cytogenetics, Histotechnologist, and / or Cytotechnologist. MLS generalist requires experience in blood banking, chemistry, hematology, microbiology, immunology, and urinalysis/body fluids.

ASCP website: <https://www.ascp.org/>

General Certification Information: <https://www.ascp.org/content/board-of-certification/get-credentialed>

Print Name: _____

Medical Laboratory Technician Program – Acknowledgement of Receipt

INITIALS	Students have reviewed each of the following in the MLT Handbook:
	MLT program course requirements
	MLT admission policy
	HGTC code of conduct and ethics section
	Requirement for maintaining current health insurance while in the program
	Infection control and safety policy
	Chemical impairment policy and drug screening
	Inability of student to complete the program (W/D/F/Inc. in any course)
	Exposure, Injury, or Incident (classroom or clinical site)
	HIPAA, Blood Borne Pathogens, Health statement
	I have had the opportunity to ask questions, as needed, regarding the MLT program, the handbook, or any HGTC policy.

Student Signature: _____

Date: _____

When you have reviewed the entire manual, received clarification – as needed, initialed, and signed this form: Scan and place a copy in the Dropbox shared folder. Keep this original for your records.

