

Hillsborough Community College Training Handbook for Clinical Rotation



**MEDICAL LABORATORY SCIENCES PROGRAM
HEALTH SCIENCES DEPARTMENT**





Table of Contents

Table of Contents

SECTION I	4
GENERAL INFORMATION AND POLICIES	4
HILLSBOROUGH COMMUNITY COLLEGE CONTACT INFORMATION	5
AFFILIATE LIST AND KEY CONTACTS	7
Responsibilities	11
ACCREDITATION	12
NATIONAL CERTIFICATION AND STATE OF FLORIDA LICENSURE	12
GENERAL AND PROFESSIONAL POLICIES	17
Appearance	17
Dress Code	17
Bulletin Board	18
Cell phones	18
Cheating on exams	18
Coffee Breaks	18
Conferences	18
Counseling	18
Designation of a Student:	18
Duty Schedule	18
Collection of Blood	19
Entrance Date	19
Florida Trainee License	19
Food and Beverages	19
Gifts	19
Holidays	19
Immunizations	19
Incident Report Forms	20
Department Supervisor	20
HCC Library	20
Lunch Hour	20
Meals	20
Parking:	20
Patient Privacy	20



Policy Interpretation	20
Professional Conduct:	21
Reading Material	21
Recreational drugs and drug screens	21
Reporting Test Results	21
Sick Leave	21
Social networking and Internet Blogging	22
Student Privacy	22
Suggestions	22
Time Off	22
Time Cards	22
Time Usage	22
POLICY FOR MEDICAL LEAVE	23
STUDENT GRIEVANCE SYSTEM	24
STUDENTS OF THE HEALTH OCCUPATION DOING HEALTH CARE WORK	25
BLOOD BORNE PATHOGEN POLICY	26
IMPROPER CONDUCT DURING THE HOSPITAL ROTATION	27
POLICIES SPECIFIC TO THE AFFILIATE	28
AFFILIATION AGREEMENT	28
SECTION II	29
EDUCATIONAL GUIDELINES AND OBJECTIVES	29
THE EDUCATION COORDINATOR	30
PRACTICAL EXAMINATIONS	31
ACADEMIC POLICIES	32
LABORATORY ROTATIONS	32
SUPERVISION OF STUDENTS	33
EVALUATION/ASSESSMENTS	34
ACADEMIC REQUIREMENTS	36
WITHDRAWAL/DISMISSAL	36
STUDENT EVALUATION OF LEARNING	36
Pass/Fail/Progression in Clinical Rotations	38
PROFESSIONAL FORMS	39



SECTION I

GENERAL INFORMATION AND POLICIES



HILLSBOROUGH COMMUNITY COLLEGE CONTACT INFORMATION

Contact Information at Hillsborough Community College

Hillsborough Community College
Medical Laboratory Sciences Program
Allied Health Building
4001 W. Tampa Bay Blvd.
Tampa, Florida 33614

Tripat Kaur, EdD, MS, MT(ASCP)
Program Director & Faculty
tkaur@hccfl.edu
813-253-7244

Rosa Montana, MSHS, MT(ASCP)
Faculty
rmontana@hccfl.edu
813-253-7000 X 5091





AFFILIATE LIST AND KEY CONTACTS

1. Morton Plant Hospital
300 Pinellas St, Clearwater, FL 33756
Main Hospital number: (727) 462-7000
2. Mease Countryside Hospital
3231 McMullen Booth Rd, Safety Harbor, FL 34695
Main Hospital number: (727) 725-6111
3. Saint Anthony's Hospital
1200 7th Ave N, Saint Petersburg, FL 33705
Main Hospital number: (727) 825-1100
4. Winter Haven Hospital
200 Avenue F NE, Winter Haven, FL 33881
Main Hospital number: (863) 293-1121
5. Saint Joseph's Hospital
3001 W Dr Martin Luther King Jr Blvd, Tampa, FL 33607
Main Hospital number: (813) 870-4000
6. BayCare Laboratories, LLC
5455 West Waters Avenue, Suite 208
Tampa, Florida 33634

Integrated Regional Laboratories/HCA hospitals

1. MarketLab
12901 Starkey Road, Ste 1900
Largo, Florida 33773
Main Laboratory Number: 727 533 2615



2. Palms of Pasadena
1501 Pasadena Avenue S
St. Petersburg, FL 33707
Main Laboratory number: 727 341 7506
3. Northside Hospital
HCA West Division
6000 49th Street
St. Petersburg, FL 33709
Main Laboratory Number: 727 521 5067
4. Medical Center of Trinity
9330 State Road 54
Trinity , FL 34655
Main Laboratory Number: 727-834-4875
4. Brandon Medical Center
119 Oakfield Dr,
Brandon, FL 33511
Main Number: 813-681-5551
5. St. Petersburg General Hospital
6500 38th Ave N,
St. Petersburg, FL 33710
Main Number: 727-341-4823

AdventHealth Hospital

1. AdventHealth Tampa Laboratory
3100 E Fletcher Avenue,
Tampa, FL 33613
Main Laboratory Number: 813 615 7275
2. AdventHealth Wesley Chapel
2600 Bruce B Downs Blvd.
Wesley Chapel, FL 33544
Laboratory Number: 813 929 5113



3. AdventHealth Zephyrhills
7050 Gall Blvd.
Zephyrhills, FL 33541
Main Laboratory Number: 813-783-6119

4. AdventHealth Heart of Florida
40100 US Highway 27
Davenport, FL 33837
Main Number: 407.739.0858

Laboratory Corporation of America
5610 W. LaSalle Street
Tampa, FL 34677
Telephone Nos: 813-225-3820

Moffit Cancer Centre, Magnolia campus
12902 USF Magnolia Drive
Tampa, FL 33612
Telephone Nos : 813.745.8523

Quest Laboratories
4225 E Fowler Avenue
Tampa, FL 33617
Telephone Nos: 813.979.7811

Baypines VA Healthcare Systems
10000 Baypines Blvd
Baypines, FL 33744
Telephone Nos: (727) 398-6661 Extension 14162 or 15509

James A. Haley VAMC
13000 Bruce B. Down Blvd.
Tampa, Florida 33612
Telephone Nos: (813) 972-2000 Ext. 3809



Lakeland Regional Health
1324 Lakeland Hills Blvd
Lakeland FL 33805
Telephone Nos: 863-687-1100 ext 3179

Watson Clinic
1600 Lakeland Hills Blvd.
Lakeland, FL 33805
Telephone Number: 863-680-7166



Responsibilities

1. The student must realize that he/she will be in a working clinical laboratory and that duty schedule will vary from time to time so that he/she may observe and perform special technical procedures. This may include, on occasion, a late evening, weekend or night session.
2. Generally students do not work on holidays or weekends, but the hospital reserves the right to ask the student to be on duty in unusual circumstances e.g. availability of preceptors
3. Changes in the schedule start times need to be conveyed to the MLS faculty a week before. This must be emailed to the MLS faculty.
4. Students will need to review rotation schedule and inform of any problems one month before the summer rotation begins. Students are not allowed to change sites or modify the schedule without approval from the program director.
5. Please check with your individual preceptor at the site you will be reporting to, the week before on Wednesday for your start time with the department and procedures you will need to review before you start your rotation.
6. Please check with your preceptor regarding who and when to call in case of illness during clinical rotation.
7. All students are advised to check on canvas for your checklists, objectives, quizzes, exams and practicals due dates.
8. Email your professors if you have any questions concerning exams, practicals and quizzes.
9. You are required to be at your clinical site for a total of 8.5 hours a day and 33 hours per week. Any modifications will need to be approved by the faculty of MLS and your preceptors/supervisors. You are given 30 minutes for lunch.
10. It is ultimately the student's responsibility that all time, grades, checklist and evaluations done by the preceptors are completed within the due dates.



ACCREDITATION

The Medical Laboratory Science program content has been designed to follow the guidelines determined by the standards set by American Society for Clinical Laboratory Science (ASCLS). ASCLS is a participating society for ASCP- BOR and NAACLS.

NATIONAL CERTIFICATION AND STATE OF FLORIDA LICENSURE

The MLS program is currently accredited by NAACLS. The program is licensed by the State of Florida. Further information about NAACLS may be obtained from:

National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Road
Suite &20
Rosemount, IL 60018-5119

773.714.8880
773.714.8886 (FAX)

info@naaccls.org
<http://www.naaccls.org>

National Certification as a Medical Laboratory Scientist

Graduates of the MLS program at HCC will be qualified to apply to take the ASCP Board of Certification (BOC) examination in order to be certified as medical laboratory scientists as the program is accredited by NAACLS. Granting of the degree/certificate is **NOT** contingent upon the students passing any type of external certification or licensure examination (eg. ASCP, AAB, AMT, etc.) Graduates will be able to apply for licensure by the State of Florida as the program is licensed in Florida.

The MLS program follows the NAACLS guidelines. NAACLS standards that are germane to this handbook are listed here. These are excerpted verbatim, and contained in quotation marks. The full text is available at www.naaccls.org, under Accreditation. The clinical affiliate must supply documentation concerning its facility and its faculty by completing the Facility Fact Sheet and Faculty Fact Sheets for the major teaching technologists. These sheets can be found in the Form section of this handbook.

OBJECTIVE

The purpose of these Standards and the Description of the Profession is to establish, maintain, and promote standards of quality for educational programs in the medical laboratory sciences and to provide recognition for educational programs which meet or exceed the minimum standards outlined in this document.

1. DESCRIPTION OF CAREER ENTRY OF THE MEDICAL LABORATORY SCIENTIST

At career entry, the medical laboratory scientist (MLS) will be proficient in performing the full range of clinical laboratory tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms. The medical



laboratory scientist/medical technologist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. The medical laboratory scientist/medical technologist will also possess basic knowledge, skills, and relevant experiences in:

- A. Communications to enable consultative interactions with members of the healthcare team, external relations, customer service and patient education;
- B. Financial, operations, marketing, and human resource management of the clinical laboratory to enable cost-effective, high-quality, value-added laboratory services;
- C. Information management to enable effective, timely, accurate, and cost-effective reporting of laboratory-generated information, and;
- D. Research design/practice sufficient to evaluate published studies as an informed consumer.

2. SPONSORING INSTITUTION'S RESPONSIBILITIES

Accreditation is granted to the institution that assumes primary responsibility for curriculum planning and selection of course content; coordinates classroom teaching and applied education, appoints faculty to the program, receives and processes applications for admission, and grants the baccalaureate or higher degree or certificate documenting completion of the program.

- A. The sponsoring institution or consortium must be responsible for providing assurance that the activities assigned to students in the clinical setting are educational.
- B. There must be documented ongoing communication between the sponsoring institution and its affiliates for exchange of information and coordination of the program.

3. FACULTY

The program must have qualified faculty (e.g. Medical laboratory scientists/medical technologists, administrators, managers and physicians).

A. Responsibilities

The faculty must participate in teaching courses, supervising applied laboratory learning experiences, evaluating student achievement, developing curriculum, formulating policy and procedures, and evaluating program effectiveness.

B. Qualifications

Faculty designated by the program must demonstrate adequate knowledge and proficiency in their content areas and demonstrate the ability to teach effectively at the appropriate level.

C. Professional Development

The program must assure and document ongoing professional development of the program faculty to assure that the faculty members are able to fulfill their instructional responsibilities.



4. Curricular Requirements

A. Curricular Structure

Instruction must follow a plan which documents a structured curriculum composed of general education, basic sciences, and professional courses including applied (clinical) education. The curriculum must include clearly written program goals and competencies and course syllabi which must include individual course goals and objectives. The curriculum must include all the major subject areas currently offered in the contemporary clinical laboratory. Behavioral objectives which address cognitive, psychomotor, and affective domains must be provided for didactic and applied (clinical practice) aspects of the program and must include clinical significance and correlation. Course objectives must show progression to the level consistent with entry into the profession.

B. Instructional Areas

The curriculum must include:

1. Scientific content (either prerequisite or as an integral part of the curriculum) to encompass areas such as anatomy/physiology, immunology, genetics/molecular biology, microbiology, organic/biochemistry, and statistics.
2. Pre-analytical, analytical, and post-analytical components of laboratory services, such as hematology, hemostasis, chemistry, microbiology, urinalysis, body fluids, molecular diagnostics, immunology, phlebotomy, and immunohematology. This includes principles and methodologies, performance of assays, problem-solving, troubleshooting, techniques, interpretation of clinical procedures and results, statistical approaches to data evaluation, and continuous assessment of laboratory services for all major areas practiced in the contemporary clinical laboratory.
3. Principles and practices of quality assurance/quality improvement as applied to the pre-analytical, analytical, and post-analytical components of laboratory services.
4. Application of safety and governmental regulations and standards as applied to laboratory practice.
5. Principles of interpersonal and interdisciplinary communication and team-building skills.
6. Principles and application of ethics and professionalism to address ongoing professional career development.
7. Education techniques and terminology sufficient to train/educate users and providers of laboratory services.
8. Knowledge of research design/practice sufficient to evaluate published studies as an informed consumer.
9. Concepts and principles of laboratory operations must include:
 - a. Critical pathways and clinical decision making;
 - b. Performance improvement;
 - c. Dynamics of healthcare delivery systems as they affect laboratory service;



- d. Human resource management to include position description, performance evaluation, utilization of personnel, and analysis of workflow and staffing patterns, and;
- e. Financial management: profit and loss, cost/benefit, reimbursement requirements, materials/inventory management.

C. Learning Experiences

The learning experiences needed in the curriculum to develop and support entry level competencies must be properly sequenced and include instructional materials, classroom presentations, discussion, demonstrations, laboratory sessions, supervised practice, and experience.

1. Student experiences must be educational and balanced so that all competencies can be achieved.
2. Student experiences at different clinical sites must be comparable to enable all students to achieve entry level competencies.
3. As per NAACLS, Policies and processes by which students may perform service work must be published and made known to all concerned to avoid practices in which students are substituted for regular staff. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures.

Service work by students in clinical settings outside of academic hours is noncompulsory.

D. Evaluations

Written criteria for passing, failing, and progression in the program must be provided. These must be given to each student at the time of entry into the program. Evaluation systems must be related to the objectives and competencies described in the curriculum for both didactic and applied components. They must be employed frequently enough to provide students and faculty with timely indications of the students' academic standing and progress and to serve as a reliable indicator of the effectiveness of instruction and course design.

5. Program Description/Publications

Students must be provided with a clear description of the program and its content and current publications, which must include:

- A. Program mission statement.
- B. Program goals and competencies.
- C. Course objectives;
- D. Applied education assignments (if applicable);
- E. Admission criteria, both academic and non-academic;
- F. List of course descriptions;
- G. Names and academic rank or title of the program director and faculty;
- H. Tuition and fees with refund policies;
- I. Causes for dismissal;
- J. Rules and regulations;
- K. List of clinical facilities (if applicable),
- L. Essential functions, and
- M. Policies and procedures when applied experience cannot be guaranteed.

**6. Admissions**

Admission of students, including advanced placement if available, must be made in accordance with the clearly defined and published practices of the institution. Specific academic standards and essential functions required for admission to the program must be clearly defined, published and provided to prospective students and made available to the public.

The signature of the student indicating full understanding of the policies for progression in the program and completion of the program must be secured.

7. Acceptable Conduct

Rules and regulations governing acceptable personal and academic conduct must be defined and provided to all students upon entering the program.

8. Student Records

Student records must be maintained for admission, evaluation, and counseling or advising sessions. Individual grades and credits for courses must be recorded and permanently maintained by the sponsoring institution. The program must maintain the student records, conforming to any governmental regulations and the regulations of any other accrediting agencies.

9. Health and Safety

There must be a procedure for determining that each applicant's or student's health will permit the individual to meet the written essential functions of the program. Students must be informed of and have access to the usual student health care services of the institution. The health and safety of students, faculty, and patients associated with educational activities must be safeguarded.

Emergency medical care must be available for students while in attendance.

10. Guidance

Guidance must be available to assist students in understanding and observing program policies and practices, for advising on professional and career issues, and for providing counseling or referral for personal and financial problems that may interfere with progress in the program. Confidentiality and impartiality must be maintained in dealing with student problems.

11. Appeal Procedures

Appeal procedures must be distributed to students upon entering the program. They must include provisions for academic and non-academic types of grievances and a mechanism for neutral evaluation that ensures due process and fair disposition."



GENERAL AND PROFESSIONAL POLICIES

Appearance:

The students should take pride in their personal appearance and always dress neatly and conservatively.

Dress Code

The following policies apply to students in uniform. Students are not permitted on clinical units unless they are wearing the appropriate Hillsborough Community College- Medical laboratory Science program approved uniform.

1. The HCC MLS uniform is: khaki scrubs or khaki scrub top and navy bottoms with a laboratory approved lab coat.
 - a) A khaki scrub top with an embroidered HCC emblem and khaki or navy uniform pants. For warmth a clean white long sleeve shirt may be worn under uniform top.
 - b) The scrub jacket should be khaki with an embroidered HCC emblem. No sweaters, sweatshirts or other jackets are permitted.
 - c) Clean, closed heel and toe shoes, leather or leather-like (impervious) are to be worn.
 - d) The picture ID and nametag must be worn.
2. Uniforms should be properly fitting and freshly laundered and pressed. Undergarments should not be visible. Personal cleanliness is essential.
3. In good grooming the elimination of offensive odors is essential. No perfume/cologne is permitted.
4. Hair must be neat, clean, and styled off the face to conform to hospital infection policies, and of a natural color as proscribed in hospital policy handbook. Hair must be worn away from the face and secured so that it cannot become an infection control issue when students are in the clinical setting. Hair fashions must be of conservative style.
5. Beard and mustache are to be neatly trimmed.
6. Fingernails should be approximately fingertip length and clean. Acrylic nails are not permitted per CDC recommendation.
7. No jewelry except for a plain wedding band, a medical alert bracelet, a wrist watch, one pair only of small post earrings of gold or white metal are acceptable if one has pierced ears. No hoops or dangles are permitted.
8. No visible piercings, tattoos or body modifications are permitted.
9. No fanny packs may be worn.
10. Head covering for religious observation may be worn and cannot interfere with vision. In some areas where infection control may be an issue, students may be required to remove it for patient protection.
11. Conservative makeup may be worn.
12. Chewing of gum is not permitted.
13. Anytime the uniform is worn, the regulations regarding hair and jewelry apply.
14. The scrub jacket is to be worn in the clinical areas to secure client assignments. An impervious lab coat is to be worn at all times in the laboratory. It must be removed upon leaving the laboratory.
15. While representing HCC when visiting the hospital for assignments, the scrub with conservative clothing is to be worn (no denim jeans, shorts, or legging). Tennis shoes and open toe sandals/shoes are not to be worn. Flats that are closed toed are acceptable.
16. Exception to uniform dress - in some specialty areas, exceptions may be made to the standard uniform. These changes will be indicated by the laboratory faculty. Students are to arrive at the



hospital in full uniform. If a change in uniform is required, it is to be done in the appropriate area in the agency.

Bulletin Board:

Students are responsible for checking the Canvas and Trajecsys notification board and HCC email for changes in scheduling or other matters concerning the laboratory and their training.

Cell phones:

It is inappropriate to receive or make personal phone calls during your scheduled work hours. If you expect an emergency call, let your instructor know and keep your phone on vibrate. Do not take any photographs of the laboratory without permission from your supervisor. Images may reveal protected information. Phones will not be allowed within the clinical laboratory.

Cheating on exams:

Online exams are held at HCC. Students who are caught cheating are subject to discipline under the Student Code of Conduct, which can be enforced by the hospital as well as by HCC. Dismissal from the program may result. Any falsification of information in the reporting system of competencies, attendance and reports will result in dismissal from the program. Falsification also means omission within the reporting system.

Coffee Breaks:

A 15 minute break may be taken in the morning and in the afternoon, if time permits, and if approved by the department supervisor or technologist in charge of the particular section the student is working in.

Conferences:

Periodic conferences will be held between the Faculty and the students. Conferences between the students and the college faculty will be held during the faculty visits. Students are encouraged to call or email a college faculty member or the Program Director about any concerns that may arise in between visits. It is the student's responsibility to inform faculty about schedule changes a week before as faculty periodically will stop in to visit.

Counseling:

When a student has problems, either personal or connected with his/her clinical rotations, he/she should consult the Preceptor/Coordinator. Students will meet regularly with the MLS faculty, when grades start to fall below 75%, appointments will be made to mentor students. The program faculty will help solve these problems or give the student direction in order that the problem may be solved. All conversations concerning personal problems between the student and Education Coordinator are privileged and will be treated as confidential.

Placement & Designation of a Student:

The program does not accept more students than can be clinically placed. There are always additional placement sites available for placement in case of a discrepancy

An individual undergoing training at the hospital will be classified as a "Medical Laboratory Scientist Trainee" following state approval by the Department of Health for a period of 22 weeks. During this time the student will be instructed and supervised in all phases of the clinical procedures. Students cannot report results without preceptor guidance.

Duty Schedule:

Students will have a 34 hour work week. These hours will be devoted to observing, performing and practicing various laboratory procedures.



Starting times are variable with the student having 8 hours of training plus a one half hour for lunch. All of the above mentioned hours are part of the student's training program.

The student must realize that he/she will be in a working clinical laboratory and that duty schedule will vary from time to time so that he/she may observe and perform special technical procedures. This may include, on occasion, a late evening, weekend or night session.

The student must clock in and clock out using the Trajecsys system. If there is a time when the system is not used or the student has a change in their scheduled work hours, they must file a Time Exception report. Time Exception Reports are not the preferred method. Time Exception reports will be tallied and will result in a point reduction in the student's grade if deemed inappropriate and used beyond the set limit (e.g. forgot to sign out). The limit for Summer session and for the Fall it will be three (3). Anything above that amount will mean that a tardy will be entered for attendance. After an additional 3 the next instances will be graded as an absence.

Collection of Blood:

Students will be rotating through phlebotomy and using the techniques of phlebotomy for 1 week and then as the student's confidence and technique improve, he/she will be performing the phlebotomy independently. A total of 20 successful phlebotomy must be performed and documented for competency.

Entrance Date:

Hospital training begins the second summer session and lasts for 6 weeks in summer and 16 weeks in the Fall.

Florida Trainee License:

All HCC clinical year students must obtain a Florida trainee license which will be sent to the laboratory managers before the student begins the rotation.

Food and Beverages:

Eating, drinking is restricted to the designated areas. Eating is prohibited in all sections of the Clinical Laboratory. No food or beverage items are to be stored in the laboratory refrigerators. There is no smoking on any of the hospital campuses.

Gifts:

It is not ethical for students to accept gifts from a patient, visitor or vendor.

Holidays:

Generally students do not work on holidays or weekends, but the hospital reserved the right to ask the student to be on duty in unusual circumstances. Review the schedule given to you by the program faculty and report to them if the schedule needs adjustment one month before the summer rotation.

Immunizations:

Prior to the clinical internships, HCC students must provide proof of immunizations. If any immunizations are expired students are responsible for renewing the immunizations or will have to terminate their rotation immediately.

**Incident Report Forms:**

Students are required to fill out an incident report form when an accident or incident occurs. These reports should be filled out in triplicate and given to the Education Coordinator or section supervisor. The following situations will require incident reports:

1. Accidents concerning the patient - Misidentifications
2. Accidents concerning the student - Needle sticks
3. An error made by the student in patients' test results

Any questions regarding the incidents should be referred to the Education Coordinator. In case of injury students will need to report to the emergency department at the hospital utilizing their insurance. A HCC incident report must also be completed and program faculty and director must be informed.

Department Supervisor:

Each department in the clinical laboratory is under the supervision of a licensed Medical Laboratory Scientist. In each lab rotation you are under the direct supervision of that section supervisor. At the end of each rotation your performance in that department will be evaluated.

HCC Library:

All textbooks, journals, and other technical material in the library are available for the use by the student. Books may be checked out of the library by the student but must be signed out according to library policies. A listing of books that cannot be checked out will be posted in the library. Standard library courtesy should be observed in using this material.

Utilization of the clinical affiliate educational materials is at the discretion of the clinical supervisor.

Lunch Hour:

Students are allowed 1/2 hour for lunch while on rotation. This time must be taken during the noon period from 11:00 am to 1:00 pm. The time cannot be any earlier or later in the day. The lunch break should be taken in accordance with the work flow in the department and the supervising technologist should always be notified. If a student wishes to leave the building for lunch, permission from the Education Coordinator must be obtained. The student must clock in and out for the lunch period if they have left the hospital campus.

Meals:

Students must pay for their own lunches. They may bring their lunch and eat in the cafeteria or lab lounge. Students are advised not to disturb other students in another section in the middle of a procedure so as to go to lunch in a group.

Parking:

Students should park their cars only in assigned parking lots, as instructed during orientation.

Patient Privacy:

Patient information is private. Discussion about patients is strictly prohibited. Review your HIPPA training.

Policy Interpretation:

Student Medical Laboratory Scientists will observe and adhere to the policies set forth in this handbook. Situations not covered in this handbook should be referred to the Education Coordinator or university faculty for clarification.

**Professional Conduct:**

Proper attitude and conduct are essential for a successful professional career.

Demonstration of professional qualities such as attendance, punctuality, initiative, judgment, utilization of time, application of knowledge will be evaluated after each clinical rotation.

Be cognizant of the offenses that are considered improper conduct (See Professional Policies, *Improper Conduct during Hospital Rotations*).

Improper conduct, depending on the gravity of the offense, may be grounds for dismissal from the clinical rotation. Faculty will reserve the right to evaluate students, based on faculty professional opinion and experience the students' fitness to continue in the medical laboratory science program.

Reading Material:

While on duty, students will read only technical literature or material that pertains to their internship in Medical Laboratory Sciences. Novels, newspapers, crossword puzzles or magazines will not be read while on duty.

Recreational drugs and drug screens:

Recreational drugs are illegal. You must have a negative drug screen to participate in the hospital internship. Some sites may perform random drug screens on students.

Reporting Test Results:

Students will not have authorization to report patient results in the Laboratory Information System (LIS). When students are proficient they may be allowed to enter data under direct supervision and clearance of a technologist. Students will not report results that have not been checked and initialed by either the laboratory supervisor or the Medical Laboratory Scientist in charge of the laboratory at that time. Information concerning the patient's case history, condition and laboratory reports must be treated as privileged information and must not be discussed outside the laboratory or with the patient or any of the patient's family.

Sick Leave:

Absence from training must be made up according to the Education Coordinator/Section Supervisor. If an illness persists and student is unable to return to his duties within a reasonable period of time, the student's training may be terminated. Every attempt will be made to accommodate extenuating circumstances. When the student is sick, he/she must notify the Education Coordinator and/or the Section Supervisor as well as Program Faculty first thing in the morning before you are to report so arrangements can be made to accommodate the daily schedule. Notification of the Program faculty will be by email. A physician's note should be given immediately to the program director and education coordinator. After returning from sick days, the student should consult the Education Coordinator and Program Faculty as soon as possible. Students who will be absent must call the facility manager or shift supervisor by the start of the shift where they will be absent.

Students will be allowed one (1) sick day throughout the whole clinical rotation. This must be documented in Trajecs and an email sent with the doctor's note to the program faculty. You cannot take leave for more than 25% in a specific clinical rotation. If this sick leave exceeds the 25% of your rotation (e.g. urinalysis has only 4 day rotation) you will need to work with your clinical site for makeup hours.

**Social networking and Internet Blogging:**

Posting information about hospital policy or patient information is strictly prohibited and may result in suspension or dismissal. It is recommended that you review the personal information that you have posted on Facebook and other networks. Employers check these sites before hiring.

Student Privacy:

Student files are private and are protected by the FERPA, Family Education Rights and Privacy Act (FERPA). Requests for student grades from an outside party should be referred to the Program Director unless a student release has been signed.

Suggestions:

Students are encouraged to offer suggestions or constructive criticism concerning their training program and/or other matters concerning the laboratory. These suggestions should be in writing and submitted in the evaluation comments in the Trajecsyst system.

Time Off:

Absence not covered by holidays or sick leave (without a physician note) is considered unexcused time. Absences will result in a drop in a letter grade. Three tardy's are equivalent to an absence which will then result in a drop of a letter grade for that rotation.

Students are allowed 1 personal day for the 22 weeks of rotation with notification at least 14 days before. You cannot take leave for more than 25% in a specific clinical rotation. If it exceeds the 25% you will need to work with your clinical site for makeup hours.

Time Cards:

Each student will be responsible for clocking into Trajecsyst, coming into and leaving the hospital. If for some reason you should leave the building at any other time of the day for a personal reason, record the time in Trajecsyst and complete a Time Exception Report with a COMMENT.

You will need to make-up for the time exceeding the required rotation time in the section. Be aware of this as you clock out early or clock in late. We look at cumulative hours as well.

Three time exceptions will be considered a tardy. Three tardy's are equivalent to an absence which will then result in a drop of a letter grade for that rotation.

Time Usage:

Except for designated break periods and exam taking, students are required to be present in the laboratory at all times. Effective utilization of time (i.e., to be engaged in the learning processes) even during the slow work flow periods is absolutely essential for HCC students.



POLICY FOR MEDICAL LEAVE

A. A student may voluntarily inform the Program Manager/Coordinator/Director and/or Dean of Health Sciences of a medical condition that may currently or in the future require an accommodation. In every instance, the student must provide notice in writing from his/her physician stating that the student is physically able to continue as a student including clinical duties. In the absence of voluntary written disclosure, the program cannot accommodate any medical condition. In instances of possible radiation exposure or a similar situation, a pregnant student must wear a fetal radiation monitor badge in addition to her personal radiation badge. A student may only take one medical or emergency leave; if a student has taken one, that student may not take the other and must reapply.

B. Medical Leave - If a student is unable to continue due to a medical condition, the student must present documentation from a physician indicating the nature of the condition, any limitation(s) and an expected recovery date. If the Program Manager concurs with the leave request, the student's request will be forwarded to the Dean of Health Sciences for final review. The Dean will advise the student in writing of the decision regarding the leave. If the student is awarded a medical leave from the program, the student will be reinstated in the program no later than one year from the semester that the medical leave was awarded. Medical leave can only be taken one time in a program.

1. **Example:** if a student cannot complete fall term 2017 due to a pregnancy, the student must return to the program no later than Fall 2018. A student, who is unable to return at that time, must seek admission as a new student at any time in the future. However, if a student who is pregnant completes fall term and is able to return the following spring term, there is no need for any accommodation.

2. This process only covers returning to Health Sciences; students are responsible for withdrawing from courses and applying for late drops or withdrawals.

3. There may be additional procedures mandated by a program's accrediting body.

Excerpted from Health Science Program's Procedures and Policies

<https://www.hccfl.edu/media/3506972/hwst-operations-manual-2017-2018.pdf>



STUDENT GRIEVANCE SYSTEM

Purpose. The Student Grievance System provides students the opportunity to bring complaints to the attention of the college personnel and to receive a fair hearing and a prompt disposition of the grievance.

Definition. A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that any condition at the college affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include but are not limited to mistreatment by any college employee; discrimination; problems with student or academic services; and contested grades for courses, academic probation, suspension, readmission actions or other academic matters.

These grievances do not include matters which have been determined through procedures prescribed for the Student Code of Conduct.

STUDENT ACADEMIC GRIEVANCE

Purpose

This procedure establishes Hillsborough Community College's (HCC) guidelines by which a student can dispute the process in which a) the awarding of transfer (including online) academic credit has occurred or b) a grade was determined, if the student believes that the grade has been awarded in error or if the student believes that the grade was prejudicially or capriciously awarded.

Procedure

The College acknowledges that grade policies are the purview of the faculty and that faculty members who have graded objectively and subjectively based on their professional expertise and who have followed the grade policies published in their syllabi have not awarded grades in a capricious or discriminatory manner.

Refer to the HCC Student Handbook for detailed steps for the grievance process.

<https://www.hccfl.edu/media/3504807/student-academic-grievance.pdf>

STUDENT GRIEVANCE (NON-ACADEMIC)

Purpose

This procedure establishes procedural guidelines for students at Hillsborough Community College to follow for having a grievance heard and acted on in a fair and equitable manner.

Procedure

Hillsborough Community College recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between the students and the College. This procedure will better ensure that complaints receive full consideration, with an emphasis on resolving the problem at the lowest level, with the individual with whom the dispute occurred. However, if a problem or condition exists, the student should bring this to the attention of the appropriate person in the proper manner.

Students at the College are entitled to fair and equitable treatment and an accessible procedure for expressing dissatisfaction and communication with the administration to reconcile any College-related problems. Retaliation for the exercise of these rights is forbidden.

Where informal methods are unsuccessful, the College recognizes that certain problems are best settled by a grievance procedure. If a problem is included within the definition of a grievance, the purpose of this procedure is to settle the grievance promptly and within the time limitations prescribed. However, a student's problem may be referred to another procedure if the dissatisfaction or problem is not included in a grievance.

Refer to the HCC Student Handbook for detailed steps for the grievance process.



<https://www.hccfl.edu/media/3504808/student-grievance-non-academic.pdf>

STUDENTS OF THE HEALTH OCCUPATION DOING HEALTH CARE WORK

The risk of contracting Hepatitis B is greater than the risk of contracting AIDS. Therefore, recommendations for the control of Hepatitis B infection will effectively prevent the spread of AIDS. All such recommendation are, therefore, incorporated herein.

1. Sharp items (needles, scalpel, blades, and other sharp instruments) should be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries.
2. Disposable syringes and needles, scalpel blades, and other sharp items should be place in puncture-resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles should not be recapped, purposely bent, broken, removed from disposable syringes or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluids exists, routinely recommended precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks and eye coverings when performing procedures or post-mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
5. Pregnant health occupation students or students engaged in health care are not known to be at greater risk of contracting the AIDS virus than students who are not pregnant. However, if a student develops infection with the AIDS virus during pregnancy, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of the AIDS virus.
6. Health occupation students or students engaged in health care who have AIDS who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
7. For health occupation students or students engaged in health care who have AIDS, there is an increased danger from infection due to diseases they may come in contact with at class or in the work place. Students with AIDS who have defective immunity are at risk of acquiring or experiencing serious complication of such diseases. Of particular concern is the risk of severe infection following exposure to patients with infectious diseases that are easily transmitted if appropriate precautions are not taken (e.g. tuberculosis or chicken pox). Students should be counseled about the potential risk associated with exposure to or taking care of patients with transmittable infections and should continue to follow existing recommendation for infection control to minimize their risk of exposure to other infectious agents.
8. The health occupation student's physician and /or the university's student health physician in conjunction with the university faculty and AIDS committee should determine on an individual basis whether the student with HIV infection or AIDS can adequately and safely perform patient care duties and suggest changes in work assignments, if indicated.
9. Infected neurologically handicapped students who cannot control bodily secretions and students who have un-coverable oozing lesions should not be permitted to participate in health care services. The determination of whether an infected student should be excluded from



providing health care shall be made on a case-by-case basis by a team composed of the student's physician, the appropriate college faculty, and the college Committee on AIDS.

BLOOD BORNE PATHOGEN POLICY

In the event that a student receives significant exposure to blood or body fluids, as defined by the training institution, hospital policy regarding this exposure is to be followed.

Always report a needle stick.

1. Immediate notification of the Education Coordinator or a Supervisor
2. A baseline HIV test run on the student
3. Appropriate testing performed on the patient (if known)
4. Counseling according to hospital procedures
5. Follow up HIV testing of the student at 3, 6, and 12 months.

If the patient specimen is found to be HIV positive, students should be aware of their options with regard to prophylactic treatment (ZDV and a protease inhibitor).

This evaluation and treatment will be the financial responsibility of the student. For maximum protection it is recommended that treatment be started within 1 to 3 hours of the exposure.



IMPROPER CONDUCT DURING THE HOSPITAL ROTATION

Conduct unbecoming a professional will not be tolerated. The offense and punishment are listed in the table below.

Improper Conduct

<u>OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>FOURTH OFFENSE</u>	<u>FIFTH OFFENSE</u>
1. Unexcused absence	Verbal warning	Verbal warning	Written warning	Written warning	Dismissal
3. Smoking or eating in unauthorized areas	Verbal warning	Verbal warning	Written warning	Written warning	Dismissal
4. Use of abusive or obscene language	Verbal warning	Written warning	Dismissal		
5. Rudeness to patients	Verbal warning	Written warning	Dismissal		
6. Incorrect identification of patients of labeling of specimens	Verbal warning	Written warning	Dismissal		
7. Acting in a manner that endangers patients or staff	Written warning	Dismissal			
8. Threatening or fighting with an employee, patient or visitor	Written warning	Dismissal			
9. Unethical use of hospital supplies or equipment	Written warning	Dismissal			
10. Report for or being on duty while intoxicated	Written warning 5-Day suspension	Dismissal			
11. Falsifying records (logbook, etc)	Dismissal				
12. Insubordination, refusal to comply with reasonable instructions from an authorized supervisor	Dismissal				
13. Leaks of privileged information and confidentiality	Dismissal				
14. Consuming intoxicants or unprescribed drugs on hospital premises	Dismissal				
15. Documented, repetitive testing errors	Dismissal				
16. Academic cheating	Dismissal				



POLICIES SPECIFIC TO THE AFFILIATE

The Affiliation Agreement details specifics between the HCC program and the clinical affiliate contract. Although the general policies are uniform, some affiliates require additional student drug screens, and background checks. . The Affiliation Agreement, therefore, is tailored between HCC and the hospital entity. Please review the criteria on 'Verified Credentials' and handouts given to you for more information.

AFFILIATION AGREEMENT

The Affiliation Agreement spells out the legal responsibilities of the clinical affiliate and the college. Agreements are reviewed annually by HCC. Prior to expiration, the hospital will be asked to review the current document.



SECTION II

EDUCATIONAL GUIDELINES AND OBJECTIVES

All Educational guidelines and Objectives for the Clinical rotation can be found on Trajecsyst. Trajecsyst is the online system utilized by HCC to view time records, checklists, objectives and evaluations for the student.

<https://www.trajecsyst.com/programs/login.aspx>



THE EDUCATION COORDINATOR

The Education Coordinator (EC) is responsible for the student(s) at the clinical site, and therefore is a valued member of the Medical Laboratory Sciences Program. The EC is appointed by the hospital, and approved by the HCC administration.

The EC is the key contact for the student at the clinical site, and the liaison for the HCC Clinical Site Coordinator and the Program Director.

Duties of the Education Coordinator with respect to the student(s) are:

- Orientation
- Scheduling
- Communicating with Program
- Facilitate student meetings with HCC visiting faculty

Duties of the Education Coordinator with respect to the program are:

- Facilitate the Affiliation Agreement and renewals
- Interview prospective students during student selection interviews
- Participate on Advisory committee or Steering committee
- Provide guest lectures or hospital tours to prospective students
- Meet with students on campus in a general orientation meeting

The Affiliate Handbook has a list of Departmental Learning Outcomes and Outputs listed for each department. Forms to evaluate students in each department are found on Trajecsyst. This provides an opportunity to evaluate students in the affective domain. At the conclusion of each of the departmental rotations the student is asked to provide their individual evaluation of that rotation. These evaluations are used as quality enhancement tools.



PRACTICAL EXAMINATIONS

Practical exams are worth 15% of the student's grade in Hematology/Coagulation, Microbiology, Immunohematology/Serology, Urinalysis/Parasitology/Phlebotomy and Chemistry. Because instrumentation varies from hospital to hospital, it is impossible to design a uniform practicals so consult the faculty members if adjustments need to be made. Practicalscan be designed by the clinical site after consultation with the faculty. A good source of materials can be CAP surveys, especially photomicrographs.

Please keep in mind that your grades drop with every unexcused absence. Three (3) tardy's constitute an absence. A tardy is considered when you log in 5 minutes after your scheduled reporting time.

Key points that should be addressed in each practical are:

- Pre-analytical concerns, such as specimen collection, storage and preparation, etc.
- Analytical concerns, such as successful operation of instrument, interpretation of results, appropriate use of specimen repeating, dilutions if necessary, and data flags.
- Post analytical concerns, such as calculations, delta checks.
- Students should be asked to evaluate quality control appropriate to the tests they perform. They should be able to correlate tests to disease states, and tests to other tests.

1. Medialab - Quizzes/Exams

- i. Review questions in subject specific area – (no retakes of the same test).
2. Board of Certification MLS questions through Medialab (no retakes)
3. Rotation quizzes- The passing for each quiz is 70%. There can be only one make-up. If unsuccessful, the student will have to repeat the rotation even if overall grade is 70% in rotation. If student fails the rotation quiz after repeating the rotation, he/she will be subject to dismissal from the program.
4. Practicals- each rotation contains a practical aspects that must be submitted on the learning management system
5. Student evaluation of preceptor with at least 2 comments (comment on your experience and the instruction) and ensure that your preceptor completes your comp evals the Thursday the rotation ends.
6. Preceptor must review your comp evals and mark if your performance is satisfactory, unsatisfactory or non-applicable.
7. Final Evaluation (preceptor objective evaluations) must be completed the Thursday of the end of the clinical rotation.

A minimum acceptable level of performance in the clinical rotation objective evaluation is 3.5 and average in each clinical rotation is 70% and objective evaluation by preceptors have to be 70%. The overall of all rotations must be 70%. If any of these criteria are not met this is subject to dismissal.



ACADEMIC POLICIES

The course of practical training at the hospital is an integral part of the Hillsborough Community College Medical Laboratory Sciences Program. The student to instructor ratio should never exceed more than 1:1.

The hospital rotations include all the major sections of the clinical laboratory except histology and cytology. The practical training at the hospital consists of 22 weeks of technical and professional instruction. No formal lectures will be given during this period but students are required to participate in all the continuing education and review programs offered by the hospital, the college and professional organization in the area.

This 22 week period is divided as follows:

Hematology	3 weeks
Coagulation	1 week
Urinalysis/Body Fluids	1 week
Microbiology/ Mycology/Mycobacteriology/Parasitology	6 weeks
Chemistry	3 weeks
Immunohematology	5 weeks
Special Chemistry/Serology	1 weeks
Phlebotomy/POC	1 week
Molecular/Flow Cytometry	1 week

Please note that each hospital has their departments set up in a unique manner and there will be adjustments made based on the set up.

LABORATORY ROTATIONS

In each section of the laboratory, the student will work under the direction of the supervisor or an assigned staff technologist. Each rotation period will be primarily devoted to the development of technical skill and understanding the theory of action and reaction for the proper performance of the various tests and procedures offered in that section. The section supervisor or the technologist in charge will make work assignments, give informal bench lectures, practical demonstration, assistance and criticism.

The student is required to perform and record at least the minimum number of test procedures to the satisfaction of the teaching technologists and as noted in Trajecsys. Theory will be briefly explained whenever appropriate, but emphasis will be placed on practical instruction to include:

1. Specimen requirements and processing
2. Methods of analysis
3. Theory of reactions
4. Sources of error and their avoidance/correction
5. Comparison with other techniques
6. Methods of reporting results
7. Quality control
8. Preventive maintenance



Development of technical proficiency is of paramount importance. During slack periods in the lab, student should become familiar with non-routine procedures, send out specimen protocols, procedure manuals and instrument manuals. At the end of each rotation period, students should be able to perform independently as a Medical Laboratory Scientist, all the routine and STAT procedures. Students should also acquire a working knowledge of non-routine procedures, communication channels in case of emergency instrument break downs, and professional judgment to detect and correct an error without undue delay.

SUPERVISION OF STUDENTS

The student is at all times under the supervision of the Education Coordinator/preceptor.

While rotating through the various sections of the clinical laboratory, the student is under the supervision of the preceptor/coordinator. The preceptor/coordinator is responsible for the student's practical training. The training is also supplemented by academic bench lectures by the preceptor/coordinator and technologist.

It is the responsibility of the preceptor/coordinator to see that the student fulfills the required practical material while in the department. He/she reports the progress of the students to the education coordinator and also submits a written evaluation at the end of the student's departmental rotation. The student is at no time to be without supervision. This supervision is the responsibility of the preceptor/coordinator. If the preceptor/coordinator is not available, the supervision is to be carried out by a registered Medical Laboratory Scientist designated by the department head or instructor.

The student is at no time to turn out reports that have not been checked and initialed by his supervisor.

The student's objective should be to learn a technique well enough to carry out the procedures without supervision. Responsibility for presenting each technique to the student in a systematic manner rests with the technologist in charge of the laboratory section.

Ultimate responsibility for acquiring knowledge and skill of the techniques must, of course, rest with the student.



EVALUATION/ASSESSMENTS

Reading Assignments

The student is primarily responsible for following and adhering to this schedule. He/she should inform the Education Coordinator promptly, if any changes are needed.

Rotation Quizzes

Rotation quizzes will be given once a week on Friday at HCC. During the summer it will be held before the break between the Lab operations sessions. During the Fall, quizzes will be held between the Lab Seminar sessions and capstone presentation unless otherwise stated.

Clinical rotation quizzes will need to be taken within a week of completing the rotation or else you will receive a zero for that quiz. You must obtain a 70% for each rotation quiz, you will be given a second chance with a make-up quiz however, if unsuccessful (<70%) you will need to repeat the rotation and take a new rotation quiz.

If modification need to be made for Friday quizzes, options must be approved by faculty. Faculty must be notified a week ahead to schedule the change.

Practical Exams

All students are required to complete a safety attestation at the clinical site once. If changing a site then a new safety attestation will need to be submitted and signed by supervisor.

The clinical site should devise a practical exam for the departments of Hematology/Coagulation, Immunohematology/Serology, Clinical Chemistry, Microbiology, Urinalysis and Body Fluids and POC.

Phlebotomy rotation requires 20 successful procedures which are documented and attested by preceptor who are observing the procedure.

Affective Domain and Psychomotor Skills

Students are evaluated on affective domain and psychomotor skills at the end of each laboratory section. The Final Evaluation Form will be completed by the Department Supervisor to evaluate the student's performance in each of the rotations in the laboratory. At the end of each rotation and upon consultation with the teaching technologists, each supervisor will complete the evaluation on Trajecsys. Upon completion of the final practical and written exam at the end of each lab rotation, these evaluations will be shown to the student, upon request, by the Faculty of HCC.

It is the student's responsibility to make sure that their final evaluations are entered into Trajecsys by the preceptor/supervisor on the Thursday during the rotation. Upon completion of the final practical and written exam at the end of each lab rotation, these evaluations will be shown to the student, upon request, by the Faculty of HCC.

A minimum acceptable level of performance is 70% on objective evaluations in each area of the rotation, completed by the preceptors. If the students does not meet this passing grade they will need to repeat the rotation. You are only allowed to repeat the rotation once, scheduling will be based on availability.

After periodic reviews and repeated warnings, if a student fails to achieve an acceptable level of performance in the laboratory, student's training will be interrupted. The matter will be brought before



the program faculty and appropriate action will be taken as deemed necessary by the situation on an individual basis.

Final Grade

The final grade in each section of the clinical rotation will be an average of the points earned in all the scheduled tests, quizzes and practical exams. However, the students who do not meet the criteria listed above will not pass that rotation and will be required to repeat the clinical rotation. Students will be allowed to repeat each rotation once. To successfully pass the program the student needs to pass each of the department rotation.

Grading System: _____

- A = 89.5% - 100%
- B = 79.5% - 89.49%
- C = 69.5% - 79.49%
- D = 59.5% - 69.49%
- F = <59.5



ACADEMIC REQUIREMENTS

A minimum score of 70 is required in each individual examination and clinical evaluation. A minimum cumulative grade point average of 2.0 (C) is required for successful completion of each rotation. Students who fail to earn minimum required percentage points (70) in each exam will be allowed one additional chance and should pass in subsequent exams. Students who earn less than 70 in two consecutive exams will have to repeat rotation. Failure to adhere to a cumulative 2.0 GPA during the term of probation subjects the student to academic suspension.

If minimum competency is not met and a student receives a final grade of D or F in any of the major areas of the clinical rotation, the student will not successfully complete the program and will not be eligible for national certification and state licensure exams.

If an individual fails to successfully complete one or more rotations with a minimum grade of C, he/she may be given one additional chance to repeat the rotation **at the end of the rotation**, if rotation space is available. If the student successfully completes the rotation the second time he/she will graduate and be eligible for national certification and state licensure exams. If the student is unsuccessful during his/her second attempt, the student will be permanently dismissed from the program.

The education coordinator and program faculty will meet with each student to review and discuss the student's performance and offer counseling as needed.

The college program faculty will periodically meet with each student to review and discuss their progress and offer assistance as needed.

WITHDRAWAL/DISMISSAL

Students may be required to withdraw from the training for reasons such as:

1. Academic and practical performance problems
2. Moral conduct issues(See Professional Policies for Improper Conduct)
3. Violation of hospital/HCC policies and procedures

STUDENT EVALUATION OF LEARNING

Student Evaluation of Clinical Faculty: The Student's Evaluation of the Department Form will be completed by the student's rotation in each of the rotations.

Student Evaluation of the Program: The student evaluates the effectiveness of the program in total at the end of the clinical rotation. Program faculty will review the evaluation to for improvement of the program.



Student:

A Practical Report form will be available on Canvas. Print prior to Thursday and have available for practical.

Upload to HCC faculty via Canvas by Friday.

Exam:

An online examination on the above material will be given Friday afternoon of this rotation.

Evaluation A performance evaluation will be done by the Clinical Rotation Supervisor.

Assignments/Worksheets are available on Canvas. They are due on the Friday after the rotation.



ACADEMIC POLICY AND PROCEDURES

Pass/Fail/Progression in Clinical Rotations

During the clinical rotation at the hospitals, students must achieve a passing score in each of the three areas listed below, in order to progress to the next scheduled rotation and successfully complete the degree program. In the event of failure in any or all of these areas, the student's advancement to the next clinical rotation will be subject to review and a possible dismissal.

Examinations and Quizzes (Cognitive Domain)

Students must make a minimum of 70% in each examination and minimum average score of 70(C) in each clinical rotation/ the corresponding course registered for credit from the College.

Performance in Laboratory Procedures (Psychomotor Domain)

According to the objective evaluations completed by the preceptors for that particular clinical rotation students must achieve entry level competencies in each section objectives as determined by the clinical preceptor in that given area of the laboratory. **If the evaluations falls below 70% students need to work with faculty to set up a meeting with the preceptor.**

Professional Competencies and Characteristics (Affective Domain)

Students must obtain a "satisfactory" in the Evaluation of the Student's Performance in a Department as determined by the clinical instructor utilizing the established criteria listed on the student evaluation forms.

The following policies apply in case of a student's failure in a given clinical rotation at the hospital:

1. When a student fails in one clinical rotation, she/he will not be permitted to proceed to the next rotation. Student will be given an opportunity to repeat the previously failed rotation once. However the student's graduation may be delayed by at least one year (depends on clinical affiliate ability to accommodate the rotation).
2. When a student fails in a second clinical rotation, she/he will be subject to dismissal from the Program.
3. Since it is possible to have each failing student present with different patterns and circumstances, situations not covered by these policy statements will be reviewed by an ad hoc committee appointed by the Program Director and appropriate decisions will be made based on the committee's recommendations.



PROFESSIONAL FORMS

The following forms are used for performance evaluations and are maintained in Trajecsys.

Comp Evals (Skill Checklists)

Final Evaluation Form (Evaluation Objectives)

Students Evaluation of the Preceptor/Department

Preceptor's Evaluation of the Student/Program

The Final Evaluation Form will be completed by the preceptor/coordinator to evaluate the student's performance in each of the rotations in the laboratory. At the end of each rotation and upon consultation with the teaching technologists, each preceptor/coordinator. Upon completion of the final practical and written exam at the end of each lab rotation, these evaluations will be shown to the student, upon request, by the Program Faculty.

1. **Hematology 3 weeks**
2. **Coagulation 1 week**
3. **Microbiology 6 weeks**
4. **Blood Bank 5 weeks**
5. **Chemistry 3 weeks**
6. **Urinalysis/Body Fluids 1 week**
7. **Serology 1 week**
8. **Special chemistry/Molecular/flow 1 week**

A minimum acceptable level of performance is 70% on these final reports.

After periodic reviews and repeated warnings, **if a student fails to achieve an acceptable level of performance in the laboratory, student's training will be interrupted.** The matter will be brought before the program faculty and appropriate action will be taken as deemed necessary by the situation on an individual basis.

The Student's Evaluation of the Department Form will be completed by the student's rotation in each of the rotations.