

Medial Laboratory Technician Program and Clinical Handbook

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Program Administration

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Medical Laboratory Technician Program Mission Statement

- The mission of the Medical Laboratory Technician program is to provide:
- Exemplary instruction in all areas of the clinical laboratory.
- Skills that foster caring to put the client and community first
- Skills that foster professionalism and elevates laboratory science
- The desire to continue to develop skills through continuous education and research

Educational/ Program Goals:

- Maintain a nationally accredited teaching program in medical laboratory science.
- Implement and promote the rules and regulations to maintain national accreditation for training programs for medical laboratory students.
- Design and implement a curriculum whereby upon completion of the program the students demonstrate competencies to gain employment in laboratory science.
- Provide a program to prepare well-trained laboratory scientists who will be eligible to sit for the national certification examinations.
- Display a commitment to the role and the development of the medical laboratory professional.
- Foster interpersonal and communication skills that elevate the profession of laboratory science in the interaction with patients, patients' families, physicians, members of the health care team and others in the community.

Confidentiality and Impartiality Policy

The Medical Laboratory Technician (MLT) Program is committed to maintaining the confidentiality of student, faculty, clinical affiliate, and patient information and to ensuring impartial and equitable treatment of all individuals involved in the educational process.

All records and information obtained through academic, laboratory, and clinical activities shall be protected and disclosed only to authorized individuals in accordance with applicable federal and

state laws, including the Family Educational Rights and Privacy Act (FERPA) and patient privacy regulations. Students and faculty are expected to safeguard confidential information and refrain from unauthorized disclosure.

The MLT Program administers admissions, instruction, evaluations, clinical assignments, and disciplinary actions in a fair, objective, and unbiased manner. Decisions are based solely on established policies, academic performance, professional conduct, and program requirements without discrimination or conflicts of interest. Any concerns regarding confidentiality or impartiality may be addressed through the institution's published grievance procedures.

Failure to maintain confidentiality or to adhere to standards of impartiality may result in corrective action in accordance with institutional policies.

Program Learning Outcomes & Competencies

Upon completion of the program, students are able to:

- Perform testing in all areas of the clinical laboratory
- Demonstrate an understanding of principles and procedures for specimen analysis
- Demonstrate an understanding of proper techniques to ensure accuracy
- Evaluate validity of laboratory test results and take appropriate corrective action.
- Demonstrate appropriate clinical judgment
- Demonstrate an understanding of safety regulations and standard precautions
- Understand and demonstrate knowledge of quality control and quality assurance
- Understand and Demonstrate knowledge of critical values
- Understand laboratory information systems
- Understand the importance of continuous education and research
- Understand the importance of professionalism
- Understand and organize workload according to laboratory priority policy

Essential Functions

The student must be able to meet the following minimum essential functions and requirements:

Communication

Ability to communicate with a wide variety of people and the ability to be easily understood. Reading, writing, recording, and documenting patient information required.

Analytical Skills/Critical Thinking

Analytical skills sufficient to process information, to transfer knowledge from one situation to another, and to prioritize tasks. Critical thinking ability sufficient for safe, clinical judgment.

Essential Requirements

Hearing

Auditory ability sufficient to monitor and assess patient needs, to detect and respond to alarms and emergency signals.

Vision

Visual ability sufficient for observation and assessment necessary to obtain accurate results and operation of equipment.

Tactile

Tactile ability sufficient for assessment of patient data and operation of equipment.

Physical ability

Physical ability, flexibility, strength, and stamina sufficient to lift 30 pounds and to stand while performing laboratory tests.

Fine Motor Skills

Fine motor skills necessary to provide accurate patient results for effective care.

Behavioral

Emotional and mental health sufficient to perform multiple tasks accurately and concurrently, to work with others, and to work effectively in a fast-paced environment.

Professional Conduct and Ethics

Cambridge College of Healthcare & Technology expects students to conduct themselves at all times in a professional manner. The forms of misconduct below are considered to be in conflict with the educational objectives of Cambridge College of Healthcare & Technology. Students who engage in such misconduct may be subject to dismissal by Cambridge College of Healthcare & Technology.

Smoking is prohibited at most clinical facilities. Students at a clinical site are expected to abide by the policies of that facility. Violations of the policies will result in disciplinary action up to and including dismissal/termination. (Refer to Cambridge Student Handbook)

Eating or drinking is not allowed in the hospital corridors, patient rooms, lab areas, or other restricted areas of the clinical site.

Visitors and other non-authorized persons are not allowed in the clinical area without permission of the

Clinical Preceptor.

Safety and well-being of patients, visitors, and employees are responsibilities of the clinical staff and students. Students should be alert to foresee, report, and correct, if possible, unsafe situations and defective equipment. Often accidents are preventable by immediate use of good judgment. If an accident occurs to a patient or student, it must be reported immediately to the Clinical Supervisor, the Clinical Preceptor, and the MLS Faculty

Use of cell phones, pagers, and other electronic devices are prohibited at the clinical site.

Unprofessional, disruptive behavior is not tolerated, including but not limited to unsolicited "talking back" to instructor(s), dancing, and singing in the student lab or other clinical area.

Students are subject to all rules and regulations of the clinical education site, both institutional and departmental, as well as rules and regulations of Cambridge College of Healthcare & Technology. The clinical education sites are considered "campus" and the student must observe the same rules and regulations while in the clinical site. The Clinical Supervisor will meet with the student to address any unacceptable behaviors in the clinical setting. Because proper behavior is foundational to professional practice, failure of an evaluation may result in failure of the clinical course.

Students who engage in the following misconduct may be subject to dismissal by Cambridge College of Healthcare & Technology:

- Dishonesty: including cheating, plagiarism, knowingly furnishing false information to Cambridge College of Healthcare & Technology and forgery, alteration or use of Cambridge College Healthcare & Technology documents or identification with intent to defraud.
- Physical or verbal abuse of any person within the Cambridge College of Healthcare & Technology organization. This also includes affiliate's property, clinical site, or functions sponsored or supervised by Cambridge College of Healthcare & Technology.
- Sexual Harassment (as defined in the Cambridge College catalog).
- Theft or damage to any property belonging to or occupied by Cambridge College of Healthcare & Technology and/or any damage to the property or damage to equipment of any affiliate of Cambridge College of Healthcare & Technology. Students will be charged for the repair or replacement of any equipment lost or damaged through negligence or willful misconduct. This includes damage to any part of a building or its immediate surroundings or educational equipment where activities of Cambridge College of Healthcare & Technology (as well as a campus or clinical site or an affiliate's property) take place.
- Noncompliance with directions from employees, instructor-preceptors, Program Deans, administrators, officers, or management personnel of Cambridge College of Healthcare & Technology. This also includes medical or clinical facility supervisors acting in the performance of their respective duties.
- Rude or discourteous behavior to fellow students, staff, clinical staff, or patients

- Excessive absences in clinical experience
- Excessive tardiness in the classroom, laboratory, or clinical experience
- Leaving the clinical setting without permission
- Unexcused termination from a clinical site
- Falsification of time for clinical experience and/or failure to submit complete attendance record (including absences)
- Continuous failure to adhere to dress code
- Sleeping during class or while scheduled in the clinical setting
- Cell phone usage, including texting, during class, laboratory or clinical time.
- Infractions of the assigned clinical site's policies, procedures, protocols, or regulations
- Lying or cheating

Other behavior deemed inappropriate by the faculty or clinical site may include but is not limited to

- Failing to maintain confidentiality of agency/client information in all clinical and classroom settings.
- Falsifying personal records, academic records, or clinical documents.
- Performing any lab procedure or operating any laboratory instrumentation without direct clinical instructor- preceptor supervision and/or approval.
- Performing any lab procedure beyond the current clinical performance level without direct supervision.
- Failing to report critical information regarding the patient or equipment as soon as possible to the clinical instructor-preceptor or clinical supervisor.
- Any act of negligence that could cause harm to a patient, visitor, or colleague during a clinical experience.
- Attempting to cover up an error or negligence during a clinical experience.
- Adversely affecting the health of patients, visitors or colleague by reporting to clinical assignments when contagious or unable to perform duties due to health-related issues.
- Performing an examination in an incorrect manner that is harmful or potentially harmful to the patient.

Drug and Alcohol Policy

Cambridge College of Healthcare & Technology has a Zero Tolerance with the end result that all students are free of any chemical impairment. Students are prohibited from being under the influence of illegal drugs, un- prescribed controlled drugs, alcohol or inhalants while in the classroom, the clinical setting, on campus, or while participating in Cambridge College of Healthcare & Technology sanctioned or sponsored activities. Students taking any prescribed or over-the-counter medications that may alter the student's ability to function during clinical assignments must report their medication to the Faculty/Clinical Preceptor prior to the student entering the clinical setting. Clinical affiliates may require drugs and/or alcohol screening prior to placement at the clinical affiliate. The College's Zero Tolerance Drug and Alcohol Policy will be enforced during additional screening by a clinical affiliate.

Requirement for Criminal Background Check

Satisfactory completion of the clinical components of courses in the major is a requirement for graduation from Cambridge College of Healthcare & Technology. In order to complete clinical requirements, students must be eligible for clinical rotations at hospitals and other health care facilities. The Joint Commission (TJC) is the accrediting body for healthcare and sets the standards that must be met. TJC has established a standard that requires verification of competency for all individuals who provide patient care, including students. Competency means more than clinical skills and includes a person's criminal history. In order to meet requirements for clinical placement in a health care entity, applicants must submit to and demonstrate satisfactory completion of a criminal background check as a prerequisite for admission to the College and as a prerequisite for enrollment in the clinical portion of their major. Students who refuse to submit to a background check or refuse to allow the College access to the report will be dismissed from the College and are not eligible for readmission. Those who do not pass the background check will be afforded the opportunity to explain the circumstances surrounding the situation, but if the student is ineligible for clinical placement, he/she will be dismissed from the College.

Accreditation/Certification/Licensure/Degree

INSTITUTIONAL/PROGRAMMATIC ACCREDITATION

Cambridge College of Healthcare & Technology is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Boulevard, Suite 730 North Bethesda, MD 20852 - Tel: 301-291-7550 Email: info@abhes.org, a national accrediting agency recognized by the United States Department of Education under provisions of Chapter 33, Title 38, U.S. Code, and subsequent legislation. All Locations.

CERTIFICATION AGENCIES

American Medical Technology (AMT)
American Society for Clinical Pathology (ASCP)
American Association of Bioanalysts (AAB)

Once the program is successfully completed, the candidate will receive an Associate of Science Degree as a Medical Laboratory Technician. The granting of the degree is not contingent upon passing an external certification or licensure exam.

Professional Liability Insurance

Students are required to have professional liability insurance coverage before enrollment into any of the professional courses that incorporate a clinical practicum. Cambridge College of Healthcare & Technology has arranged to provide professional liability coverage meeting the required coverage standards to all students who are enrolled in clinical courses.

Student Work Policy

Students must exercise judgment in the number of hours of employment during the Laboratory Science program. Students may be employed with a clinical affiliate as a Student Medical Laboratory Scientist after completing the rotation and meeting all requirements for employment. While at the clinical site, during scheduled clinical practicum hours, the student is to be considered a student of the Medical Laboratory

Science Program and should be treated as such. The clinical objectives must be considered at all times. The student's goal is to achieve the objectives set forth. Never should a student be substituted for regular staff. The student must work under the direct supervision of a Laboratory Professional until the student has demonstrated and documented proficiency in a given area. After such time, the student may be permitted to undertake those defined completed competencies with appropriate indirect supervision. The assigned clinical preceptor is responsible for the student. If a student violates this policy and is paid while performing program clinical assignments, the student may be dismissed from the program. The student must have release time from their employment site to complete all required rotations. Working students will be responsible for the same competencies and clinical hours as the non-working student.

Students are to work outside of assigned school hours. Students may be employed only in areas in which they have been trained. The clinical site may employ the student on a limited basis, not to exceed two (2) days in a week. The student is still responsible for all other coursework and clinical competencies listed in the Task Forms.

Section II: Introduction to Clinical Practice

This section of the Clinical Handbook will assist you by providing essential information about clinical practice. This information is important for student clinical laboratory practice as well as clinical site laboratory practice as this section applies to both.

Health Policy Health Records

In order to participate in a clinical rotation, students are required to have health records on file that include up to date immunizations.

Vaccinations-Refer to College policy.

As a clinical student or as a student worker you may be required to provide proof of a current influenza and/or Covid immunization. Many clinical sites will not accept students without certain vaccinations. Consequently, the student may not be placed in a clinical site due to non-vaccination.

Illness and injury

Students should report any illness or injury while at the clinical site to the Clinical Supervisor, to the Clinical Preceptor and the Program Dean immediately. An incident report is filled out at the clinical site. The student is encouraged to pursue proper treatment by his/her physician, if needed.

Pregnancy Policy

A student is not required but may give notification of her pregnancy in writing to the program dean. A student may withdraw her declaration of pregnancy at any time. The decision to make a declaration of pregnancy and/or withdraw the declaration of pregnancy is strictly a student's choice and is entirely voluntary. All students must successfully complete the required MLT courses to remain in progression

for graduation.

The student may choose from the following options:

- Remain in the major and make up all missed clinical/ didactic course requirements by the end of the academic term. In collaboration with the program dean, the student will develop a plan to continue progression. If the student is unable to complete requirements by the end of the academic term, a grade of incomplete (I) will be assigned.
- Withdraw from the clinical / didactic courses and provide a written request for a leave of absence. (Withdrawal from a course will affect progression in the major).

For students who remain enrolled:

- Students are required to meet with the program dean to develop a written progression plan. This counseling record will be placed in the student's file.
- Students must provide written permission from their physician to resume their coursework.
- Students may complete additional clinical hours on weekends, evenings, or holidays, if those opportunities are available. The make-up clinical time will be applied to any time missed relating to the pregnancy. Students are required to complete all assigned clinical hours, competencies, or assignments by the end of the academic term. If the student is unable to complete clinical hours, assignments, and/or competencies, the 'Incomplete' grade policy applies.

MLT Safety Policy

Laboratory Safety

- A. Refrain from horseplay in the laboratory.
- B. If a prepared slide accidentally breaks, please bring this to the attention of the laboratory instructor-preceptor. Not only do they need to know that the slide is missing but they can properly dispose of the glass. Broken glass needs to be disposed of in cardboard containers purchased for that specific purpose.
- C. You are asked not to eat, drink, store food or apply cosmetics in the laboratory.
- D. Disposable lab coats are available for you to wear during lab. They serve to protect your clothes *from* contamination due to splashing and stain. Wear safety goggles and face shields when working with strong chemicals and when splashes are likely to occur. Gloves are available in several sizes. Wear gloves when handling blood, biological specimens and hazardous chemicals or agents. Wear closed toe shoes. Pin long hair away from face and neck. Avoid wearing chains, bracelets, rings or other loose hanging jewelry.

- E. You are asked to dispose of used lab coats, gloves, and swabs in the regular trash if they are not contaminated with human biological waste. Items such as mouthpieces and wipes or gauze with blood should be disposed of in garbage cans lined with red biological safety liners.
- F. Discard all contaminated materials into an appropriate, labeled biohazard container. Lancets or sharp items whether contaminated or not should go into a 'sharps' container.
- G. Laboratory areas are also equipped with first aid kits, chemical showers and eyewash stations. We have safety glasses, disposable gloves, and lab coats available if needed. Be aware of what is in your laboratory area.
- H. Know the locations and read the MSDS sheets. Talk about the hazards associated with each chemical and the emergency procedures you can use if exposed.

When in the lab, store your personal items in the designated area. Have your laboratory exercise, your book and a writing implement available. If you have an allergic reaction, speak to your instructor-preceptor about any medical condition you might have which would affect your performance in lab.

Wash your hands before and after laboratory procedures, before putting on and after taking off gloves and before leaving the laboratory.

Clean up spills promptly and appropriately for the type of spill. You are REQUIRED to clean your area with a disinfectant (bleach) after each laboratory session.

Avoid tasting, smelling, or breathing the dust of any chemical or specimens.

Follow the manufacturer's instructions for operating equipment. Handle equipment with care and store properly.

Report any broken or frayed electrical cords, exposed electrical wires, or damaged equipment.

Report any accident to the faculty or supervisor immediately.

Know the location of fire extinguishers, fire blankets, eyewashes, showers, and how to use them properly.

Garbage Cans - Dispose of paper trash; Broken Glass Boxes - Only discard broken glass in these special boxes. Biohazard containers-for contaminated waste material. Contaminated waste such as glass, needles, etc. go in a biohazard container.

Do not invite or allow children, family or individuals not registered in this class into the laboratory area without the express permission of your instructor-preceptor.

Safety policy required at the clinical site.

Clinical sites are required to have the minimum safety equipment and supplies

Personal Protective Equipment (PPE)

- **Body Protection:** Fluid-resistant lab coats, gowns, or aprons to protect skin and regular clothing.
- **Hand Protection:** Disposable nitrile to protect from samples as well as heavy-duty utility gloves for handling harsh chemicals or broken glassware.
- **Eye and Face Protection:** Chemical splash goggles, safety glasses and face shields to protect mucous membranes from splashes and particulates.
- **Respiratory Protection:** N95 or higher disposable masks/respirators for handling aerosol-transmissible hazards like TB
- **Surgical Masks:** Droplet precautions

Emergency & Containment Equipment

- **Biosafety Cabinets (BSCs):** Primary containment devices used to protect the operator, the environment, and the clinical samples from infectious agents.
- **Fume Hoods:** Ventilated enclosures designed to limit exposure to hazardous or toxic fumes, vapors
- **Eyewash Stations and Emergency Showers:** Permanently installed plumbing fixtures required for immediately flushing hazardous chemicals or biological agents from the eyes or body.
- **Fire Extinguishers:** Class ABC or specialized Class D (for combustible metals) fire extinguishers, which must pass annual inspections.
- **First Aid Kits:** Fully stocked with medical-grade supplies such as bandages, gauze, antiseptic wipes, eye pads, and burn dressings.

General Supplies & Waste Management

- **Spill Kits:** Designed specifically for chemical, solvent, or biological spills. Kits should include absorbent pads, neutralizing agents, and disposable scoops.
- **Sharps Containers:** Puncture-resistant, leak-proof, and properly labeled containers for the disposal of needles, lancets, and broken glass.
- **Biohazard Bags:** Heavy-duty, color-coded, and puncture-resistant bags for the disposal of biohazardous or infectious waste.
- **Safety Storage Cabinets:** Flammable-liquid safety cabinets and acid-corrosive cabinets to safely store hazardous chemicals away from the active workspace.
- **Absorbents and Wipes:** Essential for keeping countertops clean and containing minor, non-hazardous spill

Infection Control

Students should follow good hygienic practices: hands should be washed before and after breaks, eating, using the restroom, etc. No eating, drinking, or smoking should be done in patient care areas. Hand washing before procedures or after contact with patient secretions or excretions is the primary means of preventing the spread of hospital-acquired (nosocomial) infections between patients. Students should

wash their hands with an anti-- bacterial soap (available in dispensers above sinks) prior to and after performing laboratory tests/procedures. Students should follow standard precautions when performing laboratory testing or when in contact with patient secretions or excretions (sputum, urine, feces, wound drainage, etc.)

Blood and Body Fluids/Needle stick

Evaluation and follow-up will be provided to students at their request, who sustain percutaneous or mucous membrane exposure to blood or body fluids during classroom, laboratory, and clinical activities. All students sustaining needle sticks, parenteral or mucosal exposure to blood or body fluids should be evaluated promptly. Emory St. Joseph's hospital is available to students and is within walking distance. Post exposure prophylaxis (PEP) for Human Immunodeficiency Virus (HIV) exposure should be initiated within 1 - 2 hours' post-exposure. Following any exposure, the student should report the occurrence immediately to his/her clinical supervisor and clinical preceptor and MLT Faculty. Should a needle-stick or other possible exposure occur, wash the area well with soap and water. For mucous membrane exposure, rinse the area thoroughly with water or saline.

The clinical supervisor/clinical preceptor/MLT faculty will ensure:

1. Completion of the facility's occurrence/incident form.
2. That the student follows the facility's policies. Accordingly, the student may be directed to the facility's emergency department (ED) and/or Infection Control/Employee Health Department.
3. The notification of the Program Dean of the occurrence. Students must maintain health insurance while enrolled at the college and are responsible for out-of-pocket expenses related to exposure.

Tuberculosis Control

Students are required to have tuberculin skin test (PPD) annually provided by the University Health Services. The exception to this is someone who has already tested positive. That individual is required to complete a form indicating that he/she is symptom free.

If a student is exposed to tuberculosis while in the clinical rotation, the clinical preceptor/clinical supervisor/MLT Faculty will ensure:

1. Completion of the facility's occurrence/incident form.
2. The student follows the facility's policies. Accordingly, the student may be directed to the facility's emergency department (ED) and/or Infection Control/Employee Health Department.
3. The notification of the Program Dean of the occurrence. Students must maintain health insurance while enrolled at the college and are responsible for out-of-pocket expenses related to exposure.

Gloves and Shields

Gloves must be worn when performing venipuncture, performing lab procedures or if there is any potential of exposure to body fluids.

Clinical Practicum

Clinical practicum courses include clinical experience in assigned clinical laboratory areas. Clinical affiliates exist in a variety of hospitals. The Clinical Coordinator, Clinical Supervisors, and Clinical Instructor- preceptors/Preceptors play a vital role in developing the student into a competent, entry-level technician.

Responsibilities of the MLT Program DEAN/MLT Faculty

- Roles and responsibilities include:
- Coordinate supervision in the instructional facility for lab and clinical phases of the program.
- Schedule clinical rotations.
- Keep student clinical performance and attendance records.
- Ensure sufficient representative clinical experience.
- Assist in development of skills necessary for performing in the clinical laboratory.
- Demonstrate a genuine interest in the student's learning process.
- Serve as a professional role model and resource.
- Develop and evaluates clinical performance goals.
- Schedule student conferences as needed.
- Submit final grade based on overall clinical performance.

Responsibilities of Clinical Instructor-preceptors

Some of their roles and responsibilities include the following:

- Demonstrate to the student professional behavior while interacting with others.
- Assist in developing the skills necessary for performing laboratory procedures.
- Allow hands-on experience in performing procedures. However, do not allow students to report critical results or results with Delta values. Demonstrate a genuine interest in the student's learning.
- Discuss clinical objectives relating to the procedure with the student.
- Instruct the student as they perform laboratory procedures.
- Evaluate the student's progress.
- Become a positive role model and resource.
- Communicate with clinical supervisor and program dean regarding problems with clinical rotation.
- Report students to clinical readiness for extra help as necessary.

Student's Responsibilities in a Clinical Site

The student must

- Demonstrate a professional attitude while interacting with the patients and staff.
- Inform instructor-preceptors of expectations and specific needs.
- Arrive at the clinical rotation site on time and ready to learn.
- Take the initiative.
- Communicate with the Clinical Coordinator, Clinical Supervisor and supervising technologist.
- Help maintain the cleanliness, safety, and efficiency of the lab area.
- Practice safety techniques.
- Process paperwork and reports as assigned.
- Adhere to the clinical affiliate's policies and procedures, including safety and HIPPA.
- Complete a student evaluation of clinical instructor-preceptors and the rotation sites at the end of the rotation. Submit the completed evaluations to the MLT program dean.

Clinical Affiliates

MEDICAL LABORATORY SCIENCE PROGRAM - CLINICAL ROTATION SITES.

Many of these sites have multiple facilities in several locations.

- Emory Hospitals
- Northside Hospitals
- Piedmont Hospitals
- WellStar Health System
- Children's Healthcare of Atlanta
- American Red Cross

Transportation Requirement

Reliable transportation, to and from clinical affiliate, is the responsibility of the student.

Performing/Reporting Results

After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures and report results at the discretion of the supervisor and pursuant to the site's policy.

Clinical Site Placement

Clinical assignment and available sites cannot be guaranteed. The Program Dean and clinical coordinator will assist each student in obtaining a clinical site. The student should present his/her clinical site preference to the Program Dean. Students are required to write a letter to his/her clinical site preference. The Program Dean will approve all letters. The Program Dean will follow up with all preferences. The Program Dean will make every effort to see that the student attends the site of his/her preference. Clinical sites may be as far as 200 miles from the school in one direction. The student may attend a site farther than 200 miles if the student so agrees. In the event that the number of students eligible for clinical assignment exceeds the number of sites available, students will be assigned according to GPA in the MLT courses and professionalism. The student with the highest GPA, showing

professionalism will receive priority. Professionalism includes showing positivity, attending all classes on time and dressing appropriately. Some students may need to complete their clinical rotation at multiple sites. The Program Dean will assist the student in finding sites for completion of the entire clinical rotation. Students may not refuse a site based on the site's inability to offer the entire clinical rotation.

Students may change sites only if another site is available and will accept the student. A student in a site must continue in that site until another more favorable site accepts the student. Many students work in the laboratory setting. These students may attend clinicals at their place of employment. However, contracts, assignments, acquiring of preceptors and requirements for clinicals must be finalized by your Program Director.

At times, a clinical site may accept your rotation but later deny your rotation. In that case, you may write a letter asking for reconsideration.

STUDENTS MUST COMPLETE CLINICALS BY THE LAST DAY OF THE TERM

Clinicals are full-term courses. Clinicals must be completed by the end of the term regardless of your start. The MLT program is built to allow students to obtain more than the required 400 clinical hours to account for those who have late starts. Students typically will have more than 400 hours. Students must rotate back through departments if they finish clinicals early in order to maintain proper attendance. Students must stay in clinicals until the semester ends.

CLINICAL ATTENDANCE POLICY

Clinical Attendance Policy includes any and all workshops. Students are expected to spend a minimum of eight hours daily, excluding breaks or lunch in the pursuit of medical laboratory science and complete 100% of required clinical hours. The student is expected to keep the same schedule as the student's clinical instructor-preceptor if the student is assigned a specific instructor-preceptor. Therefore, the student may have weekends and holidays in the rotation. Daily attendance is mandatory. If the student is not assigned a specific instructor-preceptor, the student must attend a minimum of Monday through Friday at the time assigned for dayshift laboratory scientists or as assigned by a clinical preceptor, Manager or Director with the assistance of the Program Dean. In all, the student must follow the direction of clinical personnel regarding attendance. Absences are designated 'excused' or unexcused' by the clinical instructor-preceptor and at the discretion of the clinical instructor-preceptor. Absences which are generally excused result from serious illness, death of a close family member, and approved holidays. Excused absences do not mean that your clinical hours are excused. A student must complete a minimum of 400 clinical hours. If a student misses any clinical time, arrangements must be made for make-up time if necessary. Students will be considered incomplete until the Program Dean has certified all required hours. The student may address any shortfalls with the Program Dean in an effort to complete the required hours. A student with less than 400 clinical hours will be unable to complete the program and will not graduate. Students typically will have more than 400 hours. Students must rotate back through departments if they finish clinicals early in order to maintain proper attendance. Students must stay in clinicals until the semester ends.

All clinical absences require proper notification prior to the start of their clinical schedule. If the

student must be absent from the clinical site, the Program Dean and the Clinical Site Instructor-preceptor must be informed by the student at least 60 minutes in advance. For scheduled medical issues, notification of an absence must be given within 48 hours.

A written warning will be issued for the FIRST absence without documentation (i.e., doctor's note for the specific dates, jury duty, LOA, FMLA, approved by the Program Dean). Students must provide written documentation within 24 hours of any absence. A **Written Demerit** will be issued for the second absence without documentation. **Failure of rotation and loss of hours earned in that rotation will** occur for the third absence without documentation. If there is an absence due to an emergency, the Program Dean will evaluate those emergencies that have proper documentation.

- 1st absence = Written Warning by the Program Dean
- 2nd absence = Written Demerit by the Program Dean
- 3rd absence = Failure of rotation and loss of hours earned in that rotation

It is important for the student to understand that compliance with this policy is directly reflected on the student's Affective/Behavioral Evaluation. As in the workplace, a "No Call/No Show" will not be tolerated and will result in disciplinary procedures. Disciplinary procedures include a written reprimand for the first offense. A second offense may result in failure of the clinical practicum course.

It is important for the student to understand that compliance with this policy is directly reflected on the student's Affective/Behavioral Evaluation. As in the workplace, a "No Call/No Show" will not be tolerated and will result in disciplinary procedures. Disciplinary procedures include a written reprimand for the first offense. A second offense may result in failure of the clinical practicum course.

Holidays may vary among institutions and may not always be observed by Cambridge College of Healthcare & Technology. If an absence cannot be avoided, the student must contact the clinical instructor-preceptor as soon as possible and no later than 60 minutes before the start of the shift. If the clinical instructor-preceptor is not available, the absence should be reported to the shift supervisor or lead tech. An absence, which is not reported, will be designated "unexcused". If a student is absent more than one day, the student must contact both the clinical instructor-preceptor and the Program Dean each day of absence. Any student missing more than 80% of a rotation area may be required to repeat the entire rotation for that area, if space is available. If space is not available, the student may not complete the clinical rotation, which will affect program completion. All clinical absences require proper notification prior to the start of their clinical schedule. It is important for the student to understand that compliance with this policy is directly reflected on the student's Affective/Behavioral Evaluation. As in the workplace, a "No Call/No Show" will not be tolerated and will result in disciplinary procedures. Disciplinary procedures include a written reprimand for the first offense. A second offense may result in failure of the

clinical practicum course. Nevertheless, it is important for each student to report accurate time.

Time Fraud will lead to dismissal from the program without the opportunity to appeal. Time fraud means that the student has wrongly and inaccurately adjusted the student's time.

Tardiness is unacceptable. Tardy is defined as coming late or leaving early.

The following applies:

- 1st Warning: Verbal Counseling
- 2nd Warning: Written Acknowledgment. Zero on all coursework
- 3rd Recommendation to Campus Dean for expulsion from clinical rotation

General MLT Attendance Policy

General Policies:

Attendance:

Attendance is highly recommended. It is in the student's best interest to be present for all MLT classes. Attendance is required for all examinations.

Instructors have the option of imposing additional restrictions regarding attendance.

Excused absences must be supported by the appropriate documentation. When possible, let the Program Dean and instructor know of scheduled absences so that we can address any makeup work, for example, assignments and/or tests. Labs cannot be made up. The following qualifies as excused absences. All other extenuating circumstances must be approved by the Program Director. Drs Visit, Hospitalization, Jury duty, Military Service, Mitigating Circumstances

Late Policy:

Students must notify the instructor if running late to class. Assignments are due at the beginning of class. No late assignments will be accepted unless you have an excused absence, in which case all missed class and lab assignments are due the start of the next scheduled class. Failure to submit assignments within this time frame will result in a zero. Assignments given on a date that a student is absent will be considered late even though the student turns the assignment in on time. Students

are encouraged to be in class for assignments.

Exams, quizzes, assignments:

- **The student is responsible** for all missed lecture notes, materials and/or assignments presented during the excused absence.
- Weighted exams will be given throughout the term. All tests are closed book and timed unless otherwise stated by your instructor. Students are expected to adhere to the honor system when taking the exams.
- The student must email each instructor whose class is scheduled for an exam, quiz, lab, evaluation or presentation if they will miss due to an excused absence.
- Instructor contact must be made prior to the start of the exam, quiz, evaluation, lab or presentation.
- Failure to notify the instructor prior to the exam, quiz, evaluation, lab or presentation will result in a zero (0).
- Excused absences must be supported with documentation upon the return of the student and no amendments to the excuse will be accepted thereafter. Further, no excuse to replace a previous excuse will be accepted.
- Unexcused absences will result in a score of zero (0) for exam, quiz, lab, presentation, warm up, assignments.
- An Excused absences **ARE** counted against the attendance requirement.
- Student labs cannot be made up under any circumstances unless the lab is ongoing. For example, if the lab is a 3-day lab and the student comes on the second day, the student may do the lab but is responsible for reading and following the procedure on his/her own.
- First (1st) incident of excused absence from an exam, quiz, evaluation or presentation will result in a make-up score no higher than 85%.
- Second (2nd) incident will result in a make-up score no higher than 75%.
- Three (3) or more incidents will result in a score of zero (0) if students have missed 20% or more of attendance in a specific course.
- Unannounced quizzes may not be made up.
- Unexcused absence from any testing is an automatic zero with no make up
- Late coursework from an unexcused reason will result in a deduction of 5 points for each late day
- Three (3) or more incidents will result in a score of zero (0)
- Unannounced quizzes may not be made up.

MIDTERM & FINAL COURSE EXAMINATIONS may not be rescheduled without prior approval of the Program Director and Instructor.

FAILING GRADES

Students who have one or more failing grades at the midterm may not apply for a clinical site. Once the student has successfully passed the course, the student may apply the next session that clinicals are entered. Clinicals are not entered every session.

COURSEWORK RETENTION

Coursework will be kept for one year as long as the grade is uncontested. Coursework with a contested grade will be kept until the issue is resolved, but no less than one year. Coursework includes but is not limited to exams, quizzes, homework, and project papers.

Professionalism:

- Students must demonstrate responsibility and accountability in all aspects of the educational process. (i.e., dress code and professional appearance policies.)
- Appropriate verbal and non-verbal communication, interaction and behavior toward other students and faculty must be demonstrated (i.e., phone/email instructor if running late or leaving early)
- If a student demonstrates inappropriate professional behavior (i.e., rudeness, disrespect, lack of teamwork, not following faculty direction), they may be dismissed from the program.
- Children or pets are not allowed in school at any time.
- Exam material may NOT be reproduced in any way. (i.e., plagiarism, cheating and copying work.)
- Cell phones are not permitted in class at any time.

Classroom and Laboratory Policy:

- Food or drink are not permitted in the Lab
- Cell phones or other electronic devices are not permitted in the Lab

Note: Course requirements are subject to change by instructor(s) as deemed appropriate to meet the needs of the program and the students.

The student faculty ratio for the lab is 10:1. If there are more than 10 students in the lab at one time, another qualified instructor will be added to the course to meet the required ratio.

ADDITIONAL EXPECTATIONS

In the event a clinical site closes for a holiday, closes early due to lack of work, dismisses a student for the clinical day, or dismisses a student early due to other unforeseen circumstances, the student must contact the MLT Program Dean. The MLT Program Dean will communicate with the clinical

rotation site to determine if time must be made up.

Outlier Student

An outlier student is one who has started clinicals later than the student's cohort for any reason. An outlier student will have specific tailored hours of clinicals to complete. Therefore, to be successful, the student must complete each and every hour. Failure to complete each and every hour may mean a failure of the entire clinical course. Only the Campus Dean can approve a student to be an outlier student. If the student is approved, he may begin his clinicals according to the prepared schedule when a clinical site is available.

WORKSHOPS

A. CLINICAL READINESS WORKSHOP

Students who have a confirmed site but the site is not ready to accommodate the student may enter clinical readiness. The site must be ready to take the student within 10 (ten) days of the semester start. Clinical readiness is a pre-clinical workshop that keeps the student active in the student laboratory while waiting for the site to be ready. The clinical readiness workshop will provide a grade which will be averaged into the student's clinical grade. Failure in the clinical readiness workshop will mean, most likely, failure of your clinicals as the assignments and attendance in the clinical readiness workshop are counted as assignments and attendance in the clinicals. Students will be given a clinical start date that will cover at least 400 clinical hours. The site must be able to accommodate the student to allow for 400 minimum clinical hours. However, students may drop as allowed within the appropriate time of the drop period. If the student does not drop, the student must start at the clinical site to make sure the student receives at least 400 clinical hours. Failure of the student to start as required will mean that the student will be marked absent for each and every day that the student did not attend the clinical site. This absenteeism will subject the student to automatic withdrawal. Students must sign up for clinical readiness on or before the Cambridge's start for the semester as clinicals are semester long.

Most clinical sites require drug screens, criminal history checks and other documents. Further, most sites require students to load these documents into acemapp. Failure to load *any* documents into acemapp or failure to present *any* documents to the site AND your program dean via email before or on the start of clinical readiness COULD mean dismissal from clinical readiness. Dismissal from clinical readiness will mean automatic withdrawal from clinicals. The student will need to retake clinicals.

B. CLINICAL PRACTICUM WORKSHOP

Students who have presented with problems with the clinical rotation will be required to go through a clinical workshop along with your clinical rotation. Students should strive to do their best in the clinical setting. The clinical workshop will reinforce clinical skills, especially those causing a struggle for the student in clinical rotation.

Failure in the workshop will mean, most likely, failure of your clinicals as the assignments and

attendance in the workshop are counted as assignments and attendance in the clinicals. Students may drop as allowed within the appropriate time of the drop period. If the student does not drop, the student must start at the clinical site by the new start date.

C. CLINICAL DELAY WORKSHOP

Students who do not have a confirmed site may enter Clinical Delay Workshop. Clinical Delay Workshop is a pre-clinical workshop that keeps the student active in the student laboratory while waiting for the site to be confirmed. The Clinical Delay Workshop will provide a grade which will be averaged into the student's clinical grade. Failure in the Clinical Delay Workshop will mean, most likely, failure of your clinicals as the assignments and attendance in the clinical delay workshop are counted as assignments and attendance in the clinicals. Students must have a confirmed site and start in time to accumulate 400 clinical hours by the end of the semester. Failure to have a confirmed site and/or failure to start in time to accumulate 400 clinical hours by the end of the semester will mean a failure of the clinical course for the semester. The student will then need to reapply for clinicals. Students may drop as allowed within the appropriate time of the drop period. If the student does not drop, the student must start at the clinical site to make sure the student receives at least 400 clinical hours. Failure of the student to start as required will mean that the student will be marked absent for each and every day that the student did not attend a clinical site. This absenteeism will subject the student to automatic withdrawal.

MAKE UP ADDITIONAL TIME

In the event that additional time in a rotation area is necessary, the time will be scheduled by the MLT Program Dean with input from the clinical instructor-preceptor. All make up or additional time will be scheduled at the end of the student's complete rotation schedule, providing space exists. Students who fail to make up the rotation at the scheduled time will not complete the practicum and this will affect program completion.

Inclement Weather Policy

Please see Cambridge College of Healthcare & Technology's policy.

DRESS CODE

Dress code policy

Student Responsibility: Every student has some contact with the public and therefore represents the college in his or her appearance. Students' personal appearance should reflect pride in their work and contribute to the professional atmosphere of the college. Students are expected to comply with safety.

Personal Appearance/ Hygiene

Students must be clean and neat, upholding professional standard appearance and safety.

Hair, including facial hair, should be clean and neatly trimmed. No extreme styles are permitted, and all hairstyles must be in compliance with the appropriate health and safety requirements. Hair accessories should be minimal in number and conservative in design.

Fingernails must be neat and clean. If worn, nail polish must be a single conservative color with no design or ornament. Fingernails of extreme length will not be permitted. Artificial fingernails are not permitted.

Cosmetics should be used moderately.

Use of colognes and perfumes is not acceptable since it may be offensive to some patients. An effective deodorant is required.

Tobacco products are not visibly permitted on the person while on duty except in a designated area where tobacco use is permitted.

Clothing/ Attire Students are expected to use good professional judgment in his/her dress.

Extremes in fashion trends, which could be offensive to patients and visitors of clinical sites, are not acceptable. If you have a question about something, ask before you purchase.

Clothing and attire should be clean, neat, in good repair and of proper size and fit. A lab coat must be worn to campus or clinicals when a student wears street clothing.

Fabric of all uniforms/clothing should be of weight and weave so that undergarments are not visible.

No denim pants, tight knit stretch pants leggings/leotards or jogging/sweat suits may be worn.

No shorts or skirts above the knees may be worn.

No sweatshirts or tank tops may be worn. No T-shirt with bold writing or pictures. All T-shirts must be white.

Socks or stockings must always be worn. Socks must be white when wearing white uniforms.

Shoes worn as part of the clinical uniform must be non-cloth mostly white (logo/stripe permissible) with enclosed toe.

Accessories / Jewelry

Jewelry and accessories worn by students should enhance the College's standards.

Students in clinical areas may wear a watch; one necklace; one bracelet (per wrist). Jewelry should be worn with discretion, not large or excessive. Chains should not be long enough to touch patient. No more than two rings per hand (wedding/engagement band combinations count as one ring).

No more than 2 earrings may be worn in each ear. No large or dangling earrings. Hoops must be small {no larger than a dime in diameter). Any other areas of the body that are pierced must not have pierced jewelry that is visible. A pierced tongue is not permitted at the clinical site.

Clinical Coordinator or management at a clinical site reserves the right to rule on visible tattoos.

While in clinical, a college identification badge must be worn on the shoulder area of the upper torso at all times. The student's picture and name must be clearly visible to the patient, public, and clinical staff. No other identification, pins, etc. may be attached to the identification badge. Students are not permitted to wear lanyards.

Medical Laboratory Technician Student Uniforms

A white lab coat with the college's logo properly affixed must always be available in the clinical area for students who desire to wear street clothes. All students have been provided with an appropriate lab coat.

All scrub tops must have the college's logo properly affixed. Scrub pants must match.

Shoes worn as part of the clinical uniform must be non-cloth mostly white (logo/stripe permissible) with enclosed toe.

Each student should take the following materials to clinical rotation: white lab coat, pocket size notebook and pen, student ID badge (worn at all times in clinical), appropriate classroom textbook and lecture notes.

Clinical Education

The clinical sites may require an interview or a copy of your grades. By enrolling in the MLT program, you consent to the release of your grades to the clinical site. The clinical site could refuse to accommodate you if your grades are not as the clinical site requires.

The mere fact that a student successfully completes the required evaluation forms does not indicate that the student no longer needs the experience in that particular area. Only years of experience can achieve the level of expertise needed. Successful completion of evaluation forms simply indicates that the student is capable of performing the procedure with indirect supervision.

Notwithstanding the above, failing any portion of a clinical area means a complete failure of your clinical education. The student will need to repeat the entire clinical course.

STUDENT HEALTH RECORDS

A completed Student Medical Form is required of each student before being allowed into the clinical site. Any injuries occurring while in the clinical affiliate should be immediately reported to the Clinical instructor- preceptor or Program Director (See Incident Report Form).

The Clinical Site may have additional forms and procedures that you must follow.

METHOD OF EVALUATION: Attendance and technical skills

Each semester, student's performance and progress will be evaluated by the Clinical Site Instructor- preceptor(s), and/or the Program Dean. Attendance is a critical part of the evaluation as is technical skills. Technical skills are evaluated by successfully completing the Clinical Evaluation Form, Proficiency Evaluation Form and Task List Form. How these forms contribute to your grade and technical skills is explained under the section, "Explanation of Forms." It is the responsibility of the student to submit the following evaluation forms to maintain their clinical status:

- **Clinical Attendance Form**
- **Clinical Evaluation Form**
- **Proficiency Evaluation Forms**
- **Task List form**

(All Forms are located in this Clinical Handbook)

Each rotation has specific clinical competency requirements for each rotation area. The technologists (clinical instructor-preceptors) will complete the above forms at the end of each rotation on the student. The Program Dean and the student will be able to review these forms. The Clinical Supervisor-Preceptor will meet with the student to address any unacceptable behaviors in the clinical setting and report to the Program Dean. Because proper behavior is foundational to professional practice, failure of an evaluation may result in failure of the clinical course. The Program Dean will meet with the student to counsel the student concerning unacceptable behavior. The final grade for the clinical practicum will be calculated as follows:

Clinical Grading Rubric for Clinical Externship

Category	Points	Percentage
<i>Attendance Form</i>	25	25%
<i>Clinical Evaluation form</i>	25	25%
<i>Proficiency Evaluation Form</i>	25	25%
<i>Task List Form</i>	25	25%
	100	100%

It is the responsibility of the student to submit these forms to maintain their clinical status.

Grading Scale

A final grade is determined using the following grading scale

96-100%	A
92-95%	A-
89-91%	B+
85-88%	B
82-84%	B-
78-81%	C+
75-77%	C
Equal to or below 74%	F

End of Course Surveys – are to be reviewed by the faculty within 10 days of the end of the session or semester. An overall score of less than 3.0 on the survey will result in an action plan being put together.

EXPLANATION OF FORMS

Attendance Form:

- Please review the Clinical Attendance Policy. Students must attend 100% of their clinical hours. If a student misses any clinical time, arrangements must be made for make-up time if necessary. Students will be considered incomplete until the Clinical Site Instructor-preceptor has certified all required hours. Students will not be allowed to graduate if they have not performed the minimum clinical hours. **Days or times may not be changed by the student without permission from the Cambridge Program Director.** If the student must be absent from the clinical site, the Program Director and the Clinical Site Instructor-preceptor must

be informed by the student at least 60 minutes prior to the start of the shift.

- In the event a student is unable to complete a full semester of didactic and/or clinical courses, the student will be dropped from all semester courses (including clinical courses and receive an "F" for all dropped clinical courses).
- A clinical Warning will be issued for each absence without documentation (i.e., doctor's note for the specific dates, jury duty, LOA, FMLA, approved by the Program Dean). Student must provide written documentation within 24 hours of any absence.

- 1st absence = Written warning by the Program Dean
- 2nd absence = Written Demerit 1 by the Program Dean
- 3rd absence = Failure of rotation and loss of hours earned in that rotation
- If you call out unexcused, 5 points will be deducted per day missed.
- **After 2 unexcused absences (only considered excused with proper proof) you will get written up under Demerit 1.**
- **Failure to inform clinical instructor-preceptor or site about an absence at least one hour prior to shift will result in Demerit 1**
- 400 clinical hours are required for graduation. Failure to meet this requirement can result in failing clinical. Students typically will have more than 400 hours. Students typically will have more than 400 hours. Students must rotate back through departments if they finish clinicals early in order to maintain proper attendance. Students must stay in clinicals until the semester ends.

Clinical Evaluation Form:

- This is the grade your site gives you at the end of the semester.
- **What they give, is what you get!**
- This form is in the handbook as "Clinical Evaluation Form"
- **This form must be filled out by EACH clinical site you attend and must be done EVERY semester for EACH site you attend**
- **You must have the site fill it out, put it in an envelope and sign the back of it.**
- Envelopes can be provided by me
- **Student must fill out the form named "Evaluation form of Clinical Site" for each clinical site student attends and must do every semester**
 - Evaluation form of clinical site is the student's thoughts on the site and their evaluation of that site.

Proficiency Evaluation Form:

- This is the grade your site gives you at the end of the semester.
 - **Failure to turn in the Proficiency Evaluation Form on the required due date, will result in 5**
- **points deduction PER day.**

Task List Form:

- It is your responsibility to get check-offs for required tasks,
- **Failure to complete check-offs can result in a failing clinical grade.**

TASK LIST FOR HEMATOLOGY CLINICALS

By signing this document, you attest that students are not substituted as employees & are not left alone

SIGNATURE: _____ Date: _____

Print: _____ Credentials: _____

Additional Comments:

STUDENT NAME:	FACILITY:	DATE:		
TASKS TO PERFORM: *NOTE: If certain procedures are not performed in your facility, please mark N/A for not applicable.	Policy, rules, procedure explained by instructor and observed by student	Performed Under supervision	Performed independently *NOTE: Students are never left alone.	Needs improvement
1. Perform hematology analyzer startup procedure.				
2. Operate hematology analyzer for analysis of specimen for complete blood count. (minimum of 25 samples)				
3. Perform startup procedure for coagulation instrument.				
4. Prepare patient specimens for coagulation testing (check tube draw, check for clots, centrifuge, storage is test delayed) (min. 15)				
5. Operate coag instruments to perform prothrombin times and APIT. (minimum of 15 samples)				
6. Perform D-dimer or FDP's (min. 10)				
7.				
8. Perform erythrocyte sedimentation rates. (minimum of 10)				
9. Perform procedures to correct for lipemia or cold agglutinins (min. 5)				
10. Perform daily startup procedure for hematology slide stainer				
11. Prepare peripheral blood smear slides (min 10)				
12. Perform daily quality control procedures and evaluate data correctly.				
13. Perform differentials. (minimum of 20)				
14. Perform Sickie Cell Screen (min. 5)				
15. Perform CSF analysis (min. 5)				
16. Know panic values and the proper procedure for reporting values to the physician/nurse.				
17. Use operation manuals for all automated and manual procedures.				
18. Perform Fibrinogen assay (min. 10)				
19. Perform or observe mixing time studies (min. 5)				
20. Perform Platelet Function testing (min. 5)				
21. Perform body fluid analysis on hemocytometer (min. 5)				

22	Perform or observe semen analysis				
23	Perform Reticulocyte count (mia. 5)				
24	Use cytocentrifuge				

TASK LIST FOR CLINICAL CHEMISTRY

STUDENT NAME: _____	FACILITY: _____
PRECEPTOR SIGNATURE: _____ Date: _____	
Print: _____ Credentials: _____	
By signing this document, you attest that students are not substituted as employees and are not left alone.	

TASKS TO PERFORM *NOTE: If certain procedures are not performed in your facility, please mark N/A for not applicable.	Policy, rules, procedure explained by instructor and observed by student	Performed under supervision	Performed independently *NOTE: Students are never left alone.	Needs improvement
1. Process specimens to include centrifugation, separation, and labeling (minimum of 10).				
2. Operate automated chemistry instrument for analysis of specimen chemical constituents: chem panels, thyroid panels, etc (min 10)				
3. Perform daily quality control procedures and evaluate data correctly.				
4. Perform qualitative BHCG (min. 5)				
5. Perform cardiac profiles (Min. 10)				
6. Perform daily maintenance on instruments as needed.				
7. Observe resulting and inquiry functions of the laboratory computer system.				
8. Use operation manuals for all automated and manual procedures.				
9. Perform serology tests (min 10)				
10. Know panic values and proper procedure for reporting them.				

TASK LIST FOR URINALYSIS CLINICALS

STUDENT NAME: _____ FACILITY: _____				
PRECEPTOR SIGNATURE: _____ Date: _____				
Print: _____ Credentials: _____				
By signing this document, you attest that students are not substituted as employees and are not left alone.				
TASKS TO PERFORM: *NOTE: If certain procedures are not performed in your facility, please mark N/A for not applicable	Policy, rules, procedure by instructor observed by student	Performed under supervision	Performed independently *NOTE: Students are never left alone	Needs improvement
1. Prepare, dispense and centrifuge urine specimen (minimum of 10).				
2. Perform and report urine specimen physical properties, chemical tests, and specific gravity (minimum of 10).				
3. Perform quality control procedures for urinalysis and evaluate data correctly.				
4. Perform and report microscopic examination of urine sediment (minimum of 10).				
5. Perform daily maintenance on semi-automated urinalysis analyzer.				
6. Operate automated analyzer for urinalysis.				

TASK LIST FOR MICROBIOLOGY

STUDENT NAME: _____

FACILITY: _____

PRECEPTOR SIGNATURE: _____ Date: _____

Print: _____ Credentials: _____

By signing this document, you attest that students are not substituted as employees and are not left alone.

TASKS TO PERFORM:	Policy, rules, procedure explained by professor and observed by student	Performed under supervision	Performed independently *NOTE: Students are never left alone.	Needs improvement
*NOTE: If certain procedures are not performed in your facility, please mark N/A for not applicable.				
1. Select appropriate media for each type of specimen received for culture, using protocol manual.				
2. Inoculate appropriate media for wound specimens.				
3. Inoculate appropriate media for fecal specimens.				
4. Inoculate appropriate respiratory specimens.				
5. Inoculate appropriate media for miscellaneous body fluids.				
6. Inoculate appropriate media for urine specimens.				
7. Perform Gram Stains on smears. (min. of 10)				
8. Perform incubation of cultures under proper conditions for optimal growth for the following: - Anaerobes - Aerobes - Microaerophilic				
9. Interpret culture and stain characteristics to detect normal flora, potential pathogens & contaminants for: - Feces - Urine - Respiratory - Wounds - Body fluids (min 10)				
10. Perform colony count on urine specimen cultures (min. 10)				
11. Perform processing of blood cultures (min. 10)				
12. Perform quality control procedures and evaluate data correctly.				
13. Perform susceptibility test procedures (min 10).				
14. Prepare organisms for identification using an automated system (min. 5)				
15. Perform set up for Campylobacter (min. 5)				
16. Perform catalase (min 5)				

17.	Perform coagulase test (min. 5)				
18.	Perform oxidase test. (min 5)				
19.	Perform streptex (min. 10)				
20.	Perform C.difficile testing. (min. 5)				
21.	Perform bacterial ID for aerobic & anaerobic (min 10)				
22.	Perform occult blood-gastric & stool (min. 10)				
23.	Perform wet preps (min. 5)				
24.	Perform India ink. (min. 5)				
25.	Perform yeast ID. (min. 5)				
26.	Perform RSV testing. (min. 5)				
27.	Perform influenza testing. (min. 5)				
28.	Perform Strep test. (min. 5)				
29.	Perform rotavirus. (min. 5)				
30.	Perform strep B testing. (min. 5)				
31.	Observe use of special agars.				
32.	Perform H. pylori antigen-stool. (min. 5)				
33.	Perform H. pylori antibody-serum. (min. 5)				
34.	Perform fecal leukocytes. (min. 5)				
35.	Perform urine Legionella screen. (min. 5)				
36.	Perform Acid-Fast stain (min. 5)				
37.	Perform Fungal testing. (min. 5)				

TASK LIST FOR IMMUNOHEMATOLOGY CLINICALS

By signing this document, you attest that students are not substituted as employees & are not left alone

STUDENT NAME: _____ FACILITY: _____ DATE: _____

PRECEPTOR SIGNATURE: _____ Date: _____

Print: _____ Credentials: _____

TASKS TO PERFORM:	Policy, rules, procedure explained by instructor and observed by student	Performed Under Supervision	Performed independently	Needs improvement
*NOTE: If certain procedures are not performed in your facility, please mark N/A for not applicable.			*NOTE: Students are never left alone.	
1. Perform ABO & Rh (minimum of 10 correctlv)				
2. Perform Type and Screens (minimum of 3 with at Least 4 having positive results)				
3. Perform gel processing for panels (min 10)				
4. Perform Cord Blood workups to include ABO:Rh testing, direct Coombs and Du testing (minimum of 10)				
5. Observe issue and inspection of blood products for transfusion. (sign out)				
6. Perform RhoGam workup to include fetal screen (minimum of 2)				
7. Perform antibody identification (at least 4 with autocontrols).				
8. Perform Direct Antiglobulin Testing (DAT) as needed with cord blood and negative donors.				
9. Perform weak D's as needed per criteria.				
10. Perform compatibility testing (cross match) (minimum of 10).				
11. Perform immunohematology quality control procedures and evaluate.				
12. Observe preparation of platelet or cryoprecipitate component pools for transfusion: perform under supervision (min 2).				
13. Observe transfusion reaction workup. Perform under supervision (min 2)				
14. Observe warm and cold autoabsorption				

	techniques for the detection of autoantibodies. Perform under supervision (min. 2)				
15.	Know Panic Values and the proper procedure for reporting values to the physician/nurse.				
16.	Use operation manuals for all automated and manual procedures.				

TASK LIST FOR SEROLOGY CLINICAL

STUDENT NAME: _____

FACILITY: _____

PRECEPTOR SIGNATURE: _____

Print: _____

Credentials: _____

Date: _____

By signing this document, you attest that students are not substituted as employees and are not left alone.

TASKS TO PERFORM:	Policy, rules, procedure explained by professor and observed by student	Performed under supervision	Performed independently	Needs improvement
*NOTE: If certain procedures are not performed in your facility, please mark N/A for not applicable.			*NOTE: Students are never left alone.	
1. Perform Mono test (min 5)				
2. Perform RPR test (min 5)				
3. Perform RA (min. 5)				
Perform other immunology-serology tests: list below in 4-12				
4.				
5.				
6.				
7.				
8.				
9.				
10				
11				
12				

TASK LIST FOR PHLEBOTOMY CLINICALS

STUDENT NAME: _____ **FACILITY:** _____ **DATE:** _____

PRECEPTOR SIGNATURE: _____ **Date:** _____

Print: _____ **Credentials:** _____

By signing this document, you attest that students are not substituted as employees and are not left alone.

TASKS TO PERFORM: *NOTE: If certain procedures are not performed in your facility, please mark N/A for not applicable.	Policy, rules, procedure by instructor observed by student	Performed under supervision	Observed	Needs improvement
				Note: (if performed under supervision only)
1. Collect specimens with proper identification of patient				
2. Collect specimens in proper order of draw (minimum of 5)				
3. Collect specimens with butterfly (minimum of 2)				
4. Collect heel stick/ finger stick specimens (minimum of 2)				
5. Collect specimens of pt with IV (minimum 2)				
6. Collect specimens with proper needle gauge				
7. Proper use of PPE during collection/ proper handwashing				
8. Collect specimens in isolation (minimum 2)				

STUDENT EVALUATION COMPETENCIES : EXHIBIT "A"

Name of Student _____

Date: _____

5=Excellent; 4=Above Average; 3=Average; 2=Needs Improvement; 1=Unsatisfactory; N/A=Not Applicable

	Competency	Rating- DATE
ANALYTICAL	Understands and performs serological testing, understands cross-reactivity, understands specificity & sensitivity	
	Understands Typing and interpretation of results, Antigen and antibody detection, Characteristics of antibodies, Clinical significance of Rh antibodies, steps in resolving an antibody: Perform ABO, Rh, Antibody screen, crossmatch and interpret results	
	Understands and performs differentials(recognize normal & abnormal cells), histogram interpretation, wbc morphology, rbc morphology, CBC indices/ parameters and make a clinical correlation. Performs WBC and Platelet estimates appropriately	
	Understands gram stain procedure, interpretation; Understands bacterial identification (biochemical tests, Molecular testing): cultural differentiation	
	Understands how to do manual dilutions; Performs manual tests as needed	
	Understands tumor markers, drugs of abuse, therapeutic drug monitoring, chemistry panels including the Clinical significance of specific analytes and Basic methods for measuring.	
	Knowledge and understands how to perform & the importance of coagulation tests, such as PT, PTT, Fibrinogen and factor assays	
	Understands the use of Mixing studies to differentiate coagulation factor deficiency from inhibitor	
	Understands the Purpose of testing to monitor anticoagulant therapy	
	Understands how to interpret results	
	Knowledge and understanding of analytical troubleshooting	
POST	Understands Delta values and takes appropriate action	
	Knowledge and understanding of post-analytical troubleshooting	

PRE-ANALYTICAL	Knows when specimens should be recollected, ie hemolysis, IV contamination. Knows how to handle lipemic samples. Identifies problem specimens and handles appropriately	
	Understands how to handle stat specimens	
	Handles critical/panic results appropriately	
	Performs QC appropriately	
	Appropriate Knowledge of instrumentation	
	Demonstrates clinical knowledge and appropriate clinical applications	
	Exhibits knowledge of medical terminology	
	Exhibits knowledge of normal limits for measurements	
	Understands use and function of Reagents for testing	
	Understands policies and procedures, ie (HIPPA)	
	Knowledge and understanding of pre-analytical troubleshooting	

PD _____

Print _____

CLINICAL SITE TIME SHEET

Student _____

MLT_____

Clinical Area

[illegible]

Proficiency Evaluation		
Name of Student _____		
Clinical Area Rotation _____		Date: _____
QUALITY OF WORK Consistently accurate	5 4 3 2 0	Seldom accurate
QUANTITY OF WORK Top Performer	5 4 3 2 0	Too slow for clinical lab
INITIATIVE Seeks added responsibilities	5 4 3 2 0	Has to be told to do anything
ORGANIZATION Consistently performs tasks in an organized and productive manner.	5 4 3 2 0	Unorganized and nonproductive
PSYCHOMOTOR SKILLS Proceeded rapidly and skillfully	5 4 3 2 0	Could not accomplish skills required to perform the procedures
INTERACTIVE SKILLS Exceptional and professional	5 4 3 2 0	Irresponsible or irrelevant
DEPENDABILITY Justifies complete confidence	5 4 3 2 0	Unreliable
JUDGEMENT Excellent	5 4 3 2 0	Poor
ABILITY TO FOLLOW DIRECTIONS Excellent	5 4 3 2 0	Poor
PERSISTENCE Dedicated	5 4 3 2 0	Easily distracted
PUNCTUALITY/ABSENTEEISM Report to the clinical site with no tardies or absenteeism	5 4 3 2 0	Seldom on time to clinical site/absenteeism is detrimental to training
PROBLEM SOLVING Consistently recognizes possible problems	5 4 3 2 0	Problems must be pointed out
PROFESSIONAL APPEARANCE/CONDUCT Professional Appearance	5 4 3 2 0	Often unprofessional
Always adheres to established rules of conduct	5 4 3 2 0	Behavior often requires correction
PERSONAL ATTRIBUTES DISPLAYED Accepts Criticism and demonstrates change	5 4 3 2 0	Does not accept constructive criticism or does not demonstrate change.
Demonstrates a strong sense of personal responsibility	5 4 3 2 0	Always makes excuses
Intrinsically motivated	5 4 3 2 0	Only motivated by the demand of others
Attitude is always positive	5 4 3 2 0	Attitude is always negative.
Continuously displays respect for patient confidentiality	5 4 3 2 0	Blatant violation of patient confidentiality.
SAFETY Uses universal precautions in handling specimens (gloves, lab coats, goggles, or shields)	5 4 3 2 0	Negligent in handling of patient specimens.
Practices lab safety during procedures including disposal of contaminated materials and waste	5 4 3 2 0	Irresponsible when performing laboratory procedures.
Performs proper disinfectant technique of laboratory work area	5 4 3 2 0	Does not properly disinfect laboratory work area.

COMMENTS:

Clinical Forms/Clinical Handbook Agreement

This Clinical Handbook is your guide to be successful not only in your studies here at Cambridge College but also in your career as a Laboratory Scientist. This guide clearly states the rules and regulations concerning submission of clinical hours, logs, and evaluations.

- **Timesheets:** Students have two options in order to receive credit for their clinical hours on assigned clinical days:
 - Timesheet(s) must be signed and initialed by the Laboratory Scientist with whom the student starts the day with and initialed at the end of the day as well by the Laboratory Scientist who witnesses the conclusion of your day to receive full credit. Failure to comply with this policy will lead to clinical hours not being accepted.
 - Timesheets MUST be submitted by the end of the week and no later than the following Monday by email, fax or in person to the program dean. Any hours not submitted by end of the business day Monday, will not count toward your total. NO EXCUSES!
- **Semester Evaluation Forms:** Semester evaluations are due at the end of the semester. You must have ALL evaluation forms turned in by the end of the semester. Not turning in evaluation forms when due could result in disciplinary action.

STUDENTS ARE ADVISED TO KEEP AN EXTRA COPY OF ALL COMPLETED FORMS

Cambridge College reserves the right to update and/or change any of the rules, regulations, policies, and contents of this Handbook. The student, didactic faculty, and clinical staff will immediately be informed in writing of any such change.

STUDENTS MUST COMPLETE CLINICALS BY THE LAST DAY OF OF THE TERM

- Clinicals are full-term courses. Clinicals must be completed by the end of the term regardless of your start. The MLT program is built to allow students to obtain more than the required 400 clinical hours to account for those who have late starts. Students typically will have more than 400 hours. Students must rotate back through departments if they finish clinicals early in order to maintain proper attendance. Students must stay in clinicals until the semester ends.

By signing below, you acknowledge that you understand the information in the clinical handbook and will adhere to the deadlines, policies and rules set forth.

Student Signature

Date

Student Print

Date

