

Medical Laboratory Technician Admission Criteria

This is a selective and competitive admission program. Admission to the college doesn't guarantee admission to the clinical component of the program. Work with your advisor to apply to the clinical/core component of the program.

Minimum Criteria to Apply: See the point system.

Advising: You are required to meet with the program director **during your first semester** – Prof. Georgeann Laughman. Please call 717-221-1392 to schedule an appointment.

Shadowing: Required within 24 months prior to submission of clinical program application. Form attached.

Application: Spring application posted September 1 on the Health Careers MLT Program website (under Programs Offered)

Application Deadline: September 30

Interviews: Based on the review of the applications by the Admissions Committee, top ranked applicants will be invited for on-campus personal behavioral interviews. Interviews will be pass/fail. Students who pass the interview may be offered clinical admission. Interviews will be held in November.

Class Selection Date: December 15

ADDITIONAL REQUIREMENTS PRIOR TO STARTING THE CLINICAL PORTION OF THE PROGRAM

Additional information and required forms will be provided to you **upon acceptance into clinicals at a mandatory orientation session to be held in December**. Failure to provide all the necessary documentation before the established deadline could lead to denial of admission into the clinical program. The following must be completed (at your own expense) after you have been selected for, but prior to starting the clinical portion of the program:

Physical Examination and Required Immunizations

All students accepted into the clinical component of the program must submit a health examination form completed by a physician/nurse practitioner/physician's assistant with immunization history including verification through blood work. No student will be admitted with a disqualifying result or failure to meet the specified deadline.

Background Checks

All students accepted into the clinical component of the program must undergo annual Pennsylvania Child Abuse History Clearance, FBI Check and State Police Criminal Record Check. No student will be admitted with a disqualifying criminal history or child abuse clearance. Students with criminal backgrounds interested in admission into the clinical portion of any health career program at HACC must follow the Prohibitive Offense Procedure for Health Career Programs.

Drug and Alcohol Screens

All students accepted into the clinical component of the program must undergo a drug and alcohol screen annually at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline.

Current Certification in American Heart Association Healthcare Provider Cardiopulmonary Resuscitation (CPR) CPR is required prior to beginning the second semester of clinical coursework (Summer).

Any candidate not meeting these criteria will be denied admission into the program.

4/7/08 rev 2/7/15 rev 9/1/17

HACC
Medical Laboratory Technician Program
Point System – Spring 2019

Students will be considered for admission into the medical laboratory technician program who have:

- 2.5 overall GPA
- Completed with a grade of C or higher - English 101 and 102; COMM 101; Biology 111; Chemistry 100; MLT 100; MLT 122; and PBT 100 - prior to the beginning of the first clinical semester (Spring).
- Met with the program director
- Completed a shadowing experience

All applicants will be ranked on the following criteria:

| Your Points | Points | Criterion |
|---|---------------------|---|
| | 5 to 15 | * Grade in PBT 100 A = 15, B = 10, C = 5 |
| | 5 to 15 | * Grade in BIOL 111 A = 15, B = 10, C = 5 |
| | 5 to 15 | * Grade in MLT 100 A = 15, B = 10, C = 5 |
| | 5 to 15 | * Grade in MLT 122 A = 15, B = 10, C = 5 |
| | 5 to 15 | * Grade in CHEM 100 A = 15, B = 10, C = 5 |
| | 5 to 15 | * Grade in ENGL 101 A = 15, B = 10, C = 5 |
| | 5 to 15 | * Grade in ENGL 102 A = 15, B = 10, C = 5 |
| | 5 to 15 | * Grade in COMM 101 A = 15, B = 10, C = 5 |
| * Note: All transferred BIOL 111, 221, CHEM 100, ENGL 101, ENG 102, and COMM 101 will be assigned the number of points based on the actual grade earned. PBT 100 must be completed at HACC. Any English 101, 102 or Communications 101 courses that are awarded by the HACC Records Office without an actual grade will be assigned a grade of "B." | | |
| | 5 to 8 | GPA x 2 (Minimum GPA of 2.5) |
| | -2 (per occurrence) | Minus two for each W, D or F in BIOL 111, CHEM 100, PBT 100 or any NURS or other Allied Health program core course (within the past 7 years). Equivalent transfer courses are subject to the same deductions. |
| | -5 (per occurrence) | Minus five for each W, D or F in any MLT or PBT course (within the past 7 years). Equivalent transfer courses are subject to the same deductions. |
| | 20 | Ranked applicant from previous year (max 20 points awarded one time only) |
| | 15 | Bachelor's degree or higher in a science field |
| | | Total Score (128 Max) In event of a tie, HACC overall GPA then date of application will be used. |
| | Pass or Fail | Admission Interview: Based on the review of the applications by the Admissions Committee, eligible applicants will be invited for on-campus personal behavioral interviews. Interviews will be pass/fail. Students who pass the interview may be offered clinical admission. |

TRANSFER STUDENTS

- In addition to all stated criteria for HACC pre-MLT students, a minimum transfer GPA of 2.5 will be required if the student has transferred in 20 of the general education credits.
- For any transfer student, as defined above, a 2.5 GPA will be assigned in the calculation of this admission criterion.

The accepted time limit for science courses (HACC or transfer) for use in health career program requirements is 7 years.

Rev 9/13/17 gl/vg

HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.

ESSENTIAL QUALIFICATIONS FOR HEALTH CAREERS PROGRAMS
MEDICAL LABORATORY TECHNICIAN

All individuals, including persons with disabilities, who apply for admission to the medical laboratory technician program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the medical laboratory technician program at HACC. **These essential qualifications are standards of admission.**

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer,

PHYSICAL SKILLS

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

1. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or any other type of equipment)
2. Move quickly, freely and safely around the assigned work area and patient care settings
3. Sustain professional activities for up to 8 or more hours
4. Remain standing up to 8 or more hours
5. Remain sitting up to 8 or more hours
6. Reach above shoulder level (to manipulate equipment)
7. Reach below waist level (to manipulate equipment)
8. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
9. Keep hand and arm steady while moving arm or while holding arm and hand in one position
10. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
12. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
 - a) Function efficiently in various degrees of light, from dark to bright lighting
 - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
 - c) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL / SOCIAL SKILLS / ETHICS

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
 2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)
 3. Use team approach to carry out responsibilities
 4. Respond to all persons sensitively and with respect for cultural diversity
 5. Maintain general good health and self-care
 6. Display flexibility and adapt to changing environments
 7. Manage time effectively
 8. Accept responsibility for own behavior and be forthright about errors or uncertainty
 9. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
 10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
 11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)
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As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director.** _____ (Initial)

I have read and understand the program admission criteria as posted on the HACC Health Careers website. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo a physical and a drug and alcohol screen annually at the student's expense at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. _____ (Initial)

I have read and understand the Health Careers Code of Ethics as posted on the HACC Health Careers website. _____ (Initial)

I have read and understand the Prohibitive Offense Procedure as posted on the HACC Health Careers website. _____ (Initial)

I understand that some clinical sites do not allow tobacco use and may require testing at the student's expense. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student's expense. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance. _____ (Initial)

I understand that students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne and airborne pathogens, ionizing radiation and potentially hazardous materials. _____ (Initial)

I understand that all students accepted into the clinical component of the program must have the following immunizations (at the student's expense): MMR, DPT, Varicella, an annual TB screen, and an annual influenza vaccination. _____ (initial)

I understand that in the event of an incident in the clinic, lab or outside rotation that I am responsible for all related medical expenses. _____ Initial

I understand that intentional deceit or falsification on this document will disqualify a student from admission and/or continuation in any health career program at HACC. _____ (Initial)

Have you ever been admitted to another clinical health career program at HACC from which you did not graduate?
_____ I have not _____ I have (**Good Standing Form to be completed**)

I understand that if I have ever worked at a hospital and am ineligible for re-hire I may not be eligible to be admitted to or continue in the program. I understand that if I am released from my duties, I will immediately notify the program director. _____ (Initial)

2/3/15
GL/vg

Applicant Signature

Date

Witness

Program

Health Career Code of Ethics

In order to promote excellence in patient care, the Health Career student shall:

- Treat patients with respect for the dignity, rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment for all patients.
- Promote and strive to protect the health, safety and rights of each patient.
- Maintain confidentiality of patient information following privacy regulations required by law.
- Not reference any person, place or affiliated agency associated with the clinical experience in or on any form of social media including, but not limited to, blogs, networking (Facebook, MySpace, etc.), Twitter, or video sharing (YouTube, etc.). Information displayed on these formats is considered public and could be identified as a HIPAA violation.
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to the proper authority.
- Avoid any conduct that creates a conflict of interest.
- Demonstrate behavior that reflects integrity.
- Follow all principles of ethical and professional behavior, as identified in the code of ethics of his/her chosen health career.

Students shall be denied admission to a program for breaches in any of the above code of ethics. Students who are in a clinical program and breach the code of ethics will be dismissed from the program and denied access to any other health career program at HACC.

I have read and understand the Health Careers Code of Ethics and understand that any breach in ethics will result in inability to apply to a health career program (pre and non-clinical students) and/or dismissal from a clinical program (clinical students only).

Student Signature

Date



MEDICAL LABORATORY TECHNICIAN PROGRAM Clinical Shadowing Verification Form

Procedure:

- Set up a shadowing experience at a hospital of your choice
- Wear business dress to the facilities. No jeans, shorts, or open toed shoes
- Take this form with you on the day of your shadowing. It must be signed by a lab tech

Shadowing Date: _____

Shadowing Hospital: _____

Student Name: _____

This is a sample of what we would like the student to see while on the tour. Not all aspects of medical laboratory science are listed below. Your institution may be able to show more, but we would like the prospective student to at least see what is listed. Please place a checkmark beside each item completed. If you have any problems or questions, you may call the Program Supervisor, Georgeann Laughman, at 717-780-1953. Please return this form in the envelope provided and thank you for your continuing help in the promotion of our profession.

Name of lab tech: _____

Signature of lab tech: _____

**Please return completed form to:
Georgeann Laughman
Blocker 101 H
HACC
One HACC Drive
Harrisburg, PA 17110**

- _____ Meet department manager or supervisor _____
Name
- _____ Tour department
- _____ Discuss schedules /call /weekends etc.
- _____ Observe 3 work benches (in different areas if possible)

If you have a recent HACC graduate working, please introduce the prospective student to the grad so he/she has an opportunity to ask questions about the program.

Was the prospective student able to meet a recent HACC graduate? _____

Additional comments? _____
