

# Barton Community College

## Medical Laboratory Technology Program Intent Packet

Instructions: Download and print the entire packet.

(Underlined links will take you to the corresponding page in the document.)

Complete the forms and return them to the MLT Program Director before the due dates. Email the documentation to [guntherka@bartonccc.edu](mailto:guntherka@bartonccc.edu)

1. [Student Data Sheet](#)
2. Unofficial transcript copies (if applicable)
3. [Curriculum guide](#)
4. Phlebotomy documentation
  - a. Copy of certification
  - b. [Route 3 Work experience and Letter](#)
5. [Course and Cooperative lab information](#)
6. [Notice of Understanding and Faculty/Faculty check list](#)
7. [Tentative Schedule form](#)
8. [Castlebranch Package ordering website](#)
  - a. Order Package code BM22 and complete the requirements
  - b. [List of documents needed](#)
9. [MLT Enrollment Agreement Form](#) (link takes you to online form)

Please complete the above documentation and return it to the MLT Program Director, Karen Gunther via email – [guntherka@bartonccc.edu](mailto:guntherka@bartonccc.edu)

It is best to gather all the documentation and submit it at one time. Please use your Student id# and college email account when sending the packet documentation.

# Medical Laboratory Technician Student Data Form

Name: \_\_\_\_\_

Barton ID: \_\_\_\_\_

College Email Address: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

Current Employer If Applicable: \_\_\_\_\_

Work Phone: \_\_\_\_\_

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

Are you under Financial Aid guidelines: \_\_\_\_\_

Phlebotomy information: (check one)

\_\_\_\_\_ Work experience (documentation Route 3)

\_\_\_\_\_ Certification **copy attached**

\_\_\_\_\_ None

## Transcript information

Submit Official Transcripts to Barton Community College attention:  
[enrollmentservices@bartonccc.edu](mailto:enrollmentservices@bartonccc.edu) through an online service such as National Student Clearinghouse or Parchment.

Send UNOFFICIAL transcripts to your advisor – [guntherka@bartonccc.edu](mailto:guntherka@bartonccc.edu) or [thompsona@bartonccc.edu](mailto:thompsona@bartonccc.edu)

Official high school and college transcripts must be mailed directly from the granting institution or sent by an electronic transcript service to Barton Community College or, hand delivered in a sealed envelope. The hand delivered transcript must be placed in the school letterhead envelope with the Registrar's signature or school stamp imprinted on the sealed back flap. Opening the envelope will render that transcript invalid. (No exceptions)

**Barton will accept both emailed or faxed official high school transcripts directly from the high school. The receipt of official foreign high school transcripts from foreign high schools may be considered upon review.**

Foreign transcripts must be translated to English. For any questions regarding the receipt of foreign transcripts contact the Barton Registrar.

Send transcripts to the following address:

Barton County Campus  
Attn: Enrollment Services  
245 NE 30 Rd.  
Great Bend, KS 67530

Contact the Enrollment Services Office at [enrollmentservices@bartonccc.edu](mailto:enrollmentservices@bartonccc.edu) for questions.



### General Education Courses for MLT

All General Education Courses must be passed with a C or greater before credited toward the MLT program. All General Education classes must be completed before starting MLT Program classes. Placement test may be required for College Algebra and English Comp I.

Completed	Course Number	Course Title	Credit Hours	Notes
<input type="checkbox"/>	ENGL 1204	English Comp 1204	3	Pre-requisite Intermediate English with a C or better
<input type="checkbox"/>	COMM 1230 COMM 1200	Public Speaking <b>OR</b> Interpersonal Communications	3	
<input type="checkbox"/>	PSYC 1000 SOCI 1100	General Psychology <b>OR</b> Introduction to Sociology	3	
<input type="checkbox"/>	MATH 1828	College Algebra	3	Pre-requisite Intermediate Algebra with a C or better
<input type="checkbox"/>	CHEM 1802 CHEM 1806	Fund of General Chemistry <b>OR</b> College Chemistry I	5	Pre-requisite Basic Algebra with a C or better Pre-requisite HS Algebra II
<input type="checkbox"/>	LIFE 1408	Anatomy and Physiology	5	Class must be equivalent to 5 credit hours. Lecture/Lab is recommended
<input type="checkbox"/>	LIFE 1412	Principles of Microbiology	5	Class must be equivalent to 5 credit hours. Lecture/Lab is recommended
<input type="checkbox"/>	MLTC 1503 MLTC 1501	Principles of Phlebotomy & Clinical Practicum	3 1	You can get advance standing for this class if you are eligible to sit for the National Phlebotomy Certificate Exam via another route, ASCP.

\*\*\*MLTC 1509 Immunology and MLTC 1506 Human Parasitology, Mycobacterium and Mycology do not require a lab and could be taken alongside General Education Courses in the semester before starting MLT classes with permission of the MLT Program Director.

\*\*\*There may be additional pre-requisites for these classes. For example, College Algebra may need Intermediate Algebra with passing grade of a C or better.

\*\*\*All Science courses must have been completed within 5 years with a passing grade of a C or better. A refresher course (Directed Studies) may be available to receive credit for past completed classes.



# PHLEBOTOMY TECHNICIAN WORK EXPERIENCE DOCUMENTATION FORM (Route 3)

## PART I (TO BE COMPLETED BY APPLICANT)

Applicant's Name

Last Four Digits of Applicant's Social Security #

Address

Email Address

Daytime Telephone Number

## PART II (MUST BE COMPLETED AND SIGNED BY THE IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\* IN ORDER TO BE ACCEPTABLE)

### SUBJECT: VERIFICATION OF WORK EXPERIENCE FOR EXAMINATION ELIGIBILITY

This individual, identified above, has applied for the Board of Certification Phlebotomy Technician examination. In order to establish this applicant's eligibility for certification, the following information is necessary:

#### 1. PLEASE COMPLETE: EMPLOYMENT (INCLUDING ON-THE-JOB TRAINING)

Date employment **started** in Phlebotomy: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Date employment **ended** in Phlebotomy: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

How many hours per week in Phlebotomy? \_\_\_\_\_

#### 2. DIRECTIONS: Please review the work experience of this applicant. Please place an **X** by each phlebotomy area listed below in which this applicant has demonstrated proficiency under your supervision.

\_\_\_\_\_ Venipunctures

\_\_\_\_\_ Skin punctures (e.g., fingersticks, heelsticks)

#### 3. BY SIGNING THIS FORM, I AS THE IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\* VERIFY THAT THIS APPLICANT HAS PERFORMED SATISFACTORILY IN THE PHLEBOTOMY AREAS CHECKED ON THIS FORM.

(Please Print) Immediate Supervisor or Laboratory Management\* Name & Certification(s)

Title

Immediate Supervisor or Laboratory Management\* Signature

Date

Telephone Number

Email Address

Institution

City, State

Zip Code

**BE SURE TO INCLUDE A LETTER OF AUTHENTICITY FROM YOUR IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\* WITH THIS WORK EXPERIENCE DOCUMENTATION FORM. THE LETTER OF AUTHENTICITY MUST BE PRINTED ON ORIGINAL LETTERHEAD. IT MUST STATE THAT THE WORK EXPERIENCE DOCUMENTATION FORM WAS COMPLETED, SIGNED AND DATED BY YOUR IMMEDIATE SUPERVISOR OR LABORATORY MANAGEMENT\*.**

*\*Management is defined as someone in a management role who can verify technical experience.*

## Tentative Student Schedule

**Remember when scheduling classes** – online courses typically require 3 hours of study time each week for every one credit hour. For example: a 3-credit hour class such as Public Speaking will require 9 hours of studying each week of class. MLT courses will also have cooperative lab hours that are to be completed unpaid off the clock if you are employed. Due to the extensive laboratory requirements required for the online program classes, We do not recommend more than 12 hours/semester.

Classes needed for CP1	Credit hours lab requirement	Fall semester 16-week	Spring semester 16-week	Summer 12-week	NOTES
MLTC 1509 Immunology	3 credits no lab				Can be taken in last semester of Gen Ed classes
MLTC 1502 Hematology/Coagulation	6 credits 4 hours/week lab			NA	
MLTC 1500 Urinalysis/BF	3 credits 2 hours/week lab			3 hours/week lab	
MLTC 1506 Human Parasitology	3 credits No lab				8-week Fall and Spring, 12-week summer; can be completed before or after CP1
MLTC 1519 Clinical Practicum I	Approximately 122 clinical hours rotation in Immunology Hematology, Coagulation, Urinalysis				Can be taken in Summer or over Winter break or at the end of the program with CP2
Classes needed for CP2	Credit hours lab requirement	Fall semester	Spring semester	Summer	NOTES
MLTC 1504 Clinical Chem	6 credits 2 hours/week lab			NA	
MLTC 1505 Clinical Patho Microbiology	6 credits 4 hours/week lab			NA	
MLTC 1508 Immunohematology (Blood bank)	6 credits 4 hours/week lab			NA	
MLTC 1513 Lab Operations	2 credits No lab			NA	Capstone, taken in last semester of classes.
MLTC 1520 Clinical Practicum 2	Approximately 220 clinical hours rotations in Chemistry, Micro and BBK				

## Phlebotomy Documentation

Students must be ASCP-PBT exam eligible before starting MLT courses with the exception of MLTC 1509 Immunology and MLTC 1506 Human Parasitology. Eligibility may be achieved in one of three ways:

1. Phlebotomy work experience of one full year – full time as a phlebotomist with documentation of [Route 3 Form and Letter](#) must be completed by your employer. (Link provided.)

OR

2. Prior National Certification from NHA, ASCP, AMT, AMCA, etc. Please send a copy of your certification.

OR

3. Students will complete the MLTC 1503 Principles of Phlebotomy class and the MLTC 1501 Phlebotomy Clinical Practicum

For questions regarding eligibility – contact MLT Director Karen Gunther at [guntherka@bartonccc.edu](mailto:guntherka@bartonccc.edu)

## Course and Cooperative Lab information

### Cooperating Lab FAQ's Information

**What is the role of a "Cooperating Laboratory?"** Instruction for the Barton Community College MLT and Phlebotomy programs is delivered in an online classroom. Laboratory skills are learned, practiced and perfected in a supporting cooperative laboratory while working with a qualified mentor. This "hands-on" instruction in the supporting cooperative laboratory is to provide basic instruction for laboratory practices that "mirror" training received in the Great Bend campus MLT laboratory. Lab Guides are available.

**How are cooperative hours different from "Clinical Rotations?"** Traditional clinical practicum rotations are completed AFTER the courses are completed and must be done within a clinical setting. These clinical hours are when students will be working (unpaid) as an entry level MLT under direct supervision. Barton MLT and Phlebotomy students are required to complete BOTH cooperative hours during classes, and clinical hours at the end of the program. 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, 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?** 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.

**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 be initialed daily by the person who is supervising your learning experience, signed weekly before submission, and entries must be handwritten. These documents are submitted weekly to the CANVAS online class.

**When do the courses start and finish?** Most Cooperating Classes will begin in August and continue for 16 weeks until December for the Fall semester; Spring semester will begin in January and continue for 16 weeks, finishing in May. Phlebotomy classes may be offered in 16-week and/or 8-week formats during Fall, Spring and Summer sessions. Urinalysis, Human Parasitology, and Immunology may be offered in Summer accelerated 12-week sessions.

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



## **Phlebotomy:**

### 1. Principles of Phlebotomy:

- Students are expected to participate in hands on Cooperative learning with lab hours completed on campus or in an approved hospital or clinical lab facility in their geographical area.
- Two hours per week of class are required as COOP lab hours.
- Students will be evaluated on skills, Affective Professional Behavior, and course competencies.
- The Cooperative Lab facilities are required to complete a Cooperative Lab faculty and facility document.

**After completion of the Principles of Phlebotomy class, with approval of the instructor, Coop lab instructor, and program director, along with a passing grade of 78%, students are eligible for Phlebotomy Clinical Practicum.**

### 2. Phlebotomy Clinical Practicum:

- Students are expected to complete 100-120 unassisted successful venipunctures and 100-120 hours of clinical rotation hours in an affiliated Hospital or clinical setting with direct supervision of a qualified (MLT or Certified phlebotomist) instructor.
- At the completion of the above requirements, the students will be evaluated on their skills, course competencies, Affective Professional Behavior and graded as Pass or Fail.
- Students who pass their clinical rotation are then eligible for the ASCP Phlebotomy Technician certification.

**Clinical rotation facilities are to have a Clinical Affiliation Agreement in place with BCCC.**

## **MLT Courses:**

### 1. The following MLT courses have Cooperative Learning Lab requirements:

- MLTC 1505 Pathogenic Microbiology 4 hours/week of class
- MLTC 1502 Hematology/Coagulation 4 hours / week of class
- MLTC 1500 Urinalysis/Body Fluids 2 hours / week/16-week format; 3 hours/week/12-week format
- MLTC 1508 Immunohematology 4 hours / week
- MLTC 1504 Clinical Chemistry 2 hours/week
- MLTC 1509 Immunology – no lab requirement

- MLTC 1506 Human Parasitology/Mycology/Mycobacteria – no lab requirement

MLT Cooperative Learning Lab hours vary by class and consist of practicing basic skills under the direct supervision of a qualified Clinical facility supervisor (MLT or above) **After completion of their Coop lab hours, students will be evaluated on skills, Affective professional behaviors, and Course competencies. To pass the course, they will need a grade of 78% or above and to have completed all Cooperative lab hours and assignments. If the student passes the course and with Instructor, Clinical facility instructor, and Program Directors approval, they are eligible for Clinical Practicum Rotations.**

## 2. Clinical Practicum Rotations:

- Clinical Rotations are divided in two sections CP 1 and CP 2 with varied departments and hours and specified skills to be completed for each.
- Clinical Practicum Rotations require students to work hours and shifts as a full-time entry-level Medical Laboratory Technician would be expected to, with a **minimum of 20 hours/week** until completion of all skills and required hours.
- Students will perform all facets of duties expected of an entry level Medical Laboratory Technician under the supervision of a qualified Clinical supervisor, including quality control, patient results reporting, maintenance, and other duties.
- Clinical Affiliation Agreements are required of Clinical facilities.
- Students will be evaluated on skills, competencies in each area, Affective Professional Behaviors and Comprehensive subject exams - with the approval of all instructors, clinical instructors and the program Director, will be eligible for ASCP MLT certification.

### **Clinical Practicum Rotation 1:** Total of 122 hours

- Hematology: 60 hours
- Coagulation: 16 hours
- Urinalysis: 30 hours
- Serology/Immunology: 16 hours

### **Clinical Practicum Rotation 2:** Total of 220 hours

- Clinical Chemistry 40 hours
- Immunohematology 80 hours
- Pathogenic Micro 100 hours

Clinical hours may be extended at the discretion of the clinical site or the MLT Director if student is not meeting competencies.

For questions regarding approval of cooperative lab sites or Clinical lab sites, contact program Director Karen Gunther at [guntherka@bartonccc.edu](mailto:guntherka@bartonccc.edu)

## **Notice of Understanding for *Cooperating Laboratory***

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

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

MLT Program – *Please complete Faculty and Facility forms every 12 months*

Phlebotomy Training

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

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

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

Facility Contact name \_\_\_\_\_

Facility Contact email \_\_\_\_\_ Phone \_\_\_\_\_

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 that "mirrors" the basic training received in the Great Bend campus BCC MLT Laboratory and help the student develop basic medical laboratory or phlebotomy competencies to the specified target level
- 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 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

**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 or cooperative lab institution (Verified Credentials)
- Maintain proof of medical insurance coverage (Verified Credentials)
- 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
- Reimburse the Cooperating Laboratory and/or the College for the cost of any damage to equipment used inappropriately or in a negligent manner

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

Student name Printed \_\_\_\_\_

Coop Lab Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Coop Lab Supervisor printed \_\_\_\_\_

**Please no electronic signatures!**

**Facility Fact Sheet (CLS/MT/MLS & CLT/MLT)**

**COOP LAB FACULTY and FACILITY INFORMATION**

Institution	
Address	
City, State, Zip	
Telephone	

**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					

If lab is listed as Other – please complete Safety Form at the end of the checklist.

**Indicate whether tests are performed in the following areas:**

Hematology: \_\_\_\_\_ Chemistry: \_\_\_\_\_ Microbiology: \_\_\_\_\_

Immunology/Serology: \_\_\_\_\_ Immunohematology: \_\_\_\_\_ Urinalysis: \_\_\_\_\_

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

**Number of Daytime laboratory staff (convert part-time to full-time equivalent) \_\_\_\_\_**

**Employee Name/Area may be repeated**

	<b>Name of Staff identified as faculty for each area of instruction in your lab</b>	<b>Primary Area of Instruction</b>	<b>Certification and ID#</b>	<b>Length of Experience in the lab area of instruction</b>
Urinalysis /Body Fluids				
Hematology/Coagulation				
Phlebotomy/specimen processing				
Clinical Chemistry				
Microbiology				
Blood bank				
Molecular Diagnostics				
Parasitology				
Other				

Please list Equipment, Educational materials, references used for instruction

<b>Department</b>	<b>Equipment/Analyzers Instrumentation</b>	<b>Reference Materials</b>	<b>Other</b>

Facility Name: \_\_\_\_\_

Printed name of individual completing this form \_\_\_\_\_ Date \_\_\_\_\_

Signature of Lab Manager/Supervisor \_\_\_\_\_

	Please indicate the Number of Students in each area at one time preferred.	<b>Average Length of cooperative/clinical experience</b> <b>Students may be kept longer for clinical experience if not competent/job entry level ready. Call program director 620 786 1133</b>
<b>Phlebotomy class</b>		2 hours/week for 8-16 weeks, depending on the length of the online class. Cooperating lab hours
<b>Phlebotomy Clinical</b>		<b>Total 100 - 120 hours</b> Type of facility:
Specimen collection & processing, basic lab skills		100 hours plus 100 successful specimen collections ( <a href="#">ASCP</a> ) 120 hours plus 120 successful collections ( <a href="#">ASPT</a> )
<b>Hematology/coagulation class</b>		4 hours/week – 16 weeks <i>Cooperating lab hours</i>
<b>Urinalysis/BF class</b>		2 hours/week – 16 weeks <i>Cooperating lab hours</i>
<b>Immunohematology/BBK class</b>		4 hours/week – 16 weeks <i>Cooperating lab hours</i>
<b>Microbiology class</b>		4 hours/week preferably 2 hours x 2 consecutive days – 16 weeks <i>Cooperating lab hours</i>
<b>Clinical Chemistry class</b>		2 hours/week – 16 weeks <i>Cooperating lab hours</i>
<b>Clinical Practicum I</b>		<b>Total 122 hours minimum – students may be assigned longer if not competent/job entry level ready.</b>
Hematology rotation		60 hours, diff's 50 normal, 20 abnormal, QC, maintenance, etc.
Coagulation rotation		16 hours methods, maintenance, QC
Urinalysis/BF rotation		30 hours 25microscopic, backup tests, QC, maintenance
Immunology/Serology rotation		16 hours methodologies, QC, processing
<b>Clinical Practicum II</b>		<b>Total 220 hours minimum - students may be assigned longer if not competent/job entry level ready.</b>
Chemistry rotation		40 hours calibration/verification, theory, maintenance, QC
Immunohematology/BBK rotation		80 hours ABO/Rh, fetal maternal, cross match, minimum of discussion of Ab ID, DAT, Ab screens, QC, maintenance
Microbiology rotation		100 hours - cultures to include urines, sputum, throats, Gram Stains. If available, blood cultures, wounds, body fluids, parasite, mycology and mycobacterium.

**Essential Skills Checklist** (complete for only the areas you are supporting each semester)

**Facility:** \_\_\_\_\_ **Location:** \_\_\_\_\_



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

### **PHLEBOTOMY and Specimen collections**

- Patient identification procedures
- Specimen collection by venipuncture
- Specimen collections by skin puncture
- Specimen processing

### **UA and Body Fluids**

- Routine QC of reagents and equipment
- Safety
- Dilutions and Serial dilutions
- 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)
- 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
  - Other list \_\_\_\_\_
- Routine quality control of reagents and equipment
- Dilutions and Serial dilutions

### **Immunology/Serology**

- Routine quality control of reagents and equipment
- Safety
- Agglutination methods (latex, hem)list: \_\_\_\_\_
- Dilutions and Serial Dilutions
- Syphilis Testing (VDRL/ RPR)
- Chromatographic EIA (please list): \_\_\_\_\_
- List kits tests performed: \_\_\_\_\_

### **Immunoematology/Blood Bank**

- Method:**  tube  gel  automated
- 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

### **Clinical 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
- Dilutions and serial dilutions

### **Pathogenic 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** (mark to what level)

- collect and send
- ID only
- ID and susceptibility.

**Parasitology** (mark to what level)

- collect and send
- ID (wet mount, sedimentation, perm)
- ID serologically

**Mycology** (mark to what level)

- collect and send
- ID (culture) send for ID
- ID (serologically)

**Mycobacterium** (mark to what level)

- collect and send
- ID (cult)
- ID and susceptibility

**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....

## Castle branch Compliance MLT and Phlebotomy

To order your Castle branch account: [Castlebranch.com](https://www.castlebranch.com) package code BM22

### 1. Immunization Documentation:

- a. Copy of required immunizations childhood shot records (*medical file*)
  - Tuberculin (TB) skin test within the past 6 months
    - To be **renewed annually** from tested date.
    - Student must provide documentation yearly
    - TB vaccination titer within 8 years is acceptable
    - Positive test requires chest x-ray result documentation
  - Tetanus/Diphtheria or TDaP
    - If no TDaP or Tetanus in the past 10 years – Tetanus booster is required.
  - MMR (measles, mumps, rubella)
    - Born after 1957, you must have two MMR **or** positive titer documentation
  - Chicken Pox
    - Date of the disease
    - Vaccination date documentation
    - **OR** Titer documentation
  - Hepatitis B Vaccination
    - Refusal signature – Refusal may hinder clinical placement
    - **OR** Date and documentation of HBV series
  - Influenza vaccination
    - Renewed 1 year from submission
    - **OR** Deferral document – deferral may hinder clinical placement
  - COVID -19 Vaccination
    - not required, but if you have had the vaccination, please upload documentation.
    - Exemption either Religious or Medical from your church or doctor.

### 2. CPR Certification - Accepted Certification can be any of the below – Renewed Annually

- a. American Heart Assoc. Healthcare course certificate
- b. American Heart Assoc. Heart Saver course certificate
- c. American Red Cross Professional Basic CPR/ BLS
- d. Any Nationally recognized Basic CPR course certification [Online option](#)
- e. Military Training Network

### 3. Health Insurance – Renewed Annually

- a. Proof of insurance (*must include name of insurance company, name of student, and effective date*)

- b. Insurance must be in effect for the entire program duration.
  - c. If still on parent's insurance – document with parent and student name required.
- 4. [MLT Essential Functions Requirements](#) form – Renewed Annually
  - a. Parental/guardian signature required if under 18 years of age
- 5. [Contract for Classroom/Laboratory Behavior](#) for MLT – Renewed Annually
- 6. [Confidentiality](#) / HIPPA form – Renewed Annually
- 7. [Acknowledgement of Legal relationship](#) BCC and MLT – Renewed Annually
- 8. [MLT FERPA](#) – Renewed Annually
- 9. [Reference Authorization](#) – Renewed Annually

**Acknowledgment of Legal Relationship  
Between  
Barton Community College  
and  
Student Program Participant**

The purpose of this document is to confirm that the student whose signature appears at the bottom of this form understands and acknowledges that while participating in a student career experience (clinical, practicum, internship, field experience, etc.) Barton Community College is not his/her employer. This is an education related activity and the provisions of the Kansas Workers' Compensation Act are NOT applicable to the student's activities while participating in the career experience.

Student further acknowledges that the career experience may be physically strenuous and that the facility providing the career experience may require personal health insurance for all students using their facility to offset any costs or expenses the student may incur if he/she is injured during the career experience. Student acknowledges that neither Barton Community College nor the facility providing the career experience will be held liable in the event the student is injured while participating in the career experience.

The undersigned student hereby acknowledges the contents of this document are understood. The student further understands that if personal medical insurance is not current at any time during the career experience, they may not be allowed to participate in clinical or lab activities and may be dismissed from the program.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
**Student Participant Signature**

\_\_\_\_\_  
**Student Participant Clearly Printed Name**

*Karen Gunther MS, MLS (ASCP)*

\_\_\_\_\_  
**Barton Program Representative**



BARTON COMMUNITY COLLEGE
STUDENT CONFIDENTIALITY AGREEMENT

Confidential information includes but is not limited to: patient information, medical records, hospital information, physician information, and employee records that may be encountered in the course of the clinical practicum. Maintaining confidentiality means to share information only with healthcare professionals who have the "need to know" the information.

State and federal laws prohibit the unauthorized use and/or dissemination of patient medical information by health care personnel. Health care workers are entrusted to protect medical information about patients and obligated to not seek out information their job does not require. Civil and criminal penalties may be imposed to protect the patients right to privacy.

Below is a list, while not all-inclusive, of actions that may be considered breaches of patient confidentiality:

- Reading a patient's chart for the sake of curiosity or other personal reasons.
• Conversations with other personnel, who do not have a need-to-know, about patients.
• Conversations with family and friends about patients.
• Attempting to seek out electronic or hard copy information (e.g. for a friend or family member) not required by my position.
• Virtually any disclosure of patient information to a third party without proper authorization or statutory right or obligation to do so.
• Not limiting conversations regarding patient information to non-public areas to avoid visitors and/or patients from overhearing employee discussions

I hereby reaffirm my pledge that I will not disclose, to anyone, any medical information about patients that I may acquire as a result of my clinical education, without patient to do so or as otherwise allowed by law. In addition, I will not seek out information about patients that I do not require to perform my assigned duties. I understand that any attempt to seek out information, hard copy, electronic or verbal, not required by my position or any unauthorized disclosure or information, shall be cause for immediate discipline, including discharge.

I understand that all questions of release of information are to be referred to a medical laboratory employee. Any time I am not sure of the proper action, I will withhold information until the release or question is resolved.

Further, I agree to hold harmless and protect Barton Community College, the clinical education facility and its shareholders against any and all claims for damages resulting from my unauthorized disclosure of patient information as herein-above provided.

Student name (Printed) Date

Student Signature Date



## Contract on Classroom/Lab Behavior

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*.

### Rules:

1. Lab class begins promptly at the beginning of the period. You should be ready to start participating in class at that time. That same rule applies to the instructor - 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 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 non-related reading to class, put it away before the start of class. 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.

***(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.

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

## Contract on Classroom/Lab Behavior

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 ***(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 courtesy 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. ***(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 Printed name \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_

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



## Essential Functions Requirements/Assumption of Risk

To become a competent Phlebotomist/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 a medical microscope and pipets.
- Discriminate color reactions and fine microscopic structural differences.
- Hear/Recognize 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 sitting, and standing.
- Touch is an integral part of instruction and skill competency demonstration. If this is a concern, please discuss with the Program Director privately before class.
- Pregnancy is not considered a disability and students will be required to complete all skills unless specific accommodations are requested with physicians note.

### 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 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 professionals.
- Be honest, compassionate, ethical, self-motivating, and responsible.
- Be able to offer constructive comments and accept them.

### Assumption of Risk:

During this program you will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training. As a part of these learning activities you will be asked to perform specific skills as well as be the subject of specific skills practiced by students. These learning activities will be conducted under the supervision of the course instructor or clinical supervisor.

- **Bloodborne Pathogen Exposure**

It is important that you be aware that blood and other body fluids have been implicated in the transmission of certain pathogens, particularly Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus responsible for Acquired Immune Deficiency Syndrome (AIDS). In order to minimize risk of exposure to bloodborne pathogens, the student must agree to follow Standard Precautions guidelines as well as comply with regulations outlined in the OSHA Bloodborne Pathogen Standard.

- **Risks/Discomforts**

Participation may create some anxiety or embarrassment for you. Some procedures may create minor physical or psychological discomfort.

- **Your Rights**

You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and expect explanation of any point that is unclear. Withholding consent may result in removal from the program.

- **Learning Activity Specific Risks/Discomfort**

Venipuncture using both evacuated tube system (ETS) and syringe system

- Possibility of hematoma or bruising; slight, temporary pain with procedure; slight risk of temporary nerve inflammation

Throat or Nose Swabs

- Slight discomfort, sneezing, gag reflex



I have read the above Human Subjects Document. I acknowledge my understanding of the risks and benefits described. My questions have been answered. I agree to participate as a subject in the learning activities listed above.

**Your signature attests that you have read and understand the Essential Functions Requirements and Assumption of Risks and that you believe you can meet those standards.**

I have read and understand the Essential Functions Requirements and Assumption of Risk for the MLT/Phlebotomy programs.

Student signature \_\_\_\_\_ date \_\_\_\_\_

Student printed name \_\_\_\_\_

Parental/guardian signature is needed if student is under 18 years of age.

Parental signature \_\_\_\_\_ date \_\_\_\_\_

Parental Printed name \_\_\_\_\_



### STUDENT CONSENT TO RELEASE EDUCATIONAL RECORDS

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Barton Community College must obtain written consent from a student before releasing the educational records of that student to a third party. Including family members. Such written consent must be signed and dated by the student.

I hereby consent to disclosure of any information from my educational and financial aid records to the following individual(s) for the purpose of facilitating discussion with College officials while I am enrolled as a student at Barton County Community College.

Name Coop/Clinical supervisor	Email Address	Phone number
Name Other (family, employer)	Email Address	Phone number
<i>Karen Gunther</i> Name	<a href="mailto:guntherka@bartonccc.edu">guntherka@bartonccc.edu</a> Email Address	620-786-1133 Phone number

I understand that my written consent will remain in effect until I notify Barton Community College officials, in writing, to cancel or revoke the consent.

Student Printed Name

Student Signature

Date

