TYLER JUNIOR COLLEGE

MEDICAL LABORATORY TECHNOLOGY PROGRAM APPLICATION 2025

TJC

MEDICAL LABORATORY TECHNOLOGY PROGRAM

Dear Prospective Student,

Thank you for your interest in the Medical Laboratory Technology (MLT) Program at Tyler Junior College (TJC).

TJC offers a two-year program designed to provide understanding, proficiency and skill in medical laboratory technology. Upon successful completion of this program, you will be awarded an Associate in Applied Science degree and be eligible to apply for certification examinations as administered by the American Society for Clinical Pathologists (ASCP), American Medical Technologist (AMT), or other certifying agencies for medical laboratory technology. This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Rd. Suite 720, Rosemont, IL 60018. NAACLS can be reached by telephone at 773-714-8880.

Placement into the program is awarded to individuals based on consideration of all application information. A limited number of students can be accepted into each class; therefore, it is to your advantage to complete all requirements and submit your application by the application deadline. The application period will run from the first day of the Spring Semester until the last Friday in June at noon. Applications received by the deadline are guaranteed consideration for acceptance into the MLT program during the first admission committee meeting. If the class is not filled during the first meeting, applications arriving after the deadline will be considered as spaces are available.

The application packet describes some of the interests and skills necessary for a medical laboratory worker who often works behind the scenes.

If you wish to discuss your choice of a career and learn what you will be doing, I invite you to come by the faculty offices, ask questions or visit with students already in the program.

Perhaps you have decided. That is wonderful. Complete your packet, turn everything in, and hopefully, we will see you in the fall semester.

If you need further assistance, please do not hesitate to call me at 903-510-2010 or leave a message at 903-510-2366/2662. Again, thank you for your interest.

Sincerely,
Rachel Miller, M.A., MLS(ASCP)^{CM}
Department Chair/Professor
Medical Laboratory Technology
(903)510-2010
rachel.miller@tjc.edu

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The Medical Laboratory Technician

Excellent medical care is the ultimate goal for the allied health programs. Medical laboratory technicians work under the supervision of a medical technologist and perform a wide range of tests to analyze clinical specimens. Using the latest in biomedical technology, they are able to generate accurate, reliable results, which physicians may then use as a basis for proper diagnosis and treatment.

The MLT's knowledge and skill of laboratory equipment and precision instruments are vital to high quality patient care. In fact, the practice of modern medicine would be impossible without the tests performed in the laboratory.

Medical laboratory technicians have an unlimited choice of practice settings. The value and need of medical laboratory technicians to the community continues to grow with the expanding medical knowledge and limited numbers entering the field.

TJC Medical Laboratory Technician (MLT) Program

The MLT degree plan includes courses in biology, chemistry and general education needed for completion of the Associate of Applied Science degree. Many of the general education courses are offered online while the MLAB courses are offered on campus. The sequencing of courses is offered to best prepare the MLT student for the following semester. MLAB courses are offered ONLY in the sequence presented in the degree plan. Practicum is designed to provide clinical laboratory work experience in hospitals and clinics under the general supervision of the MLT program director and TJC staff. Group lectures, teleconferences and simulated laboratory experiences are part of the clinical training on campus. A degree plan is found in the TJC catalog and is available online at TJC.edu/Catalog.

The student who has completed the MLT Program will be expected to perform in all general areas of the clinical laboratory. The student must pass all medical laboratory technology courses (with MLAB or PLAB prefix) with a minimum grade of a 75 (C) as stipulated in the grading policy outlined in the TJC Medical Laboratory Technology Student Handbook (issued to the student upon admission to the program).

Program Mission

The mission of the TJC Medical Laboratory Technology Program is to provide qualified individuals with an optimal learning experience which seeks to ensure that our graduates perform clinical laboratory science procedures as defined by the *Essential Functions for Clinical Laboratory Science Students*. Graduates of the program will exemplify professionalism in a manner consistent with the *ASCP Board of Certification Guidelines for Ethical Behavior*.

Program Goals

The Medical Laboratory Technology faculty supports the TJC mission statement: The College champions student and community success by providing a caring, comprehensive experience through educational excellence, stellar service, innovative programming and authentic partnerships.

The goals of the MLT program are to provide the health care community with graduates who are competent, employable, entry-level medical laboratory technicians. The TJC Medical Laboratory Technology Program strives to instill the value of a lifelong learning process to enhance personal growth, development in the workplace and leadership skills.

Program Outcomes

The medical laboratory technology faculty has set as its outcomes the following:

- Laboratory Operations
  - Students will apply safety and governmental regulations as required for compliance with laws and accreditation.
- Clinical Competency
  - Students will communicate effectively with patients, the public and other health professionals.
- Professional Behavior
  - Students employ basic knowledge and skills of principles and practices for professional conduct.
- Communication
  - Students will communicate effectively with patients, the public and other health professionals.
- Graduation Rates
  - Graduation rates (retention rates) for the MLT program will meet the NAACLS standards guideline for the last three consecutive years.
- Certification Rates
  - External certification exam results for the MLT program will meet the NAACLS standards guideline for the last three consecutive years.
- Job Placement Rates
  - Graduate placement rates for the MLT program will meet the NAACLS standards guideline for the last three consecutive years.

MLT Program Competencies:

Upon successful completion of the MLT program and initial employment, the graduate will be able to demonstrate entry-level competencies in the following areas of professional practice:

1. Collection and processing of biological specimens for analysis.
2. Performance of analytical tests and statistical calculations on body fluids, cells and products relating to all routine areas of the clinical laboratory.
3. Recognition of factors that affect procedures and results, and taking appropriate action within predetermined limits.
4. Performance and monitoring quality control within predetermined parameters.
5. Performance of operation and preventative and corrective maintenance of basic laboratory equipment and instruments referring to appropriate source for repairs.
6. Recognition and adherence to established safety policies.
7. Demonstration of professional conduct and interpersonal communication skills with patients, patients' families, laboratory personnel, other health care professionals and with the public.
8. Recognition of other laboratory and healthcare personnel responsibilities interacting professionally, with respect for their jobs and patient care.
9. Application of basic scientific principles in learning new techniques and procedures.

10. Utilization of computerized instruments and laboratory information systems.
11. Relationship of laboratory findings to common disease processes.
12. Recognition and action upon the need for continuing education as a function of growth and maintenance of professional competence.

Essential Functions for Clinical Laboratory Science (CLS) Students

Technical standards and essential functions are established by health science programs to ensure that students have the abilities required to potentially be successful and meet industry standards. Below are the essential functions for the program. Satisfactory completion of the 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 department chair. By signing the Essential Functions form at the end of this packet, you are acknowledging to the selection committee that you are able to meet these technical standards.

Essential Observational Requirements for the Clinical Laboratory Sciences

Ability to participate actively in all demonstrations, laboratory activities and practicum (clinical) experiences in the professional program component. This requires functional use of visual, auditory and somatic sensations.

- Observe laboratory demonstrations in which biologicals (i.e. body fluids, culture materials, tissue sections and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological and histochemical components.
- Characterize the color, odor, clarity and viscosity of biologicals, 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.

Essential Physical and Motor Skill Requirements for the Clinical Laboratory Sciences

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, standing or walking 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.

Essential Communication Requirements for the Clinical Laboratory Sciences

Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all member 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 healthcare 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 and laboratory reports and take paper, computer and laboratory practical examinations.

Essential Intellectual Requirements for the Clinical Laboratory Sciences

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.

Essential Behavioral Requirements for the Clinical Laboratory Sciences

Possess the emotional health and stability required for full utilization of the 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 systematize 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 of physical and emotional stress.
- Be able to provide professional and technical services 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 to help furnish 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 and look for ways to improve performance (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

The essential functions adopted for the Medical Laboratory Technology Program at TJC are from Fritsma, G.A. Fiorella B.J. and Murphey, M. "Essential Requirements for Clinical Laboratory Science," published in Clinical Laboratory Science, Vol. 9, No 1, pp. 40-43 Jan/Feb 1996.

Length of Program

The length of education for the TJC Medical Laboratory Technology Program is 20 months, after gaining acceptance in the program, in accordance with the American Medical Association's Council on Medical Education in Medical Technology. That time will include three regular TJC sessions (semesters) before the students will be assigned to training in a clinical facility for a total of 15 weeks (600 hours) during the spring semester of their sophomore year.

Academic Advising

Medical laboratory technology students are encouraged to consult with the academic advising staff, program faculty and the program director to periodically review the degree plan. MLAB courses are taken in the order listed in the TJC catalog degree plan. Core courses may be taken concurrently or prior to application to the MLT program. Students must complete all core and MLAB courses to be awarded the AAS degree in medical laboratory technology. Students must have earned the AAS degree in medical laboratory technology to be eligible for the ASCP or AMT certification exam.

Prerequisite Coursework

The TJC MLT program requires all applicants to complete 4 hours of course work before being eligible to make application to the program. Applicants must have a "C" or better in all prerequisite courses.

The required course* is one of the following:

- BIOL 2401 Anatomy & Physiology I OR
- CHEM 1406 Introductory Chemistry I-Allied Health Emphasis or CHEM 1411 General Chemistry

*BIOL 2401 or CHEM 1406 or 1411 must be completed with a "C" or better before application to the medical laboratory technology program. Students substituting 1406 or 1411 as the prerequisite for BIOL 2401 will still be required to complete BIOL 2401 as part of the AAS degree.

Official transcripts for all prerequisite and co-requisite course work not completed at TJC must be submitted in the Application Packet. Coursework completed at TJC does not require submission of a transcript. Do not submit high school transcripts with your MLT Program Application Packet.

BIOL 2401 (one of the pre-requisites) and BIOL 2402 (degree plan required)
In order to demonstrate competency and current knowledge in anatomy and physiology, BIOL 2401 (and BIOL 2402 if it is to be considered for the MLT degree) should be completed within five years of application to the program. If BIOL 2401 or 2402 were completed after the five-year period and the student obtained an A or B, the student must establish currency of knowledge by obtaining a minimum of **75%** on the Anatomy & Physiology part of the entrance exam Health Education Systems Incorporated (HESI). If BIOL 2401 and BIOL 2402 were completed more than five years ago and the student achieved a C or lower, the courses will not be considered eligible for application to the program.
Although the program has established a way to demonstrate currency of knowledge, it is **highly recommended** that all applicants have completed BIOL 2401 and BIOL 2402 in the last five years.

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Requirements for Application

1. **Application Period**
   Application packets may be obtained after classes begin for the spring semester only on the TJC website (www.tjc.edu) or in person from the MLT department chair's office- 2.242 (Rogers Nursing and Health Sciences Center). **Completed** packets may be submitted to the MLT department chair during the application period beginning the first day of the spring semester of each year. Call the MLT department or your advisor for specific deadline dates. HESI exam can be taken by qualifying applicants by contacting the testing center. Complete application packets will be used to determine qualified applicants. (See Admission Process)

2. **Application to the MLT Program**
   Admission to TJC does not imply or guarantee admission to the MLT program. The MLT program has selective admissions. Only those students accepted into the MLT program may take courses with the MLAB or PLAB prefix. The number of students admitted each year is limited according to classroom, laboratory and clinical space; regulatory agency requirements and student–teacher ratios. Applicants to the MLT program must file a TJC "Admission Application" form with the Registrar and a completed "Selective Admissions Application" form to the MLT program.

3. **Applicants Eligible for Admission**
   An applicant is eligible for admission if the following criteria have been met:
   - ☐ Has submitted an application to TJC for admission and has been accepted.
   - ☐ Applicants must be college ready in reading, writing and math. Scores must be provided if not included on transcript(s).
   - ☐ Has submitted a TJC Selective Admissions Application for the program.
   - ☐ Has submitted HESI exam scores.
   - ☐ Is eligible for readmission to any college(s) previously attended.
   - ☐ Is eligible for readmission to any health science program(s) previously attended.
   - ☐ Has earned a cumulative minimum GPA of 2.0 from all college(s) attended.
   - ☐ Has completed required prerequisite course(s) with a C or better.
   - ☐ Refer to current Degree Plan available online, www.tjc.edu, from advisors or MLT department.
   - ☐ Has provided official transcripts from ALL colleges attended (including TJC) to both the registrar and the MLT department chair. An official high school transcript may be submitted if the applicant has dual credit(s) for pre-requisite course(s).
   - ☐ Has provided both pages of signed Essential Functions form.
   - ☐ Has provided signed Clinical Selection and Placement Acknowledgment and Records Release forms.
   - ☐ Has provided signed Previous Enrollment in a Healthcare Program form.

4. **Transcripts**

   Applicants with previous college credit must have the registrar of that college mail an official copy of their college transcripts to both addresses below. (Applicants may deliver official transcripts to the MLT department chair.)

   Any courses taken at universities or colleges other than TJC must be approved for transferability by the TJC Admissions Office. Course substitutions for classes that did not transfer, but are equivalent, will be initiated by the student through advising or the department chair.

   Note: The applicant must be accepted to TJC and have all transcripts on file with TJC and with the MLT department chair.

   Registrar's Office
   TJC
   P.O. Box 9020
   Tyler, TX 75711

   TJC School of Nursing & Health Sciences
   MLT Department Chair
   P.O. Box 9020
   Tyler, TX 75711

5. **Entrance Exam**

   Health Education Systems Incorporated (HESI) exam is required. You must bring your transcripts to be evaluated for eligibility to the MLT department to receive approval to take the HESI. The cost of the exam is $79 and must be paid by the student at the time of the exam. Students can print out their scores and submit with their applicationon to the program. The HESI subjects required are: Mathematics, Reading Comprehension, Vocabulary and General Knowledge, Anatomy and Physiology, and Personality/Learning Styles. HESI Test scores are good for 12 months.

6. **Program Mandatory Introduction Meeting/Interview with Committee**

   The program director meets with each candidate individually and reviews the program expectations, student commitments, variances from other programs, etc., to allow the applicant to make an informed decision upon turning in all paperwork to apply to the MLT program. All applicants are required to attend an interview with advisory committee and faculty members prior to final selection of applications.

7. **Admission Status**

   All students submitting complete application packets by the end of the spring semester will receive notification of their admission status by Aug. 1.

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Admission Process

The Admissions Committee regrets that not all applicants can be accepted into the Medical Laboratory Technology program. The allotted places are limited by number of affiliated sites available and are assigned to applicants whose scholastic background and aptitudes show the most promise for success in the study of medical technology.

Selection Process

Applications are reviewed by the Department Chair for completeness; complete Selective Admissions Application, HESI scores, official current transcripts, (grades for In-Progress courses from earlier transcripts submitted, transfer transcripts), signed Essential Functions and Clinical Selection and Placement Acknowledgement forms, and interview. Only applicants with completed application packets are considered for admission to the program. Applicants are ranked by cumulative GPA and HESI scores first; then by points accumulated from the following rubric. Admittance to the MLT program is limited to 20 students for each Fall semester.

Max Points: 56

- GPA of Completed Science Courses required in Degree Plan:
  (A=4 points, B=3 points, C=2points)
  CHEM 1406 or CHEM 1411, BIOL 2401, BIOL 2402 (4.0 max each course) — 12.0
- One point for General Education courses (i.e. English, College Algebra, Humanities, Sociology/Psychology) completed with a C or better.
  repeated courses will not earn points unless the course qualifies for grade replacement on your transcript. — 4.0
- Former Work Experience (minimum 200 healthcare related hours):
  A letter from your employer stating the date of hire, date left, average hours worked/week, list job title/responsibilities or duties of position. — 2.0
- Certified Phlebotomist (may not earn points for former work experience). — 3.0
- Attendance to an MLT Program meeting with Director — 5.0
- HESI scores (see last pages of this packet for details) — 9.0
- Interview with Advisory Committee members and Faculty — 10.0
- Residency — 7.0
- Cumulative GPA — 4.0

Residence status may be used as a tie breaker when two or more applicants have the same total number of points and the qualified applicants exceed the maximum number of students accepted into the program. Possible total points with residency = **56**.
In district = 7, within service district but out of district = 4, Texas resident = 2

Notification of Status

The Admission Committee will have made the majority of selections by Aug. 1. The program director/department chair may elect to accept late applicants or allow applicants with incomplete packets to submit missing packet information, if classes do not exceed the maximum number. All late applicants and submissions must meet the same eligibility requirements for admission to the MLT program. The MLT Department Chair will email a letter of conditional acceptance, alternate, or not selected to the applicants after the admissions committee has made the final selections.

Confirmation of Acceptance

Applicants who have received their conditional acceptance letter from the department chair will be required to complete a Select Admissions Health Form, Immunization Record form and update any needed immunizations, complete a drug screen, and criminal background check. The forms (enclosed with the letter) must be completed and returned by the date(s) listed in the notification letter to complete admission requirements. The applicant receiving the conditional acceptance into the MLT program must also confirm their acceptance of admission in writing (via fax, email, hand-delivered or by mail) to the MLT department chair by the date specified in the letter.

Note: Failure to return completed forms by the specified date could result in forfeiture of the applicant's spot in that class. Alternates may be appointed to non-accepted admissions.

Selective Admissions Health Form and Immunization Record

Selective Admissions Health Form
The health form and immunization record forms are enclosed with the student's conditional acceptance letter. Specific requirements, age and frequency for each immunization are listed on the form.

Completed forms must be returned to the MLT department chair no later than orientation to the MLT program. These forms may be completed by your private physician, clinic, health maintenance organization (HMO), any medical facility or by the TJC health clinic physician which is free for eligible students. The immunizations or proof of immunity are required by the Texas Education Code and the Texas Department of Health.

Immunizations (or proof of immunity) include: Tetanus/Diphtheria/Pertussis; TB skin test or vaccine; Measles, Mumps and Rubella; Varicella; Hepatitis B; Bacterial Meningitis; and Flu.

Note: If you elect to use the TJC campus health clinic physician, you must show your TJC student ID, your letter of conditional acceptance to the MLT program, and your shot/immunization record (hard copy, please, and not from your phone).

Hepatitis B Series
Students must have completed the first injection of the Hepatitis B series prior to the first day of class for the MLT program. Each student is responsible for submitting documentation verifying subsequent completion of the second and third injections to the MLT department chair. The Hepatitis B series requires up to 6 months for completion, therefore it is imperative that the student who is conditionally accepted begin this series immediately to be eligible to start clinical rotations. Specific health situations (i.e., pregnancy, allergies, etc.) that may prohibit receiving the Hepatitis B vaccine must be documented by a physician. A waiver must be signed by the student not receiving the series.

Additional Immunizations/Testing for Some Practicum Sites
Tuberculin testing (or proof of immunity) is required prior to beginning the practicum.

Some clinical affiliates may require proof of immunity (i.e., hepatitis) in addition to the immunizations and may recommend additional vaccines (i.e., flu).

Drug Screen, Criminal Background Check

All students enrolled in the School of Nursing and Health Sciences programs are required to undergo a drug screen and criminal background check prior to beginning their clinical experience. This procedure is conducted after a student has been accepted to their respective program. Results of these screenings are forwarded to the dean's office of the School Nursing and Health Sciences for review and verification that the student is eligible to attend clinical rotation. Students are responsible for all charges incurred for these screenings. A form will be enclosed with the conditional acceptance letter.

Note: A student conditionally accepted to the School of Nursing and Health Sciences may be prohibited from attending a clinical rotation and be dismissed from the School of Nursing and Health Sciences program due to the findings of the criminal background check and/or drug screening.

Licensure and Criminal Background Requirements
Be advised that the findings of the criminal background check could keep you from being licensed by states requiring state licensure. If you have a concern about your background and licensure, please speak with the department chair. You also have the right to request a criminal history evaluation letter from the applicable state licensing agency.

Drug Screen
Substance Abuse Panel 10: Substance Abuse Panel 10 drug test with integrity checks for creatinine, temperature and pH levels. Results are returned to TJC regardless of pass or fail.

Criminal Background Check
The criminal background check reviews a person's criminal history for a minimum of seven (7) years prior to the date on the program application. The background check will include all cities and counties of the person's residency during that time period.

- SSN Authenticity: Confirms the Social Security number listed is valid and not part of the death database. Compares date and location issued with the applicant's address history and date of birth.
- Identity Trail: Compares addresses and names reported by credit and other agencies with the applicant's reported name and address information. (This also helps detect identity theft). Remedy does not perform a credit check and it will not affect your credit score in any way.
- Driver's License Authenticity: Determines if the driver's license number reported is authentic and registered in the applicant's name, address and date of birth.
- Criminal History: Reviews any admission-related felony and misdemeanor convictions, including deferred adjudications of the applicant for the previous seven years. All states and/or counties of residence in the last seven years are checked. Any and all findings are reported to TJC.
- Sex Offender Registry: Reviews the current state database to determine if the applicant is listed as a registered sex offender.

General Information

The program begins in the fall semester only. It is recommended that progression follows the sequence outlined in the degree plan to ensure the student has the necessary knowledge in preparation for subsequent courses. MLAB and PLAB courses are offered only in the semesters listed.

Readmission Policy

A student who is dismissed or withdraws from the Medical Laboratory Program may apply for readmission into the program. A student will not be eligible for re-application if the student has been dismissed from the program more than once, if the student failed to maintain a "C" average in more than one MLAB course, or if they were dismissed for patient care issues. Students on disciplinary probation at the time of withdrawal or dismissal are eligible to reapply pending approval by the MLT Admission Committee. Decisions to consider re-application are made on an individual basis by the Admissions Committee.

The following criteria must be met for the Admissions Committee to consider you for re-application:

1. Submit a written request to the department chair stating intentions to re-enter and what conditions have changed that might provide future success.
2. The written request must include details about the situation which necessitated withdrawal from the program has been resolved.
3. The student left the MLT program in good standing with the program and college.
4. There is space in the appropriate cohort.
5. The student is able to successfully complete a skills check-off for all clinical skills taught in prior courses if necessary.
6. The student demonstrates continued mastery of material taught prior to withdrawal including passing end of course exams for all previous MLT courses.
7. Provide any requested updated credentials (transcripts, background check, drug screen, immunizations, etc.)
8. Fulfills the admission requirements to the MLT program that are in effect at the time of re-application (includes meeting application deadline date).
9. Eligible for enrollment at TJC.
10. If readmission is granted, certain conditions may apply including, but not limited to, auditing (retaking without receiving credit) specified MLAB courses to ensure that skills and learning are current, completion of a probationary period, etc.

NOTE: Students applying for readmission into the program after a dismissal will be competing with ALL applicants for that year.

Upon readmission, the student will complete the program under student policies and curriculum in effect the year of readmission.

Details for Progression and Readmittance

Students not successfully completing a pre-requisite course(s) in any semester may apply to repeat the course(s) the next time it is offered.

A student who, withdrew from the program must be readmitted within one calendar year. The student who wishes to re-enter the program must successfully pass if necessary to prove proficiency (with a 75 percent or better) the most current final examination for each Medical Laboratory course completed prior to withdrawal. If a student remains out of the MLT program for three 16-week (full) semesters, they must repeat all of the Medical Laboratory Technology courses.

Readmission to the program depends upon availability. Previous students wishing to re-apply to the program should call the Department Chair or refer to the Tyler Junior College Medical Laboratory Technology Student Handbook. Military personnel, who are in the program and are called to active duty, will automatically be allowed back into the program and placed in the appropriate semester within one year of the honorable discharge date.

The Medical Laboratory Technology program curriculum, course descriptions, tuition and other program costs are outlined in the Tyler Junior College Catalog; on-line at the TJC website: www.tjc.edu.; and are available in the MLT Program office 2.242, Rogers Nursing and Health Sciences Building.

Americans with Disabilities Act (ADA)

Section 504 of the Federal Rehabilitation Act of 1973, http://www.hhs.gov/ocr/504.html, as amended, and the Americans with Disabilities Act of 1990, http://www.ada.gov, state that if accommodations are needed, contact the ADA Coordinator located in Support Services at 903-510-2878. Deaf students, please contact the Deaf Student Interpreter Coordinator at 903-510-2394 or TTY 903-510-2841.

Information to be Submitted with the Selective Admission Application Form

- All Official Transcripts
- HESI scores
- Essential Functions Form
- Clinical Selection and Placement Acknowledgement Form
- Release of Liability Form
- Records Release Form
- Previous Enrollment in a Healthcare Program Form

Rachel Miller, M.A., MLS (ASCP)^{CM}
Department Chair/Program Director
Office Phone: 903-510-2010
Email: rachel.miller@tjc.edu

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Release of Liability Form

As a Medical Laboratory Technology Program student, I realize that a visit to a Clinical Site may be required. I am aware that if requested to make a Clinical Site visit, I am fully responsible for any events that might lead to personal injury and am responsible for any expenses incurred due to any such events.

Student Signature: _____ Date: _____

Printed Name: _____

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Records Release Form

I request that my TJC transcript and/or other school records be released (online or hard copy) to the department chair of the Medical Laboratory Technology Program at TJC.

Printed Name: _____

Other names used while attending TJC: _____

Present Address: _____

Student A-Number: _____

Transcript(s) and/or queries in Degree Works will be requested for the purpose of admission to the program, advising the student and verification of degree requirements to the Medical Laboratory Technology Program.

Student Signature: _____ Date: _____

Essential Functions Form
Essential Functions for Clinical Laboratory Science (CLS) Students

The essential functions adopted for the Medical Laboratory Technology Program at TJC are from Fritsma, G.A. Fiorella B.J. and Murphey, M. "Essential Requirements for Clinical Laboratory Science," published in Clinical Laboratory Science, Vol. 9, No 1, pp. 40-43 Jan/Feb 1996.

Essential Observational Requirements for the Clinical Laboratory Sciences

The CLS student must be able to:

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- Characterize the color, odor, clarity, and viscosity of biologicals, 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.

Essential Movement Requirements for the Clinical Laboratory Sciences

The CLS student must be able to:

- Move freely and safely within the 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 over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard (i.e., 101-key IBM computer keyboard) to operate and calculate laboratory instruments, record, evaluate and transmit laboratory information.

Essential Communication Requirements for the Clinical Laboratory Sciences

The CLS student must be able to:

- 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 communicate with patients regarding laboratory tests.

- Communicate with faculty members, fellow students, staff and other healthcare professionals verbally and in a recorded format (writing, typing, graphics or telecommunication).
- Independently prepare papers, prepare laboratory reports and take paper, computer and laboratory practical examinations.
- 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.

Essential Intellectual Requirements for the Clinical Laboratory Sciences

The CLS student must be able to:

- 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.

Essential Behavioral Requirements for the Clinical Laboratory Sciences

The CLS student must be able to:

- 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 of physical and emotional stress.
- Be able to provide professional and technical services 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 biological specimens.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical and responsible and accept responsibility and accountability for one's own actions.
- Be forthright about errors or uncertainty.
- Be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve performance (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- **Works with Cultural Diversity:** Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

I have read and understand the Essential Functions and have been given the opportunity to ask questions.

Student Signature: _____ Date: _____

TJC
MEDICAL LABORATORY TECHNOLOGY PROGRAM

Clinical Selection and Placement Process

Since the MLT program originated at TJC, there have always been ample clinical sites for the students eligible for clinical practicum. However, the MLT program cannot guarantee the availability of clinical sites. In the event that sufficient clinical sites are not available in the standard sequence of the program, students will be ranked according to their GPA of MLT courses, and the clinical assignments will be made accordingly. The remaining students will be placed on an alternate waiting list and will be given priority placement for clinical assignment in the next scheduled clinical practicum.

Every attempt will be made to place students with clinical affiliates where they will have every opportunity to be successful. Every effort will be made to place each eligible student in a clinical site when he/she is prepared to go.

Site availability and previous laboratory performance as well as faculty evaluations of the student's knowledge (GPA), skills and attitudes will be utilized to determine clinical assignments. Priority placement will be given to students who have completed all core academic classes. Students completing the curriculum out of sequence, or who have not completed the core academic classes, will be placed in the next scheduled clinical practicum, provided an affiliate space is available.

This may postpone graduation and delay eligibility for ASCP or other registry examination by at least one testing period.

I have read and understand the Clinical Selection and Placement Process and have been given the opportunity to ask questions regarding the process.

Student Signature: _____ Date: _____

TJC
MEDICAL LABORATORY TECHNOLOGY PROGRAM

COVID-19 Vaccine Information for Clinical Rotations - Practicum

TJC does not mandate vaccines for students. However, TJC is required by law to have written agreements with each clinical site ("Site"). These agreements detail the terms of the clinical rotations at each Site. The terms require students to adhere to each Site's policies and requirements.

Most, if not all, Sites have a mandatory COVID-19 vaccine requirement pursuant to its own policies and/or federal law ("Mandate"). All major Sites with whom TJC has an agreement have a Mandate in place. TJC expects that all Sites have or will have a Mandate in place that applies to students in clinical rotations, as the federal Centers for Medicare & Medicaid Services mandate applies to virtually all providers.

TJC does not process or determine requests for exemptions to such Mandates. Each Site will determine its process for same. Students may avail themselves of a Site's exemption process, if allowed. RNHS programs will collect and hold exemption requests for tracking purposes but will not make any determinations as to the validity of said requests. TJC has been told by at least one major Site that it will not process student requests for exemptions. In this instance, programs will accept and hold student exemption requests as state above and will treat such requests as we do for all other exemption requests e.g. influenza. A student must meet all Site requirements for the Site(s) he/she is placed at, including Mandates related to COVID-19. The student is solely responsible for such compliance at all times during the program.

If a student is placed at a Site and the Site does not allow exemptions to the Mandate for students or does not approve an exemption request, TJC has no duty or obligation to place the student at a different Site. TJC will not attempt to find different, or new, clinical placement for any student due to COVID-19 vaccination requirements.

A student's failure or refusal to get a COVID-19 vaccination, for any reason, when required by the Site he/she is placed at for clinical rotations will result in his/her inability to be placed in clinical rotations and may result in withdrawal from clinical rotations or the inability to participate in same. This may result in the student's failure to complete the program he/she is enrolled in.

Student Signature: _____ Date: _____

TJC
MEDICAL LABORATORY TECHNOLOGY PROGRAM

Medical Laboratory Technology AAS

Associate of Applied Science

MAJOR COURSES **36 CREDITS**

MLAB 1201	Introduction to Clinical Laboratory Science
MLAB 1415	Hematology
PLAB 1223	Phlebotomy
MLAB 2534	Clinical Microbiology
MLAB 1235	Immunology/Serology
MLAB 1311	Urinalysis and Body Fluids
MLAB 2501	Clinical Chemistry
MLAB 2431	Immunohematology
MLAB 1227	Coagulation
MLAB 1231	Parasitology/Mycology
MLAB 2132	Seminar in Medical Laboratory Technology
MLAB 2466	Practicum (or Field Experience) – Clinical/Medical Laboratory Technician

GENERAL EDUCATION REQUIREMENTS **24 CREDITS**

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 36
General Education Requirements: 24

Total Semester Hours: 60

Recommended Course Sequence:

PREREQUISITE*		**CREDIT HOURS**
BIOL 2401	**Anatomy & Physiology I**	**4**
FIRST SEMESTER		
MLAB 1201	Introduction to Clinical Laboratory Science	2
MLAB 1415	Hematology	4
PLAB 1223	Phlebotomy	2
ENGL 1301	**Composition I**	**3**
MATH 1314	**College Algebra**	**3**
SECOND SEMESTER		
MLAB 2534	Clinical Microbiology	5
MLAB 1235	Immunology/Serology	2
MLAB 1311	Urinalysis and Body Fluids	3
CHEM 1406	**Introductory Chemistry I – Allied Health Emphasis *OR* CHEM 1411**	**4**
SUMMER		
xxxx x3xx	**Lang., Philosophy and Culture Core *OR* Creative Arts Core**	**3**
PSYC 2314	**Lifespan Growth & Development *OR* PSYC 2301 *OR* SOCI 1301**	**3**
THIRD SEMESTER		
MLAB 2501	Clinical Chemistry	5
MLAB 2431	Immunohematology	4
MLAB 1227	Coagulation	2
BIOL 2402	**Anatomy & Physiology II**	**4**
FOURTH SEMESTER		
MLAB 1231	Parasitology/Mycology	2
MLAB 2132	Seminar in Medical Lab. Technology	1
MLAB 2466	Practicum (or Field Experience) – Clinical/Medical Laboratory Technician	4

Total Semester Hours: 60

Courses titled in bold type represent general education courses and may be taken prior to acceptance into the program.

**BIOL 2401 or CHEM 1406 or 1411 must be completed with a "C" or better before application to the medical laboratory technology program. Students substituting 1406 or 1411 as the prerequisite for BIOL 2401 will still be required to complete BIOL 2401 as part of the AAS degree.*

Selective Admissions and retention rules apply. Department-specific courses must be taken in sequence and may have a prerequisite course. Major courses and science courses must be completed with a "C" or better for degree completion. Contact the department chair for details

TJC
MEDICAL LABORATORY TECHNOLOGY PROGRAM

HESI Test Requirements

For the HESI test – Test gives students points for the selection process. Minimum acceptable score for each area is 75% to receive any points at all. Test scores are good for 12 months.

1. HESI Math Skills
    a. Score 91% - 100% = 3 points
    b. Score 81% - 90% = 2 points
    c. Score 75% - 80% = 1 point

    Total Points:

2. HESI Reading Comprehension
    a. Score 91% - 100% = 3 points
    b. Score 81% - 90% = 2 points
    c. Score 75% - 80% = 1 point

    Total Points:

3. HESI Anatomy & Physiology
    a. Score 91% - 100% = 3 points
    b. Score 81% - 90% = 2 points
    c. Score 75% - 80% = 1 point

    Total Points:

Student Printed Name: _____ A#: _____

Student Signature: _____ Date: _____

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Taking the HESI

- The HESI A2 test is taken at the Testing Center located on the TJC Main Campus or TJC West.
    - TJC Main Campus: Second floor of Rogers Student Center. Please call to schedule an appointment to take exam (903-510-2617).
    - TJC West: Regional and Training Development Complex. Please call to schedule an appointment to take exam (903-510-2993).
- Testing for the HESI will not be available during the weeks for midterm and final exams. Please check the Academic Calendar or call the Testing Center.
- You can pay by cash (exact amount), check or debit/credit card at the Testing Center. The cost is $79. You will also need a recognizable government-issued or TJC student photo ID to take the test.
- The Testing Center will provide a simple four-function calculator for the math portion, if allowed.

- Only take the parts of the HESI that are marked on the ticket. You may see other modules, such as Biology, on the HESI menu. Do not do those. That will take time away from the ones you need.
- The HESI Test is timed, depending on the program to which you are applying:
  - Surgical Technology - 4 hours
  - Occupational Therapy Assistant - 4 hours 40 minutes
  - Dental Hygiene - 4 hours
  - Certified Dental Assisting - 3 hours 35 minutes
  - Medical Laboratory Technology: 4 hours

  However, the individual modules are not timed and can be done in any order.
- If you have to retest for any program, you will need to get a Retest Ticket from the specific department. Please visit the program's website that you're applying to for the retest policy.
- You will print out your scores at the end of the test. Be sure to print a copy for you to keep. If you have the minimum results required for your program, you will take your scores to the indicated department, along with all other required application paperwork:
  - Dental Hygiene – RNHS 1.143
  - Surgical Technology – RNHS 2.243
  - Occupational Therapy Assistant – RNHS 2.238 or RNHS 2.236
  - Certified Dental Assisting – RNHS 2.275
  - Medical Laboratory Technology- RNHS 2.242

HESI Test Review

1. Test-Guide: free HESI practice exams and flashcards
   - www.test-guide.com/HESI/
   - https://uniontestprep.com/hesi-exam

2. Anatomy & Physiology Review: free A&P review through Pearson Publishing that offers access toreading quizzes, art-labeling activities, chapter tests, glossaries and flashcards
   - www.anatomyandphysiology.com
   - Click the "books available" tab
   - Scroll down to the "1-Semester A&P" books
   - Choose: Essentials of Human Anatomy & Physiology, 10e by Elaine N. Marieb (or other book fromthis section)
   - Choose the chapter you want to review from the drop-down menu at the top of the page

3. HESI Admission Assessment Exam Review
   - For sale in the TJC Bookstore
   - 4th Edition
   - E-Book ISBN #: 9780323431101
   - Hard Book ISBN #: 9780323353786
   - $33 (price as of Aug. 28, 2018)

4. Additional websites for review:
   - http://www.mometrix.com/academy/hesi-a2-test/
   - http://www.hesia2practicetest.com/

TJC
MEDICAL LABORATORY TECHNOLOGY PROGRAM

Previous Enrollment in a Healthcare Program

Applicants are required to disclose if they have been previously enrolled in a healthcare program.

Please check one:

☐ No, I have not been previously enrolled in a healthcare program

☐ Yes, I have been previously enrolled in a healthcare program

School: _____

Program: _____

Dates Enrolled: _____

If you were previously enrolled in a healthcare program, you are required to submit a letter of good standing from that program. This letter must be received by the application deadline.

Student Printed Name: _____ A#: _____

Student Signature: _____ Date: _____