

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY**

**SOUTH CAMPUS**



**MEDICAL LABORATORY TECHNICIAN**

**STUDENT HANDBOOK 2026**



**Health Careers**

# COMMUNITY COLLEGE OF ALLEGHENY COUNTY SOUTH CAMPUS

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## INTRODUCTION

Welcome to the Allied Health Department of CCAC South Campus. Careers in the health care field are challenging and rewarding. The education you will receive will make you equipped for your profession.

This handbook of Medical Laboratory Technician (MLT) policies and procedures has been compiled to help you fully understand the expectations of the MLT Program and to serve as a reference during your educational process at CCAC South Campus. Due to the complexity of the program, there are certain standards of achievement and behavior that must be maintained. In order to achieve success in the Medical Laboratory Technician Program it is essential that all students comply with the policies in this handbook.

Additional information on college policies can be found in the Student Handbook (link to *Dean of Students webpage*; including guide to services and the Student Handbook: <https://www.ccac.edu/student-support/deans-of-students.php>)

The information in this handbook must be read completely by the student and will be reviewed at appropriate times by the faculty. It is the student's responsibility to comply with all policy changes, additions, and deletions that apply to the program.

We, the faculty of the MLT Program at CCAC South Campus, extend our best wishes to you as you progress towards achieving your personal and professional goals.

Medical Laboratory Technician Program is an Accredited Program by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

NAACLS  
5600 N. River Road, Suite 720  
Rosemont, Illinois 60018-5119  
Phone: 1-773-714-8880

## TABLE OF CONTENTS

<i>Mission Statement</i> .....	1-2
<i>Nondiscrimination Policy</i> .....	2
<i>Accommodations for Individuals with DISA Healthcare Technologyabilities</i> .....	2
<i>Title IX Notification and Contact Information</i> .....	2-3
<i>Code of Academic Integrity</i> .....	4
<i>Behavioral Standards Policy</i> .....	4-5
<i>MLT Program Information</i> .....	6
<i>MLT Essential Functions</i> .....	7-8
<i>NAACLS Unique Standards</i> .....	9
<i>Program Goals</i> .....	10
<i>Program Objectives</i> .....	10
<i>Program Academic Performance Policies</i> .....	10
<i>Academic Plan</i> .....	11
<i>Steps to Admission to an ALH Program</i> .....	11-12
<i>CCAC NetID Account &amp; Academic Email Address</i> .....	12-13
<i>ALH Scheduling &amp; Registration Policy</i> .....	13
<i>MLT Scheduling Policy</i> .....	13
<i>Additional Program Fees</i> .....	13
<i>Program Academic Progression Policies</i> .....	14
<i>Program Course Interruption Policy</i> .....	14
<i>MLT Core Course Transfer Policy</i> .....	14
<i>BIO 103 Requirement Policy</i> .....	14-15
<i>ALH 140 Requirement Policy</i> .....	15
<i>Chemistry 109 Requirement</i> .....	15
<i>CPR Requirement</i> .....	15
<i>Phlebotomy Skills</i> .....	15
<i>MLT Skills Lab Due Dates</i> .....	16
<i>Tutoring</i> .....	16
<i>Documentation of Clearances and Other Documentation</i> .....	16-17
<i>OSHA, HIPAA Certification</i> .....	17
<i>Liability (Malpractice) Insurance</i> .....	17
<i>Attendance Policies</i> .....	17-18
<i>Medical Laboratory Technician, A.S. (525.1) Catalog Listing</i> .....	19-20
<i>MLT Course Descriptions and Learning Outcomes Catalog Listing</i> .....	21-24
<i>Placement Testing Score Charts</i> .....	25-26
<i>Placement Exemptions</i> .....	27
<i>Academic Standing Rules</i> .....	28-29
<i>Requirements for Graduation</i> .....	29

<i>Academic Complaint Procedure</i> .....	29
<i>Remediation Procedure</i> .....	29
<i>MLT Placement Outcomes</i> .....	30
<i>MLT Laboratory Rules</i> .....	31-32
<i>Allied Health Lab Classroom</i> .....	32-33
<i>MLT Skills Information</i> .....	33
<i>ALH Skills Lab Rules</i> .....	34
<i>ALH Skills Lab Packet</i> .....	34-35
<i>Placement Procedure for Externship Sites</i> .....	36
<i>Externship Eligibility Criteria</i> .....	36
<i>Externship Successful Completion</i> .....	36
<i>Service Work Policy</i> .....	36
<i>Transportation</i> .....	37
<i>Pertinent Externship Information</i> .....	37-38
<i>List of Current Clinical Facilities for MLT Externship</i> .....	38
<i>Example of Externship Approval Letter</i> .....	39
<i>Health Policies</i> .....	40-41
<i>HIV Positive Guidelines</i> .....	42-43
<i>*Signature Forms</i> .....	44
<i>Policies of the Medical Laboratory Technician</i> .....	45
<i>Medical Laboratory Technician Essential Functions</i> .....	46-47
<i>Medical Laboratory Technician Transfer Policies</i> .....	48
<i>Documentation of Clearances</i> .....	49
<i>Other Documentation</i> .....	49
<i>Placement Procedure for Externship Sites</i> .....	50
<i>Allied Health Skills Lab Rules</i> .....	51
<i>CCAC Non-Discrimination Policy</i> .....	52
<i>MLT Program Academic Performance Policies</i> .....	53
<i>MLT Disclosure Statement</i> .....	54

***\*These signature pages must be signed and submitted to the Program Director by the second week of the semester. All students must comply. There are no exceptions. All signed policy sheets will become a part of the student’s permanent file.***

# COMMUNITY COLLEGE OF ALLEGHENY COUNTY

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## MISSION STATEMENT

The Community College of Allegheny County prepares individuals to succeed in a complex global society by providing affordable access to high quality career and transfer education delivered in a diverse, caring and innovative learning environment.

The mission of the Medical Laboratory Technician (MLT) Program at the Community College of Allegheny County (CCAC) is to provide accessible, high-quality education that prepares students with the knowledge, technical skills, and professional behaviors required for entry-level practice as medical laboratory technicians. The program is committed to academic excellence, hands on learning, and collaboration with clinical partners to produce competent graduates who meet workforce needs, are eligible for national certification, and contribute effectively to the healthcare team.

### Values Statement

#### Learning

We are committed to high academic standards and quality services provided in a caring, innovative and professional learning environment that places the success of students first.

#### Community

We strive to serve the educational, economic and social needs of the community as one college through creative collaboration and teamwork.

#### Diversity

We honor and embrace diversity by creating a positive, inclusive college culture that respects individual differences and values the unique experiences and perspectives of all students, faculty and staff.

#### Integrity

We promote an honest and open exchange of information and ideas, accountability for the effective use of resources placed in our trust and the fair and consistent treatment of all individuals.

## VISION STATEMENT

The Community College of Allegheny County will be the region's preferred gateway to a more prosperous future. Through our commitment to learning, innovation and positive social change, CCAC will advance individual and community success.

## STRATEGIC GOALS & OBJECTIVES

1. Becoming a more supportive, caring, and inclusive college.
  - Support initiatives that assist students in overcoming material needs outside of the classroom.
  - Ensure that no student lacks access to the IT tools and systems necessary to support a student's educational journey.
  - Develop students' resilience and mental wellness.
  - Improve customer service with better communication and interactions with students.
  - Expand the reach of CCAC support services, education, and workforce training through online and remote learning.
2. Expanding the college's role in addressing social and economic challenges in the community.
  - Develop a systematic approach to managing stakeholder relationships that connects students to community resources and essential services.
  - Align existing and new CCAC programs with regional and national priorities.
  - Expand opportunities for students and members of the community to engage in civic, equity, and other matters integral to the interests of the wider community.
  - Leverage the national spotlight on community colleges through the college's marketing and recruitment efforts.

3. Design a more effective and equitable teaching and learning environment for all students.
    - Support and encourage faculty innovation and curricular redesign to promote equity and student goal attainment.
    - Drive economic and social mobility for all through bold and substantial institutional changes that improve rates of college completion, transfer, and attainment of jobs with value in the labor market.
    - Align data systems and decision-making to maximize learning outcomes and equity.
    - Create the physical and technological infrastructure needed to ensure equity, inclusion, and student success.
  4. Improving stewardship of the college enterprise and resources.
    - Develop an institutional culture that supports inclusion and nurtures innovation through our hiring, onboarding, training, and professional development processes.
    - Enhance CCAC's internal communications and flow of information among all locations, employee groups, and individuals.
    - Identify and operationalize new learning and workplace best practices and efficiencies that are less defined by place and organizational silos.
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### **NON-DISCRIMINATION POLICY**

The college does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, DISA Healthcare Technologybility, use of a service animal due to DISA Healthcare Technologybility, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Harassment that is based on any of these characteristics, whether in verbal, physical or visual form, constitutes a form of prohibited discrimination. This includes harassing conduct, which affects tangible job benefits, unreasonably interferes with an individual's academic or work performance or which creates what a reasonable person would perceive to be an intimidating, hostile or offensive work or educational environment.

Employees, students, third-party vendors and guests may report conduct that is believed to be in violation of this policy or applicable law by contacting the college's Office of Human Resources, the Title IX Coordinator/Civil Rights Compliance Officer or such other officials as may be designated in other board policies or administratively issued regulations and procedures. The college prohibits and will not engage in retaliation against any person who in good faith reports a violation of this policy, provides information in an investigation of a potential violation, or otherwise engages in protected activity under the law.

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### **ACCOMODATIONS FOR INDIVIDUALS WITH DISA HEALTHCARE TECHNOLOGYBILITIES**

The college recognizes its responsibility to provide academic and non-academic services and programs equally to individuals with and without DISA Healthcare Technologybilities. To this end, the college provides reasonable accommodations for qualified students and employees with identified DISA Healthcare Technologybilities consistent with the requirements of the Americans with DISA Healthcare Technologybilities Act, Sections 503 and 504 of the Rehabilitation Act, and other federal, state, and local laws and regulations.

The college maintains an Office of DISA Healthcare Technologybility Resources and Services at each campus location to receive, review, and evaluate requests from students who require accommodation with respect to their educational program. The college's Civil Rights Compliance Officer/ADA 504 Coordinator has oversight of the internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination on the basis of DISA Healthcare Technologybility. If any student believes they have been denied accommodation or otherwise have a grievance regarding the college's DISA Healthcare Technologybility procedures, the grievance procedures our outlined in the Civil Rights and Sexual Misconduct Reporting and Response Procedure.

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### **TITLE IX NOTIFICATION**

It is the further policy of the college to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender or sex in the college's educational programs and activities, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

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**Community College of Allegheny County contact information:**

CCAC Civil Rights Compliance Officer & ADA/504 Coordinator  
808 Ridge Ave, Byers Hall, Room 316  
Pittsburgh PA 15212  
412-237-4535  
[civilrights@ccac.edu](mailto:civilrights@ccac.edu)

DISA Healthcare Technologyability Resources and Services  
South Campus Room B-311  
412-237-4612  
[supportiveservices@ccac.edu](mailto:supportiveservices@ccac.edu)

**The OCR office for Pennsylvania is located at:**

Office for Civil Rights  
US Department of Education, Philadelphia Office  
The Wanamaker Building  
100 Penn Square East Ste 515  
Philadelphia PA 19107-3323

Telephone: 215-656-8541  
Fax: 215-656-8605; TDD: 800-877-8339  
Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

**The OCR National Headquarters is located at:**

US Department of Education  
Office for Civil Rights  
Lyndon B Johnson Department of Education Bldg  
400 Maryland Ave SW  
Washington DC 20202-1100

Telephone: 800-421-3481  
Fax: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

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For more information and details on college policies, please see the Student Handbook.

<https://www.ccac.edu/student-support/deans-of-students.php>

## **CODE OF ACADEMIC INTEGRITY**

The Allied Health faculty of the Community College of Allegheny County is devoted to the promotion of ethical standards of conduct and the maintenance of an atmosphere of academic integrity.

The Allied Health faculty as a professional body, whose concern is the preparation and education of safe, competent health care practitioners, has an additional commitment to uphold and project a positive image of professional health care.

As an Allied Health student in the MLT Program at CCAC, you are expected to accept a professional obligation, a commitment to adhere to the ethical standards of conduct and to promote an atmosphere of honesty and academic integrity. In doing so you have the responsibility to demonstrate honesty and respect for the ethical standards and integrity of the health care profession.

As a student, you have the obligation to demonstrate honesty in the performance of academic assignments and promise to adhere to the established code of conduct.

As a student, you will report behavior that is clearly in violation of such established standards. These commitments confirm your responsibility in maintaining and advancing the academic integrity and ethical standards of practice in the MLT Program.

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## **BEHAVIORAL STANDARDS POLICY**

All students admitted to the Allied Health programs are expected to exhibit behavioral standards which are acceptable to the total community. The behavioral standards listed below have been created to reflect the position of the College as well as the Allied Health Department.

Should the College receive information concerning a physical or mental condition or criminal conviction not previously reported by a student in an Allied Health Program that may have a bearing on the fitness of the student to continue in the program, the student shall be required, upon notice, to cooperate fully in the investigation of the reported information. The student may be required to execute a waiver that authorizes the College to review applicable records maintained by the involved agencies. Failure to cooperate fully may result in the immediate suspension or dismissal of the student from the Allied Health Program.

While matriculating at the Community College of Allegheny County it is expected that the student will:

Not incur a felonious conviction during the program enrollment, as the nature of this conviction may have a direct effect on certification or licensing.

**WARNING:** Graduates of certain Allied Health Programs may not be permitted to sit for those exams, regardless of the student's ability to complete college educational requirements, if that student has been convicted of a felony or was involved in drug abuse or has violated other rules of the licensure body. The student is required to notify the Program Director of any criminal conviction. The College reserves the right to require appropriate documentation as requested regarding previous felonies or violations.

Not use or consume illegal substances.

Comply with the College disciplinary code as presented in the Student Handbook.

Conduct himself or herself on or off campus in a manner consistent with the standards of the academic and professional community.

Any violation of these behavioral standards will result in one or more of the following:

1. Program dismissal (any violation involving patient safety may result in immediate expulsion from the program).
2. Disciplinary action for the specific violation.
3. Probationary status for the remainder of the time the student is enrolled in the program.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY**  
**SOUTH CAMPUS MEDICAL LABORATORY TECHNICIAN PROGRAM**

**Students must be capable of performing all essential functions of the  
Medical Laboratory Technician**

- ❖ All MLT core courses require a minimum grade of a “C” or better.
- ❖ GPA must be maintained at 2.0 or better.
- ❖ If the GPA drops below 2.0 (or if a “D” or “F” is received in any MLT core course), the student **may retake the course one additional time for a total of two times**. The student **may withdraw from a MLT core course one time**.
- ❖ All MLT students must begin the core MLT coded program courses in the fall semester. The only exception is students with an acceptable Bachelor’s degree or higher. The acceptance is determined by the Program Director and available program course openings.
- ❖ Students must complete the program within 5 years of the start of the MLT core courses.
- ❖ Unpaid externships are only offered during daylight hours.
- ❖ Prior to the unpaid externship, each student is required to have completed a physical examination, including blood work, 2-Step PPD or Quantiferon (TB screening), immunizations, Act 33, 34 and 73 clearances (PA Child Abuse , PA Criminal Record check, FBI-Fingerprint Based Criminal History Check), and Drug Screening. Students must upload required documentation onto DISA HEALTHCARE TECHNOLOGY.
- ❖ CPR certification (Basic Life Support for Healthcare Providers or Basic Life Support for Professional Rescuers) must be valid throughout the externship.
- ❖ Every attempt will be made to keep Externship placement sites within a one-hour drive from South Campus. Students are responsible for their own transportation as well as other related costs to all assigned sites and are required to accept their specific placement site.
- ❖ Unpaid Externships are available in the spring, fall, and summer (with special arrangements) semesters. Hospital clinical is Monday, day hours, 4.5 hours, Tuesday through Friday, day hours, 8.5 hours per day for 17 weeks. On Monday afternoon, Seminar class at CCAC for 2 hours and 45 minutes. Students must complete the required total externship hours in order for successful completion of the program.
- ❖ In the spring semester immediately preceding the clinical externship, the seminar class must be successfully completed for those students on fall and summer externship. Students taking a Spring externship will also take the Seminar class at this time.
- ❖ Students may register for the unpaid externship only with prior approval of the Program Director.
- ❖ Students responsible for cost associated with required documentation including DISA HEALTHCARE TECHNOLOGY.

## Medical Laboratory Technician Essential Functions

Allied Health programs establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Medical Laboratory Technician program as indicated below. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following requirements. If you are uncertain as to your ability with any of these essential functions, please consult with the MLT Program Director.

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 didactic and clinical labs 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 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 phlebotomy and culture acquisition equipment to safely collect valid laboratory samples.
  - f) Possess finger and manual dexterity necessary to control 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, patients, 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 correctly and independently perform laboratory test procedures.
  - 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 in order 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) 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 and adapt to professional and technical change.
- f)** Recognize potentially hazardous materials, equipment, and situations and proceed safely in order 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. Observe and constructively analyze role-play in various educational situations.

**Adapted from: Fritsma, G.A., Fiorella B. J., and Murphey, M. Essential Requirements for Clinical Laboratory Science. CLS 1996. Vol. 9, pp 40-43 and Austin Community College Medical Laboratory Technology Department**

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## National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

### Unique Standards Medical Laboratory Technician (MLT)

#### PREAMBLE

##### Objectives

The purpose of these Standards and the Description of the Profession is to establish, maintain, and promote standards of quality for educational programs in the clinical laboratory sciences and to provide recognition for educational programs which meet or exceed the minimum standards outlined in this document.

The Standards are to be used for the development and evaluation of medical laboratory technician programs. Paper reviewers and site visit teams assist in the evaluation of the program's compliance with the Standards. Lists of accredited programs are published for the information of students, employers, and the public.

##### Description of Medical Laboratory Technician Profession

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

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

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

##### Description of Entry Level Competencies of the Medical Laboratory Technician

At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion Medicine, Microbiology, Urine and Body Fluid Analysis, and Laboratory Operations.

The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring whenever clinical laboratory testing is performed.

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

- A. Application of safety and governmental regulations compliance;
- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and member of the health care team

From: NAACLS Standards for Accredited and Approved Programs 09/2023

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**COMMUNITY COLLEGE OF ALLEGHENY COUNTY**  
**SOUTH CAMPUS MEDICAL LABORATORY TECHNICIAN PROGRAM**

**MLT PROGRAM GOALS**

1. To meet the Allied Health Manpower needs in the Clinical Laboratory Field.
  2. To teach students the competencies necessary to prepare them for gainful employment through the development of skills, knowledge, attitudes, judgments and the realities of the world of work.
  3. To develop a curriculum sequence that would allow for maximum career mobility.
  4. To lend intelligibility and transferability to the curriculum by infusing the program with collegial multidisciplinary requirements.
  5. To provide instruction in the development of basic skills, judgment, and technical knowledge, as well as related medical information to prepare students to perform routine laboratory and specialized tests in hospital laboratories, physician's offices and clinics.
  6. To work with local hospitals and clinics in developing cooperative arrangements for students to participate in hands-on experience in the real world of work.
  7. To afford students the opportunity to recognize the importance of the various roles in the Health Care Delivery System, so that they might crystallize their own career objectives.
  8. To help students prepare for a world of rapid change and unforeseeable demands in which continuing education throughout adult life should be a normal expectation.
  9. To prepare students to pass a national certifying examination.
- 

**MLT PROGRAM OBJECTIVES**

1. Perform aseptic technique.
  2. Demonstrate proficiency in all laboratory exercises by performance of test procedures with results and control values within acceptable manufacturers control limits.
  3. Perform tests and identify clinically important microbes.
  4. Exhibit medical laboratory knowledge, professionalism, and ethical behavior.
  5. Perform clinical tests under the supervision of qualified facility personnel.
- 

**PROGRAM ACADEMIC PERFORMANCE POLICIES**

**A. Prerequisites:**

Prerequisite course work must be completed before admission to the MLT Program is permitted. The responsibility of the program course prerequisites is that of the student. If the student is enrolled in a course, which the student is not eligible, due to not meeting the prerequisite requirements, the student will be automatically withdrawn from the program course.

**B. Program Courses:**

Each student shall receive a course outline at the beginning of the term in the MLT courses. This outline contains the expectations and requirements relevant to that course. Information contained in the outline is attendance, attire, methods of evaluation, and grading methods. If, for any reason the student is not present the first day of class, it is the responsibility of the student to obtain an outline from the instructor. **It is the responsibility of the student to adhere to the specific course requirements and policies detailed in the course outline.**

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## **MEDICAL LABORATORY TECHNICIAN PROGRAM**

### **Academic Plan**

As per the NAACLS Medical Laboratory Technician Program accreditation requirements, Medical Laboratory Technician students are required to obtain approval by Jane Coughanour, Program Director to schedule classes. Students are also required to meet with the Program Director or designee one to two times per semester to discuss educational goals, educational progress, and semester course progress. Progress forms will be completed and filed in the student's permanent file. Students must schedule the first meeting by September for the Fall semester and the second meeting by the end of the Fall semester to obtain approval to schedule classes. Please contact the Career & Technical Education Director, to discuss financial considerations.

Students must meet with the Program Director prior to registration for a brief discussion of their progress in the program. Students may schedule with an advisor in person or by virtual advisement for general courses. Please contact Shawn-Colin Thomas, Allied Health Advisor at [sthomas2@ccac.edu](mailto:sthomas2@ccac.edu) or 412-237-2709 for assistance with registering for the core MLT Program courses.

**To schedule an appointment with Shawn-Colin, you may utilize the this link:**

<https://ccac.campus.eab.com/pal/qjkShzqUAL>

If you have any questions please email [bgraper@ccac.edu](mailto:bgraper@ccac.edu)

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### **ADMISSION TO AN ALLIED HEALTH PROGRAM**

#### **STEP 1. SUBMIT COLLEGE APPLICATION TO CCAC – SOUTH CAMPUS**

Before seeking admission to any of the Allied Health Programs, you must first apply to and be accepted by CCAC South Campus. (Application to the Allied Health Programs is a separate process). Submit your application online on the CCAC Website.

#### **STEP 2. SCHEDULE AND TAKE PLACEMENT TESTS**

Upon your acceptance into CCAC South, you must take the College Placement Tests in English, reading, and mathematics.

If you have completed college level English Composition I and/or a college level math course with a grade of "C" or better, you are exempted from the corresponding portion of the College Placement Tests. The same applies for readmitted students who have previously taken the tests.

#### **STEP 3. MEET WITH AN ADVISOR**

At the completion of the College Placement Tests, you must schedule an appointment with the Allied Health Advisor in the Advisement Center or by virtual advisement. The advisor will review your educational and vocational records, discuss the College Placement Tests, and advise you as to the direction that you might follow. The advisor may direct you to initiate the Allied Health Program Application procedure or advise you to complete specific developmental and/or prerequisite courses prior to applying to the specific Allied Health Program.

#### **STEP 4. COMPLETE DEVELOPMENTAL COURSES**

As required by your College Placement Tests results, developmental courses must be completed PRIOR to entry into your Allied Health Program.

## **STEP 5. COMPLETE PREREQUISITE COURSES**

The prerequisites are different for the different programs. Your advisor can supply the necessary information you will need.

## **STEP 6. OBTAIN AN ALLIED HEALTH PROGRAMS APPLICATION AND ALLIED HEALTH CAREER PROGRAMS HANDBOOK.**

The Allied Health Applications are available online on the CCAC Website.

## **STEP 7. SUBMIT ALLIED HEALTH PROGRAM APPLICATION**

You should make every effort to submit your Allied Health Program Application as early as possible since there is limited enrollment in the program. **Only completed applications will be reviewed.** Applicants with incomplete applications will be notified and this will delay the evaluation of the application. A completed application for any of the Allied Health Programs includes:

1. Completed and signed Allied Health Program Application.
2. Documentation of Prerequisites
3. \*Current copy(s) of college transcripts for CCAC and any transfer institutions (official or unofficial copies are acceptable). Official transcripts must be submitted to the registration office or emailed to [transcripts@ccac.edu](mailto:transcripts@ccac.edu).
4. College Placement Test Results.
5. High School Transcript or GED certification.
6. Signed Behavioral Standards Statement.

Completed applications should be submitted online to be forwarded to the appropriate program director.

\*These are available in the Registration office.

### **NOTIFICATION OF APPLICATION STATUS**

Upon review of each application and required information, each applicant will be sent a **written letter via email** confirming application status. To ensure student confidentiality and compliance, formerly known as the Federal Buckley Amendment (renamed The Family Educational Rights and Privacy Act) (FERPA) no information will be given out by phone regarding applicant action status.

The MLT program accepts students on a rolling admission basis.

**Acceptance to the college does NOT guarantee your acceptance to an Allied Health Program at CCAC.**

### **DENIAL**

If an applicant has not been offered acceptance into the Allied Health Program of their choice, reason(s) will be included in a denial letter sent to the student.

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### **CCAC NetID ACCOUNT & ACADEMIC EMAIL ADDRESS**

All students must obtain a CCAC NetID (using [netid.ccac.edu](http://netid.ccac.edu)), which allows access to a variety of resources, applications, and services; MyCCAC, Blackboard, Email, Self-Service, library services, etc.

Your CCAC email account is your key to accessing CCAC resources. All college correspondence to and from students, must go through your CCAC email account. For information on issues with your email account,

please refer to this link: <https://www.ccac.edu/student-support/information-technology-services.php> which will direct you to the Information Technology Services. ITS contact info: 412-237-8700 / [help@servicedesk.ccac.edu](mailto:help@servicedesk.ccac.edu). MyCCAC Self Service will give you access regarding your own records, personal contact information, etc.

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### ALLIED HEALTH SCHEDULING & REGISTRATION POLICY

- Students accepted into the MLT program will receive a copy of the program acceptance letter. Accepted students into the MLT Program must register by the date indicated on the acceptance letter.
  - MLT program accepted students will have their program code changed to MLT and have their program semester sequences listed in Student Planning by the Regional Director of Registration. Students will then register for Core MLT Courses online through Student Planning. **Please contact Shawn-Colin Thomas, Allied Health Advisor at [sthomas2@ccac.edu](mailto:sthomas2@ccac.edu) or 724-325-6801 for assistance with registering for the core MLT Program courses. To schedule an appointment with Shawn-Colin, you may utilize the this link: <https://ccac.campus.eab.com/pal/qjkShzqUAL>**
  - Students are not permitted to leave registration forms in advisement nor classrooms/student labs for advisors and/or Program Directors to sign.
  - Dependent upon enrollment, additional laboratory sessions may be scheduled or cancelled by CCAC Administration.
  - Student requests for registration are on a first come first serve basis.
  - Classes and laboratory times are 99% held on the same given days each semester. However, due to student enrollment CCAC may change the lecture/lab times.
  - Present MLT students have first choice of registration of classes before new or transfer students.
- 

### MLT SCHEDULING POLICY

- It is the policy of the MLT program that present MLT students have first choice of lab when scheduling.
  - It is the policy of the MLT program that Bachelor's degree students starting in the MLT program in Spring semester are scheduled for the later lab.
  - If labs are scheduled on 2 different days, present MLT students have first choice of the labs scheduled on lecture day.
- 

### ADDITIONAL PROGRAM FEES

The college charges student fees to cover laboratory, malpractice, clinical makeup, reentry and other costs, in addition to related fees. Students also are responsible for the cost of books, course materials, laboratory and other supplies as well as other items as directed for clinical externship.

Students are responsible for clearances, CPR certification, physical examination with blood work, drug test and DISA HEALTHCARE TECHNOLOGY costs.

Students are responsible for providing and paying for transportation as well as other related cost to **all** clinical sites.

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## PROGRAM ACADEMIC PROGRESSION POLICIES

### A. PROGRAM ACADEMIC POLICY:

It is the policy of CCAC South Campus Allied Health Department that in each core course, a minimum of a “C” grade is required to continue in the program. If failure to achieve a “C” grade occurs, the student will not be permitted to take subsequent course work when that course is a pre-requisite until a “C” grade is achieved.

### B. WITHDRAWAL FROM CORE COURSE:

Some students may, for personal or academic reasons, have to withdraw from a MLT core course. If the student fails to complete a core course or it becomes necessary for him/her to withdraw, the student may repeat the course one more time.

### C. READMISSION STATEMENT:

If it becomes necessary for a student to withdraw or they fail to complete a MLT core course, the student must notify the Program Director in writing of their intention to return. Readmission will be based on the availability.

### D. CUMULATIVE GPA:

During enrollment in the MLT Program, if the student fails to maintain a GPA of 2.0 for two consecutive semesters (including summer), this will constitute program dismissal.

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## PROGRAM COURSE INTERRUPTION POLICY

In the event that the MLT program closes, students could use one of the two routes listed below to complete the program:

1. Students could be referred to an MLT program at another institution. Arrangements would be made with the other institution to allow the MLT student to complete the program with no loss of credits.
2. Students currently enrolled in the program would be permitted to complete the program. No new students would be accepted into the program from that point on.

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## MLT CORE COURSE TRANSFER POLICY

MLT equivalent core courses can be transferred from other institutions to the CCAC MLT Program so as long as they have been completed with a “C” grade or better within the preceding ten years of the date of application to the CCAC MLT Program. MLT equivalent courses must be from a NAACLS accredited MLT, MLS (MT) program or an equivalent national accrediting agency, or a military laboratory program. The program had to be accredited during the years of student attendance. General science courses cannot be transferred in as core MLT courses.

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## BIO 103 REQUIREMENT POLICY

As stated in the program description in the CCAC catalogue, Medical Laboratory Technician students must take BIO 103, *Introduction to Human Biology*, as a pre-requisite to the program, or as a co-requisite with MLT 111, *Clinical Laboratory Techniques 1*. The only acceptable substitutions for BIO 103 are as follows:

- a. BIO 161 *Anatomy and Physiology 1* and BIO 162 *Anatomy and Physiology 2*, with a “C” grade or better
  - b. A Bachelor of Science degree in Biology, Chemistry or acceptable Bachelors degree in Science or higher Science degree.
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### **ALH 140 REQUIREMENT POLICY**

*Medical Terminology*, AHL 140 equivalent course will be accepted with no time frame, so long as the student has a “C” grade or better.

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### **CHM 109 REQUIREMENT POLICY**

*Introduction to Chemistry*, CHM 109 equivalent or higher course, will be accepted, with no time frame, so long as the student has a “C” grade or better.

Students will not be permitted to graduate from the program unless all program prerequisites and requirements are met.

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### **CPR REQUIREMENT**

**All students must have current CPR Certification.** CPR certification (Basic Life Support for Healthcare Providers or Basic Life Support for Professional Rescuers) must be valid throughout the externship.

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### **PHLEBOTOMY SKILLS**

Students who have an official Phlebotomy Certification or have worked as a Phlebotomist in the past ten years are not required to perform the entire Phlebotomy Skills Packet for the MLT Program as follows:

- A. Submit a copy of the official Phlebotomy Certificate to the Program Director.

**OR**

- B. On official letterhead, have your supervisor verify that you have sufficient phlebotomist work experience in the last ten years.
- C. Perform one satisfactory practice and one satisfactory test for each skill (100% accuracy) to prove your proficiency.

No student will be exempt from completing the entire Phlebotomy skills without the preceding documentation. Students not presenting documentation will be required to follow the standard MLT Phlebotomy Policy.

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## SKILLS DUE DATES

Students are to refer to the MLT Skills Lab packet for each course. Due dates listed in the Skills Lab packet are the due dates for that actual skill. These due dates are not guidelines or recommended dates. The listed dates are the due dates for completion of the required skill.

If each skill is not completed satisfactorily, the student will receive an “F” grade in the course.

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## TUTORING

Free tutoring is available virtually and face-to-face through the Learning Assistance Center (LAC). On South Campus stop by the LAC, office L-547 (5<sup>th</sup> floor, L Building) or call 412-469-6284.

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## DOCUMENTATION OF CLEARANCES

By the established due date and before the externship begins all students must have the following Clearances:

Act 33, Act 34 and Act 73 clearances (PA Child Abuse History, PA Criminal Record Check and FBI-Fingerprint Based Criminal History Check).

The MLT externship policy concerning clearances is as follows:

“Students enrolled in the MLT Externship are required to complete FBI Fingerprinting, a drug screen, Pennsylvania Child Abuse History Clearance and Pennsylvania State Police Criminal Record Check. If any of these clearances are found to be unacceptable by the Externship site the student will not be permitted to begin the Externship experience. If a refusal on part of the Externship site does occur, the MLT program is under no obligation to reassign the student to another Externship site. The student will then be asked to withdraw from the MLT program.”

### **Drug Screening:**

In the event that a student has a positive drug screening, the externship site is under no obligation to accept the student for externship. The program is also under no obligation to assign the student to another facility.

In the event that the student refuses to obtain clearances, physical or drug screening, the student will be asked to withdraw from the MLT program.

**A felony conviction may affect a graduate’s ability to sit for a professional certification and/or licensure examination.**

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## OTHER DOCUMENTATION

Physical examination including a 2-Step PPD or Quantiferon, immunizations, laboratory testing and Influenza vaccine and drug screening are also required.

**If any of these clearances (Pennsylvania Child Abuse History Clearance, Pennsylvania Criminal Records Check, Drug Screen and/or FBI Fingerprints) are found to be unacceptable (i.e., criminal type activity) by the clinical /externship site, the student will not be able to complete the clinical/externship experience. If a clinical/externship site's refusal does occur, the Allied Health program is under no obligation to reassign the student to another facility. The student will then be required to withdraw from the Allied Health Program**

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### **OSHA, HIPAA CERTIFICATION**

1. To comply with NAACLS regulations all MLT students must have OSHA certification in the designated courses to receive a Pass (P) grade.
  2. To comply with NAACLS regulations all MLT students must have HIPAA certification in the designated courses to receive a Pass (P) grade.
  3. Copies of OSHA and HIPAA certification must be uploaded onto DISA HEALTHCARE TECHNOLOGY
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### **LIABILITY (MALPRACTICE) INSURANCE**

It is required by CCAC that each student carry malpractice insurance. Each student enrolled in a clinical externship course is required to carry liability (malpractice) insurance. The College has a group policy for all such students. A small fee for this insurance will be included in the student's tuition statement. Failure to pay this insurance fee will prevent the student from entering the clinical facility.

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### **ATTENDANCE POLICIES**

The course work of the MLT Program proceeds from simple skills to more complex. Regular and punctual attendance is essential to proper learning of these skills. Students are expected to attend all classes or to notify the instructor prior to the start of the class if there is an impending absence.

#### **A. CLASSROOM, CLINICAL, AND LABORATORY ATTENDANCE:**

1. Classroom, clinical, and laboratory attendance is required. These requirements are stated on individual Course Outlines.
2. Class assignments are the responsibility of the student even if absent.
3. The opportunity to make up exams, quizzes, or laboratory experiences is at the discretion of the instructor as stated on individual Course Outlines.
4. It is the student's responsibility to be on time for every lecture, lab and clinical experience.

#### **B. MLT INCLEMENT WEATHER GUIDELINES:**

On days when the Campus closes due to severe weather related conditions, the student may be excused from attending clinical. (Severe weather, generally, is defined as that which necessitates Campus closing.)

1. Students who reside in or attend clinical sites in areas experiencing severe weather may become homebound by those conditions. In such cases where the Campus is **not** closed but the student resides in or attends a clinical site in a severe weather area, the student must notify the CCAC Clinical Representative and the clinical site supervisor to report the absence prior to the beginning of the clinical shift. This missed clinical time must be made up.
2. Missed clinical time will be made up on an individual basis at a mutually convenient time agreed upon by the clinical site, CCAC Clinical Representative and the student. Incomplete ("I") grades will be awarded if the student's total clinical time falls short of requirements.

3. CCAC weather related information is posted on the CCAC Website as well as on local news stations. Severe weather and emergency alerts are via Rave Alerts. Locate Rave Alert in MyCCAC portal to update contact information.
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## Medical Laboratory Technician, A.S. (525.1)

Location: South Campus

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### Associate of Science

This program prepares graduates for entry into clinical laboratory work. Employment opportunities exist in hospitals and private laboratories where work is done under the supervision of a pathologist. For more information on careers in the medical laboratory, visit the website of the American Society of Clinical Pathology [www.ascp.org](http://www.ascp.org).

Graduates are eligible to take the national examination for certification as Medical Laboratory Technicians MLT (ASCP). Admission is limited by the availability of clinical sites. Students must make separate applications to this program. Applicants must be eligible for college-level courses and should have a science background. *Introduction to Human Biology (BIO 103)* may be taken as a prerequisite or co-requisite of *MLT 111*.

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Upon successful completion of the program, the graduate will:

1. Perform aseptic technique.
  2. Demonstrate proficiency in all laboratory exercises by performance of test procedures with results and control values within acceptable manufacturer's control limits.
  3. Perform tests and identify clinically important microbes.
  4. Exhibit medical laboratory knowledge, professionalism and ethical behavior.
  5. Perform clinical tests under the supervision of qualified facility personnel.
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A student must maintain a 2.0 college level cumulative GPA to remain and successfully complete the program.

Admission to the MLT program is limited by the availability of clinical sites.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; 773.714.8880, [www.naacls.org](http://www.naacls.org).

Graduates are eligible to apply for the national examination for Medical Laboratory Technician, MLT (ASCP).

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## Degree Requirements

### First Semester

- ALH 140 - Medical Terminology Credits: 3
- CHM 109 - Introduction to Chemistry Credits: 4 <sup>1</sup>
- ENG 101 - English Composition 1 Credits: 3
- MLT 111 - Clinical Laboratory Techniques 1 Credits: 4
- MLT 161 - Clinical Instrumentation and Clinical Chemistry 1 Credits: 4

**Total: 18 Credits**

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**Second Semester**

- ENG 102 - English Composition 2 Credits: 3
- MLT 112 - Clinical Laboratory Techniques 2 Credits: 4
- MLT 151 - Clinical Microbiology 1 Credits: 4
- MLT 162 - Clinical Chemistry 2 Credits: 4
- PSY 101 - Introduction to Psychology Credits: 3

**Total: 18 Credits**

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**Summer**

- CHOOSE HUM - Humanities Elective Credits: 3

**Total: 3 Credits**

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**Third Semester**

- MLT 152 - Clinical Microbiology 2 Credits: 5
- MLT 220 - Clinical Hematology Credits: 4
- MLT 225 - Clinical Immunohematology Credits: 4
- CHOOSE MAT - Mathematics Elective Credits: 3-4

**Total: 16-17 Credits**

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**Fourth Semester**

- MLT 250 - Clinical Laboratory Seminar Credits: 3
- MLT 251C - Clinical Laboratory Externship Credits: 12 <sup>2</sup>

**Total: 15 Credits**

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**Minimum Credits to Graduate: 70-71**

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<sup>1</sup> Successful completion of both CHM 110 and CHM 111 also meet this requirement. Must receive a final grade of a "C" or better as a pre-requisite for the program or as a co-requisite with MLT-111.

<sup>2</sup> Minimum of 612 clinical hours is required.

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**Transfer Opportunities for Health Service Management**

CCAC graduates in Allied Health careers can further their education in Health Services Management/ Administration through articulation agreements with Carlow University.

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**MLT 111 Clinical Laboratory Technician****Credits:** 4                    **Prerequisites:** Acceptance into the MLT Program**Description**

This course is an orientation to general laboratory practice, laboratory safety, venipuncture, capillary puncture and clinical urinalysis. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

**Learning Outcomes**

Upon successful completion of the course, the student will:

1. Perform capillary puncture and explain the technique concept.
  2. Perform venipuncture and explain the technique concept.
  3. Perform all urinalysis laboratory test procedures with results and control values within acceptable manufacturer's limits.
  4. Identify the importance of clinical urinalysis.
  5. Identify the importance of clinical phlebotomy.
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**MLT 112 Clinical Laboratory Techniques 2****Credits:** 4                    **Prerequisites:** MLT-111**Description**

This course is an introduction to immunology (serology). Emphasis will be on normal and abnormal immune responses and how they are manifested in laboratory tests. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

**Learning Outcomes**

Upon successful completion of the course, the student will:

1. Identify the principles of the immune system including immunoglobulins.
  2. Differentiate the types of immunity and Antigen-Antibody reactions.
  3. Explain hypersensitivity.
  4. Distinguish between the roles of B Lymphocytes, T Lymphocytes and Natural Killer Lymphocytes.
  5. Explain various immunology and serology testing principles and procedures.
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**MLT 151 Clinical Microbiology 1****Credits:** 4                    **Prerequisites:** MLT-111**Description**

This course focuses on the identification of parasites and fungi (pathogens and common non-pathogens associated with human disease). This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

**Learning Outcomes**

Upon successful completion of the course, the student will:

1. Identify parasites of clinical importance.
2. Identify fungi of clinical importance.

3. Demonstrate proficiency in all laboratory exercises by correct identification of organisms.
  4. Explain and discuss aspects of clinical microbiology as it relates to parasites and fungi.
  5. Discuss clinical importance of pathogenic parasites and fungi.
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### **MLT 152 Clinical Microbiology 2**

**Credits:** 5                    **Prerequisites:** MLT-151

#### **Description**

This course focuses on the isolation and identification of microorganisms causing disease (pathogens). Topics include microbes, specimen collection, normal flora, characterization of specific pathogens, biochemical tests, susceptibility testing and determining the pathogenicity of organisms. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

#### **Learning Outcomes**

Upon successful completion of the course, the student will:

1. Outline the basic concepts of general microbiology.
  2. Perform tests and identify clinically important bacteria.
  3. Explain the clinical importance of pathogenic microbes.
  4. Identify organisms in all laboratory exercises.
  5. Explain the importance of clinical microbiology.
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### **MLT 161 Clinical Instrumentation & Clinical Chemistry 1**

**Credits:** 4                    **Prerequisites:** Acceptance into the MLT Program

#### **Description**

This course covers quality control in the laboratory, the pathophysiology of disease of major body systems, body fluids, organic derivatives and clinical chemistry techniques. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

#### **Learning Outcomes**

Upon successful completion of the course, the student will:

1. Explain the principles and procedures in Clinical Chemistry to include: Quality Control, automation and instrumentation, electrolytes, acid-base physiology and trace elements.
  2. Assess the relationship among the laboratory procedures, results, chemical reactions, chemical reagents, normal and abnormal results, diagnostic values of laboratory tests and the physiological changes in the patient.
  3. Compare the unique chemical and physical properties of the major organic derivatives and identify functional organic groups.
  4. Explain the testing of various body fluids.
  5. Relate the principles of quality control and statistics to the laboratory.
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### **MLT 162 Clinical Chemistry 2**

**Credits:** 4                    **Prerequisites:** MLT-111 and MLT-161

#### **Description**

This course is a continuation of Clinical Instrumentation and Clinical Chemistry 1 (MLT 161). Topics include electrophoresis and errors in biochemical metabolism with an emphasis on clinical assays for

proteins, carbohydrates, lipids and toxins. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

### **Learning Outcomes**

Upon successful completion of the course, the student will:

1. List and identify the trace elements and their importance to homeostasis and the classification of toxic materials and the analysis of each.
2. Compare protein and amino acid structures, functions, classification, methods of analysis and clinical usage of enzymes; non protein nitrogen products and their fluctuations in disease states.
3. Compare and contrast the functions of the liver and the disease states of the liver; carbohydrate utilization, analysis and disease states; enzyme function, analysis and disease states.
4. Explain the endocrine system including the importance of hormones in homeostasis and disease states.
5. Compare lipid structure, metabolism, function and methods of analysis.

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### **MLT 225 Clinical Immunohematology**

**Credits:** 4

**Prerequisites:** MLT-112

### **Description**

This course covers transfusion medicine. Topics include the human blood groups, compatibility testing and blood component therapy. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

### **Learning Outcomes**

Upon successful completion of the course, the student will:

1. Perform front and reverse ABO typings on blood and interpret the results within AABB standards.
2. Perform Rh typings on blood and interpret the results within AABB standards.
3. Perform direct antiglobulin testing. Distinguish between monospecific and polyspecific antiglobulin sera. Discuss principles, applications and sources of error.
4. Perform antibody screening within AABB standards. Explain the purpose, principles and sources of error.
5. Define compatibility testing (cross matching). Perform a major cross match.

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### **MLT 250 Clinical Laboratory Seminar**

**Credits:** 3

**Prerequisites:** Grade of "C" or better in all MLT courses

**Co-requisites:** MLT-251C

### **Description**

This course reviews medical laboratory professionalism, diversity, successful employment and current laboratory trends. The student receives a comprehensive certification board exam review. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

### **Learning Outcomes**

Upon successful completion of the course, the student will:

1. Demonstrate knowledge of the medical laboratory gained through guest speakers and analyze various roles of the MLT through role play.

2. Explain and differentiate the various roles of the medical profession gained through guest speakers and other media.
  3. Present clinical reports on updated material.
  4. Explain professionalism, ethics, hospital organization, certification and other areas pertinent to the profession.
  5. Support the role of the clinical laboratory within the health system.
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### **MLT 251C Clinical Laboratory Externship**

**Credits:** 12                      **Clinical Hours:** 620

**Prerequisite:** Grade of "C" or better in all MLT courses

**Co-requisite:** MLT-250

#### **Description**

This course offers practical experience in an affiliated laboratory. Students rotate through laboratory sections and observe and perform routine lab test. This course is graded on a pass/fail basis. This course requires a per credit health career fee; Check the tuition and fee schedule for the current rate.

#### **Learning Outcomes**

Upon successful completion of the course, the student will:

1. Correlate didactic and classroom laboratory experience with actual clinical work.
  2. Perform tests and identify clinically important results under the supervision of externship preceptors.
  3. Explain and correlate the importance of normal and abnormal lab results with externship preceptor.
  4. Interact professionally with hospitalized patients and outpatients.
  5. Correlate abnormal laboratory results with clinical pathological signs and symptoms.
  6. Perform test procedures with results and control values within acceptable manufacturer's limits.
  7. Exhibit professionalism, ethical behavior and responsibility to the patient and the profession.
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## PLACEMENT TESTING SCORE CHARTS

These charts are **ONLY** intended to be used as a guide for Course Placement.  
***Please see an Advisor to ensure proper placement and for any questions or clarification.***

### Next Generation – Accuplacer Placement for CRE Critical Reading

Score	CCAC Course Placement	NOTES
200 – 236	<b>CRE-070 <i>College Reading 1</i></b>	<ul style="list-style-type: none"> <li>• Recommended non-credit Adult Basic Education</li> <li>• First-time, degree-seeking student who place into this level of developmental reading must take CRE-070 in their first semester. Upon successful completion, student progresses to CRE-101.</li> <li>• CRE-070 must be completed before student progresses to ENG-101 <i>English Composition 1</i> or ENG-101L <i>English Composition 1 + Writing Lab</i>.</li> </ul>
237 – 245	<b>CRE-070 <i>College Reading 1</i></b>	<ul style="list-style-type: none"> <li>• First-time, degree-seeking student who place into this level of developmental reading must take CRE-070 in their first semester. Upon successful completion, student progresses to CRE-101.</li> <li>• CRE-070 must be completed before student progresses to ENG-101 <i>English Composition 1</i> or ENG-101L <i>English Composition 1 + Writing Lab</i>.</li> </ul>
246 – 262	<b>CRE-103 <i>Advanced College Reading &amp; Study Skills</i></b>	<ul style="list-style-type: none"> <li>• This course may be completed before student enrolls in ENG-101 <i>English Composition 1</i> or ENG-101L <i>English Composition 1 + Writing Lab</i> <b>OR</b> at the same time as ENG-101/ENG-101L.</li> </ul>
263 – 300	<b>No CRE Critical Reading required</b>	<ul style="list-style-type: none"> <li>• Student should select their English class based upon their Self-Directed Placement results and reflection.</li> </ul>

### CRE Reading/ENG English Placement Test Guide

<b>ENG-090 <i>Fundamentals of College Writing</i></b> Score: 1 – 22	<b>ENG-101L <i>English Composition 1 + Writing Lab</i></b> Score: 23 – 33	<b>ENG-101 <i>English Composition 1</i></b> Score: 34 – 42
ENG-090 can be taken with any level of CRE. Recommended to be taken with CRE-070, but not required.	CRE-070 is a pre-requisite. CRE-101 or CRE-103 can be taken before OR at the same time as ENG-101L.	CRE-070 is a prerequisite. CRE-101 or CRE-103 can be taken before OR at the same time as ENG-101.

### Next Generation Accuplacer Mathematics Scores

<b>Score 200 – 263</b>	<b>Score 264 – 300</b>	<b>Score 300 – and up</b>
MAT-080 <i>Arithmetic Fundamentals</i>	MAT-090 <i>Algebra Fundamentals</i> (4 credits)	College Level Math Class <b><i>See an Academic Advisor</i></b>

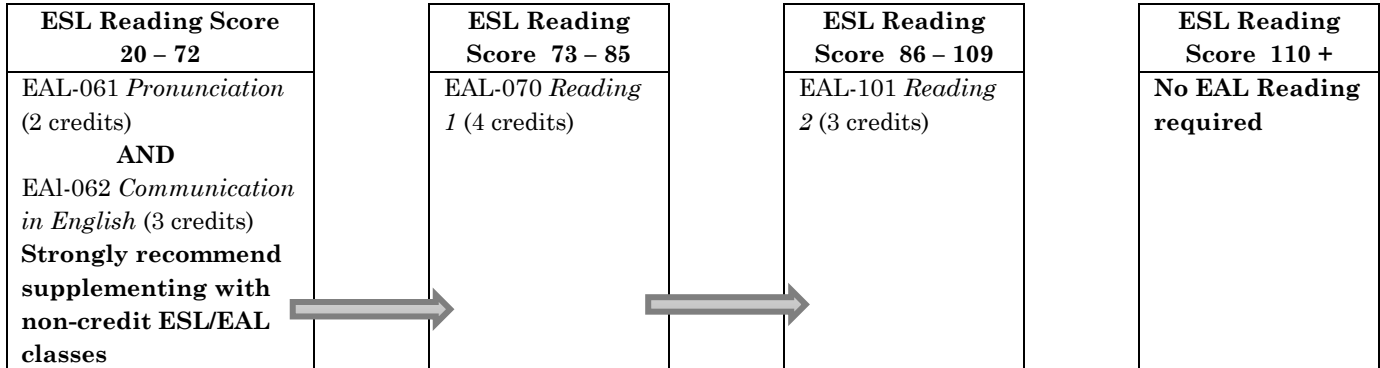
**SEM-105 *College Seminar* (2 credits) is required for all first-semester, full-time, degree-seeking students who do not meet one of the exemptions.**

**English as an Academic Language (EAL)  
Developmental Studies Course Sequence**

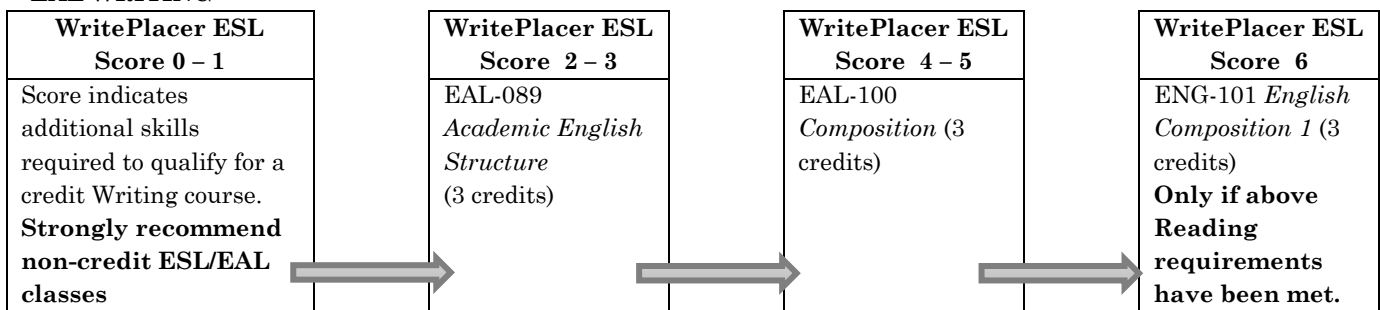
(Based on NEXT GENERATION ACCUPLACER Test Scores)

Your Accuplacer Test scores determine where you start in the sequence. You must pass each class with a “C” or better to move on.

**EAL READING** (*student must register for required Reading in their first semester*)



**EAL WRITING**



**EAL-061 *Pronunciation* (2 credits) AND EAL-062 *Communication in English* (3 credits)**

- A multilingual student who seeks to improve their listening and speaking competencies in English are strongly encouraged to register for EAL-061 AND EAL-062 for both classes together in their first semester.
- **NOTE:** Any bilingual student who wants to improve their listening and speaking skills may register for EAL-061 AND EAL-062 **regardless of their placement in reading and writing courses.** *These courses cannot serve as general electives.*

**Other possible EAL Placement**

Test	TOEFL-C Scores	IELTS Scores	DuoLingo Scores	OPI and Asset Test CCAC OPI / EAL	Recommended EAL Course
Speaking/ Listening	0 – 19	1.5 – 3.5	10 – 50	OPI 0 – 5	EAL-061 and EAL-062
Reading	0 – 43	1.5 – 5.5	10 – 70	EAL Asset 0 – 15	EAL-070 <i>Reading 1</i>
Reading	44 – 100	6 – 7	71 – 115	EAL Asset 16 – 19	EAL-101 <i>Reading 2</i>
Writing	20 – 43	4.0 – 5.5	51 – 70	EAL Asset 0 – 15	EAL-089 <i>Academic English Structure</i>
Writing	44 – 100	6 – 7	71 – 115	EAL Asset 16 – 19	EAL-100 <i>Composition</i>
Writing	101 – 160	7.5 – 9	116 – 120	EAL Asset 20 – 24	Placement: ENG-101 <i>English Composition 1</i>

## Placement Exemptions

- Student who submits a **high school transcript** with an unweighted **cumulative (overall) GPA of 2.7** or better (or 80% for schools with a percentile grading system) are exempt from taking the English and Reading placement tests and will be placed in ENG-101 *English Composition 1*.
  - Transcript must include the grades from the **first half of the senior year** in high school or show high school graduation within 5 years of the date the transcript is submitted to be eligible.
  - International, home schooled, and GED documentation are not accepted under this exemption. (*Effective Spring 2019*).
  - For high schools that do not have an unweighted GPA, the weighted GPA will be used.
- Student who already has a **college degree**.
- Student who already has taken **college-level English and/or mathematics classes with a grade of “C” or better**.
- Student who plans to register for a class(es) **that have no specified skill requirements**.
- Student with a **SAT Evidence-based Reading and Writing test score of 510+ OR ACT Verbal test score of 21+** will be exempt from the Reading and English placement testing.
- Student who has passed a **GED Language Arts** test within the last 5 years and have achieved a minimum score of **165** will be exempt from the Reading and English placement testing.
- Student who has **taken the TOEFL or IELTS exams** may submit these scores for exemption or placement into *English as an Academic Language (EAL) courses*.
- Student may **re-test** for placement out of a course in which they were **enrolled after four years**.
  - Once a student has **re-tested** after four years and scores into the same course(s) for which the student was enrolled, there is no further alternative, regardless of the results.

## **Academic Standing Rules**

### **Good Standing**

To remain in good standing, students must maintain a cumulative GPA of 2.00 or higher. Students must be in good standing to graduate. Students in good standing may take 15 or more credits of classes a term. More than 18 credits constitute an excessive class load. To register for more than 18 credits, students will need permission from the academic dean.

### **Dean's List**

The dean's list is CCAC's way of recognizing academic achievement. It is announced at the end of each term. Students will be on the dean's list if, as a full-time student, they have a term GPA of 3.50 or higher and received no F grades during the term. Courses below 100 are not included in the calculations of the dean's list GPA. If students are part-time, they will be on the dean's list at the end of each term in which they have accumulated 12 credits with a cumulative GPA of 3.50 or higher and no F grades for that 12-credit interval. The dean's list is circulated to local newspapers and usually appears in the student newspaper.

### **Midterm Alert**

If the student is receiving a grade below a C at midterm, the student may be notified and should meet with the course instructor immediately to discuss progress in the course. Academic Advisors are also available to discuss the student's educational plan and CCAC's academic support services. Not receiving an alert at midterm does not guarantee that the student will pass the course.

### **Academic Warning**

If the student's term GPA falls below 2.0, the student will be placed on Academic Warning. When placed on Academic Warning, the student will be required to meet with an Academic Advisor to discuss the student's educational plan, discuss strategies to utilize CCAC's academic support services and discuss the number and type of courses the student should take in future terms in order to help ensure academic success. To return to good standing, the student must achieve a minimum term and overall cumulative GPA of 2.0.

### **Academic Probation**

If while on Academic Warning, the student earns a term GPA above 2.0 but the cumulative GPA is still below 2.0, the student will stay on Academic Warning. If while on Academic Warning, both the term and cumulative GPA fall below 2.0, the student will be placed on Academic Probation. While on Academic Probation, the student is required to:

1. Meet with an Academic Advisor to review the student's academic plan and to register for courses in subsequent terms
2. Discuss strategies to utilize CCAC's academic support services
3. Enroll in no more than 9-10 credits in subsequent terms
4. Enroll in online courses only at discretion of the Advisor

To return to good standing, the student must achieve a minimum term and overall cumulative GPA of 2.0.

### **Academic Suspension**

If while on Academic Probation, the student's academic record falls below the minimum of the range outlined below, the student will be placed on Academic Suspension. Evaluation for Suspension will occur once each year, in May after final grades are posted. While on Academic Suspension, the student will be restricted from attending CCAC for two terms, unless the student successfully appeals.

## Suspension Determination Chart

<b>If student has attempted:</b>	<b>AND</b>	<b>Cumulative GPA is:</b>
24 credits		<1.50
25-48 credits		<1.75
49-59 credits		<1.90
60+ credits		<2.00

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## REQUIREMENTS FOR GRADUATION

In order to qualify for graduation from the MLT Program, a student must:

1. Complete all course requirements in the MLT Program curriculum.
  2. Maintain a cumulative grade point average (GPA) of 2.0 or better.
  3. Obtain an Application for Graduation form along with an unofficial transcript from the Office of Student Records. Application forms are located on the website.
  4. Complete the application form and see an advisor for a degree audit. Return the Application for Graduation form, degree audit and transcript to the Office of Student Records via Website directions.
  5. Meet the deadlines for submission of the application. Check with Student Records for the application deadline.
  6. An Associate Degree is awarded by CCAC based on the satisfactory completion of program courses and is not contingent upon passing a national certification/registry exam.
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## ACADEMIC COMPLAINT PROCEDURE

- a. The student makes every possible effort to resolve complaint by discussing it thoroughly with the faculty or other person concerned. Most academic complaints are normally settled at this step.
- b. Complaints not settled between the faculty and student be taken to the Department Head.
- c. The line of Communication then follows to the Dean of Allied Health if the matter is not resolved.
- d. Students who have concerns that have not been resolved by the steps that are presented may formally request involvement of the office of the Dean of Students.

Consult the CCAC Student Handbook for additional information.

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## REMEDATION PROCEDURE

Faculty may identify deficiencies that indicate the need for assistance based on poor performance in the didactic or laboratory classes. Faculty may recommend remediation. Remediation can be achieved by the use of the free MLT tutoring services.

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## MEDICAL LABORATORY TECHNICIAN PLACEMENT OUTCOMES

	2022	2023	2024
<b>Graduation/Attrition Rates</b>			
• Students Beginning Final Half	17	20	10
• Students Who Left Program	2	2	2
• Students Who Are Part Time	3	3	3
• Yearly Attrition Rate	12%	10%	10%
• Total Number of Graduates	12	18	9
• Yearly Graduation Rates	71%	90%	90%
<b>Certification Pass Rates</b>			
• Total Number of Graduates Who Took BOC Certification Exam	13	18	12
• Total Number of Graduates Who Passed BOC Certification Exam	12	13	8
• Yearly BOC Certification Pass Rate	92%	72.2%	66.67%
<b>Placement Rates</b>			
• Total Number of Graduates	12	18	9
• Number That Found Employment in Field	12	18	9
• Yearly Average Placement Rate	100%	100%	100%

Statistics taken from:

<https://www.ccac.edu/academics/programs/nursing-and-allied-health/medical-laboratory-technician.php>

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## MLT LABORATORY RULES

### REMEMBER – LAB SAFETY BEGINS WITH YOU

#### GENERAL:

1. DO NOT enter the Preparation Room without permission.
2. DO NOT use any equipment unless you have been instructed in its proper usage.

#### SAFETY:

1. Know the location and how to use the FIRE ALARM EXTINGUISHER, FIRE BLANKET, EYE WASH STATION, SPILL KIT, AND FIRST AID KIT.
2. No “HORSEPLAY”.
3. No FOOD or BEVERAGE – This will prevent pathogens from being ingested
4. No SMOKING.
5. Shoes must be worn at all times no open toe shoes.
6. Long hair must be pulled back.
7. Never open a centrifuge before it has completely stopped.
8. IMMEDIATELY report any ACCIDENT or INJURY to the instructor and follow the college accident procedures.
9. IMMEDIATELY report any equipment breakage or failure.
10. Unplug electrical equipment when finished directed by instructor.
11. Dispose of broken glassware in the proper containers.

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#### CLEANLINESS and INFECTION CONTROL:

1. Utilize the recommended disinfectant-10% Clorox or Lysol to clean-up and disinfect all surfaces and materials.
2. Wash your hands BEFORE and AFTER each lab session.
3. Wash your hands before you leave the lab for any reason.
4. Thoroughly clean work area BEFORE and AFTER usage as described below.
  - i. Sponge down all work surfaces with bleach or Lysol (Located front shelf).
  - ii. Sweep debris from table and floor (e.g. soil, sand, paper, and glass) – cleaning implements will be provided. Place debris in properly labeled containers.
  - iii. If you spill a culture, cover the material with paper towels soaked with bleach or Lysol allow to stand 15 minutes and wipe up. Place contaminated towels in biohazard bags.
5. Thoroughly wash and rinse all glassware used at the wash station, unless it is contaminated with bacteria.
6. Place used glassware in the “contaminated glassware” area in the lab. Broken glassware is to be placed in the proper disposal containers. **Immediately notify the instructor.**
7. Place used slides in “dirty slide” area receptacle.
8. Place all “contaminated” material (blood, bacteria, etc.) in the Biohazard bags in the Biohazard containers found throughout the lab. Remember, contaminated material can be infectious.
9. Dispose of all urine specimens by flushing them down the sink drains and running water for one (1) minute afterwards.

10. Lab coats must be worn and buttoned at all times when in lab class. Lab coats are provided to the student. Place lab coats in containers when class is finished.
  11. Disposable gloves must be worn at all times when in lab class. Gloves are provided to the students.
  12. Goggles are provided to the students for use as directed.
  13. DO NOT MOUTH PIPETTE. Use the provided safety pipetting devices when using serological pipettes.
  14. Avoid cluttered work areas and clear the bench top of personal items. Place personal items in designated areas of the lab. Use drawers for storage. Replace chairs into the knee slots when not using.
  15. Do not apply cosmetics in the lab.
  16. Long hair is to be pulled back to avoid contamination and for safety.
  17. Always return all used equipment and unused supplies such as glassware, pipettes, slides, etc., back into the designated storage areas.
  18. Always sterilize loops carefully to avoid contamination. Never place a loop on the table before sterilizing. Never place hot loops in such a position that other students can burn or injure themselves.
  19. Always heat fix slides carefully to avoid aerosols.
  20. Use the protective hood as directed.
  21. Observe any special directions given by the instructor for Allied Health courses specific for each program.
  22. All used PPE must be disposed of in Biohazard Containers.
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### ALLIED HEALTH LAB CLASSROOM

Noted below are the requirements for the Allied Health Laboratory classroom. This list was developed utilizing both OSHA AND NAACLS requirements.

1. Adequate storage shelves and drawer space for four refrigerators and an incubator.
2. Prep Room for the Educational Technician to prepare for lab sessions. This space must include refrigerator space and a sink and must separate from regular classroom space.
3. Materials for laboratory class preparation must be stored in a secure environment. Prepared reagents and infectious materials for class cannot be transported within the building.
4. Students are not permitted in the Prep Room without permission from the instructor.
5. Adequate counter space for instrumentation, glassware, and microscopes. Instrumentation cannot be moved on a regular basis without damage to the calibration necessitating a service call.
6. Necessary safety equipment must be available in prominent location in the lab.
7. Necessary safety equipment must be available in prominent locations in the lab.
  - Fire extinguishers      ○ Disposable lab coats
  - Fire blanket            ○. Gloves (non-latex)
  - Eyewash station        ○ Goggles
  - Spill kits                ○ Hood
  - Safety shower          ○ Sharps container
  - First aid kit             ○ Biohazard buckets
8. Adequate space for students to perform testing using infectious materials and sharps equipment.
9. Adequate space for infectious and sharps waste disposal containers.
10. Floor covering cannot be carpeted.
11. Non-porous bench tops. Presently students are using plastic trays.

12. Multiple sinks to be utilized for staining procedures, hand washing, and disposal of non-infectious liquid waste.
13. Negative pressure hood space for use with infectious materials and noxious chemicals.
14. Space for reference texts must be available within the lab per NAACLS.
15. Adequate space for student's belongings such as notebooks, etc. that will be utilized during lab class. adequate space for student's personal belongings away from the lab work area so that if a spill should occur, the belongings would not be contaminated.
16. Adequate space for AV materials to be used.

The MLT program adheres to NAACLS and OSHA Blood Borne Pathogens Standards. The MLT program is accredited by NAACLS. The accreditation depends on compliance with numerous essentials and standards. These essentials address both the physical layout of the student lab as well as compliance with OSHA Safety Standards. NAACLS accreditation is an ongoing process with an on-site inspection to be scheduled in 2026. Accreditation is granted when all standards and essentials are met and are acceptable. The MLT program has met all NAACLS standards and has the maximum 10 year accreditation 2016 – 2026.

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### **MEDICAL LABORATORY TECHNICIAN SKILLS INFORMATION**

1. Skills Lab is located in L461/L457
  2. The Skills Lab hours will be posted inside D303, L457/L456/and outside of L457/L461. Skills lab hours may vary, check postings. Students must sign up for skills lab practice prior to attending.
  3. Students will not be permitted to practice skills at any time in the Skills lab if they are observed to be under the influence of drugs or alcohol. It is the responsibility of the student to present himself/herself in a professional manner while practicing in the lab. Due to liability factors it is also up to the discretion of the Skills Lab instructor to prevent students from practicing skills.
  4. Students are not assigned a set number of hours to attend Skills Lab. Students are to attend skills until skills are perfected. The instructor will confer with the Skills Lab Instructor.
  5. Students will have ample time to complete skills by the required date. There will be no extension of the deadline.
  6. Venipunctures and capillary punctures are to be performed only on students covered by insurance (MDA, MLT, Nursing and other Allied Health students).
  7. Students are to be thoroughly familiar with the procedure technique before attempting the skills.
  8. Effect MLT course grades:  
  
Failure to complete skills by the due date will constitute an F in the course designated for the Skills. Students will be allowed three attempts on the test to pass a skill before a zero (0) is given for that skill. Overall effect on grade = a zero in any skill will result in an "F" for the course.
  9. Due Dates listed in the Skills Lab Packet are the due dates for the actual skill. These due dates are not guidelines or recommended dates. The listed dates are the due dates for completion of the required skills.
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## **ALLIED HEALTH SKILLS LAB RULES**

1. At all times students will act in a professional manner. Swearing is not acceptable. Be respectful to the instructors and your fellow students.
2. No eating or drinking is permitted in the Skills Lab.
3. Students must sign in and out with the skills lab instructors(s). Please allow a few minutes at the start of lab/skills for set up. All skills will stop 15 minutes before the end of the session for cleanup.
4. Gloves and lab coats are to be worn during ALL phlebotomy procedures. Lab coats are not to be worn outside of the area. Hats, visors, bandanas and open toes shoes are not permitted.
5. All waste is to be placed in the appropriate containers and aseptic techniques/universal Precautions are to be followed. This includes: no gloves, bloody gauze or bandages in the regular trash; no paper, gauze, or gloves in the biohazards sharps containers, Only sharps in the sharps container.
6. Skills Lab packets are to remain in Room L461. If the packet is lost, the student will be given a new one and will have to start over.
7. No procedures will be performed without a packet, thus no skills will be “signed-off” without one.
8. Phlebotomy is a partner dependent exercise. Only Allied Health students are permitted in the skills lab and are able to be patients. No visitors are not permitted. “Patients” are not permitted to help during testing procedures.
9. Phlebotomy work areas are to be decontaminated after each procedure. If this is not done, you will not receive a “sign-off” for that skill.
10. Do not waste supplies. Only the amount of supplies needed for each skill will be taken to the work area. No equipment is permitted to leave the lab.
11. A student “patient” cannot be punctured more than: once in each arm, once in each hand, and no more than four (4) finger punctures each day. Each “patient” can only be used twice for each skill.
12. Only the instructor who witnesses the skill can give credit. Skills lab instructors have the final word!

The safety of the students and staff in the Skills Lab is our main concern. Any violation of that may jeopardize the safety of the others and will result in immediate ejection from the area. Any repetitive violations will be brought to the attention of the Allied Health Department Head.

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## **ALLIED HEALTH SKILLS LAB PACKET**

- A. Evaluation checklists for all skills methods listed in this packet are to be followed. This packet must be left in the skills lab (L461) or the student is not permitted to participate.
- B. Students are required to perform the specific number of practices with 100% technique.
- C. The types of skills are designated by the program and program courses the students are in.

- D. Students are permitted the designated number of attempts to perform each skill while under the watchful eye of the skills lab instructor. If the test is not performed with 100% technique after the final attempt, the student will receive a zero grade for the skill.
  - E. If area is not decontaminated, waste disposed of in proper containers and extra supplies put away the student will not receive a sign off.
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**COMMUNITY COLLEGE OF ALLEGHENY COUNTY**  
**SOUTH CAMPUS MEDICAL LABORATORY TECHNICIAN PROGRAM**

**PLACEMENT PROCEDURE FOR EXTERNSHIP SITES**

The CCAC Allied Health Programs utilize a variety of clinical agencies. Whenever possible, student input is considered when making the clinical assignments. However, because of the number of students enrolled and limited clinical resources, this is not always possible. Students are responsible for providing and paying for transportation as well as other related costs to all clinical sites. It may also be necessary for students to travel outside the county.

In the event that externship sites are not available for the placement of all students for a particular semester, the student application date will be utilized to determine the semester for externship site placement.

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**EXTERNSHIP PLACEMENT – ELIGIBILITY CRITERIA**

All students must meet the established eligibility criteria for externship. In the event that students do not meet the established eligibility criteria for externship, the student will not be placed at a clinical facility for the externship rotation.

In order to successfully complete the program, the student must comply with the established policies of the Medical Laboratory Technician Program.

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**EXTERNSHIP SUCCESSFUL COMPLETION**

In the event that there is an issue at the clinical externship site other than student non-satisfactory completion of competencies, the program Clinical Coordinator will make every effort to reassign the student to another externship site. However, due to clinical externship site availability, this is not guaranteed.

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**SERVICE WORK POLICY**

- MLT Externship is an unpaid externship. No service work is performed by students. After demonstrating proficiency, students with qualified supervision may be permitted to perform procedures. Practices in which students are substituted for regular staff are prohibited.
- If the facility provides a student ID the student must use this as their log-in for reporting results. However, the student's department technologist/technician must also log in to report these same results.
- Students must obtain a CCAC – MLT Externship ID. This ID badge must be worn during externship hours.
- Students are not permitted to perform procedures independently without supervision.
- Any service work by students in the clinical setting outside of regular academic hours is non-compulsory.

## TRANSPORTATION

Students are responsible for their own transportation to and from any clinical facility and approved field trips. Arrangements for parking are not provided for by the school. Students must make their arrangements for parking at each clinical facility by discussing specific facility parking with their externship preceptor supervisor.

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## PERTINENT EXTERNSHIP INFORMATION

### Student externship requests:

- Students assigned to Excelsa Health System, Allegheny Health Network and UPMC may be assigned to rotate through laboratory departments at various hospitals within the facility system.
  - Students assigned to Allegheny Health Network and UPMC will rotate through Vitalant for the Blood Bank laboratory rotation. Students rotating through Vitalant may be placed at any hospital utilizing Vitalant.
1. Students may register for the externship only with prior approval of the Program Director.
  2. It is up to the facility to decide to accept a student.
  3. It will take a period of time for the site's preceptors to respond to the Program Director. They have to meet with section supervisors, discuss dates and assignments.
  4. When a site agrees to take a student, an official notification to the site preceptor listing the student's name, externship dates, liability and insurance information, other pertinent information for the semester, updated Externship Handbook, official letter, and updated program memorandum. The Program Director will contact the CCAC Director of Contracts concerning the most recent Clinical Agreement with that facility.
  5. Students are not guaranteed placement at any of their requests.
  6. Students whose documents are not completed and submitted by the due date cannot attend externship for their requested semester.
  7. Only students whose documents are submitted will be assigned clinical sites.
  8. If sites are not available for all students, student application date will be used for placement. If additional criteria is needed last name alphabetical order will be used for placement. If a student does not accept the assigned site his/her request will be placed at the end of the request list.
  9. Students must have all of the required CCAC mandates and documents submitted by the due date. Students must go through DISA HEALTHCARE TECHNOLOGY to submit the following:
    - FBI clearance
    - Child Abuse clearance
    - Criminal clearance
    - CPR card copy
    - Completed physical
    - Drug Screen
  10. Students must obtain a CCAC clinical identification badge prior to the externship. This badge must be worn each day during clinical externship.
- When a site agrees to take a student:**
1. Students must contact the preceptor and the HR/Volunteer/Education department to meet with them before the start of the externship. Students must contact the site preceptor IMMEDIATELY and give them their CCAC e-mail and other contact information, inquire and obtain the email address of the HR/Volunteer/Education Depart to be contacted for information so the required mandates for externship can be emailed.

2. Students must complete all of the required hospital facility mandates (on-line or written) before the start of the externship. Sites cannot send the initial information to be completed to the Program Director. They are to send the mandate information directly to the student. Please request that the HR/Volunteer/Education representative send the hospital/facility mandates directly to you. Copies of the completed mandates must be sent to the facility preceptor/HR/Volunteer /Education department (students must ask the facility preceptor where these are to be sent) and sent to the Program Director for the student's permanent file if required by the externship facility.
3. Students must request information on additional facility mandates to be added in addition to the CCAC mandates. If the facility requires additional mandates, these mandates must be completed. All costs are the student's responsibility.
4. Students must have all of the CCAC and preceptor/hospital/facility mandates completed before they are permitted at the externship site.

**LIST OF CURRENT CLINICAL FACILITIES IN USE FOR MLT EXTERNSHIP**

**UPMC**

Central Lab Building (CLB) (Presbyterian and Magee Women's Hospitals Combined Labs)  
 Shadyside Hospital  
 Children's Hospital  
 East Hospital  
 Mercy Hospital  
 St. Margaret Hospital  
 Passavant Hospital  
 McKeesport Hospital

**Allegheny Health Network AHN**

Allegheny General Hospital Core Lab  
 Jefferson Hospital  
 Forbes Hospital

**St. Clair Health System**

**WVU Health System**

Westmoreland Hospital  
 Latrobe Hospital  
 Frick Hospital  
 Uniontown Hospital

**Vitalant**

Facilities may or may not be used during each externship cycle. UPMC, AHN and WVU Health System may rotate students through their various hospital facilities.

***EXAMPLE OF EXTERNSHIP APPROVAL LETTER***

Dear MLT Student,

Your request to fulfill your clinical experience requirement in the **Medical Laboratory Technician Program** has been approved for the Spring 2027, Summer 2027 or Fall 2027. Your clinical experience must satisfy the minimum standards as set forth in the Community College of Allegheny County Clinical Objectives and Requirements.

As a registered student at CCAC, you will be required to purchase malpractice insurance through the College for this time period. Acting within the scope of your assignments, you will be covered by a malpractice insurance policy with limit of one million dollars (\$1,000,000) per claim. The College provides a Comprehensive Liability and Auto Liability Insurance in the amount of one million dollars (\$1,000,000) combined single limit for bodily injury and property damage.

Finally it is your obligation to obtain verification by the host agency that you have completed the clinical experience by returning the signed, completed evaluation forms and achievement charts. Such verification of completed evaluation forms must be submitted to me in the envelope provided for this purpose.

If you have any questions, please contact me at 412.469.6280 or email at [jcoughanour@ccac.edu](mailto:jcoughanour@ccac.edu).

Sincerely,

Jane Coughanour  
Jane Coughanour, MT (ASCP), MEd.  
Clinical Coordinator

## **HEALTH POLICIES**

### **I. Objective of the Health Policies**

- A. Assess the health status of the students prior to the clinical laboratory Externship.
- B. Facilitate the maintenance of optimum physical and mental health for students.

### **II. Health Policies**

- A. STUDENTS MUST BE PHYSICALLY AND EMOTIONALLY ABLE TO COMPLETE THE MLT COURSE OBJECTIVES. (This includes clinical, classroom, and laboratory).
- B. The MLT Program requires the student to submit a completed medical examination form prior to the clinical laboratory externship. The completed form must be uploaded to DISA HEALTHCARE TECHNOLOGY.
- C. Students are required to have the following laboratory tests and immunizations:
  - 1. Laboratory Tests
    - a. RPR – Rapid Plasma Reagin
    - b. CBC – Complete Blood Count
    - c. Hepatitis B Surface Antigen - This blood test detects exposure to Hepatitis B virus and should not be confused with Hepatitis B vaccine or antibody.
    - d. Routine Urinalysis
    - e. Varicella Titer
    - f. MMR Titer
  - 2. Immunizations
    - a. Polio - Evidence that the primary polio series was obtained in childhood.
    - b. Tetanus - Proof of immunization with tetanus toxoid within the last ten years.
    - c. 2- Step PPD - Proof and results of this tuberculosis skin test within the past six months.
    - d. Hepatitis B Vaccine – Proof of immunization.
    - e. Influenza Vaccine
  - 3. Drug Screening
  - 4. Students are required to have the following clearances:
    - PA Child Abuse Clearance (Act 33)
    - PA Criminal record Check (Act 34)
    - FBI Fingerprint Based Criminal History Check (Act 73)

### **III. All policies listed in II must be uploaded to the DISA HEALTHCARE TECHNOLOGY company website by the due date.**

- A. Students are encouraged to be covered by health insurance. Cost of health care is the student's responsibility.
- B. Health Status Awareness Policy  
Students are responsible for notifying their instructor in each MLT course of any known illness, or physical DISA Healthcare Technology ability that may pose a threat to the welfare of other students, patients, self or other. Changes in health status, which may impact the student's ability to meet the clinical objectives, must be documented on the Medical Clearance form prior to resuming clinical responsibilities.

Should the college receive information concerning a physical or mental condition not previously reported by the student in the MLT Program that may have a bearing on the fitness of the student to continue in the program, the student shall be required, upon notice, to cooperate fully in the investigation of the reported information. The student may be required to execute a waiver that authorizes the college to review applicable records maintained by involved agencies. Failure to cooperate fully may result in the immediate suspension or dismissal of the student from the MLT Program.

**C. Health Maintenance**

1. Illness or injury on campus. Should the student become ill or injured while on campus, 911 must be called.
2. Illness or injury while on Clinical Externship.
  - a. Should the student become ill or injured while on the clinical externship, arrangements have been made with the health care facilities for the student to be treated in the emergency room.
  - b. Should injury occur on the clinical externship, the student must follow the policies and procedures of the clinical facility.
3. The CCAC Clinical Representative in consultation with the site supervisor has the right to refuse a student to be in the lab if it is judged that the student is emotionally or physically unsafe to self or others.
4. The Clinical Externship will subject students to particular health hazards such as exposure to communicable diseases. Students will follow standard precautions as described by OSHA and the CDC.
5. The CCAC Clinical Representative in consultation with the site supervisor has the right to refuse a student to be in the lab if it is judged that the student is emotionally or physically unsafe to self or others.
6. The Clinical Externship will subject students to particular health hazards such as exposure to communicable diseases. Students will follow standard precautions as described by OSHA and the CDC.

**IV. Health Records**

- A. During enrollment in the MLT Program, health records will be maintained by DISA HEALTHCARE TECHNOLOGY.
- B. After graduation from the program, health records will be kept for five years and then disposed of in an accepted manner by DISA HEALTHCARE TECHNOLOGY.
- C. Health records may only be released with written consent of the student.

**V. Special Accommodations**

It is the student's responsibility to disclose a DISA Healthcare Technology disability and notify the Program Director if they need reasonable accommodations to participate in the MLT Program.

## HIV POSITIVE GUIDELINES

### I. Students Who Are HIV (Human Immunodeficiency Virus) Positive

When proper standard precautions are followed, there is no evidence that HIV or HIV infection has been transmitted from health care workers to patients. Similarly, there are no reports of transmission of opportunistic infections. Present guidelines recommend that asymptomatic health care workers with HIV infection not be restricted from employment. Based on this information, students with HIV infection who are asymptomatic need not be restricted from the clinical externship unless they have some other illness from which any health care worker would be restricted or are required to perform “exposure prone” procedures. All students will follow OSHA and the CDC guidelines.

### II. Guidelines for Exempting Students from Clinical Assignment to HIV Positive Patients

#### A. Confirmed Pregnancy

The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant. The risk of transmission of other pathogens such as cytomegalovirus from patients with HIV to pregnant health care workers is unknown but is thought to be low to nonexistent. Based on the above information, it may be prudent to excuse pregnant students from caring for patients with HIV until further data is available.

#### B. Incompetent Immunological Systems

Students with diagnosed immunological deficiencies are at an increased risk of developing opportunistic infections.

#### C. Infections

Any student with an infectious process could further compromise the already incompetent immunological system of the HIV Positive patient.

The decision to exempt a student from the clinical externship will be made on a case-by-case basis by the Program Director.

### III. Student Clinical Exposure to HIV Positive Patients

#### A. Blood and Body Fluid Precautions

Standard precautions must be followed.

#### B. Care of Equipment/Specimens

1. Needles - should be disposable and disposed in a Sharps container.
2. Blood and Other Specimens – should be obtained and handled using standard precautions.

#### **IV. Student Refusal of Clinical Assignment to an HIV Positive Patient**

Except for the exemptions to clinical assignments as stated under “Guidelines for Exempting Students from Clinical Assignment to HIV Positive Patients”, students who have received formal classroom instruction in the care of HIV positive patients and satisfactorily demonstrated knowledge and skills requisite to such care may be subject to disciplinary action in the event they refuse a clinical assignment.

#### **V. Antibody Testing of Students and Faculty**

The college will not undertake any program of screening students or faculty for antibody to HIV nor will the attempt be made to identify those in high-risk groups and to require screening of those groups only.

#### **VI. Accidental Exposure**

Accidental exposure is defined as accidentally being exposed to blood/body fluids through needle stick or skin lesion/non-intact mucosal membrane of a suspected or diagnosed HIV patient.

The accidental exposure of a student or faculty member in the College while in a clinical facility is treated in a similar manner to any type of accident occurring within the facility. The student should immediately notify the clinical facility Supervisor and the CCAC Clinical Representative. Facility policies will then be followed. The clinical facility will require the completion of an incident report and will usually order testing for antibody to HIV. The exposed student or faculty member will be encouraged to have testing. The decision to have testing or not, however, is the choice of the individual exposed.

#### **VII. Confidentiality**

All HIPAA regulations are followed.

The Americans with DISA Healthcare Technologybilities Act of 1990 (P.L. 10 11111 -336) specifies that qualified individuals may not be denied admission or employment or be subject to discrimination on the basis of their handicap, unless that handicap poses a “direct threat” to others. HIV infected persons are considered handicapped under the provisions of this legislation.

## Signature Pages

### COMMUNITY COLLEGE OF ALLEGHENY COUNTY SOUTH CAMPUS

#### Medical Laboratory Technician Program

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#### POLICIES SIGNATURE FORMS

The following policies are contained within the Medical Laboratory Technician Student Handbook.

Each form must be signed, dated and returned to the Medical Laboratory Technician Program Director during the first week of the semester.

These signed policies will become part of the student's permanent file.

No student is exempt from signing all policies.

**COMMUNITY COLLEGE OF ALLEGHENY COUNTY**  
**SOUTH CAMPUS**  
**Policies of the Medical Laboratory Technician**

- ❖ Students must be capable of performing all essential functions of the Medical Laboratory Technician.
- ❖ All MLT core courses require a minimum grade of a “C” or better.
- ❖ GPA must be maintained at 2.0 or better.
- ❖ If the GPA drops below 2.0 (or if a “D” or “F” is received in any MLT core course), the student may retake the required course one additional time for a total of two times. The student may withdraw from a MLT core course one time.
- ❖ All MLT students must begin the core MLT coded program courses in the fall semester. The only exception is students with an acceptable Bachelor’s degree or higher. The acceptance is determined by the Program Director and available program course openings.
- ❖ Students must complete the program within 5 years of the start of the MLT core courses.
- ❖ Unpaid externships are only offered during daylight hours.
- ❖ Prior to the unpaid externship, each student is required to have completed a physical examination, including blood work, 2-Step PPD or Quantiferon (TB screening), immunizations, Act 33, 34 and 73 clearances (PA Child Abuse, PA Criminal Record check, FBI Fingerprint Based Criminal History Check), and Drug Screening. Students must upload required documentation onto DISA HEALTHCARE TECHNOLOGY.
- ❖ CPR certification (Basic Life Support for Healthcare Providers or Basic Life Support for Professional Rescuers) must be valid throughout the externship.
- ❖ Every attempt will be made to keep Externship placement sites within a one hour drive from South Campus. Students are responsible for their own transportation to their assigned site and are required to accept their specific placement site.
- ❖ Unpaid Externships are available in the spring, fall, and summer (with special arrangements) semesters. Hospital clinical is Monday, day hours, 4.5 hours, Tuesday through Friday, day hours, 8.5 hours per day for 17 weeks. On Monday afternoon, Seminar class at CCAC for 2 hours and 45 minutes. Students must complete the required total hours in order for successful completion of the program.
- ❖ In the spring semester immediately preceding the clinical externship, the seminar class must be successfully completed for those students on fall and summer externship. Students taking a Spring externship will also take the Seminar class at this time.
- ❖ Students may register for the unpaid externship only with prior approval of the Program Director.
- ❖ Students are responsible for cost associated with required documentation including DISA HEALTHCARE TECHNOLOGY.

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**I have read and I understand the MLT Policies stipulated above. My signature indicates acceptance to the same.**

NAME (Print) \_\_\_\_\_

DATE \_\_\_\_\_

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**COMMUNITY COLLEGE OF ALLEGHENY COUNTY**  
**SOUTH CAMPUS**  
**Medical Laboratory Technician Essential Functions**

Allied Health programs establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Medical Laboratory Technician program as indicated below. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following requirements. If you are uncertain as to your ability with any of these essential functions, please consult with the MLT Program Director.

- 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.
  - e) Observe laboratory demonstrations in didactic and clinical labs which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, and histochemical components.
  - f) Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
  - g) Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
  - h) Read and comprehend text, numbers, and graphs displayed in print and on video monitor.
  
- 2. Movement** – Sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.
  - h) Move freely and safely about a laboratory.
  - i) Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
  - j) Travel to numerous clinical laboratory sites for practical experience.
  - k) Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
  - l) Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory samples.
  - m) Possess finger and manual dexterity necessary to control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
  - n) 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, patients, families and all members of the healthcare team.
  - h) Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).
  - i) Follow verbal and written instructions to correctly and independently perform laboratory test procedures.
  - j) Clearly instruct patients prior to specimen collection.
  - k) Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
  - l) Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).

- m) Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team.
  - n) 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.
- d) Possess intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
  - e) Be able to exercise sufficient judgment to recognize and correct performance deviations.
  - f) 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.
- j) Manage heavy academic schedules and deadlines.
  - k) Be able to manage the use of time and be able to systemize actions in order to complete professional and technical tasks within realistic constraints.
  - l) Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment under conditions of physical and emotional stress.
  - m) Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering) emergent demands (i.e. “stat” test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
  - n) Be flexible and creative and adapt to professional and technical change.
  - o) Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
  - p) Adapt to working with unpleasant biologicals.
  - q) 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.
  - r) 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. Observe and constructively analyze role-play in various educational situations.

Adapted from: Fritsma, G.A., Fiorella B. J., and Murphey, M. *Essential Requirements for Clinical Laboratory Science*. CLS 1996. Vol. 9, pp 40-43 and Austin Community College Medical Laboratory Technology Department

**I have read and understand the MLT Essential Functions. My signature indicates acceptance to the same.**

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**COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
SOUTH CAMPUS**

**Medical Laboratory Technician Program**

**MLT CORE COURSES TRANSFER POLICY**

MLT equivalent core course can be transferred from other institutions to the CCAC MLT Program so as long as they have been completed with a “C” grade or better within the preceding ten years of the date of application to the CCAC MLT Program. MLT equivalent courses must be from a NAACLS accredited MLT, MLS (MT) program or an equivalent national accrediting agency, or a military laboratory program. The program had to be accredited during the years of student attendance. General science course cannot be transferred in as core MLT courses.

**BIO 103 REQUIREMENT POLICY**

As stated in the program description in the CCAC catalogue, Medical Laboratory Technician students must take BIO 103, *Introduction to Human Biology*, as a pre-requisite to the program, or as a co-requisite with MLT 111, *Clinical Laboratory Techniques 1*. The only acceptable substitutions for BIO 103 are as follows:

- a BIO 161 *Anatomy and Physiology 1* and BIO 162 *Anatomy and Physiology 2*, with a “C” grade or better
- b A Bachelor of Science degree in Biology or Chemistry, or acceptable Bachelors degree in Science or higher Science degree.

**ALH 140 REQUIREMENT POLICY**

Medical Terminology, AHL 140 equivalent course will be accepted with no time frame, so long as the student has a “C” grade or better.

**CHM 109 REQUIREMENT POLICY**

Introduction to Chemistry, CHM 109 equivalent or higher course, will be accepted, with no time frame, so long as the student has a “C” grade or better.

Students will not be permitted to graduate from the program unless all program prerequisites and requirements are met.

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**I have read and understand the MLT Policies stipulated above. My signature indicates acceptance to the same.**

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**COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
SOUTH CAMPUS**

**Medical Laboratory Technician Program**

**DOCUMENTATION OF CLEARANCES**

By the established due date and before the externship begins all students must have the following Clearances:

Act 33, Act 34 and Act 73 clearances (PA Child Abuse History, PA Criminal Record Check and FBI-Fingerprint Based Criminal History Check).

The MLT externship policy concerning clearances is as follows:

“Students enrolled in the MLT Externship are required to complete FBI Fingerprinting, a drug screen, Pennsylvania Child Abuse History Clearance and Pennsylvania State Police Criminal Record Check. If any of these clearances are found to be unacceptable by the Externship site the student will not be permitted to begin the Externship experience. If a refusal on part of the Externship site does occur, the MLT program is under no obligation to reassign the student to another Externship site. The student will then be asked to withdraw from the MLT program.”

**Drug Screening:**

In the event that a student has a positive drug screening, the externship site is under no obligation to accept the student for externship. The program is also under no obligation to assign the student to another facility.

In the event that the student refuses to obtain clearances, physical or drug screening, the student will be asked to withdraw from the MLT program.

**A felony conviction may affect a graduate’s ability to sit for a professional certification and/or licensure examination.**

**OTHER DOCUMENTATION**

Physical examination including a 2-Step PPD or Quantiferon, immunizations, laboratory testing and Influenza vaccine and drug screening are also required.

**If any of these clearances (Pennsylvania Child Abuse History Clearance, Pennsylvania Criminal Records Check, Drug Screen and/or FBI Fingerprints) are found to be unacceptable (i.e., criminal type activity) by the clinical /externship site, the student will not be able to complete the clinical/externship experience. If a clinical/externship site’s refusal does occur, the Allied Health program is under no obligation to reassign the student to another facility. The student will then be required to withdraw from the Allied Health Program.**

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I have read and understand the MLT Clearance Policies stipulated above. My signature indicates acceptance to the same.

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**COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
SOUTH CAMPUS**

**Medical Laboratory Technician Program**

**PLACEMENT PROCEDURE FOR EXTERNSHIP SITES**

The CCAC Allied Health Programs utilize a variety of clinical agencies. Whenever possible, student input is considered when making the clinical assignments. However, because of the number of students enrolled and limited clinical resources, this is not always possible. Students are responsible for providing and paying for transportation as well as other related costs to **all** clinical sites. It may also be necessary for students to travel outside the county.

In the event that externship sites are not available for the placement of all students for a particular semester, the student application date will be utilized to determine the semester for externship site placement.

**EXTERNSHIP PLACEMENT – ELIGIBILITY CRITERIA**

All students must meet the established eligibility criteria for externship. In the event that students do not meet the established eligibility criteria for externship, the student will not be placed at a clinical facility for the externship rotation.

In order to successfully complete the program, the student must comply with the established policies of the Medical Laboratory Technician Program.

**EXTERNSHIP SUCCESSFUL COMPLETION**

In the event that there is an issue at the clinical externship site other than student non-satisfactory completion of competencies, the program Clinical Coordinator will make every effort to reassign the student to another externship site. However, due to clinical externship site availability, this is not guaranteed.

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**I have read and understand the MLT Externship Policies. My signature indicates acceptance to the same.**

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**COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
SOUTH CAMPUS**

**Medical Laboratory Technician Program**

**ALLIED HEALTH SKILLS LAB RULES**

1. At all times students will act in a professional manner. Swearing is not acceptable. Be respectful to the instructors and your fellow students.
2. No eating or drinking is permitted in the Skills Lab.
3. Students must sign in and out with the skills lab instructor(s). Please allow a few minutes at the start of lab/skills for set up. All skills will stop 15 minutes before the end of the session for cleanup.
4. Gloves and lab coats are to be worn during ALL phlebotomy procedures. Lab coats are not to be worn outside of the area. Hats, visors, bandanas and open toes shoes are not permitted.
5. All waste is to be placed in the appropriate containers and aseptic techniques/universal Precautions are to be followed. This includes: no gloves, bloody gauze or bandages in the regular trash; no paper, gauze, or gloves in the biohazards sharps containers, Only sharps in the sharps container.
6. Skills Lab packets are to remain in Room L461. If the packet is lost, the student will be given a new one and will have to start over.
7. No procedures will be performed without a packet, thus no skills will be “signed-off” without one.
8. Phlebotomy is a partner dependent exercise. Only Allied Health students are permitted in the skills lab and are able to be patients. No visitors are not permitted. “Patients” are not permitted to help during testing procedures.
9. Phlebotomy work areas are to be decontaminated after each procedure. If this is not done, you will not receive a “sign-off” for that skill.
10. Do not waste supplies. Only the amount of supplies needed for each skill will be taken to the work area. No equipment is permitted to leave the lab.
11. A student “patient” cannot be punctured more than: once in each arm, once in each hand, and no more than four (4) finger punctures each day. Each “patient” can only be used twice for each skill.
12. Only the instructor who witnesses the skill can give credit. Skills lab instructors have the final word!

The safety of the students and staff in the Skills Lab is our main concern. Any violation of that may jeopardize the safety of the others and will result in immediate ejection from the area. Any repetitive violations will be brought to the attention of the Allied Health Department Head.

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**I have read and understand the ALH Skills Lab Rules. My signature indicates acceptance to the same.**

NAME (Print) \_\_\_\_\_

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**COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
SOUTH CAMPUS**

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**NON-DISCRIMINATION POLICY**

The college does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, DISA Healthcare Technologybility, use of a service animal due to DISA Healthcare Technologybility, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Harassment that is based on any of these characteristics, whether in verbal, physical or visual form, constitutes a form of prohibited discrimination. This includes harassing conduct, which affects tangible job benefits, unreasonably interferes with an individual's academic or work performance or which creates what a reasonable person would perceive to be an intimidating, hostile or offensive work or educational environment.

Employees, students, third-party vendors and guests may report conduct that is believed to be in violation of this policy or applicable law by contacting the college's Office of Human Resources, the Title IX Coordinator/Civil Rights Compliance Officer or such other officials as may be designated in other board policies or administratively issued regulations and procedures. The college prohibits and will not engage in retaliation against any person who in good faith reports a violation of this policy, provides information in an investigation of a potential violation, or otherwise engages in protected activity under the law.

Questions may be addressed to:

CCAC Civil Rights Compliance Officer & ADA/504 Coordinator  
808 Ridge Ave, Byers Hall, Room 316  
Pittsburgh, PA 15212  
412-237-4535  
[civilrights@ccac.edu](mailto:civilrights@ccac.edu)

DISA Healthcare Technologybility Resources and Services  
South Campus Room B-311  
412-237-4612  
[supportiveservices@ccac.edu](mailto:supportiveservices@ccac.edu)

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**I have read and understand the CCAC Non-Discrimination Policy. My signature indicates acceptance to the same.**

NAME (Print) \_\_\_\_\_

DATE \_\_\_\_\_

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**COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
SOUTH CAMPUS**

Medical Laboratory Technician Program

**PROGRAM ACADEMIC PERFORMANCE POLICIES**

**A. PREREQUISITES:**

Prerequisite course work must be completed before admission to the MLT Program is permitted. The responsibility of the program course prerequisites of that of the student. If the student is enrolled in a course which the student is not eligible due to not meeting the prerequisite requirements the student will be automatically withdrawn from the program course

**B. PROGRAM COURSES:**

Each student shall receive a course outline at the beginning of the term in the MLT courses. This outline contains the expectations and requirements relevant to that course. Information contained in the outline is attendance, attire, methods of evaluation, and grading methods. If, for any reason the student is not present the first day of class, it is the responsibility of the student to obtain an outline from the instructor. **It is the responsibility of the student to adhere to the specific course requirements and policies detailed in the course outline.**

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**I have read and understand the MLT Academic Performance Policies. My signature indicates acceptance to the same.**

NAME (Print) \_\_\_\_\_

DATE \_\_\_\_\_

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**COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
SOUTH CAMPUS**

**Medical Laboratory Technician Program**

**DISCLOSURE STATEMENT**

- I have received a copy of the Medical Laboratory Technician Program Student Handbook from the Community College of Allegheny County, South Campus.
- I have received a copy of the Medical Laboratory Technician Program Objectives from the Community College of Allegheny County, South Campus that is included in the Medical Laboratory Technician Student Handbook.
- I have received a copy of the Medical Laboratory Technician Program Learning Outcomes from the Community College of Allegheny County, South Campus which is included in the Medical Laboratory Technician Student Handbook,

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**I have read and understand the Disclosure Statement. My signature indicates acceptance to the same.**

NAME (Print) \_\_\_\_\_

DATE \_\_\_\_\_

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