<table>
<thead>
<tr>
<th>Topic</th>
<th>Responsible</th>
<th>Action, Decision, Information</th>
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<tbody>
<tr>
<td>1. Welcome/Introduction</td>
<td>Presenter: Darla Petersen</td>
<td>Welcome to our Spring MLT/Phlebotomy Advisory Meeting.</td>
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</table>
| Informational Item:                       | Presenter: Darla Petersen | Enrollments are looking healthy. We are receiving inquiries about our programs daily. We are a campus-wide program. MLT courses are offered on both campuses.  
This fall, we started our first class of MLT students who have completed the Pre-MLT curriculum prior to beginning the MLT program. We have found that these students have the science and math background to be successful in the technical courses.  
Due to the lack of clinical internship sites, we have had to cap our enrollment. We do not want students to complete the classroom work and then not have a place to complete their clinical internship. The caps will lead to wait-lists. |
| 2. Enrollment Numbers: North Mankato campus vs. Faribault campus |                      |                                                                                                                                                                |
| Discussion Item:                          | Presenter: Lori Jo Markman | Internship Site Situation: We have 10 MLT students that need to be placed this summer. We have found places for 7 of them. The three that were not able to be placed this summer will hopefully be placed in an internship this fall. We will have a total of 5 students who will be in need of a clinical internship site next fall.  
We have placed all 11 phlebotomy students in clinical internship sites this summer.  
Health Form: New form does not require a physical exam. The student is required to show proof of medical insurance, have the 2-step Mantoux test, list their immunization record, and list the dates of the Hepatitis B vaccine series or provide a signature to decline the hepatitis series. The difference between these two forms is that the new form does not require the physical exam.  
- New form meets the needs of the Advisory Committee meeting members present today from Queen of Peace and River's Edge Hospital and Clinic.  
- Action Item: Mary Jo Huebner will be contacted to see if a physical exam is required for an Allina internship site. |
### Consensus Item

4. **Phlebotomy Program Curriculum**

*Presenter: Darla Petersen*

We propose a change in phlebotomy program curriculum to remove the clinical internship requirement. As a result, the route for being eligible to take the Board of Registry exam changes. Students will be able to sit for the exam after one year of working as a phlebotomist. The five credits for Clinical Internship will be replaced with either speech or interpersonal communications, First-Year Experience, and an additional credit in Multiskilling for Phlebotomists (from 2 to 3 credits).

Why make this change? The change to delete the clinical internship requirement is to free internship site availability for MLT students.

- **Decision: Advisory Committee agrees to delete the internship requirement for phlebotomy students beginning Fall 2011.**

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### Informational Item:

*Presenter: Darla Petersen*

Students are now able to register for courses without seeing their
5. Registration: Advisor/Student Meetings

Students have gotten out of sequence with their courses because they have not made an appointment to plan out their coursework with their advisor. Darla suggests that there should be a return to the access code allowing students to register for courses. To get their access codes, students must see their advisor.

Informational Item:

6. Nikki’s Resignation and Replacement Search

Presenter: Darla Petersen

A job description for an MLT/Phlebotomy instructor was distributed during the meeting. The job description is also available at the South Central College website under “Employment Opportunities” and will be attached to the minutes. Interviewing will begin May 16th. Start of the position is in mid-July.

Request for Donation Needs

Presenter: Nikki Jacobs

- Test kits (with package inserts)
- Coagulation reagents
- Outdated controls and reagents

Please think of us when you are cleaning your drawers, stock rooms, and refrigerators. The donation of these items saves the program (and taxpayers) from purchasing expensive supplies and reagents.

Thank you for the donations!

Presenter: Nikki Jacobs

Thanks to all of you who have donated collection tubes, reagents, and immunology kits. Thanks to Fairview Ridges for the continual supply of segments from donor units, serum and urine samples, coagulation reagents, chemistry controls, and interesting blood smears. Thanks to District One Hospital for the expired fetal screen kits, body fluid controls, and drug screen samples. Thanks to Rivers Edge Hospital and Clinic for the test kits and blood smears. Thanks to the Allina Medical Clinic for serum and urine specimens and collection tubes. Thanks to Northfield Hospital for the blood bank gel cards. Thanks to Owatonna Hospital for collection tubes and microbiology reagents. Thanks to Queen of Peace for the HemoCue analyzer and test kits. Thanks to Madelia Hospital and New Ulm Medical Center for the laboratory supplies.

Recorder: Nikki Jacobs
Attendance:
- Marshall Armstrong, Allina Medical Clinic-Faribault
- Lisa Kath, Allina Medical Clinic-Northfield
- Lisa Haugen, Queen Of Peace Hospital, New Prague
- Kim Hadt, River’s Edge Hospital and Clinic, St. Peter
- Kay Carlson, River’s Edge Hospital and Clinic, St. Peter
- Darla Petersen, South Central College
- W.C. Sanders, South Central College
- Lori Jo Markman, South Central College
- Nikki Jacobs, South Central College

Attachments:
- Phlebotomy Program Curriculum
- Phlebotomy Program Curriculum: Semester-by-Semester Schedule
- Job Description for Medical Laboratory Technician/Phlebotomy Instructor