

Medical Laboratory Technician A.A.S Degree Program

# STUDENT HANDBOOK



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Bronx Community College

**Bronx Community College  
Medical Laboratory Technician A.A.S. Degree Program  
Student Handbook**

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# MISSION AND GOALS OF THE COLLEGE

Bronx Community College serves students of diverse backgrounds, preparation, and aspirations by providing them with an education that is both broad in scope and rigorous in standards. Our mission is to give our students the foundation and tools for success, whether they choose to continue their education and/or enter a profession immediately upon graduation and to instill in them the value of informed and engaged citizenship and service to their communities.

## VISION STATEMENTS

Bronx Community College will lead the way in providing students with an education that enables them to move with equal facility into productive and rewarding careers or increasingly advanced higher education programs. BCC will graduate students who are prepared to live within, profit from, and contribute to a 21st century global environment marked by diversity, change and expanded opportunities for learning and growth.

## ONGOING GOALS

- Ensure academic excellence
- Enrich the academic experience and promote student success
- Sustain fiscal stability and enhance management effectiveness
- Provide leadership (and engage in partnerships) on local, national and global issues

## MISSION AND GOALS OF THE MLT PROGRAM

The Medical Laboratory Technology Program respond to the educational needs of students and the need for qualified Medical Laboratory Technicians. This mission will be fulfilled by preparing graduates with employable skills as an entry level Medical Laboratory Technician, and enable them to succeed on the American Society of Clinical Pathology (ASCP).

## MLT PROGRAM GOALS

- To provide students, through laboratory instruction, with the opportunity for first-hand observations which enhance descriptive presentations.
- To incorporate audio-visual technologies and computer-assisted instruction to support and reinforces classroom activities.
- To develop the student's problem solving and critical thinking skills.
- To teach students to record, interpret, and graphically illustrate the laboratory data.
- To demonstrate current laboratory techniques using modern instrumentation in the classroom.
- To provide a clinical internship at affiliate hospitals to teach the maintenance and troubleshooting techniques for state of the art instrumentation.
- To prepare students for an entry level career position in diagnostic or research laboratories.

- To provide students with the academic foundation for success when transferring to a senior college.
- To encourage students to begin participation in professional organizations and to utilize the continuing education opportunities available to the graduate.

## FUTURE GOALS

- 1) The Medical Laboratory Technician Program (MLT) will strive to respond to the need of Medical Laboratory Technicians in community hospitals and research centers.
- 2) The MLT program will have 80% of the students entering the program graduate within 36 months.
- 3) Within six months of graduation, 80% of the Medical Laboratory Technician students will be employed in the field or transferred to a senior college.
- 4) The MLT program will have a minimum of 80% of the graduates passing the NYS MLT licensing exam.
- 5) Upon graduation, the Medical Laboratory Technician program will obtain a 90% employer/student satisfaction rating from clinical affiliates and graduates from the program.

## ACCREDITATION

Bronx Community College is accredited by the Middle States Association of Colleges and Secondary Schools, Commission on Higher Education, both as a unit of The City University of New York and as an individual college.

The Medical Laboratory Technology program is approved by the NYS Education Department.

The Medical Laboratory Technician Program at Bronx Community College accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). NAACLS contact information is: National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). 5600 N. River Rd. Suite 720. Rosemont, IL 60018-5119. T: 773.714.8880 ext. 382. F: (773) 714-8886. W: <http://www.naacls.org>

## MLT PROGRAM OUTCOME MEASURES

MLT Graduation numbers as of Spring 2017

2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	5-year Total
17	14	24	22	22	100

Pass Rates by course, Spring 2017

Bio 81	Bio 82	Bio 83	Bio 44	Bio 85	Bio 86	Bio 87	Bio 90
75%	100%	100%	66.7%	100%	100%	94%	100%

MLT admission numbers as of Fall 2017

Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
37	19	30	16	19

## INTERNSHIP PROVIDERS

Bronx Lebanon Hospital Center	Bronx, NY
Jacobi Medical Center	Bronx, NY
Lincoln Medical and Mental Health Center	Bronx, NY
Harlem Hospital Center	Manhattan, NY
Brookdale Hospital	Brooklyn, NY
St. Barnabas Hospital	Bronx NY
James J. Peters VA Medical Center	Bronx, NY

Each clinical affiliate has a designated internship liaison who is responsible for coordinating the students' clinical experiences as well as maintaining effective communication with the program director. The Program Director is responsible for all internship assignments and may, at his/her discretion, determine the length of time spent at each site. Students will be given BIO 90 guidelines and a laboratory rotation schedule prior to beginning their internship.

## COLLEGE ADMISSION

All freshman applicants must apply for admission directly to the City University of New York (CUNY). When applying don't forget to indicate Bronx Community College as your first choice.

⇒ [Apply Now](#)

### Required Documents:

- **Official high school transcript and a copy of high school diploma**  
An official paper transcript must be sent directly to CUNY/UAPC in a sealed, school-issued envelope (see address listed). Transcripts in a language other than English are accepted. (Review the [CUNY Guidelines for Supporting Documents](#).)
- **OR General Equivalency Diploma (GED)**  
Scores with a minimum score of 2250 (formerly 225) are required.
- **SAT or ACT Tests:**  
If you have already taken the SAT and/or ACT tests, based on your scores you may be exempt from having to take the CUNY assessment tests Exemption Requirements

### College Admission Decisions:

Letters will go out 6 to 8 weeks after your application is complete (after the February 1 or September 15 priority deadlines). You can check the status of your submitted application at your CUNY portal account. [Check your Application Status](#)

You can also call the processing center's automated system at the Office of Admissions Services at (212) 997-2869. For further information, see CUNY's Information on Admission Decisions.

Complete your application by submitting all supporting document to CUNY. When mailing your completed documents, try to mail them all together.

Include your **W# (application identification #)** with all documents, and send to:

**CUNY/UAPC  
P.O. Box 350136  
Brooklyn, NY 11235**

**Dates and Deadlines:** Review the [CUNY Deadlines](#) for freshman and transfer admission.

## MLT PROGRAM ADMISSION INFORMATION

Admission to the college does not guarantee admission to the Medical Laboratory Technician program. In order to be eligible for admission into the program, the applicant must: complete and submit an application for the MLT program, complete the following pre-MLT sequence with a minimum index of 2.0: BIO 11, ENG 10/11, CHM 17, MTH 13 and meet with the Program Director. These students are listed as **Pre-MLT students**. Freshman and transfer students must complete and submit the MLT application prior to being advanced to the MLT status.

All the prerequisite courses must be completed before starting the Medical Laboratory Technician Courses. **MLT students** are designated as those whose MLT application was accepted and was given permission to enroll in MLT 81: Introduction to Medical Laboratory Technology - the first course all MLT students take upon entry into the program formerly known as Bio 81.

Applicants must be able to demonstrate good eye hand coordination, finger dexterity, visual acuity, communication skills, and physical and emotional health for admission. Admission is non-discriminatory in regard to race, creed, sex, age, handicap or national origin.

### ADMISSION CRITERIA FOR TRANSFER STUDENTS

Transfer students will have their previous academic record evaluated by the Registrar's Office of the College. Advanced standing credits will be awarded based upon this review. Transfer credit may not be awarded for didactic or clinical courses with MLT content, unless the syllabi are deemed equivalent to the BCC MLT curriculum

## **MLT ADMISSION REQUIREMENTS**

### ***A. HIGH SCHOOL G.E.D: PREREQUISITES***

In order to qualify for admission, students must have a high school diploma or equivalent. Algebra, Biology and Chemistry is strongly recommended.

### ***B. CITY UNIVERSITY SKILLS ASSESSMENT EXAMS***

Students must successfully complete all of the CUNY Skills Assessment Exams as a prerequisite for admission to the Medical Laboratory Technology program.

### ***C. MEDICAL LABORATORY TECHNICIAN PROGRAM PREREQUISITES***

As a general rule, students will not be able to enter the didactic medical laboratory courses until they have completed all the Math, Biology, Chemistry and English prerequisites. Students should have a minimum grade point average of 2.0 after completing the prerequisite courses listed on the MLT Curriculum Pattern Sheet. Students with GPA's below a 2.0 should improve their GPA first then apply to the MLT program once they have reached the acceptable range.

### ***D. ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS.***

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

## **ADMISSION SELECTION PROCESS**

MLT admission minimum requirements for ranking.

The MLT program accepts students twice a year, Spring and Fall semesters. Students are accepted into the program in the fall semester to begin their coursework in the spring semester. Students are accepted in the spring semester to begin their coursework in the Fall semester. All applications are reviewed by the Program Director utilizing the following admission point system to rank (or place in order) all completed applications received by the deadline, March 31<sup>st</sup> (for Fall semester admission) or November 30<sup>th</sup> (for Spring semester admission).

Points are awarded for each of the criteria listed below for ranking purposes. Ranking does not guarantee acceptance into the program.

1. The completion of all required Pre-MLT courses (MTH13/30, Bio11/23, CHM 17 & ENG 10/11) with a grade of "C" or better in each course as listed on their BCC transcript, will yield a total of one point. This includes transfer credits from an accredited college or university. Points are not awarded for courses in progress unless a mid-term grade exist.
2. Work experience (proof for verification of employment is required) of at least 120 hours of work experience as a phlebotomist or Laboratory Assistant/Accessioner/Specimen



Collector within the last 5 years. A maximum of five points (1 point per year of qualified employment) may be awarded for this criteria.

3. Up to 5 points are awarded to students who earn a GPA of 2.0 or better.
4. During the interview, up to 3 points are assigned based on the interviewer's overall impression of consideration for the students' admission into the MLT program.

All completed applications received by the March 31<sup>st</sup> or November 30<sup>th</sup> deadlines will be assessed and assigned an overall point value. Applicants will be ranked starting with the highest point value first.

Random selection is used when applicants have been awarded the same number of points.

Note: Applications that are not received by the deadline of March 31<sup>st</sup> or November 30<sup>th</sup> will not be considered in the initial admissions process and will be waitlisted until all seats are confirmed. Incomplete applications will not be processed. Students not accepted during the first attempt must reapply the following semester for consideration.

Applicants will be notified by email by April 15<sup>th</sup> for the fall semester and December 15<sup>th</sup> for the spring semester regarding their admission status to the MLT program.

## **SKILL ASSESSMENTS REQUIRED FOR THE PROGRAM**

### **Observational**

Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information requires functional use of visual, auditory and somatic sensations.

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

### **Movement**

Sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.

- Move freely and safely about a laboratory.

- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience
- Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory samples.
- Possess finger and manual dexterity necessary to control laboratory equipment (i.e. pipettes, inoculating loops test tubes) and adjust instruments to perform laboratory procedures.
- Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

### **Communication**

Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.

- Read and comprehend technical and professional materials (i.e. textbooks; magazine and journal articles, handbooks, and instruction manuals).
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
- Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team.
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

### **Intellectual**

Ability to collect, interpret and integrate information and make decisions.

- Possess intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression and criticism.
- Be able to exercise sufficient judgment to recognize and correct performance deviations.
- Apply knowledge to new situations and to problem solving scenarios.

### **Behavioral**

Possess the emotional health and stability required for full utilization of student's intellectual abilities, the exercise of professional judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive and effective relationships with faculty, fellow students, clinical instructors; patients and other members of the healthcare team.

- Manage heavy academic schedules and deadlines.
- Be able to manage the use of time and be able to systemize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment under conditions
- Be able to provide professional and technical service while experiencing the stresses of task related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps finish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical and responsible. Accept responsibility and accountability for one's own actions. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate his or her own performance, accept constructive criticism.

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

## **STUDENTS WITH DISABILITIES**

Students are expected to report to the Disabilities office for accommodations. Each case would be reviewed for compliance under the Americans with Disabilities Act.

## **CRITERIA FOR READMISSION INTO THE MLT PROGRAM**

Students reentering the program will fall into one of two categories:

1. MLT students who drop-out or fail during the first semester of the first year may apply to be readmitted to the program. Such a student is readmitted as a new student and the guidelines which apply to all students entering the program for the first time will apply.
2. MLT students who drop-out or fail during the second through fifth semesters of the program may apply to be readmitted. Such a student will be given a clinical assignment based on a space availability basis.

Any student reentering the MLT program must have an overall GPA of 2.0 or greater. It may be necessary to repeat MLT courses to achieve a GPA of 2.0.

Any student withdrawing from clinical courses or **not** earning a C grade or better will go on a waiting list to retake the course again.

**All clinical courses should be taken at BCC. E-permits will only be allowed with permission from the MLT Director. We only accept clinical courses from colleges that have a MLT/S program.**

Students will be readmitted on a first come, first served basis, according to the date of readmission and whether all criteria for admission are met. Readmitted students must meet graduation requirements as designated in the catalog under which they are readmitted.

## PROGRAM LEARNING OBJECTIVES

Upon successful completion of the MLT program, the student should be able to:

1. competency to perform a full range of testing in the contemporary medical laboratory encompassing pre-analytical, analytical, and post-analytical components of laboratory services, including hematology, chemistry, microbiology, urinalysis, body fluids, molecular diagnostics, phlebotomy, and immunohematology
2. proficiency to problem-solve, troubleshoot, and interpret results, and use statistical approaches when evaluating data
3. professional conduct, respecting the feelings and needs of others, protecting the confidence of patient information, and not allowing personal concerns and biases to interfere with the welfare of patients
4. Apply philosophies of quality assurance, continuous quality improvement, laboratory education, fiscal resource management, and appropriate composure under stressful conditions
5. application of safety and governmental regulations and standards as applied to medical laboratory practice
6. effective communication skill to ensure accurate and appropriate information transfer

## MLT Program Outline

### Pre-clinical courses

ENG 10/11  
CHEM 17  
MTH 13<sup>A</sup>  
BIO 11<sup>A</sup>

### Pre-MLT

Fundamentals of Written Composition  
Fundamentals of General Chemistry I  
Trigonometry and College Algebra  
General Biology I

### First Semester

MLT 81  
CHEM 18  
MTH 23\*  
BIO 12<sup>A</sup>  
BIO 22\*  
MLT 87

### MLT status

Introduction to Medical Laboratory Technology  
Fundamentals of General Chemistry II  
Probability and Statistics  
General Biology II  
Medical Terminology  
Urinalysis and Body Fluids

### Second Semester

MLT 82  
MLT 83  
MLT 88  
PSY/SOC 11

Clinical Hematology and Coagulation  
Clinical Chemistry  
Introduction to Clinical Microbiology  
Psychology or Sociology

### Third Semester

MLT 85  
MLT 86  
MLT 89  
ART/MUS 10  
COMM 11

Immunology/Serology  
Immunochemistry (Blood banking)  
Diagnostic Microbiology  
Art or Music Survey  
Fundamentals of Interpersonal Communication

### Fourth Semester

MLT 90  
HIS 10\*\*

Clinical Internship  
History of the Modern World

\* Courses can be taken during the Winter Intercession or Summer semester.

\*\* Course must be taken during a time that doesn't disrupt the internship hours.

<sup>A</sup> Courses may be substituted for either MTH 30, BIO 23 OR BIO 24 if student is transferring into MLT from another institution.

# COURSE DESCRIPTIONS

## **MLT 81: Introduction to Medical Laboratory Technology**

2 credits (1 lecture/2 laboratory)

**Course Description:** This course is designed to preview the MLT curriculum coursework and to obtain a variety of laboratory skills needed in other MLT courses. This course introduces the students to the professional and technical responsibilities of the Medical Laboratory Technician (MLT). Professional topics include hospital and laboratory organization, legal and ethical issues, quality assessment and lab math. Preliminary topics in the major technical areas of laboratory science (Microbiology, Immunology/ Serology, Hematology, Immunohematology, and Clinical Chemistry) are explored. The course also includes instruction and practice in phlebotomy techniques.

Prerequisites: Biology 11, Math 13, Chemistry 17

Co-requisites: Biology 12, Chemistry 18 and approval by the MLT Program Director

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## **MLT 82: Clinical Hematology**

4 credits (2 lecture/4 laboratory)

**Course Description:** A study of the fundamentals of hematology, hematopoiesis, marrow collection, hemoglobin, anemia, and the formed elements of blood, under normal and abnormal conditions. The theory and practice of the blood count as a diagnostic tool is presented. The process of hemostasis and thrombosis are studied and tested in the laboratory. Finger puncture and venipuncture are utilized to obtain specimens for study by manual and automated procedures. The significance of quality control is emphasized and normal and abnormal findings are related to a quality control program.

Prerequisite: MLT 81, Chem. 18

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## **MLT 83: Clinical Chemistry**

4 credits (2 lecture, 4 laboratory hours)

**Course Description:** An introduction to the principles and procedures of various tests performed on Clinical Chemistry. This course will emphasize a basic understanding and knowledge of clinical chemistry using related instrumentation. The student will perform routine and special procedures using both manual and automated methodologies. Clinical Chemistry presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also

includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology.

Prerequisites: MLT 81, CHM 18, MTH 13

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### **MLT 85: Immunology/Serology**

2 credits (1 lecture/2 laboratory)

**Course Description:** Biology 85 is an introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. The class includes other areas of study concerning the fundamentals of immunity and the immune response such as antibody structure and interactions, the complement system, hypersensitivity reactions and disorders of the immune response. A student laboratory is used for experiences in fundamental immunology/serology laboratory techniques.

Prerequisite: Biology 12, Chemistry 18, MLT 82 and approval by the MLT program director.

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### **MLT 86: Immunoematology**

3 credits (lecture/3laboratory)

**Course Description:** Immunoematology is the study of blood antigens and antibodies. The course covers principles, procedures and the clinical significance of tests results. Topics in blood banking also include blood group systems, pre-transfusion testing, and adverse effects of transfusions, donor selection, blood components and hemolytic disease of the newborn. The course also explores methods for blood processing, handling, and storage of blood components, and examines cross matching and antibody identification procedures. The class utilizes a student laboratory for experiences in fundamental immunoematology laboratory techniques including quality control and safety.

Prerequisites: Bio 12, Chem. 18, MLT 81, MLT 82 and approval by the MLT program director.

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### **MLT 87: Urinalysis & Body Fluids**

2 credits (1 lecture/2 laboratory)

**Course Description:** Biology 87 introduces urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids. The course utilizes a student laboratory for experiences in basic urinalysis and body fluids analysis.

Prerequisite: Biology 11

Co-requisites: Biology 12, Chemistry 18, MLT 87 and approval by the MLT Program Director

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### **MLT 88 Introduction to Clinical Microbiology**

4 credits (3 lecture 3 laboratory)

**Course Description:** This is a clinical microbiology course with emphasis on basic microbiology concepts of cell structure, physiology, metabolism, genetics, growth and ecology, microbial control as well clinical microbiological techniques required to culture, and identify infectious disease agents.

Prerequisites: BIO 11 and BIO 12 or BIO 23 and BIO 24

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### **MLT 89 Diagnostic Microbiology**

4 Credits (2 lecture/4 laboratory)

**Course description:** Advanced study of microorganisms with emphasis on diagnostic techniques for identifying pathogens. Included are morphological, cultural, biochemical, immunological and serological methods, and antibiotic testing.

Prerequisites: BIO 28, MLT 81 and departmental approval

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### **MLT 90: Clinical Laboratory Practicum (Clinical Internship)**

4 credits (500 hours, completed in 15 weeks)

**Course Description:** This course is designed to provide the didactic and clinical experience necessary to acquire knowledge in Clinical Laboratory Science. Students practice clinical skills at local cooperating hospitals or private laboratories under the guidance of bench technologists and supervisors. They are evaluated by the person in charge of the laboratory section and the faculty member assigned to the course to meet established clinical objectives. Students rotate through the following clinical areas: Hematology, Coagulation, Urinalysis, Serology/Immunology, Blood Bank, Microbiology and Clinical Chemistry. Upon completion of this course, students are competent at the career entry level and have the knowledge and background to successfully prepare them for employment.

Placement for training is limited and cannot be guaranteed

Prerequisite: Completion of all Medical Laboratory Technician courses and approval by the MLT Program Director.

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## **ADMISSION REQUIREMENTS FOR THE INTERNSHIP PROGRAM**

- 1) Completion of MLT 81, 82, 83, 85, 86, 87, 88, 89 with a passing grade of C or better.
- 2) GPA>2.0
- 3) Payment for MLT 90 (4 credits tuition)
- 4) Satisfactory proof of medical fitness, including documentation of vaccinations or immune status for MMR, chickenpox, hepatitis B, tuberculosis.

The hospital reserves the right to investigate the moral character of the applicant, by requesting fingerprints or a drug screening or a review of criminal history.

Students are expected to complete 40 hrs./wk., Mon- Fri, on the day shift (8 am – 4pm/9 am – 5pm), with a 1-hour lunch break, for a total of 500 hrs. In special circumstances students have been permitted to reduce the weekly time commitment to allow for part time employment. Approval is required from the program director and the site coordinator.

Students should not perform any work without the direct supervision of a laboratory employee. Per the BCC hospital affiliation agreement students are not to be used as "unpaid employees". Affiliate laboratories may hire students as per diem employees, but the intern should not be used as an employee during the internship hours, dayshift, Mon-Fri, when s/he is learning new procedures. In addition, the student cannot use paid working hours to fulfill the 500hr. internship requirement. The paid position is NOT compulsory.

### **SERVICE WORK**

Students of the MLT Program should be aware that any service work (i.e., working as a phlebotomist, specimen processor or laboratory assistant) performed at any of our affiliates is:

- Not required (it is your decision to do)
- Cannot occur during the training hours
- Should not interfere with your progression through the MLT program
- Cannot be counted towards your training hours' requirement
- Will receive NO financial remuneration for the clinical internship experience
- Are not allowed to work as regular staff (i.e. phlebotomist, assistant or tech) during the internship rotation
- Must be supervised at all times, and cannot work independently as part of the laboratory staff

Any service work must be noncompulsory, supervised on site and subject to employee regulations. Students should apply themselves to the program first. Financial needs requiring the student to work long hours outside the program should be discussed with the Program Director as scholarships or financial aid may be in order.

## CERTIFICATION

Upon successful completion of the AAS degree in Medical Laboratory Technician, the student is eligible to take the certification examination conducted by the American Society for Clinical Pathology (ASCP) upon passing this exam graduation are eligible to receive the NYS MLT Licensure upon payment to NYS Education Department.

The successful passing of this exam is necessary to work in the State of New York.

## NEW YORK STATE LICENSURE

The ASCP Board of Certification examinations have been approved for licensure purposes ONLY by the state of New York. This requires applying for the ASCP certification + New York Licensure Examination via the website <https://www.ascp.org/content/board-of-certification/get-credentialed>.

To receive the New York State Licensure upon passing the ASCP exam

Review the state of New York website for information on completing the licensure process, and submit an application (Form 1 and 2) to the state of New York and pay the licensing fee of \$263 for CLT <http://www.op.nysed.gov/prof/clt/clp-cltlic.htm>. Results for New York Licensure are automatically submitted to the state of New York upon completion of the ASCP examination. It is not necessary to place a verification order through the ASCP website to submit your licensure exam result to the New York State Licensing Board. You will receive the licensure in the mail within 6 - 8 weeks.

Note: Application fees are non-refundable.

## TUITION AND FEES

For Fall 2016 and Spring 2017 semesters, tuition rates are as follows:

<b>New York City Resident Tuition</b>	
Full-time Matriculated Students (12 or more units or equated hours)	\$2400.00/semester
Part-time Matriculated Students	\$210.00/unit
Non-degree Students (full-time and part-time)	\$265.00/unit
Senior Citizens (60 and older)	\$65.00/semester*

**Important Message:** Residency determinations for new students are made by the Admissions Office; for continuing students, residency determination is made by the Registrar's office. [Click here for more information on proving New York City residency for tuition purposes.](#)

<b>New York State Resident Tuition</b>	
New York State residents residing in Westchester, Nassau, Suffolk, Rockland, Putnam, and Dutchess counties must obtain a Certificate of Residency from the county Treasurer's Office in order to be eligible for lower tuition fees.	
Full-time Matriculated Students (12 or more units or equated hours) with a valid Certificate of Residency on file	\$2400.00/semester
Part-time Matriculated Students with a valid Certificate of Residency on file	\$210.00/unit
Full-time and Part-time Matriculated Students without a valid Certificate of Residency on file	\$320.00/unit
Non-degree Students (full-time and part-time)	\$265.00/unit
Senior Citizens (60 and older)	\$65.00/semester*

**Important Message:** Students must refer to their county for specific rules related to the county; a Certificate of Residency is only valid for 1 year. A Certificate of Residency must be submitted to the Bursar's Office.

<b>OUT OF STATE RESIDENT TUITION</b>	
Full-time Matriculated Students	\$320.00/unit
Part-time Matriculated Students	\$320.00/unit
Non-degree Students (full-time and part-time)	\$420.00/unit
Senior Citizen (60 and older)	\$65.00/semester*

<b>International Student Tuition</b>	
Full-time and Part-time Matriculated Students	\$320.00/unit

\* Senior Citizens pay \$65.00 fee plus a Consolidation Service Fee of \$15.

## COLLEGE POLICIES AND PROCEDURES

### BRONX COMMUNITY COLLEGE REFUND POLICY

#### General Information

- All refunds are subject to the policies of the City University of New York.
- Tuition will be refunded 100% for those courses which, at any time, are cancelled by the College.
- All student fees are non-refundable.
- In accordance with City University of New York (CUNY) policy, no refund will be processed until after all enrollment and change of program activities are completed.
- Students who pay their tuition bill in full and then officially drop their classes during the first three weeks of school will have their refund or liability calculated according to the above tuition refund schedule.
- Refunds for online payments will be processed on the credit card that was used to pay the tuition. There is no refund of the credit card convenience fees.
- Failure to attend class, either by merely giving notice to the instructor or stop attending, is not considered officially dropping classes.
- Refunds are mailed directly to student's home address that is on file with the college. No cash refunds are given at the Bursar's Office.
- Student Association Fees, Consolidated Service Fees, and Technology Fees are non-refundable.
- **Students who drop all classes, or do not attend within the first three weeks of the academic calendar will not be eligible for financial aid.**

#### Return of Title IV Federal Policy

Any student attending Bronx Community College who totally withdraws either officially or unofficially during the first 60% of the semester and is receiving Title IV Funds (PELL, SEOG, Federal Loans, etc.) will be subject to federal regulations regarding the amount of their financial aid entitlement. The percentage of federal financial aid granted is based on the official date of withdrawal from class, and is calculated based on a formula mandated by the federal government.

**Students will owe the college if:**

- Any portion of their tuition and fees, book voucher and/or loan is not paid by financial aid.
- They are no longer eligible for the Financial Aid they received in advance due to registration changes or non-attendance.

**Refund for Permit Students**

Bronx Community College students, on permit to other colleges, who have classes cancelled or are otherwise not able to complete registration, must obtain a written statement from the Registrar's Office at the permit college stating what course you are registered for or not registered for at that college. Upon obtaining this information, bring the written statement and all of your receipts to Bronx Community College Bursar's Office and apply for a refund.

**Military Refund**

Special military refund regulations apply to students who enlist or are called to serve in the military service of the United States of America

- Military service must be documented with a copy of induction or military orders.
- In the case of the U.S. Military, a copy of induction or military orders is required. In order to obtain a grade, a student must have attended class regularly for approximately 13 weeks (5 weeks for Summer Session) or 85% of the term's work through acceleration may be given full credit for each course in which he or she has a grade of C or better.
- In instances where students enlist in the U.S. Military, the Peace Corps, or VISTA and do not attend class for a sufficient time to qualify for a grade but continue to attend class within 2 weeks of induction, a refund of tuition and all other fees except application fees will be made in accordance with the following:
  - 100% refund for students who withdrawal before the beginning of the 5th calendar week (3rd calendar week for Summer Session) after the scheduled opening date of the session.
  - 50% refund for students who withdraw after the beginning of the 5th calendar week (3rd calendar week for Summer Session/Winter Session) after the scheduled opening date of the session.

**ADVISEMENT**

Students must meet with a faculty advisor or Success Coach to discuss the required courses needed for each semester. Be sure to bring your printed degree audit with you to the advisement meeting.

Students are enrolled in the college after meeting college admission standards. Once accepted, students who select the Medical Laboratory Technician major are then contacted by the Colleges' Freshman Academic Success Coach. The Success Coach will evaluate the student's transcript and schedule the student for any outstanding college placement exams if necessary, as well as scheduling their incoming courses. After the pre-clinical semester, students meet with

the MLT Academic Success Coach. The success coach will evaluate the student's previous semester to ensure they are on track with the MLT requirements. At this time, students enrolled in the Accelerated Studies in Associates Programs (ASAP) will meet with a designated advisor to ensure they are on track as well. Both the ASAP advisor and the Academic Success Coach will advise the student to take their next level coursework. These students are listed as Pre-MLT students. Freshman and transfer students must complete and submit the MLT application prior to being advanced to the MLT status.

MLT students are designated as those who enrolled in MLT 81: Introduction to Medical Laboratory Technology - the first course all MLT students take upon entry into the program. MLT students are further advised by the MLT faculty which include: Diane P. Banks, Allan Gilman and Latchman Somenarain. These students are ushered through the program each semester by the MLT faculty furthermore. MLT students take all MLT courses, preferably in sequence.

The Liberal Arts courses can be taken as sequenced during semesters as well as during the winter intersession or summer sessions. All clinical courses must be taken in sequence as outlined in the MLT program every semester. Clinical courses in any semester are usually prerequisite to courses the following semester. For example, MLT 82 is a prerequisite for MLT 85 and 86.

Students are encouraged to complete Biology 11, Chm 17 and Math 13 and then move into the first semester sequence. It is important to take MLT 81, a MLT foundation course, before taking any of the other MLT courses.

The MLT clinical courses (MLT 81, MLT 82, MLT 83, MLT 85, MLT 86, MLT 87, MLT 88, MLT 89) are primarily offered during the daytime and should be taken at BCC. Other courses in the program are offered evenings, weekends, summers and on-line).

### **INTERNSHIP PLACEMENT AND ADMISSION TO CLINICAL SITE**

Placement at any clinical affiliate will be assigned by the MLT Program Director. Students with higher GPA's will be given preferential admission. Final admission requires approval by the hospital of the student's ability to meet its health and physical standards. Students in Medical Laboratory Technology must take a special physical examination required under contractual agreements by the clinical affiliates that may include mandatory drug testing. Students testing positive for drugs will be dismissed from the program. Students who do not meet the necessary criteria as stated on the health clearance form will not be permitted to continue in the Program.

Admission to the Clinical Internship is not guaranteed.

### **COLLEGE PROBATION POLICY:**

The college will place any student who fails to achieve the required academic standards on probation for one semester. Students on probation who fail to achieve the required standards the following semester will be dismissed from the University. During these probationary period

students who make satisfactory academic progress will continue to maintain their academic standing with the college.

## GRADING POLICY

The following final grades are used to describe the student's academic achievement at the conclusion of a semester. These grades represent the instructor's evaluation of work performed, the level of scholarship and competence of the student, based on a composite of the elements that went into the course. Individual departments may set up policies with respect to minimum essentials, relative weighing of factors such as term papers, laboratory work, periodic quizzes, final examinations, special projects, et cetera. Whether the grading policies are department-wide or those of an individual instructor, they should be communicated to the students reasonably early in the semester. The course syllabus should indicate any policy, which is definitive in this regard.

Bronx Community College grading policy is located under the Academic Rules and Regulation section of the College Bulletin. [click here](#) for more detail information on the college grading policy.

### Grading System

Grade	% Equivalent	Achievement Level	Quality Point Weight
A+	97 - 100	Superior	4.0
A	93 - 96.9	Excellent	4.0
A-	90 - 92.9	—	3.7
B+	87 - 89.9	Above Average	3.3
B	83 - 86.9	Good	3.0
B-	80 - 82.9	—	2.7
C+	77 - 79.9	—	2.3
C	73 - 76.9	Average	2.0
C-	70 - 72.9	Below Average	1.7
D+	67 - 69.9	Below Average	1.3
D	63 - 66.9	Below Average	1.0
D-	60 - 62.9	Below Average	0.7
F	0 - 59.9	Failure	0.0
R*	—	Repeat	0.0

P**	—	Passing Grade	0.0
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\* Significant Progress made, but not ready for the next level. The grade of "R" may not be assigned more than once in a single course; only applicable to certain non-credit remedial courses.

\*\* This is a passing grade but it carries no quality points. Even though the credits are counted toward graduation, they are not concluded in the computation of the scholastic index.

**Explanation of Symbols on your Transcript:**

Symbols	Explanation
@	No credit for Degree. (Remedial courses)
#	F, WU, FIN or FAB Grade Policy. If a student retakes a course and receives a "C" or better, the "F" is removed from the calculation of the GPA.
*	Courses removed due to statute of limitation
*	Removed because course already taken and passed

**Please Note:** Grades of E, G, H, J, K, L and U are no longer awarded. The last term of issuance was Spring 1974.

**GRADE APPEAL POLICY.**

The following policy should be adhered to when appealing a grade:

1. Discuss the grade with your instructor.
2. If you are not satisfied, meet with the Program Director
3. If you still are not satisfied, meet with the Chairperson (Department of Bio and MLT)
4. Final appeal of your grade is through the Committee on Academic Standing

**ATTENDANCE**

Class attendance and participation are significant components of the learning process and play a major role in determining overall student academic achievement. Therefore, students are strongly encouraged to attend and participate in all class sessions of the courses in which they are registered. Faculty members are encouraged to monitor class participation in order to facilitate and support the College’s student retention efforts. Course syllabi will specify an instructor’s or department’s absence and lateness policy and the corresponding academic consequences.

It is the responsibility of the student to make up coursework missed during an absence. As a general rule, makeup tests are not given. It is at the discretion of the instructor should they deviate from the general rule. Students are advised, therefore, not to be absent on examination



days. Students will be informed of the policy that will be followed at the beginning of each semester by the respective instructor.

### **ATTENDANCE DURING THE INTERNSHIP**

Being in place and on time is a critical part of the student's internship experience. If a student must be late or absent the student should notify the Lab Supervisor as soon as possible. A record of attendance is kept and the student will have to arrange make up all missed hours.

### **PROGRAM DISMISSAL POLICY**

The Medical Laboratory Technician Program at Bronx Community College reserves the right to recommend to the Senior Vice President for Academic Affairs, the dismissal of a student for a serious infraction of program policy. Such infraction may include:

- 1) health problems which cannot be resolved and interfere with attainment of a program objective;
- 1) 2) unsafe laboratory practice and/or misuse of privileges extended by the internship provider;
- 2) behavior which is contrary to the ethical code of the laboratory medicine profession.

***Recommendation to dismiss a student may be made by didactic faculty or clinical instructors of the Program.***

### **DISCIPLINARY ISSUES LEADING TO DISMISSAL FROM CLINICAL ROTATION.**

- Inability to maintain satisfactory academic or clinical grades.
- Insubordination or failure to observe safety regulations.
- Conduct either on or off duty which deemed to be unethical
- Failure to develop the qualities considered essential to the technical and ethical practice of the Clinical Laboratory.
- Breach of rules and regulations of the hospital or program (see the below for regulations governing the hospital labs).
- Cheating on exams, homework assignments, etc. (refer to College policies)
- Theft while at the clinical site and/or college site.
- Falsifying quality control documents or patient records.

A dismissed student is not eligible for readmission or re-enrollment in the Bronx Community College Medical Laboratory Technician Program. The student has the right to appeal the decision as outlined in articles 15.3 to 15.6 of the Board of Trustees obtained from the office of the Vice-President for Student Development.

### **IMMEDIATE CLINICAL DISMISSAL APPEAL POLICY**

The Medical Laboratory Technology Program at Bronx Community College reserves the right to dismiss students from the clinical site immediately for serious infractions of the program

regulations. Serious infractions involve compromising the health and safety of a patient or coworker negligence, incompetence, unethical or illegal, behavior or practice by the student.

The Site Coordinator will notify the student verbally or coworker and by letter as to the reason (s) for dismissal and also notify the Program Director of the immediate dismissal.

Students have the right to appeal the immediate clinical dismissal decision. Students are required to adhere to the following steps:

Step 1	It is the students' responsibility to immediately contact the Program Director to discuss the dismissal.
Step 2	If the dismissal decision is upheld by the Program director, then proceed to Step 3. Within one week (7 days) the student will be given the opportunity to address the Dismissal Appeals Committee.
Step 3	The Dismissal Appeals Committee which consist of the MLT faculty member, the MLT Program Director, and a tenured faculty member from the Biological Sciences Department will meet to recount the circumstances. The Dismissal Appeals Committee will make the final decision concerning the students appeal.
Step 4	The MLT program Director will notify you verbally and by registered mail of the Committee's decision. If you are dismissed, you may not continue in the Program, nor are you eligible for re-admission or re-enrollment.
Step 5	The student has the right to appeal this decision through the office of the Vice President for Student Development (consult the College Catalog).

## **RULES/REGULATIONS FOR THE CLINICAL SETTING**

### **THE STUDENT MUST**

1. Arrive promptly and abide by agreed times for breaks and departure.
2. Call immediate supervisor if you will be absent or late.
3. Maintain accurate attendance records, to be signed by the supervisor on a weekly basis.
4. Wear appropriate professional attire, including a clean lab coat.
5. Use universal precautions where appropriate i.e. gloves, masks, biosafety cabinet.
6. Adhere to the cell phone policy in the lab.
7. **DO NOT** eat or drink in the lab.
8. Accept criticism gracefully and professionally.
9. Exhibit acceptable judgment in handling professional inquiries by phone or internet.
10. Follow the HIPAA regulations for privacy of lab results.
11. Be prepared to work independently or collaboratively, as requested by the immediate supervisor.
12. Report "incidents" to the supervisor **IMMEDIATELY**.
13. Perform QC and report unacceptable results to the supervisor.

14. Demonstrate appropriate ethical principles necessary for: maintaining patient safety and confidentiality as well as quality control and quality assurance.
15. Complete assignments and exams in a timely fashion.
16. Show evidence of entry-level skills in the subject area before moving onto the next assigned area.
17. **Never "sign off" lab results.** However, after demonstrating proficiency, the student, with qualified supervision, may be permitted to perform procedures. Service work by students in that clinical setting outside of academic hours must be noncompulsory.

## GRADUATION REQUIREMENTS

To be considered for graduation from Bronx Community College, the MLT students must meet three requirements:

1. They must have successfully completed all required MLT courses in the curriculum.
2. They must have an overall academic index of at least 2.0.
3. Must obtain a passing grade of "C" or better in all the clinical courses.

They must also demonstrate career entry-level competencies in which the graduate should be able to:

- Communicate with patients in a professional and caring manner;
- Transport, store, and prepare specimens for analysis, including blood, urine, feces, sputum, tissue, secretions, and other body fluids;
- Follow prescribed procedures when performing analytical tests in Chemistry, Hematology, Coagulation, Immunohematology, Microbiology, Serology and Urinalysis;
- Perform calculations on test results, when necessary;
- Prepare reagents and media according to prescribed procedures;
- Operate equipment or instruments that perform high-volume analytical tests, and be able to learn new instrumentation with relative ease;
- Perform and record quality control procedures, recognize unacceptable results, correct problems when necessary, and notify a supervisor as needed;
- Recognize instrument malfunction, take simple corrective steps using pre-set strategies, and realize when a supervisor must be notified for assistance;
- Recognize unusual or abnormal test results, and follow the designated procedure of the laboratory for these circumstances;
- Record results in writing, by computer and to the appropriate personnel by telephone;
- Perform and record the results of routine instrument checks and maintenance procedures;
- Observe all established safety procedures and maintain a clean and orderly work area;
- Communicate effectively and professionally with other members of the health care team;
- Make sound ethical judgements, recognizing the legal and moral aspects of the situation.

## **TEACH OUT PLAN**

In the event that the MLT Program should need to discontinue at Bronx Community College, in accordance to NAACLS accreditation rules and regulations, the following proposed protocols would come to effect.

The College will continue to provide the necessary resources and support to the medical laboratory technician program until the last student has either graduated or transferred to an MLT or MLS program.

## **CAMPUS RESOURCES:**

### **HEALTH AND PHYSICAL STANDARDS**

The health services office in Loew Hall, Room 101, provides emergency first aid and counseling in any health-related matter. Any information is always considered confidential.

Emergency medical care required on site during the internship will be provided by the affiliate, as agreed in the contract. However, the student is expected to have personal medical insurance plan to meet routine needs.

### **FINANCIAL AID:**

The Financial Aid Office administers all aid programs: federal, state, city, and college funded. Applications, counseling and other tuition information is available from that office. Financial Aid program descriptions are based on current statues and regulations and may change periodically. Entering students should contact the Financial Aid office early in the admissions process to discuss eligibility requirements, to obtain forms and to obtain up-to-date information on the various aid programs. Continuing students must file applications each semester prior to registration for the following semester. Scholarships and awards are available. Consult the College Catalog or the Financial Aid Office for further information.

### **PERSONAL AND ACADEMIC SUPPORT SERVICES**

The Personal and Academic Support Services Center provides multiple services to assist students in academic work as well as personal problems. Services include general counseling, probationary counseling; reading and study skills; tutoring; social services such as referral for housing; health counseling such as AIDS and substance abuse; and legal advice.

## PSYCHOLOGICAL COUNSELING

If situations arise in which the student faces critical issues concerning college or social adjustment, family or marriage, help is available in the office of the college psychologist.

Individuals may be self-referred or may be referred by counselors, faculty or fellow students.

Referral to off-campus facilities is available.

## ACADEMIC SUPPORT SERVICES

Tutoring services are available through the MLT Study Lab, Learning Commons Center for Academic Success and the Writing Center. Peer tutors serve in the Biology, Chemistry and Math departments in designated study areas (Meister Hall room 516 for the MLT Study Lab, Meister 8th fl. for Chemistry, ME 418 for Biology, CPH, 3<sup>rd</sup> fl. For the Math tutoring lab and Meister Hall, sub-basement for the Learning Commons).

## MLT FACULTY AT BRONX COMMUNITY COLLEGE

- Diane P. Banks, MPH, MLS (ASCP)<sup>cm</sup>, Assistant Professor, Program Director, ME 513, phone 718-289-5536, email [Diane.Price@bcc.cuny.edu](mailto:Diane.Price@bcc.cuny.edu)
- Joan Ayelah, CLS (NCA), Adjunct Lecturer, MLT faculty, ME 619, email [Joan.Ayelah@bcc.cuny.edu](mailto:Joan.Ayelah@bcc.cuny.edu)
- Allan Gilman, MS, M(ASCP), M (NCA), Full Professor, MLT faculty advisor & Instructor, ME 509, ext. 5544, email: [Allan.Gilman@bcc.cuny.edu](mailto:Allan.Gilman@bcc.cuny.edu)
- Latchman Somenarain, Ph. D, CLS (NCA), Full Professor, MLT faculty advisor & Instructor, ME 510, ext. 5543 email: [Latchman.Somenarain@bcc.cuny.edu](mailto:Latchman.Somenarain@bcc.cuny.edu)

## Medical Laboratory Technician Advisory Committee

Diane Price Banks MPH, CLS (NCA), MLS (ASCP)<sup>cm</sup>, Program Director, *Assistant Professor, Bronx Community College*

Nichole McDaniel, Ph.D., *Professor, Dept. Chair, Bronx Community College*

Allan Gilman, MS, M(ASCP), M(NYS), *Associate Prof, Bronx Community College*

Latchman Somenarain, Ph.D., MT (NYS), *Bronx Community College*

Alexander Robert; A.A.S., *College Laboratory Technician*

Jeanette Batiz; B.S., *College Laboratory Technician*

Lourdes Rosario, M.A., *Chief College Laboratory Technician*

Luis Montenegro, *Dean, Academic Affairs*

Joan Ayelah, B.S., CLS (NYS) *Student Training Coordinator, Jacobi Medical Center*

Suja Abraham, MPH CLS (NYS), *Sr. Associate Manager, Lincoln Hospital*

James Dunne, M.S. MT(ASCP) *Assistant VP, Bronx Care Health System*

Esokpan Ebose, Ph. D, MLS(ASCP), *Sr. Associate Director, Harlem Hospital*

Maria Kulogowski, M.S., *Administrative Director, St. Barnabas Hospital*

Jameel Iqbal, *Chair, James J. Peters VA Medical Center*

May Tso, *Senior Administrative Director, Brookdale University Hospital Medical Center*

MLT Club President (Elected annually)

MLT Club Vice President (Elected annually)

**APPLICATION FOR ADMISSION TO THE MLT PROGRAM**

2155 Martin Luther King, Blvd. ME 513  
Bronx, NY 10453  
718-289-5536

**PERSONAL DATA**

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Name (Last, First, Middle) \_\_\_\_\_  
Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Phone Number \_(\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_  
Emergency Contact  
Name \_\_\_\_\_ Phone Number \_(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**EDUCATIONAL RECORD**

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High School \_\_\_\_\_ Location \_\_\_\_\_ Year Graduated \_\_\_\_\_

*Indicate all post-secondary education institutions attended (attach additional lines if necessary)*

1. College/University \_\_\_\_\_  
City/State of Institution \_\_\_\_\_  
Degree \_\_\_\_\_  
Received/Anticipated \_\_\_\_\_  
Attendance Dates \_\_\_\_\_ GPA \_\_\_\_\_  
2. College/University \_\_\_\_\_  
City/State of Institution \_\_\_\_\_  
Degree \_\_\_\_\_  
Received/Anticipated \_\_\_\_\_  
Attendance Dates \_\_\_\_\_ GPA \_\_\_\_\_

I have earned my BS/BA degree in \_\_\_\_\_ (field of study) in \_\_\_\_\_ (year) or I will earn my BS/BA degree from \_\_\_\_\_ after completing the BCC MLT Program.

**COURSE WORK**

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*Please list any Biology, Math, English or Chemistry courses you have taken that are applicable to the MLT program. Please attach another page if additional room is needed in each category.*

Course No.	Date completed or will be completed	Grade
College English		
College Algebra & Trigonometry (or its equivalent – Pre Calculus)		
General Chemistry I		
General Biology I		

Current GPA: \_\_\_\_\_

**EMPLOYMENT HISTORY**

*List your current employer. Please list and attach additional employers if needed.*

1. Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Average hrs/wk \_\_\_\_\_  
 Title/duties \_\_\_\_\_  
 \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_  
 \_\_\_\_\_

**ADDITIONAL INFORMATION** *(Any extracurricular or volunteer activities that may interfere with taking courses).*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SELF-ASSESSMENT** *(Please respond to each of the following questions with 3-5 sentences)*

1. How did you first learn of the Medical Laboratory Technician or Clinical Laboratory Scientist profession?
2. What specifically attracts you most to the profession?
3. What personal, positive qualities do you have that you feel would be an asset to you in this profession?
4. Where do you see yourself in the next 5 years?
5. Do you prefer direct patient interaction or behind the scenes work? Why?

**For Office Use Only:**

Application Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Admission decision: (Circle One): Admitted Not Admitted

Rationale for decision:



Below please find the MLT admission rubric. This rubric will be utilized to evaluate all MLT applications.

**MLT Admission Rubric**

<b>Name of applicant</b>			
<b>Criteria</b>	<b>Grading Rubric</b>	<b>Participant response</b>	<b>Score</b>
<b>Completed all Pre-MLT courses</b>	No = 0 Yes = 1		
<b>Prior employment in the laboratory</b>	No experience = 0 1 year = 1 2 years = 2 3 years = 3 4 years = 4 5 years = 5		
<b>GPA 2.0 or better</b>	1.9 or below = 0 2.0 - 2.49 = 1 2.5 - 2.99 = 2 3.0 - 3.49 = 3 3.5 - 3.99 = 4 4.0 = 5		
<b>Level of consideration</b>	Would not consider = 0 Might not consider = 1 Might consider = 2 Definitely consider = 3		

Total Score: \_\_\_\_\_

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