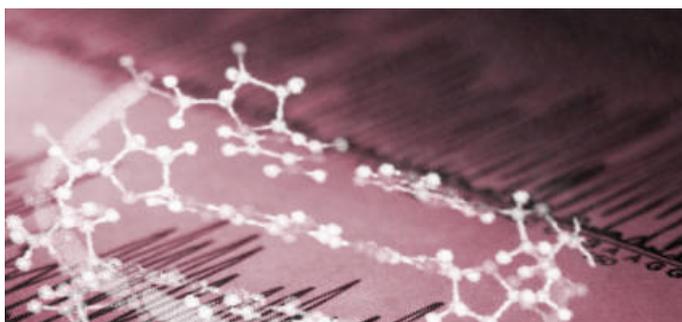


4/1/2017



CARRINGTON
COLLEGE

MEDICAL LABORATORY TECHNICIAN
CLINICAL EXPERIENCE HANDBOOK



CARRINGTON COLLEGE®
Celebrating **50** *Years*

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Dear Student:

Congratulations on your successful progression through the Carrington College Medical Laboratory Technician program. The final semester is designed to provide you with the real world experience that ties together all previous learning resulting in entry-level medical laboratory technician knowledge and skills.

This handbook is provided to assist you in your clinical experience. In it you will find the following documents and information:

- **To Do List** to make sure you are ready to begin!
- **Time Sheets** to document your hours during your clinical experience. At each **NEW** location you must fill out the **First Day** form. Following that, use the form that provides spaces for the entire week. Copy these pages as necessary and submit them to the College **at the end of each week**.
- **Journal Pages:** Keep track of your experiences while completing each rotation. Use these to document what you have done, and record questions and concerns to be addressed with the Program Director or College Instructors during visits or during Monday night classes.
- **Program Experience Evaluation Form:** At the end of each rotation take a moment to complete the clinical site evaluation form. Submit them to the Program Director at the end of the semester. Make copies for additional sites as necessary.
- **Evaluation Forms:** These forms are included in a separate cover and include the specific criteria and objectives for each rotation and used in the evaluation of your knowledge, technical skills, and professional performance. **It is the student's responsibility to review the appropriate technical and affective evaluation forms at the beginning of each rotation.** At this time you can ask the Clinical Mentor to review the forms with you. It is also a good idea to frequently refer to these documents throughout the clinical rotations to ensure that they have had the opportunity to review, practice and become proficient with all of the requirements of that rotation/department. Students may not complete all competencies at one facility, but all competencies that are identified with an asterisk (*) must be rated by the clinical agency teaching tech.

The purpose of clinical education is to allow students the opportunity to apply knowledge and skills acquired in the classroom and lab to a hands-on patient situation. The clinical experience is designed to provide student learning experiences with patients, promote coordination with other healthcare providers, develop a better understanding of common healthcare practices, improve communication, and develop time-management skills. These experiences will assist the student in correlating the academic knowledge attained with clinical practice. In summary, clinical education should allow the students to practice and apply new skills and concepts, expand the academic knowledge base, develop clinical competencies, and develop communication and interpersonal skills needed to function as a health care team member.

Students are responsible for their own transportation to attend all clinical rotations. Due to standards set by The Joint Commission, students with criminal histories may not be able to complete their clinical rotations. Carrington College cannot be responsible for finding an alternate clinical placement for a student who fails to pass the background check or drug screen. A student who is unable to

complete the required clinical experience will be unable to complete the requirements for the MLT program and will be withdrawn.

Clinical education experiences are a learning experience, therefore the facility may not compensate the student in any way.

STUDENT READINESS FOR CLINICAL EDUCATION

The course of study follows a hierarchical progression from rudimentary to complex academic and clinical experiences with the primary goal of graduating entry-level medical laboratory technicians who are well educated, ethical, professional, and compassionate.

Students must have successfully completed all MLT program didactic coursework in order to be scheduled for clinical education courses. The student must be functioning at the developing level of academic professional behaviors prior to beginning all full-time clinical coursework.

Please remember that this is the final step in your program. While at your assigned sites, you will be representing yourself, the program and Carrington College. As such, you are expected to abide by all policies, procedures and regulations of the Program, College and the Agency where you will be training. It is critical that you also demonstrate professionalism of a health care worker during this last phase. Please refer to the Carrington College Student Handbook and Medical Laboratory Technician Student Handbook as well as the Academic Catalog for applicable codes of conduct. If you have any questions, don't hesitate to contact any of your MLT instructors for guidance.

Best wishes to you for a very successful semester,

All your instructors at Carrington!

To Do List

Below are some important things that must be done prior to beginning your rotations, and some important points to remember during this experience.

Before Starting: Have you

Submitted proof of immunity to infectious diseases to your program director?	Due 3 months prior to beginning clinical
Submitted a copy of your CPR card?	
Completed the Safety Training and submitted the results to your program director?	
Scheduled a meeting/interview appointment with your clinical site contact person? Remembered to take your resume with you.	Plan on doing this at least one week prior to starting your rotation at that site
Taken care of any transportation issues?	Plan ahead!
Taken care of any childcare or other responsibilities for the period you will be training?	

Remember to

- Treat this experience as if you wish to be hired at the site.
- Follow the policies and procedures of the agency.
- Show up, be on time, and stay for your full shift.
- Ask if you have questions.
- Maintain a professional attitude.
- Take initiative, stay busy, but do not do anything you have not been approved to do.
- Follow acceptable dress code.
- Address staff and patients respectfully.
- Accept criticism.
- Submit your time sheets **ON TIME**. They must be received to get credit. Hours are rounded to the nearest quarter hour, i.e. 8:06 – 12:37 is 8:00-12:30. They can be faxed, scanned and emailed, or if you have a smart phone, take a picture and email to the Program Director (khansen-suchy@carrington.edu).
- Attendance is critical to the success of your clinical experience. Arrive a few minutes early to prepare for your rotation and report to your site supervisor ready to start on time.
- No cell phones or personal calls that are not an emergency or visitors are allowed during clinical hours. Cell phones should **not be used at the bench**.
- If you think there is nothing to do during your clinical hours, you are not paying attention. This is valuable time for you and is not to be spent doing homework, reading or using your phone.

Rules and Regulations

General

During your clinical experience, you must abide by the college's rules and regulations and the clinical site's rules and regulations.

Dress Code

1. All students must wear clean Carrington College scrubs unless advised otherwise by the clinical site. Closed toe, water-impermeable, soft soled shoes should be kept clean and in good repair. Water-impermeable laboratory coats may be provided by the clinical agency and must be worn. Students should maintain good personal hygiene to include clean, clipped fingernails, clean hair, pulled back if long, and if worn beards and mustaches must be neatly trimmed. Artificial fingernails, visible tattoos, ear gauges and visible piercings (other than one hole in each ear) are not permitted. Jewelry should be limited to wedding bands/sets, small earrings and necklaces that are not at risk for catching on equipment or clothing. Any loose clothing or jewelry that may be caught in equipment or interfere with phlebotomy procedures are not permitted.
2. All students must wear Carrington College approved badges as well as any agency specific name tags at all times during the clinical experience.

Student Conduct

1. As a Medical Laboratory Technician student you are obliged to follow the mandatory Codes of Conduct of Carrington College and the clinical agency. In addition, you are expected to adhere to the American Society of Clinical Laboratory Sciences (ASCLS) Code of Ethics as outlined in the *MLT Student Handbook* and found at <http://www.ascls.org/about-us/code-of-ethics>. Violations of the Codes of Conduct can result in risks to yourself, the patient, the agency and the college and may result in disciplinary sanctions that impact your ability to work in the field.

You are expected to:

- a. Complete all duties ethically, with integrity and in a timely manner.
- b. Treat others respectfully and with compassion.
- c. Treat all patient information as confidential.
- d. Do your best to perform all functions accurately and precisely and admit to any errors, taking immediate action for correction.
- e. Follow all procedures as written or directed by laboratory staff or clinical instructor.
- f. Conform to laboratory and institution regulations at all times while working in the laboratory.
- g. Promote ethical behavior in the laboratory.
- h. Report any witnessed violations of college or institutional policies or code of ethics to appropriate personnel.

Under no conditions should a student leave a clinical agency before the end of a shift or scheduled period without first contacting the Clinical Coordinator/Instructor or Program Director. Schedules are determined by the Clinical Coordinator and Clinical Instructor, not students.

Attendance

Students must perform 450 hours of clinical training, arriving and leaving at the scheduled times. Lunches and breaks must adhere to the clinical agency's policies. Holidays must follow the College schedule.

CLINICAL ATTENDANCE POLICY

MLT students are expected to be present for all clinical experiences and to abide by the hours and policies of the assigned clinical facility.

Students are responsible for reviewing the Attendance Policy and abiding by all items in the Code of Conduct section of the Academic Catalog. Chronic tardiness will affect the student's performance evaluation for the rotation and may result in disciplinary action.

If in the unlikely event a student must be absent from a clinical site, the occurrence must be reported to both the clinical site and the MLT Program Clinical Coordinator prior to the beginning of your scheduled shift. If in the unlikely event an absence must be scheduled the MLT Clinical Coordinator must approve any scheduled absence (i.e. medical procedure, unavoidable personal commitment) and craft a plan to make up the missed clinical hours. Clinical attendance will be documented in the student's record. Documentation of your attendance during the clinical experiences is mandatory. For each clinical agency for which you are assigned an attendance sheet ***must be completed and faxed in on the first day at any new agency***. Following that, a completed attendance sheet ***must be faxed in before 4 PM every Friday***.

EMAIL to kleib@carrington.edu (Preferred method)

or

SUBMIT to FAX #: 602-331-1494

This is a mandatory process. Lack of evidence of attendance during your scheduled rotation can result in academic sanctions. Please make copies of the following time sheets to be used as needed.

Journals

Journal pages have been provided for you to document your learning experiences as well as to note any questions or concerns that you would like to bring to the attention to the Program Director or Clinical Coordinator during regularly scheduled visits.

INCIDENTS

Students will be participating in activities, which have potential for exposure to infectious diseases including but not limited to Hepatitis B and HIV. Students must complete blood borne pathogen and HIV training prior to externship and must take all necessary precautions to minimize the risk of exposure. If a medical emergency occurs, the policies of the facility will be followed. The Clinical Coordinator and Program Director are to be notified of the incident by the Clinical Instructor and student.

Clinical Experience Evaluation

We want to know about your experiences during this last semester. Collecting data about how we are doing helps us to make adjustments to strengthen the program. Students are asked to complete the evaluation form at the end of this document to give us your feedback regarding the program and your clinical experience.

FORMS



DAY ONE TIMESHEET

PLEASE SUBMIT THIS TIMESHEET ON THE FIRST DAY AT ANY NEW AGENCY.

Student Name (PRINT): _____

Clinical Agency Name: _____

Supervisor Name: _____

Clinical Agency Phone Number: _____ **Fax:** _____

Date: _____ **Day of Week (circle one):** Mon Tue Wed Thu Fri

	Enter Time
Time Started	
Time out (for break/lunch)	
Time in (from break/lunch)	
Time Quit	
Total Time	
Round time to nearest quarter hour	

Clinical liaison (signature) _____ **Date** _____

Student (signature) _____ **Date** _____

Signatures above verify the hours documented on this Time Sheet accurately reflect the time in which the student received experience in the field as a student of Carrington College.

EMAIL to kleib@carrington.edu (Preferred method)

or

SUBMIT to FAX #: 602-331-1494



TIME SHEETS MUST BE SUBMITTED AT THE END OF EACH WEEK.

Make copies of this page as needed.

Student Name (PRINT): _____

Clinical Agency Name: _____

Clinical Agency Phone Number: _____ **Fax:** _____

(Fill out completely, including the dates and final hours of attendance)

	MON	TUE	WED	THU	FRI	WEEK TOTAL
DATE						
Time Started						
Time out (for break/lunch)						
Time in (from break/lunch)						
Time Quit						
Total Time						
Round time to nearest quarter hour						

Clinical liaison (signature) _____ **Date** _____

Student (signature) _____ **Date** _____

Signatures above verify the hours documented on this Time Sheet accurately reflect the time in which the student received experience in the field as a student of Carrington College.

EMAIL to: kleib@carrington.edu (Preferred method)

SUBMIT to FAX#: 602-331-1494

Student Journal Pages

Student Name: _____

Rotation: _____

<u>Week of/Date</u>	<u>Record area worked, new concepts/procedures learned, and any questions regarding the days experience</u>

Student Name: _____

Rotation: _____

<u>Week of/Date</u>	<u>Record area worked, new concepts/procedures learned, and any questions regarding the days experience</u>

Student Name: _____

Rotation: _____

<u>Week of/Date</u>	<u>Record area worked, new concepts/procedures learned, and any questions regarding the days experience</u>

Student Signature

Date

Clinical Coordinator/Program Director Signature

Date\\

Program/Clinical Experience Evaluation

For each of the statements below please rate the level of which you feel the College or the Clinical Agency met your expectations. Use a **5 for very satisfied** and a **1 for very unsatisfied**.

Do you feel that the MLT Program met the identified mission and goals?	1	2	3	4	5
Did the classroom and student laboratory experiences adequately prepare you for your clinical experiences?	1	2	3	4	5
Were the student learning outcomes (objectives) identified and provided to you for each course?	1	2	3	4	5
Did the classroom and student lab learning experiences effectively prepare you to meet those identified learning outcomes (objectives)?	1	2	3	4	5
Were you treated fairly and objectively by faculty at the College?	1	2	3	4	5
Were you treated fairly and objectively by faculty/teaching techs at the clinical agency?	1	2	3	4	5
Were faculty at the College effective in helping you learn?	1	2	3	4	5
Were faculty/teaching techs at the clinical agency effective in helping you learn?	1	2	3	4	5
Did you feel respected and welcome by faculty and staff at the College?	1	2	3	4	5
Did you feel respected and welcome by faculty/teaching techs at the clinical agency?	1	2	3	4	5
Were the objectives of the clinical rotations clear?	1	2	3	4	5
Were experiences and activities related to objectives in the classroom and student labs?	1	2	3	4	5
Were experiences and activities related to objectives in the clinical setting?	1	2	3	4	5
Were you explained in advance the expectations of the clinical experience?	1	2	3	4	5
Were texts and reference materials available to you at the clinical agency?	1	2	3	4	5
Did you feel well supervised at the clinical agency?	1	2	3	4	5
Were you left to work independently to perform clinical agency work not related to your education?	1	2	3	4	5
Were the staff members at the clinical agency willing to answer questions?	1	2	3	4	5
Were the instructions at the clinical agency clear?	1	2	3	4	5

Would you recommend the clinical agency to another potential student?	1	2	3	4	5
Would you recommend this program to another potential student?	1	2	3	4	5
Would you recommend Carrington College to another potential student?	1	2	3	4	5
Do you feel prepared for employment as an entry-level MLT?	1	2	3	4	5
Do you feel prepared to take a certification examination?	1	2	3	4	5
Do you feel that College faculty was knowledgeable in the area they taught?	1	2	3	4	5
Do you feel that clinical agency faculty was knowledgeable in the area they taught?	1	2	3	4	5

For each of the following areas please rate the level of which you feel the College and the Clinical Agency provided you with comprehensive and relevant educational opportunities that contributed to your knowledge. Please make comments on this sheet (back may be used). Use a **5 for very satisfied** and a **1 for very unsatisfied**.

	College	Clinical Agency
Writing Skills		
Applied Mathematics		
Social/Interpersonal Skills		
Professional Skills		
Technical Skills: Blood Bank		
Technical Skills: Chemistry		
Technical Skills: Hematology		
Technical Skills: Microbiology		
Technical Skills: Serology/Immunology		
Technical Skills: Urinalysis		
Technical Skills: Technology		
Technical Skills: Laboratory Operations		
Technical Skills: Phlebotomy & Specimen Processing		