Phlebotomy / Specimen Processor Technical Diploma

Student Handbook

2025/2026

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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
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MLT Program Director / Instructor / Faculty Lead

Karen Farner, MS, MLS(ASCP), SBB^{cm}
Master of Science – Biology
Seton Hall University, South Orange, NJ
Bachelor of Arts – Biology
Ithaca College, Ithaca, NY

MLT Instructor

To be determined

Phlebotomist / Specimen Processor Student Handbook Overview

The Phlebotomist/Specimen Processor Student Handbook is intended to provide enrolled students and potential students with basic information and policies used in the classroom and laboratories. Please read the Information Manual carefully and ask your instructor or Program Director for clarification on any policies or procedures that are unclear. The Phlebotomist/Specimen Processor Program reserves the right to make, alter, or change any statement or policy without prior notice. Students will receive revisions as they occur. Information in this document is supplemental to the SWTC Student Handbook.

All enrolled students must read the entire Phlebotomist/Specimen Processor Student Handbook, fill out and sign the acknowledgment form, consent for laboratory participation, and hepatitis B immunization form. These forms must be turned in to the MLT Program Director prior to participating in laboratory activities.

Accreditation

Southwest Wisconsin Technical College is accredited by the Higher Learning Commission (HLC). HLC is a private not-for-profit company that is recognized by the U.S. Department of Education to act on its behalf as an institutional accrediting agency. HLC is recognized as an institutional accreditor with authority to accredit colleges and universities throughout the United States.

Higher Learning Commission 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411Phone: 800.621.7440 / 312.263.0456 | Fax: 312.263.7462 | info@hlcommission.org

Program Summary

The Phlebotomist/Specimen Processor Program at Southwest Tech is an eight-week program starting in the Fall semester and embedded within the Medical Laboratory Technician (MLT) Program. Graduates will earn a Technical Diploma as a Phlebotomist / Specimen Processor. The Program curriculum includes courses in phlebotomy and basic clinical laboratory skills which can be transferred into the MLT Program. Students are eligible for ASCP Certification via Route 3 after 1 year of full-time experience as a phlebotomist. See the ASCP webpage for more information, https://www.ascp.org/content/board-of-certification/get-credentialed#.

The MLT Program, which includes this embedded technical diploma option has an individualized approach to student learning. We have dedicated faculty as well as dedicated lecture and

laboratory rooms for our core courses. MLT Program Faculty are maintained so that there is a ratio of no more than 16 students per instructor for core lecture courses and no more than 10 students per instructor for core laboratory courses. Faculty have regular office hours to review theory. An open lab session is available each week to review phlebotomy and 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 is available in the Knox Learning Center. All courses must be completed with a final grade of a C or better.

You belong here. - Southwest Tech is committed to providing a welcoming learning environment and a sense of community where all students can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the classroom and the college.

Statement of Nondiscrimination

Southwest Wisconsin Technical College (SWTC) is committed to establishing and maintaining an environment free from all forms of discrimination including unlawful harassment. Discrimination includes conduct that adversely affects any aspect of an individual's College employment, education, or participation in activities or programs, or has the effect of denying equal privileges or treatment to an individual on the basis of one or more characteristics of that individual's protected status.

No student may be denied admission to, or participation in or the benefits of, or be discriminated against in any service, program, course, or facility of the College on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, or any other category protected by law.

Compliance Officers for Discrimination Based on a Protected Class other than Sex:

Student Reports: Holly Clendenen, Chief Student Services Officer hclendenen@swtc.edu 608-822- 2362

Compliance Officers for Discrimination Based on Sex:

Student Reports: Holly Clendenen, Chief Student Services Officer hclendenen@swtc.edu 608-822- 2362, Dan Imhoff, Executive Director of Facilities, Safety & Security dimhoff@swtc.edu

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

kweber@swtc.edu
608.822.2315
TDD 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) (https://www.swtc.edu/student-resources/policies-procedures/student-handbook)
- On the College Webpage: Equal Opportunity Statement for Southwest Tech (swtc.edu) (https://www.swtc.edu/legal/equal-opportunity) or Equity and access Statements for Southwest Tech (swtc.edu) (https://www.swtc.edu/legal/ada)

Certification Eligibility

Students are eligible for ASCP Certification via Route 3 after 1 year of full-time experience as a phlebotomist. See the ASCP webpage for more information, https://www.ascp.org/content/board-of-certification/get-credentialed#.

Phlebotomy / Specimen Processor Program Goals

The Southwest Tech Phlebotomy / Specimen Processor Program provides a pathway for educational and career mobility for phlebotomy / specimen processor students by:

- Recognizing the value, worth, and uniqueness of students throughout the program
- Facilitating the attainment of knowledge, skills, and attitudes necessary for an entry-level phlebotomy and/or specimen processor position.
- Providing a curriculum that emphasizes the development of critical thinking skills, which prepares the student for understanding the importance of the pre-analytical phase of laboratory testing.
- Preparing graduates to be ethical and competent care providers to a diverse population in an ever-changing healthcare environment.

Program Outcomes

Upon graduation and initial employment, the phlebotomist and/or specimen processor should be able to demonstrate entry level competencies in the following areas of professional practice:

1. Draw blood from a patient using venipuncture or capillary puncture techniques for clinical or medical testing, transfusions, or research.
2. Collect, process, and store blood and other biological specimens for analysis.
3. Operate and perform routine preventative maintenance on basic laboratory equipment including centrifuges used to process specimens.
4. Perform analytical testing using CLIA waived methods and instrumentation.
5. Recognize the pre-analytical factors that affect clinical laboratory testing.
6. Understand that proper specimen collection and processing is key to accurate and timely clinical laboratory testing.
7. Demonstrate effective and professional interpersonal communication skills with patients, colleagues, other health professionals, and the public.
8. Monitor and evaluate quality control for CLIA waived testing.
9. Adhere to safety and regulatory compliance.

Essential Functions:

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.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

Movement / Motor Function

The Phlebotomy /Specimen Processor 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.
- 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 basic equipment (pipettes, inoculating loops, test tubes).

- Use an electronic keyboard to record, evaluate, and transmit data.

Communication Skills

The Phlebotomy /Specimen Processor 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 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 Phlebotomy /Specimen Processor student must:

- Possess the intellectual skills: comprehension, reasoning, self-expression, and self-analysis.

Behavior

The Phlebotomy /Specimen Processor student must:

- Organize work and manage the use of time 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 patient care.
- Exercise sufficient judgment to recognize errors and take appropriate corrective actions.
- 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.

Graduates are expected to be qualified to enter the healthcare field as phlebotomists and / or specimen processors. It is therefore the responsibility of the student with disabilities to request reasonable any accommodation(s) 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)

Curriculum

The Phlebotomy/Specimen Processor is trained to draw and process blood samples, assess sample integrity, and prepare and process lab specimens for various lab tests and procedures. This diploma includes training in microscopy, pipetting, sample processing and waived and point of care testing.

Completion of the following two courses will result in the granting of an embedded technical diploma.

- Basic Lab Skills 10-513-110 1 credit
- Phlebotomy 10-513-111 2 credits

Both courses must be taken and successfully completed in the same semester. The courses are offered as core courses to MLT students as well as elective courses for other SWTC health related programs.

The two required courses are only offered in the Fall semester. If either course is not completed successfully with a grade of C or better, the student must reapply for the program. If readmitted, both classes must be taken together. This means that you may have to retake Basic Lab Skills, or Phlebotomy even if previously passed.

Course Descriptions

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.

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.

Admissions

Policies

1. Southwest Tech accepts up to 10 students each academic year into the Phlebotomy / Specimen Processor Program. Since this program is embedded within the MLT Program, available slots may be more or less than 10 students depending on the number of enrolled MLT Program students. The combined number oof students in the two programs will not exceed 20 students, total. Prospective student information materials are available on the college website or in person from the admissions department in Student Services.
2. The academic year begins in the Fall semester starting in August of each year.
3. The Phlebotomy / Specimen Processor Program abides by all Southwest Tech policies and procedures related to admissions, including but not limited to due process and nondiscrimination.
4. Direct entry into the Phlebotomy / Specimen Processor Program is allowed if **ONE** of the following criteria is met by the applicant:
    a. A student with a high school diploma.
    b. A student with a HSED or GED® test credential.
    c. A student currently enrolled as a senior in high school.

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 4-10 students (based on enrollment of MLT students) who meet the program admissions criteria will be offered entry into the program for the Fall semester.
4. If the class 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 next program start.
5. Letters will be sent to the students admitted to the Phlebotomy / Specimen Processor Program from Admissions upon initial acceptance for program admission.
6. 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.

All students must meet with the MLT program director and their program's academic advisor as part of the admission process.

Withdrawal and Re-entry Consideration

If a student interrupts their program prior to completing the semester in which the two courses are offered, the student will be required to formally reapply to the program. The reapplication process will include meeting with the MLT program director and program advisor, as well as 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.

Any student not successfully completing the two courses 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.

Students reapplying will be admitted on a space-available basis.

Program Requirements

Attendance Requirements

Attendance is a requirement for success in the Phlebotomy / Specimen Processor 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, both courses are intended for a face-to-face format. Attendance reflects professional behavior and will be part of the professionalism grade for each course.

Students are required to attend and participate in laboratory activities to gain hands-on experience. They are expected to perform effectively in phlebotomy and basic laboratory techniques prior to obtaining the technical diploma. Although open lab time is offered each week, many of the laboratory activities cannot be repeated due to time restrictions and/or the availability of specimens. For this reason, students are allowed ***two absences*** from lab sessions associated with the program courses. Once a student has gone beyond this allowable limit of absences, the student will be required to meet with the course instructor and MLT program director. In some cases, the instructor may be able to arrange makeup lab sessions, but this is up to the instructor's discretion and availability of time and specimens. If arrangements cannot be made by the student or instructor for making up the missing labs the instructor and MLT program director will recommend the student withdraw from the course. If arrangements can be made, continuation of the course may be allowed under a formal student contract.

Blood Borne Pathogen Standard & Safety Procedures

All students must complete training in Blood borne Pathogens to meet OSHA regulations prior to working with blood or body fluids in the student laboratory sessions. 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.

Immunization Requirements

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 laboratory sessions, are required to sign a form stating they are electing to continue with the program without the benefit of the Hepatitis B immunization.

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.

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

Examinations

Examinations are one of the ways in which the Phlebotomy / Specimen Processor 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.

Practical Exams and Competency Checks

Practical exams and competency checks are given in both the Phlebotomy and Basic Lab Skills courses. Students must show competency in the technical skills associated with each of these courses to pass the individual courses and obtain the technical diploma. These practical exams and competency checks will be administered after practice under instructor observation in the laboratory sessions. If unsuccessful at the first attempt, a student will be given a second attempt to show competency in these skills. If a student does not successfully pass the competency check on the second attempt, the student will meet with the instructor to discuss the feasibility of a third attempt. If a student is unable to show competency in the expected skills, the student will receive a failing grade in the course regardless of grades for other exams, quizzes, and assignments.

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.

Artificial Intelligence (AI) Statement

Southwest Tech encourages all members of the College community to investigate the use of Artificial Intelligence to see if it can be beneficial in our day-to-day lives. Artificial intelligence is a tool, not a learning experience replacement during college courses.

Please see the College Academic Misconduct section of the Code of Conduct for more information - https://www.swtc.edu/student-resources/policies-procedures/student-code-of-conduct.

The acceptable use of AI technology can differ from course to course and program to program. Please view your course syllabi or speak to your instructor about using AI technology.

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.

Common Disruptive Behaviors: Examples of disruptive behavior include, but are not limited to:

- Persistent late arrival or departure that disrupts the class.
- Repeated cell phone use during class o Intentionally disrupting class with use of language or physical behaviors
- Loud and/or frequent interruption of class flow with inappropriate questions or remarks
- Persistent contact outside of class that hampers the instructor's ability to do normal work or assist other students.
- Belligerent behavior
- Verbal and/or physical threats
- Threatening or harassing emails, letters, messages or voicemails
- Inappropriate contact at the instructor's home
- Any behavior indicating a romantic or obsessive interest.
- Distressing, disturbing or other dangerous behaviors.

Disruptive behavior, particularly when such behavior is repeated, threatening, harassing or dangerous, is a violation of the Student Code of Conduct and shall be handled accordingly.

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)

Expectations of Professional Behavior

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

The purpose of these expectations and skills is to help learners recognize problem areas and correct them. The Phlebotomy / Specimen Processor program must address problems in these areas as a commitment to the college, our clinical affiliates, and our community to award a technical diploma to only skilled and caring healthcare professionals.

Professional Behaviors

A. Demonstrate dependability, time management skills
   1. Dependability
      a. Arrives for class and lab 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 participates in group work.
      c. Takes full advantage of time available by staying on task.

d. Develops effective study plan that includes study and review activities.

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. Interacts directly with person involved or with the instructor or advisor.
    d. Works cooperatively to try to resolve issues.

2. Maintains professional demeanor
    a. Receives feedback graciously
    b. Maintains calm tone in conversation; avoids offensive statements
    c. Dresses appropriately and utilizes PPE (Personal Protective Equipment)
    d. Uses correct terminology and expression in communication
    e. Maintains appropriate eye contact.

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

C. Assume responsibility for self-assessments

1. Self-assessment and feedback
    a. Recognizes need; actively seeks feedback and help.
    b. Demonstrates improvement based on self-assessment or feedback
    c. Maintains open communication with individual offering feedback.
2. 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

Implementing Professional Behavior Policy

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 or common circumstance.

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.
4. Student meets periodically with the program director to document current status.

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. The instructor and MLT program director will meet, and the following recommendations will be made: The Program is recommending that the student exit the program. See Withdrawal and Re-entry Consideration section for details.

Student Conduct issues and violations are also reported for investigation using the link on the SWTC website, Campus Safety (swtc.edu)

Core Abilities

Core abilities are attributes, characteristics, or behaviors that are not explicitly part of the phlebotomist or specimen processor's core knowledge and technical skills but are required for success as an employee of a clinical laboratory. A core abilities chart for each course can be found in the course syllabus.

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.

Core Abilities for Basic Lab Skills Course, 10-513-110 (I = Introduced, P=Practice, A=Accessed)

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

Core Abilities for Phlebotomy Course, 10-513-111 (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

Program General Policies and Procedures

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.

Student Laboratory Glove-Wearing Policy

Students will wear gloves in the student 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 use in the student laboratory. Lab coats that are impermeable to fluids will always be worn in the student lab.

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 is anticipated.
   - Wear gloves when in contact with blood or body secretions.
   - Wear safety goggles and lab coats as described above.
   - Dispose of infective waste according to college procedure.

2. Wash hands immediately after contact with body secretions and after removing gloves as well as before and after direct patient/student contact.

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

4. 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.

5. 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

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.

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 developing a hematoma or bleeding in the tissue as a result of an invasive procedure.

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

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

_____ _____

Student / Guardian Signature **Date Signed**

_____ _____

Student Name **Guardian Name (If applicable)**

(Print)

Office Use Only:

Date Form Returned: _____

Statement of Acknowledgement/Agreement/Understanding

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

_____ I acknowledge receipt of the Southwest Wisconsin Technical College Phlebotomy / specimen Processor Program Student Handbook

_____ I have read, understand, and agree to abide by the guidelines outlined in the SWTC Phlebotomy / specimen Processor Student Handbook.

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

_____ I have read, and I understand the ***Essential Functions*** specific to a student in a Phlebotomy / specimen Processor Program.

_____ _____

Student's Full Name (Print) Date

_____ _____

Student's Signature Date

_____ _____

Program Director's Signature Date

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

Office Use Only:

Date Form Returned: _____

Hepatitis B Immunization Form – 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 always required in the student laboratory when samples are being tested. PPE required include gloves, lab coats, and safety glasses or face shields. Students must always wear closed toe shoes in the laboratory sessions, keep shoulder length hair fastened back and lab coats must cover 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.

*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

For 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.

Signed(Student / Guardian): _____Date: _____

Student Name: _____

Guardian Name: _____ (If applicable)

Office Use Only: Date Form Returned: _____