



Medical Laboratory Technology (MLT) Student Handbook 2025-2026



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Welcome

On behalf of the faculty and staff of Fayetteville Technical Community College, we welcome you to the Medical Laboratory Technology Program. This program is designed to prepare you to become a certified Medical Laboratory Technician (MLT), offering you the ability to work in various clinical laboratory settings in hospitals, clinics, doctor's offices, and other healthcare institutions. The course of study is a combination of both didactic and clinical education and is carefully planned with area clinical education sites (CES).

The completion of the 21-month program fulfills the educational requisite for confirmation of the Associate Degree in Applied Science and meets the requirements for the examination by the American Society for Clinical Pathology (ASCP) or American Medical Technologist (AMT) for certification as a Medical Laboratory Technician. To ensure that the program meets professional standards, the course of study is based on the National Accreditation Agency for Clinical Laboratory Science (NAACLS) curriculum standards and the American Society for Clinical Laboratory Sciences (ASCLS) Entry Level Curriculum for MLT, as well as established curriculum by the North Carolina Community College System.

This program received 5 years initial NAACLS accreditation on September 23, 2022. The policies of the program are set forth in this student handbook. These policies are implemented so that each student will understand expectations in most situations and for the enhancement of the program.

Students are expected to approach this program in a professional manner. This is clearly defined for the student in the syllabus for each course.

It shall be understood that the MLT Department may adjust these policies as deemed necessary.

Again, we welcome you to this program, and we look forward to working with you on your MLT Journey!

Sincerely,
FTCC MLT Faculty

The Medical Laboratory Technician

Description

A Medical Laboratory Technician (MLT) is a healthcare professional who performs diagnostic testing on blood and body fluids as ordered by a patient's physician. Results obtained from these tests are used by physicians to diagnose and treat patients for most illnesses and health related situations requiring a diagnostic biochemical and cellular snapshot of the patient's condition.

Medical Laboratory Technicians can be found working in many different healthcare institutions from a doctor's office to even a research facility. Most often the healthcare professionals are found working in hospital laboratories under the supervision of a medical director called a Pathologist. The MLT also works alongside Medical Laboratory Scientists (MLS) who are testing personnel who have completed a Baccalaureate degree in Clinical Laboratory Science. MLTs can transition from the 2-year educational tract to the 4-year tract with an Associate Degree in Applied Science.

Professional Organizations

Various professional organizations support and promote both the MLT and the MLS healthcare professionals, and graduates are encouraged to join at least one of these organizations as a means of both networking and professional development resources. A few of the main organizations are listed below:

- The American Society for Clinical Pathology (ASCP)
- The American Society for Clinical Laboratory Science (ASCLS)
- American Medical Technologists (AMT)
- Association for the Advancement of Blood & Biotherapies (AABB)
- American Society for Microbiology (ASM)
- Association for Diagnostics & Laboratory Medicine (ADLM)

Students will be introduced to several of these organizations during the matriculation through the FTCC MLT Program.

MLT Certification

Completion of this program makes the individual eligible for national certification that is recognized in all 50 US states and territories.

Professional certification is a very important part of establishing a reputable professional presence in healthcare. Laboratory professionals have historically gained certification through either ASCP or AMT. Within the state of North Carolina, there is no licensure for the clinical laboratory professional; however, most of the hospital laboratories, especially in densely populated areas, hire only certified MLT and MLS laboratorian.

Upon graduation from this program, alumni will be eligible to sit for the ASCP or AMT - MLT Certification exam. The MLT Faculty recommend that all fifth semester students apply to the ASCP or AMT by March of that semester and complete the examination attempt as soon as possible after graduation. Research has shown that completion of certification/licensure exams in healthcare as soon after graduation as possible results in a higher success pass rate and higher exam scores. (CITE)

In Professional Issues (MLT 215) course, all MLT students will create a free ASCP or AMT account and finalize preparations to pay for and submit application for certification examination. Although FTCC cannot mandate that students register for the exam, creation of the free account, including full inclusion of student demographics, is required in order to successfully complete MLT 215 course.

Upon certification as a Medical Laboratory Technician, a specific, minimum amount of continuing education, professional education credits must be made within a 3-year period in order to maintain certification through ASCP or AMT.

For more detailed information on MLT ASCP or AMT certification, access the organizations website via www.ascp.org and www.americanmedtech.org respectively.

FTCC MLT Program

Mission, Vision, and Values

Aligning with the FTCC and Health Technologies purpose, the MLT Program has established mission and vision statements as well as a list of core values. The overall goal is to ground and situate all aspects of the MLT program in a philosophy and ultimate operational model of servant leadership focused on the patient experience. In doing this, all students of the MLT Program will be trained to continually consider how their diagnostic work impacts the outcome of the patient.

MLT Program Mission

The mission of the FTCC MLT Program is to serve local, regional, national, and global communities by delivering exceptional patient-focused and learner-centered instruction to all people seeking a career in the field of Clinical Laboratory Science.

MLT Program Vision

The vision of the FTCC MLT Program is to be the leader of patient-focused Medical Laboratory Technology education rooted in continual process and performance improvement.

MLT Program Core Values

To ensure that the MLT Program achieves its mission and seeks to fulfill its vision, the following values will drive the Program's overall purpose, which is to graduate a highly qualified, job-ready Medical Laboratory Technician.

Give me a 'STAT ORDER'

Our Value	What the value means to the MLT	How the MLT demonstrates it
S – Synergy	The collective power of the team is greater than the individual power of the one.	Working with ALL healthcare professionals for the benefit of the patient.
T – Trustworthy	Information provided for the treatment of all patients is reliable and accurate.	Doing all work to the best of ability, performing work with the highest degree of integrity, and self-reporting mistakes.
A – Attentive	Attention is given equally and equitably in all situations.	Taking the time to actively listen and respond with appropriate feedback and direction.
T – Timely	Continual awareness of the timeliness of diagnostic testing performance.	Monitoring performance in a purposeful and intentional manner to achieve a high degree of efficiency and accountability to timely patient care.
O – Opportunity	Everyone has the freedom to make their situation better for themselves and their community.	Supporting all laboratory and healthcare professionals as they seek to improve patient care through innovation in our field..
R – Respect	All people, places, and resources are viewed and utilized with the highest degree of care and consideration.	Committing to promotion and support of diversity in thought, perspective, culture, and life choices.
D – Diligence	A commitment to quality by striving to reach all goals regardless of difficulties, obstacles, or setbacks.	Demonstrating objectivity, reflection, and iteration when problems are encountered.
E – Empathy	The acknowledgement of the humanness we all share.	Showing nonjudgmental, supportive empathy and care to all people.
R – Resilience	A capability to ground oneself in an effort to reflect, repeat, and resolve a failure or a missed mark.	Realizing that continual improvement often requires multiple trials and errors before a desired outcome can be achieved.

All students in the MLT Program are expected to learning these core values and demonstrate them both on a daily basis and as a commitment to the profession.

Program Outcomes and Published Metrics

The FTCC Medical Laboratory Technology (MLT) program is designed to equip students with the knowledge, technical skills, and professional attributes required to perform essential laboratory procedures and contribute effectively as members of the healthcare team. Upon successful completion of the program, students will be able to:

1. Proficiently conduct the collection, handling, and preparation of various clinical specimens for a variety of laboratory examinations
2. Perform laboratory testing on diverse clinical specimens using various testing platforms and levels of complexity with a high degree of accuracy and precision
3. Apply critical thinking skills in the medical laboratory by evaluating test results to correlate with clinical conditions and to identify and resolve laboratory testing issues
4. Demonstrate effective communication skills by accurately conveying laboratory test results and fostering clear interactions with patients and healthcare professionals
5. Demonstrate professionalism by exhibiting accountability, displaying professional conduct, adhering to safety principles, and functioning as a vital member of the medical laboratory team.

These outcomes will be annually assessed by the following criteria, aligned with the benchmark expectation as set by NAACLS:

Outcome Metric	Benchmark	Defined
Certification Pass Rate (%)	75%	Percent of students passing ASCP or AMT MLT certification exam
Graduation/Attrition Rate (%)	70%	Measured starting with entry into the third semester of the Program.
Placement Rate (%)	70%	Graduates obtain employment within one year of graduation in the field of closely related field.

These outcome measures are reporting to NAACLS as a three-year average. Rates falling below the benchmark average will require a corrective action plan that ensures increase over coming cohorts. Rates are published on the FTCC MLT college webpage

Student Competencies

Student competencies are divided into two separate categories, preclinical and clinical. In each of these categories, there are three different sections: cognitive (what you learn), psychomotor (task performance), and affective (inter and intrapersonal behavior and communication).

Although each course will expand upon these general competencies, the following list governs what students should be able to know and do within each category to progress through the program toward graduation.

Preclinical

Prior to entry into the clinical practicum training phase of the MLT Program, the MLT student must demonstrate the following basic competencies:

- Cognitive
 - Explain the importance of specimen integrity and provide examples of acceptable and unacceptable blood and body fluids samples, including blood, urine, serous and synovial fluid, CSF, and stool.
 - Critically think through less than optimal situations for the purposes of systematically troubleshooting assay performance and situations related to sample collection and result reporting.
 - Correlate laboratory results to various disease states based upon interpretation of multiple assays and analyte values.
 - Interpret assay calibration and recommend continued performance of testing.
 - Interpret quality control data and determine if patient testing can proceed without failure.
 - Explain the process of hematopoiesis and how it relates to various disease states and laboratory assays.
 - Determine the correct environment and media for optimal cultivation of pathogenic bacteria based upon body site and collection method.
 - Determine the type microscope to be used based upon testing need and sample collection.
 - Selection of compatible component type based upon patient ABO/Rh and antibody status and history.
 - Response to reported transfusion reaction and massive transfusion protocol.
 - Blood component management and blood donor selection.
- Psychomotor
 - Demonstrate acceptable sample collection for blood and body fluids, including blood, urine, serous and synovial fluid, CSF, and stool.
 - Perform venipuncture and capillary collections on various patient types and with various techniques; this includes completing 25 successful venipunctures and 5 successful capillary sticks prior to clinicals (successful venipunctures are defined as a fully collected sample in the correct anticoagulant that can be used for testing).
 - Performance, examination, and interpretation of various staining techniques used for diagnostic testing purposes.

- Basic, biochemical identification of bacterial and viral pathogens; students must successfully identify the following bacteria prior to clinicals: *Staphylococcus aureus*, *MRSA*, *Streptococcus pyogenes*, *Streptococcus agalactiae*, *Streptococcus pneumoniae*, *Enterococcus spp.*, *Neisseria meningitidis*, *Neisseria gonorrhoeae*, *Haemophilus influenzae*, *Escherichia coli*, *Escherichia coli O157:H7*, *Klebsiella pneumoniae*, *Proteus spp.*, *Pseudomonas aeruginosa*, *Campylobacter jejuni*, *Salmonella spp.*, *Shigella spp.*, *Candida spp.*, *Cryptococcus neoformans*,
- Identification of mature and immature white blood cells, aligning the cellular line with various, potential disease states.
- Monitor and control the laboratory testing environment as directed by accrediting bodies.
- Performance of pretransfusion testing on all patient types.
- Affective
 - Delivery of customer service to all people using the process of AIDET and SBAR.
 - Performance of customer service recovery using the processes of AIDET and SBAR.
 - Metacognitive reflection on individual and collective performance of all work related to the performance of laboratory testing.
 - Development of clear and appropriate pathways of communication between all individuals encountered but within the lab and outside of the lab.
 - Confident and direct communication of needs to coworkers, supervisors, professional colleagues, providers, and patients.
 - Selection of conflict resolution strategies that serve to resolve situations that could adversely impact patient care.
 - Development of stress management strategies designed to promote MLT diligence, resilience, and career longevity.

Clinical

Once students complete the preclinical phase of the MLT Program they will enter the clinical practicum phase at a local hospital clinical laboratory. Clinical competency checklists will be provided to each student at the beginning of their clinical practicum training, and students are expected to monitor and manage thorough completion of each checklist prior to the end of each associate clinical rotation. It is not the clinical site's responsibility to remind the student to complete this documentation. Periodically a member of the FTCC MLT Faculty will visit each site and ask to review the checklists for progression toward completion. Student must understand that they should reach out to the Clinical Coordinator or designee if assistance is needed within checklist completion.

Each student will receive a customized training checklist based upon specific instrumentation and test menus of each clinical training site. For example, one facility may use Ortho instrumentation and another Siemens, specific tasks associated with each type of analyzer may be included within the respective student's checklist for associated clinical rotation. However, all student clinical competency checklists must include documentation of the following information:

- Phlebotomy Performance
 - Knowledge of supplies used for each procedure
 - Interaction with patients
 - Blood Borne Pathogen training
 - Falls Risk Training
 - Emergency/Rapid Response Training
 - Patient Identification
 - Venipuncture performance
 - Capillary stick performance
 - Heels stick performance
 - Procedure adjustment based on patient type and demographic
 - Response to patient adverse reaction to phlebotomy procedure
 - Specimen labeling
 - Positive patient identification
 - Specimen transport
 - Specimen receipt and log-in
 - Sample processing and examination for acceptability
- Hematology
 - Sample collection procedures
 - Specimen integrity assessment
 - Manual cell counts
 - Automation, including maintenance and Quality Control
 - Staining procedures
 - Manual differentials
 - Automated differentials, including histogram interpretation
 - Body fluid counts and differentials
 - Association of diseases states and testing interference
 - Triggers and flags requiring Pathologist review and intervention
 - Urinalysis performance – manual and automated
 - Coagulation testing and result interpretation
 - Reporting requirements and error detection
- Clinical Chemistry
 - Sample collection procedures
 - Specimen integrity assessment
 - Sample processing as needed for associated testing
 - Instrumentation maintenance and Quality Control performance
 - Organ Function tests – Hepatic, Renal, Pancreatic, Cardiac

- Panel of tests – BMP, CMP, Lipid
 - Assay performance and result interpretation
 - Association of diseases states and testing interference
 - Result reporting and error detection
- Blood Banking
 - Sample collection procedures
 - Specimen integrity assessment
 - Sample processing as needed for associated testing
 - Manual tube testing performance for ABO/Rh, Antibody Screening and Identification, and compatibility testing
 - Automated testing performance for ABO/Rh, Antibody Screening and Identification, and compatibility testing
 - Cord blood studies
 - Transfusion reaction workups
 - Advanced antibody identification
 - Inventory and component management
 - Thawing of plasma and cryoprecipitate
 - Assignment of compatible components
 - Instrumentation maintenance and Quality Control performance
 - Assay performance and result interpretation
 - Result reporting and error detection
- Microbiology
 - Sample collection procedures
 - Specimen integrity assessment
 - Sample processing as needed for associated testing
 - Instrumentation maintenance and Quality Control performance
 - Assay performance and result interpretation
 - Result reporting and error detection
 - Inventory control and management
 - Setup of biological samples to correct media for the isolation of bacterial pathogens
 - Performance of antimicrobial susceptibility testing in association with isolated pathogen
 - Serological testing of blood and body fluids for the detection of infectious disease

It should be noted that clinical practicum competency checklists will more extensively isolate and document specific procedures to be performed for associated tasks and testing platforms. All student competency checklists should display proficient student performance during the preanalytical, analytical and postanalytical phases of testing.

AAS Curriculum

The Associate Degree in Applied Science is a 5-semester degree program that lasts 21-months. Semesters 1 through 3 are spent in didactic coursework, specifically in preparation for practical application at the assigned clinical site. Semesters 4 and 5 will primarily be comprised of student clinical practicum training.

The program is 74 semester credit hours. Refer to Appendix A and B for Course Descriptions and the outlined Program of Study.

Faculty

The MLT Program is/will be staffed by the following faculty-level positions:

MLT Faculty

MLT Faculty are responsible for teaching any course or lab within the MLT major. These individuals are not responsible for the management or oversight of the program or of student clinical training. Full-time and adjunct faculty comprise this category.

All MLT Faculty must hold, at minimum, an A.A.S. degree in Medical Laboratory Technology in order to teach students at the community college level.

MLT Clinical Coordinator

The MLT Clinical Coordinator has two main responsibilities: (1) oversight of all clinical practicum training and (2) carrying a set instructional load.

Management of Clinical Practicum Training

All facets of the students' clinical practicums are managed by the Clinical Coordinator; however, this individual may seek guidance and assistance from the MLT Department chair if needed.

Responsibilities of clinical practicum management include:

- Student advising as assigned by the College
- Establishment and maintenance of clinical affiliation agreements
- Placement of students into designated clinical practicums
- Scheduling of clinical practicum training
- Creation and maintenance of clinical practicum training files and documents
- Administration of clinical practicum assessments and evaluations
- Monitoring students throughout clinical practicum performance
- Documented completion of clinical practicums
- Chair of Advisory Committee
- Chair of Pinning Ceremony and Graduation Celebration

- Participation in professional development activities associated with the MLT

Additionally, the Clinical Coordinator will assist the Department Chair with curriculum review and course creation, management and maintenance of supply inventory and lab environment, preparation of NAACLS Self-Study, and participation in other various activities that support the performance and continued growth of the FTCC MLT Program.

MLT Department Chair

The Department Chair is responsible for overseeing the entirety of the MLT Program, including the following specific aspects:

- All Faculty and Clinical Coordinator assignments when requested and as needed
- Accreditation maintenance, including NAACLS Self-Study completion and site visit performance and SACSCOC participation as requested
- Program and curriculum review
- Website creation, review, and updating
- Marketing of program, in conjunction with the College
- Budgeting responsibilities as assigned by the College and Division
- Facilitation of student-related concerns, grievances, and requests requiring department level intervention
- Participation in professional development activities associated with the MLT profession – conference attendance and presentation
- Any and all other program related situations as they arise

Contact Information

Students may contact the MLT program through any one of the following:

- Call or email the MLT Department Chair at 910-486-7425 or haileh@faytechcc.edu
- Call or email the Health Technologies Division at 910-678-8264 or healthproadmission@faytechcc.edu
- Stop by the Health Technologies Center between the office hours of 8:00 AM and 5:00 PM, Monday through Friday, located at 2201 Hull Rd, Fayetteville, NC 28303

MLT Program Specific Information

Location

All lectures of MLT courses are conducted at FTCC main campus, and labs sessions are conducted at the FTCC Spring Lake campus, located at 171 Laketree Blvd, Spring Lake, NC 28390. College policies, procedures, and expectations are maintained in the same manner at

all FTCC campuses.

If needed, the MLT Faculty and the College reserve the right to move classes and labs to the main college campus located at 2201 Hull Rd., Fayetteville, NC 28303. In the event this decision is made, sufficient notice will be provided to each student.

Clinical practicum courses are taught by certified laboratory personnel employed at various healthcare organizations and hospitals in the Sandhills and Cumberland County area.

Academic

The MLT Program follows all academic policies of the College and of the Health Technologies Division. This includes grading, academic probation policies, and registration and withdrawal procedures. Creation of MLT curriculum is guided by the Program's accrediting agency (NAACLS), and standards may be found in Appendix G of this handbook.

Application to Program

All students intending to seek enrollment in the MLT Program must apply through the Health Technologies Division application process. The MLT program has a competitive admission process and will fairly and in a standardized manner, accept students based on academic performance and experience in healthcare. All applicants are required to attend in person mandatory information session at the FTCC main campus.

For more information on the program application please refer to the following website:

<https://www.faytechcc.edu/academics/health-programs/>

Acceptance and Entry

FTCC students are accepted into the MLT program on a first come, first served basis. Each new cohort accepts up to 20 students in didactic courses and will attempt to place all students at clinical practicum sites starting in semester 3.

Students are not required to take a placement test to be accepted into the MLT Program.

Orientation

All students accepted into the FTCC MLT Program will be required to complete MLT program orientation sessions as assigned by the MLT Department Chair. Participation in orientation is a mandatory requirement; failure to complete the orientation session will result in a student voluntary withdrawal from the MLT Program.

Physical Demands and Essential Functions

The physical demands a student must possess to participate in the classroom, lab and clinical sites include:

- Position and move patients or equipment. This includes bending, stooping, kneeling, reaching and squatting while pushing and pulling loads in excess of 200 pounds while preventing injury to your patient and yourself.
- Lifting 50 pounds independently or excess of 200 pounds with assistance while preventing injury to your patient or yourself.
- Ability to be mobile for more than three to four-hour intervals while safely performing laboratory tasks.
- Carrying with both hands more than ten feet at least 10 or more pounds.
- Gross/fine motor coordination to execute movements required during classroom, lab or clinical activities which may include:
 - Palpation of the patient's body
 - Reaching and manipulating equipment in all required positions
 - Finger dexterity when using equipment
 - Maintain stable balance while performing exams on patients who have compromised balance.
 - Possess the endurance to perform a variety of exertional activities for up to 8 to 10 hours with occasional rest breaks.
- Possible exposure to infection from disease-bearing patients.
- Possible exposure to bloodborne pathogens and infectious agents.
- Possible exposure to carcinogenic substances.
- The capability to discern primary colors and differentiate between various degrees of granularity.
- The potential for working with any and all blood and body fluid types including tissue, stool, semen, and sputum.

Students who have been medically restricted from specific tasks may not be allowed to attend clinicals based upon the physician documented restriction. An example of restriction would an

individual's inability to work in the presence of chemicals or substances that could stimulate an asthma attack.

Communication Skills

A student must demonstrate the ability to:

1. Speak, hear and observe others for the purpose of eliciting and perceiving information.
2. Provide information to others (faculty, classmates, supervisors, patients, caregivers) by telephone, in written format, email and/or in person.
3. Communicate effectively in oral and written English formats with classmates, patients, family members and all members of the health care team, during both emergencies and non-emergency situations.
4. Modify his/her communication style to meet diverse communicative needs.
5. Ensure confidentiality of all patient related information in verbal or written formats.
6. Possess the ability to learn and abide by professional standards of practice.
7. Possess the ability to be prompt, arrive on time, and complete assignments on time.
8. Possess the ability to set priorities, be dependable, be organized and follow-through on responsibilities.
9. Self-direct one's own learning, with guidance, and be engaged in the classroom, lab and clinical environments.
10. Possess the ability to recognize/handle personal and professional frustrations, balance personal and professional obligations, work with others cooperatively, and respond appropriately to social cues.
11. Receive and send verbal communication in life threatening situations in a timely manner within the acceptable norms of clinical settings.

Student Code of Conduct

MLT students are required to adhere to all college and division codes of conduct; this includes conduct specified by the Health Technologies division and the College.

In addition to the institution's expectations, the MLT Program adheres to the Code of Ethics as outlined by the American Society for Clinical Laboratory Science (ASCLS) which places a considerable amount of emphasis on duty to patient, colleagues, the profession, and society

with regard to the performance and reporting of diagnostic laboratory testing procedures and the associated work that is required to produce accurate and reliable patient results. All FTCC MLT students must follow the following Code of Conduct:

- Always place patients' welfare above your own needs or desires.
- Ensure that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintain the dignity and respect for the profession by displaying a high degree of integrity and transparent work practices.
- Promote advancement of the profession by confidently articulating the value of Clinical Laboratory Science and its impact upon patient care.
- Ensure collegial relationships within the MLT Program, clinical laboratory affiliates and with affiliate patient care providers.
- Improve access to laboratory services by communicating expressed and perceived needs observed.
- Promote equitable distribution of healthcare resources to all individuals seeking care and without fail.
- Comply with laws and regulations and protect patients from others' incompetent or illegal practice by reporting questionable and unsafe work practices.
- Change conditions where necessary to advance the best interests of patients by adapting to the current situation.

Failure to comply with the College, Health Technologies, and/or MLT Program's codes of conduct can result in dismissal from the program.

Dress Code and General Professional Expectations

All students matriculating through the MLT Program are required to adhere to the Program's dress code, both for didactic and clinical courses. This includes complying with safety-associated dress code in all teaching laboratories located at the Spring Lake and Hull Road campuses.

Didactic Courses

During all classroom instruction, students must dress in a manner as not to create distractions that can disrupt the instructional environment. This includes refraining from wearing revealing attire like low cut tops, short skirts and shorts, and excessive distress garments that may inadequately cover a body area. Students should also refrain from wearing excessive cologne or perfume, and maintain good hygiene practices. If assistance is needed to achieve this expectation, students are encouraged to privately and confidentially speak with a member of the MLT Faculty.

When participating in live online instruction, students should minimize distractions that may be captured on camera. It is encouraged that students participate in a location where a neutral, stationary background can be achieved.

On-Campus Labs

Because all MLT labs are held in areas where blood and body fluids are tested, all students are required to wear a lab coat while working with samples or other specimens that could create a risk for contamination. While engaging in all lab testing, a lab coat, face shield and gloves must be worn without exception. Disposable lab coats and gloves will be provided to all students for use during on-campus lab work.

All students must wear closed toed and closed heeled shoes impervious to spills. Shoes should be comfortable and slip resistant. You may not wear shoes with heels high enough to potentially cause a fall to yourself or your colleagues.

Long hair should be secured in a manner that prevents accidents and hazardous situations. Long necklaces, earrings, and bracelets are not permitted in the on-campus laboratory.

The MLT instructor-of-record reserves the right to dismiss any student from the lab who is not properly dressed to conduct the day's procedures. If a student is dismissed from class due to improper attire the student will make up the lab at the instructor's discretion and convenience.

Clinical Site Affiliates

While attending clinical rotations, students must follow the dress code of their assigned clinical affiliate(s). The MLT Clinical Coordinator and Clinical Liaisons designated at each site will be able to provide this information prior to beginning clinicals.

In addition to following clinical affiliate dress code and guidelines, all FTCC MLT students must wear scrub attire as designated by the Allied Health Technologies division at FTCC. Students will be provided with this information during their initial orientation process.

Deviation from dress code can result in student disciplinary action up to and including dismissal from the MLT Program. For assistance with choosing a lab scrub attire, purchasing proper footwear, or any other dress code related situation, please see MLT Clinical Coordinator. Assistance will be provided on an individual and case-by-case basis.

Student Safety and Student Health

The safety and health of our students is a great concern, and the MLT Program makes every possible effort to ensure that all students learn within a comprehensively safe and secure instructional environment. To accomplish this, the MLT Program adheres to the College's

guidance regarding [student safety](#) and student health and additionally asks that students enrolled in the program follow these additional regulations:

- MLT students are not permitted to work alone, without supervision, in any lab. This poses a risk of injury that could result in delay of responsive care administered.
 - A member of the FTCC MLT Faculty must be readily available when students are working in an open lab/review lab situation.
- If any MLT student has a fever, temperature greater than 99.1°F, that student may not attend face-to-face instruction. The student should attend class from another location. If in a clinical practicum, the student should plan to attend the clinical site at another time. Do not attend clinical training if you are sick.
- If the student discovers that he/she will potentially be late arriving to either class or to clinical, the student must call and speak with the instructor or designee, alerting the individual of the situation. This call should take place no later than 15 minutes before normally expected arrival time.
- If at any time, while on any FTCC campus, a student becomes injured or experiences a situation that could potentially compromise said student's health or safety, that student must report the event to a FTCC Faculty member. It is not required that this faculty be in the MLT Program; however, if the event has the potential to impact student performance in class, lab, or clinical, an MLT Faculty member must be contacted.

Medical Insurance

Students should understand that routine, preventive and emergent medical treatment due to sickness, disease, or injury is not the financial responsibility of the College or the MLT Program. It is highly recommended that students carry some form of medical insurance during their time in the MLT Program. Although students are required to observe and practice Standard Precautions with all blood and body fluids encountered, there is a high chance of coming in contact with bacteria and viruses that have the potential to cause illness. Having medical insurance will provide financial coverage for the student in the event an illness results in medical intervention.

Liability Insurance

As part of mandatory student fees, medical liability insurance is provided to all students enrolled in the MLT Program. This serves to protect the student from malpractice or injury that may be inadvertently inflicted upon patients under their care. This is a mandatory requirement for all students attending clinical training, and students do nothing to activate it, as it is automatically applied to the student's account.

Phlebotomy

All MLT students will be required to perform phlebotomy and venipuncture procedures. There are no exceptions to this requirement. Phlebotomy training will begin in the first semester with

instructional and practice during MLT 110. Throughout the remainder of the program students may be required to collect samples from each other for use in the on-campus labs.

MLT Course Sequence

The FTCC MLT Program is designed to meet NAACLS and North Carolina Community College academic standards to award the degree of an Associate in Applied Science. To achieve this, the program is 5 full time, 16-week semesters in length, if courses are taken as outlined in the Program of Study (Appendix B).

General Education courses may be taken in any sequence and at any time; however, major courses (MLT courses) must be taken in the following sequence, without deviation:

- Semester 1
 - MLT 110 – Introduction to Medical Laboratory Technology
 - MLT 111 – Urinalysis & Body Fluids
 - MLT 118 – Medical Laboratory Chemistry
- Semester 2
 - MLT 120 – Hematology/Hemostasis I
 - MLT 126 – Immunology and Serology
 - MLT 127- Transfusion Medicine
 - MLT 130 – Clinical Chemistry I
 - MLT 140 – Introduction to Microbiology
- Semester 3
 - MLT 230 – Clinical Chemistry II
 - MLT 240 – Special Clinical Microbiology
 - MLT 252 – Clinical Practicum I
- Semester 4
 - MLT 220 – Hematology/Hemostasis II
 - MLT 267 – Clinical Practicum II
- Semester 5
 - MLT 277 – Clinical Practicum III
 - MLT 215 – Professional Issues

Course descriptions can be found in the Appendix section of this handbook. Detailed course learning goals and learning objectives will be included within each course syllabus and units of instruction. Syllabi will be distributed on Day 1 on each course and will be used as a form of contractual agreement between the student and the instructor.

Academic Progression

In order to progress through the MLT program, students must receive a numerical grade of B or higher in each MLT course. This is established to align with proficiency test scoring all accredited laboratories must achieve in order to prove acceptable performance. If a student earns a numerical grade below 80 in any MLT course, they will not be allowed to progress to the next semester and will be required to retake the course in the next academic calendar year, based on seat availability in the program. Courses are designed in a manner to continually provide students quality feedback on their performance so they can be successful in all coursework and clinical practicums.

Completion of Coursework and Clinical Training Requirements

Prior to entry into the clinical year of the MLT Program, all didactic courses must be completed with a grade of 80 (B-) or better. Students are not permitted to begin clinical practicums until all didactic courses in semester 1-3 are successfully completed.

Out of Sequence Courses

All General Education courses may be taken out of sequence; however, all MLT courses must be completed in the prescribed sequence. In the event a student withdraws from the program and decides to return within 24 months of withdrawal, all successfully completed MLT courses may be used to meet graduation requirements for the second admission. Approval from the required College administration may be warranted and will reviewed on a case-by-case basis.

Grading and Practical Assessment

All MLT courses are graded on a 10-point scale. This includes all clinical practicum courses.

Minimum Pass Score	ASSIGNED LETTER GRADE	NUMERICAL AVERAGE
	A	90 - 100
	B	80 - 89
	C	70 - 79
	D	60 - 69
	F	<60

All students must score at least a numerical grade of 80 to progress in the MLT Program. This is a requirement of the Health Technologies Division and aligns with best practice in the clinical laboratory with regard to assessment of testing proficiency by third parties.

There is no exception to this rule.

All graded practical assessments must be passed with a grade of 80.0 or higher. If the student scores less than 80 on the FIRST attempt, the student will be allowed to retake the practical assessment within 7 days of the failed attempt. The grade of the SECOND attempt must be 80 for the student to pass the practical, the course, and remain in the MLT Program. MLT Faculty will provide feedback on the initial practical attempt and provide the student with a recommendation for remediation designed to set the student to successfully pass the second and final attempt. Students are encouraged to seek help from the MLT Faculty if a mandatory practical is failed.

Assessment

All graded assessments will be administered either in person or through an online platform. Tests will include a rigorous variety of exam question types. Online assessments will be timed and monitored using Respondus LockDown Browser, which prevents multiple internet sessions and browser windows from being opened simultaneously. Unless otherwise permitted, students may not use notes, text, or other instructional resources during assessment.

Attendance Policy

MLT students are expected to meet all scheduled classes, labs, and practicum learning experiences. “*Excessive absences*” is defined as in excess of fifteen percent (15%) of total class hours, fifteen percent (15%) of total lab hours, or ten percent (10%) of total practicum hours.

“Tardy” is defined as not being on-site at the beginning but entering within the time of any hour of instructional time. Three (3) tardies = 1 hour of absence. Excessive absences or habitual tardiness may result in disenrollment from the program and cause for dismissal.

If a student knows in advance that he/she will be absent, especially for any type of testing, the instructor is to be notified prior to the absence. Whenever a student is ill and/or absent from class, lab, or practicum, it is the student's responsibility to obtain assignments and materials missed. When a student is unable to attend a practicum session, he/she is to notify the assigned affiliating agency and the instructor per the practicum instructor's guidelines. If a student is absent for any testing, no makeup-exam will be offered unless the absence is excused or the instructor is notified prior to the exam. Make up exams may or may not be the same format as the original exam.

Didactic Courses

All didactic courses will be delivered in a traditional face-to-face format at the FTCC Main Campus. It is a must requirement for students to attend in-person lectures. Students demonstrate higher levels of engagement with course content when attending live lectures. In-person instruction also allows for immediate feedback, clarification of complex topics, and interactive discussions that enhance critical thinking. Additionally, students benefit from

structured learning environments, peer collaboration, and stronger connections with faculty, all of which contribute to academic success and professional development.

Labs

Campuses

All MLT labs, with the exception of virtual labs, will take place on the Spring Lake campus unless otherwise instructed. Laboratories are located in rooms 218 and 220, depending upon the course being taken. Some laboratory instructions may be conducted at Main Campus laboratory room # 206F.

Student Attendance

Students are required to attend labs on campus. Generally, most labs will be scheduled one or two days per week during semester 1-3, allowing students time to complete all course labs in specific day rather than attend campus multiple days.

If a student must miss a lab day it is the student's responsibility to make up the lab at the teacher's discretion. MLT Faculty will not remind the student or encourage the student to schedule a make-up day. If the student fails to make up the missed lab day, a grade of 0 will be recorded for lab participation.

Student Conduct

Because lab safety is paramount and the fact that students will be working with potentially highly pathogenic biologic material, all students must conduct themselves in a careful and reverent manner when completing all lab assignments. Carelessness, lack of attention to detail, disruptive behavior will not be tolerated, and students will be dismissed from lab with a lab participation grade of 0 if this is observed. The lab may not be made up. There are no exceptions to this requirement.

Laboratory Stewardship

Although the labs belong to the MLT Program, they are really owned by the MLT student body. This means that all functions of the lab are managed and cared for by the students. All MLT students will be required to participate in Lab Maintenance which includes documentation of inventory/supplies, monitoring of temperatures, cleaning of glassware, oversight of safety precautions, and general cleaning of lab surfaces and lab equipment. MLT Faculty will equally and equitably determine a Lab Maintenance schedule at the beginning of each semester and ask students to voluntarily sign up in groups of 2-3 students per group.

Laboratory Safety

Lab Safety Training

Real human samples, specifically blood and body fluids, as well as live bacteria are used in the MLT Program. Because of this, all students are required to complete an interactive lab safety training module offered through the NC Community College System's BioNetwork. This training will introduce students to the expectations of lab safety and assess their level of understanding prior to working in the on-campus MLT Labs. The module can be accessed through the following website, <https://www.ncbionetwork.org/iet/labsafety/>. Once complete, the student should submit the Certificate of Completion to the MLT Program Director.

Failure to complete this requirement will result in the student being dismissed from lab instruction until training completion is documented.

Personal Protective Equipment

The MLT Program will provide personal protective equipment (PPE) and training on proper use to all students enrolled in the program. The online training can be accessed through the following website <https://www.ncbionetwork.org/educational-resources/videos/lab-safety-lesson-1-proper-dress-and-ppe>. This will take place before students are allowed to perform any work in the laboratory. Gloves and goggles will be provided.

Weekly assessment of PPE stock and utilization will take place to ensure an adequate amount is readily available to all students and as needed.

Fire Safety

Students are required to complete Fire Safety training within 14 days of each semester. This verifies that the student's understanding of fire safety measures. Fire Safety training can be accessed through the following website, <https://www.ncbionetwork.org/educational-resources/videos/lab-safety-lesson-2-safety-equipment>. Once complete, the student should submit the Certificate of Completion to the MLT Program Director.

Failure to complete this requirement will result in the student being dismissed from lab or clinical instruction until training completion is documented.

Attire

Student should follow the MLT Dress Code policy found within this Handbook regarding the proper attire when working in the MLT Lab. Students not adhering to this policy will be dismissed from lab until such a time they can comply with the expectations and regulations of the course.

Needlestick Policy

Because there is a significant amount of phlebotomy practice taking place in the MLT Program, there is a moderate risk of students encountering a needlestick from sharp venipuncture supplies. Although safety devices such as needle guards and easily accessible sharps containers, instruction on response to a needlestick must be provided to all students in the event this takes place. Needlestick response will be included in the Safety Orientation taking place at the beginning of Semester 1.

If a student experiences a needlestick, the student must immediately stop the procedure, secure the patient's venipuncture site, discard the needle in the nearest sharps container, and immediately notify MLT Faculty. This procedure must be followed for all on-campus labs and clinical training at an affiliate laboratory. MLT Faculty will proceed with following the Health Sciences' Division Needlestick procedure, providing detailed guidance and support to the student. All exposures will be documented as required by the College, Division, Department, and Clinical Affiliate.

It is imperative that students follow all policies and procedures when working with any form of sharp or needle that could puncture skin. These rules are designed to significantly decrease the student's risk of injury and exposure to bloodborne pathogens.

Accident Reporting

As with needlesticks, all accidents taking place on any FTCC campus must be immediately reported to the MLT Faculty. At that time, faculty will respond immediately and in accordance with College, Division, and Department policies. Transparent lines of communication of the accident will be established and maintained between all associated parties.

If the accident is life threatening, dial 911 before notifying the MLT Faculty.

Clinical Training

Acceptance into Clinical Rotations

Acceptance into the clinical practicum phase of the MLT Program is contingent upon successful completion of the following courses: MLT 110, MLT 111, MLT 118, MLT 120, MLT 126, MLT 127, MLT 130, MLT 140, MLT 220, MLT 230, MLT 252. All courses must be passed with a minimum final numerical grade of 80.0.

Upon successful completion of all coursework (except MLT 240), students will proceed to the final two semesters of clinical practicum training and lab experience. It should be understood that all students placed at clinical sites are being trained at the privilege and direction of the

clinical site. It is imperative that students adhere to all clinical training site policies and performance expectations in order to maintain a good standing with the clinical affiliate.

Student Code of Conduct

Student in their clinical practicum phase of the program are expected to continue to adhere to the College, Division, and Program's mission and core values of ethical work performance and personal integrity. Additionally, students are expected to work in concert with the expectations of the clinical affiliates personnel policies and may be subject to disciplinary action by the College if they fail to do so.

Clinical affiliates are asked to provide routine feedback on the performance and behavior of MLT students trained within their labs.

Clinical Affiliates

The Cape Fear Valley Health system of laboratories, located in Cumberland, Hoke, and Bladen counties, is the primary clinical affiliate for the FTCC MLT Program. Available sites of clinical placement include

- Cape Fear Valley Medical Center
- Highsmith-Rainey Specialty Hospital
- Hoke Hospital
- Bladen County Hospital
- Health Pavilion North
- Cape Fear Valley Diagnostic Center
- Health Pavilion Hoke
- Betsy Johnson, Dunn
- Central Harnett, Lillington

In addition to the Cape Fear Valley system, the below clinical facilities have affiliated with the FTCC MLT program to offer clinical training:

- Fayetteville VA Medical Center, Ramsey St.
- Central Carolina Hospital, Sanford
- Sampson Regional Medical Center, Clinton

Maps of each clinical site can be located in the Appendix section of this handbook.

Clinical Site Requirements

Viewpoint Screening Account

All clinical sites required students to complete the following to be deemed qualified to attend clinical training:

1. Drug screening (collected via chain-of-custody)

2. Background check
3. Proof of required immunizations
4. Orientation process and onboarding, as directed

These processes are achieved through student information collection using a third-party entity, Viewpoint Screening. Students will be given access to Viewpoint Screening and be required to create a unique, individual login which will provide them access to both a document repository (used for uploading medical and immunization documentation) and an online ordering and scheduling system for the drug screen and background check completion. It should be noted that all of these requirements must be completed prior to being assigned a clinical site for training. Failure to comply with these requirements will result in a voluntary withdrawal from the MLT Program.

Instructions for completing drug screening order and collection can be found at the following link:

[Creating an account with Viewpoint Screening](#)

It is highly recommended that students create an account and begin uploading immunization documentation into the Viewpoint Screening Medical Document repository starting in Semester 1 of the program.

Drug screen and background check completion has a specific time limit and must be valid for the entirety of student clinical training. Because of this, both the drug screen and background check will be completed during Semester 3 and at the direction of the Clinical Coordinator or designee. DO NOT order a drug screen or background check until told to do so.

FTCC Faculty is not permitted to know the outcome of either the drug screen or background check of any student. Additionally, medical documentation is considered protected health information (PHI); MLT Faculty are not permitted to view any student's PHI.

Note: If a clinical site deems that a student cannot attend clinicals, FTCC does not have the right to refuse. All clinical placements are ultimately decided by the education onboarding departments of each healthcare entity not by FTCC, Allied Health Technologies, or the MLT Program.

Clinical Site Student Accountability

While in clinical training, students are required to follow the direction of clinical site laboratory staff and leadership. This includes integration into the general workflow of the daily operation of the laboratory. Students are required to function as if they were employed by the clinical site, abiding by all employee expectations without failure.

Specific clinical practicum site requirements will be explained to each student placed at the respective site. These requirements may include parking, shifts, student access, etc.

Assignment of Student Clinical Rotation

Student placement is assigned by an algorithmic method of equitable training assignment by the Clinical Coordinator with the guidance and support of the MLT Faculty and MLT Program Director. Students may not request a specific site or demand to be placed at a specific site or during a specific timeframe. These decisions are solely made by the MLT Faculty. The method of clinical place considers the following student criteria to determine a best fit for the student and for the clinical site:

1. Clinical site proximity to student's home address at the time of clinical start
 - a. An attempt will be made to assign the student to a clinical site that is closest to the student's current home address.
 - b. If the student moves during the clinical practicum phase of the program, the student will not be able to change clinical training locations.
2. Student's ability to manage high volume, high stress working environments
 - a. Student who work well under pressure, high volume, loud and very noisy environments, and who are rapid, accurate workers will be placed in larger, high volume laboratories.
 - b. Students who need more one-on-one training guidance will be placed at locations where this can be achieved.
3. Clinical site working environment in comparison to student's personality
 - a. Student personalities and overall degree of interpersonal interaction will help to determine a best fit clinical site placement.
 - b. Students who thrive in either a more reserved or more eccentric workplace will be placed in a respective site if possible.
4. Other personal student extraneous needs that can pose a significant barrier to practicum success.
 - a. Examples of these situations include job obligations, living circumstances, and other personal situations that are out of the student's immediate control to change.

If students require reasonable accommodations as approved by the College, those accommodations will be considered when students are placed at a clinical site. Determination of clinical site placement generally takes place at the end of semester 2.

Student Clinical Attendance

The following clinical practicum attendance expectations are established for the MLT student and apply to all clinical training sites:

1. The FTCC MLT program utilizes Trajecsys to record and track student attendance at clinical sites.
2. The student must arrive to the clinical training site on time and in enough time to be ON THE BENCH at the designated start time.
 - a. If the start time is 7:00am, the student must be at the designated training location (bench, workplace, assigned location with the lab) at 7:00am, not arriving at the clinical training site at that time.
3. If situations arise that result in the student potentially arriving to the clinical site later than the designated start time, the student MUST call the clinical site and make a responsible party aware of the delay.
 - a. The student must also email (not text or call) the MLT Clinical Coordinator or designee to inform them of this tardy. This is a requirement.
4. Students are required to complete ALL semester clinical training hours as prescribed in the MLT Program of Study in order to be awarded credit for the practicum. No exceptions.
 - a. Hours of clinical contact training vary between semesters 3, 4 and 5, so the MLT Clinical Coordinator will provide further instruction prior to the beginning of semester 3.
 - b. If a student missing ANY of the required hours, that missed time must be made up.
 - i. This will happen at the discretion of the clinical affiliate; MLT Faculty do not get involved in negotiations of clinical make up hours.
 - ii. If the clinical affiliate does not allow the student to make up the missed hours, the student may complete a project-based activity created by the MLT Clinical Coordinator in lieu of receiving a lower grade for incomplete clinical training hours
 1. This should be avoided, if possible, and is determined at the discretion of the MLT Clinical Coordinator in conjunction with the clinical site Clinical Liaison.
5. In the event of inclement weather, the College may close campuses and therefore classes. If this happens, students are NOT required to attend clinical training during the campus closure period.
 - a. If the clinical affiliate allows the student to attend during a campus closure, the student does so on their own accord and without the approval of the MLT Program, as the College, Division, and Department are not responsible for any student physical injury or property damage that may ensue because of the inclement weather or situation.
 - i. Careful consideration should be made when choosing to travel to a clinical site in hazardous conditions.
 - ii. Clinical time will need to be made up during campus closures that result in the student not being able to attend clinical training.

Health Insurance Portability and Accountability Act (HIPAA)

All students are required to abide by and adhere to all requirements of HIPAA. This includes maintaining the confidentiality of protected health information (PHI) of all individuals served by tasks performed by the student. At no time shall the student:

- Share any knowledge of patient information with anyone other than clinical trainers who are also working with the PHI
- Discuss patient information with anyone unless that individual is a healthcare professional who is also working with or medically treating the patient
- Discuss patient information outside of the confines of the clinical site

All students must review the following instructional material prior to beginning the MLT Program.

<https://schs.dph.ncdhhs.gov/hipaa/training/DPHBasicPrivacyTraining2018-110618.pdf>

This is basic information on HIPAA. It should be understood that students will receive more in-depth training on HIPAA during their first semester of the program and will be required to complete further training as deemed required by their assigned clinical site.

Termination of Clinical Training Site

Second year students are instructed at the privilege of clinical affiliates and are not paid during this clinical experience. If a clinical affiliate deems that a student should be dismissed from their laboratory, the Clinical Liaison of that site will contact the MLT Clinical Coordinator or MLT Program Director with the complaint and request. MLT Faculty will request a meeting with the clinical affiliate, engaging in a discussion and subsequent investigation into the reason for the request. If the situation can be rectified at the acceptance of the clinical affiliate, the student will remain in the clinical practicum at the laboratory. This acceptance may come with stipulations and more stringent expectations based upon severity of complaint.

If the clinical affiliate refused to meet with MLT Faculty and demands that the student immediately be removed from the clinical site, the student must immediately leave and not return. There is no exception to this requirement.

If any student is dismissed from a clinical site due to inappropriate behavior, questionable integrity, negligence, or any situation that adversely impacts patient care or disparages FTCC, the Allied Health Technologies division, the MLT Program, colleagues or the profession, the student will forfeit their right to clinical completion. The student will be disenrolled from the MLT Program and will not be allowed program reentry. A full investigation will take place by the MLT Program Director prior to this determination, and the student will have the chance to share specific information and explanation regarding the situation.

Advising

All MLT students will be assigned a faculty member in the MLT Program at the beginning of their first semester enrolled within the program. Advisors will be readily available throughout each semester, and students are highly encouraged to make frequent contact for guidance and support.

During the College's advising period, each MLT Faculty member will allocate at least 1 hour of advising time per student, per semester. Students will be provided a schedule of open sessions and required to sign up for a time slot that is convenient to their schedule. All MLT students are required to meet individually with the assigned advisor at least once per semester. This ensures that the student is moving along in the program track and on schedule to meet all graduation requirements. During these meetings, the advisor will review the advisee's transcript, current schedule, and recommend future courses for registration. Please note that it is ultimately the advisee's responsibility to ensure that all program requirements have been met. Although the advisor will ensure that this happens, the advisee must review his/her own transcripts to ensure this is correct. Students are ultimately responsible for the completion of all courses required in the degree program.

Advisors may be contacted at any time during the semester for guidance and support of any kind. Advisors will assist students with academic and nonacademic situations as needed, providing guidance and recommendation for College resources intended to promote student success. Do not wait to ask for assistance!

Grievance Process

The MLT Program adheres to the grievance policy and process established by the College. However, it is asked that if any student has a concern, complaint, or request for any form of assistance, that student directly speak with an MLT Faculty member for possible assistance and resolution. Most situations that arise can be quickly rectified without the intervention of a college or division-level intervention.

Students may speak to any MLT Faculty member with concerns or requests; however, it is expected that if students have a general question related to instructional content, assignments or testing, the student direct the request to the teacher of record for the associated course.

If the concern or situation cannot be resolved, students have a right to submit a complaint to the College. For more information please refer to the following website

<https://www.faytechcc.edu/campus-offices/office-human-resources/complaint-resolution-process/>.

Student Records

All MLT student records are maintained and controlled in accordance with all College policies and FERPA regulations. For more information on this please refer to the following website <https://www.faytechcc.edu/campus-life/academic-resources/>.

Tuition Fees and Program Expenses

The following is a breakdown of the financial cost of attending the MLT Program. For further information about paying for college, please visit the College's Financial Aid website <https://www.faytechcc.edu/financial-aid/>.

FTCC Tuition and Student Fees

	In-State Students	Out-of-State Students
Tuition	\$76.00 per credit hour \$5,700.00 total	\$268.00 per credit hour \$20,100.00 total
Semester Fees (each semester)	\$25.00 student support fee* \$16.00 technology fee** \$15.00 CAPS fee***	\$25.00 student support fee* \$16.00 technology fee** \$15.00 CAPS fee***
Program Related Fees		
Background Check	\$40.00 one-time fee	\$40.00 one-time fee
Drug screen	\$80.00 one-time fee	\$80.00 one-time fee
eVerify	\$20.00 one-time fee	\$20.00 one-time fee
Student Physical	\$50-200.00 varies	\$50-200.00 varies
Immunizations/Titers	\$200-600.00 varies	\$200-600.00 varies
Lab fee	\$40.00 semesters 1-3	\$40.00 semesters 1-3
Textbooks	\$400-800.00 entire program	\$400-800.00 entire program
Uniforms	\$100.00 varies	\$100.00 varies
Trajecsys	\$200.00	\$200.00

Graduation and Postgraduation Costs

Graduation Application	\$25.00 (includes regalia)	\$25.00 (includes regalia)
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ASCP BOC Certification	\$240.00	\$240.00
Total Cost of Attendance	\$7713.00 (estimate)	\$22,113.00 (estimate)

*Student support fees include the cost of student accident insurance, student government and other student-related activities.

**Technology fees includes the cost of software, hardware, and technical support.

***CAPS (Campus-Access-Parking-Security) fees support the college's parking facilities, campus security, and enforcement.

To ensure all MLT students are fully supporting, instructionally, during the first three semesters of on-campus laboratory instruction, a student fee of \$120.00 will be charged to the student, split into 3, \$40 fee charges over the first three semesters of the program. This fee provided funding for the purchase of consumable laboratory supplies that will be used during lab instruction associate with didactic courses.

Every effort will be made to reduce the cost of attendance as much as possible, including the use of open educational resources (OER), if available and aligned to the curriculum. Students are advised to use fiscal responsibility when making any purchases related to program requirements; for example, students may choose to purchase used textbooks or e-books to achieve a significant cost savings.

Academic Success

Students are encouraged to utilize all FTCC resources available for the purposes of ensuring successful completion of the MLT Program. Available resources include:

- Access to didactic instructional labs for group study
- Access to MLT Faculty for counseling and academic support
- Access to the Student Learning Center for non-MLT tutoring support

Above all, do not wait until it is too late to reach out for assistance. Bring the need to the attention of a faculty member as soon as the need is noted. Students are in control of their academic success and have many resources at their disposal to ensure this success is achieved.

Withdrawal from the Program

Although not encouraged, students may determine that the MLT Program is not the best fit for their future career plans. If this happens, students should speak with the MLT Program Director immediately. Counseling will be provided, and if the student decides that withdrawal is the best

option, the Program Director will assist with student withdrawal procedures in accordance with the College's policies.

Formal withdrawal from the College is very important in case the student's plans change in the future. The MLT Program will endeavor to assist the student in any way possible to avoid withdrawal if the student's desire is to become and MLT.

Dismissal from the Program

Students may be dismissed from the MLT Program for the following reasons:

- Failure to meet minimum academic standards after being placed on academic probation
 - Students with a GPA of 2.5 or lower will be required to schedule a counseling session with the MLT Program Director to develop a plan that will increase the student's GPA and prevent the student from entering academic probation.
 - It is the student's responsibility to ensure this meeting is scheduled and that the meeting takes place.
 - It is the student's responsibility to follow and complete the plan in order to meeting the Program's expectations.
 - Students with a GPA less than 2.0 will be placed on academic probation as instructed by the College and Allied Health Technologies Division.
 - If a student is on academic probation, that student must schedule weekly meetings with both the MLT Program Director and instructors of all MLT courses. These meetings may be held collectively or individually based upon the student and faculty decisions.
 - Students will be placed on a corrective action plan designed to help the student increase the GPA and be removed from academic probation.
 - Students will remain on academic probation as directed by the College and Division policies.
 - Students who fail to be removed from academic probation will be dismissed from the MLT Program in accordance with College and Division policies.
 - Dismissed students may reapply to the program at a later date and potentially join a new starting cohort.
 - Reentry into the MLT Program is not guaranteed and is at the discretion of the MLT Faculty Council.
- Repeated and disruptive belligerent or insubordinate behavior
 - This applies to clinical and nonclinical students.
- Malfeasance associated with program-related requirements or expectations
 - This applies to clinical and nonclinical students.
- Violent felony conviction
 - This applies to clinical and nonclinical students.
- Proven falsification of laboratory testing or student work
 - This applies to clinical and nonclinical students.

- Refusal to perform ethical, necessary, normal laboratory testing procedures
 - This applies to clinical and nonclinical students.

It should be understood that, in most cases, prior to the dismissal of any student every effort will be made to counsel and work with the student to remediate the situation; however, the severity of offense may require immediate dismissal, up to and including immediate removal from class, clinical, and the campus or clinical site. If the offense warrants law enforcement intervention, FTCC Campus Security will be consulted for guidance and further recommendation.

Repeating the Program

Students who cannot complete the MLT Program will be allowed to reenter the program only once, equating in a total of two attempts to complete the degree track. Any student wishing to reenter the program must submit another application and an additional statement of affirmation to the MLT Program, explaining what steps will be taken upon second attempt that will ensure a successful student performance and completion. If the student withdraws from or fails out of the program during the second attempt, the student may no longer enter the program for a third time.

For the second entry into the program, students will be required to complete all MLT courses again, even if they have acceptable credits from their initial attempt. This is to ensure a thorough and complete understanding of the instructional content and new and emerging trends in the field.

Dismissal from the program due to falsification of results, maleficence, felony convictions, prior refusal to perform mandatory tasks associated with the job of an MLT will prohibit a second entry into the program.

Transfer Options

Students enrolling in the program with the intention of transferring to a 4-year college or university to complete a Bachelor of Science degree in Clinical Laboratory Science should consult with the MLT Program Director during semester 1. To ensure that the student maximizes completion of transferrable coursework at FTCC, specific course substitutions will need to be made for the specific student's matriculation. In some instances, extra courses may be taken to facilitate pre-work for the intended institution to transfer.

For MLT students desiring to transfer into the FTCC MLT from another NC Community College MLT, review of student transcripts will take place on a case-by-case basis. In most instances, MLT students will be able to easily transfer into the FTCC MLT program during semester 2; however, an attempt to transfer into after semester 2 may not be possible. Refer to guidance as provided by the MLT Program Director.

Graduation

Students are eligible to submit application for graduation as long as all program requirements are scheduled to be completed by the end of semester 5. Completion of 72 total credit hours is required to graduate from the MLT Program. Instructions on submitting graduation applications will be provided to eligible students, and assistance will be offered if needed.

Students are not required to attend commencement exercises; however, they are highly encouraged to do so. Graduation application fee is \$25, which includes a complementary regalia package provided at the expense of the College.

Certification

Although national certification is not a requirement to graduate from the MLT Program, it is highly encouraged. Most employers will not consider a job applicant for an MLT position if the individual does not possess ASCP or AMT certification as an MLT. Because of this, all students are highly encouraged to apply for certification in the final semester of the MLT Program.

Although the certification exam cannot be scheduled or taken until the A.A.S. degree is conferred and student application is approved by ASCP or AMT, students achieve exam eligibility when it is known they will graduate from the program. Application to take the certification exam can be made through the following website

<https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info>

or <https://americanmedtech.org/medical-laboratory-technician>

It is highly recommended that you sit for this exam as soon after graduation as you possibly can. Because the information is fresh, you will be more likely to be successful with the exam outcome.

*****IMPORTANT** – You have 5 years to apply for and take the exam. After 5 years, you will be deemed ineligible to take the exam and will be forced to complete the MLT program again to achieve certification eligibility.

There are numerous study guides that can help prepare you for exam completion and success; however, the textbooks, projects, and resources gathered during the MLT Program are sufficient preparatory materials. Refer to the Appendix section of this handbook for the ASCP BOC MLT exam Body of Knowledge which contains a detailed outline of content that could potentially be encountered on the MLT exam.

Program Evaluation

As part of the MLT Program's commitment to continuous quality improvement and in conjunction with NAACLS accreditation requirements, all students will be asked to periodically evaluate their experience in the MLT program. All information shared will be through an online

anonymous survey, and students may voluntarily choose to complete it. Information learned from the surveys will be used to improve instruction and student experiences going forward.

All MLT students are highly encouraged to engage in this evaluative process and should be viewed as part of their commitment to the profession of Clinical Laboratory Science as related to comprehensive patient care.

MLT Alumni

All FTCC MLT Graduates are encouraged to join the national and state chapters of the American Society for Clinical Laboratory Science (ASCLS) to gain access to valuable networking and educational opportunities within their profession.

If the graduate so chooses, he/she may join the FTCC MLT Alumni group. This group is facilitated by the MLT Program Director or designee and serves to connect graduates with career and educational opportunities within the field. MLT Faculty will share group information with students during MLT 217, Professional Issues.

MLT Program Teach Out Plan

In the event of unforeseen circumstances that result in the inability of MLT courses and/or labs to be taught at any campus within the FTCC system, accommodations will be made to ensure continuity of instruction. All courses will be delivered in an online learning environment through the College's approved learning management system or substitute if needed, ensuring semester completion. For students who lack Internet connectivity, paper-based instructional packets will be provided at no cost to the student and on a scheduled basis. Every effort will be made to ensure this is done in the most accommodating manner.

To preserve the continuity of lab instruction in the MLT Program, Cape Fear Valley Health system will provide guidance on location and resources needed if MLT labs cannot be completed on an FTCC campus. If Cape Fear Valley Health cannot make reasonable accommodations, the MLT Program Director will consult with other clinical affiliates and reserve lab instruction space as available.

If the MLT Program is discontinued from the FTCC degree program offerings, no new cohorts will be enrolled in the program. The current cohort will continue the program and graduate as planned and as expected.

Student Services

The MLT Program promotes and advocates for all Student Services provided by the College and the NC Community College System. This includes adherence to practicing and ensuring equal and equitable access to all services, both academic and nonacademic.

Americans with Disabilities Act (ADA)

Students petitioning the College for reasonable accommodations that will set them up to successfully reach their academic goals must reach out to the office of Disability Support Services and Accessibility in the Tony Rand Student Center, Room 127. Students may speak with the Coordinator by calling 910-678-8349 or via email at ada@faytechcc.edu.

It should be understood that all reasonable accommodations must be approved by this office prior to routine use in the classroom and laboratory. More information may be found on the FTCC website.

Title IX

All students in the MLT Program are expected and instructed to conduct themselves so as to contribute to an atmosphere free of illegal discrimination, including sexual harassment or sexual violence. Sexual harassment, as defined below, of an employee by another employee or student or of a student by another student or employee is a violation of this College policy and will not be tolerated. Any employee or student violating this policy shall be disciplined in accordance with the procedures outlined below.

It is a violation of this policy for any faculty, staff, or student to retaliate against any other person involved in a Title IX complaint. However, an action imposed on the respondent by and through the processes described in this policy is not retaliation.

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This policy is adopted to promote an atmosphere in which all members of the Fayetteville Technical Community College community may work and study free of sexual harassment/violence or assault and to provide for the orderly resolution of complaints of such illegal activities.

For more information about Title IX or to inquire about filing a complaint, please refer to the website <https://www.faytechcc.edu/title-ix-equal-opportunity/>.

The MLT Program will endeavor to assist every student in every way possible with regard to not only academic success but to life safety, success, and happiness.

Student Acknowledgement of Handbook Receipt

After you have read through this handbook in its entirety and received clarification for any questions you may have, please complete the following attestation statement of understanding. Initial beside each statement, sign and date & return to the MLT Program Director or designee.

Attestation	MLT Student Initials
I have read the MLT Student Handbook.	
I understand there are behavioral expectations both in class and in clinical of which I must abide.	
I understand that if warranted, I may be dismissed from class, clinical, or the program based upon severity of offense.	
I understand and have received the FTCC student grievance policy.	
I understand that if I need reasonable accommodations from the College, I must request these through the College's ADA representative.	
I understand that to progress in the MLT Program I must score 80 or higher in all MLT courses.	
I understand that I cannot request placement at a specific clinical site.	
I will abide by the dress code for class, lab, and clinical attendance.	
I understand there is a set minimum number of hours that must be completed for each clinical rotation.	
I understand that I must completed a drug screen and background check during semester 2 of this program, and that it is for placement at a clinical site.	
I understand that I will be required to perform venipuncture procedures throughout the entirety of this program.	
I understand that real patient samples and potential pathogens will be used in this program, and I will adhere to proper PPE utilization at all times and at the direction of the MLT Faculty.	
I understand that if injured during any type of instruction that I will be required to report the injury to a member of the MLT Faculty, after seeking emergent care, if needed.	

I will comply with all student expectations as outlined in this handbook, seeking clarification when needed.

Student Name: _____ Student Signature: _____
Date: _____

Appendices

- [Appendix A – Course Descriptions](#)
- [Appendix B - MLT Program of Study](#)
- [Appendix C - Measured Program Outcomes](#)
- [Appendix D - FTCC Grievance Policy and Forms](#)
- [Appendix E – Completing Your Immunizations, Drug Screen and Background Check](#)
- [Appendix F - Directions to Clinical Affiliates](#)
- [Appendix G - NAACLS Curriculum Standards](#)

Appendix A

MLT Medical Laboratory Technology Course Information

The following course descriptions have been developed and approved for the NC Community College Common Course Library.

Intro to MLT (MLT-110)

This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

Urinalysis & Body Fluids (MLT-111)

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

Medical Lab Chemistry (MLT-118)

This course introduces the basic medical laboratory chemical principles. Emphasis is placed on selected topics from inorganic, organic, and biological chemistry. Upon completion, students should be able to demonstrate an understanding of the relationship between basic chemical principles and the medical laboratory function.

Hematology/Hemostasis I (MLT-120)

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

Immunology and Serology (MLT-126)

This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to

demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures.

Transfusion Medicine (MLT-127)

This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.

Clinical Chemistry I (MLT-130)

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

Intro to Microbiology (MLT-140)

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

Professional Issues (MLT-215)

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

Hematology/Hemostasis II (MLT-220)

This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon

completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.

Clinical Chemistry II (MLT-230)

This course is designed to supplement the biochemical and physiologic theory presented in MLT 130. Emphasis is placed on special chemistry techniques and methodologies. Upon completion, students should be able to recognize and differentiate technical and physiological causes of unexpected test results.

Special Clin Microbiology (MLT-240)

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

MLT Practicum I (MLT-252)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT Practicum II (MLT-267)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT Practicum III (MLT-277)

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

Appendix B

Medical Laboratory Technology (MLT) (A45420)

Program of Study

Effective: Fall 2024; Revised: 09/18/2023

Length: 5 Semesters

Prerequisites: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-003 Tier 1, or Placement Test Equivalent

Award: Associate in Applied Science

SEMESTER 1 (FALL)

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
MAT143	Quantitative Literacy	2	2	0	3
MLT110	Intro to MLT	2	3	0	3
MLT111	Urinalysis & Body Fluids	1	3	0	2
MLT118	Medical Lab Chemistry	3	0	0	3
		-----	-----	-----	-----
	Totals	13	12	0	17

SEMESTER 2 (SPRING)

Prefix No.	Title	Class	Lab	Clinical	Credit
MLT127	Transfusion Medicine	2	3	0	3
MLT120	Hematology/Hemostasis I	3	3	0	4
MLT126	Immunology and Serology	1	2	0	2
MLT130	Clinical Chemistry I	3	3	0	4
MLT140	Intro to Microbiology	2	3	0	3
		-----	-----	-----	-----
	Totals	11	14	0	16

SEMESTER 3 (SUMMER)

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Writing and Inquiry	3	0	0	3
MLT240	Special Clin Microbiology	2	3	0	3
MLT230	Clinical Chemistry II	2	3	0	3
MLT252	MLT Practicum I	0	0	6	2
		-----	-----	-----	-----
	Totals	6	9	6	11

SEMESTER 4 (FALL)

Prefix No.	Title	Class	Lab	Clinical	Credit
MLT220	Hematology/Hemostasis II	2	3	0	3
CIS113	Computer Basics	0	2	0	1
MLT267	MLT Practicum II	0	0	24	8
PSY150	General Psychology	3	0	0	3
		-----	-----	-----	-----
	Totals	5	5	24	15

SEMESTER 5 (SPRING)

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing/Research in the Disc	3	0	0	3
MLT215	Professional Issues	1	0	0	1
MLT277	MLT Practicum III	0	0	24	8
	Humanities/Fine Arts	3	0	0	3
	Elective				
		-----	-----	-----	-----
	Totals	6	3	24	15

TOTAL REQUIRED CREDITS 74

Work-Based Learning Options: NA

General Education courses may be taken in any sequence and at any time; however, MLT courses must be taken in the above sequence, without deviation.

Appendix C

MLT Medical Laboratory Technology Program Outcomes Reported to Accrediting Body

The following metrics are publicly reported via the Program's website and in accordance with NAACLS requirements.

At all times, this information is readily available and easily accessible via the FTCC MLT Program website. The data is descriptive of and represents a cumulative average of three consecutive cohorts.

1. Year of Cohort and Total number of students started/finished

2. Outcome #1: MLT Certification Pass Rate (%)

- a. This is the percentage of students who completed and passed the MLT Certification exam on their attempt within the first year of graduation.

3. Outcome #2: Graduation/Attrition Rate (%)

- a. This rate is reflective of the number of students who entered their fourth semester of the MLT Program and subsequently completed the program within the next year.

4. Outcome 3: Placement Rate (%)

- a. Placement is defined as the number of graduates who found employment within the clinical laboratory field and/or continued their education within one year of graduation.

Students should use this data to make an informed decision regarding entry in to the MLT Program.

The Medical Laboratory Technology program at Fayetteville Technical Community College is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. Rover Road, Suite 720, Rosemont, IL, 60018-5119 (Phone: 773-714-8880).

Appendix D

MLT Medical Laboratory Technology FTCC Grievance Policy and Forms

It is imperative that all students understand their legal rights to equitable and equal treatment within a college environment and campus. Fayetteville Technical Community College encourages the prompt and fair settlement of student grievances. A student may present a grievance without fear of coercion, restraint, interference, penalty, reprisal, or retaliation.

The purpose of the student grievance policy and procedure is to provide a system to resolve student complaints against faculty, staff, or other students including alleged illegal discrimination on the basis of age, gender/sex, race, color, national origin, political affiliation, disability, or other conditions.

For more information on the Student Complaint Process, information may be found through this FTCC website: <https://www.faytechcc.edu/campus-offices/office-human-resources/complaint-resolution-process/>

Appendix E

MLT Medical Laboratory Technology

Completing Your Immunizations, Background Check and Drug Screening

Student Instructions for Fayetteville Technical Community College – MLT

Use the following link that takes you directly to Viewpoint Screening to purchase your Background Check and Urine Drug Screen, and Medical Document tracker for immunizations.

[Viewpoint Screening Web Portal](#)

Instructions for completing this requirement can be found through the following [link](#).

If you have any issues with the website, you may contact them as indicated below:
Service Desk Representatives are available to assist you during the following hours:
Monday-Friday 8 a.m. - 8 p.m. Eastern Time
Sunday 10:00 a.m. - 6:30 p.m. Eastern Time

Phone: 888-974-8111 If you have any other questions regarding your other steps for acceptance into the Program contact your MLT Advisor.

Appendix F

MLT Medical Laboratory Technology

Directions and Maps of Clinical Affiliates

Use the following links and maps to help direct student clinical practicum attendance at associated clinical affiliates. Remember to always follow all parking and directions at each clinical site.



[Cape Fear Valley Medical Center](#)

[Highsmith-Rainey Specialty Hospital](#)

[Health Pavilion North](#)

[Health Pavilion Hoke](#)

[Bladen County Hospital](#)

[Betsy Johnson Hospital](#)

[Central Harnett](#)

[Fayetteville VA Medical Center](#)

[Central Carolina Hospital](#)

[Sampson Regional Medical Center](#)

Appendix G

MLT Medical Laboratory Technology NAACLS Curriculum Standards – MLT

The FTCC MLT Program is governed by the following standards as set forth by the National Accrediting Agency on Clinical Laboratory Sciences (NAACLS). The standards and expectations set are used to develop both didactic and clinical instruction.

MLT Curriculum Requirements

A. Instructional Areas

- a. Prerequisite content in biological sciences, chemistry and mathematics that provides the foundation for course work required in the laboratory science program
- b. The curriculum must address pre-analytical, analytical and post-analytical components of laboratory services.
 - i. This includes collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem-solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory.
- c. The program curriculum must include the following scientific content:
 - i. Clinical Chemistry
 - ii. Hematology/Hemostasis
 - iii. Immunology
 - iv. Immunohematology/Transfusion medicine
 - v. Microbiology
 - vi. Urine and Body Fluid Analysis
 - vii. Laboratory Operations
- d. Application of safety and governmental regulations compliance
- e. Principles and practices of professional conduct and the significance of continuing professional development
- f. Communications sufficient to serve the needs of patients, the public and members of the health care team

B. Learning Experiences

- a. Learning experiences (courses, practical, other required activities) must be properly sequenced and include necessary content and activities to enable

students to achieve entry level competencies in each major discipline as listed in Standard VIII.A.2.

- b. After demonstrating competency, students, with qualified supervision, may be permitted to perform procedures.

C. Evaluations

- a. Evaluation systems must relate to course content and support program competencies. If there is evidence that competencies are not adequately achieved (through feedback mechanisms as described in Standard II.B) then course objectives will be examined in detail to assure that the objectives are behavioral, include all domains and relate directly to the evaluations used.
 - i. These evaluation systems must be employed frequently enough to provide students and faculty with timely indications of the students' academic standing and progress.
 - ii. The evaluation systems must serve as a reliable indicator of the effectiveness of instruction and course design.

References

ASCP Board of Certification Research and Development Committee, et al. "Impact of time lapse on ASCP board of certification medical laboratory scientist (MLS) and medical laboratory technician (MLT) examination scores." *Laboratory Medicine* 46.3 (2015): e53-e58.

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"NAACLS Standards for Accredited and Approved Programs." Edited by National Accrediting Agency for Clinical Laboratory Sciences, *NAACLS Standards for Accredited and Approved Programs*, 2020, www.naacsls.org/NAACLS/media/Documents/2012Standards.pdf.

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