

**Western**  
Technical College

# **STUDENT SUCCESS GUIDE**

Medical Laboratory Technician  
Program

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## **MLT PROGRAM MISSION STATEMENT**

- We strive to collaborate with other programs at Western Technical College and within the WTCS.
- We aspire to provide a quality education program for MLT students.
- We promote and create continuing education courses per year for laboratorians.
- We implement alternative instructional methods.
- We advocate advanced placement.
- We develop recognition as the foremost provider of laboratory education in the community.
- We will strengthen and expand our partnership with healthcare organizations within and outside our district.
- We encourage student success, diversity, resourcefulness and a sense of community.
- We are committed to meeting the future before the future becomes the present.

WESTERN TECHNICAL COLLEGE  
Health and Public Safety Division  
Clinical Laboratory Technician Program

## **Program Student Success Guide**

### **Purpose**

Welcome to the Clinical Laboratory Technician (MLT) Program. The faculty hopes you find this information practical and helpful for the successful completion of the MLT program. We hope you refer to this packet often. Please feel free to make suggestions. Our office doors are always open; please feel free to visit during office hours and at other times.

Clinical Laboratory Technician Medical Director     Dr. Jeffery Degenhardt  
Franciscan Skemp-Mayo La Crosse

Clinical Laboratory Technician Program Instructors:

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Helen Schrott		Clinical Instructor
Arlene Leuck		Teacher Assistant

### **Core Abilities**

- Use effective communication skills.
- Apply mathematical concepts.
- Transfer social and natural science theories into practical applications.
- Demonstrate ability to think critically.
- Demonstrate ability to value self and work ethically with others in a diverse population.
- Use technology effectively.
- Make decisions that incorporate the importance of sustainability.

### **Program Goals - to provide competent MLTs for clinical laboratories.**

- Provide students with a broad educational background by using a variety of education resources and experiences
- Provide a strong curriculum based on current needs
- Maintain the level and quality of instruction in the clinical laboratory science courses by including the latest developments in technology
- Develop in students the professional attitudes and ethics required of medical laboratory technicians
- Educate students in the merits of continuing education development
- Provide the tri-state area with clinical laboratory technicians who can function at career entry levels

## Essential Program Functions/Program Specifications

MLT essential functions were given to each student prior to admittance to the MLT Program.

### Program Outcomes

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

### Progression in the MLT Program

Students are required to obtain a “C” or better in all courses taken at Western Technical College in order to progress in the MLT Program. Students are allowed to repeat a course one time. If the course being repeated is a core MLT course, the student cannot take other MLT courses until the specific course is passed with a “C” or better. This requires the student to sit out of the program for one year until the course is offered again. See special A & P repeat requirements.

## **Program Requirements**

### Bloodborne Pathogen Standard

All students must complete the Clinical Bloodborne Pathogen requirement yearly to meet OSHA regulations. Students who do not meet the requirement will not be permitted at clinical sites.

### CPR

Students are required to be certified in American Heart CPR prior to being admitted to the MLT Program and maintain certification throughout the program.

### Physicals & Immunizations

Complete immunization records must be on file before students are admitted to the MLT Program. Students must be in the process of Hepatitis B immunizations (or have signed a refusal form) in order to begin clinical. TB testing is required each year. Students will turn documentation of immunizations and TB testing to the Admissions Office.

### Background Check

Students are required to submit to a criminal background check prior to being admitted to the MLT Program. This requires a one time payment of \$20 to the Registrar’s Office. Please see Western policy in reference to positive criminal background checks. Positive background checks may bar students from attending clinical. It is the student’s responsibility to inform MLT faculty

and the College, if any event occurs while they are enrolled in the MLT Program that changes the status of their criminal background.

## Graduation Requirements

Graduation requires a 2.0 cumulative grade point average and a minimum of 2.0 in your specific area of study (occupational specific courses and technical support courses). A grade of “C” or above must be obtained in all MLT curriculum and general education courses.

## Field Trips

All students must attend field trips or perform an alternative assignment at the discretion of the faculty. Students are responsible for obtaining assignments from classes outside the program and meeting the requirements of those instructors. The most common field trip is an April trip to the American Society of Clinical Laboratory Scientists - Wisconsin (ASCLS-WI) convention. Students are financially responsible for any expenses incurred.

## Professional Organizations

It is highly advised that students belong to professional organizations for MLTs. The Wisconsin American Society of Clinical Laboratory Scientists - Wisconsin (ASCLS-WI) costs approximately \$25 per year for a student. Health Occupation Students (HOS -MLT) is a professional organization for MLT students at Western. This organization is dedicated to service, education and skills. Dues are \$12 per year.

## **Policies**

### Academic Dishonesty Definition

What is academic dishonesty?

Academic dishonesty includes, but is not limited to, plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student’s confidential academic records without authorization; disclosing confidential academic information without authorization; and turning in the same work to more than one class without informing the instructors involved.

Student expectations

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found in violation of academic dishonesty, including, but not limited to the following, will be subject to disciplinary action (as per the guidelines of the Western Technical College Student Code of Conduct):

- A. Cheating on an examination or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:
  - 1. Copying from another student’s test paper, laboratory report, other report, or computer files, data, listings, and/or programs;

2. Using, during a test, materials, or electronic devices not authorized by the instructor;
  3. Collaborating with or aiding another person, without authorization, during an examination or in preparing academic work;
  4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing in whole or in part, the contents of an unadministered examination;
  5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination or preparing academic work;
  6. Bribing another person to obtain an unadministered examination or information about an unadministered examination;
  7. Attempting to bribe any faculty/staff or student to alter a grade.
- B. Plagiarizing or appropriating another's work or idea without properly acknowledging incorporation of that work into one's own work. For example, "quotation marks should be used to indicate the exact words of another" as stated in the fifth edition of the Publication Manual of the American Psychological Association. In addition, sources should be cited when paraphrasing or summarizing.
- C. Unauthorized reuse of work or the turning in of the same work to more than one class without informing the instructors involved.
- D. Any forgery, alteration, or misuse of academic documents, forms or records, in hard copy or electronic format.
- E. Attempts to unauthorized individuals or organizations to access student records without the expressed written consent of the student. Examples of violations include, but are not limited to the following:
1. illegally accessing information from student or faculty files (electronic or paper)
  2. misrepresenting oneself to obtain another student's transcript, semester grades or class registration
  3. using a student's ID number without his/her expressed written permission to gain access to other university services.

Adapted from the University of Central Oklahoma Academic Dishonesty Policy.  
Reference: WWTC Policy EO700

### Consequences of Academic Dishonest:

- A. First offense
1. Meet with MLT faculty
    - a. Discussion
    - b. Notification of consequences
      - i. First offense
      - ii. Second offense
  2. Receive a failing grade for assignment or exam
  3. Incident report filed
    - a. College level – Student Activities Office
    - b. Student file
- B. Second offense
1. Dismissal from MLT Program

## Student Code of Conduct

Western Technical College provides education and training to the residents of the Western District. As a learning organization, Western monitors student conduct and encourages positive behaviors in support of a positive teaching and learning environment. In the classroom and in all aspects of college life, our goal is to provide the best opportunity for student success for all. The College will take action to prevent and stop any negative behavior that inhibits learning as a result of:

1. Physical or verbal abuse of any person.
2. Disruption of the normal operation of the College.
3. Endangerment of the health, safety or rights of any person.
4. Theft or damage to College property or property of any person on campus.
5. Unauthorized entry or use of a College facility.
6. Use, possession, or distribution of drugs, firearms, explosives, dangerous chemicals, etc. or illegal use of alcohol.
7. Academic dishonesty such as plagiarism or cheating.
8. Lying to faculty or clinical site.
9. Unethical or immoral use of technology in the District.

Should violations of the Student Code of Conduct arise, a hearing procedure will be followed in accordance with the College disciplinary guidelines and/or the Nonacademic Suspension or Dismissal Procedure. Action taken may range from referral for counseling support in situations where students need support services to suspension from the College in situations where serious violations arise. In keeping with the mission of the College, any action taken will reflect an opportunity for the student to learn conduct that is more conducive to a positive learning environment.

## Use of Cell Phones and Social Networks

Cell phones are not allowed in lectures, labs or clinical sites. The exception to this would include emergency situations. Cell phones are not to be used as calculators. Separate calculators must be purchased.

Students are cautioned on the use of social networks such as Facebook. DO NOT reference anything from your clinical site. This could result in dismissal from the program or College.

## Accidents or Injuries

Any accident or illness that occurs during an assigned lab session or clinical rotation must be reported to the MLT lab instructor and/or affiliate site instructor. Students may be referred to the Student Health Center. In the event of an emergency, 911 will be notified. The student will be taken to the nearest hospital emergency room. Any necessary treatment will be administered at the hospital with the consent of either the student or parent/guardian. If an injury should occur, an incident report must be completed by the laboratory instructor at Western and/or the clinical site (according to their policy). The incident reports are kept on file at Western. Students are responsible for all their own medical bills.

## Lecture at Western Technical College

1. Students are expected to exhibit professionalism that includes:
  - a. Show respect for peers and faculty
  - b. Attend class every class period (i.e., class period is time course meets for the day).
  - c. Be on time for all classes
  - d. See instructor's syllabus for specifics
  - e. Come prepared for class
  - f. Do not br
2. For lecture and laboratory time period's, faculty will respect the 55-minute/10 minute break routine. On occasion instructors may run over. Please try to understand and/or speak with instructor.
3. If absent, students must call school before class starts. Call Carolyn or Kari at 789-6284 and leave a message. A student must call at least 30 minutes before class. **Points may be deducted from the semester grade for each infraction at the discretion of the instructor.**
4. If absent, it is the student's responsibility to:
  - a. Obtain information from other students or to see instructor during office hours within two (2) days of return.
5. Absence of more than 10% of total course hours (lecture, lab, clinical), unless accompanied by a doctor's note, may result in a drop of one full letter grade for the course semester grade. More than 20% of course hours missed may result in dismissal from the course for nonattendance.
6. Late assignments are only accepted within 3 school days of due date. The assignment will be docked 10% each school day it is late.
7. Missed exams will be made up within 3 school days and may be in the format chosen by the instructor. 10% for each late day will be deducted from the grade.
8. No exam will be made up unless the student calls the instructor 24 hours prior to the testing time and makes arrangements for the make up. A doctor's note (either personal or child illness) or death in your immediate family (obituary is accepted) will be the only excuses accepted by faculty that don't result in the deduction of points.
9. Consistent lateness (more than 3 times) will result in a semester grade being dropped 1 full letter grade (ie. C to D)

## **Laboratory at Western Technical College**

1. Students are expected to exhibit professionalism that includes:
  - a. Show respect for peers and faculty
  - b. Attend every lab period (i.e., lab period is time course meets for the day).
  - c. Be on time for all lab sessions
  - d. See instructor's syllabus for specifics
  - e. Come prepared for lab session (read lab material before start of class)
2. If absent, students must call school before class starts. Call Carolyn or Kari at 789-6284 and leave a message. A student must call at least 30 minutes before class. Points may be deducted from the semester grade for each infraction at the discretion of the instructor.
3. Students may not be able to perform laboratory procedures for make up. Unexcused absences will result in a grade of zero for the lab assignments.
4. Excused missed lab exams will be made up at both the students and instructors mutual convenience in the format of the instructor's choice.
5. More than 2 laboratory absences require a doctor's note or the course semester grade may be dropped one full letter.
6. Students are expected to stay the entire laboratory time. Do not ask to leave if finished early. Faculty will dismiss students at the end of the session.
7. Students must obtain a "C" or better in all final laboratory practical examinations to obtain a passing grade in the course.
8. Students must satisfactorily complete all laboratory competencies within 2 attempts to pass each MLT course.

### **Laboratory Dress Code**

Any items the student must purchase are available in the Campus Shop. In class laboratories students must wear:

- Disposable fluid resistant lab coat (\$8.00)
- Safety glasses (\$2.99 - \$8.00)
- No open toe or canvas shoes
- Hair must be tied back
- Gloves (vinyl preferred) must be used when working in the laboratory as per OSHA Bloodborne Pathogens Standard – are provided

### **Student Lockers**

Students will be assigned a locker on the fifth floor of the Health Science Center. Bring your own lock. Your coats and books can be put in these lockers. Please only bring what you need to class.

## **Western Lecture and Laboratory Grading Policy**

Students will be issued letter grades based on written and practical exam performance as follows:

A = 93% - 100%

AB = 90% - 92.9%

B = 84% - 89.9%

BC = 81% - 83.9%

C = 75% - 80.9% (Min. passing grade in A & P, Microbiology and all MLT courses)

D = 70% - 74%

F = below 70%

- Lecture is approximately 70 - 80% of the course grade
- Laboratory is approximately 20 – 30% of the course grade.
- Clinical must be passed in order to pass the course.
- If a student takes issue with a grade see pages 58-60 in Student Handbook for steps to resolve issue

### **Exams**

- Exams are returned to students after grading. Students have the opportunity to look at the exam, but all exams are returned to the instructor.
- Referral to the Academic Success Center may be suggested.
- If a student finds an error in a grade or disagrees with the answer key, he/she should see the instructor in her office and bring documentation to correct the answer key (i.e., bring textbook with the answer the student is questioning.)

### **Portfolio**

First and second year students are required to prepare a portfolio of their work. The portfolio will be evaluated based on:

- Neatness/Organization
- Completeness
- Growth and Progression of Student
- Student's Clinical Professionalism and Task list Scores

A grade will be given each semester. A form will be distributed during the beginning of the first semester to give further instructions and details of the portfolio.

### **Extra Help**

Students who need help may:

- See the instructor. The instructor may tutor the students, hold extra help sessions or refer the student to the Academic Success Center area. (C-227, 785-9198).
- See the peer tutor. The peer tutor is a classmate selected by your instructor. The peer tutor is paid by the school and holds scheduled study times. This tutor is for the entire class and not any one individual.

## Special Needs

If you have special needs, please see the special needs counselor in Student Services who will contact the instructor. Upon program application, students received a list of the essential functions required for the MLT program (reference copies available from MLT faculty or Kristina Puent). Your ability to perform the essential functions with or without adaptation is necessary for successful completion of the MLT program. Kristina Puent is located in the Academic Resource Center, Room 150, and may be reached by telephone at 785-9875.

## Withdrawal

Please contact Carolyn or Kari in the event you need to drop a course. Students are responsible for obtaining the appropriate paper work and having the instructor sign when dropping a course.

## Clinical

Clinical experience is an integral part of the educational process of Clinical Laboratory Technician students. Students attend clinical as first and second year students.

### Requirements to be Eligible to go out on Clinical

- Students must have 90% class attendance on campus (or have permission of MLT faculty)
- Phlebotomy competencies must be completed (as indicated on Master) – Sem I
- Urinalysis competencies must be completed (as indicated on Master) – Sem I
- Hematology Competencies must be completed (as indicated on Master) - Sem II
- Students must be receiving a “C” or better in all MLT courses and/or approved by MLT faculty to attend clinical
- Students must demonstrate appropriate social interaction in classroom setting at Western
- All immunizations must be completed and documented in the registrar’s office
- A yearly TB test must be completed and documented in the registrar’s office
- CPR certification through American Heart must be current through graduation
- A “cleared” background check” must be documented in the registrar’s office
- Students are required to complete Health & Safety training
- Students are responsible for transportation to and from the assigned clinical site

### Uniform/Appearance – Clinical

- **Uniforms:**
  - Dark blue scrub pants
  - Dark blue scrub top
  - May be purchased at Plaza Uniform Shop, La Crosse, WI
  - Western Technical College Patch (available Plaza Uniforms) – sew on left sleeve
  - Uniform must be kept neat and clean
  - Clinical uniforms should not be worn to school.
- **Shoes:**
  - White non-canvas shoes

- Shoes must be kept white and clean (preferably not worn on street)
- **Lab coat**
  - Fluid resistant coat – may purchase disposable from Western Bookstore
  - (lab coat must be left at clinical site and not transported back and forth)
  - Clinical site may provide and launder lab coat
- **Safety Glasses**
  - Must have side shields – may be purchased from Western Bookstore
- **Personal Hygiene and Appearance:**
  - **General clean appearance required**
    - Cleanliness
  - Hair
    - Hair longer than shoulder length must be tied back
    - No psychedelic color dyed hair
    - Kept clean
  - Piercings
    - No more than 2 stud earrings per ear
    - No eyebrow or nose ring
  - Body art
    - Tattoos must be covered
    - Body art on face and hands may be a cause for denial by certain clinical sites
  - Fingernails
    - No nail polish
    - No false nails
    - No nails past tip of finger
  - No perfume, cologne or scented deodorant

## Other

Students will be expected to follow all clinical site policies and procedures as stated during orientation at the clinical site. Some clinical experiences may be scheduled at Western. The instructor will notify you if fluid resistant uniform is required.

## Clinical - 1st Year

The fall semester clinical allows students to experience and practice basic laboratory skills such as phlebotomy, specimen processing, urinalysis and waived testing procedures. Students attend clinical usually at a clinic laboratory for 3 hours per week the last 8 weeks of the fall semester. This clinical experience is part of the Phlebotomy course and is graded as a pass/fail.

The spring semester clinical allows students to gain additional experience in basic laboratory skills including phlebotomy, specimen processing, urinalysis, waived testing procedures and basic hematology procedures. Students attend clinical usually at a clinic laboratory for 3 hours per week the last 8 weeks of the spring semester. This clinical experience is part of the Basic Hematology course and is graded as a pass/fail.

## Attendance and Grading – 1<sup>st</sup> Year Clinical

- If unable to attend clinical, students must call the clinic site 30 minutes before scheduled time. Failure to call the clinic site may result in dismissal from the program.
- Call the MLT instructor scheduled for student evaluation at your site. Failure to do so may result in point deduction of your final grade.
- Any absences must be made up, excused or unexcused.
- Students will be expected to follow all clinical site policies and procedures as stated during orientation at the clinical site.
- Students are entitled to a 15 minute break for every 3-3 ½ hour clinical day.
- First year students must receive a satisfactory evaluation from their clinical site in order to continue on in the MLT Program and to pass the semester.

## Clinical - 2nd Year

### Clinical Assignments

Due to the fact that the clinical sites are renewed on a yearly basis, specific clinical sites may change from year to year. It is Western Technical College's intent to provide clinical experience to all students. A typical Laboratory and Clinical Experience consists of 4 – 8 weeks at a rural hospital lab and 12 – 16 weeks at an urban hospital lab. In the event that the typical Clinical Experience cannot be met, alternative options would be explored to include flexible scheduling and the use of distant clinical sites.

Students are assigned clinical sites by the MLT faculty. Students are assigned to a rural hospital laboratory site and an urban hospital site. Students are expected to achieve required competencies from a combination of the two sites.

### Attendance

- If unable to attend clinical, students must notify the clinical site 30 minutes before scheduled experience. Students must also notify the MLT faculty. This is to prevent unnecessary driving to the clinical site by Western faculty.
- One day per clinical experiences may be missed as an excused absence (time does not need to be made up). Excused absences include illness (a doctor's note is required) or death in the immediate family. All other clinical absences will result in a zero for the day. The student will be required to schedule a make-up date at the discretion of the faculty and clinical site for unexcused absences. All competencies must be fulfilled.
- More than two unexcused absences (no notification of the clinical site) may result in failure of the course or a drop in the course grade
- Clinical sites do not follow the 55-minute class schedule. You are entitled to ½ hour lunch and one or two 15 minute breaks (dependent on clinical site)

## Grading – 2<sup>nd</sup> Year Clinical

- Second year students are evaluated at the end of each departmental rotation. The evaluation includes a professional and performance evaluation by clinical personnel, a self-evaluation, along with practical and/or clinical exams.
- Students must receive a minimum grade of “C” for each rotation, on each graded component (written and/or practical exam and proficiency evaluation).
- Practical exams may not be repeated.
- Final grades are given by Western faculty and follow Western Lecture & Laboratory grading policies.
- Students may repeat one “failed” clinical rotation (Clinical Experiences combined) only at the discretion of the entire MLT faculty and clinical personnel (examples include student/evaluator conflict or personal student issues).
- Students must obtain a “C” or better for both Laboratory Experience and Clinical Experiences in order to graduate from the MLT Program.

## **Students Performing Service Work**

Students do not perform service work. This is made very clear to the affiliation sites during the meeting at the beginning of each clinical year and in all affiliation agreements. In the event a clinical sites wishes to hire a student for a position, the school views this as a private agreement between the employer and the student. These hours must be scheduled outside of regular academic hours.

## **Clinical Hours**

Each clinical site determines the starting time that students are expected to arrive at their lab. The usual shift is 8 hours per day, although some sites prefer 10 hour shifts.

### **Optional shifts that are not required:**

A student may request an assignment outside the regularly scheduled clinical rotation (for example 3-11 p.m.). Working this shift enables students to experience the workload in the evenings when a reduced staff must run tests in more than one department. The objective of this experience is to:

- Handle the pressure of the p.m. shift
- Perform hematology tasks undertaken with speed and pressure
- Perform chemistry tasks undertaken with speed and precision
- Perform tasks without being directed under minimum supervision
- Display an appropriate attitude toward evening shift.

## **Other Important Information**

### **Certification Exam(s)**

Upon successful completion of the program, the student receives an Associate in Applied Science Degree. Graduates are qualified to take the Board of Certification examination from the American Society of Clinical Pathologists/National Certification Agency for Medical Laboratory personnel. The cost of each exam is about \$185.00. Graduation is not dependent upon passing the certification exam.

## Program Accreditation

The MLT Program at Western is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Rd, Suite 720, Rosemont, IL 60018-5119, phone 847-939-3597.

## Inclement Weather

During inclement weather or other emergency situation, an announcement will be made one way or the other indicating the campus(es) will be closed or, alternatively, will be open. The following radio and TV stations will be notified during an emergency situation:

Called by La Crosse Campus

KQEG Radio, La Crosse  
KQYB Radio, Spring Grove, MN  
KWNO Radio, Winona, MN  
WIZM Radio, La Crosse  
WKBH Radio, La Crosse  
WKBT Channel 8 TV, La Crosse  
WKTY Radio, La Crosse  
WLAX Channel 25 TV, La Crosse  
WLSU Radio, La Crosse  
WLXR Radio, La Crosse  
WXOW Channel 19 TV, La Crosse

Called by Extended Campuses

WCOW, Sparta  
WHTL, Whitehall  
WRJC, Mauston  
WTMB, Tomah  
WVRQ, Viroqua  
WWIS, Black River Falls

Please note that at times the La Crosse Campus may be open while an outside campus near where you live may be closed. In this case, please base your decision to come or not to come to class on the weather in your area. For example, if La Crosse Campus is open and the Tomah Campus is closed and you commute from Tomah, stay home. In this case class work may be made up on your return to school. (The reverse is true, also. If Western La Crosse campus is open, and you live across the street from the facility, we expect to see you in class even if Western in Tomah is closed.)

## Clinical Affiliates

Black River Memorial Hospital  
Franciscan Skemp Healthcare (St. Francis)  
Franciscan Skemp Healthcare (Sparta)  
Franciscan Skemp Healthcare (Lake Tomah)  
Franciscan Skemp Healthcare (Onalaska Clinic)  
Gundersen Clinic  
Gundersen Clinic  
Gundersen Clinic

Black River Falls, WI  
La Crosse, WI  
Sparta, WI  
Tomah, WI  
Onalaska, WI  
Onalaska, WI  
Prairie du Chien, WI  
Viroqua, WI

Gundersen Clinic  
Gundersen-Lutheran Medical Center  
Hess Memorial Hospital  
Krohn Clinic  
Lake City Medical Center  
Prairie du Chien Memorial Hospital  
Richland Hospital  
St. Joseph's Hospital  
Tri- County Memorial Hospital  
UW-La Crosse, Student Health Center  
Vernon Memorial Hospital  
Veterans Memorial Hospital  
St. Elizabeth Medical Center  
Winona Medical Center  
Revised 7/10

Whitehall, WI  
La Crosse, WI  
Mauston, WI  
Black River Falls, WI  
Lake City, MN  
Prairie du Chien, WI  
Richland Center, WI  
Hillsboro, WI  
Whitehall, WI  
La Crosse, WI  
Viroqua, WI  
Waukon, IA  
Wabasha, MN  
Winona, MN

WESTERN TECHNICAL COLLEGE  
Health and Public Safety Division  
Clinical Laboratory Technician Program

CLINICAL CONTRACT

I understand that I must abide by the rules and regulations stated in the MLT Student Success Guide, which I have read, and also the rules and regulations of the clinical site(s) I will visit. These rules include (but are not all-inclusive):

1. Uniforms neat and clean
2. Well-groomed appearance
3. Appropriate behavior (as stated in the Code of Ethics of the ASCLS)
4. Notification of clinical instructor and clinical site when ill or late at least thirty (30) minutes before scheduled assignment
5. An average grade of "C" and completion of all competencies needed to pass clinical (MLT Student Success Guide)
6. Absences not to exceed 1 day per semester (on clinical)
7. Students will abide by HIPPA guidelines concerning patient confidentiality.
8. Students will abide by all safety regulations of the clinical site and MLT Program

Failure to abide by any one of these regulations may result in the immediate dismissal from the MLT program.

Disregard for the safety of health care personnel, patients, or self will result in the immediate dismissal from the MLT program.

I understand that my signature indicates that I have read the MLT Student Success Guide, and agree to the above rules as outlined by the MLT Program

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Student Signature

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Date

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Faculty Signature

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Date

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