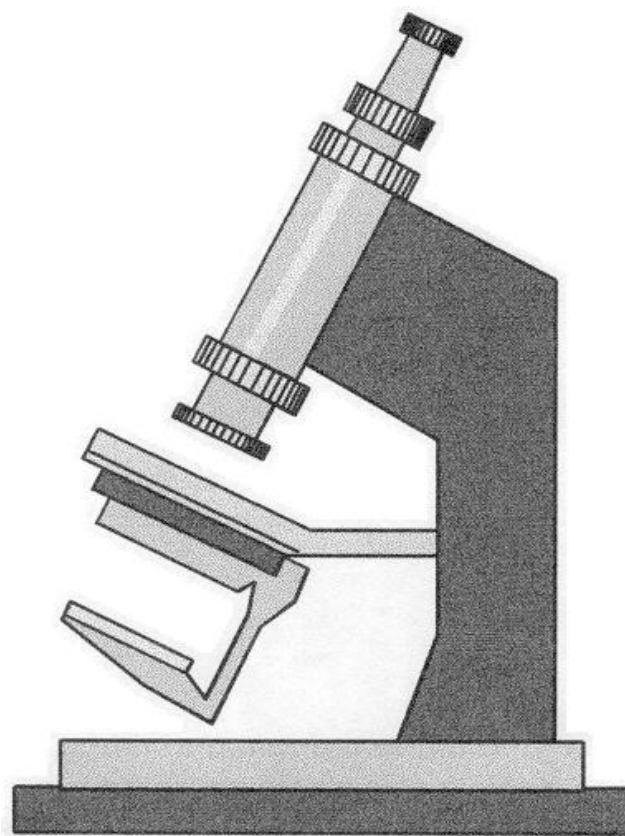


MEDICAL LABORATORY TECHNOLOGY INFORMATION

PACKET



Students:

Welcome to the Medical Laboratory Technology Program. This orientation session is designed to provide you with information about costs, schedules, and requirements needed for the next two years.

HINDS COMMUNITY COLLEGE-MEDICAL LABORATORY TECHNOLOGY PROGRAM COST SHEET LaJuanda D. Portis, Program Director	
24 Months Program	TUITION: SEE COLLEGE CATALOG
REGISTRATION FEE	\$50 each semester/ Total \$300.00
TUITION	\$1440 each semester (full-time/12-19 hours)/ Total \$5760.00
Summer tuition.....	\$700each semester/ Total \$1400.00
LAB FEE	\$40 each semester/ Total \$240.00
Health Professions Fee.....	210.00 first semester \$205.00 second and \$60.00 fifth and \$215.00
Health Profession Fee Total	\$690.00
Background Check.....	\$50.00
Student Liability Insurance.....	\$ 45.00 per year/ Total \$ 90.00
Parking Decals	\$ 30.00 per year/ Total \$60.00
ESTIMATE TOTAL	\$ 8,590.00
TEXTBOOK(s), SUPPLIES, AND MISCELLANEOUS COST	

<i>Blood Collection in Healthcare</i> (Fundamentals of MLT- 1 st semester).....	31.00
<i>Basic Clinical Laboratory Techniques</i> (Fundamentals of MLT – 1 st semester).....	142.00
<i>Hematology Theory and Practices</i> (Hematology - 1 st & 2 nd semester).....	101.00
<i>Anderson’s Atlas of Hematology</i> (Hematology - 1 st & 2 nd semester).....	64.00
<i>Clinical Chemistry, Principles, Procedures, Correlation</i> (Clinical Chemistry - 3 rd semester).....	99.00
<i>Mathematics for the Clinical Lab</i> (Clinical Chemistry – 3 rd semester).....	55.00
<i>Urinalysis and Body Fluids</i> (Urinalysis - 1 st semester).....	60.00
<i>Modern Blood Banking & Transfusion Practices</i> (Immunohematology – 3 rd semester).....	125.00
<i>Clinical Immunology and Serology</i> (Immunology - 2 nd semester).....	70.00
<i>Clinical Parasitology:A Practical Approach</i> (Parasitology 2 nd semester).....	44.00
<i>A Color Atlas for Parasitology</i> (Parasitology 2 nd semester).....	43.75
<i>Textbook of Diagnostic Microbiology</i> (Pathogenic Micro 2 nd semester).....	170.00
<i>Photographic Atlas for the Microbiology Lab</i> (Pathogenic Micro 2 nd semester).....	54.00
<i>Medical Laboratory Science Review</i> (Seminar – 5 th & 6 th semester).....	60.00
<i>Success in Clinical Laboratory Science</i> (Seminar – 5 th & 6 th semester).....	113.80
<i>CLS Review; A bottom line approach</i> (Seminar – 5 th & 6 th semester).....	60.00
A & P I/II textbook.....	194.00
A & P lab manual.....	71.50
General Microbiology textbook.....	200.00
English Comp I textbook.....	100.00
General Chemistry textbook.....	150.00
College Algebra textbook.....	145.00
Public Speaking textbook.....	124.00
Humanities textbook.....	120.00
CPR Course.....	35.00
CPR Book.....	16.00
Physical Exam (<i>including Drug Screen and TB Skin Test</i>)(estimate)(required).....	200.00
Chest Xray (<i>if positive TB skin test</i>).....	45.00
MMR (<i>if needed</i>)(2 required).....	40.00
Immunization (Hepatitis) series (required).....	210.00
Varicella Titer.....	45.00
Immunizations (Varicella, if applicable) 2 required for negative titer	20.00
Flu Vaccine.....	20.00
ESTIMATE TOTAL	\$ 3028.05

UNIFORM PRICES AND DIRECTIONS

Scrub Suits (2 Required).....	88.00
Shoes (1 pair Required).....	65.00
ESTIMATE TOTAL	\$153.00

NOTE: (All uniforms must be purchased at TC’s)

Lauren Mooney
 TC’s
 2715 N. State Street
 Jackson, MS 39216

TOTAL ESTIMATE COST FOR MEDICAL LABORATORY TECHNOLOGY PROGRAM
Associate in Applied Science Degree.....**\$11,771.05**

***This is only an estimate cost sheet. Cost may vary.**

Two 7 panel custody urine drug screens are required by all students. The drug screens are randomly given.

Students will not be allowed to enter into any MLT class or lab if a positive drug screen result is received and will be asked to withdraw from the program by the department chairperson.

A criminal background check must be completed before entrance into the program.

All immunization records must be turned into the Health Record Clerk (Janice Muse) before entrance into the program.

A physical examination and TB is required before the first day of class.

All students must complete CPR certification before the first day of class.

**** All cost are subject to change.****

**SUGGESTED CURRICULUM
MLT PROGRAM**

1st Year	1st Semester	Course Hours
BIO 2511	Human Anatomy & Physiology Laboratory I	1
BIO 2513	Human Anatomy & Physiology I	3
BIO 2921	Microbiology Laboratory	1
BIO 2923	Microbiology	3
ENG 1113	English Composition I	3
MLT 1111	Fund of Med Lab Tech/Phlebotomy	1
MLT 1212	Urinalysis/Body Fluids	2
MLT 1313	Hematology I	3
TOTAL		17

1st Year	2nd Semester	Course Hours
BIO 2521	Human Anatomy & Physiology Laboratory II	1
BIO 2523	Human Anatomy & Physiology II	3
MLT 1324	Hematology II	4
MLT 1413	Immunology/Serology	3
MLT 2512	Parasitology	2
MLT 2614	Pathogenic Microbiology	4
TOTAL		17

Summer Session		Course Hours
CHE 1211	General Chemistry Laboratory I	1
CHE 1213	General Chemistry I	3
	OR	
CHE 1311	Principles of Chemistry Laboratory	1
CHE 1313	Principles of Chemistry I	3
MAT 1313	College Algebra	3
TOTAL		7

2nd Year	1st Semester	Course Hours
MLT 1515	Clinical Chemistry	5
MLT 2424	Immunohematology	4
SPT 1113	Oral Communications	3
	Behavioral/Social Science Elective	3
	Humanities Elective	3
TOTAL		18

2nd Year	2nd Semester	Course Hours
MLT 2723	Certification Fundamentals of MLT	3
MLT 2916	Clinical Practice I	6
MLT 2926	Clinical Practice II	6
TOTAL		15

Summer Session		Course Hours
MLT 2711	MLT Seminar	1
MLT 2936	Clinical Practice III	6
TOTAL		7

COMPLETION AWARD: Associate in Applied Science Degree (83 hours)

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Hinds Fall 2007 and later will be required to take [LLS 1312](#) /[RST 1312](#) course in order to graduate from the College. Exception: Orientation credit (1-3 hrs) transferred to Hinds from another college will satisfy our orientation requirement

ACADEMIC AND MEDICAL LABORATORY COURSE REQUIREMENTS

Program Policies and course syllabi will be provided on the first day of class. During the freshman year and the first semester of the sophomore year, you will be taking both academics and MLT courses. The second semester and the following summer of the sophomore year you will be in local hospitals for your clinical practice. Our clinical sites are: Merit Health Central, Veterans Affairs Medical Center, Merit Health River Oaks, Merit Health River Region in Vicksburg, St. Dominic Medical Center, Merit Health Crossgates, UMMC Hospital the main laboratory, Merit Health Woman's, Merit Health Natchez, Hardy Wilson Memorial Hospital in Hazlehurst, and Mississippi State Hospital in Whitfield, Magee General Hospital, MS State Department.

Students must complete all prescribed course work with a minimum of a "C" in all MLT and related science courses (Anatomy and Physiology I, Anatomy and Physiology II, General Microbiology, General Chemistry I, and College Algebra).

Students who have grades below a "C" in any MLT course will be required to submit a letter stating the desire for readmission to the department chairperson according to the "Procedure for Readmission of Students".

Students who withdraw, or have a grade below a "C" in a related science course may repeat the course one time according to the rules and regulations of the MLT Program, as long as all general academic courses are completed by January of the sophomore year.

Students completing the MLT Program will graduate at the end of the summer semester of the sophomore year with an Associate of Applied Science Degree and will be eligible for a National Certification Examination.



CHECKLIST

1. Two 7 Panel Custody Urine Drug Screen will be randomly given during the semester (s). **Students will not be allowed to enter into any MLT class or lab if positive results are obtained and will be asked by the department chairperson to withdraw from the MLT program.**
2. **Completed Physical Form.**-Students will be asked to complete their physical before their first day of class begins. Once the physical is completed, a copy of the form should be given to MLT faculty. The MLT faculty will submit to the Health Record Clerk (Janice Muse)
3. TB Skin Test-Students will be asked to have their TB skin test done prior to beginning their first day of class. Once the skin test is completed, a copy should be given to Mrs. Nora Butts located in Student Services.

Students please make sure that you wear your student ID badges at all times!!!!

Purchase Books - Books are required for all MLT courses

To be completed by the first day of class:

1. Certified CPR course

All Allied Health Students are required to be certified by the American Heart Association. Health Care Provider (CPR) cards will be issued upon completion of this course. A copy of this card will be placed in the student's file. Numerous courses are offered at the Nursing Allied Health Center for a cost of \$35.00. **Students can register for one of the classes at the same time he/she registers for all other courses.** Although it is not required to receive the CPR certification at Hinds Community College, it is strongly encouraged. All cards should have a blue bar at the top with the words Healthcare Provider. Any other card will be considered void and may not be recognized by the local hospitals.

2. Student Immunization records-Students immunization records should be turned in to MLT faculty prior to the first day of class. MLT faculty will turn in completed forms to the Health Record Clerk (Mrs. Janice Muse)

Students will not be allowed to enter into any MLT class or lab until all of the forms (CPR and immunization record and physical), are completed and will receive a grade of zero for each class and or lab missed.

Contacts: LaJuanda D. Portis, MS, MLS(ASCP)^{CM}
 Chairperson, MLT Program
 601-376-4824
 E-mail: LaJuanda.Portis@hindsc.edu

Celia Amber Reulet, B.S., MLT(ASCP)
 Clinical Coordinator
 601-376-4831
 Email: Celia.Reulet@hindsc.edu

STUDENT HEALTH RECORD INSTRUCTIONS**1. As a Freshman, proof of the following is required on or before the first day of class:**

A. The following laboratory tests/exams should be included with this physical:

1. Custody Drug Screen results –randomly given during the semester (s)
2. IgG Varicella-Zoster titer.

B. The following should also be included with this physical:

1. A positive rubella titer if no immunization since childhood or documented proof of rubella immunization in adolescence or adulthood. History of the disease is not acceptable.
2. A positive measles (rubeola) titer or measles immunization after first birthday or after 1/1/68 (whichever is latest) or physician documented history of measles.
3. Diphtheria/Tetanus Immunization (Booster) within 10 years.
4. Polio - One series of oral vaccine at any age (need not be repeated if administered in childhood).
5. Mumps immunization once or physician documented history of the disease.
6. A positive varicella titer or varicella immunization.
7. Hepatitis B immunization
8. A Mantoux tuberculin test or chest x-ray with results recorded. A pulmonary history may be submitted in lieu of a chest x-ray for those students with a previously positive tuberculin test.
9. Flu vaccination during the months of October-November. (Faculty will assign a due date).

NOTE: Combined immunizations such as D.T. (Diphtheria/Tetanus) and MMR (Measles, Mumps, Rubella) are acceptable.

2. As a Sophomore or annually thereafter, the following is required on or before the first day of class.

- A. A physical examination by a physician.
- B. A Mantoux tuberculin test or chest x-ray with results recorded. A pulmonary history may be submitted in lieu of a chest x-ray for those students with a previously positive tuberculin test.
- C. Flu vaccination during the months of October-November. (Faculty will assign a due date)

For a student who has been out of the program for one or more semesters, you must have a repeat Custody Drug Screen prior to re-entering courses that will at a random date and time.

NOTE: If lab tests are out of the normal range for the laboratory performing the tests, Hinds Community College has the option to request that the out-of-range test be repeated and/or require physician follow-up.

Background Check Policy (Mississippi Employment Law)

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background record will not be allowed admission to any nursing or allied health program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

All employees who provide direct patient care will be required to comply with MS State Law concerning criminal background checks as regulated by the MS Department of Health. According to MS State Law, an employee applicant shall not be eligible to be employed if the criminal history record check discloses a felony conviction, guilty plea or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offence listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Students admitted to the Hinds Community College MLT program are required to submit a criminal records background that confirms that the affiant has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offence listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult. The criminal records background check must have been completed within three months of admission to the first clinical course.

Procedure

Hinds Community College
Nursing and Allied Health Programs
Criminal Records Background Check Procedure

Background Information

Pursuant to MS statute 43-11-13, students in nursing and allied health programs must meet the requirements of clinical agencies regarding criminal records background check. Students must submit a criminal records background check, based on fingerprints, that confirms that the affiant has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult. Clinical agencies are also allowed to refuse employment or eligibility to participate in clinical experiences based on other criminal background information, and may require further permission for disclosure of other personal information. Students who have any eliminating background record will not be allowed admission to any nursing or allied health program.

The criminal records background check must have been completed prior to admission to a program of study or prior to clinical courses, as defined by the program. Students who have a current criminal records background clearance processed through a Mississippi clinical agency and the Mississippi State Department of Health may

submit that documentation to the program chair/director. If a criminal records background clearance expires during a student's program of study, the student must repeat the criminal records background check. Students will also be subject to repeat a criminal background records check based on clinical agency requirements or changes in the Mississippi law, rules, or regulations.

Procedure for Obtaining a Background Check

General Information

Criminal Background Checks for new or progressing Nursing and Allied Health students must be completed at the Nursing/Allied Health Center (NAHC). Students will also be required to participate in additional screening through the Federal General Services Administration Excluded Parties List System (EPLS) and the Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE).

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background record will not be allowed admission to any nursing or allied health program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

Pursuant to MS statute 43-11-13, students in nursing and allied health programs must meet the requirements of clinical agencies regarding background checks. Students must submit a background check, based on fingerprints, that confirms that the student has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult. In addition, other felony and some misdemeanor charges may disqualify the student from participating in clinical experiences. This includes, but is not limited to most felony charges, patterns of criminal charges, any criminal charges within the past five years, pending charges, and non-adjudicated charges.

The background check must be completed prior to admission to a program of study or prior to clinical courses, as defined by the program. Students will also be subject to repeat a background records check based on clinical agency requirements, changes in the Mississippi law, rules, or regulations, or any suspicion of criminal behavior. Student progressing in a program of study must sign a disclosure statement each semester verifying there has been no criminal activity after the most recent background clearance.

Completion of any nursing or allied health program does not guarantee clinical agencies will allow employment.

Completion of any nursing or allied health program does not guarantee licensure or credentialing agencies or professional boards will allow professional credentialing.

Procedure for Obtaining a Background Check

1. Fingerprinting occurs by scheduled appointment only. Appointments can be made at the following website:
<https://backgroundschedule.acuityscheduling.com/>

2. The fee for fingerprinting is \$60 and must be paid at the NAHC business office. Students cannot use financial aid for this fee. A copy of the receipt will be required prior to fingerprinting.

3. Fingerprinting will be conducted in the Student Services Suite at the Nursing/Allied Health Center [1750 Chadwick Drive, Jackson, MS 39204].

Guidelines for program admission and progression related to background checks

Background Check Results

1. If the student has no disqualifying events, the student will receive a Clinical Clearance Letter from the College via the student's College email address. A copy of the Clinical Clearance letter will also become part of the student's permanent file.

2. If the student has any potentially disqualifying events, the student will receive a letter and a rap sheet from the Mississippi State Department of Health.

a. The student will be notified via the student's College email address to make an appointment to meet with a Dean or Assistant Dean. The student must bring the rap sheet to the appointment.

i. Students in the Division of Allied Health should make an appointment with the Assistant Dean for Allied Health at 601.376.4955.

ii. Students in the Division of Nursing should make an appointment with the Assistant Dean for Nursing at 601.376.4954.

iii. Students in Short-Term Programs should make an appointment to meet with the Dean, Nursing and Allied Health, at 601.376.4951.

b. The Background Records Committee will determine the student's eligibility for admission and/or progression in a health related program. Students will be notified of the committee's decision via the student's College email address.

Essential Requirements for Medical Laboratory Technology

ESSENTIAL *OBSERVATIONAL REQUIREMENTS* FOR THE MLT PROGRAM

The MLT student must be able to:

- Observe laboratory demonstrations in which biologicals are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.
- Employ a clinical grade binocular microscope to discriminate among the structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

ESSENTIAL *MOVEMENT REQUIREMENTS* FOR THE MLT PROGRAM

The MLT student must be able to:

- Move freely and safely about a laboratory.

- Perform laboratory testing adhering to existing laboratory safety standards.
- Reach laboratory benches and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- Grasp, hold, transport, and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard to operate laboratory instruments and to calculate, record, evaluate and transmit laboratory information.

ESSENTIAL COMMUNICATION REQUIREMENTS FOR THE MLT PROGRAM

The MLT student must be able to:

- Read and comprehend technical and professional materials.
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format.
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.
- Use a telephone.

ESSENTIAL INTELLECTUAL REQUIREMENTS FOR THE MLT PROGRAM

The MLT student must be able to:

- Comprehend, measure, calculate, reason, analyze, evaluate, correlate, problem-solve and compare.
- Recognize abnormal laboratory results (i.e. patient and QC) and take appropriate action.
- Demonstrate critical-thinking and judgement skills appropriate to a given situation.

ESSENTIAL BEHAVIORAL REQUIREMENTS FOR THE MLT PROGRAM

The MLT student must be able to:

- Organize work and perform multiple tasks within given time constraints and under stressful conditions while maintaining the ability to communicate clearly.
- Manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.

- Possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgement.
- Provide professional and technical services while experiencing stresses of task-related uncertainty (i.e. ambiguous test order, ambivalent test interpretation), emergent demands (i.e. stat test order), and distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps foster a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept and act on constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- Show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.
- Exercise independent judgment and accept responsibility for own work.
- Demonstrate qualities and attitudes that are necessary to develop as a competent professional in the field of medical technology.

**Essentials of Accredited Educational Program
for the
Clinical Laboratory Technician/Medical Laboratory Technician**

PREAMBLE

OBJECTIVE

The medical and health professions cooperate to establish, maintain, and promote standards of quality for educational programs in clinical laboratory sciences and to provide recognition for educational programs which meet or exceed the minimum standards outlined in these Essentials.

The standards are to be used for the development and evaluation of clinical laboratory technician/medical laboratory technician programs. Site visit teams assist in the evaluation of the program's compliance with the Essentials. Lists of accredited programs are published for the information of students, employers, and the public.

DESCRIPTION OF THE PROFESSION

The clinical laboratory technician/medical laboratory technician is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science. The clinical laboratory technician/medical laboratory technician must also be responsible for his/her own actions, as defined by the profession.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are qualities essential for a clinical laboratory technician/medical laboratory technician. They must demonstrate ethical and moral attitudes and principles which are essential for the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnosis must be maintained.

Clinical laboratory technicians/medical laboratory technicians are competent in:

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

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

