

"Imagine Possibilities"



El Centro College

Medical Laboratory Technology

The Medical Laboratory Technology program is a 72-credit-hour curriculum which prepares the student to perform tests and related duties in the medical laboratory. The program is a balanced curriculum of science, liberal arts, and technical courses including didactic and clinical education. Upon completion of the program, the student is awarded an Associate of Allied Science Degree and is qualified to take the Board of Registry for the American Society of Clinical Pathologists (ASCP) for the Clinical Laboratory Technician credential. The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 840 West Bryn Mawr, Suite 670, Chicago, IL 60631-3415, Tel. 773-714-8880, www.NAACLS.org).

The first half of the program is comprised of the 38-credit-hour Medical Laboratory Technology Core Curriculum which includes general education courses related healthcare course which can be completed in two or more semesters. After completion of the Medical Laboratory Technology Core Curriculum, the student applies for entrance into the specific Medical Laboratory Technology courses which begin during May term (mid-May) each year and encompass 16 months of specific lecture, laboratory, and clinical coursework in medical laboratory technology. Acceptance to the Medical Laboratory program is via a **competitive selection process based on grade point average of primary prerequisite courses**.

This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that he/she has 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understands the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

APPLICATION REQUIREMENTS TO THE MEDICAL LABORATORY TECHNOLOGY PROGRAM

Application to the Medical Laboratory Technology program requires:

- Application and current admission to a Dallas County Community College District (DCCCD) college.
- Attendance at a Medical Laboratory Technology program information session.
- Completion the primary prerequisite courses with a minimum cumulative grade point average of 2.5 or higher on those specific courses ***and*** completion of the remaining Medical Laboratory Technology Core Curriculum courses with a minimum grade of "C" in each course.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

- Revised 09/01/09 -

A. *General Admission Requirements to the College*

Applicants to the Medical Laboratory Technology program must meet college admission requirements in the Dallas County Community College District as outlined in the official college catalog at <http://www.ElCentroCollege.edu>. Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program. Students should consult the college counseling office to determine their TSI status prior to application to a Health Occupations program.

Initial Advisement

Students who are beginning college for the first time or who need assistance with placement testing, TSI issues, and/or registration for prerequisite courses must visit with an academic advisor in the College Counseling Center as their first step toward future application to a health occupations program. The student who has not completed college coursework should request a general Associate Degree plan from the Counseling Center as a starting point toward application to a health occupations program.

B. *Program Information Sessions*

Potential applicants are required to attend a Medical Laboratory Technology program information session where the program, application procedures, and acceptance policies are discussed in detail. Information sessions are held monthly at the El Centro main campus; no reservation is necessary to attend. The Information Session schedule for the current semester is available online at <http://www.elcentrocollege.edu/Programs/HealthLegalStudies/InfoSess.asp>, in the El Centro College Health Occupations Admissions Office (Room P-101) at the Paramount Building (301 North Market), and on our information line at 214-860-2272, menu item 3.

C. *Primary Prerequisite Courses and the Medical Laboratory Technology Core Curriculum*

An applicant must have completed the entire 38-credit-hour Medical Laboratory Technology Core Curriculum in order to be accepted to the program. An applicant must have also earned a cumulative grade point average of 2.5 on two primary prerequisite courses from the Core Curriculum listed below:

- ENGL 1301 Composition I

- BIOL 2401 Human Anatomy and Physiology I ***OR***
SCIT 1407+ Applied Human Anatomy and Physiology I

+ A grade of “B” or better must be earned in SCIT 1407 to substitute for BIOL 2401.

BIOL 2401 or SCIT must be completed less than 5 years prior to program application. SCIT 1407 is not offered at Richland College of the DCCCD. BIOL 1406 is a required prerequisite for BIOL 2401.

Applicants must complete the remaining courses of the Medical Laboratory Technology Core Curriculum with a minimum grade of “C” each course. The Core Curriculum including ENGL 1301 and SCIT 1407/BIOL 2401 is found below:

MEDICAL LABORATORY TECHNOLOGY CORE CURRICULUM

			Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
BIOL	2401*	Human Anatomy & Physiology I <u>OR</u>	3	3	0	96	4
SCIT	1407*+	Applied Human Anatomy & Physiology I					
BIOL	2402*	Human Anatomy & Physiology II <u>OR</u>	3	3	0	96	4
SCIT	1408*+	Applied Human Anatomy & Physiology II					
CHEM	1411	General Chemistry I	3	3	0	96	4
CHEM	1412	General Chemistry II	3	3	0	96	4
BIOL	2420*#	Microbiology for Non-Science Majors	3	4	0	112	4
ENGL	1301	Composition I	3	0	0	48	3
MATH	1314**	College Algebra	3	0	0	48	3
SPCH	1311++	Intro to Speech Communications	3	0	0	48	3
HPRS	1204##	Basic Health Professions Skills I	1	3	0	64	2
HPRS	2201^	Pathophysiology	2	0	0	32	2
HPRS	2231^	General Health Professions Management	1	2	0	48	2
HPRS	2300	Pharmacology for General Health	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
TOTAL CREDIT CORE CURRICULUM			31	21	0	832	38

* Science courses including BIOL 2401/2402 (or SCIT 1407/1408), CHEM 1411/1412., and BIOL 2420/CHEM 2423 must be completed less than 5 years prior to program application. SCIT 1407 and SCIT 1408 are not offered at Richland College of the DCCCD. BIOL 1406 is a required prerequisite for BIOL 2401.

+ Must be completed with a grade of “B” or better in order to substitute for BIOL 2401/BIOL 2402.

** MATH 1414 – College Algebra will also be recognized as the math prerequisite course; however, it will be calculated as a three credit hour course for ranking purposes only.

++ Although SPCH 1311 is the preferred course, SPCH 1315 – Fundamentals of Public Speaking is also accepted.

BIOL 2420 – General Microbiology should be completed at El Centro College. If completed elsewhere, the student must present documentation of a “wet lab” experience (i.e. gram stains, streaking plates, identifying actual unknowns given mixed cultures, performing biochemical courses utilizing computerized or simulated labs will not be accepted in substitution.

HPRS 1204 is the prerequisite for HPRS 1271. HPRS 1271 will be renamed HPRS 2210 beginning with the Spring 2010 semester. HPRS courses are offered at the El Centro and Northlake College campuses of the DCCCD.

^ SCIT 1407 or BIOL 2401 is the prerequisite for HPRS 2201 and HPRS 2300.

D. *Evaluation of Previous Coursework*

To insure the transferability of previous coursework completed at colleges and universities other than Dallas County Community College District campuses, potential applicants to health occupations programs should have their coursework evaluated by the Health Occupations Admissions Office three to six months prior to the application deadline for their program of choice. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.**

Transcripts and accompanying course descriptions will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary “degree plan” for student advisement, financial aid, and VA benefit purposes.

These evaluations are usually completed within 10-14 working days. **During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take as long as 30 days for review. Therefore, it is to the applicant’s advantage to request the Educational Plan at their earliest convenience prior to application to the program.**

The El Centro College Health Occupations Admissions Office and the Health/Legal and Continuing/Workforce Education Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward Health Occupations programs.

For more information on requesting evaluation of your previous coursework and the Educational Plan, download the guidelines and Request for Educational Plan form at the following link: <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

Five-Year Time Limit on Science coursework

All science coursework (anatomy/physiology, chemistry, and microbiology) must have been completed less than five years prior to application to a Health Occupations program. If an individual has **current** experience utilizing their related science knowledge or has completed **advanced courses** in a related science area, the student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review or in conjunction with an educational plan request.

NOTE: In order for a science course taken outside the DCCCD to be considered for a five-year time limit waiver, the course must first be approved for transferability. Information on the five-year time limit waiver is included with the **Request for Educational Plan** guidelines at the following link: <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

Coursework from Foreign Universities

Only courses such as college algebra, anatomy/physiology, chemistry, and microbiology may be considered for transfer to Health Occupations programs from colleges or universities outside the United States. No other courses will be considered. Science courses must be within the five-year time limit.

For more information regarding the evaluation of foreign coursework for transfer credit, see the following link: <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. A letter grade is not awarded for “AP” credit.

NOTE: An applicant to the Medical Laboratory Technology program may present credit by exam, CLEP, or “AP” credit for only one of the two primary prerequisite courses and additional course from the Medical Laboratory Core Curriculum. Credit will be acknowledged but not calculated with the grade point average.

Detailed information regarding Advanced Placement, CLEP, and Credit by Examination can be found at <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

E. Application Packet Submission

READ THE FOLLOWING INSTRUCTIONS CAREFULLY. Applicants must submit complete application materials to the Health Occupations Admissions Office either in person or by mail on or before the application filing deadline. **Incomplete packets will not be considered in the selection process and will be returned to the applicant.**

The Medical Laboratory Technology program application materials must be submitted in a 9x12 inch envelope and include the following items to be considered complete and valid:

1. A completed **Medical Laboratory Technology Program Application form and the signed Statement of Student’s Responsibility form** (both obtained at the program information session).
2. **One official transcript from every college previously attended** other than DCCCD colleges. (Dallas County Community College District transcripts, continuing education transcripts, and transcripts from outside the U.S. are not required.) **NOTE: The print date of a transcript must be less than three years old at the time of program application.**
 - **Separate official transcripts are required from each college attended** although that coursework may be printed on another transcript as transferred coursework.
 - **Students must submit a complete set of official transcripts to the Health Occupations Admissions Office with the Medical Laboratory application packet materials. NOTE: Another complete set of official transcripts should also be submitted to the El Centro College Registrar’s Office if not submitted previously to another DCCCD campus.**
 - **Transcript photocopies issued to the student or issued by a registrar’s office are not acceptable as official transcripts.** Grade printouts such as WebAdvisor, advising reports, e-mails from instructors, and other such documents are not accepted as official transcripts.
 - If a college will not release an official transcript to a student and must mail it directly to El Centro, **the student must request that the transcript be mailed to the Health Occupations Admissions Office.** Documentation verifying the date the student requested the transcript (such as a copy of a transcript order form) must be included with the rest of their application packet materials.

The applicant is wholly responsible for ensuring that transcripts which are to be sent directly to the Health Occupations Admissions Office are received *before* an application filing deadline.
 - If a student is enrolled in support courses toward the Medical Laboratory Technology curriculum (i.e. PSYC 2301 or the humanities elective) which can be completed before the application filing deadline, the student should not submit their application packet until the

course is completed. Once a complete and valid application packet is submitted during a filing period, additional materials including updated transcripts cannot be added to the packet for that filing period.

3. A **catalog course description** for each course taken outside the Dallas County Community College District which applies to the Medical Laboratory curriculum and for which the student seeks transfer credit.

Course descriptions may be photocopies or printouts from online catalogs. The course numbers on catalog course descriptions must match those on the transcript. Course descriptions should be marked on the photocopy. **Do not mark or highlight courses on official transcripts.** Course descriptions are not required for courses completed at a DCCCD campus.

4. The completed **Physical Examination and Immunizations Record form.** Applicants are responsible for obtaining the physical form and immunization guidelines from the following link: www.ElCentroCollege.edu/HealthOccAdmissions. See also item number 5 under the General Information section on page 11 of this packet.
5. A **photocopy of the applicant's current "Healthcare Provider" level CPR card.** The expiration date of the card must not occur before the end of the first semester of potential entry to a Health Occupations program. See also item 6 under the General Information section on page 12 of this information packet.

F. Application Filing Periods

There are two application filing periods for the Medical Laboratory Technology program: Prequalifying and First-Come, First-Served. Applicants who qualify to submit their applications during the Prequalifying Application Filing Period will be rank ordered using the grade point calculation on the primary prerequisite courses. Applicants who submit their applications during the First-Come, First-Served Filing Period must also meet the same minimum grade point average on primary prerequisite courses. Each of the two filing periods is detailed below.

PREQUALIFYING APPLICATION FILING PERIOD: JANUARY 1 – MARCH 15

Applicants who have completed the two primary prerequisite courses with the required minimum cumulative 2.5 grade point average before March 15 ***and*** have completed the entire Medical Laboratory Technology Core Curriculum should apply during the Prequalifying Filing Period.

NOTE: Potential applicants who have completed the majority of the Core Curriculum, and who are enrolled in the remainder of the Core Curriculum courses with the intent of completing those 38 credit hours by the end of a Spring semester, may also apply during the Prequalifying Filing Period. However, these applicants will be considered for admission to the program ***after*** applicants who have already completed the Core Curriculum before the March 15th Prequalifying Filing Period.

Complete application packets may be presented in person at the Health Occupations Admissions Office during regular hours of operation or submitted in the dropbox adjacent to the office door. Mailed application packets must be postmarked no later than an application filing deadline date.

NOTE: In the event that the last day of a filing period falls on a holiday or a Sunday when the campus is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office ***in person by 5:00 p.m. on the next regular business day.***

**To submit your application by mail:
address your envelope to:**

Patsy Strawther, MLAB Admissions
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-2604

**To submit your application in person,
bring your envelope to:**

Patsy Strawther, MLAB Admissions
Health Occupations Admissions Room P-101
Center for Allied Health & Nursing (Paramount Building)
301 North Market Street
Dallas TX 75202

G. Selection Process

Applicants who apply during the Prequalifying Application Filing Period are selected for acceptance to the Medical Laboratory Technology program via the following competitive ranking process:

1. Applicants are listed by grade point average (GPA) on the two primary prerequisite courses from highest (4.0) to lowest (2.5) and by total credit hours of other courses completed in the Medical Laboratory Core Curriculum are listed from highest number of credit hours (32) to lowest (0) to initially rank order the group of applicants.

NOTE: An applicant who has completed the Medical Laboratory Technology Core Curriculum will be ranked higher than another applicant who has not completed the entire Core even if the latter has a higher prerequisite GPA.

2. When two or more applicants have the same primary prerequisite GPA and the same total credit hours of other Core courses, the cumulative GPA on the other Core courses is listed from highest (4.0) to lowest (2.0) to break the tie.
3. When two or more applicants have the same primary prerequisite GPA, the same total credit hours of other Core courses, and the same cumulative GPA on the other Core courses, the date of attendance at the program information session is used to break the tie.

The table below illustrates the ranking process for a sample group of applicants:

EXAMPLE OF RANKING PROCESS

	GPA on 2 Primary Prerequisite Courses	Cr. Hrs. of Other Medical Laboratory Core Courses	GPA on other Medical Laboratory Core Courses	Info. Session Attendance Date
Applicant #1	4.00	39	4.00	02/22/09
Applicant #2	3.50	39	3.23	07/14/09
Applicant #3	3.00	39	3.78	06/10/09
Applicant #4	4.00	35	3.79	12/06/09
Applicant #5	3.50	29	3.16	12/06/09
Applicant #6	3.0	32	4.0	02/13/09
Applicant #7	4.0	21	4.0	05/16/09

If six spaces were available, applicants 1 through 6 would be accepted.

For example, Applicants 1-3 have completed the entire Medical Laboratory Core Curriculum; therefore, they will be ranked higher than the other applicants who have not completed all courses in the Core. Applicants 4-6 have completed most of the Core but have not completed all of the HPRS courses; therefore, they are ranked lower based on how many credit hours of Core they have completed.

After qualified applicants are rank ordered, they will be **notified in writing by April 1** of their acceptance status.

Applicants who are completing the final courses of the Core Curriculum may receive a *provisional acceptance letter to the Medical Laboratory Technology program pending their successful completion of their remaining Health Occupations Core Curriculum courses by the end of the Spring semester*. At the end of the Spring semester, the prequalifying applicant must submit an updated transcript verifying completion of the remaining Core Curriculum courses with a minimum grade of “C” in each course.

Should any applicant fail to successfully complete the entire Core Curriculum by the end of the Spring semester, their acceptance to the Medical Laboratory Technology program will be at the discretion of the Medical Laboratory Technology Program Coordinator and the Health Occupations Admissions Office.

Confirmation of Acceptance

An applicant who receives a provisional acceptance letter must return a confirmation form to the designated Health Occupations Admissions personnel within a specified timeframe to confirm their space in the class. Failure to return the confirmation form by the specified date or failure to attend the scheduled preregistration/orientation seminar for the accepted class will result in forfeiture of the student’s space in that class.

FIRST-COME, FIRST-SERVED APPLICATION FILING PERIOD FOR MAY 2010 SELECTION: MAY 1 – MAY 6, 2010

Should any space remain in the Medical Laboratory Technology program after the Prequalifying applicants have been notified of provisional acceptance, applicants may submit their application materials **in person** in the Health Occupations Admissions Office during regular office hours on a first-come, first-served basis according to the dates above. Every effort will be made to evaluate these applications as they are submitted, time permitting; however, the Health Occupations Admissions Office reserves the right to stamp-date as received any first-come, first-served applications for later evaluation. Applicants will then be **notified of acceptance status no later than 5:00 p.m. on the Friday, May 7, 2010.**

NOTE: Applications are not “held over”; therefore, students who are not selected for admission the semester for which they apply or decline acceptance must resubmit their application during the next filing period to be considered for the next admission opportunity. There is no waiting list for the Medical Laboratory Technology Program.

H. Double Major in Medical Laboratory Technology and Biotechnology

The similar nature of the Biotechnology program allows a student enrolled in Medical Laboratory Technology to pursue that additional degree by completing specific courses from the Biotechnology curriculum:

BIOL 2416	Genetics
COSC 1300	Computer Literacy
BITC 1311	Introduction to Biotechnology
BITC 2431	Cell Culture Techniques

NOTE: A student who is interested in earning the additional degree should apply to the Medical Laboratory Technology Core Curriculum as their primary program of interest and include the Biotechnology program application form with their application materials. Upon acceptance to the Medical Laboratory Technology program, the student will then enroll in the above courses along with the remaining Medical Laboratory Technology courses or after they have completed the Medical Laboratory Technology Associate Degree.

CURRICULUM OVERVIEW – MEDICAL LABORATORY TECHNOLOGY

	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
MEDICAL LABORATORY TECHNOLOGY CORE CURRICULUM *	31	21	0	832	38

The Medical Laboratory Technology Core Curriculum is completed in two or more semesters prior to application into the Medical Laboratory Technology Program.

MEDICAL LABORATORY TECHNOLOGY PROGRAM CURRICULUM

SEMESTER I – May Term/Summer

MLAB 1335 Immunology/Serology	2	2	0	64	3
MLAB 1167 Practicum – Clinical/Medical Lab Technology	0	0	8	128	1
PSYC 2301 Introduction to Psychology	3	0	0	48	3
Humanities Elective #	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
	8	2	8	288	10

SEMESTER II – Fall

MLAB 2266 Practicum – Medical Lab Technology	0	0	14	224	2
MLAB 1415 Hematology (May term – 3 weeks)	3	4	0	112	4
MLAB 2501 Clinical Chemistry	<u>4</u>	<u>4</u>	<u>0</u>	<u>128</u>	<u>5</u>
	7	8	14	464	11

SEMESTER III – Spring

MLAB 2441 Molecular Biology Techniques	3	4	0	112	4
MLAB 2434 Clinical Microbiology	3	4	0	112	4
MLAB 2331 Immunoematology	<u>2</u>	<u>4</u>	<u>0</u>	<u>96</u>	<u>3</u>
	8	12	0	320	11

SEMESTER IV – Summer (10 weeks)

MLAB 2267 Practicum – Clinical/Medical Lab Technology	0	0	20	320	2
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TOTAL PROGRAM HOURS =	54	43	42	2224	72
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* Courses in the Medical Laboratory Technology Core Curriculum including HPRS courses are offered during the fall, spring and summer semesters. Students should see a college counselor for registration advisement for Medical Laboratory Technology Core Curriculum classes. HPRS courses are offered at El Centro and Northlake Colleges.

+ Humanities elective may be chosen from the list on the official catalog for a general Associate Degree program.
Preferred courses are: ARTS 1301, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, ENGL 2000 or higher level literature, or foreign language courses.

A minimum grade of “C” is required in all courses.

MLAB 2331 – Immunoematology is the Capstone experiences for the Associate Degree in Medical Laboratory Technology.

EL CENTRO COLLEGE
MEDICAL LABORATORY TECHNICIAN / CLINICAL LABORATORY TECHNICIAN
PROFESSIONAL RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

The following list reflects the professional responsibilities as defined by the American Society of Clinical Laboratory Science, 2004 and essential functions as indicated by the Preamble Essentials of Accredited Education Programs for the Clinical Laboratory Technician/Medical Laboratory Technician, National Accrediting Agency for Clinical Laboratory Sciences, 1995.

I. Professional Responsibilities

1. Collect, process, and analyze biological and other substances.
2. Perform analytical tests of body fluids, cells and other substances.
3. Recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrections are indicated.
4. Perform and monitor quality control with predetermined limits.
5. Perform preventative and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs.
6. Apply principles of safety.
7. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
8. Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their job and patient care.
9. Apply basic scientific principles in learning new techniques and procedures.
10. Relate laboratory findings to common disease processes.
11. Establish and maintain continuing education as a function of growth and maintenance of professional competence.

II. Essential Functions

1. Communication effectively in written and spoken English.
2. Comprehend and respond to both formal and colloquial English, person-to-person, by telephone and/or in writing.
3. Appropriately assess nonverbal and verbal communication.
4. Move freely from one location to another in physical setting such as the clinical laboratory, patient care areas, corridors, and elevators.
5. Possess sufficient eye-motion coordination to allow delicate manipulations of specimens, instruments, and tool.
6. Grasp and release small objects (e.g., test tubes, pipette tips, microscope slides and cover slips); twist and turn dials/knobs (e.g., on microscopes, balances, centrifuges, spectrophotometers).

7. Manipulate other laboratory materials (e.g., reagents, manual and automated pipettes).
8. Identify and distinguish objects macroscopically and microscopically.
9. Read charts, graphs, and instrument scales/readout devices.
10. Lift and move objects of at least 20 pounds.
11. Possess a sense of touch and temperature discrimination.
12. Follow written and verbal directions.
13. Possess and apply mathematical skills.
14. Work under time constraints.
15. Prioritize requests and work concurrently on at least two different tasks.
16. Maintain alertness and concentration during a normal work period.
17. Apply knowledge, skills, and values learned from course work and life experiences to new situations.
18. Work safely with potential chemical, radiologic, and biologic hazards using universal precautions.
19. Show respect for self and others.
20. Project an image of professionalism including appearance, dress, and confidence.
21. Possess the psychological health required for full utilization of abilities.
22. Recognize emergency situations and take appropriate actions.

Adopted 2004

MEDICAL LABORATORY TECHNOLOGY FACULTY

Program Director	Lisa Lock, M.B.A., M.T. (ASCP), BB
Medical Advisor	Tak Choi, M.D.
Adjunct Faculty	Denise Griffin, M.T. (ASCP), SBB

GENERAL INFORMATION

1. The Medical Laboratory Technology Program accepts 10* students for each May class. Medical Laboratory courses are available during the daytime hours only. The courses included in the Medical Laboratory Core Curriculum are offered each semester (fall, spring, and summer) during both day and evening hours, with some courses offered on a weekend schedule and via the Internet.

* The El Centro College Health and Legal Studies Division reserve the right to make changes in program enrollment capacity.

2. Medical Laboratory Technology and support courses **MUST** be completed in the semester in which it is scheduled in the curriculum. In order to continue in the Medical Laboratory Technology program, each course must be completed with a grade of “C” or better during the semester in which it is scheduled.
3. The clinical setting is a high-risk area for exposure to patients with communicable diseases, including exposure to human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Protective procedures are taught and must be followed in the clinical setting.
4. All applicants must comply with physical examination and immunization requirements and **submit the documentation with application materials. Physical examination forms and immunization records become the property of the Health Occupations Admissions Office and will not be returned or photocopied for the student; therefore, the student is instructed to retain a copy of these documents for their personal records.** The Physical Examination Form and immunization requirements guidelines are available at:

<http://www.ElCentroCollege.edu/HealthOccAdmissions>.

5. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College International Center Office (Room CM-60, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program for future employment opportunities.
6. Many of the Medical Laboratory Technology Core Curriculum courses are offered online. Students without prior experience with Internet courses should take the Readiness for Education at a Distance Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.readi.info> and log in as a New User. The current User Name is **elcentro** on the pull-down menu and the Password is **student**.
7. *Criminal Background Check / Drug Screening*

Effective August 2001 all students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately \$84.00) for these screenings. **This procedure is conducted *after* a student has been accepted to their respective program.**

Results of these screenings are forwarded to the El Centro College Health/Legal Studies for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health and Legal Studies Division and will not be released to the student or any other third party.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student’s expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student’s immediate expulsion from the clinical facility. Furthermore,

regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

NOTE: *Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.*

More information regarding the Criminal Background Check and Drug Screening procedure is found at:

<http://www.ElCentroCollege.edu/HealthOccAdmissions>

8. Students are responsible for their own transportation arrangements to campus and to their assigned hospitals/laboratories during each of the summer semesters. Clinical assignments vary from among the facilities listed below. In the rare event that there are fewer clinical slots than enrolled MLAB students, the students with the highest GPA in the MLAB courses will be placed first in the scheduled rotations.

Baylor Medical Center – Garland
Carter Bloodcare
Children’s Medical Center
Dallas Regional Medical Center
John Peter Smith Hospital – Ft. Worth

Medical Center of Plano
Methodist Medical Center
Parkland Memorial Hospital
Texas Oncology
UTSW University Hospital – St. Paul

9. Students who are enrolled at the El Centro campus in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available at the Cashier’s office two weeks after the semester begins.
10. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at <https://www.1.dcccd.edu/6drop>.
11. Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.
12. The Dallas County Community College District charges a higher tuition rate for courses in which a student registers for the third or more times. The “Third Attempt” policy includes courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. Developmental courses are not considered in this policy. For more information regarding the DCCC “Third Attempt” policy, please visit the following website: <http://www.dcccd.edu/ThirdCourseAttempt>
13. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro College Health Occupations program unless their current program of study will complete before the second program curriculum begins. **(Exception: An individual may apply to the Medical Laboratory Technology and Biotechnology programs in tandem to complete that dual degree.)**

14. All students accepted to the program will be required to provide documentation of personal healthcare insurance. Therefore, prospective students are advised to secure their own coverage. Information on college student policies and rates can be found at <https://www.1.dcccd.edu/cat0608/ss/sd/insurance.cfm>.

15. Financial Aid

Students should apply for Financial Aid Office well in advance of program application. Information on filing procedures and deadlines is found at http://www.elcentrocollege.edu/Student_Services/FinancialAid. For a listing of area hospitals which offer financial assistance to students pursuing healthcare careers, please contact the Dallas/Fort Worth Hospital Council at 972-719-4900 to obtain their “scholarship booklet.” The Health/Legal Studies Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact Suriya Sherriff-Edwards at 972-860-5095 for more information.

16. Please visit the website below for links to professional organizations and other information regarding the Medical Laboratory Technology profession:

<http://www.ElCentroCollege.edu/MedicalLabTech/mltlinks.htm>.

17. Please contact the individuals below for assistance (physical addresses):

Lisa Lock, Program Coordinator
Medical Lab Technology
El Centro College
801 Main St.
Dallas TX 75202-3604
Telephone: 214-860-2304
E-mail: LLock@dccc.edu

Al Tolentino, Liaison Counselor
Health/Legal Studies Division
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5045
E-mail: ATolentino@dccc.edu

Patsy Strawther, MLAB Admissions
Health Occupations Admissions – Rm P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5003
E-mail: PJonesStrawther@dccc.edu

Gary Peschka, Faculty Advisor
Health/Legal Studies Division
El Centro/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5037
E-mail: GPeschka@dccc.edu

The official mailing address for all application materials, transcripts, and correspondence is:

Patsy Strawther, MLAB Admissions
Health Occupations Admission Office
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the El Centro College Health Occupations Admissions Office or the printable information packet on the website below.

<http://www.elcentrocollege.edu/Programs/HealthLegalStudies/packets/default.asp>

Visit the Medical Laboratory Technology Program webpage:

www.ElCentroCollege.edu/Program/Health/MedLab

Health Occupations webpage:

www.ElCentroCollege.edu/HealthCareers

Health Occupations Admissions Office webpage:

www.ElCentroCollege.edu/HealthOccAdmissions

ESTIMATED EXPENSES FOR THE MEDICAL LABORATORY TECHNOLOGY PROGRAM *

	Dallas County <u>Resident</u>	Out of County <u>Texas Resident</u>	Out of State/ Country <u>Resident</u>
MEDICAL LABORATORY TECHNOLOGY CORE CURRICULUM			
Tuition - (38 credit hours)	\$ 1,599.00	\$ 2,964.00	\$ 4,719.00
Textbooks	1,669.00	1,669.00	1,669.00
Physical Exam and Immunizations**	<u>225.00</u>	<u>225.00</u>	<u>225.00</u>
Total	\$ 3,493.00	\$ 4,858.00	\$ 6,613.00
MEDICAL LABORATORY TECHNOLOGY PROGRAM			
Semester I – Summer			
Tuition (10 credit hours)	\$ 410.00	\$ 760.00	\$ 1,210.00
Medical Laboratory Technology Textbooks	105.00	105.00	105.00
Support Course Textbooks	270.00	270.00	270.00
Professional Liability Insurance	5.00	5.00	5.00
Lab Coat	25.00	25.00	25.00
Name Badge	6.00	6.00	6.00
Insignia Patch	6.50	6.50	6.50
Background Check/Drug Testing	<u>84.00</u>	<u>84.00</u>	<u>84.00</u>
Total	\$ 911.50	\$ 1,261.50	\$ 1,711.50
Semester II – Fall			
Tuition (11 credit hours)	\$ 451.00	\$ 836.00	\$ 1,331.00
Medical Laboratory Technology Textbooks	370.00	370.00	370.00
Liability Insurance	<u>18.13</u>	<u>18.13</u>	<u>18.13</u>
Total	\$ 839.13	\$ 1,224.13	\$ 1,718.13
Semester III – Spring			
Tuition (11 credit hours)	\$ 451.00	\$ 836.00	\$ 1,150.00
Medical Laboratory Technology Textbooks	<u>300.00</u>	<u>300.00</u>	<u>300.00</u>
Total	\$ 751.00	\$ 1,136.00	\$ 1,631.00
Semester IV – Summer			
Tuition (2 credit hours)	\$ 82.00	\$ 152.00	\$ 242.00
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 6,076.63	\$ 8,631.63	\$ 11,915.63

* Tuition reflects increase effective Spring 2009 semester. Tuition and other fees are subject to change. See official catalog for tuition table.

** Estimated cost of physical exam and immunization prices charged at the El Centro College Health Center.

See Accounting Office for Tuition Payment Plan option.

Other costs to consider: Transportation and Parking Fees to El Centro and hospital clinical sites.

MEDICAL LABORATORY TECHNOLOGY APPLICATION CHECKLIST

This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. Obtain Medical Laboratory Technology program information packet.
2. Attend a Medical Laboratory Technology information session.
3. Complete a DCCCD application for college admission.
4. See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed as a result of assessment/placement test scores.
5. If needed, request Educational Plan/transfer evaluation of course work taken outside the DCCCD that applies to the Specialized Imaging Core Curriculum with the Health Occupations Admissions Office.
6. Complete the following courses required in Medical Laboratory Technology Core Curriculum:

<input type="checkbox"/> ENGL 1301	<input type="checkbox"/> MATH 1314 or MATH 1414
<input type="checkbox"/> BIOL 2401 or SCIT 1407	<input type="checkbox"/> SPCH 1311 or SPCH 1315
<input type="checkbox"/> BIOL 2402 or SCIT 1408	<input type="checkbox"/> HPRS 1204
<input type="checkbox"/> CHEM 1411	<input type="checkbox"/> HPRS 2201
<input type="checkbox"/> CHEM 1412	<input type="checkbox"/> HPRS 2300
<input type="checkbox"/> BIOL 2420	
7. Complete additional support courses below prior to application if time allows:
 PSYC 2301 Humanities elective _____
8. Compile the following materials as your complete Medical Laboratory Technology application packet:
 - Completed Medical Laboratory Application form and signed Statement of Students' Responsibility form (both obtained at the information session).
 - Official transcripts from each college attended other than DCCCD colleges. (A DCCCD transcript is no longer required.) See page 5, section E, number 2 regarding specific instructions regarding official transcripts.
 - Photocopied catalog course descriptions for any courses taken outside the DCCCD which apply to the Medical Laboratory Technology Core Curriculum.
 - Physical Examination form and immunization documentation.
 - Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms which has been granted to the student.
9. Place the above materials in a 9" x 12" envelope for submission either in person or by mail to the individual below during a designated filing period.

MAILING ADDRESS:

Patsy Strawther, MLAB Admissions
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604

PHYSICAL ADDRESS:

Patsy Strawther, MLAB Admissions
Health Occupations Admissions – Rm P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202

- Revised 09/01/09 -