

Medical Laboratory Technician Program Student Handbook

Clinical Experience

(513-151/513-152/513-153)

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Introduction

Overview

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.

Accreditation

The Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS: 5600 N. River Road, Suite 720, Rosemont, IL 60018; Phone: 773-714-8880). NAACLS is recognized by the Council for Higher Education Accreditation, and, as such, is committed to quality in education and educational review.

General Information

The Associate of Applied Science Degree Medical Laboratory Technician Program at Moraine Park Technical College reserves the right to initiate changes in the program as deemed necessary to maintain quality medical laboratory technician education. Policy changes or exceptions are made only after Medical Laboratory Technician Program review.

Program and course information will be communicated to students via *myMPTC* and Moraine Park Technical College student e-mail. IT IS IMPORTANT TO ACCESS YOUR MPTC student E-MAIL and *myMPTC* FREQUENTLY. In addition, some communication regarding your current status as a student is through the U. S. mail so we must have your current address. It is the student's responsibility to notify Student Services regarding any change of address.

Purpose of Handbook

This handbook explains the responsibilities of MPTC, MLT Program Director, Clinical Affiliates, and the student, as well as describing the format for evaluation of student progress and competency in the clinical setting. Students, clinical instructors, and school program officials are made aware of the student's clinical progress through recorded performance assessments completed at the clinical site and campus-based coursework. Students are also accountable for policies included in the MPTC Student Handbook and the MPTC Catalog. MPTC policies regarding Grievance Process, Title IX, Affirmative Action and Equal Opportunity, are written in the MPTC Student Handbook for student reference and information.

The rules and regulations stated in this manual represent a contractual agreement between Moraine Park Technical College (MPTC) and the Medical Laboratory Technician (MLT) student. Failure to comply with the rules and regulations in this handbook will affect student evaluations and can result in dismissal from the MLT Program. Students are required to keep this handbook, their Board of Certification Review Book, along with their clinical experience assessment forms with them while they are at their clinical site. Any policies that are specific to the clinical site will be reviewed with the student prior to their clinical rotation (example – dress code).

Feedback from the student and their clinical site is solicited and is essential in making this program successful. This information is used to assess the clinical experience and the clinical evaluation assessment forms evaluate the student's performance at the clinical site.

Our goal is to create highly competent and professional clinical laboratory technicians that will enjoy a successful career in laboratory medicine.

Moraine Park Technical College Mission and Vision

Mission Statement

Growing minds, businesses and communities through innovative learning experiences.

Vision Statement

Your home for lifelong learning to achieve lifelong dreams.

Medical Laboratory Technician Program 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.

American Society for Clinical Laboratory Science Professional 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.

Medical Laboratory Technician Faculty and Staff

Title	Name	Location	Phone	Email
Associate Dean of Health	Ben McKenzie	West Bend	262-306-5313	bmckenzie@morainepark.edu
Program Director/Instructor	Linda Bau	Fond du Lac	920-924-3314	lbau@morainepark.edu
Instructor	Dwane Klostermann	Fond du Lac	920-924-3292	dklostermann@morainepark.edu
Administrative Assistant	Mary Nyhouse	West Bend	262-306-5314	mnyhouse@morainepark.edu

Medical Laboratory Technician Program 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.

Medical Laboratory Technician Program Outcomes

- Practice laboratory safety and regulatory compliance.
- Collect and process biological 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.

Medical Laboratory Technician Curriculum

2021-2022 Curriculum

Course Number	Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
513-110	Basic Lab Skills	1
513-111	Phlebotomy	2
513-113	Quality Assurance and Laboratory Math	1
513-115	Basic Immunology Concepts	2
801-136	English Composition 1	3
806-186	Introduction to Biochemistry	4
890-101	**College 101	2
Total		16
Term 2		
513-109	Blood Bank	4
513-114	Urinalysis	2
513-120	Basic Hematology	3
513-121	Coagulation	1
801-196	Oral and Interpersonal Communication	3
806-197	Microbiology	4
Total		17
Term 3		
513-130	Advanced Hematology	2
513-116	Clinical Chemistry Formerly Clin chem 1 AND 2	4
513-133	Clinical Microbiology	4
809-166	Introduction to Ethics: Theory and Application	3
Total		13
Term 4		
513-140	Advanced Microbiology	2
513-151	Clinical Experience 1	3
513-152	Clinical Experience 2	4
513-153	Clinical Experience Seminar	3
513-170	Introduction to Molecular Diagnostics	2
809-198	Introduction to Psychology	3
Total		17
Total Program Credits and Institutional Requirements		67

**Institutional Requirements

In addition to the core curriculum, students are responsible for fulfilling institutional requirements, including:

- College 101- 890-101 (take first semester)
- Computer Literacy - 103-159 (take first semester) Advanced standing/proficiency exam available

Students are accountable for the program curriculum that is in place when they start the core courses. Copies of the curriculum and course descriptions are available at www.morainepark.edu and in the [College Catalog](#).

Course Syllabus Expectations

Students will receive a course syllabus at the beginning of each MLT course. The syllabus informs the student of the guidelines relevant to each particular course. The syllabus includes information regarding the objectives of the course, attendance, conduct, methods of testing, and methods of grading to satisfy the objectives of the course. The instructor reviews the syllabus which is located in the online Learning Management System (LMS), Canvas.

The student is responsible for the information within the syllabus in the LMS, Canvas.

No person is permitted in the classroom that is not enrolled or registered in the course. This includes but not limited to: children of any age, spouse, relatives, or friends of the registrant in the course.

Moraine Park Technical College Core Abilities and Indicators

MPTC has identified seven essential skills that are key to an individual's employment success. Students develop these core abilities and are responsible for their application. The MPTC core abilities and indicators include:

Communicate Clearly

- You plan and organize communications according to the purpose and audience
- You summarize in a brief and concise manner
- You provide support materials (i.e., facts, reasons, examples, details, statistics, anecdotes and quotes) to aid in understanding your ideas and information
- You participate in discussions and group work modeling active listening and feedback skills
- You demonstrate mastery of grammar, spelling, punctuation, capitalization, word usage and sentence structure
- You model professionalism and etiquette in all communications (letters, e-mail, voice mail, texting, etc.)

Act Responsibly

- You follow directions
- You follow safety procedures
- You meet standards for participation
- You meet deadlines
- You present a professional image in your work and your appearance
- You are accountable for your actions

Work Productively

- You stay on task
- You work independently, as needed, to complete work
- You ask for assistance when needed
- You set and attain goals
- You manage time effectively
- You prioritize work to meet deadlines
- You strive for continuous improvement in your work
- You use resources efficiently

Think Critically and Creatively

- You use active problem-solving techniques (Plan, Do, Check, Act)
- You are creative in exploring possible solutions
- You consider the human, interpersonal and factual dimensions of a problem
- You distinguish between fact and opinion
- You apply global perspective to decisions and actions

Adapt to Change

- You modify thoughts and actions as situations change
- You anticipate changes coming to, or affecting, the situation
- You approach change calmly and rationally
- You use positive behaviors to foster continual growth

Demonstrate Integrity

- You demonstrate pride in your work by striving for the highest possible quality
- You accept and provide feedback to further individual and group growth
- You credit others for their contributions and share credit for tasks requiring a team effort
- You demonstrate trustworthiness by being honest, dependable, confidential and reliable

Work Cooperatively

- You complete assigned tasks for team work

- You demonstrate collaborative strategies
- You exchange information, ideas, opinions and solutions in a team/group setting
- You respect others
- You encourage and offer assistance to team members

Functional Ability

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.

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). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Moraine Park Technical College has policy and procedure for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy related conditions, and new parents.

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. Students must contact the Director of Student Development/Title IX Coordinator to ensure Title IX protection plan is correctly administered.

Students admitted to Health Science Programs are potentially at greater risk for exposure to certain materials or incidents that may result in injury. Some of these exposures could potentially affect pregnant women or their unborn child. Possible exposures may include: needle stick exposure, chemical exposure, infectious agents and other illness.

MPTC does not control decisions of affiliate clinical agency partners of clinical placements.

Accommodation Specialists - Disability Resources

Accommodation Specialist, Beaver Dam campus 920-887-4495 or 1-800-472-4554

Accommodation Specialist, Fond du Lac campus 920-924-3196 or 1-800-472-4554

Accommodation Specialist, West Bend campus 262-335-5741 or 1-800-472-4554

TTY/VP: Use Relay/VRS

Wisconsin Caregiver Background Checks

Students will have access to patients and/or their records. Wisconsin's Caregiver Law requires background and criminal history checks of certain personnel who are responsible for the care, safety and security of children and adults. The law also requires all covered entities, including clinical partners, to investigate and report incidents of misconduct (abuse, neglect or misappropriation of property). All students are required to fulfill the caregiver background check requirements.

Background check results are shared with clinical agencies in accordance with regulatory requirements. Clinical agency approval for student clinical placements is no guarantee that the student will be hired after graduation.

In some cases, a background investigation cannot be completed using the information provided in the background disclosure forms and additional information is required. When additional information is requested, students are required to provide the information in a timely manner. Space will not be reserved in clinical for students who have not completed background checks. Circumstances where additional information will be required include: discharge other than "honorable" from any unit of the U.S. armed forces, disclosure of a conviction that does not MPTC records provided by the Department of Justice (DOJ), or if the DOJ records are not conclusive as to the disposition of a criminal charge, or if either the disclosure form or DOJ report contains information regarding a conviction within the preceding five (5) years for battery (all types), reckless endangerment of safety, invasion of privacy, disorderly conduct or harassment (all types). Students may also be required to provide documentation of military discharge and out-of-state convictions.

Students that already hold a license or certification, will be required to complete an electronic status check of professional licenses and credentials through the Department of Safety & Professional Services.

Students are required by the Wisconsin Caregiver Law to report to MPTC and the clinical/field placement site, information on any new charges or convictions for a crime or other offense which occurred after having completed the initial criminal background check on the Background Disclosure Form. Failure to make a complete and accurate disclosure may subject the student to a Wisconsin statutory fine of up to \$1,000 and possible suspension or termination from courses conducted at off-campus healthcare sites. Failure to provide truthful and accurate information may also be grounds for academic discipline, up to and including dismissal from the program at the discretion of the Associate Dean or designee.

The College does not guarantee clinical placement; this is a decision made by clinical agencies following review of positive background check information. If you have any questions or concerns about this, talk to the Academic Advisor or Associate Dean of Health.

Veteran Priority Registration

Assembly Bill 201 gives priority registration to veterans and service members attending Wisconsin technical colleges. Those eligible include veterans and service members who are currently active or have an honorable or general under honorable discharge and reside in Wisconsin.

In accordance with the law Moraine Park Technical College allows eligible veterans and service members (not including dependents) to register one (1) day prior to their standard designated registration date.

Priority registration does not waive any course or program requirements, such as prerequisites and program restrictions. Courses are available on a first-come, first-served basis.

Please contact Ronaldo Cordeiro, MLT Program Academic Advisor for assistance at (920) 924-6376 or <mailto:rcordeiro@morainepark.edu>.

Clinical Training

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:

- SMS Agnesian Healthcare – Consultant's Laboratory
- Aurora Healthcare – ACL
- Ascension Healthcare

- Beaver Dam Reference Lab
- Froedtert Health System

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.

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

Clinical Site Responsibilities

Safety Orientation

Each clinical training site should orientate the student to the safety procedures. This orientation should include:

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

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

Department Policy and Procedures

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.

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.

Incident Reporting

In the event of an incident involving a student during clinical training, the clinical instructor must forward a legible copy of the clinical site's incident form to MPTC program official.

An MPTC incident report must also be completed by the student and can be found on the Moraine Park Web site at: <http://libs.morainepark.edu/docs/finance/incident-report-final.pdf>

An incident may be an occurrence that involves a student injury, student involvement during a patient/staff injury and/or failure to follow clinical site protocol.

Confidentiality

All student records shall be maintained in accordance with the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (FERPA).

All student records accumulated during the program are considered confidential. The contents of a student's file are not revealed to any unauthorized person without the student's knowledge and written consent. Students may review any records, which pertain to them in the program official's office or Registrar's Office during regular office hours. Clinical affiliates should not keep any students records unless required by their accreditation organization (ex. JCAHO

requires a copy of healthcare records on students). Any student records should be kept in a secure and confidential area.

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.

Student Responsibilities

All students are required to respect and follow all policies and procedures addressed in this document and any specific policies of the clinical site.

Dress Code

- Students must present a professional appearance being mindful of dress code, good hygiene practices.
 - Offensive Odors. Allied Health students are expected to bathe frequently, use deodorant, brush their teeth, use mouthwash or breath freshener as necessary, avoid perfumes and colognes, and take any other steps deemed necessary to eliminate odors that others may find offensive. Cigarette odors on person or clothing must be avoided before and during clinical hours.

- Student name tags are to be worn at all times outside of the clinical uniform while at the clinical site.
- Students must be in the assigned department at the agreed upon time.

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

Responsible Conduct

Patient Confidentiality

Information regarding the patient must be referred to the instructor or other designated person. Confidentiality must be maintained at all times in regard to patient records and other information obtained in the clinical area. All patient identifiers are to be removed from student assignments. Students are not allowed to email patient information or post patient information on social media. Students will adhere to HIPAA standards (see page 24 of this handbook). A breach of patient confidentiality may result in removal from the MLT Program.

Discussion of a patient's condition or personal affairs is confidential and will only be held in the presence of the patient, the patient's family, nursing staff, and instructor. Students shall not give information concerning patient's or hospital/agency news to newspaper reporters, lawyers, photographers, or others not connected with the clinical agency. Inquiries will be referred to the appropriate agency staff.

Continuing Relationships with Patients or Clinical Sites

Students are discouraged from continuing relationships (by letter, phone call, social media, or visit) with patients whom they have been assigned to care for in the various clinical areas. Students are also discouraged from returning to visit the clinical area once they have completed a clinical rotation.

Incident Report

When an Incident Report is filled out in the clinical setting which involves a student, the instructor and the Associate Dean will be notified. A copy of the Incident Report will be sent to the Associate Dean within 24 hours.

Student Conduct Conflicts

Procedures for solving academic and nonacademic student conduct conflicts are outlined in the Moraine Park Technical College Student Handbook.

Civility

Civility is a critical principle, behavior, and attitude 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 Associate Dean of Health or designee. If the problem warrants immediate action, the Associate Dean of Health may recommend that the student be dismissed from the MLT Program.

The following is a description of the general academic and professional responsibilities of a student in the Medical Laboratory Technician program.

Attentiveness

Students are required to regularly attend class. Extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority within the nursing program. The student is consistently on time for lectures, labs, and clinical experiences and stays until the conclusion of presentations or activities. The student is alert and demonstrates attentiveness during the presentation.

Demeanor

The student has a positive, open attitude toward peers, instructors, and others during the course of healthcare studies. The student maintains a professional bearing and interpersonal relations. He/she functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity

The student functions as a responsible, ethical, law-abiding adult.

Cooperation

The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, freely giving and accepting in the interchange of information.

Personal Appearance

The student's personal hygiene and dress reflect the high standards of the laboratory profession.

Moral and Ethical Standards

The student respects the rights and privacy of all other individuals and is knowledgeable and compliant with medical laboratory code of ethics.

Academic Integrity

The student completes academic work honestly and in accordance with instructions. Plagiarism, unauthorized work sharing, use of unauthorized devices or reference materials, cheating or other failure to adhere to instructions for examinations or assignments is a violation of the Medical Laboratory Program professional standards.

Uncivil Behavior Examples

Examples of uncivil behavior which may form the basis for disciplinary action include but are not limited to:

- Demeaning, belittling or harassing others.
- Rumoring, gossiping about or damaging a classmate, instructor, clinical agency, or clinical agency employee's reputation.
- Habitually interrupting or undermining faculty instruction.
- Lack of attention to instruction or college communications, including not checking and responding to email communication.
- Sending emails or posting information online or via social media that is inflammatory in nature.
- Yelling or screaming at instructors, peers, clinical agency staff, or any MPTC MLT Program staff.
- Consistently arriving late to class.
- Knowingly withholding information needed by a peer, preceptor, instructor, clinical agency staff, or nursing program staff.
- Discounting or ignoring input from instructors or preceptors regarding classroom and/or clinical performance or professional conduct specific to the profession and expectations of the college.
- Not sharing credit for collaborative work or not completing equal share of assigned collaborative and/or small group work.
- Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm (physical, emotional, reputational).
- Inappropriate displays of temper including but not limited to tantrums of any sort, throwing of objects directly or indirectly toward another person(s).
- Use of unauthorized technology or unauthorized materials during examinations or completion of assignments.
- Using supplies or breaking equipment without notifying the appropriate staff/faculty or preceptor.
- Using inappropriate language of any kind or type.
- Inappropriate use of equipment or electronics, including personal electronic devices.
- Disclosing protected patient information without consent.

- Direct communication with clinical placement agencies to inquire regarding clinical placement processes, decisions or placement denials.
- Attempts to make direct arrangements with clinical placement facilities for clinical placements.

Health Insurance Portability and Accountability Act (HIPAA)

Students are required to learn about the health information privacy requirements (“Privacy Rule”) of the federal law, **Health Insurance Portability and Accountability Act (HIPAA)**. The purpose of this section is to summarize relevant MPTC policies regarding protection of patient health information. Noncompliance with MPTC and clinical policies will result in disciplinary action including dismissal from the program.

Protected Health Information (PHI)

The 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 means any information that identifies a patient, by demographic, financial, and/or medical, that is created by a healthcare provider or health plan 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, you should assume that any individual’s health information is protected under HIPAA.** The following lists ways in which you are permitted and prohibited from accessing, using, and disclosing PHI during clinical/field placement rotation at MPTC.

Using and Disclosing PHI for Training Purposes Only

Students are permitted to access, use, and disclose PHI *only as is minimally necessary* to meet clinical training needs (accessing, using, or disclosing, the minimum amount of information needed for your training purposes). Students are not to video or audio record, photograph, snap pictures, photocopy, or print any part or the patient health information medical record, Electronic Health Record (EHR), Paper Chart, any electronic document, or paper document related to the patient/client Protected Health Information (PHI) for any reason or any circumstance directly or indirectly related to nursing course assignments.

Students are not permitted to disclose PHI Information to anyone outside of MPTC or the program, without first obtaining written patient authorization or de-identifying the Protected Health Information (PHI). **This means that students may not discuss or present identifiable patient information with or to anyone, including classmates or faculty, who are not part of the program.** Therefore, students are to de-identify PHI (discussed below) before presenting any patient information outside MPTC. If students are unable to de-identify such information, the student should discuss the need for identifiable information with the faculty member and the HIPAA Privacy Officer at the clinical site, to determine the appropriate procedures for obtaining patient authorization for use and disclosure of PHI.

De-identified Information

In order for PHI to be considered “de-identified,” all of the following identifiers of the patient or of relatives, employers, or household members of the patient, must be removed:

- Name
- Geographic subdivisions smaller than a state (i.e., county, town, or city, street address, and zip code) (note: in some cases, the initial three digits of a zip code may be used)
- All elements of dates (except year) for dates directly related to an individual (including birth date, admission date, discharge date, date of death, all ages over 89 and dates indicative of age over 89)
- Phone numbers
- Fax numbers
- E-mail addresses
- Social security number
- Medical record number
- Health plan beneficiary number
- Account number
- Certificate/license number
- Vehicle identifiers and serial numbers
- Device identifiers and serial numbers
- URLs
- Internet protocol addresses
- Biometric identifiers (e.g., fingerprints)
- Full face photographic and any comparable images
- Any other unique identifying number, characteristic, or code
- Any other information that could be used alone or in combination with other information to identify the individual, such as a picture of a face or body part

Safeguarding Protected Health Information (PHI)

Below are common sense steps to take to protect PHI when using it, such as:

- When medical records are in public view where patients or others can see it, they should be covered, filed, turned over or otherwise protected
- When discussing patient concerns prevent others from overhearing the conversation. Whenever possible, hold conversations in private
- When medical records are not in use store them in offices, shelves or filing cabinets
- Do not remove patient official medical records from the clinical site
- Log out of electronic systems containing PHI when done using them
- Do not photograph or take snapshots of PHI or any part/component of the Electronic Record, Paper Chart, or any PHI document
- Do not print or photocopy PHI or any part/component of the Electronic Record, Paper Chart, or any PHI document
- Do not video or audio record PHI or any part/component of the Electronic Record, Paper Chart, or any PHI document

Disclosure of PHI to Caregivers, Family or Friends Involved in Patient Care

Care must be taken when discussing PHI in front of or with a caregiver, family member or friend who is involved in the care of the patient.

E-Mailing Protected Health Information (PHI) or Transmitting PHI via Social Media

Because of potential security risks, students are not permitted to e-mail or transmit information via social media with PHI to anyone.

Requests for Access or Copies of Medical Records

HIPAA grants patients the right to access to and obtain copies of their medical records. However, please refer all such requests to the patient's primary health care provider (i.e., nurse) to ensure that proper procedures are followed.

Requests for PHI by Law Enforcement

Requests for PHI by law enforcement officers (i.e., police, sheriff) must be referred to the patient's primary caregiver to ensure that proper procedures are followed.

Failure to Follow MPTC Policies Governing PHI

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.

Confidentiality Agreement

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/field placement rotations.

Student Accident Insurance

Starting with the 2012-13 academic year, enrolled students will be registered and covered by a mandatory accident insurance plan. The fee will be referenced as a Student Accident Insurance Fee (SAIF) on billings and communications and is not refundable unless the student withdraws before the start of class. Please see the MPTC student handbook for more information.

Accidental Exposure to Blood-borne Pathogens:

If an accidental exposure should occur, the student must:

- Immediately notify the clinical training instructor
- Follow the department protocol at the clinical site for the incident
- Send a copy of the signed clinical site incident form to MPTC program official
- Complete the MPTC Incident Form found on the Moraine Park Web Site;
<http://libs.morainepark.edu/docs/finance/incident-report-final.pdf>

Clinical Attendance

Attendance is mandatory. The student is responsible for notifying MPTC MLT Program Director **and** clinical site supervisor of any absences as soon as possible and preferably prior to the expected arrival time. All absences must be made up at the clinical site's convenience. The student is responsible for arranging the scheduled make-up date(s) and for informing the MLT Program Director of the schedule.

- **Completion of the Attendance Sheet for Clinical Rotation form can be found at the back of this handbook and must be signed by clinical site personnel.**
- Three late arrivals equal one absence (late arrival is defined as arriving any time after your assigned start time). This will result in the student being placed on probation with an action plan. If there are continual late arrivals after being placed on probation, and the student fails to meet the requirements of the action plan, the student will be dismissed from the program.
- If the student is gone from the site more than half of the scheduled day, it is considered an absence and must be made up at the clinical site's convenience.
- One self-excused absence is allowed without any effect on grade provided you contact both the MLT Program Director and the clinical site supervisor ASAP, preferably prior to expected time of arrival at the clinical site. Failure to do so constitutes an "unexcused" absence.
- Any additional absences to the one self-excused absence must be supported with documentation. This documentation may be a physician's excuse or other emergency documentation such as a legal accident report. The MLT Program Director will review the documentation and determine if the additional absence is excused. Contact the MLT Program Director and clinical site supervisor if you have an emergency. Failure to do so will result in failure of the course.
- **Unexcused absences are not allowed and will result in failure of the course.**
- Leaving the clinical site without appropriate and legitimate supervisor notification will be viewed as abandonment and will result in dismissal from the program.
- Time sheets must accurately reflect the time spent at clinic. If a student leaves the clinical assignment they must clock out and then clock in when they return (i.e. lunch breaks, appointments, etc....). If the time sheet does NOT accurately reflect the time spent in clinic, it will be considered academic dishonesty and the student will be dismissed from the program. LUNCH TIME IS NOT INCLUDED AS A PART OF CLINICAL HOURS. For example, if the student is scheduled to complete 8 hours of clinical that day and takes a 30-minute lunch, then the student is required to be at clinic 8.5 hours.
- Appointments such as medical dental, etc. should be scheduled in the late afternoon, if possible, so as not to conflict with clinical course work. If scheduled appointments conflict with clinical education, then it is the student's responsibility to make prior arrangements to exchange clinical education hours for an alternative time. The MLT Program Director and site supervisor should be notified 24 hours prior to your conflicting appointment.

Illness

Student absent from clinical training due to illness:

1. Contact the clinical site supervisor prior to the scheduled shift if possible or as soon as possible.
2. Contact MPTC's MLT Program Director with an explanation of missed clinical training time. A voice mail must be left with a return number if unable to talk with the program official.
3. Attendance is mandatory and any sick time greater than one missed clinical day **must** have a written physician's excuse. This time must be made up at the clinical site's convenience and the MLT Program Director must be informed of the schedule.
4. Refer to the attendance policy on the previous page.

School Closure - Weather Related

If the school is closed due to inclement weather, the student is not obligated to attend clinicals. The clinical affiliate can decide whether or not this time must be made up. If they decide the time has to be made up, they will inform the student of the date and time.

If the student thinks they can make it into clinicals despite the weather, they must contact the clinical affiliate to determine if staffing will accommodate student attendance.

Medical Leave

Due to the possibility of a medical condition that affects a student's ability to complete the curriculum in the MLT Program, a policy is hereby established.

1. The student must notify the program director and clinical supervisor as soon as possible.
2. Any rotations of the clinical education that are not completed due to this circumstance, must be completed at a later date to meet competency levels.
3. If the absence is longer than the clinical site is willing to extend the clinical experience, the student must withdraw and then **reapply** for a clinical rotation. Clinical placement is not guaranteed.
4. Each individual situation will be dealt with on an individual basis.

Miscellaneous Information

Personal phone calls—no personal phone calls should be received or made while in the clinical area except for emergencies. Departmental telephones may not be used for personal calls.

Personal cell phones/beepers may not be carried into the clinical area and must be kept in the area designated for personal belongings (purse, coat, etc.)

Posting of information related to the clinical site, peers, instructors, or patients to any social networking media site is strictly forbidden. Any posting of this type of information will result in immediate dismissal from the program.

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.

Clinical 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.

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 will be dismissed from the MLT program.

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 75% 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 75% of the points possible on each assessment for the following departments.
 - Immunology
 - Immunohematology
 - 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 75% 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.

Moraine Park Technical College Health Science Readmission Process

(Nursing, Radiography, Respiratory, Surgical Tech, Medical Lab Tech, Medical Assistant and Medical Office Specialist)

Readmission Policy statement

A student cannot continue in a Health Science program if the student withdraws after the midpoint of a course or receives a grade of D, F or NC twice in the same core/program course or in two different core/program courses. The student is considered ineligible and must apply for Program Readmission through the Health Sciences Readmission Review Committee. It is the student's responsibility to withdraw from continuing courses that s/he is registered for but is

ineligible to take. **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.**

Clinical Experience Seminar Grading

The scores from the clinical experience seminar are outlined in the module for that course and will be graded separately from Clinical Experience 1 and 2 courses taken off campus.

Grading Scale

A = 95 - 100% of the total points possible provided you have passed all assessment tasks. The student has excelled in meeting all of the competencies established for the course.

B = 85 - 94% of the total points possible provided you have passed all of the assessment tasks. The student has more than adequately met all the competencies established for the course.

C = 75 - 84% of the total points possible provided you have passed all of the assessment tasks. The student has adequately met all the competencies established for the course.

D = 65 – 74% of the total points possible provided you have passed all of the assessment tasks. The student has met the competencies, but not at an acceptable proficiency level established for the course and cannot progress through the program.

F = <64% of the total points possible or any assessment task that was not successfully redone and resubmitted by the established due date. The student cannot progress through the program.

**Moraine Park Technical College - Fond Du Lac Campus
Clinical Training Absence Form**

Student's Name: _____

Clinical Training Site: _____

Date of Missed Training: _____

Reason for Time Missed: ___ Absence ___ Late ___ Early Departure

Total Time Missed: _____

Explanation of Time Missed:

Student Signature: _____

Clinical Supervisor Comments:

Clinical Supervisor Signature: _____

The student completes the top part of this form including the signature. The Clinical Supervisor then signs the form and the student returns it to MLT Program Director at MPTC. A separate form must be completed for each and every occurrence. It is required that ALL late arrivals, absences and early departures be reported.

Students who leave early are to report to the Clinical Training Supervisor and fill out a missed time form as indicated above before punching out and leaving. Students who leave the Clinical affiliate early without notifying the Clinical Supervisor may be subject to disciplinary action.

**Medical Laboratory Technician Program 513-151, 513-152
Notice of Probation or Disciplinary Action**

Student's Name: _____

Student's School ID Number: _____

Clinical Site: _____

Clinical Site Supervisor: _____

Date: _____

Reason for Probation/Disciplinary Action:

____ Attendance

____ Behavior

____ Personal Hygiene

____ Other

Plan of Correction:

Student's Signature: _____

Program Director's Signature: _____

Ben McKenzie, Associate Dean of Health notified of situation _____

Moraine Park Technical College - Fond du Lac
Attendance Sheet for Clinical Rotation

The student should have their clinical site supervisor initial each day of each week to show attendance records.

Week	Day 1	Day 2	Day 3	Day 4
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Moraine Park Technical College Clinical Training Safety Agreement

I, _____, agree to review and adhere to the safety and health policies established at my Clinical Training site.

I have been informed of department policy & procedures for fire safety, location of all safety equipment and emergency procedures. I have also been given instruction in radiation protection policies and personal health and hygiene policies.

Clinical Training Instructor

Date

Student's Signature

Date