Medical Laboratory Technology

Welcome
On behalf of the School of Health Professions, thank you for your interest in CCBC’s Medical Laboratory Technology (MLT) program. The MLT program is designed to provide theoretical, laboratory, and clinical (hands on experience in the work environment) experiences which will enable you to function in the health care field. Please carefully review the information contained in this guide to ensure you have completed all the steps required for admission consideration.

I wish you the best with submission of your admission application.

Sincerely,

Candice Grayson, M.S., M.A., MLS (ASCP)CM
Program Director

Program Description
The A.A.S. degree program in Medical Laboratory Technology is designed to prepare students to function in the highly complex arena of laboratory medicine. Medical Laboratory Technicians (MLTs) perform a variety of complex laboratory tests which play an important role in the detection, diagnosis, and treatment of many diseases and in the promotion of health. They develop data on blood, tissues, and other human body fluids by using highly computerized and automated instruments. They interpret patient results, evaluate quality control test results, and maintain equipment in good working order.

The US Bureau of Labor Statistics states that “Employment of medical laboratory technologists and technicians is projected to grow 16 percent from 2014 to 2024, much faster than average for all occupations. An increase in the aging population is expected to lead to a greater need to diagnose medical conditions such as cancer or type 2 diabetes, through laboratory procedures.”

The Medical Laboratory Technology program at CCBC offers the full range of clinical and didactic experiences for students who wish to practice as MLTs. Students will complete clinical rotations in local hospitals and reference laboratories.

The program offers articulation agreements with regional four-year schools to enable MLT program graduates to transfer and complete a bachelor’s degree in Medical Laboratory Science for those wishing to continue their education.
Accreditation
Graduates of the program will be eligible to sit for the Board of Certification examination given by the American Society for Clinical Pathology (ASCP). The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) NAACLS 5600 N. River Road, Suite 720, Rosemont, IL. 60018-5119; (773) 714-8880.

Frequently Asked Questions
Want to know more about this program? Take a moment to review the FAQs found here: www.ccbcmd.edu/MLT-FAQs

Admissions Deadline
June 15th for a Fall start

Prerequisite Coursework
Prerequisites must be completed with a ‘C’ or better

- BIOL 109 (or both BIOL 220/221)
- BIOL 110
- CHEM 107/108
- MLTC 101
- ENGL 101

Additional Coursework
These courses are not required to be completed by the admission deadline, however, they are recommended prior to program admission.

- BIOL 230
- CHEM 131 or CHEM 146/147

Admission Criteria
Admission to this program is competitive and selective, based on grades in prerequisite courses and general education courses. Applicants must have a minimum overall GPA at CCBC of 2.00. In addition, selected applicants must participate in an interview with the program. This program is offered only at the Essex Campus.
Steps for Admission

1. Apply for admission to CCBC at http://www.ccbcmd.edu/apply
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Once you have your CCBC Student ID number, log into https://ccbc liaisoncas.com/applicant-ux/#/login and apply to the CCBC SHP MLT program by the application deadline. The non-refundable $50 application fee is due at time of submission.
5. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the June 15th deadline.
6. Applicants will receive an email inviting them to complete the CCBC SHP Supplemental application once their program SHP CAS application has been verified. Instructions will be in the email.

TRANSCRIPTS

1. This program requires that all official college transcripts be submitted to the SHP CAS preferably 4-6 weeks prior to the admission deadline.
   a. SHP CAS Transcript Processing Center
      i. All official U.S. College transcripts, including CCBC, are required to be sent to the SHP CAS Transcript Processing Center. Hard copies (paper copies) must be sent along with the Transcript Matching Form for each transcript (found in the second quadrant of your SHP CAS application) to the below address. Alternatively, you may choose to send an electronic transcript (if your school offers it) for faster processing. You may find us as CCBC UniCAS, SHP CAS or something similar according to how your school has it listed.

      SHP CAS Transcript Processing Center
      P.O. Box 9134
      Watertown, MA 02471

   b. CCBC Enrollment Services Center, Baltimore, MD
      i. Additionally, ALL official U.S. College transcripts, not including CCBC, must be sent to the CCBC Enrollment Services Center. Directions can be found using this URL http://www.ccbcmd.edu/get-started/applying-to-ccbc/transfer-student.

   c. SHP Admission Office, Baltimore, MD
      i. If you have CLEP scores, AP scores and/or an International College Transcript evaluation, the official score report or evaluation must be sent directly to our office. Do Not send it to Watertown or to Enrollment Services.
We will forward the report or evaluation once we have used it for admission consideration, to the appropriate group.

CCBC School of Health Professions Admission Office
7201 Rossville Blvd.
Administration Building, Suite 100
Baltimore, Maryland 21237

2. All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.
   a. SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.
   b. CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.
   c. Applications missing transcripts will not be considered for admission.

Admission Response
Admissions decisions are emailed to applicants approximately 6 to 8 weeks after the application deadline.

Application status updates are found in your SHP CAS application in the top tab entitled CHECK STATUS. Admission decisions are emailed to the address used in your application.

Program Expenses
The approximate program costs can be found using this link: Program Expenses: www.ccbcmd.edu/MLTProgram-Expenses

Be sure to continue reading this admission packet.

Post Admission
All students in the School of Health Professions are required to conduct themselves according to an honor code, exhibit professional behavior, communicate effectively in English, provide proof of health insurance and immunizations, and participate in a criminal background check. They may also be required to submit to random urine drug testing at clinical sites.
Who to Contact

**Academic Advising** – Advising is available at all campuses and extension centers. Please ask to speak with a Health and Science Pathways Advisor only. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120A. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at [http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx](http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx).

**Program Director** – Candice Grayson at cgrayson@ccbc.edu.

**Clinical Coordinator** – Karen Beck-Stephan at kstephan@ccbc.edu

**School of Health Professions Office of Admissions** at 443-840-1989 or email shpseat@ccbc.edu

Essential Functions

The primary goal of the Medical Laboratory Technology program is to prepare qualified graduates for entry level employment in clinical laboratories.

The duties of the Medical Laboratory Technician require the operation of complex, automated lab equipment in a safe and effective manner.

The accrediting agency for the Medical Laboratory Technology Program, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), mandates that students be informed of essential functions necessary to perform activities related to the major and the practice of medical laboratory technology.

Following is a listing of the types of skills usually required for job performance:

I. Physical Requirements:
   A. Sufficient strength and mobility to:
      i. Lift and transport containers weighing up to 25 pounds
      ii. Reach equipment on shelves higher than eye level
      iii. Work at countertops and bench tops having an average height of 40-46 inches
   B. Fine motor coordination sufficient to perform manual manipulation of lab equipment such as:
      i. Pipettes, glass slides, and tubes
      ii. Plating media and cover slips
C. Adequate vision to:
   i. Read tube labels, instrument control panels, computer screens, and print-outs
   ii. Perform microscope work in blood bank, microbiology, hematology, and urinalysis
   iii. Distinguish color coding and biochemical reactions
D. Sufficient hearing to:
   i. Answer phones, beepers, and alarms
   ii. Respond to questions
   iii. Receive directions

II. Interpersonal Skills:
A. The ability to:
   i. Work in a professional manner with patients of all ages, races, creeds, and physical
c   condition while maintaining and respecting patient confidentiality
   ii. Interact with other members of the health care team in a polite, professional manner
   iii. Communicate and receive written and verbal instructions and accurately carry them
   out using proper channels of communication
   iv. Use accurate verbal written communications in English to interpret laboratory data,
   obtain and document relevant clinical information, comprehend and carry out
   physician requests, and provide patient/public education related to the profession of
   medical technology

III. Intellectual Ability and Emotional Stability to:
A. Exercise independent judgment and avoid distraction in the technical performance of
   laboratory procedures
B. Solve laboratory mathematical problems quickly and accurately
C. Prioritize requests and work concurrently on at least two different tasks
D. Work under time constraints
E. Work calmly and efficiently in stressful situations
F. Recognize emergency situations and take appropriate actions
G. Complete program requirements

IV. Environmental Requirements:
A. Laboratory work involves risks or discomforts that require special safety precautions,
   additional safety education, health risk monitoring, working with sharps, chemicals and
   infectious disease.
   i. Use protective clothing or gear such as masks, goggles, gloves and lab coats or aprons
   ii. Work safely with potential chemical, radiologic, and biologic hazards using universal
   precautions
B. Medical Laboratory Technology students are required to:
i. Receive a Hepatitis B Vaccine series or sign a waiver
ii. Receive the Flu Vaccine (by October 15th of the clinical rotation semester)
iii. Provide proof of recent immunizations against infectious diseases such as measles, mumps, and rubella (prior to clinical rotations)
iv. Submit to periodic drug screening and annual testing for exposure to tuberculosis (prior to clinical rotations)
v. Submit proof of current enrollment in a health insurance plan (each semester)

Ranking Criteria Point System

Overall CCBC GPA of 2.0  Yes or No
Note: There is a separate score for the GPA on all science courses taken within the previous five years, including all repeats

Prerequisite Courses and Sciences (must have C or better in all courses)
Point possibilities:  A=10  B=6  C=2  D=0  *A=5  B=3  C=1  D=0

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Totals

Total Points 70 possible points

Other Program Courses (must have C or better in all courses)
Point possibilities:  A=5  B=3  C=1  D=0

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Total Points 25 possible points
Interview Score
Attach interview score sheet from Program Director. Note: A really poor performance on the interview will be sufficient reason for denial of admission into the program.

Total Points________/50 possible points

Total application score_________