

## **MONTGOMERY COUNTY MEMORIAL HOSPITAL (MCMH)**

### **MEDICAL LABORATORY TECHNICIAN (MLT) PROGRAM at MCMH**

#### **TERMS OF PROGRAM**

**2024-2025**

This program is in conjunction with Des Moines Area Community College (DMACC) in Ankeny, IA. Semester courses will coincide with requirements of DMACC's Web-Blended MLT Program.

In cooperation with DMACC, MCMH will implement a MLT Program which will enable the applicant to receive a Medical Laboratory Technology AAS degree. DMACC is an accredited school and once the diploma is received, this allows the student to test for the Boards to become a certified MLT. The associated Boards are: ASCP, AMT or AAB.

The students in this program will be a part-time (in-house and clinical hours) MCMH employee while attending this two-year program at DMACC. Wages will be based on Lab Assistant I (year one) and Lab Assistant II (year two) wages during the two year program. At the time of Board certification, wages will be paid at the MLT level.

#### Program Requirements:

- 1) Student must meet DMACC Program Entry Requirements:
  - a. Complete an application for admission.
  - b. Attend a required information/registration session or obtain the approval of the program chairperson.
  - c. Submit to the Admissions Office evidence of high school graduation or GED prior to enrollment.
  - d. Submit to the Admissions Office evidence of grade "C" or better in one year of high school algebra or the equivalent (MAT 099 or MAT 064).
  - e. Submit to the Admissions Office evidence of grade "C" or better in one year of high school biology or the equivalent (BIO 104, B10112, B10157 or Academic Achievement Center Biology I and II).
  - f. Submit to the Admissions Office evidence of grade "C" or better in one year of high school chemistry or the equivalent (CHM 122 or Academic Achievement Center Chemistry I and II).
  - g. The following assessment scores are required:
    - i. Math: a minimum ALEKS Math placement score of 30 or ACT score of 20
    - ii. Writing: a minimum ACCUPLACER Next Gen Writing score of 254 or ACT score of 19
    - iii. Reading: a minimum ACCUPLACER Next Gen Reading score of 248 or ACT score of 19
  - h. Note: BIO 164 – Essentials of Anatomy/Physiology is a required course in the MLT program. Students are strongly encouraged to take this course or an equivalent anatomy and physiology course(s) prior to starting the MLT program. DMACC will accept BIO 733 – Health Science Anatomy and BIO 734 – Health Science Physiology or

BIO 168 – Anatomy & Physiology I and BIO 173 – Anatomy & Physiology II (or equivalent courses) in place of BIO 164 – Essentials of Anatomy/Physiology.

- 2) To earn a MLT AAS degree, the student must complete all coursework as prescribed and maintain a 2.0 grade point average. A grade of “C” or better is required in every MLT course.
- 3) If the student/employee fails a course, the failed course must be repeated at the next available course opening (ie: semester 6 or in conjunction with other semester course, if applicable). This repeated class will be paid by the student and not paid, nor reimbursed, by MCMH.
- 4) A failed course will not be repeated more than once. If the student/employee fails the same course a second time, the student/employee will be terminated from the program and all monies associated with this program must be repaid to MCMH. You may only retake one class one time to continue in the program at DMACC per their policy.
- 5) This training/certification program must coincide with DMACC clinical courses, on-line and on-site (lab) in Ankeny.
- 6) If the student/employee successfully completes all courses, the Board exam must be taken within the first three months after graduation. If the Board exam is failed at first attempt, the student/employee will be allowed to repeat the exam within 12 months of the first exam. If the student/employee fails a second exam, all monies (tuition, books, mileage, miscellaneous expenses) must be paid back to MCMH, according to the Promissory Note requirements and employment will end.
- 7) If the student/employee drops out of the program, all monies (tuition, books, mileage, miscellaneous expenses) will be paid back to MCMH according to the Promissory Note requirements.
- 8) MCMH will loan (promissory note) the individual money specifically to be used to pay the expense of this program. MCMH will pay the school prior to the semester start date.
- 9) MCMH will pay mileage to and from DMACC in Ankeny, IA, for the necessary laboratory requirement. Mileage for this lab time will be reimbursed at the current allowable rate as determined by the Internal Revenue Service (IRS). If two students are in the program, the mileage will be reimbursed to only one student per week. This reimbursement will be alternated every other week to each student, if carpooling is not an option.
- 10) Time spent by an employee in travel (to and from DMACC) is work time and will be counted as hours worked. No overtime will be paid as hours must be adjusted throughout the week to accommodate drive time/on-site lab hours to Ankeny.
- 11) Hotel accommodations will not be reimbursed.
- 12) Student/Employee will follow DMACC’s MLT Program guidelines and curriculum requirements.
- 13) One or two on-site days, per week, at DMACC in Ankeny are required. Other course requirements will be on-line courses.
- 14) Two or three lab days per week at MCMH are required.
- 15) On-site training at MCMH will be for a two year period to coincide with courses at DMACC.
- 16) After success of this six-year program (2 years of school/work and another 4 years at MCMH), and board certification is achieved, the student/employee must accept an assigned position, as an MLT, directed by the MCMH Lab Manager. This assignment may include a traveler position within a 50 mile radius of MCMH.
- 17) Student/Employee must accept any lab related job opening/position as assigned by the Lab Manager.
- 18) Wages: \*subject to change with Iowa Hospital Association (IHA) Salary Survey results.
  - First year of web-blended program will be a salary of \*18.00/hour – Lab Assistant I.

- Successful completion of year one, year two will begin as a Lab Assistant II at a wage of \*\$20.00/hour.
- Successful Board Certification obtained: MLT wages will be determined by MCMH in conjunction with IHA Salary Survey guidelines.

\_\_\_\_\_  
Student/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laboratory Department Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer Signature

\_\_\_\_\_  
Date

