Spoon River College

Medical Laboratory Technician

Clinical Rotation Handbook

2022-2023

Logo, company name

Description automatically generated

**April 2022**

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| Title | Page |
| Clinical Policies & Expectations |  |
| Student assignment | 3 |
| Health clearance | 3 |
| Professionalism | 3 |
| Confidentiality | 3 |
| Dress code & etiquette | 4-5 |
| Attendance | 5 |
| General Information | 5-6 |
| Rotation Schedule | 7 |
| Department Clinical Rotation Objectives & Checklist Evaluations |  |
| Clinical Chemistry | 8-14 |
| Hematology/Coagulation | 15-23 |
| Urinalysis | 24-29 |
| Immunology | 30-35 |
| Blood Bank | 36-42 |
| Clinical Microbiology | 43-50 |
| Phlebotomy | 51-52 |
| Time Log | 53-54 |
| Supervision/Service Work | 54 |
| Student Acknowledgement | 55 |

Clinical rotations are difficult to obtain. Students must acknowledge this and appreciate the time and expense the hosting laboratory is investing in the student’s training. No clinical site is obligated to take any students and assignment at a site can be revoked without notice. It is imperative that the student be respectful of all of the hosting laboratories employees, policies, equipment, reagents and facilities. The clinical rotation is basically an on-the-job interview. A pattern of professional behavior must be set in anticipation of employment in the true clinical environment.

**CLINICAL POLICIES and EXPECTATIONS**

**MLT Clinical Rotations:**

**Assignment of students to clinical sites** – Students must successfully complete the MLT courses listed for the first two semesters of the program prior to the clinical rotations. Rotations are 2-3 days per week totaling 15 hours per week during the day shift. A student will be assigned to a rotation site by the MLT program director. If the student chooses to decline the assignment, he/she will be only be reassigned (1) after all other students in the cohort have been assigned to a site and (2) if additional sites are available.

In the event that a clinical rotation cannot be provided at a clinical laboratory setting due to limited spaces, available spots will be prioritized to the students with the highest GPA. Limitations may necessitate significant commutes (>50 miles) in order to attend assigned clinical rotations. If a clinical space cannot be arranged in the semester due to limited facilities, the student will be assigned a rotation during semester break or a subsequent semester with no penalty.

**Health Clearance**

Refer to previous Health Services and Policies information.

**Professionalism**

1. Be responsible and accountable for your own actions. The student must promptly inform the faculty of any error or accident that occurred in the clinical area.
2. Students are expected to maintain professionalism at all times with their preceptors, laboratory personnel, and other health care workers.
3. Attend clinical regularly and explain reason for absence to respective preceptor.
4. Demonstrate intelligent care of equipment in the clinical setting.
5. Demonstrate actions characterized by honesty. Contrary actions, such as giving false or misleading information to any SRC official, giving unauthorized help on examinations, and misuse of client information, may result in disciplinary action ranging from a failing grade for the assignment or exam to dismissal from SRC.

**Confidentiality**

1. Abide by the clinical agency's policies, procedures, and rules and regulations, regarding confidentiality of client information. The clinical agency retains the right to exclude any student from its premises based on a violation of such policies, procedures, rules and regulations, or based on any other conduct which could be deemed to be disruptive to the proper operation of the clinical agency.
2. Discuss information related to clients in appropriate learning situations only.
3. Do not repeat to friends and relatives, or the friends and relatives of clients, students, or personnel, any confidential information learned when carrying out responsibilities during clinical. This includes any form of communication, including all electronic sources and social media (i.e., email, Facebook, Twitter, and You-Tube).
4. If one learns of the hospitalization of a friend or relative, one may not act on that information or pass it on unless it came from an outside source or the client himself/herself.
5. If asked to share confidential information, feel obligated to say, “I’m sorry, but I am unable to give you that information.” One is never allowed to pass on such information because it is interesting or exciting. Remember: never pass on client, student, or personnel information to anyone who does not have a legitimate reason for such information.
6. Results of assigned clients only may be reviewed with permission by the clinical faculty member. The clinical agency has custody and control of all medical records contained in client files.
7. No form of replication of client’s results are allowed (i.e., use of printer, photo copier, picture taking, audio taping).

IN SUMMARY: Attempt to discourage individuals from sharing unnecessary information. Just as we would expect confidentiality for ourselves as clients, students, or personnel, we must help preserve it for others. Please notify appropriate college personnel when abuses are identified.

### Professional Dress Code & Etiquette

Professional dress code and etiquette are required for all MLT education experiences. MLT students are expected to represent the college with a professional appearance and manner in the education settings. Lack of professionalism will be documented in the clinical evaluation and the student may be asked to leave the clinical education experience, which will result in an unexcused absence.

|  |
| --- |
| Clothing, uniforms, and scrubs should be neat, clean and pressed. Yellowing, graying, and/or stained clothing is unacceptable. Jeans, shorts, outer clothing T-shirts may not be worn. |
| No ripped/torn clothing allowed. No tight, body figure revealing clothing will be allowed. |
| Any type of body or clothing odor must be prevented. Body and clothing odor can be prevented by daily baths, deodorant, clean hair, good oral hygiene, laundering of clothing for one time use only (i.e. cigarette odor). Mints may be used to freshen breath (gum is **not** permissible). |
| No foul or disrespectful language. |
| The SRC identification badge must be worn and visible when attending clinical and should not be worn in public places outside of clinical areas. (Student ID’s will be used and lanyards provided.) |
| Hair must be clean, neat, pulled back in control and off the face and shoulders with simple, natural (colors a person can be born with) hair colored materials. |
| If worn, a lab coat should be ¾ or full length to come to the bottom of hips. |
| Pant hems must be such that they reach the top of the shoe front. |
| Polished and clean shoes (no canvas) are to be worn. Full back on shoes. No open toed or shoes with openings where substances can seep in (i.e., Croc style shoes). |
| Jewelry is limited and no dangling jewelry should be worn. |
| No strong perfumes, colognes, or aftershave scented items are to be used. |
| Makeup should be kept to a minimum and in subdued colors. |
| Fingernails must be clean, trimmed, and filed short. Artificial nails are not permissible. Neutral colored nail polish is permissible. |
| Males need to be clean-shaven, or have a beard and/or mustache that are clean and neatly trimmed short. Nose and ear hair neatly trimmed. |
| Visible tattoos or hickeys are not permissible. |
| Only necessary items for clinical training should be in one’s pocket (i.e. no cell phone, cigarettes, alcohol, drug paraphernalia.) |

**Attendance Policy-** Each day of clinical serves as a building block of knowledge for the next competency. Therefore, attendance is mandatory. An attendance log is completed weekly by student, signed by preceptor, and must be available to MLT clinical coordinator when visiting the student at the clinical site.

* Students will follow the clinical site’s schedule as defined.
* Do not schedule appointments, vacations, etc. during clinical hours.
* Emergent or acute situations may require a student to miss clinical time. This is usually not a problem if kept to the bare minimum. Time off is not guaranteed.

Requests for days off or early dismissal must be made in advance by notifying the program director for approval. Excusable absences will be made up with the consent of the clinical instructor and the program director at a time agreed upon by the clinical site.

If an absence or late arrival is necessary the day of a rotation, half an hour notice before starting time to the clinical site instructor and to the program director during office hours, is **mandatory**. **Failure to notify any absence will be regarded as an unexcused absence**.

* The following will be enforced:
* Student should arrive, and be ready to work, a minimum of 5 minutes before the  
  assigned start time. Tardiness is a reflection of your reliability.
* 1st **unexcused** absence – Student and MLT program director/clinical instructor will discuss a plan to prevent repeat of the problem. Student will receive a verbal warning.
* 2nd **unexcused** absence – The student will be placed on probation and will receive a written warning.
* 3rd **unexcused** absence – The student will be suspended from the clinical rotation and student must meet with the MLT program director.

**General Student Information for Clinical Rotations**

General Information -   
 • The clinical site will be given an exact copy of your schedule.   
 • You will be expected to follow the schedule exactly.   
 • Any changes must be approved by the supervisor in charge at the clinical site and the Program  
 Director.   
 • You may not come in late or leave early without prior approval.   
 • The Program Director must be informed by the student concerning any changes in scheduled  
 days.   
 • Follow the schedule assigned to you and avoid changes and absences.   
 • The clinical experience will be your best reference. It establishes your professional reputation.   
 • Be sure to have a few sets of scrubs. Lab coats should be provided by most facilities.   
 • Purchase a notebook or composition book to keep notes for your continued rotation and online  
 journal.

The week prior to the first day of clinical, call your clinical contact to confirm the following:   
 • Your start date and time.   
 • Where to park.   
 • Who to report to on the first day.   
 • Directions to the hospital/lab.   
 • The dress code.   
 • Information concerning required orientation before the clinical rotation begins.

During the clinical experience:   
 • Follow your checklist to ensure that you complete ALL required assignments for each rotation.   
 • On your first day in the department, obtain the phone number as the best one to call in case you  
 are absent.  
 • You may be with a different tech each day.   
 • Volunteer to do extra work and do not sit around.   
 • Read procedure manuals and bring your SRC notes each day and study during slow periods.   
 • Keep a positive attitude – avoid gossip and poor attitudes.   
 • Remind your preceptor of your objectives. YOU are responsible for your paperwork!   
 • Be flexible about changes – especially about the schedule.  
 • Keep a notebook with you and make notes. The notes can be used for your Weekly  
 Checklist; and may even be used during training if you become employed by your clinical  
 site.   
 • Be at least 5 minutes early and leave on time or later – finish up what you are doing prior to  
 leaving for breaks, lunch or at the end of the day.   
 • There is a post-department exam for each department. These exams will be taken online. You  
 should study your notes from your MLT courses for these post-department exams. These  
 exams are on the THEORY of the specialty you are studying and will demonstrate that you  
 have connected the theory and practical application for each department.   
 • Prior to your final day of each rotation   
 • Ensure all objectives are complete.   
 • Confirm with the preceptors that they have the performance evaluation and objective  
 checklists that are to be completed by the clinical site and submitted to the Program  
 Director/Clinical Instructor.  
 • Thank the staff at the clinical site for their assistance during your clinical rotation.

**Dismissal - If any student is removed from a clinical rotation for negligence, carelessness, nonperformance, neglect, noncompliance, aggression, disrespect, attendance or tardiness issues, or any other cause, the student will not be reassigned to an alternate rotation, will not complete the clinical requirements of the program, and therefore, will not pass the required courses for certification or graduation (AAS MLT).**

**CLINICAL ROTATION SCHEDULE**

Medical Laboratory Technology Students are expected to complete a minimum of 480 contact hours during his/her clinical rotation at an agreed upon clinical site. Each site has to have a contract agreement signed with Spoon River College prior to the start of the professional practicum.

Suggested rotation breakdown is *2 days a week 7.5 hours each*, **or** *3 days a week 5 hours* *each* (not including break time). Each clinical site can work with the student to determine the most optimal clinical rotation schedule for the site and the individual student, as long as they meet the total required hours within the required time frame of each school semester.

* In *2 days a week, 7.5 hours per day* format/schedule the student will complete a total of ***240*** contact hours in each semester, with ***480*** hours in total.
* In *3 days a week, 5 hours per day* format/schedule the student will complete a total of **240** contact hours in each semester, with **480** hours in total.

The practicum will be scheduled over the last two semesters of the program with the first rotation starting in the Fall of each year.

**Clinical Rotation Department Schedule**

|  |  |  |
| --- | --- | --- |
| **Department** | **Total Weeks** | **Total Hours** |
| **Fall Semester** | **16 weeks (15 hrs/wk)** | **240 hours** |
| Phlebotomy | 2 weeks | 32 hours |
| Hematology, Coagulation, Serology | 8 weeks | 128 hours |
| Blood Bank | 6 weeks | 96 hours |
| **Spring Semester** | **16 weeks (15 hrs/wk)** | **240 hours** |
| Urinalysis | 2 weeks | 32 hours |
| Chemistry | 6 weeks | 96 hours |
| Microbiology | 8 weeks | 128 hours |
| **Total:** | **32 weeks** (16 weeks/ each semester) | **480 hours** |

**CLINICAL ROTATION DEPARTMENT OBJECTIVES & CHECKLIST EVALUATIONS**

## ***Medical Laboratory Technician Program***

## ***Clinical Rotation Objectives – Chemistry***

At the end of the clinical chemistry rotation the student should be able to:

**Section I Objectives – Professionalism, attitude & cooperation**

1. Demonstrate good attendance by phoning in when ill and arranging for other absences ahead of time not at the last minute (no unexcused absences).
2. Arrive on time and start work promptly upon arrival (no tardiness).
3. Comply with institutions’ policies and procedures.
4. Maintain patient confidentiality throughout the entire analytical process (HIPAA).
5. Arrive prepared for daily work, not overly tired or otherwise impaired.
6. Dress appropriately according to the institution’s dress code.
7. Communicate effectively with others.
8. Show respect and cooperate with others in the laboratory as well as with other hospital personnel.
9. Follow directions.
10. Seek help and advice as needed.
11. Accept instruction and constructive criticism maturely.
12. Maintain work quality and composure when sudden changes in workload occur or things go wrong.
13. Take responsibility for errors or mistakes.
14. Willingly help and assist others to better serve patients.

**Section II Objectives – Laboratory Safety**

1. Wear the personal protective equipment (i.e. gloves, gowns, masks) appropriate for the task.
2. Maintain a neat, clean, and orderly work area.
3. Handle patient specimens and other biohazardous materials according to universal precautions.
4. Handle hazardous chemicals according to laboratory protocol.

**Section III Objectives – Instrument Operation and Test performance**

1. Perform daily instrument maintenance and documents maintenance according to institutional protocol.
2. Perform daily instrument quality control and records the results.
3. Identify quality control errors and documents corrective action(s) taken.
4. Prepare specimens for analysis (i.e. centrifugation).
5. Identify specimens that are unsuitable for analysis and initiates appropriate corrective action. Unsuitable specimens may include but are not limited to hemolyzed, lipemic, and improperly labeled specimens.
6. Organize and prioritize workload for optimal efficiency and to meet patient needs (e.g. STATs, critical care specimens first).
7. Load specimens on analyzer and selects appropriate test(s) on individual specimens.
8. Perform patient testing with a minimum of 90% accuracy
9. Perform patient testing in a timely manner.
10. Interpret and report results according to institutional protocol.
11. Recognizes abnormal results for common analytes such as glucose, BUN, creatinine, sodium etc.
12. Recognize critical patient values and report them to the appropriate party (i.e. lab preceptor, nurse, physician) and document the report according to institutional protocol.
13. Identify specimen requiring further testing and initiates that testing (i.e. dilution, reflex testing).
14. Observe instrument calibration procedure.

***Medical Laboratory Technician Program***

***Clinical Rotation Evaluation – Chemistry***

Student Name Evaluation date   
Institution Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Evaluator(s)

**To the clinical instructor(s):** Students should be rated by their performance at the end of the chemistry rotation. Evaluations should be completed and shared with the student within 2 weeks of the student’s completion of the department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Final Grade Calculation:** | | **Grading Scale:** | |
|  |  |  |  |
| Professionalism | \_\_\_\_\_\_\_ | 90-100 points: | A |
| (from page 3) |  | 80-89 points | B |
|  |  | 70-79 points | C |
| Chemistry operations | \_\_\_\_\_\_\_ | 60-69 points | D |
| (from page 5) |  | <60 points | F |
|  |  |  |  |
| Total Score | \_\_\_\_\_\_\_ | Final Grade | \_\_\_\_\_\_\_ |

**Professionalism, Cooperation, Attitude and Safety**

The professionalism, cooperation, attitude and safety score will make up 25% of the student’s final score for the chemistry section.

**Part 1:** Use the following statements to rate the student on professionalism. If the student displays this characteristic check the "YES" box. If the student does NOT display this characteristic, check the "NO" box.  
**Note:** Each “NO” answer will reduce the professionalism score by one letter grade or more. (-5 points)

|  |  |  |
| --- | --- | --- |
| **Upon completion of this laboratory rotation the student:** | **YES** | **NO** |
| Demonstrates good attendance by phoning in when ill and arranging for other absences ahead of time not at the last minute (no unexcused absences). |  |  |
| Arrives on time and starts work promptly upon arrival (no tardiness). |  |  |
| Maintains patient confidentiality throughout the entire analytical process (HIPAA). |  |  |
| Complies with other institutional policies and procedures. |  |  |
| Total the number boxes checked in each column |  |  |

**Professionalism Part 2:** Use the following scale to rate the student on other qualities of professionalism, attitude, cooperation and safety.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Always:** The student consistently exhibits the following behaviors and does not need to be reminded to do so. (A+/100%) | | | | |
| **Most of the time:** The student exhibits the following behaviors most of the time and only occasionally needs reminders to do so. (B/85%) | | | | |
| **Some of the time:** The student only occasionally exhibits the following behaviors and must constantly be reminded of these expectations. (C-/70%) | | | | |
| **Never:** The student does to comply with this expectation. (F/50%) | | | | |
| **Upon completion of this laboratory rotation the student:** | **Always** | **Most** | **Some** | **Never** |
| Arrives prepared for daily work, not overly tired or otherwise impaired. |  |  |  |  |
| Dresses appropriately, according to the institution’s dress code |  |  |  |  |
| Communicates effectively with others |  |  |  |  |
| Shows respect and cooperates with others in the laboratory as well as with other hospital personnel. |  |  |  |  |
| Follows directions |  |  |  |  |
| Seeks help or advice as needed |  |  |  |  |
| Accepts instruction and constructive criticism maturely |  |  |  |  |
| Maintains work quality and composure when sudden changes in workload occur or things go wrong |  |  |  |  |
| Takes responsibility for errors or mistakes. |  |  |  |  |
| Willingly helps and assists others to better serve patients. |  |  |  |  |
| Wears appropriate personal protective equipment e.g. gloves, goggles, gowns |  |  |  |  |
| Maintains a neat, clean, and orderly workspace |  |  |  |  |
| Handles patient specimens and other biohazardous materials according to universal precautions |  |  |  |  |
| Handles chemicals according to laboratory protocol |  |  |  |  |
| Total the number of checks in each column |  |  |  |  |
| **Professionalism Comments:** | | | | |

**Professionalism Grade:**

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Part 1 Number of “NO” boxes checked | \_\_\_\_\_\_\_ x 5 = \_\_\_\_\_\_ | Grading Scale  22.5-25 = A |
| B. | Part 2 Number of “Always” Boxes Checked | \_\_\_\_\_\_ x 1.79 = \_\_\_\_\_\_ | 20.0-22.4 = B |
| C. | Part 2 Number of “Most of the Time” Boxes Checked | \_\_\_\_\_\_\_ x 1.52 = \_\_\_\_\_\_ | 17.5-19.9 = C |
| D. | Part 2 Number of “Sometimes” Boxes Checked | \_\_\_\_\_\_\_ x 1.25 = \_\_\_\_\_\_ | 15-17.4 = D |
| E. | Part 2 Number of “Never” Boxes Checked | \_\_\_\_\_\_\_ x 0.89 = \_\_\_\_\_\_ | 0-14.9 = F |
| Professionalism grade = (B + C + D + E) – A (\_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_) - \_\_\_\_\_ = \_\_\_\_\_\_\_\_ | | | |
| Transfer the professionalism grade to page 1 | | | |

**Part: III Instrument Operation and test performance:**

Instrument operation makes up 75% of the student’s grade. Rate the student using the descriptors below.

|  |
| --- |
| **Exceeds:** The student exceeds entry-level proficiency. He/She demonstrates a thorough understanding of the concept or process and **exceeds** the level expected of an **entry-level technologist.** The student has mastered the objective and can break it down into component parts, teach it to others and use the concept or process in other situations. Needs no assistance. (A+/100%) |
| **Meets:** The student meets Entry-Level Proficiency.He/She has achieved the stated objective. He/she demonstrates an understanding of the concept or process at a level expected of anentry-level technologist. Rarely needs assistance. (A/95%) |
| **Acceptable:** The student demonstrates a basic understanding of the concept or process; however, at times falls short of full entry-level proficiency. Sometimes needs guidance. (B/85%) |
| **Needs Improvement:** The student displays passable understanding of the concept or process but frequently needs guidance to perform the task. (C/75%) |
| **Unacceptable:** The student does not meet baseline criteria for this concept or process. The student may require re-teaching, more practice or study to meet an adequate level. Student cannot perform the task without guidance. (D/65%) |
| **NA:** Not Applicable. This task was not completed by the student because it was not assigned to him or her. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Main Chemistry Analyzer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(instrument make and model) | | | | | | |
| **Section 3: Instrument Operation and test performance  (75% of final grade)** | **Exceeds** | **Meets** | **Accept.** | **Needs Improv.** | **Un-accept.** | **NA** |
| Performs daily instrument care/maintenance according to institutional protocol. |  |  |  |  |  |  |
| Performs QC for appropriate analytes and records the results. |  |  |  |  |  |  |
| Identifies QC errors and documents corrective action taken |  |  |  |  |  |  |
| Prepares specimens for analysis (i.e. centrifugation) |  |  |  |  |  |  |
| Identifies specimens unsuitable for testing (i.e. hemolyzed, lipemic, wrong anticoagulant) and initiates action for recollection |  |  |  |  |  |  |
| Organizes and prioritizes workload for optimal efficiency and to meet patient needs. (e.g. STATs, critical care specimens first) |  |  |  |  |  |  |
| Loads specimens on analyzer and selects appropriate test(s) on individual specimens |  |  |  |  |  |  |
| Performs patient testing with a minimum of 90% accuracy |  |  |  |  |  |  |
| Performs patient testing in a timely manner |  |  |  |  |  |  |
| Interprets and reports results according to institutional protocol |  |  |  |  |  |  |
| Recognizes abnormal results for common analytes such as glucose, BUN, creatinine, sodium etc. |  |  |  |  |  |  |
| Recognizes critical patient values and reports them to the appropriate party (lab preceptor, nurse, physician) according to institutional protocol |  |  |  |  |  |  |
| Identifies specimens requiring further testing and initiates that testing (i.e. dilution, reflex testing) |  |  |  |  |  |  |
| Observes instrument calibration |  |  |  |  |  |  |
| Total checks in each column |  |  |  |  |  |  |
| **Comments:** | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Chemistry Testing Grade:** | |  | Grading Scale |
| F. | Number of “Exceeds” boxes checked | \_\_\_\_\_\_\_\_\_ x 5.36 = \_\_\_\_\_\_\_\_ | 67.5-75.0 = A |
| G. | Number of “Meets” boxes checked | \_\_\_\_\_\_\_\_\_ x 5.09 = \_\_\_\_\_\_\_\_ | 57.6-67.4 = B |
| H. | Number of “Acceptable” boxes checked | \_\_\_\_\_\_\_\_\_ x 4.55 = \_\_\_\_\_\_\_\_ | 52.5-57.5 = C |
| I. | Number of “Needs Improv.” boxes checked | \_\_\_\_\_\_\_\_\_ x 4.02 = \_\_\_\_\_\_\_\_ | 45.0-52.4 = D |
| J. | Number of “Unacceptable” boxes checked | \_\_\_\_\_\_\_\_\_ x 3.48 = \_\_\_\_\_\_\_\_ | 0-44.4 = F |
| K | Number of “NA” boxes checked | \_\_\_\_\_\_\_\_\_ x 4.82 = \_\_\_\_\_\_\_\_ |  |
| Test performance grade = F + G + I + J + K = + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_ + \_\_\_\_ + \_\_\_\_ + \_\_\_\_ = \_\_\_\_  Transfer the Test performance grade to page 1 | | | |

**Note:** The factor of 4.82 is used for any task not performed (NA) so that the student is not positively nor negatively impacted by a task that was not assigned by the clinical supervisor.

## ***Medical Laboratory Technician Program***

## ***Clinical Rotation Objectives – Hematology***

At the end of the hematology rotation the student should be able to:

**Section I Objectives – Professionalism, attitude & cooperation**

1. Demonstrate good attendance by phoning in when ill and arranging for other absences ahead of time not at the last minute (no unexcused absences).
2. Arrive on time and start work promptly upon arrival (no tardiness).
3. Comply with institutions’ policies and procedures.
4. Maintain patient confidentiality throughout the entire analytical process (HIPAA).
5. Arrive prepared for daily work, not overly tired or otherwise impaired.
6. Dress appropriately according to the institution’s dress code.
7. Communicate effectively with others.
8. Show respect and cooperate with others in the laboratory as well as with other hospital personnel.
9. Follow directions.
10. Seek help and advice as needed.
11. Accept instruction and constructive criticism maturely.
12. Maintain work quality and composure when sudden changes in workload occur or things go wrong.
13. Take responsibility for errors or mistakes.
14. Willingly help and assist others to better serve patients.

**Section II Objectives – Laboratory Safety**

1. Wear the personal protective equipment (i.e. gloves, gowns, masks) appropriate for the task.
2. Maintain a neat, clean, and orderly work area.
3. Handle patient specimens and other biohazardous materials according to universal precautions
4. Handle hazardous chemicals according to laboratory protocol

**Section III Objectives – Instrument Operation and Test performance**

**Automated Cell Counter**

1. Perform daily instrument care/maintenance and document maintenance according to institutional protocol.
2. Perform quality control (QC) and record results.
3. Identify QC errors and document corrective action.
4. Identify specimens unsuitable for testing and initiate action for recollection. Unsuitable specimens may include but are not limited to clotted, hemolyzed, and improperly labeled specimens.
5. Organize and prioritize workload for optimal efficiency and to meet patient needs (e.g. STATs, critical care specimens first).
6. Load specimens on cell counting instrument and selects appropriate test(s) on individual specimens.
7. Perform patient CBC testing with a minimum of 90% accuracy.
8. Perform patient testing in a timely manner.
9. Interpret and report results according to institutional protocol.
10. Recognize critical patient values and report them to the appropriate party (i.e. lab preceptor, nurse, or physician) and document the report according to institutional protocol.
11. Identify specimens requiring further testing and initiate that testing (i.e. manual differential or slide review).
12. Perform reticulocyte counts when requested.
13. Interpret and report reticulocyte counts correctly.

**Manual Differentials:**

1. Prepare and stain slides for manual differentials.
2. Evaluate smears for quality of staining.
3. Identify abnormal erythrocyte morphology.
4. Perform manual differentials on normal patients with minimum of 90% accuracy (9 of 10 slides).
5. Perform manual differentials on left-shift patients with minimum of 90% accuracy. (9 of 10 slides).
6. Perform manual differentials on patients with atypical or variant lymphocytes with minimum of 90% accuracy (9 of 10 slides).
7. Perform differentials in a timely manner.
8. Record and report results correctly
9. Identify smears that require review by pathologist

**Coagulation Instrument**

1. Perform daily instrument care/maintenance and document maintenance according to institutional protocol
2. Perform quality control (QC) and record results
3. Identify QC errors and document corrective action
4. Prepare specimens for analysis (i.e. centrifugation)
5. Identify specimens unsuitable for testing and initiates action for recollection. Unsuitable specimens may include but are not limited to clotted, hemolyzed, lipemic and improperly labeled specimens.
6. Organize and prioritize workload for optimal efficiency and to meet patient needs (e.g. STATs, critical care specimens first).
7. Select appropriate test(s) on individual specimens
8. Perform patient testing with a minimum of 90% accuracy
9. Perform coagulation testing in a timely manner
10. Interpret and report results correctly
11. Recognize critical patient values and report them to the appropriate party (i.e. lab preceptor, nurse, or physician) according to institutional protocol and document the report

***Medical Laboratory Technician Program***

***Clinical Rotation Evaluation – Hematology***

Student Name Evaluation date   
Institution Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Evaluator(s)

|  |  |  |  |
| --- | --- | --- | --- |
| **Final Grade Calculation:** | | **Grading Scale:** | |
|  |  |  |  |
| Professionalism | \_\_\_\_\_\_\_ | 90-100 points: | A |
| (from page 3) |  | 80-89 points | B |
|  |  | 70-79 points | C |
| Chemistry operations | \_\_\_\_\_\_\_ | 60-69 points | D |
| (from page 5) |  | <60 points | F |
|  |  |  |  |
| Total Score | \_\_\_\_\_\_\_ | Final Grade | \_\_\_\_\_\_\_ |

**Professionalism, Cooperation, Attitude and Safety**

The professionalism, cooperation, attitude and safety score will make up 25% of the student’s final score for the hematology section.

**Part 1:** Use the following statements to rate the student on professionalism. If the student displays this characteristic check the "YES" box. If the student does NOT display this characteristic, check the "NO" box.  
**Note:** Each “NO” answer will reduce the professionalism score by one letter grade or more. (-5 points)

|  |  |  |
| --- | --- | --- |
| **Upon completion of this laboratory rotation the student:** | **YES** | **NO** |
| Demonstrates good attendance by phoning in when ill and arranging for other absences ahead of time not at the last minute (no unexcused absences). |  |  |
| Arrives on time and starts work promptly upon arrival (no tardiness). |  |  |
| Maintains patient confidentiality throughout the entire analytical process (HIPAA). |  |  |
| Complies with other institutional policies and procedures. |  |  |
| Total the number boxes checked in each column |  |  |

**Professionalism Part 2:** Use the following scale to rate the student on other qualities of professionalism, attitude, cooperation and safety.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Always:** The student consistently exhibits the following behaviors and does not need to be reminded to do so. (A+/100%) | | | | |
| **Most of the time:** The student exhibits the following behaviors most of the time and only occasionally needs reminders to do so. (B/84%) | | | | |
| **Some of the time:** The student only occasionally exhibits the following behaviors and must constantly be reminded of these expectations. (C-/70%) | | | | |
| **Never:** The student does to comply with this expectation. (F/50%) | | | | |
| **Upon completion of this laboratory rotation the student:** | **Always** | **Most** | **Some** | **Never** |
| Arrives prepared for daily work, not overly tired or otherwise impaired. |  |  |  |  |
| Dresses appropriately, according to the institution’s dress code |  |  |  |  |
| Communicates effectively with others |  |  |  |  |
| Shows respect and cooperates with others in the laboratory as well as with other hospital personnel. |  |  |  |  |
| Follows directions |  |  |  |  |
| Seeks help or advice as needed |  |  |  |  |
| Accepts instruction and constructive criticism maturely |  |  |  |  |
| Maintains work quality and composure when sudden changes in workload occur or things go wrong |  |  |  |  |
| Takes responsibility for errors or mistakes. |  |  |  |  |
| Willingly helps and assists others to better serve patients. |  |  |  |  |
| Wears appropriate personal protective equipment e.g. gloves, goggles, gowns |  |  |  |  |
| Maintains a neat, clean, and orderly workspace |  |  |  |  |
| Handles patient specimens and other biohazardous materials according to universal precautions |  |  |  |  |
| Handles chemicals according to laboratory protocol |  |  |  |  |
| Total the number of checks in each column |  |  |  |  |
| **Comments:** | | | | |

**Professionalism Grade:**

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Part 1 Number of “NO” boxes checked | \_\_\_\_\_\_\_ x 5 = \_\_\_\_\_\_ | Grading Scale  22.5-25 = A |
| B. | Part 2 Number of “Always” Boxes Checked | \_\_\_\_\_\_ x 1.79 = \_\_\_\_\_\_ | 20.0-22.4 = B |
| C. | Part 2 Number of “Most of the Time” Boxes Checked | \_\_\_\_\_\_\_ x 1.52 = \_\_\_\_\_\_ | 17.5-19.9 = C |
| D. | Part 2 Number of “Sometimes” Boxes Checked | \_\_\_\_\_\_\_ x 1.25 = \_\_\_\_\_\_ | 15-17.4 = D |
| E. | Part 2 Number of “Never” Boxes Checked | \_\_\_\_\_\_\_ x 0.89 = \_\_\_\_\_\_ | 0-14.9 = F |
| Professionalism grade = (B + C + D + E) – A (\_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_) - \_\_\_\_\_ = \_\_\_\_\_\_\_\_ | | | |

**Part 3 Hematology Test Performance:**

Automated cell counting makes up approximately 28% of the student’s hematology grade, manual differentials makes up 21% and coagulation makes up 26% for a total of 75%. Rate the student using the descriptors below.

|  |
| --- |
| **Part: III Instrument Operation and test performance:** |
| **Exceeds:**  The student exceeds entry-level proficiency. He/She demonstrates a thorough understanding of the concept or process and **exceeds** the level expected of an **entry-level technologist.** The student has mastered the objective and can break it down into component parts, teach it to others and use the concept or process in other situations. Needs no assistance. (A+/100%) |
| **Meets:** The student meets Entry-Level Proficiency.He/She has achieved the stated objective. He/she demonstrates an understanding of the concept or process at a level expected of anentry-level technologist. Rarely needs assistance. (A/95%) |
| **Acceptable:**  The student demonstrates a basic understanding of the concept or process; however, falls short of full entry-level proficiency. Sometimes needs guidance. (B/85%) |
| **Needs Improvement:**  The student displays passable understanding of the concept or process but frequently needs guidance to perform the task. (C/75%) |
| **Unacceptable:** The student does not meet baseline criteria for this concept or process. The student may require re-teaching, more practice or study to meet an adequate level. Student cannot perform the task without guidance. (D/65%) |
| **NA:** Not Applicable. This task was not completed by the student because it was not assigned to him or her. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 3.1 Automated Cell Counting (Includes automated reticulocyte counts)** | | | | | | | |
| **Name of the instrument used for evaluation: i.e Sysmex XN-550**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| **Upon completion of this laboratory rotation the student:** | | **Exceeds** | **Meets** | **Accept.** | **Needs Improv.** | **Un-accept.** | **NA** |
| Performs daily instrument care/maintenance and documents maintenance according to institutional protocol. | |  |  |  |  |  |  |
| Performs quality control (QC) and records results. | |  |  |  |  |  |  |
| Identifies QC errors and documents corrective action. | |  |  |  |  |  |  |
| Identify specimens unsuitable for testing and initiate action for recollection. Unsuitable specimens may include but are not limited to clotted, hemolyzed, and improperly labeled specimens. | |  |  |  |  |  |  |
| Organizes and prioritizes workload for optimal efficiency and to meet patient needs (e.g. STATs, critical care specimens first). | |  |  |  |  |  |  |
| Loads specimens on cell counting instrument and selects appropriate test(s) on individual specimens. | |  |  |  |  |  |  |
| Performs patient testing with a minimum of 90% accuracy. | |  |  |  |  |  |  |
| Performs patient CBC testing in a timely manner. | |  |  |  |  |  |  |
| Interprets and reports CBC results according to institutional protocol. | |  |  |  |  |  |  |
| Recognizes critical patient values and reports them to the appropriate party (i.e. lab preceptor, nurse, or physician) and document the report according to institutional protocol. | |  |  |  |  |  |  |
| Identifies specimens requiring further testing and initiates that testing (i.e. manual differential or slide review). | |  |  |  |  |  |  |
| Performs reticulocyte counts when requested | |  |  |  |  |  |  |
| Interprets and reports reticulocyte results correctly | |  |  |  |  |  |  |
| Total checks per column | |  |  |  |  |  |  |
| **Comments:** | | | | | | | |
| * 1. **Manual Differentials** |  | |  |  |  |  |  |
| **Upon completion of this laboratory rotation the student:** | **Exceeds** | | **Meets** | **Accept.** | **Needs Improv** | **Un-accept.** | **NA** |
| Organizes and prioritizes workload for optimal efficiency and to meet patient needs (e.g. STATs, critical care specimens first). |  | |  |  |  |  |  |
| Prepares and stains slides for manual differentials. |  | |  |  |  |  |  |
| Evaluates smears for quality of staining. |  | |  |  |  |  |  |
| Identifies abnormal erythrocyte morphology. |  | |  |  |  |  |  |
| Performs manual differentials on normal patients with minimum of 90% accuracy (9 of 10 slides). |  | |  |  |  |  |  |
| Performs manual differentials on left-shift patients with minimum of 90% accuracy (9 of 10 slides). |  | |  |  |  |  |  |
| Performs manual differentials on patients with atypical or variant lymphocytes with minimum of 90% accuracy (9 of 10 slides) |  | |  |  |  |  |  |
| Performs differentials in a timely manner. |  | |  |  |  |  |  |
| Records and reports results correctly. |  | |  |  |  |  |  |
| Identifies smear that require review by pathologist. |  | |  |  |  |  |  |
| Total checks per column |  | |  |  |  |  |  |
| **Comments:** | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the instrument used for evaluation, i.e. Sysmex CA 1500:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| * 1. **Coagulation Analyzer** | **Exceeds** | **Meets** | **Accept-able** | **Needs Im-prove.** | **Unac-cept-able** | **NA** |
| Performs daily instrument care/maintenance |  |  |  |  |  |  |
| Performs quality control (QC) and records results |  |  |  |  |  |  |
| Identifies QC errors and documents corrective action |  |  |  |  |  |  |
| Prepares specimens for analysis (i.e. centrifugation) |  |  |  |  |  |  |
| Identifies specimens unsuitable for testing and initiates action for recollection. Unsuitable specimens may include but are not limited to clotted, hemolyzed, lipemic and improperly labeled specimens. |  |  |  |  |  |  |
| Organizes and prioritizes workload for optimal efficiency and to meet patient needs (e.g. STATs, critical care specimens first). |  |  |  |  |  |  |
| Selects appropriate test(s) on individual specimens. |  |  |  |  |  |  |
| Performs patient testing with a minimum of 90% accuracy. |  |  |  |  |  |  |
| Performs patient testing in a timely manner. |  |  |  |  |  |  |
| Interprets and reports results correctly. |  |  |  |  |  |  |
| Recognize critical patient values and report them to the appropriate party (i.e. lab preceptor, nurse, or physician) according to institutional protocol and document the report. |  |  |  |  |  |  |
| Total checks per column |  |  |  |  |  |  |
| **Comments:** | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Transfer totals from pages 4, 5 and 6** | | **Exceeds** | | **Meets** | **Accept.** | **Needs Improv.** | **Un-accept.** | **NA** |
| 1. Automated Cell Counter | | \_\_\_\_\_\_ | | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_ |
| 1. Manual Differentials | | \_\_\_\_\_\_ | | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_ |
| 1. Coagulation Instrument | | \_\_\_\_\_\_ | | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_ |
| Total Checks | | F. \_\_\_\_ | | G. \_\_\_ | H. \_\_\_\_ | I. \_\_\_\_\_ | J. \_\_\_\_ | K. \_\_\_ |
|  | |  | |  |  |  |  |  |
| **Hematology Grade:** | | |  | | | | Grading Scale | |
| F. | Number of “Exceeds” boxes checked | | \_\_\_\_\_\_\_\_\_ x 2.21 = \_\_\_\_\_\_\_\_ | | | | 67.5-75.0 = A | |
| G. | Number of “Meets” boxes checked | | \_\_\_\_\_\_\_\_\_ x 2.10 = \_\_\_\_\_\_\_\_ | | | | 57.6-67.4 = B | |
| H. | Number of “Acceptable” boxes checked | | \_\_\_\_\_\_\_\_\_ x 1.88 = \_\_\_\_\_\_\_\_ | | | | 52.5-57.5 = C | |
| I. | Number of “Needs Improve.” boxes checked | | \_\_\_\_\_\_\_\_\_ x 1.65 = \_\_\_\_\_\_\_\_ | | | | 45.0-52.4 = D | |
| J. | Number of “Unacceptable” boxes checked | | \_\_\_\_\_\_\_\_\_ x 1.43 = \_\_\_\_\_\_\_\_ | | | | 0-44.4 = F | |
| K. | Number of “NA” boxes checked | | \_\_\_\_\_\_\_\_\_ x 1.99 = \_\_\_\_\_\_\_\_ | | | |  | |
| Test performance grade = F + G + I + J + K = + \_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_\_\_\_ | | | | | | | | |

**Note:** The factor of 2.4 is used for any task not performed (NA) so that the student is not positively nor negatively impacted by a task that was not assigned by the clinical supervisor.

****

***Medical Laboratory Technician Program***

***Clinical Rotation Evaluation – Urinalysis***

Student Name Evaluation date   
Institution Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Evaluator(s)

**To the clinical instructor(s):** Students should be rated by their performance at the end of the urinalysis section. Evaluations should be completed and shared with the student within 2 weeks of the student’s completion of the department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Final Grade Calculation:** | | **Grading Scale:** | |
|  |  |  |  |
| Professionalism | \_\_\_\_\_\_\_ | 90-100 points: | A |
| (from page 2) |  | 80-89 points | B |
|  |  | 70-79 points | C |
| Urinalysis operations | \_\_\_\_\_\_\_ | 60-69 points | D |
| (from page 4) |  | <60 points | F |
|  |  |  |  |
| Total Score | \_\_\_\_\_\_\_ | Final Grade | \_\_\_\_\_\_\_ |

**Professionalism, Cooperation, Attitude and Safety**

The professionalism, cooperation, attitude and safety score will make up 25% of the student’s final score for the urinalysis section.

**Part 1:** Use the following statements to rate the student on professionalism. If the student displays this characteristic check the "YES" box. If the student does NOT display this characteristic, check the "NO" box.  
**Note:** Each “NO” answer will reduce the professionalism score by one letter grade or more. (-5 points)

|  |  |  |
| --- | --- | --- |
| **Upon completion of this laboratory rotation the student:** | **YES** | **NO** |
| Demonstrates good attendance by phoning in when ill and arranging for other absences ahead of time not at the last minute (no unexcused absences). |  |  |
| Arrives on time and starts work promptly upon arrival (no tardiness). |  |  |
| Maintains patient confidentiality throughout the entire analytical process (HIPAA). |  |  |
| Complies with other institutional policies and procedures. |  |  |
| Total the number boxes checked in each column |  |  |

**Professionalism Part 2:** Use the following scale to rate the student on other qualities of professionalism, attitude, cooperation and safety.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Always:** The student consistently exhibits the following behaviors and does not need to be reminded to do so. (A+/100%) | | | | |
| **Most of the time:** The student exhibits the following behaviors most of the time and only occasionally needs reminders to do so. (B/84%) | | | | |
| **Some of the time:** The student only occasionally exhibits the following behaviors and must constantly be reminded of these expectations. (C-/70%) | | | | |
| **Never:** The student does to comply with this expectation. (F/50%) | | | | |
| **Upon completion of this laboratory rotation the student:** | **Always** | **Most** | **Some** | **Never** |
| Arrives prepared for daily work, not overly tired or otherwise impaired. |  |  |  |  |
| Dresses appropriately, according to the institution’s dress code |  |  |  |  |
| Communicates effectively with others |  |  |  |  |
| Shows respect and cooperates with others in the laboratory as well as with other hospital personnel. |  |  |  |  |
| Follows directions |  |  |  |  |
| Seeks help or advice as needed |  |  |  |  |
| Accepts instruction and constructive criticism maturely |  |  |  |  |
| Maintains work quality and composure when sudden changes in workload occur or things go wrong |  |  |  |  |
| Takes responsibility for errors or mistakes. |  |  |  |  |
| Willingly helps and assists others to better serve patients. |  |  |  |  |
| Wears appropriate personal protective equipment e.g. gloves, goggles, gowns |  |  |  |  |
| Maintains a neat, clean, and orderly workspace |  |  |  |  |
| Handles patient specimens and other biohazardous materials according to universal precautions |  |  |  |  |
| Handles chemicals according to laboratory protocol |  |  |  |  |
| Total the number of checks in each column |  |  |  |  |
| **Professionalism Comments:** | | | | |

**Professionalism Grade:**

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Part 1 Number of “NO” boxes checked | \_\_\_\_\_\_\_ x 5 = \_\_\_\_\_\_ | Grading Scale  22.5-25 = A |
| B. | Part 2 Number of “Always” Boxes Checked | \_\_\_\_\_\_ x 1.79 = \_\_\_\_\_\_ | 20.0-22.4 = B |
| C. | Part 2 Number of “Most of the Time” Boxes Checked | \_\_\_\_\_\_\_ x 1.52 = \_\_\_\_\_\_ | 17.5-19.9 = C |
| D. | Part 2 Number of “Sometimes” Boxes Checked | \_\_\_\_\_\_\_ x 1.25 = \_\_\_\_\_\_ | 15-17.4 = D |
| E. | Part 2 Number of “Never” Boxes Checked | \_\_\_\_\_\_\_ x 0.89 = \_\_\_\_\_\_ | 0-14.9 = F |
| Professionalism grade = (B + C + D + E) – A (\_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_) - \_\_\_\_\_ = \_\_\_\_\_\_\_\_ | | | |
|  | | | |

**Part: III Urinalysis Test Performance:**

Instrument operation makes up 75% of the student’s urinalysis grade. Rate the student using the descriptors below.

|  |
| --- |
| **Exceeds:**  The student exceeds entry-level proficiency. He/She demonstrates a thorough understanding of the concept or process and **exceeds** the level expected of an **entry-level technologist.** The student has mastered the objective and can break it down into component parts, teach it to others and use the concept or process in other situations. Needs no assistance. (A+/100%) |
| **Meets:** The student meets Entry-Level Proficiency.He/She student has achieved the stated objective. He/she demonstrates an understanding of the concept or process at a level expected of anentry-level technologist. Rarely needs assistance. (A/95%) |
| **Acceptable:**  The student demonstrates a basic understanding of the concept or process; however, falls short of full entry-level proficiency. Sometimes needs guidance. (B/85%) |
| **Needs Improvement:**  The student displays passable understanding of the concept or process but frequently needs guidance to perform the task. (C/75%) |
| **Unacceptable:** The student does not meet baseline criteria for this concept or process. The student may require re-teaching, more practice or study to meet an adequate level. Student cannot perform the task without guidance. (D/65%) |
| **NA:** Not Applicable. This task was not completed by the student because it was not assigned to him or her. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 3.1 Urinalysis Test Performance** | | | | | | |
| **Instrument used for evaluation (i.e. CLINITEK AUWi PRO):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **Upon completion of this laboratory rotation the student:** | **Exceeds** | **Meets** | **Accept.** | **Needs Improv** | **Un-accept** | **NA** |
| Performs daily instrument care/maintenance |  |  |  |  |  |  |
| Performs quality control (QC) and records results |  |  |  |  |  |  |
| Identifies QC errors and documents corrective action |  |  |  |  |  |  |
| Identifies specimens that are unsuitable for analysis and initiates appropriate corrective action. Unsuitable specimens may include but are not limited to leaking and improperly labeled specimens. |  |  |  |  |  |  |
| Organizes and prioritizes workload for optimal efficiency and to meet patient needs (e.g. STATs, critical care specimens first). |  |  |  |  |  |  |
| Loads specimens on instruments and selects appropriate test(s) on individual specimens |  |  |  |  |  |  |
| Performs patient testing with a minimum of 90% accuracy |  |  |  |  |  |  |
| Performs patient testing in a timely manner |  |  |  |  |  |  |
| Interprets and reports results correctly |  |  |  |  |  |  |
| Recognizes critical patient values and reports them to the appropriate party according to institutional protocol |  |  |  |  |  |  |
| Identifies specimens requiring further testing and initiates that testing (i.e microscopic exam, culture, protein) |  |  |  |  |  |  |
| Total checks per column |  |  |  |  |  |  |
| **Comments:** | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Urinalysis Testing Grade:** | |  | Grading Scale |
| F. | Number of “Exceeds” boxes checked | \_\_\_\_\_\_\_ x 6.82 = \_\_\_\_\_\_ | 67.5-75.0 = A |
| G. | Number of “Meets” boxes checked | \_\_\_\_\_\_\_ x 6.48 = \_\_\_\_\_\_ | 57.6-67.4 = B |
| H. | Number of “Acceptable” boxes checked | \_\_\_\_\_\_\_ x 5.80 = \_\_\_\_\_\_ | 52.5-57.5 = C |
| I. | Number of “Needs Improvement” boxes checked | \_\_\_\_\_\_\_ x 5.11 = \_\_\_\_\_\_ | 45.0-52.4 = D |
| J. | Number of “Unacceptable” boxes checked | \_\_\_\_\_\_\_ x 4.43 = \_\_\_\_\_\_ | 0-44.4 = F |
| K. | Number of “NA” boxes checked | \_\_\_\_\_\_\_ x 6.14 = \_\_\_\_\_\_ |  |
| Test performance grade = F + G + I + J + K = \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_\_ | | | |

**Note:** The factor of 6.1 is used for any task not performed (NA) so that the student is not positively nor

negatively impacted by a task that was not assigned by the clinical supervisor.

****

***Medical Laboratory Technician Program***

***Clinical Rotation Evaluation – Serology***

Student Name Evaluation date   
Institution Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Evaluator(s)

**To the clinical instructor(s):** Students should be rated by their performance at the end of the serology rotation. Evaluations should be completed and shared with the student within 2 weeks of the student’s completion of the department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Final Grade Calculation:** | | **Grading Scale:** | |
|  |  |  |  |
| Professionalism | \_\_\_\_\_\_\_ | 90-100 points: | A |
| (from page 3) |  | 80-89 points | B |
|  |  | 70-79 points | C |
| Serology operations | \_\_\_\_\_\_\_ | 60-69 points | D |
| (from page 5) |  | <60 points | F |
|  |  |  |  |
| Total Score | \_\_\_\_\_\_\_ | Final Grade | \_\_\_\_\_\_\_ |

**Professionalism, Cooperation, Attitude and Safety**

The professionalism, cooperation, attitude and safety score will make up 25% of the student’s final score for the serology section.

**Part 1:** Use the following statements to rate the student on professionalism. If the student displays this characteristic check the "YES" box. If the student does NOT display this characteristic, check the "NO" box.  
**Note:** Each “NO” answer will reduce the professionalism score by one letter grade or more. (-5 points)

|  |  |  |
| --- | --- | --- |
| **Upon completion of this laboratory rotation the student:** | **YES** | **NO** |
| Demonstrates good attendance by phoning in when ill and arranging for other absences ahead of time not at the last minute (no unexcused absences). |  |  |
| Arrives on time and starts work promptly upon arrival (no tardiness). |  |  |
| Maintains patient confidentiality throughout the entire analytical process (HIPAA). |  |  |
| Complies with other institutional policies and procedures. |  |  |
| Total the number boxes checked in each column |  |  |

**Professionalism Part 2:** Use the following scale to rate the student on other qualities of professionalism, attitude, cooperation and safety.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Always:** The student consistently exhibits the following behaviors and does not need to be reminded to do so. (A+/100%) | | | | |
| **Most of the time:** The student exhibits the following behaviors most of the time and only occasionally needs reminders to do so. (B/84%) | | | | |
| **Some of the time:** The student only occasionally exhibits the following behaviors and must constantly be reminded of these expectations. (C-/70%) | | | | |
| **Never:** The student does to comply with this expectation. (F/50%) | | | | |
| **Upon completion of this laboratory rotation the student:** | **Always** | **Most** | **Some** | **Never** |
| Arrives prepared for daily work, not overly tired or otherwise impaired. |  |  |  |  |
| Dresses appropriately, according to the institution’s dress code |  |  |  |  |
| Communicates effectively with others |  |  |  |  |
| Shows respect and cooperates with others in the laboratory as well as with other hospital personnel. |  |  |  |  |
| Follows directions |  |  |  |  |
| Seeks help or advice as needed |  |  |  |  |
| Accepts instruction and constructive criticism maturely |  |  |  |  |
| Maintains work quality and composure when sudden changes in workload occur or things go wrong |  |  |  |  |
| Takes responsibility for errors or mistakes. |  |  |  |  |
| Willingly helps and assists others to better serve patients. |  |  |  |  |
| Wears appropriate personal protective equipment e.g. gloves, goggles, gowns |  |  |  |  |
| Maintains a neat, clean, and orderly workspace |  |  |  |  |
| Handles patient specimens and other biohazardous materials according to universal precautions |  |  |  |  |
| Handles chemicals according to laboratory protocol |  |  |  |  |
| Total the number of checks in each column |  |  |  |  |
| **Professionalism Comments:** | | | | |

**Professionalism Grade:**

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Part 1 Number of “NO” boxes checked | \_\_\_\_\_\_\_ x 5 = \_\_\_\_\_\_ | Grading Scale  22.5-25 = A |
| B. | Part 2 Number of “Always” Boxes Checked | \_\_\_\_\_\_ x 1.79 = \_\_\_\_\_\_ | 20.0-22.4 = B |
| C. | Part 2 Number of “Most of the Time” Boxes Checked | \_\_\_\_\_\_\_ x 1.52 = \_\_\_\_\_\_ | 17.5-19.9 = C |
| D. | Part 2 Number of “Sometimes” Boxes Checked | \_\_\_\_\_\_\_ x 1.25 = \_\_\_\_\_\_ | 15-17.4 = D |
| E. | Part 2 Number of “Never” Boxes Checked | \_\_\_\_\_\_\_ x 0.89 = \_\_\_\_\_\_ | 0-14.9 = F |
| Professionalism grade = (B + C + D + E) – A (\_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_) - \_\_\_\_\_ = \_\_\_\_\_\_\_\_ | | | |
|  | | | |

**Part: III Serology Test Performance:**

Instrument operation makes up 75% of the student’s serology grade. Rate the student using the descriptors below.

|  |
| --- |
| **Part: III Instrument Operation and test performance:** |
| **Exceeds:**  The student exceeds entry-level proficiency. He/She demonstrates a thorough understanding of the concept or process and **exceeds** the level expected of an **entry-level technologist.** The student has mastered the objective and can break it down into component parts, teach it to others and use the concept or process in other situations. Needs no assistance. (A+/100%) |
| **Meets:** The student meets Entry-Level Proficiency.He/She student has achieved the stated objective. He/she demonstrates an understanding of the concept or process at a level expected of anentry-level technologist. Rarely needs assistance. (A/95%) |
| **Acceptable:**  The student demonstrates a basic understanding of the concept or process; however, falls short of full entry-level proficiency. Sometimes needs guidance. (B/85%) |
| **Needs Improvement:**  The student displays passable understanding of the concept or process but frequently needs guidance to perform the task. (C/75%) |
| **Unacceptable:** The student does not meet baseline criteria for this concept or process. The student may require re-teaching, more practice or study to meet an adequate level. Student cannot perform the task without guidance. (D/65%) |
| **NA:** Not Applicable. This task was not completed by the student because it was not assigned to him or her. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 3: Test performance** | | | | | | |
| **Name of test or instrument used for evaluation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **Upon completion of this laboratory rotation the student:** | **Exceeds** | **Meets** | **Accept.** | **Needs Improv** | **Un-accept** | **NA** |
| Performs quality control (QC) and records results |  |  |  |  |  |  |
| Identifies QC errors and documents corrective action |  |  |  |  |  |  |
| Prepares specimens for analysis (i.e. centrifugation, dilutions) |  |  |  |  |  |  |
| Identifies specimens that are unsuitable for analysis and initiates appropriate corrective action. Unsuitable specimens may include but are not limited to hemolyzed and improperly labeled specimens. |  |  |  |  |  |  |
| Organizes and prioritizes workload for optimal efficiency and to meet patient needs (e.g. STATs, critical care specimens first). |  |  |  |  |  |  |
| Selects appropriate test(s) on individual specimens |  |  |  |  |  |  |
| Performs patient testing with a minimum of 90% accuracy |  |  |  |  |  |  |
| Performs tests in a timely manner |  |  |  |  |  |  |
| Interprets and reports results correctly |  |  |  |  |  |  |
| Identify specimens requiring further testing and initiate that testing i.e. specimens requiring titers |  |  |  |  |  |  |
| Recognizes critical patient values and reports them to the appropriate party according to institutional protocol |  |  |  |  |  |  |
| Total checks per column |  |  |  |  |  |  |

|  |
| --- |
| **Comments**: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Serology Testing Grade:** | |  | Grading Scale |
| F. | Number of “Exceeds” boxes checked | \_\_\_\_\_\_\_ x 6.82 = \_\_\_\_\_\_\_\_ | 67.5-75.0 = A |
| G. | Number of “Meets” boxes checked | \_\_\_\_\_\_\_ x 6.48 = \_\_\_\_\_\_\_\_ | 57.6-67.4 = B |
| H. | Number of “Acceptable” boxes checked | \_\_\_\_\_\_\_ x 5.80 = \_\_\_\_\_\_\_\_ | 52.5-57.5 = C |
| I. | Number of “Needs Improvement” boxes checked | \_\_\_\_\_\_\_ x 5.11 = \_\_\_\_\_\_\_\_ | 45.0-52.4 = D |
| J. | Number of “Unacceptable” boxes checked | \_\_\_\_\_\_\_ x 4.43 = \_\_\_\_\_\_\_\_ | 0-44.4 = F |
| K. | Number of “NA” boxes checked | \_\_\_\_\_\_\_ x 6.14 = \_\_\_\_\_\_\_\_ |  |

**Note:** The factor of 6.14 is used for any task not performed (NA) so that the student is not positively nor negatively impacted by a task that was not assigned by the clinical supervisor.



***Medical Laboratory Technician Program***

***Clinical Rotation Evaluation – Immunohematology (Blood Bank)***

Student Name Evaluation date   
Institution Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Evaluator(s)

**To the clinical instructor(s):** Students should be rated by their performance at the end of the immunohematology section. Evaluations should be completed and shared with the student within 2 weeks of the student’s completion of the department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Final Grade Calculation:** | | **Grading Scale:** | |
|  |  |  |  |
| Professionalism | \_\_\_\_\_\_\_ | 90-100 points: | A |
| (from page 2) |  | 80-89 points | B |
|  |  | 70-79 points | C |
| Immunohematology operations | \_\_\_\_\_\_\_ | 60-69 points | D |
| (from page 4) |  | <60 points | F |
|  |  |  |  |
| Total Score | \_\_\_\_\_\_\_ | Final Grade | \_\_\_\_\_\_\_ |

**Professionalism, Cooperation, Attitude and Safety**

The professionalism, cooperation, attitude and safety score will make up 25% of the student’s final score for the immunohematology section.

**Part 1:** Use the following statements to rate the student on professionalism. If the student displays this characteristic check the "YES" box. If the student does NOT display this characteristic, check the "NO" box.  
**Note:** Each “NO” answer will reduce the professionalism score by one letter grade or more. (-3 points)

|  |  |  |
| --- | --- | --- |
| **Upon completion of this laboratory rotation the student:** | **YES** | **NO** |
| Demonstrates good attendance by phoning in when ill and arranging for other absences ahead of time not at the last minute (no unexcused absences). |  |  |
| Arrives on time and starts work promptly upon arrival (no tardiness). |  |  |
| Maintains patient confidentiality throughout the entire analytical process (HIPAA). |  |  |
| Complies with other institutional policies and procedures. |  |  |
| Total the number boxes checked in each column |  |  |

**Professionalism Part 2:** Use the following scale to rate the student on other qualities of professionalism, attitude, cooperation and safety.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Always:** The student consistently exhibits the following behaviors and does not need to be reminded to do so. (A+/100%) | | | | |
| **Most of the time:** The student exhibits the following behaviors most of the time and only occasionally needs reminders to do so. (B/84%) | | | | |
| **Some of the time:** The student only occasionally exhibits the following behaviors and must constantly be reminded of these expectations. (C-/70%) | | | | |
| **Never:** The student does to comply with this expectation. (F/50%) | | | | |
| **Upon completion of this laboratory rotation the student:** | **Always** | **Most** | **Some** | **Never** |
| Arrives prepared for daily work, not overly tired or otherwise impaired. |  |  |  |  |
| Dresses appropriately, according to the institution’s dress code |  |  |  |  |
| Communicates effectively with others |  |  |  |  |
| Shows respect and cooperates with others in the laboratory as well as with other hospital personnel. |  |  |  |  |
| Follows directions |  |  |  |  |
| Seeks help or advice as needed |  |  |  |  |
| Accepts instruction and constructive criticism maturely |  |  |  |  |
| Maintains work quality and composure when sudden changes in workload occur or things go wrong |  |  |  |  |
| Takes responsibility for errors or mistakes. |  |  |  |  |
| Willingly helps and assists others to better serve patients. |  |  |  |  |
| Wears appropriate personal protective equipment e.g. gloves, goggles, gowns |  |  |  |  |
| Maintains a neat, clean, and orderly workspace |  |  |  |  |
| Handles patient specimens and other biohazardous materials according to universal precautions |  |  |  |  |
| Handles chemicals according to laboratory protocol |  |  |  |  |
| Total the number of checks in each column |  |  |  |  |
| **Comments:** | | | | |

**Professionalism Grade:**

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Part 1 Number of “NO” boxes checked | \_\_\_\_\_\_\_ x 5 = \_\_\_\_\_\_ | Grading Scale  22.5-25 = A |
| B. | Part 2 Number of “Always” Boxes Checked | \_\_\_\_\_\_ x 1.79 = \_\_\_\_\_\_ | 20.0-22.4 = B |
| C. | Part 2 Number of “Most of the Time” Boxes Checked | \_\_\_\_\_\_\_ x 1.52 = \_\_\_\_\_\_ | 17.5-19.9 = C |
| D. | Part 2 Number of “Sometimes” Boxes Checked | \_\_\_\_\_\_\_ x 1.25 = \_\_\_\_\_\_ | 15-17.4 = D |
| E. | Part 2 Number of “Never” Boxes Checked | \_\_\_\_\_\_\_ x 0.89 = \_\_\_\_\_\_ | 0-14.9 = F |
| Professionalism grade = (B + C + D + E) – A (\_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_) - \_\_\_\_\_ = \_\_\_\_\_\_\_\_ | | | |
|  | | | |

**Part: III Immunohematology Test Performance:**

Instrument operation makes up 75% of the student’s immunohematology grade. Rate the student using the descriptors below.

|  |
| --- |
| **Exceeds:**  The student exceeds entry-level proficiency. He/She demonstrates a thorough understanding of the concept or process and **exceeds** the level expected of an **entry-level technologist.** The student has mastered the objective and can break it down into component parts, teach it to others and use the concept or process in other situations. Needs no assistance. (A+/100%) |
| **Meets:** The student meets Entry-Level Proficiency.He/She student has achieved the stated objective. He/she demonstrates an understanding of the concept or process at a level expected of anentry-level technologist. Rarely needs assistance. (A/95%) |
| **Acceptable:** The student demonstrates a basic understanding of the concept or process; however, falls short of full entry-level proficiency. Sometimes needs guidance. (B/85%) |
| **Needs Improvement:** The student displays passable understanding of the concept or process but frequently needs guidance to perform the task. (C/75%) |
| **Unacceptable:** The student does not meet baseline criteria for this concept or process. The student may require re-teaching, more practice or study to meet an adequate level. Student cannot perform the task without guidance. (D/65%) |
| **NA:** Not Applicable. This task was not completed by the student because it was not assigned to him or her. |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3.1 General Testing** | | | | | | | |
| **Upon completion of this laboratory rotation the student:** | **Exceeds** | **Meets** | **Accept.** | **Needs Improv** | **Un-**  **Accept.** | **NA** | |
| Records refrigerator/freezer temperature data for QC purposes |  |  |  |  |  |  | |
| Performs and records QC testing of reagent antisera and cells |  |  |  |  |  |  | |
| Documents appropriate corrective action when QC data falls outside the prescribed parameters |  |  |  |  |  |  | |
| Receives, distributes and stores specimens correctly |  |  |  |  |  |  | |
| Labels specimens according to institutional protocols |  |  |  |  |  |  | |
| Identifies specimens that are unsuitable for analysis and initiates appropriate action for recollection. Unsuitable specimens may include but are not limited to hemolyzed or improperly labeled specimens. |  |  |  |  |  |  | |
| Demonstrates ability to find previous patient records needed for testing |  |  |  |  |  |  | |
| Prepares (3-5%) cell suspensions |  |  |  |  |  |  | |
| Organizes and prioritizes workload for optimal efficiency and to meet patient needs (e.g. STATs, critical care specimens first). |  |  |  |  |  |  | |
| Total checks per column |  |  |  |  |  |  | |
| **Comments:** | | | | | | | |
| **3.2 ABO/Rh Blood Grouping** |  |  |  |  |  |  |
| **Upon completion of this laboratory rotation the student:** | **Exceeds** | **Meets** | **Accept.** | **Needs Improv** | **Un-accept.** | **NA** |
| Performs forward ABO grouping correctly |  |  |  |  |  |  |
| Interprets and reports forward grouping with 100% accuracy |  |  |  |  |  |  |
| Performs reverse grouping correctly |  |  |  |  |  |  |
| Interprets and reports reverse grouping with 100% accuracy |  |  |  |  |  |  |
| Recognizes presence an ABO discrepancy |  |  |  |  |  |  |
| Consults procedure manual for guidance in resolution of ABO discrepancies |  |  |  |  |  |  |
| Performs D antigen testing correctly (100% accuracy) |  |  |  |  |  |  |
| Recognize situations where weak D (Du) testing must be performed |  |  |  |  |  |  |
| Interprets and reports D antigen and weak D results with 100% accuracy |  |  |  |  |  |  |
| Performs ABO and D antigen testing in a timely manner |  |  |  |  |  |  |
| Total checks per column |  |  |  |  |  |  |
| **Comments:** | | | | | | |
| **3.3 Antibody screening, direct antiglobulin testing and cross-matching** |  |  |  |  |  |  |
| **Upon completion of this laboratory rotation the student:** | **Exceeds** | **Meets** | **Accept.** | **Needs Improv** | **Un-accept** | **NA** |
| Performs antibody screening correctly |  |  |  |  |  |  |
| Interprets and reports antibody screening results correctly |  |  |  |  |  |  |
| Performs the direct antiglobulin test (DAT) correctly |  |  |  |  |  |  |
| Interprets the DAT correctly |  |  |  |  |  |  |
| Identifies screen and DAT results that require further testing |  |  |  |  |  |  |
| Selects the appropriate donor components for testing |  |  |  |  |  |  |
| Performs compatibility (crossmatch) procedure according to institutional protocols |  |  |  |  |  |  |
| Interprets and reports compatibility testing correctly |  |  |  |  |  |  |
| Performs antibody screens and compatibility testing in a timely manner |  |  |  |  |  |  |
| Describes the protocol for release of blood products to patient care givers. |  |  |  |  |  |  |
| Total checks per column |  |  |  |  |  |  |
| **Comments:** | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Transfer totals from pages 4 and 5** | | **Exceeds** | | **Meets** | **Accept.** | **Needs Improv.** | **Un-accept.** | **NA** |
| 1. General Testing | | \_\_\_\_\_\_ | | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_ |
| 1. ABO/Rh blood grouping | | \_\_\_\_\_\_ | | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_ |
| 1. Ab screening, DAT and crossmatching | | \_\_\_\_\_\_ | | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_ |
| Total Checks | | F. \_\_\_\_ | | G. \_\_\_ | H. \_\_\_\_ | I. \_\_\_\_\_ | J. \_\_\_\_ | K. \_\_\_ |
|  | |  | |  |  |  |  |  |
| **Immunohematology Grade:** | | |  | | | | Grading Scale | |
| F. | Number of “Exceeds” boxes checked | | \_\_\_\_\_\_\_\_\_ x 2.59 = \_\_\_\_\_\_\_\_ | | | | 67.5-75.0 = A | |
| G. | Number of “Meets” boxes checked | | \_\_\_\_\_\_\_\_\_ x 2.46 = \_\_\_\_\_\_\_\_ | | | | 57.6-67.4 = B | |
| H. | Number of “Acceptable” boxes checked | | \_\_\_\_\_\_\_\_\_ x 2.20 = \_\_\_\_\_\_\_\_ | | | | 52.5-57.5 = C | |
| I. | Number of “Needs Improve.” boxes checked | | \_\_\_\_\_\_\_\_\_ x 1.94 = \_\_\_\_\_\_\_\_ | | | | 45.0-52.4 = D | |
| J. | Number of “Unacceptable” boxes checked | | \_\_\_\_\_\_\_\_\_ x 1.68 = \_\_\_\_\_\_\_\_ | | | |  | |
| K. | Number of “NA” boxes checked | | \_\_\_\_\_\_\_\_\_ x 2.33 = \_\_\_\_\_\_\_\_ | | | | 0-44.4 = F | |
| Test performance grade = F + G + I + J + K = + \_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_\_\_\_ | | | | | | | | |

**Note:** The factor of 2.93 is used for any task not performed (NA) so that the student is not positively nor negatively impacted by a task that was not assigned by the clinical supervisor.

**Comments:**

|  |
| --- |
|  |

****

***Medical Laboratory Technician Program***

***Clinical Rotation Evaluation – Microbiology***

Student Name Evaluation date   
Institution Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Evaluator(s)

**To the clinical instructor(s):** Students should be rated by their performance at the end of the microbiology section. Evaluations should be completed and shared with the student within 2 weeks of the student’s completion of the department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Final Grade Calculation:** | | **Grading Scale:** | |
|  |  |  |  |
| Professionalism | \_\_\_\_\_\_\_ | 90-100 points: | A |
| (from page 2) |  | 80-89 points | B |
|  |  | 70-79 points | C |
| Microbiology operations | \_\_\_\_\_\_\_ | 60-69 points | D |
| (from page 4) |  | <60 points | F |
|  |  |  |  |
| Total Score | \_\_\_\_\_\_\_ | Final Grade | \_\_\_\_\_\_\_ |

**Professionalism, Cooperation, Attitude and Safety**

The professionalism, cooperation, attitude and safety score will make up 25% of the student’s final score for the microbiology section.

**Part 1:** Use the following statements to rate the student on professionalism. If the student displays this characteristic check the "YES" box. If the student does NOT display this characteristic, check the "NO" box.  
**Note:** Each “NO” answer will reduce the professionalism score by one letter grade or more. (-5 points)

|  |  |  |
| --- | --- | --- |
| **Upon completion of this laboratory rotation the student:** | **YES** | **NO** |
| Demonstrates good attendance by phoning in when ill and arranging for other absences ahead of time not at the last minute (no unexcused absences). |  |  |
| Arrives on time and starts work promptly upon arrival (no tardiness). |  |  |
| Maintains patient confidentiality throughout the entire analytical process (HIPAA). |  |  |
| Complies with other institutional policies and procedures. |  |  |
| Total the number boxes checked in each column |  |  |

**Professionalism Part 2:** Use the following scale to rate the student on other qualities of professionalism, attitude, cooperation and safety.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Always:** The student consistently exhibits the following behaviors and does not need to be reminded to do so. (A+/100%) | | | | |
| **Most of the time:** The student exhibits the following behaviors most of the time and only occasionally needs reminders to do so. (B/84%) | | | | |
| **Some of the time:** The student only occasionally exhibits the following behaviors and must constantly be reminded of these expectations. (C-/70%) | | | | |
| **Never:** The student does to comply with this expectation. (F/50%) | | | | |
| **Upon completion of this laboratory rotation the student:** | **Always** | **Most** | **Some** | **Never** |
| Arrives prepared for daily work, not overly tired or otherwise impaired. |  |  |  |  |
| Dresses appropriately, according to the institution’s dress code |  |  |  |  |
| Communicates effectively with others |  |  |  |  |
| Shows respect and cooperates with others in the laboratory as well as with other hospital personnel. |  |  |  |  |
| Follows directions |  |  |  |  |
| Seeks help or advice as needed |  |  |  |  |
| Accepts instruction and constructive criticism maturely |  |  |  |  |
| Maintains work quality and composure when sudden changes in workload occur or things go wrong |  |  |  |  |
| Takes responsibility for errors or mistakes. |  |  |  |  |
| Willingly helps and assists others to better serve patients. |  |  |  |  |
| Wears appropriate personal protective equipment e.g. gloves, goggles, gowns |  |  |  |  |
| Maintains a neat, clean, and orderly workspace |  |  |  |  |
| Handles patient specimens and other biohazardous materials according to universal precautions |  |  |  |  |
| Handles chemicals according to laboratory protocol |  |  |  |  |
| Total the number of checks in each column |  |  |  |  |
| **Comments:** | | | | |

**Professionalism Grade:**

|  |  |  |  |
| --- | --- | --- | --- |
| A. | Part 1 Number of “NO” boxes checked | \_\_\_\_\_\_\_ x 5 = \_\_\_\_\_\_ | Grading Scale  22.5-25 = A |
| B. | Part 2 Number of “Always” Boxes Checked | \_\_\_\_\_\_ x 1.79 = \_\_\_\_\_\_ | 20.0-22.4 = B |
| C. | Part 2 Number of “Most of the Time” Boxes Checked | \_\_\_\_\_\_\_ x 1.52 = \_\_\_\_\_\_ | 17.5-19.9 = C |
| D. | Part 2 Number of “Sometimes” Boxes Checked | \_\_\_\_\_\_\_ x 1.25 = \_\_\_\_\_\_ | 15-17.4 = D |
| E. | Part 2 Number of “Never” Boxes Checked | \_\_\_\_\_\_\_ x 0.89 = \_\_\_\_\_\_ | 0-14.9 = F |
| Professionalism grade = (B + C + D + E) – A (\_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_\_) - \_\_\_\_\_ = \_\_\_\_\_\_\_\_ | | | |
|  | | | |

**Part: III Microbiology** **Test Performance:**

Specimen processing and Gram stains makes up 22% of the student’s microbiology grade, Routine cultures 42% and Susceptibility testing 11% for a total of 75% of the final grade. Rate the student using the descriptors below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part: III Test performance:** | | | | | | | | | | | | | | | | |
| **Exceeds:** The student exceeds entry-level proficiency. He/She demonstrates a thorough understanding of the concept or process and **exceeds** the level expected of an **entry-level technologist.** The student has mastered the objective and can break it down into component parts, teach it to others and use the concept or process in other situations. Needs no assistance. (A+/100%) | | | | | | | | | | | | | | | | |
| **Meets:** The student meets Entry-Level Proficiency.He/She student has achieved the stated objective. He/she demonstrates an understanding of the concept or process at a level expected of anentry-level technologist. Rarely needs assistance. (A/95%) | | | | | | | | | | | | | | | | |
| **Acceptable:** The student demonstrates a basic understanding of the concept or process; however, falls short of full entry-level proficiency. Sometimes needs guidance. (B/85%) | | | | | | | | | | | | | | | | |
| **Needs Improvement:** The student displays passable understanding of the concept or process but frequently needs guidance to perform the task. (C/75%) | | | | | | | | | | | | | | | | |
| **Unacceptable:** The student does not meet baseline criteria for this concept or process. The student may require re-teaching, more practice or study to meet an adequate level. Student cannot perform the task without guidance. (D/65%) | | | | | | | | | | | | | | | | |
| **NA:** Not Applicable. This task was not completed by the student because it was not assigned to him or her**.** | | | | | | | | | | | | | | | | |
| **3.1 Specimen Processing and Gram Stains** | | | | | | | | | | | | | | | | |
| **Upon completion of this laboratory rotation the student:** | | | | | **Exceeds** | | | **Meets** | **Accept.** | | **Needs Improv** | | **Un-accept** | | **NA** | |
| Organizes and prioritizes workload for optimal efficiency and to meet patient needs (e.g. STATs, critical care specimens first). | | | | |  | | |  |  | |  | |  | |  | |
| Evaluates patient specimens for acceptability and initiates necessary actions for recollection of unacceptable specimens. Unacceptable specimens may include but are not limited to those collected in the incorrect transport medium, improperly labeled specimens and specimens that are leaking. | | | | |  | | |  |  | |  | |  | |  | |
| Selects appropriate media for primary plating of routine cultures (i.e. urines, sputum, wounds) | | | | |  | | |  |  | |  | |  | |  | |
| Prepares specimens special testing and/or for referral (i.e. TB, fungal cultures, O&P) | | | | |  | | |  |  | |  | |  | |  | |
| Demonstrates standard sterile inoculation techniques | | | | |  | | |  |  | |  | |  | |  | |
| Performs gram stains on quality control materials correctly | | | | |  | | |  |  | |  | |  | |  | |
| Recognizes QC errors and records corrective action taken | | | | |  | | |  |  | |  | |  | |  | |
| Performs Gram stains on patient specimens with 90% accuracy | | | | |  | | |  |  | |  | |  | |  | |
| Performs Gram stains in a timely manner | | | | |  | | |  |  | |  | |  | |  | |
| Records and reports grams stains on patients | | | | |  | | |  |  | |  | |  | |  | |
| Total checks per column | | | | |  | | |  |  | |  | |  | |  | |
| **Comments:** | | | | | | | | | | | | | | | | |
| **3.2 Routine Cultures** | | | | | | | | | | | | | | | | |
| **Upon completion of this laboratory rotation the student:** | | | | | **Exceeds** | | | **Meets** | **Accept.** | | **Needs Improv** | | **Un-accept.** | | **NA** | |
| **Respiratory cultures:** recognizes normal flora present | | | | |  | | |  |  | |  | |  | |  | |
| **Respiratory cultures:** recognizes colonies requiring identification and/or susceptibility (e.g. β-hemolytic streptococci) | | | | |  | | |  |  | |  | |  | |  | |
| **Respiratory cultures:** selects the appropriate test(s) to identify suspect organism(s) | | | | |  | | |  |  | |  | |  | |  | |
| **Urine cultures:** performs colony counts and records results | | | | |  | | |  |  | |  | |  | |  | |
| **Urine cultures:** recognizes organisms which require identification and susceptibility | | | | |  | | |  |  | |  | |  | |  | |
| **Urine cultures:** selects the appropriate test(s) to identify suspect organism(s) | | | | |  | | |  |  | |  | |  | |  | |
| **Stool cultures:** recognizes normal flora present | | | | |  | | |  |  | |  | |  | |  | |
| **Stool cultures:** recognizes colonies requiring additional testing (e.g. non-lactose fermenting GNB) | | | | |  | | |  |  | |  | |  | |  | |
| **Stool cultures:** selects the appropriate test(s) to identify suspect organism(s) | | | | |  | | |  |  | |  | |  | |  | |
| **Blood cultures:** describes the correct protocol for blood culture collection | | | | |  | | |  |  | |  | |  | |  | |
| **Blood cultures:** Performs daily maintenance and QC on blood culture instrument | | | | |  | | |  |  | |  | |  | |  | |
| **Blood cultures:** identifies positive blood cultures and processes them for organism identification | | | | |  | | |  |  | |  | |  | |  | |
| **Blood cultures:** communicates positive culture results to the appropriate party according to institutional policy | | | | |  | | |  |  | |  | |  | |  | |
| **Sterile body fluids:** recognizes the significance of growth in a sterile fluid | | | | |  | | |  |  | |  | |  | |  | |
| **Sterile body fluids:** Selects the appropriate test(s) to identify organism(s) present | | | | |  | | |  |  | |  | |  | |  | |
| **Sterile body fluids:** communicates positive culture results to the appropriate party according to institutional policy | | | | |  | | |  |  | |  | |  | |  | |
| **Wounds and other miscellaneous cultures:** Recognize colonies requiring identification and/or susceptibility | | | | |  | | |  |  | |  | |  | |  | |
| **Wounds and other miscellaneous cultures:** Select the appropriate test(s) to identify suspect organism(s) | | | | |  | | |  |  | |  | |  | |  | |
| Total checks per column | | | | |  | | |  |  | |  | |  | |  | |
| **Comments:** | | | | | | | | | | | | | | | | |
| **3.2 Antimicrobial susceptibility testing** | | | | |  | | |  |  | |  | |  | |  | |
| **Upon completion of this laboratory rotation the student:** | | | | | **Exceeds** | | | **Meets** | **Accept.** | | **Needs Improv** | | **Un-accept** | | **NA** | |
| Performs susceptibility on quality control organisms | | | | |  | | |  |  | |  | |  | |  | |
| Recognizes QC errors and records corrective action | | | | |  | | |  |  | |  | |  | |  | |
| Performs, records and reports susceptibility testing on patient specimens accurately | | | | |  | | |  |  | |  | |  | |  | |
| Recognizes unusual susceptibility patterns (e.g. multiple resistance) | | | | |  | | |  |  | |  | |  | |  | |
| Total checks per column | | | | |  | | |  |  | |  | |  | |  | |
| **Comments:** | | | | | | | | | | | | | | | | |
| **Transfer totals from pages 4, 5 and 6** | | **Exceeds** | | | **Meets** | **Accept.** | | | **Needs Improv.** | | **Un-accept.** | | **NA** | |
| 1. Specimen Processing & Gram Stains | | \_\_\_\_\_\_ | | | \_\_\_\_\_\_ | \_\_\_\_\_\_ | | | \_\_\_\_\_\_ | | \_\_\_\_\_\_ | | \_\_\_\_\_ | |
| 1. Routine Cultures | | \_\_\_\_\_\_ | | | \_\_\_\_\_\_ | \_\_\_\_\_\_ | | | \_\_\_\_\_\_ | | \_\_\_\_\_\_ | | \_\_\_\_\_ | |
| 1. Susceptibility Testing | | \_\_\_\_\_\_ | | | \_\_\_\_\_\_ | \_\_\_\_\_\_ | | | \_\_\_\_\_\_ | | \_\_\_\_\_\_ | | \_\_\_\_\_ | |
| Total Checks | | F. \_\_\_\_ | | | G. \_\_\_ | H. \_\_\_\_ | | | I. \_\_\_\_\_ | | J. \_\_\_\_ | | K. \_\_\_ | |
|  | |  | | |  |  | | |  | |  | |  | |
| **Microbiology Grade:** | | |  | | | | | | | | Grading Scale | | | |
| F. | Number of “Exceeds” boxes checked | | \_\_\_\_\_\_\_\_\_ x 2.36 = \_\_\_\_\_\_\_\_ | | | | | | | | 67.5-75.0 = A | | | |
| G. | Number of “Meets” boxes checked | | \_\_\_\_\_\_\_\_\_ x 2.32 = \_\_\_\_\_\_\_\_ | | | | | | | | 57.6-67.4 = B | | | |
| H. | Number of “Acceptable” boxes checked | | \_\_\_\_\_\_\_\_\_ x 1.99 = \_\_\_\_\_\_\_\_ | | | | | | | | 52.5-57.5 = C | | | |
| I. | Number of “Needs Improve.” boxes checked | | \_\_\_\_\_\_\_\_\_ x 1.76 = \_\_\_\_\_\_\_\_ | | | | | | | | 45.0-52.4 = D | | | |
| J. | Number of “Unacceptable” boxes checked | | \_\_\_\_\_\_\_\_\_ x 1.52 = \_\_\_\_\_\_\_\_ | | | | | | | |  | | | |
| K. | Number of “NA” boxes checked | | \_\_\_\_\_\_\_\_\_ x 2.11 = \_\_\_\_\_\_\_\_ | | | | | | | | 0-44.4 = F | | | |
| Test performance grade = F + G + I + J + K = + \_\_\_\_\_\_ + \_\_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |

**Note:** The factor of 2.11 is used for any task not performed (NA) so that the student is not positively nor negatively impacted by a task that was not assigned by the clinical supervisor.

**SPOON RIVER COLLEGE**

**MLT 240 - MLT Clinical Internship I  
Phlebotomy Rotation Competency Checklist**

|  |  |  |
| --- | --- | --- |
| **Instructor: Evaluate the student on each of the techniques/traits listed for competency of this checklist.** | | |
|  | **Evaluate student at the end of phlebotomy rotation** | |
| **SAFETY** | **Satisfactory** | **Unsatisfactory** |
| Washes hands before/after patient contact\* |  |  |
| Wears lab coat\* |  |  |
| Wears gloves\* |  |  |
| Disposes of sharps properly\* |  |  |
| **VENIPUNCTURE PROCEDURE** |  |  |
| Properly identifies patient\* |  |  |
| Applies tourniquet/palpate vein/ releases tourniquet\* |  |  |
| Determines & assembles needed equipment/ places  conveniently |  |  |
| Reapplies tourniquet |  |  |
| Cleanses site\* |  |  |
| Anchors vein below venipuncture site |  |  |
| Punctures site with bevel up\* |  |  |
| Keeps needle steady in arm |  |  |
| Smoothly changes tubes |  |  |
| Releases tourniquet before removing needle\* |  |  |
| Mixes tubes properly |  |  |
| Covers puncture site with gauze |  |  |
| Removes needle smoothly |  |  |
| Applies pressure to site |  |  |
| Labels tube appropriately\* |  |  |
| **PROFESSIONALISM** |  |  |
| Demonstrates appropriate concern for patient\* |  |  |
| Efficient in manner and execution of procedure |  |  |
| Displays professional appearance |  |  |
| Displays confidence in his/her abilities |  |  |

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

****

**SPOON RIVER COMMUNITY COLLEGE**

**MEDICAL LABORATORY TECHNOLOGY PROGRAM**

**CLINICAL ROTATION TIME LOG**

**Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Dates** | **Clinical site** | **Department** | **Total Weekly hrs** | **Comments** | **SIGNATURE clinical instructor** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Dates** | **Clinical site** | **Department** | **Total Weekly hrs** | **Comments** | **SIGNATURE clinical instructor** |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |

**Clinical Supervision/Service Work Policy**

Students will have the status of learner and will not replace clinical staff nor give service apart from its educational value.

MLT students must always be supervised by a clinical instructor in all clinical laboratory areas. After demonstrating proficiency, students may perform tests on actual clinical specimens with all responsibility for the accuracy of the procedure or task being accepted by the supervising clinical instructor.

**SPOON RIVER COLLEGE MLT PROGRAM STATEMENT OF ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print your full name) have read and understand the information provided in the SRC Medical Laboratory Technician Clinical Rotation Handbook.

I acknowledge that I understand the policies in place and agree to follow them. If I have any questions I agree to consult with my advisor or the MLT program director.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Student Signature Date

Please return this form to the MLT Program Director/Faculty by the end of the first week of classes of your first semester.