



**MINNESOTA WEST COMMUNITY AND
TECHNICAL COLLEGE
LIVERNE, MINNESOTA**



**MEDICAL LABORATORY
TECHNICIAN
CLINICALS POLICY MANUAL
2022**

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MINNESOTA WEST COMMUNITY AND TECHNICAL COLLEGE
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**POLICIES THAT GOVERN THE CLINICAL COURSES OF
MEDICAL LABORATORY TECHNICIAN-A.A.S. STUDENTS**

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All of the following rules and regulations will be discussed with the student prior to their Clinicals. This will be done no later than finals week of the semester prior to the beginning of Clinicals.

Length of Clinical Phases of Training: Students generally enter clinical practice the first day of the Spring Semester after completing three semesters of MWCTC classes. A student will not be allowed to start Clinicals until all required classes are completed. Clinicals will consist of five courses and a capstone course.

Spring Semester:

COURSE	NAME	Credits	Total Hours
MDLT 2320	Hematology & Hemostasis	4	160
MDLT 2330	Medical Microbiology	4	160
MDLT 2340	Clinical Chem & Immunology	3	135
MDLT 2350	Immunoematology	4	120
	Phlebotomy	Pass/fail	80

MayMester

Course	Name	Credits	Total Hours
MDLT 2310	Urinalysis/Biological fluids	2	95
MDLT 2360	Capstone	1	16

Total 750 hours (not including Capstone)

Hours:

The student and hospital lab manager/education coordinator will meet to decide the student's schedule to complete the hours. The student will follow the regular scheduled working day hours of the hospital lab in which they are training. During the end of the Clinicals the student may be scheduled for a few evening, weekend, or call shifts in order to become familiar with these types of working hours. The student must be under the direct supervision of a certified or competent medical laboratory professional. The student should not go over 8 hours a day unless prior approval has been made by the laboratory manager and program director. The student MUST take a lunch break every day. The lunch break is not counted towards the total daily hours. The student should not totally focus on the number of hours but rather their learning and competency. Even though the student may have fulfilled the total number of hours in a certain department they must still work in that area when asked or when their work or lab tests to be done.

Placement of clinical site:

The MLT Program Director will do the initial contact for extern clinical sites. If a clinical site is offered to the student and the student refuses the site the Program Director is not obligated to find another site for the student. Thus, the student will not attend Clinicals

Replacement of clinical site:

The Program Director is not obligated and will not place a student at a new facility if the student dislikes or fails at the original clinical site.

Interviews:

It is recommended that prospective students for the clinical training be interviewed by the hospital's laboratory manager or designee before placement. The facility has the right to decline a student for Clinicals. The facility has the right to ask for the student's transcript, resume, and any other information needed to make a final decision.

Maintenance:

During clinical training, the student is financially responsible for his/her own lodging, board and transportation. The student will provide his/her own uniforms or clothing and will adhere to the dress code of the hospital facility where training is taking place.

Hours in each department:

It is important that the student keeps track of their hours in each department so they are not long or short in a particular department. This is required to ensure that every student has an equal opportunity at their clinical site. To keep track of hours in each department the student will use the Excel spread sheet. Email the ongoing Excel spread sheet to Rita every week (Friday afternoon or Monday morning). If the student does not comply an intolerable act will be issued.

Recording of hours:

The student must keep track of his/her hours by documenting the arrival time and departure time on Excel worksheet provided by the instructor.

Name badges:

Some clinical sites will provide the student with a name badge. If they do not, the student will receive a name badge from MWCTC. The first badge is free. There will be an additional charge for additional badges.

Service Work

Service work by students in clinical settings outside of regular academic hours must be noncompulsory. Students may not be substituted for regular staff. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. If the student is hired as an employee outside of Clinicals hours the hospital incurs liability of the student for those hours.

Holidays/breaks:

According to the policy of Minnesota State College and University system, when MWCTC campus is closed to observe holidays or college breaks, the student may not be at their Clinical site. Included for Spring and Summer semesters are: Martin Luther King Day, Spring Break, Easter Break, and Memorial Day.

Affiliation Agreement (Contract)

Affiliation agreement will be reviewed and renewed once per year (sample contract: Appendix C). The student will read their portion of the contract during their student Clinicals orientation hours.

Medical and Liability Insurance:

MWCTC has a Medical Professional Liability coverage covered through State of Minnesota Risk Management division which covers student interns. A copy will be sent to each facility prior to externship. In the case of a medical incident or need, the student's medical insurance will be first payer. Individual professional liability insurance is with the discretion of the student.

Immunization & Background Study: Immunizations, Minnesota background check, and a national background study are required and must be current prior to Clinicals. MWCTC uses MN Department of Health and Castlebranch to record and track background study. If requested, copies of immunization and/or background study report can be sent to the facility.

Time off:

Arrangements for an extended time off (week or more) must have **prior** approval from the program director and laboratory manager/education coordinator. Make-up times must be approved by the Clinical site.

Tardiness:

Tardiness will not be tolerated. If unavoidable circumstances deem that you will be late you must call the facility immediately. If no one is in the laboratory make sure you leave a message indicating your intent. If a tardy pattern is seen during the semester, this will

be considered an intolerable act and you will be put on probation. The laboratory manager will define what is considered excused or unexcused tardy.

Attendance Policy:

Students are expected to report to the clinical site promptly and remain there during the designated hours. If the student is going to be late, the clinical site AND the Program Director must be notified prior to the start time. Two incidents of absence for any reason will be considered one unexcused absence. The academic penalty for each unexcused absence is the subtraction of 5% points from the final percentage grade. If the student needs to leave early from Clinicals, it must be approved in advance by the Program Director and Clinical Supervisor.

If a student cannot be present during a clinical day the clinical instructor AND Program Director must be notified at least thirty minutes before the scheduled reporting time. The student must notify both the Program Director and Clinical Instructor prior to the missed clinical day or the absence will be unexcused.

Students may not miss more than one day of Clinicals. Each subsequent day missed from Clinicals will result in reduction of the student's final clinical grade by 5%.

Each unexcused absence will result in a reduction of the student's final clinical grade by 5% and an Intolerable Act. Unexcused absenteeism will not be tolerated. Two unexcused absences will result in dismissal from the program.

A physician excuse is required if three or more clinical days are missed due to poor health. The excuse must be provided to the Program Director no more than one week after the missed day.

All missed Clinicals time must be made up.

Anyone not conforming to the attendance policy will be subject to disciplinary action. Two Intolerable Acts will be cause for dismissal from the Program.

If the student fails to show up without an excuse they will receive an intolerable act.

When absences become abused, the program director has a right to investigate the student's absences. The facility has the right to excuse a student from the Clinical site if they feel the student has too many absences, excused or unexcused. The student must remember that the clinical sites schedule their employees in accords with their student's requirements and that they are volunteering their time and energy to educate the student. The Program Director will not find another clinical site.

Missed hours:

Missed hours can be made up at the discretion of the laboratory manager or at the end of the semester.

Leaving Early from Clinicals:

Students are not permitted to leave early from the clinical site unless they are given prior approval. Leaving early without prior authorization will result in an intolerable act.

Breaks:

In accordance to Labor laws, the student must be allowed a lunch break. Student cannot skip lunch in order to leave early. You need a break. MWCTC Program Director has the right to subtract ½ hour from the day for lunch break even if the student did not take a break, this is done in order to reinforce that the student does not skip lunch.

Telephone and personal computer usage:

Personal phone calls and computer usage are to be done during breaks or at lunch time. If a call must be made during work hours the student must ask the lab manager's permission. When there is downtime you are not to search the Web but use the time to study. Do not use the hospital phone for person use. **Cell phones: follow the laboratory policy.**

Hospital Letter head:

Do not use the hospital's letterhead or envelopes for personal use.

Injuries: Students who sustain a needlestick injury during clinical assignment must notify the MLT Program Director and complete a MWCTC incident report. Procedures will be followed according to the Bloodborne Pathogen Standards. If other type of injury involves treatment, the student has the option of denying treatment. If the student refuses treatment, they must fill out a treatment waiver form. If the clinical instructor feels that the student cannot perform efficiently or effectively due to the injury, the clinical instructor can send the student home. All injuries sustained in the clinical site must be communicated to MWCTC immediately. (See Treatment Waiver Form)

If emergency care is required, the student will be responsible for costs incurred. Students who have been directly exposed to any communicable disease (chicken pox, TB, measles, hepatitis, etc.) must report to the laboratory manager in the affiliated hospital in order for infection control procedures to be followed. The incidents must be reported to MWCTC. Students whom contract contagious infections (or are a carrier) may not be allowed to work with patients until the infection is resolved.

Orientation: The orientation to the hospital laboratory will be the responsibility of each individual hospital. It is suggested that the clinical supervisors thoroughly explain the student's role in the laboratory. Objectives and evaluation forms should be reviewed so that students know what is expected of them.

Uniform/Grooming: The student will follow the dress code of the clinical site. The student is expected to look their best at all times. When you look like a professional, you will find it easier to act professionally and be treated as a professional. Lab coats are provided by the clinical site.

1. Hair must be neat, clean, and one natural color. Long hair must be pulled back.
2. Men's beard must be neatly trimmed.
3. Jewelry worn should be appropriate and should not be a hazard or interfere with the performance in the lab. No dangling jewelry, bracelet or earrings. No large rings. Ask your facility about piercings.
4. Makeup should be used in moderation
5. Fingernails should be short and clean. Artificial nails are not allowed.
Fingernails should not be longer than ¼ inch
6. Breath should be inoffensive, especially after smoking breaks. Use a breath mint please
7. Appropriate undergarments should be worn when wearing white or light weight clothing. No halter tops or spaghetti straps. No bra straps can be showing.
8. Closed toed shoes must be worn in lab.
9. No perfume or cologne
10. The clinical site has the right to require the student to wear a specific colored scrubs.
11. Pant length must be 1 inch off the floor.

HIPAA

The Health Insurance Portability and Accountability Act is referred to as "HIPAA". The HIPAA privacy regulations protect individually identifiable patient and health plan member information, no matter what form it is in—paper, oral, or electronic. This information is called Protected Health Information or PHI. The HIPAA security regulations cover only electronic forms of this information called Electronic Protected Health Information or E-PHI. The HIPAA security regulations are enforceable as of April 20, 2005. Student will follow the laws set by HIPAA and will sign the clinical site's confidentiality statement.

Objectives: See syllabus for objectives for each Clinical course

Order of Rotation: The rotation plan through the laboratory varies from hospital to hospital and depends on the physical arrangement of the laboratory. The student must keep documentation of actual hours in each department.

See calendar for when worksheets and exams will be held. This is a tentative schedule. The lab manager and student may want to set a rotational schedule at the beginning of the Clinical that may fit the facility better than that set by MWCTC. The worksheets and exams will be sent to all students at the same time regardless of what department they are in at the time.

Phlebotomy: The student must obtain at least 100 successful draws during Clinicals. The student must continue to do blood draws even when they have reached 100 successful draws. There are 80 hours designated for phlebotomy; they will be incorporated in the corresponding department. For example, if the student is working in Chemistry the phlebotomy time will be documented in Chemistry. The MLT student must not be used as a phlebotomist. If a student is a practicing phlebotomist, the hours are waived.

Waived Phlebotomy hours: If the student is a Certified Phlebotomist or working as a phlebotomist they do not have to complete the 80 hours of phlebotomy; however, they must perform phlebotomy during Clinicals. The hours will be documented in the department they are working in.

Exams: Exams will be taken via Internet using MWCTC's D2L site. The clinical site must provide a computer for the student to use, preferably in a quiet environment. To reduce the chance of cheating, the exams will be taken during the Clinical hour. The student **may not** use notes or books during the exam, unless otherwise instructed by the Program Director. The exams are timed. When the student finishes the exam they will know their score. The exams will be taken on the day they are scheduled regardless if the student is in that department. For example, if they are in hematology, they may be taking a biological fluid exam. **The student CANNOT use their own laptop.** The proctor will have the student turn their pockets inside out, check their arms and hands for possible notes. No apple watches or cell phones can be taken into the exam room. Cannot use calculator on phone. Calculator lid must not be taken into the exam room.

Failing an exam, evaluation or departmental rotation: 75% is considered passing. If the student receives less than a 75% they must take the exam again. **The repeat exam must be taken within 1 week. However, the repeat exam cannot be taken on the same day.** This will provide the student a chance to study before they take the exam again. The exam attempts will vary by exam. The student must pass the exam within the attempts provided. For example, the chemistry exam may have 3 attempts and the biological fluid has 1 attempt. However, the maximum grade that can be received on the retake is 75%. For example, Student A receives a 68% on first exam and a 90% on the second attempt. Student A will be issued a grade of 75% even though they got a 90% on the second attempt. If the student fails the retake exam(s) a meeting will be held to decide the next step necessary for the extern's education. The clinical site lab manager or designee, MWCTC Program Director, will meet to discuss the issue. The student may be asked to repeat 2 weeks of rotation in that department, move to another facility, continue on, drop the Clinical course and repeat classes at MWCTC, or withdraw from the program. The decision will be based on an individual basis for the betterment of the student.

Worksheets: Worksheets for each subject area will be distributed to the MLT student during the Clinical. Keys will be provided to the clinical site to be used as a guide only to help the student when they have a question. The scantron (answer sheet) is to be sent to the Program Director by the due date. If you mail the worksheet remember to allow 5 to 7 days. The letter must be postmarked by the due date. 1 day late will result in 5% off,

2 days late will result in 10% off, and any worksheet later than 2 days will result in a zero. Once the Scantron has been mailed, the key will be given to the student so they can study for the exam. The student may receive a worksheet and not be in that particular department at that time, this cannot be helped. See calendar for due dates.

Competency Checklists: **The students are responsible for having their competency checklists with them every day; if not, this is an intolerable act.** The bench tech will mark and initial the appropriate column. It is important the tech does not mark the “Competent” square until they are 100% sure the student is competent in that particle area or test. Typically competency should not be reached until the end of the semester or Clinical course.

Journal:

The student must record observations on a journal log using Microsoft Word. An entry must be made for each week of clinicals. Journal entries should include daily tasks observed. **The weekly journal must be emailed to Program Director every Monday.** At a downtime during the day or at the end of each day the student should record what he/she did during the 8 hour day (i.e., instrumentation used, problems encountered and how they were resolved, phlebotomies, maintenance, cleaning, in-services, test ran, etc. etc.) and other comments. All patient information is to be redacted. The student is not to simply write the number of tests done. It is a reflection of the day. If the journal is not kept or the student only writes down the hours and does not actually journal this will be recorded as an **intolerable act**. No points will be awarded if the weekly journal is not received or is turned in late, however; it must be turned in anyway. An incomplete for the course will issued until the journals are downloaded. Keep in mind two intolerable acts results in a failure of the course.

A journal entry may include the following:

- Procedures observed and tasks performed
- Unusual patient encounters
- Observations of the lab
- Observations of other departments of the hospital
- Relating lecture to the rotation
- Positive or negative situations which occurred
- Experience the student has learned from concepts not taught in the classroom
- Knowledge gained from the rotation

Refer to page 58 for an example of journaling

Only submit one week at a time. Do not submit a running journal.

It is up to the discretion of the Laboratory Supervisor if they want a copy of your journal.

Small notebook: It is highly recommended that the student carry a small notebook to jot down information and instruction while they are explained to you. This notebook can be kept in your labcoat pocket and used as a reference.

Inservices: It is highly recommended that the student attend any in-services provided by the hospital or pathologist as they pertain to the student's education.

Probation: Unsafe or intolerable behavior or acts are to be reported to MWCTC's Program Director. The clinical site staff who witnesses the act will give an explanation of the event and sign the form. The student will give their explanation and sign the form. The form will be mailed or faxed to the MWCTC clinical coordinator/instructor who will then give recommendations. When **two** behaviors/acts are committed, the student will be dismissed and fail the course.

The following are considered Intolerable or Unsafe Behavior or Act:

1. A noncompliance with attendance and punctuality policies
2. Did not provide patient's privacy or maintain confidentiality of patient information. Note: even one account of breach of confidentiality could result in immediate suspension from the MLT program.
3. Did not utilize correct level of authority to problem solve
4. Did not perform all assigned duties or follow laboratory procedures as taught, or follow through with specific staff instructor's directions for lab assignments.
5. Did not anticipate or provide for patient's physical safety
6. Did not perform clinical assignments: exams, worksheets, journal, etc.
7. Did not obtain supervision from staff/instructor as required
8. Used language, actions, or told jokes/stories that are offensive to others
9. Exhibited breach of integrity, honesty, or professionalism
10. Exhibited physical or mental condition that would endanger patient and others in the laboratory
11. Consistently commits laboratory errors such as:
 - a. mislabeling of specimens
 - b. Misidentification of patient during phlebotomy
 - c. Deviation from established procedure
 - d. Transcription error
 - e. Documentation error
12. Physical violence
13. Any student who reports to their clinical site under the influence of alcohol or drugs will be dismissed immediately from the MLT program
14. Did not maintain confidentiality of laboratory and/or facility information, discussions, etc.
15. Voiced negative expressions regarding the laboratory personnel or facility within the facility or outside of the facility
16. Undermined the authority and decisions of the laboratory personnel and/or healthcare providers
17. Other acts that may be constituted unsafe by the facility or MWCTC
18. Wasting time or using time inappropriately as deemed by the lab manager or designee (example: Surfing the web or constantly on cell phone)

Case Studies: The student will receive a case study in each department (hem, BB, etc.) of the laboratory and answer questions relevant to the case study. Each student will pick one case study to present to the lab staff and to their classmates during the Capstone class. The presentation should be at least 10 minutes long. See page 110 for grading rubric. The student is responsible to make a copy of the rubric for each lab tech that will be attending their case study presentation.

Abnormal Slide Project: The student will prepare and stain slides of abnormal slides. See page 107 for more instructions. **(no CLL or eosinophilia slides)**

Visit from MWCTC Program Director: The MLT Program Director will visit the student at their clinical site at least once a semester. The number of visits will be determined by the number of MLT extern students and the distance of the clinical site. The facility will be informed at least one week prior to the site visit. More visits can be requested by the clinical site. E-mail will be used to keep in contact with the clinical site and student at all times during the Clinical.

Certification Exam: Upon satisfactory completion of the MLT curriculum and upon meeting all other graduation requirements, the graduate will receive the Associate of Applied Science (AAS). The graduate is then eligible to take a national certification examination. Medical Laboratory Technician, American Society of Clinical Pathology Board of Registry –MLT (ASCP). The issuance of the degree is NOT contingent upon the student passing the external certification or licensure examination.

Failure to perform a task: If a student is unable to perform a skill and the clinical site deems that they cannot perform this task will result in an “F” for the semester.

Evaluations: Evaluations will include Clinical Competency and Affective Domain. See Course syllabus.

Dealing with Problems while at Clinical

Follow the Chain of Command: It is important for the student to know the formal and informal reporting structures within the hospital’s organization. Once you understand them, follow them! The unspoken rule is this: **do not go around, behind or over anyone.** Follow the chain of command in all your communication and actions. That means go to your site supervisor first. The student is encouraged to communicate feelings in a tactful way through the chain of command and to resolve your own work-related problems. However, if you believe that you have done all you can and you are still not satisfied, contact the MLT Program Director.

For other information regarding complaints see Student Handbook on the college website.

Other Clinical Etiquette Reminders:

Respect the Laboratory staff. The laboratory professionals have been at the facility longer than you. They can be terrific allies in helping you in accomplishing your goals if you treat them with respect.

Be a Good Ambassador: Be cognizant that you reflect Minnesota West Community and Technical College and the Laboratory profession. How you perform and behave in your Clinical will affect the future of other MLT students. Think about the long term benefits of good Clinical etiquette. Many of you will ask your site supervisors for job recommendations or contacts. Some of you will apply for a job at your Clinical site. Have you proven that you can make it in that type of environment? Have you earned a positive recommendation?

Weather Policy: The weather in this area varies from area to area. In case of bad weather the student should call the laboratory manager or education coordinator at their clinical site to discuss if the student should travel. We want the students to be safe and not attempt to drive on ice, slippery or snow packed roads or during a snow or ice storm. **The student MUST call the Clinical site at least ½ hour before the state of their day** to notify them that they will not be attending their Clinical site due to the above condition(s). If they do not talk to the lab manager or education coordinator then they must call back and talk to them in person. If MN West, Luverne closes the campus or cancel classes, the student may remain at their Clinical site, if they are already there, or attend their Clinicals if the weather is fine at their clinical location.

Alternative Site: Any unprofessional or unsafe clinical practice or poor performance at a clinical site could lead to termination from the program and Minnesota West Community and Technical College is under **No obligation to offer an alternative site.**

Weekly documentation reports to MLT Program Director includes:

- 1. Hours in each department**
- 2. Journal**
- 3. Attendance/Weekly Evaluation**




If Program Director has to remind student more than three times, an intolerable act will be submitted.

◀ December		January 2022					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1 New Year's Day	
2	3	4	5	6	7	8	
9	10 SIM Micro Lab	11 SIM Micro Lab	12 SIM Micro Lab	13 SIM Micro Lab	14 SIM Micro Lab	15	
16	17 Martin Luther King Jr. NO CLINICALS	18 SIM Micro Lab	19 SIM Micro Lab	20 SIM Micro Lab	21 SIM Micro Lab	22	
23	24 Start Clinicals at Hospital Site	25	26 Microbiology WS is due	27	28	29	
30	31 Register for MDLT 2310 Bio Fluids & MDLT 2360Capstone						

February 2022						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Groundhog Day Microbiology Exam Open 7:00 a.m. to 5:00 p.m.	3	4	5
6	7	8	9 Last day to retake micro exam	10	11 Microbiology Case study is due	12
13 Super Bowl	14 Valentine's Day	15	16 Hem/coag WS due	17	18	19
20	21 Presidents Day No clinicals	22	23 Hem/coag exam Open 7:00 to 5:00 p.m.	24	25	26
27	28					

March 2022						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Ash Wednesday Last day to retake Hem/coag exam	3 Chemistry WS due	4 Hematology Case study is due	5
6	7 SPRING BREAK NO CLINICALS	8 Int'l. Women's Day SPRING BREAK NO CLINICALS	9 SPRING BREAK NO CLINICALS	10 SPRING BREAK NO CLINICALS	11 SPRING BREAK NO CLINICALS	12
13 Daylight Saving Begins	14	15	16 Chemistry Exam open 7:00 to 5:00	17 Saint Patrick's Day	18	19
20 Start of Spring (Spring Equinox)	21	22	23 Last day to retake chem exam	24	25 Chemistry Case study is due	26 Earth Hour
27	28	29	30 Immunology WS due	31		

April 2022						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Immunology Exam	7	8 Immunology Case Study is due	9
10	11	12	13 Last chance to retake immunology exam	14 Holy Thursday	15 Good Friday NO CLINICALS	16
17 Easter	18 Tax Day (Taxes Due)	19	20 Blood bank WS due	21	22 Earth Day	23
24	25	26	27 Administrative Professionals Blood bank Exam	28	29 Arbor Day	30

May 2022						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Last day to retake BB Exam	5 Cinco De Mayo	6 Blood Bank Case study is Due	7
8 Mother's Day	9	10	11 Bio Fluids Worksheet due	12 GRADUATION COMMENCEMENT 	13	14
15	16	17	18 Bio Fluids Exam	19	20	21 Armed Forces Day
22	23	24	25 Last day to retake Bio Fluids Exam	26	27 Bio Fluids Case study is due	28
29	30 Memorial Day NO CLINICALS	31				

June 2022						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CAPSTONE 9:00 to 3:00	2 CAPSTONE 9:00 to 3:00	3 CAPSTONE 9:00 to Noon Graduation picture	4
5	6	7	8	9	10	11
12	13	14 Flag Day	15	16	17	18
19 Father's Day	20	21 Start of Summer (Summer Solstice)	22	23	24	25
26	27	28	29	30		



**ALL ASSIGNMENTS,
EXAMS, HOURS, ETC.
MUST BE COMPLETED
BEFORE THE LAST DAY
OF CLINICALS !!!!!!!**

CONTRACT
EXAMPLE OF CONTRACT
(signed copies are in a separate binder
in the MLT department)

Students: Please pay close attention to the
“Requirement of Students” Section

APPENDIX C

MEMORANDUM OF AGREEMENT
BETWEEN
THE BOARD OF TRUSTEES
OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES
AND
xxxxx HEALTH CENTER

This Agreement is entered into between the Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota West Community and Technical College, Worthington, Minnesota (hereinafter “the College”) and Health Center hereinafter “the Facility”). The Agreement and any amendments and supplements thereto, shall be interpreted pursuant to the Laws of the State of Minnesota.

WITNESSETH THAT:

WHEREAS, the College has established a Medical Laboratory Technician Program, Associate of Applied Science for qualified students preparing for an/or engaged in medical laboratory technician careers; and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the College; and

WHEREAS, the Facility has suitable clinical facilities in the medical laboratory for the educational needs of the Medical Laboratory Technician program of the College; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified Medical Laboratory Technician personnel; and

WHEREAS, the College and the Facility are desirous of cooperating to furnish a clinical experience program for students of Medical Laboratory Technician enrolled in the College.

NOW, THEREFORE, It is Mutually Agreed By and Between The Parties:

ARTICLE I: COLLEGE RESPONSIBILITIES

- A. The College, which is accredited by the North Central Association of Colleges and Secondary Schools, is responsible for offering the Medical Laboratory Technician program.
- B. The Medical Laboratory Technician students shall be under the guidance and direction of qualified college faculty who are Certified and Degree Medical Technologist.
- C. The College faculty will be responsible for planning, directing and evaluating the student's learning experience. The College faculty will attend the Facility's orientation for clinical experience instructors as deemed necessary by the College and the Facility.
- D. The College will provide the Facility with objectives for the clinical experience program. Implementation of those objectives will be accomplished by the Training Facility's designated representative with consultation from the College.
- E. The College will provide the Facility with the name(s) of the students who are participating in the clinical experience program and the dates of the student's participation.
- F. The College will inform its faculty and students of the Facility's policies and regulations which relate to the clinical experience program at the Facility.
- G. The College will maintain a record of students' health examinations and current immunizations and shall obtain student permission to submit data regarding their health status to the Facility.
- H. The College shall maintain all necessary approvals and accreditation.
- I. For the purpose of this agreement college and Facility agree the medical laboratory technician students are not employees of the training facility, as such, are not eligible for worker's compensation coverage while on the premises for the training facility or involved in any procedure or clinical experience.

ARTICLE II: FACILITY RESPONSIBILITIES

- A. The Facility will have current accreditation by the Joint Commission on Accreditation of Health Care Organizations or any other appropriate and required accrediting body.
- B. The Facility is responsible for the safety and quality of care provided to its patients by the students who are participating in the clinical experience program at the Training Facility.
- C. The Facility will provide the college with a copy of its policies and regulations which relate to the clinical experience program.
- D. The Facility will permit the college faculty and students to use its patient care and laboratory facilities for clinical instruction according to a mutually-approved plan.
- E. The Facility will allow a reasonable amount of Facility staff time for orientation and joint conferences with College faculty, for planning with College faculty, and for such other assistance as shall be mutually agreeable.
- F. When available, physical space such as offices, conference rooms and classrooms of the Facility may be used by the College faculty and students who are participating in the clinical experience program.
- G. The College faculty and students participating in the clinical experience program will be permitted to use the Facility's library in accordance with the Facility's policies.
- H. The Facility will make locker or cloak room facilities available for the College faculty and students during assigned clinical experience program hours. These facilities may be shared by other faculty and students.
- I. The Facility assumes no responsibility for the cost of meals, uniforms, housing, parking or health care of the College faculty and students who are participating in the clinical experience program. The facility will permit College faculty and students who are participating in the clinical experience program to use any cafeteria on the same basis as employees of the Facility. The Facility will permit College faculty to use Facility parking spaces under the same policies governing Facility personnel.
- J. The Facility recognizes that it is the policy of the college to prohibit discrimination and ensure equal opportunities in its educational programs, activities, all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing the Agreement.

- K. The Training Facility shall maintain normal staffing and shall not rely on students to meet laboratory requirements.
- L. The Training Facility shall provide from its available patient population, laboratory experiences that are needed by the students and instructors for the required clinical experiences.
- M. The Training Facility shall provide access to medical records of selected patients as required to carry out clinical assignments.
- N. The Training Facility agrees to furnish personal protective equipment for student(s) and instructors when required to meet requirements of regulatory bodies regarding employee/student safety.

ARTICLE III: JOINT RESPONSIBILITIES

- A. The College and the Facility assume joint responsibility for the orientation of the college faculty to Facility policies and regulations before the College assigns its faculty to the Facility.
- B. Personnel of the college and the Facility will communicate regarding planning, development, implementation and evaluation of the clinical experience program. The communication may include, but not be limited, to:
 - 1. Communication to familiarize Facility personnel with the clinical experience program's philosophy, goals, and curriculum;
 - 2. Communication to familiarize the College faculty with the Facility's philosophy, policy and program expectations;
 - 3. Communication to keep both parties and the parties' personnel who are assigned to the clinical experience program informed of changes in philosophy, policies and any new programs which are contemplated;
 - 4. Communication about jointly planning and sponsoring in service or continuing education programs (if appropriate);
 - 5. Communication to identify areas of mutual need or concern;
 - 6. Communication to seek solutions to any problems which may arise in the clinical experience program; and
 - 7. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve patient care or the College's medical laboratory curriculum.
- C. The maximum number of students assigned to clinical experience by the College during any one instructional period shall be limited to no more than two students.

- D. The instructional period for laboratory students shall be based upon academic quarters and/or semesters, will conform to the College calendar as approved by the Board of Trustees of the Minnesota State Colleges and Universities.
- E. The College, its instructors and students have a responsibility to respect and observe the confidence of any personal, medical, or other information relative to patients, visitors, personnel, or business of the Facility. The Facility and its personnel are expected to follow existing policy regarding confidentiality of information or records of the student, instructors, or the College.
- F. The Facility may request the college to withdraw any laboratory student or instructor whose conduct or practice may have a detrimental effect on patients or personnel, and/or reserve the right to refuse acceptance of any student or instructor who has previously been discharged by the Facility for reasons which would make affiliation undesirable.
- G. In the event the Facility is unable to maintain the student due to unforeseen events it will be the responsibility of the Facility and the College to work together to place the student in another facility.

ARTICLE IV: REQUIREMENTS OF STUDENTS

- A. Each student will be required, as a condition for participation in the clinical experience program, to submit the results of a health examination to the College and, if requested, to the Facility, to verify that no health problems exist which would jeopardize student of patient welfare. The health examination shall include an update of required immunizations. The health examination shall include a Mantoux test or chest x-ray, and verification of immunity for rubeola and rubella, Hepatitis B (or a form signed by the student indicating they choose not to be immunized for it), chicken pox, mumps, diphtheria, pertussis, tetanus and polio.
- B. Students participating in the clinical experience program are encouraged to carry their own health insurance.
- C. Students participating in the clinical experience program are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College.

**ARTICLE V: EMERGENCY MEDICAL CARE AND INFECTIOUS DISEASE
EXPOSURE**

- A. Any emergency medical care available at the Facility will be available to College faculty and students. College faculty and students will be responsible for payment of charges attributable to their individual emergency medical care at either the Facility or the College.
- B. Any College faculty member or student who is injured or becomes ill while at the Facility shall immediately report the injury or illness to the Facility and receive treatment (if available) at the Facility as a private patient or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the College faculty member or student who receives the treatment and not the responsibility of the Facility.
- C. The Facility shall follow, for College faculty and students exposed to an infectious disease at the Training Facility during the clinical experience program, the same policies and procedures which the Facility follows for its employees.
- D. College faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical experience program must report the fact to their College and to the Facility. Before returning to the Facility, such a College faculty member or student must submit proof of recovery to the College or Facility, if requested.

ARTICLE VI: LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes 3.732 et seq., and other applicable law.

ARTICLE VII: TERM OF AGREEMENT

This Agreement is effective on the later of _____ is fully executed, and shall remain in effect until it is terminated by either party. This Agreement may be terminated by either party at any time upon one year written notice to the other party. Termination by the Facility shall not become effective with respect to students then participating in the clinical experience program. This Agreement will be reviewed annually.

ARTICLE VIII: FINANCIAL CONSIDERATION

- A. The College and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the College or the Facility to the other party.
- B. The Facility is not required to reimburse the College faculty or students for any services rendered to the Facility or its patients pursuant to this Agreement.

ARTICLE IX: AMENDMENTS

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

ARTICLE X: ASSIGNMENT

Neither the College nor the Facility shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

ARTICLE XI: STATE AUDIT

The books, records, documents, and accounting procedures and practices of the Facility relevant to this Agreement shall be subject to examination by the College and the Legislative Auditor.

ARTICLE XII: VOTER REGISTRATION (When Applicable)

The Facility shall provide nonpartisan voter registration services and assistance, using forms provided by the College/University, to employees of the Facility and the public as required by Minnesota Statutes 201.162.

ARTICLE XIII: AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Training Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. 12101, et seq., and any regulations promulgated pursuant to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

ARTICLE XIV: MINNESOTA DATA PRACTICES ACT

The College and the Facility agree to comply with the terms of the Minnesota Data Practices Act, Minnesota Statutes Chapter 13, in handling all data related to this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:
TRAINING FACILITY

BY: _____
(Hospital Administrator)

TITLE: _____

DATE: _____

BY: _____
(Laboratory Manager)

TITLE: _____

DATE: _____

APPROVED:
**BOARD OF TRUSTEES OF THE
MINNESOTA STATE COLLEGES
AND UNIVERSITIES**

BY: _____
(Program Director of MLT)

DATE: _____

BY: _____
College/University President or
Other Authorized Designee

TITLE: _____

DATE: _____

IMMUNIZATION RECORD AND BACKGROUND CHECKS



Minnesota Department of Health background Study, National Background study conducted by CastleBranch, and immunizations are held in a secure and confidential file with the MLT Program Director.

If the laboratory manager or designee would like to receive the form on the next page, please contact Rita Miller.



**MINNESOTA WEST COMMUNITY AND TECHNICAL COLLEGE
 MEDICAL LABORATORY/PHELBOTOMY PROGRAM
 IMMUNIZATION/VACCINATION RECORD CHECK**

STUDENT'S NAME: _____ **Clinical Facility** _____

Immunizations	Student's documentation
MMR (measles/mumps/rubella) 2 shots or titer	
Varicella (chicken pox) 2 shots or titer or healthcare provider documentation of varicella (chicken pox) or herpes zoster (Shingles)	
Tuberculosis (TB) • QuantiFERON	
Influenza Vaccine 1 dose annually	
Hepatitis B series 3 doses of vaccine or titer	
Td/Tdap (tetanus-Diphtheria/Tetanus- Diphtheria-Pertussis Less than 10 years old	
COVID Vaccinations	
MDH Background Check	
Federal Background check (Castlebranch)	

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**MINNESOTA WEST COMMUNITY & TECHNICAL
COLLEGE
Syllabus 2022**

COURSE TITLE: Hematology & Hemostasis Clinicals
COURSE NUMBER: MDLT 2320

NUMBER OF CREDITS: 4 (160 hours of Clinicals)

ACADEMIC YEAR: Spring Semester

INSTRUCTOR NAME: Dr. Rita Miller, Ed.D., MLS(ASCP)

OFFICE HOURS: TBA

OFFICE TELEPHONE: 507-449-2763 cell phone: 507-820-1558

OFFICE NUMBER: 121

E-MAIL rita.miller@mnwest.edu

TEXTBOOKS TO BE USED: All MLT textbooks, PowerPoints, labs, and other information used in previous MLT courses.

CATALOG DESCRIPTION :

In this clinical laboratory course the student continues their education in an affiliated hospital or clinic laboratory under the direct supervision of a qualified laboratory professional. The experience allows the students to refine laboratory techniques and apply knowledge learned in the didactic phase in an employment-like setting that offers realistic experiences unavailable in student laboratory sessions. Additionally, students acquire non-technical attributes including, but not limited to, communication, critical thinking, multitasking, and independent work skills. The student will practice and gain experience in basic medical laboratory techniques and procedures required for entry level Medical Laboratory Technicians.

AUDIENCE: Medical Laboratory Technician students who have completed all pre-requisite courses to enter the clinical experience.

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

ENGL1101, HC1290, HC1180, MDLT1100, BIOL1115, CHEM1150, MDLT1110, MDLT 1115, MDLT 1120, MDLT1125, MDLT 1105, MDLT 1130, MDLT 2106, MDLT 2110, MDLT 2120, MDLT 2102, AND 5 CREDITS OF HUMANITY OR SOCIAL/BEHAVIOR SCIENCE COURSE.

Course Objectives:

During the clinical practicums the Medical Laboratory Technician student will:

- A. Perform assigned tasks under the direction of a qualified laboratory professional according to established policies and procedures.
- B. Develop skills in laboratory tasks by:
 1. performing tests and related tasks
 2. operating and maintaining instruments
 3. evaluating acceptability of laboratory data
 4. correlating patient laboratory data
 5. evaluating and comparing procedures and methods
 6. reporting patient values according to standard procedures
 7. obtaining and evaluating acceptability of patient specimens
- C. Demonstrate skill development and practice by:
 1. completing performance tasks checklists according to written criteria
 2. recording and submitting clinical daily journal
 3. completing unknowns, if applicable.
- D. Enhance knowledge by completing assignments for each clinical practicum.
- E. Demonstrate professional attributes as reflected in the professional evaluation that includes but is not limited to the following:
 1. cleanliness of dress and work station
 2. punctuality and meticulousness
 3. careful attention to conversation with others
 4. willingness to comply with safety regulations
 5. increased efficiency
 6. adherence to honesty and confidentiality
 7. willingness to accept responsibility for own actions
 8. adherence to hospital and laboratory policies and procedures

Course Learning Outcomes:

Upon completing the clinical rotation, the student will be able to demonstrate competency in the following areas.

- Collect, process, and analyze biological specimens
- Perform routine clinical laboratory tests in hematology and hemostasis and laboratory operations
- Perform pre-analytical, analytical, and post-analytical processes
- Perform mathematical calculations related hematology and hemostasis
- Perform problem solving and troubleshooting techniques for laboratory methodologies
- Correlate laboratory test results with patient diagnosis and treatment
- Perform quality assessment within the clinical laboratory; recognize factors which interfere with analytical tests and take appropriate actions

- Demonstrate professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process
- Apply basic scientific principles in learning new techniques/procedures; demonstrate application of principles and methodologies
- Utilize computer technology applications to interact with computerized instruments and laboratory information systems

STANDARDS USED FOR ASSESSMENT: Tests, worksheets, skills assessments, affective domain evaluation, weekly evaluation, and journal. See Clinicalsmanual for assessment and skill checklists

Exam: 50%
Worksheet 10%
Evaluation: 30%
Case Study 10%

EXPECTED STUDENT LEARNING OUTCOMES: This course will prepare the student for entry-level medical laboratory technician employment.

Grading: 90 to 99% =A, 87 to 89%= A-, 83 to 86% =B+, 80 to 82%= B-, 79 to 75%= C, below 75% is failing

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

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**MINNESOTA WEST COMMUNITY & TECHNICAL
COLLEGE
SYLLABUS 2022**

COURSE TITLE: Medical Microbiology Clinicals
COURSE NUMBER: MDLT 2330

NUMBER OF CREDITS: 4 (160 hours) 80 hours will be Simulated Microbiology Laboratory at MN West, Luverne Center. If the student is attending Clinicals where laboratory can provide a full range of microbiology it will be the laboratory manager's decision to have the student obtain 160 hours at their laboratory or have the student attend the 2 weeks of simulated lab at MN West and 2 weeks at the hospital laboratory.

ACADEMIC YEAR: Spring Semester

INSTRUCTOR NAME: Dr. Rita Miller, Ed.D., MLS(ASCP)

OFFICE HOURS: TBA

OFFICE TELEPHONE: 507-449-2763 cell phone: 507-820-1558

OFFICE NUMBER:

E-MAIL rita.miller@mnwest.edu

TEXTBOOKS TO BE USED: All MLT textbooks, powerpoints, labs, and other information used in previous MLT courses.

CATALOG DESCRIPTION :

In this clinical laboratory course the student continues their education in an affiliated hospital or clinic laboratory under the direct supervision of a qualified laboratory professional. The experience allows the students to refine laboratory techniques and apply knowledge learned in the didactic phase in an employment-like setting that offers realistic experiences unavailable in student laboratory sessions. Additionally, students acquire non-technical attributes including, but not limited to, communication, critical thinking, multitasking, and independent work skills. The student will practice and gain experience in basic medical laboratory techniques and procedures required for entry level Medical Laboratory Technicians.

AUDIENCE: Medical Laboratory Technician students who have completed all pre-requisite courses to enter the clinical experience.

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

ENGL1101, HC1290, HC1180, MDLT1100, BIOL1115, CHEM1150, MDLT1110, MDLT 1115, MDLT 1120, MDLT1125, MDLT 1105, MDLT 1130, MDLT 2106, MDLT 2110, MDLT 2120, MDLT 2102, AND 5 CREDITS OF HUMANITY OR SOCIAL/BEHAVIOR SCIENCE COURSE.

Course Objectives:

During the clinical practicums the Medical Laboratory Technician student will:

- B. Perform assigned tasks under the direction of a qualified laboratory professional according to established policies and procedures.
- B. Develop skills in laboratory tasks by:
 - 1. performing tests and related tasks
 - 2. operating and maintaining instruments
 - 3. evaluating acceptability of laboratory data
 - 4. correlating patient laboratory data
 - 5. evaluating and comparing procedures and methods
 - 6. reporting patient values according to standard procedures
 - 7. obtaining and evaluating acceptability of patient specimens
- C. Demonstrate skill development and practice by:
 - 1. completing performance tasks checklists according to written criteria
 - 2. recording and submitting clinical daily journal
 - 3. completing unknowns, if applicable.
- D. Enhance knowledge by completing assignments for each clinical practicum.
- E. Demonstrate professional attributes as reflected in the professional evaluation that includes but is not limited to the following:
 - 1. cleanliness of dress and work station
 - 2. punctuality and meticulousness
 - 3. careful attention to conversation with others
 - 4. willingness to comply with safety regulations
 - 5. increased efficiency
 - 6. adherence to honesty and confidentiality
 - 7. willingness to accept responsibility for own actions
 - 8. adherence to hospital and laboratory policies and procedures

Course Learning Outcomes:

Upon completing the clinical rotation, the student will be able to demonstrate competency in the following areas.

- Collect, process, and analyze biological specimens
- Perform routine clinical laboratory tests in hematology and hemostasis and laboratory operations
- Perform pre-analytical, analytical, and post-analytical processes
- Perform mathematical calculations related hematology and hemostasis
- Perform problem solving and troubleshooting techniques for

laboratory methodologies

- Correlate laboratory test results with patient diagnosis and treatment
- Perform quality assessment within the clinical laboratory; recognize factors which interfere with analytical tests and take appropriate actions
- Demonstrate professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process
- Apply basic scientific principles in learning new techniques/procedures; demonstrate application of principles and methodologies
- Utilize computer technology applications to interact with computerized instruments and laboratory information systems

STANDARDS USED FOR ASSESSMENT: Tests, worksheets, skills assessments, affective domain evaluation, weekly evaluation, and journal. See Clinicalsmanual for assessment and skill checklists

Exam: 50%
Worksheet 10%
Evaluation: 20%
Case Study 10%
Journals 10%

EXPECTED STUDENT LEARNING OUTCOMES: This course will prepare the student for entry-level medical laboratory technician employment.

Grading: 90 to 99% =A, 87 to 89%= A-, 83 to 86% =B+, 80 to 82%= B-, 79 to 75%= C, below 75% is failing

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

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**MINNESOTA WEST COMMUNITY & TECHNICAL
COLLEGE
Syllabus 2022**

COURSE TITLE: Immunohematology **COURSE NUMBER:** MDLT 2350

NUMBER OF CREDITS: 4 (120 hours of Clinicals)

ACADEMIC YEAR: Spring Semester

INSTRUCTOR NAME: Dr. Rita Miller, Ed.D., MLS(ASCP)

OFFICE HOURS: TBA

OFFICE TELEPHONE: 507-449-2763 cell phone: 507-820-1558

OFFICE NUMBER:

E-MAIL rita.miller@mnwest.edu

TEXTBOOKS TO BE USED: All MLT textbooks, powerpoints, labs, and other information used in previous MLT courses.

CATALOG DESCRIPTION :

In this clinical laboratory course the student continues their education in an affiliated hospital or clinic laboratory under the direct supervision of a qualified laboratory professional. The experience allows the students to refine laboratory techniques and apply knowledge learned in the didactic phase in an employment-like setting that offers realistic experiences unavailable in student laboratory sessions. Additionally, students acquire non-technical attributes including, but not limited to, communication, critical thinking, multitasking, and independent work skills. The student will practice and gain experience in basic medical laboratory techniques and procedures required for entry level Medical Laboratory Technicians.

AUDIENCE: Medical Laboratory Technician students who have completed all pre-requisite courses to enter the clinical experience.

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

ENGL1101, HC1290, HC1180, MDLT1100, BIOL1115, CHEM1150, MDLT1110, MDLT 1115, MDLT 1120, MDLT1125, MDLT 1105, MDLT 1130, MDLT 2106, MDLT 2110, MDLT 2120, MDLT 2102, AND 5 CREDITS OF HUMANITY OR SOCIAL/BEHAVIOR SCIENCE COURSE.

Course Objectives:

During the clinical practicums the Medical Laboratory Technician student will:

- C. Perform assigned tasks under the direction of a qualified laboratory professional according to established policies and procedures.
- B. Develop skills in laboratory tasks by:
 1. performing tests and related tasks
 2. operating and maintaining instruments
 3. evaluating acceptability of laboratory data
 4. correlating patient laboratory data
 5. evaluating and comparing procedures and methods
 6. reporting patient values according to standard procedures
 7. obtaining and evaluating acceptability of patient specimens
- C. Demonstrate skill development and practice by:
 1. completing performance tasks checklists according to written criteria
 2. recording and submitting clinical daily journal
 3. completing unknowns, if applicable.
- D. Enhance knowledge by completing assignments for each clinical practicum.
- E. Demonstrate professional attributes as reflected in the professional evaluation that includes but is not limited to the following:
 1. cleanliness of dress and work station
 2. punctuality and meticulousness
 3. careful attention to conversation with others
 4. willingness to comply with safety regulations
 5. increased efficiency
 6. adherence to honesty and confidentiality
 7. willingness to accept responsibility for own actions
 8. adherence to hospital and laboratory policies and procedures

Course Learning Outcomes:

Upon completing the clinical rotation, the student will be able to demonstrate competency in the following areas.

- Collect, process, and analyze biological specimens
- Perform routine clinical laboratory tests in hematology and hemostasis and laboratory operations
- Perform pre-analytical, analytical, and post-analytical processes
- Perform mathematical calculations related hematology and hemostasis
- Perform problem solving and troubleshooting techniques for laboratory methodologies
- Correlate laboratory test results with patient diagnosis and treatment
- Perform quality assessment within the clinical laboratory; recognize

factors which interfere with analytical tests and take appropriate actions

- Demonstrate professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process
- Apply basic scientific principles in learning new techniques/procedures; demonstrate application of principles and methodologies
- Utilize computer technology applications to interact with computerized instruments and laboratory information systems

STANDARDS USED FOR ASSESSMENT: Tests, worksheets, skills assessments, affective domain evaluation, weekly evaluation, and journal. See Clinicalsmanual for assessment and skill checklists

Exam: 50%
Worksheet 10%
Evaluation: 30%
Case Study 10%
Journals 10%

EXPECTED STUDENT LEARNING OUTCOMES: This course will prepare the student for entry-level medical laboratory technician employment.

Grading: 90 to 99% =A, 87 to 89%= A-, 83 to 86% =B+, 80 to 82%= B-, 79 to 75%= C, below 75% is failing

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**MINNESOTA WEST COMMUNITY & TECHNICAL
COLLEGE
SYLLABUS 2022**

COURSE TITLE: Chemistry and Immunology Clinicals
COURSE NUMBER: MDLT 2340

NUMBER OF CREDITS: 3 (135 hours of Clinicals)

ACADEMIC YEAR: Spring Semester

INSTRUCTOR NAME: Dr. Rita Miller, Ed.D., MLS(ASCP)

OFFICE HOURS: TBA

OFFICE TELEPHONE: 507-449-2763 cell phone: 507-820-1558

OFFICE NUMBER: 121

E-MAIL rita.miller@mnwest.edu

TEXTBOOKS TO BE USED: All MLT textbooks, powerpoints, labs, and other information used in previous MLT courses.

CATALOG DESCRIPTION :

In this clinical laboratory course the student continues their education in an affiliated hospital or clinic laboratory under the direct supervision of a qualified laboratory professional. The experience allows the students to refine laboratory techniques and apply knowledge learned in the didactic phase in an employment-like setting that offers realistic experiences unavailable in student laboratory sessions. Additionally, students acquire non-technical attributes including, but not limited to, communication, critical thinking, multitasking, and independent work skills. The student will practice and gain experience in basic medical laboratory techniques and procedures required for entry level Medical Laboratory Technicians.

AUDIENCE: Medical Laboratory Technician students who have completed all pre-requisite courses to enter the clinical experience.

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

ENGL1101, HC1290, HC1180, MDLT1100, BIOL1115, CHEM1150, MDLT1110, MDLT 1115, MDLT 1120, MDLT1125, MDLT 1105, MDLT 1130, MDLT 2106, MDLT 2110, MDLT 2120, MDLT 2102, AND 5 CREDITS OF HUMANITY OR SOCIAL/BEHAVIOR SCIENCE COURSE.

Course Objectives:

During the clinical practicums the Medical Laboratory Technician student will:

- D. Perform assigned tasks under the direction of a qualified laboratory professional according to established policies and procedures.
- B. Develop skills in laboratory tasks by:
 - 1. performing tests and related tasks
 - 2. operating and maintaining instruments
 - 3. evaluating acceptability of laboratory data
 - 4. correlating patient laboratory data
 - 5. evaluating and comparing procedures and methods
 - 6. reporting patient values according to standard procedures
 - 7. obtaining and evaluating acceptability of patient specimens
- C. Demonstrate skill development and practice by:
 - 1. completing performance tasks checklists according to written criteria
 - 2. recording and submitting clinical daily journal
 - 3. completing unknowns, if applicable.
- D. Enhance knowledge by completing assignments for each clinical practicum.
- E. Demonstrate professional attributes as reflected in the professional evaluation that includes but is not limited to the following:
 - 1. cleanliness of dress and work station
 - 2. punctuality and meticulousness
 - 3. careful attention to conversation with others
 - 4. willingness to comply with safety regulations
 - 5. increased efficiency
 - 6. adherence to honesty and confidentiality
 - 7. willingness to accept responsibility for own actions
 - 8. adherence to hospital and laboratory policies and procedures

Course Learning Outcomes:

Upon completing the clinical rotation, the student will be able to demonstrate competency in the following areas.

STANDARDS USED FOR ASSESSMENT: Tests, worksheets, skills assessments, affective domain evaluation, weekly evaluation, and journal. See Clinicalsmanual for assessment and skill checklists

Exam:	50%
Worksheet	10%
Evaluation:	30%
Case Study	10%
Journals	10%

EXPECTED STUDENT LEARNING OUTCOMES: This course will prepare the student for entry-level medical laboratory technician employment.

Grading: 90 to 99% =A, 87 to 89%= A-, 83 to 86% =B+, 80 to 82%= B-, 79 to 75%= C, below 75% is failing

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The information in this course outline is subject to revision

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**MINNESOTA WEST COMMUNITY & TECHNICAL
COLLEGE
SYLLABUS 2022**

COURSE TITLE: Urinalysis/Biological Fluids Clinicals
COURSE NUMBER: MDLT 2130

NUMBER OF CREDITS: 2 (95 hours of clinicals)

ACADEMIC YEAR: Maymester

INSTRUCTOR NAME: Dr. Rita Miller, Ed.D., MLS(ASCP)

OFFICE HOURS: TBA

OFFICE TELEPHONE: 507-449-2763 cell phone: 507-820-1558

OFFICE NUMBER: 121

E-MAIL rita.miller@mnwest.edu

TEXTBOOKS TO BE USED: All MLT textbooks, powerpoints, labs, and other information used in previous MLT courses.

CATALOG DESCRIPTION :

In this clinical laboratory course the student continues their education in an affiliated hospital or clinic laboratory under the direct supervision of a qualified laboratory professional. The experience allows the students to refine laboratory techniques and apply knowledge learned in the didactic phase in an employment-like setting that offers realistic experiences unavailable in student laboratory sessions. Additionally, students acquire non-technical attributes including, but not limited to, communication, critical thinking, multitasking, and independent work skills. The student will practice and gain experience in basic medical laboratory techniques and procedures required for entry level Medical Laboratory Technicians.

AUDIENCE: Medical Laboratory Technician students who have completed all pre-requisite courses to enter the clinical experience.

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

ENGL1101, HC1290, HC1180, MDLT1100, BIOL1115, CHEM1150, MDLT1110, MDLT 1115, MDLT 1120, MDLT1125, MDLT 1105, MDLT 1130, MDLT 2106, MDLT 2110, MDLT 2120, MDLT 2102, AND 5 CREDITS OF HUMANITY OR SOCIAL/BEHAVIOR SCIENCE COURSE.

TOPICS TO BE COVERED: Urinalysis and Biological Fluids

1) **ACADEMIC CONTENT:**

- a. The academic objectives of this course are to review, refine, practice, and implement knowledge of urinalysis and biological fluids in a clinical setting.

2) **THINKING SKILLS:** This course will help students improve the effectiveness of their thinking skills through

- a) Collecting, processing, and analyzing biological specimens.
- b) Performing routine clinical laboratory tests in urinalysis, body fluid analysis, and laboratory operations.
- c) Performing pre-analytical, analytical, and post-analytical processes.
- d) Performing mathematical calculations related to all areas of the clinical laboratory.
- e) Problem solving and troubleshooting techniques for laboratory methodologies.
- f) Correlating laboratory test results with patient diagnosis and treatment.
- g) Performing quality assessment within the clinical laboratory; recognize factors which interfere with analytical tests and take appropriate actions.

3) **COMMUNICATIONS SKILLS:** This course will help students improve their oral and written communication skills through:

- a) Demonstrating professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process
- b) Utilize computer technology applications to interact with computerized instruments and laboratory information systems
- c) Maintaining a daily journal

4) **HUMAN DIVERSITY:** This course will help students recognize, understand, and appreciate human diversity through:

Demonstrating professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process

COURSE LEARNING OUTCOMES: This course will prepare the student for entry-level medical laboratory technician employment.

Upon completing the clinical rotation the student will be able to:

- Collect, process, and analyze biological specimens
- Perform routine clinical laboratory tests in urinalysis, body fluid analysis, and laboratory operations
- Perform pre-analytical, analytical, and post-analytical processes
- Perform mathematical calculations related to all areas of the clinical laboratory
- Perform problem solving and troubleshooting techniques for laboratory methodologies
- Correlate laboratory test results with patient diagnosis and treatment
- Perform quality assessment within the clinical laboratory; recognize factors which interfere with analytical tests and take appropriate actions
- Demonstrate professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process
- Apply basic scientific principles in learning new techniques/procedures; demonstrate application of principles and methodologies

Utilize computer technology applications to interact with computerized instruments and laboratory information systems

STANDARDS USED FOR ASSESSMENT: Tests, worksheets, skills assessments, affective domain evaluation, weekly evaluation, and journal. See Clinicalsmanual for assessment and skill checklists

Exam: 50%
Worksheet 10%
Evaluation: 30%
Case Study 10%
Journals 10%

EXPECTED STUDENT LEARNING OUTCOMES: This course will prepare the student for entry-level medical laboratory technician employment.

Grading: 90 to 99% =A, 87 to 89%= A-, 83 to 86% =B+, 80 to 82%= B-, 79 to 75%= C, below 75% is failing

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

**MINNESOTA WEST COMMUNITY & TECHNICAL
COLLEGE
Syllabus 2022**

COURSE TITLE: Capstone COURSE NUMBER: MDLT 2360

NUMBER OF CREDITS: 1

CATALOG DESCRIPTION :

This course will focus on further development of critical thinking and problem solving skills in all of the laboratory disciplines, as well as integration of laboratory analyses, interpretation and application. Activities include discussions, case study, interactive activities and assignments, focused reviews, and examinations. Mastery of content will be assessed through a comprehensive examination. Under the direction of faculty, students prepare a written case study and present their findings to laboratory professionals and classmates. Student will also develop resume and cover letter and discuss job interviewing.

AUDIENCE : Medical Laboratory Technician students who are currently in their clinical experience courses.

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

ENGL1101, HC1290, HC1180, MDLT1100, BIOL1115, CHEM1150, MDLT1110, MDLT 1115, MDLT 1120, MDLT1125, MDLT 1105, MDLT 1130, MDLT 2106, MDLT 2110, MDLT 2120, MDLT 2102, 5 CREDITS OF HUMANITY OR SOCIAL/BEHAVIOR SCIENCE COURSE, MDLT 2320, MDLT 2330, MDLT 2340, AND MDLT 2350.

LENGTH OF COURSE : 16 hours

THIS COURSE IS USUALLY OFFERED: Summer Session I

1) ACADEMIC CONTENT:

- a. The academic objectives of this course are to review all areas of the laboratory
- b. Preparation for national certification board exam
- c. Writing case study
- d. Writing resume

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through

- a) further development of critical thinking and problem solving skills in all of the laboratory disciplines
 - b) integration of laboratory analyses, interpretation and application
- 3) **COMMUNICATIONS SKILLS:** This course will help students improve their oral and written communication skills through:
- a) Demonstrating professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process
 - b) Preparation for job interviews
- 4) **HUMAN DIVERSITY:** This course will help students recognize, understand, and appreciate human diversity through:

Demonstrating professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process

TOPICS TO BE COVERED:

- Review of hematology, hemostasis, clinical microbiology, clinical chemistry, immunology, immunohematology, urinalysis, and body fluids
- Researching, writing, and presentation of case study
- Resume writing
- Job interviewing

LIST OF EXPECTED COURSE LEARNING OUTCOMES:

Course Learning Outcomes:

Upon completing the capstone, the student will:

1. demonstrate knowledge and competency in urinalysis, biological fluids, hematology, hemostasis, microbiology, chemistry, immunology, and immunohematology
2. be able to research and write a case study in the appropriate scientific style
3. be able to complete a professional resume, that highlights their skills, specific to medical laboratory technician
4. Understand the purpose of interviews, how to prepare for interview, and understand the importance of self-presentation
5. Understand legal and ethical responsibilities associated with the clinical laboratory

6. Understand laboratory regulatory agencies and the process of acquiring and maintain certification

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

TOPIC	POINTS
Case Study presentation	24
Resume	20
Simulated exams: Review for Board Exam	0
Abnormal Slide Project	20
Community Service paper	20

EXPECTED STUDENT LEARNING OUTCOMES: This course will prepare the student for entry-level medical laboratory technician employment.

Grading: 98 to 100% = A+, 93-97=A, 90-92= A-, 88-89=B+, 83-87 = B, 80-82 = B-, 78-79= C+, 75-77 = C, 70-74 = C-, 68-69=D+, 65-67 = D, 64 or below =F

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**MINNESOTA WEST COMMUNITY AND TECHNICAL COLLEGE
MLT/PHLEBOTOMY EXTERNSHIP/CLINICALS
REPORT OF UNSAFE OR INTOLERABLE BEHAVOIR/ACT**

This form is concurrent with the description of unsafe or intolerable behavior or acts as stated in the ClinicalsManual.

- 1. Clinical site's description of what happened. Please be very detailed (documentation can be typed and attached)**

Signature: _____ Title: _____ Date: _____

- 2. Student's Factual Description of What Happened:**

Student's signature: _____ Date: _____

- 2. MLT Program Director's Review and comments:**

Signature: _____ Date: _____

BEHAVIORAL CONTRACT

The following contract for Plan of Action is set up with the MLT/PHLEBOTOMY Staff and/or MLT/PHLEBOTOMY Program Director and student

Plan of Action:

What course of action will be taken by the student so this offense does not happen again?

Student signature indicates that he/she understands and agrees with the above.

Student's signature

Date

REPORT OF UNSAFE OR INTOLERABLE BEHAVOIR/ACT

SECOND OFFENSE

If case of a second offense the incident will be brought before a panel. The following are notes, recommendations and actions from that panel. The panel shall consists of at least the MLT Program Director, Clinical site Laboratory manager and a neutral party from both entities.

Notes:

Signature and titles of personnel present:



**MWCTC
MLT CLINICAL CLINICALSVISIT**

NAME OF HOSPITAL: _____

NAME OF STUDENT: _____

DATE OF VISIT: _____ VISITED BY: _____

Check off list for Program Director:

Visited with student: **Yes No**

Visited with lab manager/staff: **Y N**

Who was present? _____

How many hours so far in each department?

Hematology/coagulation : _____

Microbiology _____ Biological fluids _____

Chemistry/Immunology : _____

Immunochemistry: _____

Competency Checklist filled out correctly? _____

Journals, Excel worksheet, and weekly evaluation sent in a timely manner? _____

Community Service: _____

What case study topic will you be presenting? _____

Slide project turned in? **Y N Topic:** _____

Concerns/comments:

Minnesota West Community and Technical College MLT Program
Weekly Evaluation/Attendance Log

Student Name _____

Clinical Affiliate/Clinical Rotation Area (ex: Hematology)

ATTENDANCE						
	Mon	Tue	Wed	Thurs	Fri	Weekly Total
Date						
Time In						
Time Out						
Total Hours						

Clinical preceptor/trainer: Student should log their daily time in and out. Please confirm and complete the following sections. Check the value you believe represents the student's performance for each criteria listed. If necessary, use the back for additional comments. Thank you!

Student was: Check if applicable & add comment	On Time	Tardy	Did not Show
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Comments: _____

PERFORMANCE

JOB KNOWLEDGE

This week, the student exhibited the ability to perform the task(s) given: (check one)

Ineffective	Somewhat Effective	Effective	Outstanding

ADAPTABILITY

This week, the student willingly participated in the duties or activities assigned and showed ability to respond to changes as needed: (check one)

Ineffective	Somewhat Effective	Effective	Outstanding

INITIATIVE

This week, the student was prepared and showed a willingness to take on additional appropriate responsibilities and new tasks: (check one)

Ineffective	Somewhat Effective	Effective	Outstanding

COMMUNICATION

This week, the student sought supervision appropriately, functioned as a member of the clinical team, was open to feedback, and performed professionally in interactions with hospital personnel and patients: (check one)

Ineffective	Somewhat Effective	Effective	Outstanding

Student Signature _____ Date _____

Clinical Instructor's Signature _____ Date _____

Scan and email completed form at end of each week to: rita.miller@mnwest.edu
OR Fax to: 507-449-0254 Attn: Rita Miller

Definitions: Weekly Evaluation of Student Clinical Performance

Outstanding: The highest possible performance rating given to student who consistently exceeds expectations on evaluation factor.

Effective: This rating signifies solid performance and is given to student who consistently meets expectations

Somewhat effective: The performance rating given to student who sometimes performs at an acceptable level but are not consistent and needs improvement to meet expectations.

Ineffective: This rating signifies unacceptable performance

Journals are to be typed in Word and emailed to Rita as an attachment.

SAMPLE Clinical Rotation Journal Entry Log

Name:

Week of:

Clinical Rotation (department(s))

Questions:

1. Describe one type of analytical equipment you worked with. Include the instrument name, tests performed, testing theory (how the testing works) and quality control protocol. Describe any manual testing you worked with this week.
2. Describe any abnormal patient results you have seen this week. Include the test name, normal range, patient value, and any additional testing, or notifications that were done as a result of the abnormal result
3. What did you like best about your rotation this week?
4. What did you like least about your rotation this week?
5. Name one testing theory from your lectures that you were able to observe in rotation (examples: Gram staining, antigen-antibody reactions, RBC morphology, WBC morphology, Etc.)
6. Any other information you want to add

Journal is due the MONDAY after the week of rotation. Please email to Rita.

**Minnesota West Community and Technical College
MLT CLINICAL EXPERIENCE
AFFECTIVE SKILLS EVALUATION FORM**

This form is to be filled out when the student has completed all hours in the department (Hem, Chem, etc.).

STUDENT: _____ **ROTATION DATES:** _____

AFFILIATE (Hosp. or Clinic Name): _____

LAB DEPARTMENT(s): _____

Affective Skill/Competency	100% of time (10 pts)	90% of time (9 pts)	80% of time (8 pts)	70% of time (7pts)	< 70% of time (0 pts)
Attendance: Maintains satisfactory attendance; communicates tardiness, &/or absences					
Appearance: Adheres to affiliate dress code/appearance policy					
Adaptability/Stress Management: Responds to a changing environment with a positive attitude, flexibility, & cooperation; maintains accuracy & composure when working under time/volume pressures					
Attitude: Displays a positive attitude toward laboratory work and experience					
Integrity: Accepts responsibility for actions; doesn't hide errors; is truthful					
Interpersonal Relationships: Establishes effective working relationships with & demonstrates respect for peers, lab/healthcare personnel, and patients; demonstrates respect for authority					
Communication: Demonstrates the ability to accurately convey information & concepts verbally & in writing; appropriately personable with customers and staff; asks appropriate questions					

Confidence: Displays appropriate confidence in his/her abilities					
Confidentiality: Adheres to HIPAA regulations; only discusses test results as they apply to laboratory educational setting					
Criticism: Accepts criticism and guidance openly					
Initiative/Motivation: Performs assigned work willingly & independently; uses time constructively; gets involved; is self-motivated; demonstrates preparation for the clinical experience					
Prioritization: Puts other interests aside to concentrate entirely on learning; is neat/organized at the bench; completes work in a timely manner					
Application of Knowledge/Critical Thinking Skills: Uses theoretical knowledge; demonstrates good judgment					
Cultural Competency: demonstrates respect and understanding of cultural differences (to include, but not limited to gender, race, age, sexual orientation, religion)					

ADDITIONAL COMMENTS:

Signature(s) of person(s) evaluating and filling out this form:

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
CHEMISTRY SKILL CHECKLIST/EVALUATION FORM

STUDENT: _____

AFFILIATE (Hospital or Clinic Name): _____

ROTATION DATES: _____

The focus of the clinical chemistry rotation should be on the instruction of transferable skills (e.g. daily set-up, maintenance, reagent review, calibration, dilutions, QC evaluation, and basic troubleshooting). These skills, when learned on one analyzer, can be transferred to any automated analyzer for a variety of analytes. **Pages to record additional experience on multiple analyzers are supplied in the back of this packet.**

Given access to resources provided by the clinical affiliate, upon completion of this clinical rotation, the student will be able to meet the designated competency for each of the skills identified in the checklist.

The expected level of achievement varies per skill and is identified with a shaded box in the column of the expected level of achievement. It is possible that students will exceed the expected level of achievement for some tasks where the highest level (COMPETENT) is not expected.

For those skills in which COMPETENT is identified as the expected level of achievement, this means that the student demonstrates:

- Accuracy in results and or procedural steps.
- Independent performance under supervision as expected for an entry level employee prior to new employee training
- Consistent adherence to affiliate procedures/policies to ensure effective work relationships that contribute to patient safety through quality care

Use instructor initials to indicate level of achievement. Comment as needed.

LEVELS OF ACHIEVEMENT FOR ROTATION CHECKLISTS

DISCUSSED: Test or procedure discussed; principle explained. (Student can explain principle in own words)

OBSERVED: Test or procedure demonstrated. (Student has observed demonstration and asked questions if needed)

PERFORMED: Student can perform the test under direct supervision

COMPETENT: Student can perform with minimal supervision to obtain the expected results

PRE-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Specimen identification and labeling					Recognize identification errors & recommend appropriate action.	
Test request					Correlate specimen received with test requested.	
Specimen integrity					Recognize storage, transport, & processing errors & recommend appropriate action.	

INSTRUMENT:

ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Maintenance					Perform daily preventative maintenance. As applicable, observes/assists with other maintenance procedures.	
Calibration					Recognize when calibration is necessary. Perform procedures and check validity before running patients.	
Reagents					Reconstitute as appropriate. Check lot numbers and expiration dates. Participate in inventory maintenance.	
OPERATIONS						
General Operation					Operate instrument according to procedure.	
Dilutions					Dilute samples as needed, online or offline depending on protocol. Perform calculations as needed.	
Troubleshooting					Recognize the need for and apply troubleshooting protocol as needed.	

ALTERNATE & SPECIAL PROCEDURES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	The following special procedures may or may not be performed at your facility. Therefore, no minimum performance level is identified. If your site performs the item, indicate the level of achievement accomplished in student training.	
Immunoassay kit tests May include: pregnancy tests, heterophile tests, strep tests, drug screens, etc.						
					Interpret internal controls and patient results accurately. Perform external QC as appropriate.	

ALTERNATE & SPECIAL PROCEDURES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	The following special procedures may or may not be performed at your facility. Therefore, no minimum performance level is identified. If your site performs the item, indicate the level of achievement accomplished in student training.	
Other assays (including POCT) May include: BNP cassettes, FFNs, FLMs, Osmolality, etc.						
					State clinical significance of assay. Perform functions correctly. Analyze and evaluate quality control correctly.	

QUALITY CONTROL If QC performed on alternate shift from student experience, then discuss each skill with the student.	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Control selection & preparation					Document expiration date & lot number.	
Control integrity					Check laboratory temperatures.	
QC performance & documentation					Perform & document according to procedure.	
QC Evaluation					Recognize out of control results	
					Suggest appropriate action for out of control results.	

POST-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Result Documentation					Record result	
Patient result evaluation					Recognize normal and abnormal results, test errors & delta checks as applicable.	
Critical value recognition & documentation					Recognize critical values.	
					Notify appropriate healthcare personnel with documentation.	
Test result correlation					Correlate test result with disease or condition.	

GENERAL LAB PRACTICES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Standard precautions					Comply with standard precautions.	
Waste disposal					Follow procedures.	
Work environment					Maintain clean work environment; restock supplies.	
Workload organization					Demonstrates improved efficiency & workload management.	
Adherence to procedures					Consistently follows written procedure.	
LIS					Demonstrate basic LIS Usage skills	

Feedback is essential to proper student evaluation. Please respond to the following questions:

List methodology used for testing.

What are the student's strengths in this department of the laboratory?

What are the student's areas for improvement in this department of the laboratory?

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
CHEMISTRY TECHNICAL PROFICIENCY

Final Evaluation: Using the following guidelines, initial next to the level that most accurately reflects the student's achievement of technical proficiency in chemistry. Student performance should be evaluated with reference to the requirements outlined on the preceding technical checklist rather than the competency level of department employees.

Level	Description	Initial of evaluator
0-Does not meet Equivalent to F	The student did NOT fulfill the minimum requirements of the clinical experience as outlined in this checklist	
1-Meets requirements Equivalent to C	The student fulfilled all of the minimum requirements of the clinical experience as outlined in this checklist.	
2-Above average Equivalent to B	While fulfilling the requirements of the clinical experience, this student's technical proficiency surpassed that of the average student. Factors contributing to above average performance could include but are not limited to student preparation, speed of skill acquisition, retention of skills, speed of work, and problem-solving skills.	
3-Exceeds expectations Equivalent to A	While fulfilling the requirement of the clinical experience, the student demonstrated mastery of the skills and knowledge necessary for career entry in the Chemistry department. His/her critical thinking skills, technical proficiency, and independence exceeded the level expected from a student, although he/she may not have achieved employee-level competency.	

NOTE: Students must achieve level 1 ratings or higher to successfully pass this portion of their clinical experience. A zero rating must include comments and recommendation for appropriate action that may include additional scheduled time in the rotation.

Comments:

Signatures:

My signature below indicates that I have discussed this evaluation with the student.

Completed by: _____ Date: _____

Position: _____

Evaluation discussed with the student by: _____ Date: _____

Position: _____

My signature below indicates that I have seen this form, not necessarily that I agree with evaluations made.

STUDENT SIGNATURE: _____ Date: _____

INSTRUMENT:

ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
Maintenance					Perform daily preventative maintenance. As applicable, observes/assists with other maintenance procedures.	
Calibration					Recognize when calibration is necessary. Perform procedures and check validity before running patients.	
Reagents					Reconstitute as appropriate. Check lot numbers and expiration dates. Participate in inventory maintenance.	
OPERATIONS						
General Operation					Operate instrument according to procedure.	
Dilutions					Dilute samples as needed, online or offline depending on protocol. Perform calculations as needed.	
Troubleshooting					Recognize the need for and apply troubleshooting protocol as needed.	

INSTRUMENT:

ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
Maintenance					Perform daily preventative maintenance. As applicable, observes/assists with other maintenance procedures.	
Calibration					Recognize when calibration is necessary. Perform procedures and check validity before running patients.	
Reagents					Reconstitute as appropriate. Check lot numbers and expiration dates. Participate in inventory maintenance.	
OPERATIONS						
General Operation					Operate instrument according to procedure.	
Dilutions					Dilute samples as needed, online or offline depending on protocol. Perform calculations as needed.	
Troubleshooting					Recognize the need for and apply troubleshooting protocol as needed.	

INSTRUMENT:

ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
Maintenance					Perform daily preventative maintenance. As applicable, observes/assists with other maintenance procedures.	
Calibration					Recognize when calibration is necessary. Perform procedures and check validity before running patients.	
Reagents					Reconstitute as appropriate. Check lot numbers and expiration dates. Participate in inventory maintenance.	
OPERATIONS						
General Operation					Operate instrument according to procedure.	
Dilutions					Dilute samples as needed, online or offline depending on protocol. Perform calculations as needed.	
Troubleshooting					Recognize the need for and apply troubleshooting protocol as needed.	

INSTRUMENT:

ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
Maintenance					Perform daily preventative maintenance. As applicable, observes/assists with other maintenance procedures.	
Calibration					Recognize when calibration is necessary. Perform procedures and check validity before running patients.	
Reagents					Reconstitute as appropriate. Check lot numbers and expiration dates. Participate in inventory maintenance.	
OPERATIONS						
General Operation					Operate instrument according to procedure.	
Dilutions					Dilute samples as needed, online or offline depending on protocol. Perform calculations as needed.	
Troubleshooting					Recognize the need for and apply troubleshooting protocol as needed.	

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
COAGULATION SKILL CHECKLIST/EVALUATION FORM

STUDENT: _____

AFFILIATE (Hospital or Clinic Name): _____

ROTATION DATES: _____

Given access to resources provided by the clinical affiliate, upon completion of this clinical rotation, the student will be able to meet the designated competency for each of the skills identified in the checklist.

The expected level of achievement varies skill and is identified with a shaded box in the column of the expected level of achievement. It is possible that students will exceed the expected level of achievement for some tasks where the highest level (COMPETENT) is not expected.

For those skills in which COMPETENT is identified as the expected level of achievement, this means that the student demonstrates:

- Accuracy in results and or procedural steps
- Independent performance under supervision as expected for an entry level employee prior to new employee training
- Consistent adherence to affiliate procedures/policies to ensure effective work relationships that contribute to patient safety through quality care

Use instructor initials to indicate level of achievement. Comment as needed.

LEVELS OF ACHIEVEMENT FOR ROTATION CHECKLISTS

DISCUSSED: Test or procedure discussed; principle explained. (Student can explain principle in own words)

OBSERVED: Test or procedure demonstrated. (Student has observed demonstration and asked questions if needed)

PERFORMED: Student can perform the test under direct supervision

COMPETENT: Student can perform with minimal supervision to obtain the expected results

PRE-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Specimen identification and labeling					Recognize identification errors & recommend appropriate action	
Test request					Correlate specimen received with test requested	
Specimen integrity					Recognize storage, transport, & processing errors & recommend appropriate action	
ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
TEST OR PROCEDURE						
Prothrombin Time					Obtain expected results and recognize significance	
APTT					Obtain expected results and recognize significance	
Fibrinogen					Obtain expected results and recognize significance	
D-dimer					Obtain expected results and recognize significance	
ALTERNATE & SPECIAL PROCEDURES						<i>The following special procedures may or may not be performed at your facility. Therefore, no minimum performance level is identified. If your site performs the item, indicate the level of achievement accomplished in student training. If your site does not perform the procedure, write N/A in the comment section.</i>
Calculate INR						
Thrombin Time						
Factor Assays						
Platelet function assays (Bleeding time)						
Mixing Studies						

QUALITY CONTROL If QC performed on alternate shift from student experience, then discuss each skill with the student.	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Control selection & preparation					Document expiration date & lot number; select & subculture control organisms	
Control integrity					Check laboratory temperatures & incubator atmospheric conditions	
QC performance & documentation					Perform & document according to procedure	
QC Evaluation					Recognize out of control results	
					Suggest appropriate action	
POST-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Result Documentation					Record result	
Patient result evaluation					Recognize normal and abnormal results, test errors & delta checks as applicable	
Critical value recognition & documentation					Recognize critical values	
					Notify appropriate healthcare personnel with documentation	
Test result correlation					Correlate test result with disease or condition	

GENERAL LAB PRACTICES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Standard precautions					Comply with standard precautions	
Waste disposal					Follow procedures	
Work environment					Maintain clean work environment; Restock supplies	
Workload organization					Demonstrates improved efficiency & workload management	
Adherence to procedures					Consistently follows written procedure	
LIS (Laboratory Information System)					Demonstrate basic usage skills.	

Feedback is essential to proper student evaluation. Please respond to the following questions:

List methodology used for testing.

List at least one strength demonstrated by the student in this department of the laboratory.

List at least one area for improvement in this department of the laboratory.

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
COAGULATION TECHNICAL PROFICIENCY

Final Evaluation: Using the following guidelines, initial next to the level that most accurately reflects the student's achievement of technical proficiency in chemistry. Student performance should be evaluated with reference to the requirements outlined on the preceding technical checklist rather than the competency level of department employees.

Level	Description	Initial of evaluator
0-Does not meet Equivalent to F	The student did NOT fulfill the minimum requirements of the clinical experience as outlined in this checklist	
1-Meets requirements Equivalent to C	The student fulfilled all of the minimum requirements of the clinical experience as outlined in this checklist.	
2-Above average Equivalent to B	While fulfilling the requirements of the clinical experience, this student's technical proficiency surpassed that of the average student. Factors contributing to above average performance could include but are not limited to student preparation, speed of skill acquisition, retention of skills, speed of work, and problem-solving skills.	
3-Exceeds expectations Equivalent to A	While fulfilling the requirement of the clinical experience, the student demonstrated mastery of the skills and knowledge necessary for career entry in the Coagulation department. His/her critical thinking skills, technical proficiency, and independence exceeded the level expected from a student, although he/she may not have achieved employee-level competency.	

NOTE: Students must achieve level 1 ratings or higher to successfully pass this portion of their clinical experience. A zero rating must include comments and recommendation for appropriate action that may include additional scheduled time in the rotation.

Comments:

Signatures:

My signature below indicates that I have discussed this evaluation with the student.

Completed by: _____ Date: _____
 Position: _____

Evaluation discussed with the student by: _____ Date: _____
 Position: _____

My signature below indicates that I have seen this form, not necessarily that I agree with evaluations made.

STUDENT SIGNATURE: _____ Date: _____

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
HEMATOLOGY SKILL CHECKLIST/EVALUATION FORM

STUDENT: _____

AFFILIATE (Hospital or Clinic Name): _____

ROTATION DATES: _____

Given access to resources provided by the clinical affiliate, upon completion of this clinical rotation, the student will be able to meet the designated competency for each of the skills identified in the checklist.

The expected level of achievement varies per skill and is identified with a shaded box in the column of the expected level of achievement. It is possible that students will exceed the expected level of achievement for some tasks where the highest level (COMPETENT) is not expected.

For those skills in which COMPETENT is identified as the expected level of achievement, this means that the student demonstrates:

- Accuracy in results and or procedural steps
- Independent performance under supervision as expected for an entry level employee prior to new employee training
- Consistent adherence to affiliate procedures/policies to ensure effective work relationships that contribute to patient safety through quality care

LEVELS OF ACHIEVEMENT FOR ROTATION CHECKLISTS

DISCUSSED: Test or procedure discussed; principle explained. (Student can explain principle in own words)

OBSERVED: Test or procedure demonstrated. (Student has observed demonstration and asked questions if needed)

PERFORMED: Student can perform the test under direct supervision

COMPETENT: Student can perform with minimal supervision to obtain the expected results

PRE-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Specimen identification and labeling					Recognize identification errors & recommend appropriate action	
Test request					Correlate specimen received with test requested	
Specimen integrity					Recognize storage, transport, & processing errors & recommend appropriate action	
ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
TEST OR PROCEDURE						
Peripheral Blood smear					Prepare and stains slide according to procedure	
Manual Differential counts					Obtain expected results and recognize significance	
Cell morphology					*Recognize and report proper RBC, WBC, and platelet morphology. This may include immature cells, inclusion bodies, abnormal shapes and sizes * Performs estimated WBC and Platelet counts	
Smear and automated result correlation					Recognize errors & discrepant results, may include WBC estimates and indices	
AUTOMATED PROCEDURES						
Maintenance					Perform daily preventive maintenance. As applicable, observes/assists with other maintenance procedures	
Calibration					Recognize when calibration is necessary. Perform procedures and check validity before running patient.	
Reagents					Reconstitute as appropriate. Check lot numbers and expiration dates. Participate in inventory maintenance.	
General operation					Operate according to procedure	
Dilutions					Dilute samples as needed, online or offline depending on protocol. Performs calculations as needed	

Troubleshooting					Recognize and apply trouble-shooting protocol as needed	
Histogram or scattergram					Interpret histogram or scattergram and recognize flagged results	
Sample pre-treatments					Perform sample pre-treatments (pre-dilutes, pre-warms, saline replacements, or others)	
ALTERNATE & SPECIAL PROCEDURES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT		<i>The following special procedures may or may not be performed at your facility. Therefore, no minimum performance level is identified. If your site performs the item, indicate the level of achievement accomplished in student training. If your site does not perform the procedure, write N/A in the comment section.</i>
Reticulocytes (manual or automated)					Obtain expected results and recognizes significance	
Erythrocyte Sedimentation rate					Obtain expected results and recognizes significance	
Body fluid or blood cell counts by manual or other method (if performed in this department)					Obtain expected results and recognizes significance	
Immunologic kit testing (If performed in this department; may include hCG, Rapid Strep, Mono, Influenza A+B, etc.)					Interpret internal controls and patient results accurately. Perform external QC as appropriate.	
Malaria, Babesia or Ehrlichia					Recognize parasites on smears	
Bone Marrow					Observe collection & processing if available	
POCT					Obtain expected results and recognize importance	
Kleihauer test (Kleihauer-Betke) (if performed in this department)						

QUALITY CONTROL If QC performed on alternate shift from student experience, then discuss each skill with the student.	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Control selection & preparation					Document expiration date & lot number	
Control integrity					Check laboratory temperatures	
QC performance & documentation					Perform & document according to procedure	
QC Evaluation					Recognize out of control results	
					Suggest appropriate action	
POST-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Result Documentation					Record result	
Patient result evaluation					Recognize normal and abnormal results, test errors & delta checks as applicable	
Critical value recognition & documentation					Recognize critical values	
					Notify appropriate healthcare personnel with documentation	
Test result correlation					Correlate test result with disease or condition	

GENERAL LAB PRACTICES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Standard precautions					Comply with standard precautions.	
Waste disposal					Follow procedures.	
Work environment					Maintain clean work environment; restock supplies.	
Workload organization					Demonstrates improved efficiency & workload management.	
Adherence to procedures					Consistently follows written procedure.	
LIS (Laboratory Information System)					Demonstrate basic usage skills.	

Feedback is essential to proper student evaluation. Please respond to the following questions:

List methodology used for testing.

List at least one strength demonstrated by the student in this department of the laboratory.

List at least one area for improvement in this department of the laboratory.

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
HEMATOLOGY TECHNICAL PROFICIENCY

Final Evaluation: Using the following guidelines, initial next to the level that most accurately reflects the student's achievement of technical proficiency in chemistry. Student performance should be evaluated with reference to the requirements outlined on the preceding technical checklist rather than the competency level of department employees.

Level	Description	Initial of evaluator
0-Does not meet Equivalent to F	The student did NOT fulfill the minimum requirements of the clinical experience as outlined in this checklist	
1-Meets requirements Equivalent to C	The student fulfilled all of the minimum requirements of the clinical experience as outlined in this checklist.	
2-Above average Equivalent to B	While fulfilling the requirements of the clinical experience, this student's technical proficiency surpassed that of the average student. Factors contributing to above average performance could include but are not limited to student preparation, speed of skill acquisition, retention of skills, speed of work, and problem-solving skills.	
3-Exceeds expectations Equivalent to A	While fulfilling the requirement of the clinical experience, the student demonstrated mastery of the skills and knowledge necessary for career entry in the Hematology department. His/her critical thinking skills, technical proficiency, and independence exceeded the level expected from a student, although he/she may not have achieved employee-level competency.	

NOTE: Students must achieve level 1 ratings or higher to successfully pass this portion of their clinical experience. A zero rating must include comments and recommendation for appropriate action that may include additional scheduled time in the rotation.

Comments:

Signatures:

My signature below indicates that I have discussed this evaluation with the student.

Completed by: _____ Date: _____

Position: _____

Evaluation discussed with the student by: _____ Date: _____

Position:

My signature below indicates that I have seen this form, not necessarily that I agree with evaluations made.

STUDENT SIGNATURE: _____ Date: _____

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE CHECKLISTS
IMMUNOHEMATOLOGY SKILL CHECKLIST/EVALUATION FORM

STUDENT: _____

AFFILIATE (Hospital or Clinic Name): _____

ROTATION DATES: _____

Given access to resources provided by the clinical affiliate, upon completion of this clinical rotation, the student will be able to meet the designated competency for each of the skills identified in the checklist.

The expected level of achievement varies per skill and is identified with a shaded box in the column of the expected level of achievement. It is possible that students will exceed the expected level of achievement for some tasks where the highest level (COMPETENT) is not expected.

For those skills in which COMPETENT is identified as the expected level of achievement, this means that the student demonstrates:

- Accuracy in results and or procedural steps
- Independent performance under supervision as expected for an entry level employee prior to new employee training
- Consistent adherence to affiliate procedures/policies to ensure effective work relationships that contribute to patient safety through quality care

LEVELS OF ACHIEVEMENT FOR ROTATION CHECKLISTS

DISCUSSED: Test or procedure discussed; principle explained. (Student can explain principle in own words)

OBSERVED: Test or procedure demonstrated. (Student has observed demonstration and asked questions if needed)

PERFORMED: Student can perform the test under direct supervision

COMPETENT: Student can perform with minimal supervision to obtain the expected results

PRE-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Specimen identification and labeling					Recognize identification errors & recommend appropriate action	
Test request					Correlate specimen received with test requested	
Specimen integrity					Recognize storage, transport, & processing errors & recommend appropriate action	
ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
TEST OR PROCEDURE						
Patient History Check					Checks patient history for previous record	
ABO/Rh grouping					Obtain expected results & recognize significance	
DAT Testing					Obtain expected results & recognize significance	
Antibody Screen					Obtain expected results & recognize significance	
Compatibility Testing					Obtain expected results & recognize significance	
Postnatal testing: • Fetal Maternal Hemorrhage					Determine candidate for Rh immune globulin; quantitate amount needed	
Cord Blood workup					Obtain expected results & recognize significance	
Process Components: • Product Receipt/Storage • ABO/Rh confirmation					Obtain, process & store blood components according to protocol	
Component Preparation					Prepare blood products (May include platelets, FFP, CRYO, Factor concentrates, RhIG)	
Product Dispense/Issue					Verify patient information for transfusion	

Emergency Product Release					Discuss procedure	
Transfusion Reaction Investigation					Discuss possible cause, follow-up procedure & significance	
INSTRUMENTATION						
• Operation					Operate according to procedure	
• Troubleshooting					Recognize & apply troubleshooting protocol as needed	
• Maintenance					Perform maintenance	
ALTERNATE & SPECIAL PROCEDURES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT		<i>The following special procedures may or may not be performed at your facility. Therefore, no minimum performance level is identified. If your site performs the item, indicate the level of achievement accomplished in student training. If your site does not perform the procedure, write N/A in the comment section.</i>
Antibody ID (May include Saline Replacement Technique, Pre-warming, Elution/Autoabsorption)					Obtain expected results & recognize significance	
Antigen Typing					Obtain expected results & recognize significance	
Antibody Titration					Obtain expected results & recognize significance	
QUALITY CONTROL If QC performed on alternate shift from student experience, then discuss each skill with the student.	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Control selection & preparation					Document expiration date & lot number	
Control integrity					Check laboratory temperatures & incubator atmospheric conditions	
QC performance & documentation					Perform & document according to procedure	

QC Evaluation					Recognize out of control results	
					Suggest appropriate action	
POST-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Result Documentation					Record result	
Patient result evaluation					Recognize normal and abnormal results, test errors & delta checks as applicable	
Critical value recognition & documentation					Recognize critical values	
					Notify appropriate healthcare personnel with documentation	
Test result correlation					Correlate test result with disease or condition	
GENERAL LAB PRACTICES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Standard precautions					Comply with standard precautions	
Waste disposal					Follow procedures	
Work environment					Maintain clean work environment; Restock supplies	
Workload organization					Demonstrates improved efficiency & workload management	
Adherence to procedures					Consistently follows written procedure	
LIS					Demonstrate basic LIS usage skills	

Feedback is essential to proper student evaluation. Please respond to the following:

List methodology used for pre-transfusion & compatibility testing.

List at least one strength demonstrated by the student in this department of the laboratory.

List at least one area for improvement in this department of the laboratory?

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
IMMUNOHEMATOLOGY TECHNICAL PROFICIENCY

Final Evaluation: Using the following guidelines, initial next to the level that most accurately reflects the student's achievement of technical proficiency in chemistry. Student performance should be evaluated with reference to the requirements outlined on the preceding technical checklist rather than the competency level of department employees.

Level	Description	Initial of evaluator
0-Does not meet Equivalent to F	The student did NOT fulfill the minimum requirements of the clinical experience as outlined in this checklist	
1-Meets requirements Equivalent to C	The student fulfilled all of the minimum requirements of the clinical experience as outlined in this checklist.	
2-Above average Equivalent to B	While fulfilling the requirements of the clinical experience, this student's technical proficiency surpassed that of the average student. Factors contributing to above average performance could include but are not limited to student preparation, speed of skill acquisition, retention of skills, speed of work, and problem-solving skills.	
3-Exceeds expectations Equivalent to A	While fulfilling the requirement of the clinical experience, the student demonstrated mastery of the skills and knowledge necessary for career entry in the Immunohematology department. His/her critical thinking skills, technical proficiency, and independence exceeded the level expected from a student, although he/she may not have achieved employee-level competency.	

NOTE: Students must achieve level 1 ratings or higher to successfully pass this portion of their internship. A zero rating must include comments and recommendation for appropriate action that may include additional scheduled time in the rotation.

Comments:

Signatures: My signature below indicates that I have discussed this evaluation with the student.

Completed by: _____ Date: _____

Position: _____

Evaluation discussed with the student by: _____ Date: _____

Position: _____

My signature below indicates that I have seen this form, not necessarily that I agree with evaluations made.

STUDENT SIGNATURE: _____ Date: _____

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
MICROBIOLOGY SKILL CHECKLIST/EVALUATION FORM

STUDENT: _____

AFFILIATE (Hospital or Clinic Name): _____

ROTATION DATES: _____

Given access to resources provided by the clinical affiliate, upon completion of this clinical rotation, the student will be able to meet the designated competency for each of the skills identified in the checklist.

The expected level of achievement varies per skill and is identified with a shaded box in the column of the expected level of achievement. It is possible that students will exceed the expected level of achievement for some tasks where the highest level (COMPETENT) is not expected.

For those skills in which COMPETENT is identified as the expected level of achievement, this means that the student demonstrates:

- Accuracy in results and or procedural steps
- Independent performance under supervision as expected for an entry level employee prior to new employee training
- Consistent adherence to affiliate procedures/policies to ensure effective work relationships that contribute to patient safety through quality care

LEVELS OF ACHIEVEMENT FOR ROTATION CHECKLISTS

DISCUSSED: Test or procedure discussed; principle explained. (Student can explain principle in own words)

OBSERVED: Test or procedure demonstrated. (Student has observed demonstration and asked questions if needed)

PERFORMED: Student can perform the test under direct supervision

COMPETENT: Student can perform with minimal supervision to obtain the expected results

PRE-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Specimen identification and labeling					Recognize identification errors & recommend appropriate action	
Test request					Correlate specimen received with test requested	
Specimen integrity					Recognize storage, transport, & processing errors & recommend appropriate action	
ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
TEST OR PROCEDURE						
Culture inoculation					Perform media selection, inoculation, streaking, and labeling; May include: <ul style="list-style-type: none"> • Urine • Respiratory • Miscellaneous • Stool • Blood (subculturing) • Body fluid • CSF • Anaerobe • Fungal 	Culture inoculation
Gram stain preparation, reading, and interpretation					Obtain expected results and recognize significance	
Plate reading and growth interpretation					Distinguish commonly encountered pathogens; choose appropriate tests for identification and susceptibility; Recognize problems (ie...mixed culture) and suggest appropriate action; need occasional help on unusual or discrepant results	

Biochemical testing					Describe commonly used biochemicals and their relevance to bacterial identification; Recognize unusual results and take appropriate action; May include: <ul style="list-style-type: none"> • Catalase • Coagulase • Streptococcal Antigen Typing • Optochin susceptibility • Oxidase • Indole • Haemophilus ID • Bacitracin • Tube biochemicals • PYR or BE/NaCl 	
Susceptibility testing					Set up and interpret susceptibility test	
Immunologic kit testing (If performed in this department; may include hCG, Rapid Strep, Mono, Influenza A+B, etc.)					Obtain expected results and recognize significance.	
Wet preparations -If done in this department					Obtain expected results and recognize significance	
ALTERNATE & SPECIAL PROCEDURES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT		<i>The following special procedures may or may not be performed at your facility. Therefore, no minimum performance level is identified. If your site performs the item, indicate the level of achievement accomplished in student training. If your site does not perform the procedure, write N/A in the comment section.</i>
MRSA screen and/or VRE screen					Recognize organisms and describe methods for detection	
Acid-fast stains (fluorochrome or Ziehl Neelson)					Obtain expected result and recognize significance	
Ova and Parasite Concentration/Stain					Obtain expected results and recognize significance	
QUALITY CONTROL If QC performed on alternate shift from student experience, then discuss each skill with the student.	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Control selection & preparation					Document expiration date & lot number; select & subculture control organisms	
Control integrity					Check laboratory temperatures & incubator atmospheric conditions	

QC performance & documentation					Perform & document according to procedure	
QC Evaluation					Recognize out of control results	
					Suggest appropriate action	
POST-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Result Documentation					Record result	
Patient result evaluation					Recognize normal and abnormal results, test errors & delta checks as applicable	
Critical value recognition & documentation					Recognize critical values	
					notify appropriate healthcare personnel with documentation	
Test result correlation					Correlate test result with disease or condition	
GENERAL LAB PRACTICES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Standard precautions					Comply with standard precautions	
Waste disposal					Follow procedures	
Work environment					Maintain clean work environment; Restock supplies	
Workload organization					Demonstrates improved efficiency & workload management	
Adherence to procedures					Consistently follows written procedure	
LIS					Demonstrate basic LIS usage skills	

Feedback is essential to proper student evaluation. Please respond to the following questions:

List methodology used for testing.

List at least one strength demonstrated by the student in this department of the laboratory.

List at least one area for improvement in this department of the laboratory.

**Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
MICROBIOLOGY TECHNICAL PROFICIENCY**

Final Evaluation: Using the following guidelines, initial next to the level that most accurately reflects the student's achievement of technical proficiency in chemistry. Student performance should be evaluated with reference to the requirements outlined on the preceding technical checklist rather than the competency level of department employees.

Level	Description	Initial of evaluator
0-Does not meet Equivalent to F	The student did NOT fulfill the minimum requirements of the clinical experience as outlined in this checklist	
1-Meets requirements Equivalent to C	The student fulfilled all of the minimum requirements of the clinical experience as outlined in this checklist.	
2-Above average Equivalent to B	While fulfilling the requirements of the clinical experience, this student's technical proficiency surpassed that of the average student. Factors contributing to above average performance could include but are not limited to student preparation, speed of skill acquisition, retention of skills, speed of work, and problem-solving skills.	
3-Exceeds expectations Equivalent to A	While fulfilling the requirement of the clinical experience, the student demonstrated mastery of the skills and knowledge necessary for career entry in the Microbiology department. His/her critical thinking skills, technical proficiency, and independence exceeded the level expected from a student, although he/she may not have achieved employee-level competency.	

NOTE: Students must achieve level 1 ratings or higher to successfully pass this portion of their clinical experience. A zero rating must include comments and recommendation for appropriate action that may include additional scheduled time in the rotation.

Comments:

Signatures:

My signature below indicates that I have discussed this evaluation with the student.

Completed by: _____ Date: _____

Position: _____

Evaluation discussed with the student by: _____ Date: _____

Position: _____

My signature below indicates that I have seen this form, not necessarily that I agree with evaluations made.

STUDENT SIGNATURE: _____ Date: _____

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
PHLEBOTOMY SKILL CHECKLIST/EVALUATION FORM

STUDENT: _____

AFFILIATE (Hospital or Clinic Name): _____

ROTATION DATES: _____

Given access to resources provided by the clinical affiliate, upon completion of this clinical rotation, the student will be able to meet the designated competency for each of the skills identified in the checklist.

The expected level of achievement varies per skill and is identified with a shaded box in the column of the expected level of achievement. It is possible that students will exceed the expected level of achievement for some tasks where the highest level (COMPETENT) is not expected.

For those skills in which COMPETENT is identified as the expected level of achievement, this means that the student demonstrates:

- Accuracy in results and or procedural steps
- Independent performance under supervision as expected for an entry level employee prior to new employee training
- Consistent adherence to affiliate procedures/policies to ensure effective work relationships that contribute to patient safety through quality care

Use instructor initials to indicate level of achievement. Comment as needed.

LEVELS OF ACHIEVEMENT FOR ROTATION CHECKLISTS

DISCUSSED: Test or procedure discussed; principle explained. (Student can explain principle in own words)

OBSERVED: Test or procedure demonstrated. (Student has observed demonstration and asked questions if needed)

PERFORMED: Student can perform the test under direct supervision

COMPETENT: Student can perform with minimal supervision to obtain the expected results

PRE-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Test request					Verify test requested	
ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
ROUTINE VENIPUNCTURE						
Professional patient interaction/ patient rapport					Greet, identify self, obtain consent, explain, reassure, thank	
Priority of draws					Recognize stat samples & timed collections	
Patient identification					Use two patient identifiers	
Tourniquet use-duration & application					Place 3" above site No longer than 1 minute	
Venipuncture site selection					Select best vein available	
Supply/equipment assembly					Consider needle size/tube size	
Tube selection & correlation with test ordered					Correlate with test ordered	
Site preparation					Cleanse with alcohol – air dry	
Vein anchoring					Stabilize selected vein below puncture site	
Needle insertion & placement – location					Insert at 30° angle or less	
Needle insertion & placement – dexterity					Insert smoothly without hesitation	
Tube fill & sample quality					Fill to minimum volume, free of hemolysis	
Tourniquet release					Release when good flow is established	
Order of draw					Follow established order of draw	
Tube mixing					Gently & immediately mix additive tubes 5-10 times	
Tube labeling					Label at bedside or before ambulatory patient departure	

CAPILLARY PUNCTURE	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	
Fingerstick					Follow Procedures to obtain quality sample (wipe away first drop, no milking/scraping, correct tube, adequate volume)	
ALTERNATE & SPECIAL PROCEDURES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	<i>The following special procedures may or may not be performed at your facility. Therefore, no minimum performance level is identified. If your site performs the item, indicate the level of achievement accomplished in student training. If your site does not perform the procedure, write N/A in the comment section.</i>
Winged infusion set					Follow procedures	
Syringe Collection					Follow procedures	
Capillary puncture-heel					Follow procedures	
Isolation draws					Follow isolation procedures	
Specimens for crossmatch					Follow labeling requirements	
Blood cultures					Follow site preparation & collection procedures	
Pediatric (May include venipuncture, capillary blood gases, PKU)					Follow procedures	
Chain of Custody					Follow procedures	
Trace metal draws					Follow procedures	
Therapeutic phlebotomy					Follow procedures	
Donor draws					Follow procedures	
Line draws					Follow procedures	
Arterial draws					Follow procedures	
Other sample collection (May include throat culture, urine drug screen)					Follow procedures	

QUALITY ASSURANCE	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
Patient satisfaction					Demonstrate courtesy Keep waiting time, complications, discomfort or pain minimal	
Sample quality					Transport acceptable specimen in an appropriate and timely manner	
POST-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Patient Care					Return bedrails to upright position (as applicable) Ensure bleeding stopped and bandage	
Adverse patient reactions					Respond to adverse patient reactions	
Specimen Processing					Process specimen (centrifugation, serum/plasma separation, delivery/storage)	
Collection verification					Verify collection in LIS	
GENERAL LAB PRACTICES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Standard precautions					Comply with standard precautions	
Waste disposal					Follow procedures	
Work environment					Maintain clean work environment; Restock supplies	
Workload organization					Demonstrates improved efficiency & workload management	
Adherence to procedures					Consistently follows written procedure	
LIS					Demonstrate basic LIS usage skills	

Feedback is essential to proper student evaluation. Please respond to the following:

List at least one strength demonstrated by the student in this department of the laboratory.

List at least one area for improvement in this department of the laboratory?

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
PHLEBOTOMY TECHNICAL PROFICIENCY

Final Evaluation: Using the following guidelines, initial next to the level that most accurately reflects the student's achievement of technical proficiency in chemistry. Student performance should be evaluated with reference to the requirements outlined on the preceding technical checklist rather than the competency level of department employees.

Level	Description	Initial of evaluator
0-Does not meet Equivalent to F	The student did NOT fulfill the minimum requirements of the clinical experience as outlined in this checklist	
1-Meets requirements Equivalent to C	The student fulfilled all of the minimum requirements of the clinical experience as outlined in this checklist.	
2-Above average Equivalent to B	While fulfilling the requirements of the clinical experience, this student's technical proficiency surpassed that of the average student. Factors contributing to above average performance could include but are not limited to student preparation, speed of skill acquisition, retention of skills, speed of work, and problem-solving skills.	
3-Exceeds expectations Equivalent to A	While fulfilling the requirement of the clinical experience, the student demonstrated mastery of the skills and knowledge necessary for career entry in the Phlebotomy department. His/her critical thinking skills, technical proficiency, and independence exceeded the level expected from a student, although he/she may not have achieved employee-level competency.	

NOTE: Students must achieve level 1 ratings or higher to successfully pass this portion of their clinical experience. A zero rating must include comments and recommendation for appropriate action that may include additional scheduled time in the rotation.

Comments:

Signatures:

My signature below indicates that I have discussed this evaluation with the student.

Completed by: _____ Date: _____

Position: _____

Evaluation discussed with the student by: _____ Date: _____

Position:

My signature below indicates that I have seen this form, not necessarily that I agree with evaluations made.

STUDENT SIGNATURE: _____ Date: _____

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
URINALYSIS SKILL CHECKLIST/EVALUATION FORM

STUDENT: _____

AFFILIATE (Hospital or Clinic Name): _____

ROTATION DATES: _____

Given access to resources provided by the clinical affiliate, upon completion of this clinical rotation, the student will be able to meet the designated competency for each of the skills identified in the checklist.

The expected level of achievement varies per skill and is identified with a shaded box in the column of the expected level of achievement. It is possible that students will exceed the expected level of achievement for some tasks where the highest level (COMEPENT) is not expected.

For those skills in which COMPETENT is identified as the expected level of achievement, this means that the student demonstrates:

- Accuracy in results and or procedural steps
- Independent performance under supervision as expected for an entry level employee prior to new employee training
- Consistent adherence to affiliate procedures/policies to ensure effective work relationships that contribute to patient safety through quality care

Use instructor initials to indicate level of achievement. Comment as needed.

LEVELS OF ACHIEVEMENT FOR ROTATION CHECKLISTS

DISCUSSED: Test or procedure discussed; principle explained. (Student can explain principle in own words)

OBSERVED: Test or procedure demonstrated. (Student has observed demonstration and asked questions if needed)

PERFORMED: Student can perform the test under direct supervision

COMPETENT: Student can perform with minimal supervision to obtain the expected results

PRE-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Specimen identification and labeling					Recognize identification errors & recommend appropriate action.	
Test request					Correlate specimen received with test requested.	
Specimen integrity					Recognize storage, transport, & processing errors, and recommend appropriate action.	
ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
AUTOMATED PROCEDURES						
Maintenance					Perform daily preventative maintenance. As applicable, observes/assists with other maintenance procedures.	
Calibration					Recognize when calibration is necessary. Perform procedures and check validity before running patients.	
Reagents					Reconstitute as appropriate. Check lot numbers and expiration dates. Participate in inventory maintenance.	
OPERATIONS						
General Operation					Operate instrument according to procedure.	
Dilutions					Dilute samples as needed, online or offline depending on protocol. Perform calculations as needed.	
Troubleshooting					Recognize the need for and apply troubleshooting protocol as needed.	
MANUAL PROCEDURES						
Physical examination of urine					Perform color and clarity determination. Perform specific gravity by refractometer, if applicable.	
Chemical examination of urine					Perform according to procedure. Recognize and report interfering substances.	
Microscopic examination of urine					Obtain expected results and recognize significance. Correlate physical, chemical, and microscopic urinalysis results.	

ALTERNATE & SPECIAL PROCEDURES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT		<i>The following special procedures may or may not be performed at your facility. Therefore, no minimum performance level is identified. If your site performs the item, indicate the level of achievement accomplished in student training. If your site does not perform the procedure, write N/A in the comment section.</i>
Urine confirmatory tests					Obtain expected results and recognize significance.	
Microalbumin					Obtain expected results and recognize significance.	
Fecal occult blood test					Obtain expected results and recognize significance.	
Manual body fluid cell count (If performed in this department)					Obtain expected results and recognize significance	
Semen analysis and/or postvasectomy semen analysis					Obtain expected results and recognize significance.	
Wet preparations (If performed in this department)					Obtain expected results and recognize significance.	
Immunologic kit testing (If performed in this department; may include hCG, Rapid Strep, Mono, Influenza A+B, etc.)					Obtain expected results and recognize significance.	
QUALITY CONTROL If QC performed on alternate shift from student experience, then discuss each skill with the student.	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Control selection & preparation					Document expiration date & lot number.	
Control integrity					Check laboratory temperatures.	
QC performance & documentation					Perform & document according to procedure.	
QC Evaluation					Recognize out of control results	
					Suggest appropriate action	

POST-ANALYTIC	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Result Documentation					Record result.	
Patient result evaluation					Recognize normal and abnormal results, test errors & delta checks as applicable.	
Critical value recognition & documentation					Recognize critical values	
					Notify appropriate healthcare personnel with documentation	
Test result correlation					Correlate test result with disease or condition.	
GENERAL LAB PRACTICES	DISCUSSED	OBSERVED	PERFORMED	COMPETENT	COMPETENCY	COMMENTS
SKILL						
Standard precautions					Comply with standard precautions.	
Waste disposal					Follow procedures.	
Work environment					Maintain clean work environment; restock supplies.	
Workload organization					Demonstrate improved efficiency & workload management.	
Adherence to procedures					Consistently follow written procedure.	
Laboratory Information System (LIS)					Demonstrate basic LIS usage skills.	

Feedback is essential to proper student evaluation. Please respond to the following:

List methodology used for testing.

List at least one strength demonstrated by the student in this department of the laboratory.

List at least one area for improvement in this department of the laboratory.

Minnesota West Community & Technical College
MLT CLINICAL EXPERIENCE
URINALYSIS TECHNICAL PROFICIENCY

Final Evaluation: Using the following guidelines, initial next to the level that most accurately reflects the student's achievement of technical proficiency in chemistry. Student performance should be evaluated with reference to the requirements outlined on the preceding technical checklist rather than the competency level of department employees.

Level	Description	Initial of evaluator
0-Does not meet Equivalent to F	The student did NOT fulfill the minimum requirements of the clinical experience as outlined in this checklist	
1-Meets requirements Equivalent to C	The student fulfilled all of the minimum requirements of the clinical experience as outlined in this checklist.	
2-Above average Equivalent to B	While fulfilling the requirements of the clinical experience, this student's technical proficiency surpassed that of the average student. Factors contributing to above average performance could include but are not limited to student preparation, speed of skill acquisition, retention of skills, speed of work, and problem-solving skills.	
3-Exceeds expectations Equivalent to A	While fulfilling the requirement of the clinical experience, the student demonstrated mastery of the skills and knowledge necessary for career entry in the Urinalysis department. His/her critical thinking skills, technical proficiency, and independence exceeded the level expected from a student, although he/she may not have achieved employee-level competency.	

NOTE: Students must achieve level 1 ratings or higher to successfully pass this portion of their internship. A zero rating must include comments and recommendation for appropriate action that may include additional scheduled time in the rotation.

Comments:

Signatures:

My signature below indicates that I have discussed this evaluation with the student.

Completed by: _____ Date: _____

Position: _____

Evaluation discussed with the student by: _____ Date: _____

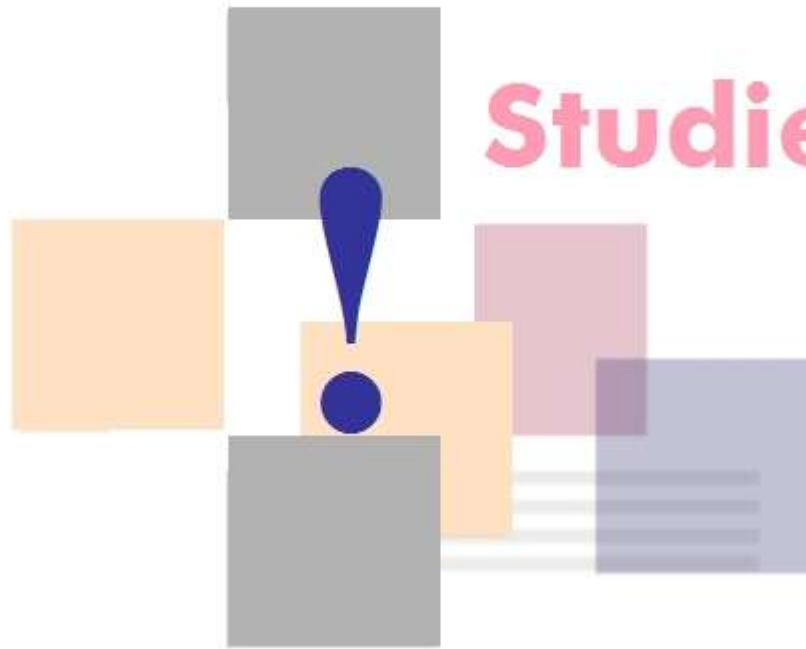
Position: _____

My signature below indicates that I have seen this form, not necessarily that I agree with evaluations made.

STUDENT SIGNATURE: _____ Date: _____

Case

Studies



Instructions for Evaluating Student's presentation of Case Study:

Throughout Clinicals, the student will be given case studies in all areas of the Clinical Laboratory. The student will choose one of the case studies for their presentation. No student can have the same case study. The student must expand on the information given in the case study. The student will then create a power point presentation with the emphasis on review of the topic for them and their classmates.

The student must use Power point for their presentation. They need to inform the Lab Manager of equipment needed PRIOR to their presentation (i.e. power point projector)

The student will present their Case Study to the laboratory staff and any other personnel the Laboratory Manager/Site Supervisor would like to invite. This presentation must be given before the Extern student finishes their Clinicals hours. The Laboratory Manager may decide who and how many people will evaluate the student using the Rubric provided. Each evaluator should circle the appropriate description to the right of the main topic. The forms are to be sent to Rita for grading.

The Power Point presentation will be given to classmates during the Capstone course.

A hard copy of the power point or an e-mail with attachment of the power point must be sent to the MLT Program Director.

MWCTC

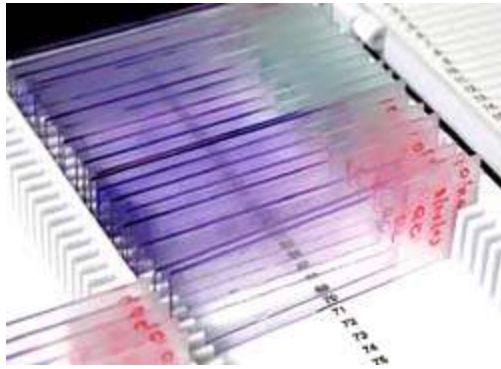
EVALUATING STUDENT’S ORAL PRESENTATION OF CASE STUDY

Student Name: _____ **Hospital Site:** _____

TOPIC: _____

Score	1	2	3	4
Organization	Audience cannot understand presentation because there is no sequence of information	Audience has difficulty following presentation because student jumps around	Student present information logical sequence which audience can follow	Student present information logical, interesting sequence which audience can follow
Subject Knowledge	Student does not have grasp of information; student cannot answer questions about subject	Student is uncomfortable with information and is able to answer only rudimentary questions	Student is at ease with expected answers to all question but fails to elaborate	Student demonstrates full knowledge by answering all class questions with explanation
Graphics	Student uses no graphics	Student occasionally uses graphics that rarely support text and presentation	Student’s graphics relate to text and presentation	Students’ graphics explain and reinforce screen text and presentation
Mechanics	Students presentation has four or more spelling errors and/or grammatical errors	Presentation has 3 misspellings and/or grammatical errors	Presentation has no more than 2 misspellings	Presentation has no misspellings or grammatical errors
Eye Contact	Student reads all of report with no eye contact	Student occasionally uses eye contact but still read most of report	Student maintains eye contact most of the time	Student maintains eye contact with audience
Elocution	Student mumbles, incorrectly pronounces terms and speaks too quietly	Student incorrectly pronounces terms. Audience has difficulty hearing	Student pronounces most works correctly. Most audience can hear	Student uses clear voice and correct pronunciation of terms

ABNORMAL SLIDE PROJECT



**MINNESOTA WEST COMMUNITY AND TECHNICAL COLLEGE
MEDICAL LABORATORY TECHNICIAN CLINICAL**

ABNORMAL SLIDE PROJECT (20 POINTS)

PURPOSE: This Clinicals project involves the preparation of blood smears for evaluation and study. The slides are used for education of future students.

OBJECTIVES: The student will select a suitable specimen and prepare 15 blood smears for evaluation. The student will submit these fixed, stained smears together with the documentation such as hematology analyzer print out. (All names, medical identification or other identification **MUST** be erased or blacked-out).

PROCEDURE:

1. Select a specimen that exhibits ONE of the following conditions or diagnosis.
 - a. leukemia
 - b. anemia
 - c. RBC inclusion (Howell-Jolly bodies, Papanheimer bodies, basophilic stippling, etc.)
 - d. Extreme RBC abnormalities (sickle cell, Spherocytes, elliptocytes, etc.)
 - e. WBC abnormalities (toxic granulation, Hypersegmentation, etc.)
 - f. Giant platelets
 - g. Multiple myeloma
 - h. Polycythemia vera
 - i. Essential thrombocytosis
 - j. Bacteremia
 - k. Slide with greater than 5% basophils
2. Prepare 15 quality blood smears prepared with fresh blood (15 slides of the same patient).
3. Label all slides
4. Stain all slides
5. Submit slides along with documentation

NO: CLL or eosinophilia

Note: If the hospital would like the student to replace the slides please inform the Program Director and she will bring them with her at the next site visit.

COMMUNITY SERVICE PROJECT

Objective: Upon completion of this assignment, the student should:

1. Gain community involvement
2. Establish relationships with persons outside of their peer group
3. Gain awareness of the importance of community service

Assignment:

Student is required to spend at least 4 hours outside of Clinicals volunteering for a worthy cause. Ideas include: meals on wheels, visiting resident in nursing home or assisted living or helping with activities, giving talk on medical laboratory technician program at high school, cleaning ditches, helping at schools, or serving meals at shelters. Your activity must be approved by Rita.

Paper:

After the time is complete, the student must write at least a two-page report about what they have learned from this assignment. Stipulations for the paper include:

- 1 inch top/bottom/side margins
- 12 point font
- Double spaced
- What your project was
- Explain your project
- What was unique about your experience?
- How did your experience impact you?
- Why is volunteering important? Why should we volunteer?
- How can you apply this to the laboratory profession?

Total points: 25

Student must complete documentation of volunteering sheet as part of the assignment. If there is no documentation and no signature of time completed, student will receive no credit for the entire assignment and will result in an “incomplete” for the Clinicals until completed.



**MEDICAL LABORATORY TECHNICIAN EXTERNSHIP
DOCUMENTATION OF COMMUNITY SERVICE**

Student name: _____

Facility where volunteered: _____

Date volunteered	Number of hours	Signature of person at facility

Supervisor/manager: The MLT student extern is required to volunteer for at least 4 hours. By signing below, you certify that the above student was present as stated during the dates and times above.

(Signature of person at facility)

Print Name

Date

**MINNESOTA WEST COMMUNITY AND TECHNICAL COLLEGE
STUDENT CLINICAL CONTRACT**

_____ I have read the Medical Laboratory Technician handbook. The Program Director discussed the policies and I understand the content and will abide by it.

_____ I understand that I must have passed a background study and have all my vaccinations before I can start my Clinicals

_____ If I do not maintain a “C” or 75% in my Clinicals courses I do not pass the course.

_____ I will submit my journal, weekly evaluation, and department hours once a week to Rita.

_____ I understand that if I do not inform the clinical site and instructor of tardiness or absences could lead to termination from the program.

_____ Any unprofessional or unsafe clinical practice or poor performance at a clinical site could lead to termination from the program and MWCTC is under NO obligation to offer me an alternative site.

_____ I understand that I am responsible for my competency check lists.

_____ I understand that I must pass the exams in the allotted number of tries; if not, this will be considered an intolerable act.

_____ I understand that having 2 intolerable acts will terminate me from the program.

_____ I understand that all assignments, exams, case study, slide project, and community service are due before I complete my Clinical hours

_____ I understand that I cannot be paid for Clinicals (service work).

_____ I understand that the issuance of the AAS degree is not contingent upon me passing an external certification or licensure examination.

_____ I understand that the MLT Program Director or MWCTC are not obligated to find me an alternative clinical site.

I fully understand the policies as stated in the Medical Laboratory Technician Handbook. I understand, by my initials, that any infraction can lead to termination from the program.

Student's name (Printed) _____
_____ Date: _____

Student's signature: _____

The original will be maintained in the student's file and the student will receive a copy of the signed contract.

