



Medical Laboratory Technology Program

Clinical Education Manual

2025

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SCC MLT Program Clinical Affiliates

Cooperative agreements: The Medical Laboratory Technology Program has affiliation agreements with the following clinical sites, providing a variety of educational opportunities for students in the medical laboratory.

- Arthritis Center of Nebraska, Lincoln
- Auburn Family Health Center P.C., Auburn
- Avera St. Anthony's Hospital, O'Neill
- Beatrice Community Hospital, Beatrice
- Bryan Health Medical Center, Lincoln
- Cancer Partners of Nebraska, Lincoln
- CHI Health Creighton University Medical Center – Bergan Mercy, Omaha
- CHI Health St. Elizabeth Hospital, Lincoln
- CHI Health St. Mary's Hospital, Nebraska City
- Children's Hospital & Medical Center, Omaha
- Columbus Community Hospital, Columbus
- Columbus Family Practice, Columbus
- Community Medical Center, Falls City
- Crete Area Medical Center, Crete
- Faith Regional Health Services, Norfolk
- Lincoln Internal Medicine Associates, Lincoln
- Madonna Rehabilitation Hospital, Lincoln
- Madonna Rehabilitation Hospital, Omaha
- Memorial Health Care Systems, Seward
- Methodist Fremont Health, Fremont
- Methodist Jennie Edmundson Hospital, Council Bluffs IA
- Methodist Physician's Clinic, Omaha
- Nebraska Hematology-Oncology, Lincoln
- Physicians Laboratory Services, Inc., Omaha
- Saunders Medical Center, Wahoo
- Syracuse Area Health, Syracuse
- VA Nebraska-Western Iowa Health Care System, Lincoln
- Washington County Hospital, Washington KS
- West Holt Medical Services, Atkinson
- York General Health Care Services, York

Clinical Education Experience Guidelines & Expectations for the Clinical Instructor

Standard VIII of The National Accrediting Agency for Clinical Laboratory Science (NAACLS) states that curricula must be provided in sequenced learning experiences necessary to achieve entry competencies. The students in the Medical Laboratory Technology (MLT) program at Southeast Community College have successfully completed the necessary competencies to advance to their clinical experience.

Due to standard VIII, it is important that the clinical experience be completed in a way that continues the sequence of learning. Up to this point, the students have successfully completed all of the theory (lecture material) and student laboratory experiences required by the American Society for Clinical Pathology (ASCP) Board of Certification MLT guidelines and NAACLS MLT Unique Standards.

Because students have already completed these, it is not necessary to assign homework, quizzes, or to simulate laboratory experiences for the students. It is important that the students see the “real world” so they can piece together the information they have learned during their lectures and student laboratory courses. Due to the nature of student laboratory, samples are not always handled like they are in a working laboratory so we rely on the clinical sites to let the students experience a true laboratory.

To meet standard VIII the student, under supervision, should be performing the same tasks as a working Medical Laboratory Technician. This ensures they are getting a realistic, sequential, entry level clinical experience. The best way to achieve this is by having the student perform the testing that is available. This can be achieved one of two ways:

- 1) The student can watch the clinical instructor they are with perform the test, and then they can perform the test on that same patient.
- 2) The student can perform the patient testing under direct supervision of his/her clinical instructor.

It is expected that at times the workload of the clinical instructors will be such that letting a student perform the testing would impact the timely release of patient results. When this happens, it is appropriate to ask the student to discontinue patient testing at that time and to simply observe the clinical instructor performing their tasks, until the workload is again at a pace the student/instructor can handle. It is best that the student stay in the testing area with the clinical instructor so learning through observation can still occur.

If the clinical instructor is able to talk the student through the processes they are using during a busy time, that is best. However, it is also appropriate to save time for discussion, explanation, and debriefing of the methods the clinical instructor used until after the workload is more manageable.

NAACLS standards are now outcome based so it is no longer a requirement that students meet a minimum number of tests performed in each clinical area.

The following guidelines have been written to assist you in supervision of Southeast Community College students placed at your site.

Clinical Site Instructor Responsibilities

- Assist in the student learning experiences by providing and supervising various clinical experiences. The supervising clinical instructor is required to communicate to the student as to what the student will be allowed or permitted to perform in regards to reporting and/or charting patient results
- Meet with each student on the first day of his/her rotation to determine student duties, competencies, roles and schedule. Students are bound by all your agency policies in regard to breaks, use of cell phones, and work hours. Students will not remove any protected health information from any clinical facility.
- Orient the student to the clinical site policies, rules, and perform introductions to other staff.
- Provide all appropriate PPE to the student.
- Give the student feedback frequently on their progress or any problems which arise.
- Designate a responsible staff member for the student to report to in your absence.
- Notify the MLT Program Clinical Education Coordinator of any problems that arise with the student.
- Complete a Clinical Evaluation Form for each student summarizing their performance in each clinical area.
- Communicate with the student and/or MLT instructor(s) for an evaluation to give performance feedback based upon the evaluation forms and the clinical education guidelines and expectations. This feedback will then be used by the student and also by the college in the determination of the student's clinical grade.
- Monitor the student's attendance. The student will notify the clinical site if they will be tardy or absent. The student must notify both the clinical site and Southeast Community College or the student will be required to make-up double time. The student is allowed one absence per term at the discretion of the college and the clinical site. Any absence over one 1 day per term requires make-up time. Make-up time will be arranged with the clinical site and the MLT Program Clinical Coordinator.
- Students are at your site to experience the clinical laboratory. They should be kept busy doing procedures or observing you working as much as possible. If your laboratory area is slow, please allow them to go to another area and observe/learn.
- If you do not feel a student is properly motivated and needs constant reminding to take initiative, please let the student and the MLT Clinical Coordinator know immediately.
- Communicate effectively with the students so they are aware of the expectations of the site and their clinical instructors.
- Reach out to MLT Program Clinical Coordinator or MLT Program faculty if you have any questions.

Clinical Education Student Guidelines

All policies that follow are to be followed by Southeast Community College Medical Laboratory Technology students. If a student violates a clinical education guideline, requirement, or policy, their grade will be negatively affected.

Any violation of the guidelines, requirements, and policies may result in the following:

- Reduction of affective or technical clinical education grade
- Make-up time at a clinical site
- An incomplete clinical education grade, which will result in an Incomplete Grade Contract, and will delay graduation and ability to take the ASCP Board of Certification
- Automatic removal from a clinical site
- Automatic dismissal from the MLT Program

Professional Appearance Guidelines

Professional appearance and behavior promotes student accountability and responsibility for learning and reflects the image of the Medical Laboratory Technology Program at Southeast Community College. Appearance is a very important aspect of professionalism.

Students not following the MLT Professional Appearance guidelines will not be allowed to complete the clinical experience.

If MLT program faculty are made aware of a student not following the Professional Appearance Guidelines (listed above) the student's Affective Evaluation grade will be lowered. This will happen even if the clinical site does not require the student to follow the above guidelines.

Grades will be deducted in 5-point increments from the overall Affective Evaluation grade for each week at that clinical rotation. Each additional offense results in an additional 5-point deduction.

The proper dress for participation during Clinical Education or any activity in which the student is in contact with health care patients or professional is as follows:

- SCC student photo identification cards must be worn and visible on lab coat or scrub top, unless the clinical site instructs you otherwise.
- Clean MLT Program selected colored scrub top and pant. If desired, a white t-shirt may be worn underneath the scrub top. No print or pattern on the white t-shirt.
- Clean shoes must be worn. No open-toed or open-backed shoes or sandals permitted.
- Fingernails should be kept short and clean. No nail polish. No artificial nails.
- Keep yourself free from body odors. Use limited perfumes, colognes, or scented aftershave lotions.
- If makeup is used, apply in a conservative way.
- Clean-shaved or trimmed facial hair. Beards and mustaches must be kept clean and trimmed appropriately.

- Hair needs to be clean and styled so hair is out of the eyes. If long, hair should be worn back or up and not allowed to hang loose in front. Although hair may be colored, only natural colorings may be used. No “messy” buns permitted.
- It is recommended that no body piercing jewelry (other than one small pair in earlobes) be worn to clinical sites. If gauges are present, wear clear or skin-colored gauges while at the clinical site. You may be asked to remove a jewelry while at the clinical site. If asked to remove it, you must comply with the request or points will be deducted.
- Any tattoos on the face or neck must be covered while at the clinical site. All other tattoos must be in good taste or they must be covered. You may be asked to cover a tattoo while at a clinical site. If asked to cover it, you must comply with the request.
- Chewing gum in the clinical area is not permitted.
- Tobacco is not permitted at clinical sites. No smoking, vaping, or use of electronic-cigarettes is permitted at clinical sites. It is recommended that a student does not smoke in route to the clinical site in order to not smell like smoke to patients or staff. Medical facilities and campuses are smoke-free.
- Faculty and clinical instructors have the right to make recommendations to the student regarding appearance, hygiene, or actions prior to or during the course of their clinical rotations. Failure on the students part to make changes based on recommendations may results in a lower clinical grade.
- Good health habits and attitudes are stressed. If there is an obvious problem, the student will be counseled concerning the total problem as it relates to health, performance, and future job opportunities.

Clinical Education Attendance Guidelines & Requirements

- Clinical Education typically runs Monday – Thursday. However, if circumstances warrant, clinical rotations may occur on Fridays or the weekends.
- Students are required to be on site for 6.5 hours a day (this includes a required 30-minute lunch).
- Students are required to take a 30-minute lunch. This allows students to have a mental break and ensures continuity between all students. Students are NOT to work through lunch to then leave 30 minutes early for the day. Doing this will result in a 5-point deduction for each occurrence, from the final evaluation score, for each week, at that site.
- Clinical schedules may be adjusted at the discretion of the MLT Program Clinical Coordinator and the clinical site.
- Students will clock in using a computer at the clinical site. Cell phones should only be used in rare instances where a computer is not available. When clocking in:
 - IP addresses of the clinical site are recorded
 - GPS coordinates of cell phones are recorded

Any inconsistency in IP address or GPS coordinates will be counted as a tardy or as leaving early.

Tardies

- A student is considered tardy if they clock in >5min after the scheduled start time.
- Any tardy = 1 point deducted from final evaluation score, for each week, at that site.
- 3-5 tardies at one site = 5-point deduction from final evaluation score, for each week, at that site.
- More than 5 tardies at one site = 10-point deduction from final evaluation score, for each week, at that site.
- Excessive tardies may result in required clinical make-up time.
- Notify both the clinical site and SCC MLT Program if you are going to be tardy.

Leaving Early

- Students are expected to stay at the clinical site for the entire scheduled day. Rarely, a clinical instructor may insist a student leave early. If this happens, the MLT Program Clinical Coordinator or MLT Program Faculty must be notified.
- Leaving early 3-5 times at one site = 5-point deduction from final evaluation score, for each week, at that site.
- Leaving early excessively may result in required clinical make-up time.
- If a clinical instructor repeatedly asks a student to leave early, contact the MLT Program Clinical Coordinator.

Time Exceptions

- Fewer than 5 time exceptions in a term will not result in a point deduction.
- 5 time exceptions in a term = a 10-point deduction from the final evaluation score for the week in which the 5th time exception occurs. Each time exception beyond 5 is an additional 1-point deduction from the evaluation score, per exception. (Example: 10 time exceptions in the term = a 15-point deduction from evaluation scores.)
- Forgetting to clock in or out is a time exception. These are included in the running tally of time exceptions that cause grade deductions.
- **Do not clock in to make a time exception because the exception will replace the missing time stamp. If you clock in before making a time exception, making the exception will automatically clock you out.**

Absences

- Students are allowed one absence at a clinical site with no point deductions. Any absence past one may result in a point deduction or make-up time at the clinical site or on SCC campus in some capacity (performing clinical tasks, helping with an MLT or phlebotomy class, etc.).
- Students are allowed a total of two absences during the duration of clinical education. Any absences past two will result in clinical make-up time. Time made up at the clinical site or on SCC campus in some capacity (performing clinical tasks, helping with an MLT or phlebotomy class, etc.).
- Any absences past two will result in a point deduction until make-up time is completed. Each excessive absence will be a 10-point deduction from the final evaluation score.
- Failure to report an absence to the clinical site or to the MLT Program Clinical Coordinator = 5-point deduction from final evaluation score, for each week, at that site.
- Failure to report an absence to the clinical site AND to the MLT Program Clinical Coordinator = 10-point deduction from final evaluation score, for each week, at that site.
- When a student is absent, they are still required to log the absence within 24 hours in Trajecs. Students do not clock in to do this - do a time exception. Time exceptions for excused absences will not be counted in time exception total. Students may still be required to make up time missed due to absences.
- Any student absences may require make-up time. This is at the discretion of the MLT Clinical Coordinator and the clinical site.
- **Notify both the clinical site and SCC MLT Program if you are absent, prior to the time which you are to begin your rotation.** If both are not notified, the student will be required to make up double time.

Notes

- The DCS/Weekly Reflection form can be completed at the end of the week. You do not need to clock in or out any other day of the week.

General Student Guidelines & Requirements

- Students must follow HIPAA Standards at all clinical sites. Confidentiality of all patient names and results **MUST** be observed at all clinical sites. Health Sciences students enrolled in Southeast Community College (SCC) Health Sciences Division **will not remove** any protected health information (PHI) from any clinical facility. Students may not transmit any PHI electronically except when doing so in the usual performance of caring for patients or clients and full knowledge of the clinical preceptor or instructor.
- **Students may be dismissed from the Medical Laboratory Technology Program for failure to abide by policies and procedures of a HIPAA Standards.**
- All students registered for clinical education are required to have a criminal background check, negative drugs of abuse screen and current TB test(s) and/or chest x-ray prior to performing clinical education. The results of the TB test(s) and/or chest x-ray must be negative and demonstrate no active TB infection. Students are required to have a flu vaccination or sign a waiver. Students may be required by clinical sites to be fingerprinted. The student is responsible for any cost incurred for these requirements. The student is responsible for transportation to and from assigned clinical affiliates.
- Students are required to show proof of full SARS-CoV₂ vaccination prior to going to a clinical site. Students may be required to wear a face covering at clinical sites, in conjunction with the site policy. Violation of site policies regarding face coverings will lead to formal disciplinary action and possible removal from a site.
- Cellular phones or smart watches and devices are not allowed during clinical rotation times. Cell phones and smart devices must be off, and stored somewhere other than a pocket while performing clinical education experiences.
- Clinical education experiences for students enrolled in the Medical Laboratory Technology Program are designed to correlate theory with supervised clinical experience in an organized setting. This is a logical extension of theory. It takes students from laboratory practice in the formal education environment to actual experiences in the clinical setting. Clinical education experiences are scheduled during normal working hours of the clinical affiliate and occur during the normal workweek, i.e., Monday through Thursday or weekends if it is acceptable to the clinical site.
- The Medical Laboratory Technology student works directly with a phlebotomist, laboratory assistant, medical laboratory technician, or medical laboratory scientist who is responsible for their supervision. All work performed by the student is reviewed and test results are confirmed by the supervising employee. Once students have demonstrated proficiency in performing laboratory procedures to the satisfaction of the supervising clinical personnel, they may be allowed to contribute to the service work of the clinical site in order to gain further practice. The main objective for clinical education experiences is the acquisition of entry-level competency and students are not expected to perform routine service work or to substitute for regular staff at the clinical site.
- No stipends are paid to the students. Students may be hired by the clinical affiliates as part-time help, in positions such as laboratory assistants or phlebotomists. Service work done by the students in these positions is paid and is **NOT** considered part of the student's clinical education experience.
- Arrive on time to each clinical site. Students are required to 'clock in' and 'clock out' using Trajecys.
- A daily clinical summary (DCS) of procedures performed or observed is to be kept by each student. The DCS/Weekly Reflection forms are to be submitted via Canvas on a weekly basis (every Friday following the week's clinical education rotation). Failure to submit DCS/Weekly Reflection Form will result in a 5-point grade deduction. In the rare instance when a student fails to submit a DCS/Weekly Reflection Form and a grade deduction is applied, the student must still submit a DCS/Weekly Reflection Form to meet accreditation requirements.

- Minimum numbers are not the end all. If the required minimum number of a procedure/test is attained, the student is expected to keep performing the task.
- If an accident at a clinical site occurs, contact the clinical laboratory director or clinical instructor immediately. Emergency care will be given. The student will be responsible for the cost of this care. Accident report forms must be completed for the clinical site and a TIPS Report Incident Form must be completed for SCC. CCR/TIPS Report Incident Forms are found on the HUB at thehub.southeast.edu. Lynnett Paneitz must also be notified, (402.437.2760).
- Patient care and safety is priority. A student's technical skills and professional attitude both contribute to patient care and safety. If a student is believed to be compromising patient care or safety, the situation will be evaluated by the clinical site and the MLT Program Clinical Coordinator and Program Director. The MLT Program Clinical Coordinator or Program Director has the discretion to remove a student from a clinical site at any time for any reason.
- Maintain a positive attitude during your clinic experience. The facilities pride themselves of the highest level of customer service and being a patient advocate; please assume the same values while in their facilities. We are guests at the clinical sites. The sites do not receive payment for hosting students.
- A student may repeat one clinical rotation, should clinical space permit, to obtain a passing grade. Inability to obtain a passing grade for a repeat rotation will result in failure of Clinical Education, and dismissal from the Medical Laboratory Technology Program.
- Dismissal from the Medical Laboratory Technology Program due to a failing clinical education grade will result in the student having to repeat the course(s) – both lecture and lab - corresponding to the failed clinical rotation, before being allowed to repeat clinical education. All of clinical education (MEDT2200), Clinical Orientation (MEDT2150) and Seminar (MEDT2160) must be repeated. Other courses may be required to be repeated based on the circumstance.
- Students are encouraged and welcome to contact Ahmad Tumeh (402.437.2762), Lynnett Paneitz (402.437.2760), or Leah Stamps (402.437.2763), or if any concerns or problems arise at any of the clinical sites. Please keep them informed of any happenings.
- Other instances, not referenced in the clinical education guidelines, requirements, and policies may occur. These situations will be handled by the clinical site, MLT Clinical Coordinator, MLT Program Faculty, and MLT Program Director. The MLT Program Director will decide on appropriate grade deductions.

Performance Evaluations & Grading

All students will be graded based on a technical evaluation for each clinical experience and an evaluation of affective domain for each site.

The student will:

1. Conduct themselves in a professional manner, which includes the categories outlined on the Evaluation of Affective Domain form.
2. Complete tests and procedures listed on the department (technical) evaluation form(s) on a daily basis.
3. Using Trajecsys, review the evaluation forms filled out by the clinical instructor(s). This verifies that the student has reviewed the evaluation form. It does not necessarily indicate that the student agrees with the opinions of the evaluator. The student may add comments to the evaluation form in the designated area.
4. Clinical grades will be determined by the clinical site instructor for each department that the student is assigned. The following grading scale will be used:

Performance Rating of Technical Evaluations:

- 4 Procedure performed accurately with minimal supervision:
A+ = 4.0 – 3.7, A = 3.6-3.3
- 3 Procedure acceptable with moderate supervision:
B+ = 3.2 – 2.9, B = 2.8 – 2.5
- 2 Procedure needed repeating several times to be acceptable; moderate supervision:
C+ = 2.4 – 2.1, C = 2.0-1.7
- 1 Unable to perform procedure correctly; constant supervision:
D+ = 1.6 – 1.3, D = 1.2 – 0.9, F = <0.9

O/D = observed, D = discussed, N/A = not applicable

Total points/number of criteria = Grade

The students' performance is based upon criteria and standards determined by the clinical facility in regards to reportable limits, producing correct results, and utilizing all aspects of quality assurance as determined by the clinical facility and clinical instructor. If a student receives a rating of 2 or 1 for a task, additional assignments will be required, as determined by the MLT faculty and Clinical Site faculty. The student must obtain a C+ or better to pass the rotation. A student may repeat one clinical rotation, should clinical space permit, to obtain a C+ or better grade. Upon repeating a clinical rotation, if a grade of C+ or better is not obtained, the student will be given the grade that was earned and will be withdrawn from clinical and from the MLT program.

The following grading scale will be used:

4.0 = 100/A+	3.2 = 89.6/B+	2.4 = 79.2/C+	1.6 = 68.8/D+
3.9 = 98.7/A+	3.1 = 88.3/B+	2.3 = 77.9/C+	1.5 = 67.5/D+
3.8 = 97.4/A+	3.0 = 87.0/B+	2.2 = 76.6/C+	1.4 = 66.2/D+
3.7 = 96.1/A+	2.9 = 87.7/B+	2.1 = 75.3/C+	1.3 = 64.9/D
3.6 = 94.8/A	2.8 = 84.4/B	2.0 = 74.0/C	1.2 = 63.6/D
3.5 = 93.5/A	2.7 = 83.1/B	1.9 = 72.7/C	1.1 = 62.3/D
3.4 = 92.2/A	2.6 = 81.8/B	1.8 = 71.4/C	1.0 = 61.0/D
3.3 = 90.9/A	2.5 = 80.5/B	1.7 = 70.1/C	0.9 = 60.0/D

Final Clinical Education grades are at the discretion of the MLT Program Clinical Coordinator and Program Director.

Affective Domain

Clinical Experience Guidelines & Expectations

BEHAVIORAL OBJECTIVES:

At the conclusion of this clinical rotation, the student will have achieved the following: Achievement will be met when a minimum score of 70% is earned on the Technical Evaluation form and the Affective Domain form.

During the clinical experience, the student will:

- Function in a professional manner.

AFFECTIVE PERFORMANCE

The student will demonstrate appropriate performance in:

- Confidentiality
- Attendance
- Appearance
- Interpersonal relationships
- Cooperation
- Initiative
- Responsibility
- Application of theory to practice
- Judgment and analytical ability
- Quality of work

ELECTRONIC DEVICES

- Personal electronic devices, including cell phones, are not permitted in the clinical site laboratory*.
 - If a clinical instructor observes a student using or bringing out an electronic device, a 5% deduction will be applied to the student's overall evaluation grade.

*In certain circumstances, students may be permitted to carry their cell phone during clinicals; however, this must be approved in advance by both the clinical coordinator and the clinical site. If a student uses their device in a manner not previously approved, the 5% overall grade deduction will still apply.

Phlebotomy Clinical Experience

Guidelines & Expectations

At the conclusion of this clinical rotation, the student will have achieved the following: Achievement will be met when a minimum score of 70% is earned on the Phlebotomy Evaluation form and the Affective Domain form.

During the phlebotomy clinical experience, the student will:

- Function as a phlebotomist under direct supervision from his/her clinical instructor. If the clinical site does not perform any of the testing listed below, it is not necessary to simulate it.

LABORATORY PERFORMANCE

The student will:

- Be well organized in work area – prepare area/tray with supplies prior to blood collections
- Approach patients in a courteous and friendly manner, demonstrate professional attitude in interacting with patients
- Identify patients correctly
- Follow proper labeling procedures
- Perform blood collection using proper venipuncture techniques
- Perform blood collection using proper capillary techniques (fingerstick, heel stick)
- Obtain blood samples in a reasonable amount of time
- Follow proper specimen handling requirements for all specimens
- Communicate well with laboratory and other health professionals
- Follow safety procedures and guidelines

PHLEBOTOMY PROCEDURES

The student will successfully attempt 50 blood collection procedures. Failure to complete 50 successful blood collections may result in a grade deduction in Clinical Education.

One point per missing blood collection will be deducted from all phlebotomy technical grades for each blood collection less than 50. (Example: If a student only completes 30 blood collections, 20 points will be deducted from each of their phlebotomy technical grades for each week.)

If a student is unable to meet the blood collection requirement due to clinical placement, they must notify the MLT Program Clinical Coordinator. Each situation will be evaluated and a plan will be put in place for the student to meet the requirement so a grade deduction does not occur. This may require the student to come to the SCC campus and complete blood collections or help with the hands-on portion of the Procedures in Phlebotomy course. Failure to attend scheduled on-campus make-up sessions will result in the original grade deduction holding.

It is the student's responsibility to keep a tally of how many blood collections they have completed.

Chemistry Clinical Experience

Guidelines & Expectations

At the conclusion of this clinical rotation, the student will have achieved the following: Achievement will be met when a minimum score of 70% is earned on both the Chemistry, Hematology, and Urinalysis Evaluation form and the Affective Domain form.

During the chemistry clinical experience, the student will:

- Function as a Medical Laboratory Technician under direct supervision from his/her clinical instructor. If the clinical site does not perform any of the testing listed in the objectives below, it is not necessary to simulate it.

GENERAL

The student will:

- Be well organized in work area – keep area neat and clean
- Pay attention to specimen identification
- Label tubes and/or slides properly
- Follow test procedures
- Accurately perform multiple tasks simultaneously
- Demonstrate safety within the laboratory

LABORATORY PERFORMANCE

The student will:

- Perform and interpret the appropriate quality control
- Perform and evaluate calibrations
- Perform appropriate preventative maintenance
- Perform analyses on automated analyzer
- Review and analyze automated data
- Troubleshoot instrument and specimen errors
- Determine acceptability of specimens
- Perform and interpret specimen analysis
- Correlate results with patient condition
- Perform and interpret calculations
- Recognize critical values and delta failures, and demonstrate an understanding of the importance of such values
- Demonstrate appropriate action when patient results exceed assay range or when questionable results are obtained
- Perform or observe electrophoresis

Hematology & Coagulation Clinical Experience

Guidelines & Expectations

At the conclusion of this clinical rotation, the student will have achieved the following: Achievement will be met when a minimum score of 70 % is earned on the Chemistry, Hematology, and Urinalysis Evaluation form and the Affective Domain form.

During the hematology and coagulation clinical experience, the student will:

- Function as a Medical Laboratory Technician under direct supervision from his/her clinical instructor. If the clinical site does not perform any of the testing listed in the objectives below, it is not necessary to simulate it.

GENERAL

The student will:

- Be well organized in work area – keep area neat and clean
- Pay attention to specimen identification
- Label tubes and/or slides properly
- Follow test procedures
- Accurately perform multiple tasks simultaneously
- Demonstrate safety within the laboratory

LABORATORY PERFORMANCE

The student will:

- Perform and interpret the appropriate quality control
- Perform and evaluate calibrations
- Perform appropriate preventative maintenance
- Perform analyses on automated analyzers, including, but not limited to:
- Determine acceptability of specimens
- Perform and interpret specimen analysis
- Correlate results with patient condition
- Performs and interprets calculations
- Recognize critical values and delta failures, and demonstrate an understanding of the importance of such values
- Demonstrate appropriate action when patient results exceed assay range or when questionable results are obtained
- Perform microscopic and manual testing
- Prepare peripheral blood smears
- Demonstrate proper use and care of the microscope
- Perform body fluid analysis
- Observe bone marrow specimen preparation

MANUAL DIFFERENTIALS/SMEAR REVIEWS

The student will successfully complete 50 manual differentials or smear reviews. Failure to complete 50 manual differentials/smear reviews may result in a grade deduction in Clinical Education.

One point per missing differentials will be deducted from all hematology technical grades for each differential less than 50. (Example: If a student only completes 43 manual differentials, seven points will be deducted from each of their hematology technical grade for each week.)

If a student is unable to meet the manual differential/smear review requirement due to clinical placement, they must notify the MLT Program Clinical Coordinator. Each situation will be evaluated and a plan will be put in place for the student to meet the requirement so a grade deduction does not occur. This may require the student to come to the SCC campus and complete manual differentials or help with hematology student laboratory.

Failure to attend scheduled on-campus make-up sessions will result in the original grade deduction holding.

It is the student's responsibility to keep a tally of how many differentials/reviews they have completed.

Urinalysis & Kit Testing Clinical Experience

Guidelines & Expectations

At the conclusion of this clinical rotation, the student will have achieved the following: Achievement will be met when a minimum score of 70% is earned on both the Chemistry, Hematology, and Urinalysis Evaluation form and the Affective Domain form.

During the urinalysis and kit testing clinical experience, the student will:

- Function as a Medical Laboratory Technician under direct supervision from his/her clinical instructor. If the clinical site does not perform any of the testing listed in the objectives below, it is not necessary to simulate it.

GENERAL

The student will:

- Be well organized in work area – keep area neat and clean
- Pay attention to specimen identification
- Label tubes and/or slides properly
- Follow test procedures
- Accurately perform multiple tasks simultaneously
- Demonstrate safety within the laboratory

LABORATORY PERFORMANCE

The student will:

- Perform and interpret the appropriate quality control for test procedures
- Determine the acceptability of specimens
- Perform and interpret specimen analysis
- Correlate results with patient condition
- Perform and interpret microscopic and manual testing
- Perform and interpret necessary back-up chemical tests
- Demonstrate proper use and care of the microscope
- Identify microscopic elements
- Correlate microscopic elements with macroscopic and chemical testing
- Perform and interpret kit testing

URINE MICROSCOPICS

The student will successfully complete 50 urine microscopic examinations. Failure to complete 50 urine microscopic examinations may result in a grade deduction in Clinical Education.

One point per missing UA microscopic will be deducted from all urinalysis technical grades for each microscopic less than 50. (Example: If a student only completes 28 UA microscopics, 22 points will be deducted from each of their urinalysis technical grade for each week.)

If a student is unable to meet the UA microscopic requirement due to clinical placement, they must notify the MLT Program Clinical Coordinator. Each situation will be evaluated and a plan will be put in place for the student to meet the requirement so a grade deduction does not occur. This may require the student to come to the SCC campus and complete UA microscopics. Failure to attend scheduled on-campus make-up sessions will result in the original grade deduction holding.

It is the student's responsibility to keep a tally of how many UA microscopics they have completed.

Microbiology Clinical Experience

Guidelines & Expectations

At the conclusion of this clinical rotation, the student will have achieved the following: Achievement will be met when a minimum score of 70% is earned on both the Microbiology Evaluation form and the Affective Domain form.

During the microbiology clinical experience, the student will:

- Function as a Medical Laboratory Technician under direct supervision from his/her clinical instructor. If the clinical site does not perform any of the testing listed below, it is not necessary to simulate it.

GENERAL

The student will:

- Be well organized in work area – keep area neat and clean
- Pay attention to specimen identification
- Label tubes and/or slides properly
- Follow test procedures
- Accurately perform multiple tasks simultaneously
- Demonstrate safety within the laboratory

LABORATORY PERFORMANCE

The student will:

- Assess adequacy of specimens
- Perform and interpret the appropriate quality control for test procedures
- Perform culture set-ups, select proper media, and incubate appropriately
- Recognize colony morphology of common bacteria
- Differentiate normal flora from pathogens
- Identify the key biochemical reactions of commonly isolated Enterics
- Isolate a pure culture from one organism
- Inoculate ID/MIC panels and biochemical correctly
- Set up and interpret antibiotic resistance tests
- Prepare and stain smears correctly
- Report a direct Gram stain according to an established key
- Recognize the morphology of different types of bacteria and identify various cells (WBC, RBC, and epithelial cells).
- Correlate smear results with culture results
- Perform slide cultures on fungal samples
- Identify yeasts
- Perform maintenance, calibrations, and quality control on automated analyzers
- Set up and interpret testing on automated analyzers, including: identification and susceptibility

Transfusion Services Clinical Experience

Guidelines & Expectations

At the conclusion of this clinical rotation, the student will have achieved the following: Achievement will be met when a minimum score of 70% is earned on the Transfusion Service Evaluation form and the Affective Domain form.

During the transfusion services clinical experience, the student will:

- Function as a Medical Laboratory Technician under direct supervision from his/her clinical instructor. If the clinical site does not perform any of the testing listed below, it is not necessary to simulate it.

GENERAL

The student will:

- Be well organized in work area – keep area neat and clean
- Pay attention to specimen identification
- Label tubes and/or slides properly
- Follow test procedures
- Accurately perform multiple tasks simultaneously
- Demonstrate safety within the laboratory
- Recognize significant antigen-antibody reactions

LABORATORY PERFORMANCE

The student will:

- Assess adequacy of specimens
- Perform and interpret the appropriate quality control for test procedures
- Perform and interpret ABO/Rh forward and reverse grouping procedures with 100% accuracy
- Perform and interpret weak D testing
- Perform and interpret antigen typing
- Perform and interpret antibody detection procedures
- Perform and interpret antibody identification procedures
- Perform and interpret compatibility testing procedures
- Follow prescribed procedures for dealing with incompatibilities
- Perform and interpret direct antiglobulin tests
- Discuss transfusion reaction workup procedures
- Determine product inventory and perform routine donor processing procedures
- Demonstrate proper handling and storage of donor units
- Identify various components and their indications, contraindications, and hazards
- Identify special needs including irradiation, leukoreduction, and CMV negative
- Perform and interpret tests for cord blood studies
- Explain and apply the criteria for the administration of Rh Immune Globulin
- Demonstrate understanding of qualitative and quantitative tests for Fetal Maternal Hemorrhage
- Perform maintenance, calibrations, and quality control on automated analyzers
- Perform testing on automated analyzers

Blood Collection and Manual Procedure Tally Sheet

Requirement: 50 Blood Collections

Week	Number of Blood Collections	Total Blood Collections

Requirements: 50 Manual Differentials

Week	Number of Manual Differentials	Total Manual Differentials

Requirement: 50 Urine Microscopics

Week	Number of UA Microscopics	Total UA Microscopics