

STUDENT _____



Student Clinical Handbook

MEDICAL LABORATORY TECHNICIAN PROGRAM

HENDERSON COMMUNITY COLLEGE

The Associate in Applied Sciences at Henderson Community College's MLT Program is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd., Suite 720

Rosemont, IL 60018

Phone: 773-714-8880

FAX: 773-714-8886

Web Page: <http://www.naacls.org>

Email: info@naacls.org

The certificates are KCTCS certificates and are not accredited by NAACLS.

ACKNOWLEDGMENT

The MLT Handbook is written by the Program Coordinator in compliance with the KCTCS/Henderson Community College policies and procedures, the guidelines of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), clinical affiliate's policies and procedures, and input from the MLT Advisory Committee and Clinical Instructors.

Dear Student:

You are receiving this handbook because you have successfully completed the first year classes of the MLT program at HCC and are ready to begin your second year with your clinical externship classes.

I will be reviewing the contents of this handbook with you and we will address any questions you may have as we go over the material. Please refer back to this handbook as needed and use the forms that are included. You will be expected to turn this handbook with the required procedural checklists into the program coordinator upon graduation from the program. You will also complete a timesheet for each semester you are in clinicals. These will be turned in at the end of the semester when you take the class.

You will be asked to sign a receipt of this handbook form and your official acceptance into the program form upon receipt of this handbook.

The faculty and I are totally dedicated to your success in the program and offer our help to you in your studies. We will provide the educational material you need to be able to gain entry-level knowledge and skills appropriate for entry into the medical laboratory technician healthcare field. It is your job to make sure you successfully master the offered instruction and prepare yourself to take the national certification exam.

A copy of this handbook is distributed to each voluntary clinical site department for their reference also.

You have previously received a copy of the First Year Student Handbook and should refer back to it for information related to course descriptions, sequencing of classes, admission criteria, etc. You should have also completed all of the required paperwork, immunization records, drug screen, background check, TB screen, flu shot, etc. Some of these requirements are on a yearly basis and must be repeated if done previously. If for any reason you have not completed these requirements for clinical experience time, you will need to do this immediately - before you can begin clinical hours.

Please do not hesitate to contact me if you have questions at any time about the program.

Respectfully,

Amanda Seaton MS, MT(ASCP)^{CM}
MLT Program Coordinator
Henderson Community College

MISSION STATEMENT

The primary mission of the MLT program is to prepare the student at entry-level competencies for gainful employment in the area of clinical laboratory sciences. Integral to this purpose is assisting students in the development of the technical skills and knowledge necessary to perform in the clinical laboratory.

PROGRAM GOALS AND COMPETENCIES

Associate in Applied Science in Medical Laboratory Technician (Program specific)

Upon completion of the Medical/Clinical Laboratory Technician Program, the graduate should be able to:

1. Perform laboratory tests in all areas of the clinical laboratory.
2. Maintain laboratory materials and equipment.
3. Prevent and detect technical errors.
4. Solve problems as they occur in the clinical laboratory.
5. Carry out an established quality assurance program.
6. Demonstrate professionalism.
7. Follow established clinical laboratory safety guidelines.
8. Demonstrate responsibility for his / her own behavior and dependability towards required duties.
9. Follow all institutional policies.
10. Apply the principles of medical ethics.
11. Demonstrate professionalism.
12. Demonstrate a satisfactory working relationship with peers and clinical instructors.
13. Exhibit enthusiasm and initiative towards all subject areas.
14. Recognize his or her own limitations and seek help when necessary.

General Education Competencies (KCTCS):

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including
 - inquiry and analysis
 - critical and creative thinking
 - written and oral communication
 - quantitative literacy
 - information literacy
 - teamwork and problem solving
- C. Personal and social responsibility, including
 - civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

COLLEGE FACULTY

Amanda Seaton MS, MLS (ASCP)^{CM}
Program Coordinator
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Work: (270)832-9818

Randa Hawa, MHSA, BS, MT (ASCP)
Professor
Room AT 205F
Work: (270) 831-9722
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Mary Shannon Cleavenger, BS, MT (HHS), MLT (ASCP)
Adjunct Instructor
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Home: (270) 389-2651

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Adjunct Instructor
AT 210A
Home: (270)-702-5822

MEDICAL DIRECTOR

Henderson Methodist Hospital
Dr. Primilina Corpus, FCAP
Pathologist
1305 North Elm
Henderson, KY 42420

CLINICAL FACILITIES

Deaconess Hospital
600 Mary St.
Evansville, IN 47710
Phone: 812-459-2470

Deaconess Gateway Hospital
4011 Gateway Blvd.
Newburgh, IN 47630
Phone: 812-842-2000

Ferrell Hospital
1201 Pine Street
Eldorado, IL 62930
Phone: 818-273-3361

Gibson General Hospital
1808 Sherman Drive
Princeton, IN 47670
Phone: 812-385-1793

Methodist Hospital
1305 North Elm
Henderson, KY 42420
Phone: 270-827-7140

Methodist Union County Hospital
4604 Highway 60
Morganfield, KY 42437
Phone: 270-389-3030

VOLUNTARY CLINICAL FACULTY

Each clinical site provides voluntary clinical faculty during clinical rotation periods. Clinical faculty are employees of the affiliate and are responsible for the supervision and instruction of students as they rotate through each department. A list of voluntary faculty will be provided at the beginning of the semester.

ADMISSION REQUIREMENTS AND GUIDELINES

Admission to the MLT program at HCC is based on open enrollment for the first year classes. This allows a student to pursue a phlebotomy certificate and Physician Office Laboratory certificate prior to entry into the program for the second year courses.

Admission criteria for the first year classes are based on the following college requirements. Detailed general admission guidelines are available in the online KCTCS catalog and on the HCC website at <http://henderson.kctcs.edu/Admissions>.

- ◆ Submit a completed application to the college.
- ◆ Submit high school or GED transcripts.
- ◆ Submit ACT or equivalent scores.
- ◆ Submit transcripts of all post-secondary education.
- ◆ Schedule an appointment with advisor.

Proof of immunizations, background check and drug screen is required. For students performing any clinical experience class such as PHB 152, MLT 278, and MLT 279, students must meet all requirements set in Castle Branch Compliance Tracker. The cost of Cast Branch Compliance Tracker is \$86.20. Requirements include:

- ◆ Health exam to include verification of MMR, Tuberculin skin test, up to date tetanus, drug screen (updated annually), proof of chicken pox or varicella vaccination or signed waiver of declination. (Instructor will review the required paperwork with students in PHB 152 and PHB 170)
- ◆ Color-blindness test done on campus.
- ◆ Hepatitis B vaccinations or signed waiver of declination.
- ◆ Criminal background check.
- ◆ Proof of Professional Liability Insurance

Professional Liability Insurance is required. This must be purchased through KCTCS. The cost per semester is added as a course fee for specific MLT classes. Cost may vary from year to year, and generally is between \$11.00 - \$20.00.

A positive drug screen will require a letter from the student's physician on letterhead documenting the required use of the drug. Any other positive result is unacceptable for admission.

A felony class conviction on the student's background check is unacceptable for admission.

Admission to the MLT program occurs when the student begins second year classes. Requirements include all of those listed above plus:

- ◆ An earned grade of "C" or above in all MLT and PHB classes
- ◆ Attendance at a MLT Program Information Conference
- ◆ Signed acceptance of MLT Program Admission Conference Form
- ◆ Any required updates to the clinical experience forms

Note: Students of the MLT program must complete the second year of the program as a block in 2 semesters and cannot take these classes on a part-time basis. In addition, any MLT class taken longer than 3 years prior to a projected graduation date from this program must be repeated. This is to enhance student preparation and performance on the national MLT (ASC) examination required for MLT certification.

Note: Should greater than 16 students seek admission to the second year of the program, selection will be based on a point system dependent upon the KCTCS Rules of the Senate, which will be distributed by the program coordinator to all students seeking enrollment at that time.

TUITION, FEES, AND REFUND POLICIES

The current tuition rate for HCC can be found in the college's schedule published online at http://henderson.kctcs.edu/en/Costs_and_Financial_Aid/Tuition_and_Fees.aspx. The fee for required student liability insurance is built into costs for the semester and will appear on the student bill. This is generally between \$11.00 and \$20.00.

Additional costs are required for the Healthcare records requirements. These costs are dependent upon the previous immunization record of the student and can vary greatly. There are costs for the drug screen and background check.

The refund policy is based on college guidelines and is found in the schedule published online.

Students can go to the Admissions or Business offices on campus with any questions or concerns regarding tuition, fees and the refund policy.

PROGRAM RETENTION

To progress in the program, a student must successfully pass each course with a "C" or better grade, thereby demonstrating proficiency.

Readmission to the MLT program is dependent upon the following KCTCS guidelines:

- ◆ Readmission to the Medical Laboratory Technician program will be dependent upon available resources.
- ◆ In order for a student to be considered for readmission to the MLT program the applicant must:
 - a. submit a written request to the Program Coordinator at least one week prior to registration for the semester the student is requesting readmission; and
 - b. meet current guidelines for admission.
- ◆ A student may be re-admitted to the Medical Laboratory Technician program no more than two times.

TERMINATION

The following actions will result in termination from the program:

1. Misuse or destruction of school or hospital property.
2. Two consecutive or concurrent probations (academic, attendance, disciplinary).
3. Excessive unexcused absence or tardiness.
4. Cheating, lying or theft.
5. Unprofessional conduct, especially breach of patient CONFIDENTIALITY.
6. Malpractice or unsafe practice.
7. Objectionable behavior when on campus or at the clinical site.
8. Non-payment of monies owed to the college.
9. Use of dangerous drugs or alcohol when on campus or at the clinical site.

REQUIREMENTS FOR GRADUATION

The student will have completed the program when they have:

1. Maintained a 70% (C) average in each required MLT and PHB course.
2. Full-filled all college requirements for graduation.

Upon completion of requirements for graduation, the student will receive an Associate of Applied Science in Medical Laboratory Technician.

It is not a requirement that a student pass any type of external certification test to graduate from the HCC MLT program. However, to successfully complete MLT 279, all potential graduates must submit evidence of successful registration to take the MLT (ASCP) National Registry exam or equivalent National Registry exam.

SPECIAL LICENSURE OR CERTIFICATION

Upon successful completion of the program, the student can take the national board exam offered by the Board of Certification of the American Society of Clinical Pathologists.

If successful, graduates may then use the “MLT (ASCP)” designation.

METHODS OF INSTRUCTION

The methods of instruction are varied throughout the year. Lecture is the major form of instruction for presentation of theory material. Other methods used to supplement the lecture include films, filmstrips, slides, transparencies, videotapes, and educational internet websites. In addition to lecture and visual presentations, skills are demonstrated and return demonstrations may be required. As students proceed through the 30 week clinical experience, they perform routine laboratory procedures under direct supervision of a voluntary clinical instructor. The MLT program coordinator is responsible for all clinical experiences.

LABORATORY SAFETY

The students receive approximately 10 hours of concentrated instruction on laboratory safety including proper handling of chemicals, types of fires and proper fire extinguisher use, biological hazards, basic first aid, and numerous other topics relating to safety. Additional instruction is received during clinical experiences in the specific laboratory section.

JOB OPPORTUNITIES

Job opportunities are available locally. However, if the graduate is willing to relocate, the job market nationally is excellent. Most MLT's are employed in city or county hospitals or medical centers, but other positions may include doctor's offices, industry, medical sales, and veterinary clinics.

Advancements are limited for MLT graduates without further education and training. Ambitious individuals can use work experience and/or college courses to satisfy requirements for higher level certification. Higher level certification can lead to advancement in the laboratory.

ADVISORY COMMITTEE

The Medical Laboratory Technician program has an active advisory committee providing guidance in curriculum and skill needs. The committee meets formally in the spring and fall. Many informal meetings are held as need arises. A student will be asked to serve as a representative of the class for each advisory committee meeting.

RECRUITMENT

Henderson Community College actively participates in job fairs, college fairs, and health fairs in the surrounding area to inform the public of the various programs offered by our institution. In addition, the Program Coordinator participates in various demonstrations to area high school biology and health services classes.

GRADING SCALE – PROGRAM PROGRESSION

1. The grading system is as follows:

90-100	= A (Superior)
80-89	= B (Above Average)
70-79	= C (Average)
0-69	= D (Unsatisfactory)
2. A semester grade of "C" or better in each MLT course shall be a prerequisite for program progression.
3. If a student is having academic problems (failing tests, etc), it is the responsibility of the student to contact the instructor and seek assistance.
4. It is also the responsibility of the student to contact the MLT instructor concerning make-up work and missed tests the day he/she returns to school following an absence. Failure to contact the instructor will result in a "zero" being given for the missed assignment or test. Tests are to be taken the day the student returns to class.
5. Official grade reports will be provided at the end of each semester.

STUDENT ORGANIZATIONS

Students are encouraged to participate in various on-campus organizations. Students may be invited to join Phi Theta Kappa, a national honor society for community colleges. This invitation is based largely on scholastic standing.

ATTENDANCE

It is the philosophy of the schools to plan a curriculum for the average student to successfully accomplish the MLT course work in 24 months therefore excessive absences will be detrimental to the student's ability to meet the requirements in both theory and clinical courses. It is also the purpose of the faculty to aid the student in maintaining or establishing habits which are acceptable to future employers.

Procedure:

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Procedure:

1. It is the responsibility of each student to report to the classroom by the designated time.
2. Once clinical rotations begin, it will be the responsibility of the student to report to their designated clinical rotation on time.
3. All appointments, including Doctor and Dentist should be made at times other than school hours.
4. Tardiness and Absences should be avoided. When it is unavoidable the student should notify their instructor before class time on that particular day. During clinical rotations absenteeism should be reported to your clinical instructor, as well as the program director.
5. All on-campus and clinical lab time must be made up. The student will work with the instructor/clinical coordinator to schedule makeup time. If the student does not make up the time, he/she will receive an "I" until the time is made up for this class.
6. Following an absence, it is the responsibility of the student to contact the instructor concerning make-up work and missed tests the day he/she returns to school. Failure to contact the instructor will result in a "zero" being given for the missed assignment or test.
7. The instructor shall report to the school registrar and academic dean or designee the name of any student not making satisfactory progress in class due to irregular attendance. The student may be dropped from the course if a reasonable time of counseling support has been given and he/she continues to fail to make satisfactory progress.

ON CAMPUS LAB REQUIREMENTS

All students must wear long pants or skirt with hose/stockings (no bare legs), closed-toe shoes with socks and impervious lab coats that meet the following specifications:

- ◆ impervious to fluids
- ◆ knee length
- ◆ button from bottom to top (at the neck)
- ◆ long sleeves with closed cuffs at the wrists
- ◆ pockets available
- ◆ able to be disposed of when the student exits the program
- ◆ should never leave the MLT on-campus lab
- ◆ appropriate size to fit so that all buttons are buttoned

The student is responsible for their own disposable gloves and safety eye ware.

Gloves must be placed in the biohazard containers, not the regular trash cans or sharps containers.

All sharps of any kind must be placed only in the sharps containers.

Any hair that can dangle in the student's face must be held back with a headband and/or a ponytail holder.

NO FOOD or DRINK in the Lab.

All purses, jackets, book bags, etc. must be safely stored away from the lab counter tops during labs.

Any student leaving the lab must remove gloves and lab coat, then wash their hands prior to leaving the lab.

HEALTH INSURANCE/ON CAMPUS EMERGENCY CARE/CHANGE IN HEALTH STATUS

HEALTH INSURANCE/ON-CAMPUS EMERGENCY CARE:

In case of an in lab/class accident on campus that requires immediate attention, the student will be taken to the nearest immediate care facility or 911 will be called to provide emergency care. The student will be responsible for all costs involved.

PREGNANCY AND CHANGE IN HEALTH STATUS:

Students who are pregnant must submit written permission from a physician to participate in externship hours. After surgery and/or hospitalization, a physician's release to return to clinicals is required. The purpose of the statement is not to exclude the student from the program, but rather to safeguard the student and the student's clients. If any of the immunizations or PPD test are contraindicated due to pregnancy or other conditions, a physician's statement should be submitted.

PERSONAL INJURY:

Students who become injured and/or exposed to bloodborne pathogens at the college or at the clinical site must complete an accident form at the facility and the College accident form (FM 84) immediately. The coordinator will assist the student in completing the form FM 84. Additional laboratory tests may be required and obtained at the Henderson County Health Department or elsewhere at the student's expense.

DISPOSABLE NEEDLE POLICY:

Due to the risk factor involved in transmission of bloodborne pathogens and the liability related to injury from discarded sharps, the following policy will be adopted until further notice. Do not take syringes or needles out of the classroom.

Place used needles, syringes, and other sharps in a sharps red plastic container marked biohazardous materials. Anyone injured by a needle must report the accident and complete an accident report. Routine puncture wound care will be initiated.

This may include application of an antiseptic agent and Band-Aid, tetanus injection from your family physician, and follow up lab work. This will be at the student's expense. This is for your own protection.

CLASSROOM BEHAVIOR

1. Classes are conducted on an informal basis. Students are expected to participate. A student will not be allowed to control discussion and is expected to accept responsibility to make appropriate, meaningful contributions to class discussions. Students should observe their schedule and read appropriate text material before class.
2. The student is expected to be alert and attentive in class. The instructor is privileged to ask a student to leave class if the individual is inattentive or disruptive. The student will be recorded as absent and the time is subject to make-up at the discretion of the instructor. Inappropriate behavior or language are not acceptable.
3. No EATING or DRINKING is permitted in the classroom lab or clinical areas.
4. SMOKING is not permitted in the classroom or clinical areas.

STUDENT COMPLAINTS

A student having a complaint related to the Phlebotomy and/or MLT program may bring that complaint in writing to the attention of the instructor. The instructor will try to assist the student in the resolution of the problem.

If the instructor cannot find a resolution acceptable to the parties involved, the student may bring that complaint in writing to the attention of the MLT program coordinator. The coordinator will try to assist the student in a resolution of the problem.

If the coordinator cannot find a resolution acceptable to the parties involved, the student will need to submit a formal complaint to the division chairperson who will assist the student with the proper process to take.

Written records shall be maintained for 2 years or until the student graduates.

CONDUCT/STUDENT APPEALS

The student code of conduct and the appeals process for grades are made available in the *KCTCS Code of Student Conduct: Rules, Procedures, Responsibilities*. Students can locate this document at the HCC website: [Henderson.kctcs.edu](http://henderson.kctcs.edu) and click on Student Life > Code of Conduct. This information is found in the Student Handbook, which is distributed to new students during Orientation and can be found on the HCC website:

http://henderson.kctcs.edu/Current_Students.

PARKING

Parking is provided at the school. Please use any available parking space except those designated as Handicap, Staff or Visitor. You will receive a warning for parking in an unauthorized space. Repetition of unauthorized parking will result in your car being towed at your expense.

MLT PROFESSIONAL ENTRY LEVEL COMPETENCIES

Upon completion of the Medical Laboratory technician Program, the graduate should be competent in:

1. Collecting, processing and analyzing biological specimens and other substances.
2. Performing analytical test of body fluids, cells and other substances.
3. Recognizing factors that affect procedures and results and taking appropriate actions within predetermined limits when corrections are indicated.
4. Perform and monitoring quality control within predetermined limits.
5. Performing preventative and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs.
6. Applying principles of safety.
7. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, and other health care professionals and with the public.
8. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
9. Applying basic scientific principles in learning new techniques and procedures.
10. Relating laboratory findings to common disease processes.
11. Establishing and maintaining continuing education as a function of growth and maintenance for professional competence.

Technical Standards (Essentials)

The Medical Laboratory technician specializes in the application of scientific knowledge and theory in the skillful performance of medical/clinical laboratory functions. Therefore, to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity and color perception to perform microscopic examinations, to distinguish color reactions, and to detect antigen-antibody reaction.
2. Sufficient gross and fine motor coordination to efficiently implement the skills required in performing laboratory functions.
3. Sufficient communication skills (verbal, non-verbal, and written) to interact effectively with individuals.
4. Sufficient intellectual and emotional functions to plan and implement laboratory duties in a responsible manner.

MEDICAL LABORATORY TECHNICIANS AT CAREER ENTRY

According to the American Society for Clinical Pathology, an entry level MLT is defined as:

TECHNICIAN LEVEL

Knowledge

The technician has a working comprehension of the technical and procedural aspects of laboratory tests. The technician maintains an awareness and complies with regulatory requirements, safety regulations and ethical standards of practice. The technician correlates laboratory tests to disease processes and understands basic physiology recognizing appropriate test selection and abnormal test results.

Technical Skills

- *Follows established procedures for collecting and processing biological specimens for analysis.*
- *Performs chemical, microbiologic, immunologic, hematologic and immunohematologic laboratory procedures that require limited independent judgement.*

The technician comprehends and follows procedural guidelines to perform laboratory tests to include (1) specimen collection and processing; (2) instrument operation and troubleshooting; (3) result reporting and record documentation; (4) quality control monitoring; (5) computer applications and (6) safety requirements.

Problem Solving and Decision Making

- *Recognizes unexpected results and instrument malfunction and takes appropriate action.*

The technician recognizes the existence of procedural and technical problems and takes corrective action according to predetermined criteria or refers the problem to the appropriate supervisor. The technician prioritizes test requests to maintain standard patient care and maximal efficiency.

Communication

- *Provides laboratory information to authorized sources.*

The technician communicates specimen requirements, reference ranges, and test results, and prepares drafts of procedures for laboratory tests according to a standard format.

Teaching and Training Responsibilities

- *Demonstrates laboratory technical skills to other laboratory personnel*

The technician trains new technicians and students and maintains technical competence.

SPECIAL DEMANDS:

1. Absolute integrity in the accurate performance and reporting of results.
2. Professional discretion with patient information. Must adhere to HIPAA regulations.
3. Ability to communicate effectively with other hospital personnel and with patients.
4. Rigid accuracy in the identification and reporting of numbers, names, and results.
5. Willingness to work any shift and/or weekends
6. Ability to work under stress.

HENDERSON COMMUNITY COLLEGE
ACADEMIC PLAN/APPLICATION FOR ASSOCIATE IN APPLIED SCIENCE DEGREE IN MEDICAL LABORATORY TECHNICIAN

EMPL ID _____ Major/Program Code _____ Name _____

(Complete shaded areas as applicable)

2014

Academic Success Requirements (May be required)	Semester Taken	Credit Hours
ENC 090 - Foundations of College Writing I		3*
ENC 091 - Foundations of College Writing II		3*
MAT 055 - Pre-Algebra		3*
MAT 065 - Basic Algebra with Measurement		3*
MAT 085 - Intermediate Algebra		3*
RDG 020 - Improved College Reading		3*
RDG 030 - Reading for the College Classroom		3*
* Courses numbered 001-099 and MA 108 do not count toward the determination of grade point average or as credit toward graduation.		

General Education Requirements	Semester Taken	Credit Hours
ENG 101 - Writing I		3
PY 110 - General Psychology		3
COM 181 - Basic Public Speaking OR		3
COM 252 - Introduction to Interpersonal Communication		
Heritage/Humanities Course		3
Mathematics Course (<i>Mathematics course must be MAT 110 or a higher level general education math course.</i>)		3
Chemistry Course (<i>Chemistry course must be CHE 130 or a higher level general education chemistry course.</i>)		3-4
Subtotal General Education Requirements		18-19

Medical Laboratory Technician Requirements	Semester Taken	Credit Hours
Digital Literacy Course		
		0-3
BIO 135 - Basic Anatomy & Physiology with Lab		4
MLT 101 - Introduction to the Clinical Laboratory		3
PHB 151 - Phlebotomy		1
PHB 152 - Phlebotomy Clinicals		1
MLT 112 - Urinalysis		2
MLT 115 - Serology		2
BIO 225 - Medical Microbiology		4
MLT 205 - Clinical Microbiology I		3
MLT 206 - Clinical Microbiology II		2
MLT 215 - Hematology I		4
MLT 216 - Hematology II		3
MLT 225 - Immunohematology I		2
MLT 226 - Immunohematology II		2
MLT 233 - Clinical Chemistry I		3
MLT 234 - Clinical Chemistry II		2
MLT 278 - Practicum I		4
MLT 279 - Practicum II		4
Subtotal Medical Laboratory Technician Requirements		46-49
Total Credit Hours		64-68*
*A course used to fulfill one requirement cannot be used to fulfill another requirement.		

Computer/Digital Literacy	Semester Demonstrated
Computer/digital literacy has been demonstrated by:	

The Associate in Applied Science Degree in Medical Laboratory Technician is awarded to students who complete a minimum of 64 credit hours, including the specified requirements, with a cumulative grade point average of 2.0 or higher.

Clinical Facility Rotations

APPLIED EDUCATION ASSIGNMENTS/CLINICALS

The excellence of the MLT program stems from the efforts and abilities of our administration, faculty, advisory committee and clinical sites. This cooperation enhances the learning experience of the students and thus their quality of skills and knowledge.

MLT program students will be placed in clinical rotations through each department of the clinical lab. These clinical rotations involve work experiences designed to help the student develop skills needed for future employment. The Program Coordinator, with the cooperation of supervisors in the various departments of the lab, evaluates the progress of the students. The expertise of the various supervisors enhances the learning experience of the students and thus their quality of skills and knowledge in each area of the laboratory.

Each student shall complete at least 1 rotation (6-8 days) in each area of the clinical lab (UA, Hematology, Chemistry, Blood Bank, Microbiology/Serology) areas.

Students in MLT 278 shall spend the first few clinical days on campus to prepare for clinical site rotations.

Time sheets and task lists (checklists) must be maintained by the students. The clinical coordinator will discuss these prior to the students beginning clinical experience.

CONTINGENCY PLAN FOR CLINICALS

The MLT program at HCC admits 14-16 students a year and has affiliate agreements with clinical affiliates to accommodate that number of students. In the event that one of the clinical affiliates should terminate an agreement and another affiliate cannot be found to replace the affiliate, the MLT students in the program will complete their rotations in the following manner:

1. The students will be taken in order according to the highest average in all MLT courses completed at the time.
2. In the event that all students cannot be accommodated in the other facilities before the semester is over, the students will be given the opportunity to ask for an incomplete or "I" grade. The incomplete grade will be given by the MLT instructor(s) until the rotation(s) can be completed during an appropriate time, such as in the summer session or the following semester.

GENERAL POLICIES

1. Students are to remain in the area of the hospital or clinic to which they are assigned. Travel is to be limited to the cafeteria, snack bar, gift shop, etc. unless it is to obtain patient specimens. Indiscriminate wandering through or the exploring of the hospital is not permitted.
2. Students wishing to visit a patient in the hospital must do so during breaks or lunch.
3. Telephones provided in the clinical affiliates are for official use. Personal calls are to be limited and brief in time. Excessive use for personal calls will result in the discontinuance of telephone use by students.
4. Non-emergency calls to the student during clinical phase or pre-clinical phase are discouraged.

5. The Clinical Affiliates in cooperation with the MLT program directors will assign experiences for the educational benefit of the student, and students will not be assigned in such a manner that permits replacement of a regular employee.
6. The maximum time (classroom and clinical) scheduled for an individual student will not exceed eight (8) hours per day excluding time for meals.
7. Cell phones are to be turned off during clinical experience time.

STUDENT CONDUCT

Your appearance and conduct are the standards on which most of the lay public's impressions of the field of Clinical/Medical Laboratory Science are based. It is expected that you will be concerned about this and will conduct yourself accordingly.

In keeping with the objectives of the profession, your work with patients demands dignity, respect, understanding, and kindness. The patients come to your care under serious circumstances, and your conduct while caring for them must be fitting and proper.

Always remember that you have access to information that is extremely personal; avoid betrayal of confidences even in "shop talk". Any sharing of information about a patient should be based on your need to understand and help solve a problem, never as a topic of idle conversation. A good general rule to apply to the treatment of your patients is to imagine how you yourself, or a member of your immediate family would want to be treated.

CODE OF ETHICS

Being fully cognizant of my responsibilities in the practice of medical technology, I affirm my willingness to discharge my duties with accuracy, thoughtfulness and care.

Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold inviolate the confidence and trust placed in me by patient and physician.

Recognizing that my integrity, and that of my profession must be pledged to the absolute reliability of my work, I will conduct myself at all times in a manner appropriate to the dignity of my profession.

CLINICAL PERFORMANCE EVALUATION

The student is evaluated at the completion of each clinical rotation by the appropriate clinical supervisor. A student is evaluated on performance skills, professional attitude, psychomotor and affective skills. Each evaluation includes a task list of skills expected for the specific clinical rotation. Periodic conferences are scheduled between the student and the Program Coordinator during the year to discuss evaluations, progress and problems. All evaluations and grades are kept as a part of the permanent record. A copy of the student clinical evaluation, as well as, the clinical task list of required skills are included in the clinical handbook.

CHECK-LISTS

Check lists and performance criteria are provided to document competency in each area of study.

It is your responsibility to have the list checked during each clinical rotation. It is expected that you satisfactorily perform at least 90% of the activities listed. You should keep a notebook with all of these in it so that at the end of the year you can verify your competency in each area of the lab. This is a **requirement** for each rotation. An example is included in your handbook. Additional copies will be available in the college lab. Be absolutely sure to take one of these to each new rotation on your first day. Your supervisor in each area should initial/sign your checklist. This is your responsibility!

NOTE: Competency is exhibited by performing within the time frames and degree of accuracy stated for each area.

PERSONAL APPEARANCE POLICY FOR LABORATORY TECHNOLOGY STUDENTS

Personnel in the health care field must present to the general public, as well as to patients, a manner and appearance which will instill security and confidence. Patients have a variety of opinions, beliefs and convictions. Personal appearance, beyond reasonable expectations, may alarm patients and visitors and interfere or even prevent the acceptance of needed medical services.

Professional standards of appearance are important to the overall quality of patient care. For example, a high level of personal cleanliness is maintained as a standard for hospital employment. Poor oral hygiene, offensive body odors, unkempt hair and other signs of poor personal hygiene cannot be tolerated.

The following standards are therefore established for all HCC Medical Laboratory Technician Students.

The student ID Badge **must be worn** at all times above the waist and easily seen while on duty.

DRESS ATTIRE:

A FLUID RESISTANT LAB COAT MUST BE WORN AT ALL TIMES WHILE WORKING IN THE LAB OR OUT OF THE LAB FOR PHLEBOTOMY PROCEDURES.

1. Scrub Suit:
 - a. Hunter green top and bottoms must match.
 - b. T-shirts worn under scrub tops must not be visible past the scrub sleeve or hem of the shirt or scrub top.
 - c. White turtlenecks, knit shirts, and dickeys are permissible with hunter green pants or skirts.
 - d. **No hospital scrubs allowed – unless body fluid contamination.**

2. Underclothing:
 - a. No bare legs.
 - b. Hose or socks required
 - i. Colored socks should be solid color, no loud colors, stripes, or designs.
 - ii. SOCKS should match the pants or be white.

- iii. HOSE should not be textured or patterned.
 - iv. HOSE and STOCKINGS should be clean and in good condition.
- 3. Other Underclothing:
 - a. Full undergarments are to be worn, i.e., bra, panties.
 - b. **NO PRINTS, COLORS OR THONGS should show through clothing.**
 - c. Camisole to be worn if appropriate.
- 4. Shoes:
 - a. Leather shoes only (white, navy, brown or black.)
 - b. **MUST BE CLEAN.**
 - c. No holes.
 - d. Clogs may be worn (No open toe shoes).
- 5. Personal Appearance:
 - a. Hair should be kept clean, well groomed, and styled.
 - b. Hair color should be conservative – **NATURAL COLORS ONLY.**
 - c. Wigs and hairpieces, including short falls are permissible if they meet the above standards.
 - d. Mustaches and beards are permissible if short, clean and well groomed.
 - e. **No visible nose, tongue, eyebrow, lip, or chin rings are allowed.**
 - f. Patient care providers should ensure hair is secured away from their face at all times to reduce contact with patients.
- 6. Fingernails:
 - a. Length should be fairly short so as not to hinder laboratory testing and/or ability to perform venipunctures and arterials.
 - b. **Must be clean.**
 - c. Polish may be worn; white or pale tones are suggested. **NO BRIGHT COLORS SUCH AS BRIGHT RED OR HOT PINK – NO CHIPPED POLISH.**
 - d. **NO ARTIFICIAL NAILS**
- 7. Cosmetics:

All cosmetics may be used in moderation and in good taste.

 - a. **HEAVY MAKE-UP IS NOT ACCEPTABLE.**
 - b. **STRONG, HEAVY PERFUMES ARE NOT TO BE USED.**
 - c. **TATTOOS MUST NOT BE VISIBLE.**
 - d. Facial jewelry, such as eyebrow rings/studs, nose ring/studs, lip rings/studs, or tongue studs are not considered appropriate in the professional hospital environment.
 - e. Individuals may wear no more than a total of **four** earrings in the ear lobes.
 - f. Small posts or hoops no larger than a dime may be worn.
- 8. Cleanliness:

It is very important to pay particular attention to daily personal cleanliness when working in close proximity with patients, visitors, and other personnel.

 - a. **DAILY USE OF DEODORANT AND FRESH BREATH IS A MUST.**

NOTE:

Students who report to clinicals without meeting the dress code requirements may be asked to leave until the specific dress code violation has been corrected. Each incident will be documented in the evaluations.

Students are subject to any special requirements of the individual clinical facility.

GENERAL OBJECTIVES FOR CLINICAL PRACTICUM

1. During the clinical rotation the students will follow the school attendance policy as it relates to the clinical lab and conform to the shift hours, lunch periods, and break times specified by each hospital.
2. Following the laboratory rotation in each department, the student will be able to plan, organize, and complete routine tests as guided by the laboratory instructor.
3. The student will demonstrate acceptance of supervision by putting into practice directions and suggestions given by the laboratory instructor.
4. The student will demonstrate acceptable professional attitude by showing concern for patients' welfare, cooperating with co-workers, and communicating effectively.
5. The student will demonstrate professional integrity by being honest and straight-forward at all times during all clinical activities and in all relationships.
6. The student should demonstrate initiative by activities such as using time effectively, seeking further information, and performing additional assignments.
7. The student will recognize capabilities and work with self-confidence, but will also recognize limitations and not exceed duties specified by the laboratory instructor.
8. The student will perform consistently accurate and precise work as measured by lab standards for each test.
9. The student will, at all times, practice safe work habits and specimen handling techniques according to established laboratory procedures.
10. During the clinical rotation, the student will develop the ability to produce a reasonable volume of work under normal laboratory conditions.
11. Under the guidance of the laboratory instructor, the student will understand principles underlying test procedures and effectively apply theory to practice.
12. After completing a clinical rotation, the student can follow laboratory procedures with minimum supervision.
13. The student will exhibit knowledge of the proper use and care of equipment, supplies, and other lab resources as specified in lab procedures and demonstrated by instructors.
14. The student will consistently perform routine quality control measures, understand their significance, and initiate remedial measures when appropriate or instructed to do so.
15. The student will, at all times, record and report test results accurately, and completely, following guidelines established in the laboratory.

GENERAL LABORATORY RULES

1. Neatness, cleanliness, and good taste in dress and action are desirable attributes. Your uniform or lab coat should be clean.
2. Punctuality should be an important part of your daily habits.
3. Pay as much attention to the proper collection of specimens as you would in the examination of the specimen. Remember, your test results are reliable only if your specimen was properly obtained.
4. Label specimens so that the label cannot come off and the specimen can be definitely identified.
5. Handle all laboratory apparatus and glassware carefully. Rough handling, if it does not break a piece of equipment, may alter its accuracy and introduce an unsuspected error which will therefore appear in each succeeding analysis.
6. Pursue a definite program of instrument maintenance and inspection.
7. Be familiar with the properties of various chemicals. Know what is poisonous and corrosive.
8. Follow laboratory procedures meticulously.
9. Know the correct methods for disposing of specimens and dangerous solutions or other preparations.
10. Laboratory findings are **CONFIDENTIAL MEDICAL INFORMATION** and are not to be discussed with or transmitted to unauthorized persons. **DO NOT** show laboratory reports to unauthorized persons.
11. Avoid making copies of laboratory reports if possible. Each act of copying increases the risk of errors being entered onto copy reports. Most errors in lab reports are due to clerical mistakes! Be neat!
12. **DO NOT** trust your memory! Acquire the habit of using pencils, paper, identification tags, and labels.
13. Be aware of the safety and first-aid procedures used in your lab.
14. Keep up with the latest developments in your field of work in the lab (i.e., READ). Subscribe to journals and use the hospital library and/or start your own personal library. Use the internet to increase your knowledge.
15. Cooperate with the other hospital or clinical staff. Be courteous to patients. Remember, patients are ill and any effort on your part to make their stay more pleasant will be appreciated.
16. Patient identification is **absolutely critical** prior to phlebotomy. It is assault to stick a patient without their approval.

CLINICAL SITE ATTENDANCE:

Since clinical training is of major importance in the educational process, absences will not be allowed. Any time missed from an assignment must be made up. If the time is not made up, the student will not receive a passing grade for the clinical class. There are no excused absences from the clinical rotation schedule.

Students who are going to be absent from their clinical affiliate must notify the hospital clinical coordinator **AND** the college clinical coordinator. Notification must be done as early as possible the morning of the day of the scheduled clinical assignment. If the student is aware the day before, the appropriate individuals should be notified immediately.

Make-up time **must** be scheduled with the college clinical coordinator.

CLINICAL SITE EMERGENCY CARE

The college has a Memorandum of Agreement with each clinical facility that defines the responsibility of the clinical facility to render any necessary emergency care to students as is available on site. Students are responsible for any cost incurred unless and until another party is found to be responsible.

SNOW DAYS:

If the college is closed due to snow or inclement weather the student is excused from clinical hours.

TRANSPORTATION:

Students are responsible for their own transportation to clinical sites.

FINANCES:

Students are responsible for the cost of their meals, transportation, and other expenses incurred.

SERVICE WORK

Students will not be assigned experiences in a manner that would permit them to replace a regular employee. Service work is not allowed.

NO PAY FOR CLINICAL HOURS

Students **cannot** be paid in any way for clinical hours.

HOURS:

8 1/2 hours with 1/2 hour for lunch or with special arrangements with the faculty.

EX: 7:00 - 3:30 8:00 - 4:30

7:30 - 4:00 8:30 - 5:00

(Some clinical facilities take an hour for lunch, then 8:00 - 5:00.)

COFFEE BREAKS:

15 minutes in AM and PM.

Discuss this with your department supervisor. Complete what you are doing before you go. Go with other techs or students in your department--don't wait until the whole class can go.

All medical facilities are smoke free. You must follow the facility smoking rules.

ATTENDANCE:

You are expected to be at the clinical site at the time assigned--**NOT LATE.**

Be ready to go to work as soon as you arrive. Be sure to complete your time card on a daily basis and have your clinical supervisor sign at the end of each week. An example is included in this handbook. Additional forms are available in the college lab.

If you absolutely cannot come in: Phone one of the college instructors and call the hospital **BEFORE** time for you to be there.

*If hours present in the lab are less than 4 hours, then a half day will be rescheduled at the discretion of the clinical facility and MLT program.

*If the student is sent home by laboratory personnel for reasons beyond the student's control, no extra lab time needs to be rescheduled. This needs to be reported by the student to the program coordinator. The student cannot ask to be sent home without being required to make up lost time.

Make-ups will be scheduled after consultation with clinical faculty and college coordinator. Expect to work on Saturday/Sunday for make-up times.

PARKING:

Each facility will assign designated parking. Most facilities have an employee's parking lot which you may use.

APPEARANCE:

Neat, clean, uniform; name tag; and polished shoes. Students are expected to maintain a neat and orderly appearance at all times. Name tags must be worn.

*See "Personal Appearance Policy".

IDLE TIME:

If you are not busy in your department--ask your supervisor if there is anything you can be doing--QC, studying slides, etc. Or you can always study--related to your department.

Ask questions--show interest!

BE ALERT--You are assuming responsibility and should become aware of abnormalities in reports. Information to which you have access is "classified" information. You are not to discuss who the patient is, what they had done, or anything else outside the laboratory.

PROBLEMS:

If a situation arises where you feel you are in conflict with the clinical instructor or other personnel consult with the on-campus coordinator. The program coordinator will assist you in discussing this with the clinical faculty.

Problems arising from absences, tardiness, dress, emotional problems, etc. will be referred to the MLT Program Coordinator.

SCHEDULING ALTERNATIVE SHIFTS:

Part of the student's laboratory training in the affiliated clinical site may include a weekend or second shift rotation to be scheduled at the discretion of the Chief Technologist with the concurrence of the MLT clinical coordinator. Alternative shift training will begin when the Chief Technologist judges the student's skills and capabilities are sufficient to benefit from the weekend/second-shift environment.

The goals of weekend and alternative shift hours are to:

1. Give the student laboratory experience they cannot obtain during a daytime clinical rotation.
2. Teach the student how to function with a reduced number of staff members in the department.
3. Make the student aware of weekend, second and third shift limitations of the laboratory.
4. Acquaint the student with other responsibilities that MLTs may assume during weekend and second shift hours.

Second shift means @ 3 PM to 11 PM. Weekend shifts can include any routinely scheduled hours. The student is required to make arrangements with the clinical facility, to inform MLT program instructors **in writing** of dates, hours, and the supervisor at least 1 week prior to an alternative shift.

Note:

Students will take no night call.

Students will be granted the holiday schedule of the college.

There will be no independent work or signing out of work by the student.

Students **cannot** receive pay for clinical hours.

SAFETY

It is an important personal responsibility to practice safe working habits at all times.

SAFETY TRAINING

Students entering the second year of the MLT program have successfully completed the laboratory safety component of Henderson's Community College MLT Program.

Safety instruction covered Physical, Chemical and Biological hazards commonly encountered in the clinical laboratory environment. Topics included but were not limited to:

- Biohazards (including HIV & Hepatitis)
- Protective Devices
- CDC's Universal/Barrier Precautions
- Electrical/Fire
- Cuts, Abrasions
- Falls, Spills
- Emergency First Aid
- Burns, Scalds
- Flammables, Toxic/Poisons Carcinogens/Fumes & Vapors
- Acids/Corrosives
- Spill Handling
- Waste Disposal
- Radiation
- Labeling Systems
- Material Safety Data Sheets
- Fire Extinguishers
- Appropriate Use of Fume/Biological Hoods

Attn: Clinical Site Coordinator

The student should obtain a completed site safety checklist from each clinical site during his/her first rotation at the facility. These are to be submitted to the clinical coordinator by the student by the end of the first semester.

CLINICAL EVALUATIONS

Professional aptitude of the students will be monitored by the supervising instructor in each department. An evaluation will be completed at the end of each clinical rotation. A copy of the evaluation form is included in this handbook in order to familiarize the student with the type of behaviors on which each will be evaluated.

Numerical evaluations of student performance will be pooled from all rotations for the semester and converted to a grade.

The points assigned are as follows:

- 5 = Outstanding Performance**
- 4 = Above Average Performance**
- 3 = Average Performance**
- 2 = Below Average Performance**
- 0 = Does not meet minimal standards**

Clinical evaluations of each student are reviewed when received. If a student's clinical evaluations indicate major problems or an unsatisfactory performance, the student will be notified. A conference with the clinical and/or program coordinator will be held. Your grade in each clinical class will be determined based on specific criteria as outlined in your class syllabus.

Students will have the opportunity to evaluate clinical instructors at the end of each semester. This provides feedback to the clinical coordinator and college officials regarding the effectiveness of on-site instruction.

APPEAL PROCEDURE:

In the event a student wishes to appeal a clinical evaluation, he or she should notify the program coordinator in writing. The written request should clearly specify the issue(s) to be appealed.

A conference with the student, program coordinator/director and college clinical coordinator will be held in an attempt to resolve the dispute. The program coordinator/director shall then issue a written decision on the appeal.

Any further appeal must follow KCTCS required procedures for student appeals.

An individual student may not confront, dispute or take any other action that might be misconstrued as coercion towards any volunteer clinical faculty.

Should an appeal require voluntary faculty input, that input will be obtained in the appropriate appeal process. Students will not discuss issues of appeal or dispute with any voluntary faculty without the presence of a program official.

POLICIES INFORMATION:

The MLT Program adheres to all policies regarding students as set forth in the HCC Student Handbook. Be certain to familiarize yourself with the contents of this publication. **This is your responsibility.**

CLINICAL SITE SAFETY CHECKLIST

To be completed on first day of clinical rotations.

- _____ Fire Extinguishers
- _____ Fire Blanket
- _____ Emergency Eye Wash
- _____ Showers
- _____ Fume Hood
- _____ Biological Hood
- _____ Spill Clean Up Kit
- _____ Disinfectant
- _____ Material Safety Data Sheets
- _____ Evacuation Routes
- _____ Sharps Disposal
- _____ Biohazards Waste Containers
- _____ Gloves
- _____ Safety Glasses
- _____ First Aid Kit

Please check off each item located. Sign below to signify that you understand the purpose and/or appropriate use of each.

Student Signature

Instructor's Signature

Date

Clinical Site

TASK LIST FOR CLINICAL CHEMISTRY

STUDENT NAME:	FACILITY:			DATE:
TASKS TO PERFORM:	Policy, rules, procedure explained by instructor and observed by student	Performed under supervision	Performed independently	Needs Improvement
1. Process specimens to include centrifugation, separation, and labeling (<i>minimum of 25</i>).				
2. Operate automated chemistry instrument for analysis of specimen chemical constituents.				
3. Perform daily quality control procedures and evaluate data correctly.				
4. Perform therapeutic drugs.				
5. Perform toxicology drug screens.				
6. Perform qualitative and quantitative bHCG.				
7. Perform lipid profile to include cholesterol, triglycerides, HDL, and LDL. (<i>minimum of 10</i>)				
8. Perform routine chemistry analysis to include electrolytes, glucose, BUN, creatinine, LD, ALT, CK, AST. (<i>minimum of 25</i>)				
9. Perform cardiac profiles.				
10. Perform blood gas analysis. (<i>minimum of 10</i>)				
11. Perform thyroid testing to include TSH and free T4.				
12. Perform B-12/folate.				
13. Perform daily maintenance on instruments as needed.				
14. Observe resulting and inquiry functions of the laboratory computer system.				
15. Use operation manuals for all automated and manual procedures.				
16. Perform Hgb A ₁ C				
17. Perform C Reactive Protein				
18. Know panic values for K ⁺ and cardiac enzymes, and proper procedure for reporting them.				

Voluntary Faculty

Signature: _____ **Date:** _____

Additional Comments:

TASK LIST FOR HEMATOLOGY CLINICALS

STUDENT NAME:	FACILITY:			DATE:
TASKS TO PERFORM:	Policy, rules, procedure explained by instructor and observed by student	Performed Under supervision	Performed independently	Needs improvement
1. Perform hematology analyzer startup procedure.				
2. Operate hematology analyzer for analysis of specimen for complete blood count. <i>(minimum of 25 samples)</i>				
3. Perform startup procedure for coagulation instrument.				
4. Prepare patient specimens for coagulation testing <i>(check tube draw, check for clots, centrifuge, storage is test delayed)</i> .				
5. Operate coag instrument to perform prothrombin times and APTT. <i>(minimum of 15 samples)</i>				
6. Perform D-dimer or FDP's.				
7. Perform erythrocyte sedimentation rates. <i>(minimum of 10)</i>				
8. Perform procedures to correct for lipemia or cold agglutinins.				
9. Perform daily startup procedure for hematology slide stainer.				
10. Prepare peripheral blood smear slides.				
11. Perform daily quality control procedures and evaluate data correctly.				
12. Perform differentials. <i>(minimum of 20)</i>				
13. Perform Sickle Cell Screen.				
14. Perform CSF analysis.				
15. Know panic values and the proper procedure for reporting values to the physician/nurse.				
16. Use operation manuals for all automated and manual procedures.				
17. Perform Fibrinogen assay				
18. Perform or observe mixing time studies.				
19. Perform Platelet Function testing.				
20. Perform body fluid analysis on hemocytometer.				
21. Perform or observe semen analysis.				
22. Perform Reticulocyte count.				
23. Use Cytofuge.				

Voluntary Faculty

Signature: _____ **Date:** _____

Additional Comments:

TASK LIST FOR IMMUNOHEMATOLOGY CLINICALS

STUDENT NAME:	FACILITY:	DATE:		
TASKS TO PERFORM:	Policy, rules, procedure explained by instructor and observed by student	Performed Under Supervision	Performed independently *NOTE: If certain procedures are not performed in your facility, please mark N/A for not applicable.	Needs Improvement
1. Perform ABO & Rh (<i>minimum of 10 correctly</i>)				
2. Perform Type and Screens (<i>minimum of 8 with at Least 4 having positive results</i>)				
3. Perform gel processing for panels.				
4. Perform Cord Blood workups to include ABO/Rh testing, direct Coombs and Du testing (<i>minimum of 10</i>)				
5. Observe issue and inspection of blood products for transfusion. (sign out)				
6. Perform RhoGam workup to include fetal screen (<i>minimum of 2</i>)				
7. Perform antibody identification (at least 4 with autocontrols).				
8. Perform Direct Antiglobulin Testing (DAT) as needed with cord blood and negative donors.				
9. Perform weak D's as needed per criteria.				
10. Perform compatibility testing (cross match) (<i>minimum of 10</i>).				
11. Perform immunohematology quality control procedures and evaluate date.				
12. Observe preparation of platelet or cryoprecipitate component pools for transfusion.				
13. Observe transfusion reaction workup.				
14. Observe warm and cold autoabsorption techniques for the detection of autoantibodies.				
15. Know panic values and the proper procedure for reporting values to the physician/nurse.				
19. Use operation manuals for all automated and manual procedures.				

Voluntary Faculty

Signature: _____ **Date:** _____

Additional Comments:

TASK LIST FOR MICROBIOLOGY/SEROLOGY

CLINICALS

STUDENT NAME:

FACILITY:

DATE:

TASKS TO PERFORM:	Policy, rules, procedure explained by instructor and observed by student	Performed under supervision	Performed independently	Needs improvement
			*NOTE: If certain procedures are not performed in your facility, please mark N/A for not applicable.	
1. Select appropriate media for each type of specimen received for culture, using protocol manual.				
2. Inoculate appropriate media for wound specimens.				
3. Inoculate appropriate media for fecal specimens.				
4. Inoculate appropriate media for respiratory specimens.				
5. Inoculate appropriate media for miscellaneous body fluids.				
6. Inoculate appropriate media for urine specimens.				
7. Perform Gram Stains on smears. (<i>min of 20</i>)				
8. Perform incubation of cultures under proper conditions for optimal growth for the following: <ul style="list-style-type: none"> • Anaerobes • Aerobes • CO₂ • Microaerophilics 				
9. Interpret culture and stain characteristics to detect normal flora, potential pathogens/contaminants for: <ul style="list-style-type: none"> • Feces • Urine • Respiratory • Wounds • Body fluids 				
10. Perform colony count on urine specimen cultures.				
11. Perform processing of blood cultures.				
12. Perform quality control procedures and evaluate data correctly.				
13. Perform susceptibility test procedures.				
14. Prepare organisms for identification using an automated system.				
15. Perform set up for Campylobacter.				
16. Perform catalase.				
17. Perform slide coagulase test/staph latex test.				
18. Perform oxidase test.				
19. Perform streptex.				
20. Perform C.difficile testing				
21. Perform haemophilus ID.				

22. Perform anaerobe ID				
23. Perform Bactocard (PYR./LAP/esculin)				
24. Perform occult blood-gastric.				
25. Perform Hemaccult Sencard for occult blood.				
26. Perform optochin.(Pdisk)				
27. Perform wet mounts-motility.				
28. Perform India ink.				
29. Perform yeast ID.				
30. Perform ICT for occult blood.				
31. Perform RSV testing.				
32. Perform influenza testing.				
33. Perform RPR test procedure.				
34 Perform mononucleosis test.				
35. Perform Streptolysin latex screening test.				
36. Perform RA test procedure				
37. Perform daily quality control procedures for serology and evaluate data correctly.				
38. Perform rotavirus.				
39. Perform Strep B testing..				
40. Observe use of special agars.				
41. Perform H. pylori antigen-stool.				
42. Perform H. pylori antibody-serum.				
43. Perform fecal leukocytes.				
44. Perform shigatoxins testing.				
45. Perform Mycoplasma testing.				
46. Perform urine Strep screen				
47. Perform urine Legionella screen.				
48. Perform Acid-Fast stain.				
49. Perform Fungal testing.				

Voluntary Faculty

Signature: _____ **Date:** _____

Additional Comments:

TASK LIST FOR URINALYSIS CLINICALS

STUDENT NAME:	FACILITY:			DATE:
TASKS TO PERFORM:	Policy, rules, procedure explained by instructor and observed by student	Performed under supervision	Performed independently	Needs improvement
1. Prepare, dispense and centrifuge urine specimen (<i>minimum of 20</i>).				
2. Perform and report urine specimen physical properties, chemical tests, and specific gravity (<i>minimum of 20</i>).				
3. Perform quality control procedures for urinalysis and evaluate data correctly.				
4. Perform and report microscopic examination of urine sediment (<i>minimum of 10</i>).				
5. Perform daily maintenance on semi-automated urinalysis analyzer.				
6. Operate semi-automated chemistry analyzer for urinalysis.				
7. Observe preparation of specimens for mail out.				

Voluntary Faculty

Signature: _____ **Date:** _____

Additional Comments:

Proficiency Evaluation

Name of Student: _____ **Fall** _____
Spring _____

Clinical Rotation: _____ **Date:** _____

QUALITY OF WORK Consistently accurate	5 4 3 2 0	Seldom Accurate
QUANTITY OF WORK Top Performer	5 4 3 2 0	Too slow for clinical lab
INITIATIVE Seeks added responsibilities	5 4 3 2 0	Has to be told to do anything
ORGANIZATION Consistently performs tasks in an organized and productive manner.	5 4 3 2 0	Unorganized and nonproductive
PSYCHOMOTOR SKILLS Proceeded rapidly and skillfully	5 4 3 2 0	Could not accomplish skills required to perform the procedures
INTERACTIVE SKILLS Exceptional and professional	5 4 3 2 0	Irresponsible or irrelevant
DEPENDABILITY Justifies complete confidence	5 4 3 2 0	Unreliable
JUDGEMENT Excellent	5 4 3 2 0	Poor
ABILITY TO FOLLOW DIRECTIONS Excellent	5 4 3 2 0	Poor
PERSERVERANCE Dedicated	5 4 3 2 0	Easily distracted
PUNCTUALITY/ABSENTEEISM Report to the clinical site with no tardies or absenteeism	5 4 3 2 0	Seldom on time to clinical site/absenteeism is detrimental to training
PROBLEM SOLVING Consistently recognizes possible problems	5 4 3 2 0	Problems must be pointed out
PROFESSIONAL APPEARANCE/CONDUCT Professional Appearance	5 4 3 2 0	Often Un-professional
Always adheres to established rules of conduct	5 4 3 2 0	Behavior often requires correction
PERSONAL ATTRIBUTES DISPLAYED Accepts Criticism and demonstrates change	5 4 3 2 0	Does not accept constructive criticism, or does not demonstrate change

Demonstrates a strong sense of personal responsibility	5	4	3	2	0	Always makes excuses
Intrinsically motivated	5	4	3	2	0	Only motivated by the demands of others
Attitude is always positive	5	4	3	2	0	Attitude is always negative.
Continuously displays respect for patient confidentiality	5	4	3	2	0	Blatant violation of patient confidentiality.
<i>SAFETY</i>						
Uses universal precautions in handling specimens (gloves, lab coats, goggles or shields)	5	4	3	2	0	Negligent in handling of patient specimens.
Practices lab safety during procedures including disposal of contaminated materials and waste	5	4	3	2	0	Irresponsible when performing laboratory procedures.
Performs proper disinfectant technique of laboratory work area	5	4	3	2	0	Does not properly disinfect laboratory work area.

COMMENTS:

CLINICAL INSTRUCTOR

DATE

MEDICAL LABORATORY TECHNICIAN PROGRAM
Henderson Community College

STUDENT EVALUATION OF CLINICAL INSTRUCTION

Department: _____ **Date**_____

Mark the appropriate response.

1. Student was adequately supervised:
 - Always
 - Usually
 - Sometimes
 - Rarely

2. Skills needed to be developed by student were effectively demonstrated by personnel:
 - Clear and concise demonstration
 - Adequate demonstration
 - Minimal demonstration
 - Inadequate demonstration

3. Encourages independent thinking:
 - Promotes independent thinking
 - Some promotion of independent thinking
 - Rarely allows independent thinking
 - Discourages independent thinking

4. Clinical instructor's attitude toward instruction of student in the department:
 - Enthusiastic
 - Highly interested
 - Moderately interested
 - Not interested

5. Instructor's expectations of students:
 - Sets high expectations
 - Unsure of expectations
 - No expectations communicated
 - Unrealistic expectations

6. Objective and fair in the evaluation of students:
 - Always
 - Usually
 - Sometimes
 - Rarely

7. Utilized learning experiences as they occur in the clinical setting:
 - Consistently
 - Usually
 - Rarely
 - Never

8. Student felt free to ask questions or ask for help:
 - Always helpful
 - Usually helpful
 - Sometimes helpful
 - Rarely helpful

9. Clinical instructors supervised and helped in new experiences without taking over:
 - Always
 - Usually
 - Sometimes
 - Rarely

10. Which of the following statements best fits your clinical experience in this department?
 - Outstanding and rewarding experience; clear and concise explanations
 - Met my educational needs; adequate explanations
 - Feel my educational needs were not adequately met; minimal explanations
 - Inadequate explanations; needs not met

Additional Comments:

Technical Standards Acknowledgement Form

I have read and understand the Technical Standards below and have had the opportunity to discuss these with the MLT Program Coordinator.

Student's Printed Name:	
Student Signature:	
Date:	

Technical Standards (Essentials)

The medical/clinical laboratory technician specializes in the application of scientific knowledge and theory in the skillful performance of medical laboratory functions. Therefore, to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity and color perception to perform microscopic examinations, to distinguish color reactions, and to detect antigen-antibody reaction.
2. Sufficient gross and fine motor coordination to efficiently implement the skills required in performing laboratory functions.
3. Sufficient communication skills (verbal, non-verbal, and written) to interact effectively with individuals.
4. Sufficient intellectual and emotional functions to plan and implement laboratory duties in a responsible manner.

**MEDICAL LABORATORY TECHNICIAN PROGRAM
HENDERSON COMMUNITY COLLEGE
ADVISORY CONFERENCE**

The following items have been reviewed with _____ in the Advisory Conference:

- Student Clinical Handbook
- Program Objectives
- Admission Requirements & Technical Standards
- Admission Process
- Entry Level Competencies
- Curriculum
- Criteria for Successful Completion of the Program
- Safety and Universal Precautions
- Clinical Assignments

Costs:

- Castle Branch Compliance Tracker
- Liability Insurance
- Books
- Uniforms
- Transportation
- Health Insurance
- Financial Aid/Scholarships
- Certification/Licensure
- Health Related Vaccines, Background Check and Drug Screen
- Career Opportunities
- Work Conditions
- Salaries
- Higher Education Opportunities – Importance of Continuing Education

Applicant: _____

Advisor: _____

Date: _____

**MLT PROGRAM
PROGRAM ACCEPTANCE FORM**

*Review of required elements of admission

*Review of program courses, competencies and clinical experiences

*Review of policies for progression in and completion of the program

Yes No I accept my admission to the MLT program.

Yes No I am aware of the essential functions required for the MLT program.

Yes No I understand the policies for progressing in the MLT program.

Yes No I understand the requirements for completion of the MLT program.

Yes No I received the MLT Student Clinical Handbook

Name (print) _____

Signature: _____

Date: _____