

# MEDICAL LABORATORY TECHNOLOGY PROGRAM

## STUDENT HANDBOOK

### For CLINICAL ROTATIONS

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## INTRODUCTION

Congratulations, you have completed the didactic portion of your training and will be beginning your clinical practicum soon. We hope you will find your clinical to be a rewarding experience and will be eager and ready to enter the workforce upon graduation to fill one of the many openings that are available to you.

This guide serves to provide the information of importance for you clinical training and so you will know what is required of you. Although we will go over the sections with you before you start clinical, please keep it on hand at all times as it may be helpful to find the answers to your questions you may have. If not, please email and we will be glad to help you out.

This MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, suite 720, Rosemont IL, 60018, <http://www.naacls.org>.

MLT Students are required to complete 16 semester hours of clinical rotations in courses Clinical Lab I, Clinical Lab II, Clinical Lab III, and Clinical Lab IV, in the following departments:

|                                         |           |
|-----------------------------------------|-----------|
| Phlebotomy                              | 24 hours  |
| Chemistry                               | 120 hours |
| Hematology, Coagulation, and Urinalysis | 120 hours |
| Microbiology                            | 120 hours |
| Blood Bank (Transfusion Medicine)       | 120 hours |

Or as scheduled by Clinical Coordinator and approved by the Program Director.

Our practicums are available October - November (Fall Semester) and March– May (Spring Semester). The clinical for each department is **8 weeks in length**. You will complete 504 hours and will train in the following sections at the clinical site: General Lab Practice, Phlebotomy, Hematology/Hemostasis, Chemistry, Urinalysis and Body Fluids, Immunohematology/Transfusion Services and Microbiology.

Before the start of each clinical cycle, student will participate in Boot Camp or Simulation Lab. Samples are simulated (prepared by the instructors) and can be simple and straight-forward tests with routine results, or more complex requiring troubleshooting and problem solving skills. Boot Camp or Sim Lab has many benefits, including better preparation for the clinical rotation, teaching you to work more independently and gain a confidence that will help you ease into your clinical.

It is important for you to be aware of the NAACLS specific requirements for clinical practicums that must be met to maintain our accreditation.

1. Affiliation agreements will be completed with each clinical site and cover all the required NAACLS guidelines.
2. Each clinical site will appoint a clinical liaison (supervisor) to coordinate your clinical training. This is the person you should go to with questions.  
Qualifications include:
  - a. A medical laboratory professional who holds certification and licensure (if required by state) in the medical lab.
  - b. Demonstrates proficiency and has adequate knowledge of the medical lab field.
  - c. Has at least 1 year experience in the medical lab;
3. Other operational policies as stated in the Standards for Accreditation:
  - a. Section V, E: Service work by students in clinical settings must be noncompulsory (explained later in this document).
  - b. Section V, F: Students may not be substituted for regular staff during their clinical experience.
  - c. Section VIII B2: Learning Experiences: After demonstrating competency, students, with qualified supervision, may be permitted to perform procedures

### **PROGRAM MISSION**

The Medical Laboratory Technology/MLT Program is a community college-based program providing education and training for career entry competencies in all general clinical laboratory areas and preparation for the successful completion of national board exams.

### **GOALS OF THE MLT PROGRAM**

The goal of the Medical Laboratory Technology of Associate of Applied Science degree program is to provide education and training for career-entry competencies in all general medical laboratory areas and preparation for the successful completion of national board exams.

Upon successful completion of this program, students will be able to:

- Manage the collection and processing of clinical specimens.
- Perform clinical laboratory tests with accurate results.
- Solve technical issues related to routine clinical laboratory procedures.
- Integrate total patient care with laboratory diagnostic procedures.
- Formulate corrective actions for invalid laboratory results.
- Differentiate between normal and abnormal clinical laboratory values.
- Perform routine maintenance, standardization and/or calibration procedures.
- Synthesize didactic laboratory knowledge with practical clinical laboratory experience;
- Collaborate with laboratory personnel; and
- Cultivate safe, ethical, and legal standards of laboratory practice.

We also want to foster a professional, ethical attitude in our graduates. Measurement of this goal will occur in the same manner as in the above paragraph.

In addition, it is one of our goals to produce graduates capable of passing the national certification examination at the MLT level. We do feel, however, that this goal will arise naturally from the others. The program accreditation standards state that graduation from our program is not dependent on the student passing a national certification. We do encourage all of you to take the national certification examination.

### **DESCRIPTION OF JOB-ENTRY LEVEL COMPETENCIES FOR MLTs**

At job-entry level, the medical laboratory technician graduate will:

1. Possess the entry level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology Immunochemistry/Transfusion Medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations.
2. Collect and process biological specimens and other substances.
3. Recognize variables that can affect procedures and results (pre-analytical, analytical and post-analytical), and take appropriate actions when corrections are indicated.
4. Perform and monitor quality control within predetermined limits.
5. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs.

6. Process information to relate laboratory results to common disease processes, and to apply basic scientific principles when learning new techniques and procedures.
7. Apply principles of safety and comply with governmental regulations.
8. Train users and providers of lab services.
9. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and the public.
10. Communicate sufficiently to serve the needs of patients, the public and members of the health care team.
11. Recognize the significance of the need for continuing education as a means of growth and maintenance of professional competence.

#### **Clinical Affiliates**

Rose State College has affiliation agreement with the following clinical sites:

SSM St. Anthony Hospital  
 OU Medical Center  
 DLO Integris Southwest Medical Center  
 DLO Integris Baptist Portland, Oklahoma City, OK  
 DLO Integris Health, Edmond, Oklahoma  
 DLO Community Hospital, Oklahoma City, OK  
 DLO Integris Canadian Valley, Yukon, OK  
 DLO Central Laboratory, Oklahoma City, OK

#### **SERVICE WORK POLICY**

"Policies and processes by which students may perform **service work** must be published and made known to all concerned in order to avoid practices in which students are substituted for regular staff. Students shall not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students with qualified supervision, may be permitted to perform procedures. Service work by students in clinical settings outside of regular academic hours must be non-compulsory, paid, supervised on site, and subject to employee regulations." (NAACLS service work policy)

**Should any student become employed at the rotation site; this paid time will NOT be considered part of the educational schedule. Students are NOT required to work at the clinical facility.**

#### **POLICY WHEN CLINICAL ASSIGNMENTS CANNOT BE GUARANTEED**

While every effort is made to secure appropriate and timely clinical placements, unforeseen circumstances may arise that can affect the availability of clinical assignments. If a clinical assignment cannot be guaranteed for a student, alternative or remedial work will be required. Students may need to participate in make-up assignments or alternative activities to fulfill the educational objectives of the clinical rotation. This involves working during unscheduled times, weekends, or academic breaks. If there are not enough clinical sites to accommodate all students in a given year, selection will be made from an alternate list based on the student's most recent numeral ranking (GPA).

#### **HIPAA**

The passage of the Health Information Portability and Accountability Act of 1996 (HIPAA) provides the Standard for protecting individual patient identifiable health information relating to the care and treatment of a patient. Students are provided information regarding the HIPAA Privacy Rule during pre-clinical orientation. All patient information, including electronic information, is confidential. Improper disclosure of patient information could result in possible fines and imprisonment. Disclosure of patient information is grounds for dismissal from the program. The student is advised that he/she may be sued for disclosure of confidential information. Never discuss patient results outside the laboratory. **Do not release any patient information.**

#### **PHOTO ID'S**

Photo IDs are required and can be obtained at the Student Services Building. School identification badges should be taken to the Health Sciences Division Office to have a hole punched and a clip attached. Student IDs should be worn while performing hospital rotations. IDs should have first name only and RSC ID#.

### **INCLEMENT WEATHER**

If Rose State College issues a weather-related closing or delay, the student is not expected to drive in hazardous conditions and is excused from attending clinicals that day. The student will still be held responsible for following the Attendance Policy. If the student lives and performs clinicals outside of the weather hazard area, then attendance will still be expected.

### **RSC GRADUATION APPLICATION**

Applications for graduation should be completed when students enroll in their last semester or the spring semester for summer graduates. The application is contained in the MLT student handbook. Submit to the Program Director before March 1 for spring and summer graduates (November 1, for fall graduates).

### **MLT DRESS CODE POLICY**

#### **PURPOSE: enhance a professional image and instill patient confidence**

SCRUBS must be worn to MLT Program classes as well as clinical rotations: dark blue cleaned and pressed scrubs, with MLT patch sewn two inches below the shoulder seam on the LEFT sleeve (MLT arm patches are available at the RSC Bookstore).

SHOES/SOCKS: closed toe, non-fabric (athletic shoes with minimal color markings are acceptable).

LABCOATS: needed for all RSC labs and some hospital rotations (check with the assigned hospital site)

APPEARANCE: You may be asked to remove perfume and cologne, long fingernails (beyond fingertips), artificial nails of any kind, along with facial jewelry that poses a safety risk, or cover tattoos that may be considered insensitive or inappropriate.

HYGIENE: mouth and body odors should be avoided through daily baths, using deodorant, and dental care (breath mints). Use makeup conservatively. Recognizing that employees and visitors to our offices may have sensitivity and/or allergic reactions to various fragrant products, students are asked not to wear an excessive number of personal products, such as fragrances, colognes, lotions, and powders

HEADWEAR/CAPS/SCARVES: should not obstruct face or interfere with lab procedures.

GUM and candy: Do not chew during MLT labs or clinical rotations.

TOBACCO PRODUCTS: RSC and the hospitals do not allow smoking or any tobacco products (including E cigarettes).

**Students will be asked to leave the clinical site when identified as not following the above policy. Makeup time must follow the Time Sheet Policy.**

**Students at RSC MLT Program classes will be evaluated for the dress code and may have points deducted. Check course syllabi for specific instructions.**

### **ROSE STATE COLLEGE (RSC) POLICY CODE OF CONDUCT**

Rose State College Students are expected to conduct themselves in manners consistent with the RSC Student Code of Conduct. This Code of Conduct and procedures for reporting observed misconduct are described in detail in the RSC Student Handbook, pages 46-54. This Student Code applies to all conduct occurring on the Rose State College Campus, at Rose State College sponsored activities, and to off-campus conduct that adversely affects the Rose State College Community and/or the pursuit of its objectives.

The purpose of the student code is two-fold:

- (1) The guidance and redirection of an offending student toward a productive career as a learner in an academic setting and as a citizen, and
- (2) The elimination from the academic environment of those who have demonstrated flagrant disregard of its values and tradition and whose conduct and presence constitute a disruptive influence upon the learning and social climate.

### **MLT STUDENT CLINICAL LIAISON (SUPERVISOR)**

Each clinical site will designate a Clinical Liaison will be designated for each clinical site to coordinate the clinical experiences for the student. The Clinical Liaison must:

1. Be a medical laboratory professional who demonstrates the ability to effectively coordinate the clinical experiences of the students.
2. Demonstrate knowledge of the program discipline.
3. Have at least one year experience as a medical laboratory professional.

The clinical liaison will be responsible for:

1. The overall coordination of the student's hospital training including coordination of the bench teaching being done at the hospital/clinic in all departments.
2. Scheduling of the student(s) through the various clinical areas of the laboratory.
3. Submitting to RSC a copy of the student's clinical rotation schedule.
4. Orientation of the student to the hospital and the laboratory.
5. Communication with the MLT Program Clinical Coordinator or Program Director at RSC.
6. Oversight and verification of the student's clinical practicum checklists (signing to approve their documentation);
7. Daily verification of attendance records and documentation of disciplinary actions if needed (initialed each day for time of arrival and departure);
8. Completion of the weekly evaluation for each student or when needed
9. Completion of final evaluations at the completion of the practicum
10. Participation in RSC MLT Advisory Board meetings.

Most supervisors routinely delegate some of these duties to other personnel involved in the bench instruction. However, the supervisor is responsible for the total operation of the educational experience in his/her clinical site.

#### **MLT CLINICAL INSTRUCTORS**

Most of the employees of the lab act as clinical instructors at one time or another. **It is important for you to know which instructor is primarily assigned to supervise you in each department and other instructor will help.**

Please be aware that there is more than one way to perform a test and that you will see this when working with different techs. It is a good idea to keep a notebook in your pocket to write down the ways to perform the procedures. This notebook is also beneficial in keeping track of what you have done each week.

### MATERIALS NEEDED WHILE ON CLINICAL:

- BOC Study Guide Enhanced 7th edition: Go to [www.ascp.org](http://www.ascp.org) and register to become a member (membership is free). As a member, you will receive a discount for the book. At other times they have book sales too. If you need to use your financial aid to purchase the book, please check with the bookstore or ask them to order it for you.
- Health form (or vaccination information)
  - i. Hepatitis B vaccine series, Tdap, MMR, Varicella (immunization or titer per clinical site's guidelines), two step TB test, Influenza vaccine
  - ii. Other tests/vaccinations as designated by clinical sites
- Proof of liability insurance
- Certified Background check
- Sign a clinical agreement
- Sign the HIPAA form
- Proof of 100% on your safety tests

### CLINICAL ORIENTATION

The clinical liaison or their designee should be responsible in orienting you to the clinical site's policies. They may want to spend the first day or so with the student explaining the physical layout of the hospital/clinic and rules/regulations governing all hospital/clinic employees. Most sites provide a general orientation program for new employees and may arrange for you to participate in this orientation.

Many of the following topics are items the students are interested in/should know when they are oriented to your lab and hospital:

1. Timecards (if used) or Attendance records
2. Where to park
3. Dress code /Name tags
4. Student's schedule (including holidays, the sick day policy, tardiness policy, who to notify when sick, important phone numbers, the possibility of weekend and night scheduling toward the end of the rotation). If you have any special requests for days off, this should be discussed with the clinical site right away.  
**Students must complete the full 16 weeks (504 hours) so any time taken off must be made up.**
5. Treatment of patients including specimen collection etiquette and confidentiality.
6. How to stay actively busy.
7. Telephone etiquette, taking messages, communications in general including responding to nurses, physicians, families, and patients.
8. Getting along with staff, problems with staff (i.e. what to do if two individuals each show the student how to perform a test and the performance is different), and responding to constructive criticism.
9. Specimen collection, when he/she will be performing phlebotomy, requisitions, tube labeling, isolation, acceptable vs. unacceptable specimens.
10. Reporting incidents.
11. Computer usage, logging on to the computer.
12. Abnormal results, getting approval to report tests, quality control/assurance.
13. Supplies and inventory (use the oldest reagent, etc), who to tell when he/she uses the last of something, reagent preparation.
14. Evaluations—who will be performing and when.
15. Critical values.
16. Student guidelines:
  - a. Hygiene/grooming (including perfume, hair, nails)
  - b. Initiative
  - c. Efficiency

- d. Enthusiasm
- e. Self-confidence
- f. Responsibility
- g. Professionalism (ethics and confidentiality)
- h. Safety

#### PROPOSED SCHEDULE FOR STUDENT ROTATION DURING INTERNSHIP

The schedule that follows separates the departments of the lab into Practicums I, II, III, IV and suggests the amount of time that should be spent in each in a typical lab. However, we recognize that labs will vary. In order to get an adequate amount of experience in each department; the rotations in certain departments may need to be lengthened. In turn this means some department will need to be shortened accordingly.

| <u>DEPARTMENT</u>                                                                                                                                                  | <u>WEEKS</u>                                            | <u>Credits</u> | <u>HOURS</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------|--------------|
| <b>HSML 2413 Practicum I &amp; II</b><br>General Laboratory Practice (including phlebotomy (1 week clinical), Hematology (2.5 weeks), Chemistry (2.5), UA (1 week) | 1 week Boot camp/Sim lab @RSC<br>7 weeks Clinical Site  | 6 credits      | 252 hours    |
| <b>HSML 2513 Practicum III &amp; IV</b> Microbiology (3 weeks Clinical), Immunology (1), Immunohematology (3 weeks Clinical)                                       | 1 week Boot camp/Sim Lab @ RSC<br>7 weeks clinical site | 6 credits      | 252 hours    |
| <b>Practicum Correlation</b><br>Includes educational student assignments on CANVAS (weekly reports, rotation quizzes, case studies, monthly reports, etc)          |                                                         |                |              |

#### HOURS/ATTENDANCE/ETC.

To attain 504 hours, an intensive Boot Camp/Sim Lab worth 2 weeks training will be completed at RSC with the completion of the remaining hours at the clinical site. MLT Program Clinical Coordinator will build Clinical Rotation schedule. Generally, we recommend that the training is based on a 40-hour week, Monday through Friday (8 hours a day). Depending on the clinical site, however, 10-hour shifts may be scheduled if the clinical site's staff works 10-hour shifts. Students must clear this with the clinical liaison. If 10-hour days are arranged, you will be scheduled for 4 days in that week. The "day off" may or may not be a Monday or Friday. This is up to the discretion of the clinical site's supervisor and should mirror the work schedule practice in place for the staff.

Your daily hours are determined by when you start the day and includes up to two 15-minute breaks. A thirty-minute lunch time should be provided for the student if the schedule includes morning and afternoon hours, but the **½ hour is not counted as student clinical time**. For example, an 8-hour day will be completed when you begin at 0600, take a morning and afternoon 15-minute break and ½ hour lunch and leave at 1430.

We cannot recommend training over 40 hours per week. On certain occasions, you may not be able to leave precisely at the hour that you are scheduled to leave. Students are encouraged to mirror the staff work schedule and stay long enough to finish the test or activity that he/she is working on.

Some clinical sites may have “slow” time in which you can study. Some sites will rarely have “slow” times. **You should be advised that when there are lab procedures to complete or daily maintenance activities available in the lab, that is your first priority.** Student study time should never be longer than one hour per day, and you should be aware of any lab work that comes in. At no time should you be monitoring social networks or other non-school related websites. Study time is a privilege, not a right. Some days there will be no time for studying.

Students will occasionally request that they be allowed to train over 40 hours per week to “finish up” early. This will not be allowed. The clinical time has been shortened to the absolute minimum. The total number of hours must be completed for you to successfully complete the clinical training. Once a student starts at a facility, he/she will complete the clinical at that facility (exception if the site is lacking enough testing in an area, i.e. microbiology or blood banking). Since the clinical time has been shortened, all missed time (sick leave, etc.) must be made up. Also, no holidays will be given. If the student is allowed to take a holiday, he/she will make-up the hours.

#### **ABSENCE AND/OR SICK DAYS**

Since we have shortened the clinical, we are not allowing any time off. Therefore, sick days will have to be made up. If you are sick, you must call the clinical site to let them know you will be absent. You should also notify your Clinical Coordinator at RSC. **This is extremely important.** We will consider sick days in excess of 5 during the 16 weeks cause for disciplinary action. Therefore, if you have missed five days, RSC will be contacted. If any additional time is missed, the clinical site and RSC may terminate your clinical training. At this point, you will be dismissed from the MLT program. Another clinical facility will not be assigned to you. **SICK DAYS ARE NOT VACATION DAYS, AND SHOULD NOT BE USED AS SUCH.** Dentist and doctor appointments should be scheduled after clinical training hours as well.

#### **HOLIDAYS**

Regarding holidays, we will leave it up to the clinical site as to what holidays you will/or will not be scheduled, however, any holidays given off will be made up, i.e. you will be responsible to fulfill 504 hours of clinical (which includes boot camp/simulation lab). If you take Christmas off, or don't work a holiday because your clinical site is closed, you will make up the time during your clinical training.

You can make up missed time either at the end of the internship or on weekends, holidays, or scheduled days off, as long as the clinical supervisor and site agree to it. Sometimes staffing or other concerns don't permit make-up time. The student must have approval before scheduling make-up times. All make-up time must be supervised. RSC Clinical Coordinator must be notified as well.

You are expected to begin your clinical rotation at the time established by your schedule. Tardiness in excess of 1 hour will be considered a full day of unexcused absence. Three tardy incidences less than 1 hour will equal one full day of clinical absence. **In addition, early departures are not tolerated. Three early departures will be considered one unexcused absence.**

The clinical liaison or instructor will verify your attendance each day (upon arrival and when you leave) by initialing the form provided by the student. It is your responsibility to take this log to them and have them initial it. You will be uploading this record of your attendance to the monthly report forums at the end of each month.

#### **GENERAL AFFECTIVE (BEHAVIORAL) OBJECTIVES FOR THE CLINICAL PRACTICUM**

During the clinical practicum, you will be evaluated in all areas (psychomotor, cognitive and the affective (behavioral) area. The importance of these behaviors can't be stressed enough. It is often the affective behaviors that make a graduate an undesirable employee, even though he/she can perform the testing and may have the knowledge base. Because our goal is to produce employable, contributing members for the laboratory profession, our role as instructors includes guiding the student in obtaining the appropriate affective behaviors. To minimize subjectivity, it

may be beneficial to ask two people per section (or per laboratory) to evaluate the student's behavioral activities. The minimum requirements for each objective are:

## **1. TIME MANAGEMENT**

### **The student:**

Is punctual; begins work in a timely manner; completes assignments within assigned time frames.

A. Demonstrate time management skills by being punctual, minimizing absences to five days in the 8-week period, making up all absences, and staying for their full day's training (no leaving early). All absences **MUST** be called in to the lab staff prior to the absence. Sick days must only be used for illness, i.e. the sick student should not be seen out around town, shopping, at the movies, etc. If they are too sick to attend clinical, they are too sick to do anything else. Sick days are **NOT** vacation days.

## **2. WORKLOAD MANAGEMENT**

### **The student:**

Can organize work and produce required quantity of work with accuracy within the allotted time frame.

A. Make the most of the clinical rotation, by reviewing and examining educational materials received during their didactic training prior to entering a department at the clinical site in order to prepare for the information given to them and requested of them during the rotation.

B. Recognize that the ultimate responsibility of the Affiliate is for the care rendered to their patients, therefore all schedules and plans shall conform to the rules and regulations of the Affiliate. Any disregard of Affiliate policies will be grounds for dismissal. Students will be required to dress and act in accordance with the rules and regulations of the Affiliate.

C. Demonstrate workload management by organizing and producing test results that are accurate within an appropriate amount of time (that expected by any other employees). The student will be expected to allow clinical staff to closely observe him/her while he/she performs tests. The student will accept constructive criticism without retort. The student will make every attempt to show enthusiasm for performance of daily workload (will take initiative to perform tasks that he/she has already been trained in without prodding). The student will **NOT** challenge the laboratory staff. The staff are the experts; the student is there to learn—not teach!

D. Limit maximum break time to the advised break times given employees at the institution. Breaks are the discretion of the institution—it is possible that some days will not include breaks. The student will always ask if a break is allowed. Students do not schedule their own breaks.

## **3. FACILITIES MANAGEMENT**

### **The student:**

Leaves work area clean and restocked; properly uses and maintains equipment; adheres to all published safety regulations in the laboratory.

A. Demonstrate facilities management by leaving the work area clean and restocked. Properly uses and maintains equipment and adheres to all safety regulations in the laboratory.

B. Computer usage must be authorized by the clinical affiliate. The computer is never to be used without authorization and then **ONLY** for transmitting tests, evaluations, and information to the MLT program at RSC or for obtaining information from the certification agencies. Searching Internet sites for personal use is **FORBIDDEN**.

C. Cell phones should be left in the student's locker and/or purse. Social networking should not be utilized during training time. Personal calls and/or texts should not be taken during training time. No cell phones will be carried during clinical rotations.

## **4. PROFESSIONALISM**

**A. The student:**

Willingly follows instructions and accepts professional constructive criticism regarding work; interacts with faculty and students in a professional manner, e.g., is polite, considerate, pleasant and unhurried.

1. Demonstrate professionalism by willingly following instructions and accepting constructive criticism regarding work; interacts with faculty and students in a professional manner, is polite, considerate, pleasant and unhurried.

- a. The student will interact with faculty, staff, and patients in a professional manner, which means that he/she is polite, considerate, pleasant, not derogatory, courteous, etc. Any backstabbing, back-talking, disloyal comments are grounds for dismissal.
- b. The student should never be boisterous, continually talking, interrupting others while working.

**c. The student will NOT divulge any laboratory business, which includes personal information of the other laboratory staff; student opinions about the laboratory, the laboratory staff, other students and/or other laboratories; and/or patient information to others outside of the laboratory.**

d. The student will ask for help when it is needed. The student is aware of his/her limitations.

e. The student will adhere to the dress code of the clinical site. Standard professional appearance will be expected of all students.

- i. Fingernails should be short. Avoid brightly colored nail polish. Artificial nails are strictly prohibited.
- ii. Minimal perfume/after shave should be worn. Students should not smell of smoke. Personal hygiene must be maintained (no body odor). Many ill patients are unable to tolerate odors.
- iii. Only two sets of earrings in the ear lobes. No other pierced body sites should have visible jewelry showing.
- iv. No tattoos showing.
- v. No hickeys—or make sure that they are covered by a shirt or makeup.
- vi. Hair color should be reserved to colors such as brown, red, blonde, gray, white or black. No purples, greens, pinks or blues will be accepted.
- vii. If jewelry/accessories are worn, they must be done so in moderation. Avoid excessive, dangling jewelry.

2. At no time will cheating (in written tests/quizzes or in technical testing procedures), being under the influence of drugs and/or alcohol, failure to maintain patient confidentiality, failure to report known errors to a supervisor, and untruthfulness in any areas of clinical concern be tolerated.

3. Profanity will not be tolerated.

4. The student will abide by the rules/policies of the institution. Many healthcare campuses are now tobacco free.

Cigarettes/tobacco will be left in the car off-campus. If at any point the student is in violation of the institutional policies (of any type, not just the tobacco rules), they may be dismissed from the clinical (and the program).

**B. The student:**

Handles work in logical sequence; is fully aware of own limitations; seeks help when needed.

1. Demonstrate the appropriate priorities by using slow time in the laboratory to ask questions, review slides, read and practice new procedures, etc. Slow time is never to be used to read magazines or sit in the backroom gossiping. Phone calls, personal grooming, etc. should be handled on break-time. Laboratory time should not be used for these duties.
2. Demonstrate the ability to multi-task (after orientation to a department).
3. Asks for help when appropriate but gains confidence in his/her abilities.
4. Defers to the judgments and criticisms of the clinical staff. Does not become defensive. Tries to utilize constructive criticism to improve.

*You will sign a contract with RSC and the clinical site that clearly states the above expectations.*

### **Dismissal Guidelines:**

The following will be grounds for dismissal from the Program. These are not all inclusive but provide some examples of dismissal guidelines. **Once a student is dismissed from clinical, there will be no further opportunities to complete the MLT Program at RSC.**

1. Any proven evidence of deliberate cheating, falsifying laboratory results or cheating on exams.
2. Refusal to be rehabilitated after proven evidence of alcohol or illegal drug use while functioning as a student.
3. Failure to follow HIPAA policy. Disregard for the patient's right to confidentiality and privacy. Releasing patient information to unauthorized personnel, talking about patients in elevators, hallways, etc. in the presence of unauthorized personnel. Failure to log off computer when stepping away.
4. Disregard for good quality patient care. Consistently inaccurate work and/or consistent careless attitude.
5. Disregard for rules, regulation, policies and procedures set forth by the clinical affiliate and/or Rose State College
6. Disregard for safety procedures.
7. Poor attendance (unexcused absences), tardiness or failure to communicate absences with clinical faculty.
8. Continual refusal to perform lab work when asked to perform it, disagreeing or arguing with the staff at the clinical site, especially in the presence of patients.

## **ASSIGNMENTS WHILE ON CLINICALS**

### **Clinical Practicum I, II, III, IV:**

Each student will take four comprehensive final tests which will be scheduled on a designated day toward the end of the practicum. The idea behind the comprehensive finals is to keep you thinking about the theory/didactic material and to try to simulate what the certification exams may be like. The certification exam will be coming up shortly and we want you to be as prepared as possible. Students will be informed of the comprehensive test dates at least 2 weeks prior to the test. All clinical students will be required to take the comprehensive tests at the time scheduled. The tests will be on the CANVAS, but will be taken at RSC proctored. Once you begin a final test, you must finish it. You will not have an opportunity to retake the tests so please do your best and be fully prepared before you begin.

Any work in preparation for these tests (completion of the BOC study guide and Medialab exam simulator Selected Areas tests) should be done outside of clinical hours unless workflow is slow and the clinical supervisor **encourages** the student to "study". These are your responsibilities and **must be completed prior to the comprehensive tests as each test is worth 20% of your clinical grade.**

**BOC Final Exam:** This comprehensive test includes questions from the BOC Study Guide you will purchase from ASCP. It is important that you complete all test questions and spend time going over the questions you got wrong to make sure you understand why they were wrong and why the correct answer was right. Remember that you are in the critical thinking stages now, so memorization does not work for all information you have learned. The test is not open book, but if you have completed and understand all of the questions in the book, you should do well. This test makes up 20% of all your final Practicum grades and will be taken at RSC proctored

## Medialab Exam Simulator:

1. Each student on clinical will be assigned a seat in the Medialab Exam Simulator.  
[www.medialabinc.net](http://www.medialabinc.net)
2. Students must complete 2 sets of Medialab simulations consisting of 50 questions on Selected Areas each week. These questions must be completed on their own time for each set. You can take the exam as many times as you want but only the first three attempts will count towards your Medialab score. The exam includes the areas of: blood bank, chemistry, hematology, immunology, laboratory operations, microbiology, and urinalysis/body fluids.
3. The Medialab Final Exam, will be taken with a proctor the second to last week of the clinical rotation and includes all areas of the lab.
4. The grade you receive for the Medialab Exam Simulator is a combination of the three attempts on the Selected Areas exam and the ASCP BOC reviewer exam. These four scores are averaged, and this score makes up 20% of each Practicum grade.

The remainder of your grade will be based on clinical site evaluations (including those from bootcamp/simulation lab). The evaluations consist of Affective and Technical Evaluations. Affective evaluations are behavioral evaluations, while Technical Evaluations are psychomotor and deal with your ability to perform the tests in the lab. These evaluations will be kept in the MLT department for 5 years.

Affective Evaluation = 20%

Technical Evaluation = 40%

## Practicum Correlation

You will be asked to complete weekly reports, rotation quizzes, case studies and monthly forum posts and uploads. Your grade in this course will be determined from these activities.

**Weekly Report Forum:** You will complete a report every week. Click on the weekly report, copy the text of the form, choose reply to the post and paste this form in your reply box. Continue by answering each section (the forum includes instructors and peers). A copy of the form is on

**Week 19**Reply

*Original post: Wed 1/3/2018 at 8:27 PM*

**Reply by Monday, May 7 at 23:55**

**Reply to other's replies by Thursday, May 10 at 23:55**

**Answer any student or instructor questions by Monday, May 14 at 23:55**

**MLT Student Weekly Report**

Week #

Department(s):

Morale (how you are feeling):

Accomplishments for the week:

Goal for next week:

Daily Attendance (hours worked each day):  
(i.e. 7 am – 3:30 pm, ½ hour lunch)

Monday

Tuesday

Wednesday

Thursday

Friday

**Total number of hours:**

Number of days absent this week:

Number of days tardy this week:

**State One interesting things that happened this week and then discuss it (50 words minimum):**

**What is something new you learned this week. Please state what you learned and then discuss more about it (how it works, what it means, etc). (50 words minimum - should not be a repeat of the answer used above):**

When you report on something new you learned, please go into detail so others may learn from it too. It could be a test you never heard of before and why you are performing it (what condition it will detect) or a new procedure you performed and you can explain how to do it, etc. After the initial report due date, each student will reply to 2 other students (rotating who you reply to each week) by making a comment or ask a question if you want more information about something that was reported on. RSC Program Director or Clinical Coordinator will also reply/ask questions. **Students will answer the questions posted to them and reply that they have read all the posts.** Please refer to bolded pink information in the image above to get an idea of when everything is due.

Each weekly report and replies are worth 5 points. Please follow the weekly report rubric (CANVAS) to make sure you obtain all the points each week. Your post must be submitted on time **each** week. *What is meant by on time?* Each week will end on Friday. You will have until Monday (at 23:55) to fill out your report. If you fill it out on Tuesday, it is considered late **and you will not be awarded all the points for that report.** *But if you fill it out after that, you will still obtain some points as long as the reply is completed by the end of the week (Friday).* The reply to your peers should be completed by Thursday of that same week at 23:55. Replies to the instructors (or questions posted by your peers) should be completed by Monday of the following week at 23:55. The weekly report grade is worth 1/3 of your clinical correlation grade.

**Rotation Quizzes:** You will be assigned quizzes throughout your clinical in all the major areas of the lab (lab operations, hematology, BB, UA, Chemistry, Micro, Body Fluids and Immunology). Once a quiz is assigned, you will have a week to complete it. You can go in and out CANVAS to work on each quiz until it is done as long as you submit it by the due date. If you don't submit the quiz, it will submit automatically when it closes. You are encouraged to use your books/notes as the goal of these quizzes is to enhance your learning and retention of the material. The quiz due dates are alternated with the case study due dates. This is worth 1/3 of the grade

**Case Study Forum:** This forum is comprised of student and instructor case studies. Each student will be responsible for preparing 1 case study from an area of study during their rotation. You will be assigned an area of the lab to obtain your case from as well as a due date for your case study. We would like the case to come from actual patients at your facility. Of course, you must remove all identifying features. Please give the patient history and data (any data must have normal values with units attached). Then ask 2 questions from this case study. The answers should not be present in your case study; we want each student to have to search to find the answer. After a student has submitted their case study, the other students will answer the case questions with complete sentences. After all students have replied, the creator of the case will discuss the case and give the answers. You will be graded on your case study presentation (2.5 points), your discussion of the case (2.5 points) and your answer to other's case studies (5 points for each). This will be worth 1/3 of your clinical correlation grade. **Please be sure to read the grading rubric so you are aware of all the requirements of the case study.**

## **BLOODBORNE PATHOGEN AND NEEDLESTICK (NS) EXPOSURE PROCEDURE**

In accordance with the RSC Exposure Control Plan for Bloodborne Pathogens (July 1, 1998, pg 10, Section II G. Post-Exposure Evaluation and Follow-up) any **exposure to Bloodborne Pathogens must be reported to the MLT Program Director and Clinical Coordinator** within 24 hours and a Post-Exposure Evaluation and Follow-up form must be completed. If such an exposure occurred during the laboratory rotation, the site clinical supervisor must be notified, and facility procedures followed. **(RSC Post exposure form is included in this handbook)**

1. The clinical site is responsible for STAT baseline testing for the source patient of HIV, HBV, and HCV.
2. The clinical site is responsible for reporting the source patient results to the student and counseling the student to seek medical care with a physician (either the student's personal physician, a minor emergency clinic physician, or a hospital emergency room physician) in order to determine the possible need for baseline testing on the exposed student and prophylactic treatment.
3. The student is responsible for follow-up testing after the exposure. Follow-up testing should follow the counseling plan of the student's physician.

**Student medical evaluations and procedures including Bloodborne Pathogen and Needle Stick evaluation and follow-up, and possible prophylaxis, are the student's financial responsibility.**

### **SERVICE WORK POLICY**

Policies and processes by which students may perform **service work** must be published and made known to all concerned in order to avoid practices in which students are substituted for regular staff. Students shall not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students with qualified supervision, may be permitted to perform procedures. Service work by students in clinical settings outside of regular academic hours must be non-compulsory, paid, supervised on site, and subject to employee regulations." (NAACLS service work policy)

**Should any student become employed at the rotation site; this paid time will NOT be considered part of the educational schedule. Students are NOT required to work at the clinical facility.**

### **STUDENT MONTHLY ATTENDANCE EMAIL**

You will be responsible for keeping track of your monthly attendance via the attendance logs we provide. They have a two-fold purpose. The first is to keep track of attendance by having your supervisor (or instructor you are working with) initial the form when you arrive and when you leave for the day. The second purpose is a way for the clinical site to inform you if there are deficiencies noted in your performance. Our goal is to advise students of these deficiencies so they can make corrections to improve and successfully complete the program. Should there be deficiencies, the clinical liaison will show a failure on the attendance log and write up an action plan (third page of the form) to help the student know what and how they should work on.

At the end of each month, you will be required to complete a monthly report and email it to your Clinical Coordinator. We will have you include your attendance and Practicum Checklist forms at this time. At the end of clinical, you will complete final monthly report and upload **all** of the attendance logs with dates, the hours added up and signed. Submit your **completed** practicum competency list. Complete any additional assignments given. This will be required for graduation.

**\*Please make sure that you have obtained all the required signatures and that these forms are complete.**

### **TIME SHEET POLICY**

Student use of time sheets demonstrates to the clinical facility that the student has integrity and honesty. When considering employment, Clinical Laboratory Managers watch for students who demonstrate these qualities in addition to knowledge of laboratory testing. The MLT Clinical Coordinator arranges clinical rotation schedules. The schedule is a **firm commitment** by the student. Time sheets will be submitted to the Clinical Coordinator at the end of each clinical rotation. If a pattern of absences and/or tardiness occurs over a period of time through more than one department **REGARDLESS OF THE REASON(S)**, corrective action will be taken.

1. Falsification, omission, or tampering of time sheets is considered academic dishonesty and may result in not only a failing grade but can also lead to disciplinary action per the RSC Academic Integrity policy.
2. It is ultimately the responsibility of each student to report to the clinical site on time, to secure approval in advance for time off, and to notify the Clinical Coordinator in case of an unscheduled absence, late arrival, or early departure from their scheduled shift.
3. While the Clinical Coordinator will take all possible measures to reschedule any missed clinical shift, there is no guarantee that rescheduling a shift will occur due to the needs of the clinical site, staffing, other scheduled students, previous student performance, availability of supplies, or any other unforeseen circumstance

**A final departmental grade below "C" may result in repeating the didactic course as well as the department rotation at the end of the entire clinical rotation if space and time are available. The appeals procedure for clinical grades is the same as for all RSC courses and is found in the college student handbook. Students are required to finish the Program within two (2) years of admission. Failure to comply will result to repeating the program and need to refollow the re-admission policy.**

### **EVALUATION OF CLINICAL FACULTY**

Students have the opportunity to evaluate your clinical instruction at the end of each department. Every department instructor who contributed to your learning experience will be evaluated. You will complete the evaluation form and return

it to the Program Director. An analysis of the completed form (NOT THE ORIGINALS) will be provided to the evaluated facility ONLY after you have completed your entire rotation

**The Clinical Coordinator will make random site visits to ensure students' adherence to all policies and academic integrity.**

### **CLINICAL PRACTICUM COMPETENCY LIST**

You will be responsible for completing a clinical practicum competency list. This list should be with you every day so you can keep track of the number of tests performed each day. This list shows which tests we would like you to perform. Once the competency has been completed, the student will continue to perform the tests, as the learning process will still occur. We are aware that all sites may not perform all the listed tests but want to have as comprehensive of a list as possible.

We will go over our expectations for the practicum competency list with you prior to clinical. It is important that have your clinical supervisor initial your list every month or at the end of each section for verification of completion of the tests. The students will upload the month's report to a monthly report forum which is required for graduation and will become a permanent record in their file. Once again, this will be uploaded at the end of the month, and the COMPLETE list will be uploaded at the final monthly report.

**Refer to Appendix E for a copy of the Clinical Practicum Competency List**

### **CLINICAL PRACTICUM SEMESTER GRADING**

Each student is allowed **only one clinical rotation**. In clinical, a failure of any portion of the affective or technical grading, a failing cumulative score, an attendance failure, or dismissal from the clinical for other reasons will result in the student being dismissed from the program (without the opportunity for another clinical).

If he/she should fail or be dismissed from any of the clinical courses, he/she will not get another chance. **So please do your best in all courses.**

### **MLT Clinical Grade for each Practicum**

All grades will be calculated as a percentage. For example, attendance will be calculated based on number of hours attended divided by number of hours scheduled. Each section is then weighted on the scale below:

**20% Affective Evaluation (Clinical site evaluates)**

**40% Technical Evaluation (Clinical site evaluates)**

**20% Practicum Final Test (BOC)**

**20% Medialab Exam Simulator on Selected Areas exams**

- should be completed before the proctored Comprehensive test is due

**TOTAL 100%**

### **MLT Clinical Grade for Practicum Correlation: (3 categories, each worth 1/3 of your grade)**

**Case Study Grade:** (on CANVAS)

2.5 points for case study, 2.5 for your discussion, 5 for your answers to others. 1/3 of your grade

**Weekly Reports** (on CANVAS)

5 points for each week 1/3 of your grade

**Rotation Quizzes** (on  
CANVAS)

1/3 of your grade

#### **SUMMARY OF INFORMATION NEEDED BY SCHOOL FOR PROGRAM COMPLETION**

- ☀ A copy of your clinical schedule, a phone number, address, and email address for you while on clinical
- ☀ Weekly Report, Rotation Quiz and Case Studies completed by the due dates within the guidelines of the rubrics.
- ☀ Take the Medialab ASCP BOC CAT exam required with your proctor on the day it is scheduled.
- ☀ Take the BOC Final Exam on the day scheduled - **(please be sure to complete the questions and all information in the review book before attempting this test or your grade may suffer, and you may not pass).**
- ☀ Complete the RSC yearly student survey, usually completed in February of each year. ☀ Complete the Bootcamp/Simulation Lab survey.
- ☀ Complete the evaluation of your clinical training lab survey.
- ☀ PLEASE remind your clinical instructors to complete your evaluations, when you have completed your practicum. Copies of the evaluations they will use are on the next page.
- ☀ Upload the **completed** attendance and practicum checklists in the final monthly report.

#### **Clinical Rotation Course Learning Outcomes**

To provide education and training for career-entry competencies in all general medical laboratory areas and preparation for the successful completion of national board exams. Upon the completion of each course, the student will be able to:

1. Safely collect, process, perform, and report routine clinical laboratory tests on biological specimens and other substances, with precision and accuracy under minimal supervision within a reasonable length of time.
2. Understand and apply the aspects of quality improvement related to the laboratory, performing and monitoring standard quality control methods, and learning trouble shooting and problem solving in order to take corrective action as necessary.
3. Recognize abnormal values and apply appropriate procedures.
4. Correlate didactic instruction with laboratory results in the diagnosis and treatment of patients.
5. Perform routine maintenance, standardization, and calibration procedures.
6. Use safety precautions whenever handling biohazard substances.
7. Instill the concept of total patient care and the role of the laboratory in this concept.
8. Communicate well with all levels of personnel.
9. Demonstrate professional conduct, adhere to patient safety guidelines, and utilize appropriate communication skills
10. Practice within the profession's ethical and legal framework by assuming responsibility and accountability for their own laboratory practice and continued professional and self-development

#### **INFORMATION TO REVIEW BEFORE ROTATION TO APPROPRIATE DEPARTMENT**

**(Email the Department Instructor one week prior to beginning each rotation to introduce yourself and check the starting time, date, and parking information. You will be provided contact information on your Clinical Rotation Schedule.)**

Review the following topics prior to beginning the department indicated. This review will prepare students for clinical experience. **Take a notepad to use for the instructions the clinical instructors provide.**

## **MICROBIOLOGY**

1. gram stain reactions
2. media: selective (e.g. EMB, mannitol salt) and non-inhibitive (nutrient agar, tryptic soy agar/broth etc)
3. hemolysis reactions
4. identify characteristics of clinically significant species: cultural characteristics, biochemical differentiation, and clinical significance.

## **TRANSFUSION MEDICINE/BLOOD BANK**

1. ABO and Rh typing
2. Weak D (Du) testing
3. Antibody screening
4. Antibody identification panel
5. OB work-ups including indications for RHIG
6. Cord blood testing
7. Transfusion reactions
8. Proper blood component storage

## **HEMATOLOGY**

1. CBC: define each parameter and review histogram interpretation
2. Correlation of results of RBC morphology with anemias
3. Evaluation of WBC morphology and clinical correlation to infectious or malignant condition
4. normal RBC and WBC maturation series: BE PREPARED TO COMPLETE PBS IN LESS THAN 15 MINUTES
5. abnormal RBC and WBC morphology: BE PREPARED TO COMPLETE PBS IN LESS THAN 30 MINUTES
6. RBC inclusions
7. Indices calculations
8. Manual count procedures
9. WBC and platelet estimation

## **COAGULATION**

1. uses of PT AND PTT
2. coagulation cascade
3. platelet involvement in coagulation
4. other coagulation tests: fibrinogen, factor assays
5. specimen requirements

## **URINALYSIS**

From Introduction to the Medical Laboratory course

1. dipstick reactions
2. microscopic identification: BE PREPARED TO COMPLETE IN LESS THAN 5 MINUTES
  - WBC
  - RBC
  - bacteria
  - yeast
  - crystals
  - Trichomonas*

## **CHEMISTRY**

1. Review definitions of calibrators and quality controls.
2. Review troubleshooting of failed QC.
3. Chemistry panels: BMP, CMP, Renal Panel, Liver Panel, Lipid Panel, Cardiac Panel, Thyroid Panel
4. Critical values
5. Delta values
6. Specimen acceptability for specific analytes
7. Common interferences (hemolysis, icterus, lipemia)
8. Reference ranges
9. Dilutions

10. Review bilirubin degradation and liver function
11. Review acid/base balance, pO<sub>2</sub>, pCO<sub>2</sub> and pH

#### **PHLEBOTOMY**

Students may practice on the artificial arms in the PBT Lab.

1. Patient and specimen identification
2. venipuncture procedure
3. anticoagulant/tube and the order of draw

**The Policies in the handbook may be changed as desired by the Program Director**

### **REGISTERING FOR THE CERTIFICATION TEST:**

You are encouraged to register for your certification examination during your clinical training period. The test available is called the BOC (Board of Certification) Test. This test **is not** a requirement of graduation but is highly encouraged as most labs will require their employees have this certification. Since you will not be eligible to take the test until you have completed the program, it is important that when you register you choose the **eligibility date of when you have completed the MLT course and your practicum is done**. Please do not use the date of the graduation ceremony. The BOC will contact the Program Director to sign off that you will be eligible to take the exam on the dates you have said you are eligible.

The BOC will need an official transcript before they send you your test results. Many employers will hire you upon the conditions that you will take and pass the certification exam. Often, they will give a pay increase when you provide the documentation of this. When you have completed the MLT program, **YOU** will need to request an official transcript be sent to the BOC. You can do this from the RSC main site.

In order to sign up for your BOC test you will go to their website, <http://www.ascp.org/boc>.

Click on the apply for BOC exam and follow the instructions. You will need to pay for the exam yourself. Make sure that

The screenshot shows the ASCP website homepage. At the top left is the ASCP logo with the tagline "STRONGERTOGETHER". To the right is a search icon and two buttons: "STORE" and "LOGIN". Below the logo is a horizontal navigation menu with links: MY ROLE, MEMBERSHIP, LEARNING, GET INVOLVED, CAREERS, ABOUT ASCP, BOARD OF CERTIFICATION, and NEWS. The main content area features a large banner for "Renew Your 2021 Membership!". The banner text reads: "ASCP is here to help you achieve your professional goals while solving critical problems and saving countless lives. We're in this together." Below this text is a blue button that says "Renew or Join Today!". To the right of the banner is a graphic with the text "SOLVING PROBLEMS SAVING LIVES TOGETHER" and "2021 ASCP MEMBERSHIP". At the bottom of the page are five circular icons with corresponding labels: "Renew Membership" (lightbulb icon), "Apply for BOC Exam" (checkmark icon), "Shop Online" (book icon), "Verify Credentials" (question mark icon), and "Manage Your CMP" (document icon).

## APPENDIX A Practicum 1, 2, 3, and 4 Final Evaluation Questions

### Clinical Practicum Final Evaluations Questions

Clinical Supervisor/Instructor signature \_\_\_\_\_ Date \_\_\_\_\_  
Practicum Evaluation

|                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Email Address                                                                                                                                    |
| First Name                                                                                                                                       |
| Last Name                                                                                                                                        |
| Custom Data 1                                                                                                                                    |
| <b>Please complete the Affective and Technical Evaluations.</b>                                                                                  |
| RSC's Grading Scale is as follows:      A = 94-100%,      B=87-93%,      C=80-86%,      F= Below 80%.                                            |
| -----                                                                                                                                            |
| The student must obtain an average grade of 80% or better to pass Clinical Practicum I and II.                                                   |
| Selecting a score of between 70-79% will decrease their average, student may or may not pass if this is selected.                                |
| A score of less than 70% is unsatisfactory in any criteria and will result in failure of the clinical practicum.                                 |
| -----                                                                                                                                            |
| Final Practicum Grade is calculated as follows:<br>Affective Evaluation (20%), Technical Evaluation (40%), Media Lab Test (20%), BOC Test (20% ) |
| Student Name                                                                                                                                     |
| Clinical Site                                                                                                                                    |
| Dates of Rotation                                                                                                                                |
| Clinical Evaluator                                                                                                                               |
| Supervisor Email                                                                                                                                 |
| Date of Evaluation                                                                                                                               |
| <b>Affective Evaluation - 20% of the Practicum 1 Grade</b>                                                                                       |

**Please comment on any scores less than 80% on the Affective Section:**

| <b>Time Management</b>                                                  | <b>The Student:</b>                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Demonstrates time management skills that exceed the expected level (comes early, demonstrates initiative in performing laboratory testing, stays until all work is completed).                                                                                  |
| <b>B 93 87</b>                                                          | Is punctual; begins work in a timely manner; completes deadlines within assigned time frame, completes the required hours.                                                                                                                                      |
| <b>C 86 80</b>                                                          | Is occasionally late (no more than 3 times during practicum without a reasonable excuse); occasionally has problems beginning work in a timely manner; a few deadlines not completed within assigned time frame, occasionally asks for approval to leave early. |
| <b>D 79 70</b><br>If given, average will determine if student will pass | Is often late (no more than 10 times during practicum without a reasonable excuse); has difficulty "getting started" on work, occasionally leaves work without supervisor approval, fails to meet assigned deadlines.                                           |
| <b>F 69 0%</b><br>If given, student will not pass.                      | Is consistently late, continually has trouble "getting started" on work, leaves early without approval of their supervisor, consistently fails to meet assignment deadlines.                                                                                    |

| <b>Workload Management</b>                                              | <b>The Student:</b>                                                                                                                                                                  |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Shows more organizational skills than most entry-level bench technicians.                                                                                                            |
| <b>B 93 87</b>                                                          | Can organize work and produce required quantity of work with accuracy within the allotted time frame.                                                                                |
| <b>C 86 80</b>                                                          | Occasionally has trouble organizing work, usually produces required quantity of work with accuracy within the allotted time frame.                                                   |
| <b>D 79 70</b><br>If given, average will determine if student will pass | Frequently has trouble organizing work; struggles to complete the work in an acceptable time frame with occasional inaccurate results.                                               |
| <b>F 69 0%</b><br>If given, student will not pass.                      | Consistently requires help with organization; cannot complete required quantity of work with accuracy within allotted time; must always ask questions in order to complete the task. |

| <b>Facilities Management</b>                                            | <b>The Student:</b>                                                                                                                                                                                |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Demonstrates initiative by cleaning, restocking, and adhering to regulation without directive to do so at all times.                                                                               |
| <b>B 93 87</b>                                                          | Leaves work area clean and restocked; properly uses and maintains equipment; adheres to all published safety regulations in the laboratory.                                                        |
| <b>C 86 80</b>                                                          | Occasionally leaves the work area dirty or unstocked, usually properly uses and maintains equipment and is not willfully negligent, adheres to all published safety regulations in the laboratory. |
| <b>D 79 70</b><br>If given, average will determine if student will pass | Often leaves the work area dirty and unstocked; occasionally forgets to perform equipment maintenance, occasionally violates published safety guidelines.                                          |
| <b>F 69 0%</b><br>If given, student will not pass.                      | Does not leave work area clean and restocked even with reminding; willfully damages equipment; willfully violates published laboratory safety regulations.                                         |

| <b>Professionalism 1</b>                                                | <b>The Student:</b>                                                                                                                                                                                                |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Is an exemplary professional at all times and in all circumstances.                                                                                                                                                |
| <b>B 93 87</b>                                                          | Willingly follows instructions and accepts professional constructive criticism regarding work; interacts with faculty and students in a professional manner, e.g., is polite, considerate, pleasant and unhurried. |
| <b>C 86 80</b>                                                          | Occasionally fails to follow instructions and/or accepts professional constructive criticism with some resistance; occasionally interacts with faculty and other students in an unprofessional manner.             |
| <b>D 79 70</b><br>If given, average will determine if student will pass | Often fails to follow instructions and/or accept professional constructive criticism, disagrees with faculty or other students.                                                                                    |
| <b>F 69 0%</b><br>If given, student will not pass.                      | Is willfully disobedient and insubordinate; acts unprofessionally, e.g., is abusive toward faculty members or other students.                                                                                      |

| <b>Professionalism 2</b>                                                | <b>The Student:</b>                                                                                                                                                                                             |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Handles work in logical sequence; is fully aware of own limitations; seeks help when needed.                                                                                                                    |
| <b>B 93 87</b>                                                          | Generally handles work in a logical sequence; is aware of own limitations; seeks help when needed.                                                                                                              |
| <b>C 86 80</b>                                                          | Occasionally handles work in an illogical sequence; is aware of own limitations most of the time, occasionally seeks help before thinking the situation through. Asks many questions as a result of insecurity. |
| <b>D 79 70</b><br>If given, average will determine if student will pass | Often handles work in an illogical sequence; works beyond their limitations, has difficulty thinking a situation through so seeks help often. Asks many questions as a result of insecurity.                    |

. Technical Evaluation = 40% of the Clinical Practicum Grade

| Technical Objectives                                             | Please use the descriptions below to determine student grade.<br>LATI's Grading Scale A = 94-100%, B=87-93% C=80-86%, F= Below 80%.                                                                  |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A 100 94                                                         | Student easily performs the tests after adequate training and has shown that they would be capable of performing them without supervision.                                                           |
| B 93 87                                                          | Student has shown they would capable of performing tests with minimal supervision after adequate training in the procedure.                                                                          |
| C 86 80                                                          | Student has shown they would be capable of performing the tests only with moderate supervision after adequate training in the procedure.                                                             |
| D 79 70<br>If given, average will determine if student will pass | After adequate training, the student struggles with the procedure, requires retraining and requires moderate supervision each time the procedure is performed.                                       |
| F 69 0%<br>If given, student will not pass.                      | After adequate training, the student requires repeated retraining and is incapable of performing tests with direct supervision.                                                                      |
| NP=Demonstrated but Not Performed                                | Procedure demonstrated and student understands the principle and purpose of the test. No grade will be entered.                                                                                      |
| NA=Not Applicable                                                | Procedure either not available to demonstrate/perform or inadequate number of tests available for student performance making evaluation difficult (not demonstrated or minimal student performance). |

**General Lab Evaluation:**

|                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|
| 1. Demonstrates safety within the laboratory.                                                                                  |
| 2. Follows test procedures and does not take short-cuts.                                                                       |
| 3. Demonstrates proper use and care of laboratory glassware, supplies and instruments                                          |
| 4. Well organized work area-keeps area neat and clean.                                                                         |
| 5. Recognizes normal and abnormal results.                                                                                     |
| 6. Interprets test results correctly.                                                                                          |
| 7. Recognizes "alert" or "critical" values and demonstrates an understanding of the importance of such values.                 |
| 8. Notifies technologist/supervisor when abnormal and "critical" values are obtained on patient specimens.                     |
| 9. Demonstrates the ability to use the computer for calculations and data entry.                                               |
| 10. Performs appropriate Quality Control for test procedures.                                                                  |
| 11. Records Quality Control results correctly.                                                                                 |
| 12. Notifies supervisor when quality control results indicate a need for corrective action.                                    |
| 13. Performs laboratory calculations (such as dilutions, solution preparation, manual procedure calculations, etc.) correctly. |
| 14. Demonstrates an understanding of the principles of each of the test methods performed during rotation.                     |
| 15. Performs specimen evaluation and accessioning.                                                                             |
| 16. Provides notification and clarification on problem specimens.                                                              |
| 17. Processes specimens send-outs to other labs.                                                                               |
| 18. Initiates timely response to STAT requests.                                                                                |

|                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19. Complies with federal laws, regulations, and guidelines.                                                                                                                                                                                                                                                    |
| 20. Resolves or refers operational problems.                                                                                                                                                                                                                                                                    |
| 21. Correctly prepares and labels reagents.                                                                                                                                                                                                                                                                     |
| 22. Monitors reagent stability/sterility and expiration.                                                                                                                                                                                                                                                        |
| 23. Demonstrates proper use and care of the microscope.                                                                                                                                                                                                                                                         |
| 24. Pipets accurately.                                                                                                                                                                                                                                                                                          |
| <b>Phlebotomy</b>                                                                                                                                                                                                                                                                                               |
| 1. Properly identifies patient prior to phlebotomy procedure.                                                                                                                                                                                                                                                   |
| 2. Recognizes and utilizes only acceptable venipuncture sites.                                                                                                                                                                                                                                                  |
| 3. Properly selects the correct collection tubes for all tests ordered and draws them in the correct order.                                                                                                                                                                                                     |
| 4. Legibly and correctly Initials, records collection times, notes any IV's being given.                                                                                                                                                                                                                        |
| 5. Perform specimen collection procedures (venous, capillary, cultures, newborns) properly.                                                                                                                                                                                                                     |
| 6. Follows isolation procedures correctly and handles isolation specimens properly.                                                                                                                                                                                                                             |
| 7. Transports and processes specimens properly.                                                                                                                                                                                                                                                                 |
| <b>Chemistry</b>                                                                                                                                                                                                                                                                                                |
| 1. Performs chemical laboratory procedures utilizing manual and/or automated techniques and obtains results within acceptable limits of accuracy for each analyte (electrolytes; carbohydrates; lipids; non-protein nitrogenous substances like BUN, creatinine, uric acid; enzymes; hormones; drugs; proteins) |
| 2. Assesses specimen and result acceptability including pre-analytical, analytical and post-analytical variables.                                                                                                                                                                                               |
| 3. Recognizes results outside of linearity and follows the protocol to obtain an accurate result.                                                                                                                                                                                                               |
| 4. Dilutes samples correctly when needed.                                                                                                                                                                                                                                                                       |
| 5. Prepares reagents of varying concentrations as required for the analysis.                                                                                                                                                                                                                                    |
| 6. Performs the preventative maintenance on the equipment.                                                                                                                                                                                                                                                      |
| 7. Prepares the Controls and performs the QC on each instrument, recognizing out of control values and the need to determine and document the cause of these values.                                                                                                                                            |
| 8. Prepares calibrators for different automated/manual methods as needed.                                                                                                                                                                                                                                       |
| 9. Calibrates the instrument when required.                                                                                                                                                                                                                                                                     |
| 10. Performs calculations such as 24-hour urine protein and creatinine, creatinine clearance, anion gap, BUN/creatinine ratio, unconjugated bilirubin, globulin and others)                                                                                                                                     |
| 11. Performs pipette calibrations.                                                                                                                                                                                                                                                                              |
| 12. Performs blood gas analysis.                                                                                                                                                                                                                                                                                |
| 12a. Please indicate the type of blood gas analyzer the student operates:                                                                                                                                                                                                                                       |
| <b>Urinalysis and Body Fluids</b>                                                                                                                                                                                                                                                                               |
| 1. Operates (including calibration, monitoring, and preventive maintenance) various urinalysis instrumentation properly.                                                                                                                                                                                        |
| 1a. Please list the Urinalysis instruments the student can operate:                                                                                                                                                                                                                                             |
| 2. Recognizes pre-analytical, analytical and post-analytical variables and adapts to required testing to ensure accurate test results reporting.                                                                                                                                                                |
| 3. Performs macroscopic exam of urine with accuracy.                                                                                                                                                                                                                                                            |
| 4. Performs biochemical evaluation of urine with accuracy.                                                                                                                                                                                                                                                      |
| 5. Reports microscopic examination of urine accurately.                                                                                                                                                                                                                                                         |
| 6. Performs Specific Gravity with Refractometer correctly.                                                                                                                                                                                                                                                      |
| 7. Completes routine urinalysis in a timely fashion and reports patient values according to lab protocol.                                                                                                                                                                                                       |
| 8. Performs QC for biochemical and/or microscopic exam of urine.                                                                                                                                                                                                                                                |

|                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. Performs confirmatory tests as required per lab protocol.                                                                                                                                                                                                                                                 |
| 9a. Please list confirmatory tests performed:                                                                                                                                                                                                                                                                |
| 10. Flexes to microscopic urinalysis when lab results indicate the need to do so.                                                                                                                                                                                                                            |
| 11. Performs and interprets occult blood testing of feces.                                                                                                                                                                                                                                                   |
| 12. Performs pregnancy tests on urine specimens with accurate results.                                                                                                                                                                                                                                       |
| 13. Processes and handles all body fluids correctly.                                                                                                                                                                                                                                                         |
| 14.. List the type of body fluid analysis performed:                                                                                                                                                                                                                                                         |
| <b>Hematology</b>                                                                                                                                                                                                                                                                                            |
| 1. Operates (including calibration, monitoring, and preventive maintenance) various hematology instrumentation properly.                                                                                                                                                                                     |
| 1a. Hematology instruments the student can operate:                                                                                                                                                                                                                                                          |
| 2. Prepares, labels, and stains acceptable peripheral blood smears.                                                                                                                                                                                                                                          |
| 3. Examines peripheral blood smears, performing platelet and WBC estimates, recognizing normal and abnormal RBC, WBC, and platelet morphology and maturation stages.                                                                                                                                         |
| 4. Performs hematology laboratory procedures utilizing manual and/or automated techniques and obtains results within acceptable limits of accuracy for each analyte (hemoglobin, hematocrit, Erythrocyte Sedimentation Rate, WBC counts, RBC counts, platelet counts, Red Blood Cell Indices, retic counts). |
| 4a. List any of the tests in #4 not performed by the student:                                                                                                                                                                                                                                                |
| 5. Assesses the acceptability of specimens, recognizing preanalytical, analytical and post-analytical errors and follows acceptable protocol to obtain accurate results.                                                                                                                                     |
| 6. Correctly performs cell counts on other body fluids.                                                                                                                                                                                                                                                      |
| 7. Demonstrates principles and techniques of a variety of different coagulation procedures utilizing manual and/or automated techniques (bleeding times or PFA, prothrombin time/ INR, partial thromboplastin time, fibrinogen, fibrin degradation products (fibrin split products) or D-dimer).             |
| 8. Performs Sed Rates accurately.                                                                                                                                                                                                                                                                            |
| 9. Performs manual reticulocyte counts accurately                                                                                                                                                                                                                                                            |
| 10. Performs daily Quality Control prior to patient testing and recognizes results that are out of limit; follows correct protocol when this occurs.                                                                                                                                                         |

### Practicum III & IV Evaluation:

Please complete the Affective and Technical Evaluations.

LATC's Grading Scale is as follows:      A = 94-100%,      B=87-93%,      C=80-86%,      F= Below 80%.

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The student must obtain an average grade of 80% or better to pass Practicum 1.

Selecting a score of between 70-79% will decrease their average, student may or may not pass if this is selected.

A score of less than 70% is unsatisfactory in any criteria and will result in failure of the clinical practicum.

-----

Final Practicum Grade is calculated as follows:

Affective Evaluation (20%), Technical Evaluation (40%), Media Lab Test (20%), BOC Test (20% )

|                    |
|--------------------|
| Student Name       |
| Clinical Site      |
| Dates of Rotation  |
| Clinical Evaluator |
| Supervisor Email   |
| Date of Evaluation |

**Affective Evaluation - 20% of the Practicum Grade**

| <b>Time Management</b>                                                  | <b>The Student:</b>                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Demonstrates time management skills that exceed the expected level (comes early, demonstrates initiative in performing laboratory testing, stays until all work is completed).                                                                                  |
| <b>B 93 87</b>                                                          | Is punctual; begins work in a timely manner; completes deadlines within assigned time frame, completes the required hours.                                                                                                                                      |
| <b>C 86 80</b>                                                          | Is occasionally late (no more than 3 times during practicum without a reasonable excuse); occasionally has problems beginning work in a timely manner; a few deadlines not completed within assigned time frame, occasionally asks for approval to leave early. |
| <b>D 79 70</b><br>If given, average will determine if student will pass | Is often late (no more than 10 times during practicum without a reasonable excuse); has difficulty "getting started" on work, occasionally leaves work without supervisor approval, fails to meet assigned deadlines.                                           |
| <b>F 69 0%</b><br>If given, student will not pass.                      | Is consistently late, continually has trouble "getting started" on work, leaves early without approval of their supervisor, consistently fails to meet assignment deadlines.                                                                                    |

| <b>Workload Management</b>                                              | <b>The Student:</b>                                                                                                                                                                  |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Shows more organizational skills than most entry-level bench technicians.                                                                                                            |
| <b>B 93 87</b>                                                          | Can organize work and produce required quantity of work with accuracy within the allotted time frame.                                                                                |
| <b>C 86 80</b>                                                          | Occasionally has trouble organizing work; usually produces required quantity of work with accuracy within the allotted time frame.                                                   |
| <b>D 79 70</b><br>If given, average will determine if student will pass | Frequently has trouble organizing work; struggles to complete the work in an acceptable time frame with occasional inaccurate results.                                               |
| <b>F 69 0%</b><br>If given, student will not pass.                      | Consistently requires help with organization; cannot complete required quantity of work with accuracy within allotted time; must always ask questions in order to complete the task. |

| <b>Facilities Management</b>                                            | <b>The Student:</b>                                                                                                                                                                                |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Demonstrates initiative by cleaning, restocking, and adhering to regulation without directive to do so at all times.                                                                               |
| <b>B 93 87</b>                                                          | Leaves work area clean and restocked; properly uses and maintains equipment; adheres to all published safety regulations in the laboratory.                                                        |
| <b>C 86 80</b>                                                          | Occasionally leaves the work area dirty or unstocked, usually properly uses and maintains equipment and is not willfully negligent, adheres to all published safety regulations in the laboratory. |
| <b>D 79 70</b><br>If given, average will determine if student will pass | Often leaves the work area dirty and unstocked; occasionally forgets to perform equipment maintenance, occasionally violates published safety guidelines.                                          |
| <b>F 69 0%</b><br>If given, student will not pass.                      | Does not leave work area clean and restocked even with reminding; willfully damages equipment; willfully violates published laboratory safety regulations.                                         |

| <b>Professionalism 1</b>                                                | <b>The Student:</b>                                                                                                                                                                                                |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Is an exemplary professional at all times and in all circumstances.                                                                                                                                                |
| <b>B 93 87</b>                                                          | Willingly follows instructions and accepts professional constructive criticism regarding work; interacts with faculty and students in a professional manner, e.g., is polite, considerate, pleasant and unhurried. |
| <b>C 86 80</b>                                                          | Occasionally fails to follow instructions and/or accepts professional constructive criticism with some resistance; occasionally interacts with faculty and other students in an unprofessional manner.             |
| <b>D 79 70</b><br>If given, average will determine if student will pass | Often fails to follow instructions and/or accept professional constructive criticism, disagrees with faculty or other students.                                                                                    |
| <b>F 69 0%</b><br>If given, student will not pass.                      | Is willfully disobedient and insubordinate; acts unprofessionally, e.g., is abusive toward faculty members or other students.                                                                                      |

| <b>Professionalism 2</b>                                                | <b>The Student:</b>                                                                                                                                                                                             |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Handles work in logical sequence; is fully aware of own limitations; seeks help when needed.                                                                                                                    |
| <b>B 93 87</b>                                                          | Generally handles work in a logical sequence; is aware of own limitations; seeks help when needed.                                                                                                              |
| <b>C 86 80</b>                                                          | Occasionally handles work in an illogical sequence; is aware of own limitations most of the time, occasionally seeks help before thinking the situation through. Asks many questions as a result of insecurity. |
| <b>D 79 70</b><br>If given, average will determine if student will pass | Often handles work in an illogical sequence; works beyond their limitations, has difficulty thinking a situation through so seeks help often. Asks many questions as a result of insecurity.                    |

## Technical Evaluation-40% of Practicums III & IV Grade

| <b>Technical Objectives</b>                                             | <b>Please use the descriptions below to determine student grade.</b><br><b>LATI's Grading Scale A = 94-100%, B=87-93% C=80-86%, F= Below 80%.</b>                                                        |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A 100 94</b>                                                         | Student easily performs the tests after adequate training and has shown that they would be capable of performing them without supervision.                                                               |
| <b>B 93 87</b>                                                          | Student has shown they would be capable of performing tests with minimal supervision after adequate training in the procedure.                                                                           |
| <b>C 86 80</b>                                                          | Student has shown they would be capable of performing the tests only with moderate supervision after adequate training in the procedure.                                                                 |
| <b>D 79 70</b><br>If given, average will determine if student will pass | After adequate training, the student struggles with the procedure, requires retraining and requires moderate supervision each time the procedure is performed.                                           |
| <b>F 69 0%</b><br>If given, student will not pass.                      | After adequate training, the student requires repeated retraining and is incapable of performing tests with direct supervision.                                                                          |
| <b>NP=Demonstrated but Not Performed</b>                                | Procedure demonstrated and student understands the principle and purpose of the test. No grade will be entered.                                                                                          |
| <b>NA=Not Applicable</b>                                                | Procedure either not available to demonstrate/performance or inadequate number of tests available for student performance making evaluation difficult (not demonstrated or minimal student performance). |

### General Lab Practice

1. Follows test procedures and does not take short-cuts.
2. Well organized work area-keeps area neat and clean.
3. Demonstrates safety within the laboratory.
4. Demonstrates an understanding of the principles of each of the test methods performed during rotation.
5. Provides notification and clarification on problem specimens.
6. Demonstrates proper use and care of the microscope.

### Microbiology

1. Determines acceptability of specimen.
2. Logs in specimen properly.
3. Selects and labels proper media for specimen.
4. Inoculates media with proper plate-streaking technique.
5. Selects proper incubation temperature and atmosphere.
6. Well organized work area – keeps area neat and clean.
7. Practices acceptable sterile technique throughout each step of the set-up.
8. Recognizes colony morphology of common bacteria.
9. Recognizes normal flora.
10. Recognizes contamination and reports appropriately.
11. Grades sputums properly.
12. Sets up and calculates the correct colony count on urine specimens.
13. Performs microbiology laboratory procedures utilizing manual and/or automated techniques and obtains results within acceptable limits of accuracy.

|                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14. Performs QC, daily maintenance and troubleshooting with automated equipment when available.                                                                                                                     |
| 14a. Automated Equipment Used:                                                                                                                                                                                      |
| 15. Obtains organisms in pure culture.                                                                                                                                                                              |
| 16. Indicates which tests are needed to identify common pathogens.                                                                                                                                                  |
| 17. Inoculates biochemicals properly.                                                                                                                                                                               |
| 18. Reads biochemicals and identifies common organisms.                                                                                                                                                             |
| 19. Correctly identifies a series of unknown organisms.                                                                                                                                                             |
| 20. Selects correct colony for identification and sensitivity testing.                                                                                                                                              |
| 21. Sets up and reads sensitivity test correctly.                                                                                                                                                                   |
| 22. Prepares smears (for gram staining, other) and stains properly.                                                                                                                                                 |
| 23. Recognizes the morphology of various bacteria.                                                                                                                                                                  |
| 24. Performs and reports a Gram stain according to laboratory protocol.                                                                                                                                             |
| 25. Performs and reports KOH preps.                                                                                                                                                                                 |
| 26. Performs any parasitology or mycology work done by the clinical site.                                                                                                                                           |
| 27. Identifies the patient and collects blood cultures properly.                                                                                                                                                    |
| 28. Processes positive blood cultures following correct protocol.                                                                                                                                                   |
| 29. Recognizes preanalytical, analytical and post-analytical variables and handles appropriately.                                                                                                                   |
| <b>Immunology</b>                                                                                                                                                                                                   |
| 1. Performs immunology/serology laboratory procedures utilizing manual and/or automated techniques and obtains results within acceptable limits of accuracy.                                                        |
| 2. Performs QC on the tests required, recognizes "out of limits" QC and does not report patient results until appropriate troubleshooting has been completed and documented correctly.                              |
| 3. Recognizes pre-analytical, analytical and post-analytical variables and handles them appropriately to ensure accurate test results and reporting.                                                                |
| 4. Correlates patient test results with the disease process it signifies, relates this result to all lab tests performed on the patient.                                                                            |
| 5. Please list the kit tests the student performed:                                                                                                                                                                 |
| 6. Please list the Instrumentation or types of Immunology tests the student performed: (examples such as Double Immunodiffusion, Radial Immunodiffusion, IEP, IFE, Chemiluminescent, Nephelometry, Molecular, etc.) |
| <b>Immunochemistry</b>                                                                                                                                                                                              |
| 1. Washes cells and prepares a 3-5% RBC suspension.                                                                                                                                                                 |
| 2. Grades agglutination reactions correctly.                                                                                                                                                                        |
| 3. Recognizes hemolysis as a positive result.                                                                                                                                                                       |
| 4. Performs and interprets ABO typing (forward and reverse) with 100% accuracy.                                                                                                                                     |
| 5. Performs and interprets Rh typing to include "weak D's".                                                                                                                                                         |
| 6. Performs and interprets the direct antiglobulin test.                                                                                                                                                            |
| 7. Performs and interprets antibody screens.                                                                                                                                                                        |
| 8. Performs antibody identification panels and crosses off correctly to ID the correct antibody.                                                                                                                    |
| 9. Performs gel tests; preparation of cell suspensions, adding the correct specimen to each well and interprets the results correctly.                                                                              |
| 10. Selects the appropriate type of blood for crossmatch.                                                                                                                                                           |
| 11. Performs a number of crossmatches under the supervision of staff tech.                                                                                                                                          |
| 12. Performs fetal screen when indicated.                                                                                                                                                                           |
| 13. Performs fetal stain when indicated.                                                                                                                                                                            |
| 14. Documents all test results completely and accurately                                                                                                                                                            |

|                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15. Tags units of blood for transfusion.                                                                                                                                                                                                             |
| 16. Observes the issuance of blood including documentation                                                                                                                                                                                           |
| 17. Explains and applies component usage.                                                                                                                                                                                                            |
| 18. Performs all quality control procedures in the blood bank, recognizing "out-of-limits" QC and taking appropriate action (not reporting patient results until appropriate troubleshooting has been completed and QC is within acceptable limits). |
| 19. Recognizes preanalytical, analytical and postanalytical errors and follows up appropriately.                                                                                                                                                     |
| 20. Explains emergency blood issue protocol                                                                                                                                                                                                          |
| 21. Explains proper reissue of blood back into the bank.                                                                                                                                                                                             |
| 22. Please indicate any blood banking automated equipment used by the student during their blood bank rotation.                                                                                                                                      |
| 23. Please indicate the type of testing the student performed (tube or gel).                                                                                                                                                                         |
| 24. Please comment on any scores between 1 - 79% for the Immunohematology Section: (0 = NP or NA)                                                                                                                                                    |
| 1. Are there any tests or procedures that the student should perform or repeat prior to graduation?                                                                                                                                                  |
| 2. Did the student accomplish the learning experiences YOU feel he/she should have accomplished during this rotation?                                                                                                                                |
| 3. Is there anything you would like to compliment the student on?                                                                                                                                                                                    |
| 4. Do you have any other comments or suggestions?                                                                                                                                                                                                    |

# APPENDIX B: NEEDLESTICK EXPOSURE FORM

## NEEDLESTICK/EXPOSURE FORM

| EXPOSURE TO BLOODBORNE PATHOGENS<br>OSHA 29 CFR 1910.1030                                                                                                                                                                                                                                                                                          |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------|
| Date: _____                                                                                                                                                                                                                                                                                                                                        |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| <b>TITLE: EXPOSURE EMPLOYEE TRAINING RECORD</b>                                                                                                                                                                                                                                                                                                    |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| Organization:                                                                                                                                                                                                                                                                                                                                      |                   | Facility:                |                                                                                                                                                                                                                                                                                                             | Location:       |       |
| Individual Involved:                                                                                                                                                                                                                                                                                                                               |                   | Title:                   |                                                                                                                                                                                                                                                                                                             | Work Area:      |       |
| Supervisor:                                                                                                                                                                                                                                                                                                                                        |                   | Title:                   |                                                                                                                                                                                                                                                                                                             | Telephone No:   |       |
| <b>INCIDENT DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                        |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| Date:                                                                                                                                                                                                                                                                                                                                              |                   | Day of Week:             |                                                                                                                                                                                                                                                                                                             | Time:           |       |
| Work Location:                                                                                                                                                                                                                                                                                                                                     |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| DESCRIPTION OF JOB BEING PERFORMED:                                                                                                                                                                                                                                                                                                                |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| DESCRIPTION OF PERSONAL PROTECTIVE EQUIPMENT NOT WORN AS REQUIRED                                                                                                                                                                                                                                                                                  |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| DESCRIBE BASIS OF EMPLOYEE'S PROFESSIONAL JUDGMENT TO NOT USE PERSONAL PROTECTIVE EQUIPMENT (PPE)                                                                                                                                                                                                                                                  |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| <b>INCIDENT REVIEW/EVALUATION</b>                                                                                                                                                                                                                                                                                                                  |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| <input type="checkbox"/> Employee trained per 1910.1030    Date: _____<br><br><input type="checkbox"/> Annual Training on:<br><br><input type="checkbox"/> Rare, extraordinary circumstances<br><br><input type="checkbox"/> PPE use would have prevented delivery of health care or public safety services.<br><br><input type="checkbox"/> _____ |                   |                          | <input type="checkbox"/> PPE use would have posed an increased hazard to safety of the employee or fellow employees.<br><br><input type="checkbox"/> Employee contacted blood or other potentially infectious material as the result of not wearing the required PPE.<br><br><input type="checkbox"/> _____ |                 |       |
| <b>RESULTS</b>                                                                                                                                                                                                                                                                                                                                     |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
|                                                                                                                                                                                                                                                                                                                                                    |                   | <u>Yes</u>               | <u>No</u>                                                                                                                                                                                                                                                                                                   | <u>Comments</u> |       |
| 1. Did employee use proper judgment in not using PPE?                                                                                                                                                                                                                                                                                              |                   | <input type="checkbox"/> | <input type="checkbox"/>                                                                                                                                                                                                                                                                                    | _____           |       |
| 2. Should work practices/procedures be changed?                                                                                                                                                                                                                                                                                                    |                   | <input type="checkbox"/> | <input type="checkbox"/>                                                                                                                                                                                                                                                                                    | _____           |       |
| <b>FOLLOW-UP</b>                                                                                                                                                                                                                                                                                                                                   |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| No                                                                                                                                                                                                                                                                                                                                                 | What Will Be Done | Who Will Do It           |                                                                                                                                                                                                                                                                                                             | Target Date     |       |
| 1.                                                                                                                                                                                                                                                                                                                                                 |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| 2.                                                                                                                                                                                                                                                                                                                                                 |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| 3.                                                                                                                                                                                                                                                                                                                                                 |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| 4.                                                                                                                                                                                                                                                                                                                                                 |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| 5.                                                                                                                                                                                                                                                                                                                                                 |                   |                          |                                                                                                                                                                                                                                                                                                             |                 |       |
| Investigate:                                                                                                                                                                                                                                                                                                                                       | Title:            | Date:                    | Reviewed by:                                                                                                                                                                                                                                                                                                | Title:          | Date: |



## Student Information Sheet

Student Name: \_\_\_\_\_

Preferred Name/ Nickname: \_\_\_\_\_

Preferred Pronouns: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone number: \_\_\_\_\_

Emergency Contact Relationship to Student: \_\_\_\_\_

I acknowledge:

That I have received and reviewed the Rose State College MLT handbook,

That I understand and will adhere to all of the policies listed in the Rose State College MLT handbook,

That failure to follow the the policies listed in the Rose State College MLT handbook, may result in a deduction in my grade and/or lead to disciplinary action per the RSC Academic Integrity policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX E: Clinical Practicum Competency List

### MLT STUDENT CLINICAL PRACTICUM Competency List

The clinical practicum is the capstone experience for the MLT students. It is the component of education where the student combines didactic/book learning with the important technical skills required in order to become a quality graduate and employee. The goal of the clinical practicum is to assist the MLT student in gaining the needed skills and competencies that are expected of an entry-level MLT employee.

Student experiences in the clinical affiliate are directed by the clinical affiliate and the workflow. When the competency is met, the student should continue to run these tests as learning will continue to occur. If a student performs a test, but receives an unsatisfactory rating, the performance should not be counted toward the total.

#### Clinical Practicum Goals:

Upon completion of each section during clinical practicum, the MLT student will be able to:

1. Accurately perform procedures in each department at his/her Clinical Facility with the competence of an entry-level technician.
2. Assess specimen acceptability and results acceptability.
3. Take the ASCP BOC MLT certification test and pass the General Laboratory Skills/Phlebotomy components.

#### Directions:

Bring this list to the clinical site with you each day. Read through the information found in the section you will be working in.

(i) relating to pre-analytical, analytical and post-analytical variables that you will fill out any time any of these are encountered. These results will require action on you or the tech's part, a test may need to be re-run, a patient redrawn, a dilution made, results reported incorrectly need to be reported to the physician, critical values called, etc. When completing this section, you will be asked to determine what type of error occurred, explain the circumstances, what was done to get the correct results and to rectify the situation. This should be discussed with the tech you are working with and they should verify that this was done by initialing in the appropriate section.

At the end of each month (and at the end of clinical), you will be asked to scan and upload a copy of this document to an email sent to **Professor Miles Tompkins**. All required supervisor initials should be obtained before the form is scanned/uploaded. All hours should be totaled at the end of the week.

#### **General Lab Practice/Phlebotomy**

Given the necessary supplies and equipment, the student will perform all General Laboratory Skills/Phlebotomy procedures done at the Clinical Facility accurately, timely, and according to laboratory protocol.

## Weekly Report Forum Example

Week 5 Original post: Wed 8/3/2025 at 8:27 PM

**Reply by Thursday, Aug 8 at 23:55**

**Reply to other's replies by Thursday, Aug 15 at 23:55**

**Answer any student or instructor questions by Monday, Aug 19 at**

**23:55**

### **MLT Student Weekly Report**

Week # \_\_\_\_\_

Department (s): \_\_\_\_\_

Morale (how you are feeling): \_\_\_\_\_

Accomplishments for the week: \_\_\_\_\_

Goal for next week: \_\_\_\_\_

Daily Attendance (hours worked each day):

(i.e. 7 am – 3:30 pm, ½ hour lunch)

Monday

Tuesday

Wednesday

Thursday

Friday

**Total number of hours:**

Number of days absent this week:

Number of days tardy this week:

**State One interesting things that happened this week and then discuss it (50 words minimum):**

**What is something new you learned this week. Please state what you learned and then discuss more about it (how it works, what it means, etc.). (50 words minimum - should not be a repeat of the answer used above):**

I have carefully read the Clinical Student Guide (Aug 2025 version) and am aware of all the content contained therein, including:

1. Behavioral Objectives and expectations for program completion
2. Duties of Clinical Practicum Liaison
3. Clinical Orientation and Expectations
4. Proposed schedule for rotation
5. Attendance requirements to include days/hours.
6. When is it OK to work weekends/nights/call.
7. Absence or sick days.
8. Holidays
9. Recording clinical hours on the monthly attendance log.
10. Assignments while on clinical
11. What to do when there is a blood/body fluid exposure
12. Service Work
13. Registration for certification
14. Clinical Grading
15. Summary of Information needed from the student for completion of the program
16. Samples of the Practicum Evaluations

By signing below, I agree to abide by all the requirements contained in this document.

Please print your name \_\_\_\_\_

\_\_\_\_\_

Student Signature

Date