



ALLEGANY COLLEGE  
of MARYLAND  
ENGAGE YOUR FUTURE

# Medical Laboratory Technology **APPLICATION PACKET**



## MLT PROGRAM OVERVIEW

Clinical laboratory testing plays a crucial role in the detection, diagnosis and treatment of disease. Clinical laboratory technicians, also known as medical laboratory technicians (MLTs), use their science skills to perform the tests which diagnose, detect and treat disease.

The scientific nature of our clinical training adapts well to other laboratory environments. Our graduates have found diverse job opportunities with their degrees including biotechnology, histology, and industrial settings.

The Medical Laboratory Technician (MLT) curriculum is designed to be completed in one calendar year where you start one spring and graduate at the conclusion of the next spring semester.

It is a career program that will enable students to seek clinical employment at the program's completion. Graduates receive an Associate in Applied Science degree and are eligible to take the American Society for Clinical Pathology (ASCP) Certification examination. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

The Biotechnology certificate can be added to the traditional, clinical MLT program to add employment options to include the research and biotechnology industries, the certificate program does not include a biotechnology internship. For questions, please see the MLT program director.

The MLT Program at Allegany College of Maryland is a program which has a tradition of excellence as evidenced by the outcomes highlighted in the chart below. The MLT program faculty members truly care about student success and create an environment of support while challenging students to achieve their goals.

MLT faculty members look forward to meeting with each one of you to discuss how the clinical laboratory profession might be for you.

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## **PROGRAM ACCREDITATION**

Medical Laboratory Technology program is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, 773-714-8880. For complete information about NAACLS and accreditation program status you can visit the accreditation organization website at: [NAACLS.org](http://NAACLS.org).

## **MANPOWER SHORTAGE PROGRAM DESIGNATION**

The Medical Laboratory Technology program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene have determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Check with the Admissions Office for more information.

## **MLT PROGRAM MISSION STATEMENT**

The Medical Laboratory Technology Program at Allegany College of Maryland is responsive to the changing workforce needs of the clinical laboratory profession and is dedicated to meeting those needs and supplying laboratory professionals throughout our region.

Our focus is to provide our graduates a solid foundation of laboratory technical competence and knowledge. We strive to instill in students the importance of lifelong learning and continual professional growth. Basic to the learning environment is a holistic and compassionate care for self and others.

## MEDICAL LABORATORY TECHNOLOGY - PROGRAM GOALS & LEARNING OUTCOMES OBJECTIVES

The MLT program has established five program goals. The competency statements listed below are used in assessing the progress of students throughout the program and serve as a measure of how well the program is meeting its goals.

1. Students will competently and safely collect appropriate specimens and perform routine clinical laboratory tests.

### Program Level Student Learning Objectives for Program Learning Outcome #1

- 1.1. MLT students will perform laboratory test procedures accurately and efficiently.
  - 1.2. MLT students will perform basic venipuncture techniques to collect appropriate blood specimens needed for analysis.
  - 1.3. MLT students will apply knowledge to analyze diverse types of information to choose an appropriate course of action in order to effectively collect or process specimens.
  - 1.4. MLT students will apply knowledge to analyze diverse types of information to choose an appropriate course of action in order to effectively analyze and interpret results.
  - 1.5. MLT students will demonstrate proper safety practices while performing procedures or collecting specimens.
2. Students will possess the professional attitudes and behaviors critical to being a valued member of the healthcare/workplace team.

### Program Level Student Learning Objectives for Learning Outcomes #2

- 2.1. MLT students will communicate effectively using professional interpersonal skills resulting in successful interactions with colleagues and patients.
- 2.2. MLT students will behave in a manner consistent with the standards of the laboratory profession.
- 2.3. MLT students will describe the importance of continuing education in lifelong learning and in obtaining and maintaining professional credentialing.

The ACM MLT program student will meet the needs of the laboratory community by completing program academic and internship requirements to graduate from the MLT program, achieve industry certification and obtain relevant field employment.

#### **Program Effectiveness Goals**

- Students will successfully complete the program.
- Graduating clinical MLT students will pass the ASCP national certification examination.
- Graduating MLT students will gain relevant professional employment within one year of graduation from the program.
- MLT graduates and their employers will be satisfied with the training the student received in the ACM MLT program

**MEDICAL LABORATORY TECHNOLOGY**  
**AAS DEGREE**  
**Curriculum Sequence (General Education Courses Included)**

**YEAR 1**

**Summer (ACM Natives)**

_____	BIO 101 -General Biology I	4 credits
_____	ENG 101- Freshman English	3 credits

**Total Credits: 7**

**Fall (ACM Natives)**

_____	BIO 116 - Human Biology	3 credits
_____	Math 102 (College Algebra) or 109 (Probability and Statistics)	3 credits
_____	MLT 110/PBLA 110 Orientation to the Clinical Laboratory	1 credit
_____	PBLA 111 Basic Phlebotomy Skills	1 credit
_____	CHEM 100 (Elements of Chemistry) or CHEM 101(General Chemistry I)	4 credits
_____	Humanities Elective	3 credits

**Total Credits: 15**

**SELECTIVE ADMISSION FOR SPRING SEMESTER**

ACM and fast-track students apply for admission into this semester. Applications to the program are due November 1<sup>st</sup> each year. This acceptance to the clinical phase is when pre-MLT majors admissions will be re-designated as MLT majors.

**SPRING (ACM Natives) and (Transfer Students/Fast-track Students)**

_____	BIO 204 Microbiology	4 credits
_____	Social Science Elective	3 credits
_____	MLT 104 Applied Immunology	3 credits
_____	MLT 102 Hematology	4 credits

**Total Credits: 14**

**SUMMER**

_____	MLT 106 Lab Math/QC	1 credit
_____	MLT 221 Urinalysis and Body Fluids	2 credits
_____	MLT 222 Blood Banking	4 credits

**Total Credits: 7**

## YEAR 2

### Fall

_____ MDAS 101 Essential Skills for the Health Care Professional	3 credits
_____ MLT 223 Clinical Microbiology	6 credits
_____ MLT 224 Clinical Biochemistry	4 credits
	<b>Total Credits: 13</b>

### Spring

#### Clinical Rotations

_____ MLT 210 Clinical Practicum	12 credits
	<b>Total Credits: 12</b>

**TOTAL PROGRAM CREDITS: 68**

## MLT Curriculum Sequence for Transfer Students/Fast-track Students

### YEAR 1

#### SELECTIVE ADMISSION FOR SPRING SEMESTER

ACM and fast-track students apply for admission into this semester. Applications to the program are due November 1<sup>st</sup> each year. These students must meet the admission requirements of the program as well as have all general education courses for the program completed prior to the start of the spring semester. However, there is some flexibility to take one or more missing general education courses. Please work with the MLT Program Director to develop a plan of completion.

#### SPRING (Transfer Students/Fast-track Students)

_____	MLT 110/PBLA 110 Orientation to the Clinical Laboratory	1 credit
_____	PBLA 111 Basic Phlebotomy Skills	1 credit
_____	MLT 104 Applied Immunology	3 credits
_____	MLT 102 Hematology	4 credits

**Total Credits: 9**

#### SUMMER

_____	MLT 106 Lab Math/QC	1 credit
_____	MLT 221 Urinalysis and Body Fluids	2 credits
_____	MLT 222 Blood Banking	4 credits

**Total Credits: 7**

### YEAR 2

#### Fall

_____	MDAS 101 Essential Skills for the Health Care Professional	3 credits
_____	MLT 223 Clinical Microbiology	6 credits
_____	MLT 224 Clinical Biochemistry	4 credits

**Total Credits: 13**

#### Spring

##### Clinical Rotations

_____	MLT 210 Clinical Practicum	12 credits
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**Total Credits: 12**

**TOTAL PROGRAM CREDITS: 41**



## MEDICAL LABORATORY TECHNOLOGY PROGRAM ACADEMIC ADMISSION REQUIREMENTS and PROCESS



Admission into the A.A.S. Medical Laboratory Technology curriculum's clinical phase is selective, and entrance to the program is competitive.

Once students are admitted based on academic merit, the student will read and sign the essential function statement to assess the cognitive, physical and behavioral abilities necessary to participate and graduate from the program.

The clinical phase of the program consists of lecture/laboratory coursework concentrating on the knowledge and skill development to become a valued member of the clinical laboratory and healthcare team. This clinical phase concludes with a semester-long internship, known as a practicum experience, at regional clinical laboratories.

The clinical phase of the curriculum is designed to be completed in a calendar year as you start the sequence in one spring semester and graduate at the conclusion of the next spring semester.

### **Admission Criteria to the Clinical Phase of MLT Program:**

The selective admission process is completed each fall semester for admission into the clinical phase of the program the following spring. Students can be admitted as:

- 1) Traditional high school graduates (diploma or GED) who will be admitted to the college as a pre-MLT student and will work to complete or be enrolled in the general education courses required for admission by the November 1<sup>st</sup> application deadline for spring admission into the clinical phase of the MLT program.
- 2) Fast-track students are students those students who can be admitted directly into the spring clinical phase semester. These students are directly admitted because the general education requirements have been met with previous completion of a Bachelor's or Associate's degree or through college coursework. Any student transferring to ACM must apply to the college, provide College transcripts and also complete an application to the MLT program as outlined in the admission process steps.

Students are ranked from the highest to lowest GPA scores and accepted on their rank. These criteria are used when the number of applicants exceed the available slots for admission. The program accepts 16 students into the clinical phase each spring.

**MLT Clinical Phase Admission Requirements:**

A student must be enrolled in or have completed the following general education courses:

English 101- Freshman English (3 Credits)

Biology 101 General Biology I (4 credits)

Math 102 College Algebra or Math 109 Probability and Statistics (3 credits)

Social Science Elective or Humanities Elective (3 credits)

AND a minimum of one of the following science courses:

Biology 116 Human Biology (3 credits) OR Biology 201 Human Anatomy and Physiology (4 credits) OR Biology 207 Human Anatomy/Physiology of the Human I (4credits)

Biology 204 General Microbiology (4 credits)

Chemistry 100 Elements of Chemistry OR Chemistry 101 General Chemistry I (4 credits)

Ideally, students would have completed Biology 101, Chemistry 100 or 101 and also either Biology 116 or Biology 204 prior to beginning the spring clinical MLT phase.

\*Note: all of the above courses must be completed prior to graduation with an A.A.S degree in Medical Laboratory Technology

## MEDICAL LABORATORY TECHNOLOGY ADMISSION PROCESS STEPS

### Step 1)

**Apply to ACM and select the program of interest in the College's application.**

Students selecting the Medical Laboratory Technology major will be accepted as a pre-MLT student and also dual listed as a general studies major until the student has been accepted into the clinical phase of the MLT program.

A cohort of students is selected through the selective admission/application process each fall semester and those students will begin the MLT clinical phase of the program starting in the spring semester.

High school students will be admitted as pre-MLT students and will be working to complete the required courses for acceptance into the MLT clinical phase.

Fast-track students are those students that apply during the fall semester for the clinical phase can be admitted directly into the spring semester. These students are directly admitted because the general education requirements of the program have been met with the previous completion of a Bachelor's or Associate's degree or college coursework.

You will receive an ACM welcome packet with instructions on how to begin accessing your ACM accounts (instructions and logins for email and the student service modules).

### Step 2)

**Send the ACM admission office all official college transcripts from colleges attended other than ACM.** Follow-up with our admissions office or check the status online to be sure transcripts have been received by ACM.

### Step 3)

**For new ACM students, visit the ACM advising center to determine if an ACM placement test is necessary. Schedule and take any required placement tests.**

The placement test is required, but has several avenues to receive waiver including ACT or SAT scores and high school GPA. New ACM students should meet with the professional advising staff in the ACM Advising Center or an MLT advisor to determine eligibility for a waiver of placement tests. Once the tests have been scored, advising center staff will explain the results and suggest appropriate courses.

Most students with previous college credits will not be required to take the placement tests.

#### **Step 4)**

##### **Meet with and MLT Program Director or an MLT Advisor**

Set up an individualized plan for MLT program completion by meeting with the MLT program director or MLT program advisor. Students are either applying to get directly into the program or will work to complete the admission requirements of the MLT program. The individualized plan for program completion will be built for each student as a pathway to graduation.

Set up a course registration plan that fits your plan for completion. Registering for individual courses is possible to do online or may also be done with an ACM advisor.

#### **Step 5)**

##### **Apply to the MLT program when all admission criteria are met. To do this, simply fill out the MLT program specific application.**

In order to be considered for acceptance into the MLT clinical phase cohort, each qualifying student must complete a program specific MLT Application. The application is located in the admission packet is available on the MLT website at [www.allegany.edu/mlt](http://www.allegany.edu/mlt) to download.

The deadline for priority acceptance will be November 1<sup>st</sup> for the clinical phase and notification of acceptance occurs in mid-November. If seats are available after initial selection is made, additional applications will be accepted until all seats are filled, at the discretion of the program director. The application packet will available as a download on the MLT website, in the MLT department and in the College's Advising Center. The information contained in this full packet will be:

- 1) Program application
- 2) Admission criteria and process
- 3) Program's anticipated costs
- 4) MLT course sequence for graduation
- 5) Background check flyer
- 6) What it means to be an Allied Health Professional
- 7) Essential Functions Statement
- 8) Allied Health Orientation Information
- 9) Health Screenings necessary for participation in the required Clinical Practicum courses

The MLT Application is the only required item in the admission packet to be returned to the MLT department. They can be dropped off in-person at the office of Elaine Bridges, Administrative Associate for the MLT Program, located in the Allied Health Building-AH-246. The completed application can also be emailed to [srohrbaugh@allegany.edu](mailto:srohrbaugh@allegany.edu) or the application can also be mailed to:

*MLT Department c/o Stacey Rohrbaugh  
Allegany College of Maryland  
12401 Willowbrook Road, SE  
Cumberland, MD 21502*

## **ADVISING AND REGISTERING FOR COURSES:**

The College has two collaborative types of advisors for career programs.

There are professional advisors located in the Advising center available to help students navigate the admission process, placement test scheduling and interpretation, course schedules and are also available to help students with academic success strategies.

Career program faculty advisors are content experts who advise and mentor students to successfully complete programs.

Each of these resources is a vital part of the services offered by ACM. Early in the educational journey, students will often use the advising center more often. Later in the journey when the student is a committed career student, the program advisors play a crucial role in career mentoring and course selection which would be consistent with a plan for successful completion of the program.

Students have access to online advising modules which can track their coursework towards degree completion and permit students to select and register for courses using the online system. Students are encouraged to be active participants in their advising process.

### **ADVISING: PRE-MEDICAL LABORATORY TECHNOLOGY**

Students who apply to the college and are interested in seeking a degree in Medical Laboratory Technology are designated as “Pre-MLT” students by the admissions office. These students are working to complete the admission requirements of the MLT program. In order to graduate with an Associate’s Degree in Applied Science in Medical Laboratory Technology, a student must first be accepted into the MLT program’s clinical phase. Pre-MLT students are required to complete the required course work in order to be eligible to apply for the clinical phase of the program.

Registering for the first semester courses should be done with an academic advisor in either the Advising Center or in the MLT program.

The Advising Center’s professional advisors are the College’s experts on developmental coursework needed by each student. The MLT department advisors are experts on the MLT content and the program’s graduation requirements. In collaboration, the College’s advisors work to meet the goal of advising pre-MLT students for a plan for successful completion of their degree path.

Additionally, pre-MLT students are assigned a general education major so that the students can complete the general education courses required for admission to the MLT program. Pre-MLT students are assigned advisors in both the Advising Center and in the MLT program.

## **ADVISING: CLINICAL PHASE MEDICAL LABORATORY TECHNOLOGY**

Once students are officially admitted to the MLT Program, their major is changed from pre-MLT to MLT.

Students are admitted to the clinical phase of the program based on academic merit. Once admitted, the student will read and sign the essential function statement to assess the cognitive, physical and behavioral abilities necessary to participate in and graduate from the program. In addition to the essential function statement, the admitted student will be responsible for signing the MLT policies and disclosures statement.

Once admitted, the student will meet with the MLT Program Director to review the Essential Function statement completed by the student, the student's plan for completion and to register for initial program courses.

Each following semester, the students should consult the individual plan for degree completion and the MLT program advisor to register for classes. An MLT advisor should be a person that an MLT or pre-MLT student should also feel free to approach if struggling for whatever the reason. The faculty advisory can offer assistance they may be able to provide or to refer the student to college services such as tutoring; counseling, etc.

## **MEDICAL LABORATORY TECHNOLOGY CLINICAL PRACTICUM ROTATIONS**

Students in the MLT clinical phase of the program will be required complete practicum rotations at a regional hospital which is formally affiliated with Allegany College of Maryland's MLT Program. Students will be completing these practicum experiences in the spring semester just prior to graduation. Rotations through the laboratory departments are scheduled for 16 weeks in this spring semester. These clinical students start the rotation one week prior to the start of the traditional College semester.

### **Recent Clinical Sites:**

- Conemaugh Nason Medical Center - Roaring Spring, PA
- Conemaugh Memorial Medical Center - Johnstown, PA
- Conemaugh Meyersdale Medical Center - Meyersdale, PA
- Meritus Medical Center - Hagerstown, MD
- University of Pittsburgh Medical Center: Bedford Hospital - Everett, PA
- University of Pittsburgh Medical Center: Western Maryland - Cumberland, MD
- University of Pittsburgh Medical Center: Somerset - Somerset, PA
- WellSpan: Chambersburg Hospital - Chambersburg, PA
- West Virginia University Medicine: Grant Memorial Hospital - Petersburg, WV
- West Virginia University Medicine: Garrett Regional Medical Center - Oakland, MD
- West Virginia University Medicine: Potomac Valley Hospital - Keyser, WV

Rotations are scheduled for 16 weeks with Monday sessions held on the ACM campus. Tuesday, Wednesday and Thursday sessions are scheduled at the clinical site.

### **Clinical Rotation Selection and Scheduling**

Annual rotation schedules are distributed to students and clinical affiliate sites. The ACM MLT program guarantees a clinical placement to every student because the maximum number of placements currently exceeds the maximum number of students we accept. We never accept more than we can place into clinical rotation. However, a maximum number of students that can be accepted at a particular site is just that, maximal and not always optimal. The annual rotation schedule document outlines which students will be placed at respective clinical sites during the fall and spring clinical semesters. Travel outside of the student's immediate geographic area may be required to guarantee placement.

Many factors are considered when developing the clinical rotation schedule for a student. They include, but are not limited to:

- The student's residence and proximity to the clinical affiliate site.
- The student's strengths and weaknesses.
- The student's transportation and/or child care arrangements.
- The site's availability, strengths and limitations.
- Sites selected are required to have a legal affiliation agreement with ACM.

If the student requests for a specific location exceed the slots available, the rotation slots at the desired site will be divided and distributed between requesting students. Every effort will be made to minimize travel to other sites.

## **REQUIRED STUDENT HEALTH SCREENING**

Allegany College of Maryland does not have health care or hospitalization available to students.

All students planning on completing a clinical internship in a healthcare facility are required to have a physical examination no later than three months prior to clinical rotation. The examination consists of a personal health history and student physical examination. For MLT students, this screening must be completed by November 1<sup>st</sup> of their second year for the final semester's clinical rotations which are conducted in the spring semester prior to graduation.

### **1. A PHYSICAL EXAMINATION**

The physical examination may be scheduled through the ACM NMWC or another licensed health care provider.

Students enrolled in an ACM Credit or Continuing Education course or program that includes a clinical phase will be required to submit documentation of a physical examination/assessment. The physical examination/assessment will be completed by a licensed health care provider in the ACM NMWC or at a site of the student's choosing. Physical examination/assessment will be performed no sooner than 90 days prior to the start of the semester in which the screening is required for the student's particular program. The examiner will complete and sign the medical examination form.

Physical examinations/assessments will be required upon admission to, or upon beginning the clinical phase of the program. It is the student's responsibility to report any changes in their health status to the NMWC. A licensed practitioner in the NMWC will evaluate the reported changes to determine follow-up/recommendations for the particular student and the program the student is enrolled in.

Each subsequent year a student is enrolled in an AH program at ACM, the student will make an appointment with a NMWC practitioner to complete a review/update of any health changes and determine if additional screening requirements are needed (e.g. screen for TB).

### **2. PROOF OF IMMUNITY TO VACCINE-PREVENTABLE COMMUNICABLE DISEASES**

All AH/ Nursing students are required to complete the personal health history questionnaire which is utilized by the ACM Allied Health programs during the screening process. If available, students must provide a record of their past immunizations. Immunization history will include dates of vaccines received for tetanus, diphtheria, pertussis, measles, mumps, rubella, hepatitis B, and varicella. Students who will be performing clinical rotations in medical facilities must have documentation of immunity per the following guidelines.



## Guidelines to determine immunity:

### Hepatitis B –

documented administration of a three-dose vaccine series and laboratory evidence of immunity is acceptable evidence of immunity to hepatitis B virus. If a three-dose vaccine series has been completed and no documentation can be provided, a quantitative hepatitis B surface antibody may be performed on those individuals with blood/infectious body fluid exposure potential. An antibody level of “equal to or greater than 10 sample ratio units” is considered acceptable evidence of immunity to hepatitis B. For those with levels less than 10 sample ratio units, the hepatitis B vaccine series may be repeated to a maximum of six doses. The hepatitis B antibody may be rechecked 1-2 months after the second series is complete. Those not developing an adequate antibody after the second vaccine series may be tested for hepatitis B surface antigen. If the surface antigen is negative, the student is considered non-immune in the event of an exposure. Students who have never received the hepatitis B vaccine who will be performing clinical rotations that provide a risk for exposure to blood/body fluids will be recommended to receive the hepatitis B vaccine prior to beginning the clinical phase of their education. For students who perform tasks that involve exposure to blood or body fluids, it is recommended that anti-HBs serologic testing be performed 1-2 months after dose #3 of the vaccine series.

If the student chooses to not have the vaccine, a signed waiver is kept on file in the NMWC.

All persons who work in medical facilities should have evidence of immunity to measles, mumps, rubella, and varicella.

### Measles (rubeola) –

documented administration of two live measles virus vaccine doses on or after first birthday at least 28 days apart or laboratory evidence of immunity is acceptable evidence of immunity to measles. If documentation cannot be provided, a measles antibody titer test will be performed. Those who are non-immune or “equivocal” will be recommended to receive the MMR vaccine (2 doses) unless medically contraindicated.

### Rubella –

documented administration of one dose of live rubella virus vaccine on or after first birthday or laboratory evidence of immunity is acceptable evidence of immunity to rubella. If documentation is not provided, a rubella antibody titer test will be performed. Those who are non-immune or “equivocal” will be recommended to receive the MMR vaccine unless medically contraindicated.

### Mumps –

documented administration of two live mumps virus vaccine doses on or after first birthday at least 28 days apart or laboratory evidence of immunity is acceptable evidence of immunity to measles. If documentation cannot be provided, a measles antibody titer test will be performed. Those who are non-immune or “equivocal” will be recommended to receive the MMR vaccine (2 doses) unless medically contraindicated.

## Varicella –

documented administration of two doses of varicella vaccine given at least 28 days apart, laboratory evidence of immunity or laboratory confirmation of disease is acceptable evidence of immunity to varicella. If documentation cannot be provided, a varicella antibody titer test will be performed. Those who are non-immune or “equivocal” will be recommended to receive the varicella vaccine unless medically contraindicated. Those students receiving the varicella vaccine who develop a non-localized rash after vaccination must report to the NMWC regarding possible restrictions.

### Recommended work restrictions

Recently vaccinated healthcare students do not require any restriction in their clinical activities. However, healthcare students who develop varicella-like rash after getting vaccinated should stay away from people who do not have evidence of immunity and who are at risk for severe varicella. They should wait until all lesions resolve (crusted over). If they develop lesions that do not crust (macules and papules only), they should wait until no new lesions appear within a 24-hour period.

## Tetanus, Diphtheria, and Pertussis (TDAP) –

one dose of the tetanus toxoid, reduced diphtheria toxoid and acellular pertussis vaccine will be recommended for students who have not received this vaccine. The dose of TDAP replaces the next scheduled booster dose of Td.

## Influenza –

students performing clinical rotations may be required to obtain the influenza vaccine each flu season, providing documentation of vaccination. Please refer to the specific AH Program’s influenza policy.

Students who are considered non-immune to the above communicable diseases will be recommended to receive the appropriate vaccine(s). If the student chooses not to receive the vaccine(s) he/she is treated as non-immune following exposure to the particular disease and will be treated according to the appropriate ACM NMWC Post-Exposure policy.

## Tuberculin skin testing –

The intradermal Mantoux tuberculin skin test (TST) is the standard method of identifying persons infected with *Mycobacterium tuberculosis*. The test is performed by the intradermal injection of 0.1 mL of tuberculin purified protein derivative containing 5 TU (tuberculin units) into the volar surface of the forearm.

The student is required to complete TB screening. They will receive the tuberculin skin test unless a previously positive reaction can be documented or completion of adequate preventative therapy or adequate therapy for active disease can be documented.

Two-step testing will be performed on all students who have an initial negative tuberculin skin test and have not had a documented negative TST during the 12 months preceding the initial test. The second TST is performed 1-3 weeks after the first test. Students will be required to

receive a TST each following year they are in an ACM allied health program. Subsequent years require a one-step test.

A positive TST will be followed by a TB blood test (Interferon-Gamma Release Assays - QuantiFERON®-TB Gold-in-Tube test or T-SPOT® TB test) or chest x-ray. Students with a negative TB blood test or a negative chest x-ray will be counseled regarding symptoms of TB and required to undergo annual screening of symptoms. Positive chest x-ray or TB Blood tests will be reported to the Allegany County Health department with follow up treatment by the health department in the student's county of residence or the student's primary care physician and to rule out communicability.

If the student is from an area that participates in the BCG vaccination program, they will be offered a TB blood test (Interferon-Gamma Release Assays - QuantiFERON®-TB Gold-in-Tube test or T-SPOT® TB test). These students may likely have a positive reaction to the TST. The positive reaction to the TST may be a false-positive due to the BCG vaccine itself or due to TB infection. TB blood tests are the preferred method of TB testing for people who have received the BCG vaccine. [www.bcgatlas.org](http://www.bcgatlas.org) may be referenced to obtain detailed information on current and past BCG vaccination policies and practices.

Interpretation of TST skin tests will be based on the CDC Guidelines provided in the Tuberculosis Fact Sheets: Tuberculin Skin Testing. Students with skin test conversions may be referred for TB blood test or chest x-ray.

3. Nine Panel Drug Screen
4. COVID-19 Vaccination or Completed Waiver Process

#### Contraindications and Precautions to Vaccines

All students will be counseled on the benefits of vaccination and the risks of declining vaccination. Anyone with a condition that is considered a contraindication for vaccination will be counseled on their risks of contracting a communicable disease. If vaccination is declined, a waiver will be signed and kept on file with the NMWC. (See table in Appendix A for a list of contraindications and precautions for vaccinations.)

#### Allied Health Record Retention

The documentation of the of the health career programs clinical criteria shall be housed in the Point and Click (PNC) electronic medical record system utilized by the ACM NMWC. The ACM NMWC will report adherence of the clinical criteria and receipt of the documentation to the student's respective AH career program director or designated personnel.

The security of the electronic health record system will be safeguarded through use of password protection with access only by authorized staff. (See NMWC policy Medical Health Records for additional details regarding access and breeches of data).

Medical records will be maintained according to Maryland State law provisions; <https://health.maryland.gov/mbpme/Pages/records.aspx#retain>. The PNC electronic

health record will maintain records indefinitely through annual maintenance and support, or retention licensure.

### **BACKGROUND CHECK REQUIREMENT**

Students are also required to undergo a criminal background check for healthcare internships.

### **HEALTH INSURANCE**

Students entering health programs need to be aware, by virtue of the clinical nature of the training, that they may be exposed to infectious disease or processes and their inherent risks.

Students are referred to the Emergency Room for any accidents occurring while at the clinical site. Any medical expenses related to disease or injury incurred during training programs shall be the responsibility of the student and/or the student's third party health insurance.

For this reason, students are required to have personal health insurance policies. Students enrolled in health training programs which involve clinical/practicum experiences are expected to have their own personal health insurance to cover costs. The college does not provide personal health insurance coverage for students.

### **LIABILITY INSURANCE**

There is an umbrella liability insurance policy for students. This policy provides \$10,000,000 excess liability coverage over the limits of the basic automobile, general, professional, and employee's liability policies. Also, \$5,000,000 primary liability is provided for those hazards not covered by basic policies subject to the exclusions of the policy and retention of \$10,000. Students do not need to purchase additional liability insurance.

**ACM - MLT**  
**PROGRAM EXPENSES**

Below is a list of approximate costs to complete the Medical Laboratory Technology Program. This list of estimated expenses is based on the current costs for the 2024-2025 academic year and may be subject to change. Transferring course toward the degree completion will decrease cost.

General College Fees	
Placement Test Fee (1 <sup>st</sup> Time Students Only)	\$20.00
Registration Fee (\$40.00 each semester, nonrefundable after classes start)	\$40.00/semester
Student Fee (if Applicable (\$7.00 x billable credit hours)	\$10.00/credit
Sustainability Fee (\$5.00 x billable credit hours)	\$6.00/credit
Technology Fee (\$5.00 x billable credit hours)	\$10.00/credit

Fall 2023 Medical Laboratory Technology Program Tuition & Fees	
MLT Course Fees (see class schedule for applicable course fees)	\$1340.00
Tuition (Allegany County Residents \$136 per credit x 68 credits)*	\$9248.00
Tuition(Non-county)	
-Maryland Resident outside of Allegany County (\$288.00** per credit x 68 credits)	\$19,584.00
-Non-Maryland Residents (\$394.00 per credit maximum x 68 credits)	\$26,656.00
Regional discounts may apply. Please consult the College Catalog	
Uniform	
-MLT Program Uniform	\$100.00
National Certification Examination Fee	\$225.00
Annual Flu Shot	\$30.00
Required Text Books (estimated)	\$800.00
Recommended Resources	\$150.00
Background Check	\$50.00-85.00
<b>Health Screening for clinical practicum (Costs will vary as students may use the ACM Nurse Manage Wellness Center or a private physician, completed before beginning student rotations): Health physical, Necessary Vaccinations as Needed (MMR, Varicella, etc.), PPD Testing, Hepatitis B Vaccine (may opt not to have the vaccine, but must sign a waiver), Influenza Vaccine, COVID-19 (may waive), 9-Panel Drug Test.</b>	<b>Costs Vary</b> When using the Nurse Managed Wellness Center for these services, financial aid can be used to cover some of these expenses.
<b>Please refer to the NMWC website:</b> <a href="https://www.allegany.edu/health-clinics/nurse-managed-wellness-clinic/">https://www.allegany.edu/health-clinics/nurse-managed-wellness-clinic/</a>	

\* There are 68 credits required in order to complete the program.

\*\*This program qualifies as a Health Manpower Shortage Program. Please refer to the college's website and statement for out-of county tuition policy. <https://www.allegany.edu/health-manpower-shortage-statewide-programs/>

There are scholarships available to students in the MLT Program. For more information, please email Stacey Rohrbaugh at [srohrbaugh@allegany.edu](mailto:srohrbaugh@allegany.edu)



## APPLICATION FOR MEDICAL LABORATORY TECHNOLOGY PROGRAM

<b>Office use only</b>	Date received: _____	Initials: _____
Accuplacer Results	Date: _____	English: _____ Math: _____

**TYPE OR PRINT IN BLUE OR BLACK INK ONLY.**

### Have you met the admission criteria for the MLT program?

**MLT Clinical Phase Admission Requirements** (A student must be enrolled in or have completed the following general education courses):

\_\_\_\_\_ English 101- Freshman English (3 Credits)

\_\_\_\_\_ Biology 101 General Biology I (4 credits)

\_\_\_\_\_ Math 102 College Algebra or Math 109 Probability and Statistics (3 credits)

\_\_\_\_\_ Social Science Elective or Humanities Elective (3 credits)

\_\_\_\_\_ AND a minimum of one of the following science courses:

Biology 116 Human Biology (3 credits) OR Biology 201 Human Anatomy and Physiology (4 credits) OR Biology 207 Human Anatomy/Physiology of the Human I (4 credits)

Biology 204 General Microbiology (4 credits)

Chemistry 100 Elements of Chemistry OR Chemistry 101 General Chemistry I (4 credits)

(Ideally, students would have completed Biology 101, Chemistry 100 or 101, and also either Biology 116 or Biology 204 prior to beginning the spring clinical MLT phase.)

**Status: Mark the appropriate response below:**

\_\_\_\_\_ I have Applied to Allegany College of Maryland as a new student with the MLT clinical phase admission requirements completed

Have you sent all official transcripts for colleges attended?

\_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ I am current ACM student and pre-MLT is my major. I meet the MLT clinical phase admission phase requirements.

\_\_\_\_\_ I am a current ACM student currently listed as another major, but I wish to switch my major to MLT. I meet the MLT clinical phase admission phase requirements.

**I am requesting to enter the identified program during the following semester:**

\_\_\_\_\_ Clinical Traditional MLT Clinical Phase: Spring Semester – Year \_\_\_\_\_

NOTE: This application is good only for the term and year marked above.

- **Correspondence will be sent via email address indicated below as well as the official College email address.** Notify the MLT Department of any changes after submission.
- It is your responsibility to ensure that all requested documents are received before the deadline date.

Name: \_\_\_\_\_  
Mr./Ms.                  Last    First    Middle

Address: \_\_\_\_\_  
Street    City    State    Zip Code

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Personal Email address (*Print Legibly*):

\_\_\_\_\_  
*We are not responsible for illegible or incorrect email addresses. A response may not be received by student.*

Student ACM ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

High School/GED: \_\_\_\_\_ Graduation date/GED date: \_\_\_\_\_

List any Colleges or Post-Secondary Schools Attended (regardless of relevance to health sciences field)

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List any healthcare work experience

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Have you applied to any Health Sciences classes at ACM previously?  Yes  No

Have you attended any Health Sciences classes at ACM previously?  Yes  No

Have you tested or trained as a medical professional?  Yea  No

Why do you believe you would be successful in this program?

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities. The College complies with applicable state and federal laws and regulations prohibiting discrimination.

The MLT program is accredited by the National Accrediting Agency for the Clinical Laboratory Sciences (NAACLS). The National Accrediting Agency for the Clinical Laboratory Sciences has offices at 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, 773-714-8880. Graduates receive an Associate of Applied Science degree and are eligible to take the Board of Certification examination administered by the American Society of Clinical Pathologists (ASCP).



## **ACM Allied Health Professions Professional Technical Standards**

Students are expected to demonstrate these professional technical standards\* with or without reasonable accommodations.

### **1. Intellectual-conceptual abilities**

*Demonstrate the academic ability to absorb a large volume of technically detailed material, synthesize information, and apply data to solve complex clinical problems. Additionally, well-developed study skills, motivation, and personal accountability are essential to acquire information in a limited or accelerated timeframe successfully.*

### **2. Behavior and social attributes**

*Demonstrate the ability to develop the emotional maturity to approach highly stressful human situations in a calm, safe, and rational manner. Students must display sound ethical integrity consistent with a healthcare professional\*.*

### **3. Communication**

*Demonstrate the ability to communicate accurately with patients, clients, other healthcare professionals and the community in order to elicit and share information, to detect changes in mood and activity, and to establish a therapeutic relationship. Students should be able to communicate effectively and with sensitivity when dealing with patients, clients and all members of the health care team in person, in writing and in all forms of documentation.*

### **4. Observation**

*Demonstrate sufficient ability to observe demonstrations, clients and/or patients accurately from afar and within close proximity. Visual, auditory, tactile, and olfactory senses may be necessary for observations.*

### **5. Motor capabilities.**

*Demonstrate sufficient ability and stamina with or without reasonable accommodations to fulfill the customary requirements of the program and the profession. Gross and fine motor skills, as well as, visual, auditory, tactile, and olfactory senses may be necessary to monitor, assess, and respond to patient care situations safely and efficiently.*

Allegany College of Maryland maintains a strong institutional commitment to equal educational opportunities for qualified students with disabilities who apply for admission or who are already enrolled. The technical standards are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Students and prospective students who disclose their disabilities will have a confidential review by the Academic Access & Disability Resources Director to determine whether there are any reasonable accommodations or alternative mechanisms that would permit the candidate to satisfy the standards. This process is informed by the knowledge that students with varied types of disabilities have the ability to become successful career professionals. Contact [adr@allegany.edu](mailto:adr@allegany.edu) or 301-784-5112 for a confidential consultation.

**MEDICAL LABORATORY TECHNOLOGY PROGRAM  
ALLEGANY COLLEGE OF MARYLAND  
ESSENTIAL REQUIREMENTS**

**INTRODUCTION**

The Associate of Applied Science Degree in Medical Laboratory Technology requires the acquisition of general knowledge and basic skills in all areas of the laboratory profession.

**POLICY**

Faculty in the Medical Laboratory Technology Department have a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the Medical Laboratory Technology Programs, as well as for the welfare of students in educational programs of the Department. In order to fulfill this responsibility, the Medical Laboratory Technology Department has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the program and graduate. The Medical Laboratory Technology Department, as part of Allegany College of Maryland, is committed to the principle of equal opportunity. The Medical Laboratory Technology Department does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status.

**Program**

Admission and retention decisions for Medical Laboratory Technology are based not only on prior satisfactory academic achievement, but also on non-academic factors that serve to ensure that the candidate can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required by the faculty of all students at graduation. The following essential requirements have been developed in compliance with the Americans with Disabilities Act (PL101-336) and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The following essential functions or technical standards are intended to identify essential skills/knowledge/attitudes needed in the Medical Laboratory Technology curriculum at Allegany College of Maryland:

**1.1. Communication Skills**

- 1.1.1. Communicate effectively in written and spoken English
- 1.1.2. Comprehend and respond to both formal and colloquial English
  - 1.1.2.1. Person to person
  - 1.1.2.2. By telephone
  - 1.1.2.3. In writing
- 1.1.3. Appropriately assess nonverbal and verbal communication

**1.2. Large and small motor skills**

- 1.2.1. Move freely from one location to another in physical settings such as the clinical laboratory, patient care areas, corridors, and elevators

- 1.2.2. Possess sufficient eye-motor coordination to allow delicate manipulations of specimens, instruments, and tools
- 1.2.3. Grasp and release small objects (e.g., test tubes, pipette tips, microscope slides and coverslips); twist and turn dials/knobs (e.g., on microscopes, balances, centrifuges, spectrophotometers)
- 1.2.4. Manipulate other laboratory materials (e.g., reagents, manual and automated pipettes)

### **1.3. Other physical requirements**

- 1.3.1. Visual acuity
  - 1.3.1.1. Identify and distinguish objects macroscopically and microscopically
  - 1.3.1.2. Read charts, graphs, and instrument scales/readout devices
- 1.3.2. Lift and move objects of at least 20 pounds
- 1.3.3. Possess a sense of touch and temperature discrimination

### **1.4. Professional and application skills**

- 1.4.1. Follow written and verbal directions
- 1.4.2. Possess and apply mathematical skills
- 1.4.3. Work under time constraints
- 1.4.4. Prioritize requests and work concurrently on at least two different tasks
- 1.4.5. Maintain alertness and concentration during a normal work period
- 1.4.6. Apply knowledge, skills, and values learned from course work and life experiences to new situations
- 1.4.7. Work safely with potential chemical, and biologic hazards using universal precautions

### **1.5. Valuing Skills**

- 1.5.1. Show respect for self and others
- 1.5.2. Project an image of professionalism including appearance, dress, and confidence

### **1.6. Stability**

- 1.6.1. Possess the psychological health required for full utilization of abilities
- 1.6.2. Recognize emergency situations and take appropriate actions

**ALLEGANY COLLEGE OF MARYLAND**  
**MEDICAL LABORATORY TECHNOLOGY PROGRAM**  
**ESSENTIAL REQUIREMENTS FOR ADMISSION**  
**AND RETENTION**

Technical standards identify the requirements for admission, retention and graduation of applicants and students respectively. Graduates are expected to be qualified to enter the field of Medical Laboratory Technology. It is therefore the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable. To inquire about the process for requesting accommodations, please contact: Dr. June Bracken, Director of Academic Access and Disability Resources at 301-784-5112.

Please sign and date this form, and return it with your Clinical Acceptance Form to the Medical Laboratory Technology Program.

I certify that I have read and understand the Allegany College of Maryland Medical Laboratory Technology Program's Essential Requirements for admission and:

\_\_\_\_\_ I meet each of the Essential Requirements for admission with no accommodation.

\_\_\_\_\_ I meet the Essential Requirements for admission with reasonable accommodations. (See Dr. June Bracken, Director of Academic Access and Disability Resources.)

\_\_\_\_\_ I do not meet Essential Requirements at this time.  
(See Program Director, Stacey Rohrbaugh for concerns).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name



The Student Handbook and the Clinical Rotation Handbook are available on the MLT program website.

<https://www.allegany.edu/medical-laboratory-technology/index.html>