

**Western**  
Technical College

**MLT Program**  
**Handbook**

Medical Laboratory Technician  
Program  
2021 - 2022

Karen (Kari) Christenson, Program Chair  
LeeAnne Schwan, Clinical Coordinator



# Table of Contents

<b>MLT PROGRAM HANDBOOK.....</b>	<b>3</b>
PURPOSE.....	3
MLT FACULTY.....	3
PROGRAM ACCREDITATION.....	3
MLT PROGRAM MISSION STATEMENT.....	3
PROGRAM GOALS.....	3
SUCCESSABILITIES.....	4
<i>Living Responsibly</i> .....	4
<i>Refining Professionalism</i> .....	4
<i>Cultivating Passion</i> .....	4
MLT PROGRAM OUTCOMES.....	5
PERFORMANCE ASSESSMENT TASKS/TECHNICAL SKILLS ASSESSMENT (TSA).....	5
PROGRESSION IN THE MLT PROGRAM.....	7
STUDENT ADVISING.....	7
<b>PROGRAM REQUIREMENTS.....</b>	<b>7</b>
HEALTH AND SAFETY TRAINING.....	7
CPR.....	7
ESSENTIAL PROGRAM FUNCTIONS/PROGRAM SPECIFICATIONS.....	8
IMMUNIZATIONS.....	8
BACKGROUND CHECK.....	8
GRADUATION REQUIREMENTS.....	8
FIELD TRIPS.....	8
PROFESSIONAL ORGANIZATIONS.....	8
<b>POLICIES.....</b>	<b>9</b>
STUDENT CODE OF CONDUCT.....	9
ACADEMIC INTEGRITY POLICY.....	9
<i>Academic Integrity Procedure:</i> .....	10
AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE – PROFESSIONAL CODE OF ETHICS.....	11
PROFESSIONAL BEHAVIOR POLICY.....	11
<i>Professional Behaviors Identified</i> .....	12
COMMUNICATION.....	13
HEALTH AND PUBLIC SAFETY DIVISION (HPSD) BACKGROUND CHECK POLICY AND PROCEDURE.....	13
HPSD BODY ART OR PIERCING POLICY.....	14
HPSD CONFIDENTIALITY POLICY.....	14
HPSD COURSE REPEAT POLICY.....	15
HPSD DRUG SCREENING POLICY.....	16
HPSD LATEX EXPOSURE POLICY.....	16
HPSD TB POLICY.....	16
HPSD INFLUENZA VACCINE OR IMMUNIZATION REFUSAL POLICY.....	17
HPSD NEEDLESTICK POLICY.....	17
HPSD PREGNANCY STATEMENT.....	18
HPSD PROGRAM DISMISSAL POLICY.....	18
HPSD PROGRAM RE-ENTRY APPEAL PROCESS.....	18
HPSD SOCIAL MEDIA POLICY.....	19
HPSD STUDENT EMPLOYMENT AT CLINICAL* SITE POLICY.....	20
COVID-19 POLICIES.....	20
<b>LECTURE.....</b>	<b>20</b>
<b>LABORATORY.....</b>	<b>21</b>
LABORATORY DRESS CODE/INFORMATION.....	21
STUDENT LOCKERS.....	21
<b>GRADING POLICIES.....</b>	<b>22</b>

EXAMS.....	22
ASSIGNMENTS.....	22
PORTFOLIO.....	23
EXTRA HELP.....	23
<b>CLINICAL.....</b>	<b>24</b>
REQUIREMENTS TO BE ELIGIBLE TO GO OUT ON CLINICAL:.....	24
UNIFORM/APPEARANCE – CLINICAL.....	25
SAFETY.....	25
CONFIDENTIALITY.....	25
ADDITIONAL FEES.....	26
OTHER.....	26
CLINICAL – 1ST YEAR*.....	27
<i>Clinical Schedule – 1<sup>st</sup> Year Clinical</i> .....	27
<i>Attendance – 1<sup>st</sup> Year Clinical</i> .....	27
<i>Grading – 1<sup>st</sup> Year Clinical</i> .....	27
CLINICAL - 2ND YEAR.....	28
<i>Clinical Assignments</i> .....	28
<i>Attendance</i> .....	28
<i>Clinical Schedule</i> .....	28
<i>Grading – 2<sup>nd</sup> Year Clinical</i> .....	28
CLINICAL HOURS.....	28
<i>Optional Shifts</i> .....	28
STUDENTS PERFORMING SERVICE WORK.....	29
STATUS OF THE STUDENTS.....	29
LIST OF CLINICAL AFFILIATE SITES.....	30
<b>OTHER IMPORTANT INFORMATION.....</b>	<b>31</b>
CERTIFICATION EXAM(S).....	31
SPECIAL NOTES FOR ACCOMMODATIONS.....	31
WITHDRAWAL.....	31
ACCIDENTS OR INJURIES.....	31
INCLEMENT WEATHER.....	31

## **MLT Program Handbook**

### **Purpose**

Welcome to the Medical Laboratory Technician (MLT) Program Handbook. The faculty hopes you find this information practical and helpful for locating policies and procedures important in the program. Please refer to this packet often and feel free to make suggestions for improvement. Do not be afraid to contact a faculty member to set up a time to meet and answer any questions.

### **MLT Faculty**

Karen (Kari) Christenson, MS, MT(ASCP) Program Chair  
Office 4092, 608-789-4740, [christensonk@westerntc.edu](mailto:christensonk@westerntc.edu)  
LeeAnne Schwan, MS, MT (ASCP)<sup>CM</sup> Clinical Coordinator  
Office 4090, 608-789-6284, [schwanl@westerntc.edu](mailto:schwanl@westerntc.edu)  
Nancy Feit Clinical Instructor  
Arlene Lueck Teacher Assistant

### **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, <http://www.naacls.org>

### **MLT Program Mission Statement**

It is the mission of the Medical Laboratory Technician Program at Western Technical College to respond to the needs of the community by providing students with the technical skills and knowledge needed to perform routine clinical laboratory testing and to graduate competent and ethical medical laboratory professionals.

### **Program Goals**

The goals of the Medical Laboratory Technician Program at Western Technical College are to:

- Provide students with the necessary academic instruction and professional training in the field of laboratory medicine to meet employment needs of the community.
- Produce a skilled laboratory worker who has a working knowledge of the principles pertinent to laboratory testing and is able to competently perform patient laboratory testing.
- Prepare students to become accurate and reliable members of the health care team.
- Develop in students the professional standards required of Medical Laboratory Technicians.

- Maintain accreditation of the MLT program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Rd, Suite 720, Rosemont, IL. 60018, Phone number: 773-714-8880.
- Produce graduates eligible to take and pass the Board of Certification Exam.

## SuccessAbilities

Western believes in every student's potential to positively influence our community. Through extensive research, wide stakeholder involvement, and the stated expectations of the community, the College has refined its focus on student growth and success. To accomplish this, Western has incorporated aspects of soft-skills, employability skills, and college and career readiness skills in the creation of our SuccessAbilities. These SuccessAbilities are integrated throughout the curriculum with student assessment occurring as appropriate to the technical program.

**Western prepares students for success in a free-enterprise society through human experiences that integrate:**

### Living Responsibly

Challenges you to adapt to change, respect yourself and others, value the environment, accept ownership of your actions, and grow your community.

*Students will find success as they learn to:*

- **Develop Resilience:** anticipate, prepare for, respond to and recover from disruptive change.
- **Embrace Sustainability:** the act of building, through our daily practices and educational programming, a thriving, resilient, and just community now and in the future.
- **Foster Accountability:** a personal choice to rise above one's circumstances and demonstrate the ownership necessary for achieving desired results.

### Refining Professionalism

Challenges you to think and communicate as a professional, value collaboration and diversity, and behave ethically.

*Students will find success as they learn to:*

- **Improve Critical Thinking:** connect ideas and evaluate information logically.
- **Practice Effective Communication:** actively listen to others and share complex ideas through appropriate interactions.
- **Participate Collaboratively:** contribute as a team member while acknowledging and respecting the diversity of other perspectives.
- **Act Ethically:** behave in a way that reinforces the principles of honesty, equity, empathy and trust.

### Cultivating Passion

Challenges you to find your purpose and be curious, practice self-reflection, and genuinely connect with others.

*Students will find success as they learn to:*

- **Expand a Growth Mindset:** accept imperfections and seek opportunities for perpetual self-improvement.

- **Increase Self-Awareness:** understand personal strengths, weaknesses, traits, and behaviors to better understand yourself and other people.
- **Enhance Personal Connections:** relate to others through kindness and concern.

## MLT Program Outcomes

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

## Performance Assessment Tasks/Technical Skills Assessment (TSA)

Western Technical College

10-513-1 Medical Laboratory Technician (MLTC)

### 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.	<b>Practice laboratory safety and regulatory compliance.</b>	
2.	Graduates will practice standard precautions.	Met Not Met
3.	Graduates will locate emergency equipment.	Met Not Met
4.	Graduates will demonstrate appropriate handling and disposal of biohazardous waste.	Met Not Met
5.	Graduates will follow HIPAA regulations.	Met Not Met
6.	<b>Collect and process biological specimens.</b>	
7.	Graduates will identify patient and specimens accurately.	Met Not Met
8.	Graduates will process lab specimens per CLSI standards.	Met Not Met
9.	Graduates will perform blood and other specimen collection procedures per CLSI standards.	Met Not Met
10.	<b>Monitor and evaluate quality control in the laboratory.</b>	
11.	Graduates will take appropriate action.	Met Not Met
12.	Graduates will assess acceptability of QC results.	Met Not Met
13.	Graduates will use appropriate quality control protocol.	Met Not Met
14.	<b>Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria.</b>	
15.	Graduates will perform procedures following laboratory guidelines.	Met Not Met
16.	Graduates will recognize normal, abnormal and critical values.	Met Not Met
17.	Graduates will operate laboratory instruments efficiently.	Met Not Met
18.	Graduates will perform routine maintenance on laboratory instruments.	Met Not Met
19.	Graduates will assist with troubleshooting.	Met Not Met
20.	Graduates will determine reportability of results.	Met Not Met
21.	<b>Correlate laboratory results to diagnosis of clinical conditions and/or diseases.</b>	
22.	Graduates will recognize and correlate lab test results to hematology/coagulation findings.	Met Not Met
23.	Graduates will recognize and correlate lab test results to chemistry findings.	Met Not Met
24.	Graduates will recognize and correlate lab test results to blood bank findings.	Met Not Met
25.	Graduates will recognize and correlate lab test results to microbiology findings.	Met Not Met
26.	Graduates will recognize and correlate lab test results to immunology findings.	Met Not Met
27.	Graduates will recognize and correlate lab test results to urinalysis findings.	Met Not Met
28.	Graduates will correlate test results from multiple lab areas to diagnose patient clinical condition/disease.	Met Not Met
29.	<b>Perform information processing in the clinical laboratory.</b>	
30.	Graduates will perform accurate data entry.	Met Not Met
31.	Graduates will review automated data for accuracy and consistency.	Met Not Met
32.	Graduates will utilize Laboratory Information System (LIS).	Met Not Met
33.	<b>Model professional behaviors, ethics, and appearance.</b>	
34.	Graduates will arrive on time.	Met Not Met
35.	Graduates will adhere to the clinical dress code.	Met Not Met
36.	Graduates will demonstrate positive attitude.	Met Not Met
37.	Graduates will communicate with colleagues and patients in a professional manner.	Met Not Met
38.	Graduates will display respectful behavior.	Met Not Met
39.	Graduates will apply ethical behaviors.	Met Not Met



## **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 the Student Planner/College Handbook for specific requirements for repeating courses and re-entering programs.

## **Student Advising**

Prior to starting classes in the MLT Program, students go through the MLT New Program Orientation (NPO). In the MLT NPO, students receive information on the program curriculum, registration, clinical requirements (immunizations and CPR), student support service contacts and the college calendar.

Western Technical College utilizes an early alert system for students when they need additional supports. Faculty complete an early alert form where they select the category of concern for the student. The categories include mental health, financial, academic, and general concerns. The student is then routed to the appropriate support services area depending on the concern. Mental health concerns are routed to Counseling, financial concerns are routed to the Financial Aid Department, academic concerns are routed to Learner Support and Transition and general concerns are referred to the College Advisors.

Once students are enrolled in a program and have started their classes, they are assigned a faculty member who will serve as their faculty coach. The coach will advise and guide students through the MLT program while maintaining confidentiality and impartiality. The coach will help the student with their goals, share helpful resources, problem solve, schedule the right classes, and generally help students be successful.

## **Program Requirements**

### **Health and Safety Training**

All students must complete the required Health and Safety training before attending clinical. Students who do not meet the training requirement will not be permitted at the clinical site.

### **CPR**

Students are required to be certified in CPR prior to clinical rotations. Only the following CPR certifications will be accepted:

- American Heart Association Basic Life Support (BLS) Healthcare Provider **OR**
- American Red Cross CPR/AED for the Professional Rescuer

The CPR card must be uploaded into Viewpoint Screening (formerly Castlebranch). CPR certification must be maintained throughout the program.

## **Essential Program Functions/Program Specifications**

MLT essential functions were made available as required reading to each student prior to admittance to the MLT Program.

### **Immunizations**

Students must upload their complete immunization records to Viewpoint Screening (formerly Castlebranch) prior to clinical rotations. Students must be in the process of the Hepatitis B immunization series (or have signed a declination form) in order to begin clinical. TB testing is required each year. It is the responsibility of the student to ensure that their TB is current.

### **Background Check**

A **criminal background check** is required for all individuals who work with vulnerable adults and/or children, which includes most people who work in hospitals. Viewpoint Screening (formerly Castlebranch) handles the process for Western. The cost is \$20 and is required every 4 years if you are currently in a HPS program.

See HPSD Background Check Policy and Procedures (under Policies) for more details.

### **Graduation Requirements**

Graduation from Western's MLT Program requires a 2.0 cumulative grade point average and a minimum of 2.0 in the MLT 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. Completion of all required courses results in an Associate in Applied Science Degree.

### **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. The Medical Laboratory Technician Club is a professional organization for MLT students at Western. This organization is dedicated to service, education and skills.

# **Policies**

## **Student Code of Conduct**

Western Technical College is committed to fostering a learning environment that values student success, accountability, diversity, learning, teamwork, integrity and respect; and encourages positive behaviors in support of academic and personal development of all students. As such, students are expected to conduct themselves in a manner that supports civil, criminal and federal laws and College policies and procedures; does not interfere with the educational process of the College in any manner; or endanger the safety or well-being of other students, staff or faculty.

The Student Code of Conduct and procedures apply to the conduct of individual students as well as all Western recognized student organizations or clubs. For the purpose of this policy, a student is defined as any person who attends and/or is enrolled in any credit or non-credit classes or program at the College.

The Student Code of Conduct applies to behaviors that take place on any Western campus or controlled property, at Western sponsored events, and may apply off-campus when a student's conduct may present a danger or threat to the health or safety of any person, or is detrimental to the educational mission, programs and/or interest of the College. The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium where the behavior is not protected by freedom of expression.

## **Academic Integrity Policy**

Western Technical College is committed to upholding academic integrity in all modes of learning. Faculty, students and staff are all responsible for ensuring the integrity, fairness, and honesty of the intellectual environment. Academic integrity violations include, but are not limited to, cheating, plagiarism, falsification and other forms of dishonest or unethical behavior, and are considered a violation of the Student Code of Conduct.

**Academic Dishonesty Definitions:** Violations of academic integrity include, but is not limited to, the following behaviors:

- Cheating – using or attempting to use materials, information or communications without permission of the instructor. Examples include, but are not limited to:
  - Copying or allowing another person to copy a test paper, assignment, report or any other graded material
  - Using external aids of any kind (e.g. notes, books, electronic devices, and information from others) or a test, quiz or other graded assessment without permission of instructor.
  - Taking a test for someone else or having someone else complete a test or graded assessment in one's place
  - Using, buying, selling, stealing, soliciting or copying any contents of an examination, quiz or other graded assessment without authorization of instructor
- Plagiarism – intentionally or unintentionally representing another person's work as one's own. Examples include, but are not limited to:
  - Quoting, paraphrasing or summarizing another's work or ideas without properly acknowledging or citing the source of the work
  - Submitting another person's work as one's own, including purchasing another's work to submit as one's own

- Unauthorized Collaboration – sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor
- Fabrication – using invented, altered, forged or falsified information in academic work or documentation whether in hard copy or electronic format
- Multiple submission – the submission of the same work or substantially the same work to more than one class, and/or submission of prior academic work submitted for credit at a different institution
- Academic Misconduct – other forms of dishonesty or inappropriate conduct. Examples included, but are not limited to:
  - Requesting an academic benefit such as requesting an extension, excused absence, or other benefit based on false information or deception
  - Knowingly and willingly damaging the efforts or work of other students
  - Accessing student or faculty records or files without authorization
  - Misrepresenting oneself as a student or faculty member to obtain protected information or other academic or personal benefit

### **Academic Integrity Procedure:**

To ensure a fair and timely resolution to any academic integrity allegations, the following process shall be implemented:

1. Course level process - Faculty notifies the student of the suspicion of academic dishonesty and offers to discuss the matter in person, by phone or via email
  - a. If student accepts responsibility – faculty determines appropriate outcome (see below), notifies student of outcome, and documents via Academic Integrity Report ([https://cm.maxient.com/reportingform.php?WesternTC&layout\\_id=11](https://cm.maxient.com/reportingform.php?WesternTC&layout_id=11))
  - b. If student denies allegation – faculty reviews all information to determine if a violation of academic integrity occurred, determines appropriate outcome (if applicable), notifies student of outcome and right to appeal decision to academic dean (along with appropriate contact information), and documents via Academic Integrity Report ([https://cm.maxient.com/reportingform.php?WesternTC&layout\\_id=11](https://cm.maxient.com/reportingform.php?WesternTC&layout_id=11))

Upon notification to the student of an allegation of academic dishonesty, the student is prohibited from withdrawing from the course while the allegation is being considered. Students found to be in violation are prohibited from withdrawing from the course at any time. Attempting to withdraw will result in a violation of the Student Code of Conduct and be referred to the Dean of Students office for resolution.

Outcomes will be at the discretion of the instructor and may include, but is not limited to, one or more of the following:

- Verbal or written warning to the student
- Student Success Plan
- Deduction of points or assigning a failing grade or score for the work or assessment in question
- Assigning a failing grade for the course (with prior consultation of academic dean)

Students found to be in violation of the academic integrity policy have the right to appeal the process. The appeal is limited to failure to notify student of allegation, failing to provide student opportunity to discuss allegation, failing to follow the published academic integrity process, or other specific error or omission that may have influenced the outcome. The appeal for a course level academic integrity allegation must be made in writing to the academic dean or designee within five (5) calendar days of student receiving notification of outcome of violation. The dean or designee will make a final decision after full review and consideration of the process

and related information. The student and instructor will be notified in writing of the decision. The decision of the dean or designee is final.

OR

2. College level process - Repeat academic integrity violations and/or allegations that include possible violation of other Student Code of Conduct standards will be referred to the Dean of Students to be addressed through the Student Code of Conduct procedure. At the college level process, outcomes for allegations referred to the Dean of Students may include, but is not limited to, one or more of the following:
  - Verbal or written warning
  - Non-academic probation
  - Community service assignment
  - Suspension or dismissal from program (with consultation of academic dean)The appeal for an academic integrity allegations addressed by the Dean of Students must be made in writing to the Office of the Vice President for Student Services and Engagement within ten (10) calendar days of student receiving notification of outcome of violation. A vice president will make a final decision after full review and consideration of the process and related information. The student and instructor will be notified in writing of the decision. The decision of the vice president is final.

## **American Society for Clinical Laboratory Science – Professional Code of Ethics**

Students are expected to adhere to the ASCLS Code of Ethics. Students acknowledge their professional responsibility to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession
- Preserve the dignity and privacy of others
- Uphold and maintain the dignity and respect of our profession
- Seek to establish cooperative and respectful working relationships with other health professionals
- Contribute to the general well-being of the community

## **Professional Behavior Policy**

Appropriate professional behaviors are expected of all students during lecture, laboratory and clinical sessions. Experience shows that behaviors demonstrated in the classroom do carry over into clinical practice. Respect, demonstrated by how one interacts with others, is hard won but easily lost. Consider the prospective employer who seeks our assessment of your employability. Saying, "this individual was always late for class, but that probably wouldn't be the case in your lab" will not win any favor for the job applicant. Professional behaviors are an integral part of a resume just as are grades and performance of skills. These are stated as expectations of you that apply equally in the classroom and at the clinical site. Each is clarified with a list of supporting behaviors. The list is not intended to be all-inclusive and additions are at the discretion of the instructor.

## Professional Behaviors Identified

- Cell phones must be put away during lecture. Please notify your instructor prior to the class if you are expecting an urgent call. Cell phones are not allowed in the student laboratory or in the clinical setting. Keep them in your locker. Separate calculators must be purchased.
- Students are cautioned on the use of social media (Facebook, Instagram). DO NOT reference anything from your clinical site. This could result in dismissal from the program or College. See HPSD Social Media Policy for additional details.
- Work effectively and respectfully with peers and instructors.
  - Maintains professional demeanor and appearance
  - Schedules appointments as necessary for individual discussion
  - Respects personal differences, is non-judgmental of others
  - Communicates in a respectful manner
  - Avoids interrupting or disrupting others
  - Accepts limits to own knowledge on subject matter
  - Assumes responsibility for own actions
  - Establishes trust with peers and instructors
  - Respects roles of peers and instructors
  - Respects instructor's time limitations
  - Recognizes impact of non-verbal communication and modifies accordingly
  - Seeks knowledge and input from others
  - Refuses to spread gossip
  - Takes complaint or feedback directly to person involved
  - Consults with instructor when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct
- Always display a mature attitude in communicating with peers, instructors, and clinical staff.
  - Uses correct grammar, spelling, and expression on all assignments
  - Avoids use of offensive statements
  - Listens actively
  - Maintains eye contact in one-on-one conversation
  - Recognizes impact of non-verbal communication
  - Assures self-understanding of communication received by restating, reflecting, and clarifying messages
  - Asks appropriate questions
  - Maintains calm tone in conversation
  - Responds when spoken to
  - Initiates communication at appropriate time and place
  - Avoids interrupting others
  - Allows others to have their say
- Assume responsibility for effecting a change when receiving constructive feedback.
  - Actively seeks feedback and help
  - Demonstrates a positive attitude toward feedback
  - Critiques own performance
  - Develops plan of action in response to feedback
  - Maintains communication with individual offering critique
- Examine possible solutions to problems.
  - Recognizes problem
  - States problem clearly
  - Identifies resources needed to develop solutions
  - Begins to examine solutions to problems

- Assesses consequences of possible solutions
- Seeks help after developing possible solutions to problem
- Demonstrate dependability and punctuality.
  - Accepts responsibility for actions and outcomes
  - Offers and accepts help
  - Attends all classes, labs, and clinical
  - Arrives for class, lab, and clinical on time and ready to work
  - Leaves class, lab, or clinical at stated time or when dismissed, not before
  - Does not abandon lab or project partner without completing task
  - Shares fully with lab or project partner in accomplishing assigned task
  - Completes assignments on time
  - Contacts instructor and / or clinical site by phone or in person prior to an absence

## Communication

1. The primary means of communication with you will be e-mail and Blackboard. Any messages sent to you via e-mail are considered formal contact and you are responsible for this information. Please check e-mail and Blackboard frequently.
2. All faculty have voicemail that we check often. You may use this as a means of communicating with us, but please leave your name and contact number.

## Health and Public Safety Division (HPSD) Background Check Policy and Procedure

### **POLICY:**

Students applying to Health and Public Safety Division programs are required to complete a Background Check process. Students with an arrest (with charge pending) and/or a conviction as noted in the Background Check record may be barred from engaging in the required clinical placements. Failure to disclose an arrest (with charge pending) and/or a conviction that subsequently appears on the Department of Justice record may also bar the student from clinical placements. It is the clinical sites' prerogative to accept or deny clinical rotations to students with an arrest (with charge pending) and/or a conviction.

It is the policy of the Health and Public Safety Division to notify a student with an arrest (with charge pending) and/or a conviction that s/he may not be able to complete the required clinical experiences to earn a degree. The student shall be required to read and sign the *Disclosure of Possible Bar from Clinical Experiences* waiver.

If the student chooses to begin/continue his/her education, the student with a conviction is not guaranteed a clinical site or ability to find employment. Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements.

**Arrests or Charges after Background Check Completed.** If a student is arrested or has new charges following the completion of the Background Check, the student must report them to the Associate Dean of the program within five (5) working days. Failure to do so may result in dismissal from the program.

### PROCEDURE:

1. If a student has a positive Background Check, the authorized school representative

- will contact two clinical sites used by the program (or potential clinical sites if rotations occur later in the program).
2. The Associate Dean (for the program the student has applied for admission) or designee will meet with the student to discuss the results of the clinical site(s) decision. The student will be advised as to his/her options.
  3. It will be the student's decision whether or not he/she will begin/continue in the program.
  4. If the student chooses to continue, or if the program cannot contact at least two clinical sites at the time of program admission, the student and Associate Dean will sign the [Disclosure of Possible Bar from Clinical Experiences Waiver](#).
  5. For each clinical rotation, the program will contact up to two clinical sites that meet the program competencies. If the site(s) deny the student for clinical education based upon the results of the background check, the student cannot continue with the clinical education portion of the program or subsequent courses in which clinical education is a prerequisite.

\*For clarification purposes, the term "clinical" can be used interchangeably with the terms "internship", "practicum" or "fieldwork".

## **HPSD Body Art or Piercing Policy**

In the Health & Public Safety Division, a student may display no body art or piercing that might be considered offensive. Most employment settings have policies that are generally broad; however, they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting. The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty. Education programs (Early Childhood Ed, Foundation of Teacher Education), or Human Services Associate programs may allow additional wearing of jewelry as outlined within the program's practicum or fieldwork handbook or guidelines.

If a Western student has significant visible body art and/or piercings, we are unable to guarantee that the student will be able to be placed for the multiple clinical/practicum/fieldwork experiences that most programs require. You may be asked to cover the body art with clothing or dressings or remove the piercings in order to complete your rotation. If your program has a more restrictive policy on body art or piercings, it will be enforced. It is your decision whether or not to enter the program based on the uncertainty of being accepted at those sites.

## **HPSD Confidentiality Policy**

The clinical/practicum/internship or fieldwork experience requires students to read and use health or educational records of clients, patients or children. All Western Technical College students should hold information concerning the identity, diagnosis, prognosis, condition, family situations, care or treatment of their clients, patients or children in confidence. Information systems may not be used to access confidential information that is not essential for completion of professional/student activities.

This obligation of professional confidentiality must be carefully fulfilled not only regarding the information in the person's charts and records, but also with regard to your activities and



behavior outside of your Western course. Do not discuss such information with others unless it is required directly for the treatment or care of the client, patient or child. Discuss the above information within the following parameters:

1. Only in appropriate places (i.e., out of earshot of other clients or staff not caring for the client). Places that are inappropriate are public areas such as the cafeteria, parking ramp, elevators, stairwells, break room, community and your home.
2. Only discuss names, diagnosis, etc., with people directly caring for the client, patient, or child. Examples of inappropriate people would include client family members, facility staff not directly caring for the client, neighbors, your family members, friends, classmates and news reporters.
3. Information transmission must be kept within the facility. Client information may not be copied by you or staff and taken out of any facility. Information should not be transmitted to or from, or stored within, any form of personal technology (e.g., personal computers, laptops, cell phones, cameras, tablets, iPods, Smartwatch, etc.). Use of any social media (e.g., Facebook, YouTube, Twitter, Snapchat, Instagram, etc.) which mentions, depicts or photographs clients or clinical sites by name or care/treatment given to any persons will not be tolerated.

Any intentional or accidental violation of these confidentiality provisions, by you or others, must be reported to the faculty member instructing the class or to Health and Public Safety Division administration, Kumm 211, La Crosse campus. Any violation of this confidentiality policy may result in clinical/practicum or fieldwork disciplinary probation, dismissal from the course and/or program or college discipline related to a Student Code of Conduct violation. It may also bring about legal consequences for the student by parties involved.

## **HPSD Course Repeat Policy**

### **Program Course Repeat Policy:**

Each course drop, withdrawal or failure will count as a course enrollment. A student seeking to enroll in a program course for a second time must initiate a student success plan with program faculty prior to enrollment. Enrollment in a course for a second time is on a space-available basis. Students will not be allowed to enroll in a course more than twice without appealing to the Dean of Health and Public Safety for course re-entry (See Program Re-entry Appeal Process).

### General Procedure:

1. The student is required to complete a student re-entry success plan with the course instructor and/or program chair.
2. The faculty member provides the associate dean a copy of the student success plan.
3. If the student is enrolled in a program course for the second time, but has not developed a success plan, the associate dean will direct admissions to drop student from the course.
4. A program may require a student to demonstrate competency skills with a passing grade of a "C" or better prior to re-enrollment in a course.

## **HPSD Drug Screening Policy**

Western Technical College does not currently require its students to undergo drug screening as a condition for participating in clinical\* experiences. Students may, however, be assigned to a clinical site that requires drug screening as part of its contractual agreement with Western. This may include all students participating in clinical at the site or it may be a program- or area-specific requirement. If a student does not comply in a timely manner with a clinical site's request for drug screening or if their screening is positive, they may be denied placement by that facility. Being denied a clinical rotation will result in the inability to complete the program or failure of the course.

\*For the purpose of this policy, the term "clinical" is interchangeable with the terms fieldwork, internship, and practicum.

## **HPSD Latex Exposure Policy**

Western Technical College cannot provide a latex-free environment within classrooms, labs, or clinical settings. Since students may be exposed to various amounts of latex products, students who have a latex sensitivity or latex allergy will be required to provide the instructor with a doctor's written statement stating they are safe to continue in the program with varying exposure to latex products. As a result, a latex sensitivity or latex allergy may prevent a student from continuing in a Health and Public Safety Division program.

## **HPSD TB Policy**

### **Policy:**

The student must provide negative tuberculosis results as a requirement to attend the clinical or fieldwork portions of the Health and Public Safety Division courses. Students will need to show proof of annual testing for TB or will need to obtain a baseline test using two-step testing with the Mantoux Tuberculin Skin Test (TST).

### **Procedure:**

Prior to beginning the clinical/practicum/ fieldwork/ internship portion of a program, students must provide proof of TB testing. Proof can be provided through two mechanisms:

- Annual documentation of TB testing.
  - Baseline testing using the two-step testing with the Mantoux Tuberculin Skin Test (TST).
1. If the two-step TB skin test is negative, a one-step skin test is required on an annual basis. If 12 months elapsed since the previous skin test, a two-step will be required.
  2. If the two-step TB skin test is positive, the student must see his/her healthcare provider for follow-up and provide documentation annually of such follow-up. Usually the initial chest x-ray is required to rule out active TB.
  3. Students should seek medical attention if they experience signs and symptoms suggestive of active TB.

## **HPSD Influenza Vaccine or Immunization Refusal Policy**

The Health and Public Safety Division has clinical agreements with outside agencies which require students to demonstrate evidence of immunity or vaccination to specific diseases (e.g., Influenza, varicella, tuberculosis, etc.). If a student does not comply with this requirement, they may be denied clinical placements. It is the prerogative of a clinical site to deny students who are unable to demonstrate their immunity or vaccination status. Being denied a clinical rotation will result in the inability to complete the program or failure of the course.

Some sites may allow a student to participate in a clinical experience without an influenza vaccination. At these sites, the student may be required to wear a mask at all times when at the agency. Should an Influenza outbreak occur, students without verification of Influenza vaccination may be immediately denied access by the placement site, which will result in the inability to complete the program or failure of the course.

### **Procedure:**

1. Students will demonstrate their immunity and vaccination status by uploading verification documents to their online medical document manager.
2. If a student cannot submit evidence of immunity or vaccination (due to medical circumstances), the clinical coordinator or the authorized school representative will contact sites used by the program (up to two per rotation) inquiring as to the student's eligibility for clinical placement. *Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements.*
3. If after two sites are contacted and are not able to accept the student for placement, the student will be unable to complete the clinical portion of the class/program and will fail the course or not be able to complete the program. The student cannot enroll in subsequent courses in which clinical education is a pre/co-requisite.

\*For clarification purposes, the term "clinical" can be used interchangeably with the terms "internship", "practicum" or "fieldwork".

## **HPSD Needlestick Policy**

### **ISSUE**

Student accident insurance covers testing performed on students who are stuck with a needle in a clinical setting. This testing can cost hundreds of dollars. The insurance does not cover testing of the patient who was stuck with the needle. Some organizations cover the cost to test the patient, but some will not. If the patient is not tested, the student must be treated as if they are infected-this treatment is expensive and costs the insurance company more than if the patient had been tested and determined to not be infected with HIV, hepatitis or other diseases.

### **QUESTIONS**

Do the other Technical Colleges pay to have the patient tested if the organization will not pay? The consensus of the Risk Managers in attendance at the April 2012 DMI Risk

Managers meeting was that if the organization refuses to pay, the College will pay for the testing on the patient.

Would the insurance company be willing to pay for the patient testing? No.

## **RESOLUTION**

In the event of a needlestick involving a Western student, Western will work with the clinical site. If the site is unwilling to pay for the testing, Western will cover the cost.

## **HPSD Pregnancy Statement**

It is strongly recommended that students voluntarily inform their instructor if they are pregnant. Our primary concern is the safety of you and your baby. Depending on the program, there may be potential risks you should be aware of, and which you may want to discuss with your healthcare provider in order to determine if you should continue in your program at this time.

After discussion with your instructor, some adjustments (if any) might be made in class activities to promote your comfort and safety. The choice of continuing is yours; however, we want to ensure that your choice is fully informed, and that you know we are here to support you during your pregnancy.

## **HPSD Program Dismissal Policy**

### **General Policy**

Students may be dismissed from a program for:

- Violation for the Western Student Code of Conduct.
- Actions that significantly endanger patient safety (including, but not limited to, alcohol/drug use or sexual misconduct) will result in immediate dismissal from the course, clinical/internship site and/or program.
- Breaching patient confidentiality.
- Jeopardizing clinical/fieldwork or internship relationships
- Violation of program or facility-specific policies.
- Receiving a total of three or more non-passing grades (“D”, “F”, or “W”) in program core and/or science courses.

Students may appeal their dismissal to the Dean of Health and Public Safety for program re-entry. Please refer to the Program Re-Entry Appeal Process listed in the Western Student Planner and Handbook. The planner can be purchased at Western’s Campus Shop or found on Western’s website at [www.westerntc.edu](http://www.westerntc.edu).

## **HPSD Program Re-entry Appeal Process**

Students failing or dismissed from a Health and Public Safety Division program may appeal to the Dean of Health and Public Safety for re-entry. Students will follow the re-entry process and recognize that the Dean reserves the right to deny the student program re-entry.

### **Process:**

Students requesting program re-entry are required to initiate the following process:

1. Write a letter of intent requesting re-entry into the program that includes:
  - The student's professional goals.
  - An examination of the student's choices and behaviors that prevented successful completion of courses/program.
  - The student's plan for change and improvement for program success.
  - Contact information, including name, program, student ID number, address, phone and email.
2. Mail letter of intent to: Dean of Health and Public Safety, Room K211, Western Technical College, 400 North Seventh Street, PO Box C-0908, La Crosse, WI, 54602-0908.
3. The Division will contact student to schedule an appeal meeting with the Dean of Health and Public Safety.
4. The student will be notified of the Dean's decision by letter (email or USPS).

Program re-entry is always on a space-available basis. In situations where re-entry is granted, the Dean will often refer the student to meet with program faculty to develop a program success plan. The success plan may include, but is not limited to, the following:

1. Additional courses for remediation
2. Competency demonstration
3. Required meetings with Western faculty or staff

## **HPSD Social Media Policy**

Social media creates opportunities for students to communicate in a public forum. Just as there are guidelines for respectful face-to-face communication, there are also standards of conduct for the use of internet tools such as Facebook, Instagram, Snapchat, Twitter, and YouTube. All engagement in social media is bound by Western Technical College's [Computer Use Policy](#), [Student Code of Conduct](#) and other generally established policies governing student behavior (e.g., program handbooks, course syllabi, clinical training site guidelines, employer policies, etc.), as well as the Terms of Use of the specific social media site being used. Disregard of these standards will be considered a violation of the [Student Code of Conduct](#).

Because the technology that drives web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in its management and implementation or for any other reason that supports the College's priorities.

### **Guidelines for Individual Use of Social Media**

These include, but are not limited to, the following:

- Students must adhere to the principles of patient/client privacy and confidentiality in safeguarding identifiable patient/client information as it relates to social media.
- Students should represent their own views and be professional and accurate in their communications.
- Students should not misrepresent when they are speaking for themselves or Western, other organizations, educational institutions, clinical sites, or employers.

## HPSD Student Employment at Clinical\* Site Policy

Any agreement a student may enter into with a clinical affiliate for employment purposes is not a requirement of the program and is a separate agreement between the clinical\* site and the student in an employer/ employee relationship. Any student employed while he/she is still enrolled in a program in the Health and Public Safety Division may not receive payment for his/her clinical\* time. Paid time can NOT count as clinical time.

\*Note: for purpose of this policy, the term “clinical” is interchangeable with the terms fieldwork, internship, and practicum.

## COVID-19 Policies

- If any COVID 19 symptoms, stay home and inform your instructor.
- At this time, facemasks are required to be worn by all people in the HSC. Contact your division office if you need assistance obtaining masks or Program Assistant – Kat Andersen.
  - Faculty will be enforcing as part of classroom management/class guidelines.
- During this Covid-19 emergency, we understand that you may have unique challenges. While we always care about your ability to complete course assignments, we know that this time may be more difficult than normal. Should you run into issues completing any of the assignments please reach out to your instructor so a plan can be worked out for your success or to be able to explore all available options.
- In the event of an interruption to classes, faculty will develop a plan so courses may be completed based on safety and student success. Each course/instructor may have a slightly different plan due to course content and the point in the term when the interruption occurs. Should this happen, please watch for communication from your instructor.
- Success in this program is dependent on your active participation and engagement throughout the courses. Final completion of the course in the program is dependent on your attendance and participation in the skills labs **on campus** to demonstrate competency in the course outcomes. The days and times for our on-campus skills labs are outlined in the schedule portion of the course syllabus. Students will need to adjust their work or family schedules to be able to attend on campus those days. Due to the current pandemic situation, and limited on-campus contact, these days cannot be rescheduled. If students have an emergency that arises that would prevent attending, contact the instructor immediately to make alternative arrangements. Otherwise, students need to be present on campus for lab.
- You will be expected to follow any additional COVID policies/procedures that are outlined by the college, Health Science Consortium, or clinical sites.

## Lecture

- Course information will be presented in a variety of ways. The role of the instructor is one of facilitator; true learning comes from individual commitment and willingness to learn from others. It is expected that students do the reading assignments prior to class and come prepared to share their thoughts, knowledge, and experiences with others. You must have dependable internet or alternate way to access online material.

## **Laboratory**

1. Students must be seated in a good learning position during class activities (good posture, head up, eye contact made, etc).
2. For laboratory time period's, faculty will respect the 60-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 Kari at 789-4740 or LeeAnne at 789-6284 and leave a message. A student must call at least 30 minutes before class.
4. If absent, it is the student's responsibility to:
  - Obtain information from other students or schedule a time with the instructor within two (2) days of return.
5. Final completion of the course is dependent on your attendance and participation in the skills labs on campus to demonstrate competency in the course outcomes. Students may not be able to make up laboratory sessions.
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. Excused missed lab exams will be made up at both the students and instructors mutual convenience in the format of the instructor's choice.
8. Students must obtain a "C" or better in all final laboratory practical examinations to obtain a passing grade in the course.

## **Laboratory Dress Code/Information**

Any items the student must purchase are available in the Campus Shop. During on campus laboratory sessions students must wear:

- Disposable fluid resistant lab coat (\$8.00)
- Safety glasses (\$2.99 - \$8.00)
- No open toe (sandals) or canvas shoes
- No exposed bare legs (shorts, skirts)
- Not hats are to be worn
- Hair must be tied back
- Gloves must be used when working in the laboratory as per OSHA Bloodborne Pathogens Standard
  - Gloves are provided by the program

No food or drink is allowed in the laboratories

Personal items such as backpacks and coats are not allowed in the labs and must be kept in student lockers

## **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 should be put in these lockers. Only bring what you need into the laboratory.

## Grading Policies

Students will be graded on the following scale which includes all exams, quizzes, homework, and special assignments.

A =	93% - 100%
AB =	90% - 92.9%
B =	84% - 89.9%
BC =	81% - 83.9%
C =	75% - 80.9%
D =	70% - 74%
F =	below 70%

\* There will be no rounding of final percentage

- Students must obtain an average of 75.0% or better on all exams.
  - One lecture exam retake is allowed per course. However, a learning plan will need to be developed with the course instructor to identify what competencies were missed, the re-learning activities that will be completed to learn the material, and a timeline for reassessing. Maximum score for the retake will be 75%.
  - Extra credit is not included in the calculation
- Students must achieve 75.0% or better on all lab practicals.
  - No retakes are allowed
- Students are required to obtain a C (75.0%) or better for each clinical department rotation and final clinical grade.
- Students must obtain a grade of C (75.0%) or better in all MLT courses to be eligible to take the next term of MLT courses.
  - Extra credit is not included in the calculation
- If a student disputes a grade, see the College Student Handbook for process/procedure.

## **Exams**

- Exams and quizzes will consist of a combination of short answers, multiple choice, and/or matching from material presented in class, online, assignments or textbook reading assignments.
- Referral to the Learning Commons may be suggested to aid in improved performance on exams.
- If a student finds an error in a grade or disagrees with the answer key, he/she should contact the instructor during office hours or via email.

## **Assignments**

- **Submission requirements:**
  - Assignments must be written on a college level for terminology, spelling, grammar and overall appearance. Acceptable performance is up to the discretion of the instructor. All typed assignments must be in “Word” format.
  - Multiple page assignments that are handed in person are expected to be stapled.
  - All assignments submitted in person should look professional with no wrinkles, spills, large scratched out areas, doodling etc.



- Assignments submitted in Blackboard must be uploaded as an attachment (Word document, pdf, jpeg, and etc). Items should not be typed into the textbox.
- **Late work guidelines:**
  - Courses have regular assignments and activities designed to help your learning. Due dates for the tasks are posted in Blackboard in multiple locations.
  - Due dates for assignments are to help you manage your time and ensure the pacing of the content.
  - You should make every effort to submit assignments on time. If a circumstance prevents you from submitting an assignment by the due date, please let the instructor know so we can work together to develop a plan for submission.
  - Assignments help determine your proficiency in the demonstration of the course competencies; therefore, every assignment needs to be completed by the end of the course.

## **Portfolio**

MLT students are required to prepare a portfolio of their work each spring term. 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 term. A form will be distributed during the beginning of each spring term to give further instructions and details of the portfolio requirements.

## **Extra Help**

Students who need extra help may (See notes for accommodations):

- See the instructor. The instructor may tutor the students, hold extra help sessions, require attendance at academic coaching, or refer the student to the Learning Commons.
- 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.

## **Clinical**

The clinical experience is an integral part of the educational process of Medical Laboratory Technician students. Students attend clinical as both 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 – Sem I
- Urinalysis competencies must be completed – Sem I
- Hematology Competencies must be completed to date - 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 professional behavior in the classroom setting at Western
- All immunizations must be completed and documented in Viewpoint (formerly CastleBranch)
- A yearly TB test must be completed and documented in Viewpoint (formerly CastleBranch)
- CPR certification through American Heart must be documented in Viewpoint (formerly CastleBranch)
- A “cleared” background check must be documented in Viewpoint (formerly CastleBranch)
- Students are required to complete Health & Safety training
- Students are responsible for transportation to and from the assigned clinical site

## Uniform/Appearance – Clinical

- **Uniforms:**
  - Black scrub pants
  - Red scrub top (cardinal red color)
  - May be purchased at Coulee Scrubs near Festival Foods in Onalaska, WI
  - Western Technical College Patch (free with scrub purchase at Coulee Scrubs) – sew on left sleeve
  - Uniform must be kept neat and clean
  - Clinical uniforms should not be worn to school
- **Shoes:**
  - Non-canvas shoes, primarily black in color
  - Shoes must be kept clean (preferably not worn on street)
- **Lab coat:**
  - Fluid resistant lab 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
    - Maintain personal cleanliness
  - Hair
    - Hair longer than shoulder length must be tied back
    - No unnatural color dyed hair
    - Kept clean
  - Body art or Piercings
    - If you have significant visible body art and piercings, we are unable to guarantee that you will be able to be placed for the multiple clinical experiences required in the MLT program
    - See HPSD Body Art or Piercings policy
  - Fingernails
    - No nail polish
    - No false nails
    - No nails past tip of finger
  - No perfume, cologne or scented lotions

## Safety

All students will complete Health and Safety Training prior to attending clinical. Safety violations are grounds for dismissal from the MLT program.

## Confidentiality

Students must safeguard an individual's right to privacy by judiciously protecting information of a confidential nature, sharing only that information that is relevant to the patient's care. Confidentiality violations are grounds for dismissal from the MLT program.

See HPSD Confidentiality Policy (under Policies) for more details.

## **Additional fees**

Some clinical sites may charge students an additional fee to attend clinical at their facility. Currently, some organizations are charging at \$10 fee directly to students for online training. These fees may vary from site to site and may be added or increased at any point in time. The College has no control over the fees charged by our educational partners.

## **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.

## **Clinical – 1st Year\***

The spring semester clinical allows students to experience and practice basic laboratory skills including phlebotomy, specimen processing, urinalysis, waived testing procedures and basic hematology procedures. This clinical experience is part of the Basic Hematology course. Students must be receiving a grade of “C” or better to be able to go out on clinical. Students must obtain successful achievement/performance of all lab competencies during scheduled lab time to be able to attend clinical.

### **Clinical Schedule – 1<sup>st</sup> Year Clinical**

- Clinical rotations are scheduled by the program clinical coordinator.
- Once the clinical schedule is set, a change requires the approval of both the clinical site and the clinical coordinator.
- Students will go to clinical once a week for 3.5 hours starting midway through the term.
- Students may take a 15-minute break for every 3.5-hour clinical day.

### **Attendance – 1<sup>st</sup> Year Clinical**

- If unable to attend clinical, students must
  - Call the clinic site 30 minutes before scheduled start 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.
- All absences must be made up.
- If students are going to be late, the clinical site and MLT instructor must be notified. Missed time will need to be made up at the end of the clinical day or next clinical time.
- Students will be expected to follow all clinical site policies and procedures as stated during orientation at the clinical site.

### **Grading – 1<sup>st</sup> Year Clinical**

- First year students must complete the assigned clinical hours and receive a satisfactory evaluation from their clinical site in order to pass Basic Hematology and continue on in the MLT Program.
- If a student does not attend clinical, they will receive an “F” in Basic Hematology

\*Clinical placements may not be available due to the COVID-19 pandemic. Should this be the case, the instructor will use alternate methods to reinforce learning and meet course competencies for Basic Hematology.

## **Clinical - 2nd Year**

### **Clinical Assignments**

Students are assigned clinical sites by the clinical coordinator. Specific clinical sites may change from year to year. It is Western Technical College's intent to provide comparable clinical experience to all students. 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 expected to achieve required competencies from a combination of the sites.

### **Attendance**

- If unable to attend clinical, students must notify the clinical site 30 minutes before scheduled start time. Students must also notify the MLT faculty. This is to prevent unnecessary driving to the clinical site by Western faculty. See Clinical Experience Syllabus for specifics.
- Attendance at clinical is mandatory. See the Clinical Experience Syllabus for specific attendance policies.

### **Clinical Schedule**

- Clinical sites do not follow the 60-minute class schedule. Students are entitled to a 30-minute lunch and may have one or two 15-minute breaks (dependent on clinical site).

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

- 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 in all Clinical Experience courses in order to graduate from the MLT Program.

### **Clinical Hours**

Each clinical site determines the starting time that students are expected to arrive at their lab. The usual shift is 8 hours or 10 hours per day.

### **Optional Shifts**

Clinical rotations are scheduled during normal business hours, Monday–Friday. Students are not required to attend clinical during the evening or on weekends or holidays. They may, however,

**choose** to experience working various shifts in the laboratory, including a PM or night rotation or call. If the student is interested in this experience, and the clinical site personnel are agreeable, a short rotation of a few shifts is scheduled.

There are many benefits to working a shift outside of normal business hours. Working a PM 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 PM 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

## **Students Performing Service Work**

Students do not perform service work and have the status of learners. 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. For more information, refer to the Health and Public Safety Division policy on student employment at clinical sites.

## **Status of the Students**

Students will have the status of learners and will not replace staff of the cooperating agency nor give service to patients apart from its educational value. The students will participate in the provision of the safest level of patient care consistent with the cooperating agency's policies and procedures, and its philosophy of care. Students are subject to authority, policies, and regulations of the school. They are also subject, during clinical assignment, to the same standards as are set for employees of the cooperating agency in matters relating to Medical Laboratory Technician duties. After demonstrating competency, students, with qualified supervision, may be permitted to perform procedures. Students are not employees of the cooperating agency and therefore, are not eligible for worker's compensation. Student education records are protected by the Family Educational Rights and Privacy Act (FERPA); therefore, student permission must be obtained before releasing specific student data to anyone other than the College. The College agrees to provide guidance to the cooperating agency with respect to complying with FERPA.

## **List of Clinical Affiliate Sites**

<b>NAME</b>	<b>CITY/STATE</b>
Black River Memorial Hospital	Black River Falls, WI
Gundersen Health System	
La Crosse Campus	La Crosse, WI
La Crescent Clinic	La Crescent, MN
Onalaska Clinic	Onalaska, WI
Sparta Clinic	Sparta, WI
St. Joseph's Hospital and Clinics	Hillsboro, WI
St. Elizabeth's Hospital and Clinics	Wabasha, WI
Tomah Clinic	Tomah, WI
Tri-County Hospital and Clinics	Whitehall, WI
Viroqua Clinic	Viroqua, WI
Krohn Clinic	Black River Falls, WI
Mayo Clinic Health System Franciscan Healthcare	
La Crosse Campus	La Crosse, WI
Arcadia Clinic	Arcadia, WI
Holmen Clinic	Holmen, WI
Onalaska Clinic	Onalaska, WI
Sparta Campus	Sparta, WI
Tomah Clinic	Tomah, WI
Mile Bluff Medical Center	Mauston, WI
Tomah Health	Tomah, WI
UW-La Crosse Student Health Center	La Crosse, WI
Vernon Memorial Healthcare	Viroqua, WI
Veterans Memorial Hospital	Waukon, IA
Winona Health	Winona, MN



## **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. The cost of each exam is approximately \$200.00. Graduation is not dependent upon passing the certification exam.

### **Special Notes for Accommodations**

If you have accessibility and accommodation needs, please see Access Services in the Student Success Center. Upon program application, students receive a list of the essential functions required for the MLT program (reference copies available from MLT faculty or Access Services). Your ability to perform the essential functions with or without adaptation is necessary for successful completion of the MLT program. The Access Services counselor is located in the Student Success Center, Room 202, and may be reached by telephone at 785-9524.

### **Withdrawal**

Please contact your instructor in the event you need to drop a course. Students are responsible for dropping the course.

### **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.

### **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. Radio and TV stations may be notified during an emergency situation. Students are also encouraged to check Western's website for weather announcements.

Classes will be held if the La Crosse campus is open. Please note that at times the La Crosse Campus may be open while the campus near where you live may be closed. Use your best judgment in deciding to attend or not to attend classes based on where you live.