



Medical Laboratory Technician (MLT)  
Program

Student Handbook

Southwest Wisconsin Technical College  
(SWTC)

Fennimore, Wisconsin

2023

*Revised March 2023*

*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.*

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## 1.1 Administration and Faculty

### **Chief Academic Officer**

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 / Faculty Lead**

Karen Farner, MS, MLS(ASCP), SBB<sup>cm</sup>

Master of Science – Biology

Seton Hall University, South Orange, NJ

Bachelor of Arts – Biology

Ithaca College, Ithaca, NY

### **MLT Instructor**

Shannon Cathman, MLS (ASCP)<sup>cm</sup>

Bachelor of Science – Medical Laboratory Science

University of Wisconsin – La Crosse, La Crosse, WI

### **MLT Adjunct Instructor**

JoAnn Wiederholt, MLS(ASCP)

Bachelor of Science – Medical Technology

University of Wisconsin – Platteville, 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***

Attn: Christina Acherman  
800 Clay Street  
Darlington, WI 53530  
608-776-4466

### ***Grant Regional Healthcare Center***

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

### ***Gundersen St. Joseph Hospital\*\****

Attn: Karen Munson  
400 Water Avenue  
Hillsboro, WI 54634  
608-489-8221

### ***Mercy Hospital***

Attn: Gabby Kauffmann  
250 Mercy Drive  
Dubuque, IA 52001  
563-589-8156

### ***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 Finley 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

*\*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. \*\*Site is only available with approval from Western Technical College, La Crosse, WI.*

## 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](http://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. A three-year option is available. The curriculum for both the two-year and three-year options are included in this document.

Courses in the program are designed to be taken in a sequence as listed on the program planning sheet. The foundation courses are taken in the first semester and support the more advanced courses taken in the 2<sup>nd</sup> and 3<sup>rd</sup> semesters. Most courses are only offered once per year and have limited enrollment. Some general education courses may be offered multiple times during the academic year. It is important for students to take the courses as scheduled. Online options for most of the general education courses are available. All MLT lecture portions of courses are predominantly in person. A blended modality may be used for lectures that are scheduled the last semester while students are on clinical rotation. All laboratory sections meet in person.

The MLT Program has an individualized approach to student learning. We have dedicated faculty as well as dedicated lecture and laboratory rooms for our core MLT courses. Faculty are maintained so that there is a ratio of no more than 16 students per instructor for MLT core lecture courses and no more than 10 students per instructor for MLT core laboratory courses. The phlebotomy lab can also accommodate 10 students. Faculty have regular office hours to review theory. An open lab session is available each week to review lab techniques.

If a student has special needs, please discuss these needs with a program counselor or program instructor. An academic support team which includes educational and disability specialists are also available in the Knox Learning Center. 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. All courses must be completed with a final grade of a C or better.

## 1.5 Statement of Nondiscrimination

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion, or sexual orientation in its programs and activities.

The Equal Opportunity Officer has been designated to handle inquiries regarding non-discrimination policies:

*[Krista Weber](#), equal opportunity officer*

*Southwest Wisconsin Technical College*

*1800 Bronson Boulevard*

*Fennimore, WI 53809*

*[608.822.2315](tel:608.822.2315)*

*TDD [608.822.2072](tel:608.822.2072)*

A detailed version of the Southwest Equal Opportunity Statement, and Non-Discrimination Notice can be found:

In the College Student Handbook: [Student Handbook at Southwest Tech \(swtc.edu\)](#)

On the College Webpage: [Equal Opportunity Statement for Southwest Tech \(swtc.edu\)](#)

or [Equity and access Statements for Southwest Tech \(swtc.edu\)](#)

## 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
- Providing 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.

### 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 realistically expected 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 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 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.

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:

[Disability Services located in the Knox Learning Center \(swtc.edu\)](http://swtc.edu)

## 1.11 Curriculum

The MLT Program consists of 64 credits, which can be completed on a traditional 2-year path or over a 3-year pathway. 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. Completion of general education courses must be obtained 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.

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. Practice examinations are also taken throughout the last semester prior to graduation. Because of this intensive culmination of theoretical knowledge and technical skills during this last semester, the student is most prepared to sit for the ASCP Board of Certification Exam and to obtain employment immediately after the completion of this training.

Students who fail a general educational course must repeat the failed course 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 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.

### Curriculum Progression

#### Medical Laboratory Technician 2 Year Traditional Program

<b>Semester 1</b>	<b>Fall</b>	<b>Course Title</b>	<b>Credits</b>
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
10-806-117		General Anatomy & Physiology	4
10-806-186		Intro. Biochemistry	4
			<b>17</b>

<b>Semester 2</b>	<b>Spring</b>	<b>Course Title</b>	<b>Credits</b>
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
10-801-197		Oral/Interpersonal Communications	<u>3</u>
			<b>17</b>

<b>Semester 3</b>	<b>Summer</b>	<b>Course Title</b>	<b>Credits</b>
10-809-172	<u>OR</u>	Diversity Studies <u>OR</u>	(3)
10-809-196		Introduction to Sociology	
	OR		OR
10-809-188	<u>OR</u>	Developmental Psychology <u>OR</u>	<u>(3)</u>
10-809-198		Introduction to Psychology	
			<b>3</b>

<b>Semester 4</b>	<b>Fall</b>	<b>Course Title</b>	<b>Credits</b>
10-513-116		Clinical Chemistry	4
10-513-130		Advanced Hematology	2
10-513-133		Clinical Microbiology	4
10-513-180		Body Fluid Analysis	1
10-809-172		Diversity Studies	
	OR		
10-809-188		Developmental Psychology	3
			<b>14</b>

<b>Semester 5</b>	<b>Spring</b>	<b>Course Title</b>	<b>Credits</b>
10-513-170		Intro. to Molecular Diagnostics	2
10-513-140		Advanced Microbiology	2
10-513-141		Pre-Clinical Experience	2
10-513-151		Clinical Experience I	3
10-806-152		Clinical Experience 2	4
			<b>13</b>
		<b>Total Credits</b>	<b>64</b>

### Medical Laboratory Technician Optional 3 Year Program

<b>Semester 1</b>	<b>Fall</b>	<b>Course Title</b>	<b>Credits</b>
10-513-110		Basic Lab Skills	1
10-513-111		Phlebotomy	2
10-513-113		QA Math	1
10-801-195		Written Communication	<u>3</u>
			<b>7</b>

<b>Semester 2</b>	<b>Spring</b>	<b>Course Title</b>		<b>Credits</b>
10-806-117		General Anatomy & Physiology	4	
10-801-197		Oral/Interpersonal Communication		3
10-809-188	<u>OR</u>	Developmental Psychology		<u>3</u>
10-809-198		Introduction to Psychology		<u>3</u>
				<b>10</b>
<b>Semester 3</b>	<b>Fall</b>	<b>Course Title</b>		<b>Credits</b>
10-513-115		Basic Immunology Concepts		2
10-806-197		General Microbiology		4
10-806-186		Intro. Biochemistry		<u>4</u>
				<b>10</b>
<b>Semester 4</b>	<b>Spring</b>	<b>Course Title</b>		<b>Credits</b>
10-513-109		Blood Bank		4
10-513-120		Basic Hematology		3
10-513-114		Urinalysis		2
10-513-121		Coagulation		1
10-809-172	<u>OR</u>	Diversity Studies		<u>3</u>
10-809-196		Introduction to Sociology		<u>3</u>
				<b>13</b>
<b>Semester 5</b>	<b>Fall</b>	<b>Course Title</b>		<b>Credits</b>
10-513-116		Clinical Chemistry		4
10-513-130		Advanced Hematology	2	
10-513-133		Clinical Microbiology		4
10-513-180		Body Fluid Analysis		<u>1</u>
				<b>11</b>
<b>Semester 6</b>	<b>Spring</b>	<b>Course Title</b>		<b>Credits</b>
10-513-170		Intro. to Molecular Diagnostics	2	
10-513-140		Advanced Microbiology	2	
10-513-141		Pre-Clinical Experience	2	
10-513-151		Clinical Experience I		3
10-806-152		Clinical Experience 2		<u>4</u>
				<b>13</b>
<b>Total Credits</b>				<b>64</b>

## 1.12 Withdrawal and Re-entry Consideration

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. Both academic and personal support services are available to students attending SWTC and will be reviewed with the student as appropriate. Students who stop attending class and do not complete course assignments, yet do not officially withdraw, will receive a failing grade in that course and will be ineligible to complete the program until specific requirements are met as described earlier in this section and below.

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 written and practical exams may be utilized to demonstrate retention of necessary theory and skills 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 the required safety and infection control procedures and perform simple laboratory tests.

9 hours lecture, 18 lab hours.

### **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 students 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 skilled 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).

**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).

**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.

**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. The course also requires the completion of a portfolio project which reinforces theory concepts. 36 hours of lecture.

**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.**

## 1.14 Admissions

### A. Policies

1. Southwest Tech accepts up to 16 students each academic 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.
2. The academic year starts in the Fall semester starting in August of each year.
3. The MLT Program abides by all Southwest Tech policies and procedures related to admissions, including but not limited to due process and nondiscrimination.

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

1. Undergraduate student who has earned a bachelor's degree from an accredited 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:
  - a. Reading & Comprehension, Vocabulary & General Knowledge and
  - b. 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.

### C. Procedures

1. Program applications will be accepted year-round.
2. 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.
3. Admission into the program is on a first come, first-qualified basis. The first 16 students who meet the program admissions criteria will be offered entry into the program for the fall semester.
4. If the class of 16 is filled, a waiting list will be maintained by Southwest Tech Admissions. Those at the top of the waiting list will be placed on the program admission list for the following year.

- D. Letters will be sent to the students admitted to the MLT Program from Admissions upon initial acceptance for program admission.
- E. 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

- A. High School graduation or equivalent
- B. Pre-Admission tests as directed by the Admission Office OR meets one of the other 3 program specific entrance requirements.
- C. Meets with the program's academic advisor for admissions meeting.
- D. Meet essential functions of the MLT program, which is contained in the program handbook. Reads and signs the program handbook.
- E. 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: [Medical Laboratory Technician offered at Southwest Tech \(swtc.edu\)](http://swtc.edu)

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 reviewing 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.



## MLT 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 intended for a face-to-face format. Students are required to attend and participate in laboratory activities to gain hands-on experience, they are expected to perform effectively in the laboratory environment prior to going on clinical rotation. 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 lab sessions associated with 1 or 2 credit core courses. **Three unexcused absences** from lab sessions associated with 3 or 4 credit core courses are allowed. Once a student has gone beyond the allowable limit of absences, the instructor will recommend the student withdraw from the course. Continuation of the course may be 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:

1. An illness which is documented by a physician's excuse.
2. A death in the student's immediate family
3. Accidents
4. Court required appearances.
5. 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 unless a scheduled make-up lab is feasible and agreed upon by the instructor. 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 and may have an adverse effect on the affective / professionalism portion of the course grade. 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 and complete all required assignments by the due date posted in Schoology.

#### 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.

***If a student does not practice laboratory safety in all scheduled lab sessions, they may be asked to withdraw from the course and or program.***

#### 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 the Health Occupations Division Coordinator prior to the start of clinical rotations.

#### D. Physical & Immunization Requirements

1. 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.
2. 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. 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. Documentation of the immunization or the declination form must be on file with the Health Occupations Division Coordinator prior to participation in student lab sessions.

### 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 are 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 of the ways in which the MLT Program can assess a student's competency of the stated program requirements and course learning objectives. 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. Any questions regarding make-up exams should be discussed with the course instructor.

### 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 work unique to them. Academic misconduct will result in a grade of 0 for the assignment. 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 Code of Conduct for additional information.

**Excerpt from the SWTC Student Handbook:**

**Academic Consequences and Sanctions**

If an instructor has reason to believe that a student has engaged in academic misconduct, the instructor will notify the student and initiate an investigation. Academic Misconduct will be addressed by the procedure set forth below.

**First Occurrence:**

- Notify the student, in writing, of the alleged misconduct.
- Submit an Academic Misconduct report within five (5) days.
- Commence an investigation, if necessary.

**Subsequent Occurrence:**

- Notify the student, in writing, of the alleged misconduct and include the Academic Dean in the notification.
- Submit an Academic Misconduct report within five (5) days.
- Academic Dean, or designee, commence an investigation.

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.

Student Conduct issues and violations are reported for investigation using the link on the SWTC website, [Campus Safety \(swtc.edu\)](http://swtc.edu)

## 2.2 Program Progression & General Education Course Completion

Grade reports are documented in Schoology where they are available 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 Core Courses and demonstrate the necessary laboratory skills 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. Students are also required to obtain a “C” or better in the general education courses listed.

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 each semester is completed successfully prior to enrolling and completing courses in the subsequent semester.

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 Laboratory 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 and collaboratively 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 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

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 recently 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 "Withdrawal and Re-Entry Consideration" for specific requirements related to re-entry into the program.)

## 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 system which means that 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 the 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. Although the MLT Program prepares students to take the ASCP BOC MLT exam, the granting of the degree by SWTC is not contingent upon passing an external certification exam.

## 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:

- A student is abusive towards other students, instructors, supervisors, administrators, or clients.
- A student causes a disruption in the learning environment and interferes with the learning experience of other students in the class.
- 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.
- A student who assaults another student.
- A student who negligently or intentionally damages school property.
- 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.

See the SWTC Code of Conduct for a complete listing and consequences. Student Conduct issues and violations are reported for investigation using the link on the SWTC website, [Campus Safety \(swtc.edu\)](https://www.swtc.edu/campus-safety)

## 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 these expectations and skills of a competent graduate is to help learners recognize problem areas and correct them. The MLT program must address problems in these areas as a commitment to the college, our clinical affiliates, and our community to graduate only skilled and caring healthcare professionals.

*A detailed 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, core abilities charts 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 to be successful in the laboratory field.

Instructors may or may not give points to the student for core abilities which are applicable to each individual course. In some classes, the students may have direct exercises (team projects, lab practical exams, timed skills assessments) or more indirect exercises (working together to clean up lab benches, sharing equipment, assisting in lab demonstrations) 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 is given to the student.

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 introduced, practiced, and assessed throughout the MLT Program curriculum.

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 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 regarding the core abilities. Based on the course curriculum and planned activities the core abilities are introduced, practiced, or assessed in the core course. Final Assessment is completed during Clinical Experience 2.

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

**Core Abilities for MLT core 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
<b>Act Professionally</b>								
Maintains confidentiality		I / P			P			
Exhibits respect for people and property.	P	P	P	P	P	P	P	P
<b>Communicate Clearly</b>								
Asks questions for clarification.	I / P	P		P	P	P	P	P
Uses active listening skills	I	I / P		P	P	P	P	P
<b>Solve Problems</b>								
Use appropriate mathematical calculations	I		P			P		
Use critical thinking skills					I	I		
<b>Value Learning</b>								
Accessing appropriate resources for learning	I	I	I	I	P	P	P	P
Applying effective learning processes.	I	I	I	I				
<b>Work Cooperatively</b>								
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
<b>Work Productively</b>								
Using effective and efficient processes.	I	I		I	P	P	P	P
Follows directions.	I	P		P	P	P	P	P

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
<b>Act Professionally</b>								
Maintains confidentiality					I / P			A
Exhibits respect for people.	P	P	P	P	P	P	P	A
<b>Communicate Clearly</b>								
Asks questions for clarification	P	P	P	P	P	P	P	A
Uses active listening skills	P	P	P	P	P	P	P	A
<b>Solve Problems</b>								
Use appropriate mathematical calculations	P		P		A			A
Use critical thinking skills	I		I	P	P			A
<b>Value Learning</b>								
Accessing appropriate resources for learning	P	P	P	P	P	P	P	A
Applying effective learning processes.								A
<b>Work Cooperatively</b>								
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
<b>Work Productively</b>								
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. Completes 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 exams, practical exams 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 (Personal Protective Equipment) that is 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.
- 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 a 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 fails to meet the specific behavior levels by defined target dates may result in program probation or dismissal.

Student Conduct issues and violations are also reported for investigation using the link on the SWTC website, [Campus Safety \(swtc.edu\)](https://www.swtc.edu/campus-safety)

## 2.12 Program Dismissal

Dismissal from the MLT program may occur for poor attendance, unprofessional behavior or failing grades. A student may appeal dismissal from the program.

The specific SWTC Appeals Process can be located in the SWTC Student Handbook. 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 the following during the review:

1. To consider new evidence, unavailable or not considered during the original investigation, which could substantially impact the original findings or sanction. A summary of this new evidence and its potential impact must be included.
2. A procedural or substantive error which significantly impacted the outcome of the Decision.
3. The sanctions imposed are disproportionately outside the guidelines set by Southwest Tech for this type of offense or the cumulative conduct record of the responding student.

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 at Southwest Wisconsin Technical College are expected to care for all persons admitted to a clinical agency for treatment. Students are expected to follow the MLT policies, procedures, precautions, and guidelines as well as procedures, and policies 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.

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 site, 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.

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 encounter at these agencies. Students must also be willing to follow verbal and written instructions as provided by their clinical instructor. Violation of these standards and agency rules could lead to immediate dismissal from the clinical site. A second clinical experience will **NOT** be assigned.

Once all program requirements are satisfactorily completed, the assignment of clinical placement sites will start. This process will begin with a clinical application to be completed in the fall semester (October) for all students seeking a clinical placement for the following January. All students are asked to read their copy of the MLT Clinical Handbook and return their clinical site application. Once their application has been submitted, a panel interview for placement will be scheduled.

Clinical assignments are based upon the educational needs of all the students in the program. All students are asked to pick sites they prefer (based upon educational and personal needs). This information is considered when assignments are made but it is not guaranteed that a student will be placed at their preferred site. Students are expected to meet the dress and appearance codes for the clinical site they are assigned to.

The following restrictions may apply to clinical assignments:

1. **Students will not be placed in a facility they are employed with** unless the facility can guarantee that student hours and activities will be distinctly separate from work hours and activities. In general, all attempts are made to place a student at a site where they are not employed.
2. **Students will not be placed 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 unless the facility can guarantee that the student and family member are not assigned to the same shift or work area and is approved by both the Program Director and Lab Manager. 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. In general, all attempts are made to place a student at a site where family members do not work.

Placement is not guaranteed and if sufficient sites cannot be secured, the start of the clinical courses may be delayed.

## 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
- Monitoring and evaluating the student experience at the clinical site
- Maintaining communication between the clinical site and Program Director
- Offering 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. Students may be asked to complete onboarding training assigned by their clinical affiliate. This training may involve a minimum fee and must be completed PRIOR to arriving at the clinical site for training. If completion of onboarding is not completed by the student prior to the start of the clinical placement assigned, the clinical placement may be at risk as well as the student's ability to complete the program and graduate.

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 will 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.

Any incidents that occur while at a clinical site should be reported to the Program Director and reported using the SWTC link on the college website. [Campus Safety \(swtc.edu\)](http://swtc.edu)

### 3.4 Dress Code Clinical Experience

MLT students are required to present an image, which is clean, safe, neat, professional, and well groomed. If the clinical affiliate provides a name tag, it MUST be worn at all clinical visits and during the entire clinical experience. If the clinical site does not provide a nametag, the student should wear their student name tag which can be printed at the Know Learning Center.

The following standards, developed in accordance with local agency guidelines, apply whenever students are at clinical sites. No skin can be shown 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.

Personal body odor including excessive perfumes or colognes and tobacco smells can be interferences in providing appropriate care to patients and professional interactions with co-workers. Students should be attentive to these concerns. Students should not be offended if approached about personal body odor. 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.

**Footwear:**

Sandals, high heeled 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, slip resistant, and made of a material that will prevent potential sharps or body fluid 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 or other acceptable covering.

**Piercings:**

No more than two sets of pierced earrings 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, nose, and other facial piercings. Each site will have their own requirements, and this may be discussed in the face-to-face interview process.

<b>Clothing</b>	<b>Appropriate</b>	<b>Inappropriate</b>
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.

<b>Clothing</b>	<b>Appropriate</b>	<b>Inappropriate</b>
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. No more than ¼ inch in length.	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 discreet. Dangling jewelry is prohibited as it is a safety issue when working in the lab.	Rings that interfere with gloving, large chains, dangling or hoop jewelry
Gum/Candy	There is no gum chewing or eating or drinking in the laboratory. Acceptable in the lunchroom or break areas.	Bubble gum, 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 and should not perform clinical experience work outside the regular academic hours unless those hours offer the optimal training experience at that site. In most cases, the student and the clinical site liaison or instructors will arrange the best schedule of hours to allow for successful training in all areas of the laboratory. Regular academic hours are considered Monday to Friday (05:30 AM to 04:30 PM).

If the missed clinical hours must be made to fulfill graduation requirements, the student must request additional hours from their Clinical Liaison. This agreement regarding when the student will complete additional training hours must be jointly agreed upon by the student, the clinical site liaison and the MLT Program Director.

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 their employment to be no more than 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. Depending on their assigned clinical site, additional facility specific training may be

required as well as the training completed on campus. 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 patient care and identifying information 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 ground for immediate dismissal 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 the 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 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 for the course(s).

Excused absences include illnesses documented by a physician; court appointed appearances, 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 the duty assignment or appearance.

#### **Inclement Weather:**

Due to the distance 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 for missed days without notifying the MLT Program Director first to verify that they are required to complete the hours missed.

### 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 and accurately reflect time spent at the clinical site. Lunch and break taken as per site policy are essential for good learning experiences. Time taken for lunch should not be included in the total clinical hours for the day.

The completed timesheets are to be submitted to the Program Director each week by NOON on Monday, following the week of training. 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, 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. A calendar of clinical days will be provided to the student at the start of the Pre-Clinical Course, which is held on campus immediately prior to the start of the clinical experience.



## 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 impermeable to fluids will be always worn in the campus lab 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 contact 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. Follow general and patient specific infection control guidelines as identified by the clinical facility during clinical placement.
3. Wash hands immediately after contact with body secretions and after removing gloves as well as before and after direct patient contact.

4. 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. Securely close and replace 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. If the student decides to not get the immunization; they must sign a form stating that 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.
6. If students fail to adhere to laboratory safety measures during laboratory sessions on campus, they will be given an initial reminder to practice lab safety. A second reminder will not be given, and the student may be dismissed from the course.

\*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 Records Department 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. Skills will not only be demonstrated on other students, but you will be asked to 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:
  - The principles and procedures will be taught in the classroom.
  - There will be a step-by-step demonstration of the skill by the instructor. This will be either live or by videotape or both.
  - 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.
  - Once the student has been successfully checked off, the student will demonstrate the procedures on fellow students. During these demonstrations, the instructor will observe the procedures and complete a skills evaluation.
  - 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. Exceptions are given to those students with a physician excuse.

## 4.4 Forms to be Completed by the Student

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.

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**Student Signature**

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**Date Signed**

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**Student Name**  
(Print)

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: \_\_\_\_\_