



Medical Laboratory Technician (Clinical Laboratory Technician) Program

09/2012

Program Summary

[Marshfield Labs](#) (St. Joseph's Hospital / [Marshfield Clinic](#) Joint Venture Lab) provides the final semester of training for students seeking an associate degree as a Medical Laboratory Technician. The Laboratory is affiliated with:

- [Madison Area Technical College](#)
- [Argosy University – Twin Cities](#)

Students enroll in the Medical Laboratory Technician program at an affiliated college or university and complete their classroom studies on campus. Students then spend the equivalent of their final semester at Marshfield Labs (or other laboratory affiliated with their college/university) in a practicum program. The practicum is designed to expose students to the everyday workings of a laboratory and teach them the knowledge and skills necessary to work as Medical Laboratory Technicians. On completion of the practicum, students receive an Associate Degree from their college/university. They are then eligible to take a national Board of Certification exam to become certified as a Medical Laboratory Technician.

The Medical Laboratory Technician practicum program was established at Marshfield Labs in 1975. The Madison Area Technical College and Argosy University programs are accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Information regarding program accreditation status may be obtained from NAACLS at 5600 N. River Rd., Suite 720, Rosemont, Illinois, 60018-5119, Ph. 773-714-8880, or at www.naacls.org.

General Information

Student Placement

Students are placed at a practicum site through their college/university.

Clinical Experience

Students spend one semester in the clinical laboratories at Marshfield Labs/St. Joseph's Hospital/Marshfield Clinic (or other laboratory affiliated with their college/university). The clinical experience provides students the opportunity to practice the principles and procedures of laboratory medicine in a clinical laboratory setting. Students learn to operate state of the art instruments and perform testing in the areas of clinical chemistry, hematology, blood banking, and microbiology.

Tuition and Fees

Students pay tuition and fees directly to their college/university. The college/university then reimburses a part of the tuition to Marshfield Labs. In the event of withdrawal, students are

subject to the refund and withdrawal policies of their college/university.

The cost of textbooks varies and is the responsibility of the student.

The cost of national certification examinations is the responsibility of the student.

The cost of all housing, meals, and travel during the practicum is the responsibility of the student.

Students who need financial assistance are encouraged to visit their college/university's Office of Financial Aid and apply for scholarships, grants, and/or student loans.

Policies

During orientation, students will receive information on the safety, security, and confidentiality policies of Marshfield Labs/St. Joseph's Hospital/Marshfield Clinic. Students will be expected to adhere to these policies during the practicum.

Health Requirements

Students admitted to the practicum are required to complete a Health Information Report documenting their current immunization status prior to beginning the practicum. A caregiver background check will be conducted by the student's university or the program.

Insurance

Students are responsible for their own medical care needs and their own health care costs. They are fully responsible for all costs related to general medical or emergency care including, but not limited to, immunizations, tests, procedures, office visits, and hospitalizations. Students may use the services of the Urgent Care Department, Emergency Department, or may seek care from a provider of their choice at their own expense. St. Joseph's Hospital / Marshfield Clinic does not provide health insurance for students.

Housing

Students are responsible for obtaining their own housing and are responsible for their own housing costs. Information on short-term, furnished accommodations is available through Marshfield Labs Department of Laboratory Education.

Meals

Meals may be purchased in the Hospital or Clinic cafeterias. Students receive a discount when wearing their Marshfield Clinic nametag. Lunches carried in must be eaten in the cafeterias or break rooms. Food and beverages are not allowed in the laboratories.

Dress Code

Students are required to follow a dress code appropriate to the professional work involved and within the guidelines required for employees. Clothing should be clean, free from holes and tears, and not wrinkled or tattered. Scrubs or dress slacks and neat, clean blouses/shirts or turtlenecks are acceptable attire. Stockings must be worn; legs must be covered below

pant/skirt hemlines. Open-backed shoes are acceptable, but open-toed shoes are not allowed. Tennis shoes are acceptable.

Laboratory coats and nametags are provided by Marshfield Labs.

Hours

Students are to be in attendance Monday through Friday, 40hr/wk.

Holidays / Vacations

Students are not expected to be in the laboratory on national holidays.

Absences

Students who will be unavoidably late or absent for any reason must notify their assigned department as soon as possible. All work missed due to tardiness or absence must be made up by the student.

Part-Time Employment

Students are strongly encouraged not to be employed (work in a paid position) during the practicum semester. Practicum hours will not be shortened or altered to accommodate a student's work schedule. If a job is held, it is advised that the position be part-time and the student scheduled for a limited number of hours.

Internet Access

Marshfield Clinic Information Systems Department conducts a brief training session for students. A login will be provided for Internet and Marshfield Clinic e-mail access. PCs are available in the Marshfield Medical Library and in other locations throughout the facility. Students are encouraged to bring their own laptops. Wireless access is available in limited areas; network connections are not provided.

Graduation

The program awards a certificate of completion to students completing the program. The awarding of the certificate is not contingent upon passing any external licensure or certification examination. Students receive an associate degree from their college/university.