



MLAB 2461/2362 CLINICAL PRACTICUM

Course Syllabus: Spring/Summer 2020

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Chantel Sokol

Office: UHS 104

Phone: 903-434-8352

Email: csokol@ntcc.edu

Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	9:30-11:30 1:30-4:30	9:00-11:30	By appt	9:00-11:30	By appt	Available

Course Description: The clinical practicum is a method of instruction involving practical workplace training at a clinical site. While in an actual clinical setting, the student is able to apply the knowledge, theory, technical skills and professional attitudes that he/she has acquired in the classroom and student laboratory. These **clinical rotations consist of a total of 640 contact hours AT A CLINICAL SITE (campus review and lab time will be in January and early February and again in late April and early May): Hematology/Coagulation/Urinalysis - 6 weeks (192 hours), Microbiology - 5 weeks (160 hours), Immunohematology - 5 weeks (160 hours), Clinical Chemistry - 4 weeks (128 hours).** Phlebotomy may be performed throughout the rotations when time and clinical instructors allow.

The students will have performance quotas for most rotation areas to ensure sufficient experience in these areas - documentation forms can be found in Weekly Log tab:

- Phlebotomy: 25 successful specimen collections (documentation required)
- Hematology: 75 automated blood count specimens, 40 manual differentials (documentation of manual differentials required)
- Chemistry: 75 automated chemical analyses of blood specimens
- Coagulation: 30 PT/INRs and 10 PTTs
- Urinalysis: 50 physical/chemical analyses, 40 microscopic examinations (documentation required)

Each clinical affiliate laboratory offers a wide variety of in-house laboratory tests and uses current instrumentation. Experienced clinical instructors will teach the students how to organize their workload, assess specimen quality, operate and maintain instrumentation, perform assays and validate results.

The clinical affiliate laboratories donate employee time, supplies and patient specimens to help educate new members of the profession. In return, the college agrees to assign to the affiliates only those students who meet academic and ethical standards. The college agrees to dismiss any student from the affiliate laboratory if the student is unacceptable to the laboratory for reasons of health, performance, or other reasonable cause.

Course Goals: Upon successful completion of the clinical practicum, the student should be able to: Demonstrate entry-level knowledge, **skills** and attitudes in all areas of professional practice through which the student rotated.

Perform routine analytical procedures in phlebotomy/specimen processing, hematology, coagulation, urinalysis and body fluids, immunology/serology, microbiology and immunohematology.

Perform and monitor quality assurance to evaluate preanalytical, analytical and postanalytical procedures within predetermined parameters.

Demonstrate professional conduct, including clear and concise interpersonal communication skills with patients and laboratory personnel with respect for their jobs and quality patient care.

Apply basic theoretical knowledge to the clinical setting.

Textbooks and Reference Material:

Recommended Text:

Clinical Laboratory Science Review, The Bottom Line Approach, 5th edition, Louisiana State University Press

Students will also be expected to use textbooks, laboratory manuals, and lecture notes from all previous courses. In addition, all clinical facilities will provide access to reference books and Standard Operating Procedures in each major area of laboratory rotation. *Students should record information and instructions in a notebook that is kept with them at all times. They should use this notebook as a reference to avoid asking unnecessary questions.*

Clinical Policies and Procedures: Students must comply with all policies and procedures of the facility to which they are assigned. Students will be required to attend hospital orientation if required by the facility. While it is the responsibility of the student to become familiar with the policies and procedures of the clinical facility, it is the responsibility of the clinical facility to orient the students to all pertinent procedures and policies. Failure to comply with the policies and procedures of the facility or failure to respect the authority and responsibility of the facility and staff may result in the removal of a student from a facility. This will result in a failing grade for the rotation. Clinical performance or behavior that causes any disruption in patient care or within the clinical facility will result in the student's dismissal from the affiliate hospital. A grade of "F" will then be assigned to the course. All pertinent facts will be documented and discussed with the student and specific recommendations will be made by the MLT Program Director.

Transportation: The student is responsible for providing their own transportation to and from the clinical facilities. Students should be prepared to travel out of town for clinical experience, if necessary.

Attendance Policies: The student will be expected to train at the clinical affiliate eight hours a day, Monday through Thursday. The exact starting and ending times of each shift will be determined by the specific rotation at the clinical affiliate site. Students will be entitled to a 30 minute lunch break during the 8 hour rotation that will be arranged with the clinical instructor. Students are NOT permitted to work without a lunch break. The lunch break is *in addition* to the 8 hour rotation. Daily attendance and punctuality are extremely important for the successful completion of each clinical rotation. We expect the students to have NO absences. Every day at the clinical site is important as specific activities are scheduled each day within each rotation. If the student misses

time, the schedule is interrupted. It is important to remember that the clinical instructors are performing two services, working and teaching the student. It is therefore difficult for clinical instructors to schedule make-up time for time missed by the student. Students should request permission for time off during the clinical rotations only for family or personal emergencies. If possible, the request should be made in advance for scheduling purposes. In case of absence or tardiness, the student must notify the clinical affiliate and the program Clinical Coordinator at least one half-hour before the expected arrival time. Ask to speak to your assigned clinical instructor or the laboratory director and leave a message that includes: Name, school, reason for absence and date of return. It is the student's responsibility to complete all missed work. The student can make up work/time only under the supervision of the clinical instructor. At the discretion of the clinical instructor, the student may make up time after their regular hours, on weekends or after the end of their scheduled clinical experience. Failure to make up "missed time" or a pattern of unexcused absences or tardiness may result in an unsatisfactory grade. The student is expected to arrive on time and begin work promptly and to stay until the scheduled shift is complete. Any tardiness or early departure should be logged in the student file. Tardiness or early departure on more than three occasions may result in the removal of the student and a grade of "F" assigned for the course. Excessive absences (5 days or more) or failure to notify the clinical facility on the day of the absence may result in removal of the student from the clinical site and an "F" will be assigned to the course, resulting in dismissal from the program.

Clinical affiliates also have the option of extending the clinical practicum due to absences, poor performance or lack of proficiency in a given department. This could result in a delay of the student's expected graduation date and eligibility to take the certification examination. The student shall not hold the college or clinical faculty liable for any associated cost or reapplication fees incurred as a result of extended clinical hours.

Phone Call Policy:

- ◆ All students are requested to restrict personal phone calls, either incoming or outgoing, to only those that are absolutely essential.
- ◆ Telephone lines are to be kept free for the essential business of the laboratory.
- ◆ Urgent and essential incoming calls for students will be accepted.
- ◆ Under no circumstances are cell phones to be in the audible (ringing) mode.
- ◆ Cell phone use should be limited to break/lunch time except for emergency use.
- ◆ When answering the laboratory phone, proper telephone etiquette should be used at all times. Identify your location ("chemistry laboratory") and your name ("Jane speaking").

Non-Work Related Activities Policy:

- ◆ The activities of the student should be directed only to the objectives of the laboratory. Activities that cannot be directly related to the work of the laboratory are not permitted in the laboratory.
- ◆ You are not permitted to have personal visitors during assigned clinical hours. You may meet your visitors during your break and meal periods. If you would like to show a relative or friend through the laboratory, please ask permission and schedule this in advance with the laboratory director.
- ◆ Please do not visit with other students during clinical training.

Dress Policy: Students must comply with the dress code policy and personal hygiene standards of the clinical affiliate to which they are assigned. They must dress and act in a professional manner at all times. At the discretion of the clinical faculty, a student whose appearance is deemed inappropriate will be asked to leave the clinical area. Identification tags will be provided by the clinical facility or the college and should be worn at all times at the clinical facility.

COURSE/CLINICAL EVALUATION AND GRADING:

Students will be evaluated on their knowledge, skills and professional attitude in each major rotation area. The college provides specific objectives and evaluation forms for each rotation area. **It is the student's responsibility** to complete the objectives, performance competencies, and to have the clinical instructor complete the evaluation forms by the time they finish the rotation. The clinical faculty will complete the evaluation forms that are provided by the college. A satisfactory evaluation must be obtained in each rotation area for successful completion of the clinical practicum experience. The student competencies must be at the minimum level indicated on the Performance Evaluation Form in all rotation areas in order to pass these courses. If issues exist with the evaluation, please contact Chantel Sokol, the clinical coordinator or the NTCC MLT Program Director to assist in resolving them. Determination of the final grade is the responsibility of the NTCC MLT Clinical Coordinator.

Good laboratory practice requires psychomotor, affective and cognitive skills. The student will be evaluated in all three areas. Because the courses are primarily practical in nature, the psychomotor area will be weighted the heaviest for final grade determination. However, students must pass each rotation area with at least a "C" average in order to satisfactorily complete the clinical practicum . Any written or practical exam in which the student earns a grade below 70% **MUST** be remediated . A grade of 70% will be given on exams satisfactorily completed following remediation.

Psychomotor and affective grades will be derived from the clinical Performance Evaluation Forms. Samples of the forms are found under the Evaluation Forms tab. Students must obtain at least a 70% on the affective evaluation and must obtain the designated level of competency on the psychomotor evaluation. Remediation will be necessary when the designated level of competency is not obtained. The type of remediation will be determined by the clinical instructor and the program director.

Grades for the clinical practicum courses will be determined as follows:

Psychomotor skills: Clinical Performance Evaluation Forms	60%
Affective skills: Clinical Performance Evaluation Forms	20%
Cognitive skills: Written exams	20%

There will be two written exams given for each clinical rotation area, a midterm and a final. Exams will be based on MediaLab assignments and administered by MediaLab.

Grading Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D*
Below 60%	F*

**Grades below 70% may NOT be used to meet graduation requirements in the MLT program*

Assignments:

At the discretion of the clinical faculty, the students may be given reading assignments, written tests, oral quizzes and/or performance tasks to complete. *Students will keep accurate time logs **and record sheets of all work performed in the clinical practicum experience. Time logs and weekly work record sheets should be uploaded to Blackboard at the end of each week.*** The original record should be hand delivered or mailed to the MLT Clinical Coordinator at the completion of the clinical practicum experience. The original records will become part of your permanent file. ****All evaluation forms must be in the student's academic file at Northeast Texas Community College before a course grade is submitted.****

Communication with NTCC Clinical Coordinator: Mrs. Chantel Sokol, Clinical Coordinator, will visit each student on a regular, scheduled basis during the clinical practicum experience. While she is there, she will talk to the student and the clinical instructor(s) the student is working with. This way, information can be gathered regarding the student's progress from several perspectives. Email and phone calls will also be used to communicate with the clinical affiliates and students. *Students should check their email every day during clinicals.* Date and times for clinical visits will be communicated to you via email.

Clinical Practicum Student Contract: Clinical experiences in the Medical Laboratory Technician Program at Northeast Texas Community College are held at health care agencies with which the college has formed clinical agreements. These agreements provide the student with clinical instruction and practice to prepare them for employment. At the same time, these agreements provide for the protection of the clinical affiliate and their clients. The college therefore requires that you sign the Clinical Practicum Student Contract and the Confidentiality Agreement. These forms must be signed and submitted to the Program Director by the end of the first week of clinical rotations.

MLAB 2461/2362 CLINICAL PRACTICUM OBJECTIVES

Purpose: The purpose of the Clinical Practicum is to supplement the on-campus learning experiences by providing essential features of the clinical laboratory operation.

General Laboratory Objectives:

- Gain experience in collecting specimens from sick and apprehensive patients
- Be able to organize work to cope with both volume and emergency demands
- Gain experience with current automated and/or semi-automated instrumentation
- Gain experience in working with other members of the health care team
- Follow prescribed safety guidelines
- Be able to organize work area and work load
- Determine specimen acceptability
- Perform required quality control
- Notify supervisor when quality control results indicate a need for corrective action
- Perform basic problem-solving for quality control according to preset strategies
- Operate those instruments used for routine testing
- Perform routine instrument function verification and preventive maintenance
- Notify supervisor of instrument malfunction
- Perform basic problem-solving for instrument malfunction according to preset strategies

Phlebotomy/Specimen Processing Objectives:

- Describe the basic organization of the phlebotomy/specimen processing area.
- Apply basic theoretical knowledge to the clinical setting.
- Demonstrate proper safety techniques (Universal precautions) to be taken when handling infectious materials according to laboratory protocol.
- Communicate clearly and concisely with health care personnel.
- Demonstrate professional attitudes.
- Utilize laboratory information systems for record keeping and patient results.
- Explain the importance of proper specimen collection and transport of specimens.
- Utilize criteria to determine specimen quality and corrective actions to be taken to resolve problems.
- Collect routine, timed and STAT patient specimens in appropriate order and in a timely fashion.
- Successfully collect patient specimens by vacuum tube, syringe or skin puncture as determined by patient assessment.
- Instruct outpatients in proper collection of various types of urine collections, and stool collections for tests requested.
- Compare patient requisition with patient sample for proper identification, labeling and specimen type.
- Utilize established specimen monitoring criteria to identify and evaluate patient specimens as acceptable or unacceptable for requested testing.
- Evaluate and prepare patient specimens for shipment to reference laboratories.
- Utilize criteria to determine specimen quality and corrective actions to be taken to resolve problems.

Hematology Objectives:

- Describe the basic organization of the hematology section.
- Apply basic theoretical knowledge to the clinical setting.
- Demonstrate proper safety techniques (Universal precautions) to be taken when handling infectious materials according to laboratory protocol.
- Communicate clearly and concisely with health care personnel.
- Demonstrate professional attitudes.
- Utilize established specimen monitoring criteria to identify and evaluate patient specimens as acceptable or unacceptable for hematological analyses.
- Utilize laboratory information systems for record keeping and reporting patient results.
- Prepare automated and manual equipment for routine use.
- Operate equipment to perform routine hematology tests.
- Explain the basic theory of operation of automated analyzers available in the laboratory.
- For each routine hematology procedure:
 - ◆ Differentiate between normal, abnormal and improbable results.
 - ◆ Recognize critical values and action to be taken within predetermined parameters.
 - ◆ Correlate test results with their clinical interpretation.
 - ◆ Explain the basic principle of each routine test.
- Prepare and stain blood smears.
- Identify and quantify blood cell morphology on Wright's stained blood smears.
- Recognize immature and abnormal WBCs and follow the appropriate course of action.
- Perform routine hematology calculations such as: corrected WBC, RBC indices, manual cell counts using the hemacytometer.
- Identify and quantify reticulocytes on supravital stained blood smears.
- Set up, read, and interpret erythrocyte sedimentation rates.
- Perform quality control procedures, record, and interpret QC data and discuss how to initiate the proper corrective actions if QC is outside of established limit.
- Observe and/or perform routine daily preventive maintenance and calibration of hematology analyzers.

Coagulation Objectives:

- Describe the basic organization of the coagulation section.
- Apply basic theoretical knowledge to the clinical setting.
- Demonstrate professional attitudes.
- Utilize laboratory information systems for record keeping and reporting patient results.
- Explain the importance of proper specimen collection and transport of specimens.
- Utilize criteria to determine specimen quality and corrective actions to be taken to resolve problems.
- For each routine coagulation procedure:
 - ◆ Differentiate between normal, abnormal and improbable results.
 - ◆ Recognize critical values and action to be taken within predetermined parameters.
 - ◆ Correlate test results with their clinical interpretation.
 - ◆ Explain the basic principle of each routine test.
- Perform quality control procedures, record, and interpret QC data and discuss how to initiate the proper corrective actions if QC is outside of established limits.
- Observe and/or perform routine daily preventative maintenance and calibration of coagulation analyzers.

Microbiology Objectives:

- Describe the basic organization of the microbiology section.
- Apply basic theoretical knowledge to the clinical setting.
- Demonstrate appropriate use of personal protective equipment.
- Demonstrate appropriate disinfection procedures.
- Demonstrate appropriate use of fume hood and biological safety cabinet.
- Perform and evaluate macroscopic examinations.
- Prepare smears from specimens and cultures.
- Perform and evaluate Gram stained smears.
- Recognize colony morphology of normal flora and common potential pathogens.
- Differentiate between normal flora and potential pathogens from various body sites. Perform established protocol for routine cultures (blood, respiratory, gastrointestinal, urinary, genital, cerebrospinal and wound).
- Select organisms for definitive identification and susceptibility testing.
- Perform and evaluate definitive identification and susceptibility testing.
- Explain the principles of routine tests performed.
- Explain the basic operating principle of automated instruments available.
- Perform direct antigen detection as performed at facility.
- Perform and evaluate occult blood on feces.
- Perform stool concentration procedure.
- Prepare stool wet mounts.
- Prepare stained preparations from stool specimens.
- Perform microscopic examination of stool specimen and differentiate between nonparasitic and parasitic elements.
- Identify common parasites from microscopic observation utilizing appropriate resources.
- Perform skin scrapings for fungal identification.
- Perform and evaluate KOH preparations. Prepare and examine wet preparations for fungi.
- Observe and/or perform the processing procedures necessary for the cultivation of specimens for fungus cultures.
- Prepare specimens/cultures for transport to a reference laboratory.

Chemistry Objectives:

Describe the basic organization of the clinical chemistry section of the laboratory.

Apply basic theoretical knowledge to the clinical setting.

Demonstrate appropriate use of personal protective equipment.

Operate a centrifuge.

Select the appropriate pipette and demonstrate its use

Perform chemical analysis by routine automated methodology and/or immunochemical methodology by demonstrating an understanding of the following for each type of instrumentation:

- ◆ Basic department work flow
- ◆ Patient sample identification
- ◆ Basic functions and operation of the laboratory information system
- ◆ Demonstrate routine instrument operation, instrument setup and calibration
- ◆ Reagent verification, preventative maintenance and limited trouble shooting
- ◆ Discuss the theory of instrument operation
- ◆ Perform and evaluate quality control and quality assurance
- ◆ Perform and evaluate requested patient testing
- ◆ Follow protocol for "critical" patient values
- ◆ Review and release patient test results

Perform routine chemistry calculations such as: patient dilutions, creatinine clearance.

Prepare patient dilutions and calculate results.

Perform and evaluate blood gas analysis if available

Immunology/Serology Objectives:

Identify and evaluate patient specimens as acceptable or unacceptable for serology testing.

Utilize laboratory information systems for record keeping and reporting patient results.

Prepare automated and manual equipment for routine use.

Explain the basic theory of operation of automated instruments available.

Discuss and/or observe how to evaluate performance records, and how to initiate the proper corrective actions if QC values are not within established limits.

Perform routine immunology and serology assays using a variety of methods and interpret test results.

Urinalysis/Body Fluids Objectives:

Identify and evaluate patient specimens as acceptable or unacceptable for chemical analyses.

Utilize laboratory information systems for record keeping and reporting patient results.

Prepare automated and manual equipment for routine use.

Operate automated analyzers to perform routine urinalysis tests.

Explain the basic theory of operation of automated instruments in the urinalysis section.

For each routine urinalysis procedure:

- ◆ Recognize normal, abnormal and improbable values.
- ◆ Recognize critical values and take appropriate action within predetermined parameters.
- ◆ Correlate test results with their clinical interpretation.
- ◆ Explain the principle of each routine test performed.

Perform routine urine calculations such as: creatinine clearance

Prepare patient dilutions and calculate results.

Discuss how to monitor QC for the different procedures and instruments in the urinalysis section.

Perform routine QC procedures, record and interpret QC data within predetermined parameters, and explain how to initiate the proper corrective actions if QC values fall outside established limits.

Observe and/or perform preventative maintenance of automated urinalysis instrument.

Perform routine body fluid cell counts using a hemacytometer.

For each routine body fluid procedure:

- ◆ Recognize normal, abnormal and improbable values.
- ◆ Recognize critical values and take appropriate action within predetermined parameters.
- ◆ Correlate test results with their clinical interpretation.
- ◆ Explain the principle of each routine test performed.

Perform routine body fluid calculations.

Immunohematology Objectives:

- Demonstrate reading and recording of agglutination grading.
- Demonstrate preparation of appropriate cell suspensions.
- Demonstrate cell washing techniques.
- Perform, evaluate and record daily QC and temperatures.
- Perform and evaluate forward and reverse ABO typing.
- Perform and evaluate Rh/weak *D* typing.
- Resolve ABO discrepancies within predetermined parameters.
- Perform and evaluate DAT.
- Perform and evaluate other antigen testing as required.
- Perform and evaluate antibody detection procedures (IAT).
- Perform and evaluate antibody identification procedures as performed at the facility.
- Perform and evaluate compatibility testing.
- Perform and evaluate selection of blood group and Rh type in routine and nonroutine situations.
- Discuss established protocol for emergency transfusions.
- Discuss procedure for release of donor blood products.
- Discuss transfusion complication workups as available.
- Perform and evaluate donor unit processing.
- Perform and evaluate cord blood studies (ABO, Rh, DAT)
- Perform and evaluate testing for administration of Rh immune globulin.
- Follow AABB standards for handling and storage of blood products.

0

0

Affective Competencies/Objectives:

Demonstrate ethical responsibility by:

- ◆ Demonstrating accountability and responsibility for laboratory testing, reporting and quality control.
- ◆ Performing duties in an honest and conscientious manner.

Maintain good attendance and punctuality record by:

- ◆ Notifying instructor of unexpected absence/tardy.
- ◆ Requesting approval in advance for planned absence/tardy.
- ◆ Arriving at workstation punctually in the morning and after coffee/lunch and other breaks.
- ◆ Notifying instructor when not assigned areas of laboratory.
- ◆ Using free time effectively.

Adapt to changing environment by:

- ◆ Approaching and performing routine tasks confidently without assistance.
- ◆ Establishing priorities among tasks, with attention to analytical requirements and patient care needs.
- ◆ Demonstrating ability to transfer skills and knowledge learned in one laboratory section to another.
- ◆ Complying with the changes in policies and procedures from the various clinical situations.
- ◆ Occupying time productively when instructor is unavailable.

Maintain personal appearance by:

- ◆ Maintaining good personal hygiene.
- ◆ Adopting an approach to dress, grooming and decorum for the work setting to promote professional effectiveness.

Utilize constructive criticism by:

- ◆ Responding to suggestions and constructive criticism in a positive manner.
- ◆ Maintaining a sense of cooperation.

Cooperate with other personnel by:

- ◆ Following the directions of the program officials and the policies of the hospital, laboratory and program.
- ◆ Responding to events and situations in a positive manner.
- ◆ Respecting the opinions of others.
- ◆ Assisting others as time permits.
- ◆ Keeping the work area, supplies, etc. neat, clean and stocked

Receive/relate information by:

- ◆ Asking and answering questions in a courteous manner.
- ◆ Participating in oral questioning and discussions.
- ◆ Listening attentively.
- ◆ Writing legibly, neatly and in an organized manner.
- ◆ Responding appropriately to verbal/written inquiries.
- ◆ Demonstrating computer literacy.

Demonstrate legal responsibility by:

- ◆ Respecting confidentiality of patient information, laboratory data and instructional content.
- ◆ Not falsifying patient or quality control data.

- 0
- ◆ Complying with established institutional policies including governmental regulations to assure that legal requirements are met in the provision of laboratory services.
 - ◆ Following and supporting policies and practices to assure support of patient rights.
- Follow program, laboratory and hospital chain of command by;
- ◆ Following established policies and procedures for safe laboratory practice involving equipment, chemicals, radiation and biohazards.
 - ◆ Identifying and reporting potential hazards in the work setting.
 - ◆ Meeting established institutional policies to assure that legal requirements are met in the provision of laboratory services.
- 0
- 0

INSTRUCTIONS TO STUDENTS

On the first day of your clinical practicum experience, you will report to the clinical coordinator at your assigned clinical facility at the time established by the facility's contact person.

It is your responsibility to become familiar with the procedure manuals and organization for each assigned area. **Carefully** observe the work performed in each area and **take notes**. You may be informally quizzed to ascertain your knowledge of principles and techniques. The student is encouraged to ask necessary questions anytime during the clinical experience. The clinical instructor should be able to either provide the student with an answer or refer him/her to an appropriate reference.

Make certain you understand instructions and, if necessary, repeat them to the technologist. The student should **obtain a small notebook** and **record information and instructions** given to you by the clinical instructor. The notebook should be **kept with you at all times** for easy access. **Refer to it frequently to avoid asking unnecessary questions**. When you need assistance, seek it. **DISPLAY YOUR INTEREST IN LABORATORY WORK AND KEEP YOURSELF**

OCCUPIED. Read professional literature when time permits. Learn the principles of new methods and instruments. Aim to increase your working speed without loss of accuracy. If your work is finished in your assigned area and your supervisor has no specific assignment for you, ask to observe in another area. Sometimes, the clinical instructors, whose primary roles are to function as laboratory employees, are busy and unable to spend time training the student. The student should keep in mind that the clinical instructor is training them on a voluntary basis and does not receive any compensation from the college for their time or supplies the student uses. Therefore, student training may be delayed due to priority patient testing. The student should try to be patient, as well as creative, and make good use of their time.

It is the student's responsibility to complete the objectives, performance competencies, and to have the clinical instructor complete the evaluation forms by the time they finish the rotation. Some clinical faculty may need to be reminded of the student's need to complete certain tasks on the evaluation forms. The student should be tactful and assertive by asking one of the technologists if they could show them how to do a specific task from their evaluation. At the completion of each assigned rotation, those technologists with whom you have worked will evaluate you. *Please remind your instructors that they should review the evaluations with you at the end of your rotation in that area.* You will also evaluate your experience in that department (Forms in Rotational Submissions section on Blackboard). Review your clinical documents, verify that all evaluations are signed by the appropriate person(s), and verify that you have met all of the requirements for that rotation. Upload all documents on Blackboard by due date and keep originals in binder to be turned in at end of Summer semester.

You must keep a **daily log of your activities**, which is to be signed by the technologists with whom you work (Time Log Sheets). You must also keep a diary of your observations and reactions to the week using the Diary of Observations sheets. Upload both the Time Log and Diary sheets to Blackboard at the end of *each week*. Keep the originals in binder to be turned in at end of Summer semester. These sheets can be found in Weekly Submissions section on Blackboard.

The student must maintain an active email account during the clinical rotation and check this account regularly so that the MLT Clinical Coordinator can communicate with the student. The MLT Clinical Coordinator will make periodic scheduled visits to each clinical facility; she/he will speak to each student as well as the clinical instructor working with each student. If any conflicts or problems arise while the student is in a department, he or she is encouraged to bring them to the attention of the MLT Clinical Coordinator, MLT Program Director or the department supervisor as soon as possible so they can be resolved.

In the case of absence or tardiness, you must notify the clinical affiliate at least one half hour before expected arrival time. The MLT Clinical Coordinator must also be notified in a timely manner.

You are required to **report any illness or injury** occurring within the facility to your clinical instructor **immediately**. Necessary **immediate medical care will be** provided by the facility **at the student's expense**.

Reminder: Clinical performance or behavior, which causes any disruption to patient care or within the clinical facility, will result in your dismissal from the affiliate and an unsatisfactory evaluation for this clinical rotation.

0

0

0

0

0