2024-2025 HANDBOOK

Table of Contents

2024-2025 HANDBOOK

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.

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.

Program Personnel

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

Andrea Thompson MLT (ASCP) MLT Instructor/Advisor
ThompsonA@bartonccc.edu | 620-786-1113 | Office S-134 (Science Building)

Risa Bayliff MLS (ASCP) Adjunct Instructor | BayliffR@bartonccc.edu

Emily Crawford MLT(ASCP) Adjunct Instructor | crawforde@bartonccc.edu

Nicholas Bogart MLS(ASCP) Adjunct Instructor | bogartn@bartonccc.edu

Barton Community College Administration

Chris Baker, 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 resigning 2024
Dr. Marcus Garstecki, College President 2024

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

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

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

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

Scholarship links: https://naacls.org/Students.aspx https://bartonccc.edu/financialaid

*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 the last page of the handbook for more information.

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.

Program Outcome - Certification: MLT graduates will demonstrate an average of at least 75% pass rate on the Board of Certification exam as calculated by the most recent three-year period.
Result: **2021-2024 the average Certification exam pass rate is 78%

Program Outcome - Graduation: At least 70% of students who have begun the final half of the MLT program will successfully graduate from the program as calculated by the most recent three-year period.
Result: ** For 2021-2024, the average graduation rate is 88%

Program Outcome - Placement: MLT graduates will demonstrate an average of at least 70% employment placement rate either through employment in the field or closely related field or continue their education within one year of graduation as calculated by the most recent three-year period.
Result: For 2021-2024, the employment placement rate for Barton Community College MLT graduates within the first year of certification average has been **99%.

Data

	2021-22	2022-23	2023-24	2024-25	Average
Certification	67%	92%	78%	**100%	79%
Graduation	89%	87%	97%	93%	92%
Placement	100%	100%	98%	98%	100%

**data incomplete

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)

While this program is designed to be primarily online – students will have lab hours with classes – in addition to the clinical rotations at the end of the program. Students are required to have a reliable internet access and computer access with webcam capabilities.

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.
    - Pregnancy is considered a temporary medical condition and will not exclude students from expected physical requirements without a medical doctor deeming accommodations and/or absences medically necessary.
    - Touching is an integral part of instruction and demonstrating skill competencies. If this is a concern, please contact the instructor privately to discuss the concerns prior to class.
- 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.
    - 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.
    - Attend scheduled sessions consistently and promptly.

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. This form will be added to your Castle Branch account as a permanent record.

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 RESPONSIBILITIES

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”.

Classroom Behavior

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

Rules:

- 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.
- Always bring the required supplies and be ready to be actively engaged in the learning process. This communicates preparedness and interest.
- 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 attend as scheduled and be on time and ready to work.)*
- 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.)*
- 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)*
- 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.)*
- 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.)*
- I expect to have your attention for the full lab period. This means:
- 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.
- 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.)*
- 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.
- 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.)*

- Turn in assignments on time. Earthquake, fire, flood and catastrophic illness are the only reasonable excuses for a late submission. *(Correlation to the laboratory: results and specimen collections MUST be completed in a timely manner or a patient's health can be impacted.)*
- 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.)*
- 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.
- 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.)*
- *If emergencies arise that require an absence from a session, be sure to notify lab staff/instructor ASAP and plan for make - up time.*
- The time to be concerned about your grade is the first fourteen weeks of the course, not the last two weeks. *(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*_____

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/laboratories (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. These hours are separate from clinical practicums.*

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 (ASCP) *before starting the MLT courses requiring cooperative lab support*.

Principles of Phlebotomy and its corresponding 100-120 hour *Phlebotomy clinical practicum*, 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 approximately 122 clinical hours or more, until competencies are met at the job entry level and comprehensive exams are passed.

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

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 Barton 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 with webcam 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 Supporting 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 the following ways:

- Retaking the course and earning a minimum grade of a C.
- Completion of self-study review with examinations and/or portfolio assessments. Most Common – MLTC 1514 Directed Studies.
- Any combination of the above.

*see appendix

Advance Standing Consideration is as follows:

- 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.
- "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 knowledge* 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. This would include the comprehensive exams for Clinical practicums.
    - You may challenge a particular area of the MLT Program only once.
- Prior full-time work-experience of more than one year in a specific department, may be considered as Advanced Standing for Cooperative student lab hours in that department, if the student and employer can provide documentation of competency including but not limited to: CAP Surveys, competency checks, etc. Students will be required to complete assignments within the cooperative student lab guidelines and CANVAS course.
- Students are not eligible for advanced standing if their GPA is below 3.0 for the MLT coursework.
- Consideration for Advanced Standing does not guarantee it will be awarded.

If you declare MLT as your major AND you are certified as a phlebotomist by a national certifying agency meeting ASCP criteria, you must provide official "transcripts" or verification by the certifying agency. The Phlebotomy course and clinical practicum may be waived.

Prerequisite to AAS-MLT requires that a student must be, at the minimum, eligible by Routes 1-6 for phlebotomy ASCP certification or equivalent national certification.

Contact MLT Director for clarification/information. ASCP Get Credentialed

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

Course Sequence

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

General Education and pre-requisites:

English Comp I ..... 3 credit hours
Public Speaking/Interpersonal Communications ..... 3 credit hours
Psychology/Sociology ..... 3 credit hours
College Algebra/Statistics ..... 3 credit hours
Fundamental/College Chemistry ..... 5 credit hours
Anatomy & Physiology** ..... 5 credit hours
Microbiology ..... 5 credit hours
Phlebotomy class and clinical ..... 4 credit hours
MLTC Parasitology/Mycology/Mycobacteria ..... 3 credit hours
MLTC Immunology ..... 3 credit hours

MLT core Program classes:

MLTC Hematology ..... 6 credit hours
MLTC Clinical Chemistry ..... 6 credit hours
MLTC Urinalysis/BF ..... 3 credit hours
MLTC Pathogenic Microbiology ..... 6 credit hours
MLTC Immunohematology/Blood bank ..... 6 credit hours
MLTC Lab Operations ..... 2 credit hours
MLTC Clinical practicum 1 & 2 ..... 6 credit hours

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

**If you have completed Anatomy & Physiology I, you may be able to substitute a higher-level biology class in lieu of A&P II. You must provide the syllabus from the course or you will be required to complete A&P II or Pathophysiology.

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

MLTC 1514 Med Lab: Directed Studies (1-4 Credit Hours by appointment) review course for general education science courses and preparation for MLT certification. Offered as Fall, Spring, and summer sessions.

MLTC 1500 MLT Urinalysis & Body Fluid (3 Credit Hours) 2 hours cooperative lab hours per week required. 3 hours cooperative lab is required for the accelerated 12-week summer session. Offered as Fall, Spring, and summer sessions.

MLTC 1502 MLT Hematology & Coagulation (6 Credit Hours) 4 hours per week cooperative lab hours required. Offered as Fall and Spring sessions.

MLTC 1504 MLT Clinical Chemistry (6 Credit Hours) 2 hours/week cooperative lab time. Offered as Fall and Spring sessions.

MLTC 1505 MLT Pathogenic Microbiology (6 Credit Hours) 4 hours cooperative lab per week preferably two consecutive days; Not one day of 4 hours. Offered as Fall and Spring sessions.

MLTC 1506 MLT Human Parasitology, Mycology and Mycobacterium (3 Credit Hours) no cooperative lab. Offered as Fall, Spring, and summer sessions

MLTC 1508 MLT Immunohematology (6 Credit Hours) 4 hours cooperative lab required per week. Offered as Fall and Spring sessions.

MLTC 1509 MLT Immunology (3 Credit Hours) no cooperative lab hours required. Offered as Fall, Spring, and summer sessions

MLTC 1513 MLT Clinical Laboratory Operations (2 Credit Hours) no cooperative lab hours required. Offered as Fall and Spring sessions.

MLTC 1519 MLT Clinical Practicum 1 (2 credit hours by appointment) approximately 122 hours. Prerequisites: MLTC 1500, MLTC 1502 MLTC 1509 or equivalents.

MLTC 1520 MLT: Clinical Practicum II (4 Credit Hours by appointment) approximately 220 hours. Prerequisites: MLTC 1500, MLTC 1502, MLTC 1504, MLTC 1505, MLTC 1506, MLTC 1508, MLTC 1509 or equivalents.

MLTC 1503 Principles of Phlebotomy (3 credit hours) 2 hours cooperative lab support each week. Offered as Fall, Late Fall, Spring, Late Spring and summer sessions

MLTC 1501 Phlebotomy Clinical Practicum (1 credit hour by appointment) minimum lab time 100-120 hours; 100-120 successful blood collections. Prerequisite: MLTC 1503 Phlebotomy.

The Grading scale for all MLT courses is:

Letter Grade	***Performance Level***
A	93-100%
B	86-92%
C	78-85% * 78% lowest passing score
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% *Clinical practicum eligibility is 78%
D	60-69%
F	less than 60%

Phlebotomy Clinical eligibility is no less than a 78% AND recommendation of Cooperative lab instructor, and 2+ or greater on evaluations.

Clinical practicum 1, Clinical practicum II, and Phlebotomy clinical practicum are graded as Pass/Fail

If you have any questions about the grading process, please consult with your instructor.

All 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 Hours 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. Students not adhering to attendance policies may be dismissed from the cooperative lab site.

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 able to continue in the MLT program if you receive more than one course grade below the C (78%) requirement. You will not be allowed to repeat a course more than once. This includes withdrawing from the class due to poor performance**.

POLICIES FOR CLINICAL PRACTICA

Description of Clinical Practicums

- Clinical practica are scheduled clinical "internships" performed at a clinical laboratory that is a formal clinical site affiliate of BCC's MLT/Phlebotomy 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 approximately 122 hours in specific breakdown of department hours, or longer if determined; of clinical experience, meet the competencies of the discipline and meet the criteria stated in the "Grading--Pass/Fail Criteria" section that follows. Comprehensive exams for each rotation must be passed with 70% or above to pass the Clinical practicum.
- Clinical Practicum II is comprised of clinical experience in the areas of immunohematology, chemistry and microbiology. To complete Clinical Practicum II, you must document approximately 220 hours in specific breakdown of department hours, or longer if determined; of clinical experience, meet the competencies of each discipline and meet the criteria stated in the "Grading--Pass/Fail Criteria" section that follows. Comprehensive exams for each rotation must be passed with a 70% or above to pass the Clinical practicum.
- Clinical practicum Comprehensive exams for each area of rotation must be passed with a 70% or above to pass the clinical practicum. Failure to pass the exams after the third attempt may result in the need to repeat course work, remedial courses, and/or repeat the entire clinical practicum.

Eligibility for Clinical Practicums

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 Placement is not an option for clinical rotations – and may be awarded for Cooperative Student lab hours only.

Before you are enrolled in a course, and if you have extensive clinical laboratory experience in one area; you can request consideration for advanced standing for some or all of that work experience. (Not eligible for some States) 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. Students must still complete the assignments within the Lab Guidelines. Students are still responsible for payment of the course. A GPA of 3.0 or above for the MLT program classes must be maintained to request Advanced Standing. 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.

- See the previous section for Advanced Standing criteria

Assignment to Clinical Practicums

The MLT Program Director will determine your assignment to the affiliated clinical facilities. You will be asked to provide a formal request with a prioritized listing of your location choices for placement. 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 at that location.

- MLT Hematology/Coagulation, MLT Immunology, and MLT Urinalysis/Body Fluids must be completed with a "C" or better before you will be 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 enrolled 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. It is not recommended to take additional courses during your clinical rotations without discussing enrollment with your advisor. 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 Practicums

Scheduling of the dates AND the time of your clinical experience is the responsibility of the Program Director and 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 8 hours per "shift", until you have met the specified time requirement AND you are deemed competent in the relevant areas, and you have passed the comprehensive exams for that department. Students are required to complete a minimum of 24 hours /week, preferably 3 x 8-hour days, or a minimum of 20 hours/week as 5 x 4 hour days. Assignment of any other schedule must be pre-approved in writing by the MLT Program Director and the respective Site Coordinator. The "student practicum shift" can be defined as a clinical lab shift. If the clinical affiliate does not have 10-hour shift, the student will NOT be working a 10-hour shift. Shifts of more than 10 hours/day or more than 5 days/week are prohibited. Shifts of more than 8 hours/day must be requested in writing, approved of by the Program Director and clinical lab facility supervisor. Students are *required* to take a 30 min "rest" break if they "work" 6 or more hours. Clinical hours are to coincide with shift hours.

Please plan ahead with your employer if you will need to take time off, reduce work schedule, or use vacation time to complete clinical practicums.

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 and approved of in writing.

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. *Service work does NOT count towards clinical hours*.
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." **Paid and student hours must be kept separate and no compensation is allowed for student hours.**

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 or late/no shows, (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. 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.

Clinical Practicum 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 specified. This includes submitting documentation to the CANVAS class.
- 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 and Behavior Competencies related to the respective Clinical Practicum.
- Pass each department rotation comprehensive exams with 70% or above.
- 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, or CANVAS assignments. 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. You are required to attend and participate in all classes. 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.

Discussions are the primary means for tracking attendance in the MLT program classes. Students are required to submit weekly responses to the discussions, and replies to other students to receive full credit for attendance. Weekly time logs for cooperative labs/clinicals are the primary means for determining attendance in cooperative lab courses and clinical practicums.

All students must exhibit regular attendance/participation at all times and must keep up-to-date time logs and lab exercise documentation for each course as well as submitting requested documents by their due dates. 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, late/no shows (>=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. Failure to fulfill the Learning Agreement may impact your clinical practicum/cooperative lab 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.
Capital incidents that will result in **automatic removal** from the program (major change) and the grade of "XF" 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 may result in a **Record of Counseling***, could lead to a **Learning Agreement**** and potential **program dismissal**, include, but are *not limited* to:

- Unexcused absences or tardiness to scheduled cooperative labs 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
- Non-compliance for Castlebranch requirements

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 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, or withdraw from a class due to poor performance, 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 - Cougar Keeper: Satisfactory Academic Progress

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 MLT 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 Barton 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 following a one-year absence. 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 Barton Student Handbook 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. 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 Barton Student Handbook 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 and Universal Precautions are 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 and Universal Precautions 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.
Students are required to carry personal health insurance for the duration of the MLT program.

Blood and Body Fluid Exposure:

1. If a student punctures him/herself with an uncontaminated needle, no risk is involved and no follow-up is required.
2. If a student punctures him/herself with a contaminated needle or is exposed to blood or body fluids, the student is to inform the instructor or preceptor immediately.
    a. Clean the affected area/ flush the eye with water immediately.
    b. At the clinical site, notify the appropriate personnel and follow the clinical site policy and procedure.
    c. For on campus clinical experiences, notify the health nurse and complete appropriate paperwork.
3. The student should go to or call his/her physician immediately. Hepatitis and HIV screenings are strongly recommended and should be done within 2 hrs. The screenings are at the student's expense. Some clinical sites policy/procedure will cover the students initial screening only.
4. Additional screenings for Hepatitis and HIV are recommended at three months, six months and one year later. The screenings are at the student's expense.

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 cooperative/clinical 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 equipped with 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.

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. Textbooks can be purchased for most MLT courses through FA Davis as a package discount. Contact the MLT Director for more information.
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.

College Policies and Procedures

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

Approval and Admission to the Medical Laboratory Technology Program:

Barton's MLT program is not an application program, but specific requirements are necessary before students can take core MLT courses.
The procedure for approval and enrollment to the program are as follows.

- Apply to Barton Community College for admission.
- Have all official high school and college transcripts on file with the Barton registrars' office. Transcripts
- Complete a background check (Castle Branch MyCB account) the semester before you start MLT courses. Additional compliance requirements and forms are located in the MyCB account. Package code BM22
- Complete the Essential function and Risk Assumption form and submit via MyCB account.
- Provide documentation of vaccination history and submit via MyCB.
- Complete the Signature sheet AND the form for the classroom behavior and submit via MyCB account. Forms are also located in MyCB.
- A student NOT using the Great Bend campus cooperative lab could be employed in the facility that is supporting their education.
- 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.
- Current CPR certification is required of the MLT student while they are in the program. CPR is accepted from any Nationally recognized Basic CPR course certification Online option with subsequent skills check off. Submit PROOF via MyCB account.
- You are required to keep health insurance on yourself while you are in the MLT and Phlebotomy Programs*. Proof of insurance needs to be uploaded to your Castle Branch MyCB account. Continuation of current insurance will be confirmed periodically.
- Your financial aid, if applicable, needs to be in place so you are not removed from your class due to non-payment.
- **International student policy – See Appendix A**

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 cost of any background checks that are requested by the Program (included in the Castlebranch account), a cooperating laboratory and/or clinical affiliate.

You ***may*** be subjected to unannounced **drug screening**. For many of our cooperating laboratories and clinical affiliates, 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. Drug Screens will be arranged and paid for by the student. It is not part of the Castle Branch basic requirements and ***can be added to Castlebranch if required*** by the cooperative/clinical site. Package code BM22dt

COVID -19 Vaccination information

Barton Community College continues to support all students pursuing educational opportunities in the Healthcare industries.

It is important for all students to understand that while Barton Community College does not currently have a COVID Vaccination requirement, it could be required by the outside clinical facility and cooperative lab sites. If students are unable to meet the outside clinical/cooperative site requirements, it may impact his/her ability to complete the requirements for the course. Therefore, it is important for the student to understand the following:

- Students will be responsible for obtaining vaccinations or exemptions.
- The clinical facility and field experience sites may make the determination whether to approve or deny exemptions/accommodations.
- An approved exemption(s) at one facility, does not imply approval at other facilities.
- If the student is unable to successfully complete their required clinical/ cooperative assignments, the student may fail the associated course.
- Clinical and cooperative facilities may change their vaccination policies/requirements at any time.
- Barton Community College assumes no liability for a student unable to complete their clinical, internship or required field experience due to this mandate.

This statement addresses only COVID vaccination and does not detail any additional COVID precautions (personal protective equipment, COVID testing, social distancing, etc.) that may be required by clinical/field experience facilities.

It is important for all students to understand that COVID Vaccine requirements could change as requirements and regulations change in our clinical/cooperative facilities.

APPENDIX A
International student policy/English as a second language

International students are defined as:

Prior Education: Students are considered international if they obtained the entry qualification to their current level of study in another country.

Anyone who is enrolled at an institution of higher education in the United States who is not a U.S. citizen, who is an immigrant (non-permanent resident) or a refugee. These may include holders of F (student) visas, J (exchange visitor) visas, and M (vocational training) visas. (InfoScipedia, Chapter 10, n.d.)

"Internationally mobile students are individuals who have physically crossed an international border between two countries with the objective to participate in educational activities in the country of destination, where the country of destination of a given student is different from their country of origin" (UNESCO Institute of Statistics, n.d.).

Barton Community College Medical Laboratory Technology is offered as an online program, however cooperative and clinical lab hours, and English language skills are required to complete the program. For this reason, International students who wish to enroll in the program must meet certain requirements for both Barton Community College and the MLT program.

Barton Community College International student information can be found on the college website, International student information. Please complete the International Student Checklist.

Transcripts

Barton Community College MLT program requires applicants to submit official foreign transcripts to an approved foreign transcript evaluation service for a course-by-course U.S. equivalency report. Evaluation does *not* guarantee acceptance of transferred credits.

TOEFL SCORES

A score of high-intermediate must be obtained on all sections of the TOEFL iBT test. This is to ensure students can understand the complex medical content contained in the MLT courses.

Reading High-Intermediate (18-23)
Listening High-Intermediate (17-21)
Speaking High-Intermediate (20-24)
Writing High-Intermediate (17-23)

APPENDIX B

Program Personnel

Karen Gunther MS, MLS (ASCP)^{cm} MLT Program Director/Advisor
GuntherKa@bartonccc.edu | 620-786-1133 | Office S-129 (Science Building)

Andrea Thompson MS, MLT (ASCP) MLT Instructor/Advisor
ThompsonA@bartonccc.edu | 620-786-1113 | Office S-134 (Science Building)

Risa Bayliff MLS (ASCP) Adjunct Instructor | BayliffR@bartonccc.edu

Tyler Brown MLT (ASCP)^{cm} Adjunct Instructor | brownt@bartonccc.edu

Emily Crawford MLT (ASCP) Adjunct Instructor | *crawforde@bartonccc.edu*

Nicholas Bogart MLS(ASCP) Adjunct Instructor | *bogartn@bartonccc.edu*

Carla Enstrom Secretary | Workforce Training & Community Education
enstromc@bartonccc.edu | 620 -792-9341

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.

MLT Cooperating Lab Information

Frequently Asked Questions about the Role of the Cooperating Laboratory

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 Cooperating Laboratory is to provide basic instruction for laboratory practices that “mirror” training received in the Great Bend campus MLT laboratory. 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, 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 as a Great Bend campus student would spend in the MLT laboratory for the same course.

- ***Phlebotomy:*** requires 2 hours per week to develop basic specimen collection and lab skills. Eligibility for the ASCP/AMCA certification exam will require an additional Phlebotomy clinical practicum. The clinical practicum is arranged with the health care facility AND the MLT/Phlebotomy program director.
- ***UA & body fluids:*** 2 hours/week cooperative lab hours required 3 hours/week for the summer 12-week session
- ***Clinical Chemistry:*** 2 hours/week cooperative lab hours required
- ***Pathogenic Microbiology****:* 4 hours/week; **ideal** - 2hrs for 2 consecutive days or 4 hours/week in one day with Instructor, Director, and cooperative lab approval.
- ***Parasitology:*** no cooperative lab required
- ***Hematology & Coagulation****:* 4 hours/week cooperative lab hours required
- ***Immunology/ Serology****:* no cooperative lab required
- ***Immunohematology****:* 4 hours/week cooperative lab hours required
- ***Clinical Lab Operations/Leadership****:* no cooperative lab required

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 before submission. Entries must be handwritten. These documents are submitted weekly to the online CANVAS class.

When do the courses start and finish? The fall semester begins in mid-August and continues for 16-weeks to mid-December. The spring semester begins in mid-January and continues for 16-weeks to mid-May. Summer courses are 12-weeks starting in May.

For what courses would we provide a Cooperating Laboratory experience? This depends on each individual student's curriculum plan. 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, Andrea Thompson, Risa Bayliff, Emily Crawford, Nicholas Bogart, and Tyler Brown Schremmer. 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. You may also contact the Director of the MLT program, Karen Gunther at guntherka@bartonccc.edu or by calling 620-786-1133

The MLT courses are offered in 16 weeks per semester with the occasional exceptions for 8-week classes in Parasitology and Phlebotomy. Summer 12-week sessions are available for some courses. Phlebotomy is offered at a minimum of once per semester, in either the accelerated 8-week or 16-week full semester format.

The Directed Studies course is arranged 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 Support of Cooperating Laboratory

Printed Student name: _____

Nature of the Cooperating Laboratory Experience:

___ MLT Program *please complete Faculty and Facility checklist forms yearly, if changes are made*
___ 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 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 objectives and guidelines for the experience in the Cooperating Laboratory
- *Maintain an appropriate certificate of liability 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 and/or students.*

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 Castlebranch 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
- May be 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.
- Abide by all attendance policies of the cooperative/clinical site.

Student printed name: _____Date_____
Studentsignature_____

Cooperative Lab Supervisor Printed name _____
Cooperative Lab Supervisor signature _____

NO ELECTRONIC SIGNATURES PLEASE!

2024-2025 HANDBOOK

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					

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

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
Urinalysis/ Body Fluids				
Hematology				
Phlebotomy				
Clinical Chemistry				
Microbiology				
Blood Bank				
Immunology/Serology				
Molecular Diagnostics				
Parasitology				
Specimen processing				

Laboratory Manager/Director _____

Contact information _____

Please list Equipment, Educational materials, references used for instruction

Department	Equipment/Analyzers Instrumentation	Reference Materials	Other

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.	Length of cooperative/clinical experience Students may be kept longer for clinical experience if not competent/job entry level ready. Call program director 620 786 1133
Phlebotomy class		2 hours/week for 8-16 weeks *Cooperating lab hours*, depending on the length of the online class. 10 venipunctures 5 capillary successful live collections required.
Phlebotomy Clinical		Total 100 - 120 hours
Specimen collection & processing, basic lab skills		100 hours plus 100 successful specimen collections (ASCP) 120 hours plus 120 successful collections (ASPT)High school
Hematology/coag class		4 hours/week – 16 weeks *Cooperating lab hours*
Urinalysis/BF class		2 hours/week – 16 weeks *Cooperating lab hours* - 3 hours/week summer 12-week session
Immunohematology/BloodBank		4 hours/week – 16 weeks *Cooperating lab hours*
Pathogenic Microbiology class		4 hours/week preferably 2 hours x 2 consecutive days – 16 weeks *Cooperating lab hours*
Clinical chemistry class		2 hours/week – 16 weeks *Cooperating lab hours*
Clinical Practicum I		Approx. 122 hours – students may be assigned longer if not competent/job entry level ready.
Hematology rotation		60 hours, diffs 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
Clinical Practicum II		Appox. 220 hours - students may be assigned longer if not competent/job entry level ready.
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 areas that you are supporting <u>each semester</u>) Please check each skill or procedure that your laboratory will be able to provide the MLT student as a cooperating and/or clinical affiliate.

Facility: _____

PHLEBOTOMY

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

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,
__ Polychromatic stain
__ Manual WBC, Platelet counts (if available)
__ 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):_____
__ Dilutions and Serial Dilutions
__ Syphilis Testing (VDRL/ RPR)
__ Chromatographic EIA (please list): _____
__ List kits tests performed: _____

IMMUNOHEMATOLOGY

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

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

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….

_____

Name of Cooperative/Clinical Laboratory

_____

Signature of Lab Manager/Supervisor Date

_____

Printed Name of Lab Manager/Supervisor

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 Universal 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_____

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 (MLTC 1500, 1502, 1504, 1505,1508) 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 students.

All student files will be maintained according to college policy.

The program director will remain the contact person for certification completion until the last student completing has attempted the Board of Certification once.

Medical Laboratory Technician Program
Barton Community College
Handbook Signature page

1. My signature on this form indicates that I have read and understand the policies and procedures included in the **MLT Handbook** and that I am responsible for following the guidelines therein. _____ (Student initials)

2. My signature on this form indicates that I have read and understand the **Essential Requirements** and Risk Assumption listed in the MLT Handbook and have acknowledged those essentials on the Essential Requirements Acknowledge Form. _____ (student initials)

3. My signature on this form indicates that I have read and understand the **Contract for Classroom/Laboratory Behavior** policies in the MLT Handbook and have signed the contract. _____ (student initials)

4. My signature on this form indicates that I have read and understand the **Expectations and Responsibilities** as outlined in the MLT Handbook. _____ (student initials)

5. My signature on this form indicates that I understand I will have a **Cooperating Lab** in place for the required classes **prior** to beginning the MLT program courses. _____ (student initials)

6. My signature on this form indicates that I have read and understand **Academic Integrity** violations may result in dismissal from the MLT/Phlebotomy program. _____ (student initials)

7. I understand the **grading scale** and requirements for all MLTC courses is a 78% for a passing grade. _____(student initials)

8. My signature on this form indicates that I am aware of the **compliance requirements** within Castlebranch for the MLT program and will have the compliance package completed before enrollment can occur. _____(student initials)

Student printed name_____ Date_____

Student signature _____

(electronic signature not accepted)