School of Medical Laboratory Technician
Program Catalog

Program Mission

The mission of the Medical Laboratory Technician Program is to prepare its graduates to become qualified and responsible medical laboratory technicians by providing the resources, curriculum, and clinical experiences to its students.

Program Goals

The SSM Health School of Medical Laboratory Technician is a hospital-based education program designed to provide theoretical knowledge, student and clinical laboratory experiences in all laboratory disciplines. The curriculum is designed to prepare highly competent medical laboratory technicians who meet the program goals and entry level competencies. The following goals and competencies were developed using NAACLS core and unique standards for the profession as well as those of SSM Health.

The School of Medical Laboratory Technician is committed to delivering learning experiences that will allow its graduates to:

- Demonstrate entry-level competencies in performing clinical laboratory tests in all major areas of practice in a medical laboratory, recognizing valid data/results, correlating and correctly interpreting results, and implementing follow-up procedures indicated by abnormal results.
    - Outcomes: Graduates will effectively transition experiences learned in the program to successful performance on the national Board of Certification exam ASCP BOC.
- Exhibit professionalism, communicate effectively to patients and members of the healthcare team.
    - Students will achieve a satisfactory assessment for their clinical practicum in a medical laboratory.
- Be eligible for a national certification exam.
    - Program will maintain accredited by the NAACLS to allow graduates sit for the ASCP BOC.
- Find gainful employment as a medical laboratory technician.
    - Graduates will be employed within 6 months post-graduation.

Program Description

The curriculum offers both didactic and clinical components during the 11-month training. Didactic segment of the program allows students to be carefully guided through each theory component with student laboratories prior to beginning the clinical rotation of the specific discipline. Lecture presentations, demonstrations, and hands-on practice take place in the classroom and student laboratory setting.

Once having gained the basic laboratory techniques and skills, the students rotate through the clinical sections at the SSM Health laboratories. During the clinical rotations, students further develop their previously learned basic lab skills and gain the clinical experience through automation and application in each laboratory discipline, which include phlebotomy, urinalysis, chemistry, hematology and coagulation, immunohematology, microbiology and serology.

At the end of the program, students must complete the ***MLT Comprehensive Exam*** with at least 70% correct. Once all program requirements are met, all students will receive a certificate as a graduate MLT from SSM Health School of Medical Laboratory Technician. All graduates are eligible to sit for the National Board of Certification (BOC) Exam administered by the American Society for Clinical Pathology (ASCP) to be certified as a Medical Laboratory Technician MLT(ASCP)^{cm}. **Graduation is NOT contingent upon passing the BOC Exam**.

MLT Graduates are eligible to pursue additional education to be certified as a medical laboratory scientist (MLS) by enrolling in a bridge MLT to MLS Program. Additional general education courses might be required by the institution of choice.

Program Accreditation

SSM Health Southern Illinois School of Medical Laboratory Technician is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education," and is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119; telephone: 773-714-8880; www.naacls.org. The School graduates are eligible to sit for the ASCP Board of Certification Exam.

Tuition

Program tuition is $5,000. Together with the book fee of $600, payments must be paid in full by one week prior to the first day of class. Alternatively, the tuition and fee can be paid in two installments with additional fee of $50. The first payment of $3,000 due one week prior to first day of class, and the second payment of $2,600 due by the first Friday of February. Special payment arrangement must be approved by the program official.

Fees and Other Costs

Application Fee $10 (non-refundable)
Acceptance Fee $50 (applied toward book rental fee)
Book rentals $600
Certification Exam Application $225 (subject to change by the BOC)

Financial Assistance:

No federal financial assistance is available for this program. Individuals who seek assistance must utilize other resources such as personal loans to help satisfy tuition payments.

- If eligible, contact Mantracon 618-998-0970, 3000 W. DeYoung St, Suite 800-B, Marion.
- Visit www.KnowHow2GOIllinois.org or www.CollegeGreenLight.com/ISAC for possible available scholarships.

All tuition and fees must be paid by cash, check* or credit card.
**Appropriate processing/bank fees applied for returned check.*

Program Courses

Introduction to Medical Laboratory (3)

Introduction to the Medical Laboratory will acquaint the MLT student with the SSM MLT Program and with the profession of the Medical Laboratory Science. The course will give the student the fundamentals of the clinical laboratory including safety practice and safety regulations, collection and handling of clinical specimens, laboratory mathematics, basic Quality Assurance, laboratory measurements, and the handling and care of laboratory instrumentation, including laboratory microscopes.

Urinalysis and Other Body Fluid Analysis (3)

This course is a study of the theory and microscopic examination of urine and other body fluids. Main focus is on detection of physical, chemical and microscopic properties of urine in normal and abnormal states. Content also includes discussion of miscellaneous fluid analysis, cerebrospinal fluid analysis, and fecal occult blood analysis.

Introduction to Clinical Immunology and Serology (2)

This course covers an introduction to immunology with an emphasis on applied serology. The immune response, properties and synthesis of antibodies, antigens, antibody reactions, and serological procedures most widely performed in the clinical laboratory are the major topics for discussion.

Fundamentals of Clinical Immunohematology (4)

This course covers the blood groups of humans and its significance in immunohematology and transfusion services. Also included are the inheritance and properties of blood group antigens and the corresponding antibodies; methods of detection and identification; hemolytic disease processes; processing of group immunology; record keeping; regulations; standards; and Quality Control. Lectures and student laboratories are included.

Fundamentals of Clinical of Chemistry (3)

This course offers an introduction to the study of clinical chemistry, emphasizing the basic procedures performed in most clinical laboratories and the use of these procedures in the diagnosis and follow-up of chemical disorders. This course includes normal physiology, laboratory principles, analysis techniques, quality control, quality assurance, and interpretation of test results.

Fundamentals of Clinical Hematology and Hemostasis (3.5)

This course offers an introduction to the study of clinical hematology and hemostasis. It emphasizes the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up of hematological and coagulation disorders. This course concentrates on the role of the laboratory in the diagnosis of anemias. The four major systems of hemostasis and common disease states associated with these systems will be discussed. Lectures and student laboratories are included.

Fundamentals of Clinical Microbiology (3)

This course is an introduction to clinical microbiology which includes collection and handling of biological specimens and bacteria identification techniques. Commonly encountered bacteria covered include aerobic gram-positive cocci, *Enterobacteriaceae*, gram positive bacilli, and commonly encountered anaerobes. Lecture and student laboratories are included.

Advanced Clinical Hematology (2)

This course focuses on anemias and disorders of white blood cells including neoplasms of the myeloid and lymphoid systems. Lectures and student laboratories are included.

Advanced Clinical Microbiology (1.5)

This course concentrates on the basics of acid-fast organisms, parasites, and fungi, including their pathophysiology, epidemiology and associated diseases. Common diseases caused by microorganisms by anatomical sites will be discussed. Lecture and student laboratories are included.

Professional Seminar (3)

This course is a review of all the major disciplines of the clinical laboratory to include the generalist practice. Professional and ethical issues concerning the medical laboratory technician are discussed. Lectures and student laboratories are included.

Clinical Experience (7)

This course is the clinical experience to develop the technical testing skills in the area of immunohematology/blood banking, hematology, microbiology, and chemistry. No lecture given but substantial review of the didactic materials required.

Notes:

Students must attain a grade of "C" or better in each MLT course.

MLT Program CURRICULUM PLAN 2023 - 2024

Students on site on Tuesdays from 8 a.m. – 3 p.m.

Week #	AM	PM
1 8/7	Intro	UA
2 8/14	Intro	UA
3 8/21	Intro	UA
4 8/28	Intro	UA
5 9/4 M = Holliday	M = Holliday	M = Holliday
6 9/11	Intro Final Exam Immuno I (Ch 2 & 3)	UA Final Exam
7 9/18	CLINICAL NO MONDAY	Immuno I Micro I
8 9/25	CLINICAL NO MONDAY	Immuno I exam Micro I
9 10/2	CLINICAL NO MONDAY	BBank Micro I
10 10/9	CLINICAL NO MONDAY	BBank Micro I
11 10/16	CLINICAL NO MONDAY	BBank Micro I
12 10/23	CLINICAL NO MONDAY	BBank Micro I
13 10/30	Micro I Final Exam	BBank
14 11/7	Hem I	BBank
15 11/13	Hem I	BBank
16 11/20	Thanksgiving	
17 11/27	Hem I	BBank
18 12/4	Hem I	BBank
19 12/11	Hem I	BBank Final Exam
20 12/18	Hem I	Chem
21 12/25	Christmas	
22 1/1	New Year	
23 1/8	Hem I	Chem
24 1/15	Hem I	Chem
25 1/22	CLINICAL NO MONDAY	Chem Hem I Final Exam

26 1/29	CLINICAL **NO MONDAY**	**Chem** **Micro II**
27 2/5	CLINICAL **NO MONDAY**	**Chem** **Micro II**
28 2/12	CLINICAL **NO MONDAY**	**Chem** **Micro II**
29 2/19	CLINICAL **NO MONDAY**	**Chem** **Micro II**
30 2/26	CLINICAL **NO MONDAY**	**Chem** **Micro II**
31 3/4	CLINICAL **NO MONDAY**	**Chem Final Exam** **Hem II**
32 3/11	CLINICAL **NO MONDAY**	**Hem II**
33 3/18	**Immuno II**	**Hem II**
34 3/25	**Immuno II**	**Hem II**
35 4/1	**Immuno II**	**Hem II**

37 4/8	**MONDAY: Final exams Hem II & Immuno** CLINICAL	**Prof Seminar Online**
37 4/15	CLINICAL	**Prof Seminar Online**
38 4/22	CLINICAL **NO CLINICAL MONDAY (ZOOM 8-11 on Monday)**	**Prof Seminar Online**
39 4/29	CLINICAL	**Prof Seminar Online**
40 5/6	CLINICAL **NO CLINICAL MONDAY (ZOOM 8-11 on Monday)**	**Prof Seminar Online**
41 5/13	CLINICAL	**Prof Seminar Online**
42 5/20	CLINICAL **NO CLINICAL MONDAY (ZOOM 8-11 on Monday)**	**Prof Seminar Online**
43 5/27 M = Holiday	CLINICAL **NO CLINICAL MONDAY (HOLIDAY)**	**Prof Seminar Online**
44 6/3	CLINICAL **NO CLINICAL MONDAY (ZOOM 8-11 on Monday)**	**Prof Seminar Online**
45 6/10	CLINICAL	**Prof Seminar Online**
46 6/17	**Professional Seminar (ZOOM 8 – 11 a.m. T & R)** **Students Presentation**	
47 6/24	**MLT Comprehensive Exam (8a.m. 6/24)** **Individual Conference (6/25, time TBA)** **Graduation 6/26**	

MLT Program Appeal/Grievance Process

Students are encouraged to resolve problems directly with the individual involved. If, however students feel, at any time, that an academic or non-academic problem was not resolved to their satisfaction and they have grounds for an appeal, they may follow this Appeal/Grievance Process. It is the intent of this process to afford students a fair and equitable process by which to appeal any disagreement while protecting faculty rights and the integrity of the program evaluation system.

A student may use and follow the appeal process for disagreement with any evaluation, including grades, or dismissal decision. The Appeal Committee is composed of:

- Program Director,
- two faculty members, of which one selected by the individual appealing
- a Lab Director,
- two students, if available, of which one selected by the individual appealing, and
- a Senior Administrator.

The process is explained in these steps:

1. **Within 3 business days** from the occurrence, the student must present a written request to discuss the matter with the instructor, if it is regarding evaluations/grades, or the Program Director, if it is regarding dismissal or if the instructor is not available. Adequate evidence to support the appeal must be provided.

   Within 3 business days, the respondent shall reply to the grievant in writing to set up a time to meet and discuss the appeal.

   This non-formal appeal shall be accompanied by copies of the evidence on which the student is basing the appeal. Without specific evidence the appeal cannot go forward. In other words, an appeal must be based upon more than a mere disagreement between the faculty member and the student.

   If the respondent, different than the Program Director, and the grievant are unable to reach an agreement, the grievant may submit the appeal to the Program Director, who will respond to the grievant within **3 business days**.

2. In the case that the response is still unsatisfactory, present the written appeal requesting a **formal appeal process**, along with previous responses to the Program Director. **Within 3 business days** of the receipt, the Program Director shall request the Appeal Committee for a formal hearing. If applicable, the Program Director will notify the respective affiliated college advisor that the student has filed an appeal.

3. **Within 5 business days** from the day of the gearing request, the Appeal Committee will review the documentation privately deliberate to make a determination regarding the appeal. The Committee may request additional information as needed.

4. The decision of the Appeal Committee shall be final and a written record of such will be maintained by the Program Director.

STUDENT WITHDRAWAL POLICY and REFUND POLICY

Students may terminate enrollment in the SSM Health School of Medical Laboratory Technician at any time. Any student wishing to withdraw from the program must submit a signed written notice to the Program Director indicating intent to withdraw along with effective date. The student will be presented with a final accounting of payment due to the program or, if applicable, refund due to the student according to the program's refund policy. Refunds will be mailed to the student. Grade transcripts and letters of recommendation will be withheld until all outstanding balances are paid in full and textbooks and instructional materials on loan to the student are returned.

Student who stops attending class will be treated as an unofficial withdrawal. The refund policy will be applied, if applicable.

Students are responsible for any financial assistance via private loans. The **School will not directly issue the refund**, if applicable, **to financial institutions**.

Tuition refunds will be calculated at the rates listed below minus unpaid fees and an administrative fee of $50.

First term (22 weeks) begins the second Monday of August – tuition and book fee = $3,000 due one week prior to first day of class.

Weeks 1-2	90% refund ($2,700)
Weeks 3-6	75% refund ($2,250)
Weeks 7-10	50% refund ($1,500)
Weeks 11-12	20% refund ($600)
After week 12	0% refund ($0)

Second term (22 weeks) begins last Monday of January – tuition and fee = $2,600 due one week prior to first day of class.

Weeks 1-2	75% refund ($1,950)
Weeks 3-6	50% refund ($1,300)
Weeks 7-10	20% refund ($520)
After week 10	0% refund ($0)

School of Medical Laboratory Technician

1 Good Samaritan Way
Mount Vernon, Il 62864
Phone: 618-899-3097
www.ssmhealth.com

ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ STUDENT ID #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

CONSUMER INFORMATION

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

- The number of students who were admitted in the program as of July 1 of that reporting period.
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.
- The total number of students admitted in the program during the 12-month reporting period.
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

PROGRAM INFORMATION

DATE OF ADMISSION: _____/_____/_____

PROGRAM: **MEDICAL LABORATORY TECHNICIAN**

The MLT program offers both didactic and clinical components. Students will gain medical laboratory specific disciplines via didactic segments prior to entering the rotational clinical experience. Students must be able to attend school on a full-time basis. The program, which begins in August, has a maximum student capacity of six.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

- Earned an Associate's degree (or equivalence) or higher, to include:
  - Minimum of 8 semester hours of Human Anatomy and Physiology (with laboratory); and Microbiology (with laboratory)
  - Minimum of 8 semester hours of Chemistry

PROGRAM START DATE: _____ (Second week of August)

SCHEDULED END DATE: _____ (Last Friday of June)

FULL-TIME ■

CLASS MEETS: **M T W Th F**

TIME CLASS BEGINS: as early as 0600_____ TIME CLASS ENDS: 1500

NUMBER OF WEEKS: __44_____ TOTAL CREDIT or CLOCK HOURS: __35 CH_____

TUITION & FEES

ACCEPTANCE FEE:	$50.00 (applied toward book fees)
TUITION:	$5,000.00
BOOKS RENTAL FEES:	$600.00
CERTIFICATION EXAM:	$225.00 (subject to change by ASCP)
OTHER:	$200

(Other Includes: Scrubs, shoes)

TOTAL COST FOR MLT PROGRAM: $ 6,025.00

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.

2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school. Read all pages of this contract before signing.

3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.

4. This agreement and the MLT Program Handbook constitute the entire agreement between the student and the school.

5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.

6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until 10 business days PRIOR to the first day of class. Cancellation should be submitted to the authorized official of the school in writing. Full tuition would be refunded, if paid, to student, minus $50 acceptance fee.

SSMHealth

PROGRAM SKILLS AND ABILITIES RELATING TO ESSENTIAL JOB FUNCTIONS

The following listed essential skills and abilities are necessary for a MLT student to meet the requirements of the curriculum. These standards are based on the essential skills of a medical laboratory science student and must be mastered in order to obtain credit for the educational program. Potential students are invited to meet with the Program Director to discuss any issues associated with meeting or not meeting these requirements.

1. **Vision:**
   a. Ability to use a microscope and differentiate microscopic components of cells, tissues, etc. Microscope work is included in the laboratory content areas of urinalysis, hematology, immunohematology, serology, and microbiology.
   b. Ability to discriminate color differences/variations. Reading color chemical reactions, identifying organisms, and differentiating blood cells depend on the student's ability to see color, changes in color, shape, and texture differences.
2. **Communication:**
   a. Ability to read and comprehend clinical textbooks, procedures, numbers, and graphs displayed in prints or on a video monitor.
   b. Ability to communicate fluently in English, not only in speech but also in reading and writing, with faculty, classmates, patients, physicians and other health care professionals in a positive, tactful manner.
3. **Motor:**
   a. Ability to safely and accurately manipulate glass slides, tourniquets, test tubes, pipets, and small instruments. Good hand-eye coordination is essential in delicate manipulations.
   b. Ability to freely maneuver around the assigned laboratory working areas and patient care settings.
5. **Behavioral and Social Attributes:**
   a. Ability to maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of their laboratory responsibilities.
   b. Ability to adapt to changing environment and technology.
   c. Ability to maintain composure and function effectively when subjected to high stress levels.
   d. Ability to recognize potential hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injuries to patients, self, and nearby individuals.
   e. Ability to function as a supportive member of the health care team, maintaining highest laboratory standards in delivery of patient care.
6. **Others:**
   a. Verification of satisfactory health through completion of the physical examination.

I have read and understood the essential job functions for the Medical Laboratory Technician Program and can satisfy these minimum requirements.

Print Name Signature Date

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school's MLT Program Catalog, which contains information describing programs offered, and its policies. The MLT Program Catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this Catalog.
   Student Initials _____
2. I have carefully read and received an exact copy of this enrollment agreement.
   Student Initials _____
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the MLT Program Handbook. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the MLT Program Handbook and that my financial obligation to the school must be paid in full before a certificate may be awarded.
   Student Initials _____
4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.
   Student Initials _____
5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution.
   Student Initials _____
6. I understand that the school does not guarantee job placement to graduates upon program completion.
   Student Initials _____
7. I have read and understood the essential job functions for the Medical Laboratory Technician Program and can satisfy these minimum requirements.
   Student Initials _____
8. I understand that complaints, if cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org. Telephone: 217-782-2551; TTY (888) 261-2881
   Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the MLT Program Catalog, Program Handbook, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

_____	_____	_____	_____
Student's Signature	Date	Program Director's Signature	Date