



**MORAINÉ PARK  
TECHNICAL COLLEGE**

***HEALTH & HUMAN SERVICES  
MEDICAL LABORATORY TECHNICIAN  
PROGRAM STUDENT HANDBOOK  
2023 – 2024***

235 North National Avenue  
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**Note: This handbook is accurate at the time of publishing. Policies contained herein are subject to change without notice. It is the student's responsibility to keep informed of changes. The online document, accessible through program Canvas courses, is the most current version.**

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## SECTION ONE: MORAINE PARK TECHNICAL COLLEGE

### 1.1 Moraine Park Mission, Vision and Strategic Priorities

#### a. Mission

Growing minds, businesses and communities through innovative learning experiences.

#### b. Vision

Your home for lifelong learning to achieve lifelong dreams.

#### c. Strategic Priorities

##### Enrollment Objectives

- Enhance delivery methods, schedules, student success metrics and credentials to increase enrollment and retention.
- Improve teaching and learning practices to achieve student success through the use of emerging technology, equipment, facilities, teaching methodologies, program review and faculty expertise.
- Provide integrated, targeted support services that promote individual student success, holistic growth and wellbeing.
- Expand recruitment and retention efforts for both K-12 and adult learners.
- Promote, embrace and recognize the success of the College's diverse learner population.

##### Workplace Culture Objectives

- Pursue competitive talent strategies to recruit and retain talented employees who align with MPTC values.
- Provide and encourage career development opportunities to promote employee professional growth.
- Empower employees to collaboratively improve institutional processes and effectiveness.
- Embrace and advance a culture of diversity, equity and inclusion.
- Enhance efforts to create a safer and more secure College environment.

### **Economic Driver/Community Impact Objectives**

- Advance collaborations to ensure job placement opportunities and provide graduates the skills to meet workforce needs.
- Strengthen and grow learning experiences for students to develop and exhibit career and life skills.
- Expand and promote seamless career pathway opportunities for all learners.
- Develop credentials for the evolving workforce.
- Foster philanthropic stakeholders to develop new revenue sources.
- Encourage environmental sustainability.

## **1.2 College Accreditation**

Moraine Park Technical College is accredited by the Higher Learning Commission. Accreditation is official recognition that an institution meets industry standards of quality through external peer review. The quality standards encompass faculty, administration, curriculum, student support services, financial management, governance, and institutional integrity.

For additional accreditation information please see [Accreditation](#)

## **1.3 The Moraine Park Technical College District Community**

Moraine Park Technical College has campuses in Beaver Dam, Fond du Lac and West Bend, annually serving almost 14,000 students thru the offering of six-degree options and more than 100 programs and customized training opportunities.

For additional information regarding the campus and community, students are encouraged to visit this site [Campus and Community Information](#).

## **1.4 Career and Life Skills**

Moraine Park has recently updated and is in the process of transitioning the College's common learning outcomes from *Core Abilities* to *Career and Life Skills*. Transition continues to move all occupational programs and general education courses to have Career and Life Skills integrated into their curriculum. Once this transition is complete, Core Abilities will be discontinued. The five Career and Life Skills are:

- Communication
- Reasoning
- Professionalism
- Engagement
- Awareness

# **SECTION TWO: MPTC STUDENT RESOURCES AND STUDENT SERVICES INFORMATION**

## **2.1 Student Resources**

- a. Students are encouraged to review the [Academic Calendar](#) throughout the year.
- b. Admissions, Registration and Student Records Information regarding admission, registration and student records can be found both on the [MPTC website](#) or via the [MPTC Catalog](#).

- c. [Course Description](#)
- d. Financial Aid  
Students are encouraged to visit the college catalog ([Financial Aid](#)) or the college website ([Financial Aid](#)) for additional information.
- e. Grading and Academic Standards  
Moraine Park Technical College is committed to assisting its students for success to meet their academic goals. As an institution of higher learning Moraine Park Technical College has established minimum standards for student academic performance. These standards will include procedures for registration, grading, graduation, and completion. Student compliance with these standards will be monitored by the Registrar and the Financial Aid Office (satisfactory academic progress for Title IV Federal Aid) to ensure compliance with external stakeholders and regulators. For more specific information, please visit the [Grading and Academic Standards](#) portion of the Student Handbook.
- f. MPTC Student Handbook  
The contents of the [MPTC Student Handbook](#) provides important information regarding various support services and institutional policies. Please take the opportunity to review this information, as it will be helpful in each student's academic career at Moraine Park.
- g. [Student Policies](#)
- h. [Student Life](#) at Moraine Park Technical College offers a variety of campus activities and events; student government and clubs; leadership development; community service; volunteerism; and award recognitions. Getting involved in student activities is linked to academic success.
- i. Student Portal  
Moraine Park Technical College offers a [Student Portal](#) to all enrolled students, containing valuable information to support success throughout the educational journey.
- j. Weather Closings (School Closing/Cancellation of Classes)  
Moraine Park Technical College utilizes the [Rave Alert System](#) as the official method to announce cancellation of classes and closure of MPTC campuses in the event of severe weather or other emergencies as determined by the MPTC administration. Decisions are made by approximately 5:30 a.m. if conditions are present in the morning. If the college closes in the morning, all evening classes are also canceled. If inclement weather conditions develop during later in the day, decisions for evening classes will be made by 2:00 p.m. MPTC.edu, the college website, will have information about class cancellation and campus closures.

When students are assigned to clinical/field placement rotation and the school is closed or class canceled, the students must refer to the assigned instructor for further directions. If the campus is not closed, but the weather is questionable, each faculty reserves the right to cancel their class. The faculty will notify the class participants and communicate their expectations.

The easiest and most effective way to receive college closing notifications is by signing up for [MPTC Alerts](#). This service is only available to current students and employees.

## 2.2 Student Services

Moraine Park Technical College offers a wide-array of services to support student success. Student Services staff are dedicated to supporting all students to achieve individual educational goals, with many committed professionals in a wide variety of support offices that can help both in-person and online. These services are included as part of the cost to attend MPTC; therefore, students are encouraged to take advantage of the expertise and knowledge of the Student Services team. For additional information regarding the services available at MPTC, please visit [Student Resources](#).

# SECTION THREE: STUDENT HEALTH AND SAFETY

## 3.1 Student Health and Safety

Moraine Park Technical College is committed to the [health and safety of students](#), visitors, and employees. Students are encouraged to review this information in entirety.

### a. Student Injuries

Any accidents/injuries occurring on College property or in the course of education must be reported immediately to College personnel. MPTC Incident Reports are to be completed and submitted as soon as possible after the accident/injury. Medical bills (physician and/or hospital) incurred as a result of an accident/injury are the responsibility of the individual.

A Significant Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials.

If a student experiences a significant exposure incident at MPTC:

1. Thoroughly wash the affected area with soap and water.
2. Immediately contact the course instructor.
3. Seek medical treatment from a licensed healthcare professional.
4. Complete an [MPTC Incident / Witness Report](#)

If a student experiences a significant exposure incident at an off-site location (clinical, job site, etc.):

1. Thoroughly wash the affected area with soap and water.
2. Immediately contact the clinical Site Supervisor/ course instructor.
3. Follow the protocol at the site for the incident.
4. Complete an [MPTC Incident / Witness Report](#)

b. Student Insurance

Enrolled students may be covered by the [Student Accident Insurance Plan \(SAIP\)](#). The SAIP is secondary to any health insurance program by which a student is currently covered. The student is responsible for accessing their SAIP account, printing their insurance card, and providing it to any healthcare providers if they receive medical treatment for a covered activity.

c. Hazards and Risks

Persons working in health and human services occupations can be exposed to occupational hazards which may include, but are not limited to, the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussions, paralysis, exposure to bodily fluids, bloodborne pathogens, communicable disease, needle sticks and sharp injuries, damage/destruction to property, and even death.

In consideration of the possible hazards and risks related to a health or human services field of study, each student is required to complete and submit an Acceptance of Risks and Responsibility Agreement and Release of Liability at the beginning of each enrolled course.

## **SECTION FOUR: STUDENT RIGHTS AND RESPONSIBILITIES**

### **4.1 Student Rights & Responsibilities**

Exercising individual student rights and acting in a responsible manner go together. It is the expectation of MPTC that all students comply with the policies and procedures as stated in the [MPTC Student Code of Conduct](#) and obey all public laws. This compliance assures all students the opportunity of having the best possible educational experience in a respectful and safe environment.

### **4.2 Final Grade Appeal**

The purpose of the [final grade appeal process](#) is to provide a vehicle and structure for students to appeal final course grades. The grade appeal procedure only applies to final grades and not individual graded assignments.

Faculty members have the authority to establish course requirements and standards of performance within the college's established curriculum process. It is the responsibility of the faculty to articulate and communicate course requirements and grading standards to students at the beginning of each course via the syllabus. Instructors will apply grading criteria uniformly and in a timely manner. Final grades submitted to the Registrar's Office are presumed to be accurate and final.

All final grade appeals must be initiated by the student within **thirty (30) calendar days** of the grade being available via [myMPTCStudent](#).

### 4.3 Citizenship

Students enrolled in a health program who are not citizens of the United States should be aware that, based on federal law, they may not be eligible to take licensing or certification examinations given by the state, region, or nation upon completion of the program. Non-citizens are advised to seek further information from appropriate agencies, specific to your occupation.

### 4.4 Fair and Equal Treatment:

It is the policy of Moraine Park Technical College to maintain an [Affirmative Action and Equal Opportunity](#) Compliance Plan. This Plan ensures equal opportunity and nondiscrimination for all employees, students and non-employees by demonstrating its commitments and efforts toward equal employment opportunities and equal educational program opportunities that are conducive and supportive of cultural and ethnic diversity.

### 4.5 Student Concerns / Issues / Grievance

Any student who has a concern, issue, or grievance is encouraged to seek to resolve the issue with the faculty member or employee concerned. In the event that a student is unable or uncomfortable doing so they can contact the appropriate Associate Dean for academic issues or the Director of Student Development for nonacademic issues.

### 4.6 Title IX: Title IX Pregnancy and Parenting Protections

Moraine Park Technical College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by [Title IX of the Education Amendments of 1972](#). Title IX prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Title IX requirements cover sex discrimination, sexual harassment, sexual misconduct, sexual violence, and pregnant and parenting students.

Students must contact the Director of Student Development/Title IX Coordinator to ensure Title IX protection plan is correctly administered. It is the student's responsibility to contact the Director of Student Development and provide all the documentation required. Adjustments cannot be provided retroactively so timeliness is important.

Students are encouraged to work with their faculty members and Moraine Park Technical College's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible.

## SECTION FIVE: HEALTH AND HUMAN SERVICES

### 5.1 Overview of Health and Human Services

The Health and Human Services Department's (HHS) goal is to provide exceptional education for students seeking occupations in health care or human services professions. Over twenty-five programs (including associate degree, technical diploma, or local certificates) are offered through the Health and Human Services Department. The information that follows begins with information common to all programs in the HHS Department and ends with information specific to each program area. Additional information



pertaining at the course level will be found in the course syllabus, made available at the start of each course. Any questions or concerns regarding this information can be directed to the Associate Dean of the corresponding program area.

Health and Human Services Student Handbook: It is the intent of this handbook to follow the MPTC Student Handbook and Student Code of Conduct regarding grievances and student concerns/issues. Students should refer to these publications for their specific situation.

### Quick Phone/E-mail Reference

Contact	Phone/Email
<b>Dean of Health and Human Services</b>	920-924-3319
Admin Assistant-Health and Human Services	920-924-3320
<b>Associate Dean of Health</b>	262-335-5757
Admin Assistant-Health	262-335-5710
<b>Associate Dean of Health Sciences</b>	262-306-5313
Admin Assistant-Health Sciences	262-306-5314
<b>Associate Dean of Human Services</b>	920-924-3330
Admin Assistant-Human Services	920-924-3270
Canvas Support	877-230-3509 <a href="https://www.morainepark.edu/technology/">https://www.morainepark.edu/technology/</a>
Technology Help Line	877-230-3509 <a href="https://www.morainepark.edu/technology/">https://www.morainepark.edu/technology/</a>
Student Services	800-472-4554

## 5.2 Programs Offered

### a. Health

- [Diagnostic Medical Sonography](#)
- [Health and Wellness](#)
  - [Health and Wellness Technician](#)
  - [Chiropractic Technician Certificate](#)
- [Health Information Technology](#)
  - [Medical Coding Specialist](#)
- [Medical Office Management](#)
  - [Medical Assistant](#)
- [Medical Laboratory Technician](#)
  - [Phlebotomy Specimen Collector](#)
- [Nursing – Associate Degree with a Practical Nursing Exit Point](#)
- [Nursing Assistant](#)
- [Radiography](#)
- [Respiratory Therapy](#)

- [Surgical Technology](#)

#### **b. Human Services**

- [Criminal Justice](#)
- [Emergency Medical Technician \(EMT\)](#)
- [Advanced Emergency Medical Technician \(EMT\)](#)
- [Paramedic Technician](#)
  - [Emergency Medical Technician \(EMT\)-Paramedic](#)
- [Early Childhood Education](#)
  - [Child Care Services](#)
  - [Early Childhood Administrative Credential Certificate](#)
  - [Early Childhood Preschool Credential Certificate](#)
  - [Infant/Toddler Credential Certificate](#)
- [Fire Protection Technician \(Starting Spring 2024\)](#)
- [Substance Use Disorders Counseling \(SUDC\)](#)
  - [Substance Use Disorders Counseling Certificate](#)

## **SECTION SIX: HEALTH and HUMAN SERVICES - POLICIES AND PROCEDURES**

### **6.1 Academic Standards**

Moraine Park Technical College has in place college-wide policy and procedures related to [academic standards](#). Students are encouraged to review this information throughout their time enrolled at the college. Dependent upon the program enrolled, there may be additional program specific academic standards that apply. Details surrounding these additional academic standards may be found in Section Eight of this handbook and on individual course syllabi.

### **6.2 Required Documentation:**

#### **Criminal Background Check**

For the most up to date information regarding applicable policies regarding the completion of a criminal background check, please review the following link:

<https://catalog.morainepark.edu/student-policies/criminal-background-check/> Additional information can be found on specific program pages.

Although most/all students completed a required criminal background check/BID as part of the program admission process, there are times when there may be a need for additional criminal background check to occur during the time enrolled in a program. Should this need occur, additional cost would be incurred by the student. Furthermore, there are times when

additional personal background documentation (criminal and/or health related) prior to and during clinical/field placement might also delay and/or prevent clinical/field placement.

**Self-report:** Health and Human Services program accepted students are required to report any new criminal charges that impact their criminal background check (CBC) within seven business days. They are informed of this requirement at the point of application as well as at points throughout the program. When a student reports a new charge to a designated official they will be directed to complete a new electronic Background Information Disclosure (BID) Form.

This form is processed and applicable information is added to their Student Record for internal use. The appropriate Program Associate Dean will then review the updated form and will indicate which letter template should be emailed to the student notifying them of required next steps.

Once the charge is closed, the student is responsible for submitting their court documents with disposition listed to the Criminal Background Check email address. These court documents are shared with the Program Associate Dean for review and potential action. If the charge and disposition lead to the student being ineligible for their current program, the student is communicated with and removed from their program by the Program Associate Dean.

If a student fails to report a new charge within the seven-day reporting period, the student may be immediately removed from their program for nondisclosure or a letter may be sent to student with required next steps.

**\*\* NOTE:** MPTC makes no guarantee of future employment based upon an individual's criminal background check.

### **Health Requirements/Drug Screen**

Many of MPTC health programs require all students to train at off-site agencies, external to the College. As such, students must remain compliant with established health requirements. These health requirements are set based upon external agency requirements, and in accordance with [College Policy AP 605 Student Health Records](#). Each student will be provided a document outlining current health requirements, due date, and method for submission to all MPTC health students. Depending upon the specific program, the student may access the Health Requirement Checklist from the program advisor, within the Canvas course, or from the Health and Human Services Program Specialist at the core program meeting. Should the student be assigned to a clinical agency with additional requirements this will be communicated in advance with an expectation that the student will comply within the provided timeline in order to continue program progression. Falling out of compliance with established health requirements may prevent the student from progressing in, or result in an administrative removal from, their program of study.

**\*NOTE:** Clinical/Field placement will not occur if the student fails to meet either or both the requirement for an up to date Criminal Background Check and Health Requirements / Drug Screen.

### 6.3 Health Program Petition Process

Several health programs at MPTC currently require [petition](#) to move from pre-core into the core courses of the program. For the most up to date information visit the Program Petition section of the program of interest (example: [Nursing Petition](#)).

### 6.4 Readmission Policy and Procedure

Applicable Programs: Diagnostic Medical Sonography, Health and Wellness, Health Information Technology, Medical Assistant, Medical Laboratory Technician, Nursing, Paramedic, Radiography, and Surgical Technology.

#### Readmission Policy Statement

This policy and procedure applies to those students who have been required to exit from a health program for one of the reasons outlined below. Such students may elect to apply for Program Readmission through the Health Sciences Readmission Review Committee:

1. **Academic:** Student was unable to continue in a Health Science program due to either the student withdrawing after the midpoint of a course and/or received a grade of *D*, *F* or *NC* twice in the same core/program course or in two different core/program courses.
2. **Interruption of Study:** Student exited from a Health Science program for a continuous period of one to three years from the program.
3. **Clinical/Skills Readmission:** Student received a failing grade in either a skills or clinical course due to unsafe or unprofessional behavior resulting in removal from the program.

A student is only allowed to apply one time per program enrollment for a Readmission Review and only if the student had extenuating circumstances that impacted the student's grades in their core/program courses. If Program Readmission is granted and a student receives a grade of *D* or *F* in another program course (or withdraws after the midpoint), the student is ineligible to apply for Readmission again and will not be able to continue in their program.

In the event a student is registered for a future semester but is now ineligible to continue pending readmission, it is the student's responsibility to withdraw from future semester courses. If Program Readmission is granted, course placement will be determined based upon available openings, current students will have placement priority. The student must meet with their academic advisor to enroll in program/core courses.

The MPTC Academic Program Requirements Policy ([AP714](#)) applies.

#### Readmission Process Steps

A student seeking readmission must complete each of the following steps:

1. Submit a letter requesting program readmission and the necessary documentation to the Director of Enrollment Management. It is the student's responsibility to ensure receipt of this information by the due date listed below. Please submit via hard copy or email to the Director of Enrollment Management at 235 N. National Ave., P.O. Box 1940, Fond du Lac, WI 54936-1940 or [readmissionshs@morainepark.edu](mailto:readmissionshs@morainepark.edu) by 4:30 p.m. the Friday

**before** the requested meeting date. The information included in the letter sent must include:

- Your name, address, current phone number, student email address and student ID number.
- Name of the course(s) involved, along with dates enrolled.
- Reason for the withdrawal and/or unsatisfactory grades in courses, including the extenuating circumstances accounting for your performance in each of the impacted courses.

An extenuating circumstance is defined as any one of the following:

- Death of an immediate relative of the student
- Injury or illness of the student
- Other circumstances that result in undue hardship to the student

Supporting documentation must be included with the request for readmission to substantiate one or more of the criteria. Requests without documentation and/or not meeting one of the above criteria will be deemed incomplete; therefore, not reviewed by the committee.

- Actions taken and plans to resolve or correct the unsatisfactory performance.
- Include in your letter whether you wish to appear in person before the Readmission Review Committee.

**Be specific in describing these actions. Letters without evidence of clear actions or planning will be deemed incomplete.**

2. Upon receipt of the letter, the Director of Enrollment Management will determine if all eligibility requirements have been met. If so, an email/letter from the Director of Enrollment Management will be sent to the student as acknowledgement of receipt of information and notification of the timeline for the appeal review.
3. **Readmission Committee Review:** Unless the student included in their written appeal letter a request for an in-person appearance, all other reviews will be conducted by the members of the Readmission Review Committee. *The Health Sciences Readmission Review Committee is composed of the Director of Enrollment Management, the Director of Diversity, Accessibility and Student Support, Dean of Health and Human Services, Director of Student Development, and a representative of program faculty.*

The outcome of the Readmission Review Committee will be communicated to the student via a letter from the Director of Enrollment Management identifying the Committee's decision, which will include one of the following:

- a. Readmission denied with rationale.
- b. Readmission decision contingent upon the outcome of a Skills Competency Check-off and Safety Standard Review. Completion of a Skills Competency Check-off and Safety Standards Review is a required component of the Readmission process for any student seeking return following failure of a skills or clinical course due to unsafe

and/or unprofessional behavior. Additionally, where required by the Readmission Committee, a student may be required to complete the Skills Competency Check-off and Safety Standard review as part of the readmission application process.

- c. Readmission granted (See below for additional details regarding Readmission).
4. For those students required to complete a Skills Competency Check-off and Safety Standard review, the following steps applies:
- a. **Complete a Skills Competency Check-off and Safety Standard review:**  
This hands-on assessment will be used to determine currency of occupational skills of the last passed clinical and/or skills course. This process is outlined in greater detail on the next page. The outcome of this assessment is two-fold: (1) further inform the Readmission Committee in making their final determination of Readmission and (2) establish at what course the student will re-enter the program, or if they need to repeat a course already passed.

In advance of the Skills Competency Check off review, students will receive information in writing from the program director outlining the expectations of the evaluation. Included in this communication will be: (1) a date/time for the student to complete competency assessment. (2) a detailed description of what to expect during the Skills Competency Check-off and Safety Standard review including required skills and scoring rubric. The student will be asked to demonstrate each competency of the skills or clinical class(s) for which they last passed. This assessment will be completed with a member of the program faculty. Also present may be the program Associate Dean or designee.

**Safety Standard Review:** Completed along with the Competency Check-off, individuals seeking readmission due to a clinical safety concern must also complete a 1-hour Safety Standards review with program faculty.

The outcome of this evaluation will be submitted to the Readmission Committee for consideration. If the student is unable to achieve a *pass* on the competencies for the clinical or skills course last passed, the student may be required to repeat coursework previously passed (financial aid implications would apply). This decision of the skills competency assessment is final.

**Readmission: Students permitted to re-enter a health program based upon Readmission Policy and Procedure will be required to complete each of the following:**

1. **Advising:** Students permitted to re-enter a health program based upon Readmission should then work with their academic advisor to register for the appropriate course(s) identified.
2. **Student Success Center:** Recognizing that a student returning under this readmission process may only be enrolled in a limited number of course(s), it is important for student to remain proficient in their overall understanding of all course material previously covered. Therefore, it is required that all students entering under the Readmission Procedure spend dedicated time in the Student Success Center throughout the semester

they return in to help them achieve success once they return to a full semester of coursework. Program Faculty will identify specific review materials to complete throughout the semester. As an example: a student may be required to complete a 2-hour “boot camp” tailored to the student need week in the Student Success Center.

**Note:**

*The Health Sciences Readmission Review Committee meets in November, January and June. Contact your advisor for specific dates and times. The decision made by the Readmission Review Committee is final. Completion of these steps does not guarantee readmission; rather, this procedure is intended to provide an avenue for consideration to re-enter the program. If Readmission is granted, course placement will be determined based upon available openings; currently enrolled program students will have placement priority.*

## 6.5 Clinical Course Policies and Procedures

### a. Clinical /Field Placement Assignments

Each MPTC Health program schedules clinical/field placement assignments in accordance with the approved number of course credits. The total number of required off-site hours are assigned following the college calendar, including non-student contact days (NSCD). NSCD is defined as a day where there is no student contact with faculty and staff. Students are not to attend clinical or theory (lecture) during Spring Break, Winter Break, and designated non-student contact days. With the exception of NSCD, it is important for all students to understand that in order for MPTC to ensure an appropriate and quality clinical/field placement experience is available for enrolled students, there may be times when a program(s) may schedule clinical/field placement hours to occur in the evenings or on weekends.

Each program has a process for clinical assignments. The process will be noted in each program’s information found in Section Eight of this handbook.

NOTE: Students are prohibited from direct communication with clinical/field placement facilities to inquire regarding clinical/field placement processes, decisions, or placement denials. Non-compliance may lead to disciplinary action, up to and including dismissal from a health care program.

### b. Dress Code

Students must comply with the dress code for the classroom, lab and clinical/field placement sites. The standards for each program will be noted in Section Eight of this handbook.

### c. Transportation to Clinical / Field Placement

Students are solely responsible for their transportation to and from any clinical/field placement site or agency. Students must arrive on time and leave according to their assigned schedules. Because of the need to ensure that students have clinical/field placement experiences in a number of different environments, there is no guarantee that required clinical sites will be within reach of public transportation or close proximity to a student’s home. Students should be prepared to attend clinical sites within a 60-mile radius in some instances. In some programs, up to 100-mile radius may occur in order to provide students the opportunity for a specialized clinical experience.

**d. Protected Health Information (PHI)**

The PHI Privacy Rule defines how healthcare providers, staff in healthcare settings, and students in clinical training programs can access, use, disclose, and maintain confidential patient information called **Protected Health Information (PHI)**. PHI includes written, spoken, and electronic information. PHI encompasses any information that identifies a patient; demographically, financially, and/or medically; that is created by a healthcare provider or health plan and that relates to the past, present or future condition; treatment; or payment of the individual. The Privacy Rule very broadly defines “identifiers” to include not only patient name, address, and social security number, but also, for example, fax numbers, e-mail addresses, vehicle identifiers, URLs, photographs, and voices or images on tapes or electronic media. When in doubt, each student should assume that any individual’s health information is protected under HIPAA. This topic will be covered in greater detail within the applicable program course of studies.

- a. PHI must not be transferred to or from, or stored within, any form of personal technology nor should it be shared in any form of social media.
- b. Students are not to access personal health records or records of anyone for whom they are not directly involved in care (including self)
- c. Students who witness a breach of this policy have a duty to report the breach to nursing faculty immediately upon discovery.
- d. Failure to maintain confidentiality may result in liability to the healthcare facility as well as clients, and providers, and legal action may be taken.
- e. Failure of students to follow policies governing access to, and use and disclosure of PHI will result in being denied access to MPTC facilities and clinical/field placement sites. Failure of students to follow policies governing access to, and use and disclosure of PHI might also result in civil and criminal penalties under federal law.

**e. HIPAA**

The [Health Insurance Portability and Accountability Act \(HIPAA\)](#) of 1996 requires health care personnel to protect patients’ health information. Students enrolled in a MPTC health program are required to learn about the health information privacy requirements (“Privacy Rule”) of the federal law, HIPAA. Program faculty will review the requirements of HIPAA with students in advance of off-site clinical. Health care personnel must agree to maintain strict confidentiality of any information and agree not to disclose this information to third parties, unless, (1) authorized in writing by the health care facility, and as appropriate, the patient, practitioner, or provider involved; (2) as required by law. The student can be subject to legal action including, but not limited to, lawsuits for invasion of privacy.

**f. Confidentiality**

Students are required to sign a confidentiality agreement signifying that HIPAA regulations are understood and will be adhered to prior to participation in all clinical placement rotations.

Noncompliance with MPTC and clinical agency policies may result in disciplinary action, which may include dismissal from the program.



## SECTION SEVEN: PROFESSIONAL EXPECTATIONS

Healthcare students are expected to conduct themselves in a manner consistent with the standards governing their chosen profession. While professionalism looks different in each profession, MPTC identifies the Civility Standard, Medication Administration Safety Standards, Standards of Safe Care, and the Technology Usage Standards as standards outlining what professionalism looks like both as a current student, and in the development as a new health and/or human services profession. It is the expectation of MPTC that students act in accordance with these standards as Care described below:

### 7.1 Civility Standard

Civility is a critical principle of professionalism in healthcare. Civility is behavior that: 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication and team collaboration. All students are expected to conduct themselves, both on and off campus, in a civil manner and to comply with requirements of standards of professionalism. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the program Lead Faculty (i.e., Department/Program Chair). If the problem warrants immediate action, the Lead Faculty may recommend to the Dean/designee that the student be dismissed from the health or human services program. For additional information, please refer to [MPTC Policy AP 724 Student Code of Conduct](#).

### 7.2 Medication Administration Safety Standards

As applicable, see individual program section of handbook (Section Eight).

### 7.3 Standards of Safe Care

In addition to professional standards of behavior, all Health and Human Service (HHS) programs are expected to comply with standards of safe patient care. Safety is of utmost importance in all HHS programs and any breach of the below standards may result in disciplinary action.

#### **At all times when a student shall:**

- Delineate, establish, and maintain professional boundaries with each patient.
- Have a legal and valid prescription issued for controlled substances or other medications self-administered.
- Immediately and accurately report to the instructor and/or preceptor any errors or deviations in patient care.
- Promote a safe environment.
- Professionally report and document patient care.
- Treat each patient with courtesy, respect, and with full recognition of human dignity, self-worth, and individuality.
- Practice within the appropriate scope of practice.
- Use standard precautions established by federal, state, and local government or established by any clinical site to which the student is assigned.

#### **A student shall not:**

- Use controlled substances or other medications self-administered by a student. Student must have a legal and valid prescription issued to the student.

- Assault, cause harm to a patient, or deprive a patient of the means to summon assistance.
- Submit any false or misleading information to the program faculty, clinical agencies, preceptors, or to any licensing board or commission.
- Obtain or attempt to obtain money, or anything of value, through providing patient care.
- Misrepresent credentials or student status or impersonate a licensed or otherwise credentialed person.
- Engage in behavior that causes, may cause, or interpreted as physical, verbal, mental or emotional abuse to a patient.
- Engage in sexual conduct with a patient.
- Engage in any verbal or nonverbal behavior interpreted as seductive, or sexually demeaning to a patient.
- Engage in behavior interpreted as behavior to seek or obtain personal gain at the patient's expense.
- Engage in behavior interpreted as inappropriate involvement in the patient and provider relationship.

#### 7.4 Technology Usage Standard

Moraine Park Technical College provides access to computer systems and networks it owns or operates to Moraine Park Technical College students in order to promote legitimate educational and administrative efforts in keeping with the College's role as an educational institution. Such access has broad impact and imposes [certain responsibilities and obligations](#). Students have the responsibility to use these resources in an efficient, ethical and responsible manner, consistent with the law, college policy and the mission of the College.

Individual academic programs may offer further clarify on the usage of any/all of the following technology uses or mobile devices:

- a. Mobile devices, including mobile device regulations and care of the mobile device
- b. Digital content, including digital content copyright
- c. Email and electronic communications
- d. Social media
- e. Code of ethics in social media

Further details regarding program specific information may be found in Section Eight of this handbook or in a given course syllabus.

#### 7.5 Professional Integrity

As noted throughout Section Seven of this handbook, there is an expectation of appropriate behavior when enrolled in a health or human services program. These expectations include behaviors required of students in general and for those enrolled in a health or human services program of study. In addition to this handbook, MPTC publications, including but not limited to college policies, describe academic integrity, its violations, and consequences. A [Student Conduct Code](#) for the campus community, as well as other college policies, is available for review by both students and visitors to the college website.

## 7.6 Program Progression

Students may not be allowed to progress in their program of study for any of the following reasons:

- a. Unsatisfactory academic performance
- b. Violation of professional practice. Ethics, and/or safety standards in the college or cooperating agencies
- c. Failure to abide by the policies of the school, the program or cooperating agencies as otherwise stated in this handbook.

Should a student's status in an academic program require an [Administrative Withdrawal](#) to occur, college policy and procedure will apply.

For more detailed information regarding program progression for a particular health program, please refer to Section Eight of this handbook.

## SECTION EIGHT AND NINE: PROGRAM INFORMATION

### 8.1 Program Description

The Moraine Park Technical College's (MPTC) Medical Laboratory Technician (MLT) Program graduated its first class in 2005. The program of study is a two-year classroom, lab and clinical education program of core Medical Laboratory Technician classes which prepares individuals for eligibility to take a national certification exam, most commonly the ASCP Board of Certification Exam. The statewide Medical Laboratory Technician Program curriculum is similar at all technical colleges in Wisconsin.

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### 8.2 Mission Statement

The mission of the Medical Laboratory Technician Program at Moraine Park Technical College is to provide the medical community with entry-level Medical Laboratory Technicians competent to perform clinical laboratory analysis. Consistent with the institutional vision and mission statement, the program is committed to the development of the student's educational and professional growth. The program integrates both general and technical education to ensure that graduates can meet the multiple demands of rapidly changing technology in the medical field.

### 8.3 Goals

- Enroll qualified students who possess motivation and potential for success.
- Provide students with a balance of instruction in MLT courses as well as general education courses.
- Provide students with knowledge and skills to competently and safely perform clinical laboratory procedures.
- Facilitate development of applied skills using all domains of learning to prepare students for a profession in the clinical laboratory.
- Provide a clinical experience that complement didactic instruction and develop clinical skills required for professional practice.
- Provide an environment that encourages personal and professional growth.
- Provide the health care community with entry-level Medical Laboratory Technicians skilled in clinical laboratory procedures.

### 8.4 Student Learning Outcomes/Program Outcomes

#### **Professional Competency**

After completing coursework and clinical departmental rotations, the student will be able to:

- Perform general/routine laboratory testing procedures.
- Identify abnormal results and understand the clinical relevance of them.
- Interpret quality control data and apply rules that govern quality control data.
- Qualify as eligible to take the ASCP MLT/MLT certification exam.
- Seek employment in the clinical laboratory profession.

#### **Competency Requirements**

Students must demonstrate competency in all departments of the clinical laboratory:

- Hematology/Coagulation
- General Chemistry/Special Chemistry
- Blood Bank/Transfusion Medicine
- Immunology/serology
- Urinalysis
- Microbiology
- Laboratory Information System/computer system
- Specimen Collection/Phlebotomy

#### **Clinical Laboratory Technicians will be competent in the following Program Outcomes:**

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

## 8.5 Technical Standards/Functional Abilities

Students review and sign a document stating that they meet or exceed functional abilities prior to core courses. If an accommodation plan is needed, this may be developed prior to core courses by working with an MPTC Accommodation Specialist who is located at each campus.

Students must be able to operate laboratory equipment and computers. Students must have sufficient motor function and physical strength to operate equipment and perform clinical procedures. Sensory Skills must have the ability to communicate effectively with patients, patient representatives, and other healthcare providers. Safety Skills: Students must apply knowledge, skills and experience to provide a safe work environment.

Area	Standard	Examples
<b>Motor Skills</b>	<p><b>Student will have sufficient:</b></p> <ul style="list-style-type: none"> <li>• Endurance, strength, mobility, balance, flexibility and coordination to perform client care activities and emergency procedures</li> <li>• Gross and fine motor skills to perform clinical skills in a safe and effective manner</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to move throughout the clinical space, confined spaces</li> <li>• Sufficient motor function and physical strength to operate equipment and perform clinical procedures</li> <li>• Ability to move quickly</li> <li>• Sustain repetitive motion</li> <li>• Manual dexterity to squeeze, grasp, twist, pinch, and manipulate small objects</li> <li>• Operate laboratory equipment and computers</li> <li>• Ability to don and doff personal protective equipment</li> <li>• Transport collection trays</li> <li>• Ability to move light or heavy equipment or supplies</li> </ul>
<b>Sensory Skills</b>	<p><b>Student will have sufficient function to:</b></p> <ul style="list-style-type: none"> <li>• Utilize auditory, visual, and tactile skills</li> </ul>	<ul style="list-style-type: none"> <li>• Operate and interpret microscope analysis</li> <li>• Ability to detect and identify different color</li> <li>• Ability to identify labels and requisitions, patient ID bands</li> <li>• Interpret and measure specimen and reagent volumes</li> <li>• Interpret and record information into patient charts or computer record</li> <li>• Detect alarms</li> <li>• Communicate effectively with patients, patient representatives, and other healthcare providers.</li> <li>• Detect depth of veins and arteries</li> <li>• Detect vibrations through skin</li> <li>• Identify changes in skin color, temperature and swelling</li> <li>• Detect abnormal odors</li> <li>• Detect environmental hazards</li> <li>• Assess functionality of equipment</li> </ul>

<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Student must have the ability to effectively communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret, identify, and chart data as needed</li> <li>• Ability to understand charts, graphs, and worksheets</li> <li>• Interpret and convey information</li> <li>• Interpret and document information</li> <li>• Collaborate within patient care team</li> <li>• Ability to convey information in a clear, professional and timely manner</li> <li>• Awareness of non-verbal communication</li> </ul>
<b>Safety Skills</b>	<ul style="list-style-type: none"> <li>• Students must be able to apply knowledge, skills and experience to provide a safe work environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Safely operate in an environment with potentially infectious materials</li> <li>• Adhere to campus and clinical site safety guidelines and regulations</li> <li>• Recognize potentially hazardous conditions and take appropriate actions</li> <li>• Maintain immunizations and health care requirements</li> <li>• Adhere to clinical site policy for utilization of personal protective equipment (gloves, mask, eyewear, gown)</li> <li>• Operate equipment, adhering to safety standards</li> <li>• Identify and resolve unsafe situations</li> <li>• Follow emergency procedures</li> </ul>
<b>Professional Behavior</b>	<p><b>Student should demonstrate appropriate behavior to:</b></p> <ul style="list-style-type: none"> <li>• Establish professional relationships</li> <li>• Display cross-cultural competency, integrity, moral reasoning, ethical behaviors and concern for others</li> <li>• Respect Cultural Diversity</li> <li>• Work cooperatively with all professional teams</li> <li>• Adapt to changing environments</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate calm and effective behavior and responses, especially during emergency situations</li> <li>• Comply with legal and ethical standards of the medical profession, and policies of the medical laboratory environment</li> <li>• Exhibit positive interpersonal skills in all interactions</li> <li>• Maintain confidentiality</li> <li>• Demonstrate appropriate impulse control and professional level of maturity</li> <li>• Recognize appropriate boundaries in relationships with patients and colleagues</li> <li>• Demonstrate good team building skills</li> <li>• Demonstrate ability to cope with stressful situations</li> <li>• Adhere to attendance, dress code and personal hygiene protocol</li> <li>• Display integrity, honesty, respect, reliability and accountability</li> </ul>

	inherent in clinical practice	<ul style="list-style-type: none"> <li>• Listen and respond to others in an accepting and respectful manner</li> <li>• Listen and respond to others in a nonjudgmental, respectful manner</li> <li>• Concentrate/Adapt to perform clinical tasks</li> </ul>
<b>Critical thinking Skills</b>	<p><b>Student must have sufficient critical thinking and problem-solving skills to:</b></p> <ul style="list-style-type: none"> <li>• Effectively calculate, reason, analyze and synthesize information</li> <li>• Efficiently problem solve and make decisions</li> <li>• Apply knowledge, skills and experience to determine best practice</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritize care of patient</li> <li>• Identify and resolve unsafe situations</li> <li>• Implement and adapt all technical and blood drawing procedures</li> <li>• Respond to emergency procedures as needed</li> <li>• Ability to problem-solve complex situations</li> <li>• Apply concepts of medical laboratory care to clinical situations</li> <li>• Recognize the need to consult with healthcare professionals</li> <li>• Anticipate needs for procedures, provider and patient, and respond appropriately</li> </ul>

## 8.6 Code of Ethics

### Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

### I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical

Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

## **II. Duty to Colleagues and the Profession**

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

## **III. Duty to Society**

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

### **Pledge to the Profession**

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.



- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice.
- Changing conditions where necessary to advance the best interests of patients.

## 8.7 Accreditation Statement

### National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

The Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

NAACLS is recognized by the Council for Higher Education Accreditation and is committed to quality in education and educational review.

Accreditation Address  
 National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).  
 5600 N. River Road, Suite 720  
 Rosemont, IL 60018  
 773-714-8880  
[www.naacls.org](http://www.naacls.org)

## 8.8 Program Policies and Procedures

### Clinical Site Instructor Qualifications

Personnel supervising students should have the appropriate qualifications listed below:

- Shall be credentialed in good standing by respective credentialing agencies (ASCP) OR possess suitable equivalent.
- Shall meet the criteria for the position as established by the sponsoring institution and/or accrediting agencies.
- Shall demonstrate competence in instructional and evaluation procedures and techniques.
- Shall have a minimum of 2 years full-time professional experience, or work under a designee of the laboratory supervisory staff who has 2 years full time professional experience.

### Supervision of Medical Laboratory Students

Students must have adequate supervision during all clinical assignments.

**Students must perform all clinical laboratory procedures under the direct supervision of qualified personnel.**

The following conditions constitute direct supervision:

- A qualified medical technologist or medical laboratory technician is present during the student's performance of assay procedures.
- A qualified medical technologist or medical laboratory technician of the clinical affiliate must review and approve the clinical procedures and results that the student has produced. Approval must be obtained before the releasing of patient's results to the medical record or professional staff.

Students shall not take the responsibility or work in place of qualified staff. However, after demonstrating competency, students may be permitted to perform procedures under direct/limited supervision of a qualified medical technologist who is immediately available to assist students. Immediately available is interpreted as the presence of a qualified medical technologist adjacent to the department or location where a clinical laboratory procedure is being performed.

**Service Work**

Students cannot perform service work during their clinical experience; however, students may choose to perform service work after their clinical hours if there is an acceptable agreement between the parties.

**MPTC Medical Laboratory Technician Program Director Responsibilities**

Orientate clinical site student coordinators to the MLT program's academic and clinical education mission, objectives and goals.

- Ensure student orientation to department policy and procedures as well as safety procedures within the first clinical training week.
- Provide regular feedback to the student.
- Demonstrate knowledge of program goals, clinical objectives, and clinical evaluations.
- Perform clinical progress and competency evaluations for students.
- Recognize and document student's outstanding performance, incident reports and/or counseling forms as required.
- Exhibits a positive professional attitude and communication skills toward students and the teaching process.
- Participates in continuing education to improve and maintain competence in evaluation and professional skills.

- Communicates with program officials regarding student progress, strengths, and weaknesses.
- Perform problem resolution, if needed.
- Maintains confidentiality in accordance with program policy.
- Will assign students to the clinical site.
- Responsible for reviewing and recording student records which include:
  - Assessment forms from the clinical
  - Student health records securely kept by MPTC
  - Criminal Background Checks/Care Giver Checks securely kept by MPTC
  - Facilitates proper student rotations in the clinical setting to achieve MPTC
  - Program goals and objectives
- Serves as a liaison between MPTC and clinical training site as necessary.
- Implements and promotes diligent compliance with policies and procedures as outlined in this handbook.

### **Transportation to Clinical Placement Assignment**

Students are solely responsible for their transportation to and from any clinical placement site or agency. Students must arrive on time and leave according to their assigned schedule. There may be extra expenses associated with clinical placements, such as travel, etc.

### **Expenses**

The expenses for which the student is responsible include but are not limited to:

- Room and board
- Meals
- Uniforms
- Learning materials

### **Clinical Training Complaint Resolution**

In the event of a clinical site having a complaint against a student due to non-compliance of policies in this handbook, the clinical site's policies, or misconduct or inability to demonstrate appropriate skills at the clinical site, a complaint must be made in writing to the MLT Program Director. The MLT Program Director will immediately contact the clinical instructor or coordinator at the training site and a determination will be made of the appropriateness of the complaint and consequent action(s).

The MLT Program Director will contact the student for information pertaining to the incident and explain the clinical site's perspective. At this point, the MLT Program Director will contact MPTC program officials as necessary to develop an appropriate plan of action and the student will be placed on probation.

The program director will respond to the written complaint within 10 business days from the time the complaint was received with the written plan of action.

Possible resolutions could include but are not limited to:

- Student training/remediation
- Probation
- Reassignment
- Dismissal from the program.

### **Program Progression**

Students may not be allowed to progress in the program for any of the following reasons:

- Unsatisfactory academic performance
- Violation of laboratory ethics and/or safety standards
- Unethical behavior in the college or cooperating agencies
- Failure to abide by the policies of the school, the MLT Program or the Clinical Facility.

## **9.0 Courses**

### **Grading: Academic Requirements**

Many associate degree programs require a minimum grade in order to count towards graduation requirements. The course syllabus details the academic rules specific to each course. For additional information regarding college-wide academic requirements, please visit [Academic Standards](#).

## **9.1 Clinicals**

### **Assignment Process**

Students enrolled in the MLT program at MPTC must successfully complete all competencies in required coursework prior to scheduled clinical rotation except for Advance Topics in Microbiology, Molecular Diagnostics and Clinical Seminar which are taught concurrently during their clinical rotations.

To ensure an appropriate and quality clinical placement and experience, clinical placement hours may include evenings, weekends, and/or holidays. The clinical experience may continue through the scheduled Spring Break at MPTC-Fond du Lac at the clinical site's option.

Healthcare practices and changes are ongoing in the healthcare industry that might affect the availability of clinical placement sites. This availability could delay clinical placement and could extend the length of the student's program.

The need for additional personal background documentation (criminal and/or health related) prior and during clinical placement might also delay and/or prevent clinical placement. **Clinical placement will not occur if the student fails to meet these requirements.**

The clinical placement assignment schedule cannot accommodate students' work schedules, childcare plans, travel arrangements, or other personal matters. Because there are multiple factors involved in preparing clinical placement schedules, changes in enrollment in clinical courses are not allowed. The program director will make the arrangements.

***Students are prohibited from direct communication with clinical agencies to inquire regarding clinical/field placement processes, decisions or placement denials. Noncompliance could lead to disciplinary action, up to and including dismissal from the program.***

Clinical site placement is based upon clinical site availability within a reasonable travel distance of the student's home address (90 minutes) and other individual needs. Students who refuse a clinical site assignment without just cause will be terminated from the program. In the event that there are more students than clinical sites, placement will be based on the following criteria:

1. Completion of the program according to the "term" schedule. Students completing the course work in consecutive terms will be given priority.
2. Grade point average of core course work (513-XXX)
3. Grade point average of general education courses.

Students unable to be placed as scheduled will be placed when sites are available.

**Clinical Affiliates Associated with MPTC Clinical Experience:**

- Ascension Healthcare
- Aurora Healthcare – ACL
- Froedtert Health System
- Marshfield Medical Center Beaver Dam
- ProHealth Care Laboratories
- SSM Agnesian Healthcare – SSM Laboratories

## **Clinical Rotation**

The clinical rotation will extend over 512 hours. Students will rotate through each general area of the laboratory including but not limited to:

- Hematology
- Chemistry
- Microbiology
- Immunology
- Immunohematology
- Phlebotomy
- Coagulation
- Urinalysis

Assessments will be done by the clinical site supervisor or designee for each general area of the laboratory and include assessments that address professional conduct, safety and infection control practices, equipment/instrumentation use and departmental procedures. Each assessment will be reviewed by MPTC's MLT Program Director to determine the final grade for the clinical experience.

The MLT Program Director will visit the clinic site on a regular basis to address any concerns or questions that the site staff or students may have. Assessments that have been completed by the site will be reviewed by the program director to ensure that the student has mastered the competency or to develop an action plan to promote student success.

## **Clinical Experience Objectives**

Orientation to Clinical Site - after receiving their letter assigning them to a clinical site, the student will be directed to contact the site and complete a general orientation and a facility specific orientation. This orientation will cover safety, confidentiality, Health Insurance and Portability and Accountability Act, facility access information and rotation schedules.

## **Clinical Site Responsibilities**

### **Safety Orientation**

Each clinical training site should orientate the student to department policies and procedures to ensure that proper protocol is followed prior to or during the first day of the clinical rotation. This orientation should include:

- Fire Safety
- Location of safety equipment
- Instruction in safety procedures
- Personal Protective Equipment
- HIPAA
- BBP
- Site specific policies that pertain to students (ex. Dress code)

**Training**

Each clinical site should work with the student to demonstrate how routine laboratory work is performed. This includes specimen collection, processing, testing, policy and procedures, and reporting test results.

**Equipment/Instrumentation**

Each clinical site should introduce the student to the equipment and instruments used to perform laboratory testing. This should include basic maintenance, troubleshooting, calibration, control, and proper documentation practices.

**Student Assessment**

Clinical supervisors overseeing the work of the student will complete the assessments included in MPTC's Clinical Experience Modules. These assessments are used to calculate their final grade for their clinical experience and must be completed in a timely manner and reflect the abilities of the student. These assessments must be mailed to the MLT Program Director in the prepaid envelopes provided to the site.

**Communication**

The site supervisor and MPTC's MLT Program Director are the contact people for their respective organizations. Communication between them may occur through email, telephone, or face to face visits. Communication will occur on a regular basis and in a timely fashion. Emails and/or notes may be kept as a record of communication between the facilities.

**Clinical Site Probation**

If a student is not performing satisfactorily during clinical training or is not abiding by the standards set forth in this handbook, this is to be reflected in the corresponding Clinical Assessment Scoring Guide for that area/department and/or the Clinical Site Probation Form. If the problem has occurred at the clinical facility, a written document describing the deficiencies in detail will be completed and the MLT Program Director will be contacted.

The Program Director will meet with the clinical coordinator/mentor, record the deficiencies, and discuss possible solutions.

The clinical site director may contact MPTC personnel if needed and will complete the Clinical Site Probation Form with a plan of action. The clinical site personnel and MPTC personnel must be in agreement of the plan. The action plan will be shared with the student and the student must agree to the action plan by signing the document and will be placed on probation. If the student does not abide by the requirements of the action plan, or there are subsequent problems at the clinical site, the student will be dismissed from the program. The Clinical Site Probation Form can be found at the end of this handbook.

The action plan may include counseling the student via telephone, visiting the clinical site to counsel the student, additional student training, or other appropriate actions. This action plan will clearly state the expected outcomes that the student must demonstrate to remain in the program.

The Program Director will remain in close contact with the student and the site supervisor during the probation period. At the end of the agreed probationary period, the student must

have made satisfactory improvement in the areas outlined by the probation notice. If this has not occurred, termination from the program will be immediate.

### **Dismissal from the Clinical Site**

If MPTC program officials are asked to remove a student or if the student is dismissed from a clinical site due to a life-threatening action or deficiencies, or the MLT Program Director decides to remove the student based upon serious deficiencies that may or has resulted in patient harm, the student may be dismissed from the MLT program per the requirements of the [Administrative Withdrawal](#) to occur and college policy and procedure will apply.

If the clinical site asks a student to leave, the student will leave the site immediately and contact the MLT Program Director. **The student may not return to the site or contact the site without permission of MPTC Medical Laboratory Technician Program officials.**

### **Clinical Training Grading Process**

The clinical experience is divided into three sections:

- Clinical Experience 1: 513-151
- Clinical Experience 2: 513-152
- Clinical Experience Seminar: 513-153

Clinical Experience 1 and Clinical Experience 2 are taken simultaneously at a clinical site off campus and reflect the major departments of the clinical laboratory setting. Clinical Experience Seminar will meet on campus and serve as the preparation course for the national certification exam. Your grade will be calculated as follows:

### **Clinical Experience 1: 513-151**

- Using the scoring guides for the Performance Assessment Tasks in the areas listed below, you must earn at least 70% of the points possible on each assessment for the following departments.
- Blood and other Specimen Collection
- Coagulation
- Urinalysis
- Hematology/Body Fluid Analysis
- The scores for each department rotation within Clinical experience 1 will be averaged to calculate the final grade for 513-151.



### **Clinical Experience 2: 513-152**

- Using the scoring guides for the Performance Assessment Tasks in the areas listed below, you must earn at least 70% of the points possible on each assessment for the following departments.
- Immunology
- Immunochemistry
- Chemistry
- Microbiology
- The scores for each department rotation within Clinical experience 2 will be averaged to calculate the final grade for 513-152.

### **Clinical Experience Seminar: 513-153**

Using the scoring guides for the performance assessment tasks assigned in this course, you must earn at least 70% of the points possible.

### **Unsuccessful Department Rotation During the Clinical Experience**

If a student is unsuccessful in one rotation, the student will be placed on probation and an action plan will be developed. The MLT Program Director will determine if the entire course or just the rotation must be repeated. If the clinical rotation or clinical course must be completed at another facility, it is subject to availability.

If the student issues are not successfully resolved with the action plan and completion of the rotation is not successful, the student will receive a failing grade for the course. The clinical course will have to be repeated and scheduled at another site, which is subject to availability. If this is the second course that that a student has been unsuccessful in, the Health Science Readmission Process Policy will apply.

If a second rotation is unsuccessful within the either clinical course (513-151 or 513-152), the student will receive a failing grade for both courses. At this point, the Health Science Readmission Process Policy will apply.

## **9.2 Laboratory and Simulation Center Safety (students as patients)**

Students are required to adhere to all safety regulations and procedures. Failure to do so is grounds for dismissal from MPTC MLT program.