Phlebotomy

PROGRAM HANDBOOK

MILWAUKEE AREA TECHNICAL COLLEGE

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Welcome to the Phlebotomy Program at MATC

Welcome to the Phlebotomy program at Milwaukee Area Technical College (MATC). You have chosen a career that is incredibly rewarding and in demand. Phlebotomists perform functions such as blood drawing, specimen processing, lab procedures and clerical duties. To prepare for this career, you will learn the theory and practical skills of phlebotomy through the on-campus laboratory sessions and experiences at local healthcare facilities. The demand for phlebotomists continues to grow.

You can earn the Healthcare Customer Service certificate on the way to completing this technical diploma. Your credits can be applied toward completing the Healthcare Services Management associate degree.

As a graduate, you are eligible for national certifying examinations.

The Phlebotomy Program Handbook will be your guide for information throughout your program studies. This handbook is a supplement to the MATC Student Handbook & Student Code of Conduct, which is available on the MATC website (matc.edu). Additionally, all healthcare pathway students must comply with the policies and procedures found in the Healthcare Student Handbook, which can be located on the PBT homepage.

The Phlebotomy Student Handbook contains policies specific for the Phlebotomy program. The specific program policies and requirements have been developed to help you succeed in the program and in your future profession as a Phlebotomist.

Please keep this handbook for reference throughout your program!

Program Introduction

This program prepares learners to act as an entry level Phlebotomist. Phlebotomist is a member of the healthcare team who provides clinical information for disease prevention, medical diagnoses, and treatment of the patient by processing specimens and performing laboratory tests. Medical Laboratory Technicians may also have responsibilities for quality assurance, instrumentation maintenance, and collaborating with other allied health professionals. Laboratory techniques performed include a wide variety of manual to automated tests in departments such as hematology, microbiology, coagulation, and more.

Each Fall and Spring semester, a maximum of 25 students are admitted into the program. The Phlebotomy Technical diploma program consists of 17 credits of coursework.

Many of the courses are available online or in person. The Phlebotomy course is taught in an on-campus laboratory which allows students to practice basic skills and perform laboratory procedures and techniques, in preparation for the clinical experience. The faculty to student ratio is 1:12 to allow adequate access to your instructor during class time.

Upon successful completion of Phlebotomy coursework, students are eligible for Clinical Experience. Clinical Experience takes place over roughly 3 weeks at a local hospital or clinic. Students will report to their clinical site 40 hours a week, Monday through Friday during first shift hours. Clinical placement requests can be made, but cannot be guaranteed. Availability varies each semester. In the unlikely event that we are unable to find a clinical location for a student, the student will have placement the following semester.

Accreditation

The MATC Phlebotomy program is nationally accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS); 5600 N. River Rd, Suite 720 Rosemont IL 60018-5119; ph: 773.714.8880; info@naacls.org

National Certification Exams

A graduate of the MATC phlebotomy program is eligible to take a national certification exam. The most recognized exam is administered by the American Society for Clinical Pathology (ASCP) Board of Certification. Testing is administered locally at Pearson Testing Centers in Milwaukee, WI and Brookfield, WI. The exam consists of 100 multiple choice questions administered by computer. Certification is not required for phlebotomists in the state of Wisconsin.

Important Student Resources

All Phlebotomy students are expected to abide by the standards, policies, and procedures outlined in the MATC Student Handbook, MATC Student Code of Conduct, and Healthcare Student Handbook. For more information, please review these documents in their entirety. Links to resources are shared below, however, both resources are available on the MATC website.

MATC Student Handbook and Code of Conduct:
https://www.matc.edu/student-life-resources/student-life/student-handbook.html

Healthcare Pathway Student Handbook:
https://www.matc.edu/course-catalog/healthcare/documents/health_sciences_handbook.pdf

Phlebotomy Program Faculty

Phlebotomy Program Chair:

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Phlebotomy Instructor:

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Administration for PBT Program

Healthcare Pathway Dean:

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Healthcare Pathway Academic Advising Services - healthpathway@matc.edu
PBT Advisors**:** Michelle Vangay - vangaym@matc.edu
Chia Vang - vangc5@matc.edu

Part I: Goals and Standards

Phlebotomy Program Mission:
The mission of the MATC Phlebotomy program is to educate and train competent, ethical, and compassionate entry-level phlebotomists who are prepared for successful careers in diverse healthcare settings. We are committed to fostering a learning environment that emphasizes active learning, critical thinking, safety, and adherence to professional standards, ensuring our graduates are responsive to patient needs and equipped for lifelong learning in the healthcare field.

Value: In the medical laboratory, phlebotomists are crucial in the pre-analytical phase of testing, which involves patient identification, specimen collection, and ensuring sample integrity. They are responsible for accurately collecting blood samples, labeling them, and preparing them for transport and testing, directly impacting the quality and reliability of laboratory results used for diagnosis and treatment.

Goals: The primary goal of the MATC phlebotomy program is to equip students with the cognitive knowledge, practical skills, and professional behaviors necessary to become competent entry-level phlebotomists. This includes mastering venipuncture and capillary puncture techniques, adhering to safety and infection control protocols, processing specimens accurately, and communicating effectively with patients and other healthcare professionals

Healthcare Pathway Mission:
The Healthcare Pathway provides quality educational experiences that enrich and empower students for service in healthcare through collaboration with community partners.

Program Outcomes:

- Adhere to infection control and safe practices
- Perform specimen collection
- Process specimens
- Comply with legal regulations
- Model professional behaviors

External Standards:
The Phlebotomy Program complies with Standards established by the National Accrediting Agency for Clinical Laboratory Science. For more information, please refer to www.naacls.org.

Part II: Policies

Clinical Experience Policy

A. All students are guaranteed clinical placement with successful completion of technical courses.
    a. It is expected that established clinical sites will continue to affiliate with Milwaukee Area Technical College. However, it is each individual lab's prerogative to terminate their affiliation agreement or refuse a student for a particular semester. MATC will then make every effort to retain replacement clinical sites.
        i. In the unlikely event that a replacement site could not be identified, the following policy will go into effect:
    b. Students will be placed in order assigned by lottery. In the unlikely event of an insufficient number of sites to place all eligible students, an attempt will be made to establish a site for the following semester. .

B. Placement of students is at the discretion of the Clinical Coordinator.
    a. Students may request a clinical site, however, there is no guarantee that this request can be accommodated. Placement of students requires availability of area laboratories to host a student during scheduled timelines.

C. Students will be required to purchase scrubs or wear business casual clothing, provide their own transportation to assigned sites, and cover any other expenses related to clinical experiences. Depending on availability of sites, students may need to travel distances for clinical experiences. Students may need to travel to more than one site to complete rotations.

D. Students will be required to submit immunization documentation. A fee is charged for this service through Castle Branch. Additional information will be provided upon acceptance into the program.

E. Students will be required to undergo a background check using the process provided in Castle Branch.

F. Students will be required to undergo a drug screen through Quest Laboratories, ordered through Castle Branch. The testing fee is the responsibility of the student.

G. Students are expected to adhere to all professionalism standards outlined in the Healthcare Student Handbook.

H. No special consideration can be given to those individuals with jobs, spouses, children, lack of transportation, etc. It is the responsibility of the student to make appropriate arrangements in order to attend clinicals as scheduled.

I. The order of student placement will be determined by lottery. Students who have fulfilled the stated requirements will be asked to list preferred sites in order of preference. Preferred sites will be considered. There is no guarantee of placement at a preferred site. Final clinical placement decisions are at the discretion of Phlebotomy faculty. Students will be placed at the site most appropriate for individual learning needs.

J. Clinical Sites reserves the right to dismiss students for unprofessional conduct at any time. Any student dismissed from their clinical site for unprofessional conduct will be deemed program ineligible and unable to complete the program.

   The expectation is that students will treat their internship as a professional job, adhering to the facility's policies, ethical codes, and all applicable laws (such as HIPAA). Any behavior that compromises patient safety, professionalism, or the integrity of the healthcare team is considered unprofessional and can lead to disciplinary action, including termination of the internship and potential removal from the academic program. Unprofessional conduct includes, but is not limited to:

   a. Attendance concerns, chronic tardiness, unexcused absences
   b. Plagiarism, falsifying documentation
   c. Violating confidentiality
   d. Inappropriate use of personal devices

K. All clinical rotation hours are strictly educational and cannot be substituted for employment hours. All educational hours must be unpaid and unrelated to the student's employment. Student employment at a clinical site must take place outside of scheduled clinical experience hours.

Clinical Internship Direct Patient & Reportable Work Policy

This policy outlines the expected conduct and responsibilities for all Phlebotomy (PBT) students during their clinical rotations. The goal is to ensure both patient safety and a high-quality learning experience.

Supervision and Scope of Practice

All work performed by a Phlebotomy student during a clinical rotation, including the handling of patient samples and direct patient interaction, must be done under the direct supervision of an assigned Clinical Trainer.

Clinical trainers may be certified Phlebotomists, MLT's, MLS's or Non-Certified technologists who have met competency requirements in their training department. Students are strictly prohibited from performing any tasks independently until they have demonstrated competence and received explicit permission from their trainer. **Students cannot be used in the laboratory to perform testing in place of professional or staff personnel.**

Reporting Lab Results

Students are not authorized to release or report any laboratory results independently. All results, regardless of whether they are routine or critical, must be reviewed and verified by the Clinical Trainer before being entered into the Laboratory Information System (LIS) or communicated to a healthcare provider. The student's role is to perform the testing and accurately record the results for the trainer's review.

Direct Patient Interaction

When performing direct patient work the student must have the Clinical Trainer present and observing. Students must adhere to all facility protocols for patient identification, safety, and proper technique. All patient-related documentation must be co-signed by the Clinical Trainer.

Unprofessional Conduct

Any behavior that violates patient confidentiality, jeopardizes patient safety, or demonstrates a lack of integrity is considered unprofessional conduct. This includes, but is not limited to, falsifying records, improper handling of patient specimens, or discussing patient information with unauthorized individuals. Such conduct will result in immediate disciplinary action, which may include termination of the clinical rotation and notification of the academic program.

By adhering to this policy, students will develop the professional skills necessary to become competent and ethical laboratory technicians, while ensuring the highest standards of patient care.

Student Expectations

Students are expected to adhere to all student policies found in the MATC Student Handbook. Pay special attention to: Student Code of Conduct and Academic Integrity

Personal Appearance in On-Campus PBT Lab

Professional standards of appearance are important to the overall quality of patient care. A high level of personal cleanliness is maintained as standard for employment in healthcare facilities. Poor oral hygiene, body hygiene, unkempt hair, and other signs of poor personal hygiene cannot be tolerated. For this reason, these same standards will be followed in our student lab.

- Hair must be neat and well-groomed. If hair extends over the collar, it must be pulled back.
- Keep fingernails neat and tidy. Laboratory techniques and phlebotomy skills cannot be performed properly with long or acrylic nails.
- Lab coats must be worn at all times during lab sessions when instructed.
- Protective eyewear must be worn when instructed.
- Closed toed shoes must be worn at all times.

Student Behavior in On-Campus PBT Lab

- Adhere to professional appearance guidelines as listed above.
- Be prompt. You should be ready to start class at the scheduled time.
- Exhibit a professional manner. You are expected to be cooperative, to be a good team member, to be pleasant and considerate of others, to keep a neat and orderly work area.
- Adhere to lab safety policies as discussed in all PBT courses.

Attendance and Participation in PBT Courses

The following attendance and grading policies are used in all MATC PBT courses unless otherwise noted. These policies were adopted to promote professionalism and responsible work ethics.

Make-up Exam Policy
No make-up exams will be given unless the student has made contact with the instructor via phone or email prior to the exam time regarding the need for a make-up exam. A make-up exam will be taken the day the student returns to class.

Depending on the course, Practical Exams may not be made-up due to laboratory constraints. See individual course syllabi for practical exam details.

Late Work Policy
Late work (lab report, written assignments, etc.) are subject to a penalty deduction of points at the discretion of the course instructor. Please review your syllabi for specific late work policies..

Make-up Labs
Students must contact the instructor to discuss the possibility of making up a missed lab. Make-up labs are not guaranteed and are allowed at the discretion of the instructor. All lab experiences are not able to be made-up due to time, space, or laboratory constraints. A missed lab may result in a grade of 0 for that lab or point deductions for missed lab tasks. Review class syllabi for specific make-up policies. Students are greatly encouraged to attend all class sessions. It is critical to attend all labs to get sufficient hands-on experience and practice of lab procedures.

Attendance
Because of the nature of our work and the elements involved in the student laboratory, it is imperative to make every effort to attend all class periods.

Absences - If the student is absent 3 times from class, including both excused and unexcused absences, the student will be withdrawn from the class.

- Three absences are calculated from the total minutes of coming late to class, leaving class early, and being absent.
- Additionally, absence from the first two classes consecutively of a course will result in your withdrawal of the course.

Grading Policy for PBT Technical Courses

Evaluation methods used in PBT Program courses include written exams and quizzes, laboratory unknowns, laboratory practical exams, various class projects and written assignments, and observation of affective characteristics (safety, work ethics, attitudes).

Healthcare Student Grade Scale	
A	94.0 - 100
A-	93.9 – 90
B+	89.9 – 87
B	86.9 – 83
B-	82.9 – 80
C+	79.9 – 77
C	76.9 – 73
C-	72.9 – 70
D+	69.9 – 67
D	66.9 – 63
D-	62.9 – 60
U	59.0 – 0

- A 77% (C+) must be achieved for successful completion of each course.
- Exam Average Notice: A passing exam average of 77% must be earned in order to PASS the course. Points earned from homework, lab reports, and in class activities are considered secondary, and only count toward the final grade with an overall passing exam average.
- Unsuccessful completion of 2 or more courses results in withdrawal from the program.

Credit for Prior Learning

There are several ways to obtain advanced standing, including:

- Transfer of Credit for courses taken at another college
- Credit for Prior Learning is available for students who have completed the Phlebotomy Technical Diploma program. Refer to the Student Handbook for complete information.
- If you have skills and knowledge that may substitute for program courses, contact CPLE and your Academic Advisor to initiate your request.

Transfer Credit Information:
https://www.matc.edu/admissions-registration/cple/transfer-credit.html

Contact CPLE: 414-297-6244; cple@matc.edu

Program Progression and Completion:

Traditional track students should follow the course progression as published on the MATC Phlebotomy Program Map located on the PBT homepage. The PBT courses follow a logical sequence, where introductory and foundational science courses are prerequisites to advanced courses. Prerequisites for each course are published. Alternative track and part-time students should work with their academic advisor to evaluate course selection and create a logical sequence of courses that meets the needs of the student.

Students who complete all required PBT Program coursework and Clinical Experience with the required minimum grade will be granted a Technical Diploma. The degree is not contingent on passing a certification exam. However, the graduate is eligible to take a national certification exam.

Course Repeat Procedure

A student who receives an unsatisfactory "U" or withdrawal "W" final grade in a single technical course, and has no additional final grades of "U" or "W" among their technical courses, should contact a Healthcare Pathway Retention Coach at healthpathway@matc.edu for assistance. PBT students may only repeat a failed or withdrawn course one time. Repeating a course deems the student "Out of Sequence."

Out of Sequence Students who fail or withdraw from a core technical course are considered, "out of sequence," in the program. Students out of sequence may be permitted to return to the program based on space availability. In addition, a student who is out of sequence may not register for a program core technical course until all prerequisite core technical courses are completed.

Program Ineligibility

A student who receives an unsatisfactory "U" and/or a withdrawal "W" final grade twice in the same technical course or in two different technical courses is deemed "program ineligible" and will not be permitted to continue in the indicated Healthcare Pathway program. After a student becomes "program ineligible" their program code will be suspended by the program designee, and they must withdraw from any program courses they are registered for. The student's program code will be set to PC/Pending Completion. The student's program code will not be deactivated to ensure the student as well as the Healthcare Pathway Team has access to the student's program plan. Program ineligible students will not be eligible to receive a Letter of Good Standing from the Healthcare Pathway.

Program Readmission

A student who withdraws or is academically dismissed (program ineligible) from a Healthcare Pathway program may apply for readmission for that program. Readmission is at the discretion of the Program Chair and PBT faculty. A student who is dismissed from a program due to violation of safety and/or professional standards is not eligible to apply for readmission to the Healthcare Pathway. If approved, students may be readmitted only once to the same Healthcare Pathway program. Any course failure or withdrawal after readmission will result in program ineligibility indefinitely

Healthcare Pathway Program Readmission Procedure

An MATC PBT student who fails or withdraws from two or more technical courses, or the same course twice, is ineligible to continue in the same health program. Completion of a Student Program Readmission Request and Action Plan indicates the student wishes to apply for readmission to the health program.

1. Readmission students must contact a Healthcare Pathway Retention Coach to meet with and discuss their interest in being readmitted to their program. The Retention Coach will provide a link to the Student Program Readmission and Action Plan. The Retention Coach will assist with developing a success plan and guidance on how to fill out the required form. Retention Coaches may be reached at healthpathway@matc.edu.
2. Please do not include personal medical information, medical records or letters of support in your readmission application.
3. The Student Program Readmission Request and Action Plan must be submitted as soon as final grades are received in order to be considered for readmission to the following semester start. *Readmission depends on space availability*. Decisions are made prior to the beginning of the semester start date for readmission.
4. Readmission decisions are final and cannot be appealed.

**Students accepted for readmission are expected to enroll in the next available semester. Failure to do so could result in termination of readmission acceptance.*

Medical & Military Withdrawals

Requests for readmission for medical or military reasons will be reviewed by the Dean of the Healthcare Pathway or the dean's designee.

Disciplinary & Dismissal Procedures

Students in all Healthcare Pathway programs are required to provide safe care and maintain all standards described in this Handbook as well as professional standards promulgated for specific programs, including Nursing, Dental and Allied Health programs. Behaviors that violate the expectations of safe care or behavioral expectations may be grounds for removal of the student from the course, dismissal from the program, other disciplinary actions (e.g., warning, probationary status, etc.) or dismissal from the Healthcare Pathway.

The behavior of any student which is considered: 1) unsafe, or 2) a breach of either the civility expectations or the standards of safe care during either clinical or classroom instruction, or 3) while on college property or during a college-sponsored service learning or field trip activity, or 4) at a clinical agency approved for study will be reviewed by Healthcare Pathway faculty and administration.

Situations may result in dismissal from the Healthcare Pathway but not from the college, including violation of Healthcare Pathway civility standards and standards of safe care. For such situations, the student will have an opportunity to discuss the situation first with the Program Faculty, Lead Faculty (i.e. Program Chair or Department Chair) and then by the Dean/designee prior to imposition of disciplinary sanctions, including dismissal, except in cases where the student's violation of safe care standards and continuation in the program poses a direct threat to the health and safety of patients or others.

Students are informed in writing of decisions of the Dean/designee to advance the incident to the Judicial Affairs Office who will investigate the alleged violation of the Student Code of Conduct. Please refer to the MATC Code of Conduct related to basic rules and regulations which include but are not limited to the sanctions and appeal process.

Appeals

Student complaints and appeal requests can be made on the MATC website:
https://www.matc.edu/complaints-appeals.html

Course Withdrawal & Appeal Policy:
https://www.matc.edu/who-we-are/reports-facts-data/policies-pdf/d0900-course-withdrawals.pdf

Grade Appeal Policy
https://www.matc.edu/who-we-are/reports-facts-data/procedures-pdf/dd0705_rev-jan.2022.pdf

Student Grievances

Complete information can be found in the Healthcare Student Handbook

A. Student Concerns / Issues /Grievances

a. The Healthcare Pathway follows the MATC Student Handbook and Student Code of Conduct regarding grievances and student concerns/issues. Students should refer to these publications for their specific situation.

b. For most academic situations, the following procedure is followed:

- Step 1. The student meets with the instructor to discuss the concern, issue or grievance. E-mail communications do not substitute for meeting with the faculty.
- Step 2. If the concern, issue or grievance is not resolved, the student will meet with the respective Department/Program Chair to discuss the concern, issue or grievance. The MATC Ombudsperson may also be called upon to provide mediation between parties.
- Step 3. If the concern, issue or grievance is not resolved, you may contact the us by submitting a Compliments/Concerns form available online at the following link: https://www.matc.edu/complaints-appeals.html

Academic Standing

MATC's Standards of Academic Progress Policy requires program students to meet four standards to maintain Good Academic Standing. A student who fails to achieve any of these standards in any semester will be placed on Academic Warning. A student on Academic Warning that fails to meet any of the four standards will be placed on Academic Suspension.

Term GPA of 2.0
Cumulative GPA of 2.0
Term completion rate of 67%
Cumulative completion rate of 67%

Suspension

If you are on Academic Warning and fail to meet the semester GPA of at least 2.0 and the semester course completion rate of at least 67%, you will be placed on Academic Suspension. Please contact your Academic & Career Pathway Office for assistance to establish a monitored academic plan.

Probation

Upon successful meeting with your advisor and transition to Academic Probation, you will be able to return to classes at MATC. You will be limited to a maximum of six advisor or coach-approved credits. You must successfully achieve a 100% course completion rate and a minimum 2.0 GPA each semester to continue at MATC. If you are not able to do this, you will be subject to Academic Suspension again.

You will also be directed to meet with a Retention Coach to participate in Connect-to-Complete (C2C). Coaching sessions and workshops provide planning for success, connecting to other campus offices, and guidance for time management, study skills, stress management and overall strategies for college success.

If you lost financial aid eligibility, you must complete a minimum of six college-level credits at MATC before being reconsidered for financial aid . You will return to Good Academic Standing when you meet both semester and cumulative requirements, as defined by the standards for Good Academic Standing listed above.

Confidentiality and Impartiality

Faculty and Health Pathway Advisors are committed to advising and guiding students through the program while maintaining confidentiality and impartiality. Private advising spaces are available for meetings with students.

Student records are kept confidential at all times in locked cabinets or under password protection for electronic records. MATC adheres to all FERPA regulations with regard to release of student information. All faculty are bound to a code of conduct that requires impartiality when performing student assessment and advising services.

Instructor to Student Ratios

Lecture: 1 instructor to 12 students

Student Lab: 1 instructor to 12 students

Clinical Experience: 1 trainer to 1 or 2 students maximum

MLT & Phlebotomy Program Closure Plan

Milwaukee Area Technical College is committed to the continuity of its Medical Laboratory Technician and Phlebotomy programs, as well as the success of its students. While program closure is an unlikely event, MATC maintains a comprehensive plan to address such contingencies, ensuring that all current students are able to complete their course of study in accordance with NAACLS standards.

MATC's commitment to its students extends beyond the active operation of the program. This comprehensive plan underscores our dedication to ensuring that all enrolled MLT & Phlebotomy students achieve their educational goals, even in the unlikely event of program closure.

I. Temporary Program Closure Plan:

In the event of a temporary program closure (e.g., due to natural disaster, widespread public health emergency, or unforeseen campus-wide operational disruptions), the MLT & Phlebotomy Programs will implement the following general plan:

A. **Immediate Notification:** Students will be immediately notified through official college communication channels (e.g., MATC email, Blackboard announcements, campus alert system).
B. **Instructional Continuity:** Every effort will be made to transition didactic instruction to online or remote formats to minimize disruption. For laboratory and clinical components that cannot be delivered remotely, a revised schedule will be developed for completion upon the resumption of on-campus or on-site activities.
C. **Student Support:** Faculty will remain accessible to students via remote means. Faculty will maintain regular communication with students to address academic progress and concerns.
D. **Duration and Reopening:** The duration of the temporary closure will be continuously assessed in coordination with college administration. Students and staff will be provided with clear communication regarding the anticipated reopening and return to normal operations.

II. Permanent Program Closure Plan:

Should the unforeseen circumstance of a permanent program closure become necessary, the MATC MLT & Phlebotomy Programs have a general plan in place to ensure a smooth transition for all affected parties, with a primary focus on student completion.

A. **Official Notification:** In the event of a decision to permanently close the program, official notification will be provided to all enrolled students, program faculty, and NAACLS.

B. **Detailed Plan Submission to NAACLS:** A comprehensive and detailed plan for program closure will be submitted to NAACLS within 30 days of the official announcement. This detailed plan will explicitly outline provisions for current students to complete their course of study.

C. Student Teach-Out and Transfer Provisions:

a. **Teach-Out Option:** For students nearing completion, every effort will be made to facilitate a "teach-out" within MATC, allowing them to complete their remaining coursework and clinical experiences under the supervision of current faculty, even if the program is formally closing. This ensures they can earn their degree/certificate from MATC.

b. **Transfer Agreements:** For students who cannot complete their program through a teach-out, MATC will proactively work to establish articulation and transfer agreements with other NAACLS-accredited MLT & Phlebotomy programs within the region or state. This will include assisting students with the transfer of credits and providing guidance on admission requirements at receiving institutions.

c. **Academic Advising:** Dedicated academic advising will be provided to each student to develop an individualized completion plan, whether through a teach-out or transfer to another institution.

d. **Transcript and Record Access:** MATC ensures permanent access to student academic records and transcripts, facilitating seamless transitions to other educational or professional endeavors.

e. **Financial Aid Guidance:** Students will receive comprehensive guidance regarding the impact of program closure on their financial aid and assistance in navigating financial aid processes at new institutions, if applicable.

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Part IV: Contracts

Technical Standards and Accommodations Agreement

_____ I have read the Technical Standards specific to a student in the PBT program.

The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et. Seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of completing the PBT Technical Standards is to ensure that students acknowledge that they have been provided information on the technical standards required of a student in the PBT programs and to assure all students can meet the technical standards requirements of this program.

_____ I understand I must contact the MATC Student Accommodation Services (SAS) office for information concerning accommodations or special services.

Services Available

MATC offers services to meet the needs of students with disabilities. SAS staff works closely with program counselors, faculty and other experts within the college to address academic and program needs.

MATC can choose the specific aid or service it provides to a student, as long as the aid or service selected is effective. Students have the right to provide input regarding the type and effectiveness of specific accommodations as they relate to their disability.

Accommodations for students with disabilities at MATC vary with each student; an accommodation that works for one student may not work for another student with that same disability.

For more information, please visit:
https://www.matc.edu/student-life-resources/student-support/student-accommodation-svcs.html

To get in touch with SAS, please contact: accommodationservices@matc.edu

_____ _____

Student Signature Date

_____ _____

Student (Print Name) ID Number

Clinical Experience Agreement

I, the undersigned, understand and agree to the following conditions for my clinical experience as a Phlebotomy (PBT) student at Milwaukee Area Technical College (MATC).

1. Placement & Scheduling

- I understand that while a clinical placement is guaranteed upon successful completion of technical courses, specific site placement is at the discretion of the Clinical Coordinator.
- I acknowledge that placement will be determined by lottery and that my preferred site requests will be considered but are not guaranteed.
- I am responsible for my own transportation to assigned sites, which may require travel to multiple locations and significant distances.
- I will make all necessary personal arrangements (e.g., job schedules, childcare) to attend clinicals as scheduled, as no special considerations will be given.
- I understand that if I am employed by a clinical site, employment hours must take place outside of clinical hours. Clinical hours must be unpaid and for educational purposes only

2. Required Documentation & Expenses

- I am responsible for the fees and timely submission of all required documentation, including immunization records, a background check, and a drug screen, to be completed through CastleBranch..
- I am responsible for all expenses related to my clinical experience, including uniforms (scrubs or business casual clothing) and any other associated costs.

3. Professionalism & Conduct

- I will treat my clinical internship as a professional job and adhere to all standards outlined in the Healthcare Student Handbook and the policies of my assigned clinical site.
- I understand that any unprofessional conduct, including but not limited to attendance issues, violating confidentiality (HIPAA), and inappropriate use of personal devices, may lead to disciplinary action.
- I acknowledge that clinical sites reserve the right to dismiss me for unprofessional conduct at any time, and that dismissal will result in being deemed program ineligible and unable to complete the program.

I certify that I have read, understood, and will abide by all terms of this agreement.

Student Name (Print): _____

Signature: _____

Date: _____

PBT Student Handbook Policy Agreement

Statement of Policy Acceptance:

Please initial each statement

_____I have read and agree to adhere to the student expectations and behaviors outlined in the PBT Program Handbook.

_____I understand and agree to adhere to the PBT Laboratory Safety Policies. The policies are discussed and are posted in Blackboard.

_____ I have read and understand the PBT Department Attendance policy.

_____ I have read and understand the Healthcare Pathway Grading Scale and Curriculum sequence.

_____I have read and understand the Program Progression, Completion, Course Repeat, and Program Readmission policies.

_____I have read and understand the Academic Standing, Suspension, and Probation policies.

_____I have read and agree to abide by the Clinical Experience Policy for the Medical Laboratory Technician program.

_____I understand and accept these policies.

Student Name _____ (Please Print)

Student Signature _____ Date _____