

Barton Community College  
Phlebotomy and Medical Laboratory Technology Program

## Cooperating Lab FAQ's Information

**What is the role of a "Cooperating Laboratory?"** The primary role of the cooperating laboratory is to provide *basic skill development* for the distant student for Phlebotomy and Medical Laboratory Technician Program at Barton County Community College. The "hands-on" instruction in the Cooperating Laboratory is to "mirror" the basic training received in the Great Bend campus BCC MLT Laboratory.

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, and to give other valuable assistance as needed and you are staffed for.

**How much time per week is the student expected to be in the Cooperating Laboratory for the specified learning experiences?** The student is expected to spend the same amount of time in their Cooperating Laboratory as a Great Bend campus student would spend in the campus MLT Laboratory for the same course.

**Phlebotomy:** requires 1-2 hours per week during the 16 weeks OR for the 8 week course it requires 2-3 hours per week to develop basic specimen collection skills. This course is offered spring, fall and summer. Eligibility for clinical practicum (of 100/120 hours AND 100 successful collections) is based on a grade of 70% or better in the phlebotomy course. The clinical practicum is arranged with the health care facility AND the MLT/Phlebotomy program director. If you are a nationally certified phlebotomist, that certification can be transferred as the Phlebotomy course (3 credit hours) and clinical practicum (1 credit hour) for a total of 4 credit hours.

**Fall:** *Intro to Lab, UA & body fluids:* 2 hrs/wk

*Clinical Chem I:* none

*Clin Micro I:* 4 hrs/wk; **ideal** 1 hr for 4 consecutive days, **at least** 2hrs for 2 consecutive days

**Spring:** *Hematology & Coagulation:* 4 hrs/wk

*Immunology/ Serology:* no cooperative lab

*Parasitology, mycology, mycobacterium:* no coop lab requirement

*Immunochemistry:* 4 hrs/wk,

*Clinical Lab Operations:* no coop lab requirement

**How does the student document their learning experiences?** Students keep a time log and daily diary that details the amount of time they are in the cooperating laboratory...the log must

Barton Community College  
Phlebotomy and Medical Laboratory Technology Program

be initialed daily by the person who is supervising your learning experience. Signed weekly before submission. Development of the required laboratory competencies can be documented by personnel in the Cooperating Laboratory using forms provided by the College to the students. The student is responsible for transmittal of logs and diaries to their Barton instructor.

**When do the courses start and finish?** The fall semester begins in August and ends in December. The spring semester begins in January and ends in May. Phlebotomy has a summer course that starts in May/ first of June and completes in 8 weeks and some 8 week offerings in spring and fall.

**For what courses would we provide a Cooperating Laboratory experience?** This depends on each individual student's curriculum plan that a student can provide for you. 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.

**Who are the instructors for the courses?** The MLT instructors are Karen Gunther, Dana Weber, and associate faculty. The student can tell you the name of the instructor for each course or it can be viewed at this link under the [MLT](#) student handbook or [phlebotomy](#).

**How do I contact an instructor?** Call Barton County Community College at 888-423-1711.....for the department secretary who will direct your call to the appropriate instructor. Email is usually the best and the student will have access in their course to the instructor's email. The student must use the instructors email that is listed in the course syllabus for all correspondence. The instructor will use only the students Bartoncougars.org email address.

Barton Community College  
Phlebotomy and Medical Laboratory Technology Program

Clinical Facility Fact Sheet (CLS/MT & CLT/MLT)

Institution:

Address:

City, State, Zip Code:

Telephone: ( ) Fax: ( )

Accredited by: Please check appropriate agency;

Joint Commission \_\_\_\_\_, CAP \_\_\_\_\_, COLA \_\_\_\_\_, CLIA \_\_\_\_\_, Other \_\_\_\_\_

If you are not accredited by any of the above agencies or checked OTHER, please complete the

“Documentation of Safety Measures” form.

Clinical Coordinator or Contact Person at site: (name)

(email)\_

Clinical Laboratory Volume (specify annual number of procedures):

Indicate whether tests are performed in the following areas:

Hematology: Chemistry: Microbiology:

Immunology/Serology: Immunochemistry: Urinalysis:

Molecular Diagnostics: \_\_\_\_\_

Daytime laboratory staff (convert part-time to full-time equivalent)

Barton Community College  
Phlebotomy and Medical Laboratory Technology Program

Notice of Understanding for Cooperating Laboratory

Student: \_\_\_\_\_

Nature of the Cooperating Laboratory Experience: (check all that apply)

MLT Program or

Phlebotomy Training

Name of Cooperating Laboratory: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact name \_\_\_\_\_ Contact info \_\_\_\_\_

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: