



Medical Laboratory Technician Program  
Student Handbook  
2026-2027



These requirements are specific to the Medical Laboratory Technical program and are a supplement to the BTC catalog.

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## Program Instructors and Personnel

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Ruth Abrahams	Home	<a href="mailto:rabrahams@blackhawk.edu">rabrahams@blackhawk.edu</a> 608.728.3346	Adjunct Instructor
Moira Lafayette	CCM2304H	<a href="mailto:mlafayette@blackhawk.edu">mlafayette@blackhawk.edu</a> 608.757.7750	Dean - Health Sciences
Enid Halewyn	1300A	<a href="mailto:ehalewyn@Blackhawk.edu">ehalewyn@Blackhawk.edu</a> 608.757.7698	Administrative Chair

### **College and Program Accreditation Information**

Blackhawk Technical College is accredited by the Higher Learning Commission  
30 North La Salle Street, Suite 2400, Chicago, Illinois 60602-2504  
Phone: 800 621-7440  
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  
Phone: (773) 714-8880 (773) 714-8886  
Fax info: @naaccls.org  
Email: [www.naaccls.org](http://www.naaccls.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 Technician 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 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 curriculum consists of a total of 67 general and program specific credits. Students participate in 512 hours of clinical training. Graduates receive an Associates of Applied Science Degree as a Medical Laboratory Technician.

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 (NAACLS) and was granted 10-year accreditation on April 28, 2017. Graduates of accredited Programs may use the title of Medical Laboratory Technician and are eligible for national certification and designate their certification by using the initials MLT(ASCP)<sup>cm</sup> when they enroll for the continuing education program through ASCP

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 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.

# Medical Laboratory Technician Program Mission Statement

Blackhawk Technical College Medical Laboratory Technician (MLT) Program educates clinical/medical laboratory professionals to meet the current and future 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 Education Rights and Privacy Act (FERPA)

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 the specific FERPA information.

Developed: 5/2010 KW

Revised:

4/2011 KW	10/2011 KW	8/2012 KW	10/2013 KW
8/2014 KW	6/2015 KW	3/2016 KW	4/2017 KW
6/2018 KW	5/2019 KW, TW, BH	7/2020 KW, TW	8/2022 KW, TW
6/2023 KW, TW	8/20285 RLB	6/2026 RLB	

## 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 five 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.

The core abilities were developed to define the expectations of all graduates from Blackhawk Technical College programs, unifying all academic divisions and contributing to student success. The core abilities are continuously reviewed and updated. The most recent updates of core abilities are identified below.

Blackhawk has identified five core abilities:

- Demonstrate Critical Thinking
- Demonstrate Effective Communication
- Demonstrate Professional Work Behaviors
- Demonstrate Diverse and Inclusive Practices
- Demonstrate Professional Use of Relevant Technology

## Medical Laboratory Technician Program Goals

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.

<b>Goal 1</b>	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.
<b>Goal 2</b>	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.
<b>Goal 3</b>	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.
<b>Goal 4</b>	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.
<b>Goal 5</b>	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.

# Blackhawk Technical College Medical Laboratory

## Technician Functional Abilities

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 with 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.

<b>PROGRAM SKILL LEVEL</b>		
Specific Ability Required for Technical Skills Attainment		
<b>Gross Motor Coordination</b>		
Move freely and safely about a laboratory	Maintain balance in multiple positions	Reach above shoulders and 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
<b>Fine Motor Skills</b>		
Grasp/pick up objects with hands	Write with pen or pencil	Key/type
Twist/turn adjustment dials accurately	Good eye hand & foot coordination	Obtain and process potentially infectious specimens
Safely handle laboratory chemicals	Utilize computers/digital equipment	Simultaneous hand/wrist & finger movement
<b>Physical Endurance</b>		
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		
<b>Physical Strength and Mobility</b>		
Manipulate phlebotomy and other specimen collection equipment	Use upper and lower body strength	Twist, bend, stoop/squat, move quickly, walk
React to emergency situations		

<b>Vision</b>		
See objects up to 20 inches away, printed material	See objects up to 20 feet away, projected material	Distinguish colors and gray scale, including microscopically and macroscopically.
Use depth perception	Use peripheral vision	
<b>Hearing</b>		
Hear and discriminate speech at normal conversation levels	Hear faint voices and faint body sounds	Detect patient issues from a distance
Discriminate speech with background	Detect equipment alarms in a laboratory	Hear when unable to see
<b>Smell</b>		
Detect odors	Identify changing/abnormal smells	
<b>Environment</b>		
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	
<b>Tactile</b>		
Feel differences in surface characteristics	Detect hot and cold temperatures	Operate instruments and small equipment functionality
Discern veins through tactile senses.		
<b>Reading</b>		
Read and understand written documents	Read digital displays and computer monitors	View information/images on computer monitor
Interpret test request entries for laboratory work		
<b>Math</b>		
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
<b>Interpersonal Skills</b>		
Establish rapport with individuals	Interact professionally and clearly with	

	patients/families/other healthcare professionals	
<b>Communication Skills</b>		
Speak, read and write English	Listen and comprehend spoken and written English	Communicate effectively and professionally with patient, family members, and all other members of the healthcare team
Exhibit and comprehend nonverbal cues	Collaborate with others	
<b>Emotional Stability</b>		
Establish professional relationships	Adapt to changing environments, be flexible and adaptable to change	Handle 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		
<b>Critical Thinking</b>		
Comprehend and follow instructions	Identify cause and effect relationships	Follow processes from start to finish
Adapt to non-routine and changing situations	Sequence information	React appropriately to emergency situations.
Ask for help when necessary		
<b>Analytical Thinking</b>		
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
Adapt to non-routine situations	Ask for help when necessary	Prioritize duties in stressful/emergency situations
Recognize potentially hazardous situations and proceed safely	Estimate outcomes	Use short- and long-term memory

## 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 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 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 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 Castle Branch and/or Viewpoint Screening Certified Background Service.

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 or accommodation and would like information about support services and educational accommodations, please contact BTC's Access and Accommodations Coordinator at 608.757.7796 or in room 2200 at Central Campus (Student Success Center). Please discuss your approved accommodations with me during office hours or after class and be sure to allow adequate time 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 Student Services 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 Specific days. Please see the financial aid information located on the main Blackhawk Technical College website page for current schedule dates.

## Library Services and Student Success Center

Blackhawk's Learning Commons Library provides students with thousands of digital resources for flexible access to quality research. Library staff are available to support learners in-person at the Library Help Desk in the Student Success Center and online. The Student Success Center includes a student printer, desktop computers, and study rooms.

Questions? 608-757-7705 or [library@blackhawk.edu](mailto:library@blackhawk.edu).

## Career and Professional Development Services

Blackhawk Technical College takes great pride in offering a wide range of career and professional development services. We are here to help you explore careers, prepare for the job application process, and find current opportunities.

## Explore Careers

Not sure what college program to pursue? Have you forgotten what you really wanted to do in your pursuit of education, earning an income, and/or raising a family? This can be one of your biggest decisions. An interest assessment can get you started in building a career around what you are meant to do.

- [Take the 10-minute Career Interest Questionnaire](#) to find out what Wisconsin Technical College program best fits you.
- Achieve your potential in school, career, and life through Focus2, an online interactive career & education planning system that combines self-assessment,

career exploration and decision-making into one comprehensive program. To get started, visit [Focus 2](#) using "blackhawk" as the access code.

- Learn more about various careers at [My Next Move](#).

Completing a [Career Exploration Workshop](#) is a great step to make sure you are on the right path toward building a career around your skills and passions. Workshops are offered weekly and are free of charge.

## Prepare for the Job Application Process

The hiring process can be scary, but we're here to help. No matter what your experience level is with interviews and application materials, our Career Services team is ready to help you prepare.

### *Resumé Writing*

A resumé cannot get you a job, but it can get you an interview. An effective resumé describes your education and experience in relation to the job you are applying for.

### *Mock Interviews*

Our mock interview sessions allow you to practice your interviewing skills with a staff member prior to going out and interviewing with employers in your career field.

### *Career Closet*

The Career Closet provides all Blackhawk students with access to new and gently used professional attire for interviews, career fairs, networking events, and the workplace. The goal of the Career Closet is to remove financial barriers that may prevent students with the highest need from looking and feeling their best during the internship and job search process. The Career Closet is located in the CARE Center (Room 2220).

## Certificate of Professional Development (CPD)

We offer fun, interactive, and **FREE** training programs that enhance professional development and prepare participants for employment. The training programs are self-paced and open to all students. Participants who complete the full checklist will earn the Certificate of Professional Development.

Program Benefits:

- Receive specialized training and feedback.
- Gain experience that can be applied to the workplace.

- Take charge of professional development and gain more confidence in the job search/application.

To get started, simply attend any training offered or [contact Career Services](#).

## Shuttle Service

Our shuttle service is free for Blackhawk Technical College and Rock University High School students. Students must present their current student ID at all times. The service runs Monday through Friday during the Fall and Spring Semesters.



Scan for the most up-to-date schedule!  
(608) 758-6900 | [shuttles@blackhawk.edu](mailto:shuttles@blackhawk.edu)

*\*Milton available upon request.*

## Learning Center

Need help understanding or completing an assignment? The Learning Center, located in the Student Success Center, has multiple options to get support with your course assignments and study strategies including online and in-person tutoring and one-on-one personalized skill building sessions.

Stop in or schedule an appointment by calling (608) 757-7676 or by e mailing [tutoring@blackhawk.edu](mailto:tutoring@blackhawk.edu) if you have any questions.

## In-Person and Online Support from the Learning, Math, and Writing Centers

Get in-person or online help from instructors or peer tutors. Students can also have a paper reviewed: submit a paper for comments and feedback from faculty and staff using <https://writingsupport.blackhawk.edu/new>; the Writing Resources Guide (<https://blackhawk.libguides.com/c.php?g=1207535&p=8877442>) is also a helpful writing resource.

## Live Online 24/7 Tutoring

Students who need support outside of Learning Center hours can use virtual tutoring available through Tutor.com. Find it in all of the Blackboard courses within the “Student Support” module.

## Academic Coaching

Academic coaching is a one-on-one holistic partnership with a student that focuses on study skill development, campus engagement, short and long-term goals, and general academic performance. If you would like to strengthen your study skills and habits, you may request academic coaching by contacting the Learning Center.

## Peer Tutoring

If you are struggling with a specific topic, need guidance on completing assignments, need help preparing for exams, or are looking for other students to work with (i.e., small peer study group), peer tutoring may be right for you. To request a peer tutor, contact Tutoring Services at 608-757-7666 or [testingcenter@blackhawk.edu](mailto:testingcenter@blackhawk.edu).

Interested in becoming a peer tutor? Requirements include: successful completion of 12 transferable credits (with a minimum overall GPA of 3.00 and at least a B grade in the courses you would tutor), a recommendation from an instructor of the course you want to tutor and a résumé. For more information, contact the Testing Center at 608-757-7666 or [testingcenter@blackhawk.edu](mailto:testingcenter@blackhawk.edu).

## Counseling and Case Management

Counseling and case management services are free and available for all current students to assist in dealing with issues that impact their overall well-being. Through counseling and case management, current students can share problems in a safe and supportive space.

Students needing immediate assistance can walk in during office hours. If possible, please call ahead to let us know you're coming. If individual counseling needs are determined to be beyond what is considered brief, every effort will be made to refer the student to an affordable, appropriate community-based provider.

Questions? Contact (608) 757-7742 or [counseling@blackhawk.edu](mailto:counseling@blackhawk.edu).

## Our Commitment to Diversity

In an effort to provide flexible education and a supportive environment, Blackhawk Technical College aspires to create a climate in which all students, employees and community members feel welcomed, valued, and included. To that end, the College strives to use inclusive and accessible practices to create a community of diverse ideas, abilities, cultures, and lifestyles.

During the Fall 2020 semester, Blackhawk formed the Inclusion, Diversity, Equity and Accessibility (IDEA) Committee, a cross-section of staff, faculty and students charged to:

“create an environment that values human diversity and respects the experiences and contributions of all by directing and operationalizing accessibility, diversity, equity, and inclusion initiatives of the College with responsibility to ensure that all of our activities support the mission at the College and ensure our culture values diversity and seeks to foster equity and inclusion in a welcoming, safe, and respectful community.”

Since its formation, the committee and the College as a whole have worked to cultivate an on-campus culture of inclusion, diversity, equity and accessibility through deliberate and ongoing work and continuous dialogue both inside and outside the classroom.

## MLT Program Requirements

To be considered for placement into the MLT Program, potential students MUST attend a mandatory MLT Information meeting prior to registration, or at the beginning of the fall Quality Assurance Laboratory Math course.

Potential students must complete the pre-requisite of high school chemistry or college chemistry prep with a grade of a “C” (75%) or better. Students must also complete high school algebra or college math review with a grade of a “C” (75%) or better.

Once admitted to the program, the following requirements must be met in order to participate in the clinical experience.

- Caregiver background check
- Physical exam and completed personal history form on file prior to the beginning the fourth-semester clinical rotation
- Successful completion of all program courses with a C or better.

## MLT PROGRAM COURSE DESCRIPTIONS

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 recommendation: Compass pre-algebra score of 44 or higher is recommended. High School chemistry is required.*

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 including the Laboratory Information System, incorporating preanalytical, analytical, and postanalytical processes.

513-111 Phlebotomy 2 credits

This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures, utilizing preanalytical processes. *Corequisite: Healthcare Background Check is required and 513-113 QA Lab Math and 806-177 General Anatomy and Physiology.*

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. Healthcare Background Check is required.*

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: Healthcare Background Check and 513-113 QA Lab Math. Co-requisite: 513-110 Basic 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, Healthcare Background Check is required.*

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 analytical laboratory techniques used to diagnose disease and monitor treatment. *Prerequisite: 513-110 Basic Lab Skills. 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 postanalytical work ups for adverse reaction to transfusions and disease states. *Prerequisite: 513-110 Basic Lab Skills, and 513-115 Basic Immunology Concepts. Healthcare Background Check is required.*

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. Healthcare Background Check is required.*

513-134 Clinical Chemistry 4 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. The second half of 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: 513-110 Basic Lab Skills, 806-177 General Anatomy & Physiology Healthcare and 806-186 Introduction to Biochemistry. Healthcare Background Check is required.*

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 Healthcare Background Check is required.*

513-170 Introduction to Molecular Diagnostics 2 credits

This course introduces the principles and application of molecular diagnostics in the clinical laboratory. *806-186 Introduction to Biochemistry and 806-197 General Microbiology, Healthcare Background Check is required.*

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. *Corequisite: 513-133 Clinical Microbiology. Healthcare Background Check is required.*

513-151 Clinical Experience I 3 credits

In this clinical you will practice the principles and procedures of laboratory medicine as an entry level Medical 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" (75%) or better in all MLT courses Healthcare Background Check is required.*

513-152 Clinical Experience 2 4 credits

Provides continuing practice for the principles and procedures of laboratory medicine as an entry level Medical 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" (75%) or better in all MLT courses. Healthcare Background Check is required.*

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.

SEMESTER 1		CREDITS
<a href="#">513-110</a>	Basic Laboratory Skills	1
<a href="#">513-111</a>	Phlebotomy	2
<a href="#">513-113</a>	Quality Assurance Laboratory Math	1
<a href="#">513-115</a>	Basic Immunology Concepts	2
<a href="#">801-136</a>	English Composition 1	3
<a href="#">806-177</a>	General Anatomy and Physiology	4
<a href="#">806-199</a>	General, Organic and Biological Chemistry	4
<b>Credits</b>		<b>17</b>
SEMESTER 2		
<a href="#">513-109</a>	Blood Bank	4
<a href="#">513-120</a>	Basic Hematology	3
<a href="#">513-121</a>	Coagulation	1
<a href="#">801-198</a>	Speech	3
<a href="#">806-197</a>	Microbiology	4
<b>Credits</b>		<b>15</b>
SUMMER BETWEEN YEAR 1 AND YEAR 2		
<a href="#">809-196</a>	Introduction to Sociology	3
<a href="#">809-198</a>	Introduction to Psychology	3
<b>Credits</b>		<b>6</b>

<b>SEMESTER 3</b>		
<a href="#">513-114</a>	Urinalysis	2
<a href="#">513-116</a>	Clinical Chemistry	4
<a href="#">513-130</a>	Advanced Hematology	2
<a href="#">513-133</a>	Clinical Microbiology	4
<a href="#">513-170</a>	Introduction to Molecular Diagnostics	2
	<b>Credits</b>	<b>14</b>
<b>SEMESTER 4</b>		
<a href="#">506-105</a>	Quality Concepts in Laboratories	3
<a href="#">513-140</a>	Advanced Microbiology	2
<a href="#">513-151</a>	Clinical Experience 1	3
<a href="#">513-152</a>	Clinical Experience 2	4
<a href="#">513-153</a>	Clinical Portfolio	1
	<b>Credits</b>	<b>13</b>
	<b>Total Credits</b>	<b>65</b>

# Health and Background Check Requirements

## Background Check

Caregiver Background Check is required to be performed upon admission into the MLT program and prior to scheduling specific fall semester classes for the first semester of program classes (see specific prerequisites and co-requisites listed in the previous course listings). 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 (2023-\$ 52.50), which is the students' expense. The background check is good for 4 years and required prior to placement in a clinical facility. The Healthcare Questionnaire, required 6 months prior to clinical experience, costs an additional \$20.

In accordance with Wisconsin Caregiver Background law, applicants with 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 required to secure health insurance or contact student services to discuss the college's health insurance options. Clinical sites require students to obtain coverage prior to attending the clinical portion of the program.

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.

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.

## Drug Screening Requirement

Blackhawk Technical College (BTC) has partnered with Viewpoint Screening (VPS) to provide drug screening to meet clinical requirements. All students are required to have a 10-panel drug screen before starting clinicals. While enrolled in health science programs, students may be asked to complete an additional drug screen(s).

The student must purchase their drug screen through VPS and is responsible for any costs associated with processing and evaluation of the drug screen. Any student who refuses to complete a required drug screen or has a positive drug screen result that is NOT cleared by medical review will be required to meet with the program chair.

**Order:** Click on Find Your School and click on the state where the school is located. Scroll through the list of schools and click on Blackhawk Technical College. This will log the student onto the school's background screening webpage.

Follow the online instructions to enter in the necessary information to place an order: <https://www.viewpointscreening.com/blackhawk>

Health Science programs using VPS:

- Central Service Technician
- Dental Assistant
- Dental Hygienist
- Diagnostic Medical Sonography
- EMT
- Medical Assistant
- Medical Laboratory Technician
- Nursing
- Paramedic
- Phlebotomy
- Physical Therapist Assistant
- Radiography
- Substance Use Disorder Counseling
- Surgical Technologist

The student will receive an email from VPS within one business day after finishing placing the online order regarding the drug screen. This email will contain a code needed to have the drug screen performed. The student will be instructed to visit a nearby drug screen collection site, where they will need to present the code along with a valid ID.

Please be sure to check the spam filters for the drug screen registration email. These emails are typically flagged by yahoo.com, gmail.com, and aol.com email clients.

If it has been more than one business day since the order was placed, and the drug screen registration email has not been received, please contact [studentsupport@viewpointscreening.com](mailto:studentsupport@viewpointscreening.com) or join a live chat session located in the lower right hand corner.

**Price:** Lab based Urinalysis (10 panel) \$60

**Approved Testing Locations:**

Badger Testing Services LLC  
4118 Commercial Drive  
Janesville, WI 53545  
608-316-7225  
Monday – Friday: 8 am – 5 pm

Badger Testing Services LLC  
554 Grand Canyon Drive  
Madison, WI 53719  
608-316-2700  
Monday – Friday: 8 am – 5 pm

\*An appointment is NOT needed for drug screening. Please arrive at least 30 minutes before site closing time.

**Results:** The average turnaround time for a drug screen is 1-3 business days. Log in to Viewpoint dashboard and open the results. An expected completion date will be displayed under the status column on the Results Summary page.

Click on "View My Results" and enter the student email address and password. The student must use the email address used when the order was placed. The student will log into the Viewpoint dashboard where they can access the background check and/or drug screen results. Results will not be emailed.

BTC school administrators have full access to all results online. If necessary, the school administrators will share results with clinical agencies. Viewpoint Screening never emails results.

**Dispute results:** If the student feels the report contains inaccurate information, VPS can help. The student will need to contact VPS directly. Upon request, VPS will review the disputed information with the source of the information. Following the review process, VPS will promptly correct any inaccuracies and provide the student with an updated report within 30 days.

To place a dispute, please contact VPS at [studentsupport@viewpointscreening.com](mailto:studentsupport@viewpointscreening.com).

**False-Positive Drug Screen Result:** Certain prescription medications can cause false-positive drug screen results, also known as non-negative screen results. If the screen result is non-negative, a Medical Review Officer (MRO) will contact the student for prescription

medication information. The MRO will make the decision if the prescription medication was the cause for the non-negative screen result.

**Negative Dilute:** If the drug screen results in a negative dilute, the student will be required to re-take the drug screen.

**Positive Drug Screen Results:** If a student screens positive for drugs and did not meet the exclusion to false-positive drug screen results criteria, the student will not be allowed to register for core classes in health science programs.

From the time of positive drug screen results, students will need to repeat screening in the following period:

- Results notified Monday 8 am -Thursday 5 pm, repeat within 24 hours
- Results notified on Friday by 5 pm, repeat by Monday 5 pm

If a student fails the second drug screen, completed within 24 hours of the prior drug screen, a meeting must be scheduled with the program chair to discuss the screen results and the student's future participation in the BTC health science program. Refusal for the student to repeat drug screen or missed repeat window will be deemed a failed second drug screen.

If a student fails or does not complete the repeat drug screen, they will not begin the health science program during this enrollment term. Students will retain their position on the waitlist for the next enrollment term with a negative drug screen and completion of any required student actions.

Required student actions, if a student has failed two drug screens, may include:

1. Completion of an approved Alcohol and Other Drug Abuse (AODA) course/counseling with documentation that the student has been rehabilitated.
2. The student will be drug screened upon completion of rehabilitation requirement to determine if they meet the drug screen requirement for program entry.
3. If drug screen results are negative, the student may proceed in program courses with clinical placement based on space availability.
4. Student will be required to have random drug screens within 24 hours of call by the program chair or designee at the student's expense. This will continue until graduation, or an additional positive drug screen occurs, resulting in program dismissal.

## Student Code of Conduct

If a student is suspected of being under the influence of alcohol or drugs in the clinical/practicum setting, the clinical affiliate reserves the right to require a for-cause drug screen consistent with its institutional policy. For on campus educational activities, BTC policies related to drugs and alcohol (student code of conduct) are followed.

If a student fails a drug screen while already enrolled in a health science program, they will be immediately removed from clinical courses and be referred to the health science program chair and BTC Student Services for review of continuation of non-clinical courses.

Violations related to the [student code of conduct](#) should be submitted to the BTC Code of Conduct Officer for further review.

## Safety Policy

Students must demonstrate competency in safety protocol during MLT coursework. The following safety precautions must be followed while in the Integrated Science Center. Students will not be allowed in an unsupervised laboratory. These rooms MUST have an instructor or laboratory instructional assistant present with the student to carry out laboratory procedures:

1. No eating or drinking is allowed while performing lab procedures.
2. Fluid resistant lab coats must be worn while performing lab procedures. (These will be provided).
3. Disposable gloves must be worn when handling biological specimens. (These will be provided).
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. (Some are available in room 416, but you may want your own. Room 422 requires chemical safety glasses to cover your entire eye).
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:

- Exchanging information with another student during an exam
- Bringing notes to use during an exam not authorized by the instructor

- Acquiring, without permission, tests or other academic material belonging to an instructor
- Copying another student's homework or laboratory exercises
- Using false excuses for an absence from class
- Copy and pasting information from a website on a quiz or exam

## Plagiarism

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:

- Falsifying lab documents and/or attendance records
- Not performing tests according to procedure
- Not reporting mistakes/errors to clinical instructors
- 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 Science and Public Safety 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.

## Confidentiality Breach

*Any breach of patient confidentiality is considered a very serious offense and will result in disciplinary action 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 Science and Public Safety Division requires that students conduct themselves in a manner consistent with their chosen profession. The Health Science and Public Safety 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.***

## Service Work Policy

Medical Laboratory Technician students are not expected to perform service work and are not allowed to be scheduled in place of qualified staff during any clinical rotation. At some clinical sites, students are allowed to perform some patient work, but only after demonstrating competence and under supervision of the Program or clinical site faculty. Should a clinical institution wish to employ a currently enrolled MLT student as a laboratory assistant, registry-eligible MLT, or phlebotomist, the institution will contract with the individual student for duty during non-instructional hours. This service work is voluntary on the student's part.

## Cellphone/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. Professional behavior, which includes advising instructors and mentors of anticipated interruptions is expected.

## Social Network Policy

Blackhawk Technical College Health Service and Public Safety Division recognizes the ubiquity of Social Networking in personal and professional communications. This policy is intended to assist students in navigating the fast-changing landscape of the internet, blogging, and social networking sites. It is the right and duty of the Health Service and Public Safety Division to protect itself from unauthorized disclosure of information. Employees are reminded that they are professionals and are representatives of Blackhawk Technical College and the community in all aspects of their lives and should conduct themselves publicly in accordance with the responsibilities of public service. Students of the Health Service and Public Safety Division are reminded that they will soon be professionals and should consider the impact of social networking on their future job opportunities. This policy includes rules and guidelines for authorized social networking and personal social networking.

## General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, Twitter, YouTube, chat rooms, personal blogs or other similar forms of online journals, diaries, personal newsletters, or discussion forums

whether they are affiliated with the Blackhawk Technical College Health Service and Public Safety Programs.

Unless specifically instructed, students are not authorized to speak on behalf of Blackhawk Technical College Health Service and Public Safety Programs. Students may not publicly discuss clients, clinical sites, faculty, staff, or any other school related matters. Students at Blackhawk Technical College Health Service and Public Safety Program are prohibited from disclosing personal information and any other proprietary and nonpublic information to which students and faculty have access. Such information includes, but is not limited to, curriculum exams, financial information, and strategic plans.

## Personal Blogs and Social Networking Sites

Blackhawk Technical College Health Services Programs respects the rights of students to write blogs and use social networking sites and does not want to discourage students from self-publishing and self-expression.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites and may be held personally liable for commentary that is professionally inappropriate, considered defamatory, obscene or libelous by any offended party, not just the Blackhawk Technical College Health Service and Public Safety Programs. However, students are responsible for regulating content on their blogs and social networking profiles and may be held responsible for any inappropriate postings made by third parties.

A student cannot use blogs or social networking sites to harass, threaten, discriminate, or disparage against other students, faculty or anyone associated with or doing business with Blackhawk Technical College Health Service and Public Safety Programs.

Students should exercise care in the photos of themselves that they post to blogs or social networking sites. Students should only share pictures that they would be comfortable being viewed by an employer.

As a general guideline, Students should take care not to post anything that they would not want to be read in a newspaper or on a billboard.

Students are strictly prohibited from posting photographs of students, instructors, clients, clinical sites, and persons engaged in clinical practice at Blackhawk Technical College Health Service and Public Safety Programs simulation lab without the expressed written consent of Blackhawk Technical College Health Service and Public Safety Programs representative and/or the subject of the photograph. Students are strictly prohibited from posting photographs of other students and instructors without the expressed written

consent of the subject(s). Students may not, under any circumstances, post photographs of clients, clinical sites, and persons engaged in clinical practice at the Blackhawk Technical College Health Service and Public Safety Programs or affiliated clinical sites.

Students cannot post on personal blogs and social networking sites any advertisements for or photographs of nursing classes.

Students must respect all copyright laws and must reference or cite all sources as required by law.

Students should be honest about their identity; they should not provide personal information that scam artists or identity thieves could use against them. Do not list your home address, telephone number, work telephone, or e-mail address online. It is a good idea to create a separate e-mail that is used only with social media sites.

## Report Violations

Blackhawk Technical College Health Service and Public Safety Programs strongly urges faculty and students to report any violations or possible or perceived violations to a faculty member, program director, computer technician, or the Academic Dean.

## Discipline for Violations

Each event/violation will be reviewed by the Program Director. Upon review the Program Director can determine if the event was unfounded, place the student on probation, or dismiss the student.

## Dress Code and Hygiene Policy

Students are expected to come to each lab session wearing closed toed shoes and scrub pants which cover the ankle but do not drag on the floor and a scrub top.

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 to be worn. Scrub pants should cover the ankle but not drag on the floor.
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

## Return to Educational Activities Following Extended Health-Related Absences

Following any extended health-related absence, returning students must provide a Release to Return to Educational Activities (see appendix for this form) completed by their health provider stating that they may resume educational activities without restriction or with reasonable accommodation. In the case of clinical education activities, return to the clinical assignment may be impacted by policies of that particular institution. Such conditions could include, but are not limited to

- Surgery
- Hospitalization
- Lifting restrictions
- Other temporary physical restrictions (e.g. crutches, cast, sling, etc.)
- Pregnancy and related conditions.

If the student's physical condition in the classroom, laboratory, or clinical setting is deemed by program faculty or clinical staff as posing a safety risk to classmates, patients, or self, the program reserves the right to excuse the student from that activity.

## Title IX Pregnancy and Parenting Students

Blackhawk Technical College views pregnancy as a wellness event and accommodations for a pregnant student will be made. While it is not required that any student declare pregnancy, there are unique hazards in the medical setting for a pregnant student. Consequently, Blackhawk Technical College advises that the pregnant student - in consultation with her physician – consider declaring pregnancy. Blackhawk Technical College requires that any declaration or un-declaration of pregnancy be in writing, signed and dated by the student, and delivered to the appropriate Dean or program administrator.

### Title IX

*Blackhawk Technical College will excuse any absences due to pregnancy or any related conditions for as long as a health provider documents that it is necessary to be absent. Upon return to school the student will be reinstated to the status held before the leave.*

Consistent with Health Sciences policies related to absence from clinical education activities, a health provider's note releasing the student to return to clinical education activities without restrictions is required.

Students will not be penalized academically for pregnancy or related conditions and will be given the opportunity to earn back any credit and make up any work missed from classes missed due to pregnancy or any related condition.

Students can initiate this option by contacting the college's Access and Accommodations Specialist at (608) 757-7796. Title IX Coordinator (608)-758-6900. For more information, please refer to the document: *Know Your Rights: Pregnant or Parenting? TitleIX Protects You From Discrimination At School*, found on the next page.

## Know your rights

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities.

All public and private schools, school districts, colleges, and universities receiving any Federal funds ("schools") must comply with Title IX\*

## Classes and School Activities

Your school must allow you to continue participating in classes and extracurricular activities even though you are pregnant. This means that you can still participate in advanced placement and honors classes, school clubs, sports, honor societies, student leadership opportunities, and other activities, like after-school programs operated at the school.

Your school must allow you to choose whether you want to participate in special instructional programs or classes for pregnant students. You can participate if you want to, but your school cannot pressure you to do so. The alternative program must provide the same types of academic, extracurricular and enrichment opportunities as your school's regular program.

Your school must allow you to participate in classes and extracurricular activities even though you are pregnant and not require you to submit a doctor's note unless your school requires a doctor's note from all students who have a physical or emotional condition requiring treatment by a doctor. Your school also must not require a doctor's note from you after you have been hospitalized for childbirth unless it requires a doctor's note from all students who have been hospitalized for other conditions.

Your school must provide you with reasonable adjustments, like a larger desk, elevator access, or allowing you to make frequent trips to the restroom, when necessary, because of your pregnancy.

## Excused Absences and Medical Leave

Your school must excuse absences due to pregnancy or childbirth for as long as your doctor says it is necessary.

Your school must allow you to return to the same academic and extracurricular status as before your medical leave began, which should include giving you the opportunity to make up any work missed while you were out.

Your school must ensure that teachers understand the Title IX requirements related to excused absences/medical leave. Your teacher may not refuse to allow you to submit work after a deadline you missed because of pregnancy or childbirth. If your teacher's grading is based in part on class participation or attendance and you missed class because of pregnancy or childbirth, you should be allowed to make up the participation or attendance credits you did not have the chance to earn.

Your school must provide pregnant students with the same special services it provides to students with temporary medical conditions. This includes homebound instruction/ at-home tutoring/Independent study.

\*A school that is controlled by a religious organization is exempt from Title IX when the law's requirements conflict with the organization's religious tenets.

## MLT Program Information

### Grading Policy

Students must achieve a minimum 75% (B/C) in each 506/513 MLT course to remain in the medical laboratory technician program. Students receiving a final grade of 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 has met the requirements 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](http://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% (B/C).

Every attempt will be made to assist the student who has 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.

Written Exams/Quizzes	Presentations	Group Projects
Practical Exams	Attendance	Research Projects
Lab Worksheets	Class participation	Written Assignments
Performance Evaluations	Skill Validations	Discussion Board Posts

### 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](http://www.ascls.org) or [www.ascp.org](http://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.

## Withdraw/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](http://www.blackhawk.edu) at MyBTC to access the student calendar for course withdrawal deadlines.

Students who would like to be placed 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 be placed 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.

## MLT Clinical Placement Process

During your second semester if you are a full-time student, or during the spring semester in which you are completing the Basic Hematology course, if you are a part time student, you will be introduced to the placement process and will participate in several activities of the placement process. During this course, you will be given instructions on completing a letter for placement in a clinical affiliate. The letter must be submitted in the spring semester prior to placement in a clinical site for your final semester of coursework. In addition, you will prepare and participate in an interview and tour of a potential clinical site. During the summer prior to the January start of your clinical experience, you will receive a letter confirming your clinical site placement, contingent on completion of fall classes (with 75%

grade) and physical examination and immunization requirements. Your Background check requirements must be completed prior to starting your clinical experience.

Students wanting to be placed for the MLT clinical experience will be ranked based on the date they were enrolled in the MLT Program. The clinical interview will also be used to assess and educate students in professionalism and communication skills. Students will be assigned clinical spots based on enrollment date. Students not assigned to a clinical rotation will be considered

## Alternates

Alternates will be scheduled for rotations as space becomes available. This selection will be based on individual enrollment date for that rotation. Microbiology and Blood Bank simulation experiences are available at the Blackhawk Technical College Beloit/Janesville Campus and are scheduled with other sites to complete the clinical experience.

There is no guarantee for placement in any given year, placement is based on clinical site availability. If not selected, students will be placed the following year provided they are the oldest enrollment date.

## Students who are re-entering

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

The placement process will begin in the spring semester prior to the spring semester of clinical experience. You will be introduced to this process in Basic Hematology.

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 Service and Public Safety Division Dean, Administrative Chair, 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](http://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](http://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. These guidelines and application are available in December prior to the May ceremony. You MUST apply by March 1, or the designated date provided by the college. You will receive graduation information by email, through your BTC email address.

## Medical Laboratory Technician 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](http://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 2025 graduates is set at \$225. The fee is adjusted on an annual basis and will likely increase annually. While

completion of a NAACLS certified program is the most common pathway to ASCP certification, obtaining your degree is not contingent upon applying for or completing this exam. We are here to help you through this important process in your laboratory career.

Certified MLT professionals are also required to maintain continued competency through the ASCP CMP Program. Information can be found at [ascp.org](http://ascp.org).

## Teach out Policy

In the event that a catastrophic event occurs which results in an interruption of the college's ability to operate the MLT program at Beloit/Janesville campus, the program will attempt to continue to provide instruction via the Blackboard online course delivery system. In the event of such an event educational activity could be moved to another BTC facility with minimal disruption to the student's progress.

Depending on the timing of the event, no new students will be accepted to the program, but the college will provide due diligence in ensuring enrolled students can complete their program. This may include completion at another WTCS campus if there is room in their program.

Should the administration determine at some point that a MLT program will not be continued, a date will be determined where no new students will be admitted to the program, and the current student course and clinical needs, with dates provided for offerings, will be delineated by administration.

## 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.**

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.

#### Clinic hours breakdown

On Campus Orientation/Lab Operations	32 hours
Lab Operations – Clinical	32 hours
Phlebotomy	32 hours
Urinalysis	32 hours
Immunology/serology	16 hours
Coagulation	16 hours
Immunochemistry	96 hours
Chemistry	64 hours
Hematology	64 hours
Microbiology	96 hours
On Campus Wrap up/Make up time	32 hours

Total Hours: 512

## 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 encouraged, 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 apprised of site closures or schedule changes. Closing or cancellation information will be posted on the BTC website and on BTC Facebook page. The following radio stations will also be notified:

WBEL (Beloit)	1380 AM	WMJB (Janesville)	105.9 FM
WGEZ (Beloit)	1490 AM	WZOK (Rockford)	97.5 FM

WCLO/WJVL (Janesville) AM/99.9 FM	1230	WEKZ (Monroe)	1260 AM
		WTSO/Z104 (Madison)	1070 AM/104 FM

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.**

## Clinical Affiliates

SSM Monroe 515 22 <sup>nd</sup> Ave Monroe WI 53566	Janesville Mercy Health Systems 1000 Mineral Point Ave Janesville, WI 53545
Impact Life – Blood Center 6330 Cops Ave Monona, WI 53716	Mercy Hospital Walworth N2950 State Road 67 Lake Geneva, WI 53147
SSM St Mary’s Janesville 3400 E Racine Street Janesville, WI 53545	Swedish American Hospital 1401 East State Street Rockford Illinois, 61104
Beloit Health System 1969 West Hart Rd Beloit, WI 53511	Aurora Clinical Laboratories (ACL) Aurora Lakeland Medical Center W3985 County Road NN Elkhorn, WI 53121
Aurora Burlington 252 McHenry St Burlington, WI 53105	Mercyhealth Freeport 1045 West Stephenson St Freeport, IL 61032

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.

## Placement/Alternate/Re-entry 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. While every

effort is made to accommodate all students, there is no guarantee that all students will be placed in a given year.

## 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 mid-level 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 Get 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 ([www.blackhawk.edu](http://www.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 (AA) and Sciences (AS) 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
- Acknowledgement of Risk/Acceptance of Responsibility Agreement and Release
- Student Handbook Agreement and Confidentiality Statement
- Blackhawk Technical College MLT Program Release to Return to Educational Activities

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 (initials/date) in 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 (initials/date) services, if needed at this time.

Name of Student (Please print): \_\_\_\_\_

Signature of Student Date: \_\_\_\_\_

## BLACKHAWK TECHNICAL COLLEGE MLT PROGRAM

### RELEASE TO RETURN TO EDUCATIONAL ACTIVITIES

The Blackhawk Technical College MLT Program requires that students returning to clinical education following extended health-related absence requires a release from a medical provider stating that the student may return to educational activities without restrictions or with reasonable accommodation. Listed below are the Functional Abilities identified by the BTC MLT Program deemed essential for the practice of clinical laboratory. Please review and consider the following as you complete the document, determining release to return to clinical activities.

Student Name Printed: \_\_\_\_\_ Academic Semester: \_\_\_\_\_

Students are to return this form and all other documentation to the BTC Access and Accommodations Coordinator. Clinical supervisor will be notified that form was returned and what, if any, accommodations will be necessary for return to clinical setting

<b>PROGRAM SKILL LEVEL</b>		
Specific Ability Required for Technical Skills Attainment. Application to the Medical Laboratory Technology include activities Including but not limited to:		
<b>Gross Motor Coordination</b>		
Move freely and safely about a laboratory	Maintain balance in multiple positions	Reach above shoulders and 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
<b>Fine Motor Skills</b>		
Grasp/pick up objects with hands	Write with pen or pencil	Key/type
Twist/turn adjustment dials accurately	Good eye hand & foot coordination	Obtain and process potentially infectious specimens
Safely handle laboratory chemicals	Utilize computers/digital equipment	Simultaneous hand/wrist & finger movement
<b>Physical Endurance</b>		
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		
<b>Physical Strength and Mobility</b>		
Manipulate phlebotomy and other specimen collection equipment	Use upper and lower body strength	Twist, bend, stoop/squat, move quickly, walk
React to emergency situations		
<b>Vision</b>		
See objects up to 20 inches away, printed material	See objects up to 20 feet away, projected material	Distinguish colors and gray scale, including microscopically and macroscopically.
Use depth perception	Use peripheral vision	
<b>Hearing</b>		
Hear and discriminate speech at normal conversation levels	Hear faint voices and faint body sounds	Detect patient issues from a distance

Discriminate speech with background	Detect equipment alarms in a laboratory	Hear when unable to see
<b>Smell</b>		
Detect odors	Identify changing/abnormal smells	
<b>Environment</b>		
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	
<b>Tactile</b>		
Feel differences in surface characteristics	Detect hot and cold temperatures	Operate instruments and small equipment functionality
Discern veins through tactile senses.		
<b>Reading</b>		
Read and understand written documents	Read digital displays and computer monitors	View information/images on computer monitor
Interpret test request entries for laboratory work		
<b>Math</b>		
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
<b>Interpersonal Skills</b>		
Establish rapport with individuals	Interact professionally and clearly with patients/families/other healthcare professionals	
<b>Communication Skills</b>		
Speak, read and write English	Listen and comprehend spoken and written English	Communicate effectively and professionally with patient, family members, and all other members of the healthcare team
Exhibit and comprehend nonverbal cues	Collaborate with others	
<b>Emotional Stability</b>		
Establish professional relationships	Adapt to changing environments, be flexible and adaptable to change	Handle 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		
<b>Critical Thinking</b>		
Comprehend and follow instructions	Identify cause and effect relationships	Follow processes from start to finish
Adapt to non-routine and changing situations	Sequence information	React appropriately to emergency situations.
Ask for help when necessary		
<b>Analytical Thinking</b>		
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
Adapt to non-routine situations	Ask for help when necessary	Prioritize duties in stressful/emergency situations
Recognize potentially hazardous situations and proceed safely	Estimate outcomes	Use short- and long-term memory

**RELEASE TO RETURN TO EDUCATIONAL ACTIVITIES SIGNATURE**

Student Signature	Date
Provider Signature	Date
Printed Name	Healthcare Facility

**MEDICAL LABORATORY TECHNICIAN**

**Letter of Intent for Clinical Placement due:**

**Student Placement Forms**

**Placement Period:**

**To Begin Clinical Experience Courses**

Only students who have completed the application process and meet the minimum requirements are eligible for placement. Forms may be submitted in person to Rachael Briggs at the Beloit/Janesville BTC Campus, mailed (and received by deadline) via U.S. mail, or e mailed to [rbriggs5@blackhawk.edu](mailto:rbriggs5@blackhawk.edu).

Name \_\_\_\_\_ BTC Student ID# \_\_\_\_\_

1. *(Spring, 2026)* **Placement Letter:** Students will need to submit a letter indicating:

- Which three places you would like to be placed at
- Why you feel you should be placed at a clinical site.
- What type of clinical site would you find most beneficial.
- Any special circumstances we should be aware of.

2. *(Fall, 2026)* **Points for Overall BTC Grade Point Average:** Points are awarded as follows:

- 3.50 - 4.00 = 25
- 3.25 - 3.49 = 21
- 3.00 - 3.24 = 17
- 2.70 - 2.99 = 13
- <2.70 = 0

Grade Point Average \_\_\_\_\_

**Overall BTC GPA Total Points** \_\_\_\_\_/25

Name \_\_\_\_\_

BTC Student ID# \_\_\_\_\_

3. (Fall, 2026) Points awarded for MLT Program Grade Point Average

Use your unofficial transcript to calculate your GPA. This can be found on Blackboard. In order to qualify you must have earned a minimum grade of 75% or letter grade of BC in each MLT Core Course.

MLT Program Courses	Letter Grade	Credit Hours	X	Numeric Grade	=	Grade Points
Phlebotomy						
QA Lab Math						
Basic Immunology Concepts						
Basic or Beginning Lab Skills						
Blood Bank						
Intermediate Lab Skills						
Coagulation						
Basic Hematology						
Advanced Hematology				*_		
Clinical Chemistry						
Molecular Diagnostics						
Clinical Microbiology						
Urinalysis						
<b>The 12 courses listed above MUST be completed/ or in progress in order to qualify for placement.</b>						
Advanced Microbiology						
Quality Concepts						

The two courses above may be completed prior to placement

Totals \_\_\_\_\_

Total grade points/total credit hours \_\_\_\_\_ / \_\_\_\_\_ MLT GPA \_\_\_\_\_

(see student handbook in MyBTC under Academics and Grading Procedures if you have trouble calculating your GPA)

Points for Overall MLT Grade Point Average: Points are awarded as follows:

- 3.50 - 4.00 = 25
- 3.25 - 3.49 = 21
- 3.00 - 3.24 = 17
- 2.70 - 2.99 = 13
- <2.70 = 0

Grade Point Average \_\_\_\_\_

Overall MLT GPA Total Points \_\_\_\_\_/25

Name \_\_\_\_\_

BTC Student ID# \_\_\_\_\_

4. (Fall, 2026) **Qualifying Experience:** Students will need to submit verification documenting:

- Educational experience in another science area (transcript)
- LTA, LFST or PBT Certificate achieved (certificate)
- Laboratory Experience (verification of occupational experience)

Qualifying Experience	Type of documentation provided	Year Completed

5. (Fall, 2025) **Students MUST attach an unofficial BTC transcript with this placement form (students can print unofficial BTC transcripts from their MyBTC under “Registration and Courses”).** Any relevant transfer coursework **MUST** be documented on the BTC transcript to be considered valid. If transfer credit does not appear on the BTC transcript, contact Theresa Eiden at 608.743.4535 or [teiden@blackhawk.edu](mailto:teiden@blackhawk.edu) to begin the transfer credit process. This requires an official transcript, and the evaluation process may take a month to complete. ***Failure to provide an unofficial BTC transcript along with other required documentation will result in an invalid placement form.***

6. (Fall, 2025) **Please read and initial the following statements:**

\_\_\_\_ If I am selected and choose not to being the clinical experience courses, I MUST submit a placement form indicating my interest in beginning clinical experience courses the flowing year.

\_\_\_\_ If I am selected as an “alternative” and do not being clinical experience courses, I MUST submit a petition form indicating my interest to begin clinical experience course the following year.

\_\_\_\_ I understand that I may be expected to ravel outside of Wisconsin (to Illinois or Iowa) in order to complete the clinical experience.

\_\_\_\_ I understand a background check will be conducted and the results may prevent my placement at a clinical site and interfere with my ability to complete the program.

\_\_\_\_ I understand my placement will be considered invalid if it is not completed fully and if an unofficial BTC transcript is not attached.

\_\_\_\_ I understand my petition will be contingent upon completion of physical, vaccination schedule adherence and proof of health insurance. (Contact the advising area if you need to enquire about college insurance options).

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_