ROSE STATE COLLEGE
Health Sciences Division

MEDICAL LABORATORY TECHNOLOGY PROGRAM

CLINICAL PRACTICUM HANDBOOK
Clinical Practicum I • II • III • IV

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Program Director

NAACLS Accredited Program
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Road, Suite 720
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Message from the Program Director

Dear Medical Laboratory Technology Student,

Welcome to the Clinical Practicum portion of the Rose State College Medical Laboratory Technology (MLT) Program.

Congratulations on reaching this important milestone in your educational journey. Successfully completing the didactic component of the program demonstrates your dedication, perseverance, and commitment to becoming a healthcare professional. You are now entering the phase of your training where knowledge and theory are transformed into professional practice through hands-on clinical experience.

The clinical practicum is the cornerstone of your MLT education. During your rotations, you will have the opportunity to apply classroom concepts in real-world laboratory settings while working alongside experienced medical laboratory professionals. You will develop technical competency, strengthen critical thinking skills, learn effective communication, and gain valuable insight into the essential role laboratory professionals serve in patient care.

Medical laboratory professionals are often referred to as the “hidden heroes” of healthcare. The work performed in the laboratory directly impacts patient diagnosis, treatment, and outcomes. As future Medical Laboratory Technicians, you will be entrusted with responsibilities that require professionalism, integrity, precision, and a commitment to excellence. Every specimen you analyze and every result you report contributes to high-quality patient care.

This Clinical Practicum Handbook has been developed to provide guidance, support, and direction throughout your clinical experience. It outlines the policies, procedures, expectations, competencies, safety requirements, evaluation processes, and professional standards that will help ensure your success. I encourage you to review this handbook carefully and refer to it often throughout your clinical training.

As you begin your clinical rotations, I encourage you to:

- Come prepared and ready to learn each day.
- Be proactive and seek opportunities to expand your knowledge.
- Demonstrate professionalism in all interactions.
- Maintain the highest standards of ethics and patient confidentiality.
- Accept feedback as an opportunity for growth.
- Communicate openly and respectfully with clinical instructors and staff.
- Embrace challenges as valuable learning experiences.
- Take pride in the profession you have chosen.

Remember that clinical education is not simply about mastering laboratory procedures. It is also about becoming a professional who demonstrates accountability, compassion, teamwork, and lifelong learning. The habits and attitudes you develop during your clinical rotations will help shape your future career and professional reputation.

The faculty, Clinical Coordinator, clinical instructors, and affiliate partners are committed to your success. We are proud of the progress you have made and are honored to be part of your educational journey. We believe in your potential and look forward to watching you grow into a competent, confident, and caring laboratory professional.

On behalf of the faculty and clinical partners of the Rose State College Medical Laboratory Technology Program, I wish you a rewarding and successful clinical experience. May this next step bring new knowledge, meaningful experiences, professional growth, and the confidence you need to excel in the healthcare profession.

Thank you for choosing Rose State College and for pursuing a profession that truly makes a difference in the lives of patients every day.

With best wishes for your continued success,

Professor Gladys Foster, MBA, MS, MLS(AMT), MLS(ASCP)^{CM}
Program Director
Medical Laboratory Technology Program
Health Sciences Division
Rose State College

"Excellence in Laboratory Medicine Through Knowledge, Integrity, Service, and Compassion."

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INTRODUCTION

Congratulations on reaching this important milestone in your Medical Laboratory Technology (MLT) education. Having successfully completed the didactic and laboratory portions of the program, you are now eligible to begin the clinical practicum portion of your professional training.

The clinical practicum provides students with supervised, hands-on experiences in healthcare laboratory settings where classroom knowledge is applied to real patient testing and laboratory operations. This experience is designed to develop the technical competence, professional behaviors, critical thinking skills, and confidence required of an entry-level Medical Laboratory Technician.

This handbook serves as a guide to clinical policies, procedures, expectations, evaluation methods, and professional responsibilities. Students are responsible for reviewing and adhering to all requirements outlined in this handbook as well as the policies of their assigned clinical affiliate.

Questions regarding clinical requirements should be directed to the MLT Program Director or Clinical Coordinator.

Program Accreditation

The Rose State College Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

NAACLS
5600 N. River Road, Suite 720
Rosemont, IL 60018
Website: www.naacls.org

Clinical Practicum Overview

Students complete supervised clinical training through the following courses:

Course	Semester	Focus Areas	Clinical Hours
Clinical Practicum I	Fall	Hematology, Coagulation, Urinalysis,	105
Clinical Practicum II	Fall	Clinical Chemistry	105
Clinical Practicum III	Spring	Microbiology, Immunology	105
Clinical Practicum IV	Spring	Immunohematology (Blood Bank)	105
Total Program Clinical Hours			**420**

Students rotate through:

- Clinical Chemistry

- Hematology
- Hemostasis/Coagulation
- Urinalysis and Body Fluids
- Immunohematology (Blood Bank)
- Microbiology
- Laboratory Operations

Or as scheduled by the Program Director.

Our practicums are available October - November (Fall Semester) and March– May (Spring Semester). The clinical practicum for each department is **3-4 weeks in length.** You will complete 420 hours and will train in the following sections at the clinical site: 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 confidence that will help you ease into your clinical. A total of two Capstone projects must be completed to finish the program.

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 the 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

MISSION STATEMENT

The Medical Laboratory Technology Program at Rose State College prepares competent, entry-level Medical Laboratory Technicians through quality education, clinical training, and professional development. The program

promotes excellence in laboratory practice, lifelong learning, ethical conduct, and service to patients and the healthcare community.

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 safety, 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's 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.

Clinical Practicum Student Learning Outcomes

Upon successful completion of the clinical practicum, students will be able to:

1. Perform routine laboratory procedures accurately and safely.
2. Apply quality assurance and quality control principles.
3. Correlate laboratory findings with disease processes.
4. Demonstrate effective communication with healthcare professionals.
5. Adhere to legal, ethical, and regulatory standards.
6. Demonstrate professional behaviors expected of entry-level Medical Laboratory Technicians.
7. Apply critical thinking to solve laboratory problems.
8. Function effectively within a healthcare team.

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 Immunohematology/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 an affiliation agreement with the following clinical sites:

SSM St. Anthony Hospital
OU Medical Center
Norman Regional Hospital
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
Oklahoma City Indian Clinic, 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 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 each 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 with 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: Students are expected to maintain a professional appearance that complies with the policies of their assigned clinical affiliate.

Requirements may include:

- Clean, wrinkle-free program-approved scrubs
- Closed-toe, non-fabric shoes
- Appropriate personal hygiene
- Short, clean natural nails
- Minimal jewelry that does not interfere with patient or laboratory safety
- Adherence to infection control policies regarding fragrances, artificial nails, and personal protective equipment

HYGEINE: 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 syllabus 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.

STUDENT GRIEVANCE AND DUE PROCESS POLICY

Purpose

The Medical Laboratory Technology Program is committed to maintaining a learning environment that promotes mutual respect, professionalism, fairness, and academic integrity.

Students are encouraged to address concerns promptly and professionally. The program will make reasonable efforts to resolve concerns at the lowest appropriate level.

Informal Resolution

Students should first attempt to resolve concerns by discussing the issue with the individual(s) directly involved whenever appropriate.

Examples include:

- Clinical scheduling concerns
- Evaluation questions
- Communication issues
- Clinical assignment concerns
- Classroom concerns

Formal Grievance Process

If a concern cannot be resolved informally, the student may submit a written grievance to the Program Director within ten (10) business days of the incident.

The written grievance should include:

- Date of incident
- Description of concern
- Individuals involved
- Previous attempts to resolve the concern
- Desired resolution

If resolution is not achieved at the program level, students may utilize the Rose State College Student Grievance Procedure outlined in the College Student Handbook.

Students shall not be subjected to retaliation for filing a grievance in good faith.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY STATEMENT

The Rose State College MLT Program is committed to providing an educational environment free from discrimination, harassment, intimidation, and retaliation.

The program does not discriminate on the basis of:

- Race
- Color
- National origin
- Religion

- Sex
- Pregnancy
- Gender identity
- Sexual orientation
- Age
- Disability
- Veteran status
- Any category protected by applicable law

Students who believe discrimination or harassment has occurred should promptly report concerns through established college procedures.

ESSENTIAL FUNCTIONS / TECHNICAL STANDARDS

Students must be able to perform the essential functions required of an entry-level Medical Laboratory Technician with or without reasonable accommodation.

Observation Skills

Students must be able to:

- Observe laboratory demonstrations
- Read instrument displays
- Distinguish color changes and reactions
- Recognize specimen integrity issues
- Identify microscopic structures

Communication Skills

Students must be able to:

- Communicate effectively in English
- Follow verbal and written instructions
- Document laboratory results accurately
- Interact professionally with patients and healthcare personnel

Motor Skills

Students must be able to:

- Perform phlebotomy procedures
- Manipulate laboratory instruments

- Use microscopes
- Pipette accurately
- Move safely throughout laboratory areas

Intellectual Skills

Students must be able to:

- Perform calculations
- Analyze data
- Apply critical thinking
- Solve laboratory problems
- Correlate laboratory findings with disease processes

Behavioral Skills

Students must be able to:

- Demonstrate professional conduct
- Work under stress
- Adapt to changing workloads
- Function safely within the healthcare environment

Requests for reasonable accommodation should be coordinated through Rose State College Disability Services.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY

Students must maintain professionalism when using:

- Social media platforms
- Text messaging
- Email
- Discussion boards
- Electronic communication systems

Students shall not:

- Post patient information
- Post patient photographs

- Discuss clinical experiences in a manner that compromises confidentiality
- Identify clinical affiliates, patients, or employees without authorization
- Post information that violates HIPAA regulations

Violation of this policy may result in disciplinary action, dismissal from clinical, or dismissal from the program.

STUDENT SAFETY AND INCIDENT REPORTING

Student safety is a priority during all educational and clinical experiences.

Students must immediately report:

- Injuries
- Needle sticks
- Exposure incidents
- Safety hazards
- Unsafe laboratory practices

The student must:

1. Notify the clinical supervisor immediately.
2. Follow affiliate exposure procedures.
3. Notify the Program Director or Clinical Coordinator within 24 hours.
4. Complete required documentation.

Failure to report incidents may result in disciplinary action.

PROFESSIONAL CONDUCT POLICY

Students are expected to demonstrate professional behaviors consistent with healthcare standards.

Examples include:

- Respectful communication
- Accountability
- Integrity
- Reliability
- Ethical behavior
- Teamwork

- Respect for diversity
- Confidentiality

Unprofessional conduct may result in corrective action, removal from the clinical site, course failure, or dismissal from the program.

CLINICAL PLACEMENT POLICY

Clinical assignments are determined by the MLT Program and are based upon:

- Availability of affiliate sites
- Educational objectives
- Capacity of the clinical facility
- Student readiness
- Clinical site requirements

Students may express preferences; however, placement requests cannot be guaranteed.

Program officials reserve the final authority for all clinical assignments.

STUDENT HEALTH REQUIREMENTS

Students must maintain compliance with all clinical affiliate requirements throughout clinical training.

Requirements may include:

- Immunizations
    - Hepatitis B vaccine series, Tdap, MMR, Varicella (immunization or titer per clinical site's guidelines), two step TB test, Influenza vaccine
    - Other tests/vaccinations as designated by clinical sites
- Tuberculosis screening
- Background checks
- Drug screening
- CPR certification
- Liability insurance

Students who fail to maintain clinical compliance may be removed from clinical training until requirements are satisfied.

CONTINUOUS QUALITY IMPROVEMENT (CQI)

The MLT Program is committed to ongoing assessment and continuous improvement.

Data collected for program evaluation may include:

- Certification examination performance
- Clinical evaluations
- Graduate surveys
- Employer surveys
- Student course evaluations
- Exit surveys
- Retention and completion rates
- Job placement rates

Assessment results are reviewed regularly by the Program Director, faculty, Advisory Committee, and administration to guide program improvements. This aligns with NAACLS expectations for assessment and continuous quality improvement.

STUDENT RECORDS AND CONFIDENTIALITY

Student records are maintained according to Rose State College policies and applicable federal regulations.

Access to educational records is governed by:

- Family Educational Rights and Privacy Act (FERPA)
- Rose State College policies

Clinical evaluations, competency records, and related documentation are maintained securely and retained according to institutional requirements.

EMERGENCY PREPAREDNESS

Students must follow the emergency procedures of the assigned clinical affiliate and Rose State College.

Students should:

- Become familiar with emergency exits.
- Know evacuation procedures.
- Follow disaster response protocols.
- Follow active threat procedures.

- Participate in required safety training.

Clinical site policies supersede program procedures while students are onsite.

STUDENT SUCCESS AND WELLNESS RESOURCES

Rose State College provides resources to support student success including:

- Academic advising
- Disability services
- Tutoring services
- Counseling services
- Financial aid assistance
- Student support services

Students experiencing academic, personal, or professional difficulties are encouraged to seek assistance early.

MLT STUDENT CLINICAL LIAISON (SUPERVISOR)

Each clinical site will designate a Clinical Liaison and 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's 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 instructors 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 and register to become a member (membership for students 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 (840 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 departments will need to be shortened accordingly.

DEPARTMENT	Credits	HOURS
HSML 2413, 2513: Practicum I Hematology, Coagulation, UA (3.5 weeks), **HSML 2513: Practicum II** Clinical Chemistry, Immunology/Serology (3.5 weeks) **October- December**	6 credits	210 hours

HSML 2613, 2713: Practicum III Microbiology (3.5 weeks), **HSML 2713**: **Practicum IV** Immunohematology (3.5 weeks) **March- May**	6 credits	210 hours
Practicum Correlation Includes educational student assignments on CANVAS (weekly reports, rotation quizzes, case studies, monthly reports, etc.)		
CAPSTONE PROJECT		

HOURS/ATTENDANCE/ETC.

In addition to the clinical experience per Practicum Term per semester, a Boot Camp/Sim Lab, Ethics & Phlebotomy classes, CAPSTONE, and Registry prep will be completed at RSC. The MLT Program Director will build Clinical Rotation schedule. Generally, we recommend that the training is based on a 30-hour week, Monday through Friday (6 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 up this with 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 include 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 additional holidays will be given. If the student is allowed to take a holiday, he/she will make up the hours.

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 at RSC and complete the ***Schedule Change & Make-Up Request*** form in case of an unscheduled absence, late arrival, or early departure from their scheduled shift. Clinical Site Supervisor and Clinical Coordinator or Program Director must sign approval before the time is made up; 10% of grade may be deducted from the clinical grade for each failure.

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 contact the clinical site to let them know you will be absent through the method designated by them. You should also notify the MLT Program Director as well. **This is extremely important.** We will consider sick days more than 3 during the 8 weeks or 2 on a single department rotation a cause for disciplinary action. Therefore, if you have missed two 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

Any holidays taken off in addition to what is recognized by RSC will be made up following the Hours/Attendance Policy in this handbook, i.e. you will be responsible for fulfilling 400 hours of clinical (which includes boot camp/simulation lab, ethics, phlebotomy class etc.). For example, if you take Veterans Day off, or don't work a holiday because your clinical site is closed, you will complete the Schedule Change & Make-Up Request form and 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, if 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 Program Director must be notified as well.

You are expected to begin your clinical rotation at the time established by your schedule. Tardiness more than 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 weekly report form at the end of each clinical week.

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 three 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 students 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 the 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 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. 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 retorting. The student will make every attempt to show enthusiasm for performance of the 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 by 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 and other "smart devices" 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 or "smart devices" 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; interacting 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 MLT program or the clinical site, whichever is stricter. 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 self-inflicted marks or bruising—or make sure that they are covered by a shirt or makeup.

vi. Hair color should natural or be reserved to colors such as brown, red, blonde, gray, white or black. No purple, 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 site (and the program).

B. The student:

Handles work in logical sequence; is fully aware of their 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 used to read magazines or sit in the backroom gossiping. Phone calls, personal grooming, etc. should be handled at breaktime. 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, regulations, 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 Practicums I, II, III, IV

Clinical Practicum Grading:

Component	Weight
Technical Evaluations	30%
Affective Evaluations	20%
MediaLab Assignments & Exams	20%
Practicum Correlation Activities	10%
Capstone Project	10%
Final BOC Mock Examination	10%
Total	**100%**

:

Students must earn a minimum course grade of 80% (C) and successfully complete all required clinical competencies.

CAPSTONE PROJECTS. Students are expected to complete two **CAPSTONE PROJECTS** per semester. The purpose of each project is to evaluate and improve student readiness for clinical practice and workforce entry by integrating competency assessment, clinical partner feedback, and targeted curriculum enhancements. By the end of the project, students (or the program collectively) will:

1. Demonstrate mastery of **core laboratory competencies** aligned with ASCP content guidelines.
2. Analyze **clinical workflow, quality assurance, and safety practices** within a laboratory setting.
3. Evaluate **pre- and post-clinical performance data** to identify gaps in preparation.
4. Propose **evidence-based improvements** to laboratory education or operations.
5. Communicate findings in a **professional report and presentation**.

MOCK BOC Registry Exam Exams: Two mock registry exams will be administered at the end of Practicum II and IV. These comprehensive exams include questions from the ASCP BOC Study Guide. When preparing for these exams, 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.

Any work in preparation for these tests (completion of the BOC study guide and Medialab exam simulator Selected Areas tests) and CAPSTONE PROJECTS should be done outside of clinical hours unless workflow is slow and the clinical supervisor **encourages** the student to "study".

MEDIALAB EXAM SIMULATOR:

1. Each student on clinical will be assigned a seat in the Medialab Exam Simulator. www.medialabinc.net

2. Students must complete 2 sets of Medialab simulations consisting of 50 questions on Selected Areas each day. 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 two 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 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 = 30%

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 Form: You will complete a report every week. This will be submitted to the Clinical Coordinator each week detailing your experience and addressing any concerns or questions you may have. You will also include a copy of that week's timesheet and competency checklist. (See **Weekly Attendance Email**) This will be due no later than Monday at 23:55 each week of a clinical rotation. The weekly report grade is worth 1/4 of your clinical correlation grade.

Student Report Forum: When assigned, students will be required to answer a prompt given on Canvas.

For example: *Report on something new you learned and how you will take this knowledge into your future career*.

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 have 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 asking 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 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 grade is worth 1/4 of your clinical correlation grade.

Rotation Quizzes: You may 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 if 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 will be worth 1/4 of your clinical correlation grade

Case Study: Each week, you will be assigned a case study that challenges you to apply course concepts to realistic laboratory scenarios. These case studies are designed to strengthen your critical-thinking, problem-solving, and clinical decision-making skills while helping you make meaningful connections between theory and practice. By analyzing patient data, interpreting laboratory results, and evaluating potential outcomes,

you will develop the knowledge and confidence needed to function as a competent and successful medical laboratory professional. Consistent engagement with these activities will enhance your ability to think critically, communicate effectively, and prepare for both clinical practice and certification examinations.

Communication Expectations

Students are expected to:

- Check Rose State College email daily.
- Respond to faculty communications within 48 hours.
- Maintain professional communication with clinical personnel.
- Report concerns promptly to the Program Director.

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 seed 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 to avoid practices in which students are substituted for regular staff. Students shall not take 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 WEEKLY ATTENDANCE EMAIL

You will be responsible for keeping track of your weekly 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 week, you will be required to complete a weekly 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 Practicum report and upload **all** 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 students. Time sheets will be submitted to the Program Director at the end of each week (Saturday at the latest). 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 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 circumstances.

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 a list as possible.

We will go over our expectations for the practicum competency list with you prior to clinical. It is important that your clinical supervisor initials at the end of each section for verification of completion of the tests. The students will upload Competency Checklist at the end of the rotation period. It is required for graduation and will become a permanent record in their file. Once again, this will be uploaded at the end of the rotation period for that term.

Refer to Appendix A 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 fails or is 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 weighed on the scale below:

20% = Affective Evaluation

- Time Management
    - Class Attendance and Time Sheets
- Student Evaluation
    - Workload Management
    - Facilities Management
    - Professionalism

30% = Technical Evaluation

- Clinical Site Competencies
- Quizzes
- Boot Camp/Sim Lab
- Additional Assignments Given

10% = Practicum Correlations

- Online Case Studies
- Online Forum Posts
- Rotation Quizzes (MediaLab)
- Weekly Reports

20%- = MediaLab Exam Simulator on Selected Areas exams

- Proctored exam based on previous department to be completed at the end of each rotation

10% = CAPSTONE Project

10% Practicum Final Test (BOC)

- Proctored comprehensive exam that covers all areas of the BOC **to be completed after the final rotation (Practicum)**

TOTAL = 100%

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 with 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 workups 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, pO2, pCO2 and pH

PHLEBOTOMY

Students may practice artificial arms in the PBT Lab.

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

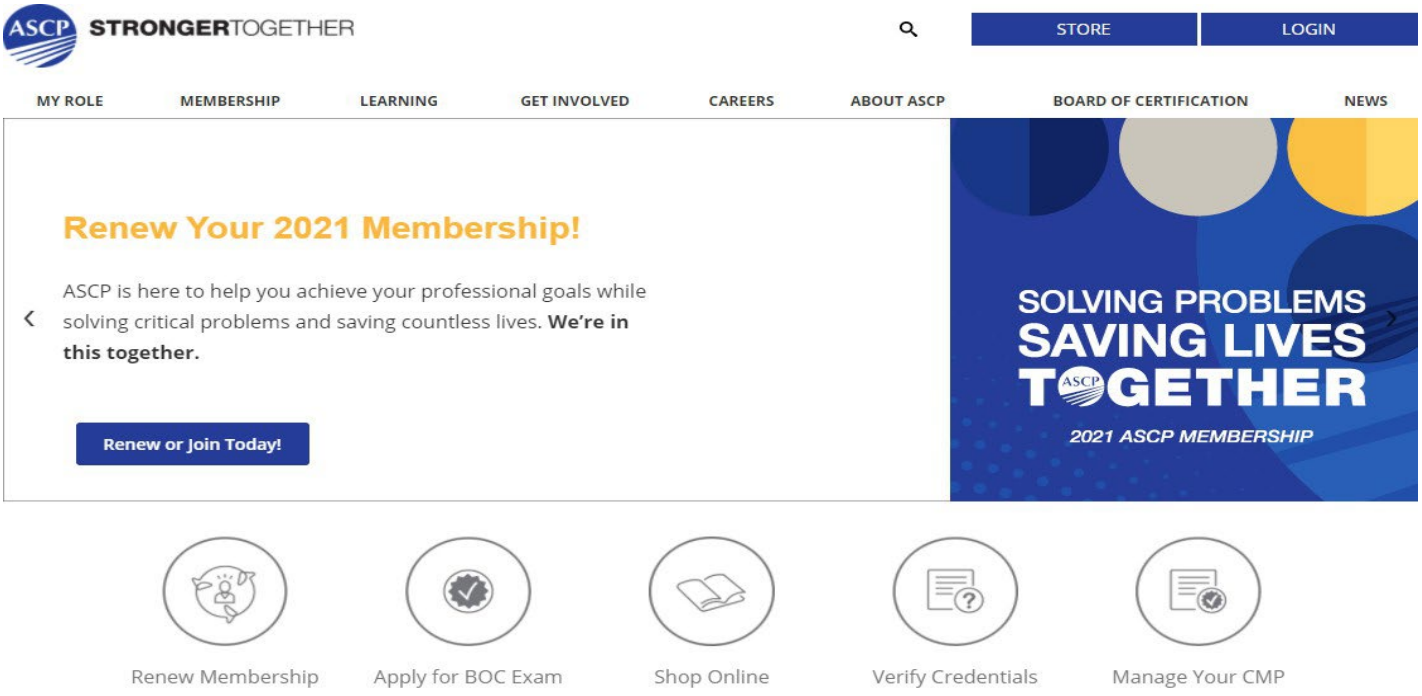
REGISTERING FOR THE CERTIFICATION TEST:

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 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.

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

APPENDIX A Practicum I & II

Clinical Practicum Final Evaluations Form

Clinical Supervisor/Instructor signature_____ Date _____
Practicum Evaluation

Email Address
First Name
Last Name
Custom Data 1
Please complete the Affective and Technical Evaluations. RSC"s Grading Scale is as follows: A = 94-100%, B=87-93%, C=80-86%, F= Below 80%. - - - -

Time Management	The Student:
A 100 94	Demonstrates time management skills that exceed the expected level (comes early, demonstrates initiative in performing laboratory testing, stays until all work is completed.
B 93 87	Is punctual; begins work in a timely manner; completes deadlines within assigned time frame, completes the required hours.
C 86 80	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.
D 79 70 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.
F 69 0% 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.

Workload Management	The Student:
A 100 94	Shows more organizational skills than most entry-level bench technicians.
B 93 87	Can organize work and produce required quantity of work with accuracy within the allotted time frame.
C 86 80	Occasionally has trouble organizing work; usually produces required quantity of work with accuracy within the allotted time frame.
D 79 70 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.
F 69 0% 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.

Facilities Management	The Student:
A 100 94	Demonstrates initiative by cleaning, restocking, and adhering to regulation without directive to do so at all times.
B 93 87	Leaves work area clean and restocked; properly uses and maintains equipment; adheres to all published safety regulations in the laboratory.
C 86 80	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.
D 79 70 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.
F 69 0% 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.

Professionalism 1	The Student:
A 100 94	Is an exemplary professional at all times and in all circumstances.
B 93 87	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.
C 86 80	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.
D 79 70 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.
F 69 0% If given, student will not pass.	Is willfully disobedient and insubordinate; acts unprofessionally, e.g., is abusive toward faculty members or other students.

Professionalism 2	The Student:
A 100 94	Handles work in logical sequence; is fully aware of own limitations; seeks help when needed.
B 93 87	Generally handles work in a logical sequence; is aware of own limitations; seeks help when needed.
C 86 80	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.
D 79 70	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

. **Technical Evaluation = 30% of the Clinical Practicum Grade**

Technical Objectives	Please use the descriptions below to determine student grade. 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 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% 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 prepare and labels reagents.
22. Monitors reagent stability/sterility and expiration.
23. Demonstrates proper use and care of the microscope.

24. Pipets accurately.
Chemistry
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:
Urinalysis and Body Fluids
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:
Hematology
1. Operates (including calibration, monitoring, and preventive maintenance) various hematology instrumentations 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 Final Evaluation Form

Please complete the Affective and Technical Evaluations.

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

- - - -

Workload Management	The Student:
A 100 94	Shows more organizational skills than most entry-level bench technicians.
B 93 87	Can organize work and produce required quantity of work with accuracy within the allotted time frame.
C 86 80	Occasionally has trouble organizing work; usually produces required quantity of work with accuracy within the allotted time frame.
D 79 70 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.
F 69 0% 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.

Facilities Management	The Student:
A 100 94	Demonstrates initiative by cleaning, restocking, and adhering to regulation without directive to do so at all times.
B 93 87	Leaves work area clean and restocked; properly uses and maintains equipment; adheres to all published safety regulations in the laboratory.
C 86 80	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.
D 79 70 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.
F 69 0% 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.

Professionalism 1	The Student:
A 100 94	Is an exemplary professional at all times and in all circumstances.
B 93 87	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.
C 86 80	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.
D 79 70 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.
F 69 0% If given, student will not pass.	Is willfully disobedient and insubordinate; acts unprofessionally, e.g., is abusive toward faculty members or other students.

Professionalism 2	The Student:
A 100 94	Handles work in logical sequence; is fully aware of own limitations; seeks help when needed.
B 93 87	Generally handles work in a logical sequence; is aware of own limitations; seeks help when needed.
C 86 80	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.
D 79 70 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.
F 69 0% If given, student will not pass.	Has difficulty handling work in logical sequence, even after direction; does not recognize limitations even after limitations are pointed out; refuses to seek help or requires constant supervision/help.

Technical Evaluation-30% of Practicums III & IV Grade

Technical Objectives	Please use the descriptions below to determine student grade. 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 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% 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 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 identify 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.
Immunology
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, Nephelopmetry, Molecular, etc.)
Immunohematology
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
OSHA 29 CFR 1910.1030

Date:

TITLE: EXPOSURE EMPLOYEE TRAINING RECORD

Organization:	**Facility:**	**Location:**
Individual Involved:	**Title:**	**Work Area:**
Supervisor:	**Title:**	**Telephone No:**

INCIDENT DESCRIPTION

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)

INCIDENT REVIEW/EVALUATION

- ☐ Employee trained per 1910.1030 Date:
- ☐ Annual Training on:
- ☐ Rare, extraordinary circumstances
- ☐ PPE use would have prevented delivery of health care or public safety services.
- ☐ _____
- ☐ PPE use would have posed an increased hazard to safety of the employee or fellow employees.
- ☐ Employee contacted blood or other potentially infections material as the result of not wearing the required PPE.
- ☐ _____

RESULTS

	Yes	No	Comments
1. Did employee use proper judgment in not using PPE?	☐	☐	_____
2. Should work practices/procedures be changed?	☐	☐	_____

FOLLOW-UP

No.	What Will Be Done	Who Will Do It	Target Date
1.			
2.			
3.			
4.			
5.			

Investigate:	**Title:**	**Date:**	**Reviewed by:**	**Title:**	**Date:**

APPENDIX C: STUDENT INFORMATION SHEET



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 ahdere 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 a deduction in my grade and/or lead to disciplinary action per the RSC Academic Integrity policy.

Signature: _____ Date: _____

APPENDIX D: WEEKLY REPORT FORUM EXAMPLE

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):

MLT Student Schedule Change or Make-Up Request

Rose State College MLT Attendance Policy:

Attendance and timely arrival at the clinical site are essential functions of all student rotations. Each student has the responsibility to be at clinical rotations when scheduled. While it is understood that all students may on occasion experience an unexpected need to be late, absent, or leave early, chronic or excessive absenteeism or tardiness influences the ability to consistently service patients and meet the educational competencies of the students. Each day of a student's absence creates a hardship on the clinical site and for trainers who have allocated resources, including time and materials, for the student. This can also create a direct impact on patient care by delaying maintenance, QC, and reporting of results. ***Deviation from the clinical rotation must not occur without the approval of the clinical site and the MLT Program Adjunct Clinical Instructor or Program Director.***

Therefore:

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 Course Instructor and ***complete this form*** in case of an unscheduled absence, late arrival, or early departure from their scheduled shift. Clinical Supervisor and MLT Program Adjunct Clinical Instructor or Program Director must sign approval ***before the time is made up*** ; 10% of grade may be deducted from the clinical grade for each failure.

And:

While the Instructor 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.

Student Name: _____

Clinical Site: _____

Clinical Site Supervisor Name:_____

Missed Date(s) and Time:_____

Make-up Date(s) and Time:_____

Reason for missed date:_____

_____

Clinical Site Supervisor Signature:_____Date: _____

RSC Course Instructor:_____Date: _____

Note: This form must be compltetly filled out including signatures and returned to the RSC Course Instructor before the time is made up to receive credit.

Student Acknowledgement

I have received, read, and understand the Rose State College Medical Laboratory Technology Clinical Practicum Handbook. I understand that I am responsible for complying with all programs, college, and clinical affiliate policies.

I understand that failure to comply with these requirements may result in disciplinary action, clinical removal, course failure, or dismissal from the program.

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

Print Student's Name: _____

Signature: _____

Date: _____

The Medical Laboratory Technology Program reserves the right to revise, update, or modify policies, procedures, requirements, and guidelines contained in this handbook to remain compliant with Rose State College policies, clinical affiliate requirements, NAACLS accreditation standards, and applicable federal and state regulations. Students will be notified of substantive changes in a timely manner.