I. APPLICATION PROCEDURE

A. APPLY TO ROSE STATE COLLEGE: (if not currently enrolled). Submit official transcripts and request a Rose State College MLT Degree Audit (Allow 4-6 weeks). RSC requires a Document Archive Form and 48 hours to retrieve and copy transcripts from previously attended colleges and universities. If planning to complete a bachelor degree in the future, consider completing an Associate Degree in addition to the AAS in Medical Laboratory Technology. Students that are interested in a Baccalaureate Degree are encouraged to check with the college that they plan to transfer to for additional class requirements.

B. COMPLETE A MLT PROGRAM APPLICATION: Applications may be obtained in the Health Science Division office, or by calling 405-733-7359. Submit transcripts with the application. Submit additional transcripts for courses completed after the application is turned in. Incomplete applications will NOT be processed.

C. SCHEDULE AN INFORMATION SESSION with the MLT Program Director (733-7577). The purpose of the information session is to discuss the MLT Program and devise a schedule of classes. Variation from the schedule of classes could result in delay progression in the program.

D. TWO APPLICATION PERIODS: Deadline for fall admission is April 15th; October 15 is the deadline for spring admission. Late applications will be considered if space allows.

E. NOTIFICATION OF ACCEPTANCE: Notification of acceptance will be emailed to student RSC accounts by two months after the deadline dates.

F. SELECTION CRITERIA: 294 points possible
   Applicant pool ranking will be based on GPA (based on science prerequisite courses-section III.F.)
   1. Points for science prerequisites: A=8, B=6, and C=4 (total points possible=128)
   2. Points for general ed and Psychology coursework: A=4, B=3, C=2 (total points possible=60)
   3. Points for Completion of HSML 1103: A=12, B=9, C=6 (total points possible=36).
   4. Points for Health Care work experience (minimum six months): 10 pts (submit documentation).
   5. Completion of bachelor degree: 50 points.
   6. Administrative Points: 10 points for one of the following if proof is provided
      • Graduating from Mid-Del, Midwest City, or Carl Albert High School
      • Taking at least 6 of 8 prerequisites at RSC.
      • Reside in Mid-Del Technical Area Education District.
      • Employment in a medical facility or patient care facility in the Mid-Del Technical Area Education District.

G. PROGRAM ACCREDITATION: The Medical Laboratory Technology/MLT program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 W. Bryn Mawr Ave, Suite 60, Chicago, IL 60631. (773) 714-8880 www.naacls.org. Upon successful completion of the program, graduates are eligible to sit for American Society of Clinical Pathologist (ASCP) Board of Certification (BOC) for Medical Laboratory Technician (MLT).

H. JOB MARKET AND SALARY: The job market is excellent throughout the nation and state. National surveys indicate job vacancies are increasing and predict a shortage of qualified CLT/MLT’s. The average salary in the Oklahoma City area for entry level is approximately $34,000-$45,000 plus up to $5.00 per hour shift and weekend differentials, and occasionally, a sign-on bonus.
II. PROGRAM DESCRIPTION: A Medical Laboratory Technician/MLT performs routine tests in all areas of the clinical laboratory. A medical laboratory technician searches for basic causes to the absence, presence, extent, and cause of diseases. This skilled individual must be dedicated and self-motivated, to perform laboratory tests efficiently and accurately for high quality patient care. Attention to detail and logical sequencing of lab procedures is required.

A. MISSION STATEMENT: The Medical Laboratory Technology/MLT Program is a community college based program providing education and training for career entry competencies in all general clinical laboratory areas and preparation for the successful completion of national board exams.

B. PROGRAM GOALS AND COMPETENCIES:
1. To safely collect, process, perform and report routine clinical laboratory tests on biological specimens and other substances, with precision and accuracy under minimal supervision within a reasonable length of time.
2. To understand and apply the aspects of quality improvement related to the laboratory; performing and monitoring standard quality control methods and learning trouble shooting and problem solving in order to take corrective action as necessary.
3. To recognize abnormal values and apply appropriate procedures.
4. To correlate didactic instruction with laboratory results in the diagnosis and treatment of patients.
5. To perform routine maintenance, standardization and calibration procedures.
6. To use safety precautions whenever handling biohazard substances.
7. To instill the concept of total patient care and the role of the laboratory in this concept.
8. To communicate well with all levels of personnel.
9. To demonstrate professional conduct, adhere to patient safety guidelines and to utilize appropriate communication skills.
10. To practice within the profession’s ethical and legal framework by assuming responsibility and accountability for one’s own laboratory practice and continued professional and self-development.

C. CLASS SIZE: Usually around 20 students are accepted into the program each year; however, the exact number is determined by the number of clinical sites available for completion of the clinical laboratory science courses (see III.G.). Should there be more students than available clinical sites, the Program Director will select the students who will perform clinical site rotations, according to their GPA on MLT courses.

D. PROGRAM HOURS:
1. Medical Laboratory Technology/MLT courses (HSML) are offered during the day only.
2. General education courses and basic health science courses are offered during the day or evening. (Refer to III.F.)

E. PROGRAM LENGTH: Several options are available based on the student’s needs. Pre-requisite General Education and Science course should be completed prior to beginning the MLT Program (see III.F for the list of 31 credit hour required courses). Program courses (HSML) should be taken in sequence based on the option chosen. All Program courses (HSML) from the prior semester must be completed to progress to the next semester. Please note those courses requiring prerequisite course work.

One-Year Option Fall or Spring entry: With the recommendation of the Program Director, the student will take all Program courses in one year. See Section III.F. of the One Year Option program courses for fall and spring entry.

Two-Year Part-time Option: For students who would like to take the MLT Program courses on a part-time basis. See Section III.F. of the Two Year Part-time Option course offering.
III. PROGRAM REQUIREMENTS

A. PHYSICAL AND MENTAL QUALIFICATIONS (also called Essential Functions)
   1. The ability to move around in the work areas.
   2. Vision sufficient to accurately distinguish colors, read, perform procedures, monitor instruments, and perform microscopic procedures.
   3. The coordination and movement ability to manipulate equipment and supplies, e.g. adjusting control knobs, manipulating small items.
   4. The ability to speak, write and comprehend the English language.
   5. The ability to communicate in an effective and professional way with clients and health-care providers.
   6. Auditory acuity sufficient to hear instructions, requests, and monitor equipment.
   7. The ability to use problem-solving skills including the application of concepts.
   8. The ability to follow instructions/regulations.
   9. The ability to reach a level of proficiency necessary to perform with minimal supervision.
   10. The ability to perform in stressful situations that are team-oriented and task-specific.

   Latex sensitivity: students with a history of latex sensitivity are cautioned about selecting a career as a healthcare professional. Consultation with a physician is recommended.

B. DEMONSTRATE MATH PROFICIENCY at the Elementary Algebra Level by meeting one of the following (within the last five years):
   • Having completed Math 0123 Elementary Algebra (or equivalent).
   • Having scored at least 18 on the math portion of the ACT.
   • Having scored at least 51 on the COMPASS Algebra test.

C. READING REQUIREMENTS for graduation from Rose State College are as follows (within the last five years):
   • Scoring at least 19 on the ACT, or
   • Scoring at least 81 on the COMPASS Reading test, or
   • Taking Reading and Study Skills 1 (READ 1203).

   COMPASS Tests are administered at no cost in the Student Service Building. A study guide with practice tests may be requested (see information on the RSC web site (www.rose.edu).

D. GRADE REQUIREMENTS for all MLT Program courses, General Education and science prerequisite courses require minimum grade of C or better. Failure to attain the minimum grade in MLT Program courses will result in a stop-out and require readmission to the program. Readmission will be based upon space availability. Students may be readmitted only one time.

E. MLT DRESS CODE POLICY
   PURPOSE: to enhance a professional image and instill patient confidence.

   SCRUBS: must be worn to MLT Program classes as well as clinical rotations: dark blue cleaned and pressed scrubs, with MLT patch sewn two inches below the shoulder seam on the LEFT sleeve (MLT arm patches are available at the RSC Bookstore).

   SHOES/SOCKS: white, closed toe and heel, non-fabric (athletic shoes with minimal color markings are acceptable).

   LABCOATS: needed for all RSC labs and some hospital rotations (check with the assigned hospital site)

   FINGERNAILS: Keep natural nails less than ¼ inch long. Remove chipped polish; do not wear red-colored polish, artificial nails or nail extenders.

   JEWELRY: one pair ear lobe studs only; any other pierced sites must not be in view.

   TATTOOS: should be covered and not in view.

   HAIR: should be neat, clean, and secured to prevent falling in face. Colored hair should be conservative.

   HYGEINE: mouth and body odors should be avoided through daily baths, using deodorant, and dental care (breath mints). Use makeup conservatively.

   HEADWEAR/CAPS/SCARVES: should not obstruct face or interfere with lab procedures.

   GUM and candy: Do not chew during MLT labs or clinical rotations.

   TOBACCO PRODUCTS: RSC and the hospitals do not allow smoking or any tobacco products (including E cigarettes).
F. COURSES REQUIRED PRIOR TO MLT PROGRAM ADMISSION: 31 CREDIT HOURS
The student must have satisfactorily completed all general education and science prerequisites.

General Education Courses
ENGL 1113 English Composition I
ENGL 1213 English Composition II*
HIST 1143/1493 US History before 1877 or after 1877
POLS 1113 American Federal Government

MLT Science Prerequisite Courses
PSYC 1113 Introduction to Psychology
CHEM 1114 Introduction to Chemistry*+
CHEM 1124 Introduction to Organic and Biochemistry**+
HSBC 1104 Anatomy and Physiology+ or
(LFSC 2424) Human Physiology*
HSBC 1224 Introduction to Clinical Microbiology+ or
(LSFC 2035) Principles of Microbiology*

*Course requires prerequisite. See RSC College Catalog course descriptions for details
+Transferability of courses should be confirmed prior to student's transfer

ONE-YEAR OPTION, FALL OR SPRING ENTRY:
PROGRAM CURRICULUM: 73 credit hours (includes 31 prerequisites and 42 MLT Program credit hours)

FALL ENTRY: 17 credit hours
HSML 1221 Phlebotomy
HSML 1103 Intro to Medical Lab
HSML 1113 Hematology I (1st 8 wks)
HSML 1123 Immunology (2nd 8 wks)
HSML 2415 Clinical Analytical Chemistry
HSML 2412 Clinical Lab Science A

SPRING: 19 credit hours
HSML 1223 Immunohematology (1st 8 wks)
HSML 1213 Hematology II (2nd 8 wks)
HSML 2515 Pathogenic Microbiology*
HSML 2518 Clinical Lab Science B

SUMMER: 5 credit hours
HSML 2405 Clinical Lab Science I

FALL: 17 credit hours
HSML 1221 Phlebotomy
HSML 1113 Hematology I (1st 8 wks)
HSML 1123 Immunology (2nd 8 wks)
HSML 2415 Clinical Analytical Chemistry
HSML 2505 Clinical Lab Science II

SPRING: 12 credit hours
HSML 1223 Immunohematology (1st 8 wks)
HSML 1213 Hematology II (2nd 8 wks)
HSML 2606 Clinical Lab Science III

SUMMER – Year 2: 6 credit hours
HSML 2606 Clinical Lab Science III

PART-TIME OPTION:
FALL – Year 1: 9 credit hours
HSML1103 Intro to Med Lab
HSML 1113 Hematology I (1st 8 wks)
HSML 1123 Immunology (2nd 8 wks)

SPRING – Year 1: 6 credit hours
HSML 1223 Immunohematology (1st 8 wks)
HSML 1213 Hematology II (2nd 8 wks)

FALL – Year 2: 11 credit hours
HSML 2415 Clinical Analytical Chemistry
HSML 2405 Clinical Lab Science I

SPRING – Year 2: 10 credit hours
HSML 2515 Pathogenic Microbiology*
HSML 2505 Clinical Lab Science II

SUMMER – Year 2: 6 credit hours
HSML 2606 Clinical Lab Science III

*Prerequisites: HSBC 1224 Intro to Clinical Microbiology
Phlebotomy may be taken by Advanced Standing with approval; see Program Director for information.

Revised 8-2014
G. HOSPITAL CLINICAL COURSES: One month prior to the first clinical rotation course (HSML 2412 or HSML 2405), submit all immunization and CPR documents with a checklist to the Program Director.

1. **Medical Lab Science rotations total 720 hours as follows:**
   - Phlebotomy: 80 hours
   - Hematology (including Urinalysis and Coagulation): 160 hours
   - Chemistry: 160 hours
   - Microbiology: 160 hours
   - Immunohematology (Blood Banking): 160 hours

2. **The 720 hours of clinical rotations are divided between (a) or (b), and (c) as follows:**
   a. Fast-track or one-year Clinical Courses:
      i. HSML 2412 Clin Lab Sci A, is usually held during the fall semester and requires 15 hours a week (M, W, F, five hour mornings).
      ii. HSML 2518 Clin Lab Sci B, is usually held during the spring semester and requires 24 hours a week (M, W, F, 8 hours).
   b. Part-time or spring entry Option Clinical Courses:
      i. HSML 2405 Clin Lab Sci I, is the first clinical rotation. Usually requires 24 hours per week (M, W, F, 8 hours).
      ii. HSML 2505 Clin Lab Sci II, is the second clinical rotation. Usually requires 24 hours per week (M, W, F, 8 hours).
   c. HSML 2606 Clin Lab Sci III, is usually held during the summer semester. It is the last clinical rotation of the program for both Fast Track and Traditional students; requires eight to ten weeks of 40 hours per week in the hospital, and a **Capstone Journal Report**.
   d. Clinical hours may begin as early as 3:30 am.
   e. Clinical rotation assignments are determined by the Program Director.
   f. Clinical site availability: The current list of clinical sites is attached.

H. HEALTH/documentation REQUIREMENTS
(Due one month prior to beginning hospital rotation)

1. **Rubella and Rubeola**: laboratory testing showing immunity, or proof of **two MMR vaccines**. Note that this vaccine may affect TB skin test results.
2. **Varicella** (chickenpox): either by vaccination (2 vaccines required), laboratory testing showing immunity, or written documentation by physician or knowledgeable adult (Note: Norman Regional, Saint Anthony Shawnee Hospital, OU Medical Center, and some additional sites require vaccination OR testing showing immunity.)
3. **Hepatitis B**: three vaccinations OR laboratory testing showing immunity OR physician’s statement regarding contraindications precluding vaccination.
4. **TB skin test** (read in mm): **two separate negative skin tests** must be completed at least one week apart, but no more than one year apart. If a past skin test has been positive, at least one negative chest film since conversion is required.
5. **Medical insurance**: copy of card OR signed waiver assuming financial responsibility for the cost of any emergency care necessary while performing duties as a student in the clinical site.
6. **CPR**: Current Basic Life Support-Course Certification, either American Heart or American Red Cross. CPR is available at Rose State College and the American Red Cross ([www.okc.redcross.org](http://www.okc.redcross.org)).

Extended **background check AND Drug Testing** (for amphetamines, marijuana, cocaine, PCP, and opiates) are **required upon acceptance to the program**. Students are responsible for the cost. The clinical affiliate will determine the acceptance or denial of acceptance to the particular affiliation site for students who have prior convictions.

---

5 Revised 8-2014
IV. ESTIMATED COST OF DEGREE: In-state tuition only, refer to current schedule for non-resident tuition rate (tuition subject to change). The illustration below is based on the One Year Fall or Spring Program Option to illustrate all costs involved in degree completion. The estimate considers only 42 credit hours of MLT Program courses.

<table>
<thead>
<tr>
<th>FALL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee (one time only)</td>
<td>$ 15.00</td>
</tr>
<tr>
<td>Tuition &amp; fees (17 credit hours @ 112.50)</td>
<td>1912.50</td>
</tr>
<tr>
<td>Background check</td>
<td>45.00</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>20.00</td>
</tr>
<tr>
<td>Lab fee, parking and student ID</td>
<td>17.00</td>
</tr>
<tr>
<td>Textbooks (approximate)</td>
<td>280.00</td>
</tr>
<tr>
<td>Immunizations</td>
<td>50.00</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>$ 2339.50</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; fees (19 credit hours)</td>
<td>$ 2137.50</td>
</tr>
<tr>
<td>Lab fees, parking and student ID</td>
<td>17.00</td>
</tr>
<tr>
<td>Textbooks (approximate)</td>
<td>280.00</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>$ 2434.50</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; fees (6 credit hours)</td>
<td>$ 675.00</td>
</tr>
<tr>
<td>Parking and student ID</td>
<td>7.00</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>$ 682.00</strong></td>
</tr>
</tbody>
</table>

**GRAND TOTAL** $ 5456.00

**Students with disabilities** requiring accommodations should make the initial request one week prior to the need for accommodations to the Counselor for Students with Disabilities in the student Development area. See the RSC Student Handbook for further details.

**Interesting Web sites:**
- American Society for Clinical Laboratory Science (ASCLS) [www.ascls.org](http://www.ascls.org)
- ASCLS-Oklahoma (ASCLS-OK) [https://www.ascls-ok.org](https://www.ascls-ok.org)
- ASCP Board of Certification (American Society of Clinical Pathology) [www.ascp.org/index.asp](http://www.ascp.org/index.asp)
- Centers for disease Control and Prevention [www.cdc.gov](http://www.cdc.gov)
- Lab Tests Online [www.labtestsonline.org](http://www.labtestsonline.org)
- Med Explorer, Health and Medical Information Center- [www.medexplorer.com](http://www.medexplorer.com)
ANTICIPATED CLINICAL LABORATORY SITES 2014-2015

Oklahoma City Metro

Deaconess Hospital
5501 N Portland
Oklahoma City, OK 73112

Midwest Regional Medical Center
2825 Parklawn Dr.
Midwest City, OK 73110

Integris Baptist Medical Center
Diagnostic Laboratory of Oklahoma
3300 NW Expressway
Oklahoma City, OK 73112

Saint Anthony Hospital
1000 N Lee
Oklahoma City, OK 73102

Veterans Administration Hospital
921 NE 13th Street
Oklahoma City, OK 73104

OU Medical Center
1200 Everett Dr.
Oklahoma City, OK 73104

OU Medical Center at Edmond
1 South Bryant
Edmond, OK 73034

Integris Southwest Medical Center
Diagnostic Laboratory of Oklahoma
4401 S Western
Oklahoma City, OK 73109

Mercy Health System
4300 W Memorial Road
Oklahoma City, OK 73120

Outside Oklahoma City Metro

Grady Memorial Medical Center
2220 Iowa Avenue
Chickasha, OK 73018

Pauls Valley General Hospital
P.O. Box 368
Pauls Valley, OK 73075

Citizen Potawatomi Nation Health Service
2307 S. Gordon Cooper Dr.
Shawnee, OK 74801

Norman Regional Hospital
901 North Porter
Norman, OK 73072

Purcell Municipal Hospital
1500 N Green
Purcell, OK 73018

Stroud Hospital
Hwy 66 West
Stroud, OK 74079

Mercy Hospital at Logan County
200 South Academy
Guthrie, OK 73044

Saint Anthony Shawnee
1102 W MacArthur
Shawnee, OK 74804
For more information, please feel free to:
Visit our website at: www.rose.edu
E-mail the Program Director at: cledesma@rose.edu
Phone: (405) 733-7577  Fax: (405) 736-0338