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Developed: 5/2010 KW

10/2011 KW 6/2015 KW
8/2012 KW
10/2013 KW
Blackhawk Technical College is accredited by the Higher Learning Commission 30 North La Salle Street, Suite 2400, Chicago, Illinois 60602-2504, 800 621-7440 or fax 312 263-7462.

The MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLs), 5600 North River Rd Suite 720 Rosemont, IL 60018 (773) 714-8880 (773) 714-8886 – fax info@naacls.org – email www.naacls.org – webpage
INTRODUCTION

Welcome to the Medical Laboratory Technician Program at Blackhawk Technical College. We hope that this handbook will assist you in understanding the program and provide useful information to assist you in accomplishing your career goal.

You have made an excellent choice in selecting a career. Medical Laboratory Technology is a rewarding and challenging profession. You will gain academic achievement and experience personal growth.

The Blackhawk Technical College Medical Laboratory Technician Program was developed to meet the healthcare needs in the Blackhawk community. The program graduates students who are prepared to work in clinic or hospital laboratories in a professional and effective manner.

The Medical Laboratory Technician Program at Blackhawk Technical College is four semesters in length. The curriculum consists of a total of 67 general and program specific credits. Students participate in 512 hours of clinical training. Graduates receive an Associate of Applied Science degree as a Medical Laboratory Technician and are eligible to sit for the ASCP national certification exam.

Blackhawk Technical College is fully accredited by the Higher Learning Commission of the North Central Association. The Medical Laboratory Technician Program is accredited by the National Accreditation Agency for Clinical Laboratory Science and was granted 5-year accreditation on April 30, 2012. Graduates are awarded an Associate of Science Degree and graduates of accredited Programs may use the title of Medical Laboratory Technician and are eligible for national certification. The Medical Laboratory Technician Faculty are proud of the accreditation status. This status represents a promise of quality to students, to the community, and to the patients served by the medical laboratory technology profession.

Medical Laboratory Technicians have the rewarding opportunity to make a positive difference in the health of people in our community. The faculty is looking forward to developing a strong partnership with students resulting in rewarding experiences and lasting relationships while achieving educational goals.

The Medical Laboratory Technician Handbook provides program information and specific policies and procedures. It also addresses your responsibilities as a student.

We encourage you to contact us if you have questions about the program, difficulties or concerns interfering with your performance in the program. We look forward to this partnership, making a difference in your life and in the professional community.

MLT PROGRAM MISSION STATEMENT

Blackhawk Technical College Medical Laboratory Technician program educates clinical/medical laboratory professionals to meet the current and future health needs of the Blackhawk Technical College community region. Blackhawk Technical College MLT graduates will be the employees of choice for clinical laboratory services.

Policy Disclaimer
The Program Faculty of the Blackhawk Technical College Medical Laboratory Technician Program reserves the right to make minor additions or changes in program policies as deemed necessary at any time throughout the course of the program. Students will be notified of any additions or changes via “Announcements” on the Medical Laboratory Technician courses Blackboard site and announcements in courses.

Non-Discrimination Policy

The Blackhawk Technical College Medical Laboratory Technician Program believes in equal opportunity for all students and program applicants. Therefore, the admission, grading, clinical assignments and evaluation, graduation requirements, and all other policies are designed and written to promote equal consideration regardless of age, sex, race, sexual orientation, physical handicap, national origin, or religious affiliation.

Family Educational Rights and Privacy Act (FERPA)

**GENERAL INFORMATION**
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Please refer to the current BTC Student Handbook, available on the Blackhawk Technical College website for specific FERPA information.
BLACKHAWK TECHNICAL COLLEGE-CORE ABILITIES

Historically, in many career and technical education programs, the focus has been on technical topics specific to the occupational area. Today's fast-paced global marketplace is demanding more, and “soft skills” are emerging in importance. In today’s global workforce, soft skills are more directly related to professional success than ever before.

The faculty of Blackhawk Technical College has identified seven related topics of soft skills, or “core abilities” that are crucial to success both during school and after graduation. Core abilities are skills and competencies that will enable students to be successful in the workforce. These essential skills are taught across programs and departments so that each Blackhawk Technical College student can expect to work towards improving and applying these critical soft skills and core abilities regardless of their program of choice.

1. Communicate Professionally
   • Demonstrate communication standards specific to occupational area
   • Write professionally
   • Speak professionally
   • Interpret professional documents
   • Demonstrate critical listening skills
   • Communicate using professional non-verbal behavior

2. Use Appropriate Technology
   • Select equipment, tools, and resources to produce desired results
   • Demonstrate proper and safe usage of equipment
   • Demonstrate occupational specific computer skills
   • Adapt to new technology
   • Use security measures to protect confidentiality

3. Work Effectively in Teams
   • Participate in identifying team goals
   • Respect the contributions and perspectives of all members
   • Work with others
   • Complete assigned tasks
   • Motivate team members
   • Resolve conflicts
   • Assess team outcomes

4. Demonstrate Professional Work Behavior
   • Follow policies and procedures
   • Meet attendance expectations
   • Manage time effectively
   • Dress appropriately
   • Accept constructive feedback
   • Take initiative

   • Work productively
   • Be accountable
   • Demonstrate organization/prioritization skills
   • Demonstrate effective customer service skills
   • Transfer learning from one context to another
   • Adapt to change

5. Show Respect for Diversity
   • Interact with diverse groups respectfully
   • Treat everyone without bias
   • Seek information when necessary to interact effectively with others
   • Adapt to diverse situations
   • Demonstrate respect and common courtesy

6. Solve Problems Efficiently
   • Identify a problem to be solved
   • Select an appropriate problem-solving methodology
   • Recognize and gather relevant information
   • Apply mathematical reasoning
   • Utilize appropriate resources
   • Recognize when to change direction if needed
   • Recognize when the process is complete
   • Demonstrate legal and ethical standards of practice
   • Create and share a vision
   • Develop and implement a plan to accomplish a goal
   • Manage conflict, pressure, and change with constructive strategies
   • Be a colleague/peer others can depend on
   • Acquire the knowledge needed for success
   • Bring passion and energy to your work/project
   • Take risks when necessary or appropriate
The MLT program has established five program goals. The competency statements listed below are used in assessing the progress of students throughout the program and serve as a measure of how well the program is meeting its goals.

**Goal #1:**
To provide students with the highest quality academic and clinical education in the field of clinical laboratory science.

**Competencies:**
1A. Students will demonstrate basic knowledge necessary to obtain passing scores on national certification examinations.
1B. The program will maintain continued accreditation by NAACLS.

**Goal #2:**
To provide students with the technical skills needed to perform laboratory test procedures accurately and efficiently.

**Competencies:**
2A. Students will collect and process specimens independently.
2B. Students will apply test principles in the performance of diagnostic lab analysis.
2C. Students will correlate test results with clinical disease states.
2D. Students will evaluate quality control results before reporting test results.
2E. Students will follow established laboratory safety policies.

**Goal #3:**
To provide students with the critical thinking skills needed to solve problems.

**Competencies:**
3A. Students will organize and prioritize tasks appropriately.
3B. Students will initiate measures to correct technical problems.
3C. Students will maintain quality performance under stress.

**Goal #4:**
To provide students with the communication skills needed to function effectively in a laboratory environment.

**Competencies:**
4A. Students will convey written and verbal information to others in a timely manner.
4B. Students will follow written and verbal instructions accurately.
4C. Students will use computer technology to operate equipment and manage information.

**Goal #5:**
To help students develop an understanding of their professional role with a health care team.

**Competencies:**
5A. Students will develop a sense of responsibility to the patient and the employer.
5B. Students will treat co-workers with respect.
5C. Students will maintain professionalism in appearance and conduct.
5D. Students will remain adaptable to changes that occur in the profession.
5E. Students will grow intellectually through continuing education.
The Americans with Disabilities Act of 1991 (42 U.S.C. 12101, et seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System (WTCS) make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities of a student in the above named program. In addition, information was given to the student on reasonable accommodations to meet the Functional Abilities at this time.

<table>
<thead>
<tr>
<th>PROGRAM SKILL LEVEL</th>
<th>APPLICATION TO Medical Laboratory Technology Activities Including but Not Limited To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Ability Required for Technical Skills Attainment</td>
<td></td>
</tr>
</tbody>
</table>

**GROSS MOTOR COORDINATION**

- Move freely and safely about a laboratory
- Maintain balance in multiple positions
- Reach above shoulders
- Reach below waist
- Perform work functions and reach laboratory bench tops
- Work with small and large laboratory equipment
- Travel to and from clinical sites for practical experiences

**FINE MOTOR COORDINATION**

- Grasp/pick up objects with hands
- Write with pen or pencil
- Key/type
- Twist/turn adjustment dials accurately
- Good eye hand & foot coordination
- Simultaneous hand/wrist & finger movement
- Obtain and process potentially infectious specimens
- Safely handle laboratory chemicals
- Utilize computers/digital equipment

**PHYSICAL ENDURANCE**

- Stand up for several hours
- Manipulate laboratory equipment requiring repetitive motion
- Maintain same position for long period of time
- Function in a fast paced environment

**Physical Strength**

- Use upper body strength
- Use lower body strength
- Manipulate phlebotomy and other specimen collection equipment

**MOBILITY**

- Twist
- Bend
- Stoop/squat
- Move quickly
- Walk
- Move quickly
- Walk
- React to emergency situations
<table>
<thead>
<tr>
<th><strong>VISION</strong></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| • See objects up to 20 inches away, printed material  
• See objects up to 20 feet away, projected material  
• Use depth perception  
• Use peripheral vision  
• Distinguish colors and gray scale, including microscopically and macroscopically. | • Discern veins through tactile senses.                                                                                   |
| **HEARING**             |                                                                                           |                                                                                           |
| • Hear and discriminate speech at normal conversation levels  
• Hear faint voices  
• Hear faint body sounds  
• Discriminate speech with background noise  
• Hear when unable to see | • Hear patients during conversations  
• Detect patient issues from a distance  
• Detect equipment alarms in a laboratory                                                                 |
| **SMELL**               |                                                                                           |                                                                                           |
| • Detect odors                                                    | • Identify changing/abnormal smells                                                                                   |
| **ENVIRONMENT**         |                                                                                           |                                                                                           |
| • Tolerate exposure to allergens, strong odors, soaps, temperature changes, safety equipment, and confined environments for extended periods of time | • Work with soaps/chemicals routinely used in healthcare/laboratory                                                                 |
| **TACTILE**             |                                                                                           |                                                                                           |
| • Feel differences in surface characteristics  
• Detect hot and cold temperatures | • Operate instruments and small equipment functionality  
• Discern veins through tactile senses.                                                                                   |
| **READING**             |                                                                                           |                                                                                           |
| • Read and understand written documents  
• Read digital displays and computer monitors | • View information/images on computer monitor  
• Interpret test request entries for laboratory work                                                                 |
| **MATH**                |                                                                                           |                                                                                           |
| • Add, subtract, multiply, divide and count  
• Compute fractions and decimals  
• Comprehend and interpret graphical data  
• Tell and measure time  
• Read and interpret measurement marks  
• Document numbers in records | • Calculate/manipulate technical factors  
• Interpret digital image  
• Time radiographic examinations                                                                                      |
| **INTERPERSONAL SKILLS**|                                                                                           |                                                                                           |
| • Establish rapport with individuals | • Interact professionally and clearly with patients/families/other healthcare professionals |
| **COMMUNICATION SKILLS**|                                                                                           |                                                                                           |
| • Speak English  
• Read English  
• Write English  
• Listen and comprehend spoken and written English  
• Exhibit and comprehend nonverbal cues  
• Collaborate with others | • Communicate effectively and professionally with patient, family members, and all other members of the healthcare team |
EMOTIONAL STABILITY

- Establish professional relationships
- Adapt to changing environments, be flexible and adaptable to change
- Deal with the unexpected
- Focus attention on tasks, prioritize and meet time constraints

- Interact appropriately and professionally in all situations.
- Accept constructive criticism and work to improve performance
- Accept responsibility for own actions

CRITICAL THINKING

- Comprehend and follow instructions
- Identify cause and effect relationships
- Follow processes from start to finish
- Sequence information

- Adapt to non-routine and changing situations.
- React appropriately to emergency situations.
- Ask for help when necessary

ANALYTICAL THINKING

- Solve problems
- Transfer knowledge between situations
- Process and interpret information from multiple sources
- Apply math concepts
- Analyze and interpret abstract and concrete data
- Prioritize tasks
- Evaluate outcomes
- Use short and long term memory
- Sequence information

- Adapt to non-routine situations
- Ask for help when necessary
- Prioritize duties in stressful/emergency situations
- Recognize potentially hazardous situations and proceed safely

Accommodation of Special Needs

FUNCTIONAL ABILITIES AND AMERICANS WITH DISABILITIES ACT (ADA)

The Blackhawk Technical College (BTC) Medical Laboratory Technician Program believes that prospective medical laboratory technician (MLT) students should be made aware of the skills and abilities that are necessary for successful completion of the program before they begin a course of study in that program. During the course of the program, students must demonstrate the ability to perform the functions listed above safely, reliably, and efficiently within the scope of practice as defined. In accordance with this, skill performance exams in the medical laboratory technician program may be time-limited. The above document lists the functional abilities that are used as a guide for the medical laboratory technician program to ensure consistency and success for all of its students during the program and upon graduation.

It is also the intent of BTC to fully comply with Section 504 of the Rehabilitation Act of 1974, the Americans with Disabilities Act (ADA) of 1990 and, the ADA Amendment Act of 2008. (In accordance with the ADA and Section 504, BTC does not provide students with personal devices and services.)

Students will be asked to sign a form stating whether or not they are able to meet the functional abilities, with or without accommodations, as stated in this document. If a student enters the medical laboratory technician program based on falsification of records related to their ability to meet functional requirements, he/she may face disciplinary action. All documents will be kept on file with the student’s other medical laboratory technician program student records at the College or on Certified Background.
For students with a documented disability, reasonable accommodations are available. Reasonable accommodations are defined as modifications or adjustments that allow individuals with disabilities to gain equal access and have equal opportunities to participate in BTC’s courses, services, activities, and use of the facilities. To be eligible for disability related services/accommodations, students must have a documented disability. This documentation must be provided by a licensed professional, qualified in the appropriate specialty area. BTC is not obligated to provide an accommodation that requires a substantial change in the curriculum or alteration of an essential element or function of a program or course. The College is also not obligated to provide an accommodation that poses an undue financial or administrative burden on the College or poses a direct threat to the health and or safety of others.

American’s With Disabilities Act (ADA) Policy

If you have a documented disability and would like information about support services and accommodations, please contact disability support service staff at (608)757-7796 or in room 2209 at Central Campus. Please discuss your approved accommodations with faculty during office hours or after class and be sure to allow at least one week to arrange appropriate classroom or testing accommodations.

BLACKHAWK TECHNICAL COLLEGE RESOURCES

The college offers a wide range of services designed to help students attain their educational and personal goals. Career counseling, catalogs of many colleges and universities, and information about occupational trends and a variety of careers are available in the Career Center. Students are encouraged to explore and investigate college resources. Examples of available resources include:

Financial Aid

The Financial Aid Office supplies information regarding federal, state, and college grants, work-study and loan programs. A financial aid counselor is available for appointments on the Monroe Campus on

Library-Learning Resource Center (LRC)

The BTC library provides information to serve the educational, cultural, and recreational needs of its students, faculty, staff, and the general public district-wide. The goal of the library is to support learning and to enhance the college’s curriculum by providing more than 20,000 books, 45,000 electronic books, almost 300 periodical subscriptions, reserve materials, and audiovisuais, especially videos and DVDs. The LRC in Monroe is centrally located in the building and also serves as the exam make-up center
**Career Counseling Service**

The Career Counseling Service provides a variety of counseling services. Sound career decisions are based on information and personal choices. Through guided self-assessment and fact finding, the Counseling Center assists by providing information and direction to assist with decision-making. Counselors are available to discuss academic or personal problems, challenges and stresses. Counselors discuss attitude problems, provide vocational guidance, and assist with study problems. Career Counseling Services provides counseling, printed materials on occupational career planning, resume writing, interviewing skills, college catalogs and employers. Other resources include videos, computer software programs and self-assessments such as interest, trait, and work values inventories. Computers and the Internet are available for resume preparation and job searches.

**Transportation**

A campus shuttle is scheduled between all BTC campuses and coordinates it’s schedule around courses scheduled at each campus. See the registration desk at the Monroe Campus on schedule specifics for each semester, the schedule will change.

**Academic Support Division**

The Academic Support Division provides student assistance in the Learning Centers. On the Monroe Campus, the ASD occupies the North end of the Monroe campus building. Appointments may be scheduled at the registration desk in that area. Additional service information is found below.

**Student Resource Learning Center**

The Student Resource Learning Center provides tutorial assistance, testing accommodations, note takers, liaison with classroom instructor, community support coordination; alternative formats for textbooks, registration, and advance technology, interpreters for students who are deaf and hard of hearing and computer accessibility.

**Learning Center**

The Learning Center offers lab tutoring, program class preparation with an emphasis on math and science courses, individualized and classroom instruction, math and writing skills brush up, study skills, and assessment of academic skills. In Monroe, see the Academic Support Center at the north end of the building.


**Computer Assisted Learning Center**

The Computer Assisted Learning Center offers computer assisted instruction focusing on reading, math, skill refresher, efficient reading, med term preparation, reading for the health professionals, English as a second language, and lab tutoring for reading and study skills. In Monroe, see the Academic Support Center at the north end of the building.

**Communications Skills Learning Center**

The Communications Skills Learning Center offers individualized and classroom instruction focusing on composition preparation, English refresher, writing remediation, and lab tutoring for English. In Monroe, see the Academic Support Center at the north end of the building.

**Multicultural Affairs Office**

The Multicultural Affairs Office provides supportive staff designed to assist multicultural students with many aspects of their education experiences. Services include advisement, orientation to college activities, program resources and procedures, and help with administration of various scholarships and loans for multicultural students. For Monroe Campus visits, enquire at the front registration desk.

**Early Intervention**

Early Intervention offers assistance to those experiencing problems completing program requirements. Students are referred to a counselor for assistance using a student referral form. The counselor meets with students to discuss steps to improving academic performance. In Monroe, request to schedule appointments with Rachel Jorgenson or discuss immediate concerns with your instructor, who can direct you to additional support.
MLT PROGRAM COURSE DESCRIPTIONS

513-110 Basic Lab Skills 1 credit

This course explores laboratory career options and the fundamental principles and procedures performed in the clinical or food laboratory. You will utilize laboratory terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests. **Prerequisite/Corequisite: 513-113 QA Laboratory Math**

513-111 Phlebotomy 2 credits

This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures. Corequisite – 806-177 General Anatomy and Physiology

513-113 QA Lab Math 1 credit

This course focuses on performing the mathematical calculations routinely used in laboratory settings. You will explore the concepts of quality control and quality assurance in the laboratory. **Prerequisite:** Compass pre-algebra score of 44 or higher is recommended. High School chemistry.

506-102 Intermediate Laboratory Skills 3 credits

The learner will begin to apply laboratory procedures and the Scientific Method to the analysis of samples and the performance of simple experiments. The learner will develop and apply data analysis and management techniques. The learner will develop the necessary methodology to deal with chemical and bio-hazardous materials. **Pre-requisite:** 513-110 Basic Lab Skills or 506-101 Beginning Lab Skills

513-114 Urinalysis 2 credits

This course prepares you to perform a complete urinalysis which includes physical, chemical and microscopic analysis. You will explore renal physiology and correlate urinalysis results with clinical conditions. **Pre-requisite:** 513-110 Basic Lab Skills or 506-101 Beginning Lab Skills

513-115 Basic Immunology Concepts 2 credits

This course provides an overview of the immune system including laboratory testing methods for diagnosis of immune system disorders, viral and bacterial infections. **Prerequisite:** 513-110 Basic Lab Skills or 506-101 Beginning Lab Skills, and 806-177 General A&P or 806-197 Microbiology

513-120 Basic Hematology 3 credits

This course covers the theory and principles of blood cell production and function, and introduces you to basic practices and procedures in the hematology laboratory. **Prerequisite:** 513-110 Basic Lab Skills or 506-101 Beginning Lab Skills

513-121 Coagulation 1 credit
This course introduces the theory and principles of coagulation and explores mechanisms involved in coagulation disorders. Emphasis is placed upon laboratory techniques used to diagnose disease and monitor treatment. **Prerequisite:** 513-110: Basic Lab Skills or 506-101 Beginning Lab Skills and **Prerequisite/Corequisite:** 513-120: Basic Hematology

513-109 Blood Bank 4 credits

This course focuses on basic blood banking concepts and procedures including blood typing and compatibility testing. This course consists of advanced blood banking concepts and procedures including work ups for adverse reaction to transfusions and disease states. **Prerequisite:** 513-110 Basic Lab Skills or 506-101 Beginning Lab Skills, and 513-115 Basic Immunology Concepts

513-130 Advanced Hematology 2 credits

This course explores mechanisms involved in the development of hematological disorders. Emphasis is placed upon laboratory techniques used to diagnose disorders and monitor treatment. **Prerequisite/Corequisite:** 513-120 Basic Hematology

513-131 Clinical Chemistry 1 3 credits

Introduces clinical chemistry techniques and procedures for routine analysis using photometric, potentiometric and separation techniques. Topics in this course include pathophysiology and methodologies for carbohydrate, lipids, proteins, renal function and blood gas analysis. **Prerequisite/Corequisite:** 513-110 Basic Lab Skills or 506-101 Beginning Lab Skills, 806-199 General Organic Biological Chemistry, 806-177 General Anatomy & Physiology

513-132 Clinical Chemistry 2 2 credits

A continuation of Clinical Chemistry 1, this course includes techniques and procedures for analysis using sophisticated laboratory instrumentation. Topics include pathophysiology and methodologies for hepatic, bone, cardiac markers, tumor markers, endocrine function, fetal function, miscellaneous body fluids, and toxicology. **Prerequisite/Corequisite:** 513-131 Clinical Chemistry 1.

513-133 Clinical Microbiology 4 credits

This course presents the clinical importance of infectious diseases with emphasis upon the appropriate collection, handling and identification of clinically relevant bacteria. Disease states, modes of transmission and methods of prevention and control, including antibiotic susceptibility testing, will also be discussed. **Prerequisite:** 806-197 Microbiology

513-140 Advanced Microbiology 2 credits

This course provides an overview of acid fast organisms, fungi parasites, and anaerobic bacteria. The organisms, their pathophysiology, epidemiology, the diseases and conditions that they cause, laboratory methods of handling, culturing and identification will be discussed. **Prerequisite/Corequisite:** 513-133 Clinical Microbiology.

513-151 Clinical Experience I 3 credits
In this clinical you will practice the principles and procedures of laboratory medicine as an entry level Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report results on laboratory information systems. Prerequisite: “C” or better in all MLT courses

513-152 Clinical Experience 2 4 credits

Provides continuing practice for the principles and procedures of laboratory medicine as an entry level Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report results on laboratory information systems. Prerequisite: “C” or better in all MLT courses.

513-153 Clinical Portfolio 1 credit

The learner will complete a portfolio highlighting skills developed and reflected on in their final clinical experience. Corequisite 513-151 Clinical Experience I and 513-152 Clinical Experience II

506-105 Quality Concepts in Laboratories 3 credits

The learner will become familiar with quality concepts and their application within the laboratory environment. This will include understanding the benefits of quality, quality systems and processes, and the cost/impact of quality. Application of problem solving skills for continuous improvement will be explored. The learner will discuss regulatory agency roles in the lab.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>513-113</td>
<td>QA Lab Math</td>
<td>1</td>
</tr>
<tr>
<td>513-111</td>
<td>Phlebotomy</td>
<td>2</td>
</tr>
<tr>
<td>513-115</td>
<td>Basic Immunology Concepts</td>
<td>2</td>
</tr>
<tr>
<td>513-110</td>
<td>Basic Lab Skills</td>
<td>1</td>
</tr>
<tr>
<td>806-199</td>
<td>General, Organic and Bio Chem</td>
<td>4</td>
</tr>
<tr>
<td>806-177</td>
<td>General Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>801-195</td>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>506-102</td>
<td>Intermediate Laboratory Skills</td>
<td>3</td>
</tr>
<tr>
<td>513-109</td>
<td>Blood Bank</td>
<td>4</td>
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<tr>
<td>513-121</td>
<td>Coagulation</td>
<td>1</td>
</tr>
<tr>
<td>513-120</td>
<td>Basic Hematology</td>
<td>3</td>
</tr>
<tr>
<td>801-197</td>
<td>Technical Reporting</td>
<td>3</td>
</tr>
<tr>
<td>806-197</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>809-198</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>809-196</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>513-130</td>
<td>Advanced Hematology</td>
<td>2</td>
</tr>
<tr>
<td>513-131</td>
<td>Clinical Chemistry 1</td>
<td>3</td>
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<tr>
<td>513-132</td>
<td>Clinical Chemistry 2</td>
<td>2</td>
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<tr>
<td>513-133</td>
<td>Clinical Microbiology</td>
<td>4</td>
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<tr>
<td>513-114</td>
<td>Urinalysis</td>
<td>2</td>
</tr>
<tr>
<td>513-140</td>
<td>Advanced Microbiology</td>
<td>2</td>
</tr>
<tr>
<td>513-151</td>
<td>Clinical Experience 1</td>
<td>3</td>
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<tr>
<td>513-152</td>
<td>Clinical Experience 2</td>
<td>4</td>
</tr>
<tr>
<td>506-105</td>
<td>Quality Concepts in Laboratories</td>
<td>3</td>
</tr>
<tr>
<td>513-153</td>
<td>Clinical Portfolio</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits**: 67
HEALTH/BACKGROUND CHECK REQUIREMENTS

Caregiver Background Check information is distributed to students during the summer program introduction in the QA Lab Math course. A clear Caregiver Background Check is required for this program. This background check will be performed online by the student (after instruction) for a current prevailing cost (Fall, 2015-$80), which is the student's expense. The background check is good for 4 years and required prior to placement in a clinical facility.

- In accordance with Wisconsin Caregiver Background law, applicants with a criminal history may be denied placements at clinical sites. Applicants with criminal history are advised to meet with a program director prior to program entry. The Background Form is found in the attached appendix (A).

A completed health form and proof of health insurance coverage is also required prior to being scheduled for clinical practicum. Students are covered by health insurance through a private insurance company paid for by college fee assessment.

Immunization requirements include current documentation of the MMR, Influenza, Hepatitis B, and Varicella Zoster (chicken pox) vaccinations. Clinical students will also be required to successfully complete a CPR (coronary pulmonary resuscitation) course prior to start of the final clinical experience. The clinical portion of the background application has an additional cost. The health form is included in Appendix B of this document.

A student who has any change in his/her physical and/or psychological condition which requires medical attention must have a permission slip signed by his physician to continue in the Medical Laboratory Technology program.

SAFETY POLICY

Students must demonstrate competency in safety protocol during MLT coursework. The following safety precautions must be followed while in the student laboratories (rooms 416 or 422):

1. No eating or drinking is allowed while performing lab procedures.
2. Fluid resistant lab coats must be worn while performing lab procedures.
3. Disposable gloves must be worn when handling biological specimens.
4. Lab coats/gloves are not to be worn outside of the student laboratory.
5. Eyes must be protected with safety glasses or face shields when splashing is anticipated.
6. All chemical spills must be cleaned up immediately using the spill kit.
7. All body fluid spills must be decontaminated immediately using 10% bleach solution or provided biohazard spill kit.
8. Any accidents (broken glassware, body fluid splashes, puncture wounds, etc.) must be reported to the instructor immediately and follow-up action initiated as directed.

BLOOD BORNE PATHOGEN (BBP) EXPOSURE POLICY
In the event that a student is exposed to blood or body fluids while participating in student labs on campus or training at affiliated clinical sites, the policy outlined below will be followed.

1. Immediately report exposure to instructor
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash (located in each lab).
3. Complete an Incident Report (available at the front desk at BTC) within 24 hours of the incident.
4. If the body fluid exposure occurs at the clinical site, it is the student’s responsibility to inform their site supervisor and follow the blood borne pathogen exposure policy established at the facility. Training will take place on BBP exposure follow-up at the beginning of the clinical rotation.
5. In addition, the student is required to contact the BTC Student Services Department (see above information “Health/Background Check Requirements” so the school sponsored student insurance policy paperwork may be Initiated. You must contact the clinical coordinator in addition to advise of the accident and facility follow-up.

**ACADEMIC HONESTY POLICY**

Adherence to the standards of academic honesty and integrity are an absolute expectation. It is therefore important that students are familiar with the rules and consequences of academic misconduct. Please refer to the Blackhawk Technical College Student Handbook. *Failure to comply with BTC academic honesty policies will result in disciplinary action, up to and including dismissal from the program.*

Honesty is expected of all health professions students. Academic institutions, health care facilities, and the public expect that persons educated and employed in health care possess a moral and ethical code based on honesty.

Academic dishonesty refers to forms of lying and/or cheating on academic assignments. Examples of academic dishonesty include but are not limited to:

1. Exchanging information with another student during an exam
2. Bringing notes to use during an exam not authorized by the instructor
3. Acquiring, without permission, tests or other academic material belonging to an instructor
4. Copying another student’s homework or laboratory exercises
5. Using false excuses for an absence from class

**Plagiarism** is receiving credit for work which is not your own. This includes copying another student's work or copying information from a book or article. Any information that is copied from another source must be cited appropriately in the assignment. Deliberate acts of plagiarism are considered serious offenses with the college community.
Clinical practice dishonesty occurs when a student does not exercise good judgment in the clinical setting. Examples of clinical practice dishonesty include but are not limited to:

1. Falsifying lab documents and/or attendance records
2. Not performing tests according to procedure
3. Not reporting mistakes/errors to clinical instructors
4. Using false excuses for an absence from clinical

Student disciplinary procedures, as outlined in the student handbook, will be followed if an act of dishonesty is discovered. Disciplinary sanctions that may be imposed range from warning to expulsion from Blackhawk Technical College.

**PROFESSIONALISM STATEMENT**

As a student in the MLT program, you will be expected to behave as a professional. It is easy to recognize a professional because they are good at what they do and they like doing it. They enjoy helping others and knowing that they have made a difference. They treat everyone with dignity and respect. Professionals set high standards for themselves and work hard to achieve them. They care about quality and how to improve it. They continually strive to learn and grow in their personal and professional lives. Professionals are recognized for their integrity. They are reliable, accountable, and always team players.

**Patient Privacy/HIPAA - Clinical Experience**

The Health Insurance Portability and Accountability Act (HIPAA) creates national standards to protect individuals’ medical records and other personal health information:

- It gives patients more control over their health information.
- It sets boundaries on the use and release of health records.
- It establishes appropriate safeguards that healthcare providers and others may achieve to protect the privacy of health information.
- It holds violators accountable with civil and criminal penalties that can be imposed if the privacy rights of patients are violated.
- It strikes a balance when public responsibility requires disclosure of certain forms of data, for example, to protect public health.

HIPAA, and specifically the definition of “health care operations” within the rule provides for conducting training programs in which students, trainees, or practitioners in areas of health care learn under supervision to practice or improve skills as health care providers. Individual Covered Entities (institutions affiliated with Blackhawk Technical College Health Science programs) may shape their policies and procedures for minimum necessary use and disclosures to permit students access to patients’ medical information, including entire medical records.
It shall be the policy of the Blackhawk Technical College Health Sciences Division and its programs that all information regarding care of the individual patient be maintained as confidential information. Patient care information is the property of the patient, and the Clinical Education Affiliate is the steward or caretaker of that information and the owner of the medium of storage.

The purpose of this policy is to protect the patient, the Clinical Education Affiliate and its employees, and all Blackhawk Technical College Health Sciences programs, faculty, and students from inappropriate dissemination of information regarding care of individual and collective patients. This policy applies to all program faculty, students, and prospective students participating in clinical education or observation, and refers to all information resources, whether verbal, printed, or electronic, and whether individually controlled, shared, stand alone or networked. This policy also provides guidelines and examples on student and faculty access to patient identifiable information to ensure confidentiality and integrity of patient information.

**ANY BREACH OF PATIENT CONFIDENTIALITY IS CONSIDERED A VERY SERIOUS OFFENSE AND WILL RESULT IN DISCIPLINARY ACTIONS RANGING FROM A CLINICAL GRADE REDUCTION UP TO AND INCLUDING PROGRAM DISMISSAL AS WELL AS LAW ENFORCEMENT INVOLVEMENT.**

**RETURN TO THE CLINICAL ASSIGNMENT WILL BE MADE ONLY WITH THE APPROVAL OF THE AFFILIATING AGENCY**
CODE OF CONDUCT

The Blackhawk Technical College Student Code of Conduct and Due Process is published in the current Student Handbook, available to all students through the BTC webpage. In addition to expected conduct as published in this document, Blackhawk Technical College Health Sciences Division requires that students conduct themselves in a manner consistent with their chosen profession. The Health Sciences Division has identified the following as unethical conduct during any educational activity (lecture, clinical, laboratory, or simulation):

1. Improperly revealing confidential patient information. (Refer to HIPAA policy.)
2. Refusing to provide care based on a patient race, color, sex, religion, age, belief, disability, or the nature of the illness. (Refer to Non-Discrimination Policy.)
3. Abusing a patient physically or psychologically by conduct such as striking, improper confinement, swearing, or cursing at the patient.
4. Practicing beyond the scope of the student's education, training, or experience and/or outside of college sanctioned clinical assignments.
5. Falsifying patient records or reports.
6. Use of alcohol or other drugs that impair the ability to safely provide patient care.
7. Failure to report one's own errors.
8. Failure to safeguard the patient from incompetent or unethical health care provided by another person.
9. Destroying or stealing property of the instructor, school, clinical education center, or its employees.
10. Failure to report arrests or citations within one working day, in accordance with state law.

*Failure to comply with any College and/or program policies will result in disciplinary action, up to and including dismissal from the program.*

CELL PHONE/PAGER POLICY

Students must set all cell phones/pagers to vibrate mode (inaudible) while in the classroom or clinical site so as not to disturb the learning environment. Students who must answer a call/page must step out of the classroom or clinical laboratory to do so or wait until an appropriate break time.
Recording Classroom Lectures

Blackhawk Technical College prohibits recording and transmission of any educational experience (e.g. lecture, lab, clinical, simulation) by students unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. Recording of lectures or class presentations is solely authorized for the purposes of individual or group study with other students enrolled in the same class. Permission to allow the recording is not a transfer of any copyrights in the recording. The recording may not be reproduced or uploaded to publicly accessible web environments. Permission to record is only for the individual course and semester identified on the permission form.

Unauthorized downloading, file sharing or distribution of all or any portion of a recorded classroom lecture may be deemed a violation of the Student Code of Conduct and other applicable policies and laws. Violation of this policy may subject a student to disciplinary action under the BTC’s Code of Conduct.

A Permission for Recording Lecture Materials Form (Appendix) must be completed prior to any recording is allowed.

Students may record a classroom lecture as part of an accommodation under the Americans with Disabilities Act. Permission must be coordinated among BTC Disability Services, the faculty member, and the student.
DRESS CODE/HYGIENE POLICY

During Clinical Experience:

1. A lab coat and gloves are mandatory. Check with your clinical facility concerning provision of lab coats. Gloves will be provided.
2. Student name badges must be worn so that they are easily visible.
3. Scrubs are suggested laboratory attire. Business casual may be permitted at certain facilities. Absolutely no jeans or hats are allowed.
4. Shoes must have rubber soles. Clean white gym shoes are acceptable. No open toe shoes permitted.
5. Hair and nails must be neat. Long hair should be tied back.
6. Jewelry should be kept to a minimum.
7. Proper hygiene practices are to be followed. Avoid strong smelling perfumes.

*Students will be evaluated on their adherence to this dress code/hygiene policy (see clinical performance evaluation). Students will be asked to leave the clinical facility if violations occur.
CLINICAL EXPERIENCE ATTENDANCE POLICY

Students are expected to provide their own transportation to and from all clinical sites and may need to plan for attending clinical sites away from their place of residence. Students will be scheduled for training in each department according to the guidelines listed below. Points will be deducted from the clinical rotation grade if the minimum hours are not met. **Student should be aware that prospective employers generally inquire about attendance records.**

- **On Campus Orientation** 4 days
- **Clinical Site Orientation** 4 days
- **Lab Operations** 4 days
- **Phlebotomy** 4 days (As scheduled by clinical site)
- **Hematology** 8 days
- **Chemistry** 8 days
- **Microbiology** 12 days
- **Blood Bank** 12 days
- **Urinalysis** 4 days
- **Coagulation** 2 days
- **Serology** 2 days

64 days - 512 hours

Open lab is also scheduled on campus. At the clinical site, students are expected to stay until all projects are completed. Each rotation week is 32 hours per week spent at the clinical site. Clinical hours will be listed in the clinical experience syllabus. Clinical instructors may adjust these times if necessary.

If a student will be late/absent from the clinical site the clinical instructor and program director must be notified prior to the scheduled start time. If a student is tardy (late 15 minutes) three times she/he will be dismissed from the rotation. Absences other than illness must be cleared by the program director. Prolonged illnesses (3 or more days) require a written clearance from a physician before returning to the clinical rotation. Arrangements must be made with the clinical instructor to make up any missed rotation days.

**Service Work** – Students may not function in the clinical setting in place of paid employees. Student may be permitted to perform procedures under supervision in the clinical setting after demonstrating an appropriate level of proficiency. Laboratories with part-time positions available may hire students for evening or weekend hours. Students must be paid appropriately for this work. Though relevant work experience is highly encourages, students are cautioned not to accept more than 20 hours of work per week while in the MLT program.
SNOW DAY POLICY

If it becomes necessary to close the college because of inclement weather, it is best to utilize the Safe Alert communication system in place at the college. Texts, emails or phone calls are used to keep students appraised of site closures or schedule changes. The following radio stations will also be notified:

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBEL (Beloit)</td>
<td>1380 AM</td>
</tr>
<tr>
<td>WGEZ (Beloit)</td>
<td>1490 AM</td>
</tr>
<tr>
<td>WCLO/WJVL (Janesville) FM</td>
<td>1230 AM/99.9</td>
</tr>
<tr>
<td>WMJB (Janesville)</td>
<td>105.9 FM</td>
</tr>
<tr>
<td>WZOK (Rockford)</td>
<td>97.5 FM</td>
</tr>
<tr>
<td>WEKZ (Monroe)</td>
<td>1260 AM</td>
</tr>
<tr>
<td>WTSO/Z104 (Madison)</td>
<td>1070 AM/104 FM</td>
</tr>
</tbody>
</table>

Every effort will be made to make decisions regarding college closings by 6:30 a.m. for daytime classes and by 4:00 p.m. for evening classes. Use caution in deciding whether to travel in bad weather. **If a student is attending a clinical site a distance away from the campus, students should work with the clinical site supervisor to determine whether to attend the clinical site in inclement weather.**

GRADING POLICY

Students must achieve a minimum 75% (C) in each 506/513 MLT course to remain in the medical laboratory technician program. Students receiving a final grade less than 75% in any clinical course or clinical experience must repeat the course/clinical experience the following semester/year. Clinical experience availability will be determined when the student repetitions for a clinical placement in the fall. Failed courses/clinical experiences (grades of <75%) may be repeated twice. (see BTC course repeat policy found in the college handbook, www.blackhawk.edu).

Students receiving two failing grades in the MLT program (a repeat course or any course) will be dismissed permanently.

All general education courses required in the MLT program must also be completed with minimum grades of 75% (C).

Every attempt will be made to assist the student having academic difficulties. Counseling and tutoring services are also available through the college.

Academic honesty is expected of all students. Abuse of the honesty policy may result in lowering of a grade or failure of a test and/or course.

Course Grades
MLT course grades are calculated using scores from a variety of the activities listed below. See course syllabi for grading policy specifics. If a clinical experience must be repeated, the grade from the second attempt will be used in calculating the clinical experience grade.

<table>
<thead>
<tr>
<th>Written Exams/Quizzes</th>
<th>Presentations</th>
<th>Group Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Exams</td>
<td>Attendance</td>
<td>Research Projects</td>
</tr>
<tr>
<td>Lab Worksheets</td>
<td>Class participation</td>
<td>Written Assignments</td>
</tr>
<tr>
<td>Performance Evaluations</td>
<td>Skill Validations</td>
<td>Discussion Board Posting</td>
</tr>
</tbody>
</table>

**CLINICAL AFFILIATES**

<table>
<thead>
<tr>
<th>The Monroe Clinic Hospital 515 22nd Avenue Monroe, WI 53566</th>
<th>Janesville Mercy Health Systems 1000 Mineral Point Avenue Janesville, WI 53548</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morrison Community College 303 N Jackson Street Morrison, IL 61270</td>
<td>Mercy Medical Center 1410 N. 4th Street Clinton, IA 52732</td>
</tr>
<tr>
<td>Beloit Health Systems 1969 West Hart Road Beloit, WI 53511</td>
<td>William S Middleton VA Memorial Hospital 2500 Overlook Terrace Madison, WI 53705</td>
</tr>
<tr>
<td>UW Health Systems UW Department of Family Medicine 1100 Delaplaine Court Madison, WI 53715-1896 Sites: Belleville Clinic, Verona Clinic</td>
<td>Dean Clinic East 3200 E Racine St Janesville, WI 53546</td>
</tr>
<tr>
<td>Midwest Medical Center 1 Medical Center Circle Galena, ILL</td>
<td>Walworth County Mercy Hospital HWY 51 Lake Geneva, WI</td>
</tr>
<tr>
<td>Harvard Mercy Hospital 901 Grant St. Harvard, IL 60033</td>
<td><em>Other sites as site agreement contracts are obtained.</em></td>
</tr>
</tbody>
</table>

Special Note: Students are assigned to specific clinical experiences by the program faculty. Trading clinical experience sites is prohibited. The program faculty will not honor any requests for vacations during clinical experience.
PROFESSIONAL DEVELOPMENT

Students are encouraged to participate in professional development activities each semester while in the MLT program. An example of professional development activities includes becoming a member of the American Society for Clinical Laboratory Science (ASCLS), the premier professional organization for laboratory professionals or the American Society for Clinical Pathology (ASCP). Application forms are available from the program coordinator or online at www.ascls.org or www.ascp.org.

PROGRESS REPORTS/EXIT INTERVIEWS

Students are expected to meet with a program faculty member at the end of each spring semester to discuss academic progress and class scheduling. The program director or designated clinical coordinator also visits each student at least one time during every clinical experience.

At the end of the program an exit interview and clinical survey is scheduled to gather overall feedback and suggestions for program improvement. At this time students will have the opportunity to complete a mock certification exam.

WITHDRAWAL/RE-ENTRY POLICY

Students who wish to drop out of the MLT program must follow the college withdrawal policy. Refer to the BTC website@ www.blackhawk.edu at MyBTC to access the student calendar for course withdrawal deadlines.

Students who would like to petition into the MLT program clinical experience after a period of voluntary inactivity may do so under the following conditions:

1. No more than two semesters have passed since the student last completed a MLT course (summer term not included).
2. Student is in good academic standing.
3. Space is available in the MLT program.

If a student would like to petition into the MLT program clinical experience but more than two semesters have passed since they last completed a MLT course, they may be able to petition under the following conditions:

1. Student is in good academic standing
2. Space is available in the MLT program
3. MLT courses that are two or more years old must be repeated with grades of C or better before the student is allowed to enroll in clinical experiences.
PETITION/ALTERNATE/REENTRY STATUS POLICY

The MLT program is generally able to place all students in clinical rotations. In the event that the number of students in the program exceeds the number of available clinical experience spots, the alternate status policy described below would apply.
Petition Process

Students petitioning for the MLT clinical experience will be ranked based on their GPA in MLT professional courses, number of credits received prior to petition, and previous medical environment exposures. A clinical interview will also be used to assess student professionalism and communication skills. Students will be assigned clinical spots based on these rankings. Students not assigned to a clinical rotation will be considered alternates.

Alternates

Alternates will be scheduled for rotations as space becomes available. This selection will be based on individual rankings from the petition process for that rotation. If not selected, student must petition the following year.

Students who are re-entering the program after voluntary withdrawal will be required to re-petition and are subject to the criteria utilized for the petition process.

The petition process will occur in the fall prior to the spring semester of clinical experience. Announcements will be made in class or by letter and petition documents will be posted on the program section of the BTC website.

DISMISSAL POLICY

The Health Services Division Dean, program director or program faculty have the right to dismiss a student at any time during the educational period when academic and/or affective reasons are sufficient to warrant such action.

Students should refer to the student discipline procedure in the college handbook, www.blackhawk.edu, for acceptable conduct on campus.

Students will be immediately dismissed from a clinical site for infractions of facility policy which jeopardize patient safety. A student dismissed from a clinical site will receive a failing grade for the rotation. Causes for dismissal include but are not limited to:

1. Negligence in the performance of lab tests
2. Divulging confidential information
3. Removing or damaging property
4. Intoxication
5. Possessing drugs or weapons
6. Threatening the health and safety of another individual
7. Using loud or abusive language
8. Excessive absences
9. Cheating on exams

**STUDENT GRIEVANCE POLICY**

Students who have grievances regarding the MLT program should discuss them first with the faculty member or clinical instructor involved. A problem that is not resolved at this level should then be brought to the program director’s attention. If a problem is not resolved informally at this level, the student should follow the grievance procedure outlined in the student handbook, www.blackhawk.edu at MyBTC.

**GRADUATION REQUIREMENTS**

Students are encouraged to participate in the BTC sponsored graduation ceremony which is held each year in May. Students must apply for graduation in order to have the AAS degree posted on their final transcript.

**CERTIFICATION INFORMATION**

Once a student has successfully completed the MLT program, he/she is eligible to sit for a national certification exam prior to becoming employed in a clinical laboratory. Healthcare Organizations will require this certification upon employment. Certification information may be obtained from the American Society of Clinical Pathology www.ascp.org. Granting the AAS degree in Medical Laboratory Technology is not contingent upon earning a passing score on your certification exams. The certification examination fee for 2015 graduates is set at $200. The fee is adjusted on an annual basis and will likely increase annually.

Certified MLT professionals are also required to maintain continued competency through the ASCP CMP Program. Information can be found at ascp.org

**MLT Frequently Asked Questions**

**What Is Medical Laboratory Technology?**

Medical Laboratory Technology is an Allied Health specialty concerned with the diagnosis, treatment and prevention of disease through the use of clinical laboratory tests.

**What Does A Medical Laboratory Technician Do?**
Medical Laboratory Technicians are midlevel laboratory workers who function under the supervision of a Pathologist, Medical Technologist or Laboratory Supervisor. They perform various complicated hematological, chemical, immunological and microbiological tests on blood and body fluids.

Is Working With Blood And Body Fluids Dangerous?
All blood and body fluids have the potential to be infectious, however our program emphasizes the safe handling and disposal of all biohazard materials through the use of gloves, laboratory coats and protective shields. In addition, students are trained in the safe use and disposal of chemical agents, and the safe use of equipment commonly used in the clinical laboratory.

Will I Be Required To Take The Hepatitis B Vaccine Series?
Yes. The Hepatitis B vaccine series is required for all persons who will, or who are likely to, have contact with blood and body fluids. By completing the three shot series, students are able to build up antibodies against the Hepatitis B virus, and as a result, will be immune to the virus if they should be exposed to it. Students will not be permitted to begin their practicum rotations until they have completed the three shot series. Declining to take the full three shot series, for whatever reason, is not an option. This immunization series is for the student’s protection!

Are Jobs Available For Medical Laboratory Technicians?
Although it is impossible to guarantee employment for all of our graduates, the current and future outlook for positions in the field of Medical Technology is excellent. Job opportunities are available in Green and Rock County as well as the surrounding area. The greater demand, however, is increasing in the rural and metropolitan areas in other parts of the United States. A survey conducted by the American Society for Clinical Laboratory Science indicates that out of 3,623 laboratories, 92% were currently having serious difficulty in filling new and vacant positions with qualified personnel.

In another study, it has been projected that, given the present circumstances, the shortage of qualified Medical Laboratory Technicians and Technologists has reached the critical level of approximately 53% between the years 2008 and 2015!

What Type Of Job Opportunities Are Available For Medical Laboratory Technicians?
Medical Laboratory Technicians may be employed in a variety of settings including hospital laboratories, physician’s office laboratories, research laboratories, public health offices, pharmaceutical companies, criminal investigation agencies and veterinary reference laboratories.

What Kind Of Salary Can I Expect To Earn As A Medical Laboratory Technician?
The salaries for Medical Laboratory Technicians are competitive with other health care professionals with similar educational credentials. Salaries will vary according to the supply and demand of the
area, but will average $14.50 to $20.00 per hour for new graduates. Salary increases usually follow the successful completion of a national Board of Registry examination, and subsequent certification as a Medical Laboratory Technician/Clinical Laboratory Technician.

How Can I Prepare For A Career In Medical Technology?

The Medical Laboratory Technology program at Blackhawk Technical College accepts up to 15 new students each year, and provides the necessary training to be eligible to write the national examination for certification for Medical Laboratory Technicians. This program is 24 months long, and requires the successful completion of 67 semester hours of college level courses, after which the student is awarded an Associate in Applied Science degree.

How Much Does It Cost To Complete This Program?

This is a very complex question. The total and semester-to-semester costs of the program will vary from student-to-student depending on:
- The residency status of the student
- The number of semester hours and accepted, transferable course hours already taken by the student
- The number and order of general education courses that the student chooses to take in a given semester
- The cost of books required/recommended for a given course.
- Fees assessed for any online courses taken

Students are strongly advised to consult the current Blackhawk Technical College General Catalog (wwwl.blackhawk.edu) to determine the general tuition and fees, laboratory fees, special supply and equipment fees, and also to contact the bookstore on their home campus, each semester, to determine their final costs.

Will I Have To Have A Criminal Background Check?

Yes. A criminal background check for ALL students majoring in any allied health or nursing profession in any U.S. college, is required. This criminal background check is mandated by the Joint Commission on Accreditation of Hospital Organizations (JCAHO) and is based on JCAHO Standard H.R. 1.20. If a student is concerned that they may not "pass" the background check to meet the JCAHO Standard H.R. 1.20, they may wish to consult with a private attorney prior to submission of their application for program admission.

Will I Have To Go Out Of Town For My Clinical/Practicum Rotations?

Yes. Some courses require job shadows at various clinical sites, some outside of Green and Rock County. The fourth semester clinical experience may also be scheduled at a site that is a long distance from your home. The Program faculty does it’s best to schedule students in sites with high quality experiences, while keeping in mind individual needs. It is the responsibility of the student to
make personal arrangements for transportation, child care, etc... when assigned to an out-of-town rotation.

**Do I Need to Have All of My "Basics" Out of the Way Before Applying to the Medical Laboratory Technology Program?**

No. The curriculum for the Medical Laboratory Technology Program includes all courses, including the "basics", that are required for completing the Associate in Applied Arts and Sciences degree. Some students choose to complete their general education courses prior to entering the program, in order to reduce their academic workload each semester. This choice, however, results in the student having to attend additional semesters, beyond the four semesters required by the program. In addition, part of the process for selecting students each year is based on a point system, whereby students receive points for courses completed prior to enrolling in the program.
Appendix

Functional Abilities Statement of Understanding

Acknowledgment of Risk/Acceptance of Responsibility Agreement and Release

Student Handbook Agreement and Confidentiality Statement

Permission for Recording Lecture Materials

Criminal Background Check Information
BLACKHAWK TECHNICAL COLLEGE
MEDICAL LABORATORY TECHNICIAN PROGRAM

FUNCTIONAL ABILITY CRITERIA

Statement of Understanding

The Americans with Disabilities Act of 1991 (42 U.S.C. 12101, et seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794) prohibits discrimination of persons because of his or her disability. In keeping with these laws, colleges of the Wisconsin Technical College System (WTCS) make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities of a student in the above named program. In addition, information was given to the student on reasonable accommodations to meet the Functional Abilities at this time.

_________ I have read and understand the Functional Ability Criteria specific to a student in (initials/date) the Medical Laboratory Technician Program.

_________ I am able to meet the Functional Abilities presented with or without (initials/date) accommodation.

_________ I was provided with information concerning accommodations or special services, (initials/date) if needed at this time.

Name of Student (Please print)

___________________________________  ________________________
Signature of Student      Date