Barton County Community College

Medical Laboratory Technology (MLT)

Medical Laboratory Assistant (MLA)

Phlebotomy (PBT)

Handbook and Clinical Manual

2025-2026

2.2.2026 Program Dismissal
11.01.2025 MLT degree map changes
08.01.2025 MLA information KDG

The Barton County Community College (BCCC), Medical Laboratory Technology (MLT), Medical Laboratory Assistant (MLA), and Phlebotomy (PBT) programs are pleased to welcome you to the college.

These programs will provide you with a variety of learning experiences to prepare you to play a major role in the detection, diagnosis, and treatment of diseases. This handbook will provide you with MLT/MLA/and Phlebotomy program information that is *supplemental* to the Barton Student Handbook. The Barton Student Handbook is located on the Barton website, in the "Student Services" tab, under Resources.

This program handbook does not replace current Barton publications which include college policies and procedures and the Barton Student Handbook. It is not a contract, and it is subject to review and change.

ACCREDITATION INFORMATION – Standard I.A.1-5

Barton Community College (BCC) is accredited by the Higher Learning Commission and Kansas Board of Regents and is a member of the North Central Association of Colleges.
The Medical Laboratory Technician program at Barton Community College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

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

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

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

SCHOLARSHIP LINKS:

Stipends and scholarships and 3rd party pay sponsorships towards the student's education do not imply employment and do not allow student responsibility for direct patient and/or reportable work during scheduled educational periods. - Standard IV.A.1.j
https://naacls.org/Students.aspx

https://bartonccc.edu/financialaid

PROGRAM WEBSITE LINKS:
Barton Community College
https://bartonccc.edu/

Medical Laboratory Technology
https://bartonccc.edu/programs/med-lab-tech

Medical Laboratory Assistant
https://bartonccc.edu/programs/medical-lab-assistant

Phlebotomy Training
https://bartonccc.edu/programs/phlebotomy

PROGRAM PERSONNEL: Standard I.B.1.d

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Barton Community College Administration

Chris Baker, Executive Director of Healthcare and Public Service Education

Dr. Kathy Kottas, Dean of Workforce and Community Education

Elaine Simmons, Vice-President of Instruction

Dr. Marcus Garstecki, College President

A BRIEF HISTORY OF THE MLT PROGRAM

The Medical Laboratory Technology (MLT) program at Barton Community College was founded in 1976 and welcomed its first students in the fall of 1977. Initially, the program was delivered in a traditional face-to-face format, with lectures held in classrooms and laboratory sessions conducted in Barton's dedicated MLT lab. In 1999, the program expanded to include hybrid courses for distance learners, offering online lectures while laboratory training took place in active hospital or clinical lab settings. These hybrid students were required to periodically meet with Barton representatives or visit the campus. Between 2010 and 2012, Barton enhanced its support for distance learners by providing electronic connections and direct instructor oversight from the campus. Since 2012, MLT courses have been standardized in an online format, complemented by hands-on lab experiences either at the Great Bend campus or through cooperative hospital and clinical laboratory partnerships. The MLT program received a 10-year accreditation award from NAACLS in 2018. The program continues to evolve, embracing innovation and improvement as it moves forward. The Medical Laboratory Assistant program was added to our Laboratory professional pathway in the Fall of 2025, with NAACLS accreditation application in process.

MISSION AND GOALS – Standard II.A

Barton Community College Medical Laboratory Technology, Assistant, and Phlebotomy Programs mission, in support of the greater vision of the college is to provide medical laboratory training at the Associate Science Degree, and Certificate level to help meet the staffing needs of laboratories.
Program Outcome - Certification: MLT graduates will demonstrate an average of at least 75% pass rate on the Board of Certification exam as calculated by the most recent three-year period.
Program Outcome - Graduation: At least 70% of students who have begun the final half of the MLT program will successfully graduate from the program as calculated by the most recent three-year period
Program Outcome - Placement: MLT graduates will demonstrate an average of at least 70% employment placement rate either through employment in the field or closely related field or continue their education within one year of graduation as calculated by the most recent three-year period.

Data - Standard II.B.1-5

	2023	2024	2025	Average most recent 3 years
Certification	78%	100%	**82%	**87%
Graduation	81%	79%	81%	80%
Placement	98%	98%	100%	99%

**data incomplete

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Program Learning Objectives (PLO) are evaluated twice yearly. Standard II.C. 1-2

- NAACLS annual survey (Fall)
- BCC Program Learning Objectives Review (Fall and Spring)

Graduates of the MLT and MLA and Phlebotomy programs are eligible to sit for national certification exams such as American Society of Clinical Pathologists, (ASCP) Board of Certification, P.O. Box 12277, Chicago, IL 60612, 312-738-1336. www.ascp.org.
Granting an academic degree or certificate is not contingent upon passing this exam.

ESSENTIAL REQUIREMENTS

The Medical Laboratory Technology (MLT) program establishes essential functions and technical standards for all MLTC programs, to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs.
Students are required to meet technical standards and essential functions as indicated below with or without reasonable accommodation. Satisfactory completion of the MLT/MLA/and Phlebotomy Training Programs and successful employment following graduation demands your ability to meet the following requirements. If you are uncertain as to your ability with any of these essential functions, please consult with the MLT Program Director.
Visual Observation: Visual observation must be sufficient and adequate to allow the student to:

- Differentiate color changes during the performance of laboratory procedures.
- Observe patient's condition during phlebotomy procedures.
- Read laboratory instrument technical procedure manuals, standard operating procedures, and a patient's chart.

Motor Function: Motor functions must be sufficient for the student to be able to:

- Perform venipuncture at the patient's bedside or at other designated locations.
- Lift and handle laboratory instruments and equipment.
- Manipulate medical laboratory instruments and equipment in a manner consistent with standards of medical laboratory practice.

NOTE: Pregnancy is considered a temporary medical condition and will not exclude students from expected physical requirements without a medical doctor deeming accommodation and/or absences medically necessary. Touching is an integral part of instruction and demonstrating skill competencies. If this is a concern, please contact the MLT Program Director privately to discuss the concerns prior to class.

Communication Skills:

- Possess verbal and written skills adequate for transmitting information to coworkers and patients.
- Demonstrate proficiency of the English language both orally and in writing.

NOTE: Per institutional policy, ELS/international students may be required to take the TOEFEL and submit scores to the Director of Medical Laboratory Technology.

Behavior and Social Skills:
The student's behavior and social skills must be acceptable in an academic and clinical setting.

- Be able to *manage the use of time and prioritize actions* to complete tasks within realistic constraints.
- Possess the emotional health necessary to effectively *employ intellect and exercise appropriate judgment.*
- Be able to *provide professional and technical services while experiencing the stresses* of task-related uncertainty (ambiguous test orders, ambivalent test interpretations), emergent demands (STAT test orders) and a distracting environment (noise, crowding, complex visual stimuli).
- Be *flexible and creative*; and *adapt* to professional and technical changes.
- *Recognize potentially hazardous materials, equipment and situations* and proceed safely to minimize risk of injury to patients, self and others.
- *Support and promote* the activities of fellow students and health care professionals.
- Be *honest, compassionate, ethical, self-motivated and responsible*. Be able to offer constructive comments and accept them.
- *Attend scheduled sessions consistently and promptly.*

Critical Thinking Skills: The student must possess critical thinking ability sufficient for an academic and clinical setting.

Upon declaring Medical Laboratory Technology, Medical Laboratory Assistant or Phlebotomy as your major, you will be asked to sign a statement that you have read the Essential Requirements and that you expect to be able to perform these functions before starting your courses requiring cooperative lab support. This form will be added to your CastleBranch/DISA compliance account as a permanent record.

DISABILITY: Standard V.B

The MLT, MLA and Phlebotomy Programs support the philosophy of Barton Community College in recognizing the rights of all people to gain a post-secondary education. A major declaration of MLT, MLA or Phlebotomy will not be denied to anyone based solely on reason of disability. Counsel will be provided to any individual identified as having a disability regarding services available and performance criteria of the Program. http://www.bartonccc.edu/supportservices/disabilityservices
Barton Community College is committed to providing reasonable accommodation for students with special needs. Communication of these needs in advance is vital. Please refer to the College catalog at the following website for more information on the notice of nondiscrimination.
http://www.bartonccc.edu/noticeofnondiscrimination

One disability has been identified of such nature as preventing successful completion of the MLT, MLA, or Phlebotomy programs. Despite modifications to the training or testing, the ***seriously visually impaired*** would not be able to successfully complete the program. This is due to the great number of critical skills that require visualization to be accomplished. Even though the training would not be denied to the seriously visually impaired, realistic counseling identifying the requirements for completion of the program would be provided to the student.

EXPECTATIONS AND RESPONSIBILITIES: Standard I.B.5

Teaching and Learning

You may expect the MLT, MLA, and Phlebotomy faculty and staff to:

- Be knowledgeable about the subject under study and/or direct students to sources of information.
- Use effective teaching approaches, i.e. holding students to high standards of performance, explaining desired outcomes, and applying fair and clearly articulated evaluation practices.
- Be available for consultation.

In turn, the faculty and staff expect you to:

- Be prepared for and attend classes and structured learning activities.
- Participate fully in cooperative lab and online activities.
- Invest the time and effort required by course requirements.
- Complete assignments in a timely manner.
- Behave in a civil, supportive manner toward peers and teachers.
- Strive to apply what you learn in class to your life outside the classroom.

Curriculum

You may expect the MLT, MLA and Phlebotomy Programs to:

- Offer a curriculum that provides coherent, intellectual, and practical experience.
- Offer learning experiences to develop entry level competencies of the Medical Laboratory Technician.

In turn, the faculty and staff expect you to:

- Be willing to research answers to questions on your own.
- Seek advice from faculty and staff who are knowledgeable about specific content areas.
- Accept the written student outcomes and expected results presented in this handbook.
- Use the course syllabi and objectives.

Professional Conduct

You may expect the MLT, MLA, and Phlebotomy faculty and staff to:

- Serve as role models for ethical and moral behavior.
- Communicating clearly and fairly applies rules, policies and practices.
- Provide programs, services and facilities as described in the program publications.

In turn, faculty and staff expect you to:

- Distinguish between actions that are consistent with and those which violate the principles of professional ethics.
- Behave in a manner consistent with the principles of integrity and ethics.

Quality of Institutional Life

You may expect the MLT, MLA, and Phlebotomy Programs to:

- Have and support diversity within the student body, faculty and staff consistent with the program's context and educational purpose.
- Treat you with civility, respect, fairness, and compassion.
- Guarantee and model free expression through logical and rational conversation.
- Provide a safe learning environment free from harassment.

In turn, the faculty and staff expect you to:

- Treat each other, faculty and staff with civility, respect, and compassion.
- Acknowledge the interdependence of the MLT/MLA/and Phlebotomy Programs and the clinical affiliates and cooperating laboratories and the gift you are receiving from them.
- Take responsibility for your learning and collective welfare.
- Contribute to the quality of life in the program and your community.

CURRICULAR STRUCTURE AND INSTRUCTON:

The Barton MLT, MLA and Phlebotomy programs are competency based educational systems. The competencies, abilities and skills you must acquire and demonstrate to become an exemplary healthcare professional are stated as behavioral objectives. The curriculum for MLT and MLA is composed of general education, basic science, mathematics, and clinical laboratory science courses. It includes all major subject areas currently applied in contemporary clinical laboratories.

- Behavioral objectives which address cognitive, psychomotor and affective domains are provided for in the didactic and applied (clinical practice) aspects of the program.
- The course objectives show progression to the level consistent with entry into the profession.
- The applied courses are taught with the support of cooperative clinical laboratories (either hospital, clinic or Great Bend, Ft. Riley campuses) and in formally affiliated clinical facilities. These courses are intended to help you develop basic skills, understand principles, and master the procedures involved.
- The learning experiences are sequenced to develop and support entry level competencies and include instructional materials, presentations, discussions, demonstrations, supervised practice and experience for all students.

The MLT, MLA, and Phlebotomy students must participate in hands-on cooperative student lab hours as required during the course semester. *These cooperative student lab hours are separate and in addition to clinical practicums hours.* Cooperative and clinical student lab hours may involve touch, collection of blood/body fluids, exposure to pathogens, and students must be willing to act as patients in blood collection procedures.

The curriculum addresses:

Methodologies for all major areas currently applied by a modern clinical laboratory, including problem solving and troubleshooting techniques. Individual course syllabi include course goals and objectives.

- Collecting, processing, and analyzing biological specimens.
- Laboratory results used in diagnosis and treatment.
- Communication skills (English verbal and written communication skills sufficient to serve the needs of patients and the public).
- Educational methodology (technical training sufficient for entry level employees).
- Quality assessment in the laboratory.
- Laboratory safety and regulatory compliance.
- Ethical and professional conduct.
- Significance of continued professional development.

PROGRAM CURRICULUM ALIGNMENT

The Barton Community College Medical Laboratory Technology program is in alignment with the National Center for Education Statistics (NCES) CIP code 51.1004: Medical Laboratory Technology. A program that prepares individuals, under the supervision of clinical laboratory scientists/medical technologists, to perform routine medical laboratory procedures and tests and to apply preset strategies to record and analyze data. Includes instruction in general laboratory procedures and skills; laboratory mathematics; medical computer applications; interpersonal and communications skills; and the basic principles of hematology, medical microbiology, immunohematology, immunology, clinical chemistry, and urinalysis.

Participating in MLT – KBOR program alignment within Kansas:

- Seward County Community College

https://sccc.edu/academic-program/medical-laboratory-technology/

- Manhattan Area Technical College

https://manhattantech.edu/mlt

Medical Laboratory Technology (MLT) Course Descriptions and Curriculum:

Medical Laboratory Technology – Associate of Applied Sciences – 68 credit hours

CIP Code: 51.1004
CIP Name: Medical Laboratory Technology
Definition: A program that prepares individuals, under the supervision of clinical laboratory scientists/medical technologists, to perform routine medical laboratory procedures and tests and to apply preset strategies to record and analyze data. Includes instruction in general laboratory procedures and skills; laboratory mathematics; medical computer applications; interpersonal and communications skills; and the basic principles of hematology, medical microbiology, immunohematology, immunology, clinical chemistry, and urinalysis.

General Education courses required for MLT program must be completed before starting the MLT program (general education) courses: Standard VIII.A.1-8

- **ENGL 1204 English Composition I** – 3 credit hours
- **COMM 1200 / 1230 Interpersonal Communications or Public Speaking** –3 credit hours
- **MATH 1828 / STAT 1829 and STAT 1827 College Algebra or Elements of Statistics and Elements of Statistics Lab** – 3 credit hours
- **LIFE 1408 / LIFE 1407 and LIFE 1409 Anatomy & Physiology or Anatomy & Physiology I and Anatomy & Physiology II** –5 credit hours – must be completed within the past 5 years
- **PSYC 1000 / SOCI 1100 General Psychology or Introduction to Sociology** – 3 credit hours – This course is removed from the degree map in Fall 2026
- **CHEM 1802 / 1806 Fundamentals of General Chemistry or College Chemistry I** – 3 credit hours – must be completed within the past 5 years
- **LIFE 1412 Principles of Microbiology** – 5 credit hours – must be completed within the past 5 years.

NOTE: All courses must be completed with *grades C or better* to be eligible for the MLT or MLA program. ASCP Phlebotomy (PBT) certification or the Phlebotomy class and clinical practicum must also be completed prior to starting the MLT program for classes requiring cooperative student lab hours. Please contact the MLT Director for more information regarding this requirement. guntherka@bartonccc.edu

MLT Core Curriculum:

MLTC 1500 URINALYSIS AND BODY FLUIDS - (3 Credit Hours)

- 2 hours cooperative lab hours per week required for Fall and Spring semesters.
- 3 hours cooperative lab is required for the accelerated 12-week summer session.
- Offered Fall, Spring, and summer sessions.
- This course will provide the student with in-depth knowledge of kidney function, urine formation, and the procedures utilized in performing routine urinalysis and body fluid analysis. Correlation of abnormal findings and disease states will be discussed. Other body fluids included in this course are feces, seminal, amniotic, cerebrospinal, pleural, pericardial, and peritoneal. Discrimination between normal and abnormal findings and correlation of this knowledge to disease states will be included in the course material.

Prerequisite(s): LIFE 1408 Anatomy & Physiology with a grade of C or better AND LIFE 1412 Principles of Microbiology with a grade of C or better; AND CHEM 1802 Fundamentals of Chemistry with a grade of C or better; AND ASCP - Phlebotomy certification or eligibility (Route 1 or Route 2.)

MLTC 1502 HEMATOLOGY/COAGULATION - (6 Credit hours)

- 4 hours cooperative lab hours per week required.

- Offered Fall and Spring sessions.
- This course presents the theory behind hematologic principles including the formation of blood cells, and the identification of normal and abnormal cells as they correlate to disease. Also included is the study of coagulation, the clotting and fibrinolytic mechanisms of the blood. Students will learn the theory and skills required to perform medical laboratory testing in hematology and Coagulation.

Prerequisite(s): LIFE 1408 Anatomy and Physiology or equivalent with a grade of C or better, AND LIFE 1412 Principles of Microbiology with a grade of C or better, AND CHEM 1802 Fundamentals of Chemistry or CHEM 1806 College Chemistry I with a grade of C or better, AND ASCP - Phlebotomy certification eligibility (Route 1 or Route 2).

MLTC 1504 CLINICAL CHEMISTRY - (6 credit hours)

- 2 hours of cooperative lab hours per week required.
- Offered Fall and Spring sessions.
- This course will cover the physiology of the body and the biochemical reactions that are necessary for a healthy existence. The human condition is evaluated by biochemical shifts in different systems that maintain homeostasis during healthy periods. Basic interpretations of biochemistry and the concentration of enzymes, carbohydrates, lipids, proteins, electrolytes, blood gases, and therapeutic drug monitoring will be discussed. The course will also cover routine clinical tests on biological fluids, maintaining quality assurance records, and performing preventative maintenance of instrumentation.

Prerequisite(s): LIFE 1408 Anatomy & Physiology or equivalents with a grade of C or better, AND LIFE 1412 Principles of Microbiology with a grade of C or better, AND CHEM 1802 Fundamentals of Chemistry with a grade of C or better AND Phlebotomy ASCP certification eligibility (Route 1 or Route 2)

MLTC 1505 PATHOGENIC MICROBIOLOGY - (6 credit hours)

- 4 hours of cooperative lab hours per week required preferred split into two consecutive days.
- Offered Fall and Spring semesters
- This course will survey microbiology as it is applicable to clinical laboratories. Procedures for routine specimen collection will be discussed and practiced. Normal flora and pathogenic bacteria will be identified by morphology, staining characteristics, colonial morphology, growth on selective media, biochemical testing and serological methods. Basic theory in antimicrobial susceptibility testing will be covered. Principles of all tests will be studied. The study of viruses will be limited to the processing and handling of specimens for consultant referral and principles of serological testing. Normal and pathogenic parasites and fungal elements will be identified, and procedures utilized for proper identification will be discussed.

Prerequisite(s): LIFE 1408 Anatomy & Physiology or equivalents with a grade of C or better, AND LIFE 1412 Principles of Microbiology with a grade of C or better, AND CHEM 1802 Fundamentals of Chemistry with a grade of C or better AND Phlebotomy ASCP certification eligibility (Route 1 or Route 2) or completion of Phlebotomy class and clinical practicum.

MLTC 1506 HUMAN PARASITOLOGY/MYCOLOGY/MYCOBACTERIUM - (3 credit hours)

- no cooperative lab hours required.
- A study of clinical microbiology that includes parasites, fungi, mycobacteria, and viruses that cause human diseases. Methods of examination and identification of these organisms are also covered. This course is designed to enable students to learn the theory and application of skills required to perform in a human medical laboratory.
- This class is no longer required as of Fall 2026

Prerequisite(s): High school diploma/GED AND LIFE 1402 Principles of Biology with a grade of C or better, OR LIFE 1412 Principles of Microbiology with a grade of C or better, OR LIFE 1408 Anatomy & Physiology with a grade of C or better OR CHEM 1802 Fundamentals of Chemistry with a grade of C or better.

MLTC 1508 IMMUNOHEMATOLOGY - (6 credit hours)

- 4 hours of cooperative lab hours per week required.
- Offered Fall and Spring semesters
- A study of the immunology of blood, including those principles and practices that are known collectively as blood banking. An overview of blood component collection and component preparation is presented. Basic concepts of genetics, immunology and antiglobulin testing are included as a foundation for the understanding of the blood group systems and antibody detection and identification. Current transfusion practices are discussed. The student will gain experience in the performance of techniques in immunohematology.

Prerequisite(s): LIFE 1408 Anatomy & Physiology with a grade of C or better AND LIFE 1412 Principles of Microbiology with a grade of C or better AND CHEM 1802 Fundamentals of Chemistry with a grade of C or better AND Phlebotomy ASCP certification eligibility (Route 1 or Route 2).

MLTC 1509 IMMUNOLOGY - (3 credit hours)

- no cooperative lab hours required.
- Offered Fall, Spring and Summer sessions
- A survey of basic immunological principles is presented for the student to provide a general orientation to immunology. Certain concepts and the major effectors of immune responses are introduced, and more detailed discussions are held later in the course. Central aspects of humoral and cellular immune responses, both specific and nonspecific, are covered. Exploration of special topics in immunology such as autoimmunity and immunodeficiency is held. Immunologic principles of laboratory diagnosis of human disease are emphasized.

Prerequisite(s): High School diploma/GED AND LIFE 1402 Principles of Biology with a grade of C or better OR LIFE 1408 Anatomy & Physiology with a grade of C or better OR LIFE 1412 Principles of Microbiology with a grade of C or better OR CHEM 1802 Fundamentals of Chemistry with a grade of C or better.

MLTC 1513 LAB OPERATIONS/LEADERSHIP (Capstone) - (2 credit hours) (1 credit F2026)

- No cooperative lab hours required.

- A study for laboratory professional growth and leadership through personal organization and preparation designed as a Capstone course and preparation for the MLT certification exam.

Prerequisite(s): MLTC 1500 Urinalysis; MLTC 1502 Hematology: MLTC 1504 Clinical Chemistry; MLTC 1508 Pathogenic Microbiology; MLTC 1509 Immunology; MLTC 1508 Immunohematology; or instructor permission with concurrent enrollment in MLTC 1520 Clinical Practicum II. This is a capstone course that must be taken concurrently with the final semester.

MLTC 1519 CLINICAL PRACTICUM I - (2 credit hours)

- Approximately 122 hours of clinical experience.
- Rotations in Hematology/coagulation, Urinalysis/Body fluids, Immunology/Serology/POCT.

Prerequisite(s): Phlebotomy ASCP certification eligibility(Route 1 or 2), all required general education courses and MLTC 1500, MLTC 1502, MLTC 1509

MLTC 1520 CLINICAL PRACTICUM II - (4 credit hours)

- Approximately 220 hours of clinical experience.
- Rotations in Microbiology, Chemistry, and Immunohematology.

Prerequisite(s): All MLTC courses. May be concurrently enrolled with MLTC 1519 and MLTC 1513 with Director approval.

Addition of courses in Fall 2026:

- MLTC 1503 Principles of Phlebotomy - 3 credit hours - 2 hours/week cooperative lab
- MLTC 1501 Phlebotomy clinical practicum - 1 credit hour - 100 clinical hours/100 collections
- MLTC 1512 Intro to Basic Lab Techniques - 3 credit hours - 2 hours/week cooperative lab

MLT TEXTBOOK LIST: Online Bookstore

MLTC 1500 – Urinalysis/Body Fluids
Strasinger, S. K. (Year). Urinalysis and body fluids (7th ed.). F.A. Davis. ISBN: 9780803675827

MLTC 1502 – Hematology & Coagulation
Harmening, D. M. (Year). Clinical hematology and fundamentals of hemostasis (6th ed.). F.A. Davis. ISBN: 9780803617322

MLTC 1503 – Principles of Phlebotomy
Strasinger, S. K. (Year). The Phlebotomy Textbook (4th ed.). F.A. Davis. ISBN: 9780803675827

MLTC 1504 – Clinical Chemistry
Tietz, N. W. (Year). Tietz Clinical Chemistry and Molecular diagnostic fundamentals (9th ed.). Elsevier. ISBN: 9780323530446

MLTC 1505 – Pathogenic Microbiology
Tille, P. (Year). Bailey & Scott's Diagnostic microbiology (16th ed.). Elsevier. ISBN: 9780323428965 (online), 9780323354820 (print)

MLTC 1506 – Parasitology/Mycology (Optional) Removed Fall 2026

Blevins, S. M., & Kern, W. (Year). Medical mycology: A self-instructional text (2nd ed.). F.A. Davis. ISBN: 9780803600362

Leventhall, P., & Cheadle, R. (Year). Medical parasitology: A self-instructional text (7th ed.). F.A. Davis. ISBN: 9780803675797

Tille, P. (Year). Bailey & Scott's Diagnostic microbiology (16th ed.). Elsevier. ISBN: 9780323428965 (online), 9780323354820 (print)

MLTC 1508 – Immunohematology

Harmening, D. M. (Year). Modern blood banking and transfusion practices (7th ed.). F.A. Davis. ISBN: 9780803668881

MLTC 1509 – Immunology

Stevens, C. D., & Miller, J. (Year). Clinical immunology and serology: A laboratory perspective (5th ed.). F.A. Davis. ISBN: 9780803644663

MLTC 1513 – Lab Operations

Harr, R. R. (Year). Medical laboratory science review (5th ed.). F.A. Davis. ISBN: 9780803675827

Louisiana State University Health Science Center. (Year). Clinical laboratory science review: A bottom-line approach. ISBN: 978096704342

All FA Davis books can be purchased individually by going directly to www.fadavis.comCreate an account, use Promo Code **YBXH2XF5** for 20% off and free shipping

Medical Laboratory Assistant (MLA) Course Descriptions and Curriculum

Medical Laboratory Assistant - Certificate B – 28 credit hours

Definition: A program that prepares individuals, under the supervision of clinical laboratory scientists/medical technologists, to work in various areas of the laboratory, registering patients, collecting samples, and assessing the acceptability of samples for testing. Processes samples for testing including centrifugation, aliquoting, storage, and shipping. Provides support for clinical testing including preparing slides, loading instruments, and reviewing results. Performs waived and point-of-care testing.

MDAS 1672 Medical Terminology - (3 credit hours)

COMM 1200/1230 Interpersonal communications /Public Speaking -(3 credit hours)

MATH 1828 College Algebra / Elementary Statistics - (3 credit hours)

MLTC 1503 Principles of Phlebotomy (8-week) Session 1 - (3 credit hours)

- This class is an overview of the principles and practices of phlebotomy.
- The course will emphasize safety, specimen collection and specimen processing.
- Students will learn the basic skills required to collect blood specimens.
- Minimum collections required for successful completion of the class.
- 2 hours/week of student cooperative lab hours are required

- Minimum age requirement of 16.

MLTC 1501 Phlebotomy Clinical Practicum (8-week) Session 4 - (1 credit hour)

- Practical experience at an approved affiliated health care facility in specimen collection and processing.
- Requires a quota performance to meet national certification agency guidelines.
- Upon successful completion of this class and MLTC1503 Principles of Phlebotomy, the student is eligible for ASCP - PBT phlebotomy certification exam (high school diploma required) and will be awarded a Barton Certificate of Completion.

Prerequisite(s) MLTC 1503 Principles of Phlebotomy with a grade of 78% or higher AND consent of instructor.

MLTC 1512 Intro to Basic Lab Techniques - (3 credit hours)

- Requires 2 hours per week of cooperative lab hours
- A study of basic medical laboratory techniques for Physician's office and medical laboratory personnel. Primary emphasis is on physical and chemical urinalysis, specimen collection and processing, communication, quality control, point of care testing and instrument maintenance.

Prerequisite(s): MLTC 1503 Principles of Phlebotomy or co-enrollment

LIFE 1408 Anatomy and Physiology - (5-credit hours)

- must be completed in the past 5 years
- Alternative LIFE 1407 and LIFE 1409 options

CHEM 1802/1806 Fundamentals or College Chemistry I - (5 credit hours)

- must be completed in the past 5 years

MLTC 1518 MLA Clinical Practicum - (2 credit hours)

- must be completed after MLTC 1512 Intro to Basic Lab Techniques
- **Approximately 6 months of Practical experience at an affiliated, pre-approved health care facility in specimen collection, processing, transport, and basic laboratory skills.
- Requires a quota performance to meet national certification agency guidelines.
  **Prior work experience may be accepted for credit.
  **Pending program accreditation – 200 hours of clinical experience.

MLA TEXTBOOK LIST:

MLTC 1512 Intro to Basic Lab Techniques is an OER course (no book is required) recommended reading:

Estridge, B., & Reynolds, A. (Year). Basic clinical laboratory techniques (6th ed.). Cengage Learning. ISBN: 9781111138363

MLTC 1503 Principles of Phlebotomy

Strasinger, S. K. (Year). The phlebotomy textbook (4th ed.). F.A. Davis.
ISBN: 9780803675827.

PHLEBOTOMY TRAINING PROGRAM CURRICULUM AND COURSE DESCRIPTIONS:

MLTC 1503 Principles of Phlebotomy (3 credit hours)

- Available formats:
    - (8-week) – Available Fall S1, S4, Spring S1, S4
    - Summer 8-week
    - Fall and Spring semesters (16-week) session 2
- Two hours of hands-on cooperative student lab required each week.
- This class is an overview of the principles and practices of phlebotomy. The course will emphasize safety, specimen collection and specimen processing. Students will learn the basic skills required to collect blood specimens.
- Minimum collections required for successful completion of the class.
- Minimum age requirement of 16.
- Must pass with 78% or above to qualify for the clinical practicum

MLTC 1501 Phlebotomy clinical practicum (1 credit hours) **

- 8-week scheduled as needed with BOL sessions
- Clinical experience of 100 hours and 100 collections (venous and capillary) to meet the ASCP – PBT eligibility criteria. (Route 2)
- Must qualify with 78% in MLTC 1503 Principles of Phlebotomy

Completion of *both* MLTC 1503 Principles of Phlebotomy and MLTC 1501 Phlebotomy clinical practicum meets ASCP – Phlebotomy Technician certification eligibility. Students will receive a certificate of completion (NOT certification) from Barton Community College.

Credit for Prior Learning may be awarded for **ASCP certification only. (CLP 1 credit – Phlebotomy clinical practicum) (CLP – 3 credits – Principles of Phlebotomy)

**Work experience (ASCP Route 3) will no longer be accepted to waive the MLTC 1501 Phlebotomy clinical practicum as of January 1, 2026.

MLTC 1503 Principles of Phlebotomy textbook:

Strasinger, S. K. (Year). The Phlebotomy textbook (4th ed.). F.A. Davis.

ISBN: 9780803675827.

Availability: Barton Community College Online Bookstore

Medical Laboratory Technology, Medical Laboratory Assistant and Phlebotomy Program Policies – the following policies apply to all courses and clinical practicums with the MLTC course code.

The PBT, MLA and MLT programs are not available to students residing in the state of California, New York or Florida. The PBT, MLA and MLT programs are not available to International Students not currently residing in the United States due to the online format requiring cooperative /clinical affiliates. The student will need to commit to coming to the Great Bend Barton campus, or the US Army Ft. Riley Barton classroom (PBT only) *or* secure a full-service hospital laboratory willing to act as the cooperative and/or clinical affiliate for the courses that require a lab component. Outside facilities will require a clinical affiliation agreement for cooperative and clinical lab hours.

Admission to Barton Community College does NOT guarantee enrollment in the PBT, MLA, or MLT programs. Students seeking admission to the PBT, MLA or MLT programs must meet additional requirements specific to the program.

REQUIREMENTS FOR ENROLLMENT

PBT Program:

- Age: 16 or above
- Completion of Castlebranch/DISA compliance requirements BM22
- Secured pre-approved clinical affiliate laboratory – confirmed by Program Director/Advisor
- Student ID# and college email address

MLA Program:

- High school diploma or equivalent
- Overall GPA 2.0 for any prior college credits
- Completion of Castlebranch/DISA compliance requirements BM22
- Secured pre-approved clinical affiliate laboratory – confirmed by Program Director/Advisor
- Student ID# and college email address

MLT Program:

- High school diploma or equivalent
- Completion of Castlebranch/DISA compliance requirements BM22
- Secured pre-approved clinical affiliate laboratory – confirmed by Program Director/Advisor
- Student ID# and college email address
- Completion of required general education courses
- Overall GPA of 2.50
- Phlebotomy class and clinical must be completed before enrollment in MLTC courses requiring student cooperative lab hours. The Phlebotomy class and clinical practicum will be added to the degree map for MLT in Fall 2026. (ASCP *certification only* will be accepted as Credit for Prior Learning as of January 1, 2026.)

ADVISING PLAN - PROGRAM INTENT

- Students requesting information will be directed to the Bartonccc.edu website to their respective area of study.
    - Enrollment intent forms are available on each program website.
    - Students will be contacted based on the information provided
- Students who are interested in the MLT, MLA or PBT program will be assigned an advisor by the college.
- Advisors will recommend a program within the pathway based on the students' experience and education.

Phlebotomy (PBT) only Interest

- Canned email with program information, cooperative lab, and Castlebranch account information will be sent to the student.
- Students will be added to the Intent to enroll spreadsheet
- Castlebranch/DISA accounts will be checked weekly
- Cooperative lab information will be checked against the Clinical affiliation list.
- Enrollment will occur when Castlebranch/DISA compliance accounts are complete, and the student has secured an affiliated lab for cooperative student hours.

Medical Lab Assistant (MLA)

- Canned email with program information, cooperative lab, and Castlebranch account information will be sent to the student.
- Information regarding transcript transfer (if applicable) will be provided.
- Students will be added to the Intent to enroll spreadsheet
- Castlebranch/DISA accounts will be checked weekly
- Cooperative lab information will be checked against the Clinical affiliation list.
- Prior transcript credits will be evaluated – placement testing recommended if needed.
- Enrollment in general education courses
- Phlebotomy** or Basic Lab Techniques enrollment will occur when Castlebranch accounts are complete, and the student has secured an affiliated lab for cooperative student hours.
  ** If the student has met the phlebotomy clinical requirement through ASCP –PBT certification, CLP – 4 credit hours can be added to the transcript.
  **Work experience (Route 3 ASCP) will no longer be accepted as CPL as of Fall 2026.

Medical Laboratory Technology (MLT)

- Canned email with program information, cooperative lab, and Castlebranch account information will be sent to the student.
- Information regarding transcript transfer (if applicable) will be provided.
- Students will be added to the Intent to enroll spreadsheet
- Castlebranch accounts will be checked weekly
- Cooperative lab information will be checked against the Clinical affiliation list.
- Prior transcript credits will be evaluated – placement testing recommended if needed.
- Enrollment in general education courses if needed
- Once the requirements for general education courses and phlebotomy are met, the student will be enrolled in MLT classes based on their financial aid eligibility, work schedule, and weekly hourly commitment to study (agreed upon schedule by advisor and student)
- Students will not be advised to enroll in more than 12 credit hours/semester

Advising NOTES

- If the student has not met the requirement for phlebotomy or completed most of the general education requirements, they will be advised to start with the MLA program.
- Phlebotomy class and /or clinical practicum may be waived for the MLA or MLT programs with **ASCP-PBT** certification (4 credits total) or work experience (Route 3 ASCP) (1 credit) documentation to meet ASCP certification eligibility. Work experience Route 3 will no longer be accepted as of January 1, 2026.

- Prior Phlebotomy certification will not be accepted for any accrediting organization other than ASCP.

PROCESS FOR SECURING COOPERATIVE AND CLINICAL LABORATORY SITES

Distance Students:

- Students outside the service area of the college MUST have secured a clinical affiliate site approved by the MLT Program Director if participating in cooperative and/or clinical hours off campus.
- It is the responsibility of the prospective student to initiate communication with a full-service hospital laboratory manager to determine if they are willing to become a clinical affiliate site if the hospital is not currently a clinical affiliate.
    - Clinical affiliates are NOT required or obligated to accept students – approval is based on staffing and workload needs of the affiliate.
    - Clinical affiliates retain the right to deny any student placement.
- The student will provide a contact name and email address for the MLT Clinical Coordinator.
- Clinical affiliate agreement documents must be finalized and on file before the student is enrolled in courses requiring cooperative and/or clinical lab hours.
- **Notice of Understanding** will be completed and signed by both the student and the hospital laboratory supervisor each semester for cooperative student lab hours.
- **Clinical practicum request forms** are to be completed and submitted to the MLT Program Director for clinical practicum placement.

Local Students:

- MLT, MLA Students will participate in cooperative lab hours on campus when/if available.
- High school phlebotomy students will be required to attend the phlebotomy lab on campus during the 16-week Session 2 unless otherwise preapproved.
- Clinical practicum placement will be based on availability and GPA and arranged by the Program Director.
- If there are not available clinical practicum spots, students will be placed as soon as possible based on GPA and course evaluations.

LIABILITY INSURANCE

Students will be covered by Liability Insurance provided by the college at no additional cost to the student. The student must complete a compliance package currently purchased by the student through Castlebranch/DISA.

Students must carry personal Health insurance for the duration of the cooperative and clinical lab hours. Castlebranch/DISA requirements are based on clinical affiliation agreement criteria for student placement, student and patient safety, and program liability policies.

Current (2025-26) Requirements for Castlebranch/DISA compliance package code BM22

- CPR certification (AHA-BLS preferred) must have live skills check.
- Vaccination records or titers, or history of disease to show immunity for:
    - MMR
    - TDaP or Tetanus (within 10 years)

    - Hep B
    - Varicella (titer, vaccination, or history of disease by Physician documentation)
    - Influenza (seasonal) unless required by clinical affiliate
    - Covid is not required unless required by clinical affiliate
- **Background check** – provided with purchase of the Castlebranch/DISA account
    - Based on a standard of The Joint Commission (TJC), which requires healthcare organizations to verify criminal background information on students who provide care, treatment, and services to patients/clients during clinical activities.
    - Results of the background check may result in non-placement of students for cooperative/clinical lab hours.
- Proof of current Health Insurance (document with student name – not a card)
- TB skin test for Tuberculosis or Gold QuantiFERON results within 6 months
- HIPAA document
- FERPA document
- Essential skills/requirements document
- Legal Relationship document
- Drug screens are not required unless required by clinical affiliate

DRUG SCREEN POLICY

Students may be required to undergo drug testing per clinical affiliation agreement requirements. Students may be subjected to unannounced drug screening. PBT, MLA and MLT Program policies on drug screening reflect the College's substance abuse policies as described in the Barton Student Handbook and Academic Planner. **Policy 2611 Student Code of Conduct**

- Students will undergo drug testing at an approved collection facility.
    - Orders can be placed through Castlebranch/DISA **BM22dt**
- The fee for the drug screening will be paid by the student. The student will be given no previous notice of drug testing if required by the college, to ensure validity.
- If a student's results are positive, please see the College's **Policy 2611 Student Code of Conduct** for further action.
- Positive results may result in non-placement of the student in a cooperative/clinical facility and/or dismissal from the MLT, MLA or PBT program.

COUNSELING

MLT, MLA, PBT PROGRAM COUNSELING AND STUDENT CONFERENCES

Advising and guiding students through the program is done in a manner which maintains student confidentiality and impartiality. The program provides pre-admission advising to interested students, degree planning for current students and other types of counseling/advising for the lecture and laboratory components of the program.

Each student may obtain academic tutoring or personal counseling for individual needs. The instructors and advisors will be available for these purposes as their schedules permit. Students are invited to take advantage of these services on their own initiative.

It is the students' responsibility to monitor progress and to seek assistance from the instructors or advisors when necessary.

STUDENT COUNSELING

If at any time a faculty member feels that a student's clinical or didactic progress, behavior, or attendance is unsatisfactory and has a bearing on passing the class, a learning contract will list the concerns of the instructor and what must be done by the student to correct the concern. The student counseling statement will list a deadline for the correction and consequences if the corrections are not met. The statement will be reviewed and signed by the student, faculty member, and the MLT Program Director.

STUDENT RECORDS Standard IV.B.1-2

All student records are considered confidential and are kept digitally or in a secure file cabinet. The contents of the 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 Director of Medical Laboratory Technology's office during regular office hours. Any records maintained by the clinical affiliates concerning individual students are subject to the same considerations regarding confidentiality, security, and availability.

The College and the MLT, MLA, and PBT programs comply with the Family Educational Rights and Privacy Act of 1974 regarding confidentiality of student records. Refer to the Barton Student Handbook. All student records shall be maintained in accordance with the provisions of the Federal Family Educational Rights and Privacy Act (FERPA) of 1974.

All student files pertaining to the MLT, MLA, and PBT (MLTC) courses will be retained electronically for a period of 7 years. In the absence of statute stating otherwise, it shall be the policy of Barton Community College to retain no record longer than seven (7) years beyond the date of last activity, with the following exceptions:

- Student Transcripts – Permanent* Barton Faculty Handbook Policies

CELL PHONES

Cell phones should be turned off during class (lab or cooperative/clinical student hours included.)

- Personal phone calls should be limited to emergencies.
- The telephones in the classrooms, Cooperative/clinical facilities, are for faculty/medical professional use.

- Cell phone use in laboratory clinical facilities is strictly prohibited. These are to be stored away and only used during designated break times.

ATTENDANCE

Responsibility for participating in class assignments, on campus requirements, and cooperative/clinical practicum rests upon the student.

- A formal schedule will be provided to the student on campus, and for off-campus students, will be determined by the cooperative/clinical supervisor/preceptors, based on the staffing and workload needs of the affiliated laboratory.
- Student schedules are NOT determined by convenience of the student.
- Formal schedules are to be submitted to the student's online classroom.
- The student is required to participate in class, student cooperative/clinical lab time, and Clinical Practicums unless an illness or emergency prevents this.
- The MLT, MLA, PBT faculty believe that absences interfere with one's ability to meet course objectives.

The following attendance policy outlined below will be adhered to.

- The student must call/email the instructor and cooperative/clinical supervisor with notice of your absence from laboratory sessions either on-campus or at the clinical affiliate site before your scheduled arrival time.
    - **Illness**: If a student is injured and/or hospitalized, he/she must present a written physician release to return to class and clinical.
    - **Tardy**: If a student arrives 15 minutes late for class they will be considered absent.
        - When a student exceeds a total of 20% absences (for any reason) of scheduled lab classes or cooperative/clinical hours, the student may be removed from the course.
        - The MLT, MLA, and PBT Clinical Practicum courses require specific minimum hours of clinical time. If a student will tardy, all instructors/clinical supervisors should be notified prior to the scheduled time.
        - Any time missed will be added to the end of the scheduled day.
        - Repeated tardiness will be discussed with the student by the instructor.
        - The student is expected to notify the on-campus instructor and/or clinical instructor of their tardiness prior to the start of class or clinical shift.
    - **Absences**: While it is recognized that objectives may be reached through many avenues of experience, each planned activity has a specific purpose for the learner. Many of these experiences cannot be duplicated and are, therefore, lost if the opportunity is missed.
        - When a student exceeds 10% absences for any reason of scheduled cooperative labs and/or clinical practicum times, the instructor will recommend the student be removed from the course.
        - For 16-week classes, this calculates to 2 of 16 scheduled labs.
        - For 8-week classes, this is calculated to be 1 of 8 scheduled labs.

- During Clinical Practicum rotations, if a student is tardy or absent, they are required to contact the clinical affiliate site and the MLT clinical coordinator prior to the start of the shift.
    - The student is required to make the call, not a family member.
    - The student should direct the call at the clinical site to the laboratory manager or clinical supervisor.
    - Students missing clinical time are required to complete the missing hours during the same week if possible or the immediate week following.

INCLEMENT WEATHER

Barton Community College offers RAVE Alerts **Cougar Text Alert System**

- In the event of weather that interferes with school to the extent that school is closed, it will be announced via the RAVE system and on area radio stations as early as possible.
- Students performing cooperative laboratory/clinical time at the clinical affiliate must use their own discretion as to the feasibility of traveling to or leaving their clinical site safely. A good indication of weather-related travel is local school closings.
- As with other absences students should report to the campus instructor and/or supervisor of the clinical site BEFORE their scheduled time of arrival if the student will be late or absent.
- Barton campus instructors will use the "local school closings" as a guide to attend campus labs and will notify students prior to scheduled time as soon as possible.
- Missed laboratory time will be made up accordingly regardless of official weather cancellations.

INTERNET ACCESS/COMPUTER SKILLS

Students must possess a computer with email and word processing capabilities, a webcam, and a reliable Internet service provider.

- Basic computer skills are required for success in online programs. Students must be able to create word processing documents, scan and attach files to an email message, upload documents into the course, send and receive email and participate in asynchronous discussions.
- Online proctoring services for exams will be used, and software downloads are required.
    - Students using Chromebooks, iPads, and other devices provided by school or work may not be compatible with the software required for the online proctoring service. In these cases, a live proctor service may be required at the student's expense.
    - Online proctoring is a privilege - it is not a right - and students will be required to come to campus for exams or pay for a proctoring service if deemed necessary. Circumstances in which this may be required include the lack of secure location for testing, or suspicion of Academic Integrity violations.

DISABILITY SERVICES Standard V.B:

https://bartonccc.edu/supportservices/disabilityservices

Services are available to students (on-campus or online) with physical, mental or learning disabilities to promote equal educational opportunities.
Accommodation is modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs. Reasonable accommodation is provided on an individualized, as-needed basis.

- At the college level, students with disabilities must self-declare and provide recent and professional documentation regarding the disability, which should include how the disability affects the student's academic performance, as well as suggested accommodations.
- The student must take the first step of self-advocacy by making sure they contact a disability advocate at (620) 786-1102, preferably prior to the start of classes, to allow adequate time for accommodation to be set in place.
- Students may contact disabilityservices@bartonccc.edu or
    - Barton County Campus students can come to the north end of the Learning Resource Center, or call the Barton disability number, **(620) 786-1102.**
    - Fort Riley Campus students can contact the Student Services Office in Building 211, Room 105, or call **(785) 784-6606**, or call Barton disability number, **(620) 786-1102.**
    - Barton Online students can call (855) 509-3367 or call the Barton disability number **(620) 786-1102.**

EXAMS AND LATE WORK

Exam Proctors

Barton MLT, MLA, and PBT programs use **Respondus/Lockdown Browser** for online proctoring of exams.
** See previous Internet Access/Computer skills section

- Online proctoring is a privilege – and may be revoked at any time if deemed necessary.
- Students must ensure they have adequate reliable internet access, computer capacity, webcam functionality, and the necessary requirements for software browser download.
- Students with Chromebooks, iPads and devices that do not support the online proctor service will be required to obtain live proctoring services at their own expense.
- Students suspected of academic integrity issues will be required to obtain a live proctor service at their own expense.
- Students do not have the option of requesting a live proctor or refusing environment sweeps or recording of exams/student.

Missed Exams/Late Assignments

Due dates are posted in the course for assignments and exams.

- Do NOT rely on CANVAS "To Do" list or CANVAS calendars.

- All missed exams/assignments will be required to be made up, and grades will be issued as zero until completed.
- Credit and grades for late exams/assignments will be determined whether to be accepted or not by the instructor for the class and are ***not*** guaranteed.
- The student will be responsible for all content covered.
- *If* late work is accepted - course work will be made up within 7 days, or the grade will remain a zero.

Comprehensive clinical exams

Comprehensive exams during MLT clinical practicums must be taken within 5 days of completing clinical hours for each section.

- Any remedial work and additional attempts must be completed within 3 days of the first attempt.
- Students will not move to the next rotation/department until the comprehensive exam for that area has been passed with 70% or above.

GRADING POLICY

For all MLT and MLA (MLTC) courses the following grade scale will be used:

A	93 - 100%
B	86 - 92%
C	78 - 85%
D	70 – 77%
F	69 % and below

78% (C) is the lowest passing score for MLT and MLA (MLTC) courses
All General Education courses must be passed with (C) grades or above.

MLTC 1503 Principles of Phlebotomy grading scale will be:

A	90 - 100%	
B	80 - 89%	
C	70 - 79%	78% is required for MLTC 1501 Phlebotomy Clinical practicum
D	60 – 69%	
F	59% and below	

Failure to achieve at least an overall 78% in *one* MLTC course will result in a probationary status for the student.

- The course will be repeated in the next eligible session and must be passed with 78% or above to remain in the MLT or MLA program.
- A **record of counseling** and a **Learning agreement** will be established.
- Failure of two MLTC courses will result in removal from the MLT/MLA program
    - The student may reapply after one year.

An average of at least 70% is required on ALL exams in each MLT or MLA course to receive a passing grade for the class. Remedial work may be assigned.

- Rounding up grades will be at the discretion of the instructor and the consideration of the whole body of work in each course by the student.

The student must maintain a minimum accumulated grade point (GPA) of 2.50 on a 4.00-point scale per semester.

- Failure to maintain an accumulative GPA of 2.5 per semester will result in probation for the student. Two consecutive semesters will cause the student to be ineligible to continue with the program.
- MLT courses completed over three years prior will be repeated if the student leaves (voluntarily or not) the program and returns at a later date.
    - This will be the policy for MLT courses/credits transferred in from another program as well.

Remedial Activities due to Lack of Exam Mastery

If you score less than 70% on an exam (78% is passing), at the discretion of the course instructor, you may be required to complete remedial activities. Please refer to the individual course syllabi for more details. If you are continuously scoring below 70% after discussions with the instructor; see your advisor to discuss options, including withdrawing from the course and/or career counseling.

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

Incomplete grades

A student may be given an incomplete (I) grade in a course if he or she was unable to complete the course work due to a condition beyond his or her control.

- The instructor/Director will have the discretion of deciding if the conditions are beyond the student's control.
- A student will be given one semester, excluding the summer session, to complete the work in the course in which an "I" designation was received.
    - If the student does not complete the work at the end of one semester, the "I" grade will revert to the grade he or she would have received in the course without completing the work.

HEALTH AND SAFETY Standard IV.C.1:

Health Insurance

All students are required to carry personal health insurance for the duration of their cooperative/clinical lab courses. This will be tracked through Castlebranch/DISA compliance and renewed annually.

- The student is responsible for any health care expense incurred while attending classes on campus or during cooperative/clinical lab hours.

- All students are required to complete Blood borne pathogen training through MedTraining Systems (MTS) and/or MediaLab CE
- All MLT, MLA and PBT students are covered by Liability insurance provided by the college. Castlebranch/DISA compliance is required.
- Non-emergency Health services can be provided by the Barton Campus Nurse.

Immunizations

Students are required to have vaccination records or titer documentation of immunity for the following:

- Measles, Mumps Rubella (MMR)
- Tetanus, Diphtheria, Pertussis (TDaP) with a Tetanus booster within the past 10 years
- Hepatitis B or HBsAb titer or signed Declination form on file.
- Varicella or documentation from a physician of the disease

Additional requirements include:

- TB skin test (PPD) or Gold QuantiFERON results within the past 12 months

Documentation will be tracked through the purchase of a compliance package through Casltebranch.com Any student not in compliance will not be enrolled in courses requiring cooperative/clinical lab hours.

Laboratory Safety

Safe lab practices will be taught by the instructors**.** Students are required to follow the laboratory safety procedures, bloodborne pathogens, Universal Precautions, and wear appropriate personal protective equipment. Warnings will be given when appropriate. Continued unsafe practices will not be tolerated and may warrant dismissal from the program. Safety protocol and procedures while in the cooperative/clinical affiliate laboratory must be always followed.

MLT Laboratory Classroom S-116 Policy

- No smoking, drinking or eating in the laboratory. This includes no gum. A Safe Clean room area is accessible for food and drink.
- Only books or procedure manuals being utilized are to be taken into the laboratory. Backpacks, jackets, personal items are to be left in the Safe Clean room.
- Disposal of all biological material and broken glassware should be in appropriate containers.
- The laboratory counter areas are to be cleaned before and after each laboratory session with the disinfectant provided.
- At the end of laboratory session: all markings must be removed from glassware and placed in the dish room, trash emptied into waste baskets, and biological waste placed in appropriate trash bins.
- All accidents are to be immediately reported to the instructor and an incident report filed. ** ***See Exposure plan***
- All equipment malfunctions are to be reported to the instructor.
- Hands are to be washed with disinfectant soap before taking breaks, before leaving the laboratory, and after removing gloves.

- Gloves and lab coats/scrubs PPE are to be always worn.
    - Personal protective equipment is specialized equipment or clothing to be used by a health care worker for protection from direct exposure to blood and other potentially infectious materials.
    - Types of personal protective equipment include gloves, gowns, laboratory coats, face shields or masks, eye protection, and pocket masks.
    - Utilization of appropriate equipment based on type of exposure is the responsibility of the student.
    - Students are responsible for following outlined safety procedures and implementing correct safety actions.

BLOODBORNE PATHOGENS

All students and instructors will complete the bloodborne pathogen (BBP) training annually.

Exposure Control Procedure for Blood Borne Pathogens and First Aid Incidents

Whenever a student is involved in a first aid incident which results in potential exposure, the student shall report the incident to their instructor before the end of the work shift during which the incident occurred.

- The student must provide the instructor with the names of all first aid providers (those who assisted with the incident) involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as in the OSHA standard, has occurred.
- If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be discussed with the student.

Post-Exposure Evaluation and Follow-up

An exposure incident occurs when there is a specific mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials (OPIMs).

- Whenever a student has an exposure incident in the performance of his or her clinical assignment, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the student at the expense of the student.
    - Personal Health insurance is required for all allied health students.
- **If the exposure occurs in the cooperative/clinical facility**, the preceptor should contact the Program Director for post-exposure evaluation and follow-up shall be performed at the facility in which the incident occurred or the local health department.
- **If exposure occurs on campus** - Contact the College Nurse representative at the facility to initiate the post exposure evaluation and follow up procedures.
- Return a copy of all forms to the MLT program director at Barton.
- Whenever an exposure incident occurs, the exposed student shall report the incident to their instructor, who will explain to the student his or her right to a post-exposure evaluation and follow-up.

Post Occupational Exposure Student Information/Education

Regarding the occupational exposure the student has sustained, it is important to read and understand the following information:

- The student may be at risk of acquiring certain diseases which are transmitted by contact with blood and body fluids. Blood is the number one source of transmission for Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) which are three very serious bloodborne diseases.
- There is a vaccine available to prevent Hepatitis B. Most students may have already received this vaccine and if there is a documented, adequate antibody titer response, the student is at a lesser risk for acquiring Hepatitis B. If the student has not had the vaccine or does not have an adequate antibody titer response, there is an increased risk for acquiring Hepatitis B.
- There is no vaccine available to prevent HIV or Hepatitis C.
- If the source of exposure is known, the source individual will be contacted to obtain permission to perform HIV, Hepatitis C, as well as Hepatitis B testing.
    - If the source individual refuses the testing, the student will be notified. If the source individual consents to the testing, the student will be informed of the results as soon as they become available.
    - The student must not disclose these results to anyone else. Doing so is a breach of confidentiality and is subject to disciplinary action.
    - If the source of the exposure is unknown (i.e. needle in a needle-box), no source testing can be performed.
- Following blood or body fluid exposure, It is recommended that the student have their blood tested for HIV, Hepatitis B, and Hepatitis C by contacting your physician or the local health department.
    - Blood must be drawn within 72 hours following the exposure.
    - If the initial lab results on both the student and the source individual are negative, no further blood work will be necessary.
    - If either the student or the source patient has any positive results, additional testing is required, and blood work will need to be repeated at six weeks, three months, and six months.
- It is the student's responsibility to notify their physician if they develop any symptoms of viral illness within 12 weeks following the exposure.
- The student may obtain more information about AIDS by calling the Center for Disease Control AIDS hotline at: 1-800-342-AIDS. You may obtain more information about Hepatitis by calling 1-404-332-4555.
- If the student has questions, or would like further information, they are encouraged to meet with their personal physician.

Exposure Incident Form

STUDENT PROBLEM RESOLUTION PROCEDURE | PROGRAM DISMISSAL

If a student has an academic or non-academic grievance, their first action is to confer with the instructor involved. If the problem is not resolved, the student's advisor should be contacted. Should there be any further questions the student should refer to the current procedure in the Barton Student Handbook.
Student Problem Resolution Policy 2615
Grievances regarding Program Dismissal will be referred to the **Program Dismissal policy 2624**

ACADEMIC INTEGRITY

Barton Community College endeavors to achieve the highest standards of academic integrity, and to instill personal **honesty** as an essential life skill. Students are strongly encouraged to demonstrate a sense of **responsibility** in their choices, to create habits worthy of **trust** and **respect** while engaged in their academic pursuits, and to work toward educational and professional goals with a sense of **courage** and **fairness**.
To stay true to Barton's mission of offering exceptional learning opportunities, the faculty and staff of the College have pledged to uphold these six core values of integrity in all aspects of instruction.

Honor Code

In all aspects undertaken by students, faculty, staff and all other stakeholders of Barton Community College, the following pledge applies:

> **On my honor, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others.**

By enrolling in Barton courses, students agree to comply with the Honor Code above and Barton's Academic Integrity Procedure (2502).

Academic dishonesty is defined as any act of cheating, plagiarism, or deceit.
Examples of such conduct would include:

- Either copying another's exam or allowing another to copy the exam.
- Collaboration that is not permitted by the instructor.
- Plagiarism, i.e. the use of another's ideas or words and pretending they are one's own.
- Providing and/or receiving aid on an assignment or exam without permission of the instructor.
- Providing and/or receiving aid on a class assignment or exam under conditions in which a reasonable person would know such aid was unethical.
- Use of artificial intelligence chatbots or programs to produce work and submit it as one's own creation.
- Falsifying records such as clinical/cooperative lab time sheets or evaluations.
- Forging signatures of another.

- Use of outside resources/devices on exams.

Violations can be categorized as Basic or Capital.

- Basic violations are committed to obtain an unfair advantage in the completion of coursework.
- Capital violations are either repeated basic violations and/or committed in conjunction with multiple violations of integrity or the Student Code of Conduct. As such, these cases shall be considered based on the totality of the evidence and primarily as academic offenses.

Consequences of Academic Dishonesty:

Immediate Removal

Certain behaviors and conduct may result in immediate removal from the program.
Students who are immediately removed may pursue their education with a different program at the institution but may not continue in the program from which they were removed.

A removed student seeking readmission must meet all program readmission requirements as well as an interview with the program Director or instructor and Executive Director. A decision made by the MLT Program Director to remove a student may be appealed utilizing the appeal procedure afforded to students through the **Student Code of Conduct Policy 2611.** The policy is available in Barton Student Handbook on the Barton website.

Academic Integrity issues resulting in immediate removal from the MLT, MLA, PBT program:

- Falsifying signatures/documents (time logs, coop agreements, etc.)
- Repeated AI warnings (two warnings or more)
- Breach of patient confidentiality (HIPAA violation)

Probationary Status

Academic Integrity issues resulting in probationary status:

- Suspected use of outside resources during exams (Cheating)
- Uninformed /unintended use of Artificial Intelligence
- Repeated Academic dishonesty warnings – see above

SERVICE WORK POLICY - Standard VIII.B.2; Standard V.E

Service work is defined as:

- work performed by students in the *student capacity* (during cooperative or clinical hours) used in substitution of employees.

Students *must not* be substituted in place of qualified staff during cooperative/clinical hours. *This includes students who are also employees of the cooperative/clinical facility.*
However, after demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures on patient samples.

Work that students complete in clinical settings *outside* of regular academic (cooperative/clinical) hours must be noncompulsory, paid, supervised on site, and subject to employee regulations.

- **Students can work with pay *outside* of student cooperative/clinical lab hours.**

- **To clarify the distinction of service work and student hours – it is the policy of Barton's MLT/MLA/PBT programs that students must complete the cooperative lab hours and clinical hours unpaid off the clock.**

Clinical Practicum information to follow on the next pages.

MEDICAL LABORATORY TECHNOLOGY (MLT), MEDICAL LABORATORY ASSISTANT (MLA), AND PHLEBOTOMY (PBT) CLINICAL PRACTICUMS MANUAL

General policies for MLT, MLA, PBT Clinical practicums

The policies listed below apply to all clinical practicums in the MLT, MLA and PBT programs.

EXPECATIONS OF THE CLINICAL FACILITY AND STAFF

Service work is defined as:

- work performed by students in the *student capacity* (during cooperative or clinical hours) used in substitution of employees.

Students *must not* be substituted in place of qualified staff during cooperative/clinical hours. *This includes students who are also employees of the cooperative/clinical facility.*

- However, after demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures on patient samples.
- Work that students complete in clinical settings *outside* of regular academic (cooperative/clinical) hours must be noncompulsory, paid, supervised on site, and subject to employee regulations.

To clarify the distinction of service work and student hours – it is the policy of Barton's MLT/MLA/PBT programs that students must complete the cooperative lab hours and clinical hours unpaid off the clock. Students can work with pay outside of student cooperative/clinical lab hours.

Supervision of students

At least one cooperative or clinical ***applied learning supervisor/Preceptor***, who is employed by the cooperative or clinical/applied learning site, must be designated at each facility affiliated with the program to directly observe and work with students. This preceptor may be changed as needed to accommodate work schedules, however one primary preceptor should be designated.

Qualifications The cooperative or clinical/applied learning supervisor/Preceptor must:

- Be a health care professional staff member of the facility who demonstrates the ability to effectively oversee the clinical/applied learning of the students.
- Demonstrate knowledge of the program discipline. (**PBT, MLT, MLS**) **certified preferred**.
- Have at least one year of experience as a health care professional. (**PBT, MLT, MLS**)

Preceptor Responsibilities:

- Direct observation and evaluation of students during the cooperative/clinical learning experience.
- Demonstration of skills, workflow organization, and problem solving.
- Evaluating student performance along with personnel who work with the student daily.
- Providing feedback and guidance to the student.

Preceptor training is available and is encouraged.

Barton MLT program has developed a training course for preceptors/supervisors working with MLT/MLS/MLA and PBT students. The course is offered online and is free. PACE credit is available. The course can be found at the link below:

Barton Clinical cooperative Preceptor training and Program information
https://bartonline.instructure.com/courses/36548

At least one cooperative or clinical ***applied learning liaison*** who is employed by the cooperative or clinical/applied learning site, must be designated at each facility affiliated with the program to coordinate clinical/applied learning and direct observation for students.

Liaison Qualifications: The cooperative or clinical/applied learning liaison must:

- Be a health care professional staff member of the facility who demonstrates the ability to effectively oversee the clinical/applied learning of the students.
- Demonstrate knowledge of the program discipline
- Have at least one year of experience as a health care professional

Responsibilities:

- Coordinating cooperative/clinical instruction at the site.
- Maintaining effective communication with the program director.
- May be asked to evaluate student performance along with personnel who work with the student daily.
- Verify time logs if needed

Communication

Communication between the clinical site and the student, and the clinical site and the Program Director is key to a successful experience for all parties.

- Clinical placement of students must be arranged between the program Director and the clinical site - education coordinator/lab manager/liaison. Students are not to request clinical placement of the facility directly. Assumed placement of employed students is not permitted.
- Any absences or excessive tardies must be communicated to the program Director by the clinical site as they occur. The program Director will notify the clinical site of any withdrawal or lack of student participation in required documentation.
- Concerns or questions regarding student requirements from the clinical site will be made by contacting the program Director. The program Director will welcome any questions or concerns and will address them personally.
- Concerns or questions regarding student behavior or performance are to be discussed with the student as they occur, not at the end of the clinical experience.

EXPECTATIONS OF THE CLINICAL STUDENT

Castlebranch/DISA compliance

All students are required to complete Castlebranch/DISA compliance and maintain current documentation throughout their clinical experience. Requirements include but are not limited to:

- Vaccination records
- Proof of personal Health insurance
- CPR certification
- TB skin test or tuberculosis free documentation

Dress code and Behavior

All students are expected to maintain a professional appearance. This includes, but is not limited to:

- Scrubs, lab coat and/or designated uniform required by the clinical facility.
  Not acceptable clothing includes:
  - Sweatpants
  - Shorts/short skirts (bare legs)
  - Hats, visors, bandanas unless worn as religious requirements
- Closed toe shoes
- Name tag designating the status of STUDENT and the program
- The student will refrain from excessive use of cologne/perfume/cosmetics/excessive or eccentric jewelry.
- Hair must be neat and cleaned, pulled back so as not to interfere with procedures. Clean shaven or neatly trimmed facial hair.
- Follow the dress code regulations of the clinical facility

All students are expected to maintain professional behavior.

Attendance

- Students must have a pre-approved schedule submitted before clinical placement.
  - Any deviation from the schedule must be pre-approved by the program Director and the clinical supervisor.
  - Missed days/hours must be made up the same week or the immediate week following.
- Students are not permitted to schedule personal time for vacations, appointments, etc. during the clinical rotation expected hours.
- Students will be removed from the clinical rotation if excessive (more than 10% of the required hours) absences occur – excused or unexcused.
- Students who do not attend as scheduled, and do not notify the clinical supervisor and program Director of their absence prior to the expected day/time, must notify the clinical supervisor and program Director of the reason for their absence within 4 hours.
- More than one unexcused absence may result in removal from the clinical practicum

Tardies

- Students are expected to arrive on time or early for their scheduled hours
- Students are expected to notify their clinical supervisor if they are going to be late.
- Excessive tardies (more than 10%) will result in removal from the clinical practicum.

Affective Domain – verbal and non-verbal behavior

Students are expected to remain professional during all situations in the clinical setting.
This includes, but is not limited to:

- Behavior and posture towards patients, coworkers, and supervisors, including voice inflection, comments, touch, and facial expressions.
- Accepting constructive criticism
- Maintaining HIPAA policy
- Coming prepared for clinical hours (knowledge of the procedures, etc)
- Asking questions for clarification, engaging in the learning experience.

CLINICAL PRACTICUMS Standard VII.C.1-2

Clinical Placement Procedure for all Programs (MLT/MLA/PBT)

1. Students will complete a Clinical Practicum Request form and send it to the program Director.

- The clinical request form must include:
    - the student's ID#
    - Top three choices of affiliated locations
    - Name the clinical site supervisor/contact person and email address if known
    - Special considerations

2. Student placement will be arranged by the Program Director at affiliated clinical sites.

- Completion of the form does not guarantee placement.
- Clinical site affiliation does not guarantee student placement.
- If clinical sites are not available, the students will be placed based on GPA, employment at the facility, and progress in the MLT program (Graduating students vs. First year) with placement at the first available opportunity.

3. Once the student request for placement has been approved by the Clinical site and the program Director, a **Pre-clinical visit** must be arranged by the student with the clinical site.

- Pre-clinical visit is to be completed in person or via zoom.
- Pre-clinical visit Form is to be completed and signed by both the student and the clinical site supervisor/preceptor/coordinator. The form is then returned to the program Director and submitted to the online clinical course assignment.
- The pre-clinical visit is to act as a mock-interview, giving the clinical site and the students an opportunity to meet before starting clinical hours.
- During the pre-clinical visit, a schedule is developed between the clinical site and the student, based on the workload and staffing needs of the clinical site. The schedule is NOT to be determined by convenience for the student. The schedule is sent to the program Director for approval.

Student expectations and requirements for MLT Clinical practicums

Students are expected to complete clinical practicum hours full time (40 hours/week).

- Students are required to complete a minimum of 24-25 hours/week.
    - Either scheduled as 3 x 8-hour days/week or 5 x 5-hour days/week
- Must be scheduled as regular employee shifts – for example, if the microbiology department starts at 4am and the student is in the microbiology rotation, the student will be required to start at 4am.
- Students are to complete rotations during the week dayshift, Monday-Friday, no evening shifts or weekends are allowed.
    - An exception may be made to see procedures not normally done on the day shift such as maintenance or controls.
- Students are not allowed to complete rotations of more than 8 hours/day and no more than 40 hours/week.

Students are expected to follow the schedule set and approved during the pre-clinical visit.

- Vacations are not to be scheduled during clinical rotations without prior approval and within the schedule determined and approved at the pre-clinical visit.
- Scheduled times and days must be followed as if it was a paid employee job.
    - No absences or tardies are permitted.
    - Excessive absences or tardies will result in removal from the clinical practicum.
    - Failure to notify the clinical site and the program Director of expected absences or tardies may result in removal from the clinical practicum

Students are expected to follow the policies of the clinical site regarding dress code, attendance, cell phones, behavior, appearance, parking, compliance, etc.

- Clinical sites are allowed to ask for the student to be removed from the rotation at any time for behavior, performance, attendance or for specific reasons.
- If the student is removed for circumstances beyond their control, alternative clinical placement will be attempted by the program Director.
- If the student is removed from the clinical site for any other reason – or by request of the clinical site for poor performance or behavior, the student will be issued a failed grade.

Students will be required to complete and pass comprehensive exams for each department (subject) in their rotations. Standard VIII.B.1

- Exams must be taken within 5 days of completing the hours associated for the department.
- Exams must be passed with a 70% to continue in the next department rotation.
    - Students will have 3 attempts total to pass with 70%
    - Remedial assignments will be required between attempts.
    - Students will have 3 days to complete the remedial assignment and re-test
- Failure to pass after the 3rd attempt will result in *failure of the clinical practicum*.

MLTC 1519 Clinical practicum 1 – 122 clinical hours minimum – 2 credit hours

- Rotations in the following departments:

    - Hematology/coagulation - 76 hours
    - Urinalysis/Body fluids – 30 hours
    - Immunology/serology/POCT - 16 hours (Immunochemistry included)
- Minimum quotas for:
    - Manual differentials - 100 (50 normal/50 abnormal)
    - Automated CBC – 100
    - ESR – 25
    - Reticulocyte counts - 15
    - Microscopic urinalysis examination - 50
    - Chemical/physical urine analysis - 50
    - Coagulation testing PT – 45
    - Coagulation testing aPTT - 25
- May be scheduled in the summer session if the corresponding courses have been completed and passed.
- May not be scheduled in the Fall or Spring semesters if the student still has program courses to complete.
- Hours may be extended at the *discretion of the clinical site* if it is determined that the student does not meet competency level.
- CP1 must be completed before starting rotations for CP2
- Must pass comprehensive exams associated with the department rotations with a 70% or above to pass the clinical practicum.

MLTC 1520 Clinical practicum 2 – 220 clinical hours minimum – 4 credit hours

- Rotations in the following departments:
    - Chemistry – 40 hours
        - Including QC and maintenance
    - Microbiology – 100 hours
    - Immunohematology (Blood bank) - 80 hours
- Minimum quotas for:
    - ABO, Rh, (may be part of T/S) - 25
    - Type and screens - 25
    - Cross match –25 minimum of 5 specimens/25 units
    - DAT - 5
- Can only be taken after the completion of all other MLTC courses.
    - May be taken concurrently with MLTC 1513 Lab Operations
- Must pass the comprehensive exams associated with this clinical with a 70% or above to pass the clinical practicum.

MLTC 1501 Phlebotomy Clinical Practicum – 1 credit hour – is not included in the MLT curriculum currently, but is a pre-requisite for the program and is required for MLT program KBOR alignment. CLP credit may be awarded for work experience (ASCP route 3 criteria until January 1, 2026 only) and/or ASCP – PBT certification.

- MLTC 1501 Phlebotomy clinical practicum will be added to the MLT degree map in Fall 2026.

Completion and passing of the MLT program classes *and* Clinical practicums is required for the Associate of Applied Science – Medical Laboratory Technology degree completion and to meet ASCP – MLT certification eligibility requirements.

Degree award is not based on ASCP certification.

MEDICAL LABORATORY ASSISTANT (MLA) CLINICAL PRACTICUM Standard VIII.A.1-4;

Clinical placement procedure – see Clinical Placement Procedure for all Programs (MLT/MLA/PBT)

Student Requirements for MLA clinical practicum

Students are expected to complete the clinical practicum on a full time (40 hours/week) schedule.

- Students are required to complete a minimum of 20 hours/week until all requirements are met. Schedules of 4 x 5-hour days/week or 3 x 8 hour-days are preferred.

Students are expected to follow the schedule set and approved during the pre-clinical visit.

- Vacations are not to be scheduled during clinical rotations without prior approval and within the schedule determined and approved at the pre-clinical visit.
- Scheduled times and days must be followed as if it was a paid employee job.
    - No absences or tardies are permitted.
    - Excessive absences or tardies will result in removal from the clinical practicum.
    - Failure to notify the clinical site and the program Director of expected absences or tardies may result in removal from the clinical practicum.

Students are expected to follow the policies of the clinical site regarding dress code, attendance, cell phones, behavior, appearance, parking, compliance, etc.

- Clinical sites are allowed to ask for the student to be removed from the rotation at any time for behavior, performance, attendance or for specific reasons.
- If the student is removed for circumstances beyond their control, alternative clinical placement will be attempted by the program Director.
- If the student is removed from the clinical site for any other reason – or by request of the clinical site for poor performance or behavior, the student will be issued a failed grade.

MLTC 1518 MLA Clinical practicum – 6 months clinical experience** – 2 credit hours

**ASCP requirements of 6 months of clinical/work experience is required until the MLA program has achieved accreditation status by NAACLS.

****ASCP – MLA certification eligibility requirements**

Route 6 - Work experience:

- High School Diploma
- Completion of a two-part structured program consisting of classroom and clinical laboratory training.
- AND 6 months of work experience within the past 5 years defined as:
    - full time (35 hours/week) employment as a medical laboratory assistant
    - at an acceptable laboratory:
        - CMS CLIA certificate of registration, compliance, and **accreditation**
        - Accredited organizations
    - With experience in:
        - Specimen preparation and processing
        - Support for clinical testing
        - Laboratory operations

**NAACLS accreditation will change the requirements for ASCP – MLA certification eligibility:

Route 1 - NAACLS program

- High School diploma
- Completion of a NAACLS accredited MLA program within the past 5 years

PHLEBOTOMY CLINICAL PRACTICUM Standard VIII.A.1-6

Clinical Placement Procedure – See Clinical Placement Procedure for all Programs (MLT/MLA/PBT)

Student Requirements for PBT clinical practicum

Students are required to successfully collect 100 venous and capillary specimens.

Students are required to complete a minimum of 100 clinical hours –

- off the clock, unpaid
- under direct supervision of a preferred certified phlebotomist, MLT, or MLS.
- Students are allowed to work (paid) outside of scheduled student hours.

Students are expected to complete the clinical practicum on a full time (40 hours/week) schedule.

- Students are required to complete a minimum of 12 hours/week until the requirements are met.
- Schedules of 3 x 4 to 5-hour days/week or more are preferred
- Hours must be completed in a minimum of 2-hour blocks at a time. The hours cannot be broken into segments of less than 2 hours throughout the same day.
- Students are required to take a 30-minute break every 6 hours/day, not included in the clinical hours.
- Signed time sheets and tally logs are to be *submitted each week* to the online classroom to show progress through the clinical practicum.

Students are expected to follow the schedule set and approved during the pre-clinical visit.

- Vacations are not to be scheduled during clinical rotations without prior approval and within the schedule determined and approved at the pre-clinical visit.
- Scheduled times and days must be followed as if it was a paid employee job.

- No absences or tardies are permitted.
- Excessive absences or tardies will result in removal from the clinical practicum.
- Failure to notify the clinical site and the program Director of expected absences or tardies may result in removal from the clinical practicum.

Students are expected to follow the policies of the clinical site regarding dress code, attendance, cell phones, behavior, appearance, parking, compliance, etc.

- Clinical sites are allowed to ask for the student to be removed from the rotation at any time for behavior, performance, attendance or for specific reasons.
- If the student is removed for circumstances beyond their control, an alternative clinical placement will be attempted by the program Director.
- If the student is removed from the clinical site for any other reason – or by request of the clinical site for poor performance or behavior, the student will be issued a failed grade.

Completion of ***both*** the MLTC 1503 Principles of Phlebotomy class and the MLTC 1501 Phlebotomy clinical practicum are required to complete the SAPP from Barton Community College and receive a *certificate of completion*.

- This certificate of completion is NOT considered a PBT *certification*.
- Completion of the Phlebotomy program does meet ASCP – PBT certification exam *eligibility*.

Phlebotomy certification may be obtained by testing with a Certification Agency such as:

- American Society of Clinical Pathology (ASCP) - PBT https://www.ascp.org/content/board-of-certification/get-credentialed#
- American Medical Technologists (AMT) -RPT https://americanmedtech.org/certification/get-certified
- American Medical Certification Agency (AMCA) - PTC https://www.amcaexams.com/phlebotomy-technician-certification/
    - AMCA certification exams are offered on the Barton campus for BCC students who meet ASCP eligibility.

CLINICAL AFFILIATION AGREEMENTS

Clinical affiliation agreements are arranged between the MLT program Director and the prospective clinical site.

- All cooperative/clinical sites with students will be required to have a completed affiliation agreement before student cooperative or clinical hours are started.
- Affiliation agreements are reviewed annually.
- Faculty and Facility information must be on file for each clinical affiliate.
- Active Affiliation agreement lists must be available for students to view on the MLT/MLA/PBT websites.

Affiliation does NOT assume placement can be arranged.

- Student placement is based on the affiliate's approval.
- Placement opportunities are at the discretion of the clinical affiliate and may change at any time with little or no prior notice.
- If a student is removed from a clinical site or denied approval for placement, appropriate arrangements will be made to attempt placement at another site. Placement is not guaranteed.

AAS-MLT CLOSURE TEACH OUT PLAN Standard V.D:

In the event of MLT program discontinuation - once administrative written notice has been received, the program director will initiate the following:

- NAACLS notification
- ASCP notification
- MLT faculty notification
- AAS-MLT degree declarations would immediately cease.
- An announcement of pending program closure would be posted on the website.
- Clinical affiliates notification including the projected end date for the current students.
- Students currently enrolled in the MLT program would be notified:
  - The remaining sequential MLT courses in the curriculum plan will be offered as originally scheduled to allow enrolled students one opportunity for successful completion of each course and the program.
  - All MLT programs in the state of Kansas offer the same curriculum for possible transfer. Completed MLT credit should transfer. Each program's policy will apply.
  - Declared MLT majors, not having taken any core MLT courses (MLTC 1500, 1502, 1504, 1505,1508) will not be enrolled in future MLT courses and advised of options by MLT advisors.
  - PAST graduates of the MLT program will be notified and the opportunity to request any MLTC documentation will be provided up to the official closing date of the program.
  - The current MLT faculty will complete each remaining course as previously planned. At the completion of each course, applicable course documents will be cataloged for filing and storage.
- No lab materials will be discarded, sold, or stored until after the program completion of the current students.
- All student files will be maintained according to college policy.
  - The program director will remain the contact person for certification completion until the last student completing has attempted the Board of Certification once. Students have 5 years from the completion of the program to test with ASCP.
- The program director will complete the final Annual survey for NAACLS

2.2.2026 Program Dismissal
11.01.2025 MLT degree map changes
08.01.2025 MLA information KDG