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Welcome!!!

The faculty and staff of Barton's Medical Laboratory Technology (MLT) program are pleased to welcome you to the College and wish you every success as you pursue your education and career goals. This program of study will provide you with a variety of learning experiences to prepare you to play a major role in the detection, diagnosis and treatment of disease. It is important for you to realize that employers require graduates, who are not just technically competent, but excellent communicators, critical thinkers and problem solvers. Did you know that more than 75% of health care practitioners' treatment decisions are based on what the lab reports? For those individuals that enjoy science and technology, producing useful information from blood, body fluids and tissues, this career is for you.

https://www.ascp.org/content/careers http://www.ascp.org/Students

It is Barton's goal to assist you in developing your optimum level of performance and gain job entry-level competencies. As a graduate of the MLT Program, you will be prepared to work within the health care team and provide quality health care. You will be eligible to take a national certification exam upon successful completion of the Barton AAS-MLT. Your degree from Barton is not dependent upon successfully completing a national certification examination.

This handbook will provide you with MLT program information that is *supplemental* to the Barton Student Handbook. The College student handbook is located on the Barton website, in the "Student Services" tab, under Resources.

This MLT program handbook does not replace current Barton publications which include college policies and procedures and the Barton Student Handbook. It is not a contract and it is subject to review and change.

Karen Gunther MT (ASCP), MLT Program Director/Instructor/advisor
Office S-129 (Science Building) 620-786-1133 or 620-792-9266

Program Personnel

Karen Gunther MT (ASCP) MLT Program Director/Instructor/advisor
GuntherKa@bartonccc.edu Office S-129 (Science Building) 620-786-1133

Andrea Thompson MLT(ASCP), MS Instructional Technology Instructor/advisor
ThompsonA@bartonccc.edu Office S-128 (Science Building) 620-786-1113 or 888-423-1711

Heather Scott MT(ASCP), BS MLS Adjunct Instructor ScottH@bartonccc.edu

Risa Bayliff MLS (ASCP) BS Ag Journalism Adjunct Instructor BayliffR@bartonccc.edu

Patience Lahita MLS (ASCP)	Adjunct Instructor	LahitaP@bartonccc.edu
Nishka McKenzie	Adjunct Instructor	MckenzieN@bartonccc.edu

Dani Kultgen Secretary Office S-127 (Science Building)
kultgend@bartonccc.edu 620-792-9266

Barton Community College Administration:

Matt Connell, Executive Director of Healthcare and Public Service Education
Dr. Kathy Kottas, Dean of Workforce and Community Education
Elaine Simmons, Vice-President of Instruction
Dr. Carl Heilman, College President

ACCREDITATION INFORMATION

Barton Community College (BCC) is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges. Barton is also accredited by the Kansas Board of Regents.

The Higher Learning Commission
30 North LaSalle St., Suite 2400
Chicago, IL 60602
800 621 7440
www.ncahigherlearningcommission.org

Kansa Board of Regents
700 SW Harrison, Suite 1410
Topeka, KS 66603-3760
https://www.kansasregents.org/

The Medical Laboratory Technician program at Barton Community College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Nation Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road, Suite 720
Rosemont, IL 60018-5119
847 939 3597
www.naacls.org

Pass Rates

Scholarship links https://naacls.org/Students.aspx

*In case of MLT program closure, the Barton MLT Program has a "teach out" plan for your degree completion and you will be able to complete your degree. See appendix.

Mission and Goals

Barton Community College Medical Laboratory Technology Program's mission, in support of the greater vision of the college is to provide medical laboratory training at the Associate Science Degree level to help meet the staffing needs of laboratories.

Barton's MLT Program Advisory Committee has established the following goals and yearly benchmarks for the Program:

1. To produce graduates eligible to take and pass a nationally recognized certification examination at the MLT level.
    - Benchmark: 75% or more of Barton's MLT program graduates will pass the MLT certification exam on their first attempt.
2. To prepare students for entry-level positions as Medical Laboratory Technicians in a variety of health care settings.
    - Benchmark: 95% or more of Barton's MLT program graduates will secure employment as MLTs or continue their education in a related field.
3. To provide each student with the knowledge and skills necessary to complete the AAS degree MLT program.
    - Benchmark: 60% or more of Barton's MLT program students will complete the AAS degree program.

Program History

The Medical Laboratory Technology (MLT) program at Barton Community College was established in 1976 and accepted its first students in the fall of 1977. This program started as a traditional campus (F2F) face to face program; with students receiving lecture in the classroom and laboratory sessions in the Barton MLT laboratory. In 1999, the first Hybrid MLT classes were offered for distance learning students. The lectures were offered on-line and the laboratory sessions were conducted in a functioning hospital or clinical laboratory setting. Hybrid students were required to meet with Barton's representatives or came to campus periodically. From 2010-2012 Barton moved to offer our distance learning students support from the Barton Campus via electronic connection and direct instructor oversight. We look forward to more innovations and improvements as we move through the next decade. As of 2012, the MLT courses are offered in a standardized, online format with enriching lab exercises supported by cooperative lab

support, either hospital or clinic labs, or the Great Bend campus dedicated lab.

"The clinical laboratory professional is qualified by academic and applied science education to provide service in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. They perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. With diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, quality assurance and performance improvement the laboratory professional is welcome wherever laboratory testing is researched, developed or performed.

Clinical laboratory professionals possess skills for financial, operations, marketing, and human resource management of the clinical laboratory. We practice independently and collaboratively, being responsible for our own actions, as defined by the profession. We have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public."

"The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service, student and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community."

(From the Standards of Accredited Educational Programs for the Clinical Laboratory Technician/Medical Laboratory Technician, NAACLS, 2003)

Description of the Profession http://www.laboratorysciencecareers.com/what-is-laboratory-science.html

Competencies required of the Medical Laboratory Technician

The MLT Program is based on a philosophy of education described as competency-based education. In this system, competencies, abilities, and skills that you must acquire and demonstrate to become an exemplary technician are stated as behavioral objectives.

"Medical laboratory technicians are competent in:

- Collecting, processing, and analyzing biological specimens and other substances.

- Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated.
- Performing and monitoring quality control within predetermined limits.
- Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs.
- Applying principles of safety.
- Demonstrating professional conduct and interpersonal communication with patients, laboratory personnel, other health care professionals, and the public.
- Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
- Applying basic scientific principles in learning new techniques and procedures.
- Relating laboratory finding to common disease processes.
- Establishing and maintaining continuing education as a function of growth and maintenance of professional competence."

(From the Preamble to the Essentials of Accredited Educational Programs for the Clinical Laboratory Technician/Medical Laboratory Technician, NAACLS, 2010)

Essential Requirements

To become a competent Medical Laboratory Technician, you must be able to perform routine medical laboratory procedures, as well as collect the specimens to be analyzed. Development of these competencies requires certain physical capabilities. The following essential functions are the non-academic requirements of the program that you must meet or master to successfully participate in the program and become employable. This list is provided so you will be able to assess your own health and ability to complete the program successfully. You must be able to participate in course work, on and off the College campus, in ways that will not endanger yourself, students, faculty, patients, or others.

- Motor Skills and Physical Requirements:
    - Effectively read written material, numbers and graphs displayed in print and on a video monitor.
    - Perform procedures and manipulate equipment that requires eye-hand coordination including but not limited to medical microscope and pipets.
    - Discriminate color reactions and fine microscopic structural differences.
    - Hear alarms that are used to signal instrument malfunction, fire or other emergencies.
    - Move freely and safely about a laboratory.
    - Reach lab counters, shelves, patients lying in beds and patients seated in specimen collection stations.
    - Tolerate wearing personal protective equipment.
    - Use an electronic keyboard and counter.
    - Characterize the color, odor, clarity and viscosity of biologicals, reagents and chemical reactions.
    - Tolerate lengthy periods of physical activity including standing/sitting.
- Communication Requirements:
    - Read and comprehend technical and professional materials.
    - Follow verbal and written instructions in order to correctly and independently perform lab testing.
    - Clearly instruct patients prior to specimen collections.
    - Effectively communicate with faculty, students and other health care professionals verbally and electronically.
- Intellectual Requirements:
    - Be able to comprehend, measure, perform mathematical calculations, reason, integrate, analyze, compare, self-express and self- evaluate.
    - Be able to exercise sufficient judgment to recognize and correct performance deviations.
- Behavioral Requirements:
    - Be able to manage the use of time and to prioritize actions to complete tasks within realistic constraints.

- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (ambiguous test orders, ambivalent test interpretations), emergent demands (STAT test orders) and a distracting environment (noise, crowding, complex visual stimuli).
- Be flexible and creative; and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment and situations and proceed safely to minimize risk of injury to patients, self and others.
- Adapt to unpleasant biological.
- Support and promote the activities of fellow students, health care professions.
- Be honest, compassionate, ethical, self-motivating and responsible. Be able to offer constructive comments and accept them.

Upon declaring Medical Laboratory Technology as your major, you will be asked to sign a statement that you have read the Essential Requirements and that you expect to be able to perform these functions before starting your MLT courses requiring cooperative lab support.

BCC is committed to provide reasonable accommodations for students with special needs. Communication of these needs in advance is vital. Please refer to the College catalog at the following website for more information on the notice of nondiscrimination. http://www.bartonccc.edu/noticeofnondiscrimination

Disability

The MLT Program supports the philosophy of Barton Community College in recognizing the rights of all persons to gain a post-secondary education. Major declaration of MLT will not be denied to anyone based solely by reason of disability. Counsel will be provided to any individual identified as having a disability regarding services available and performance criteria of the Program.http://www.bartonccc.edu/supportservices/disabilityservices

One disability has been identified of such nature as to preclude successful completion of the MLT program. In spite of modifications of the training or testing, the seriously visually impaired would not be able to successfully complete the program. This is due to the great number of critical skills that require visualization in order to be accomplished. Even though the training would not be denied to the seriously visually impaired, realistic counseling identifying the requirements for completion of the program would be provided to the student.

EXPECTATIONS AND RESPONSIBILITES

Teaching and Learning

You may expect the MLT faculty and staff to:

- Be knowledgeable about the subject under study and/or direct students to sources of information.
- Use effective teaching approaches, i.e. holding students to high standards of performance, explaining desired outcomes and applying fair and clear articulated evaluation practices.
- Be available for consultation.

In turn, the MLT faculty and staff expect you to:

- Be prepared for and attend classes and structured learning activities.
- Participate fully in cooperative lab and online activities.
- Invest the time and effort demanded by course requirements.
- Complete assignments in a timely fashion.
- Behave in a civil, supportive manner toward peers and teachers.
- Strive to apply what you learn in class to your life outside the classroom.

Curriculum

You may expect the MLT Program to:

- Offer a curriculum that provides a coherent, intellectual and practical experience.
- Offer learning experiences to develop entry level competencies of the Medical Laboratory Technician.

In turn, the MLT faculty and staff expect you to:

- Be willing to research answers to questions on your own.
- Seek advice from faculty and staff who are knowledgeable about specific content areas.
- Accept the written student outcomes and expected results presented in this handbook.
- Use the course syllabi and objectives.

Professional Conduct

You may expect the MLT faculty and staff to:

- Serve as role models for ethical and moral behavior.
- Communicate clearly and fairly apply rules, policies and practices.
- Provide programs, services and facilities as described in the program publications.

In turn, MLT faculty and staff expect you to:

- Distinguish between actions that are consistent with and those which violate the principles of professional ethics.
- Behave in a manner consistent with the principles of integrity and ethics.

Quality of Institutional Life

You may expect the MLT Program to:

- Have and support diversity within the student body, faculty and staff consistent with the program's context and educational purpose.
- Treat you with civility, respect, fairness and compassion.
- Guarantee and model free expression through logical and rational conversation.
- Provide a safe learning environment free from harassment.

In turn, the MLT faculty and staff expect you to:

- Treat each other, faculty and staff with civility, respect and compassion.
- Acknowledge the interdependence of the MLT Program and the clinical affiliates and cooperating laboratories and the gift you are receiving from them.
- Take responsibility for your learning and collective welfare.
- Contribute to the quality of life in the program and your community.

Professional Behavior

In order to demonstrate acceptable professional behavior, you must regularly exhibit the following in the classroom, in the laboratory and in your work:

- Ethical responsibility by demonstrating accountability and responsibility for laboratory testing, reporting and quality control.
- Performing duties in an honest and conscientious manner.
- Maintaining good attendance and punctuality by:
    - Notifying the instructors of unexpected absence/tardy.
    - Requesting advance approval for planned absence/tardy.
    - Arriving to class and labs punctually.
- Using free time effectively.
- Adapt to a changing environment
- Approaching and performing routine tasks confidently.
    - Establishing priorities among tasks.
    - Demonstrate ability to transfer skills and knowledge from one lab section to another.
    - Complying with changes in policies and procedures.
- Maintain professional appearance and personal hygiene.
- Use constructive criticism by:
    - Responding to suggestions in a positive manner.
    - Maintaining a sense of cooperation and team work.
- Cooperate with other personnel by:
    - Following directions of program officials and policies.
    - Responding to events and situations in a positive manner.
    - Respecting opinions of others.
    - Assisting others as time permits.

  - Keeping work area, supplies, etc. neat, clean and stocked.
- Receive and relate information by:
  - Asking and answering questions in a courteous manner.
  - Participating in discussions.
  - Listening attentively.
  - Writing legibly, neatly and in an organized manner.
  - Responding appropriately to verbal and written inquires.
  - Demonstrating basic computer literacy.
- Demonstrate legal responsibility by:
  - Respecting confidentiality of lab data and instructional content.
  - Accurately reporting of quality control data and specimen results.
  - Following program and laboratory chain of command.
  - Following established policies and procedures for safe lab practices involving equipment, chemicals and biohazards.
  - Identify and report potential hazards in the work place to your “supervisor”.

You are required to sign a copy of the Classroom Behavior Agreement and upload to your background account, Castle Branch MyCB, so your instructor also knows that you understand what is expected of you.

Contract on Classroom/Laboratory Behavior for Medical Laboratory Technicians

Most students exhibit appropriate behavior in class, but there is some disagreement what "appropriate" behavior is. At times, a consumer culture creeps into the classroom, with students sometimes perceiving faculty as employees hired to serve them. This is not the appropriate comparison -an instructor is not here to give you what you *want*, but rather to help you obtain what you *need*. An instructor is more like a physician. Just as any doctor who tells you "everything is fine" so that you'll be happy (when everything is not fine) should be sued for malpractice, any faculty member who gives you an "A" regardless of your performance or allows anything to happen primarily because that is what will make you happy is doing you and other students a disservice.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep those thoughts and the following rules in mind, the classroom experience will be a better one for everyone involved.

Rules:

1. Class begins promptly at the beginning of the class period. You should be in your seat and ready to start participating in class at that time. That same rule applies to me-I should be ready at the start of the class which means having the technology operational.
   a. Always bring the required supplies and be ready to be actively engaged in the learning process. This communicates preparedness and interest.
   b. If you come into class after an assignment has already been returned, please do *not* ask for your assignment until after the class is over. It is unfair to the other students in class to wait while the instructor searches again for your paper because you weren't there the first time. Just ask for it after class, and I'll be happy to supply it to you.
   c. If deciding whether to attend class, please do not ask me if we are covering anything important on that day. The course is carefully planned out; every day is important.

(Correlation to the laboratory: you will need to be on time and ready to work.)

2. If you bring a newspaper, magazine or other non-related reading to class, put it away before the start of class. If you sat in a business meeting and read the Wall Street Journal while the boss was outlining a new strategy, you'd likely be fired or demoted. The same standard applies here. In return, I promise to listen when you are talking to me and to treat you with respect.

(Correlation to the laboratory: reading non-related material lends a nonprofessional appearance, and there are always the policy and procedure manuals to review and continuing education articles to read. There are many microbes on those shoes.)

3. Do not study material from other classes during this class, or complete your homework from this class during lecture/activity time. If you feel that you must spend our class time studying or doing homework, please go to the library.

(Correlation to the laboratory: your safety and patient result accuracy demands your full attention)

4. Turn your cell phone off or to vibrate before the start of lab. I will do the same. Texting is distracting to me and others. It is like having another conversation going on during the class. So don't text; I will not either.

(Correlation to the laboratory: think about dealing with a patient or colleague and your cell phone rings, you are being paid to pay attention not socialize.)

5. It is fine to bring a drink or food to a lecture room class, as long as it isn't distracting. However, while in the MLT lab (S-116) no food, drink or gum is allowed.

(Correlation to the laboratory: for safety and regulatory reasons, you will not be allowed to eat or drink in any laboratory.)

6. I expect to have your attention for the full lab period. This means:
   a. Avoid conversations with people sitting around you. Even if you whisper, realize that other people can certainly *see* you, and it is distracting to them and me.
   b. Do not start packing up your or rustling papers before the end of class period. If one person does it, it seems to trigger others, and makes the last few minutes less than optimal for everyone.

(Correlation to the laboratory: inattentiveness is always a safety issue.)

7. If you know that you'll need to leave before lab is over, try to sit as close to the door as possible so as to cause the least amount of disruption. Similarly, if you arrive to lab late, just slip in as quietly as possible and get to work.
8. If you are so tired that you cannot keep your head up, you should leave. I realize that environmental factors affect this, including warm rooms, dimmed lights and material that may not be interesting to you. However, laying your head on the desk or sleeping in lab is rude, and distracting to others. You could miss critical information. I'll try to make class interesting, but my primary goal is to teach you, not to entertain you.

(Correlation to the laboratory: missing critical information and directions along with inattentiveness is a safety issue.)

9. Turn in assignments on time. Earthquake, fire, flood and catastrophic illness are the only reasonable excuses for a late submission. You want me to know who you are for the right reasons.

(Correlation to the laboratory: results and specimen collections MUST be completed in a timely manner or a patient's health can be impacted.)

10. Being courteous in class does not mean that you have to agree with everything that is being said. However, you will rarely get your way with anybody in life by being rude, overly aggressive or just plain hostile. If you disagree with me (or another student) it is a good idea to wait and discuss the situation when we are not upset.

(Correlation to the laboratory: To listen does not mean that you necessarily agree. Common curtsey extends to discussion, listening and accepting correction. Your safety or the patients may depend on it.)

11. The rules of the syllabus, content of the exams, content of lectures and calculation of the grade you earned are not a starting point for negotiations. While I am always willing to work with students on an individual basis, I cannot negotiate individual terms with each student.
12. Your questions are NOT an imposition-they are welcome and one of the professional highlights of my day. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. Please – ask questions! You'll learn more, it makes class more interesting and you are helping others learn as well. Please raise your hand if someone else is speaking. It is rude to interrupt, like jumping ahead of someone in line.

(Correlation to the laboratory: medicine is an evolving science. Questions are necessary.)

13. *If emergencies arise that require an absence from a session, be sure to notify lab staff/instructor ASAP and make arrangements for make up time.*

14. *The time to be concerned about your grade is the first fourteen weeks of the course, not the last week.*

(Correlation to the laboratory: the time to be concerned about your job performance and your patient's welfare is on a continuous basis; not the day before your performance evaluation.)

_____ _____

Student Signature *Date*

_____ _____

Student Printed Name

Thanks to Dr. John Drea at Western Illinois University for use of this contract. 06/2011

Curricular Structure and Instruction

The Barton MLT program is a competency based educational system. The competencies, abilities and skills you must acquire and demonstrate to become an exemplary technician are stated as behavioral objectives.

The curriculum is composed of general education, basic science, mathematics and clinical laboratory science courses. It includes all major subject areas currently applied in the contemporary clinical laboratory. Behavioral objectives which address cognitive, psychomotor and affective domains are provided for in the didactic and applied (clinical practice) aspects of the program. The course objectives show progression to the level consistent with entry into the profession. The applied courses are taught with the support of a cooperating laboratory(ies) (either hospital, clinic or Great Bend campus) and in formally affiliated clinical facilities. These courses are intended to help you develop basic skills, understand principles and master the procedures involved. The MLT degree seeking student must participate in cooperative lab time as required during the course semester to successfully complete the courses.

The curriculum addresses:
Methodologies for all major areas currently applied by a modern clinical laboratory, including problem solving and troubleshooting techniques.

- Collecting, processing and analyzing biological specimens.
- Laboratory result use in diagnosis and treatment.
- Communication skills (English verbal and written communication skills sufficient to serve the needs of patients and the public).
- Educational methodology (technical training sufficient to orient new employees).
- Quality assessment in the laboratory.
- Laboratory safety and regulatory compliance.
- Ethical and professional conduct.
- Significance of continued professional development.

*Individual course syllabi include course goals and objectives.

The learning experiences are sequenced to develop and support entry level competencies and include instructional materials, presentations, discussions, demonstrations, supervised practice and experience for all students.

The required course of study is general education and phlebotomy national certification eligibility before starting the MLT courses requiring cooperative lab support. Phlebotomy and its

corresponding 100/120 hour clinical introduces the student to the laboratory and the medical field. The general education courses are the foundation that the MLT Program launches from.

MLT Urinalysis/Body Fluids, MLT Hematology/Coagulation, and MLT Immunology are completed before enrollment in the Clinical Practicum I which consists of between 80-122 clinical hours or more, until competencies are met at the job entry level.

MLT Pathogenic Microbiology, MLT Human Parasitology, MLT Clinical Chemistry and MLT Immunohematology are completed before enrollment in Clinical Practicum II which consists of between 140-220 clinical hours or more, until competencies are met at the job entry level.

MLT Clinical Laboratory Operations and Leadership course completes the AAS MLT degree. There are variations to this schedule dependent upon current employment, general education courses completion and if you are a full-time or part-time student or have prior, documentable laboratory experience.

Cooperating Laboratories

If you are a student not using the Great Bend campus cooperative laboratory you:

- Could be employed by your cooperating hospital or clinical laboratory facility.
- *Must not receive compensation for the time spent in the learning experience.*
- Must have a signed Notice of Understanding* between the College and the Cooperating Laboratory on file with the instructor/director each semester
- Must have your own computer and a reliable internet service.
- Nepotism is discouraged and will be discussed on a student by student basis with the supporting lab and the program director.

The personnel of the Cooperating Laboratory are expected to provide basic bench instruction related to performance of routine laboratory procedures, to evaluate respective laboratory competencies, and to give other valuable assistance as needed. The off campus learning has proven to be equal to the basic training received by MLT students attending Barton's Great Bend campus cooperative laboratory. Each discipline has a Coop lab course guide to be shared with the cooperative lab site.

Clinical Affiliates of the BCC MLT Program

A number of medical laboratories have partnered with Barton's MLT Program to provide clinical internships. We are adding new ones and deactivating previous support facilities as requested.

Updating Coursework

The degree required science courses (Anatomy & Physiology, Chemistry and Microbiology) that are more than five years old before admission into the MLT Program will need to be updated in one of four ways:

1. Retaking the course and earning a minimum grade of a C.
2. Documentation of relevant and recent experience in the field of content.
3. Completion of self-study review with examinations and/or portfolio assessments. (Most Common)
4. Any combination of the above.

*see appendix

Advance Standing Consideration is as follows:

1. Transfer (credit without challenge)
   - You may be given credit for MLT course work only after evidence that studies pursued or the skills acquired are equivalent to the Barton course content AND credit hours.

2. "Quiz-Out" (credit with challenge)
   - You must enroll in the course you are challenging
   - You may challenge for credit in a didactic MLT course after *providing evidence of background* to the program director. The challenge exam will include theory, practice and may include a demonstration of fundamental skills.
   - You must take the challenge exams during the first week of the course offerings.
   - You may challenge a particular area of the MLT Program only once.

If you declare MLT as your major AND you are certified as a phlebotomist by a national certifying agency, you must provide official "transcripts" by the certifying agency. *Prerequisite to AAS-MLT requires that a student must be, at the minimum, eligible for phlebotomy national certification. Contact MLT Director for clarification/information*.

Assessment

At BCC, initial enrollment into any English or Math class is dependent upon assessment scores. Assessment provides both you and your adviser an effective tool to assure academic success.

Through enrollment in appropriate courses, you are more likely to successfully meet your academic goals in the shortest amount of time.

Curriculum template /Curriculum semester guide

https://docs.bartonccc.edu/CurriculumGuide/MLT/AASCurMLT2020.pdf

Course Sequence

The *suggested* course sequence shown here leads to an Associated of Applied Science degree.*

1st Year – Fall Semester

College Algebra.....3
Anatomy & Physiology**.....5
English Composition I.....3
MLT Immunology.....3

1st Year – Spring Semester

Fundamentals of Chemistry 5
OR College Chemistry I
Interpersonal Communications.....3
OR Public Speaking
General Microbiology.....5
MLT Human Parasitology, Mycology, Mycobacterium.....3

1st Year – Summer

General Psychology.....3

2nd Year – Fall Semester

MLT Urinalysis/ Body Fluids.....3
MLT Pathogenic Microbiology 6
MLT: Hematology/ Coagulation.....6

2nd Year – Spring Semester

MLT Immunohematology.....6
MLT Clinical Chemistry.....6
MLT Clinical Laboratory Operations.....2

2nd Year – Summer

MLT: Clinical Practicum I.....2
MLT: Clinical Practicum II.....4

Total 68

*The granting of the degree is not contingent upon your performance on any type of external certification or licensure examination.

**If you have completed an introductory college biology course with lab, you may request that it be considered in lieu of Anatomy & Physiology. You must provide the syllabus from the course. You will also need to complete A&P II or Pathophysiology.

If you are planning on transferring to a 4-year institution, please consult with your advisor.

MLT Course Descriptions p.132

MLTC 1514 Med Lab: Directed Studies (1-4 Credit Hours by appointment)

MLTC 1500 MLT Urinalysis & Body Fluid (3 Credit Hours) 2 hours cooperative lab support per week required.

MLTC 1502 MLT Hematology & Coagulation (6 Credit Hours) 4 hours per week cooperative lab time required.

MLTC 1509 MLT Immunology (3 Credit Hours) no coop lab time

MLTC 1519 MLT: Clinical Practicum I (2 Credit Hours by appointment) Required lab time 80-122 hours minimum.
Prerequisites: MLTC 1500, MLTC 1502 and MLTC 1509 or equivalents

MLTC 1504 MLT Clinical Chemistry (6 Credit Hours) no coop lab time.

MLTC 1505 MLT Pathogenic Microbiology (6 Credit Hours) 4 hours coop lab per week on two days back to back; Not one day of 4 hours.

MLTC 1506 MLT Human Parasitology, Mycology and Mycobacterium (3 Credit Hours) no cooperative lab.

MLTC 1508 MLT Immunohematology (6 Credit Hours offered only in spring) 4 hours coop lab support required per week.

MLTC 1513 MLT Clinical Laboratory Operations (2 Credit Hours) no coop lab

MLTC 1520 MLT: Clinical Practicum II (4 Credit Hours by appointment) minimum lab time 140-220 hours
Prerequisites: MLTC 1504, MLTC 1505, MLTC 1506, MLTC 1508 or equivalents.

Grading scale for all MLT courses: (except Principles of Phlebotomy) is:

Letter Grade	Performance Level
A	93-100%
B	86-92%
C	78-85%
D	71-77%
F	less than 70%

The grading scale for Principles of Phlebotomy is:

Letter Grade	Performance Level
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	less than 60%

Phlebotomy Clinical eligibility is no less than a 70% AND recommendation of Cooperative lab instructor.
If you have any questions about the grading process, please consult with your instructor.

General education courses MUST be completed with a C or better to be accepted towards the AAS-MLT degree.

Exam Makeup

MLT exams are to be taken as scheduled by the course instructor. Please refer to each course syllabi for more details.

Lab Makeup

The laboratory component of the MLT courses are to be performed as scheduled by the course/cooperative lab instructors; and according to the attendance policies of the college and the program. Makeup labs, if allowed by your instructors, will be at the instructor's discretion. This is applicable to all students and their cooperative lab instructors.

Remedial Activities due to Lack of Exam Mastery

If you score less than 70% on an exam (78% is passing), at the discretion of the course instructor, you may be required to complete remedial activities. Please refer to the individual course syllabi for more details. If you are continuously scoring below 70% after discussions with the instructor; see your advisor to discuss options, including withdrawing from the course and/or career counseling. You will not be allowed to repeat a course more than once.

POLICIES FOR CLINICAL PRACTICA

Description of Clinical Practica

- Clinical practica are scheduled clinical "internships" performed at a clinical laboratory that is a formal clinical affiliate of BCC's MLT Program.
- Clinical Practicum I is comprised of clinical experience in the areas of specimen collection, urinalysis, body fluids, hematology, coagulation and serology. To complete Clinical Practicum I, you must document between 80-120 hours, or longer if determined; of clinical experience (less any advanced placement), meet the competencies of the discipline and meet the criteria stated in the "Grading--Pass/Fail Criteria" section that follows.
- Clinical Practicum II is comprised of clinical experience in the areas of immunohematology, chemistry and microbiology. To complete Clinical Practicum II, you must document between 140-220 hours, or longer if determined; of clinical experience (less any advanced placement), meet the competencies of each discipline and meet the criteria state in the "Grading--Pass/Fail Criteria" section that follows.

Eligibility for Clinical Practica

To be eligible for a clinical practicum, you must first satisfactorily complete with a “C” or better all courses listed as prerequisites for the respective practicum. You will not be enrolled in a Clinical Practicum by the program director, until all required MLT courses are completed successfully with a C or better. In addition, you must meet the Essential Functions as listed in this MLT Student Handbook.

Advanced Clinical Placement

Before you are enrolled in a Clinical Practicum, and if you have extensive clinical laboratory experience; you can request consideration for advanced standing for some or all of that work experience. Your laboratory experience must be part of your job description, financially compensated for and completed *before* you enter the MLT Program courses to qualify for advanced placement. If you feel you are eligible for advanced placement, contact the MLT Program Director, Karen Gunther, guntherka@bartonccc.edu for those documents.

All credentials presented in support of an applicant receiving Advanced Standing will be individually evaluated, and decisions made in one case are not to be interpreted as precedent in other cases.

Consideration for Advanced Standing:

- Transfer (credit without challenge)
    - You may be given credit for MLT course work only after evidence that studies pursued or the skills acquired are equivalent to the course content and credit hours.

- Quiz Out (credit with challenge)
    - You may challenge for advanced placement in a clinical course after providing evidence of background for doing so.
    - You must present documentation of skills from your laboratory supervisor listing your dates of employment, your job description (general duties) and those procedures for which you are considered competent. These forms are available from the program director.

Assignment to Clinical Practica

The MLT Program Director will determine your assignment to the affiliated clinical facilities. You will be asked to provide a prioritized listing of your choices for placement for your clinical practica rotations. It is important you recognize that the MLT Program cannot guarantee that you will be assigned to your first choice. If you are being supported by your cooperative lab/employer, you will have first consideration.

- MLT Hematology/Coagulation, MLT Immunology, and MLT Urinalysis/Body Fluids must be completed with a "C" or better before you will be allowed to enrolled in Clinical Practicum I.
- MLT Pathogenic Microbiology, MLT Parasitology, MLT Chemistry, and MLT Immunohematology must be completed with a "C" or better before you will be allowed to enroll in Clinical Practicum II.

If you feel that, for whatever reasons, you must limit your choices of placements for clinical practica, you can request to delay your placement until later in the program. Even then, the MLT Program cannot guarantee that you will be assigned to your first choice at the time requested. Clinical Practica can be any semester if required courses are completed with a C or better. You and your advisor can decide what is best for your completion.

Placement is based on a number of criteria, the foremost of which are:

1. The number and variety of student clinical spaces available.
2. Consideration will be given to the student's employment issues and to Clinical Site Coordinator requests.
3. Students employed by their Clinical Sites will be given priority over other students.
4. Full time students in good standing will be given priority over part time students in good standing
5. Part time students in good standing will be given priority over students with attendance issues and multiple learning agreements.
6. MLT Students will not be placed in a Clinical Setting with relatives. This can be discussed on a student by student basis.

It is your responsibility to provide transportation to and from, or provide residence near, the assigned clinical facility.

The MLT Program will strive and plan to provide timely clinical practica for all students. However, circumstances can change that are beyond the control of the Program. In the event that there would not be a sufficient number of clinical placement positions for all students completing the didactic semester, clinical assignments will be made on the basis of the above criteria, then also with consideration of grade point average, attendance, and professional behavior assessments.

Scheduling of Clinical Practica

Scheduling of the dates is the responsibility of the Program Director AND times of your clinical experience is at the *discretion of your assigned Clinical Affiliate laboratory.*

The general expectation is that your clinical schedule will be "day shift," Monday through Friday, and a minimum of 2 hours per “shift”, until you have met the specified time requirement AND you are deemed competent in the relevant areas. Assignment of other schedule must be agreed upon by the MLT Program Director and the respective Site Coordinator. The “student practicum shift” can be defined like a clinical lab shift. If the clinical affiliate does not have 12-hour shift, the student will NOT be working a 12-hour shift. Students are *required* to take a 30 min “rest” break if they “work” 6 or more hours.

Assignment to Shifts

Assignment to any times other than the “day” shift, Monday through Friday must be agreed upon by the respective site coordinator and the MLT Program Director.

Service Work Policy

Service work is work which students may be able to perform after they have shown proficiency in a specified area. As part of your clinical experience you may perform procedures, run instruments, or man a work station. However, you are to be working under the supervision of a clinical instructor, and at all times during the clinical practica, any laboratory reports you complete must be co-signed.

Students are NOT to be substituted for regular staff. However, the student may seek employment by the laboratory to which you are assigned for Clinical Practica. The affiliation agreement states that: “The students’ rights to secure employment in their free time shall be the same as the rights of other students to secure voluntary employment.”

Attendance/Absenteeism

Due to the technical nature of the material being presented, you must exhibit regular attendance at all times. You will be allowed no leave during the Clinical Practica – any time missed must be made up.

If you exhibit excessive absenteeism (considered by the Barton MLT Program to be > 13% of *scheduled clinical days*) you will be required to meet with the MLT Program Director and/or Site Coordinator. A Record of Counseling will be initiated and may lead to a Learning agreement and a Contract for Continuation. Your status in the program may be affected up to and including dismissal.

Chain of Command

Your primary responsibility is to the MLT Program Director. In turn, you are also responsible to the Laboratory Supervisor of the coop/clinical facility, the Site Coordinator of the coop/clinical facility, and to the Clinical Instructor to whom you are assigned. (These may be the same person). While assigned to a clinical facility you must follow all personnel regulations of the facility, including the dress code, late and absence call in and scheduling issues. You are being supported by these clinical affiliates to complete your education as a professional.
Be Respectful.

Grading – Pass/Fail - Criteria

To pass the Clinical Practica you must:

- Follow all policies, procedures and rules of the clinical facility.
- Promptly notify the Site Coordinator whenever you are unable to report as scheduled.
- Document the respective number of hours of supervised experience for the designated Clinical Practicum or equivalent.
- Submit WEEKLY signed and initialed up-to-date time logs and daily diaries to the MLT Program Director and/or other designated program official as requested or specified.
- Complete the required number of all tests/procedures that are listed with minimum tallies on the tally sheets and submit at end of rotation.
- Perform at the specified level for all Performance Competencies related to the respective Clinical Practicum.

Delay in submitting WEEKLY records and final clinical discipline evaluations will delay your grade. **YOU, the student,** have the final responsibility for submission of all appropriate forms to the MLT Program Director. The assignment of a Pass or Fail grade is based on the above criteria and is the responsibility of the MLT Program Director.

Policies and Procedures for MLT Department

Attendance: as part of its mission to improve your social, economic and personal life, the College acknowledges its responsibility to prepare you for future academic and professional endeavors. Therefore, you are encouraged to develop a professional ethic that reflects personal responsibility, personal initiative and teamwork. In context to that commitment, you are required to attend and participate in all classes. When you are absent or non-participating in class, you not only miss a part of the subject matter of the course, but you also diminish the opportunities for contributing to the learning environment. Poor participation may cause you to lose your financial aid according to federal guidelines and irresponsibility will diminish your professional and academic progress. In the online world this includes Discussions, turning work in on time, attempting ALL assignments, etc.

All students must exhibit regular attendance/participation at all times and must maintain a portfolio (paper or electronic) that contains appropriate and up-to-date time logs and lab exercise documentation for each course as well as submitting requested documents at the time intervals requested. You must maintain contact and communicate with the course instructor and any other program officials as specified (i.e. your advisor), as well as participate in threaded discussions within your course.

If you, the student, exhibit excessive absenteeism (>=13% of specified program contacts) you will be required to meet with the MLT Program Director, your advisor, and course and/or lab instructor. A Record of Counseling will be completed and a Learning Agreement signed. You may also be required to sign a Completion Intent Form. Failure to fulfill the Learning Agreement may impact your clinical practicum placement or result in dismissal from the program.

Critical Incidents can impede or disqualify you from attaining the professional affective behavioral skills and affect your program acceptance and/or program progression.

Critical incidents that will result in automatic removal from the program (major change) and the grade of "F" for the course(s) are:

- Cheating during exams, quizzes or exam reviews.
- Intentionally falsifying laboratory data. Falsifying time logs, signatures, and initials.
- HIPPA violations/ breaches of confidentiality.

Critical incidents which result in a Record of Counseling which could lead to a Learning Agreement and potential program dismissal, include, but are *not limited* to:

- Unexcused absences or tardiness to scheduled lab or clinical experiences.
- Failure to notify instructors, in a timely manner, when there is an unexpected absence for an emergency.
- Failure to follow standard Universal Safety Precautions or OSHA regulations in the laboratory.
- Bringing food/drink into the lab or storing such in any lab refrigerator or freezer.
- Failing to properly and promptly clean up spills or broken glass.
- Leaving work area "dirty", failing to properly wash hands and equipment.
- Unauthorized disclosure of patient (unknowns) information.
- Collecting specimens or reporting test results on the wrong patient (unknowns).
- Failing to identify and correctly report a critical patient value.
- Reporting test values incorrectly (i.e. decimal errors, miscalculations, inaccurate units, etc.).
- Violation of confidentiality

Academic Progress

To be granted the AAS-MLT you must receive a grade of ***C or better, or a pass grade*** in every course in the AAS-MLT curriculum, including general education foundation courses. Failing grades may affect your financial aid, initiate a **Record of Counseling*** which may lead to a **Learning Agreement*** or result in **dismissal** from the program. (*these forms are located in the appendix of this handbook)

If you receive a grade less than a C, an I (incomplete) or a midterm low grade report, you are required to meet with your advisor and bring your completed Plan for Academic Success (see appendix forms). You must meet with your advisor before you will be allowed to enroll into the next semesters MLT courses. *You* will be responsible for making the appointment with your advisor.

See the following link for financial aid and academic progress as defined by Barton Community College in the Barton Student Handbook Satisfactory Academic Progress (SAP) (p.17)

Disciplinary Actions

If you exhibit excessive absenteeism, inappropriate professional behavior and/or fail to achieve appropriate academic progress or clinical performance, you will be required to meet with the Program Director/course instructor and a Record of Counseling* will be used to document the meeting. If corrections to the documented behavior are not evident, a Learning Agreement* will commence. When students are unable to improve their academic performance or behavior and fail to meet the conditions of their Learning Agreement, they are subject to dismissal from the academic program.

The following definitions are provided for additional understanding of the MLT program's policies and procedures.

Record of Counseling

A Record of Counseling documents issues and circumstances involved in a specific situation. A Learning Agreement generally results from a record of counseling. A Record of Counseling may be created for issues within a course or within the program. Student dismissal will not result from a record of counseling, but dismissal may occur in response to a learning agreement.

Learning Agreement

A learning agreement is a written document identifying facts pertinent to a student problem and the identified steps to address the area(s) of concern. Learning Agreements may be cumulative and lead to the student's dismissal from the program. A decision made by the MLT Program Director to dismiss a student may be appealed utilizing the appeal procedure afforded to students through the Student Code of Conduct Policy. The policy is available in the College's Student Handbook found on the Barton website.

Dismissal

When students are unable to improve their academic performance or behavior and meet the conditions of a corrective action plan, they are subject to dismissal from the academic program. Students in dismissal status for an academic program may not continue their studies in the program, but may decide to pursue their education with a different program at the institution.

Dismissal status is considered permanent; however, a student may request permission to return to a Barton program from which they were dismissed. The student requesting permission to be readmitted must follow the readmission policy of the specific academic program.

A decision made by the MLT Program Director to dismiss a student may be appealed utilizing the appeal procedure afforded to students through the Student Code of Conduct Policy. The policy is available in College's Student Handbook (p.86) on the Barton website.

Immediate Removal

Certain behaviors and conduct may result in immediate removal from the program.
Students who are immediately removed may pursue their education with a different program at the institution, but may not continue in the program from which they were removed. Dependent upon the reason for immediate removal; the student may be eligible for readmission to the program at a future time. A removed student seeking readmission must meet all program readmission requirements as well as an interview with the program Director or instructor and Executive Director. A decision made by the MLT Program Director to remove a student may be appealed utilizing the appeal procedure afforded to students through the Student Code of Conduct Policy. The policy is available in College's Student Handbook (p.81) on the Barton website.

Advisement

Upon declaration of the MLT major, you will be assigned an advisor from the MLT faculty. The advising faculty co-advise, therefore any MLT advisor may assist you. It is your responsibility to consult with them at least once, or more, each semester to review your progress toward graduation. It is YOUR responsibility to ascertain that you have completed all the courses needed to fulfill your degree requirements and to apply for graduation. At any time, for information or referral assistance, contact your advisor for help.

Files

You have access to your general college student files by following the Barton guidelines located in the Barton Student Handbook. You may have access to your MLT file by written request of the MLT Program Director.

Safety Polices

General laboratory safety is required due to the nature of the potentially hazardous materials and situations. You will be reminded of the need to practice the safety techniques you will be taught, throughout the curriculum. The MLT campus cooperative laboratory in S-116, maintains a safety manual for your reference and you may ask you instructors specific safe practice questions. All laboratories require safety as a priority. You will adhere to the prescribed safety guidelines whenever you are in any medical laboratory. Violations of laboratory safe practices may cause you to be suspended or dismissed from the class/program. If you have any concerns about your safety at your cooperating laboratory or clinical affiliate, discuss them with your site instructor/coordinator. If you are not satisfied notify your Barton instructor and the MLT Program Director.

Special Note: For safety, children and non MLT students are not allowed in the Great Bend campus cooperative lab setting.

Dress Code

Part of safe laboratory practice involves appropriate dress. A fluid resistant, fastened laboratory coat should be worn over your clothes when you are in any medical laboratory. If the coat becomes torn, stained or otherwise damaged; notify the instructor to request a replacement. Dispose of the damaged coat as appropriate.

- All laboratories require closed toe shoes.
- Wearing of apparel appropriate for a professional atmosphere, even under a lab coat, is required.
- Students at a cooperative lab or clinical practicum must abide by their teaching laboratory's dress code.
- If your hair is more than shoulder length or is long enough to meet under your chin when you lean forward, you need to tie it back. Handling your hair with contaminated gloves is unsafe, so if in doubt; tie it up.

You will be provided a Barton student nametag, which is to be worn whenever you are logging time as a student in a laboratory, be it campus, co-op or clinical affiliate.

Resources

The Science/Math building, room S-116 is the dedicated MLT laboratory. It is fully equipped with modern laboratory equipment, and safety supplies including an eye wash station, biological safety cabinet, hand washing stations, fire extinguisher and a fume hood, safety shower and fire blanket in an adjoining laboratory. The Laboratory Safety Handbook and MSDS information are posted in the room.

MLT classroom instruction takes place online. The offices for MLT personnel are in the Science/Math building, in the North office complex and S114.

Barton's Library contains an extensive collection of books, periodicals and other reference materials related to clinical laboratory science. The students have access to all of the services of Barton's Library whether on campus or through interlibrary loan services. There are reference books and periodicals in the MLT computer lab similar to what is available in the clinical laboratories.

Textbooks are available through the online bookstore or using the ISBN to purchase your textbooks. The MLT Program will provide other instructional resources, such as a subscription(s) to selected tutorial software.
Barton's MLT courses are online didactic learning and technology-enhanced so you must have a computer with webcam, reliable internet access and the support of a cooperative lab to be a successful MLT student. *Please contact the program director for a copy of Patsy Jarreau, "A Bottom Line Approach for the Clinical Lab Science Review" at a discounted rate.* This is a required textbook.

College Policies and Procedures

For current policies and procedures, check the Barton website and refer to Barton's Student Handbook .

Application and Admission to the Barton Medical Laboratory Technology Program:

- Application process and scheduling of interview to be considered for program

The procedure for application and admission to the program are as follows.

1. Apply to Barton Community College for admission.
2. Complete MLT Pre-advisement form for Barton's MLT Program.
3. Have all official high school and college transcripts on file with the Barton registrars' office.
4. Complete a background check (Castle Branch MyCB account) as directed by MLT program OR the semester before you start MLT courses. All forms are located in the MyCB account.
5. Complete the Physical form using the essential function form and submit via MyCB account.
6. Complete the Immunization form and submit via MyCB.
7. Complete the Health form and submit via MyCB.
8. Complete the signature sheet AND the form for the classroom behavior from (MLT Student Handbook link) (form at end of Hand Book) and submit via MyCB account. Forms are also located in MyCB.

9. A student NOT using the Great Bend campus cooperative lab could be employed in the facility that is supporting their education.
10. A student NOT using the Great Bend campus cooperative lab needs to have a Notice of Understanding from their prospective Cooperating Laboratory submitted before taking cooperative lab MLT courses.
11. Current CPR certification is required of the MLT student while they are in the program. Barton's Great Bend, KS campus offers CPR for MLT students in Feb. Submit PROOF via MyCB account.
12. You are required to keep health insurance on yourself while you are in the MLT Program*. Proof of insurance needs to be uploaded to your MyCB account when instructed to open your Castle Branch MyCB account. Continuation of current insurance will be confirmed periodically.
13. Your financial aid, if applicable, needs to be in place so you are not removed from your class due to non-payment.

Completing your file will be discussed when scheduling your advisement interview.
Upon receipt of a minimum of your references and transcripts; an interview will be scheduled with the Program Director and/or an MLT advisor for the planning of your education to complete an AAS-MLT degree.

During your advising interview you will be asked specific questions and your projected plan for how you would complete the program of study and your support systems.

Background Checks and Drug Screening

You are subject to a formal **background check**. For many of our cooperating laboratories and clinical affiliates, such background checks are required by law and regulation or are organizational policy. You are responsible for the costs of any background checks that are requested by the Program, a cooperating laboratory and/or clinical affiliate.
You may be subjected to unannounced **drug screening**. For many of our cooperating laboratories and clinical affiliates such drug screens are required by law and regulation or are organizational policy. MLT Program policies on drug screening reflect the College's substance abuse policies as described in the Barton Student Handbook and Academic Planner. Check with the MLT Program Director or your advisor if you have any questions.

APPENDIX

Program Personnel

Karen Gunther, MBA, MT(ASCP), CLS(NCA), MLT Program Director/Instructor

M.B.A.	William Woods University, Fulton, MO
B.S. Medical Technology	Pittsburg State University, Pittsburg, KS
B.S. Biology	Pittsburg State University, Pittsburg, KS

Andrea Thompson, MLT(ASCP), B.S. Biology — Full Time Faculty

Heather Scott MT(ASCP), BS MLS — Adjunct Instructor

Risa Bayliff MLS (ASCP) BS Ag Journalism — Adjunct Instructor

Patience Lahita MLS (ASCP) — Adjunct Instructor

Nishka McKenzie MLT (ASCP) — Adjunct Instructor

Dani Kultgen, secretary, provides clerical support for the MLT Program. That office is S-127 in the Science Building on the Great Bend, KS campus, 620-792-9266.

RECORD OF COUNSELING
Date:
Student:
Issue:
Action Needed; Notes:
Signature of Advisor/Instructor:
Student Response:

Signature of Student:

Barton Community College
Learning Agreement

STUDENT: DATE:

PERTINENT FACTS:

STUDENT RESPONSE:

_____
_____
_____
_____
_____
_____
_____
_____

CONFERENCE DECISION:

FACULTY MEMBERS:

_____
_____

SIGNATURE OF STUDENT: _____

This form will be kept in the student MLT file.
Student may request a copy.

BARTON COMMUNITY COLLEGE
Completion Intent Form

1. _____ _____
Last Name First Middle ID Number

2. I entered the program in: ____Fall ____ ____Spring ____ ____Summer ____
year year year

3. I intend to complete a program of study in the following:

Certificate Programs/Concentrations

____Emergency Medical Technician

____Natural Gas Technician
(16-hour certificate, less than one year)
____Natural Gas Technician
(33-hour certificate less than one year)

____Natural Gas Technician
(16-hour certificate, one year in length)
____Natural Gas Technician
(33-hour certificate, one year in length)

____Phlebotomy Training

Degree Programs

____Mobile Intensive Care Technician (AAS)

____Natural Gas Technician (AAS)

____Medical Lab Technician (AAS)

____Medical Assistant (AAS)

I understand that by signing this document, I am certifying that the information is reported as true and correct.

4. _____ _____
Student's Signature Advisor's Signature
Date Date

Warning: If you purposely give false or misleading information to obtain federal financial aid, you may be fined, be sentenced to jail, or both.

Please return this form to: Director of Financial Aid at Barton Community College and a copy to the MLT program director.

MLT Cooperating Lab Information

Frequently Asked Questions About the Role of the Cooperating Laboratory

What is the role of a "Cooperating Laboratory?" The primary role of the cooperating laboratory is to provide hands on basic skill development for the distant students of the Medical Laboratory Technology Program at Barton Community College. The "hands-on" instruction in the Cooperating Laboratory is to provide basic instruction for laboratory practices. Guides are available.

As a Cooperating Laboratory you agree to allow personnel from your laboratory to provide direct on-site supervision and basic bench instruction related to performance of routine laboratory procedures, to evaluate respective laboratory competencies, to serve as proctors for various examinations if able, and to give other valuable assistance as needed.

How much time per week is the student expected to be in the Cooperating Laboratory for the specified learning experiences? All students are expected to spend the same amount of time in their Cooperating Laboratory for the same course. Some courses have no laboratory component…others require as much as 4 hours per week. See following pages for specific coop lab time requirements.

How does the student document their learning experiences? Students keep a time log and daily diary that details the amount of time and what they are doing in the cooperating laboratory…the log and daily diary must be initialed daily by the person who is supervising their learning experience, and signed weekly. The completed page must be signed by an instructor or lab manager before the STUDENT uploads it to their course. Development of the required laboratory competencies can be documented by personnel in the Cooperating Laboratory using forms provided by the College to the student within their course shell.

When do the courses start and finish? The fall semester begins in mid-August and ends in mid-December. The spring semester begins in January and ends in mid-May. In rare and unusual circumstances, a student may receive an "I" (incomplete) grade and extend the time to complete the course.

For what courses would we provide a Cooperating Laboratory experience? This depends on each individual student's curriculum plan. The student can tell you how many and which courses they are taking. This also depends on the volume and variety of testing and staffing situation in your laboratory. The College staff, upon review of information about your laboratory, will determine

its suitability to be a Cooperating Laboratory for the various courses in the MLT Program. (heme, coag, micro, ua, bf, phleb)

Who are the instructors for the courses? The MLT instructors are Karen Gunther, Andrea Thompson, Heather Scott, Risa Bayliff, Patience Lahita, Nishka McKenzie. The student can tell you the name of the instructor for each course as they are enrolled.

How do I contact an instructor? Call Barton Community College at 888-423-1711……tell the secretary what you need and she will see that you get the correct person.

Institution	
Address	
City, State, Zip	
Telephone	
Web site URL	

Lab Manager: _____certification&#_____
Phone: _____ Email: _____
Education:_____
Length of clinical lab experience_____ types of lab positions held_____
_____

Clinical Liaison: _____certification&#_____
Phone: _____ Email: _____
Education:_____
Length of clinical lab experience_____ types of positons held in the filed_____
_____

Accredited by	**TJC**	**CLIA**	**COLA**	**CAP**	**Other (please list)**
Check all that apply					

For each of the following clinical areas, please identify	**Number of Students in clinical experience at one time**	**Length of clinical experience** Students may be kept longer if not competent/job entry level ready. Call program director 620 786 1133
Phlebotomy Clinical		Total 100 hours/120 hours Please circle phleb sites: 1.hospital 2.outpatient 3.nursing home 4.home collections
Specimen collection & processing		100 hours plus100 successful specimen collections (ASCP) 120 hours plus 100 successful collections (ASPT)
Clinical Practicum I		**Total 80-112 hours minimum**
Hematology		40-50 hours, diffs 50 normal, 20 abnormal, QC, maintenance, etc. to competent job entry ready.
Coagulation		10-16 hours methods, maintenance, QC
Urinalysis		20-30 hours 25microscopic, backup tests, QC, maintenance
Immunology/Serology		10-16 hours methodologies, QC, processing
Clinical Practicum II		**Total 150-220 hours minimum**
Chemistry		30-40 hours calibration/verification, theory, maintenance, QC
Blood Bank		40-80 hours ABO/Rh, fetal maternal, cross match, minimum of discussion of Ab ID, DAT, Ab screens, QC, maintenance
Microbiology		80-100 hours cultures to include urines, sputums, throats, Gram Stains. If available, blood cultures, wounds, body fluids, parasite,

		mycology and mycobacterium.

Name of Facility: _____

City, State: _____
Accredited by: _____

Please list at least 1 instructor for each primary area of clinical rotation (can be repeats)

Name of staff identified as clinical faculty for each area of instruction in your lab	Primary Area of Instruction	Primary Area of Work Responsibility	Certification achieved **and ID#**	Length of Experience as lab employee

Clinical Affiliate Name:_____ Date:_____

*Note: if not accredited by Joint Commission, COLA, CAP, CLIA, provide a list of safety equipment

Does the Laboratory Policy and Procedure Manual contain information about and procedures for emergencies in the following areas?

1. Biohazards, lab orientation and safety, and PPE? Yes___ No___
2. Chemical accidents? Yes__ No__
3. Slips and spills? Yes __ No___
4. Fire safety and emergency procedures? Yes__ No___
5. Electric hazards? Yes__ No___
6. HIPPA? Yes__ No __
7. Other
8. Other
9. Other

Please list frequency of employee orientation _____

Please list frequency of updates _____

Please list safety equipment available in your laboratory, i.e. Safety shower, sharps containers, PPE….

Printed name of individual completing this_____

Coop Lab hours for MLT Courses

Phlebotomy 16 to 32 hours during the semester to develop basic specimen collection skills

MLT UA & body fluids: 2 hrs/wk

MLT Immunology: no cooperative lab time

MLT Clinical Chemistry: no cooperative lab time required

MLT Pathogenic Micro : 4 hrs/wk; ideal 2hrs for 2 consecutive days, no 4 hours on one daunless approved by course instructor.

MLT Hematology & Coagulation: 4 hrs/wk

MLT Parasitology, Mycology, Mycobacterium: no coop lab requirement

MLT Immunohematology: 4 hrs/wk ideally on two different days.

MLT Clinical Lab Operations and Leadership: no coop lab requirement (access to medical lab journals, publications and Proficiency testing information)

The MLT courses are offered in 16 weeks per semester.
Phlebotomy is offered at a minimum of once per semester, on either the 8 or 16 week format.

Directed Studies is setup with MLT program director and can be offered all semesters for general education course review and special projects for competency mastery.

Notice of Understanding for *Cooperating Laboratory*

Printed Student name: _____

Nature of the Cooperating Laboratory Experience:

___ MLT Program *or*

___ Phlebotomy Training

Name of Cooperating Laboratory: _____

Printed Contact (Person Responsiblefor Clinical Instruction) Name: _____

_____

Address: _____

City/State/Zip Code: _____

Telephone:_____Email: _____

When signed by the appropriate parties, this Notice of Understanding indicates that the College and the Cooperating Laboratory, both being desirous of cooperating in a plan to provide education experiences for medical laboratory technology and phlebotomy students, both mutually agree as follows:

Within the terms of this Notice, the Cooperating Laboratory will:

- Maintain the standards necessary for a medical laboratory as specified by State and Federal guidelines
- Retain responsibility for overall supervision and delivery of patient care
- Make available to the student the clinical facilities of the institution including necessary procedure manuals, equipment, supplies and available instructional materials
- Allow personnel from the laboratory to provide direct on-site supervision and basic bench instruction related to performance of routine laboratory procedures, to evaluate respective laboratory competencies, and to give other valuable assistance as needed

- Provide instruction for the basic training competencies within the course syllabi and help the student develop basic medical laboratory or phlebotomy competencies to the specified target level, not job entry level ready
- Provide adequate staffing in the clinical areas so that no student will be expected to give service to patients in the Cooperating Laboratory apart from that rendered for its educational value as a part of the planned medical laboratory technology or phlebotomy curriculum
- Provide liability coverage for the operation of its facility and to save and hold harmless the College for and against any and all liability for damages to any person and/or property of any and all persons resulting from negligent operations of the Cooperating Laboratory
- Regard students of the College, when assigned for clinical experience, as having the status of learners who will not replace the Cooperating Laboratory employees
- Retain the right to restrict a student, faculty member, or other agent of the College from participating in the clinical experience or from the Cooperating Laboratory grounds for good cause shown
- Ensure the provision of emergency care for illness or injury to the student paid for by the student.

Within the terms of this Notice the College will:

- Offer courses related to medical laboratory technology and phlebotomy
- Provide qualified instructors who will plan and coordinate the didactic learning experiences of the students
- Provide guidelines for the experience in the Cooperating Laboratory
- Maintain an appropriate certificate of insurance stating that each student and faculty member, while performing the duties or services arising in performance of this Notice, shall have liability insurance
- Hold the Cooperating Laboratory harmless from any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the College's educational program

Within the terms of this Notice the Student will:

- Abide by existing rules and regulations of the Cooperating Laboratory
- Maintain the confidentiality of patient records
- Provide proof of meeting the requirements for immunizations as specified by the College (on file in the student owned Verified Credentials site)
- Maintain proof of medical insurance coverage (on file in the student owned Verified Credentials site)
- Hold the Cooperating Laboratory and the College harmless from any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the College's educational program
- Maybe requested to Reimburse the Cooperating Laboratory and/or the College for the cost of any damage to equipment used inappropriately or in a negligent manner.

_____ _____

Signature of Student Date

_____ _____

Signature of Laboratory or Clinical Supervisor Date

_____ _____

Signature of Instructor Date

Facility: _____ location: _____

Please check each skill or procedure that your laboratory will be able to provide the MLT student as a cooperating and/or clinical affiliate.

PHLEBOTOMY

__ Patient identification procedures
__Specimen collection by venipuncture
__ Specimen collection by skin punctures
__ Specimen processing

Clinical Practicum I:

Urinalysis/Body Fluids

__ Routine QC of reagents and equipment
__ Safety
__ Routine urinalysis: physical, chemical, and microscopic (normal & abnormal)
List backup (confirmatory) testing:_____
__ Urine /Serum pregnancy tests
__ Occult blood on stool
__ Body fluids
__ cell count __manual __automated
__ CSF
__ Synovial fluid
__ Amniotic fluid
__ Seminal fluid
__ Other: (please specify) ____

HEMATOLOGY/COAGULATION

__ Peripheral smears: evaluation of WBC, RBC & platelet morphology (normal & abnormal, wbc <1000, >50,000)
__ Polychromatic stain
__ Manual WBC count
__ Manual platelet count
__ Reticulocyte count
__ Erythrocyte sedimentation rate
__ **Routine hematology analyzer:** Operation, quality control, routine maintenance and basic troubleshooting

__ **Routine coagulation analyzer:** Operation, quality control, routine maintenance and basic troubleshooting for
__ Protime with INR
__ APTT
__ Fibrinogen
__ FDP or D-Dimer
__ Routine quality control of reagents and equipment

IMMUNOLOGY/SEROLOGY
__ Routine quality control of reagents and equipment
__ Safety
__ Agglutination methods (ie latex, heme):_____
__ Serial Dilutions
__ Syphilis Testing (VDRL/ RPR)
__ Chromatographic EIA (please list): _____
__ List kits tests performed: _____

Clinical Practicum II:

IMMUNOHEMATOLOGY
Method: ____ tube _____ gel
__ ABO, Rh including weak D
__ Antibody screen
__ Crossmatch, immediate spin & complete
__Direct antiglobulin test
__ Issue of product for transfusion
__ Cord blood testing: ABO, Rh, DAT
__ Routine quality control of reagents and equipment

CHEMISTRY
__ Routine chemistry analyzer: Operation, calibration, quality control, routine maintenance and basic troubleshooting
__ Immunochemistry analyzer: Operation, calibration, quality control, routine maintenance and basic troubleshooting
__ Routine blood gas analyzer: Operation, calibration, quality control, routine maintenance and basic troubleshooting
__ Routine quality control of reagents and equipment

MICROBIOLOGY

__ Routine QC of reagents and equipment
__ Safety
__ Gram stain (preparation, interpretation, and performance)
    ___ direct
    ___ from culture
Culture setup and interpretation for the following: (colony morphology, Gram stain, routine media & set up, interpretation)
    __ Blood
    __ Urine
    __ Stool
    __ Respiratory (upper, lower)
    __ Genital
    __ CSF and other body fluids
    __ Wound
Identification of the following organisms:
    ___ Staph aureus
    ___ Coagulase negative staph
    ___ S. pyogenes
    ___ S. agalactiae
    ___ E. faecalis
    ___ S. pneumoniae
    ___ E. coli
    ___ Kleb pneumo
    ___ Proteus mirabilis
    ___ Ent cloacae
    ___ Salmonella
    ___ Shigella
    ___ Bacillus (not anthracis)
    ___ Corynebacterium spp.
    ___ Pseudomonas aeruginosa
    ___ H. influenza
    ___ Campylobacter jejuni
    ___ N. gonorrhoeae
    ___ N. meningitis
___Automated identification (please list): _____
__ Antibiotic susceptibility testing

__ Automated panels
__ Kirby-Bauer
__ Other (please list) _____

Anaerobes (to what level)
__ collect and send
__ ID only
__ ID and susceptibility

Parasitology (to what level)
__ collect and send
__ ID (wet mount, sedimentation, permanent)
__ ID serologically

Mycology (to what level)
__ collect and send
__ ID (culture) send for ID
__ ID (serologically)

Mycobacterium (to what level)
__ collect and send
__ ID (cult)
__ ID and susceptibility

Name of Clinical Laboratory | Signature of Lab Manager/Supervisor | Date

Printed Name of Lab Manager/Supervisor

Barton Community College
ESSENTIAL FUNCTIONS ACKNOWLEDGMENT

Introduction

To become a competent Medical Laboratory Technician, you must be able to perform routine medical laboratory procedures, as well as collect the specimens to be analyzed. Development of these competencies requires certain physical capabilities. The following essential functions are the essential non-academic requirements of the Medical Laboratory Technology Program that you must master to successfully participate in the program and become employable.

Essential Functions

You must be able to effectively read, write and communicate in English, utilize a medical microscope, read instrument displays, and perform procedures that require eye-hand coordination. You must be able to discriminate color reactions.

You must be able to hear alarms that are used to signal instrument malfunction, fire or other emergencies.

You must be able to effectively manipulate medical laboratory equipment such as microscopes and pipettes, as well as the devices used to collect specimens. You must be able to, and develop the skill to collect blood specimens without undue trauma to the patient. You must be able to tolerate wearing gloves and other personal protective equipment as required.

Your general physical health must be such that you can perform light to moderate physical activity.

Your general mental health must be such that you can maintain attention to detail and interact effectively with other medical personnel and with patients under stress.

Refer to MLT Student Handbook for more details before signing this agreement.
http://mlt.bartonccc.edu

* *

Your signature attests that you have read and understand the Essential Functions and that you believe you can meet those standards.

____

Student Printed Name

____________________________________ ____________________________________

Student Signature Date

AAS-MLT CLOSURE TEACH OUT PLAN

In the event of MLT program discontinuation once administrative written notice has been received, the program director will initiate the following:

- NAACLS notification
- ASCP notification
- MLT faculty notification
- AAS-MLT degree declarations would immediately cease.
- An announcement of pending program closure would be posted on the website.
- Clinical affiliates notification including the projected end date for the current students.
- Students currently enrolled in the MLT program would be notified:
    - The remaining sequential MLT courses in the curriculum plan will be offered as originally scheduled to allow enrolled students one opportunity for successful completion of each course and the program.
    - All MLT programs in the state of Kansas offer the same curriculum for possible transfer. Completed MLT credit should transfer. Each program's policy will apply.
    - Any student who was unsuccessful in one campus MLT course will be provided a letter of recommendation to another MLT program asking consideration for an opportunity to complete the AAS degree, contingent on course failure not being the result due to unethical or unprofessional behavior.
- Declared MLT majors, not having taken any core MLT courses will not be enrolled in future MLT courses and advised of options by MLT advisors.

The current MLT faculty will complete each remaining course as previously planned. At the completion on each course, applicable course documents will be cataloged for filing and storage. No lab materials will be discarded, sold, or stored until after program completion of the current cohort of students.
All student files will be maintained according to college policy.
The program director will remain the contact person for certification completion until all of the last cohort has attempted the Board of Certification once.