



Mid-State Technical College
Phlebotomy Technician Program
Handbook

(Revised 4/08/2026)

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Welcome to Mid-State Technical College

Thank you for choosing the Phlebotomy Technician Program at Mid-State Technical College! The Phlebotomy Technician Program will prepare you for a career that is both challenging and rewarding. This handbook will provide information about the program and policies and procedures specific to the program. This information does not replace the information in the Mid-State Student Handbook; rather this handbook complements the [Mid-State Technical College Student Handbook](#). The Phlebotomy Technician Program Handbook is reviewed and revised yearly by program faculty. In addition, program faculty will consider input for manual revisions from students, college administration, program advisory committee members, and college staff. Students and the administration will be notified of the updates and changes. Retain this handbook; it will be a valuable resource and reference for you as you progress through the Phlebotomy Technician program. As a Mid-State Student, you are required to abide by the program policies in the handbook. Information in this handbook is subject to change or revision. Please feel free to contact the Program Director or the Dean of Allied Health with any questions or concerns you may have throughout the program.

Additional Policies and Procedures for Students

Mid-State Technical College student policies and procedures can be found online at [Mid-State Student Policies](#)

Our Commitment to You

Equal Opportunity

Mid-State Technical College complies with all state and federal laws regarding equal rights in education and employment. The College has established both Affirmative Action and Accessibility Services Offices to ensure that equal opportunity is available without regard to race, color, national origin, creed, gender, sexual orientation, age, marital status, ancestry, arrest/conviction record, or other protected status in employment of staff and in admission to educational programs and activities sponsored by the College.

Inquiries or complaints regarding equal opportunity may be directed to:

- Equal Opportunity Officer

- Mid-State Technical College: 500 32nd Street North Wisconsin Rapids, WI 54494
- 715-422-5325
- Accessibility Services Coordinator
 - Mid-State Technical College: 500 32nd Street North Wisconsin Rapids, WI 54494
 - 715-422-5452

If you know you have a recognized disability or suspect that you might have one, it is your responsibility to identify yourself as soon as possible with the Accessibility Services Staff located in Student Services and Information Center (SSIC). Course standards will not be lowered, but various accommodations may be available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodation so contact Accessibility Services as soon as possible. It is Mid-State's goal to assist you in your education plan.

Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Contact Student Services and Information Center, SSIC, for assistance.

Accessibility Services

Mid-State's Accessibility Services office provides academic accommodations to students with learning, sensory, emotional, or physical disabilities to ensure equal access to higher education. The Accessibility Services coordinator will meet with each student individually to determine reasonable and appropriate accommodation. Students who qualify for services receive the resources they need to fully participate in all aspects of learning. Resources may be provided by other student support personnel. Please find the Mid-State Discrimination and Harassment Policy and Compliant Procedures for Students and Employees online at [Mid-State Discrimination and Harassment Policy and Compliant Procedures for Students and Employees](#)

Mid-State Technical College Mission, Vision, and Core Values

Mission Statement

Mid-State Technical College transforms lives through the power of teaching and learning.

Vision Statement

Mid-State Technical College is the educational provider of first choice for its communities.

Mid-State Core Values

The College and all our employees are guided by a set of core values that are part of Mid-State's past and will continue to be part of its future. We are convinced that the key to creating a truly great learning organization is an intense focus on the values that guide our actions. As members of the Mid-State Technical College community, we work diligently to weave our core values into the fabric of everything we do to positively impact those who seek our services. Mid-State Technical College and its employees operate with allegiance to core our values: Student Centeredness, Integrity, Commitment, Accountability, Respect, and Exceptional Service.

Student Centeredness

We value and respect each student as a unique individual. We assist students in identifying and realizing their educational goals and work hard to create an accessible and dynamic learning environment. Providing students with a positive educational experience is of vital interest to each of us.

Integrity

Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision-making on a combination of high ethical standards and practical considerations.

Commitment

Our actions reflect our dedication to the people we serve and to the College. The success of Mid-State depends upon our skills and abilities to communicate, promote, and support our educational offerings, and meet the current and emerging needs of our students and other stakeholders. We invest

the time and energy necessary to fulfill the mission of the College and provide a healthy and safe environment.

Accountability

We understand and value our individual roles in the College. We take responsibility for processes, decisions, and outcomes within our scope of influence. We work hard to communicate effectively and apply our expertise to continuously improve our systems and strengthen organizational performance.

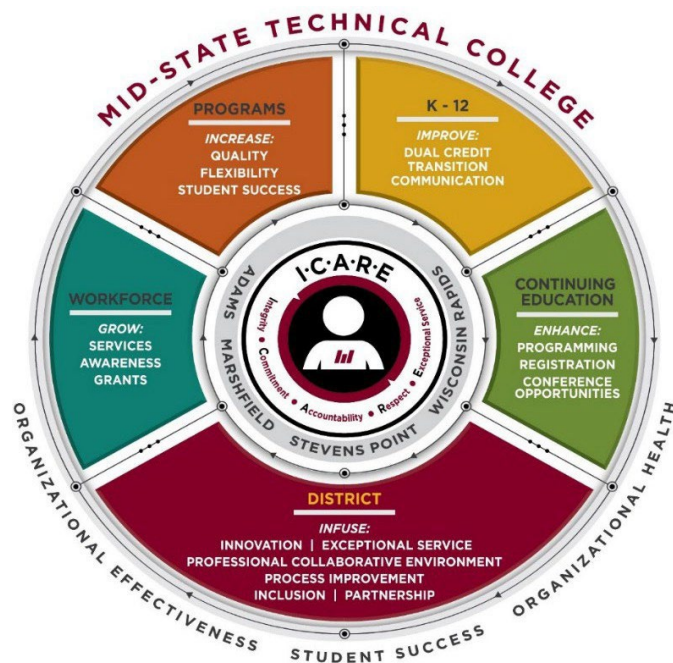
Respect

We embrace individual differences and diverse opinions and work together to create a mutually supportive environment. We treat each other with dignity and appreciate the contributions of all.

Exceptional Service

We create and improve relationships through positive interactions with others. United by a common purpose to support and improve learning, we collaborate to provide lifelong learning opportunities that enhance the well-being of individuals, businesses, and communities.

More information can be found online at [Mid-State Technical College - About Us](#)



Mid-State Employability Skills

The Mid-State faculty and administrators have worked with representatives from business and industry to identify skills that are essential to student success in obtaining and retaining a job. Students will work towards obtaining and improving these skills in all courses. By helping students develop employability skills and holding them responsible for their application, instructors will help increase the likelihood of the graduate's career success.

Please visit [Mid-State Technical College Employability Skills](#) to learn more.

Behave Responsibly: Ethical Behavior, Self-Responsibility, Conflict Resolution, Collaboration

- Learner works and behaves ethically
- Learners follow established rules, regulations, and policies
- Learner assumes responsibility for own action
- Learner recognizes conflict and uses conflict resolution skills
- Learner provides and accepts constructive feedback
- Learner displays a positive attitude
- Learner assumes shared responsibility for collaborative work in diverse groups
- Learner defines, prioritizes, and completes tasks without direct supervision

Communicating Effectively: Writing, Technical Documentation, Listening, Speaking, Interpersonal Communication, Reading

- Learner articulates objective(s) clearly, concisely, and accurately through writing, diagrams, or illustrations
- Learners apply standard rules of language structure including grammar, spelling, and punctuation
- Learner demonstrates active listening skills
- Learner demonstrates the ability to interpret and respond to non-verbal cues
- Learner speaks clearly, concisely, and accurately
- Learners convey information and ideas using professional, career-specific language
- Learner adapts to audience and communicates appropriate message, tone, and empathy

- Learner manages conflict with respectful communication and sensitivity
- Learner demonstrates ability to accurately interpret and comprehend written or graphic information

Critical & Creative Thinking: Inquiry, Evidence Collection, Analysis, Reasoning, Reflection (Metacognition)

- Learner uses a structured problem-solving approach
- Learner demonstrates open-mindedness
- Learners organize information
- Learner works successfully in a climate of ambiguity and change
- Learner applies previously acquired knowledge to new tasks

Cultural, Social, & Global Awareness: Global Awareness, Social & Cultural Awareness, Social Responsibility

- Learners recognize human differences to promote a cooperative work and social environment
- Learner demonstrates awareness of current world events
- Learner describes political, economic, and social systems different from one's own
- Learner summarizes social consequences of prejudice and discrimination

Use Appropriate Technology: Use of Technology, Confidentiality, Security, Digital Civility

- Learner selects equipment, tools, and resources to produce desired results
- Learner demonstrates proper, safe, and secure usage of equipment
- Learner demonstrates occupational specific computer skills
- Learners adapt to new technology in the appropriate context
- Learner acts to protect confidentiality
- Learners use restraint and respect when using technology in various contexts

Regional Accreditation

The Higher Learning Commission regionally accredits Mid-State Technical College. Mid-State was first accredited by the Higher Learning Commission in

1979 and has been continually accredited since then. Please visit [Higher Learning Commission](#) for more information.

Accreditation means that Mid-State has been found to meet the Commission's requirements and criteria and that there are reasonable grounds for believing it will continue to do so. Accreditation provides public certification of acceptable institutional quality and an opportunity and incentive for Mid-State to improve continuously

Academic Expectations: Policies and Procedures

Academic Integrity

The Mid-State Board, administration, faculty and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including expulsion.

This includes, but is not limited to, the following:

- Sharing test content or discussing test questions.
- Copying another student's work.
- Turning in the work of another person and not giving them credit.
- Claiming credit for the work or efforts of another without authorization or citation.
- Claiming credit for information generated by Artificial Intelligence (AI), such as ChatGPT.

Appeal Process

Mid-State seeks to ensure fair and just treatment of students. Therefore, opportunities are available to [appeal](#) to academic and non-academic decisions. Before an academic appeal is filed, the student must contact the instructor or other staff member directly involved with the decision to clarify the issue(s). Every effort to resolve the issue(s) should be made at this level.

Bloodborne Pathogen Exposure

Students in the Mid-State Phlebotomy Technician program will be working with blood and other potentially infectious materials in the campus laboratory and at the clinical site. Bloodborne pathogens may be transmitted by exposure to blood or body fluids that contain the pathogen(s). Students are required to wear lab coats, gloves, and other appropriate PPE when working with blood and body fluids. Standard and universal precautions will be observed in the campus lab and at the clinical site to prevent contact with bloodborne pathogens.

If a student is exposed to blood or body fluids, the student must immediately notify the Program Director and clinical site supervisor. The Program Director will complete the Bloodborne Pathogen Exposure Report and the First Report of Injury Form.

Confidentiality Policy

You have been instructed on the importance of maintaining patient confidentiality through your coursework. It is your responsibility to protect the privacy of all patients in the facility. Therefore, no privileged information can be repeated or disseminated inappropriately (including recording audio or taking photographs of patients or confidential patient information, and cellphone use in patient care areas).

Email Information

Program and course information will be communicated to students via their Mid-State Technical College e-mail address. It is important to access your Mid-State e-mail regularly. To help assure privacy and security, faculty will not communicate using personal email. Please make sure you know how to log onto the Mid-State system to access your email and use the student center in MyMSTC.

Students are encouraged to set their phone to receive Mid-State email alerts. Mobile email instructions can be found at [Mid-State Technical College Mobile Email Instructions](#)

In addition, some communication within Mid-State is still sent through the United States Postal Service. It is the student's responsibility to make sure the

college has the most up to date home address and phone numbers. This information may be updated in your MyMSTC account.

Financial Aid

A comprehensive financial assistance program is provided for Mid-State students. It is important to contact financial aid if you make the decision to drop a course as this may impact on your financial aid.

Types of aid available at Mid-State include:

- Agency Support
- College Work-study
- Federal Subsidized Stafford Loan
- Mid-State Foundation Scholarships
- Native American Grants
- Pell Grant
- Supplemental Educational Opportunity Grant
- Veterans Benefits
- Wisconsin Higher Education Grant

To contact the financial aid office, please call 715-422-5501 or visit [Mid-State Technical College Financial Aid Office](#) for more information. To contact the Mid-State Foundation Office, please call 715-422-5322 or visit [Mid-State Technical College Foundation Office](#) for more information.

Student Employment and Clinical Role Separation Policy

Students will not be substituted for paid staff when scheduled for clinical rotation at the clinical site. Students may become employed in the facility outside of regular clinical rotation education hours, provided that the work is limited, so it does not interfere with typical academic responsibilities. The work has no connection to the Phlebotomy Clinical program clinical course.

Student Misconduct or Behavior Dismissals

A student may not be successful in the Phlebotomy Technician program for reasons such as academic misconduct, cheating, behavioral misconduct, and unsafe behaviors. These students are not eligible to re-entry into the Mid-state Phlebotomy Technician program. Unacceptable conduct can be found in the [Student Code of Conduct Policy](#).

Students will abide by procedures and policies of the clinical site particularly

in matters relating to patient care, confidentiality, and lab safety. Unsafe clinical behaviors are cause for immediate removal from the clinical site. Depending on the specific instance, the student may be prohibited from returning to the clinical site and program progression may not be possible. If this were to occur, a meeting between the student, Dean Allied Health, and Program Director will be held. The student has the right to file an appeal.

Student Health Maintenance

The student is responsible for following infection control guidelines in the clinical facilities, maintaining safe practices, and providing their own health insurance. In addition, students must comply with the current COVID-19 protocol. If the student is injured or becomes ill during clinical rotation, the student will immediately notify the clinical site supervisor and the Program Director. It is the student's responsibility to seek medical attention if necessary and take care of the resulting financial responsibilities.

Technical Standards

Each student is required to review the list of Technical Standards. These are the specific physical, emotional, and mental tasks needed to function in the industry. If students have concerns about meeting these standards, they should work with the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance. Upon entering the program, students enrolled in the program should be able to meet the established technical standards with or without reasonable accommodation. The technical standards for the program are representative of those found in the profession.

To review the identified technical standards, please visit [Phlebotomy Technician Program Technical Standards](#) for more information.

Teach Out Plan

In the event that there is a disruption of the college's ability to operate the Phlebotomy Technician program at either the Marshfield campus or the Stevens Point campus, the college would attempt to provide instruction at the unaffected campus or if possible, via the telepresence system or Blackboard online delivery system. If such an event occurred, in-person educational activities would be moved to the unaffected campus with minimal disruption to the student's progress. Collaborative efforts with other WTCS campuses

would be considered if their courses or programs could accommodate additional students.

In the event that administration would elect to discontinue the program, a date would be determined where no new students would be admitted. Individuals would be notified of the decision to close the program so they could appropriately plan. Academic advisors would provide assistance in mapping out the courses current students would need to successfully complete the program, or options would be given to transfer to a comparable program within the Wisconsin Technical College System.

Travel

Students in the Mid-state Phlebotomy Technician program may be required to travel to attend classes, labs, and clinical rotations. It is the responsibility of the student to have transportation to meet program requirements.

Personal Safety

Standard Precautions Guidelines

Standard precautions are a set of infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin (including rashes), and mucous membranes. These measures are to be used when providing care for all individuals, whether they appear infectious or symptomatic. Students need to be concerned with Standard Precautions because needless exposure could cause an infectious, possibly even fatal, disease.

Consider all blood and body fluids as potentially infectious. Use appropriate barrier precautions routinely. They should be standard for all patients. There are an unlimited number of diseases that can be spread by contact with blood and/or body fluids. Hepatitis B, Hepatitis C and HIV (human immunodeficiency virus) are the most serious viruses that could infect you.

Hepatitis is a viral infection that causes liver inflammation and damage. The virus is transmitted by exposure to infectious blood or body fluids. Healthcare workers are at risk of becoming infected with hepatitis and developing serious or fatal problems such as cirrhosis liver cancer or chronic liver disease. There is a vaccine that helps protect against hepatitis B. There is no vaccine for hepatitis C.

HIV (human immunodeficiency virus) is caused by a virus that can destroy the

body's immune system, the system that fights infections. Without the immune system's protection, the body is left defenseless. As a result, serious life-threatening infections can develop. No effective vaccine has been developed. There is no cure for HIV.

The best way you can protect yourself is to wear specified articles of personal protective equipment in any situation that may put you at risk. The following is an explanation of the protective barriers available and the situations in which they must be used at Mid-State Technical College.

Protective Barriers

Gloves

When touching blood or body fluids, mucous membranes, or non-intact skin of any individual. When handling items or surfaces soiled with blood or body fluids. During invasive (body entering) procedures, assisting with the collection of blood specimens from intravenous (IV) lines and the drawing of any blood specimens (phlebotomy).

Gowns, Masks, and Eye Protection

During patient care, procedures, or clean-up processes that are likely to generate splashes of blood or other body fluids. These splashes may contaminate mucous membranes of the mouth, nose, and eyes.

Injury Prevention

Disposable syringes and needles, scalpel blades, and other sharp objects should be placed in a sharps container. To prevent needle-stick injuries, needles should not be recapped, purposely bent, or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. Use extra caution when working in, around or with sharp objects, instruments, or machinery. Be sure to use appropriate personal protective gear as necessary and follow all safety guidelines while operating all machinery, tools, and equipment.

If an accident occurs or if any spill/mess of blood or body fluid occurs, immediately notify:

- Clinical preceptor (trainer)
- Laboratory supervisor/manager (during clinical)
- Program Director or Dean

Please take the time to be safe. Think ahead and protect yourself by using the safety equipment made available to you.

Latex Allergy

Latex is a milky fluid found in milkweeds, poppies and plants yielding rubber. It is a component of many medical devices including surgical gloves, exam gloves, catheters, IV administration kits, endotracheal tubes, anesthesia supplies and dental supplies.

In recent years, latex allergy has been recognized as a significant problem for health care workers and patients. Latex allergy in the workplace can result in potentially serious health problems for workers. Workers in the health care industry are at risk of developing a latex allergy at any time due to the repeated use of and exposure to latex containing products.

All reasonable accommodation will be provided to provide students with a latex safe environment. A reduced latex environment will be our goal since a totally latex free environment is not possible. Students with a known or suspected latex allergy will be referred to their health care provider for treatment and counseling regarding a health care career.

Students who have a latex allergy or develop a latex allergy while in the program may find it difficult to complete all the program expectations. Mid-State Technical College or any clinical agency cannot guarantee a completely latex free environment. Students with concerns must contact the Dean, and their health care provider, to discuss the implications of a latex allergy. All health occupations workers are at risk of developing a latex sensitivity/allergy.

Risk Factors for Developing Latex Allergies:

- History of swelling or reaction after wearing latex gloves.
- History of nasal congestion, swelling itching, sneezing, wheezing, hives, or shortness of breath after an exam where latex gloves were used (for example dental or gynecological).
- History of reactions after handling rubber products such as Band-Aids, rubber balls or condoms.
- Frequent exposure to latex in current or previous work settings.
- History of having multiple surgical procedures in the past.
- History of contact dermatitis or common allergies such as hay fever, asthma, hives, or eczema.

- History of food allergies that cross react with natural latex such as apples, apricots, avocados, bananas, buckwheat, carrots, chestnuts, dates, kiwis, nectarines, figs, grapes, hazelnuts, melons, plums, potatoes, pineapples, papayas, passion fruit, tomatoes, wheat, pears, peaches, mangoes, celery, or cherries.

Types of Reactions that Occur in Latex Allergies:

- Irritated Contact Dermatitis is usually reddened, dry irritated areas on the skin, often the hands. This reaction is caused by skin irritation from wearing gloves and possibly by exposure to other workplace products and chemicals. Irritated contact dermatitis is not a true allergy but may develop into a chronic allergy.
- Type 4 Sensitivity or allergic contact dermatitis is the most common latex allergy. This reaction develops from exposure to chemicals added during the processing of latex. This reaction may be delayed, usually beginning 24-48 hours after contact. Symptoms include a red, itchy rash, that may present as vesicles or blisters on the skin. These symptoms do not involve the entire body but are usually limited to areas of the skin contacted by the latex.
- Type 1 Sensitivity is also referred to as a true latex allergy. This is the more serious reaction to latex. The allergic reaction results from exposure to latex components, although the amount of exposure is not known. Exposure to airborne allergens can increase the severity of the reaction. Latex proteins adhere to the powder particles in the latex gloves during processing. These proteins become aerosolized when powdered gloves are changed. A Type 1 Reaction usually occurs within minutes of exposure to latex, but it can occur within a few hours of exposure. Symptoms range from mild reactions (skin redness, hives, and itching) to severe reactions (sneezing itchy eyes, scratchy throat, wheezing, and respiratory distress and in rare cases shock)

Phlebotomy Technician Program Information

Program Accreditation

NAACLS Accreditation

The Phlebotomy Technician accrediting agency of Mid-State Technical College is the [National Accrediting Agency for Clinical Laboratory Sciences](http://www.naacls.org) (NAACLS).

All inquiries about the program's accreditation status should be directed by mail to NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; by phone at (773) 714-8880; or by email info@naacls.org

Description of Career Entry Level Competencies of the Phlebotomist

At career entry level, the phlebotomist will have the following professional competencies. They will have the ability to:

- Professional Behaviors and Communication
 - Demonstrate professional and ethical behavior along with effective interpersonal communication skills when engaging with various stakeholders.
 - Establish effective interprofessional working relationships with other health care professionals, demonstrating comprehension of and respect for their roles and patient welfare. - Recognize and appreciate the importance of engaging with an inclusive workforce through collaboration.
 - Value and advocate for a workplace environment that fosters inclusivity, diversity, equity, and accessibility.
- Safety and Compliance
 - Comply with government regulations and accreditation standards relevant to the respective discipline.
 - Adhere to prescribed protocols for overall laboratory safety, biohazard containment, and waste disposal.
 - Implement quality assurance principles to ensure the validity and accuracy of laboratory- generated data.
- Pre-Analytical Competencies
 - Evaluate specimen collection, processing, and storage procedures in accordance with standard operating procedures.
 - Ensure specimen integrity is maintained throughout the sample procurement process.

ASCP Phlebotomy Technician Board of Certification Exam Statistics

Graduates who sat for the ASCP Board of Certification Exam within the first year of graduation (optional).

Measurement Period	Mid-State Pass Rate	National Pass Rate
2025	100%*	93%
2024	100%	92%
2023	100%	91%
3-Year Average	100%	N/A

Mid-State Phlebotomy Technician Graduation and Attrition Rates

Students who begin the final half of the Phlebotomy Technician program which is defined as Phlebotomy Clinical.

Measurement Period	Graduation Rate	Attrition Rate
2025	100%	0%
2024	93%	7%
2023	100%	0%
3-Year Average	98%	2%

Mid-State Phlebotomy Technician Placement Rates

Employed in the field or closely related field and/or continued with education within one year of graduation.

Measurement Period	Placement Rate
2025	74%*
2024	93%
2023	100%
3-Year Average	89%

*Data collection is ongoing and will be finalized in December (one year post graduation).

Program Curriculum

Curriculum Overview

The curriculum for the Phlebotomy Technician program at Mid-State prepares students to be entry level phlebotomists, and to successfully take national certification exams. Teaching and learning activities include theory, demonstrations, discussions, laboratory sessions, competency skill evaluations,

oral and written assignments, and written exams.

Course Title	Catalog Number	Number of Credits
Workplace Communications	31-801-368	1
Basic Lab Skills	10-513-110	1
Phlebotomy	10-513-111	2
Phlebotomy Clinical	10-513-117	2

Classroom and Laboratory Guidelines

Attendance

Students are encouraged to attend all classroom and laboratory sessions. It is critical to attend all lab sessions to obtain hands-on experience and practice lab procedures. Attendance includes being on time. If a class is missed due to illness or other legitimate reason (family emergency, death in family, lack of transportation, etc.) the student is required to notify the instructor via phone, text, or email prior to the start of class. Many lab sessions require students to work together so this is necessary for planning purposes. The student is responsible for material missed due to absence. Arrangements should be made with the instructor to receive any materials for the missed class and to schedule a make-up lab. The student must demonstrate all lab competencies to pass the course.

Excessive Absence

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

Laboratory Guidelines and Standard Precautions

Laboratory Safety

- When there is a risk of exposure to blood and/or body fluids, a lab coat, gloves, and other appropriate personal protective equipment (PPE) must be worn.
- Students must purchase a disposable lab coat (available at the Mid-State Bookstore). Gloves and eye protection will be provided for students.
- Eating and drinking are not allowed in the laboratory.

- Children under 18 are not allowed in the laboratory.
- Students will sign the Laboratory Safety Rules and Blood Collection Agreement documents the first week of the semester.

On Campus Dress Code

- Clothing:
 - Scrubs are not required to be worn on campus but may be worn. Legs must be covered during lab sessions (i.e., pants, leggings). Pant hems must not drag on the floor.
 - Closed toe shoes must be worn.
 - A disposable lab coat must be worn during all lab sessions and can be purchased from the Mid-State Bookstore.
 - If a lab coat becomes torn or contaminated with blood or body fluids, a new lab coat must be obtained.
- Hair:
 - Hair that is shoulder length or longer must be tied back during lab sessions.

Phlebotomy Clinical Guide

Phlebotomy Clinical Overview

The Phlebotomy Clinical experience prepares the learner to function as a staff member in a medical laboratory setting performing venipuncture and other specimen collection procedures, processing and handling of laboratory specimens, and performing related duties. Phlebotomy Clinical consists of a 100-hour assignment to a clinical site. The student will complete competency checklists, daily logs and daily journals, weekly reports, and evaluations, according to the Phlebotomy Clinical Competency Notebook instructions to successfully pass Phlebotomy Clinical.

Clinical Sites

The Mid-State Phlebotomy Technician program has affiliation agreements with the following hospitals and clinics.

This list may change from semester to semester:

- Sanford Health Marshfield Clinic-Marshfield Center, Marshfield, WI
- Aspirus Wisconsin Rapids Hospital, Wisconsin Rapids, WI
- Aspirus Stevens Point Hospital, Stevens Point, WI
- Aspirus Wisconsin Rapids Clinic - Peach St., Wisconsin Rapids, WI
- Aspirus Plover Hospital, Plover, WI

- Aspirus Wausau Hospital, Wausau, WI
- Marshfield Medical Center-Stevens Point Campus, Stevens Point WI
- ThedaCare Medical Center, Waupaca, WI
- Krohn Clinic, Black River Falls, WI

Prior to Phlebotomy Clinical Placement Requirements

Before placement at a clinical site, students must pay for a criminal background check through a private vendor and provide documentation of required health work. Some clinical sites may have additional health requirements that will need to be met. All costs incurred related to health requirements are the financial responsibility of the student.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete Phlebotomy Clinical.

Mid-State will make two attempts to place a student in an appropriate Phlebotomy Clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the Phlebotomy Clinical course and will not be able to advance in the program.

Once assigned to a clinical site for Phlebotomy Clinical, the student must complete all required Facility Orientation materials by the deadline to attend clinical as scheduled.

Clinical Site Scheduling

The student will be given a list of clinical site options and will rank the clinical sites in order of preference on the Student Application for Clinical Site. The Program Director will assign the student to a clinical site. Student preferences will be used to help determine site assignment, but there is no guarantee that a student will be placed at a preferred site. Individual ability will be taken into consideration when assigning a student to a clinical site. Final clinical placement decisions are at the discretion of the Program Director and will be based on student capabilities and the need for additional support from mentors and staff at the assigned clinical site. The Program Director reserves the right to assign clinical sites. The student is not allowed to contact the clinical site directly to try to arrange the clinical experience.

Once the clinical site has been assigned to the student, the Program Director will provide the student with contact information so the student can arrange a schedule with the assigned clinical site and a time to shadow (observation) at that clinical site prior to the start date of Phlebotomy Clinical. When shadowing, the student should obtain phone number(s) in the event the student cannot attend clinical due to illness or other reason. The student must share the finalized schedule with the Program Director.

The student must attend clinicals according to the pre-arranged schedule. It is not permissible to change the scheduled hours (i.e., leave early and then stay later the next day). Schedules are made based on staff availability and cannot be altered. If a student attempts to alter the schedule set by the clinical site, the student may be dismissed from the clinical site.

The student must complete a minimum of 16 clinical hours per week; two or more shifts.

- Absences:
 - The student must call the clinical site before the start of the scheduled shift. The Program Director must also be notified. If this is not done, it is considered a no-call, no-show. It is advisable to keep the clinical site supervisor's and the Program Director's contact information handy if you need to call in sick or late.
 - More than one absence with failure to notify the clinical site and the Program Director (no-call, no-show) will result in dismissal from the clinical site, a failing grade, and termination from the Phlebotomy Technician program.
 - Phlebotomy Clinical is a total of 100 hours. All hours missed during an absence must be made up contingent upon the clinical site's approval.

Clinical Site Placement Policy

- To be assigned to a clinical site, the Program Orientation and Clinical Requirements (Background Information Disclosure Form and Health Work Requirements) must be completed in the Phlebotomy Technician Clinical Orientation course in Blackboard by the deadline indicated in the course.
- Students must have completed Basic Lab Skills, Phlebotomy, and Workplace Communications with a grade of C or better to attend Phlebotomy Clinical.

- No special considerations can be given to those individuals with a spouse, children, lack of transportation, etc.
- It is expected that clinical sites will continue to affiliate with Mid-State, however it is each clinical site's right to terminate their affiliation agreement or refuse a student for a particular semester. In the event clinical placement cannot be immediately guaranteed, alternative clinical rotations will be sought at other affiliate institutions. In the unlikely event alternative clinical rotations are unable to be secured, affected students will be assigned to the first available rotation site. If more than one student is impacted, the assignment will be based on a lottery system.
- Phlebotomy Clinical is normally scheduled during the last 8 weeks of the semester. If a student cannot be placed during that time due to an insufficient number of clinical sites, an attempt will be made to establish a site during the following semester.
- If there are enough clinical sites available for all students, but a student chooses not to accept the assigned site for any reason, the student will be placed at a clinical site the following semester only after all other students from that semester are placed. There is a risk that this may further delay the student. This will be counted as one attempt at clinical placement toward the limit of two placement attempts as described previously.
- If a student does not complete Phlebotomy Clinical due to academic or disciplinary reasons, a second attempt can be made the following semester. The student will be placed at a clinical site only after all other students from that semester are placed. If the student does not accept the placement offered, the student will be withdrawn from the Phlebotomy Technician program.

A clinical site accepting a student who has been dismissed from another site has the right to know the reason(s) for previous dismissal and may choose not to accept the student. Should a clinical site refuse a student for clinical placement, program re-entry will not occur. A student unable to continue in the Phlebotomy Technician program will be counseled by an Academic Advisor for alternate career path options.

Clinical Site Dress Code

Personal hygiene and appearance are paramount in any healthcare profession because healthcare professionals interact with patients, family members,

coworkers, etc. In addition, as a student at the clinical site, you will be representing the healthcare facility, Mid-State Technical College, and the Phlebotomy Technician profession. Therefore, your appearance must be a priority.

Scrubs or business casual clothing is acceptable. Clothing should be in good condition and pant hems must not drag on the floor. Shoes must be closed toe. Hair must be tied back if shoulder length or longer. Once you have been assigned to a clinical site for Phlebotomy Clinical, you will have the opportunity to discuss the specific dress code requirements for that facility in more detail. Please discuss any concerns regarding dress code policies with the Mid-State Phlebotomy Technician Program Director.

Program Description

Mid-State's [Phlebotomy Technician Program](#) teaches blood collecting techniques to provide samples for lab analysis, including venipuncture, skin puncture, and arterial punctures. You will also learn to perform various lab procedures, including specimen processing. Our program is among the few in Wisconsin accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The course of study is quick and hands-on, with a practicum at a regional health care agency.

Graduates are prepared to take the voluntary [ASCP Board of Certification](#) national certification exam. However, taking and passing a national exam is not a graduation requirement.

Upon successfully completing the Phlebotomy Technician program requirements, the individual will be awarded the Phlebotomy Technician Technical Diploma.

Program Mission

The mission of the Mid-State Phlebotomy Technician program is to respond to the needs of the community by educating students to become qualified phlebotomy technicians who are competent, ethical, and professional, and who meet the needs of the patient and the organization.

For more information, please visit the [Phlebotomy Technician Program webpage](#).

Program Outcomes

The Phlebotomist will:

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

Program Health Work Requirements

Students in health programs at Mid-State provide direct care to people coping with stress and illness, and who are vulnerable to disease. There are occupational hazards that students will be exposed to during clinical experiences. To minimize the health and safety risks and to assure that students meet the health requirements of clinical agencies, there are clinical requirements in place. **All costs associated with these requirements and recommendations are the student's responsibility.**

Allied Health Authorization to Release Confidential Information Form

Submit the completed and signed form to the Blackboard Orientation course.

Annual COVID-19 Vaccine

Complete one of the following options:

- Receive the annual seasonal vaccine for the upcoming flu season prior to clinical.
- Complete the declination form for the seasonal vaccine that is provided in the Blackboard Clinical Orientation course.

Annual Influenza Vaccine

Complete one of the following options:

- Receive the annual seasonal vaccine for the upcoming flu season prior to clinical.
- Complete the declination form for the seasonal vaccine that is provided in the Blackboard Clinical Orientation course.

Caregiver Background Check for Allied Health Programs

Please see requirement instructions in the Blackboard Orientation course. For any student with a positive background check, please note that the clinical site determines if a student is allowed to complete their hours with that clinical site, not Mid-State. **If the student is not accepted after two attempts for clinical placement, the student will be notified that they are not eligible**

to complete the clinical portion of the program and may be ineligible to continue in the Mid-State Phlebotomy Technician Program.

Hepatitis B

Complete one of the following options:

- Documentation of the three shot Hepatitis B vaccine series
- Documentation of a quantitative, numeric Hepatitis B antibody level with interpretation scale that indicates immunity to Hepatitis B

Measles, Mumps, and Rubella (MMR)

Complete one of the following options:

- Documentation of completion of the two shot MMR immunization series
- Documentation of immune Measles, Mumps, and Rubella titer results
 - If titer result is negative or equivocal, you must provide the following:
 - Documentation of a repeat dose of the two shot MMR immunization series

Program Orientation Requirements

The following list of requirements must be completed prior to the first day of classes and are accessible on the Blackboard Clinical Orientation course:

- Phlebotomy Technician Handbook Statement of Understanding
- Standard Precautions quiz and Standard Precautions in Health Occupations Video
- Student Safety & Accountability Statement
- Student Confidentiality Statement
- Technical Standards Acknowledgement
- Mid-State Technical College Health Care Simulation Center Orientation

Tdap Booster

- Proof of one Tdap vaccination within the last ten years
 - A regular Td (tetanus) is not sufficient.

Tuberculosis Screening

Complete one of the following options:

- Provide documentation of a two-step PPD skin test completed within the last 12 months.

- Provide documentation of an annual IGRA (Interferon Gamma Release Assay) blood test. This can be either a QGold or a TSpot blood test. This test must be completed within the last 12 months.
- If you test positive for Tuberculosis or have in the past, please complete the following listed below:
 - Provide documentation of the positive TB test result
 - Provide documentation of a negative chest x-ray report dated after the positive TB test
 - Chest x-ray's do expire after 3 years
 - Completion of an annual TB symptoms survey/questionnaire. Please contact the School of Allied Health Specialist for this form.

Varicella Zoster

Complete one of the following options:

- Documentation of completion of the two shot Varicella immunization series
- Documentation of an immune Varicella titer result
 - If you receive a negative or equivocal titer result, you must provide the following:
 - Documentation of a repeat dose of the two shot Varicella immunization series
 - **“History of” or “waiver of” Varicella does not meet this requirement**

Program Progression

Advising

Academic advising is mandatory at Mid-State Technical College. Students are required to attend an advising session prior to registration to ensure courses are taken in the correct sequence, to prevent students from enrolling in courses not required for the program, and ensure students are on track for graduation. Advisors provide counseling in a confidential and impartial manner to students throughout the entire Phlebotomy Technician program. Mid-State policy ensures all students confidentiality is in accordance with the federal Family Education Rights and Privacy Act (FERPA).

Students are encouraged to meet with their [Academic Advisor](#) and/or with the Phlebotomy Technician Program Director, Nichol.Riedel@mstc.edu, while progressing through the program.

The Academic Advisor can assist with course and program advising, academic concerns, credit for prior learning, developing educational plans, or referral to campus and community resources. The Program Director can assist with academic concerns, tutoring advice, program progression, and any program concerns.

Academic Progress

Instructors will maintain the students' grades in Blackboard. It is also the student's responsibility to monitor their progress. Student progress reports may be issued if the student encounters difficulty in the course. The student will work with the instructor to formulate a plan of action. It is the student's responsibility to communicate with the course instructor concerning the progress of the action plan. The instructor may also submit an early alert referral when concerns are persistent. If the student feels a grading error was made, it must be brought to the instructor's attention via email within one week for reconsideration.

Successful Progression

Students should follow the course progression as published in the Phlebotomy Technician Program Information Guide.

To progress in and successfully complete the program, students must:

- Repeat courses not completed with a C or better before progressing in core courses or other courses with corequisites.
- Receive a grade of C or better in all courses required for graduation.

Progression with Course Failure or Withdrawal

Students will receive three attempts to pass any class in the Phlebotomy Technician program. If a passing grade is not achieved in three attempts, the student will be permanently withdrawn from the program or program waiting list. A withdrawal grade of "W" counts as one attempt for the course.

Requests for special consideration should be directed to the Associate Dean of Health.

If a student is considering withdrawing from a course, it is recommended that the student discuss this with the Phlebotomy Technician Program Director and/or Academic Advisor to discuss options prior to withdrawing from the course.

If a time lapse of one or more years occurs between the completion of the

core courses Basic Lab Skills, Phlebotomy, and/or Phlebotomy Clinical, it will be necessary to reevaluate competencies and skills attained in previous core courses. All previous competency evaluations and checklists must be repeated within the first four weeks of the semester. Individualized refresher plans are developed with the assistance of the Program Director.

Returning After Program Withdrawal or Multiple Failures

Readmission is handled on an individual basis. The eligibility for readmission is determined after the applicant's meeting with the Associate Dean, Academic Advisor, and Program Director. If interested in readmission to a program, the first step is to schedule an appointment with the Academic Advisor. If a student is permitted to re-enter the Phlebotomy Technician program, a learning contract will be developed with the student outlining the student's plan for success. The plan will include assessment of theoretical, skill, and clinical knowledge to determine the appropriate placement within the Phlebotomy Technician program. The student may need to demonstrate competencies, written exams, repeat of course(s), or start the Phlebotomy Technician program over to improve the student's ability to be successful in the program.

Consideration will be given to the length of time elapsed since the course was originally taken. This applies only to students who were unsuccessful academically and were not dismissed for [Student Code of Conduct violations](#).

Issuing of Degree

Students who complete all required course work with grades of 80% or above will be awarded the Phlebotomy Technician Technical Diploma. Issuing of the degree is not contingent upon passing an external certification exam.

Record Retention for Enrolled Students

Currently enrolled students have a student file (communications, competency skill check documents, Application for Clinical Site, Phlebotomy Clinical Competency Notebook) with the Program Director.

Student files are stored:

- In the faculty office areas on Stevens Point and/or Marshfield campuses. The office area is a limited access space.
- Files are not to be removed from the faculty office area.
- Files contain confidential information and are in a locked drawer accessible by the Program Director or in locked faculty offices.

- Student files are kept for a minimum of five years. After five years, the files are shredded and destroyed.

WTCS TSA Scoring Guide

This summative assessment scoring guide will determine if you have met the Phlebotomy Technician program outcomes. This assessment, called Technical Skill Attainment (TSA), is essential because it objectively measures the student's ability to meet industry-recognized skills. The instructor will notify the student how and when the program TSA will be done. To meet the requirements of the scoring guide, the student will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field.

This scoring guide may evaluate your performance at your practicum, project check sheets, or other activities identified by your instructor.

The instructor will provide detailed instructions. After the instructor completes this scoring guide, the student will receive feedback on their performance, including their areas of accomplishment and areas that need improvement.

Target Program Outcomes

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

Rating Scale

Value	Description
Pass	Performs adequately; meets basic standards
Fail	Does not meet basic standards

Scoring Standard

You must achieve a rating of met on all criteria for each program outcome to demonstrate competence (passing). A rating of not met on any criterion results in a failure score for that program outcome and for the Technical Skill Attainment assessment.

Number of Skill	Criteria	Ratings
1	Adhere to infection control and safe practices	Met or Not Met
2	Comply with federal, state, and locally mandated regulations and policies regarding safety practices	Met or Not Met
3	Practice standard and expanded precautions	Met or Not Met
4	Practice infection control procedures	Met or Not Met
5	Maintain patient safety in various patient settings	Met or Not Met
6	Perform specimen collection	Met or Not Met
7	Apply concepts of anatomy and physiology to specimen collection	Met or Not Met
8	Identify patient according to CLSI standards	Met or Not Met
9	Determine pre-analytical variables that affect specimen collection	Met or Not Met
10	Select appropriate equipment for various patient types and tests	Met or Not Met
11	Perform blood and other specimen collection procedures per CLSI standards	Met or Not Met
12	Assess patient for signs and symptoms of physical problems that may occur during or after blood collection	Met or Not Met
13	Label specimens according to CLSI standards	Met or Not Met
14	Follow quality assurance standards	Met or Not Met
15	Process specimens	Met or Not Met
16	Transport specimens per laboratory testing guidelines and CLSI standards	Met or Not Met
17	Differentiate among whole blood, serum, and plasma specimens	Met or Not Met

18	Centrifuge specimens per laboratory guidelines	Met or Not Met
19	Aliquot specimens into properly labeled containers	Met or Not Met
20	Store specimens per laboratory guidelines	Met or Not Met
21	Comply with legal regulations	Met or Not Met
22	Maintain confidentiality of privileged information according to federal, state and local regulations	Met or Not Met
23	Comply with the Patient's Bill of Rights (also known as the Patient Care Partnership)	Met or Not Met
24	Follow criteria for the collection and processing of specimens used as legal evidence	Met or Not Met
25	Model professional behaviors	Met or Not Met
26	Model professional appearance	Met or Not Met
27	Demonstrate respect for diversity	Met or Not Met
28	Interact professionally with patients and other healthcare professionals	Met or Not Met
29	Manage time effectively	Met or Not Met
30	Use appropriate medical terminology	Met or Not Met
31	Demonstrate honesty and accountability	Met or Not Met
32	Use Technology according to organization policies	Met or Not Met

Professional Organization Student Membership

Students are encouraged to become involved in professional organizations. Professional organizations promote leadership skills, expand interest, and provide opportunities for professional networking:

- [American Society for Clinical Pathology](#) (ASCP) is a national professional organization for the clinical laboratory. Laboratory student memberships are free.

- [American Society for Clinical Laboratory Science Wisconsin](#) (ASCLS) is a state organization for laboratory professionals. Student membership rates are available.

- School of Allied Health Faculty and Staff

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Statement of Acknowledgement and Understanding

I have received the Mid-State Technical College Phlebotomy Technician Program Handbook. I accept the responsibility of understanding and complying with all guidelines and processes of the program and the material linked to this handbook and addressed in this handbook.

If I do not understand the guidelines, I realize I can address my questions to the Program Director or the Dean of Allied Health.

I understand the complete Phlebotomy Technician Program Handbook, and any changes to this document will be made available to me and are communicated in this document. In addition, a link to this handbook will be included in the Phlebotomy core courses.

I understand I must sign and date the Program Handbook Verification Form acknowledging that I have opened, read through, understand, and agree to abide by the guidelines and processes contained within the handbook.

Note: You are encouraged to refer to this handbook often.

Student Name

Signature

Date
