SUNY ERIE
State University of New York

CLINICAL LABORATORY TECHNICIAN

STUDENT HANDBOOK

ACADEMIC YEAR 2026-2027

Table of Contents

Forward

Hello, SUNY Erie, CLT Student,

On behalf of the Clinical Laboratory Technician program department at SUNY Erie Community College, I would like to welcome you to the start of your laboratory education journey. The purpose of this handbook is to outline the responsibilities of students and staff in both academic and non-academic matters.

Our duty in the Clinical Laboratory department is to provide you with quality education to prepare you for your future profession in the laboratory. The CLT program is designed to help you develop the understanding and skills necessary to begin work as a health care professional and interact with pathologists, scientists, other medical personnel, and patients in a professional and ethical manner. We also strive to help you develop the best possible technical skills in laboratory analysis and to demonstrate the utmost respect and concern for the wellbeing of the patients we serve. As a student you are responsible for your academic advancement, being devoted to your studies, and being courteous to your peers and instructors.

This handbook is a supplement to the SUNY Erie Community College Academic Catalog and Student Handbook. It is designed to provide essential information specifically for the CLT student. It is the students' responsibility to fully understand the information included in the handbook.

We are committed to working with all students to identify and resolve any concerns that arise during their educational process. Communication is a two-way street. Being a student is a journey, and I wish you a fantastic voyage.

Dr. Jennifer Fendinger

SUNY Erie Mission Statement

SUNY Erie meets the needs of a diverse student body and contributes to regional economic vitality by providing excellent, flexible, affordable, and accessible educational programs committed to student success.

About SUNY Erie

SUNY Erie is a member of the 64-campus State University of New York (SUNY) system and is fully accredited by the Commission on Higher Education by the Middle States Association of Colleges and Schools and the New York State Board of Regents.

SUNY Erie grants two-year associate in arts, Associate in Science and Associate in Applied Science degrees in the areas of Business and Public Service, Health Sciences, Liberal Arts, and Engineering and Technologies. Several of these programs incorporate affiliate associations to ensure the use of "state of the art" equipment and exposure to individual professions. Many of SUNY Erie's professional curricula are accredited by specialized agencies.

Admissions

Complete your application on-line at www.ecc.edu.

SUNY Erie admits applicants based upon two categories of Admissions: matriculated or non-matriculated.

Students interested in earning an associate degree or certificate must be matriculated in an academic degree program. A matriculated student is one who has been formally admitted into a degree or certificate program at SUNY Erie. Applicants will be admitted into a degree program once they have completed and submitted an application and official high school and/or college transcripts.

A matriculated student must score at an appropriate level on the college's mandatory placement test or have been granted a waiver. Matriculation, once granted, remains in effect if the student has continuous sequential enrollment at the college and is in good academic standing. Applicants wishing to seek matriculation will need to:

A. complete the matriculated application online by visiting www.ecc.edu;

B. submit your official high school and college transcripts OR your General Education Diploma (HSE) to the Admissions Office of the campus you wish to matriculate; and

C. take the mandatory Placement Test unless you have been granted a waiver. (See Placement Testing)

All admission decisions are conditional based upon official proof of graduation from an accredited high school or proof of HSE, including the certificate and scores. Final placement in a degree or certificate program is dependent upon the results of the mandated English and Math Placement Test. A student may enroll as non-matriculated, taking courses for personal fulfillment not leading to completion of a

degree or certificate program. Non-matriculated students are not required to take the college's mandatory Placement Test nor submit official high school or college transcripts.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants, or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Office at (716) 851-1119.

Placement Testing

Placement testing is required of all entering matriculated students and those entering a certificate program, both full-time and part-time, unless they have been waived from the placement test. The purpose of the test is to provide you with useful information about your academic skills in English and math. The results of the assessment, in conjunction with your academic background, goals and interests, are used by an academic advisor and/or counselor to determine your course selection. You cannot "pass" or "fail" the placement tests, but it is very important that you do your very best on these tests so that you will have an accurate measure of your academic skills. Completion of the placement test must occur after applying to the college and before the first semester of registration.

SUNY Erie Institutional Learning Outcomes

SUNY Erie's mission includes providing a general education to all students, in addition to a specific education aimed at an individual field of study or career. SUNY Erie maintains Institutional Learning Outcomes in order to ensure that students in degree-bearing academic programs are guaranteed to acquire certain fundamental learning competencies by the time they graduate.

Key aspects of the ILO's are that they are each an institutional commitment. They are not merely the responsibility of the faculty, nor of the academic departments and their leadership. Responsibility for achieving the ILO's is shared with student services and all college support departments.

SUNY Erie hereby adopts the following learning outcomes as its Institutional Learning Outcomes:

1. **Communications:** Demonstrate the ability to compose, in both oral and written form, a coherent, effective and grammatically correct text that is appropriate for the circumstance and audience.

2. **Global Learning and DEI**: Demonstrate the ability to use DEI principles in understanding perspective taking, cultural diversity, personal and social responsibility, and global systems.

3. **Ethical Reasoning and Values**: Demonstrate the ability to assess one's own values and ethics, defend them, and arrive at conclusions having to do with what is right and wrong in complex situations."

4. **Quantitative Reasoning**: Demonstrate the ability to employ quantitative methods, such as arithmetic, algebra, geometry or statistics, to solve problems as well as interpret and draw inferences from these mathematical models.

5. **Scientific Reasoning**: Effectively collect data in order to evaluate relationships between observed phenomena and their logical consequences.

6. **Information Literacy**: Demonstrate the ability to recognize when information is needed and have the ability to locate, evaluate, and use the information effectively.

7. **Critical Analysis and Reasoning**: Identify, evaluate, and develop well-reasoned arguments as they occur in each discipline.

8. **Technological Competence**: Demonstrate the use of discipline-specific technology to solve problems, achieve a goal, or perform a specific function.

Tuition and Fees

*Tuition and fees are subject to change upon approval of the SUNY Erie Board of Trustees and the SUNY Board of Trustees

Students should carefully examine the following chart on tuition and fees. While analyzing the costs involved, students should:

- keep in mind that many funding sources are available to help finance his/her education (see the section that follows); and

- remember that excessive part-time employment may jeopardize his/her ability to do well in coursework.

New York State residents who are residents of the sponsorship area, or non-residents of the sponsorship area who present a Certificate(s) of Residence:

New York State residents	Tuition
Full-Time (per academic year)	$ 5200.00
Part-Time (per credit hours)	$ 217.00
New York State residents who are not residents of the sponsorship area and do not present a Certificate(s) of Residence:	-
Full-Time (per academic year)	$10,400.00
Part-Time (per credit hour)	$ 434.00/credit
Off Semester, Off Hour, Off Campus	-
Part-Time (per credit hour)	$ 73.00

Student Service Fees: Specify each fee and the rate per academic year for full-time students and the rate per semester or quarter, credit hour for part-time students.

Category	Fee
Activity fee (per semester, 12+ credit hours)	$60.00
Activity fee (per credit hour, 1-11 credit hours)	$3.00

Category	Fee
Application Fee:	$ 25.00
Collection Fee (% of amount owed)	22%
Clinical Rotation Fee (Per Clinical Class)	$ 25.00
International Student Admin. Fee (per semester):	
-Part-time	$ 75.00
-Full-time	$150.00
I.D. Card Replacement Fee (per card)	$ 20.00
Independent Study Fee	$ 30.00
International Students Health Insurance* (per year)	$ 850.00
Lab Fee (per lab)	$ 80.00
Late Payment Fee (not to exceed/semester)	$ 50.00
Malpractice Insurance* (not to exceed/year)	(Allied Health programs) $ 75.00
Nelnet Tuition Payment Plan Fee (per semester)	$ 75.00
Transportation Fee (per semester)	$ 80.00
Transportation Fee (for any summer session)	$ 40.00
Transportation CRAM Pass Replacement Fee	$ 20.00
Returned Check Fee	$ 35.00
Student Accident Insurance*	$ 12.00
Transcript Fee	$ 7.00
Technology Fee (per credit hour)	$ 25.00
Re-registration Fee (if cancelled due to late payment)	$ 30.00
Registration Fee (per semester)	$ 30.00
Printing Fee (per page over allowance quota)	$ 0.15
START New Student Orientation Fee	$ 50.00

*Dependent upon premium charged to SUNY Erie:

- Residents of New York State outside of Erie County must submit a Certificate of Residence to the SUNY Erie Student Account Services' office each year prior to registration. The Certificate of Residence is obtained from the treasurer of the student's home county. When received, tuition will be lowered to the resident rate, if received prior to the start of the semester.
- Lab fees and distance learning fees are assessed on a course-by-course basis.
- Due to the fluctuating nature of insurance premiums, specific programs may require additional payment.
- A $50 re-registration fee is added if your bill is not paid by the due date and you re-register after cancellation. Students who do not have tuition and fees paid or deferred by the due date may have their registration cancelled.
- A $30 registration fee is added to anyone who registers after advance registration.

All international students must have International Student Health Insurance or equivalent. Cost may fluctuate depending on age and current insurance rates.

Canceling Students for Non-Payment of Tuition and Fees

During the registration process, the College sets a payment due date for students who have pre-registered for classes which is before the start of the semester. The following procedures will be followed in canceling students for non-payment of tuition and fees and applying payments.

1. All students will be notified prior to the due date that their registration will be cancelled unless the full amount is covered by one or more of the following:

    A. Approved financial aid.

    B. Enrollment in the Tuition Installment Plan (TIP).

    C. Financial Aid deferment.

    D. Full Payment.

2. Any student who registers after the cancellation date and whose liability is not covered by approved financial aid, a financial aid deferment, third party sponsorship, or paid in full, will automatically be placed in the Tuition Installment Plan (TIP) and automatically be charged the TIP fee unless they officially drop their courses by the published liability date (Fall and Spring Terms).

3. Any student enrolled in the Tuition Installment Plan (TIP) who fails to make timely payments will have their courses canceled and will be financially liable for tuition and fees in the amount stated in the College's refund policy.

4. Students who register after the payment due date will be assessed a late registration fee.

All financial aid, including loan payments, will be applied first to the outstanding amount due for tuition and fees before any funds are disbursed directly to the student. A waiver from this "First Monies in Policy" will be made available to students to meet certain guidelines and procedures as proposed by the College administration.

Withdrawal Date	Refund
Before the 1st day of instruction *(Fall or Spring semester)*	100%
During the 1st week of instruction *(Fall or Spring semester)*	100%
During the 2nd week of instruction *(Fall or Spring semester)*	50%
During the 3rd week of instruction *(Fall or Spring semester)*	25%
After the 3rd week of instruction *(Fall or Spring semester)*	0%

NOTE: Summer and Winter semester courses must be dropped prior to the first day of instruction to avoid 100 percent financial liability. Students should also note the bulleted points below.

- The first day of classes is the day the semester begins.
- All student fees are non-refundable.

- Summer school refunds will be granted only if a drop is processed prior to the first day of instruction.

- Refunds will reach students approximately eight weeks after the start of classes.

- Legal permanent residents: applicants who are U.S. Visa status of Legal Permanent Residents in the United States must meet state and local residency requirements in order to have their tuition reduced to the in-county rate. All students with a legal non-immigrant U.S. Visa status pay double tuition. Exceptions are for refugee or asylum U.S. Visa holders in legal status. These individuals are considered residents of Erie County as long as they have not resided for a time in a state other than New York and will be charged the in-county tuition rate. Status questions should be directed to the campus Registrar. An individual college registrant will be considered an Erie County resident and be charged in-county tuition rates when that individual is determined to be a U.S. citizen or legal permanent resident and to have had a New York State domicile (i.e., a permanent and principal home in New York) for a 12-month (six months of which must be in Erie County) durational period prior to registration. Persons who do not meet this twelve-month and six-month durational requirement will be presumed to be out-of-county residents and will be charged out-of-county tuition rates unless satisfactory proof is presented to show that domicile in Erie County has, in fact, been established. Proof of domicile is based upon official Erie County and New York records provided by the individual and other New York State records. Factors relevant to a determination of domicile include New York State Income Tax Forms; New York State vehicle registration or driver's license; Federal Income Tax Form; deed to real New York State property; marriage license issued in the State of New York; and proof of receiving Social Services Benefits from Erie County.

- Legal Permanent Resident students: In-county tuition (single tuition) is only afforded to a U.S. citizen or a Permanent Resident card holder that meet state and county guidelines (an established permanent and principal residence in New York State for on-year, the last six months in Erie County). The one-year qualification must be one full year previous to the beginning of the semester for which single tuition is being considered.
  Documentation for proof of residency is limited to "official" items such as license and taxes and must be dated in order to establish the beginning of the student's claim for permanence in the state and county. For a U.S. Visa status Legal Permanent Resident card holder, residency date begins "Resident since mm/dd/yy" on the date indicated on the Legal Permanent Resident card.

All students with a legal non-immigrant U.S. Visa status pay double tuition. Exceptions are for refugee or asylum U.S. Visa holder in legal status.

The fee for coverage will be billed to the student in the beginning of each semester.

Portion of unearned aid credited to student account must be refunded if a student who receives the title IV aid withdraws prior to the end of the ninth week of classes. Unearned aid (paid as a refund) to cover cost must be repaid by the student and then returned to the sources of financial aid. VISA, MASTERCARD AND DISCOVER ACCEPTED AT ALL STUDENT ACCOUNT SERVICES LOCATIONS IN PERSON, BY PHONE OR ONLINE AT www.ecc.edu

Academic Credits

The grading system which is utilized by faculty and computed in a student's quality grade point average (GPA) is described as follows:

-	Grade Definition	Quality Pts. Per Cr. Hrs.
A	Outstanding Achievement	4.00
A-		3.67
B+		3.33
B	Above Average Achievement	3.00
B-		2.67
C+		2.33
C	Average Achievement	2.00
C-		1.67
D	Below Average Achievement	1.33
D-		1.00
F	Unsatisfactory Achievement/or Unsatisfactory Attendance, Cheating or Plagiarism *	.67
P	Pass	0
W	Official Withdrawal	—

Grade Changes

Once a grade has been reported to the Registrar's Office, it can be changed only if an error has been made in computation or in recording. In such cases, the instructor must submit a Change of Grade form, signed by the department coordinator and forwarded to the Registrar's Office within two years after the original grade had been submitted.

Grade Reports

Final grades are available to students five days after the end of the semester on Workday. Final grades are not mailed to students.

Confidentiality of Records

Student information is protected by the Family Educational Rights and Privacy Act (FERPA) established by the Department of Education on November 19, 1974. The regulation provides explicit directions governing the disclosure of student information. College Registrars are designated to be the holders of the cumulative academic record. As such, they are charged with the responsibility, other federal/state regulations and professional standards as set by the American Association of Collegiate Registrars and Admissions Offices (AACRAO). No information about students, including grade reports, will be given out without the written permission of the student.

Academic Grievance Procedures

It is the intent of SUNY ERIE to encourage a prompt and informal resolution to problems. The purpose of an informal resolution is to resolve an issue at the lowest complaint level. Informal complaints provide an opportunity for the parties involved to come to an understanding and reach an agreement for a resolution in which both have ownership.

Student Complaints

1.) Student has an issue with grade.

2.) Student attempts to resolve issue with faculty or staff within three weeks of grade posting.

3.) If there is no solution, then the issue is then heard by the Department Head.

4.) If there is no resolution, the student may file a formal grievance with the Dean of Students.

5.) Student must file a formal written complaint to the Dean of Students detailing the incident, within **30 days** of informal process

6.) The issue is reviewed by the Dean of Students and may go to the Adjudication Committee.

7.) The Adjudication Committee hears information from all interested parties and gives recommendations to the Provost.

8.) The Provost provides ruling to the student and department.

Student Support Service Centers

Student Support Service Centers (SSSC) were created at SUNY Erie to provide a one-stop location of service delivery at each campus. The SSSC presently consists of Admissions Counseling, Advisement, Counseling, Transfer, Mentoring and Disabilities Services.

Counseling:

Counseling is located in the Student Support Service Centers (SSSC). The goal of counseling is to promote the academic, personal, and social growth of both current and prospective students. Counseling services include academic, personal, career, transfer, and services for students with disabilities. All students are encouraged to utilize the services to assist with academic success.

Transfer Counseling:

Students planning to further their education beyond their associate degree can benefit from transfer counseling. Students who are interested in transferring should set up an appointment with a transfer counselor in the Student Support Service Center to learn about various articulation and dual admissions agreements. The transfer counselor will discuss various options and the colleges or universities that offer particular majors. Counselors provide information in order to assist students in making an informed decision.

Mentoring:

Mentoring is a support service provided to give the student personal contact with the campus. The mentor provides a link to the institution's services and assists the student in solving problems which may interfere with learning. Mentors are available to students in the Student Support Service Centers.

Tutoring:

Students have the opportunity to enhance their classroom learning by taking advantage of the tutoring services available in a variety of locations such as the computer labs, English skills centers, math labs, libraries, Campus Access Centers, ESL lab as well as numerous academic departments. The CLT department employs a tutor with skills specific to CLT classes.

College Safety Office

The College Safety Offices are staffed 24/7/365 and offers the following services: campus safety escort services; personal emergency notifications; weather updates; issue college identification cards; maintain lost and found; campus fire and safety inspections; crime prevention and student safety measures; parking permits; fire safety sporting and special event manpower; on-campus traffic enforcement; and basic first responder first aid. On the North Campus they are located in the S building in room S115, (716) 851-1433.

Emergency Closings

The college utilizes a notification messaging system called Rave to notify the college community regarding emergency closings. The system will be used for issues involving a concern for life-safety, such as severe weather warnings, hazardous materials spills, ongoing violent incidents, and other dangerous emergency conditions. The system will also be used as a general announcement system and to provide "news" on an opt-in basis. Students may choose to opt in or out of the service.

Parking

All eligible SUNY Erie community members will be issued a Vehicle Registration Permit upon the completion of vehicle registration and the payment of the required fee(s), if applicable. The Vehicle Registration Permit must be clearly displayed, hanging from the rearview mirror. The permit number must be visible.

To register for a parking permit, visit www.permitsales.net/SUNYErie and have the following information ready for online registration:

- Student ID Number
- Vehicle Make, Model, Color and Year
- License Plate Number and State
- Registered Owner Information and Relationship to Driver
- Driver's License Number and State

SUNY Erie Student Code of Conduct and Discipline

Purpose

The purpose of this policy and procedure is to inform students of expected behavior, the right to due process for suspected violations of the student code of conduct, and the consequences for violations.

Applicability of the Policy and Procedure

The policy and procedure apply to all visitors and students enrolled in credit and non-credit course work. SUNY Erie, sponsored by the County of Erie and under the supervision of the State University of New York, realizes that the rights and privileges exercised by any person are always a function of his/her relationship with others. Taking in the context of the college, this makes students responsible for their actions while members of the college community. The college has a responsibility in establishing a Student Code of Conduct to protect, as a whole, the unique properties of this college organization and to provide an atmosphere for sound academic and co-curricular learning.

Therefore, SUNY Erie expects its students to assume a professional attitude in their conduct. This simply implies that the student has a seriousness of purpose and is here to grow both personally and academically. By enrolling at SUNY Erie, the student agrees to abide by all college regulations, and it is understood that he/she is aware of the Student Code of Conduct and its procedures.

Any type of dishonest, abusive, or destructive behavior is subject to inquiry and may result in disciplinary action, and or a hearing. Loss of privileges specified discipline action, or more severe sanctions, for example, separation from the college may be imposed on any student whose conduct on or off campus adversely affects his/her stature as a member of the academic community. The Dean of Students reserves the right to deny students the privilege of participating in student activities for disciplinary reasons, based upon the Code of Conduct.

Violation of the Student Code of Conduct

The following is a list of infractions of the Code of Conduct, which might lead to probation, suspension or dismissal:

- Physical or verbal abuse, including disorderly, loud, indecent, obscene conduct or expression toward fellow students or any and all members of the college staff. Sexual harassment, bullying, intimidation, or assault of any other person (person is defined by State or Federal law). This includes rape, regardless of the nature of the relationship between the persons involved, or engaging in hazing, stalking, harassment, bias or hate crimes or threats of violence based on, but not limited to, a person's ethnicity, national original religion, creed, sexual orientation, disability, age, or gender. Examples of hazing include, but are not limited to, paddling or other physical abuse or brutality, activities involving illegal acts of excessive fatigue and/or stress, and verbal and/or psychological abuse that compromise the dignity of individuals.

- Tampering with safety alarms or equipment, violation of specific safety regulations, possession or use on campus of firearms, knives, other weapons, explosives, or fireworks; Making a false report of a bomb, fire, or other emergency in any building, structure or facility on college

property; Alter or make unwarranted use of fire-fighting equipment, safety devices, or other emergency safety equipment.

- Forcible disruption or obstruction of regular college activities, including administration, classes, campus services, and organized events interfering with free speech and movement of academic community members; or refusal to provide an identification card when requested or to obey any other legitimate instruction from a college public safety officer, faculty member, teacher, college administrator, or any other identified representative of the college.

- Dishonesty, such as cheating, or plagiarism is handled by academics and will be referred to the appropriate department chair or head.

- Falsifying information to the college, such as forgery, alteration, or reporting felony convictions, intentional misuse of college documents, records or identification.

- Any conduct that constitutes a violation of the laws of the United States, the State of New York, County of Erie, City of Buffalo, or any other civil jurisdiction.

- Picketing, assembly, and demonstrations and all activities in peaceful picketing, assembly (other than scheduled and approved) and demonstrations on the part of students, faculty, staff, and visitors shall be confined to the exterior of the building, unless permission is granted by the appropriate vice president.

- Misuse of the name, seal, or logo of SUNY Erie or claiming to speak or act in the name of the college without due authorization of the president or an approved representative.

- Unauthorized gambling in any form on the campus or in any of the College buildings.

- Open or public possession, sale, use or exchange of illegal substances or intoxicants on campus.

- Theft, abuse, or unauthorized use of public or private property, including unauthorized entrance into college facilities, and/or possessions of stolen property. Vandalizing, damaging, destroying, or removing personal property from another individual.

- Smoking tobacco products or use of is prohibited on all campuses. For further information, contact your campus Dean of Students Office.

- Activation of cellular telephones, pages or other communication devices in classrooms, libraries, or inappropriate use of such devices in violation of others. Cell phones may not be used in libraries.

- According to the Acceptable Use Policy, students may not improperly use college computers for the purpose of accessing pornographic or obscene materials or web sites, harassing or stalking.

If charged with a violation of the Code of Conduct and/or a violation of any law, disciplinary action may be applied against a student without regard to any pending civil or criminal proceedings, criminal arrest, or prosecution at the discretion of Campus Safety and Security.

Clinical Laboratory Technology (CLT) Department Personnel

CLT Professor/Department Head:

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CLT Assistant Professor/Department Chair:

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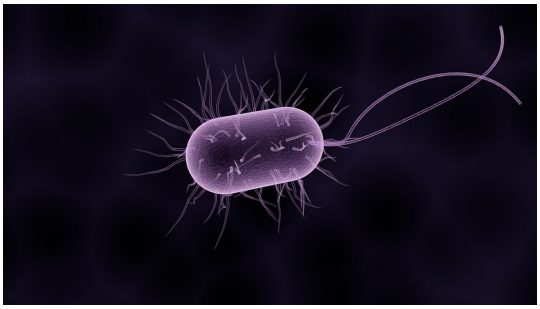

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About the Clinical Laboratory Technology Program

The Clinical Laboratory Technology curriculum encompasses a concentration of clinical laboratory technology courses along with courses in the liberal arts, social science, sciences, and mathematics. Lectures in the clinical laboratory area include studies in hematology, clinical chemistry, coagulation, analyses of urine and other body fluids, immunology, serology, blood banking, and microbiology. Troubleshooting and quality control procedures are integrated into the program. College laboratories provide a simulated medical setting that gives students the opportunity to analyze clinical specimens using manual and automated methodologies. In the lab courses, students will use computers for data retrieval, record updating and printing reports.

During the senior year, student's complete laboratory rotations at affiliated clinical sites: American Red Cross, Kaleida (Flint Road and Golisano Children's Hospital), Catholic Health Systems (Sisters of Charity, South Buffalo Mercy, Kenmore Mercy & Mount St. Mary's Hospitals), Erie County Medical Center, Erie County Public Health Laboratories, Kedplasma, Roswell Park Cancer Institute, ConnectLife, KSL Diagnostics, OmniSeq, and X-Cell Laboratory. The students may not perform paid work during scheduled applied learning sessions. Students must be available for their entire assigned rotation day as applied learning may be scheduled during evening hours.

Upon successful program completion, graduates are encouraged to take the American Society of Clinical Pathologists (ASCP) Board of Certification (BOC) Licensure examination. Graduates passing the ASCP-BOC examination will fulfill the requirements for and apply for the New York State licensure through the https://op.nysed.gov website. The granting of the CLT degree is not contingent upon the student passing any type of external certification or licensure examination.

The Clinical Laboratory Technology Program at SUNY Erie is accredited by the:
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N River Road Suite 720
Rosemont, Illinois 60018
(773) 714-8880 http://www.naacls.org

Clinical Laboratory Technology Program Mission Statement

The mission of the Clinical Laboratory Technician program at SUNY Erie is to produce graduates that are able to work in a variety of lab environments, have high standards for their work, and the ability to critically think and trouble shoot problems when needed. Graduates will be prepared to interact with interdepartmental health care teams in a professional and ethical manner, while also keeping focus on the patients that they serve.

The Clinical Laboratory Technician program emphasizes quality assurance, the latest technical and procedural advances in the field of medical laboratory technology, and lifelong learning.

Clinical Laboratory Technology Vision Statement

The SUNY Erie Clinical Laboratory Technician strives to be the number one supplier of CLTs to the WNY market.

Clinical Laboratory Technology Program Competencies

Upon graduation, with an associate in applied science degree in Clinical Laboratory Technology, the graduate will be able to:

Laboratory Technology, the graduate will be able to: (P-psychomotor, C-cognitive, A-affective)

1. Demonstrate an understanding of licensure, certification, and continuing education requirements as applicable to the Clinical Laboratory Profession. (C)

2. Adhere to safety protocols, regulatory guidelines, and demonstrate professionalism in appearance, conduct, and ethics that uphold the integrity and reputation of the Clinical Laboratory. (A)

3. Lead by example, supporting colleagues, building relationships, and collaborating within the healthcare team, demonstrating a team player attitude. (A)

4. Demonstrate competence in performing Clinical Laboratory procedures including: (P)

    a. Collecting and processing human body fluids for analysis, e.g. blood, urine, saliva, nasal swab etc. (P)

    b. Storing and transporting clinical samples using appropriate preservation methods. (P)

    c. Performing analytical tests in chemistry/hemostasis, immunohematology, immunology, serology and microbiology in a clinical laboratory. (P)

    d. Evaluate routine instruments checks, quality control and maintenance procedures as required for tests assayed. (P)

5. Analyze lab results, identify deviations from expected results, provide explanations, and recommend appropriate actions by using critical thinking and problem-solving techniques. (C)
6. Communicate clearly, accurately, and professionally, in both verbal and written/computational format to diverse audiences including colleagues, supervisors, and patients. (A)
7. Prioritize patient safety, confidentiality and maintain high standards of quality of work consistently meeting and exceeding performance expectations. (A)
8. Engage in professional development opportunity to stay up to date with contemporary innovations in Clinical Practice integrating new knowledge into application. (C)

Clinical Chemistry

Perform analyses of chemical constituents on physiological specimens.

Microbiology

Culture, isolate and identify microorganisms from clinical specimens. Perform antibiotic susceptibility tests for microorganisms found in clinical specimens.

Hematology

Perform analyses of chemical, cellular and formed elements in blood specimens.

Microscopically detect cellular abnormalities from blood specimens.

Immunohematology

Perform analyses resulting in typing, antibody identification and compatibility assurance of donor and recipient blood specimens.

Immunology and Serology

Perform, read and interpret serological tests for the presence of antibodies, antigens and specific proteins.

Urinalysis

Perform analyses of the microscopic and chemical composition of urine and other body fluids.

Coagulation

Perform tests that evaluate the hemostatic mechanism.

Clinical Laboratory Technology Admission Requirements

Applications to the program are a two-step process. Students must first apply to SUNY Erie Community College, then to the Clinical Laboratory Technician program. It is the student's responsibility to provide official transcripts for high school and past college experience.

Admission Criteria includes*:*

- A high school degree or HSE (High School Equivalency).
- Overall high school average of 85% within the last five years or a minimum college GPA of 2.7 within the last 5 years and 85% final grade in high school general biology and chemistry.
- At college-level Math and English.
- Completion of all required developmental English courses.
- Completion of developmental math courses; and
- Completion of high school regents' biology **or** Biology 107 **and** completion of high school regents' chemistry **or** Chemistry with a lab (CH 140/141) achieving a minimum grade of "C" in both within the last five (5) years.

Admission Criteria for Accelerated Program:

- Completion of Bachelor's of Science of Biology, Chemistry or related degree with a GPA of 2.7 or higher.
- Completion of English Composition, Lab Calculations, General Chemistry/Lab, A&P I/lab, A&P II/lab, Biochemistry, Organic Chemistry, Medical Law & Ethics, and Statistics.

Criteria for Passing, Progression and Graduation in the CLT Program

Passing:

The student must maintain a minimum grade of "C" (75 - 77%) in all medical lab (ML) courses. The student must receive a minimum grade of "C-" (70 – 74%) in all other coursework (BI, CH, EN, MA, MT).

Progression:

All courses may only be repeated once if the minimal grades are not attained or if the student has withdrawn (W) from the course. ML courses are integrated and sequenced in a specific manner to enable students to attain program competencies. All required courses must be passed each semester in order to advance to the following semester. BT-222 is a CLT course and requires a 'C' to pass.

Failure:

Any combination of two failures or withdrawals, **or** a second failure in a repeated course; a (grade below a "C" in ML courses, grade below a "C-" in all other courses) **or** a second withdrawal (W), from that course will result in dismissal from the Clinical Laboratory Technology Program. Because of the critical nature of the profession, deviations from professional conduct may adversely affect the patient's wellbeing. Therefore, the department reserves the right to immediately remove the student from didactic, laboratory and clinical course work and/or dismiss that student from the program if the department determines that the student has acted in an unprofessional manner or if the student is unable to provide safe laboratory practices.

Readmittance:

Students dismissed from the program for grades can earn their way back into the program after sitting out for a year. The Department Head will advise students on an individual basis on courses to take courses that will supplement their learning to help them be successful when readmitted. If students are successful in the suggested courses, they may be readmitted into the CLT program after a period of one year.

Temporary Program Closing:

In the event of a temporary closing, such as in a pandemic, students will be notified through the SUNY Erie emergency messaging system, email, and the LMS system Brightspace. Instructors are prepared to transition instruction to an online environment for as long as needed. Laboratory class schedules will be altered or delayed depending on the severity of the situation. The program will work with the clinical partners to defer clinical rotation hours to a more suitable time when it is deemed safe to return.

Permanent Closing of Program:

If such a time comes when the CLT program permanently closes, current students will be notified in writing. No new students will be admitted, and it will be posted on the college and program website. Current students will be taught out until graduation. If that is not possible, SUNY Erie will work with the students to find comparable programs and ensure a smooth transition with transfer credits.

Program Graduation Requirements:

- Students must complete all ML courses within a four-year period.
- Students must have achieved an overall GPA of 2.0.
- Students must have no holds due to financial or any other reasons.

NOTE: The granting of the degree or certificate **IS NOT** contingent upon the student passing any type of external certification or licensure examination. Graduates of the CLT Program are eligible to sit for the Board of Certification /Licensing Examination with the ASCP (American Society of Clinical Pathologists). If the graduate intends to work in New York State, a licensure with the New York State Department of Education must be obtained and is an additional step to the certification exam. The application is found at http://www.op.nysed.gov/prof/clt/clp-cltlic.htm

Clinical Rotations

During the senior year, CLT students complete laboratory rotations at affiliated clinical sites such as: American Red Cross, Kaleida (Flint Road and Golisano Children's Hospital), Catholic Health Systems (Sisters of Charity, South Buffalo Mercy, Kenmore Mercy & Mount St. Mary's Hospitals), Erie County Medical Center, Erie County Public Health Laboratories, Kedplasma, OmniSeq, Roswell Park Cancer Institute, ConnectLife, and X-Cell Laboratory.

The clinical coordinator creates the student rotation schedule, making sure that every student gets a well-rounded experience in each of the laboratory areas and includes small and large labs, hospital labs, department of health, blood donation labs, etc. If the rotations cannot be completed due to a pandemic or school closing, the student will receive an incomplete for the course and finish the rotations as soon as can be scheduled. If needed, an alternative clinical site will be selected.

Training students is a very time-consuming endeavor due to the nature of the training required at the bench. Training students slows down the work process in the department during the days that a student is onsite. Students should consider clinical training experiences to be a privilege not a right.

Rotations on evenings, nights or weekends may be required. All student rotations are designed such that students attain entry-level competency in specific laboratory skills while being trained under qualified supervision of the clinical preceptor(s). Transportation to clinical facilities is the sole responsibility of the student. Students must be prepared to accommodate travel to any facility deemed appropriate to meet course objectives.

Students will be held to the highest level of work ethics. Excellent attendance, reviewing of lecture notes, laboratory procedures, textbooks and attentiveness to instruction provided are high among the expectations. The ultimate goal of each rotation is that the student is able perform entry-level work at the bench with minimum supervision in most areas, regardless of the time or location of the rotation.

Personal relationships with clinical personnel are strictly forbidden.

Paid Work Policy

The students may perform clinical laboratory procedures at the affiliated hospitals under the direct supervision of laboratory technologists. Students may not perform paid work during scheduled applied learning sessions. Service work is noncompulsory outside of class hours.

Advisory Board

The purpose of the Advisory Board is to provide a mutual exchange of information for improving the program, recruiting qualified students, and meeting employment needs of the community. Advisory Board membership is voluntary, and the membership list changes based upon member availability. Members include clinical preceptors, laboratory professionals, industry members, program alumni, faculty, institution administrators, and current students.

SUNY ERIE – North Campus
Clinical Laboratory Technician A.A.S. Degree
CLT (2188) ADVISEMENT

BI 107 or HS Biology	**CH 140/CH141 or** **HS Chemistry**	**EN "0"** **(Developmental)**	**MT "0" (Developmental)**

Fall Semester

ML 111 **CLT Seminar**	**MA 127 Phlebotomy** Co-req: MA 128 **MA 128 Phlebotomy Rotations** Pre-req or permission of department: BI 147/148, MA 115	**BT 222** **Laboratory Calculations** **Pre-Req:** Math placement MT 125 or higher	**BI 147** **Survey Anatomy & Physiology** **BI 148** **Lab for BI 147**	**CH 180 /CH 181** **General Chemistry/ Lab** Pre-req: CH 140/CH141 or HS Chemistry. Co-req: CH 181	**EN 100** **College Composition** Online/seated

Spring Semester

ML 122 **Clinical Chemistry I** Co-req: ML 123 Pre-req: CH 180/181 - - - - - - - - - - - - - **ML 123 Chemistry I Lab** Co-req: ML 122 Pre Req: CH 180/181	**ML 120 Serology** Pre-req: CH 180/CH 181, BI 147/148 Co-req: ML 121 ---------- **ML 121 Serology Lab** CH 180/CH 181, BI 147/148 Co-req: ML 120	**ML 126** **Bio-Organic Chem** Pre-req: CH 180/CH 181 Online	**MT 143** **Introductory Statistics** Pre-Req: MT 013 or appropriate college equivalent (OR) **MT 140 Elementary Inferential Statistics** Online/seated	**MA 112** **Medical Law & Ethics** Pre-req: EN 100 Online/Seated

Fall Semester

ML 211* **Clinical Rotation I** Permission of Department.	**ML 212** **Clinical Chemistry II** Co-req: ML 213 Pre-req: ML 122, ML 123, ML 124, ML 126, BI147/148 - - - - - - - - - - - - - - - **ML 213** **Clinical Chemistry II Lab** Co-req: ML 212 Pre-reqs: ML 122, ML 123, ML 124, ML 126, BI147/148	**ML 214** **Hematology I** Co-req: ML 215 Pre-req: ML 122, ML 123, ML 124, BI 147/148 - - - - - - - - - - - - - - - **ML 215** **Hematology I Lab** Co-req: ML 214 Pre-req: ML 122, ML 123, ML 124, BI 147/148	**ML 216** **Immunohematology I** Co-req: ML 217 Pre-req: ML 124 - - - - - - - - - - - - - - **ML 217** **Immunohematology I Lab** Co-req: ML 216 Pre-req: ML 124	**ML 218** **Clinical Micro I** Co-req: ML 219 Pre-Req: BI 147/148, ML 124 - - - - - - - - - - - ML 219 Clinical Micro I Lab Co-req: ML 218 Pre-Req: BI 147/148, ML 124

Spring Semester

ML 220 **Topics in Clinical Microbiology** Pre Req: ML 218/219 Co Req: ML 228/229 Online	**ML 221*** **Clinical Rotation II** Permission of Department	**ML 222** **Clinical Chemistry III** Co-req ML 223 Pre-req: ML 212, ML 213 BI 147/148 ---------- **ML 223** **Clinical Chemistry III Lab** Co-req ML 222 Pre-req: ML 212, ML 213	**ML 224** **Adv. Hematology** Co-req: ML 225 Pre-req: ML 214 ML 215 ML 216 - - - - - - - - - - - - - **ML 225 Adv. Hematology Lab** Co-req: ML 224 & ML 227 Pre-req: ML 215, ML 217	**ML 227** **Immunohematology II Lab** Co-req: ML 224 Pre-req: ML 214 ML 215 ML 216 ML 217	**ML 228** **Clin. Micro. II** Co-req: ML 229 Pre-req: ML 218/219 - - - - - - - - - **ML 229** **Clin. Micro. II Lab** Co-req: ML 228 Pre-req: ML 218/219, ML 124

SUNY ERIE – North Campus
Clinical Laboratory Technician A.A.S. Degree - Accelerated
CLT (2188) ADVISEMENT

Pre-Requisites

CH 180/181 General Chemistry/Lab	**BI 147/148 A&P I&II/Lab**	**EN 100 English Comp**	**MT 140/143 Stats**	**MA 112 Medical Law & Ethics**	**ML 126 Bio-organic Chemistry (biochemistry/organic)**

Summer 1

ML 111 **CLT Seminar** Online	**MA 127 or MA 128 Phlebotomy Lecture** Co-req: MA 129 TWTH 9:00-11:00 AM	**ML 120** **Serology** Pre-req: CH 180/CH 181, BI 147/148 Co-req: ML 121 Online	**ML 121 Serology Lab** Pre-req: CH 180/CH 181, BI 147/148 Co-req: ML 120 T TH 4-6:30 PM S 9-11:30 AM

Summer 2

ML 122 **Clinical Chemistry I** Co-req: ML 123 Pre-req: CH 180/181 Online	**ML 123 Chemistry I Lab** Co-req: ML 122 Pre Req: CH 180/181 T TH 4-6:30 PM S 9-11:30 AM	**MA 129 Phlebotomy Rotations** Pre-req or permission of department: BI 147/148, MA 115 Varies

Fall Block 1 – ML 211 Clinical Rotation I – All Semester on Wednesdays

ML 212 **Clinical Chemistry II** Co-req: ML 213 Pre-req: ML 122, ML 123, ML 120, ML 121, ML 126, BI 147/148 Online	**ML 213** **Clinical Chemistry II Lab** Co-req: ML 212 Pre-reqs: ML 122, ML 123, ML 120, ML 121, ML 126, BI 147/148 M T 7-9:30PM	**ML 218** **Clinical Micro I** Co-req: ML 219 Pre-Req: BI 147/148, ML 120, ML 121 Online	**ML 219** **Clinical Micro I Lab** Co-req: ML 218 Pre-Req: BI 147/148, ML 120, ML 121 M T 4-6:30 PM

Fall Block 2

ML 214 **Hematology I** Co-req: ML 215 Pre-req: ML 122, ML 123, ML 120, ML 121, BI 147/148 Online	**ML 215** **Hematology I Lab** Co-req: ML 214 Pre-req: ML 122, ML 123, ML 120, ML 121, BI 147/148 M T 4-6:30 PM	**ML 216 Immunohematology I** Co-req: ML 217 Pre-req: ML 120, ML 121 Online	**ML 217** **Immunohematology I Lab** Co-req: ML 216 Pre-req: ML 120, ML 121 M T 7-9:30 PM

Spring Block 1 – ML 221 Clinical Rotation II – All Semester on Wednesdays

ML 222 **Clinical Chemistry III** Co-req ML 223 Pre-req: ML 212, ML 213 BI 147/148 Online	**ML 223** **Clinical Chemistry III Lab** Co-req ML 222 Pre-req: ML 212, ML 213 M T 7-9:30 PM	**ML 228** **Clin. Micro. II** Co-req: ML 229 Pre-req: ML 218/219 Online	- - - - - - - - - **ML 229** **Clin. Micro. II Lab** Co-req: ML 228 Pre-req: ML 218/219, ML 120, ML 121 MT 4-6:30 PM

Spring Block 2

ML 220 **Topics in Clinical Microbiology** Pre Req: ML 218/219 Co Req: ML 228/229 Online	**ML 224** **Adv. Hematology** Co-req: ML 225 Pre-req: ML 214, ML 215, ML 216 Online	**ML 225 Adv. Hematology Lab** Co-req: ML 224 & ML 227 Pre-req: ML 215, ML 217 M T 4-6:30 PM	**ML 227 Immunohematology II Lab** Co-req: ML 224 Pre-req: ML 214, ML 215, ML 216, ML 217 M T 7-9:30 PM

* ML 211; ML 221 students will complete rotations at designated clinical sites.
*Course times subject to change

Clinical Laboratory Technology Course Descriptions

BT 222 – Laboratory Calculations

Credit Hours: 1.0

Laboratory calculations is intended for members of the health, biotechnology and quality and laboratory professions, with potential responsibility for solution preparation, laboratory testing, and instrument calibration and quality control calculations. This course will cover the calculations necessary for determination of laboratory concentrations, solutions, and variation, calibration, quality control and reference intervals. The basic units of analytical instrumentation, pH calculations, buffer solutions, spectroscopy, basic statistics, and graphing for quality control reference ranges will be discussed. Co-requisites: CH 180/181. F/S (N)

MA 128 - Phlebotomy

Credit Hours: 2.0

This combination lecture/laboratory course is aligned with the CAAHEP, NAACLS and NHA accreditation standards for phlebotomy and introduces students to the role of the phlebotomist as a member of the healthcare team in a simulated clinical environment while providing a credentialing pathway that prepares learners with background in anatomy and physiology for certification as a phlebotomy technician.

Students use simulation arms to practice basic venipuncture skills and learn the phlebotomy specimen collection process and phlebotomy theory and techniques, the fundamentals of laboratory safety, proper disposal of biohazardous materials such as sharps and regulated medical waste, and discuss established regulations and standards, quality assurance and liability risk management as they apply to the practice of phlebotomy.

Learners complete mandatory compliance training in Occupational Safety and Health Administration (OSHA) standards regarding Bloodborne Pathogens, Infection Control and Laboratory Safety procedures, including selection of appropriate barrier/personal protective equipment (PPE), and review guidelines for general fire safety, emergency eyewash and safety shower procedures, proper performance of point of care testing, micro-collection techniques and CLIA-waived tests.

Students will also participate in mock certification exams containing variations of questions commonly asked on national exams in preparation for the national Certified Phlebotomy Technician (CPT) exam offered on site at the college.

Students who successfully complete and fulfill the requirements of both MA 128 and MA 129 will be eligible to sit for national phlebotomy technician certification exams.
Prerequisites: None. F/S (N)

MA 129 – Phlebotomy Rotations

Credit Hours: 2.0

This course allows students to obtain direct patient care experience collecting clinical samples from actual patients under the supervision of a host-site preceptor during individually assigned off-campus clinical rotations using skills and techniques learned in the concurrently required on-campus lecture/laboratory course using the most current industry-standard venipuncture collection equipment at an assigned SUNY Erie affiliated clinical site with an emphasis on actual performance of procedures. Students are required to participate in at least forty-five (45) hours of off-campus, college sponsored clinical rotations in phlebotomy.

Prior to beginning clinical rotations, students must complete compliance training sessions in Occupational Safety and Health Administration (OSHA) standards regarding Bloodborne Pathogens, Infection Control and Laboratory Safety procedures, as well as the standards to safeguard protected health information (PHI) as required by the Health Insurance Portability and Accountability Act (HIPAA), and submit required Health Science Division Student Health Report Forms providing evidence that they have completed all necessary health screenings, received all mandatory immunizations, and are able to meet the essential physical functions and technical standards of the course without posing any public health threat.

Students must exhibit professional and ethical behavior in all interactions with patients and other allied healthcare professionals and are expected to provide their own transportation to and from assigned clinical rotation host sites.

According to SUNY policy #3200 (Admissions of Persons with Prior Felony Convictions), SUNY Erie must inquire whether a student has had a prior felony conviction before the student can participate in any college sponsored off-site activity. Screening may be completed at http://tinyurl.com/ErieBoxedOut. Failure to complete this screening will affect participation in this course.
Prerequisites: None. F/S (N)

ML 120 - Serology

Credit Hours: 2.0

A course that presents the basic immunologic concepts as they relate to laboratory diagnosis, treatment, and prevention of disease. Fundamental mechanisms of the immune system and immunologically related diseases will be incorporated. The underlying principles of currently used serologic procedures of clinical significance will be discussed.
Prerequisites: CH 180/181, BI 147/148 Co-requisite ML 121. S (N)

ML 121 - Serology Lab

Credit Hours: 1.0

The lab for ML 124. This course covers basic lab skills such as serological vs micro-pipetting and the making of dilutions. It then moves on to discuss various techniques to test disorders of the immune system. Precipitation and agglutination reactions, immunoassays, DNA and RNA electrophoresis, flow cytometry, and molecular analysis techniques are covered.
Prerequisites: CH 180, CH 181, BI 147/148 co-requisite: ML 120 S(N)

ML 122 - Clinical Analysis I

Credit Hours: 3.0

Discussion of basic electrical concepts and safety, basic functional units of analytical instruments, pH calculations and buffer solutions, blood gas analysis, chloride analysis, spectroscopy, and spectrophotometers, fluorometry, iron, calcium, endocrine and phosphorus analysis.
Prerequisites: ML 112
Concurrent Registration: ML 123. S (N)

ML 123 - Lab for ML 122

Credit Hours: 1.0

Clinical Chemistry I lab stresses laboratory procedures designed to encourage development of basic laboratory skills in the use of laboratory glassware and pipets, the preparation of solutions and reagents, the use of balances and the spectrophotometer. The student will perform routine colorimetric and electrophoresis techniques to determine total protein, albumin, calcium, magnesium, and endocrine analytes and will report results in writing and by computer according to established procedures
Prerequisites: CH 180/181
Concurrent Registration: ML 122. S (N)

ML 126 - Bio-Organic Chemistry

Credit Hours: 3.0

An introduction to organic chemistry including alkanes, alkenes, alkynes, aromatic structures, alcohols, aldehydes, ketones, amines, carboxylic acids, anhydrides, esters, and amides. In-depth study of the

biochemistry of carbohydrates, lipids, proteins, enzymes, and nucleic acids. Emphasis is placed on the nomenclature, structures of molecules, mechanisms of reaction, and metabolic pathways.
Prerequisites: CH 180/181; S (N)

ML 211 - Clinical Rotation I

Credit Hours: 2.0

This course requires students to complete a series of specialty rotations at designated clinical sites and to participate in discussions of related issues which will provide exposure to a variety of physical settings, and current state-of-the-art instrumentation. Students will have the opportunity to gain practical experience in collecting clinical samples and performing laboratory analysis of hematological, chemical, immune-hematologic, immunologic or microbiologic tests/parameters on clinical specimens using current instrumentation available at the clinical site. Emphasis will be on the actual performance of these procedures using skills which have been learned during the first two semesters of the program. Students are supervised and instructed at clinical sites by clinical site staff. Students must successfully complete the rotation and submit the required clinical reports on time to successfully complete course requirements.

Prerequisites: All ML courses in the first and second semesters of the curriculum or permission of the department head. Corequisites: ML 210; ML 212/213; ML 214/215, ML 216/217, ML 218/219. F (N)

ML 212 - Clinical Analysis II

Credit Hours: 3.0

This course will cover the discussion of osmolality, sodium and potassium analysis, ion-selective electrodes, electrophoresis, immunoassay, therapeutic drug analysis, urine and serum toxicology, body fluid analysis chromatography, and laboratory automation..
Prerequisites: ML 122/123; ML 120/121; ML 126; BI 147/148 Concurrent Registration: ML 213. F (N)

ML 213 - Lab for ML 212

Credit Hours: 1.0

Clinical Analysis II Lab is a continuation of ML 123, Clinical Analysis I Lab. This course will cover the discussion of osmolality, sodium and potassium analysis, ion-selective electrodes, blood gas analysis, enzymes, vitamins, therapeutic drug analysis, urine and serum toxicology, chromatography, and the use of the HPLC.
Prerequisites: ML 122/123; ML120/121; ML 126; BI 147/148. Concurrent Registration: ML 212. F (N)

ML 214 - Hematology I

Credit Hours: 2.0

Origin, development, and morphology of the cellular constituents of blood and introduction to bone marrow. Emphasis is on normal blood composition, variables affecting normal blood and the mechanics and significance of CBC parameters.
Prerequisites: ML 122/123; ML 120/121; BI 147/148. Corequisites: ML 215. S (N)

ML 215 - Lab for ML 214

Credit Hours: 1.0

Laboratory exercises include routine CBC's on hospital-obtained and micro-collection specimens. Special testing procedures may be performed. Automated counting devices, PC data entry and basic case studies are introduced. Students must report results properly, recognize reference intervals and relate fundamental clinical significance.
Prerequisites: ML 122/123; ML120/121; BI 147/148. Corequisites: ML 214. F (N)

ML 216 - Immunohematology

Credit Hours: 2.0

A course which presents current concepts in transfusion medicine, including the characteristics of major blood groups; compatibility testing; hemolytic disease of the newborn; the collection, processing and storage of blood and components; the testing and quality control procedures required prior to the release of blood and components for transfusion and the complications which may result from transfusion.
Prerequisites: ML 120/121. Corequisites: ML 217. F (N)

ML 217 - Lab for ML 216

Credit Hours: 1.0

The student will practice procedures routinely performed in a transfusion service including ABO and Rh, antiglobulin and compatibility testing. The student must achieve a minimum grade of 80 percent on the final practical exam to pass the course. (Note: a critical mistake (ABO-Rho) during the final practical/competency will result in automatic failure in the course).
Prerequisites: ML120/121. Corequisites: ML 216. F (N)

ML 218 - Clinical Microbiology I Lecture

Credit Hours: 2.0

An introductory microbiology course, emphasizing the clinical laboratory, technical skills, and theory behind basic clinical microbiology procedures. Topics include classification and diversity of microbes, cell structure

and function, growth, metabolism and genetics, laboratory methods for cultivation and identification of microbes from patient specimens. The principles of infectious disease production, microbial pathogenicity and host defense mechanisms are also presented.
Prerequisites: BI 147/148. Corequisites: ML 219. F (N)

ML 219 - Clinical Microbiology I Lab

Credit Hours: 1.0

An introductory clinical microbiology laboratory course emphasizing the hospital laboratory, technical skills, and the theory of basic clinical microbiology procedures. Laboratory methods include the Gram stain procedure, preparation of culture media, aseptic technique, collection and handling of microbiological specimens, and isolation and identification of pathogens from the upper respiratory tract, urinary tract, genital tract, and intestinal tract. Basic procedures for culture and classification of medically significant fungi are also included.
Prerequisites: BI 147/148. Corequisites: ML 218. F (N)

ML 220 - Topics in Clinical Microbiology

Credit Hours: 1.0

The lectures will focus on procedures for identification of clinically significant pathogens in specialized areas of microbiology with emphasis on parasitology, virology, and mycobacteriology. This course will be updated annually to reflect new disease trends related to the previously listed areas. Students will be required to research emerging pathogens in these areas of microbiology.
Prerequisites: BI 147/148, ML 218/219. S (N)

ML 221 - Clinical Rotation II

Credit Hours: 2.0

Continuation of ML211. This course requires students to complete a series of specialty rotations at designated clinical sites and to participate in discussions of related issues, which will provide exposure to a variety of physical settings and current state-of-the-art instrumentation, provide patient contact, and contact with professionals. Students will have the opportunity to gain practical experience in collecting clinical samples and performing laboratory analysis of hematological, chemical, immune-hematologic, immunologic, or microbiologic test/parameters on clinical specimens using current instrumentation available at the clinical site. Emphasis will be on actual performance of these procedures using skills which have been learned during the first two (2) semesters of the program. Students are supervised and instructed at clinical sites by clinical faculty. Students must successfully complete the rotation and submit, on time, the required clinical reports to successfully complete course requirements.
Prerequisites: All ML courses in the first, second and third semesters of the curriculum or by permission of Department Head. S (N)

ML 222 - Clinical Analysis III

Credit Hours: 3.0

This course covers the study of carbohydrates, lipids, body fluids, tumor markers, renal and liver function testing. Emphasis will be placed on methods of analysis and clinical significance. The first semester of clinical laboratory rotation assignments must be completed. Prerequisites: ML 122/123, ML 120/121, ML 126 ML 212/213, BI 147/148. S (N)

ML 223 – Lab for ML 222

Credit Hours: 1.0

This course involves the study and analytical practices of glucose, enzymes, renal systems, the hepatic system, and lipids. Emphasis is placed on technical skills, laboratory analysis, testing and observation of both hospital and contrived patient samples. Laboratory methods include urinalysis, fecal occult blood testing, and use of laboratory instrumentation to perform analysis of glucose, enzymatic testing, and lipid profiles. Students practice aseptic technique, collection and handling of patient specimens and must successfully demonstrate competence in skill assessment by performance under direct observation of the instructor. Prerequisites: ML 222, ML 123, ML 120/121, ML 126, ML 212, ML 213, BI 147, BI 148 Corequisites: ML 222 S (N)

ML 224 – Advanced Hematology

Credit Hours: 3

Emphasis is placed on hematological changes associated with disease states in the leukocyte, erythrocyte, immune, and coagulation systems. Evaluation of selected diseases by a case studies approach is included. A research paper for this course is required.
Prerequisites: ML 214, ML 215, ML 216 Corequisites: ML 225 S (N)

ML 225 – Lab for ML 224

Credit Hours: 1.0

Laboratory exercises on hospital and capillary collection specimens including the use of point of care instrumentation, introduction to state-of-art instruments, special procedures, coagulation testing and case studies of a variety of blood dyscrasias using critical thinking skills. Affective evaluations must be satisfactory.
Prerequisites: ML 215, ML 217 Corequisites: ML 224, ML 227 S (N)

ML 227 - Immunohematology II Laboratory

Credit Hours: 1.0

Continuation of ML 217. Discussions and laboratory procedures will include general transfusion practices, the resolution of ABO and Rh discrepancies, identification procedures of red cell antibodies, transfusion practices involving incompatibilities and the laboratory investigation of the positive DAT, HDN and hemolytic anemia.
Prerequisites: ML 214, ML 215, ML 216, ML 217. Corequisites: ML 224. S (N)

ML 228 - Clinical Microbiology II Lecture

Credit Hours: 2.0

Continuation of ML 218 with the discussion of the pathogenesis and identification of specific microorganisms isolated from clinical specimens according to the ASCP Board of Registry Guidelines for CLT curriculum. A taxonomic approach will be used in presenting the groups of microorganisms.
Prerequisites: ML 218, ML 219, BI 147, BI 148. Corequisites: ML 229. S (N)

ML 229 - Clinical Microbiology II Lab

Credit Hours: 1.0

Continuation of ML219 with advanced techniques in procedures for cultivation, isolation, and identification of pathogenic microorganisms from a variety of hospital provided or simulated clinical specimens. Clinical specimens include urine samples, throat, rectal, genital, and wound swabs.
Prerequisites: ML218, ML219. Corequisites: ML228. S (N)

Clinical Laboratory Department Policies

Academic Policies

Every student is responsible for keeping current knowledge of their own academic standing and progress in each course throughout each semester. Every student is responsible for obtaining information about grades achieved on examinations, papers, projects, etc. Each student is responsible for initiating a meeting with a course instructor when there are questions about fulfillment of course requirements, grades and/or progress in the course.

Competency Guidelines

Competencies are lab assessments designed to measure student competence in essential laboratory skills. The minimum required score on proficiency is 80%. Students who score below this required level on a skill area will be required to review their performance with the course instructor and complete remediation activities. They will then have the opportunity to repeat the proficiency to earn up to 80% of the original point possible. Students are expected to coordinate with the instructor to schedule the review/remediation

and repeat sessions in a timely manner. If students do not complete the required review/remediation the entire proficiency score will become zero.

Late Assignments

Due dates for assignments are clearly stated on the course syllabus and in Brightspace. It is the student's responsibility to follow the schedule and communicate with the instructor in a timely manner if unable to turn the assignment in on time. Late is defined as after the beginning of the class period for seated classes, and after midnight the date the assignment is due for hybrid or online classes. Late penalties are assigned as describe below:

- 1 day late – 10% reduction
- 2-4 days late – 25% reduction
- 5-7 days late – 50% reduction
- >7 days late – no credit is given

The instructor **may** waive the penalty for a late assignment at their discretion provided that the student has communicated in a **timely** manner and evidence or documentation of the circumstance causing late submission of work is provided.

Test Taking Policies

Instructors may choose to deliver exams through Brightspace or in class. During testing in class, phones should be left in lockers and desks should be cleared. Anyone caught cheating on an exam will receive a zero on that exam and may face disciplinary procedures through the school which may end up in expulsion from the program and the institution.

If an exam is not taken by its schedule due date, it is the student's responsibility to contact the instructor beforehand to arrange makeup time. If there is no contact with the instructor, the score for that exam becomes zero. The first missed test will not receive a late penalty if appropriate evidence is submitted and/or notification is given to the instructor, for example, a doctor's note. Subsequent tests missed will be subject to a 10% grade reduction. Students with extenuating circumstances and appropriate documentation may appeal this policy.

Missed Laboratories

If a laboratory session is not completed on the scheduled day, it is the student's responsibility to coordinate with the instructor to complete the missed activities within one week of their return to class. If there is no contact with the instructor, the lab score becomes zero. The first missed lab session will not receive a late penalty if appropriate evidence is submitted and/or notification is given to the instructor, for example, a doctor's note. Subsequent labs missed will be subject to a 10% grade reduction. Students with extenuating circumstances and appropriate documentation may appeal this policy.

Advising

Advising appointments will be held each semester. Progress in the Clinical Laboratory Technician program will be discussed between the student and their advisor. It is mandatory to participate in the advising session and it's the student's responsibility to email the advisor to schedule a meeting. The student may also schedule an appointment on ConexED.

Program Advisors

Advisor	Students with last name beginning with:
TBD	**A-M**
Jack Devirgilio	**N-Z**

A student may contact Dr. Fendinger or Mrs. Bryant if their advisor is not available.

Attendance

Class attendance is required for all lecture and laboratory courses as well as clinical rotations. Frequent absences and/or tardiness are not acceptable professional behaviors and may result in a lower grade. Professional behaviors, including punctual attendance, are incorporated into the final grade calculation for each program course.

Extended time off should be scheduled over breaks between semesters or over the summer. Vacations will not be granted during the course. The CLT program director and course instructor must approve of any unexpected or unavoidable exceptions to this policy. It is the responsibility of the student to schedule a meeting with the program director and course instructor in a timely manner if this is the case.

Absences due to religious observances will be granted only when the student informs the course instructor at the beginning of the semester and when a replacement assignment or alternative lab activity has been arranged to make up the missed time.

Communication

E-mail is the official form of contact between SUNY Erie and the student. Students are expected to check their SUNY Email accounts regularly, ideally once per day, to ensure that they receive information from the college and from the program in a timely manner. Each class is registered through Brightspace, and it is expected that the student will sign into Brightspace at least three times a week.

Dress Code

Hair
For safety and sanitation, hair must not fall around the face or in front of the shoulders. Bangs must be kept close to the face. Long hair must be pulled back. Hair accessories must be plain. Beards and mustaches must be short and well-trimmed.

Fingernails
Artificial nails are not permitted. Nails should be kept short and neatly groomed.

Personal Hygiene
Exemplary body cleanliness such as daily bathing, use of deodorant, regular hair shampooing is a necessity for all medical laboratory technician students.

Lab Dress Code

Scrubs should be worn. Black pants with a red shirt. Shirts will be sent out for embroidering with a SUNY Erie CLT logo. Lab coats will be provided and should be worn for all lab exercises. Flat, non-skid, closed shoes are required; heeled shoes, sandals, and clogs are not allowed. Sneakers are appropriate. Students will not be permitted to participate in lab if in violation of the dress code.

Laboratory Safety Guidelines

The following safety regulations shall be followed by those faculty and students within areas designated by the college and department as “CLINICAL LABORATORIES” i.e., those areas which handle BIOHAZARDOUS materials such as blood, urine, fecal material, and microbial cultures, as any other material considered “body fluids”:

General Laboratory Considerations:

1. Smoking, eating, or drinking is NOT permitted within the laboratory.
2. Keep all fingers out of eyes, ears, nose, and mouth. Potentially hazardous reagents, samples and microbes unknowingly picked up on hands and fingers can cause damage if introduced into these body cavities.
3. Anyone with open sores or cuts on their hands will not be allowed to work in the laboratories unless these are covered (i.e., bandaged).
4. Long hair must be tied back. No hats are allowed in the lab.
5. Open-toed shoes are not to be worn in any of the laboratories. Leather sneakers (not nylon) are acceptable laboratory footwear.
6. Personal belongings such as purses, coats, and backpacks MUST NOT be brought into the lab. They are to be stored in student lockers during laboratory period.

NO ONE OTHER THAN REGISTERED STUDENTS MAY ENTER THE LABORATORY AREAS.

Specific Laboratory Health & Safety Rules:

1. Laboratory students will be provided with a disposable laboratory coat at the beginning of each semester and MUST ALWAYS wear this laboratory coat in the laboratory. The laboratory coat MUST NOT

LEAVE the laboratory area. Laboratory coats may NOT be worn in the halls. The following guidelines must be followed regarding laboratory coats:

a. Place the laboratory coat neatly into a plastic bag which is AIRTIGHT when closed. The laboratory coats may then be kept in the laboratory area designated for lab coat storage.
b. At the end of the semester, the laboratory coat will be disposed of in a biohazard bag/container.

2. Protective eyewear (goggles, face shield, eyeglasses with side shields) MUST BE WORN in the laboratory when working with biohazard materials. The safety shields must be used for removal of caps or stoppers from containers containing biohazard materials.

3. Latex/Nitrile gloves MUST BE WORN when working with biohazard materials.

4. Hands MUST be washed immediately following the removal of gloves or any time before leaving the laboratory. Always wash hands well using the antibacterial soap found in the pump dispenser at the sinks in each laboratory.

   Each department laboratory has a clean sink to be used for hand washing only.

5. Use extreme caution whenever handling laboratory glassware! Broken glassware is probably the greatest source of injury in the laboratory. Check with the laboratory instructor for discarding broken, cracked, or chipped glassware. REPORT ANY AND ALL INJURIES OR MISHAPS (NO MATTER HOW SMALL) TO THE INSTRUCTOR. (The phone extension for the Nurse and Security are posted in the laboratories. The Nurse is located in the Spring Student Center).

6. Centrifugation of all biohazard samples from the hospital must be done using a stoppered or capped tube.

7. FOR SPILLS:

   a. If a hospital sample should spill, cover the biohazard material with the laboratory disinfectant (10 to 20% CLOROX*). Cover the contaminated area with paper towels. Wait five (5) minutes before cleaning up the spill. Dispose of the material in a labelled biohazard container. NOTIFY THE LABORATORY INSTRUCTOR OF THE SPILL.

   b. If any chemical should spill on the hands or face, immediately flood the affected area with large quantities of water (each laboratory has an eye wash) followed by thoroughly washing with antibacterial soap and water. (Protective gloves must always be worn when working with biohazard materials.) NOTIFY THE LABORATORY INSTRUCTOR IMMEDIATELY.

8. For the disposal of hospital samples, place in biohazard waste containers. Special instructions for hospital samples or other biohazard materials may be given by the laboratory instructor.

9. ALWAYS replace the cap or stopper on all containers immediately after use.

10. NEVER leave any amount of volatile solvent to remain in an open beaker, dish, or flask.

11. DO NOT put pipettes, tubing, etc., into stock containers. Always pour a small quantity of stock reagent into a properly labeled and clean container (i.e., beaker) of appropriate size.

12. NEVER use any volatile organic solvent (i.e., Acetone, Ethyl alcohol) in a closed area without proper ventilation or near an open flame. Always be sure to use a hood and that the vent fan is in operation. If a hood is unavailable, a window nearby should be opened.

13. Clinical microbiology specimens must be plated out under properly ventilated biological safety hoods. Avoid creating aerosols when using a Bunsen burner flame when transferring cultures. Do not leave Bunsen burners unattended.

14. MOUTH PIPETTING IS PROHIBITED. Mechanical pipetting devices or bulbs must be utilized.

15. Always pour acid into water; never pour water into acid. Dilute acids by pouring the acid slowly into water with constant stirring.

16. Use extreme caution when handling and using containers of compressed gases. Follow directions carefully and take special care not to bump or drop the containers.

17. A fire extinguisher, fire blanket, eyewash and shower are located in each laboratory. Be familiar with their location and use.

18. Do NOT use Kleenex* or any other tissue to wipe off the microscope lens. Use only Lens Paper provided in the laboratory. Use of any other tissue will result in scratching the lens.

Considerations for Laboratory Cleanup:

1. Each work area must be cleaned with disinfectants before and after each laboratory session. Each student is responsible for cleaning their respective work areas and equipment used during the laboratory session. The laboratory will be considered clean and in proper order only when all the laboratory tables and sinks are completely cleaned and cleared of all debris, reagents, and equipment.

a. NOTHING IS TO BE LEFT ON THE TOPS OF THE LABORATORY TABLE OR IN THE SINKS (unless instructed). ALL EQUIPMENT AND REAGENTS ARE TO BE RETURNED TO THE PROPER STORAGE AREAS AS EXPLAINED UNTIL DISMISSED BY THE INSTRUCTOR AND THEY ARE CHECKED FOR CLEANLINESS.

2. Upon completion of the laboratory, rinse all used glassware as instructed and return to storage areas or place in appropriate container for soaking (10 to 20% CLOROX* solution). DO NOT MIX DIFFERENT GLASSWARE IN THE SAME CONTAINER (unless instructed).

3. Return all microscopes to assigned storage cabinets with oil cleaned from the oil immersion lens (100x). Leave the low power (10x) in the down position. Always wrap cord securely around the microscope arm as instructed before storage.

4. After use, pipettes should be placed in the appropriate rinsing receptacle – TIPS UP.

5. The last laboratory session for the day must close and lock all windows and turn off the lights.

Student Health Services

The Student Health Services Office at each campus has a registered nurse on staff. Students may seek first aid for on-campus sickness/injury, consultation and/or referrals. Information on accident and health insurance policies is also available. For evening hours, students should check with their campus Student Health Office:

City Campus:	Room 228 (716) 851-1199
North Campus:	Room S152B (716) 851-1499
South Campus:	Room 5109 (716) 851- 1699

Health Science students in on-campus clinical labs are required to have the following: proof of immunity to Measles, Mumps, Rubella, Tetanus & Hepatitis B (or signed Declination Statement).

Students in Clinical Rotations I & II (off-campus labs) are required to have the following: proof of immunity to Measles, Mumps, Rubella, Tetanus, Varicella & Hepatitis B (or signed Declination Statement), as well as an annual PPD (TB screen), and annual Influenza vaccine.

Students and staff are instructed in universal precautions and the use of personal protective devices such as gloves, goggles, and masks.

Contagious disease is reported to the Erie County Dept. of Epidemiology.

NYS immunization mandates for the college and clinical sites must be fulfilled.

Flu and pneumonia shot clinics are provided for prevention. In a medical emergency, EMS (9-1-1) should be summoned. Campus Safety and the college Nurse are notified.

Bloodborne Pathogens (BBP)

Throughout the CLT program, students will be in contact with patient blood and body fluid samples that may contain communicable diseases, including HIV and hepatitis. Students will be instructed in the most current BBP safety protocols and must adhere to these at all times. Failure to comply with safety procedures may result in dismissal from the program.

The risk for contracting Hepatitis B is much higher than contracting HIV. Therefore, it is highly recommended that students obtain the Hepatitis B vaccine as a preventative measure to minimize the risk of transmission.

Clinical Laboratory Technology Program Essential Functions

In order for the student to perform the essential functions of the clinical laboratory science profession, the following technical standards are required of students entering the CLT Associate in Applied Science Degree Program.

- From: Fritsma, G.A., Fiorella, B.J. and Murphy, M. Essential Requirements for Clinical Laboratory Science. J. Clin. Lab. Sci. 9(1):40-43, 1996.

The American Disabilities Act (ADA) of 1990 mandates that qualified individuals have access to public services which will allow equal employment opportunities. Part of the ADA legislation applies to academic

institutions and their programs. Academic institutions are required to provide reasonable accommodations for the disabled. For an academic program, reasonable accommodations are defined as those learning modifications that will enable the disabled to undertake and successfully complete the course of study. Reasonable accommodation depends on each individual case and may involve reasonable structural modifications and functional modification in the didactic and laboratory portions of the curriculum.

Essential requirements for a program are those capabilities required of all individuals enrolled in a course of study and are essential for completion of the curriculum. Please realize that the program's essential requirements are not to be construed as employment requirements or job descriptions. The following are the Essential Requirements for the Clinical Laboratory Technician (CLT) Program at SUNY Erie.

ESSENTIAL OBSERVATIONAL REQUIREMENT FOR THE PROGRAM IN CLT

The Clinical Laboratory Technician Student must be able to:

1. Observe laboratory demonstration 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.
2. Characterize the color, odor, clarity and viscosity of biological, reagents, or chemical reaction products.
3. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
4. Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

ESSENTIAL MOVEMENT REQUIREMENTS FOR THE PROGRAM IN CLT

The Clinical Laboratory Technician Student must be able to:

1. Move freely and safely about a laboratory.
2. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
3. Travel to numerous clinical laboratory sites for practical experience.
4. Perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
5. Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
6. Control laboratory equipment (i.e., pipettes, inoculating loops, test tubes), and adjust instruments to perform laboratory procedures.
7. Use an electronic keyboard (i.e., 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

ESSENTIAL COMMUNICATIONS REQUIREMENTS FOR THE PROGRAM IN CLT

The Clinical Laboratory Technician Student must be able to:

1. Read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instructional manuals).
2. Follow verbal and written instructions to correctly and independently perform laboratory test procedures.
3. Clearly instruct patients prior to specimen collection.
4. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
5. Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphic, or telecommunication).
6. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

ESSENTIAL INTELLECTUAL REQUIREMENTS FOR THE PROGRAM IN CLT

The Clinical Laboratory Technician Student must be able to:

1. Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
2. Be able to exercise sufficient judgment to recognize and correct performance deviations.

ESSENTIAL BEHAVIORAL REQUIREMENTS FOR THE PROGRAM IN CLT

The Clinical Laboratory Technician Student must be able to:

1. Be able to manage the use of time and be able to systematize actions to complete professional and technical tasks within realistic constraints.
2. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
3. 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).
4. Be flexible and creative and adapt to professional and technical change.
5. Recognize potentially hazardous materials, equipment, and situations, and proceed safely to minimize risk of injury to patients, self, and nearby individuals.
6. Adapt to working with unpleasant biologic specimens
7. 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.
8. Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (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 Department of Clinical Laboratory Technician works closely with the Student Access Center at SUNY ERIE to ensure that reasonable accommodations are given to ensure successful completion of the academic program.
- The Student Access Center is available to assist students with special needs to achieve their academic goals. Students must register with the Student Access Center in order to receive accommodations for physical and learning disabilities. The web site is available through https://www.ecc.edu/student-access/
- The SUNY Erie Student Access Centers are located at all 3 SUNY Erie campuses. The Student Access Center at North Campus is located at 6205 Main Street, Library Bldg. D, Room D-114, Williamsville, NY 14221. The phone number is 716-851-1495.

ACADEMIC HONESTY POLICY

"The integrity of any profession is contingent on the honesty of its practitioners."

Academic dishonesty is any type of cheating that occurs in conjunction with any type of academic assessment relating to a grade for a specific course within my program of study. The following will be considered a violation of the Academic Honesty Policy for the Department:

Plagiarism- the adoption or reproduction of another author's original work without due acknowledgement or citation. Not properly citing a source or not using quotation marks around a direct quote is plagiarism. Rearranging or substituting a few words of an author's sentence also constitutes plagiarism. Plagiarism also includes submission of any work that is generated using artificial intelligence (AI) software or applications that auto-generate content.

Fabrication- the falsification of data, information, or citations in any formal academic exercise (lecture/laboratory).

Deception- the act of providing false information to an instructor concerning any formal academic exercise (lecture/laboratory).

Cheating- any attempt to give or obtain assistance or information during any formal academic exercise (lecture/laboratory).

Bribery- the act of aiding / information in exchange for money or other forms of payment during any formal academic exercise (lecture/laboratory).

Sabotage- the act of preventing others (faculty / students) from completing their work through the willful disruption of any formal academic exercise (lecture/laboratory).

Impersonation- the act of assuming a student's or instructor's identity with the intent of providing an advantage for the student in any formal academic exercise (lecture/laboratory). My signature below constitutes my acknowledgement and pledge that all of the work I perform as a student, enrolled in the Clinical Laboratory Technician (CLT) Program at SUNY ERIE – North Campus, will be my work alone. My

signature also symbolizes my understanding of this Academic Honesty Policy as it applies to all ML classes required for the degree or certificate issued by SUNY ERIE for the Clinical Laboratory Technician Program.

Progression/ Completion in the Clinical Laboratory Technology

Associate in applied science (A.A.S.) Degree Program

Progression

The student must maintain a minimum grade of "C" in all medical lab (ML) courses. The student must receive a minimum grade of "C-" in all other coursework (BI, CH, EN, MT). All courses may only be repeated once if the minimal grades are not attained or if the student has withdrawn (W) from the course. ML courses are integrated and sequenced in a specific manner to enable students to attain program competencies. All required courses must be passed each semester to advance to the following semester.

Any combination of two failures or withdrawals (grade below a "C" in ML courses, grade below a "C-" in all other courses) will result in dismissal from the Clinical Laboratory Technology Program. Because of the critical nature of the profession, deviations from professional conduct may adversely affect the patient's wellbeing. Therefore, the department reserves the right to immediately remove the student from didactic, laboratory and clinical course work and/or dismiss that student from the program if the department determines that the student has acted in an unprofessional manner or if the student is unable to provide safe laboratory practices.

Graduation Requirements

- Students must complete all ML courses within a four-year period.
- Students must have achieved an overall QPA of 2.0.
- Graduates of the CLT Program are eligible to sit for the Board. of Certification /Licensing Examination. As needed, consultation with the New York State Education Department is suggested for details regarding the legal limitations to licensure in New York State.

Signature Page SUNY Erie CLT Handbook

Please read each statement below. INITIAL each statement in the space indicated to signify your agreement to abide by the policies and procedures in this Handbook. Print, sign, and date in the space below.

1. ____ I have read and agree to comply with the student policies and procedures as outlined in the CLT Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in each course syllabus and student policies of the Clinical Laboratory Technology program.
2. ____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action
3. ____ I have been informed regarding the inherent health/safety hazards in the health care field and release SUNY Erie from any liability for such hazards.
4. ____ I have read and agree to the “Attendance Policy.”
5. ____ I have read and understand the progression/completion requirements for the CLT program.
6. ____ I understand and accept the Academic Honesty Policy as stated and accept the consequences in the case of a violation of the Academic Honesty Policy.
7. ____ I have read and understand the essential functions of Clinical Lab Technician.

Printed Name _____ Date _____

Signature _____