

## 2018 Application Guide San Diego Miramar College

### Job description

According to the American Society for Clinical Pathology,

*a medical laboratory technician (MLT) performs routine tests in all areas of the clinical laboratory. A medical laboratory technician searches for basic clues to the absence, presence, extent, and causes of diseases. This skilled individual is responsible for performing laboratory tests efficiently and accurately for high-quality patient care.*

Medical lab technicians must be prepared to work graveyard shifts. For example such shifts include working 9:00PM until 5:00AM or working 11:00 PM to 7:30AM.

### Program Description

The Medical Laboratory Technology Training program prepares students for employment in clinical laboratories, industry, and biotechnology as a Medical Laboratory Technician, Laboratory Assistant and or Research Technician/Associate. The required curriculum integrates basic concepts, technical procedures, and laboratory exercises prior to the required practical experience (practicum classes). Practicum classes are held at an affiliate site where students receive actual workplace experience in the job duties of the Medical Laboratory Technician. The entire program is designed for students to master the competencies, skills, and knowledge required in this profession.

This curriculum prepares individuals to perform clinical laboratory procedures in chemistry, urinalysis, hematology, microbiology, and immunology. These procedures may be used in the maintenance of health and diagnosis/treatment of disease. Coursework emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids. The program recognizes the importance of professional standards and ethical obligations critical to health care professions. Development of professional competence, personal growth and effective patient care are integrated into each part of the curriculum.

Graduates of the Medical Laboratory Technician Program may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists (ASCP) or the American Association of Bioanalysts (AAB) to obtain a California License through Laboratory Field Services Personnel Licensing of the California Department of Public Health. As of 2014, the cost of applying to Laboratory Field Services is \$230. To take the ASCP exam is an additional \$200. Employment opportunities for both licensed and unlicensed MLTT graduates include laboratories in hospitals, medical offices, industry laboratories and research facilities.

Classes consist of three lecture/lab courses and four practica courses. Lecture classes and phlebotomy must be completed before a student can begin practica. Class days and time will vary. Currently, lecture classes occur during the day Monday through Friday. Practica classes are 40 hours a week, often graveyard shifts, but vary depending on the schedule of our partner lab. It takes approximately 18-24 months to complete the entire program. For example a typical student starting in the fall or spring would have one of the following schedules:

FALL START	
Semester	Course
Fall	MLTT203
Spring	MLTT201
	MLTT202
Summer	Phlebotomy (not at Miramar)
Fall	2 practica Classes
Spring	2 Practica Classes

SPRING START	
Semester	Course
Spring	MLTT201
	MLTT202
Summer	Phlebotomy (not at Miramar)
Fall	MLTT203
Spring	2 Practica Classes
Fall	2 Practica Classes

### Application Process

**Submit your application and all supporting documents to The Dean's Office of Mathematics, Biological, Exercise and Physical Sciences (M-202) by July 1<sup>st</sup> for admission in Fall and by October 1<sup>st</sup> for admission in Spring.** Students must resubmit an application for each semester they wish to be considered for the program.

It is the responsibility of the student to assure their application is complete. It is not the responsibility of the college or program to contact applicants regarding the complete or incomplete status of program application materials submitted. Prospective students need to understand the information given and ask questions of the appropriate person in the appropriate timeframe if they need further clarification.

Completion of all designated prerequisites does not guarantee admission to the Medical Laboratory Technician Training program. Applications are reviewed each semester.

Applications will be put into a pool from which a computerized, random selection process will select those to be admitted.

**Acceptance notices for the Medical Laboratory Technician Training Program will be sent out via e-mail by July 15<sup>th</sup> and October 15<sup>th</sup> of each year** to the e-mail address listed on the application (regardless of any e-mail addresses used by the student to communicate to the program; printing your e-mail address carefully on the application is very important). The deadline for the return of the acceptance verification email is on or near July 30<sup>th</sup> for Fall and in or near October 30<sup>th</sup> for Spring. Applicants must confirm acceptance in writing or e-mail (as directed) by the stipulated date to maintain the admission status (postmarks are not considered). Any candidate wishing to withdraw or cancel their application must provide immediate written communication to the MLTT project Assistant in the Dean's Office for Mathematics, Biological, Exercise and Physical Sciences. All applicants are responsible for maintaining their current and accurate contact information (address, telephone and e-mail).

**Applicants are responsible for understanding the application and admission procedures and for obtaining timely clarification on any matter related to their application, admission and eligibility status.**

### Application Checklist

1.  Application for Admissions (2 pages) completed.
2.  Unofficial Transcripts attached.

**Note:** Once admitted, you must also have official transcripts on file with the district.

MAIL TO:

San Diego Community College District  
Transcripts Department  
3375 Camino Del Rio South, Suite 100  
San Diego, CA 92108-3883

All prerequisite courses must have been successfully completed no more than **seven years before program start date.**

3.  Phlebotomy License Attached (if completed)

**Please submit application packet to:**

**Dean of Math and Sciences  
C/O MLTT Program  
10440 Black Mountain Road, San Diego, CA 92126**

**Application to Clear Prerequisites for Lottery Admission to Medical Laboratory Technician Training Program**

NAME (PRINT) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: Home \_\_\_\_\_ Cell \_\_\_\_\_

E:MAIL: \_\_\_\_\_

Student ID # \_\_\_\_\_

- I understand that I need to file this application with unofficial transcripts attached to check for recency of prerequisites.
- I understand that if I am not chosen for enrollment in the coming semester I must resubmit each semester (by July 1 for fall, by October 1 for spring).
- I understand that enrollment in the MLTT classes is on a space available basis by computer assisted lottery.
- I understand that I will need either an Associate's Degree or Bachelor's Degree and proof of CPT-1 Phlebotomy License in addition to program completion in order to sit for the State Licensure Exam.
- I have taken phlebotomy (not required prior to starting program)

**Prerequisite Checklist**

Course at Miramar	Where	Year	Equivalent course#
Bio 107 or equiv			
Chem 100 & 100 L or equiv.			
Chem 130 and 130L or equiv.			
Bio 230 or equivalent			
Bio 235 or equivalent			

TECHNICAL STANDARDS (Essential Functions) FOR MEDICAL LABORATORY TECHNOLOGY

MLTs must be physically and mentally capable of performing the clinical duties of their job. If a “No” response is given to one of the tasks, reasonable accommodation will be considered and utilized as appropriate to maintain program standards. While the program may be able to accommodate certain physical limitations, the student should be aware that potential employers may not be able to make similar accommodations.

**DIRECTIONS:** Please check the appropriate box on the right, sign, date, and return with your application.  
**Note: Please read each item carefully and answer the below questions accurately and honestly. Any answer of “no” will be addressed with the student to determine reasonable accommodation; however, fraudulent answers will be considered as a violation of the San Diego Miramar College “Honest Academic Conduct” Code Policy 3100.**

A. ARE YOU ABLE TO:	YES	NO
1. Stand for 60+ minutes (up to 4 hours) on a tiled or carpeted surface?		
2. Sit for 50 minutes on a chair at a table or desk?		
3. Walk 600 feet one way on a tiled or carpeted surface? Turn to either direction on a tiled or carpeted surface? Walk backwards for up to 20 feet on a tiled or carpeted surface?		
4. Lift and carry various equipment of up to 30 lbs with both hands?		
5. Lift equipment of approximately 10 lbs to shoulder level and then carry same up to 30 feet?		
6. Maintain your standing balance in awkward positions (such as when you are handling equipment in sterile conditions)?		
7. Bend, stoop, or crouch to reach a low object?		
8. Rotate your trunk (spine) from side to side?		
9. Rotate your forearms to turn knobs and levers?		
10. Reach overhead, forward, and side to side and are able to push overhead equipment in the same manner?		
11. Manipulate small size objects such as small dials and switches, needles and syringes, individual keys on a keyboard, pipettes, etc.?		
12. Read very small print on reagent bottles?		
13. SEE: all spectrum of colors, read printed information; read small control panels; observe patient skin and coloration before, during, and after treatment; read patient identification and medical records on paper and computer screens; observe that the work area is free of obstacles,		
14. HEAR: questions/comments face-to-face and without being face-to-face; fain, emergency call bells, equipment timers, etc.?		
15. SPEAK: give instructions to coworkers/peers in everyday work and in emergency situations, etc.?		
16. TACTILE: feel hot and cold sensations, feel liquid that may spill or touch any part of your body, feel pressure such as to avoid accidentally touching or bumping a sterile field with any part of your body?		

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_