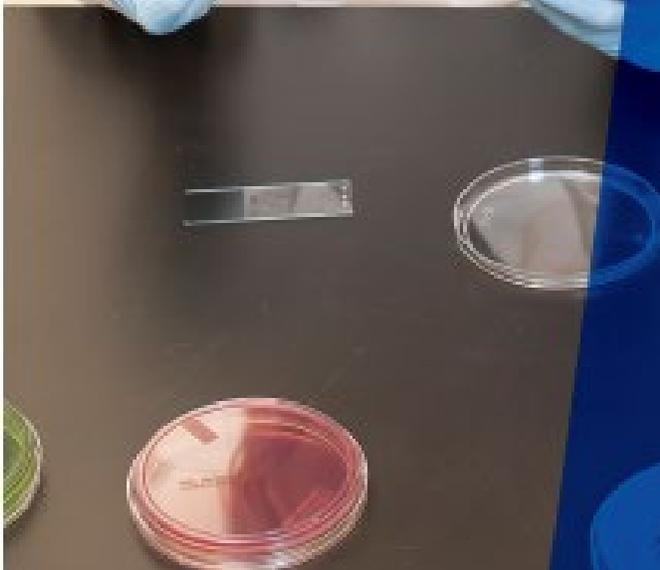


2020/2021 edition



Medical Laboratory Technician Program

STUDENT HANDBOOK



VERIFICATION SIGNATURE PAGE

By signing below, I acknowledge that I have received an electronic copy of the NTC MLT Student Handbook. I understand that I have the opportunity to ask for clarification on any policies outlined in the Handbook. I further understand:

- 1) I have read and I understand the information provided in the MLT Student Handbook and NTC student guidelines, policies, waiver of liability, and safety rules;
- 2) The information in this Handbook is subject to change by the NTC MLT Program Faculty at any time with or without notice;
- 3) Changes in the policies may supersede, modify or eliminate the policies summarized in this handbook;
- 4) The guidelines, policies, and code of conduct described in the handbook are expected to be followed by every student in the MLT program. Failure to comply with guidelines, policies, and code of conduct may result in dismissal from the MLT program.

Waiver of Liability: The MLT Program at Northcentral Technical College recognizes the importance of performing selected invasive procedures as part of the educational experience.

As a student in Northcentral Technical College's MLT Program, I understand that I am required, as a condition of participation in the Program, to perform venipuncture and capillary puncture procedures as part of the competencies for the Program. I realize that I am under no obligation to have venipuncture or capillary puncture performed on me, however I understand that I cannot test out of the required competencies unless I demonstrate these procedures on another person. I also realize that even though all precautions will be taken to prevent injury, accidents do occur in cases where directions are not followed or safety precautions are not adhered to.

Northcentral Technical College will not be held responsible for any injuries that occur due to the above.

Clinical Experience Declaration

By signing below, I acknowledge that as a student at Northcentral Technical College in the MLT Program, I voluntarily agree to participate in on and off campus clinical experiences for the completion of the MLT program. I agree to exercise reasonable care at all times with respect to my own safety and the safety of others. I agree to abide by all rules, policies, and procedures set forth in any affiliated partner directives, any NTC directives, the MLT Student Handbook, NTC student policies and guidelines, including its Code of Conduct, as well as any participation, activity, safety and other instructions that NTC may provide to me. I agree to comply with all directives regarding social distancing, using personal protective equipment, screening protocols, and adhering to strict disinfection techniques as well as frequent hand sanitization. I also agree to any quarantine or isolation requests that may be in place due to travel or exposure. If I should become ill with COVID-19, I will not hold Northcentral Technical College responsible.

Verification Signature

Student Signature: _____ Date: _____

Student Name (print): _____

(Keep this page of your MLT Student Handbook. Review, sign, and electronically submit in Canvas or as email to Program Director)

Table of Contents

VERIFICATION SIGNATURE PAGE	- 1 -
WELCOME	- 4 -
PROGRAM OVERVIEW	- 4 -
HISTORY OF THE MEDICAL LABORATORY TECHNICIAN PROGRAM	- 4 -
PROGRAM MISSION	- 4 -
MLT PROGRAM ACCREDITATION	- 4 -
ASCP BOARD OF CERTIFICATION EXAM STATISTICS, PREVIOUS 5 YEARS	- 5 -
PROGRAM DESCRIPTION.....	- 5 -
PROGRAM OUTCOMES.....	- 5 -
GRADUATION AND ATTRITION RATES.....	- 5 -
PLACEMENT RATES.....	- 6 -
TRANSFER AGREEMENTS	- 6 -
FUNCTIONAL ABILITY CATEGORIES.....	- 6 -
SPECIAL NEEDS/ADA ACCOMMODATIONS	- 7 -
CURRICULUM	- 8 -
CURRICULUM OVERVIEW.....	- 8 -
PROGRAM CURRICULUM BY SEMESTER	- 8 -
COURSE DESCRIPTION AND COMPETENCIES.....	- 10 -
CLINICAL EXPERIENCES	- 10 -
COURSE OVERVIEW	- 10 -
CLINICAL SITE PLACEMENT POLICY	- 10 -
CLINICAL SITES.....	- 11 -
TRAVEL.....	- 12 -
SERVICE WORK.....	- 12 -
MLT PROGRAM PROGRESSION	- 12 -
ADVISING/GUIDANCE THROUGH MLT PROGRAM	- 12 -
SUCCESSFUL PROGRESSION.....	- 12 -
PROGRESSION WITH COURSE FAILURE OR WITHDRAWAL	- 12 -
RETURNING AFTER PROGRAM WITHDRAWAL OR MULTIPLE FAILURES.....	- 13 -
DUE PROCESS DISMISSAL OR BEHAVIOR DISMISSALS.....	- 14 -
STUDENT APPEALS PROCEDURE.....	- 15 -
ISSUING OF DEGREE	- 15 -
TEACH OUT PLAN:	- 15 -
TECHNICAL SKILLS ATTAINMENT (TSA) FOR MLT PROGRAM	- 15 -
HEALTH PROGRAM REQUIREMENTS	- 17 -
CASTLE BRANCH.....	- 17 -
REQUIREMENT LIST	- 18 -
CRIMINAL BACKGROUND CHECK AND BACKGROUND INFORMATION DISCLOSURE	- 19 -
INTERPROFESSIONAL EDUCATION	- 19 -
RECORD RETENTION FOR ENROLLED STUDENTS:.....	- 19 -
HEALTH AND SAFETY CONSIDERATIONS	- 20 -
BLOODBORNE PATHOGEN EXPOSURE	- 20 -
LATEX ALLERGIES	- 20 -
HEALTH SERVICES	- 20 -
MANDATORY STUDENT ACCIDENT INSURANCE	- 21 -
CLASSROOM CODE OF CONDUCT	- 21 -

ATTENDANCE GUIDELINES.....	- 21 -
EXCESSIVE ABSENCE	- 21 -
MISSED EXAMS	- 21 -
MISSED LABORATORY SESSIONS.....	- 21 -
ASSIGNMENT DUE DATES	- 21 -
ACADEMIC INTEGRITY	- 22 -
LABORATORY SAFETY	- 22 -
DRESS CODE	- 22 -
DIGITAL COURTESY	- 23 -
BEHAVIORAL EXPECTATIONS OF STUDENTS	- 23 -
TIME COMMITMENT	- 23 -
PHYSICAL AND/OR MENTAL IMPAIRMENT.....	- 23 -
STUDENT IMPAIRMENT AND CLIENT SAFETY	- 23 -
OUTSIDE EMPLOYMENT	- 24 -
LABORATORY PROFESSIONAL CODE OF ETHICS	- 24 -
MLT PROGRAM CODE OF CONDUCT	- 24 -
CONFIDENTIALITY STATEMENT	- 25 -
NTC SUCCESS SKILLS.....	- 25 -
ACADEMIC GUIDELINES.....	- 25 -
PERFORMANCE BASED INSTRUCTION.....	- 25 -
METHODS OF EVALUATION	- 25 -
GRADING GUIDELINES	- 26 -
STUDENT COMPLAINTS	- 27 -
STUDENT DUE PROCESS.....	- 27 -
ACADEMIC (GRADE) APPEAL FORM.....	- 27 -
DISCRIMINATION AND HARASSMENT COMPLAINTS	- 27 -
RESOURCES FOR STUDENTS	- 29 -
HEALTH LEARNING RESOURCE LAB	- 29 -
SCHOLARSHIPS.....	- 29 -
STUDENT CLUBS AND PROFESSIONAL ORGANIZATIONS.....	- 29 -
STUDENT GOVERNING ASSOCIATION	- 29 -
ADDITIONAL RESOURCES.....	- 29 -
NTC COLLEGE POLICIES.....	- 30 -
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY	- 30 -
NTC STUDENT POLICIES AND PROCEDURES	- 30 -
MLT PROGRAM FACULTY AND STAFF	- 30 -
APPENDIX.....	- 31 -
LABORATORY SAFETY RULES	- 31 -
BLOODBORNE PATHOGEN EXPOSURE AND ACCIDENT DIRECTIONS	- 32 -
EXPOSURE INCIDENT REPORT FORM	- 33 -
SOURCE INDIVIDUAL'S CONSENT OR REFUSAL.....	- 34 -
REFUSAL OF POST-EXPOSURE MEDICAL EVALUATION	- 35 -
PERMISSION TO SURVEY EMPLOYERS	- 36 -
REPEAT COURSE FORM - MLT PROGRAM.....	- 37 -

Welcome

Welcome to Northcentral Technical College! We are pleased that you have selected and been accepted into the Medical Laboratory Technician program.

The field of medical lab science is filled with excitement and much responsibility. There are approximately 300,000 practitioners of medical laboratory science in the United States. Since the development of this career group in the 1920s, the medical laboratory science professional has played an increasingly vital role in the diagnosis and prevention of disease. Today, the Medical Lab Technician is a key member of the health care team.

Your role as a Medical Lab Technician will impact patient's lives. Laboratory tests are among the most important and pervasive aspects of modern medicine. The College of American Pathologists estimates that "laboratory services drive 80 percent of clinical decisions from diagnosis through therapy and prognosis." Because of the critical importance of qualified technicians producing lab results, the faculty and staff at NTC have developed a multi-faceted learning program to help you be successful as a student and as a future laboratory professional.

The faculty and staff are here to help you in your learning journey. This Student Handbook is just one of the many resources available to you. Use it to prepare for your studies and to help you understand some of the responsibilities that apply to you as a student.

Program Overview

History of the Medical Laboratory Technician Program

The Associate Degree Clinical Laboratory Technician Program was established at Northcentral Technical College at Wausau, Wisconsin in August 2005. The first class graduated in May, 2007. In the fall of 2012, the name of the program was changed from Clinical Laboratory Technician to Medical Laboratory Technician to align with a recent professional name change initiated by the American Society for Clinical Pathology (ASCP). The program admits 14 students per year.

Program Mission

The mission of the Medical Laboratory Technician Program is to offer an Associate Degree designed for entry level positions as a Medical Laboratory Technician, to prepare students to successfully take National Certification examinations and to provide continuing education opportunities for all medical laboratory professionals throughout the surrounding communities.

MLT Program Accreditation

The Medical Laboratory Technician Program at NTC is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 North River Road, Suite 720
Rosemont, IL 60018
773-714-8880

Graduates of the program are eligible to take the Board of Certification MLT Exam from the American Society for Clinical Pathology. If you have any questions about our accreditation status, please contact the Medical Laboratory Technician Program Director, Laura Ahonen at 715-803-1343.

ASCP Board of Certification Exam Statistics, previous 5 years

Program Outcome Goal: 100% Pass Rate

Exam Date	# students taking exam	Pass Rate	NTC Mean Score	National Mean Score
2019	4	100%	579	525
2018	6	100%	686	512
2017	7	100%	659	533
2016	5	100%	635	499
2015	7	100%	610	515

Program Description

This program prepares learners to act as an entry level Medical Laboratory Technician. The Medical Laboratory Technician is a member of the health care team who provides clinical information for disease prevention, medical diagnosis, and treatment of the patient by processing specimens and performing laboratory tests. Medical Laboratory Technicians may also have responsibilities for information processing, training, and quality control monitoring. They perform tests manually or with automated equipment or both. Most Medical Laboratory Technicians work in hospitals or clinical laboratories. Some Medical Laboratory Technicians may choose to work for veterinary laboratories, industrial laboratories, insurance companies, research facilities, environmental labs or public health.

Program Outcomes

Medical Laboratory Technician Program:

1. Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria
2. Collect and process biological specimens
3. Monitor and evaluate quality control in the laboratory
4. Correlate laboratory results to diagnosis of clinical conditions and/or disease
5. Practice laboratory safety and regulatory compliance
6. Perform information processing in the clinical laboratory
7. Model professional behaviors, ethics and appearance

Graduation and Attrition Rates

For students who begin the final half of the program, with the final half being defined as the fall semester of the second year, the following table indicates the graduation and attrition rates:

Program Outcome Goal: Graduation Rate of 70% or better

Year	Attrition Rate	Graduation Rate
July 2018 – June 2019	0%	100%
July 2017 – June 2018	22%	74%
July 2016 – June 2017	13%	87%

Placement Rates

Employed or continued with education within one year of graduation

Program Outcome Goal: Placement Rates of 70% or better

Year	Yearly Average Placement Rate
Graduation in Spring 2018	100%
Graduation in Spring 2017	100%
Graduation in Spring 2016	100%

Transfer Agreements

The Medical Laboratory Technician Associate Degree transfers into the Medical Lab Scientist (MLS) Bachelor's Degree at the following colleges:

- UW – Stevens Point
- Northern Michigan University
- Herzing University
- Lakeland College
- South Dakota State University

Contact the MLT Program Director for additional information about this agreement and the many other articulation agreements available to graduates of the program.

Functional Ability Categories

The following is a list of functional skills and abilities necessary for the student to perform the duties of a Medical Laboratory Technician. If you believe that you are lacking in any of these areas and will require outside assistance in order to succeed, it is your responsibility to contact Disability Services to receive assistance.

Vision

The MLT student must be able to:

- observe laboratory demonstrations
- distinguish objects macroscopically
- use a microscope to discriminate among fine differences in structure and color (hue, shading, intensity) in microscopic specimens
- read text, numbers and graphs displayed in print, on wristbands, and on video monitors

Communication

The MLT student must be able to:

- clearly, effectively, confidentially, and sensitively converse with patients regarding laboratory test orders and specimen collection instructions
- communicate with instructors, peers, laboratory staff and other health care professionals by written and oral means
- communicate with patients and other health care professionals by telephone

Physical Ability

The MLT student must be able to:

- move freely and safely about in a laboratory
- assist with lifting, carrying and pushing/pulling objects weighing up to 50 pounds
- perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours
- travel to clinical laboratory sites for practical experience
- reach laboratory benchtops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture
- perform manual laboratory procedures requiring manual dexterity
- perform delicate manipulations on laboratory equipment and instrumentation
- Grasp small objects with hands (needles, tubes, pipettes, etc.)
- maintain balance in multiple positions
- use an electronic keyboard to operate laboratory instrumentation and calculate, record, evaluate and transmit data

Intellectual Ability

The MLT student must be able to:

- read and comprehend technical and professional materials (textbooks, journal articles, handbooks and procedure manuals)
- perform basic and complex mathematical calculations
- interpret, comprehend and follow oral, written and diagrammatic instructions
- exercise sufficient judgment to recognize and correct errors

Environmental

The MLT student must be able to:

- tolerate exposure to allergens (chemical substances)
- tolerate strong odors
- wear personal protective equipment: gloves, safety glasses, face mask/shield, protective clothing
- work with unpleasant and infectious biological specimens

Emotional Stability

The MLT student must be able to:

- project an image of professionalism
- perform laboratory duties in a stressful environment
- identify and respond to emergency situations
- adapt to changing healthcare environments
- organize work and manage use of time
- follow established safety procedures

Special Needs/ADA Accommodations

NTC is committed to providing reasonable accommodations that allow students with disabilities to fully participate in the technical college environment. If you are a student with a documented disability and believe you could benefit from academic accommodations, please contact Disability Services at 715.803.1469 or visit our website <http://www.ntc.edu/disability-services>. Refer to Appendix for signature form acknowledging understanding of Functional Ability Categories.

Curriculum

Curriculum Overview

The curriculum used for the Medical Laboratory Technician Program at Northcentral Technical College follows the statewide curriculum developed by the Wisconsin Technical College System for MLT programs. Teaching and learning activities include theory, demonstrations, discussions, laboratory sessions, performance assessment tasks, oral and written assignments and written exams.

Program Curriculum by Semester

Option 1 Full time, 2 years	Option 2 3 year plan
<u>First Semester, Fall (14 total credits)</u>	<u>First Semester Fall (10 total credits)</u>
10-513-111 Phlebotomy (2cr)	10-806-177 General A&P (4cr)
10-513-110 Basic Lab Skills (1cr)	10-801-195 Written Communication (3cr)
10-513-114 Urinalysis (2cr)	10-809-198 Intro to Psychology (3cr)
10-513-113 QA Lab Math (1cr)	
10-806-177 General A&P (4cr)	<u>Second Semester, Spring (10 total credits)</u>
10-806-186 Introduction to Biochemistry (4cr)	10-801-198 Speech (3cr)
	10-806-197 Microbiology (4cr)
<u>Second Semester, Spring (17 total credits)</u>	10-809-196 Intro to Sociology (3cr)
10-513-109 Blood Bank (4cr)	
10-513-115 Basic Immunology (2cr)	<u>Third Semester, Fall (10 total credits)</u>
10-513-121 Coagulation (1cr)	10-806-186 Introduction to Biochemistry (4cr)
10-513-120 Basic Hematology (3cr)	10-513-111 Phlebotomy (2cr)
10-801-195 Written Communication (3cr)	10-513-110 Basic Lab Skills (1cr)
10-806-197 Microbiology (4cr)	10-513-114 Urinalysis (2cr)
	10-513-113 QA Lab Math (1cr)
<u>Summer Session (6 total credits)</u>	<u>Summer Session (2 credits total)</u>
10-809-196 Intro to Sociology (3cr)	10-513-170 Intro to Molecular Diagnostics (2cr)
10-809-198 Intro to Psychology (3cr)	
<u>Third Semester, Fall (15 total credits)</u>	<u>Fourth Semester, Spring (10 total credits)</u>
10-513-130 Advanced Hematology (2cr)	10-513-109 Blood Bank (4cr)
10-513-116 Clinical Chemistry (4cr)	10-513-115 Basic Immunology (2cr)
10-513-133 Clinical Microbiology (4cr)	10-513-121 Coagulation (1cr)
10-513-140 Advanced Micro (2cr)	10-513-120 Basic Hematology (3cr)
10-801-198 Speech (3cr)	
<u>Fourth Semester, Spring (12 total credits)</u>	<u>Fifth Semester, Fall (12 total credits)</u>
10-513-151 Clinical Experience 1 (3cr)	10-513-130 Advanced Hematology (2cr)
10-513-152 Clinical Experience 2 (4cr)	10-513-116 Clinical Chemistry (4 cr)
10-513-153 Clinical Experience 3 (2cr)	10-513-133 Clinical Microbiology (4cr)
10-513-160 MLT Seminar (1cr)	10-513-140 Advanced Micro (2cr)
10-513-170 Intro to Molecular Diagnostics (2cr)	
TOTAL CREDITS = 64	<u>Sixth Semester, Spring (10 total credits)</u>
	10-513-151 Clinical Experience 1 (3cr)
	10-513-152 Clinical Experience 2 (4cr)
	10-513-153 Clinical Experience 3 (2cr)
	10-513-160 MLT Seminar (1cr)
	TOTAL CREDITS = 64

Prerequisites for each course must be met before enrollment in a course is permitted.

Course Description and Competencies

See the MLT Program Page on NTC's website for course descriptions and competencies:

<https://www.ntc.edu/academics-training/programs/all/associate-degree/medical-laboratory-technician/courses>

Clinical Experiences

Course Overview

The Clinical Experience consists of a 20 week, 32-40 hours per week, assignment to one or more clinical labs. The student rotates through the major departments based on the following rotation schedule. The order of the rotations may vary, based on the staffing at the clinical site.

Orientation to Clinical Experience	1 day
Specimen Collection	1 week
Chemistry	4 weeks
Hematology/Coagulation	4 weeks
Urinalysis	1 week
Immunology	1 week
Microbiology	4 weeks
Blood Bank	4 weeks
Student Choice	1 week

Clinical Site Placement Policy

Placement at clinical sites is based on the following criteria:

1. Student must have completed all preceding course work and achieved a grade of "C" or better in all program and general education courses.
2. Students must have completed the health program requirements by week 1 of the fall semester of the second year in the MLT program (the semester prior to the Clinical Experience courses). All students must have this information uploaded into Castle Branch.
3. No special consideration can be given to those individuals with a spouse, children, lack of transportation, etc.
4. **Students who have fulfilled the requirements listed under "NTC Health Program Requirements," have uploaded proof into Castle Branch, and are currently passing (C or better) all courses currently enrolled in,** will be asked to rank their preferred sites. Student preferred site list will be used to help determine site assignment, but there is no guarantee that a student will be placed in a preferred site. Ability to multitask will be taken into consideration when assigning students to clinical sites with lean units. Final clinical placement decisions are at the discretion of the MLT faculty and will be based on the student's capabilities and the need for additional support from staff at the assigned clinical site. Faculty reserve the right to assign clinical sites and rotations.
5. We expect that established clinical sites will continue to affiliate with Northcentral Technical College. However, it is each individual clinical site's prerogative to terminate their affiliation agreement or refuse a student for a particular semester. Northcentral Technical College will then make every effort to obtain replacement clinical sites. In the unlikely event that a replacement site could not be found, the following will go into effect:

- Students will be placed at sites in an order based on a lottery. Any student who cannot be placed, will be assigned first to a clinical site the next semester.
6. The Clinical Experience course is normally scheduled in the spring semester of the second year of course work. If a student cannot be placed in the spring due to an insufficient number of clinical sites, an attempt will be made to establish a site for a Clinical Experience course during the fall semester for that student.
 7. If there are adequate clinical sites available for all students, but a student chooses not to accept his/her assigned site for any reason, that student will be placed at a clinical site the following spring semester only after all other students from that semester have been placed. There is a risk that this may further delay the student.
 8. If a student does not complete the Clinical Experience due to academic or disciplinary reasons, a second attempt can be made the next spring semester. The student will be placed at a clinical site only after all other students in the regular program sequence have been placed. A second failure will result in termination from the program.
 9. Clinical assignments are done by the NTC MLT Program Faculty. Students are not allowed to contact the clinical sites directly to try to arrange their own clinical experience.

Sites accepting students who have been dismissed from another site have the right to know the reason(s) for previous dismissal, and may elect not to accept the student. Should sites refuse student for clinical experience, program re-entry will not occur. Students unable to continue in the MLT Program will be counseled by the college advising specialist for health programs for alternate career paths. Additional policies for the Clinical Experience are found in the Clinical Experience Handbook.

Clinical Sites

The following hospitals and clinics have affiliation agreements with the Northcentral Technical College MLT program. The list of clinical sites affiliated with the college may change from year to year. Current clinical rotations are as follows:

- Ascension Good Samaritan Hospital
- Ascension St. Michael's Hospital
- Ascension Howard Young Medical Center
- Ascension St. Mary's Hospital
- Aspirus Weston Clinic
- Aspirus Kronenwetter Clinic
- Aspirus Wausau Hospital
- Aspirus Medford Hospital
- Aspirus Langlade Hospital
- Diagnostic and Treatment Center Laboratory
- Marshfield Clinic Wausau Center
- Marshfield Clinic Merrill Center
- Marshfield Laboratories in Marshfield
- Blood Center of Northcentral Wisconsin
- Prevention Genetics

Travel

Students enrolled in the MLT program may be required to travel to attend classes, labs and clinical rotations. It is the responsibility of the student to provide their own transportation in order to meet program requirements.

Service Work

The student must be at the clinical site 40 hours a week as an unpaid student.

The lab may choose to hire the student to work outside of the clinical shift as a phlebotomist or a lab assistant. The student will then be paid and treated as an employee. This work has no connection to the clinical education activities of the program course.

At no time will the students “replace” or substitute for staff when scheduled for clinical experience at the clinical site.

MLT Program Progression**Advising/Guidance through MLT Program**

MLT students are encouraged to meet with the college’s Health Program Advisor, Mary Thao, or with the MLT Program Director, Laura Ahonen, on a regular basis as he/she progresses through the program. Confidentiality and impartiality will be maintained with each student.

Mary Thao, Health Program Advisor, can help with course and program advising, academic concerns, credit for prior learning, developing student educational plans, or referral to campus/community resources.

Laura Ahonen, MLT Program Director, can help with academic concerns, tutoring advice, program progression, and overall program concerns.

Successful Progression

Full-time students should follow the course progression as published in the course catalog and program brochures. The MLT courses follow a logical sequence, where introductory and science courses are prerequisites for advanced courses.

Part-time students should take the general education and science courses prior to beginning the MLT program. Once the first semester MLT program courses are taken, the student is expected to enroll in **all** required MLT program courses for each semester, so that program course work can be completed in a two-year period.

A grade of “C” or better must be obtained in all MLT program courses and general education courses in order for the student to have successfully completed these courses. Program students who successfully complete all of the required MLT courses of their current semester are eligible to enter the subsequent semester.

Progression with Course Failure or Withdrawal

If a student withdraws from or fails a pre-clinical MLT program course or a science course, he/she is allowed to repeat the course only one time. However the student will now be out of the program sequence and will have to wait for an opening at a clinical site before they are allowed to enroll in the fourth semester

Clinical Experience course. Students that withdraw from or fail a course more than one time, or two courses, will be dismissed from the program. When a student is contemplating withdrawing from a course, it is recommended that the student discuss this with the MLT Program Director to clarify options, prior to withdrawing from the course.

Should an MLT student withdraw or be unsuccessful in achieving a grade of C or better in a 513 program course, the following steps should be followed:

- Complete a **MLT Program Repeat Course Form** and submit it to the Program Director. This form specifies the student's desire to continue in the MLT program, and the student's plan for repeating the necessary course(s). This form is submitted by the day after grading day each semester to allow time to develop a return plan and course sequencing. Refer to NTC's **Student Planning Calendar** to determine grading day.
- Students who fail to complete and submit the MLT Program Repeat Course Form by the day after the semester grading day will be inactivate in the MLT Program. The student is ineligible to register for current semester courses or subsequent semester courses.
- For students that submit the **MLT Program Repeat Course Form**, the student and the Program Director will meet to discuss progression.
- The student will be admitted to the appropriate MLT Program semester based on space availability.
- Due to pre and co requisite courses, out of sequence students will not progress at the same rate and graduation may be delayed.
- Students may enroll in a NTC MLT Program course (513) two times due to failure or withdrawal.
- Any student who does not successfully complete a course on the second attempt (due to withdrawal or failure), will be removed from the NTC MLT Program
- Should a lapse of time occur between the completion of one program course and enrollment in the next program course in the program sequence, it will be necessary to reevaluate competencies and skills attained in previous program courses. All previous competency evaluations and checklists must be repeated within the first four weeks of a semester, or within the first two weeks of a summer session, prior to any testing for the course currently enrolled in. Individualized refresher plans are developed with the assistance of the Program Director.
- Clinical health, orientation, criminal background checks and CPR must all be current utilizing Castle Branch.
- Student faculty correspondence will utilize the NTC e-mail system.

Returning after Program Withdrawal or Multiple Failures

Students who withdraw from or do not achieve a C or better in any 513 MLT course twice (or two courses) will be asked to submit a formal written request and supporting documentation to return to the MLT Program. Returning applies only to students who were unsuccessful academically and not dismissed under due process. The request will be reviewed by the Re-Entry Committee composed of the MLT Program Director, Associate Dean of Health, MLT faculty member and the college advising specialist for health programs. The re-entry committee will review the request packet and schedule a meeting with the student to discuss their ability to return to the MLT program.

The written request should include:

- MLT Program Repeat Course Form
- A personal letter that addresses:

- Why the learner wants to re-enter the MLT program.
- Why the learner was unsuccessful in the past.
- Why the learner will be successful this time.
- Outline of the learners' plan for success.
- Actions the learner has done to increase probability of success.
- Unofficial Transcripts of recent successful courses
- Reference letters (2) from an employer or other non-family individual who is familiar with the students' academic goals and abilities

The reentry candidate should consider taking low cost courses from the NTC Learning Center to increase basic skills that may have contributed to lack of success such as test taking strategies or study skills. The candidate may also complete support courses such as medical terminology, math, or related science courses.

The Re-entry Committee will provide the student with a written decision and rationale regarding re-entry within 10 business days of the meeting. If the student is permitted to re-enter the MLT Program, a learning contract will be developed with the student, outlining the student's Plan for Success. The plan will include assessment of theoretical, skill and clinical knowledge to determine appropriate placement within the MLT program. The student may need to demonstrate competencies or written evaluations of a course(s), repeat a course, or start the MLT program over, to improve the student's ability to be successful as they progress through the sequential courses. Consideration will be given to the length of time elapsed since the course was originally taken. Clinical health, orientation, criminal background checks, CPR and all required clinical documents and must be current, utilizing Castle Branch.

Due Process Dismissal or Behavior Dismissals

A student may be unsuccessful in the MLT Program for other reasons including, but not limited to, academic misconduct (cheating), behavioral misconduct, and unsafe behaviors. These students are not eligible for re-entry into the MLT program. NTC expected student behaviors can be located at the NTC website under Student Guidelines and Policies- Student Behavioral Guidelines and Student Code of Conduct.

Students may be dismissed from the MLT program at any point if, in the judgment of the faculty, the student's actions are detrimental to patients, fellow students or the program. A student may also be dismissed for failing to maintain the academic standards set by the program faculty.

Reasons for dismissal include, but are not limited to:

- Lack of aptitude for the program as shown by neglect of duty or failure to meet scholastic requirements
- Academic misconduct as defined in syllabi
- Unsafe behavior that is potentially harmful to self and others
- Unethical behavior including substance abuse, physical, verbal or sexual abuse
- Failure to maintain patient confidentiality
- Failure to abide by NTC's Student Code of Conduct
- Failure to abide by program attendance policy for clinical experience
- Health problem(s)

In addition, the student will abide by procedures of the clinical education agency particularly in matters relating to patient care, confidentiality, and lab safety. Unsafe clinical behaviors would be cause for

immediate removal from a clinical course and/or subsequent failure. Depending on the specific instance, the student may not be allowed back at the clinical site and program progression may not be possible. A student is subject to the same disciplinary measures as an employee of a clinical education affiliate. Serious infractions of procedures of the clinical affiliate and unsafe behaviors may constitute grounds for immediate dismissal from the program without option of re-entry. Examples are the confidentiality procedure, abusive language or actions, falsification of records, gross carelessness in patient care procedures, and tobacco, drug, or alcohol use during clinical assignments. This list is not inclusive. Clinical sites have a contracted right to refuse access by any student for specified reasons.

Prior to termination, a conference between the student, instructor(s), Dean/Associate Dean and counselor will be held. Students have the right to file an appeal if they disagree with the dismissal decision.

Student Appeals Procedure

Information about the Academic Appeal Procedure and the Student Behavior Appeal Procedure can be found in the Student Handbook and Planner. Students are encouraged to refer to these policies for information regarding the appeals procedures at NTC.

Issuing of Degree

Students who complete all required course work with the required minimum grade will be granted an Associate Degree. Issuing of the degree **IS NOT** contingent upon the student passing an external certification exam.

Teach Out Plan:

In the event of program closure, the “teach out plan” is as follows:

- If closure is due to exceptional or uncontrollable circumstances, such as a natural disaster, and the college will reopen the program within 12 months, then the students will reenter the program and progress as previously planned.
- If closure is due to exceptional or uncontrollable circumstances, such as a natural disaster, and the college will not reopen, then every effort will be made to contact MLT programs within the Wisconsin Technical College System to request that students be transferred into other programs.
- If the closure is due to the college’s decision to no longer offer the program, then all enrolled students will progress as planned. No new students will begin the program, only existing students will be enrolled and will be allowed to complete.

Technical Skills Attainment (TSA) for MLT Program

The Technical Skills Attainment program objectively measures a student's attainment of industry recognized skills in application and critical thinking.

This summative assessment scoring guide will be used to determine if you have met the program outcomes at the end of your program. To meet the requirements on the scoring guide, you will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field.

Your instructor will provide detailed instructions on how this rubric will be used. After your instructor completes this scoring guide, you will receive feedback on your performance including your areas of

accomplishment and areas that need improvement.

Target Program Outcomes

- A. Practice laboratory safety and regulatory compliance
- B. Collect and process biological specimens
- C. Monitor and evaluate quality control in the laboratory
- D. Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria
- E. Correlate laboratory results to diagnosis of clinical conditions and/or diseases
- F. Perform information processing in the clinical laboratory
- G. Model professional behaviors, communication, ethics, and appearance

Rating Scale

- MET** **Performs adequately, meets basic standards**
NOT **Little or no evidence of meeting basic standards**
MET

Scoring Standard

You must achieve a rating of MET on all criteria for each program outcome to demonstrate competence (passing). A rating of NOT MET on any criterion results in a NOT MET score for that program outcome and for the TSA Assessment.

Scoring Guide		
Criteria	Ratings	
A. Practice laboratory safety and regulatory compliance		
Practice standard precautions	Met	Not Met
Locate emergency equipment	Met	Not Met
Demonstrate appropriate handling and disposal of biohazardous waste	Met	Not Met
Follow HIPAA regulations	Met	Not Met
B. Collect and process biological specimens		
Identify patient and specimens accurately	Met	Not Met
Process lab specimens per CLSI standards	Met	Not Met
Perform blood and other specimen collection procedures per CLSI standards	Met	Not Met
C. Monitor and evaluate quality control in the laboratory		
Take appropriate action	Met	Not Met
Assess acceptability of QC results	Met	Not Met
Use appropriate quality control protocol	Met	Not Met
D. Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria		
Perform procedures following laboratory guidelines	Met	Not Met
Recognize normal, abnormal and critical values	Met	Not Met
Operate laboratory instruments efficiently	Met	Not Met
Perform routine maintenance on laboratory instruments	Met	Not Met
Assist with troubleshooting	Met	Not Met

Scoring Guide		
Criteria	Ratings	
Determine reportability of results	Met	Not Met
E. Correlate laboratory results to diagnosis of clinical conditions and/or diseases		
Recognize and correlate lab test results to hematology/coagulation findings	Met	Not Met
Recognize and correlate lab test results to chemistry findings	Met	Not Met
Recognize and correlate lab test results to blood bank findings	Met	Not Met
Recognize and correlate lab test results to microbiology findings	Met	Not Met
Recognize and correlate lab test results to immunology findings	Met	Not Met
Recognize and correlate lab test results to urinalysis findings	Met	Not Met
Correlate test results from multiple lab areas to diagnose patient clinical condition/disease	Met	Not Met
F. Perform information processing in the clinical laboratory		
Perform accurate data entry	Met	Not Met
Review automated data for accuracy and consistency	Met	Not Met
Utilize Laboratory Information System (LIS)	Met	Not Met
G. Model professional behaviors, communication, ethics, and appearance		
Arrive on time	Met	Not Met
Adhere to the clinical dress code	Met	Not Met
Demonstrate positive attitude	Met	Not Met
Communicate with colleagues and patients in a professional manner	Met	Not Met
Display respectful behavior	Met	Not Met
Apply ethical behaviors	Met	Not Met
Overall Score	TSA Assessment Score: PASS FAIL	
Note: Each program outcome and the over-all requirements must earn a rating of “Met” to achieve an over-all score of “Pass” on the assessment.		
Student Name:		ID #:
Evaluator Signature:		Date:

Health Program Requirements

Castle Branch

Student background checks and health records are managed through an outside agency, Castle Branch. (www.castlebranch.com) This system provides comprehensive background checks and accurate management of health records. Castle Branch provides security of student files, real-time access for clinical sites and lifetime, 24/7 access for the student. This record management tool allows students to upload health records, transcripts, certifications, resumes, cover letters and other documents to manage student background for the duration of their career.

There is a cost for this program which each student will be responsible for paying directly to Castle Branch. They have payment plans available. Students will establish their accounts prior to program entry. Required documents are then scanned and uploaded to the site by the student.

Students sign a release form giving Castle Branch permission to share the information with NTC and the clinical site. Students not having files completed may prohibit entrance to clinical course and subsequent inability to progress in the program.

Requirement List

The following is the list of necessary documents that are required for students in health programs at NTC. These documents are required by the clinical sites and need to be current and in your file with Castle Branch. Clinical affiliates can deny students access to clinical classes if documentation is not completed. Students would not be eligible to take the clinical class and progress in the program.

Students will provide the following and upload documents into Castle Branch:

MMR (Rubeola/Red Measles; Mumps; Rubella/German Measles)	You need either immunization history of 2 doses of immunizations after 1 year of age at least one month apart or a lab titer (lab test) showing “immunity”
Varicella (Chicken Pox)	You need either immunization history of 2 doses of immunizations after 1 year of age at least one month apart or a lab titer (lab test) showing “immunity”
Tuberculosis (TB) Skin Test (Must be current within the past 12 months and must be updated annually without a lapse in time)	Documentation of 2 consecutive (annual or two-step) TB skin tests. OR Documentation of QuantiFERON blood test or T-Spot blood test If positive, submit your clear chest x-ray
Hepatitis B Vaccination Series (this is a series of 3 vaccines and is optional)	Students need to complete the Hepatitis Declination form if they choose not to get the vaccines. If students receive the vaccines dates should be provided. When completed a titer should be obtained indicated “immune’ or “reactive”. If students complete the series but do not obtain the titer the Declination form must still be signed with the item checked “prior vaccines”
Adult Tetanus, Diphtheria and Adult Pertussis Vaccine (T-dap)	Booster needs to be completed as an adult and then remains current for 10 years
Seasonal flu vaccine (anyone in clinical settings between October 1st and March 31st)	The flu vaccine needs to be completed prior to your start of clinical if it occurs in the months indicated or an Influenza Declination Form must be completed and then you will need to comply with agency policy related to protective devices

	while in the clinical setting.
CPR (Health Care Provider)	Completed prior to start of your program and must stay current through entire program.
Background Information Disclosure (BID) Form	The information provided here will be used to complete a DOJ CIB and Wisconsin Caregiver Background Check.

Criminal Background Check and Background Information Disclosure

Part of the requirements for admission into health programs at NTC includes a criminal background check to verify that students are eligible to work in health related fields. The results of this background check provide the health program with information about the student's legal convictions based on the Department of Justice Crime Information Bureau. Failure to provide honest information on the Background Information Disclosure (BID) Form may result in denial of clinical experience by the healthcare agency and/or dismissal from the MLT program.

It is the student's responsibility to notify the MLT Program Director of any new convictions or charges within 5 business days of their occurrence. Failure to do so may result in dismissal from the MLT program.

Northcentral Technical College (NTC) School of Health students need to complete the Background Information Disclosure (BID) form, Caregivers Background Check and additional clinical requirements such as CPR and immunization/titers in order to be placed at a clinical site. As part of the placement process NTC may need to send your clinical requirement documentation or information to the clinical site if requested. **By uploading the information to Castle Branch or giving it to NTC staff or faculty, you are authorizing that the information provided may be shared with clinical sites as needed.**

Interprofessional Education

Each Fall and Spring Term the Health Division as whole comes together on one day to take part in an Interprofessional Education simulation day. This exercise focuses on the competencies outlined by the AAMC (Association of American Medical Colleges) which include:

- Values/Ethics for Interprofessional Practice
- Roles and Responsibilities
- Interprofessional Communication
- Teams and Teamwork

When a student's health division program is participating all students are required to take part as directed by their program director. This interprofessional exercise has been well received by past students and is recognized as an excellent learning opportunity.

Record Retention for Enrolled Students:

Current, enrolled students have a student activity file (written and practical exams, professionalism evaluations, and other communications) with each MLT program faculty member. Student activity files are stored in the following manner:

- Files are located in the 4th floor faculty office area, which is a locked, limited access space
- Files are not to be removed from the faculty office area

- Files contain confidential material, and must be in a locked drawer accessible by the faculty member only
- After students exit the program, files are moved to the locked storage room on 4th floor.
- Student activity files are kept for a minimum of 5 years
- After 5 years, the files are shredded and destroyed

Health and Safety Considerations

Bloodborne Pathogen Exposure

As a student in the MLT program, you will be working with blood and other potentially infectious body fluids in the MLT laboratory and at the clinical sites. Bloodborne pathogens may be transmitted by exposure to blood and body fluids if the laboratory specimen being handled contains these organisms. All MLT students are required to wear lab coats, gloves, and other appropriate personal protective equipment when working with blood and body fluids. Students are also strongly encouraged to receive the Hepatitis B vaccination to prevent infection with this bloodborne pathogen. Standard precautions will be observed in the classroom and at the clinical site in order to prevent contact with blood or Other Potential Infectious Material (OPIM). All blood and OPIM will be considered infectious regardless of the perceived health status of the source individual. Additional information about bloodborne pathogens is listed in the appendix under Bloodborne Pathogen Exposure Control Information and Laboratory Safety Rules.

Latex Allergies

In recent years, latex allergy has been recognized as a significant problem for health care workers as well as patients. Latex allergy in the workplace can result in potentially serious health problems for workers. Workers in the health care industry are at risk for developing latex allergy due to repeated use of and exposure to latex gloves and other latex products. As a result, all incoming students will be assessed to determine a potential or known allergy/sensitivity to latex. A latex sensitivity questionnaire can be found in the appendix of this handbook. Please complete the questionnaire and return to the course instructor no later than the first day of classes. If “yes” is answered to one or more of the questions, it is recommended that the student speak with his/her physician about the potential or known allergy/sensitivity to latex to determine if it is best to continue to pursue a career in the health care field.

Health Services

Numerous health services will be provided to NTC students at **no cost or reduced rates**, with a valid current student ID:

These services are available by appointment only at various Aspirus Business Health Clinics. Call 844-888-5873 for an appointment at a location near you.

Fees will be collected on the date of service from the student.

Please note this is not health insurance and will not cover any costs associated with testing or services provided by a physician.

Mandatory Student Accident Insurance

This insurance plan will cover students when an accident occurs on campus, attending a practicum program or other recognized student group approved by the College or during travel to and from a program. The plan offers comprehensive benefits that include hospital room and board, inpatient and outpatient surgical procedures, labs and x-rays, physician office visits, ambulance, durable medical equipment, emergency care and prescription drugs. There are no deductibles and the maximum benefit allowed for each accident is \$50,000. This coverage will cost \$7.50 per semester per student.

Please see the following web-site for additional information:

<https://www.ntc.edu/studentlifeblog/health-services/>

Classroom Code of Conduct

Attendance Guidelines

Students are encouraged to attend all classroom sessions. It is critical that you attend all laboratory sessions in order to obtain sufficient hands on experience and practice of laboratory procedures. Attendance includes being on time. If you must miss a class due to a major illness or have another legitimate reason (family emergency, death in family, lack of transportation, etc.) for not being in class, you are required to call and leave a message or send an email to the course instructor *prior* to your absence, giving the reason for your absence. Students are responsible for material missed due to absence. You should set up a time to meet with the instructor so that you can receive the materials that you missed and discuss the timeline for makeup work.

Excessive Absence

Excessive absence is defined as missing more than 3 days in one semester. This may include classroom, laboratory sessions or scheduled days at the clinical site. Excessive absence will be reviewed by the program faculty and may result in the student being unable to progress in the MLT program.

Missed Exams

Missed written exams must be taken the first day that the student returns to class. If you miss a scheduled written exam, your make-up exam may be different than the exam taken by the students who were present on the scheduled exam date. It may not be possible for you to make up missed practical exams. You may receive a zero on a missed practical exam.

Missed Laboratory Sessions

Missed laboratory sessions will not be recreated for you to perform at a later date. Remember that you must demonstrate all competencies in order to pass the class. Please attend scheduled laboratory sessions so that you can be successful in the MLT program.

Assignment Due Dates

It is vital that you can demonstrate each of the competencies outlined in this course. To accomplish that, you must stay on track with timelines for assignments. In order for you to leave this program with all the skills that you need, assignments must be turned in at the **beginning** of the class session they are due.

- **Points will be deducted for late assignments.**
 - **If assignment is turned in late, 20% of the total possible points will be deducted.**
 - **If an assignment is turned in more than one calendar day late, no points will be awarded.**

- If you have a special circumstance or have problems with an assignment, please let the instructor know immediately. Please communicate your needs to your instructors as they arise.

Academic Integrity

We are most interested in the knowledge and skills that you are developing to ensure that you are employable and successful upon graduation from this program. Employers will expect you to be honest, demonstrating ethical/professional behavior, adhering to work policies/procedures, respecting people and property, and taking appropriate action in connection with ethical dilemmas. We expect the same in this program. Thus, any type of cheating or plagiarism will not be accepted and will result in failure of the course and may result in dismissal from the program.

Academic dishonesty such as, but not limited to, the following may result in immediate dismissal from the MLT program and withdrawal from all MLT courses. If the withdrawal date has passed, the student will be given a “D” for each course.

1. Submitting homework assignments copied from others. Both the student and the student that the materials were borrowed from will receive a “0” for the assignment and may be subject to dismissal from the program.
2. Falsifying laboratory results.
3. Cheating on a test.

Laboratory Safety

Safety is the highest priority. Laboratory coats, gloves and other appropriate personal protective equipment must be worn whenever there is a risk of exposure to blood and body fluids. There is no eating or drinking allowed in the laboratory. If an event occurs in the lab area that creates a dangerous condition for you or another student, I will immediately call a halt to all activity until the situation is contained. Follow all instructions immediately and without question. An explanation will follow.

Children are not allowed in the classroom.

Lab coats must be purchased at the NTC Bookstore prior to class. The lab coats are long sleeve, knee length and disposable.

Gloves and masks will be provided to students during the program.

Dress Code

Clothing

- Scrubs or Business Casual must be worn by all students while participating in MLT program courses (any course that begins with 10-513)
- Shoes: Closed toe shoes must be worn.
- Lab Coat: A disposable lab coat must be purchased at the NTC Bookstore and worn for all lab sessions. Typically, one lab coat will last an entire semester. However, if the lab coat becomes visibly contaminated with blood or body fluids, or torn, the lab coat must be disposed of and the student must obtain a new lab coat.
- Hats: Nothing shall be worn on the head (baseball caps, scarves, etc) unless it is of a required religious nature. If the head covering falls below the shoulders it must be tucked securely inside the lab coat to prevent contamination by blood and/or body fluids.

Hair

- Hair that is shoulder length or longer must be worn up or securely tied back.

Jewelry

- Rings may be worn at the wearer's risk. Rings with stones have the potential to make small holes in gloves.
- A wristwatch and small earrings may be worn.
- No other body piercing jewelry is allowed.

Hygiene

- Freshly showered/bathed
- Use deodorant/antiperspirant
- Fingernails must be clean and well trimmed (less than ¼"). No artificial nails allowed.
- Perfumes, colognes, or other scents (such as from cigarette smoke) are not allowed.

Digital Courtesy

No **personal** cell phone use is permitted in the classroom.

All electronic devices (phones, computers, etc):

- can be used in the classroom for educational purposes
- can be used to record pictures of cells or other lab related tests for educational purposes
- must be disinfected after each use in the lab and before leaving the lab
- can never be taken to a clinical site (hospital or outpatient clinic). Federal regulations prohibit the use of cell phones or other recordable devices in patient care areas.

Behavioral Expectations of Students**Time Commitment**

Becoming a competent entry-level MLT requires a great deal of time and dedication. The MLT program is a rigorous program with a strong emphasis on math and science courses. Students are required to take 16-17 credits per semester, for the first three semesters, 6 credits during the summer and participate in a 20 week, 40 hours per week clinical experience during the final semester. The time spent in lectures, labs, at clinical sites, and study time easily equates to a full time job. Sacrifices in other parts of the student's life are usually necessary in order to be successful.

Physical and/or Mental Impairment

Students must be adequately prepared both physically and mentally for scheduled class activities and clinical rotations. Students may be dismissed from laboratory sessions or the clinical experience if, for any reason, the NTC instructor or the clinical affiliate staff believes that the student demonstrates evidence or signs of impairment.

Student Impairment and Client Safety

While the student is working in the clinical situation with clients, safety of the client is considered of utmost importance. Therefore if, for any reason, either the NTC clinical instructor or clinical affiliate staff (both of whom typically work closely with the student), believes that the student demonstrates evidence or signs of impairment, they reserve the right to dismiss the student from the clinical setting immediately. The student and NTC clinical instructor will then meet to determine the student's eligibility to return to clinical.

Outside Employment

It is recommended that students not engage in gainful employment during the eight hour period prior to a clinical experience. The student is responsible for scheduling work commitments around program courses and clinical obligations.

Laboratory Professional Code of Ethics

As a laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession
- Preserve the dignity and privacy of others
- Uphold and maintain the dignity and respect of our profession
- Seek to establish cooperative and respectful working relationships with other health professionals
- Contribute to the general well-being of the community

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

MLT Program Code of Conduct

In addition to the expectations outlined in Northcentral Technical College's policies regarding student responsibilities and student conduct, MLT program students must also be aware of and adhere to additional requirements that relate to the Laboratory Professional Code of Ethics.

As an NTC MLT student, I will:

1. Demonstrate professional behavior while interacting with classmates, instructors, and other college and agency staff assisting in learning.
 - Refrain from inappropriate language and social network (Facebook, MySpace, etc.) disclosure.
 - Be punctual and attend class consistently.
 - Maintain confidentiality and privacy to include Health Care HIPPA policy.
 - Demonstrate accountability for actions and responsibility for learning.
 - Resolve conflict by communicating in a truthful and timely manner to the appropriate person(s).
 - Maintain professional boundaries with clients, faculty and health care providers.
 - Abstain from the use of alcoholic beverages or any substances that impair judgment in the academic and clinical settings.
 - Strive to achieve and maintain an optimal level of personal health.
2. Collaborate with academic faculty and clinical staff to ensure the highest quality of client care and the highest potential of my development.
3. Encourage and openly accept feedback from faculty, clinical staff and peers aimed at guiding my professional growth.
 - I recognize that my success is dependent on my ability to seek and use assistance when necessary.
4. Take appropriate action to promote the safety of clients, self and others.
5. Advocate for the rights of all clients regardless of social status or nature of health problem.
6. Positively influence healthcare environments by respecting human rights, values and choice of cultural and spiritual beliefs.
7. Maintain competence and promote excellence in the laboratory profession by actively pursuing lifelong professional development.

8. Uphold college, NTC's MLT Program and affiliated agency policies and codes of conduct related to academic and clinical performance.
9. Report any unprofessional conduct that violates standards within the code of conduct.
10. Refrain from any cheating or dishonesty, and take action to report dishonorable practices to proper authorities.

Confidentiality Statement

As an MLT student, during the course of your clinical education, you will have access to protected patient health information, employee information and proprietary information.

You must maintain as confidential – patient, employee and proprietary information. This may include procedural information, specified educational materials, computer system user IDs and passwords, facility entrance cards and any other information that you are directed to maintain as confidential.

No protected patient information, regardless of medium or format, shall be removed from the healthcare facility without the approval of the facility and the supervising instructor. If removal is approved, all patient identifiable information must be removed.

Failure to comply could result in dismissal from the clinical site and the MLT/Phlebotomy program.

NTC Success Skills

Northcentral Technical College strives to help students reach their full academic and career potential. Success Skills are NTC's College-wide outcomes which address non-technical, personal life skills and/or attitudes that go beyond the context of a specific course, and which every graduate of an NTC program is expected to achieve.

NTC's Success Skills are:

- Communicates Effectively (speaking, writing, listening, audience, teamwork)
- Thinks Critically (problem solving, acquiring information, using technology & resources, evaluating, asking questions, creativity)
- Models Integrity (accountability, ethical behavior, quality, self-awareness)
- Respects Diversity (working with others, respectful interactions, recognizing bias, cultural diversity, global awareness)

Academic Guidelines

Performance Based Instruction

The MLT program is performance based instruction. In performance based instruction, what the student needs to be able to do as a result of the instructional experience, has been identified. Next, how the student can demonstrate that they have learned these skills has been determined. Then learning activities have been designed to help the student develop the skills that they will be expected to demonstrate in the classroom, laboratory and at the clinical sites.

Methods of Evaluation

Evaluation methods include written exams and quizzes, laboratory unknowns, laboratory performance tests and practical exams, various class projects and written assignments, and observation of affective characteristics (safety, work ethics, and attitude).

Refer to the course syllabi for the specific grading policies for each course to determine how you will be evaluated

Grading Guidelines

This program is designed for you to be successful. It will require you to act responsibly. All grading and evaluation are based on your successful completion of all competencies in all program courses. Students must pass all program and general education courses with a minimum grade of “C”. Students may repeat a course only one time before dismissal from the program.

The grading scale for all MLT program courses **except** the Clinical Experience is as follows:

Grading Scale	
(94 to 100%) and you have met all course competencies	A
(92 to 93%) and you have met all course competencies	A-
(90 to 91%) and you have met all course competencies	B+
(85 to 89%) and you have met all course competencies	B
(83 to 84%) and you have met all course competencies	B-
(80 to 82%) and you have met all course competencies	C+
(75 to 79%) and you have met all course competencies	C
(65 to 74%) and you have met all course competencies	D
(0 to 64%) and you have NOT MET all course competencies	F

Final Exam Guidelines: All courses will have a written final exam. Some of the courses also include a final practical exam.

Written Final Exams: Students must receive a score of at least 75% on the written final exam to pass each course.

Written Final Exam Retakes: One retake may be allowed, per instructor’s discretion, during the entire program if all of the following are true:

1. **all other course competencies have been met**
2. **overall class average and test/quiz average are both 75% or above**
3. **there are no incompletes recorded, including test/quiz retakes**

The retake of the final exam will be conducted on the next calendar day, or as scheduled by the instructor. If the retake score is 75% or above, the student’s original score will be used to calculate final grade. **The instructor may deem the student ineligible for a retake if concerns exist for reasons related to success skills.**

Practical Final Exam: Final Practical Exam score must be 75% minimum, or passing in a pass/fail test, to pass each course. One retake of a practical exam may be allowed during the entire program, with the exception of Blood Bank. Due to the critical nature of blood banking, no retakes will be allowed for failed practical final exams in Blood Bank. **The retake will be at the discretion of the instructor, and may not be allowed if concerns exist for reasons related to soft skills.**

Refer to the Clinical Experience Handbook for the grading policy for the Clinical Experience.

Student Complaints

A formal complaint is an expression of dissatisfaction about something or someone that is the cause or subject of protest. A formal complaint should be in writing via means of hard copy, or e-mail.

Students are encouraged to talk to the program faculty for any complaint for the quickest resolution. They should be encouraged to follow the chain of command. All complaints should be brought to the instructor teaching the course first with the intent to resolve the complaint at this level. If the complaint is not satisfactorily resolved, the student should seek out the program director for problem resolution. If there is no resolution at this point, the Associate Dean of Health or the Dean of Health may be contacted to assist in the resolution of the complaint.

Should the complaint involve disciplinary action, or NTC Student Code of Conduct violations the student may follow NTC Due Process Procedures. NTC Student Code of Conduct available at www.ntc.edu

All written records of student complaints and associated follow-up will be maintained by the Program Director for a period of at least 10 years. The written complaint and resolution files will be kept in a secure and confidential file storage. Only the Program Director and NTC Administrators shall have access to these files. The Program Director has the right to share general information from the complaint file with faculty in order to improve the program.

Student Due Process

Student Due Process policies are located at www.ntc.edu under current students, policies and guidelines. These are designed for NTC students facing disciplinary action from campus violations or student ethics violations.

Academic (Grade) Appeal Form

Students who receive a final academic grade that the student deems inaccurate or unjust have the right to appeal the academic decision. The Academic Appeal form will be used by students and staff to document the appeals process. The electronic version of the Academic Appeal form can be found at http://www.ntc.edu/current-students/policies.html#academic_appeal

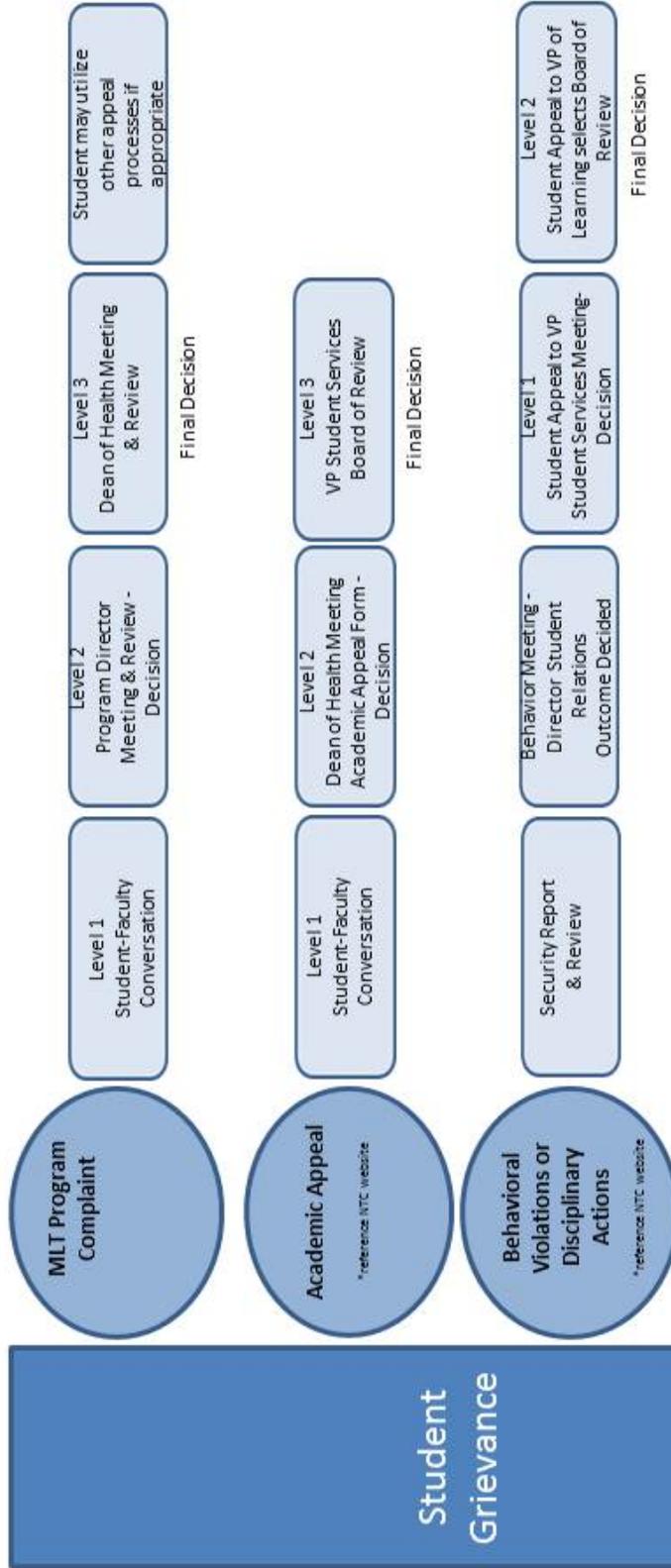
Discrimination and Harassment Complaints

Because discrimination and harassment, a form of discrimination, are illegal practices, and because these actions can cause serious harm to the productivity, efficiency, and stability of all activities taking place at, or sponsored by, Northcentral Technical College, the District will take specific steps to investigate and eliminate discrimination and harassment. Complaints may be reported either formally or informally.

Discrimination shall mean any difference in treatment in any service, program, course, or facility of the Northcentral Technical College District because of the person's political affiliation, age, race, creed, religion, color, handicap (disability), marital status, parental status, sex, national origin, ancestry, sexual orientation, pregnancy, arrest record, conviction record, services in the armed forces, genetic testing, or use or non-use of lawful products off the District premises during non-working or non-class hours.

Students should go <http://www.ntc.edu/current-students/guidelines-procedures> to read the full policy and reporting steps.

NTC MLT Program Student Grievance Options



Resources for Students

Health Learning Resource Lab

The HLRL located on the second floor of the Health Sciences Center is a simulation based lab for student learning. MLT students do not have scheduled activities in the lab, however, they can utilize the practice arms for venipuncture. The direct phone number is 715-803-1599.

Scholarships

NTC Foundation

The NTC Foundation's scholarship program plays a vital role in providing funds that enable our students to pursue their educational goals. Numerous general and healthcare scholarships are available each year through the NTC Foundation. Some of the scholarships are specific to MLT or health care students. Enrolled students are encouraged to submit an application each spring. Scholarship criteria varies with financial need, leadership, program etc. Additional information can be found at: www.ntc.edu/scholarships

Additional Outside Scholarships

ASCLS offers annual scholarships. Go to www.ascls.org for details.

Student Clubs and Professional Organizations

Students are encouraged to become involved in student activities, and professional organizations. These activities promote development of leadership skills, increase opportunities for communication, expand interest, and professional networking. NTC offers many opportunities for student involvement.

NTC MLT Student Club is open to students enrolled in the MLT or Phlebotomy program at NTC. Club meetings include special guest speakers, pizza parties, fund-raisers, and community service activities.

American Society for Clinical Lab Scientists-Wisconsin (ASCLS) is a state organization for laboratory professionals. They offer student rates for membership. Additional details located at www.ascls-wi.org.

The American Society of Certified Pathologists (ASCP) is a national professional organization for laboratorians. They offer student rates. Additional details located at www.ascp.org

Student Governing Association

The Student Government Association (SGA) is the voice of the students of NTC and represents the entire NTC student body (day, evening, regional campuses, IVC). The purpose of SGA is to provide students with a forum for discussing campus affairs concerning students. Find out more at www.ntc.edu/studentlife

Additional Resources

American Society for Clinical Laboratory Science: www.ascls.org

American Society for Clinical Laboratory Science – Wisconsin (ASCLS-WI): www.ascls-wi.org

American Society for Clinical Pathology (ASCP): www.ascp.org

Northcentral Technical College website: www.ntc.edu

NTC College Policies

Equal Opportunity/Affirmative Action Policy

Northcentral Technical College does not discriminate on the basis of race, color, national origin, sex, disability or other applicable legislated categories, in its services, employment programs, and/or its educational programs or activities, including, but not limited to admissions, treatment and access. Students with questions regarding the college's nondiscrimination policies should refer to the current NTC catalog or student handbook available in Student Services or at this website: <http://www.ntc.edu/current-students/student-opp-admin-guidelines>

NTC Student Policies and Procedures

Please review all of the NTC Current student procedures and personal conduct requirements published on the NTC website: <https://www.ntc.edu/students>

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Appendix

Laboratory Safety Rules

1. Long-sleeved, knee length disposable lab coats will be worn during procedures that involve working with blood, body fluids, other infectious materials, reagents and stains.
2. The laboratory coats will be stored in the laboratory and when they become soiled they will be placed in the garbage and replaced with a new disposable laboratory coat.
3. Open toed shoes are not allowed in the laboratory.
4. No eating, drinking, smoking, applying cosmetics, or removing/inserting contact lenses is allowed in the laboratory.
5. Do not place potentially contaminated objects such as fingers, pencils etc. in mouth.
6. Only class materials should be taken to the lab room. All other personal possessions should be stored in the lockers located throughout the building.
7. Treat all human samples and reagents made from human materials as potential carriers of disease.
8. Do **not** mouth pipette.
9. Keep long hair pulled back away from potentially pathogenic specimens and reagents.
10. Gloves must be worn when working with blood, body fluids, and other infectious materials, touching contaminated items and working with caustic reagents. Gloves should never be washed or reused.
11. Remove gloves immediately after use. Do not touch non-contaminated items or environmental surfaces such as doorknobs, telephones and computers while wearing contaminated gloves.
12. Wash hands or use hand sanitizer after removing gloves. Wash hands whenever hands become visibly contaminated.
13. Safety goggles and masks must be worn whenever there is a potential for splashing and spraying when working with blood, body fluids, other infectious materials and caustic reagents.
14. Recapping contaminated needles is not allowed. Contaminated needles and other sharps should be placed in a red molded container immediately after use.
15. Place items containing large amounts of blood (pourable, dripable, spillable, flakable) and other infectious materials in red biohazard bags.
16. Do not pick up contaminated broken glass with hands. While wearing gloves, use forceps or broom and dustpan to pick up glass and place in puncture resistant red container.
17. To clean up a blood, body fluid or other infectious material, use an absorbent material to clean all visible traces of contaminant and then use a disinfectant or fresh 1:10 solution of bleach to wipe up contaminated area.
18. Unauthorized persons are not allowed in the laboratory.
19. Material Safety Data Sheets (MSDS) are available for students to refer to in the event of an exposure.
20. Report all accidents/exposures to the instructor.
21. Disinfect your work area with a 1:10 solution of bleach (made fresh daily) before leaving your work area.
22. The emergency number for the Wausau Police Department, Fire Department or Rescue is 911.

**Bloodborne Pathogen Exposure and Accident Directions
Northcentral Technical College**

EMPLOYEES - VISITORS - STUDENTS

1. Packets of information are available in each department area and regional campuses.
 - a. Use the eyewash station in the workroom or lab for splatter into the eyes.
 - b. Irrigate and/or clean the portal of entry (i.e., provide necessary first aid). Do not squeeze the tissue to draw blood because this could cause a "vacuum" where more microorganisms are drawn into the blood stream.
 - c. Report the injury/incident to your supervisor/faculty or designated personnel.
 - d. Complete the Northcentral Technical College Injury/Illness Incident Report Form and Exposure Incident Report - Form BBPE-1. Include a full description of the incident and source of exposure.
 - e. Take a copy of the Northcentral Technical College Injury/Illness Incident Report Form to Aspirus Hospital Emergency Room for baseline serological testing and initial prophylaxis treatment.
 - f. Inform Aspirus you are from Northcentral Technical College CLT program and the reason for your visit. If you have significant exposure at a regional campus, please report to the closest walk in or emergency facility.
 - g. You may refuse treatment. If so, you must complete and sign the Northcentral Technical College Refusal of Post-Exposure Medical Evaluation - Form BBPE-3. This form should be sent with the Northcentral Technical College Injury/Illness Incident Report Form to Human Resources in a personal/confidential envelope.
 - h. Ask the source individual if he/she is willing to consent to baseline blood testing at Aspirus Hospital Emergency room. If the source individual refuses, (source individual is to complete Form BBPE-2, Source Individual's Consent or Refusal Form) the emergency room physician at Aspirus will determine if it is a significant exposure and if medication should be given. The physician will ask what kind of exposure and review the source person's background and medical history.

Specific to Dental Hygiene/ Assistant Clinics:

If the source individual is a patient in the clinic, the patient will be asked to go to the Aspirus Emergency

Room for serological testing and follow-up. NTC will pay for the baseline testing. The bill should be sent to NTC c/o of Human Resources.

Exposure Incident at Clinical Site:

If the clinic site does not have an Exposure Control Plan, you will need to follow the NTC Exposure Plan (See #1 above).

**Northcentral Technical College
Exposure Incident Report Form**

Bloodborne Pathogen/Exposure Control Plan
Form BBPE-1 - December 2006

Employee / Student / Visitor Name	Date Completed
NTC Department	Job Title or Indicate Student or Visitor If student indicate whether working in a for fee clinical site.
Date of Exposure	Time of Exposure _____ a.m. p.m.

1. Where on campus did the incident occur? (Or indicate the name of the clinical site)
2. Describe the task(s) you were performing when exposure occurred.
3. Identify the source of the body fluid to which you were exposed if known.
4. Were you wearing personal protective equipment at time of occurrence?
If so, please list the PPE you were using:
5. What bloodborne pathogens were you exposed to, if known?
6. List specifically the parts of your body that were exposed.
7. Did a foreign object (needle, dental wire, etc.) penetrate your body? If so, identify the object(s).
8. Did you receive medical attention?
If Yes, where, when and by whom?
9. Did you fill out a Northcentral Technical College Injury/Illness Incident Report Form?
10. Additional Information:

Employee/Student/Visitor Signature	Date	Supervisor/Manager/Faculty/ NTC Representative Signature
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**Source Individual's Consent or Refusal
For HIV, HBV, and HCV Infectivity Testing**

Northcentral Technical College - Form BBPE-2 - December 2006

Source Individual is the person whose blood or body fluids provided the source of this exposure.

Note: Complete this form and submit to the Aspirus Hospital Emergency Room

Exposed Individual's Information

Name (Please Print): _____

NTC Department or Program: _____

Telephone Number: _____

Exposure Date: _____

Source Individual's Statement of Understanding

I understand that NTC is required by law to attempt to obtain consent for HIV, HBV, and HCV infectivity testing each time an employee/student/visitor is exposed to the blood or bodily fluids of any individual. I understand that a NTC employee/student/visitor has been accidentally exposed to my blood or bodily fluids and that testing for HIV, HBV and HCV infectivity is requested. I am not required to give my consent, but if I do, my blood will be tested for viruses at no expense to me.

I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and that follow-up tests may be required.

I understand that the results of these tests will be kept confidential and will only be released to the medical personnel directly responsible for my care and treatment and to the exposed employee/student/visitor for his or her medical benefit and to others only as required by law. A representative from Human Resources will receive information necessary for the proper processing of the bill and to forward any information to appropriate claims processing.

Consent or Refusal & Signature

I hereby consent to:

HIV Testing _____

HBV Testing _____

HCV Testing _____

I hereby *refuse* consent to:

HIV Testing _____

HBV Testing _____

HCV Testing _____

Source Individual Identification

Source Individual's printed name: _____

Source Individual's signature: _____

Date Signed: _____

Relationship (if signed by other than source individual): _____

**Refusal of Post-Exposure Medical Evaluation
For Bloodborne Pathogen Exposure**

Northcentral Technical College - Form BBPE3-December 2006

Supervisor/Instructor/Designated Representative: Print and complete this form only if the exposed individual refuses post-exposure medical evaluation by a health care professional. Send this completed form in a sealed, Confidential Envelope to Human Resources- mail stop WH.

Exposed Individual Information

Name:

NTC Department or Program:

Exposure Date:

Student/Employee ID:

Exposure Information

Facility/Department where the incident occurred:

Type of Protection equipment used (gloves, eye protection, etc.):

Describe how you were exposed:

Tell how this type of exposure can be prevented:

Statement of Understanding

I have been fully trained in NTC's Exposure Control Plan, and I understand I may have contracted an infectious disease such as HIV, HCV or HBV. I also understand the implications of contracting these diseases.

I have been offered follow-up medical testing free of charge by NTC to determine whether or not I have contracted an infectious diseases such as HIV, HCV, or HBV.

Despite all the information I have received, for personal reasons, I freely decline this post-exposure evaluation.

Exposed Individual's Signature _____ Date _____

Witness Name. _____ Signature _____

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Permission to Survey Employers

Each year Northcentral Technical College (NTC) surveys employers of our graduates to gather information to improve our programs and services to better meet the needs of both students and employers within our community. The information collected is also essential to meet requirements set by outside organizations that accredit and approve programs at NTC. The survey distributed focuses on employer's satisfaction in regards to our graduate's technical work skills, interpersonal skills and general satisfaction with course work at NTC.

Students are assured that information obtained by representatives of NTC and the MLT program through contact with current and future employers will be reformatted to provide outside organizations with only general, summary information and not specific information that could identify responding employers or graduates by name or gender. Personal information and the responses of the employer are completely confidential.

My signature on the "Verification Signature Page" indicates that I have read this permission statement, and I grant NTC permission to survey employers.

