



Medical Laboratory Technician Program

Student Handbook

2025-2026

POLICY STATEMENT

This handbook is designed to acquaint you with the requirements and regulations of the Medical Laboratory Technician program. It is intended as a supplement to the college catalog and other publications. You should review the contents when you first receive it and keep it for easy reference in the future. The program coordinator reserves the right to modify contents of this student handbook as situations necessitate.

Program and clinical faculty are committed to the education and success of the students enrolled in this program. However, the faculty also recognizes that no commitment of the faculty will compensate for the lack of commitment by the students. A combined commitment by the faculty and the students will result in the development of graduates with the requisite skills, knowledge, and attitudes to serve as an asset to the profession and to the patients under their care.

Hagerstown Community College

Mission Statement:

HCC ensures equitable access to affordable, high-quality educational programs, while fostering workforce development and cultural vitality in the region.

Vision Statement:

HCC will be the college of choice through demonstration of inclusive educational excellence, transformative growth, and community enrichment.

Values:

- Excellence
- Integrity
- Diversity and Inclusion
- Stewardship
- Civic Engagement
- Student Centered

Institutional Learning Outcomes:

The following attributes are goals of the full HCC experience, designed to impart students with knowledge, skills, and attitudes that go beyond the classroom and equip them with tools for lifelong success.

- Personal and Social Responsibility
- Globalization and Diversity
- Critical Thinking and Communication
- Scientific and Quantitative Reasoning
- Information Literacy and Technology
- Professionalism

Medical Laboratory Technician Program

Faculty/Staff Contact Information

MLT PROGRAM COORDINATOR:

Shawnda Coon

Phone: 240-500-2614

Office – CPB-170D

Email: scoon-borcoz@hagerstowncc.edu

HS ADMINISTRATIVE OFFICE ASSOCIATE:

Kimberley Hamburg

Phone: 240-500-2383

Fax: 301-739-5603

Office: CPB-120

Email: kshamburg@hagerstowncc.edu

HEALTH SCIENCES DIVISION DIRECTOR:

Dr. Jeff Telemeco

Phone: 240-500-2397

Office: CPB-120B

Email: kmdambrisi@hagerstowncc.edu

Program Information

Program Mission Statement:

The mission of the Medical Laboratory Technician program is to offer an Associate of Applied Science Degree designed for entry-level positions as a medical laboratory technician to proficiently demonstrate entry-level competencies that include pre-analytical, analytical and post-analytical component of laboratory services.

Purpose:

The MLT program at HCC prepares students for practice as entry-level medical laboratory technicians in hospital clinical laboratories, commercial clinical laboratories, physician offices, and public health laboratories. Upon successful completion of the program, graduates will be eligible to take the Medical Laboratory Technician certification examination through the American Society of Clinical Pathology (ASCP).

Program Goals:

The philosophy of the Medical Laboratory Technician program is to provide quality, relevant, and current instruction through all aspects of performance variables and standards including achievement of national certification and state licensure (where applicable) as well as improved scholarship and stewardship. The program is committed to addressing the needs of the surrounding medical community and preparing graduates to meet the technical, academic, and special needs as defined by the community.

The Medical Laboratory Technician program will:

1. Provide a quality educational program that is flexible to student needs.
2. Prepare graduates to function as safe and competent medical laboratory technicians with the highest level of competence, offering a high level of academic achievement through a combination of academic preparation and technical training.
3. Maintain the level and quality of instructional in the medical laboratory technician core courses by including the latest in technological advances.
4. Provide the healthcare community with graduates with the knowledge and skills to display ethical, professional attitudes both on campus and in the clinical setting required of medical laboratory technicians.
5. Educate students on the merits of continuing professional development.

Program Outcomes:

The Medical Laboratory Technician program is designed to prepare future medical laboratory technicians with the competencies necessary to perform routine clinical laboratory skills in areas such as clinical chemistry, hematology and hemostasis, immunology, immunohematology and transfusion medicine, microbiology, urine and body fluids, and laboratory operations.

Graduates of the Associate of Applied Science degree in the Medical Laboratory Technician program will be able to:

1. Demonstrate entry-level competency for specimen analysis in hematology, coagulation, clinical chemistry, immunology, immunohematology, microbiology, urine/body fluid analysis, and laboratory operations according to established protocols and procedures.
2. Demonstrate technical skills, social behavior, and professional awareness as defined by the American Society for Clinical Laboratory Science and the American Society of Clinical Pathologists.
3. Exhibit compliance in the application of safety and governmental regulations in handling chemical and biological materials.
4. Exhibit legal and ethical behavior which adheres to the professional conduct standards for clinical laboratories.
5. Demonstrate critical thinking skills for problem-solving in laboratory and clinical settings.
6. Demonstrate professional and ethical conduct in all forms of communication with patients, laboratory personnel, and other healthcare professionals.
7. Recognize the importance of continued professional development to demonstrate professional competence and growth as a healthcare professional.

External Standards:

At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

1. Pre-analytical, analytical and post-analytical components for all major areas in the contemporary clinical laboratory, including:
 - a. Collecting, processing, and analyzing biological specimens and other substances,
 - b. Principles and methodologies,
 - c. Performance of assays,
 - d. Problem-solving and troubleshooting techniques,
 - e. Significance of clinical procedures and results, and
 - f. Principles and practices of quality assessment.
2. Application of safety and governmental regulations compliance.
3. Principles and practices of professional conduct and the significance of continuing

4. professional development.
5. Communications sufficient to serve the needs of patients, the public and members of the
6. health care team.

Technical/Essential Standards:

The Medical Laboratory Technician program has identified the following non-academic criteria, which all students are expected to meet in order to participate in the Medical Laboratory Technician program and professional practice. Physical, cognitive, psychomotor affective domains are required in unique combinations to provide safe and effective care within all health science division programs. Students must be able to demonstrate the ability to meet the technical/essential standards with or without reasonable accommodations throughout the student's program of learning. Enrollment, progression, and completion of this program is contingent upon one's ability to demonstrate the required technical standards for the Medical Laboratory Technician program with or without reasonable accommodations.

The technical/essential standards delineated are those deemed necessary by the Medical Laboratory Technician program and are required as a functional level of ability to perform the duties required by this program with or without reasonable accommodations. Similarly, any reasonable accommodations made will be determined and applied to the Medical Laboratory program and may vary from reasonable accommodations made by healthcare employers. The following represent the technical/essential standards:

1. **Observational** - Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information require functional use of visual, auditory, and somatic sensations.
 - a. Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, and histochemical components.
 - b. Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
 - c. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
 - d. Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
2. **Movement** - Sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.
 - a. Move freely and safely about a laboratory.
 - b. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
 - c. Travel to numerous clinical laboratory sites for practical experience.
 - d. Perform moderately taxing continuous physical work, often requiring

- prolonged sitting or standing, over several hours.
 - e. Maneuver specimen acquisition equipment to safely collect valid laboratory samples.
 - f. Possess sufficient finger and manual dexterity necessary to control delicate manipulations of specimens, instruments, tools, and laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
 - g. Use a computer keyboard to operate laboratory instruments and to calculate record, evaluate, and transmit laboratory information.
3. **Communication** - Ability to communicate effectively in English using verbal, non- verbal and written formats with faculty, other students, clients, families, and all members of the healthcare team.
- a. Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).
 - b. Follow verbal and written instructions to perform laboratory test procedures correctly and independently.
 - c. Clearly instruct patients prior to specimen collection.
 - d. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
 - e. Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
 - f. Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team.
 - g. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.
4. **Intellectual**- Ability to collect, interpret and integrate information and make decisions.
- a. Possess intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
 - b. Be able to exercise sufficient judgment to recognize and correct performance deviations.
 - c. Apply knowledge to new situations and to problem solving scenarios.
5. **Behavioral**- Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of professional judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with faculty, fellow students, clinical instructors, patients, and other members of the healthcare team.
- a. Manage heavy academic schedules and deadlines.

- b. Be able to manage the use of time and be able to systemize actions to complete professional and technical tasks within realistic constraints.
- c. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment under conditions of physical and emotional stress.
- d. Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
- e. Be flexible and creative, as well as adapt to professional and technical change.
- f. Recognize potentially hazardous materials, equipment, and situations and proceed safely to minimize risk of injury to patients, self, and nearby individuals.
- g. Adapt to working with unpleasant biologicals.
- h. Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- i. Be honest, compassionate, ethical, and responsible. Accept responsibility and accountability for one's own actions. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve performance (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- j. Works within environments of cultural diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

Adapted from: Fritsma, G.A., Fiorella B. J., and Murphey, M. Essential Requirements for Clinical Laboratory Science. CLS 1996. Vol. 9, pp 40-43 Services for Students with Disabilities:

Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.

Statement of Nondiscrimination:

Hagerstown Community College does not discriminate against any individual for reasons of race, sex, color, religion, national or ethnic origin, age, sexual orientation, or conditions of disability in the admission and treatment of students, educational programs and activities, scholarship and loan programs, hiring of faculty and staff, or any terms and conditions of employment. The College is committed to affirmative action.

Curriculum:

The curriculum is divided into several areas of study and consists of didactic, laboratory, and clinical components to provide students with the entry-level knowledge and skills required of the medical laboratory profession. The curriculum will address pre-analytical, analytical, and post-analytical components of laboratory services. This includes collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem-solving, troubleshooting techniques, significance of clinical procedures and results, principles, and practices of quality assessment, for all major areas practiced in the clinical laboratory setting.

Curriculum Sequence:

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
BIO 116	Human Anatomy & Physiology for Allied Health	4	BIO 205	Microbiology	4
CHM 101	Introductory College Chemistry	4	MLT 110	Hematology & Hemostasis	4
ENG 101 or ENG 112	English Composition Technical Writing I	3	MLT 111	Immunology & Molecular Diagnostics	3
MAT 114	Introduction to Applied Algebra	3	MLT 201	Clinical Chemistry	4
MLT 101	Introduction to Medical Laboratory Technician	3			
TOTAL		17	TOTAL		15
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
MLT 202	Clinical Microbiology	4	MLT 210	MLT Clinical Practicum	8
MLT 203	Urinalysis & Body Fluids	2	Gen Ed	Arts & Humanities	3
MLT 204	Mycology, Parasitology, & Virology	2	Gen Ed	Diversity	3
MLT 205	Immunohematology/Serology	3	COM 103 or COM 108	Public Speaking Introduction to Human Communications	3
Gen Ed	Behavioral/Social Sciences	3			
TOTAL		14	TOTAL		17

Academic Requirements

MLT Program Admission Requirements:

The Medical Laboratory Technician program is not a selective admission program; hence, there is not a student selection process. Each cohort of students begins during the fall semester and is capped at 20 students. Students registered for program courses on a first come first serve basis until the cap is reached.

The admission criteria for the program include the following, which must be completed and submitted to the Records and Registration office prior to the first day of classes:

1. A high school diploma or GED.
2. Official transcripts from all colleges attended.
3. College placement tests in mathematics, English, and reading.
4. Completion of MAT-090 or MAT-095, RDG-095, and ENG-095, or satisfactory results on placement tests.
5. A minimum cumulative grade point average of all college coursework of 2.0 on a 4.0 scale.
6. Foreign education students must have their college and high school transcripts evaluated by World Education Services.

Program Requirements:

All medical laboratory technician program students must:

- Maintain a minimum grade of “C” or better in all Medical Laboratory Technician (MLT) courses. The Health Sciences Division “C” represents a grade of at least a 75%.
- Meet program competency requirements in both the laboratory and clinical practicum experiences.

Students who do not meet program or course standards that result in termination from the medical laboratory technician program by the College may not be eligible for readmission to the program. This includes students who cannot meet safety standards and students who violate the College’s Honor Code and Standards of Conduct, the medical laboratory technician’s Standards of Conduct, and the American Society for Clinical Laboratory Science Code of Ethics.

Academic Grading Guidelines:

In alignment with HCC’s Health Sciences Division, the Medical Laboratory Technician program records student achievement by means of a letter grade system.

A = 90% - 100%

B = 80% - 89%

C = 75% - 79%
D = 60% - 74%
F = below 60%

Note: A minimum passing grade of C or 75% *in both the lecture and laboratory sections* of each MLT course is required for successful completion of the course. No rounding will be done at any point in grading calculations. Please note that 69.9% is still a D, 79.9% is still a C.

Final course grade will be calculated by averaging the final lecture and laboratory grades for the course.

Reference the individual course syllabus for further specific grading information.

Program Progression Guidelines:

1. Student must achieve a minimum grade of 75% (C) or higher in both the lecture and laboratory sections of every MLT course.
2. MLT courses are designed to be taught sequentially. A student must have a minimum course grade of 75% (C) in *both the lecture and laboratory sections* of every MLT course in each semester of work to proceed to courses taught in the next semester. In the event a student obtains a final course grade below 75% in any MLT course in a given semester, the student cannot progress to the courses offered in the next semester.
3. Students will be monitored and advised related to academic progress. A student academic success plan will be developed when deficiencies are noted.
4. Should a student not proceed to the next semester in their program sequence, they may register for course(s) during the next semester in which the course(s) are offered.

Attendance Guidelines:

Regular class attendance is expected of all students in the MLT program. Attendance and punctuality will be recorded at the beginning of every class period.

One of the most important characteristics of a healthcare professional is their ability to meet their commitments to ensure patient safety. To prepare you for your laboratory career, attendance in all MLT courses is MANDATORY. Because of the nature of the MLT program, the utmost importance is placed on the laboratory experiences, allowing students to master laboratory skills. As such, your final laboratory grade will be reduced by 10% for every laboratory absence.

When a student misses a lecture, they put themselves at a great disadvantage academically. In the event of an absence, it is the student's responsibility to obtain any information they may have missed. This includes assignments, due dates, upcoming quizzes and exams, schedule changes and lecture notes. It is the student's responsibility to collaborate with peers for missed material, read all required readings set forth by the instructor, and/or review any handouts/PowerPoints available to the student.

Tardiness is disruptive and discourteous to your classmates and the instructor(s) and represents unprofessional conduct on the job. Students entering the classroom after class has begun will be

responsible for obtaining any information they may have missed. This includes assignments, due dates, upcoming quizzes and exams, schedule changes and lecture notes. Any student arriving more than 30 minutes after the scheduled laboratory start time without prior notification and approval by the instructor will be recorded as absent and the absence treated as an unexcused absence

Withdrawal Policy:

Students may drop or add a course before the established deadline. After the drop/add period, students may withdraw from courses in accordance with the dates published in the class schedules. Courses dropped during the “No Grade” period will not be included on the student’s academic record. Courses dropped during the grading period will be listed as “W” on the academic record but will not be calculated in the grade-point average. Please see the HCC registration schedule for current semester dates.

Program Academic Dismissal:

1. Failure to meet program or course standards
2. Failure to comply with the Hagerstown Community College Code of Student Conduct Academic Integrity may result in dismissal from the Medical Laboratory Technician program.

Program Non-Academic Dismissal:

1. Failure to comply with the Medical Laboratory Technician program requirements, clinical site affiliates requirements, or laboratory regulations or guidelines may be immediately dismissed from the program.
2. Failure to comply with HIPAA Standards will result in a recommendation for program dismissal.
3. Failure to comply with the Hagerstown Community College Code of Student Conduct may result in dismissal from the Medical Laboratory Technician program and sanctions with Hagerstown Community College. Please reference the current HCC Student Handbook.
4. Criminal background check results and drug screen results may be disclosed to clinical affiliates prior to beginning clinical practicum rotations. If a student is denied access by a clinical affiliate because of the background check, and as a result, cannot meet program requirements, the student may be recommended for dismissal from the Medical Laboratory Technician program.

Readmission

A student who has been dismissed from the program should confer with the program director as soon as possible if they wish to be considered for readmission. The student is advised to continue taking the required related courses (chemistry, anatomy & physiology, microbiology) while waiting

for readmission.

Readmission requirements:

1. The student should reapply to the program coordinator in writing.
2. The student must maintain a 2.0 GPA.
3. A committee of program faculty will review performance and written statement and base the readmission on this data.

Students who are readmitted will follow the policies and procedures in the most current program handbook. NOTE: This may necessitate additional coursework.

A student may be readmitted to the program only once.

The MLT coursework must be completed within three (3) years. A student must prove competency in any course that has been taken more than three (3) years prior to graduation. This may be done by successfully retaking the course or by successfully taking the final examination and any required competencies for the course.

Graduation Guidelines:

Information about graduation requirements and the application process for students earning an associate degree, a certificate, or a letter of recognition can be found on the [Graduation Requirements](#) page. This page also includes information for students graduating with honors, those earning multiple HCC credentials, information for reverse transfer students, and instructions on how to complete a program evaluation/degree audit in Self-Service.

All students are expected to complete the online Application for Graduation through Self-Service to receive a degree, certificate, or letter of recognition regardless of their participation in the graduation ceremony. There is no fee to apply. Before filling out the online “Application for Graduation,” students should review their program evaluation through Self-Service and/or meet with an academic advisor to determine if all program requirements have been met.

Institutional Graduation Requirements

The following institutional degree requirements apply to all HCC Associate of Applied Science (AAS) degrees. Specific programs may have different requirements that must be met in addition to institutional requirements. Eligibility for the Associate of Applied Science in Medical Laboratory Technician is not contingent on the successful passing of an external examination.

Satisfactory completion of the following requirements will determine eligibility for a degree:

- Completion of all academic requirements of the program or such comparable courses as are required by the student's chosen transfer institution. Please refer to the college catalog for detailed curriculum requirements for each program. Completion requirements are based on the catalog year a student entered the program.
- Completion of a minimum of 60 semester hours for a degree and all required semester hours for a certificate or a letter of recognition program.
- All students must complete at least 25 percent of their credit hours at HCC for a degree program or certificate program.
- Completion of the required HCC credits with a minimum of a cumulative 2.0 quality-point index grade point average.

Student Records:

Hagerstown Community College (HCC) allow students the opportunity to inspect and review their educational records. Program records kept in the office of the Medical Laboratory Technician program coordinator for five (5) years from graduation or last date of attendance. A student desiring to gain access to their program records kept in the program director's office must submit a request for an appointment to review their records. The request must include the student's name, HCC ID number, and the request must be signed by the student. Students' grades and graduation information are available online and may be access through the HCC Student Services link. Additionally, students may contact the Records and Registration Office to obtain access to school records.

Teach Out Plan:

The Code of Maryland Regulations (COMAR) state that upon the decision by a program to close, and at least 80 days before closing, the program shall notify the Board of its intent to discontinue a program must provide the following information: (a) date and reason for closing;

(b) plans for phasing out the program, including a teach-out program; (c) disposition of the records of students, graduates, and faculty; and (d) title of the position of the individual to be responsible for the records and the name of the agency in which the records will be located.

NAACLS requires the Medical Laboratory Technician program to have a "teach out" plan in case the program closes. Intentional discontinuation of the program will be communicated to all students immediately. In case of disaster, the college will inform students of a plan for continuation of their education as soon as that information is available.

Prospective students:

- Students will be informed that the program will not enroll a new cohort due to program discontinuation.
- Students will be advised regarding alternative Hagerstown Community College programs/majors.
- Program discontinuation information will be posted on the college and program website.

Current students:

- Students will be informed of program discontinuation.
- If the program discontinuation is announced mid-academic year, students will be allowed to complete program courses.
- The program coordinator and/or faculty will work with clinical affiliates to facilitate completion of the clinical practicum.
- A college administrator will be designated to clear students apply for the necessary certification examination.

Clinical Practicum Education

During clinical practicum experiences, students are expected to be an ambassador of Hagerstown Community College and present accordingly. Students will be subject to the academic and policies and code of student conduct of Hagerstown Community College, as well as the clinical affiliate's policies, procedures, and rules. Students are expected to be on time, dressed appropriately, and act in a professional manner.

Medical Laboratory Technician Affiliation Sites:

Frederick Health

400 West Seventh Street

Frederick, MD 21701

(240) 566-3300

Contact: Bruce Williams, Director of Laboratory Operations

Kaiser Permanente Mid-Atlantic Region

Rockville Regional Laboratory

6111 Executive Boulevard

Rockville, MD 20852

(240) 425-9757

Contact: Tasheka L. Pearcey, BSHS, MLS (ASCP), Clinical Laboratory Educator/Technical Quality Specialist

Meritus Health

11116 Medical Campus Road

Hagerstown, MD 21742

(301) 790-8000

Contact: Jeffrey S. Seiple, Administrative Director of Laboratory Services

Valley Health System, Winchester Medical Center

1840 Amherst Street

Winchester, VA 22601

(540) 536-8005

Contact: Lou Anne Lough, BS, MT (ASCP), Clinical Programs Manager, VH Laboratory Services,

Laboratory Training and Education

WellSpan Waynesboro Hospital 501 E. Main Street Waynesboro, PA 17268
(717) 765-4000

Contact: Deanna Maginnis, MT (ASCP), Administrative Director – Laboratory Services

Clinical Assignments/Placement:

Student clinical practicum assignments are dependent on many factors including the availability of qualified staffing and other resources at the affiliate sites. Consequently, it cannot be guaranteed that a student will get his/her top choices for clinical practicum experiences. Assignment to an affiliate site will be based on the following: (a) student academic performance; (b) students will be assigned to affiliate sites closer to where their homes are as much as possible; (c) the assignment of a student to an affiliate site will take into consideration a variety of factors contributing to the appropriate pairing of students and their preceptors during clinical practicum rotations. Any affiliate site reserves the right to decline any student based on their clinical resources and student training requirements.

Rotation Schedule:

The student will be scheduled in the following department rotations (days are simply guidelines and subject to change at the discretion of the clinical facilities):

Chemistry	12 days/96 hours
Hematology/Coagulation	12 days/96
hours Immunohematology& Blood Banking	12 days/96
hours Urinalysis	12 days/96
hours	
Microbiology	12 days/96 hours

Each facility has the flexibility to customize length of each rotation. You should receive a copy of the schedule by the first day of the clinical experience.

MTL-210C MLT Clinical Practicum runs for 15 weeks (480 hours) during the spring semester at assigned clinical facility. The course faculty will assign students to a clinical practicum facility. The student is required to complete 32 hours per week for 15 weeks at the assigned facility. The shifts consist of day hours to be scheduled by the clinical facility personnel and/or course faculty. The shift hours will be consistent with normal facility staffing.

Please Note:

- Disclaimer: In any given year, a clinical site may request not to host students due to institutional disruptions which may include but are not limited to accreditation inspection, laboratory administrative personnel changes or unexpected personnel leave, building construction and/or laboratory relocation, major instrumentation/computer installations. Therefore, placement at a

specific institution is NOT guaranteed. Affiliation agreements with the clinical sites are available and may be reviewed by the student upon request.

- Disclaimer: If the number of students exceeds the number of clinical sites participating in the field experience for a given semester, an alternate list of students will be formed using date of application/completion of pre-requisites. A GPA will be tabulated for all program courses, and students will be ranked from high to low and students will be placed in that order as soon as a clinical site becomes available.
- Students must register and pay the usual fees per credit hour for clinical instruction received at the clinical site. While at the clinical facility, the student is considered to be a HCC student, and not an employee or trainee of the hospital.

MLT Program & Clinical Requirements:

Student Health Requirements:

All students enrolled in any health science program will be required to have a complete medical examination and show proof of immunity to Hepatitis B, varicella, measles, mumps, rubella, and diphtheria/ tetanus. Also, students will be required to have a flu shot, COVID vaccine(s) and T- spot or QuantiFERON for tuberculosis or chest x-ray. Costs for immunizations and x-rays will be the responsibility of the student. Failure to comply with immunization schedule will result in student being withdrawn from the program.

Criminal Background Check:

All students enrolled in the program are required to submit fingerprinting and complete a criminal background check to proceed through the program prior to beginning the clinical practicum. A valid government-issued photo ID (driver's license, state ID, passport, military ID, or green card) and a social security number is required for the background check. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access to a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be recommended for dismissal from the program.

Drug Screen:

Students in the Medical Laboratory Technician program are required to have drug screen completed. The drug screens must be completed during the fall semester prior to placement at clinical practicum facilities. The cost of the drug screen will be the responsibility of any students entering the Medical Laboratory Technician program. Drug screen results are disclosed to clinical facilities as required.

Student Health Insurance:

Students are responsible for their personal health and accident insurance policy. Students must provide proof of health insurance coverage to the Health Sciences Division Administrative Office Associate when they submit the required health information. Any costs for medical care required as the result of an accident is the responsibility of the student.

CPR Certification:

Students are required to have current American Heart Association Basic Healthcare Professional Basic Life Support (BLS) Certification.

Safety Guidelines and Procedures

Students are expected to follow standard precautions and safe practices guidelines as recommended by CDC and OSHA in the classroom, labs, and at clinical sites.

Laboratory Safety:

During the performance of laboratory duties, student shall comply with Standard Precautions for preventing the spread of infection to themselves and others. The following measures will be employed:

1. Wash your hands with soap at the beginning and end of a lab session.
2. Wash the work area with disinfectant at the beginning and end of a lab session.
3. Note the location of all safety devices.
4. Leave aisles free of any obstruction.
5. No food or drink is allowed in the laboratory.
6. Long hair and loose or baggy clothing must be tucked out of the way or pulled back.
7. No open-toed shoes or sandals are allowed during lab time.
8. Young children or pets are not allowed in the laboratory.
9. All blood and body fluids must be handled as infectious material.
10. Personal Protective Equipment (eye shield, gloves, lab coat or apron) must be worn when manipulating specimens.
11. Contaminated materials must be disposed of appropriately.
12. Regular trash does not go into biohazard waste bags. Only trash that is contaminated with body fluids is to be placed in the red biohazard bags. Broken glass or needles are to be discarded into a Sharps container.
13. Spills must be cleaned with appropriate solution promptly.
14. Report any splatter or injury to the instructor immediately.

Sharps and Sharps Containers:

1. Standard Precautions are to be always practiced in the lab.
2. The following items shall be considered sharps and disposed of in a Sharp's container:
 - a. Syringes with needles
 - b. Phlebotomy needles and butterflies
 - c. Glass contaminated with blood or other body fluids
 - d. Lancets
3. The sharps container will be kept near students working with sharps.
 - a. Sharp objects that are contaminated with potentially infectious material are not to be handled.
 - b. Contaminated sharps are to be immediately discarded into an approved

sharps container displaying the biohazard symbol.

4. All phlebotomy supplies will be maintained within a locked cupboard when not in use.
5. Sharp's containers will be sealed when 2/3 full and placed in the lab storage room. The designated person will arrange for pickup by the licensed waste facilities.
6. Test tubes containing blood are to be placed (capped) into a biohazard (red) bag. The bag will be placed in the lab storage room in a hard-sided container at the end of each lab session. When full, the designated person will arrange for pickup by the licensed waste facility.
7. Urine containers are to be emptied in the "dirty" sink after the lab session. The tops will be secured back onto the containers before discard. Urine containers may be discarded with the regular trash if there is no identifiable patient information on the label.

Student Safety Instruction:

Students are instructed on the following:

1. Standard precautions, the use of personal protective equipment (disposable lab jackets, gloves, masks, protective eyewear) and proper hand washing.
2. Proper disposal of sharps.
3. Proper disposal of hazardous waste.
4. Bloodborne Pathogens.
5. Transmission – airborne, direct contact, ingestion, fomites, and vector borne
6. Procedures for reporting injuries.

Service Work by Students

Success in the progression of the MLT program requires students' commitment to learning and studying course materials. The program has an intense curriculum with required requirement completion to progress on to subsequent semesters.

Students need to be dedicated to studying all course content and materials on a regular basis. During the last semester, students will complete their clinical practicum which will require a commitment to attend a full 32 hours per week in their assigned clinical rotation. as an unpaid student at their assigned clinical facility.

Students are not encouraged to work; however, it is understandable that they may due to various commitments outside the program. Students are permitted to be employed but are expected to not allow those work hours to interfere with each semester's course schedule. Throughout the program additional activities may be required in addition to the scheduled courses and labs. Students are expected to attend these activities.

MLT students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical practicum rotation. Students are not permitted to perform any testing or authorize patient results in a laboratory information system without qualified supervision. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures.

A clinical affiliate, which employs a currently enrolled MLT student in a student assistant position, will schedule the student for work during non-instructional hours. These paid hours may not count as program required clinical rotation hours, as the student is performing duties of an employee/staff, not a student in training. The HCC MLT uniform is not to be worn while in an employee position. Performing paid services/activities while in an HCC MLT clinical rotation is a NAACLS violation and is not permitted. Students must inform their MLT instructor or the program coordinator if they are performing any service work at any time during their clinical rotation. Students electing to perform paid services/activities may be grounds for discontinuation of rotations.

The student is not to be “pulled” from their rotation instruction to perform the duties they normally perform as an employee, even temporarily. The student is to report such practice to the Medical Laboratory Technician program coordinator. A student who also works as an employee may not count their paid hours as clinical time as the student is performing the duties of an employee, not a student in training.

Professional Standards

Professionalism:

Professionalism is the key to success as an MLT program student and later as a medical laboratory technician. Students must understand the importance of such intangibles as effective communication, concern for others, ethical conduct, honesty, initiative, empathy, enthusiasm, loyalty, tact, dedication, cooperation, efficiency, and professional sophistication. Students are representatives of not only the Medical Laboratory Technician program, but also Hagerstown Community College and clinical affiliates.

Students are to adhere to the College Code of Student Conduct. Students must always conduct themselves in a professional manner and maintain the common laws of civility.

The American Society for Clinical Laboratory Science (ASCLS) Code of Ethics*:

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

I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory

Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

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

II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

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

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

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

Pledge to the Profession*:

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

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

**From American Society for Clinical Laboratory Science, 1861 International Drive, Suite 200, McLean, VA 22102, www.ascls.org/about-us/code-of-ethics.*

Cell Phones and Electronic Devices:

There is a zero-tolerance policy for texting or any other cell phone use in class. Cell phones may be left on vibrate in your pocket for emergency notification purposes. If you must attend to a matter via your phone, please inform an instructor before class and quietly excuse yourself when you receive it. For every instance of texting or other cell phone use that an instructor observes during lecture, you will be asked to leave the classroom and subject to attendance penalties. ***Zero-tolerance means using your phone's timer and calculator functions is prohibited.***

Professional Appearance/Uniforms:

All students in the Medical Laboratory Technician program must follow dress guidelines. All students will maintain a conservative, professional appearance, especially during clinical practicum rotations. Clothing should be neat, clean, and in good repair.

Burgundy scrub shirts with the HCC Logo and black scrub pants must be worn at all times during clinical practicum rotations. White lab coats are to be worn over the scrubs. These lab coats are to be long-sleeved. Disposable lab coats are available at the clinical affiliates and in the campus lab.

Impermeable/fluid resistant leather or vinyl walking shoes must be worn with the uniform. Canvas tennis shoes are not acceptable. Shoelaces must be tied for safety. Shoes must be kept clean and in good repair.

Use of aftershave or perfume is prohibited. Deodorant or antiperspirant must be worn at all times. Grooming and body hygiene is required. Shoulder length hair must be pulled back and secured away from the face. Fingernails should be kept clean and well groomed.

Professional Behavior Expectations:

Appropriate professional behaviors are expected of all students working in the classroom setting and the laboratory setting. Experience shows those behaviors demonstrated in the classroom and/or laboratory carry over into clinical practice.

Students must be able to:

- Be thoughtful and professional in verbal, written, and electronic communications.
- Be honest, ethical, compassionate, confidential, and responsible.
- Manage the use of time and structure actions to complete tasks within realistic constraints.
- Have emotional health necessary to effectively employ intellect and exercise appropriate judgement.
- Be flexible and creative in adapting to professional and technical change.
- Support and promote the activities of peers, adopting a team approach to learning, task completion, and problem solving.

Program Outcomes Data

The National Accrediting Agency for Clinical Laboratory Science (NAACLS) is committed to ensuring quality in clinical laboratory science programs. Hagerstown Community College (HCC) tracks attrition rates, graduation rates, and American Society for Clinical Pathology (ASCP) Board of Certification (BOC) pass rates, and job placement rates.

Professional Organizations

American Society for Clinical Laboratory Science (ASCLS)

7910 Woodmont Avenue, Suite 530

Bethesda, Maryland 20814

Phone: (301) 657.2768

Fax: (301) 657.2909

www.ascls.org/

This is our national organization. Membership in the national organization automatically confers membership in the state organization (OSCLS) and the local organization (CSCLS). Many continuing education events are sponsored by ASCLS each year which you are encouraged to attend.

American Society for Clinical Pathologists (ASCP)

2100 West Harrison Street

Chicago, Illinois 60612-3798

Phone: (800) 621.4142

Fax: (312) 737.0102

www.ascp.org

This organization offers certification through its Board of Registry (BOR) exam.

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

8410 West Bryn Mawr Avenue, Suite 670

Chicago, Illinois 60631-3415

NAACLS is committed to being the premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences and related health professions through the involvement of expert volunteers and its dedication to public service. Hagerstown's MLT program is accredited by NAACLS.



**Medical Laboratory Technician Program
Policy And Procedure Manual
Student Acknowledgement**

I, _____, have received a copy of, read, received an explanation of; and have had the opportunity to have my questions answered regarding the guidelines and procedures stated in the Medical Laboratory Technician Program Student Handbook.

I, _____, understand that I must comply with and follow these guidelines and procedures during my enrollment as an MLT student at Hagerstown Community College. I also understand that this signed agreement will be maintained in my student file.

Signature

Student ID

Date



**Medical Laboratory Technician Program
Student Acknowledgement
Receipt of Safety Procedures Relating to HIV and Hepatitis B**

I, _____, have received, read, understand, and agree to abide by Hagerstown Community College's safety procedures relating to HIV and Hepatitis B policy. I also understand that if I have any questions concerning this policy, I may contact the MLT program coordinator or division director for further clarification.

Signature

Student ID

Date



Medical Laboratory Technician Program Student Acknowledgement Student Contract

I, _____, understand that a student in the Medical Laboratory Technology program at Hagerstown Community College will draw my blood for student experience. I also understand that the skills of a student are below that of a skilled professional; therefore, my risk of phlebotomy related injury is higher. A faculty member will supervise the student drawing experience to minimize risk.

I, understand that I will be drawing blood from my fellow students who are not documented to be free from infectious disease. I will be working with and may be exposed to potentially infectious body fluids. It is my responsibility to use safe procedures and techniques to reduce the chance of accidental exposure.

I release Hagerstown Community College, the instructors and the student from any liability and/or responsibility for any untoward reaction or complication that I may experience.

Signature

Student ID

Date



**Medical Laboratory Technician Program
Statement of Confidentiality
Student Acknowledgement**

I, _____, have received instruction on HIPAA regarding the necessity and importance of maintaining confidentiality. I understand that all clients have the right to appropriate therapeutic interactions and to privacy concerning their treatment, personal history and any other information that is known to me.

In recognition of the above, I agree to:

1. Maintain confidentiality of all records or other information regarding the identity, diagnosis, prognosis or treatment of any client.
2. Not establish a personal relationship with or visit any client or former client.
3. Not disclose to anyone the identity of or any information pertaining to any client or former client.
4. Notify my clinical instructor immediately if I recognize or should be assigned to a client known to me.
5. After my clinical rotation, I continue to keep confidential all information related to clients and former clients.
6. Release my clinical instructor, the college, hospital or other clinical setting from all responsibility or liability arising from my dismissal from the program, or any disciplinary action taken against me because of my failure to uphold client confidentiality.

I have read and understand the terms and conditions of this statement. I also understand that any violation of confidentiality as stated above will result in my immediate dismissal from the clinical facility as well as a clinical failure.

Signature

Student ID

Date



**Medical Laboratory Technician Program
Reference Authorization
Student Acknowledgement**

I, _____, hereby authorize the faculty of the medical laboratory technician program at Hagerstown Community College to release any information pertaining to my clinical and educational abilities, character, dependability, etc. to prospective employers. I release the faculty members and the college from all liabilities in supplying information.

I understand that I may remove this reference authorization form at any time by notifying the program coordinator in writing. Removal of this form will deny the faculty the freedom to release this information to any third party.

Signature

Student ID

Date