Medical Laboratory Technician (MLT) Program Student Handbook

Southwest Wisconsin Technical College (SWTC)
Fennimore, Wisconsin

2021

Revised 07/19/2021

Please note: Information in this document is supplemental to the SWTC Student Handbook and deals with information specific to the MLT program and is not inclusive. It is subject to change as the program progresses.

Table of Contents:

Executive Dean

Cynde Larsen, PHD, RN, MSN, CNE

PhD Nursing
Marquette University
Milwaukee, WI

Master of Science – Nursing
University of Phoenix

Bachelor of Science in Nursing
Viterbo University
La Crosse, WI

Program Director / Instructor

Joan M. Young, MHA, MT(ASCP)

Master Health Care Administration
Walden University
Minneapolis, MN

Bachelor of Science – Medical Technology
University of Wisconsin – La Crosse
La Crosse, WI

MLT Instructors

JoAnn Wiederholt, MT(ASCP)

Bachelor of Science – Medical Technology
UW Platteville
Platteville, WI

Shannon Cathman, MLS(ASCP)

Bachelor of Science – Medical Laboratory Science
University of Wisconsin - La Crosse,
La Crosse, WI

1.2 Clinical Affiliates*

Gundersen Boscobel Hospital
Attn: Judy Dayton
205 Parker Street
Boscobel, WI 53805
608-375-4112

Crossing Rivers Health
Attn: Barb Welsch
37868 US Highway 18
Prairie du Chien, WI 53821
608-357-2000

Memorial Hospital of Lafayette County
800 Clay Street
Darlington, WI 53530
608-776-5734

Grant Regional Healthcare Center
Attn: Samantha Brooks
507 S. Monroe Street
Lancaster, WI 53813
608-723-2143

SSM Health Dean – Dodgeville Medical Group
833 South Iowa Street
Dodgeville, WI 53533
608-935-3303

Medical Associates
Attn: Kristin DeMoss
Laboratory Manager
1500 Associates Drive
Dubuque, IA 52002
563-584-3126

Richland Hospital, Inc.
Attn: Dana Wilson
333 East Second Street
Richland Center, WI 53815
608-647-6321

Upland Hills Healthcare
Attn: Teresa Straka
800 Compassion Way
Dodgeville, WI 53533
608-930-8000

Southwest Health Center
Attn: Corey Schmidt
1400 East Side Road
Platteville, WI 53818
608-348-2331

Unity Point Health Finely Hospital
Attn: Sheila Dunn
350 N. Grandview Avenue
Dubuque, IA 52001
563-556-2010

Midwest Medical Center
Attn: Arica Schmidt
One Medical Center Drive
Galena, IL 61036
815-777-6421

Mercy Hospital
Attn: Roxanna Stoffel
250 Mercy Drive
Dubuque, IA 52001
563-589-8156

**Clinical site availability is subject to change and facilities may request to defer taking a student for a semester due to organizational or staffing issues.*

1.3 Accreditation

The Southwest Tech Medical Laboratory Technician associate degree program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018. Any questions regarding accreditation can be directed to the NAACLS at 773-714-8880 or www.naacls.org.

1.4 Program Summary

The Medical Laboratory Technician (MLT) Program at Southwest Tech is a two-year program involving four semesters plus one summer session. Graduates will earn an Associate of Applied Science as a Medical Laboratory Technician. The Program curriculum includes courses in general education and basic science in addition to the MLT core coursework. Students will have a clinical experience in one or more of the clinical sites during the last semester of the program.

Courses in the program are designed to be taken in a sequence as listed on the program planning sheet. Foundation courses the student takes in the first semester support the more advanced courses taken in the 2nd and 3rd semesters. In addition, most courses are only offered once per year and have limited enrollment. Therefore, it is important to take them as scheduled. If a student has special needs, please discuss these needs with a program counselor or program instructor. The clinical experience is offered only in the spring semester and is arranged after all other degree requirements have been met including the completion of all general educational courses with a grade of a C or better.

1.5 Statement of Nondiscrimination

Southwest Wisconsin Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Krista Weber
Southwest Wisconsin Technical College
1800 Bronson Blvd
Fennimore WI 53809
kweber@swtc.edu phone: 608-822-2315 / 608-822-2072 (TTY).

A detailed version of the Southwest Tech Policy on Nondiscrimination can be found in The College Student Handbook or at: https://www.swtc.edu/legal/equal-opportunity

1.6 Certification Eligibility

Graduates of the MLT Program are eligible to take the Medical Laboratory Technician Board of Certification exam, which is offered by the American Society of Clinical Pathologists. Graduation from the program is not contingent upon passing an external certification exam.

Additional information on the certification exam is available from the ASCP at:
ASCP Board of Certification, 33 W. Monroe Street, Suite 1600, Chicago, IL 60603
https://www.ascp.org/content/board-of-certification/get-credentialed

1.7 Southwest Tech Medical Laboratory Technician Mission

The Medical Laboratory Technician program's mission is to provide students with the knowledge, skills and attributes required to fulfill their future personal and professional goals. The program strives to provide qualified Medical Laboratory Technicians for the communities, which Southwest Wisconsin Technical College serves.

1.8 SWTC Medical Lab Technician Program Goals

The Southwest Tech Medical Laboratory Technician Program provides a pathway for educational and career mobility for medical laboratory technician students by:

- Recognizing the value, worth, and uniqueness of students throughout the MLT program
- Provide a curriculum that emphasizes the development of critical thinking skills, which prepares the student for the challenges of troubleshooting complex instrumentation and procedures
- Facilitating the attainment of knowledge, skills, and attitudes necessary for an entry-level medical laboratory technician; including the ability to handle interpersonal relationships with patients, peers, and other healthcare professionals.
- Preparing graduates for success on the American Society of Clinical Pathologist (ASCP) registry examination
- Preparing graduates to be ethical and competent care providers to a diverse population in an ever-changing healthcare environment.
- The MLT program will meet and maintain the national standards as designated and evaluated by the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS)

1.9 Program Outcomes

Upon graduation and initial employment, the MLT should be able to demonstrate entry level competencies in the following areas of professional practice:

1. Perform analytical testing on a variety of patient samples in all major areas of a modern clinical laboratory.
2. Recognize factors that affect procedures and results, demonstrating problem solving skills and the ability to take appropriate actions within predetermined limits.
3. Perform preventative maintenance and trouble shoot equipment, instruments, and test procedures.
4. Collect and process biological specimens for analysis.
5. Correlate laboratory results to common disease processes.
6. Demonstrate effective and professional interpersonal communication skills with patients, colleagues, other health professionals and the public.
7. Apply basic scientific principles to learning new techniques and procedures. Utilize this knowledge to assist in the training/orientating of peers.
8. Monitor and evaluate quality control.
9. Monitor safety and regulatory compliance.
10. Process laboratory information through written and electronic means.
11. Demonstrate professional conduct with patients, colleagues, other health care professionals and the public.
12. Recognize and strive for continued education as a means of professional commitment and competence.

1.10 Essential Functions for Medical Laboratory Technicians

Students enrolling in and graduating from a Medical Laboratory Technician program ***must meet the essential function requirements*** of the academic program and of the corresponding MLT profession. The following list of physical capabilities and behavioral skills have been identified as being necessary for success in the field of laboratory medicine.

Visual Observation

The MLT student must be able to:

- Observe laboratory demonstrations of specimens, techniques, and instruments.
- Characterize the color, consistency, and clarity of biological specimens or reagents.
- Use a microscope to discriminate among fine differences in structure and color including hue, shading, and intensity.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

Movement / Motor Function

The MLT student must be able to:

- Move freely and safely about a laboratory.
- Perform continuous physical work, often requiring prolonged sitting or standing over several hours.
- Travel to clinical laboratory sites for practical experience, which may be over 45 miles from campus.
- Reach laboratory bench tops and shelves, patients lying in hospital beds, or patients seated in specimen collection furniture.
- Maneuver phlebotomy and culture collection equipment to collect laboratory specimens from patients.
- Operate laboratory equipment (pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard to operate laboratory instruments and calculate, record, evaluate, and transmit data.

Communication Skills

The MLT student must be able to:

- Read and comprehend technical and professional materials (textbooks, journals, articles, handbooks, and procedure manuals).
- Follow oral and/or written instructions in order to correctly perform laboratory test procedures.
- Clearly, effectively, confidentially, and sensitively converse with patients regarding laboratory test orders and specimen collection instructions.
- Communicate with instructors, peers, laboratory staff and other health care professionals orally and in recorded format.

1.10 Essential Functions for Medical Laboratory Technicians

Intellect

The MLT student must:

- Possess the intellectual skills: comprehension, reasoning, integration, analysis, comparison, self-expression, and self-analysis.
- Exercise sufficient judgment to recognize errors and take appropriate corrective actions.

Behavior

The MLT student must:

- Organize work and manage the use of time in order to complete technical tasks within realistic time limits.
- Possess the emotional health necessary to effectively use his or her intellect to exercise appropriate judgment in a distracting environment under stressful circumstances.
- Be flexible and creative and adapt to professional and technical change.
- Follow established safety procedures in order to minimize risk of injury to self and co-workers.
- Adapt to working with unpleasant biological specimens.
- Be supportive of peers and health care professionals in order to promote a team approach to learning, task completion, problem solving, and patient care.
- Be honest and forthright about errors.
- Be able to critically evaluate his or her performance, accept constructive criticism, and be responsible for improving performance.
- Be compassionate and ethical.
- Possess the intellectual skills: comprehension, reasoning, integration, analysis, comparison, self-expression, and self-analysis.

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Graduates are expected to be qualified to enter the healthcare field as Medical Laboratory Technicians. It is therefore the responsibility of the student with disabilities to request reasonable accommodations needed to perform successfully in this program. Information regarding the type of accommodations offered through the Support Service Center or at:

https://www.swtc.edu/student-resources/learning-resources/support-services

1.11 Curriculum

The MLT Program consists of 67 credits, which can be completed on a traditional 2-year path **OR** if the student wishes, over one of the two 3-year pathways. All general educational courses must be completed prior to the start of the clinical rotations due to the length and difficulty of the clinical assignments.

The clinical experience, which is only offered in the spring semester, prepares the student with on the job training. This training reinforces the theory and practices learned on campus. Ideally, the student is most prepared for their Board of Certification Exam and employment immediately after the completion of this training. For that reason, students must have all general educational studies completed prior to the spring semester of their second year if they are following the traditional 2-year pathway OR prior to the spring semester of their third year if they are following the 3-year pathway.

Students who fail general educational courses, must repeat those failed courses before registering for future core MLT courses. Students should review the section of this handbook on general educational course work, which addresses progression within the program. Students will be denied a clinical placement if general educational courses are not completed in a timely succession.

All courses including general educational courses must be completed with at minimum a “C” (2.00). Failure to achieve at least a “C” will cause the student to be ineligible to continue with the program.

Medical Laboratory Technician 2 Year Traditional Program

Semester 1 Fall	**Course Title**	**Credits**
10-513-110	Basic Lab Skills	1
10-513-111	Phlebotomy	2
10-513-113	QA Math	1
10-513-115	Basic Immunology Concepts	2
10-801-195	Written Communication	3
10-806-177	General Anatomy & Physiology	4
10-806-186	Intro. Biochemistry	4
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Semester 2 Spring	**Course Title**	**Credits**
10-513-109	Blood Bank	4
10-513-120	Basic Hematology	3
10-513-114	Urinalysis	2
10-513-121	Coagulation	1
10-806-197	General Microbiology	4
10-801-196	Oral/Interpersonal Communication	3
		17

Semester 3 Summer	**Course Title**	**Credits**
10-809-172 **OR**	Diversity Studies **OR**	
10-809-196	Introduction to Sociology	3
10-809-188 **OR**	Developmental Psychology **OR**	
10-809-198	Introduction to Psychology	3
		6

Semester 4 Fall	**Course Title**	**Credits**
10-513-116	Clinical Chemistry	4
10-513-130	Adv. Hematology	2
10-513-133	Clinical Microbiology	4
10-513-180	Body Fluid Analysis	1
10-501-101 **OR**	Medical Terminology **OR**	
	Elective	3
		14

Semester 5 Spring	**Course Title**	**Credits**
10-513-170	Intro. to Molecular Diagnostics	2
10-513-140	Adv. Microbiology	2
10-513-141	Pre-Clinical Experience	2
10-513-151	Clinical Experience 1	3
10-513-152	Clinical Experience 2	4
		13
	Total Credits:	**67**

Medical Laboratory Technician Optional 3 Year Program

Semester 1 Fall	**Course Title**	**Credits**
10-513-110	Basic Lab Skills	1
10-513-111	Phlebotomy	2
10-513-113	QA Math	1
10-806-177	General Anatomy & Physiology	4
10-501-101 **OR**	Medical Terminology **OR**	
	Elective	3
		11
Semester 2 Spring	**Course Title**	**Credits**
10-806-197	General Microbiology	4
10-801-196	Oral/Interpersonal Communication	3
10-809-188 **OR**	Developmental Psychology **OR**	
10-809-198	Introduction to Psychology	3
		10
Semester 3 Fall	**Course Title**	**Credits**
10-513-115	Basic Immunology Concepts	2
10-801-195	Written Communication	3
10-806-186	Intro. Biochemistry	4
10-809-172 **OR**	Diversity Studies **OR**	
10-809-196	Introduction to Sociology	3
		12
Semester 4 Spring	**Course Title**	**Credits**
10-513-114	Urinalysis	2
10-513-120	Basic Hematology	3
10-513-121	Coagulation	1
10-513-109	Blood Bank	4
		10
Semester 5 Fall	**Course Title**	**Credits**
10-513-130	Adv. Hematology	2
10-513-116	Clinical Chemistry	4
10-513-133	Clinical Microbiology	4
10-513-180	Body Fluid Analysis	1
		11
Semester 6 Spring	**Course Title**	**Credits**
10-513-170	Intro. to Molecular Diagnostics	2
10-513-140	Adv. Microbiology	2
10-513-141	Pre-Clinical Experience	2
10-513-151	Clinical Experience 1	3
10-513-152	Clinical Experience 2	4
		13
	Total Credits:	**67**

Med Lab Tech 3 Year Program w/ Fundamentals of Chemistry

Semester 1	**Fall**	**Course Title**	**Credits**
10-513-110		Basic Lab Skills	1
10-513-111		Phlebotomy	2
10-513-113		QA Math	1
10-806-109		Fundamentals of Chemistry	2
10-103-106		Excel	1
			7
Semester 2	**Spring**	**Course Title**	**Credits**
10-806-177		General Anatomy & Physiology	4
10-801-196		Oral/Interpersonal Communication	3
10-809-188	**OR**	Developmental Psychology **OR**	
10-809-198		Introduction to Psychology	3
			10
Semester 3	**Fall**	**Course Title**	**Credits**
10-513-115		Basic Immunology Concepts	2
10-806-197		General Microbiology	4
10-801-195		Written Communication	3
10-806-186		Intro. Biochemistry	4
			13
Semester 4	**Spring**	**Course Title**	**Credits**
10-513-114		Urinalysis	2
10-809-172	**OR**	Diversity Studies **OR**	
10-809-196		Introduction to Sociology	3
10-513-120		Basic Hematology	3
10-513-121		Coagulation	1
10-513-109		Blood Bank	4
			13
Semester 5	**Fall**	**Course Title**	**Credits**
10-513-130		Adv. Hematology	2
10-513-116		Clinical Chemistry	4
10-513-133		Clinical Microbiology	4
10-513-180		Body Fluid Analysis	1
			11
Semester 6	**Spring**	**Course Title**	**Credits**
10-513-170		Intro. to Molecular Diagnostics	2
10-513-140		Adv. Microbiology	2
10-513-141		Pre-Clinical Experience	2
10-513-151		Clinical Experience 1	3
10-513-152		Clinical Experience 2	4
			13
		Total Credits:	**67**

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1.12 Re-entry Consideration / Withdrawal

If a student interrupts his/her program prior to completing the first semester MLT courses, the student will be required to reapply for the program. The reapplication process will include meeting with the program advisor, agreeing to and signing a student academic contract which will require tutor session hours with the Knox Learning Center and if appropriate utilization of accommodations. If the student interrupts his/her program during the 2nd or 3rd semester in the program, a program planning sheet must be developed in conjunction with the program's academic advisor, and the student must reapply to the program. The reapplication process will include meeting with the program advisor, agreeing to and signing a student academic contract which will include required tutor session hours with the Knox Learning Center and if appropriate utilization of accommodations.

Students reapplying will be admitted on a space-available basis. The student may be placed on a waiting list if enough clinical sites are not available. Students who reapply to the program will not be placed into the clinical rotation prior to current students. Students must meet with a program advisor and reapply for admission to the program. Because timely re-entry into MLT courses cannot be guaranteed, students should seek advice from the program advisor or course faculty when considering withdrawing from a course or otherwise making changes in their course schedules. Students who stop attending class and do not complete course assignments, yet do not officially withdraw, will receive a failing grade in that course.

Any student will be considered for re-entry to the program, but is subject to individual evaluation. All students eligible for re-entry must formally reapply to the program, meet with the Program Director & Division Dean and return to the program under a *formal student contract*, which may address academic and behavioral expectations.

No special ranking considerations are given to re-entry applicants. *If more than 18 months have passed since completion of any MLT core courses from Semester 4-5 of the 3-year plan or from Semester 2 or 4 of the 2-year plan; students will be required to demonstrate competency in these courses.* Challenge exams may be utilized to demonstrate retention of necessary skills and theory for these courses. Students would be required to test and successfully complete the challenge exams at 80% or higher to be considered for a clinical placement after being absent from the program for an extended period.

1.13 Course Descriptions for MLT Core Courses

BASIC LAB SKILLS **1 Credit**

Explores laboratory science career options and the fundamental principles and procedures performed in the laboratory. You will utilize medical terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests.
9 hours lecture, 18 lab hours.

1.13 Course Descriptions for MLT Core Courses

BASIC IMMUNOLOGY CONCEPTS **2 Credits**
Provides an overview of the immune system including laboratory testing methods for diagnosis of immune system disorders, viral and bacterial infections. 18 lecture and 36 lab hours.
Pre/Co-Requisites: Basic Lab Skills (10-513-110) and General Anatomy and Physiology (10-806-177).

PHLEBOTOMY **2 Credits**
Provides opportunities for learners to perform routine venipuncture, routine capillary puncture, and special collection procedures. NOTE: This course is not part of an accredited phlebotomy program and will not lead to certification as a phlebotomist. The purpose of this course is to train MLT students and other allied healthcare student in the basic skills necessary to perform blood collection. It is a foundation course, which will require additional work or training to become fully competent as a skill phlebotomist. 18 lecture and 36 lab hours.

QA Lab Math **1 Credit**
Focuses on performing the mathematical calculations routinely used in laboratory settings. You will explore the concepts of quality control and quality assurance in the laboratory. 18 lecture hours.

BASIC HEMATOLOGY **3 Credits**
Covers the theory and principles of blood cell production and function and introduces you to basic practices and procedures in the hematology laboratory. 18 lecture and 72 lab hours.
Prerequisite: Basic Lab Skills (10-513-110) and General Anatomy and Physiology (10-806-177).

COAGULATION **1 Credit**
Introduces the theory and principles of coagulation and explores mechanisms involved in coagulation disorders. Emphasis is placed upon laboratory techniques used to diagnose disease and monitor treatment. 36 lab hours, which may include lectures. Prerequisite: Basic Lab Skills (10-513-110) and General Anatomy and Physiology (10-806-177).

BLOOD BANK **4 Credits**
Focuses on blood banking concepts and procedures including blood typing, compatibility testing, work ups for adverse reaction to transfusions, disease states and donor activities. 36 lecture and 72 lab hours. Prerequisite: Basic Immunology Concepts (10-513-115).

URINALYSIS **2 Credits**
Prepares you to perform a complete urinalysis which includes physical, chemical, and microscopic analysis. You will explore renal physiology and correlate urinalysis results with clinical conditions.
18 lecture and 36 lab hours. Pre/Co-Requisites: Basic Lab Skills (10-513-110) and General Anatomy & Physiology (10-806-177).

ADVANCED HEMATOLOGY **2 Credits**
Explores mechanisms involved in the development of hematological disorders. Emphasis is placed upon laboratory techniques used to diagnose disorders and monitor treatment. 18 lecture and 36 lab hours. Prerequisite: Basic Hematology (10-513-120).

BODY FLUIDS ANALYSIS **1 Credit**
Covers principles and procedures related to laboratory analysis of body fluids, including serous fluids, cerebral spinal fluid and synovial fluid for analysis as well as the collection and processing of other types of body fluids which may be found in the clinical laboratory. The major emphasis of the course is hematologic analysis, including cell counts and differentials, the completion of case studies allows the student to correlate laboratory results with disease states.
9 lecture and 18 lab hours. Prerequisite: Basic Hematology (10-513-120).

1.13 Course Descriptions for MLT Core Courses

CLINICAL CHEMISTRY **4 Credits**
Introduces Clinical Chemistry techniques and procedures for routine analysis using photometric, potentiometric and separation techniques. Topics in this course include pathophysiology and methodologies for carbohydrate, lipids, proteins, renal function and blood gas analysis.
36 lecture and 72 lab hours. Prerequisite: Intro to Biochemistry (10-806-186).

CLINICAL MICROBIOLOGY **4 Credits**
Presents the clinical importance of infectious diseases with emphasis upon the appropriate collection, handling and identification of clinically relevant bacteria. Disease states, modes of transmission and methods of prevention and control, including antibiotic susceptibility testing will also be discussed.
18 lecture and 108 lab hours. Prerequisite: Microbiology (10-806-197).

ADVANCED MICROBIOLOGY **2 Credits**
Provides an overview of acid-fast organisms, fungi, parasites, and anaerobic bacteria.
The organisms, their pathophysiology, epidemiology, the diseases and conditions that they cause, laboratory methods of handling, culturing and identification will be discussed.
36 lecture hours. Prerequisite: Clinical Microbiology (10-513-133).

CLINICAL EXPERIENCE 1 **3 Credits**
Practice the principles and procedures of laboratory medicine as an entry level Medical Laboratory Technician in a clinical laboratory setting. Working alongside laboratory professionals, you will collect and process specimens, operate laboratory analyzers and instruments and report results in a Laboratory Information System.

Prerequisites: Must have earned a C or better in all the MLT Courses, general educational courses and interview for a clinical site placement. **NOTE: Clinical site placements are not guaranteed.**

CLINICAL EXPERIENCE 2 **4 Credits**
Provides continuing practice for the principles and procedures of laboratory medicine as an entry level Medical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report results on laboratory Information Systems.

Prerequisites: Must have earned a C or better in all the MLT Courses, general educational courses and interview for a clinical site placement. **NOTE: Clinical site placements are not guaranteed.**

PRE-CLINICAL EXPERIENCE **2 Credits**
Professional Development Course which emphasizes the need for effective communication skills, appreciation of patient population diversity and engagement in professional organizations. Course also requires the completion of a portfolio project which reinforces theory concepts. 36 hours of lecture.
Prerequisite: Clinical Microbiology (10-513-133).

INTRO. TO MOLECULAR DIAGNOSTICS **2 Credits**
Introduces the principles and application of molecular diagnostics in the clinical laboratory.
Prerequisite: Basic Lab Skills (10-513-110). 36 hours of lecture.

1.14 Admissions

1. Policies

A. Southwest Tech accepts 15 students each year into the MLT Program. Prospective student information materials are available on the college website or in person from the admissions department in Student Services.

B. The MLT Program abides by all Southwest Tech policies and procedures related to admissions, including but not limited to due process and nondiscrimination.

C. Direct entry into the MLT Program is allowed if **ONE** of the following criteria is met by the applicant:

1. Student's with a bachelor's degree from another college or university.
2. A high school student who has a cumulative GPA of 2.8 or higher on a 4.0 scale and ACT score of 23 or higher (within the last 4 years).**
3. A high school student who has a cumulative GPA of 2.8 or higher on a 4.0 scale and ACT score of 20 but less than 23 (within the last 4 years) can enter, provided they elect the 2-year pathway and pass course the General A&P Course 10-806-177 their first semester with a C or better.
4. Take the HESI exam and score 75% or higher in the following areas: Reading & Comprehension, Vocabulary & General Knowledge and Grammar. Students can retest if they do not make the 75% cutoff on their first attempt.

NOTE: If students fail to meet the score of 75% on their initial HESI attempt, and do not qualify for admissions to the MLT program by another route are allowed to enter the MLT Program under a conditional basis. The student will be placed under an academic contract for conditional entry into the MLT Program. Failure to fulfill the contract or failing to obtain a C or higher in specified course work will prevent the student from being admitted into the program.

2. Procedures

A. Program applications will be accepted year-round.

B. After receipt of a formal application form, a requirement letter listing steps needed to complete the application packet is sent by the Southwest Tech Student Services Department.

C. Admission into the program is on a first-come first-qualified basis. The first 15 students who meet the program admissions criteria will be offered entry into the program for the fall semester.

D. If the class of 15 is filled, a waiting list will be maintained by the Southwest Tech Admissions. Those at the top of the waiting list will be placed on the program admission list for the following year.

E. Letters will be sent to the students admitted to the MLT Program from Admissions upon initial acceptance for program admission. An Enrollment Commitment letter will be sent in March of each year to the admitted students with the requirement that students respond to confirm their position in the program.

F. All students must meet with their advisor as part of the admission process.

1.15 MLT Program Prerequisites

- High School graduation or equivalent
- Pre-Admission tests as directed by the Admission Office **OR** meets one of the other 3 program specific entrance requirements.
- Meets with the program's academic advisor for admissions meeting
- Meet essential functions of the MLT program, which is contained in the program handbook. Reads and signs the program handbook.
- If required, fulfills the requirements of academic student contract for program admission.

1.16 Credit for Prior Learning

The MLT Program at SWTC has identified several courses for which students can earn credit for prior learning. This gives students the opportunity to earn credit for college level knowledge that they may have already acquired through work experience, apprenticeships, military training or other professional development.

The courses and the pathway for receiving credit for prior learning are identified on the program's website at: https://www.swtc.edu/academics/programs/health-occupations/medical-laboratory-technician

For skill-based courses, a competency assessment may need to be performed by the program director based on the student's most recent work or school experience. Professional certifications are not considered sufficient to waive competency assessment. Each request for credit for prior learning is handled on a case by case basis. A form to request credit for prior learning for the MLT Program is to be completed and submitted to the program director. After review of the student's request, the director will meet with the student to determine the best route for either demonstrating their skills or testing out of the course.

Medical Laboratory Technician Program Specifics

2.1 Program Requirements

A. Attendance Requirements for Non-Clinical Course Work

Attendance is a requirement for success in the MLT program and most students find that attendance in lectures is necessary for success. Although some courses may use on-line technology to enhance the class, most classes are not intended for an on-line format. Students are required to attend and participate in laboratory activities in order to gain the hands-on experience, they need to perform effectively in the laboratory environment.

Many of the laboratory activities cannot be repeated due to time restrictions and the availability of specimens. For this reason, students are allowed ***two unexcused*** absences from those 1 or 2 credit core courses, which have associated laboratory sessions. ***Three unexcused absences*** are allowed for each 3 or 4 credit core courses. After two or three unexcused absences, the instructor will recommend the student withdraw from the course. Continuation in the course maybe allowed under a formal student contract.

Students should read their course syllabus carefully as those courses without laboratory sessions may have different attendance requirements.

Excused absences include: an illness which is documented by a physician's excuse, a death in the student's immediate family, accidents or court required appearances. Students may be excused for active guard duty if an official schedule is made available prior to the dates of commitment. The student must submit the appropriate documentation to their instructor for filing in the student's MLT program file. If a student misses a lab session for an excused reason, they may NOT be eligible for the points awarded that day. In some cases, the instructor may be able to arrange multiple lab sessions, but this is up to the instructor's discretion and availability of time and specimens.

All other absences will be considered unexcused including illness not requiring a physician's care or caring for sick children, work schedules, or travel requirements are all unexcused.

In the event of an absence, please notify the instructor by email or telephone in advance. It is the student's responsibility to obtain any lecture materials or laboratory assignments (if applicable) that were missed.

B. Blood Borne Pathogen Standard & Safety Procedures

All students must complete annual training in Blood borne Pathogens to meet OSHA regulations as well as HIPAA training. Students will be evaluated using on-line training and / or examinations in laboratory sessions.

Medical Laboratory Technician Program Specifics

C. CPR

Students are required to be certified in American Heart Association Healthcare Provider CPR prior to being admitted into their clinical rotations. This training is offered on campus, on-line and at various hospitals throughout the district at an additional cost. A copy of the CRP certificate must be provided to Health Occupations Division Coordinator prior to the start of clinical rotations.

D. Physical & Immunization Requirements

Complete immunization records must be on file before the students can ***apply for a clinical placement***. All records must be submitted to the Health Occupations Division Coordinator. A copy of your immunization and physical date will be provided to the clinical instructors prior to the start of your clinical experience.

Due to the nature of specimens utilized in the student laboratory, students are required to get the first shot in a series of three for Hepatitis B prior to the start of their second semester. Students, who elect not to start the Hepatitis B series prior to their second semester, are required to sign a form stating they are electing to continue with the program without the benefit of the Hepatitis B immunization. Students must understand that clinical placement may not be possible without a timely and complete immunization series.

E. Criminal Background Checks

Students are required to submit to a caregiver background check prior to being admitted to the MLT Program. There is a one-time fee involved, which is the responsibility of the student. It is the student's responsibility to complete and submit the background check. Students should be aware that any convictions which present on the background check may prevent them from being assigned a clinical site. Students without a clear background check should make an appointment with the Dean of Health Science & Public Safety to discuss their situation.

Students must sign an authorization form, which allows all content of the student's background check to be released to the clinical site if it is requested.

G. Grading Standard

All MLT Core Courses, regardless of instructor, will utilize the following grading scale:

90 to 100% A
80 to 89% B
70 to 79% C
69% or less is failing or F

F. Examinations

Examinations are one way the MLT Program is able to assess a student's competency of the stated program requirements. It is the expectation that students take exams on the day the exam is scheduled. Students should review the course syllabus for course specific guidelines for taking examinations and the availability of make-up exams, if available. Not all courses will allow for make-up exams without a significant point reduction.

Medical Laboratory Technician Program Specifics

H. Academic Integrity

Academic integrity is vital to the development of genuine learning in the individual. Students are responsible for citing sources used to develop papers, and should be completing and submitting their work. If academic misconduct is exhibited, the student will receive a 0 score for their submitted work, a letter of the incidence will be placed in their student file, and if a serious infraction has occurred the student may be dismissed from the MLT program. The student is encouraged to review the SWTC Student Handbook Section on Student Misconduct for additional information.

Examples of misconduct include, but are not limited to:

Cheating, this may include copying reports, homework or other assigned projects from either current or former MLT students. Copying from another student's exam or quiz.

Fabrication and Falsification, which may include false citations of material used, submitting false excuses or documentation for absences. Changing answers on corrected homework, and then submitting for unearned credit.

Plagiarism occurs when a student knowingly presents the work of another as their own. This includes failing to cite references correctly or at all. Using data, charts or information without giving credit to the real author(s).

Facilitating academic misconduct may occur if a student provides test or quiz questions to other students prior to the examination. Using and sharing materials and or homework completed by other students. Submitting papers obtained by other students.

2.2 Program Progression & General Education Course Completion

Grade reports are provided to MLT students in a timely fashion throughout the MLT Program. Students should be aware of what their midterm and final grades are in all courses, including their general educational courses. It is the responsibility of the student to be knowledgeable about his or her grades by keeping records of assignments, lab and test scores. Students are encouraged to use academic services provided through the Knox Learning Center as needed to remain on track in their course work. If at any time, a student is unsure of where they stand academically in a course, it is their responsibility to engage in a conversation with their instructor for clarification.

Students are required to obtain a "C" or better in all MLT Courses in order to progress in the MLT Program. This requirement is for all courses outlined under the MLT Course Curriculum page of this handbook or on the program's web page, which includes the general education courses as well as the MLT Core Course.

Students need to be aware that failing a general educational course or courses, which are pre-requisites for MLT Core Courses will delay their progression within the program. If a student fails courses in one semester, they may not be eligible to continue with the core course work. It is the expectation that course work from semester 1 is completed successfully prior to enrolling and completing courses in semester 2 and so forth.

The general educational courses that are required as part of the MLT curriculum were selected as part of a collaborative discussion by MLT Program Directors, Instructors and employers throughout the state of Wisconsin. These courses provide students with knowledge and skills that help develop the professional attributes of the medical lab technician.

The ability to speak clearly and write concisely are skills which are developed in the speech and written communication courses. Being able to work with a diverse work force and respect individuals of different race, religion or beliefs is introduced in the Diversity or Sociology Courses. These skills are critical for the development of laboratory professionals who are empathic with patients and work effectively as part of the healthcare team.

Other general educational courses will establish the foundation for many of the MLT Core courses, and as such only grades of a C or better are accepted as passing. When students fail general education courses, the Program Director is alerted via the SAS or Student Alert System. If a student repeatedly fails general educational courses, they will not be allowed to continue the MLT Program.

Students are allowed to repeat MLT Core courses one time. If the course being repeated is a prerequisite for another MLT course, the student cannot continue in the program until the course has been successfully repeated. If the student fails a course twice, that student will be dismissed from the program.

2.2 Program Progression & General Education Course Completion

In order to ensure the highest level of student success in the medical laboratory field, it is imperative that core courses be completed as close to the start of the student's clinical experience as possible. This will allow a student to complete their clinical experience and take their board of certification exam with the critical knowledge of their chosen profession as recent as possible. For this reason, students will not be assigned a clinical experience if general education courses are still pending at the start of their final semester. (Refer to Section 1.12 Re-entry Consideration / Withdrawal for specific re-entry into the program requirements).

2.3 Health Student Grading Standards

Southwest Tech students will adhere to all SWTC's grading policies and procedures as described in Section 2.1 Section G of this handbook. The Wisconsin Technical College system is a competency-based education, which mean students must demonstrate acceptable competency in each course to be successful in the MLT Program. In addition, the following standards have been adopted to assure that students are able to work safely in the clinical rotation and perform successfully on national certification exam upon graduation.

1. Students must achieve a minimum of a C in all courses required in the curriculum, including general education courses.
2. Students who fail to achieve a C in any course that is required in the curriculum must see the program director or program advisor to determine how that grade affects the student's ability to proceed in the program.
3. If a student is unable to proceed in the program, the student must see a program advisor and apply for a one-time reentry into the program through the Admissions office. Re-entry into a course will be on a space-available basis only and will be allowed only once. Refer to Section 1.12 for re-entry information.
4. No student will be allowed to enroll in a core curriculum course more than twice.
5. Students who receive three failing grades will be dismissed from the program.
6. Students may appeal their program dismissal through the program director.

2.4 Grade Appeals

If a student disagrees with a final grade, they must follow the college policy outlined in the Student Handbook regarding appeals. For a grade appeal to be considered, there must be documentation that the student followed the established process.

2.5 Graduation Requirements

Students must meet the school and program requirements for graduation as stated in the College Catalog and Student Handbook. All assessed fees must be paid prior to graduation. All program textbooks must be returned, and all clinical assignments must be completed or arrangements for completion must be established prior to graduation.

2.6 Behavioral Standards

Students or groups of students who fail to observe the general standards of good conduct or fail to act in the best interest of fellow students shall be liable to disciplinary action by the administration when administration has reasonable cause to believe that a student has pursued a course of conduct that should require disciplinary action.

Examples of conduct could include, but are not limited to, the following:

1. A student is abusive towards other students, instructors, supervisors, administrators or clients.
2. A student causes a disruption in the learning environment and interferes with the learning experience of other students in the class.
3. A student does not follow the behavior and safety rules, or regulations identified for the learning environment, whether the environment is clinical, shop, laboratory, classroom or other school areas.
4. A student who assaults another student.
5. A student who negligently or intentionally damages school property.
6. A student who violates the alcohol or other drug policies or procedures of the college.

In situations where a student is in noncompliance with the standards of safe practice or college behavioral standards, the student will be dismissed from the learning site. Reinstatement will be determined through the college and clinical agency policies and procedures.

2.7 Expectation of Professional Behavior

Appropriate professional behaviors are expected of all students working in the laboratory and in the classroom. Experience shows those behaviors demonstrated in the classroom carry over into clinical practice. Students may be awarded points in their MLT courses for demonstrating appropriate core abilities and professional behaviors.

Clinical sites can ask to have students removed from their site if they feel the student's behavior is not professional. If a student is removed for poor behavior, there is no guarantee the student will be awarded a second opportunity for a clinical experience.

The purpose of this policy is to help learners recognize problem areas and correct them. These are the basic skills of a competent graduate. The MLT program must address problems in these areas as a commitment to graduate only skilled and caring health care professionals. ***A detail listing of expectations is listed under Section 2.8 Core Abilities, and Section 2.10 Professional Behaviors.***

2.8 Core Abilities

Core abilities are attributes, characteristics, or behaviors that are not explicitly part of the profession's core knowledge and technical skills, but are required for success in the profession. The MLT Program has worked with area employers, alumni and laboratory professionals to identify those core abilities they feel are the most applicable to the laboratory environment. The MLT Program at SWTC has taken these identified core abilities and implemented them in each MLT Core Courses.

Students should see throughout the MLT curriculum, the following chart(s) located in their syllabus. These charts reflect which key core abilities are to be applied in that core course. The following is an example of the core abilities table which appears in the Phlebotomy Course 10-513-111 Syllabus:

Core Abilities for Phlebotomy Course (I = Introduced, P=Practice, A=Accessed)

Act Professionally	Maintains confidentiality	**I / P**
Act Professionally	Exhibits respect for people.	**P**
Communicates Clearly	Asks questions for clarification.	**P**
Communicates Clearly	Uses active learning skills.	**I / P**
Value Learning	Accessing appropriate resources for learning	**I**
Value Learning	Applying effective learning processes.	**I**
Work Cooperatively	Seeking help when needed.	**P**
Work Cooperatively	Demonstrating the ability to work with a diverse population.	**I**
Work Productively	Using effective and efficient processes.	**I**
Work Productively	Follow directions.	**P**

In most courses on campus, the student is either *Introduced* to the Core Ability or given the opportunity to *Practice* the Core Ability. This allows the student sufficient time on campus to practice the affective skills they need in order to be successful in the laboratory field.

Instructors may or may not give points to the student for core abilities which are applicable to that particular core course. In some classes, the students may have direct exercise (team projects, lab practicals or timed skills assessments) or more indirect exercises (working together to clean up lab benches, sharing equipment, assisting in lab demonstrates) in which they are able to practice the core abilities. If faculty feels a student needs to apply a certain core ability in a more proactive way, the student will have a private conference with either the instructor or with the Program Director to discuss improvement efforts.

Once students enter their clinical assignments, they are reviewed at multiple points by different laboratory professionals who interact with the student during their clinical experience. The final core abilities assessments are completed by the Program Director in conjunction with Clinical Instructors with direct feedback given to the student.

2.8 Core Abilities

The following are the key core abilities identified at SWTC:

Act Professionally
To act professionally means that an individual recognizes an obligation to conform to the technical and ethical standards of his/her chosen career.

Communicate Clearly
To communicate clearly means an individual is able to apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions.

Value Learning
The individual who values learning maintains acquired knowledge and skills, acquires new knowledge and skills quickly, and adapts to technological and workplace changes.

Work Productively
To work productively means an individual applies effective work habits and attitudes within a work setting.

Work Cooperatively
To work cooperatively means an individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.

Solve Problems
To solve problems means that an individual is able to use all elements of problem-solving strategies to generate realistic, practical, and workable solutions.

2.9 Guidelines for Core Abilities

The six previous specific professional behaviors called “Core Abilities” and are assessed throughout the MLT Program curriculum. MLT Program faculty will assess students in their ability to demonstrate Core Abilities in a formal evaluation process utilizing two selected behaviors from each of the core ability categories.

The selection of the key behaviors was the result of a wide variety of conversations and feedback with laboratory professionals. The final selection of the two key behaviors was then presented to the MLT Advisory Board for additional guidance and approval. These behaviors were identified as being key affective behaviors for laboratory professionals.

Using these agreed upon key behaviors, each MLT Core Course was then identified as to what opportunity the course offered students with regards to the core abilities. Based on the course curriculum and planned activities the core abilities would be introduced, practiced OR assessed in the core course.

The following charts break out the core abilities for the first-year courses and then the second-year course.

2.9 Guidelines for Core Abilities

Core Abilities for first year courses. I = introduced, P=practice, A= assessed.

Core Abilities	10-513-110 Basic Lab skills	10-513-111 Phlebotomy	10-513-113 QA Lab Math	10-513-115 Basic Immunology	10-513-109 Blood Bank	10-513-120 Basic Hematology	10-513-114 Urinalysis	10-513-121 Coagulation
Act Professionally								
Maintains confidentiality		I / P			P			
Exhibits respect for people and property.	P	P	P	P	P	P	P	P
Communicate Clearly								
Asks questions for clarification.	I / P	P		P	P	P	P	P
Uses active listening skills	I	I / P		P	P	P	P	P
Solve Problems								
Use appropriate mathematical calculations	I		P			P		
Use critical thinking skills					I	I		
Value Learning								
Accessing appropriate resources for learning	I	I	I	I	P	P	P	P
Applying effective learning processes.	I	I	I	I				
Work Cooperatively								
Seeking help when needed	I	P	I	P	P	P	P	P
Demonstrating the ability to work with a diverse population.	I	I		P	P	P	P	P
Work Productively								
Using effective and efficient processes.	I	I		I	P	P	P	P
Follows directions.	I	P		P	P	P	P	P

2.9 Guidelines for Core Abilities

Core Abilities for second year courses. I = introduced, P=practice, A= assessed.

Core Abilities	10-513-180 Body Fluids	10-513-133 Clinical Microbiology	10-513-116 Clinical Chemistry	10-513-130 Adv. Hematology	10-513-141 Preclinical Experience	10-513-170 Intro. Molecular Diagnostics	10-513-140 Adv. Microbiology	10-513-151 / 10-513-152 Clinical Experience I & 2
Act Professionally								
Maintains confidentiality					I / P			A
Exhibits respect for people.	P	P	P	P	P	P	P	A
Communicate Clearly								
Asks questions for clarification	P	P	P	P	P	P	P	A
Uses active listening skills	P	P	P	P	P	P	P	A
Solve Problems								
Use appropriate mathematical calculations	P		P		A			A
Use critical thinking skills	I		I	P	P			A
Value Learning								
Accessing appropriate resources for learning	P	P	P	P	P	P	P	A
Applying effective learning processes.								A
Work Cooperatively								
Seeking help when needed	P	P	P	P	P	P		A
Demonstrating the ability to work with a diverse population.	P	P	P	P	P	P	P	A
Work Productively								
Using effective and efficient processes.	P	P	P	P	P		P	A
Follows directions.	P	P	P	P	P	P	P	A

2.10 Professional Behavior

A. Demonstrate dependability, time management skills
   1. Dependability
      a. Arrives for class, lab and clinical prepared to start on time
      b. Leaves class, or lab at stated time or when dismissed
      c. Schedules and keeps appointments
      d. Contacts instructor in advance of scheduled activities when unable to attend.

   2. Time management
      a. Completed and turns in assignments on time
      b. *Actively* involved in group work-scheduling, attending and participating.
      c. Takes full advantage of time available by staying on task.
      d. Initiates study and review activities with peers and instructors.

B. Works effectively and respectfully with others
   1. Communicates in respectful manner
      a. Initiates communication at appropriate time and place
      b. Responds with appropriate verbal and nonverbal style
      c. Takes complaint or feedback directly to person involved or to the instructor or counselor when necessary. Works cooperatively to try to resolve issues.

   2. Maintains professional demeanor
      a. Receives feedback graciously; does not leave examinations, practicals or lab activities in anger, tears or words of self-loath.
      b. Maintains calm tone in conversation; avoids offensive statements
      c. Dresses appropriately and utilizes PPE's are required.
      d. Uses correct terminology and expression in communication
      e. Maintains appropriate eye contact.

   3. Establishes trust in relationships
      a. Shares fully with project partners in completing assignments
      b. Respects personal differences of others
      c. Avoids gossip
      d. Accepts limits to own knowledge on subject matter

C. Assume responsibility for self-assessments
   1. Self-assessment and feedback
      a. Recognizes need; actively seeks feedback and help.
      b. Demonstrates improvement based on self-assessment or feedback
      c. Maintains open communication with individual offering feedback.

2.10 Professional Behavior

C. Assume responsibility for self-assessments
   2. Develops plan of action
      a. States components of problem clearly
      b. Identifies potential resources
      c. Analyzes potential solutions
      d. Determines best options for solutions
   3. Follows through to implement plan of action

2.11 Implementing Professional Behaviors Policy

A. Step One: Problem is identified, and student is made aware of the concern.
   1. Non-professional behavior is documented using any written *or* verbal form.
   2. Student and course instructor discuss issue.
   3. Other program faculty will be notified to determine if problem is an isolated circumstance.

B. Step Two: Impact on grade and development of a plan for change
   1. Point deduction may occur if core ability points are part of the course
   2. Student and instructor identify course of action to resolve concern including consequences for lack of improvement.
   3. Method of tracking concerns across the entire program is initiated, this involves all other MLT faculty and the Dean.
   4. Student is to meet periodically with the program director to document current status.

C. Step Three: Recommendation for a change in program status. This step is initiated when the student exhibits behaviors which are not appropriate and on-going, and the plan of action for improvement has failed. At this time, the program faculty will meet and if they feel the student is not competent to complete their clinical experience the following recommendations will be made:

   1. MLT Program is recommending to that the student exit the program
   2. See Program Dismissal below or see Section 2.2 for Program Progression/Withdrawal/Re-entry

Because the Core Abilities reflect behaviors necessary for success as a Medical Laboratory Technician in the clinical environment failure to meet the core abilities is critical. If a student fails to demonstrate progress in Core Abilities, or failure to meet the specific behavior levels by defined target dates may result in program probation or dismissal.

2.12 Program Dismal

Dismal from the MLT program may occur for poor attendance, unprofessional behavior or failing grades. A student may appeal dismissal from the program. To begin the appeal process, a student must submit a written appeal to the Program Dean. This letter should explain an exception to the progression policy, include a description of any extenuating circumstances, and identifies an improvement plan for future success within the program. An Appeals Committee will be scheduled to consider three criteria during the review:

1. Extenuating circumstances that may have contributed to the student's difficulties.
2. Evidence of a realistic plan of changes to increase the student's chance for success.

Students will be granted only one opportunity to appeal for re-entry into the program. Students who are not successful in any program course after meeting with the Appeals Committee will be dismissed from the program with no further opportunity for reentry.

CLINICAL EXPERIENCE

3.1 Clinical Placement

Students enrolled in the Medical Laboratory Technician Program Southwest Tech are expected to care for all persons admitted to a clinical agency for treatment. Students are expected to follow the MLT policies, procedures, precaution, guidelines, and procedures of the clinical agencies as directed.

Students must meet pre-entrance health requirements and show proof of an annual TB test. In addition, a criminal background check must be current and show no relevant convictions. Information regarding felony crimes will be released to the clinical site. If the clinical site declines to accept a student with a felony conviction, an alternate clinical site may be assigned if available. However, if an alternate clinical site does not exist; the student will have to wait for an acceptable site to become available, this may delay or prevent graduation from the MLT Program.

3.1 Clinical Placement

Clinical placements will not be made unless all coursework and pre-clinical medical requirements are completed. This includes the completion of all general educational courses prior to the start of clinicals. The completion of a physical, healthcare provider CPR, submission of immunization records, etc. In addition, SWTC does not guarantee a clinical placement. All attempts will be made to find an acceptable clinical placement sites, but due to worker shortages, and other organizational commitments, clinical affiliates may elect to not take a student, which is beyond the control of the MLT Program Director and Division Dean.

Once all the requirements are satisfactory completed clinical placement will be made as soon as possible. This usually will be in the January following the third semester depending upon availability of clinical sites. All students are asked to review, sign and return the form entitled “Procedure for Clinical Placement Notification” during the first year in the MLT program. In the second year of the program, or the semester immediately prior to the start of a clinical rotation, students will make an application for clinical placement.

Clinical assignments are based upon the educational needs of all the students in the class. No one student is guaranteed any one site, though some clinical affiliates do offer rotations to their employees first before other non-employee applicants. All students are asked to pick sites they prefer (based upon educational and personal needs). This information is considered when assignments are made. Students are expected to meet the dress/appearance codes for the clinical site they are assigned including: no piercings other than earlobes and no visible tattoos.

The location of available clinical sites may vary each year. Students are expected to provide transportation to clinical sites or relocate for the clinical experience. Health care facilities and community agencies that have agreed to accept students for clinical experiences are offering students the privilege of learning from professionals working in the field. Students must be respectful and courteous to all patients, employees, and visitors with whom they come in contact with at these agencies. Violation of these standards and agency rules could lead to immediate dismissal from the clinical. A second clinical experience will **NOT** be assigned.

It is the policy of SWTC Health Occupations Programs to not assign a student to a clinical rotation in a facility in which their family members work. If the family member works in the clinical laboratory; the student will need to be placed at another clinical site. Cases where the student’s relative works for the facility, but not in the laboratory, will be taken under consideration on a case by case basis. Usually the decision is made to place the student in another clinical site. Selection of clinical placement can be accomplished by interview or by the MLT faculty in conjunction with the clinical affiliates.

3.2 Clinical Liaison / Clinical Instructors

The clinical liaison and or instructors are an essential component of the student's clinical experience. The clinical liaisons will serve as the main contact between SWTC faculty and the clinical site. They will be assigned by the laboratory manager or designee and may or may not be responsible for some or all of the clinical instruction of the student. Overall, the clinical liaison is responsible for:

- Coordinating the dates and rotation sequence of the student
- Evaluating the effectiveness of the instruction of each rotation through student feedback
- Monitors and evaluates the student experience at the clinical site
- Maintains communication between the Program Director
- Offers feedback to the program for improvement of the clinical experience

Typically, the clinical liaison will contact the student just prior to the start of the clinical rotation. Start times, rotation sequence, dress codes, parking assignments and other general issues are to be communicated with the student at this time.

After the student starts at the clinical site, they may be assigned to other clinical instructors depending on the area of rotation they are assigned to. Each instructor should work with the clinical liaison regarding completion and submission of the student's checklists and feedback surveys. If there is an issue of student performance or attendance, this information needs to be communicated to the Program Director.

If the student fails to perform adequately in the clinical rotation, due to either poor technical skills or poor professional behavior the clinical instructor should bring this to the clinical liaison's attention. This information should then be communicated to the Program Director so that a formal plan of action for improvement can be developed.

3.3 Student Liability & Accident Insurance

Healthcare students from Southwest Tech are covered by liability and accident insurance. This insurance is paid for through student fees. The accident insurance provides the student will healthcare coverage if they have an exposure while participating in their clinical experience. This policy covers the cost of associated healthcare and screening when a needle stick or other significant exposure occurs.

Students must follow the exposure plan as stated by their assigned clinical site. All forms required by the site and the MLT Program at Southwest Tech must be completed as directed. See the Clinical Experience Handbook for complete directions.

3.4 Dress Code Clinical Experience

MLT students are required to present an image, which is clean, safe, neat, professional and well groomed. The clinical affiliate provided a name tag MUST be worn at all clinical visits and during the entire clinical experience.

The following standards, developed in accordance with local agency guidelines, apply whenever students are at clinical sites. No skin can be showing on your torso. To evaluate the appropriateness of your clothing you are encouraged to test yourself. Raise your hands above your head. If you can see the skin on your abdomen or your back, your shirt is too short. If you bend over at the waist and you can see your back; your shirt is too short. If you are wearing low rise pants, and you bend at the waist revealing your undergarments, your shirt is too short and your pants are too low. Perfumes/colognes and tobacco smells can be nauseating to patients and co-workers and are prohibited by clinical sites. Students should not be offended if asked to stop wearing a particular perfume or cologne. This is done for the benefit of the patients and other workers.

When assignments require professional appearing attire, rather than uniforms, the following guidelines apply. If you question the appropriateness of a piece of clothing, then do not wear it to your clinical site.

Sandals, high heel and or open toe shoes are not allowed in the laboratory. Students should wear shoes which are comfortable standing in for long periods of time and also prevent against potential sharps exposure.

Tattoos:

All tattoos must be completely covered while at the clinical sites. Most organizations have strict policies regarding the visibility of tattoos. For this reason, all students must respect the organization's desire to have tattoos completely covered. If necessary, a student may have to wear long sleeve t-shirts to cover tattoos present on the arms. If it is not possible to cover a tattoo with clothing, then the student must cover the tattoo with a band aid.

Piercings:

Pierced earrings, no more than two sets in the earlobes are allowed to be visible while participating in the clinical experience. All other piercings must be removed or covered while the student is enrolled in the clinical experience courses. This includes eyebrow and nose piercings. Each site will have their own requirements, and this may be discussed in the face to face interview process.

3.4 Dress Code – Clinical Experience

Clothing	Appropriate	Inappropriate
Shirts	Professional appearing button down or pull over. It is recommended that scrubs be purchased for the clinical experience.	Faded, torn or ripped, spandex, gauze; sheer or lacy, t-shirts with emblems or graphic content, leather or sleeveless, spaghetti straps, backless, low cut, tight fitting, tank or halter tops, sweatshirts.
Pants	Professional appearing pants – ankle length. Scrub style pants are highly recommended.	Blue jeans, parachute pants, crop pants, harem pants, leggings, stirrup pants, form fitting pants or shorts, or capri.
Skirts and Dresses	Professional style and length	Low cut or sheer sundresses, dresses with excessive slits on the sides or back, short skirts well above the knee, tight fitting or revealing skirts.
Shoes	Professional style, closed toe appropriate with clothing and clean. A nursing style shoe is recommended.	Dirty athletic shoes, high heels spiked, flip flops, or shoes that mark floors. Boots and other fashion shoes are not recommended due to the length of time students will spend on their feet.
Undergarments	Discreet	Bright or noticeable colors, patterns or lines such as thongs.
Scrubs	Must be neat, clean and free of wrinkles & fit appropriately	Discolored, faded, torn or ripped or ill fitting. The scrubs should adequately cover the student's stomach and butt when bending and twisting.
Fingernails	Must be short and neat.	Artificial nails, bright nail polish or designs. Many facilities will not allow artificial nails.
Hair	Must be clean, combed away from the eyes/face and tied back if shoulder length or longer. Must be in naturally occurring colors. Mustaches and beards must be neat and trimmed.	Dirty, in the face, brightly colored (i.e. orange, purple, green etc.), untrimmed facial hair.
Cosmetics/Scents	Perfumes and colognes are prohibited, so please be aware of scented lotions, and hair products	Heavy perfumes, heavily scented hair sprays, heavily scented hand lotions.
Jewelry	Conservative and discrete.	Rings that interfere with gloving, large chains, dangling or hoop jewelry
Gum/Candy	There is no gum chewing or eating in the laboratory. Acceptable in the lunchroom or break areas.	Bubble gum, chewy candies and other food should be avoided in areas where patients have direct contact with staff.

3.5 Service Work Policy

The major emphasis of the clinical experience is to help students achieve career entry competencies. Once these competencies are achieved, repetition of procedures, techniques and skills should be limited to periodic reinforcement. After demonstrating proficiency in a particular area, students may be permitted to perform laboratory work under qualified supervision. Students should not, however, be substituted for regular laboratory staff.

Students are not required to perform work outside the regular, academic hours. If the student chooses to schedule make-up time outside of regular academic hours, these hours must be jointly agreed upon by the student and the clinical site educational coordinator. Students may elect to train on non-traditional hours if they so choose but are not required to do so. This is strictly up to the student if they wish to experience an off shift as part of their clinical experience.

Students who have elected to seek employment at the clinical facility during the clinical experience must schedule job hours at times that do not overlap or conflict with the scheduled clinical experience. Job performance as an employee of the clinical agency should not affect the content or duration of the student's clinical experience, nor should it influence the evaluation of the student's performance during the clinical experience.

3.6 Student Employment and Extra Curricular Activities

The decision to work while attending classes rests with the student; however, it is recommended that the student plan his/her work schedule and outside activities after receiving class and clinical assignments. If it appears that outside work and activities are interfering with class and clinical performance, the student will be asked by the faculty to reassess time priorities. It is recommended that students limit employment up to 15-20 hours per week. During the clinical placement, students will be at clinical sites up to 32 hours per week, with an additional 7 hours on campus, excluding travel time. Employment during this time will need to accommodate this schedule.

3.7 Health Insurance Portability and Accountability Act (HIPAA)

Prior to the start of the clinical experience, all students will be trained and assessed on HIPAA regulations. Due to the nature of healthcare, the student will have access to sensitive patient information, this must be kept confidential. Case studies completed during the clinical rotation require access to patient care information and as such must remain with the clinical site. No patient information should leave the clinical affiliate site. No patient should be directly identified in the student’s case study, and all lab results should be presented without specific patient identification.

Failure to maintain patient confidentiality is grounds for immediate dismal from the clinical experience and may result in dismissal from the MLT Program.

3.8 Clinical Experience - Student Attendance

Clinical Site and Program Director Notification:

Students are required to call their clinical site and notify the clinical instructor at least one hour prior to your scheduled start time. The student must also notify the MLT Program Director by phone or email regarding the absence after they have notified the clinical instructor. Timesheets should reflect the reason for the absence. It is the student's responsibility to submit all documentation for excused absences to the MLT Program Director.

Unexcused & Excused Absences:

All students entering the clinical experience are placed under student contract, which outlines the mandatory attendance. Students are allowed 3 unexcused absences during their clinical experience, this includes illnesses not documented by a physician's excuse, sick children, or weather-related issues. If the student misses more than 3 days, they will see a reduction by one letter grade in their clinical grade. Four unexcused absences will constitute a failure.

Excused absences include illnesses documented by a physician; court appointed appearances, or guard duty, a death in the student's immediate family or accidents. Guard duty and court appearances must have official documentation provided to the MLT Program director prior to the date of appearance.

Inclement Weather:

Due to the distance's students are required to travel to attend their clinical experience, they will be required to use their own discretion as to the feasibility of getting to their assigned clinical site. Two weather related absences were taken into consideration when the clinical schedule was developed. If a student misses more than two days due to the weather, they may be required to make up any additional missed days.

Any missed days, which the student wishes to make up, must be approved by the MLT Program Director and the Clinical Liaison at the clinical site. Students should not make arrangements without notifying the MLT Program Director first.

3.9 Clinical Experience – Timesheets

Students are required to complete a timesheet for the hours spent in the clinical experience. Timesheets must be completed and signed by the clinical instructor.

The completed timesheets are then submitted to the Program Director each week. Point reduction in grades will be applied for those timesheets which are submitted late, unsigned, or are incomplete.

3.10 Clinical Experience Objectives & Assignments

Students should refer to the course syllabus for Clinical Experience 1 and 2 for a complete outline of the assigned projects, clinical schedule and overall course expectations. Training may occur at one or more clinical affiliates, and students will be expected to commute to and from their assigned affiliates as well as to attend classes as scheduled on campus.

MLT Program General Policies and Procedures

4.0 Clinical and Campus Laboratory Glove-Wearing Policy

Students will wear gloves in the clinical setting and in the campus laboratory when in contact with blood or body secretions and upon the discretion of the instructor supervising the student. Gloves will be provided by the college for campus laboratory and by the hospital for clinical laboratory. Lab coats will be worn in the campus lab at all times and in the clinical sites as dictated by lab policies.

4.1 Precautions to Prevent Transmission of Infectious Disease

1. Use appropriate barrier precautions to prevent skin and mucous membrane exposure when contract with blood or other body fluids of any patient is anticipated.
   - Wear gloves when in contact with blood or body secretions.
   - Change gloves after contact with each patient.
   - Masks and protective eye wear face shields, and gowns should be worn during invasive procedures as outlined by clinical agency guidelines.
   - Dispose of infective waste according to hospital procedure.

2. Wash hands immediately after contact with body secretions and after removing gloves.

3. Take precautions to prevent injuries caused by needles, scalpels, sharp instruments, and devices.
   - Needles and sharp items should not be manipulated but placed directly in puncture resistant containers for disposal near the area.
   - Do not OVERFILL sharps containers and close up and replaced filled containers in the labs as appropriate.

4. Refrain from all direct patient care and the handling of patient-care equipment if you have exudative lesions or weeping dermatitis.

5. Students should have at minimum one dose of Hepatitis B immunization prior to working in the student laboratory starting their second semester. If the student decides to not get the immunization; they must sign a form stating they understand the risks involved in working with human samples, and that it is highly likely clinical placement will be denied without a complete immunization on record.

*Reference: U.S. Department of Health and Human Services Centers for Disease Control

4.2 Confidentiality and Privacy

SWTC has identified that certain information is considered public or private data. In keeping with SWTC's Student Rights to Record Policy, the MLT Program will maintain student privacy and confidentiality in the following ways:

- Grades will be posted using the online grading system. Students will be required to sign into the system using their individual passwords.
- All examinations, quizzes, and assignments will be returned in a manner that does not expose the students' grade.
- Feedback that is provided after skills checks and practical exams should be done with only the student and instructor present. If appropriate, the instructor will obtain permission from the individual student if he/she would like to provide this feedback in front of other students.
- Clinical faculty must follow the confidentiality and student rights policies of SWTC and the MLT Program.
- Requests for student information from any government agency will be referred to the Registrar's Office or Student Services.
- Students must sign a confidentiality statement which applies to maintaining the privacy and confidentiality of patients during all clinical experiences (HIPAA). Failure to maintain confidentiality could lead to immediate dismissal from the program.

4.3 INVASIVE PROCEDURES POLICY

Students enrolled in the MLT program will be expected to demonstrate competency in venipunctures and capillary punctures by safely performing these skills on fellow students. You will not only demonstrate these skills on other students, but you will have other students demonstrate the same skills on you. All students in the program will be asked to sign a release form to allow for these demonstrations. To ensure these demonstrations are safely accomplished the following standards will be adhered to:

1. Health history will be included as part of the admissions process into the clinical portion of the program. However, it is recommended all students receive the Hepatitis B vaccine prior to second semester. Students should begin the series of immunizations as soon as possible. Students who do not receive the vaccine must sign a waiver.

2. All students will pass a written test on Standard Precautions typically in one or more of their core courses.

3. The following process will be used in teaching the skills:

   A. The principles and procedures will be taught in the classroom.

   B. There will be a step by step demonstration of the skill by the instructor. This will be either live or by videotape or both.

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   C. After the demonstration, students may practice on a manikin or appropriate model. Prior to students demonstrating on a fellow student, the instructor will use a checklist to determine the student's proficiency in performing the skill on the manikin/model.

   D. Once the student has completed C (above), the student will demonstrate the procedures on fellow students. During these demonstrations, the instructor will be observing the procedures and completing a skills evaluation.

   E. The ability to practice and obtain samples from students for lab procedures is dependent on the participation of all students. Students must share equally in the collection of samples for one another. No student will be allowed to decline on a regular basis to be a subject of another student draw. Exceptions are given to those students with a physician excuse. Failure to be a willing participant in having blood drawn will result in a grade reduction for the course or dismissal from the course.

Medical Laboratory Technician Program
Student Consent for
Laboratory Participation

As a student enrolled in the Medical Laboratory Technician program at Southwest Wisconsin Technical College, I understand that I will be performing capillary punctures and venipunctures on fellow students as a part of my educational experience. I will also allow my fellow students to perform capillary punctures and venipunctures on me. I understand that this practice is necessary to gain practical, first-hand experience in performing procedures. These skill development activities will involve the obtaining and testing of blood from fellow students. Standard precautions will be used at all times during this training experience.

I am aware of the risks for Hepatitis B, HIV, and other blood borne infections that accompany the handling of blood specimens. I also understand that there is some risk of a hematoma or bleeding in the tissue as a result of an invasive procedure.

Likewise, I understand that if I refuse to participate in the donation and collection process that a reduction of my course grade may occur OR I may be dismissed from the course.

I understand these risks and freely and voluntarily agree to participate in these procedures. I hereby release Southwest Wisconsin Technical College from any liability as a result of my participation in these procedures.

_____ _____

Student Signature **Date Signed**

_____

Student Name
(Print)

Office Use Only:

Date Form Returned: _____

Statement of Acknowledgement/Agreement/Understanding

After reading the handbook, please initial before each statement if you are in agreement with it. Do not sign this form unless you are in full agreement of the programs polices and clearly understand your responsibilities as an MLT student.

_____ I acknowledge receipt of the Southwest Wisconsin Technical College Medical Laboratory
(Initials) Technician Program Student Handbook

_____ I have read, understand, and agree to abide by the guidelines outlined in the
(Initials) SWTC Student Handbook.

_____ I have read and agree to abide by the terms of the SWTC policy regarding
(Initials) confidentiality and HIPPA training requirements.

_____ I have read, and I understand the ***Essential Functions*** specific to a student in a
(Initials) Medical Laboratory Technician Program.

_____ I have read and understand the clinical placement policies and procedures.
(Initials)

_____ _____
Student's Full Name (Print) Date

_____ _____
Student's Signature Date

_____ _____
Program Director's Signature Date

****Copy to Student File & to Student*****

Office Use Only:

Date Form Returned: _____

Southwest Wisconsin Technical College
Medical Laboratory Technician Program
Fennimore, Wisconsin

Procedure for Clinical Placement Notification:

- Students will be assigned available sites based on educational needs and the overall best fit for both the student and the clinical site OR the students interview for placement in the clinical sites. The selection process will be left to the discretion of the clinical sites.

- The Program Director will make every attempt to secure enough training sites for all eligible students. Eligible means: a. completion of/or current enrollment in all prerequisite courses.
  - "C" or better in all currently enrolled courses at midterm.
  - satisfactory performance on core ability skills
  - completion of ALL general educational course PRIOR to the start of the clinical experience course.

- If the number of available sites is insufficient: students will be asked to volunteer to wait a semester, or a random drawing will be held to select a waiting list. If a wait list is used, then students that are wait listed will be available for the next training sites. In the event of clinical placement interviews, students will be selected by the clinical sites and those students not selected will have to wait until another site becomes available.

I am a first semester MLT student, and I have been informed that clinical training may be delayed up to one year after completion of all prerequisites due to lack of availability of clinical training sites. I am also aware that SWTC will not place students into clinical sites in which relatives are employed. In such cases, every attempt will be made to reassign a student to another clinical site.

Signed: _____

Dated: _____

Hepatitis B Immunization Form – Clinical Experience & Student Lab:

I understand the risks, which are involved with using and testing unknown patient samples in the student laboratory, including the potential to be exposed to blood borne pathogens including Hepatitis B, Hepatitis C and HIV.

I understand these risks and freely and voluntarily agree to participate in the student laboratory procedures using these specimens. I hereby release Southwest Technical College from any liability because of my participation in these procedures.

I also understand that Personnel Protective Equipment (PPE) is required in the student laboratory always when samples are being tested. PPE required include: gloves, lab coats, and safety glasses or face shields. Students must wear closed toe shoes always in the laboratory sessions, keep shoulder length hair fastened back and lab coats must cover to the knee. Universal Precautions will be applied with all patient samples.

A student refusing to utilize the appropriate PPE's or safe laboratory practices may be asked to leave the laboratory sessions. Such actions may result in failing the laboratory portion of the course.

Students are asked to start the Hepatitis B immunization series prior to the start of their second semester on campus if they have not already completed the Hep B series. A complete three-part Hepatitis B immunization series and a titer are required by all students entering the clinical experience portion of the MLT Program.

Failure to complete the series in advance of clinical placement may result in the student not receiving a clinical placement or may delay the start of their clinical rotation.

*Please read the following statements and check **ONE** of the boxes below**:***
For students who have or plan to start the Hepatitis B series, check the box below.

- ☐ I understand the risks involved with samples utilized in the student lab, and I have already received the Hep B series or will receive the first immunization of Hepatitis B prior to the spring semester.

OR those students who are refusing to get the Hepatitis B vaccine read and check the box below:

- ☐ I understand the risks involved with samples utilized in the student lab, and I have never received the Hep B vaccine nor do I wish to get the Hep B vaccine at this time. I understand that failure to have the complete series of Hepatitis B prior to the start of clinicals may delay or prevent me from getting a clinical experience.

Signed: _____ Date: _____

Student Name: _____

Office Use Only:
Date Form Returned: _____

Permission to Release Background Check Information to Clinical Affiliates

TO: Chief Academic Officer and/or Executive Dean of Health Occupations

RE: Authorization to Release Information

As an MLT student at Southwest Tech, I understand that the clinical affiliates participating in the Clinical Experience may request to see my background check.

I authorize the Chief Academic Officer and/or the Executive Dean to release in its entirety my background check if requested by a clinical affiliate.

I understand this information is shared only if the clinical site makes such a request.

Student Name: _____
(Print)

Student Signature: _____

Date: _____