

MEDICAL LABORATORY TECHNICIAN PROGRAM



Student Handbook
2024-2025

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Mission and Goals

Welcome

Welcome to the FVTC Medical Laboratory Technician Program! We are pleased that you have selected, and been accepted, into the MLT program at Fox Valley Technical College. This handbook will be used to guide you through the program, it will supplement the [FVTC Student Handbook](#). It is important that you read through all information in both handbooks. The policies included in this handbook comply with the requirements set forth by NAACLS (National Accrediting Agency for Clinical Laboratory Science). The policies and procedures listed in the MLT Handbook are designed to help you succeed as a student. As faculty and staff of FVTC, we are committed to your academic success, and will make sure that you have the support and encouragement you need on your journey towards becoming a Medical Laboratory Technician. This handbook is an important tool to help you move forward with a complete understanding of what is expected and what your responsibilities are as a student at FVTC. Your program advisors and administrators are available to answer any questions you may have.

Again, welcome to FVTC MLT Program. We are glad you are here!

Program Description

FVTC MLT program consists of both lecture and laboratory courses (64 credits) that extend through a two-year period consisting of four semesters. The career of Medical Laboratory Technician requires strong communication and organization skills. In this occupation you will conduct chemical analyses of body fluids, such as blood or urine, use microscopes or automated analyzers to detect abnormalities. Clinical laboratory science plays an important role in the diagnosis and prevention of disease. An interest in science, the ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities.

The curriculum for the MLT program includes courses in Basic Lab Skills, Phlebotomy, Lab Math, Chemistry, Hematology, Urinalysis, Immunology, Serology, Coagulation, Immunohematology, Microbiology, and Molecular Diagnostics. The first three semesters of core classes are offered on the college campus, after which, students will have an opportunity during the fourth semester to apply the knowledge they have learned in a clinical laboratory setting. The clinical laboratories that FVTC are affiliated with are listed in this handbook. Placement depends upon the availability of space and on the student's academic progress. FVTC instructors give no formal lectures during the student's practicum experience, however an instructor visits each practicum site on a regular basis.

Upon successful completion of the MLT Program, students will earn an Associate Degree as Medical Laboratory Technician and are eligible to sit for a national certification exam. The certification of choice for many medical laboratory employers in Wisconsin is through ASCP (American Society of Clinical Pathology).

<https://www.fvtc.edu/program/health-science/10-513-1/medical-laboratory-technician>

Mission Statement

The mission of the FVTC Medical Laboratory Technician program is to provide relevant clinical laboratory education and training to support a skilled workforce and the evolving needs of the Medical Laboratory profession. It is also our mission to prepare students who demonstrate professional behaviors and the technical skills necessary for entry-level Medical Laboratory Technicians.

Program Outcomes

1. Practice laboratory safety and regulatory compliance
2. Collect and process biological specimens.
3. Monitor and evaluate quality control in the laboratory.
4. Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria.
5. Correlate laboratory results to diagnosis of clinical conditions and/or diseases.
6. Perform information processing in the clinical laboratory.
7. Model professional behaviors, ethics and appearance.

Program Goals

The MLT Program of FVTC has established the following goals:

1. To provide students both academic instruction and professional training in the field of laboratory medicine to meet employment needs of area employers.
2. Provide a climate conducive to further developing interest in MLT education by participation in professional organizations, and encouraging awareness in changing trends in medical laboratory technology.
3. Produce graduates that will demonstrate the technical skill of an entry-level MLT in an ethical and professional manner.
4. To produce skilled clinical laboratory workers who:
 - through general and technical education, are qualified to perform with minimal supervision, the tests routinely performed in clinical laboratories,
 - are able to collect, label, identify, and log in specimens accurately,
 - have a working knowledge of the principles of the tests they are performing,
 - perform laboratory test procedures accurately and efficiently,
 - keep accurate and legible records and are able to communicate reports clearly to fellow medical personnel,

- correlate laboratory test results with patient diagnosis and treatment,
- are skillful in the operation of laboratory instruments and are able to recognize instrument failures and take appropriate actions by problem solving and troubleshooting,
- perform quality assessment within the clinical laboratory; recognize interferences with preanalytical, analytical, and post-analytical test factors and take appropriate actions,
- demonstrate knowledge of infection control and safety practices and follow established guidelines and regulations,
- demonstrate technical training sufficient to orient new employees within the clinical laboratory,
- will take responsibility for their own work and are able to organize their work to make the most efficient use of time,
- will adapt well to various work situations by co-operating with their co-workers and all members of the healthcare team,
- maintain the confidentiality of patient results,
- are able to perform efficiently under stress,
- will pursue certification and strive to keep their competence and knowledge current in relation to the changing work environment with continued professional development.

5. To maintain accreditation of the program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

6. To produce graduates that will pass certification exams as a first time applicant at a 90% pass rate.

7. To maintain high academic and professional standards both in the program and in its students.

8. To maintain a quality program through continuous assessment, evaluation, and revision.

9. To maintain qualified faculty that pursues life-long learning and continued professional development.

Accreditation, Certification, Competencies, and Standards

Accreditation

The FVTC Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Rd Suite 720, Rosemont, Illinois 60018-5119, (773) 714-8880.

Certification

Upon completion of program and college requirements for the Associate of Applied Science Degree in Medical Laboratory Technology, the graduate is eligible for the The ASCP Board of Certification (BOC) Exam. Passing of a national certification exam is not required for awarding the AAS degree in Medical Laboratory Technology.

Entry Level Competencies

At entry level, the medical laboratory technician will possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, and Laboratory Operations. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

At entry level, the medical laboratory technician will have the following basic knowledge and skills in:

- A. Application of safety and governmental regulations compliance.
 - B. Principles and practices of professional conduct and the significance of continuing professional development.
 - C. Communications sufficient to serve the needs of patients, the public and members of the health care team.
- *Standards for Accredited and Approved Programs*, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised April 2023.

External Standards

National Accrediting Agency for Clinical Laboratory Sciences 5600 N. River Rd. Rosemont IL 60018

<http://www.naaccls.org>.

The curriculum includes principles of:

1. Methodologies for all major areas currently practiced by a modern clinical laboratory, including problem solving and troubleshooting techniques.
2. Collecting, processing, and analyzing biological specimens and other substances.
3. Laboratory result use in diagnosis and treatment.
4. Communications sufficient to serve the needs of patients and the public.
5. The required competencies to participate in the orientation of new employees.
6. Quality assessment in the laboratory.
7. Laboratory safety and regulatory compliance.
8. Information processing in the clinical laboratory.
9. Ethical and professional conduct.
10. Significance of continued professional development.

Program Outcomes – NAACLS Standards

The MLT curriculum emphasizes higher level math and science, as well as critical reasoning skills for proficient formulation of oral and written communication. The course content is designed to prepare our graduates to pass the ASCP certification examination and be productive members of the clinical laboratory. To assess this, NAACLS has established specific outcome measures MLT programs. These outcomes are measured by accessing / calculating results of the following from the most recent three-year period:

1. Graduate certification rates demonstrating an average of at least 75% pass rate on the BOC examinations, for those who take the exam within the first year of graduation.
2. Graduation rates demonstrating an average of at least 70% of students who have begun the final half of the program go on to successfully graduate from the program.
3. Graduate placement rates demonstrating that an average of at least 70% of respondent graduates either find employment in the field or a closely related field (for those who seek employment), or continue their education within one year of graduation.

Technical Standards

In order to assist students to successfully complete the Medical Laboratory Technician and Phlebotomy certificate, FVTC has developed a set of objective technical standards. Students will be asked to sign a form stating whether they are able to meet the technical standards, with or without accommodations, as stated in this document. Students in the Medical Laboratory Technician, Phlebotomy Technician or Medical Laboratory Assistant programs must be able to demonstrate critical, logical and analytical thinking while also possessing motor, auditory and visual skills that enable them to meet the certificate objectives and perform job duties required by the profession. It is the intent of Fox Valley Technical College (FVTC) to fully comply with Section 504 of the Rehabilitation Act of 1974 and the Americans with Disability Act (ADA) of 1990. (In accordance with the ADA and Section 504, FVTC does not provide students with personal devices and services).

If a student enters these programs based on falsification of records related to their ability to meet the technical requirements, he/she may face disciplinary actions.

PROGRAM SKILL LEVEL Specific Ability Required for Technical Skills Attainment	APPLICATION TO MEDICAL LABORATORY TECHNICIAN, PHLEBOTOMY TECHNICIAN, MEDICAL LABORATORY TECHNICIAN Activities Including but Not Limited To:
GROSS MOTOR COORDINATION	
<ul style="list-style-type: none"> • Move within confined spaces • Maintain balance in multiple positions • Twist body from side to side • Reach above shoulders, below waist and out in front • Push, pull, stabilize and pivot • Squeeze with hands • Able to move freely and safely about a laboratory 	<ul style="list-style-type: none"> • Move freely in the laboratory and patient care • Lift at least 25 pounds and push and/or pull 75 pounds (wheelchair, supplies) • Move in rooms and between equipment • Reach and bend when necessary, up or down, forward, backward to perform job tasks • Use both hands simultaneously and squeeze (assisting in stabilizing patients), operate fire extinguisher
FINE MOTOR COORDINATION	
<ul style="list-style-type: none"> • Grasp/pick up objects with hands and fingers • Write with pen or pencil • Key/type • Good eye, hand & foot coordination • Simultaneous hand/wrist & finger movement 	<ul style="list-style-type: none"> • Handle pencils/pens/ syringes/ tubes and neer • Use a computer • Turn objects/knobs using fingers • Manipulate equipment • Tie a tourniquet • Perform venipuncture and capillary puncture smoothly with coordinated dexterity

- Able to possess hand and finger coordination and strength to allow grasp, twist, and pinch of an object weighing five (5) pounds for at least five (5) seconds.
- Must be able to key/type (e.g. use a computer) and manipulate objects like pencils, pens, and syringes.

ENVIRONMENT & PHYSICAL ENDURANCE

- | | |
|---|---|
| <ul style="list-style-type: none"> • Able to stand for several hours • Sustain repetitive motions • Function in a fast paced environment • Able to tolerate working in confined areas with high temperatures for up to ½ hour • Able to have stamina sufficient to maintain continuous physical activity, sitting, or prolonged standing for a time period of 5-8 hours. • Able to tolerate exposure to common allergens such as body lotions, soaps, and cleaning products, and latex products. • Able to tolerate strong odors, exposure to chemicals and biohazard materials. | <ul style="list-style-type: none"> • Stamina to maintain continuous physical activity 5-8 hrs. • Demonstrate flexibility during collection procedures • Exposure to body lotions, cleaning products, chemical substances, latex products • Able to tolerate strong odors, exposure to chemicals and biohazard materials • Able to tolerate strong odors, exposure to chemicals and biohazard materials as required when preserving specimens or working with instrumentation |
|---|---|

TACTILE ABILITY

- | | |
|---|--|
| <ul style="list-style-type: none"> • Able to distinguish subtle vibrations through the skin (Pulse). • Able to identify the subtle difference in surface characteristics (feel a raised rash). • Detect hot and cold temperature | <ul style="list-style-type: none"> • Identify the location and character of a vein • Discriminate veins from other structures • Distinguish difference between vein and artery (pulse) • Recognize area appropriate for blood collection (rash and inflammation) |
|---|--|

MOBILITY

- | | |
|--|--|
| <ul style="list-style-type: none"> • Twist and bend • Move quickly | <ul style="list-style-type: none"> • Ability to move throughout the facility • Ability to respond promptly to an emergent situation • Ability to reposition clients |
|--|--|

- Able to squat or modified squat (one knee on floor) for at least one (1) minute
- Able to climb and descend a flight of stairs in succession
- Able to walk independently without the assistance of a cane, walker, crutches, wheel chair or the assistance of another person
- Able to move quickly in response to an emergent situation.
- Collect specimens at bedside or from pediatric patients at lower levels
- Collecting and transporting specimens as requested

SMELL

- Able to detect differences in body and environmental odors
- Able to see objects clearly within a minimum of 20 feet
- Able to identify dangerous objects and client situations within the laboratory.
- Detect specimen physical characteristics

READING

- Able to read and understand English with ability to understand medical records, charts, graphs and worksheets to comprehend assignments, curriculum and patient documentation
- Able to read and understand digital and computer displays.
- Ability to read medical record, charts, graphs and worksheets
- Ability to follow physician guidelines and laboratory procedures
- Utilize instrumentation and respond appropriately

VISION

- Read and interpret data held at normal reading distance (including measurements and calibrations and grids)
- Ability to see objects clearly up to 20 feet away
- Use depth perception and peripheral vision
- Distinguish colors and color intensity
- Read patient's identification on an ID bracelet
- Recognize color change of blood specimen
- Observe color change when using laboratory equipment
- Recognize chemical and/or safety hazards
- Observe flushed skin/paleness
- Read information found on patient requisition
- Differentiate colors of conventional blood collection tubes

- Read procedure manuals and product inserts

HEARING

- Hear and discriminate speech at normal conversation levels
- Hear faint voices and faint body sounds
- Discriminate speech with background noise
- Hear audible alarms
- Hear when unable to see lips
- Conversation with patients
- IV pumps, bed alarms, tones used in lab equipment, fire alarms
- When masks are used
- During telephone use
- Discussion with team and co-workers

MATH

- Able to do basic math including add, subtract, multiply, and divide without the use of a calculator
- Able to count and understand the meaning of numbers
- Able to compute fractions and decimals
- Tell and measure time/able to tell time on an analog clock
- Able to comprehend and interpret graphical data
- Document numbers in records
- Read and interpret units of measurement
- Convert numbers to and from metric to American system
- Volume measurement
- Charts, computerized data bases
- Calculating times of collection
- Use of military time and analog clock
- Instrument temperature logs

INTERPERSONAL SKILLS

- Establish rapport with patients and coworker
- Able to apply knowledge gained in classroom to establish appropriate relationships with clients, families, and coworkers
- Able to interact as a member of the health care team
- Able to show respect for diversity in culture, religion, sexual orientation,
- Provide service to and interact with patients of diverse age, gender, sexual orientation, race, religion, nationality, physical or mental condition

- marital status, socio-economic status and abilities and disabilities
- Ability to maintain confidentiality and demonstrate professional behavior

COMMUNICATION SKILLS

- Speak, read and write English
- Listen and comprehend spoken and written English
- Collaborate with others
- Direct/manage/delegate activities of others
- Able to interact with others to report observations and advocate for the needs of clients
- Able to speak, write, listen/comprehend spoken/written English in order to be able to communicate with clients as well as report and document client information
- Able to follow verbal and written directions
- Exhibits and comprehends nonverbal cues
- Able to interact with others to report observations and advocate for the needs of a patients
- Interact as a member of the healthcare team
- Follow verbal and written direction
- Provide clear verbal instruction to patients and coworkers

EMOTIONAL STABILITY

- Establish professional relationships
- Deal with the unexpected
- Accept feedback appropriately
- Accept responsibility for own actions
- Able to focus attention on tasks, prioritize and meet time constraints
- Able to perform multiple responsibilities concurrently
- Ability to work independently or with others
- Cope with strong emotions in others
- Maintain composure in the face of multiple responsibilities
- Able to adapt to emergencies and changing conditions while maintaining emotional control
- Adapt to unpleasant and stressful situations common in clinical setting
- Prioritize task to ensure completion of assigned work
- Able to interact and support clients during times of stress and emotional upset
- Able to focus on client needs despite interruptions and multiple demands/be flexible.

- Able to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm.

CRITICAL THINKING

- Comprehend and follow instructions
- Follow processes from start to finish
- Sequence information
- Application of knowledge and skills
- Adapt decisions based on new information

ANALYTICAL THINKING

- Able to comprehend and follow instruction
- Follow processes from start to finish
- Identify cause and result relationships
- Define, recognize and solve problems
- Transfer knowledge between situations
- Apply math concepts – simple and complex
- Use aspects of both short and long term memory
- Analyze and interpret abstract and concrete data
- Process and interpret data from multiple sources
- Prioritize tasks
- Recognize when to seek supervisory assistance
- Organize work area and prioritize workload
- Exercise good judgment when caring for patient
- Able to apply knowledge and skill when assisting the client
- Able to organize and use information regarding the client
- Troubleshoot laboratory equipment
- Evaluate and interpret patient data

Faculty and Advisory Committee

Administration

Smith, Rebecca MBA, MLS(ASCP)SC
Program Director/Department Chair/Instructor – MLT Program
rebecca.smith3828@fvtc.edu
Office HS214 (920) 996-2992

Thompson, Carrie MSN, RN
Associate Dean-Health Division
carrie.thompson0059@fvtc.edu
Office HS126 (920) 831-4375

Faculty

Daily, Rhonda MLS(ASCP)^{CM}
Instructor-Molecular Diagnostics
rhonda.daily2706@fvtc.edu
Office D105 (920) 831-4394

Thierer, Suzanne MLT(ASCP) BS CTET
Instructor/Clinical Coordinator - PBT and MLT Program
suzanne.thierer9248@fvtc.edu
Office HS214 (920) 560-1689

Seidl, Scott MT(ACSP)
Adjunct Instructor- Clinical Microbiology
scott.seidl4102@fvtc.edu

Support Staff

Linda Lambie
Administrative Assistant -Student Health Requirements
linda.lambie9729@fvtc.edu
Office B139 Phone: (920) 735-5740 | Fax: (920) 831-4314

Voigt, Brittany
Admin. Assistant-Health Division
brittney.voigt1500@fvtc.edu
Office B126 Phone: (920) 735-4856

Counseling and Advising

Kayla Shanley

Academic & Resource Advisor- Allied Health

kayla.shanley5780@fvtc.edu

(920) 735-4807

Kelly Thompson

Academic & Resource Advisor- Allied Health

kelly.thompson8795@fvtc.edu

(920) 225-5909

Program Individual Responsibilities

Program Director Responsibilities:

1. Assures effective program operations
2. Oversees ongoing program assessment
3. Participates in budget planning
4. Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development
5. Assumes the leadership role in the continued development of the program

Clinical Coordinator Responsibilities:

1. Evaluates students
2. Participates in didactic and/or clinical instruction
3. Supports the program coordinator to help assure effective program operation
4. Coordinates clinical education and evaluates its effectiveness
5. Participates in the assessment process
6. Cooperates with the program coordinator in periodic review and revision of clinical course materials
7. Maintains current knowledge of the discipline and educational methodologies through continuing professional development
8. Maintains current knowledge of program policies, procedures, and student progress

Didactic Program Faculty Responsibilities:

1. Prepares and maintains course outlines and objectives, instructs, and evaluates students, and reports progress
2. Participates in the assessment process
3. Supports the program coordinator to help assure effective program operation
4. Cooperates with the program coordinator in periodic review and revision of course materials
5. Maintains appropriate expertise and competence through continuing professional development

Clinical Liaison(s) Responsibilities:

1. Is knowledgeable of program goals
2. Understands the clinical objectives and clinical evaluation system
3. Understands the sequencing of didactic instruction and clinical education
4. Provides students with clinical instruction and supervision
5. Evaluates students' clinical competence
6. Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development
7. Maintains current knowledge of program policies, procedures, and student progress

Clinical Staff Responsibilities:

1. Understand the clinical competency system
2. Understand requirements for student supervision
3. Support the educational process
4. Maintain current knowledge of program policies, procedures, and student progress

Advisory Committee

Program advisory committees are a requirement of the Wisconsin Technical College System. They provide advice and counsel to program managers and faculty regarding specific FVTC associate degree and technical diploma programs. The purpose of a program advisory committee is to help the college ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes. To accomplish this purpose, program advisory committees focus on the specific functions of program development, curriculum review, program evaluation, instructor guidance, student recruitment, retention and placement.

Advisory committees are advisory in nature, do not establish policy, or supersede the legal responsibility and authority vested in the College Board of Trustees. Advisory committee recommendations are reviewed by the administration and, if appropriate, by the Board for feasibility of implementation.

Admission Requirements

Medical Laboratory Technician Checklist

- ☐ Apply online at www.fvtc.edu/MyFVTC
 - \$30 application fee (one-time, lifetime, non-refundable)
- ☐ Complete Test of Essential Academic Skills (TEAS) (\$65 fee each attempt- 2 attempts allowed within 3yrs)
 - Visit www.fvtc.edu/assessment for more information
 - Use of the official study manual is strongly recommended prior to taking TEAS
 - Composite score of **58.7** or higher required
- ☐ Complete TEAS Interpretation with Counseling & Advising Services
 - Students who transfer in TEAS should contact Counseling & Advising for interpretation
- ☐ Submit official transcripts to Enrollment Services
 - High School or equivalent & Post-Secondary (if applicable)
 - The MLT program requires that you complete General Anatomy & Physiology (10-806-177) which has the following prerequisite: 2 semesters of HS Chemistry OR FVTC General Chemistry (10-806-134) *with C or better*
- ☐ Read, sign, and submit the MLT Technical Standards form to Enrollment Services
- ☐ When notified by FVTC (via email) sign up and attend a New Student Registration (NSR)
 - During this session, your advisor will provide you program information and assist you in registering for classes for the upcoming semester
 - *If you attended a NSR for another program, you will be required to meet with your advisor*
- ☐ Apply for Financial Aid by going to www.fafsa.gov
 - If you need assistance submitting the financial aid application, you can stop in Student Financial Services in E118
- ☐ Monitor your FVTC student email account regularly for updates
 - Communication regarding financial aid and next steps are sent to the student's FVTC email account. You can access your email by going to <https://www.fvtc.edu/current-students> and clicking on myfvtc then email

Advising

Upon entrance of the MLT program, students will meet with a student advisor and attend New Student Registration with Student Services to learn how to enroll for courses and navigate technology including email, financial aid, and other student resources. Prior to the start of courses, the MLT students attend an MLT orientation where the MLT handbooks are reviewed and signed by the students for understanding with the MLT program director and faculty. Throughout the program, at a minimum of once per semester, the students meet with MLT program faculty to review their academic success, course enrollment, and professional behavior assessment privately while maintaining confidentiality and impartiality.

Student Services and Advising at FVTC: <https://www.fvtc.edu/student-services/academic-advising>

FVTC Medical Laboratory Technician Full- Time Program Plan

Term	Course Number and Title	Credits
1 (Summer)	10-501-101 Medical Terminology	3
	10-806-177 Gen Anatomy & Physiology	4
2	10-806-186 Intro to Biochemistry	4
Fall	10-801-195 Written Communication	3
	10-513-113 QA Lab Math	1
	10-513-110 Basic Lab Skills	1
	10-513-111 Phlebotomy	2
Winterim	10-809-198 Intro to Psych	3
3	10-513-115 Basic Immunology Concepts	2
Spring	10-513-114 Urinalysis	2
	10-513-120 Basic Hematology	3
	10-513-121 Coagulation	1
	10-806-197 Microbiology	4
5 (Summer)	10-809-166 Intro to Ethics	3
	10-801-196 Oral/Interpersonal Communication	3
	10-513-109 Blood Bank	4
5	10-513-130 Advanced Hematology	2
Fall	10-513-116 Clinical Chemistry	4
	10-513-133 Clinical Microbiology	4
6	10-513-140 Advanced Microbiology	2
Winterim/Spring	10-513-170 Introduction to Molecular Diagnostics	2
	10-513-151 Clinical Experience 1	3
	10-513-152 Clinical Experience 2	4
Total Program Credits		64 Credits

MLT Program Progression

It is recommended that full time students follow the program plan progression as stated. The MLT courses follow a specific semester sequence. General education courses and science courses are prerequisites for advanced courses.

Part time students should take the general education and science courses prior to beginning the MLT program courses.

Medical Laboratory Technician Core Course Descriptions

10-513-109 Blood Bank (4 cr.) Focuses on blood banking concepts and procedures including blood typing, compatibility testing, work ups for adverse reaction to transfusions, disease states and donor activities.

10-513-110 Basic Lab Skills (1 cr.) This course explores health career options and the fundamental principles and procedures performed in the clinical laboratory. You will utilize medical terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests.

10-513-111 Phlebotomy (2 cr.) This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures.

10-513-113 QA Lab Math (1 cr.) This course 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.

10-513-114 Urinalysis (2 cr.) This course 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.

10-513-115 Basic Immunology Concepts (2 cr.) This course provides an overview of the immune system including laboratory testing methods for diagnosis of immune system disorders, viral and bacterial infections.

10-513-116 Clinical Chemistry (4 cr.) 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.

10-513-120 Basic Hematology (3 cr.) This course covers the theory and principles of blood cell production and function, and introduces you to basic practices and procedures in the hematology laboratory.

10-513-121 Coagulation (1 cr.) This course 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.

10-513-130 Advanced Hematology (2 cr.) This course explores mechanisms involved in the development of hematological disorders. Emphasis is placed upon laboratory techniques used to diagnose disorders and monitor treatment.

10-513-133 Clinical Microbiology (4 cr.) This course presents the clinical importance of infectious diseases with emphasis upon the appropriate collection, handling and identification of clinically relevant bacteria. Disease states, modes transmission and methods of prevention and control, including antibiotic susceptibility testing, will also be discussed.

10-513-140 Advanced Microbiology (2 cr.) This course 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.

10-513-170 Introduction to Molecular Diagnostics (2 cr.) Introduces the principles and application of molecular diagnostics in the clinical laboratory.

10-513-151 Clinical Experience 1 (3 cr.) In this clinical you will practice the principles and procedures of laboratory medicine as an entry level Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report results on Laboratory Information Systems.

10-513-152 Clinical Experience 2 (4 cr.) Provides continuing practice for the principles and procedures of laboratory medicine as an entry level Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report results on Laboratory Information Systems.

Course Format

The MLT program's core courses are offered in a hybrid-type format with recorded lectures and assignments online and hands on laboratory sessions/material review on the FVTC campus. General Education courses required for the MLT A.A.S degree are offered in a variety of formats for students to choose from including in-person, hybrid and online. Computers and internet are available for student use on the FVTC campus but personal computers and internet are highly suggested.

Course Withdrawal or Failure

If a student withdraws from or fails an MLT core course or a science course, he/ she is allowed to repeat the course only one time. However, the student may be out of program plan sequence and will have to wait for the course to be offered again or taken at another accredited college. When a student is contemplating withdrawing from a course, it is recommended that the student discuss this with the MLT faculty to clarify options, prior to withdrawing from the course.

Withdrawal from the MLT Program

A student may withdraw due to poor academic performance, illness or personal reasons. Students who withdraw are not guaranteed readmission into the program. A student may apply for readmission only once due to academic failure. A minimum cumulative GPA of 2.0 is required for readmission. Readmitted students will be allowed to take the remainder of their MLT courses on a space available basis. A student who withdraws or is withdrawn from the program for any reason is required to complete an exit interview with the MLT Dept. Chair to outline specific steps regarding the re-entry process.

Re-Entry Policy

The student is encouraged to apply for readmission to the program, when the circumstances, which caused the disruption in academic progress, have been corrected. If under academic suspension, the re-entry application (Academic Suspension- Intent to Re-enter form) must be initiated within 1 year of withdrawal from the MLT program. If the student has been out of the program for greater than 1 year, the student may be asked to demonstrate retention of program material.

In order to apply for readmission to the MLT program the procedures below are to be followed:

1. The applicant may request a meeting with, or write a letter to, the MLT Program Director to request readmission to the MLT program. To allow for future success in the MLT program, the student requesting readmission should draft a letter to address:

- The desire for re-entry,
- The reason for withdrawal previously, and
- How the circumstances have changed or have been modified to allow their future success in the MLT program.
- Description of your plan for the future to ensure your academic success (Academic Advising, TLC, tutoring, etc.)

2. The MLT Program Director and faculty will review the request and make a recommendation regarding re-entry. The faculty may request an interview with the applicant if more information is needed. If the applicant is recommended for re-entry, they will be notified of the appropriate point for re-entry along with any remediation/testing necessary to assure competence of content has been maintained.

3. In the event two or more applicants are eligible for re-entry at the same point in the curriculum, and insufficient space is available for all, selection will be based upon the order in which the applicant appears on the waiting list.

4. A failure of any course following re-entry may result in termination from program.

Readmission into the MLT program is limited to one time and is contingent upon space available in the component of the program at the point of re-entry. Enrollment is limited by the availability of clinical facilities and placements. There can be no assurance of re-entry until there is certainty of space in the clinical setting. In some instances, this may mean waiting for the registration period at the correct point of re-entry.

Termination/Dismissal from MLT Program

Fox Valley Technical College reserves the right to terminate/dismiss a student in a program at any time for the following reasons:

1. Failure to abide by policies of FVTC.
2. Violation of the Student Handbook Code of Conduct.
3. Failure to follow program attendance policy.
4. Inappropriate, unethical or unprofessional behavior.
5. Failure of more than one MLT core course.
6. Criminal behavior or conviction of a felony.
7. Failure to pass a clinical department rotation after remedial period.
8. Any conduct detrimental to patient care or in opposition to facility policy.
9. Falsifying records, documentation or disclosing patient information to unauthorized persons.

Transfer Credit Policy (including Phlebotomy waiver)

All courses to be transferred into the degree plan from another institution must be evaluated and approved by the Admissions office of FVTC as part of the MLT application process. Please request a transcript evaluation through the Admissions office. The decision regarding transfer credit for MLT courses is made by the FVTC Functional Analyst- Transfer Credit, and/or Program Director in consultation with other MLT faculty members.

Students may transfer credit from a NAACLS accredited MLT program to FVTC. The criteria used to assess a transfer students' work shall be:

1. Course description and grade received. A grade of "D" or less will not be accepted for transfer.
2. Syllabi for the courses for which credit is requested may be required.
3. Core course(s) must have been completed no more than two years prior to acceptance to FVTC MLT program.

Students attempting to transfer credit will be required to meet with the MLT Program Director and provide a letter of good standing (term and cumulative GPA of 2.0 or higher) from the transferring institution. Students who apply for transfer may also be required to prove competency in all previous coursework.

Students who have successfully completed a non NAACLS approved phlebotomy course within 2 years prior to admission, may be asked to pass a phlebotomy skills demonstration prior to credit transfer

Students with employment history as a phlebotomist must submit work based competency assessments for evaluation for credit for prior learning (CPL).

Admission with Advanced Status Policy

The general admission requirements of the college and of the MLT program apply to persons seeking admission into the MLT program with advanced standing. The student must submit a letter of withdrawal in good standing (term and cumulative GPA of 2.0 or higher) from the previous program director and meet FVTC residency requirements. Those applying for advanced standing must have attended a formally accredited MLT training program and enter the FVTC MLT program in the appropriate sequence. The procedure for these applicants follows the college procedure for granting transfer credit.

Program Closure Teach Out Policy

In compliance with the NAACLS requirement, FVTC has created the following “teach out” plan in case the program closes. Intentional closure of the FVTC MLT program will be communicated to all students immediately.

Prospective students:

- Will be informed that the program will not take a new cohort due to program closure.
- Will be counseled regarding alternative FVTC majors or areas of study
- Will be counseled in applying to other local MLT programs
- Program closure information will be posted on college website

Current students

- Will be informed of program closure
- Will be allowed to complete MLT courses if closure is announced mid-academic year
- MLT faculty will work with clinical sites and other technical colleges to facilitate completion of clinical experience.

Professional Appearance, Attitudes and Behavior

ASCLS Code of Ethics

PREAMBLE

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. DUTY TO THE PATIENT

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. DUTY TO COLLEAGUES AND THE PROFESSION

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession. Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. DUTY TO SOCIETY

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

PLEDGE TO THE PROFESSION

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.

- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

The American Society for Clinical Laboratory Science | 1861 International Drive, Suite 200 | McLean, VA 22102 | Ph. 571.748.3770 | Email ascls@ascls.org

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Professionalism/Employability Essentials

Employability Essentials: FVTC works closely with area employers to ensure our students are learning the skills needed in today's competitive workplace. In addition to technical skills, you will also learn and practice the following Employability Essentials—the skills and behaviors employers expect in the workplace.

- **Adapt to Change.** Anticipate changes and positively respond to them.
- **Think Critically and Creatively.** Apply independent and rigorous reasoning that leads to informed decisions, innovation and personal empowerment.
- **Work Collaboratively.** Work collaboratively with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.
- **Communicate Effectively and Respectfully.** Apply appropriate writing, speaking, and listening skills across various settings to engage diverse audiences.
- **Act Responsibility.** Apply ethical standards in both personal and professional behavior.

Professional Behavior Assessment

All students will be assessed at the end of each semester by the MLT faculty team. A score of 90% is expected and will be reviewed with the students individually. See appendix F. The professional behavior expectations are carried over into the Clinical Experience as seen in Appendix K.

Professional appearance guidelines:

1. Clean wrinkle free scrub set, hemmed appropriately.
2. Clothing fit should allow for required movement of student/job performance without exposure of abdomen, chest, cleavage or low back. Scrub pants need to be free from wrinkles, well fitting and properly hemmed an inch to an inch and a half off of the ground.
3. Socks should cover the ankles.

4. Closed toe leather or leather like shoes. No mesh athletic shoes. Clogs, Crocs or other types of shoes with no back or holes in the top are not allowed.
5. Hair must be clean, neat, and appropriately styled so as not to interfere with client care. Mustaches and beards must be clean and trimmed. If there is no beard or mustache, the face must be clean-shaven.
6. Head coverings: Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature. If a head covering falls below the shoulders it must be tucked securely inside the scrub top or lab coat to prevent contamination by blood and/or body fluids.
7. Fingernails must be clean, rounded, and smooth-edged; **no longer than ¼"** above fingertip clear or light colored polish may be worn
8. No strongly scented products will be worn. Some students/patients may have allergies to fragrances or the odor may make patients nauseous.
9. Hygiene: Before attending clinical rotation, students must bathe regularly (ie. Daily) to avoid offensive odor. Conservatively applied makeup is permitted. Students must maintain good oral hygiene.
10. Fingernails: Fingernails must be kept clean and at a reasonable length. Reasonable length is defined as 1/8" above fingertips. Artificial nails and nail jewelry are not to be worn. Clear or light pink polish may be worn. Chipped nail polish is not permitted.
11. Wedding bands and small studs for pierced ears are the **only jewelry permitted**
12. Visible tattoos should be covered.

Impaired Thinking:

Impaired thinking by a student constitutes a risk to the safety of students/patients. Impaired thinking is evidenced by an inability to make appropriate judgments and/or to carry out laboratory functions in relation to the delivery of client care. Impaired thinking may be the result of fatigue, anxiety, sleep deprivation, medication use, legal or illegal drug use, or alcohol use.

An instructor who determines that a student is exhibiting signs of impaired thinking will relieve the student of all responsibilities and consult with the MLT Department Chair. If she is not available the Associate Dean for Health Services, should be contacted.

FVTC Student Laboratory Contract

The laboratory portion of this course requires hands-on activities that may involve the use of potentially hazardous chemicals. Being informed of the safety rules in the lab is the first step in providing a safe environment in which to work. These rules are very important and they are enforced for your benefit and for the benefit of those around you. Any student who chooses not to follow the laboratory rules may be asked to leave the lab and will receive a grade of zero for that day's lab activity. Whether that student is allowed to return to the lab will be determined by the nature of the incident and with the discretion of the Instructor.

Please read the Laboratory Safety Rules listed below carefully, then sign, date and return the signed contract to the Instructor.

GENERAL RULES

1. Dress properly for lab. Uniform scrubs with long pants must be worn. Socks should cover the ankles and shoes must completely cover the foot. Long hair needs to be tied back and dangling jewelry removed
2. Fluid resistant lab coats with cuffs must be worn in the lab when working with potentially hazardous material.
3. Wear proper personal protective equipment (PPE), when working with blood or OPIM (Other Potentially Infectious Materials)
4. Bandage cuts and other lesions on hands before gloving.
5. Wash or sanitize hands before donning and after removing gloves.
6. Conduct yourself in a responsible manner at all times in the laboratory.
7. Follow all written and verbal instructions carefully. If you do not understand directions, ask the instructor before proceeding.
8. Never work alone in the lab. An instructor must be present at all times during lab work.
9. Do not eat, drink, smoke or chew gum in lab.
10. Do not apply makeup or contact lenses in the lab where there is a reasonable likelihood of exposure.
11. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
12. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
13. Keep your work area clean and tidy. Bring only necessary materials to your workspace.
14. Place books, backpacks, purses, cell phones, etc. outside of the lab area.
15. Keep all aisles clear.
16. Know the nearest location of the fire exits and designated shelter areas
17. Do not use extension cords. Use outlets near the counters or on the lab tables to plug in microscopes or other small lab analyzers.
18. When removing an electrical plug from a socket, grasp the plug not the cord.
19. Notify the instructor immediately about any unsafe conditions you observe.

Disposal of wastes

1. Dispose of waste properly. Follow your instructor's directions for disposal.
2. Liquids should go in the designated waste container or down the sink.
3. Solid wastes should be placed in the designated container or in the trash.
4. Place all biohazard waste in appropriately labeled biohazard containers (e.g., sharps versus red bag containers)
5. Do not store food or drink with biohazard material.
6. Clean all lab equipment thoroughly and return it to the proper storage area.
7. Disinfect lab counters, tables and chairs at the end of each lab session with an OSHA approved disinfectant solution. Always wear gloves when working with disinfectants.

Accidents and injuries

1. Know the location of a first aid kit, chemical/blood spill kit, eyewash station, and fire extinguisher, and know how to use them.
2. Review the FVTC Bloodborne Pathogen Post-Exposure Plan in case of a needle stick injury or other accident.
3. Report any accident or injury to the instructor immediately.
4. If mucous membranes (eyes, mouth, nose) come in contact with blood or body fluids, flush with water as soon as possible for at least 15 minutes. Have someone notify the Instructor. Seek medical attention if necessary. File an incident report.
5. Never pick up broken glass with your fingers. Use a broom and dust pan or other mechanical means to clean up the debris.
6. If a biohazard spill of blood or OPIM occurs, clean up the area with a spill kit specifically designed to protect you during the clean up process.

Health and Accident Insurance

FVTC does not provide health insurance to students. For accidents, FVTC contracts with Theda Care at Work to provide post-exposure services to students and faculty. The source patient and FVTC employee will have services paid for by FVTC. The exposed patient/student (unless it is a FVTC employee) has to pay for their own medical expenses. Student should present their Student Accident Insurance Plan card upon arrival at the clinic or hospital. All students active in an associate degree, technical diploma and/or certificate program, and currently enrolled in classes, will be automatically enrolled in and billed for the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan. Apprenticeship, non-credit, avocational and distance learning online students are not eligible. However, online students who physically attend the college for academic purposes are eligible. The cost of the plan is automatically included as part of tuition & fees. You will not receive a separate bill for this insurance plan. The Cost is included in tuition fees.

Health Risks and Working Conditions

As a student enrolled in the MLT Program at Fox Valley Technical College, you will be asked to participate in educational activities involving phlebotomy processes. The purpose of these activities is to provide students with the theory and hands-on training to perform venipunctures, skin punctures, and laboratory testing of student blood samples. All laboratory activities will be conducted under the supervision of an instructor. Each student will be requested to sign the *Medical Laboratory Technician Acknowledgement of Risks and Acceptance of Responsibility*, which is found in the appendix of the MLT student handbook and signed in Viewpoint.

Standard Precaution and Bloodborne Pathogen training

The Fox Valley Technical College MLT Program will provide students with training to inform them about blood borne pathogens including OPIM, infection control and how to use personal protective equipment.

Post Exposure Plan

The procedure to follow when an exposure incident occurs on campus can be found in the red safety manual in HS203 and HS204.

Confidentiality

Health care professionals are ethically and legally bound to regard the patient's right to privacy as a very important part of the job. Modern technology offers many avenues to access personal information. A computer printout or screen, a phone call or a fax could contain personal information about a patient that must be protected. Revealing personal information about a patient (or co-worker) is unethical and illegal since it can result in harm to that individual.

In 1996, the Health Insurance Portability and Accountability Act (HIPAA) was passed into law. It requires the Department of Health and Human Services to maintain national standards for the security and privacy of protected health information (PHI). Patients have the right to receive a copy of the health care facility's privacy practices, request restrictions on their PHI and inspect, amend, and copy their PHI. Health care facilities must have safeguards in place that protect the confidentiality and security of PHI.

Health care facilities have several ways to identify breaches in confidentiality. Hospitals have a hotline that may be used by personnel or the public to report violations. Most health care agencies respond to a breach of confidentiality with immediate termination. Additional penalties can occur if a civil or criminal suit is pursued which can terminate the employee's license to practice, fines or prison.

Confidentiality guidelines must be strictly practiced by all allied health faculty and students at FVTC. Breaching one of these guidelines is a serious behavior and may result in the student's dismissal from the program. The following is an inconclusive list of situations in which confidentiality must be practiced. Any situation in which a student is asked to do something in which he/she feels ethically uncomfortable should be immediately discussed with the MLT faculty. These practices must be followed on campus and in the clinical area:

1. Revealing laboratory test results to unauthorized persons is illegal and is considered practicing medicine. Only a physician or clinical practitioner is authorized to report lab results to patients. All lab results are confidential information and should NEVER be revealed to unauthorized persons, which includes patients, or discussed outside the clinical facility.

2. Personal information, such as sexual activity, behavior, or family situations, about a patient/student is limited to the student, instructor and health care personnel directly involved in the patient/student's care. 23

3. Student/instructor conferences should not use names of patients or reveal personal information not related to laboratory procedures.

4. Discussion of a patient/student medical or personal history in any public area, such as a hallway, elevator, cafeteria, or parking lot, is a breach of confidentiality.

5. Discussion of internal privileged information (such as personal laboratory conflicts, doctor/patient relationships, or overheard hospital gossip) is a break in confidentiality. Personal comments on social networking sites such as Facebook and Twitter must not describe event or contain comments or images related to clinical instructors or patients.

6. Reading patient charts or requesting non-laboratory information on any patient is a breach in the patient's right to privacy.

7. Using a patient's name on any written material, except hospital records requiring such name, is a breach to patient's right to privacy.

8. An audiotape, photograph, photocopy, or videotape may not be made of a patient or the patient's medical record. The use of an iPod or cell phone, calls or texting, are not allowed in the clinical areas. With the facilities permission, clinical specimens and laboratory data may be used on campus only if patient identifiers are removed.

9. FVTC Medical Laboratory students are not allowed to verbally report or electronically release patient lab results unless authorized by a staff technologist, whose initials must accompany the student's initials as documentation.

10. Some clinical facilities allow students to access the computer system through a student password while others allow access through a clinical instructor standing nearby. Either way, a computer password is meant for one person only. A student may not share his/her password with anyone or ask a clinical instructor her password. Students are responsible for any activity performed on the system.

11. Computer screens must be positioned so that passersby will not see the screen. Never leave a computer logged in.

12. Printers should never be left with printed information. Unneeded computer-generated paperwork must be shredded.

13. Personal information may be faxed or electronically transmitted only if vitally needed for the patient's care. The patient's written authorization must be obtained to release information. The transmitter must call to alert the receiver when a fax or electronic data is about to be transmitted.

Attendance Policy

Instructors are responsible for recording attendance at all scheduled sessions. An accurate record of student attendance is maintained and submitted to the Registrar's Office.

1. Attendance is **required** at all lectures and labs, to achieve the objectives of the program. Due to the intensive nature of the program, students who are absent from any assigned class or labs, or practicum, or combination of class, lab, or practicum for more than six occurrences throughout entire MLT Program core curriculum may be withdrawn (W) based on Program Director's discretion.
2. An absence is any day that you are unable to attend class. Class will begin at the scheduled time; if you are not present when class begins or you leave early, it will be counted as an occurrence regardless of reason. This also includes when class begins again after the lunch hour.
3. To prepare you for the work environment you must give prior notification to the instructor and/or other designated persons of your absence from class or lab. This will count as an absence occurrence in the program.
4. Schedule medical, dental, and all other appointments at times other than scheduled class hours.
5. 3 or more occurrences in one individual class will result in grade being reduced one full grade letter based on instructor's discretion.
6. If you are absent from class, it is your responsibility to obtain the material that was presented from a classmate. The instructor may have time to answer specific student questions but may not be able to repeat the lecture or lab. The rest of the class cannot be penalized and put behind due to your absence.

MLT Program Academic Policies

MLT Program Format

Grading

This is a competency-based program. Competencies, exams, final exams and lab practical must be completed with a 78% or greater score. Each student is expected to successfully demonstrate competency in classroom work and in laboratory clinical skills. Failure to achieve a 78% will result in a learning plan.

The MLT courses use the following scale for determination of final grades:

A = 92-100%

B = 85-92%

C = 78-84%

D = 70-77%

F = 69% and below

W = Withdrawn

Regarding final grading: A student who receives a failing grade (below 78%) in the clinical experience or in any two separate MLT Program technical courses or twice for the same MLT Program technical course; is NOT eligible to continue in the MLT Program. The student will be encouraged to meet with a Health and Human Services Advisor to discuss possible alternative career options.

Technical Core courses requiring 78%:

10-513-109 Blood Bank

10-513-110 Basic Lab Skills

10-513-111 Phlebotomy

10-513-113 QA Lab Math

10-513-114 Urinalysis

10-513-115 Basic Immunology Concepts

10-513-116 Clinical Chemistry

10-513-120 Basic Hematology

10-513-121 Coagulation

10-513-130 Advanced Hematology

10-513-133 Clinical Microbiology

10-513-140 Advanced Microbiology

10-513-170 Introduction to Molecular Diagnostics

10-513-151 Clinical Experience 1

10-513-152 Clinical Experience 2

Late Assignments:

Late work will be accepted one week past the due date; however, the grade will be reduced by 25%. Any work submitted one week or more past due will receive a zero. This includes Exams. Even though work that is over 1 week past the due date will not earn a grade, it must be completed and submitted to demonstrate mastery of the competencies.

Academic Appeals

Students attending Fox Valley Technical College may appeal a variety of decisions made by the Institution that directly impact their academic standing or progress including, but not limited to:

- Final course grades
- Transfer credit awards
- Graduation requirements being satisfied
- Academic probation and suspension

Grading and Evaluation

The evaluation and grading of academic performance are subject to the professional judgment of each instructor. Within twenty-one (21) calendar days of the posting of the student's final course grade and after a formal meeting with the faculty member to discuss concerns, a student may appeal a grade by submitting a written petition to the Division Dean alleging that the grade received was the result of arbitrary or capricious grading. The Division Dean will review the appeal and consult with the necessary individuals (student, instructor, and other parties) to determine if the grade meets the standards. If the appeal is found to have merit the Dean will work with the instructor to resolve the appeal in a manner that results in the student's work being fairly evaluated by the instructor. This does not mean that a student will receive a higher grade. It only ensures that students are graded in accordance with the standards set out for the course and for other students in the course. If the appeal is found to have no merit, the student will be notified in writing within 14 days of the appeal. If a student is not satisfied with the decision of the Dean, they may appeal that decision to the Chief Academic Officer in a written petition outlining the reasons they believe that the decision regarding the initial appeal was in error. The complete Appeal and Grievance policy can be found here: [Academic Appeal Policy](#)

Student Service Work Policy

Medical Laboratory Technology students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. A clinical institution which employs a currently-enrolled MLT student will schedule the student for work during non-instructional hours.

Drug Screen and Criminal Background Check

The clinical site prior to participation in the clinical component requires a criminal background check and may require drug testing. If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

Immunization Requirements

Health Requirements:

1. Date of last Tuberculin Skin Test or Quantiferon Gold test. If date > 12 months, a two step is required OR quantiferon gold test. For known positive TB skin test or Quantiferon gold, evidence of a negative baseline chest x-ray at or within one year of starting their initial clinical experience is required AND an annual TB questionnaire.
2. Hepatitis B vaccination series: FVHCA Hep B Documentation Form AND 1 of the following documented: Hepatitis B vaccination series OR signed declination OR a positive Hepatitis b titer.
3. MMR: Dates of 2 MMRs OR Positive rubella titer, rubeola titer and mumps titer.
4. Varicella Vaccination: Two (2) Varicella Vaccination dates OR Positive Varicella titer.
5. Influenza: Ensure student has received influenza vaccine prior to November 15th for any fall session/semester and prior to start of spring session/semester.
6. Covid Vaccination: Two vaccination dates (clinical site dependent)

Immunizations, Background Checks, and Fox Valley Health Care alliance paperwork are to be completed in the Viewpoint system prior to Clinicals.

Clinical Experience

Course Overview- 360 hours (consists of 2 courses) 32 hrs/week- 16 weeks

Placement at clinical sites is based on the following criteria

1. Student must have completed all preceding course work and earned a grade of “C” or better in all program and general education courses.
2. Student must have completed the health program requirements and successfully uploaded into Viewpoint. All required documents by the first day of classes of Fall semester (semester preceding clinical placement). Requirements can be found on the Fox Valley Health Care Alliance Website: <https://www.fvhca.org/undergraduate-students.html>
3. The Clinical Experience is “un-paid”.
4. No special consideration can be offered to those individuals with a spouse, children, lack of transportation etc.
5. Students who have fulfilled the requirements listed under FVTC Health Program Requirements and uploaded accordingly into Viewpoint AND are currently passing all courses currently enrolled in, will be asked to rank their preferred sites. Student preference list will be used to determine assignment, but there is NO guarantee that a student will be placed at preferred site. All placements are made according to facility staffing and ability to accept students at the time of

- request. If a “tie” is created for site preference, the student with the highest GPA will be awarded the placement site. Final placement decisions are made at the discretion of MLT faculty.
6. FVTC expects that affiliation agreements will be maintained with clinical sites. However, it is the facility’s prerogative to terminate this agreement or refuse a student for a particular semester. FVTC will make every effort to obtain replacement sites. In the unlikely event a replacement site cannot be found, the student(s) that could not be placed will be assigned first to a clinical site when the next is made available.
 7. FVTC Clinical Experience is scheduled in the Spring semester of the second year of MLT program course work.
 8. If adequate sites are available for all students, but a student chooses not to accept their assigned site for any reason, that student will be placed at a clinical site the following spring semester ONLY after all other students from that semesters’ cohort have been placed and if the facility of placement agrees to the delayed placement. There is risk this may further delay student or risk inability to place student.
 9. If a student does not complete the assigned Clinical Experience, due to attendance, academic, or disciplinary reasons, a second placement may be considered the next spring semester. The student will be placed at a clinical site ONLY after all students in that semesters’ cohort have been placed. A second completion failure will result in termination from the MLT program.
 10. All Clinical Experience assignments are made by FVTC MLT program faculty. Students may not contact clinical sites directly to arrange a clinical experience.
 11. Clinical sites willing to accept students who have been dismissed from another site have the right to know the reason(s) for dismissal, and may elect not to accept the student. Should the site refuse a student for Clinical Experience, program re-entry will not be available.

Clinical Behavior expectations are found in Appendix K as well as the Clinical Experience Handbook. Additional policies and checklists pertaining to the clinical experience can be found in the Clinical Practicum Handbook.

Technical Skills Attainment

The summative assessment scoring guide (see appendix J) will be used to determine if you have met the program outcomes at the end of your program. To meet the requirements on the scoring guide, you will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field. The skills found within the TSA scoring guide are taught throughout the MLT program at FVTC and assessed within Clinical Experience Courses 1 and 2.

Program Completion awards

Upon satisfactory completion of the MLT-AAS curriculum, and upon meeting all other graduation requirements, the graduate will receive the Associate of Applied Science Degree (AAS).

The graduate is then eligible to take a national certification examination. Certification may be from the following organization:

Medical Laboratory Technician (American Society for Clinical Pathology Board of Registry) -- MLT(ASCP) Registration for the first attempt of this examination will be drawn from course fee. If unsuccessful, additional attempts will be the responsibility of the student.

The graduations/granting of your degree, however, IS NOT contingent upon you passing any type of external certification or licensure exam.

Opportunities for Advancement

1. OPPORTUNITIES FOR CONTINUED STUDY FOR A BACHELOR'S DEGREE

Numerous opportunities are available for advanced education to graduates of the MLT-AD Program. A Bachelor's Degree awarded by continued study at another college or university qualifies the graduate to seek additional certifications and career advancements. Some of the available opportunities are listed below:

a. MLTs certified by the ASCP Board of Registry are eligible upon completion of a Bachelor's Degree (with required courses) and 2 years acceptable experience to take the Medical Laboratory Scientist certification examination.

b. A 2+2 program is available at some universities whereby after two more years of academic work a Bachelor's Degree in Medical Laboratory Science is awarded. Graduates are then eligible to take the ASCP Board of Registry Medical Laboratory Scientist certification examination.

Significance of Continued Professional Development

Continuing Professional Development (CPD) is defined as the education of Medical Laboratory Technicians (MLT) following completion of their formal training. CPD will enhance professional strength by allowing MLTs to keep pace with rapid advances in biomedical technology in terms of knowledge, skills and practical experience. It will also ensure that MLT are competent in providing quality service in a multi-disciplinary healthcare environment.

CPD consists of any educational activity which helps to maintain, develop or increase knowledge, problem-solving, technical skills or professional performance standards all with the goal that technicians can provide better health care. CPD includes 'formal' activities, such as courses, conferences, webcasts, teleconferences and workshops, as well as self-directed activities such as journal, online and self-study CE courses. The American Society for Clinical Pathology Board of Registry, requires participation in their Certification Maintenance Program (CMP) for all individuals who became newly certified on or after January 1, 2004. In addition to helping you maintain your professional certification, the CMP can help

you stay current on developments in your field and provide opportunities for both professional and personal enrichment.

All medical laboratory professionals are expected to become active members of their national professional organization, the American Society for Clinical Laboratory Science (ASCLS) and the American Society of Clinical Pathology (ASCP). It is through professional organization that laboratorians can control the destiny of their profession.

Students are encouraged to join both organizations. ASCP membership is free and applications are available at <http://www.ascp.org>. Information on becoming an ASCLS member, along with applications, can be obtained at: <http://www.ascls.org>.

Appendices

Appendix A: Clinical Affiliates for FVTC MLT Program

The following clinical sites have affiliates have affiliation agreements with FVTC's MLT Program. Student rotations at these clinical affiliates are subject to the clinical affiliate's availability. Lack of clinical sites could postpone clinical experience time frame.

Aurora Oshkosh -ACL Laboratories

855 N Westhaven Dr.
Oshkosh, WI 54904

Aurora Medical Center Manitowoc County-ACL Laboratories

5000 Memorial Dr.
Two Rivers WI 54241

Ascension Calumet Medical Center

614 Memorial Dr.
Chilton WI 53014

Ascension NE Wisconsin- St. Elizabeth Campus

1506 S. Oneida
Appleton WI 54915

St. Vincent Hospital

835 S. Van Buren St.
Green Bay WI 54301

Theda Encircle Health Care

2500 E. Capitol Dr.
Appleton, WI 54911

ThedaCare Regional Medical Center – Appleton

1818 North Meade St.
Appleton, WI 54911

ThedaCare- Berlin

225 Memorial Dr.
Berlin, WI 54923

ThedaCare Regional Medical Center – Neenah

130 Second St.
Neenah, WI 54956

ThedaCare Medical Center – New London

1405 Mill St.
New London, WI 54961

ThedaCare Physicians Neenah

333 N. Green Bay Rd.
Neenah, WI 54956

ThedaCare Medical Center – Waupaca

800 Riverside Dr.

Waupaca, WI 54981

ThedaCare Medical Center – Shawano

100 County Road B

Shawano, WI 54166

Appendix B: Acknowledgement of Student Handbook

DIRECTIONS:

1. Read the FVTC MLT-AAS Program Policies in the Student Handbook.
2. Sign this form indicating your understanding of and your willingness to comply with these policies.

My signature below indicates that I have read the MLT-AAS Program Policies, in full, and indicates that I understand these regulations and am willing to comply with them.

My signature below indicates that I understand that I am financially responsible for any emergency care which I might receive as a result of illness or injury while assigned to a clinical affiliate of the FVTC MLT-AAS Program.

Name (Please Print): _____

Signature: _____

Date: _____

Appendix C: HIPAA/Confidentiality Memorandum of Understanding

I have read and understand the HIPAA Confidentiality guidelines and penalties as stated in FVTC's Medical Laboratory Technician Handbook. While continuing your education with the FVTC Medical Laboratory Technician Program, I understand there may be information shared to facilitate learning. I will maintain confidentiality of classmates, patients, and the medical facilities that may be discussed.

Student Signature

Date

Student Name (printed)

MLT Program Director

Date

APPENDIX D: MLT Orientation Checklist

MEDICAL LABORATORY TECHNICIAN STUDENT ORIENTATION CHECKLIST

CHECKLIST	
<input type="checkbox"/>	Accreditation and Certification
<input type="checkbox"/>	Technical Standards
<input type="checkbox"/>	Program Administration and Responsibilities
<input type="checkbox"/>	Admission Requirements
<input type="checkbox"/>	MLT Program Plan and Progression
<input type="checkbox"/>	Course and Program Withdrawal/Failure and Re-Entry
<input type="checkbox"/>	Termination/Dismissal from MLT Program
<input type="checkbox"/>	Transfer Credit Policy and Advanced Status Policy
<input type="checkbox"/>	Professional Appearance, Attitudes and Behavior (ASCLS CODE OF ETHICS)
<input type="checkbox"/>	Employability Essentials
<input type="checkbox"/>	Safety Contract
<input type="checkbox"/>	Health Risks and Working Conditions
<input type="checkbox"/>	Blood Born Pathogen Training/ Post Exposure Plan
<input type="checkbox"/>	Confidentiality/HIPAA
<input type="checkbox"/>	Attendance Policy (Classroom and Clinical)
<input type="checkbox"/>	Grading Scales
<input type="checkbox"/>	Academic Appeal Process
<input type="checkbox"/>	Service Work Policy
<input type="checkbox"/>	Drug Screens and Background Checks
<input type="checkbox"/>	Clinical Experience (Placement and behavior expectations)
<input type="checkbox"/>	Graduation Requirements

 Student Signature

Date

 Student Name (printed)

 MLT Program Director

Date

APPENDIX E: FVTC Student Laboratory Safety Contract

The laboratory portion of this course requires hands-on activities that may involve the use of potentially hazardous chemicals. Being informed of the safety rules in the lab is the first step in providing a safe environment in which to work. These rules are very important and they are enforced for your benefit and for the benefit of those around you. Any student who chooses not to follow the laboratory rules may be asked to leave the lab and will receive a grade of zero for that day's lab activity. Whether that student is allowed to return to the lab will be determined by the nature of the incident and with the discretion of the Instructor.

Please read the Laboratory Safety Rules listed below carefully, then sign, date and return the signed contract to the Instructor.

GENERAL RULES

1. Dress properly for lab. Uniform scrubs with long pants must be worn. Socks should cover the ankles and shoes must completely cover the foot. Long hair needs to be tied back and dangling jewelry removed
2. Fluid resistant lab coats with cuffs must be worn in the lab when working with potentially hazardous material.
3. Wear proper personal protective equipment (PPE), when working with blood or OPIM (Other Potentially Infectious Materials)
4. Bandage cuts and other lesions on hands before gloving.
5. Wash or sanitize hands before donning and after removing gloves.
6. Conduct yourself in a responsible manner at all times in the laboratory.
7. Follow all written and verbal instructions carefully. If you do not understand directions, ask the instructor before proceeding.
8. Never work alone in the lab. An instructor must be present at all times during lab work.
9. Do not eat, drink, smoke or chew gum in lab.
10. Do not apply makeup or contact lenses in the lab where there is a reasonable likelihood of exposure.
11. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
12. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
13. Keep your work area clean and tidy. Bring only necessary materials to your workspace.
14. Place books, backpacks, purses outside of the lab area. Cell phones, laptops or tablets are not allowed in the Lab.
15. Keep all aisles clear.
16. Know the nearest location of the fire exits and designated shelter areas
17. Do not use extension cords. Use outlets near the counters or on the lab tables to plug in microscopes or other small lab analyzers.
18. When removing an electrical plug from a socket, grasp the plug not the cord.
19. Notify the instructor immediately about any unsafe conditions you observe.

DISPOSAL OF WASTES

1. Dispose of waste properly. Follow your instructor's directions for disposal.
2. Liquids should go in the designated waste container or down the sink.
3. Solid wastes should be placed in the designated container or in the trash.
4. Place all biohazard waste in appropriately labeled biohazard containers (e.g., sharps versus red bag containers)
5. Do not store food or drink with biohazard material.
6. Clean all lab equipment thoroughly and return it to the proper storage area.
7. Disinfect lab counters, tables and chairs at the end of each lab session with an OSHA approved disinfectant solution. Always wear gloves when working with disinfectants.

ACCIDENTS AND INJURIES

1. Know the location of a first aid kit, chemical/blood spill kit, eyewash station, and fire extinguisher, and know how to use them.
2. Review the Lab's Bloodborne Pathogen Post-Exposure Plan in case of a needle stick injury or other accident.
3. Report any accident or injury to the instructor immediately.
4. If mucous membranes (eyes, mouth, and nose) come in contact with blood or body fluids, flush with water as soon as possible for at least 15 minutes. Have someone notify the Instructor. Seek medical attention if necessary. File an incident report.
5. Never pick up broken glass with your fingers. Use a broom and dust pan or other mechanical means to clean up the debris.
6. If a biohazard spill of blood or OPIM occurs, clean up the area with a spill kit specifically designed to protect you during the clean up process.

AGREEMENT I, _____, (student name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and instructor. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow additional written and oral instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the lab or that any misbehavior on my part may results in being removed from the laboratory and/or possible dismissal from the course.

Student Signature _____

Date _____

Course _____

Instructor's Signature _____

APPENDIX F: Professional Behavior Assessment

Fox Valley Technical College Medical Laboratory Technician Program PROFESSIONAL BEHAVIOR ASSESSMENT

Student Name:

Program Entry Date

Purpose:

This Professional Behavior Assessment provides the student with ongoing feedback on professional behaviors. The points scored for each course will be the result of a combined evaluation from all the MLT instructors for the current semester of MLT courses. Total points possible are 36.

The assessment provides ongoing feedback and is designed to help develop the behaviors and attitudes that will be expected during class work, clinical experience and as a member of the medical laboratory profession.

Any score below a “28” (78%) **OR** any score of “1” in an area will result in the need for a “Learning Plan of Action” to be formulated with MLT faculty to determine readiness to progress in the MLT program. (The guidelines for Learning Plan can be found in the MLT Student Handbook). A student who fails the PBA twice or a student who receives a “1” in the same category twice may be discontinued in the program. A student who fails the PBA or receives a “1” in the last semester prior to Clinical Experience 1&2 may have delayed progression to clinical.

RATING SCALE FOR PERFORMANCE

1= Unsatisfactory	<p>Performance is weak in most required tasks and activities. Work is frequently unacceptable or incomplete. There is a significant concern about performance. Behavior demonstrated was significant enough to warrant concern, though only demonstrated once.</p> <p>Does not demonstrate the required skill level and may delay progression in the curriculum. Must demonstrate improved performance within 4 weeks. A score of 1 received in the last semester prior to Clinical Experience may delay progression to clinical. Learning plan will be created with student.</p>
2= Needs Improvement	<p>Performance is improving. Opportunities for improvement exist, student has not demonstrated adequate response to feedback; performance is inconsistent. Beginning the development of skills but needs improvement in the quality or quantity of skill for progression in the curriculum.</p>
3=Meets Standards	<p>Demonstrates skills, carries out tasks and activities consistently, solid dependable performance. Performance meets standards of current semester coursework.</p>

Criteria	Demonstrated by	SEMESTER			
		1	2	3	4
Integrity/Ethics	<p>Not cheating on tests or assignments. Does not copy test questions or other students work</p> <p>Admits mistakes and accepts feedback. Corrects mistakes when given opportunity.</p> <p>Maintains HIPAA- in case studies, presentations, assignments and on both private electronic and social media.</p> <p>Respects and maintains resources, equipment and property</p> <p>Does not falsify documentation, notes, signatures, dates or records</p> <p>Does not lie</p> <p>Does not collaborate when working on independent projects.</p> <p>Follows the ASCLS Code of Ethics</p> <p>Comments:</p>				
Dependability	<p>Being on time for classes and meetings. Tardiness is defined as not being prepared to begin class at the scheduled time. Tardiness is counted across all courses (0-1 occurrences= score of 3; 2-3 occurrences=score of 2; >3 occurrences = score of 1)</p> <p>Attendance: (0-1 absences=score of 3; 2 absences =score of 2; >2 absences=score of 1)</p> <p>Late assignments, papers or reports (0-1 occurrence score=3; 2-3 occurrences score = 2; >2 occurrences score =1)</p> <p>Following through with commitments and responsibilities</p> <p>Meeting FVTC MLT program guidelines</p> <p>Comments:</p>				

Professional Presentation	<p>Student wears neat, clean and appropriate clothing for setting. Clothing should not be wrinkled, soiled and pants should be at least an inch off of the floor.</p> <p>Follows FVTC dress code for laboratory setting- (scrubs, closed toe leather or leather like shoes)</p> <p>Using body and affect that communicates interest or engaged attention to instructor or classmates</p> <p>Minimizes side conversations, whispering and inattention</p> <p>Maintains professional composure (no eye rolling, impulsive blurting out, loud sighs, whispering, mumbling aloud, facial grimace, foot tapping, leg shaking, sleeping/ head down on table or back in chair, etc.)</p> <p>Displays positive attitude toward career</p> <p>Uphold FVTC alcohol, smoking and drug policy</p> <p>Maintains Viewpoint records and responds promptly to messages</p> <p>Maintain clean workstation</p> <p>Restocks as needs arise</p> <p>Monitors FVTC email and Bb for timely response to communication</p> <p>Comments:</p>				
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Criteria	Demonstrated by	SEMESTER			
		1	2	3	4
Initiative	<p>Showing an energetic, positive and motivated manner toward the learning experience</p> <p>Self-starting in discussion, projects, tasks and program requirements</p> <p>Takes initiative to direct own learning. (Utilizes texts, references, resources, Blackboard and rubrics as suggested).</p> <p>Seeks clarification from instructor for assignments and performance prior to due date.</p> <p>Contributes thoughtful questions, adding insight or examples, demonstrating critical thinking</p> <p>Assignments meet expected criteria</p> <p>Attends professional meetings, open labs, club activities</p> <p>Informs faculty of personal or academic issues affecting performance in an appropriate and timely manner.</p> <p>Comments:</p>				

Empathy/Self Awareness	Being sensitive and responding to the feelings and behaviors of others Listening to and considering the ideas and opinions of others Rendering assistance to all individuals without bias or prejudice Being able to identify their own individual strengths and use them to benefit self or others Being able to identify their own individual weaknesses and work to improve/compensate for these areas Uses appropriate language and terminology when discussing patients Comments:				
Cooperation	Work effectively with instructors, individuals and team to discuss conflict and practices confidentiality Shows consideration for the needs of the individual/group/team Develops group cohesiveness by assisting in the development of the knowledge and awareness of others Contributing toward achieving consensus in a group Completing one's own share of work in a team Attending group meetings Showing flexibility in scheduling group/team meetings Comments:				

Criteria	Demonstrated by	SEMESTER			
		1	2	3	4
Safety	Being aware of safe practice expectations, policies and procedures (within course, program and college) which includes violence, threats of violence, harassment or intimidation of others, interference with an individual's legal rights of movement or expression, disrupts the classroom, workplace or FVTC's ability to provide service to the public Maintaining a safe environment in class and clinical Keeping track of dangerous/biohazardous material Being aware of and using precautions for each individual client and group Being aware of necessary assistance in case of emergency (in accordance with site specific guidelines) Following infection control practices and use of PPE Comments:				

Organization	Prioritizing self and tasks Using organizational skills to contribute to the development of others in the class and at clinical Accepting and adjusting to changes in schedule and assignments. Preparing for class, assignments, presentations, and clinical experiences ahead of time Scheduling appointments with instructors and staff ahead of time Coming prepared for the day's class-arrives with materials needed for class Assignments are submitted in requested format by instructor Comments:				
Clinical Reasoning	Using an inquiring or questioning approach in class and clinical Analyzing, synthesizing, interpreting, and applying information throughout progression of program Giving alternative solutions to complex issues and situations Using good judgement Seeking assistance when appropriate Clearly communicates the role and purpose of MLT Demonstrates, understands and communicates the value of evidence base practice Comments:				

Criteria	Demonstrated by	SEMESTER			
		1	2	3	4
Supervisory Process	Acknowledging, giving and receiving constructive feedback Modifying performance in response to meaningful feedback for papers, assignments, presentations, labs and clinical Not making excuses or blaming others for mistakes; not complaining Provides suggestions for self-improvement Maintaining professional behaviors throughout feedback process Responding to requests from instructors promptly Not discussing student grades Comments:				

Verbal/Non-verbal Communication	Verbally interacting in class and clinical Using sufficient volume to be heard by the whole group Sharing perceptions and opinions with clarity and quality of content in a professional manner Verbalizing opposing opinions with constructive feedback and terms Using active listening skills Making appropriate eye contact; not reading from notes during presentations and patient contact Avoiding ALL use of profanity, derogatory and discriminatory language, and behavior Utilizing good grammar, appropriate terminology, and clear pronunciation Communicating clearly and concisely Comments:				
Written Communication	Writing clear statements with appropriate grammar and spelling Communicating clearly and concisely Submitting neat, professional paper/projects (clearly written, legible, precise, and organized written work) Using APA or appropriate format in referencing materials; cite references correctly Comments:				

Semester 1:
Score: _____

Semester 2:
Score: _____

Semester 3:
Score: _____

Semester 4:
Score: _____

APPENDIX G: Clinical Site Communication



Medical Laboratory Technician Program Clinical Communication

Clinical Site: _____ Date: _____

Clinical Instructor Name: _____

Student Name: _____

1. What rotation is the student currently in? What rotations have been completed since our last communication?
2. Have there been any attendance or punctuality issues in the last month?
3. How is the level of professionalism?
4. How is team interaction?
5. What areas has the student excelled in?
6. What areas does the student need to improve in?
7. How else can I help with this students success?

MLT Clinical Coordinator

Date: _____

APPENDIX H: Medical Laboratory Technician Learning Plan

DOCUMENTATION AND LEARNING PLAN OF SUBSTANDARD COURSEWORK, UNPROFESSIONAL BEHAVIOR AND/OR UNSAFE PRACTICE

 Student name & ID# (*type or print legibly*)

 Course Name

 Semester and Year

 Date of Incident(s)

 Date discussed with student

 Location of incident(s)

As documented below, this student has demonstrated educational, professional and/or personal attributes that do not meet the standards of education, professionalism in clinical, or community settings, and safe clinical practice as identified in the Student Responsibilities Policy of the Medical Laboratory Technician Student Handbook. The responsible faculty/academic staff will be taking the actions indicated below:

Faculty/Academic Staff: Check the recommended action(s)

☐ Written Warning ☐ Plan for Remediation/Learning Plan ☐ Failure of Course ☐ Expulsion from program

Faculty/Academic Staff: Check (✓) the appropriate categories below and provide specific, relevant documentation related to the behaviors of concern.

1. The student fails to meet the standards of professionalism from a biological, psychological, sociological and/or cultural standpoint.
 - ☐ Failure to carry out psychomotor/technical skills in a safe and/or professional manner.
 - ☐ Act of intentional or unintentional error in the testing of patient samples.
 - ☐ Displays mental, physical and/or emotional behavior(s) which negatively affect others.
 - ☐ Does not come to lab/practicum prepared
 - ☐ Other _____

Supporting documentation required:

2. The student lacks consistency in responsible preparation, on-going care, documentation and/or communication.

- ☐ Attempts activities without adequate preparation or assistance.
- ☐ Demonstrates inaccurate or incomplete verbal/written or electronic communication
- ☐ Is verbally abusive and/or exhibits threatening, coercive or violent behavior toward anyone.
- ☐ Is unable to achieve patient relationships characterized by rapport, empathy, and respect.
- ☐ Violates the boundaries of professional health care worker and-patient/family relationships.
- ☐ Fails to use critical thinking strategies.
- ☐ Does not complete Medical Laboratory Technician student responsibilities in a timely and efficient manner.
- ☐ Does not anticipate changes in health status based on assessments.
- ☐ Fails to follow up on abnormal data.
- ☐ Other

Supporting documentation required:

3. The student fails to practice within the boundaries of the Medical Laboratory Technician program guidelines or the course syllabus, policies of FVTC and the rules and regulations of the health care agency that is the site of the course.

- ☐ Failure to achieve a 78% exam score
- ☐ Failure to achieve a 90% average in employability essentials grading
- ☐ Is habitually tardy/absent in attendance or in submitting assignments.
- ☐ Exhibits criminal behavior
- ☐ Is suspected of being under the influence of drugs and/or alcohol
- ☐ Is unaware or does not adhere to policies and procedures of health care facility.
- ☐ Other _____

Supporting documentation required:

4. The student fails to meet Medical Laboratory Technician Code of Ethics and Standards of Practice.

- ☐ Does not maintain confidentiality.
- ☐ Demonstrates dishonesty.
- ☐ Ignores unethical behavior of others.
- ☐ Does not demonstrate respect for others.
- ☐ Misrepresents or falsifies actions of information.
- ☐ Other _____

Supporting documentation required:

5. The student lacks effort directed toward self-improvement.

- ☐ Is resistant or defensive regarding suggestions to improve.
- ☐ Appears unaware of her/his deficiencies and the need to improve.
- ☐ Does not accept constructive criticism or take responsibility for errors.
- ☐ Other _____

Supporting documentation required:

Additional incident description (including others involved) or comments:

Plan for Remediation applies to all core courses (if indicated as on action on page 1)

Goal:

Completion Date:

This section is to be completed by the student.

I have read the evaluation, discussed it with the course instructor, and received a copy.

Student Signature _____ Date _____

Student comments: (optional)

Reviewed and received by Course Instructor: _____ Date _____

Reviewed and received by MLT Department Chair _____ Date: _____

Follow up _____ Date _____

Outcome: _____

APPENDIX I: Acknowledgement of Risks and Acceptance of Responsibility

Medical Laboratory Technician

Acknowledgement of Risks and Acceptance of Responsibility

Please read carefully:

I fully understand and hereby assume the risks and responsibilities that exist in my participation in the Medical Laboratory Technician (MLT) coursework. My participation in the MLT Program could result in injury. In recognition of inherent risks, I confirm that I am physically and mentally capable of participating in the MLT Program.

I also fully understand that as part of my training in the MLT Program, I will be expected to learn how to perform a number of invasive procedures, such as drawing blood, capillary puncture, etc.

I understand that my participation in these procedures, both as "patient" recipient, and administrator may involve risk. However, I attest to the fact that I participate willingly and voluntarily and assume full and complete responsibility for any personal injury or loss that may occur as a result of any accident or incident that may occur. I also will accept responsibility for any intentional or willful conduct by me that results in harm to another.

I specifically understand that I, my personal representatives and my heirs therefore, release, discharge and waive any and all claims, causes of action, or losses for bodily injury, property damage, loss of services or otherwise that I may have presently or in the future, for any acts or other conduct by Fox Valley Technical College, its Board of Directors, employees, representatives, agents, and instructors from any liability for any personal injury, or other loss that may be alleged to have been caused by my voluntary participation in the MLT Program.

I have read and understand the Acknowledgement of Risks/Acceptance of Responsibility policy.

Student Name (print) _____ Date: _____

Student Signature: _____

APPENDIX J: Technical Skills Attainment Scoring Guide

10-513-1 Medical Laboratory Technician WTCS TSA Scoring Guide

Directions

This summative assessment scoring guide will be used to determine if you have met the program outcomes at the end of your program. To meet the requirements on the scoring guide, you will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field.

Your instructor will provide detailed instructions on how this rubric will be used. After your instructor completes this scoring guide, you will receive feedback on your performance including your areas of accomplishment and areas that need improvement.

Target Program Outcomes

- 1 Practice laboratory safety and regulatory compliance
- 2 Collect and process biological specimens
- 3 Monitor and evaluate quality control in the laboratory
- 4 Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria
- 5 Correlate laboratory results to diagnosis of clinical conditions and/or diseases
- 6 Perform information processing in the clinical laboratory
- 7 Model professional behaviors, ethics, and appearance

Rating Scale

Value	Description
Met	Performs adequately, meets basic standards
Not Met	Little or no evidence of meeting basic standards

Scoring Standard

You must achieve a rating of MET on all criteria for each program outcome to demonstrate competence (passing). A rating of NOT MET on any criterion results in a NOT MET score for that program outcome and for the TSA Assessment.

Scoring Guide

	Criteria	Ratings
1	Practice laboratory safety and regulatory compliance	
2	Practice standard precautions	Met Not Met
3	Locate emergency equipment	Met Not Met
4	Demonstrate appropriate handling and disposal of biohazardous waste	Met Not Met
5	Follow HIPAA regulations	Met Not Met
6	Collect and process biological specimens	
7	Identify patient and specimens accurately	Met Not Met
8	Process lab specimens per CLSI standards	Met Not Met
9	Perform blood and other specimen collection procedures per CLSI standards	Met Not Met
10	Monitor and evaluate quality control in the laboratory	
11	Take appropriate action	Met Not Met
12	Assess acceptability of QC results	Met Not Met
13	Use appropriate quality control protocol	Met Not Met
14	Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria	
15	Perform procedures following laboratory guidelines	Met Not Met
16	Recognize normal, abnormal and critical values	Met Not Met
17	Operate laboratory instruments efficiently	Met Not Met
18	Perform routine maintenance on laboratory instruments	Met Not Met
19	Assist with troubleshooting	Met Not Met
20	Determine reportability of results	Met Not Met
21	Correlate laboratory results to diagnosis of clinical conditions and/or diseases	
22	Recognize and correlate lab test results to hematology/coagulation findings	Met Not Met
23	Recognize and correlate lab test results to chemistry findings	Met Not Met
24	Recognize and correlate lab test results to blood bank findings	Met Not Met
25	Recognize and correlate lab test results to microbiology findings	Met Not Met
26	Recognize and correlate lab test results to immunology findings	Met Not Met
27	Recognize and correlate lab test results to urinalysis findings	Met Not Met
28	Correlate test results from multiple lab areas to diagnose patient clinical condition/disease	Met Not Met
29	Perform information processing in the clinical laboratory	
30	Perform accurate data entry	Met Not Met

	Criteria	Ratings
31	Review automated data for accuracy and consistency	Met Not Met
32	Utilize Laboratory Information System (LIS)	Met Not Met
33	Model professional behaviors, ethics, and appearance	
34	Arrive on time	Met Not Met
35	Adhere to the clinical dress code	Met Not Met
36	Demonstrate positive attitude	Met Not Met
37	Communicate with colleagues and patients in a professional manner	Met Not Met
38	Display respectful behavior	Met Not Met
39	Apply ethical behaviors	Met Not Met

APPENDIX K: Clinical Experience Behavior Expectations

Student Clinical Affective Evaluation

The following is a description of the Affective Clinical Performance Evaluation criteria that is intended to provide a clear explanation for each of the numerical criteria. Please seek input from all evaluators who are responsible for evaluating the student during their clinical performance.

5 – Exceptional; Exceeds Expectation: Student performs assigned tasks within the allotted amount of time with no supervision and routinely asks to assist department with workload as able.

4 – Above Average; Performance Exceptional: Student is able to follow verbal and/or written instructions and perform assigned tasks within the allotted amount of time ***with no supervision.***

3 – Average; Performance Satisfactory: Student is able to follow verbal and/or written instructions and perform assigned tasks within the allotted amount of time ***with minimum supervision.***

2 – Below Average; Needs Improvement: Student is able to follow verbal and/or written instructions and perform assigned tasks within the allotted amount of time ***only with significant supervision.***

1 – Deficient; Performance Unacceptable: Student is ***not*** able to follow verbal and/or written instructions and perform assigned tasks within the allotted amount of time ***even with significant supervision.***

Comments must be given for any grade of 2 or lower in any category

Integrity/Ethics Admits mistakes and accepts feedback. Corrects mistakes when given opportunity. Maintains HIPAA Respects and maintains resources, equipment and property Does not falsify documentation, notes, signatures, dates or records Does not lie	5	4	3	2	1
Comments:					
Dependability On time, not tardy No more than 3 absences PER Semester Following through with commitments and responsibilities	5	4	3	2	1
Comments:					
Professional Presentation Student wears neat, clean and appropriate clothing for setting. Minimizes side conversations, whispering and inattention	5	4	3	2	1

Maintains professional composure (no eye rolling, impulsive blurting out, loud sighs, whispering, mumbling aloud, facial grimace, foot tapping, leg shaking, sleeping/ head down on table or back in chair, etc.) Displays positive attitude Restocks as needs arise					
Comments:					
Initiative Showing an energetic, positive and motivated manner toward the learning experience Self-starting in discussion, projects, task and program requirements Takes initiative to direct own learning. (Utilizes texts, references, resources, and procedure manuals Seeks clarification from mentor prior to attempting procedures Contributes thoughtful questions, adding insight or examples, demonstrating critical thinking Informs faculty of personal or academic issues affecting performance in an appropriate and timely manner.	5	4	3	2	1
Comments:					
Empathy/Self Awareness Being sensitive and responding to the feelings and behaviors of others Listening to and considering the ideas and opinions of others Rendering assistance to all individuals without bias or prejudice Being able to identify their own individual strengths and use them to benefit self or others Being able to identify their own individual weaknesses and work to improve/compensate for these areas Uses appropriate language and terminology when discussing patients	5	4	3	2	1
Comments:					
Cooperation Work effectively with mentors, staff, and fellow students to discuss conflict and practices confidentiality Shows consideration for the needs of the individual/group/team Developing group cohesiveness by assisting in the development of the knowledge and awareness of others Contributing toward achieving consensus in a group	5	4	3	2	1

Completing one's own share of work in a team Shows flexibility in scheduling and agenda changes					
Comments:					
Safety Being aware of safe practice expectations, policies and procedures (within course, program, college, and clinical affiliate) which includes violence, threats of violence, harassment or intimidation of others, interference with an individual's legal rights of movement or expression, disrupts the classroom, workplace or FVTC's ability to provide service to the public Maintaining a safe environment Keeps track of dangerous/biohazardous material Being aware of necessary assistance in case of emergency (in accordance with site specific guidelines) Following infection control practices and use of PPE	5	4	3	2	1
Comments:					
Organization Maintain clean workstation Prioritizing self and tasks Accepting and adjusting to changes in schedule and assignments. Preparing for clinical experience ahead of time Scheduling appointments with mentors and staff ahead of time Coming prepared for the day's lab procedures-arrives with materials needed Timesheets and Checklists are submitted to mentor in a timely manner	5	4	3	2	1
Comments:					

Clinical Reasoning Using an inquiring or questioning approach Analyzing, synthesizing, interpreting and applying information throughout progression of program Giving alternative solutions to complex issues and situations Using good judgement Seeking assistance when appropriate Clearly communicates the role and purpose of MLT Demonstrates, understands and communicates the value of evidence base practice Correlates test results with pathological condition Correlates test results with other laboratory findings	5	4	3	2	1
Comments: 					
Supervisory Process Acknowledging, giving and receiving constructive feedback Modifying performance in response to meaningful feedback Not making excuses or blaming others for mistakes; not complaining Providing own suggestions for improvement Maintaining professional behaviors throughout feedback process Responding to requests from mentors promptly After instruction is given, is able to work with minimal supervision	5	4	3	2	1
Comments: 					
Verbal/Nonverbal Communication Verbally interacting Using sufficient volume to be heard by the whole group Sharing perceptions and opinions with clarity and quality of content in a professional manner Verbalizing opposing opinions with constructive feedback and terms Questions asked are appropriate Using active listening skills Making appropriate eye contact; not reading from notes during presentations and patient contact Avoiding ALL use of profanity, derogatory and discriminatory language and behavior Utilizing good grammar, appropriate terminology and clear pronunciation Communicating clearly and concisely	5	4	3	2	1

Comments:					
Written Communication Writing clear statements with appropriate grammar and spelling Communicating clearly and concisely Submitting neat, professional paper/projects (clearly written, legible, precise and organized written work)	5	4	3	2	1
Comments:					