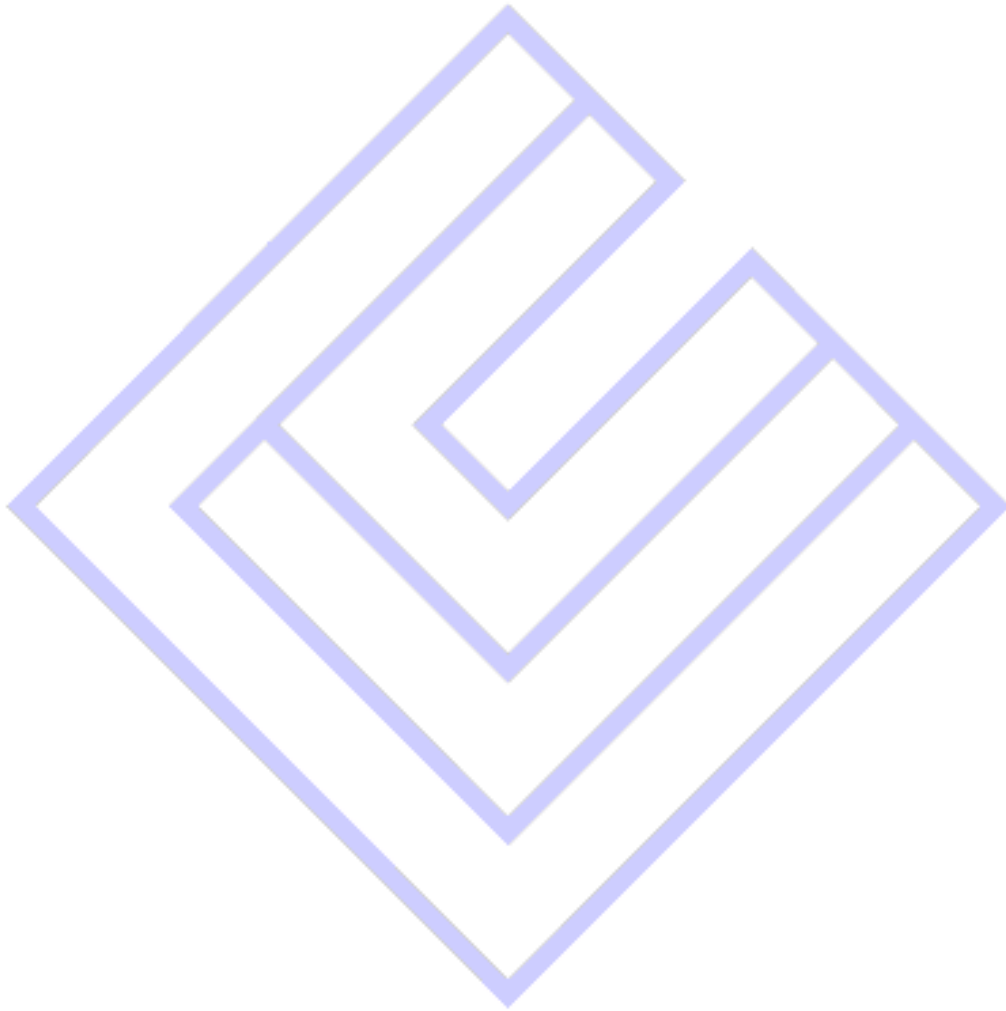
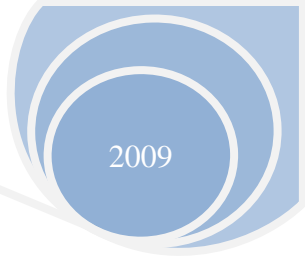


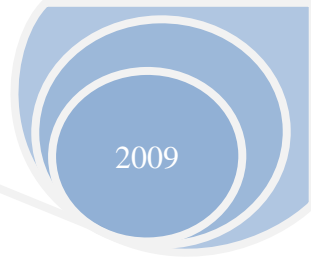
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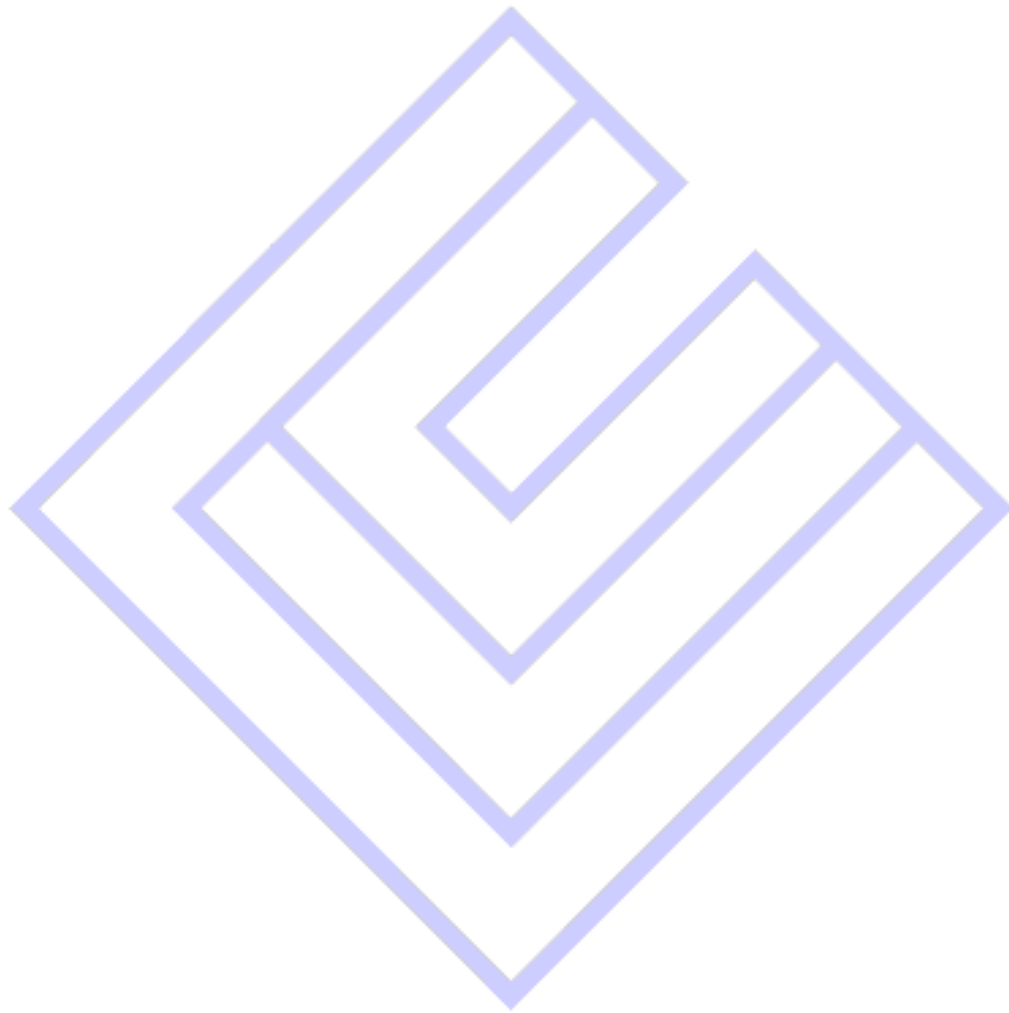
Angela M. Norwood  
College of Lake County  
8/30/2009





## TABLE OF CONTENTS

Program Description.....	Page 5
Phlebotomy Program Requirements.....	Page 7
Program Philosophies and Goals.....	Page 14
Program Code of Ethics.....	Page 19
Phlebotomy Program Policies.....	Page 24
Phlebotomy Clinical Evaluations.....	Page 21





# Phlebotomy Program Description

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## PHLEBOTOMY PROGRAM DESCRIPTION

The Phlebotomy Certificate Program, at College of Lake County, prepares students for entry level competencies as phlebotomists in hospitals, clinics, blood donor centers, and other health care settings. Students will develop skills in performing phlebotomy procedures, specimen collection and processing in various health care settings.

The program is approved by the National Accrediting Agency for Clinical Laboratory Science:

NAACLS  
8410 W. Bryn Mawr Avenue, Suite 670  
Chicago, Illinois 60631-3415  
Phone #: (773) 714-8880  
E-mail: [naacslinfo@naacsl.org](mailto:naacslinfo@naacsl.org) [www.naacsl.org](http://www.naacsl.org)

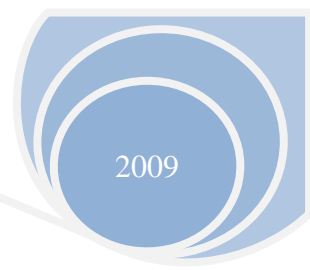
The program courses and activities are designed to assist students to enhance their critical thinking abilities and their interpersonal skills and include:

- 96 hours of theory and laboratory practical at the College’s well-equipped lab on campus, with practice arms and CD tutorials.
- Didactic instructions that uses computer aided technology. In addition, the College has a variety of computers available for use in the learning resource center, computer laboratory in the Bio-Health science division and other computer labs.
- Clinical practicum (also referred to as "Clinical Rotation”), during which students work in real clinical settings as full-time student-trainees under the supervision of professional Medical Technologists and/or Phlebotomists. The students spend eight (8) hours a day, five (5) days a week for three weeks at clinical sites for practical, hands-on experience.
- The Phlebotomy Certificate Program is usually completed in 11 weeks of diligent work. CLC awards a certificate of completion upon successful completion of the program.

### Phlebotomy Certificate Course Credit Hours and total hours

COURSE	Credit Hrs	Lect. Hours per week	Lab. Hours per week	Contact Hrs.	# Weeks	Total Hours
<b>MLT 110</b>	2	4	8	6	4	48
<b>MLT 115</b>	2	4	8	6	4	48
<b>MLT 116</b>	2	0	40	2	3	120
<b>TOTAL</b>	<b>6</b>					<b>224</b>

*Graduates of this program are eligible for certification by nationally recognized certifying agencies.*



# Phlebotomy Program Requirements

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# Phlebotomy Program Requirements

## Phlebotomy Program

- Applicants must be at least 18 years old. Applicants must be a high school graduate or equivalent.
- Applicants who have taken courses at CLC must have a GPA of a "C" (2.00) or better on all courses taken at CLC.
- Applicants must be Math and Language proficient.
- A student must have sufficient English competence (written and verbal) to interact independently with patients and co-workers.
- Applicants admitted to the Phlebotomy Program must complete and submit the Acknowledgement Form, Human Subjects Document, Confidentiality Statement, and Emergency Medical Form Statement Form.
- Applicants admitted to the health career programs are required to submit documentation that they have complied with the program health requirements.
- Applicants admitted to the program are required to complete and satisfy the physical health requirements prior to admission to the clinical practicum.
  - ❖ Complete the emergency medical information form listing.
  - ❖ Health conditions or problem(s) such as chronic disease, pregnancy, injuries etc.
  - ❖ Family doctor and phone number.
  - ❖ Next of Kin to be contacted in case of emergency.
- Applicants must have the "minimum essential functions" necessary for successful completion of the program. Students entering the Phlebotomy Programs must be able to meet the physical, mental, and psychological demands of the program; and subsequently, the demands encountered during the practice of their profession.

**Note:** The prospective phlebotomy student is expected to complete an "essential functions self assessment", and, when necessary, the student will seek consultation of a qualified expert in the assessment of an applicant's possible inability to meet the following essential functions.

*The applicant must have:*

1. **Normal, compensated, or corrected vision** to independently perform microscopic work; read charts, graphs, manuals, and instruments; and, make color comparisons and interpretations.
  2. **Normal, compensated, or corrected hearing** to independently communicate with patients, colleagues, and other health care practitioners.
  3. **Sufficient and appropriate eye-hand coordination and manual dexterity** to independently and safely perform phlebotomy techniques.
    - Have full range of motion of joints, ability to perform repetitive tasks and the ability to stoop, bend twist, reach, and occasionally kneel and squat.
    - Have fine motor abilities to use electronic keyboards to input and transmit data. Have the ability to lift and move up to 50 pounds of weight daily.
  4. **Physical stamina to work long periods of time (4-8 hours) at tasks that demand bending, stooping, standing, and sitting.**
    - Move freely and safely about the laboratory and the clinical setting.
    - Perform moderately taxing continuous physical activity.
    - Reach laboratory counters, shelves, patients lying in hospital beds or patients seated in blood collection furniture.
  5. **Mental, psychological, and emotional health** to independently perform with speed and accuracy in potentially and occasionally stressful situations.
    - Recognize own stress level and communicate need for assistance appropriately.
    - Perform multiple tasks and establish priorities.
    - Calmly react to urgent situations.
- **Care Worker Criminal Background Check** may be required in order to satisfy the hiring practices of CLC's clinical affiliates.
- ❖ Students with less than perfect records may apply for a waiver from the State of Illinois; the clinical affiliate may allow a student with a waiver into the practicum.
- **Drug Testing** may be required by the Clinical affiliates prior to the clinical rotation. Arrangements for the checking/testing will be made by the clinical affiliates.
- ❖ Students will be notified about the arrangements by CLC's program coordinator.
  - ❖ Students are expected to cover the cost of the drug testing
  - ❖ Students in the program are expected to have clean records.

## **Health and Immunization**

The College of Lake County Health Center has set the following requirements for phlebotomy students as of November 01, 2008.

- **Mantoux(tuberculosis):** 2-step test
- **Varicella Titre**
  - ❖ 2-shot vaccination available to achieve immunity
- **Measles (Rubeola):** evidence of immunity by blood test
  - ❖ Booster or vaccination available to achieve immunity
- **Mumps titre**
  - ❖ Booster available to achieve immunity
- **Rubella (German Measles):** evidence of immunity with positive blood titre
  - ❖ Booster available to achieve immunity
- **Hepatitis A:** Hepatitis A IgM blood titre
  - ❖ Vaccine is available to achieve immunity
- **Hepatitis B** immunity by either of the following:
  - ❖ Series of 3 immunization, or documentation of same, or
  - ❖ Serum sample of antibody to HB Ag, or Hepatitis B Titer
  - ❖ 3-step series available to achieve immunity
- **Hepatitis C:** Hepatitis C Antibody blood titre
  - ❖ No vaccine available
- **Influenza** immunization
- **Tetanus:** evidence of Td or TdaP within the past 10 years

**NOTE: ALL HEALTH AND IMMUNIZATION REQUIREMENTS MUST BE SATISFIED PRIOR TO THE CLINICAL ROTATION.** Questions and/or concerns must be directed to CLC Health Center. Phone: (847)543-2064/2274; Fax: (847) 543- 3064.

## Memorandum

**Date:** November 1, 2008

**To:** Phlebotomy Students

**From:** Director, Health Services

**Subj.:** Health Requirements

Congratulations on your acceptance into the Phlebotomy Certificate program! Now that you're in the program, your first assignment concerns *your health* and you have a number of activities to finish as soon as possible. In order to comply with Illinois State and local health regulations, you ***must complete certain health requirements BEFORE starting your clinical experience.*** It is **up to you** to keep in touch with the Health Center and complete your requirements in time. Your instructor will receive a message from the Health Center *after you are cleared* to go to the clinical area. The health requirements are explained below.

- **Tuberculosis (TB)** – Once considered to be a disease of the past, tuberculosis is making an unwelcome comeback. This communicable and potential deadly respiratory disease has no acceptable vaccine to date. However, we are able to test your immune system to see if you have been exposed to the disease in the past. Many people are exposed to the disease without knowing it; for example, being in a theater or restaurant near someone who is infected and coughing or sneezing. Current research shows that initial testing may not reveal a subacute case or carrier of the disease. So, we do a **“two step skin test”** to see if you have been exposed to the disease and don't know it. If the initial skin test result is negative, we will repeat the test one-week later to see if your immune system has been triggered or sensitized. Thirty percent of the tests are falsely negative, hence with the first round of testing, we have a need to make sure your immune system isn't hiding something. If the second test is negative, then you will be tested annually using the one-step method by the health care institution for which you work. The cost is \$2.00/test.

If either test is positive, you will be sent to the Lake County Tuberculosis Clinic in Waukegan and have a chest x-ray and be checked for the presence of active disease – at a small cost. If necessary, they will give you medication – for a very low cost – for you to take up to 9 months on a daily basis. When you finish that course of treatment, you should be protected against the disease becoming active. Since your immune system will always show a positive result, follow-up tests will consist of periodic annual x-rays and/or a screening questionnaire done on an annual or as needed basis.

- Please note *many physicians do not understand the two-step system* but it is a legal requirement. So, PLEASE have your two-step skin test done at the Health Center, unless you already have had one done at a health care institution. If so, bring us a copy of that test. Effective January 1, 2005 the cost of the two-step skin test is \$4.00 done here. You can have the test done at the Lake County Tuberculosis Clinic for \$10 each test. They are open Monday, Wednesday & Friday 8am-5pm and Tuesday and Thursday until 6:30pm on a walk-in basis only. But if you do not get the 2-step done in time, you may not attend clinical sessions.

- **Measles (Rubeola)** – You must show *evidence of immunity to Rubeola by having a blood test showing the immunity*. This blood test costs \$30. There is no cost for the vaccinations done here at CLC, if you need a booster dose to achieve immunity. If you need the 2 recommended doses, the immunizations are spaced one month apart. If your physician does the lab test, bring a copy of those results to the Health Center for your record.
- **Mumps** – You are required to show evidence of immunity to mumps by having the titre drawn. If so, it can be drawn at the same time as other blood tests. The cost is \$40. If you need a booster dose, it can be given at the Health Center for free.
- **Rubella (German Measles)** – You must show *evidence of immunity to rubella with a positive blood titre*. The cost of the blood test is \$15. Many women had the test done if they were pregnant and can get a copy of the results from their obstetrician. There is NO charge for the immunization if a booster dose is done at CLC.
- **Hepatitis A** – You must have a Hepatitis A IgM blood titre. The cost is \$20 if done at CLC. You are not required to have the 2 shot Hepatitis A series if your titre is low, but the vaccine is available for \$20/dose and the doses are scheduled 6-12 months apart
- **Hepatitis B** – You must have evidence of a series of 3 vaccinations against Hepatitis B **or quantitative** surface antibody titre showing immunity. If you need to have the Hepatitis B series, you will need a ***titre drawn 1-2 months after the 3<sup>rd</sup> vaccination***. If the titre comes back showing no immune system response, the series will be repeated and the titre redrawn. Hepatitis B vaccinations cost are \$25 each. The cost of the titre is \$26 at CLC.
- **Hepatitis C** – You must have a Hepatitis C Antibody blood titre. Hepatitis C is a major cause of this infection and currently there is no vaccine available. This will document your status upon entering the program. If done at CLC the cost of the lab test is \$20.
- **Influenza** – You must show evidence of having a vaccination to the current influenza virus during the fall semester because many of the clinical rotation sites require it. Contrary to most rumors, the vaccination *is made of noninfectious viral protein particles and can NO longer give you the “flu”*. CLC offers the flu shot at a very low cost (usually almost half the price offered at public locations). It is a real bargain and a SMART investment for the flu season for *any year!*
- **Tetanus/diphtheria (Td)/Tetanus/Diphtheria/Acellular Pertussis (TDaP)** – You must have *evidence of an immunization to Td or TdaP within the past 10 years*. Please bring a copy of the record to attach to your CLC health record. There is NO charge for a Td or a TdaP vaccination here. If it has been more than 5 years, we will immunize you with TDaP – Tetanus/Diphtheria/acellular Pertussis. There is no cost for this vaccine at CLC.

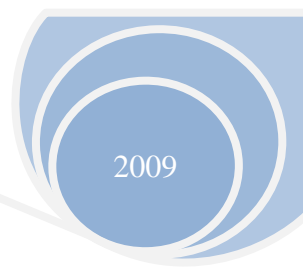
- **Varicella titre** – This is a blood test to show immunity to varicella (chicken pox). *If you are not immune*, then you should consider the vaccination **only** between semesters and out of the patient care/clinical arena. For adults, it is a 2 shot series. The second vaccination is given 4 – 8 weeks after the first. If you consider the vaccination, you should plan the dates so it is completed in time to attend clinical. **Remember, you CANNOT go to your clinical experience if you develop a rash after either vaccination!** The vaccination can result in infection in people with compromised immune systems. A written report that you had the disease does NOT excuse you from getting the blood test. If done here at the CLC Health Center, the cost is \$35. After payment for the test, if necessary we can print a letter for your insurance company so that you can obtain reimbursement.
- **Urine Drug Screen** – Required depending on clinical site. Hospitals are starting to request a urine drug screen prior to your clinical experience. We have made arrangements for Condell Medical Center to do the 9 panel drug screen on-site at the College for a cost of \$30. You will receive notification of the dates of the screening in advance. If you are unable to be at the College on the screening day, come to the Health Center for an Authorization form and take it to the Condell Acute Care Center in Round Lake on 2 East Rollins Road, Round Lake and pay the \$30 to them. The “fast track” times for the screening are between 8 am and 7 pm. However, they can do the test until 10 pm; waiting time may be longer depending on the patient load.

We will keep a copy of your health record here. If you ever need a copy of your immunizations or lab work, you can get one by completing, sending or faxing a signed written request to us. We need to know it is YOU making that request because ALL records, visits, or information are considered confidential. Because you may go to several different institutions for your clinical experience, we would like you to sign a “Universal Request for Copies” form at this time. This will allow us to copy the parts of your health record for those institutions in which you have clinical experience that will verify your TB skin testing, your immunizations and associated titres. If you need copies for other reasons, then you will be asked to fill out that separate request.

Costs of tests can be added to your student bill or you can pre-pay and bring the receipt from the cashiers’ window with you to the Health Center

Please remember that the Health Center is here to serve you, whether the need is for immunizations, minor cures for headaches, heartaches or head colds, or information about a condition for a class presentation or assignment. We have a lot of brochures, pamphlets and teaching aids that may be of assistance for your classroom needs.

We will be happy to answer any questions you may have. The Health Center is open from 8am until 10pm Monday through Thursday during the semesters. On Friday, the Health Center closes at 4:30pm. The telephone numbers are (847) 543-2064/2274. The fax number is (847) 543-3064 and we look forward to seeing you in the Health Center! Have a great semester!!!



## Program Philosophy and Goals



# PROGRAM PHILOSOPHY AND GOALS

The Phlebotomy Certificate Program offered by the College of Lake County prepares students for employment at entry level positions as professional phlebotomists in health care settings, and for taking their places as responsible, productive members of their communities.

The program's direction and methods are guided by community needs and CLC's resources. Consistent with this philosophy, the following program/student goals have been established for the Phlebotomy Certificate Program.

## **The program is open to all whom:**

- ❖ Are academically and technically capable of profiting from the curriculum.
- ❖ Meet the essential requirements developed in compliance with American with Disabilities Act (pL101-336), and the National Accrediting Agency for Clinical laboratory Sciences (NAACLS).
- ❖ Demonstrate professional behaviors, cognitive and technical abilities in the field.
- ❖ Meet the expectations of area employers.

## **Program Goals and Objectives:**

1. Provide the community with entry level phlebotomists by:
  - Maintaining State, Federal and professional accreditation status by meeting or exceeding specified requirements.
  - Providing a framework of education that reflects the mission and goals of CLC.
  - Providing a well-rounded curriculum by continually recognizing the current needs of the community in the design of the curriculum.
  - Offering educational activities by using all possible educational resources and expertise.
  - Keeping instruction in phlebotomy up-to-date by continually participating in continuing education and by continually incorporating the latest educational and technological innovations.
2. Assist students in developing professional attitudes and ethics (which are expected of phlebotomists) by helping students to:
  - Develop positive attitudes, assurance and confidence in performing laboratory tasks.
  - Recognize their role in the health care system and function as effective team members.
  - Enhance their interpersonal skills to:
    - Act responsibly and professionally by respecting others.
    - Develop rapport and cooperation by communicating and interacting with others.
    - Recognize and accept responsibility as productive members of our society.
3. Assist students in developing the recognized standards of medical and professional ethics to prepare them for professional mobility.
  - Assisting students to develop strategies to enhance their critical thinking abilities, to take charge of their own learning and to learn the merits of continuing professional development.
  - Promoting satisfactory completion of transferable general education and science courses.

- Providing a climate conducive to stimulating interest in PBT/MLT education and participating in professional organizations. and encouraging awareness in changing trends in medical laboratory technology
- Promoting successful participation in national professional certification processes and examinations.
- Exploring and developing articulation with other institutions.

### **Program Competencies:**

*Successful completion of the program requires developing the following competencies:*

#### **1. Communication Skills sufficient to:**

- Effectively and productively interact independently with peers, instructors, supervisors, patients, other members of the health care system, and the community.
- Recognize and respect the responsibilities of other laboratory and health care personnel when interacting.

#### **2. Knowledge of basic science concepts applicable to medical laboratory procedures sufficient to:**

- Collect and process laboratory specimens efficiently and appropriately.
- Recognize the importance of specimen collection in the overall patient care system.
- List and explain the effects of various factors affecting test results and identify ways to minimize or avoid them.
- Relate the anatomy and physiology of body systems and anatomic terminology to the major areas of the clinical laboratory, and to general pathologic conditions associated with body systems.
- Identify and select appropriate equipment used in blood and specimen collection.
- Explain the significance of quality control and practice basic quality control methods in routine laboratory procedures.
- Practice and adhere to established safety protocol and policies.

#### **3. Critical thinking and psychomotor skills sufficient to perform phlebotomy techniques and procedures such as specimen collecting, processing, handling and transporting procedures efficiently and accurately with minimum supervision in order to:**

- Organize and prioritize work accordingly.
- Utilize the scientific method and own academic background in making judgments at the appropriate level of competence.
- Apply basic principles in learning new techniques and procedures.
- Develop critical judgment in evaluation of own work.

#### **4. Knowledge of basic phlebotomy equipment and computer applications sufficient to:**

- Utilize the keyboard to interact with computerized instruments and Laboratory Information Systems.
- Follow instructions associated with basic laboratory information system.
- Demonstrate proper care and use of phlebotomy equipment.
- Recognize, identify and respond to instrument malfunctions or specimen acceptability.
- Operate and maintain commonly used phlebotomy equipment and their associated test methods.

- Keep equipment and working area clean and in good order.
- Ask instructor for assistance when repairs and/or maintenance are needed.

**5. Awareness of potential laboratory hazards and safety concerns sufficient to:**

- Maintain a clean, safe and organized work area.
- Adhere to all safety guidelines in the collection, processing, testing, and disposal of all bio-hazardous materials.
- Practice Standard Universal Precautions.

**6. Professional attitude and demeanor sufficient to:**

- Maintain acceptable attitude toward instruction and the instructors.
- Demonstrate readiness for class activities by following directions and completing tasks assigned within allotted time frames.
- Develop confidence in abilities to perform commensurate with experience.
- Demonstrate integrity by recognizing and repeating questionable tests.
- Identify the roles and functions of various laboratory personnel in health care system.
- Show respect for others.
- Comply with institutional rules and regulations.
- Practice punctuality and regular attendance.
- Develop responsibility and accountability for work and action.
- Adhere to recognized standards of medical and professional ethics.
- Present a personal appearance, which is appropriate for a professional who has patient contact.

**Student Responsibilities:**

*Students must comply with all policies and procedures of the clinical affiliate. Failure to comply with the policies and procedures of the facility or failure to respect the authority and responsibility of the facility and staff may result in removal of a student from a facility. This will result in an unsatisfactory grade for the course.*

- *It is the responsibility of the student to become familiar with the policies and procedures of the clinical affiliate.*
- *It is the responsibility of the clinical affiliate to orient the students to all applicable procedures and policies.*

**1. Appearance, Attitude, and Demeanor**

- At the clinical sites, the PBT student trainee is a member of a health care team, and is responsible for staying physically and mentally alert, healthy, and productive.
- Appropriate personal hygiene and grooming is required.
- Adherence to the clinical site's dress code is required. Laboratory coats are required. (Usually, jeans, sweatshirts, sweat pants, shorts and leggings, sandals do not meet the dress code.
- Poise and self-confidence are expected (poise comes from being prepared for the work).
- Competence is expected; perform all procedures to the best of your ability (being competent includes knowing when to ask for help).

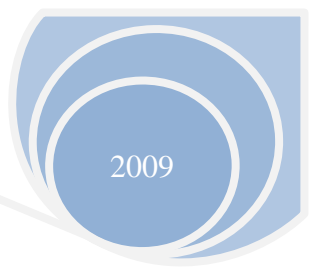
- Integrity is required (patients, doctor, and co-workers depend on it).
- Adherence to institutional guidelines concerning confidentiality regarding patient and laboratory information is required.
- Respect for the people you serve and work with is required.
- Candid and professional discussion of concerns, uncertainties and/or questions with the PBT instructor, supervisor, or coordinator is expected.

## **2. Attendance and Punctuality**

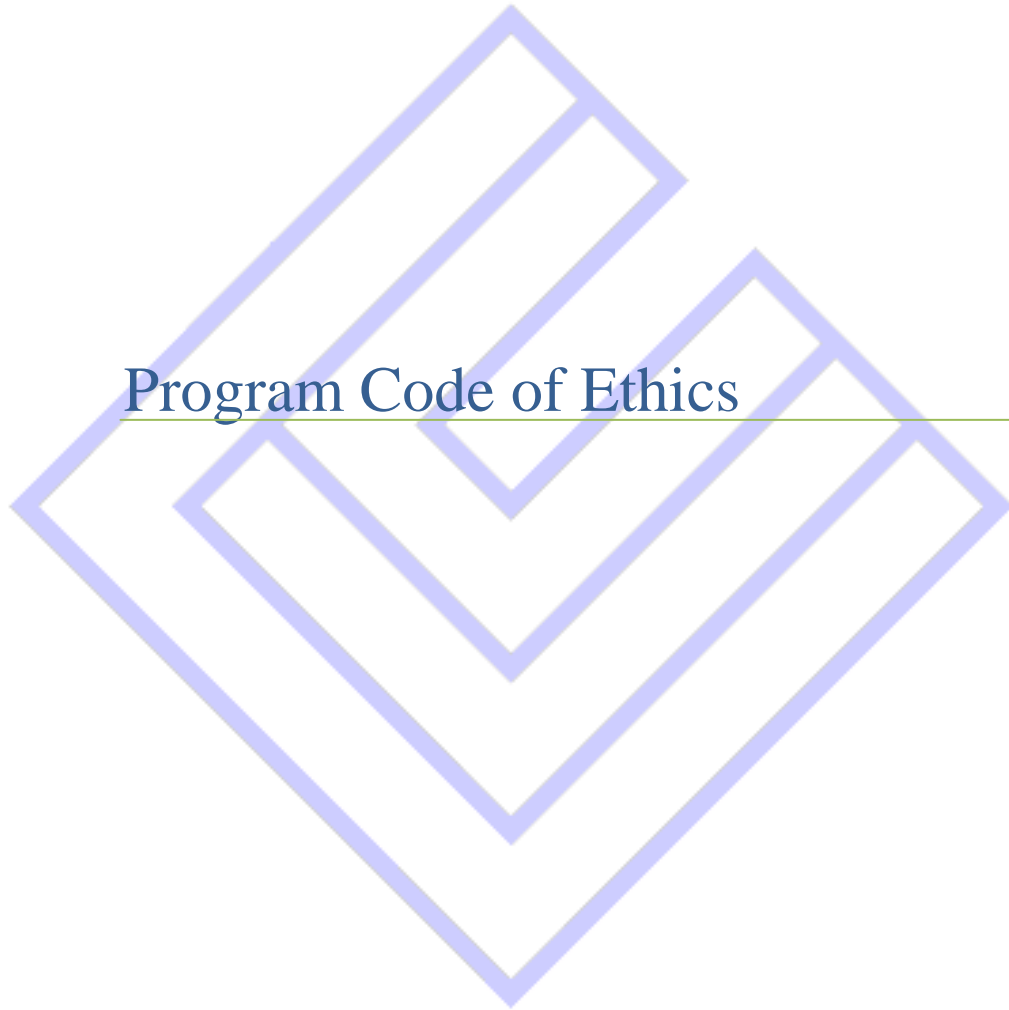
- Required to successfully complete the program.
- Class activities, laboratory exercises, clinical experience and training are arranged.
- Sequentially to build up the necessary skills and competence.
- Perfect attendance and punctuality is expected.
- Class activities at the college and clinical sites start promptly.
- Missing class activities undermines skill development, and missing lectures leads to confusion, thereby undermining the learning process.
- Attendance and punctuality affect overall performance and, therefore, will affect overall grade.
  - ❖ Missing work and being tardy or leaving early are not easily tolerated.
  - ❖ Students are expected to notify the clinical instructor, PBT supervisor, or coordinator at the clinical site prior to starting time if unable to report or to be on time.
  - ❖ Absences and tardiness are documented and incorporated in the performance evaluations.
  - ❖ Make-up times are allowed for absences not to exceed 2 occurrences. To schedule the extra burden involved with making up missed work, the make-up days will be specified by the clinical site coordinator.

## **3. Transportation**

- The student is responsible for providing their own transportation to and from the clinical facilities and any special clinical assignments, such as lectures at various hospitals.
- Some clinical affiliates will not allow drivers on their premises without proof of insurance.



## Program Code of Ethics



# CODE OF ETHICS

The public and health care professions rely on the knowledge, skills, honesty, and integrity of trained competent professionals. The Medical Laboratory Profession demands careful attention to detail, accuracy and precision.

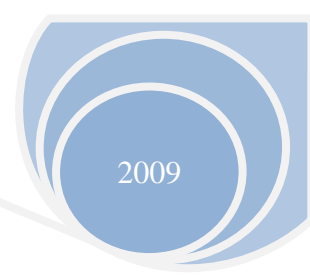
Medical Laboratory professionals must assume responsibility for the quality of laboratory test results and employers rely on educators to produce ethical health care graduates. Therefore, professional ethics and attitudes are emphasized throughout the Phlebotomy program.

Unethical behavior can result in legal action and/or loss of life. Any form of dishonest, unsafe or unethical behavior will not be tolerated in the clinical laboratory community and is grounds for dismissal from the program. This includes any deliberate act of omission or commission regardless of actual injury such as plagiarism, falsification of lab results, destruction of misuse of equipment, or failure to adhere to safety policies.

The College of Lake County's Phlebotomy Certificate Program adheres to **The Code of Ethics of the American Society for Clinical Pathologist (ASCP)** that sets forth the principles and standards by which clinical laboratory professionals practice their profession.

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the responsibility of my work, I will:

- Treat patients and colleagues with respect, care and thoughtfulness;
- Perform duties in an accurate, precise, timely and responsible manner;
- Prudently use laboratory resources;
- Advocate the delivery of quality laboratory services in a cost-effective manner;
- Work within the boundaries of laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities;
- Continue to study, apply and advance medical laboratory knowledge and skills and share this knowledge with my colleagues, other members of the health community and the public.



# Phlebotomy Clinical Evaluation

## EVALUATION AND GRADING

### PHLEBOTOMY EVALUATION AND GRADING AT CLC

- Cumulative and summative evaluations are used. The overall grade is a composite of cognitive, psychomotor and affective abilities. Students are evaluated on theory/concepts, laboratory practical/psychomotor skills, affective factors that affect their performance, their ability to evaluate and make judgment / decisions.
- Students are expected to have a grade of 'C' or better in MLT 110; and a 76% or better for MLT 115. *Refer to individual course syllabi for evaluation and grade mechanisms.*
- Students must show a demonstration of safe, efficient and effective blood drawing technique on a live arm (each other) with proper identification and selection of tubes and equipment for given scenarios, during designated MLT 115 practical exam period.

### PHLEBOTOMY EVALUATION AT THE CLINICAL SITE

Evaluation is ongoing and will be the joint effort of the clinical instructor and phlebotomy supervisor or coordinator. The clinical instructor and supervisor are responsible for providing continuous feedback to the student regarding their progress towards achievement of the competencies.

The final grade for the is a composite of the evaluation of the students' Technical ability and aptitude and Professional/ Affective performance. Evaluation instruments used for each student during the Clinical Phlebotomy Practicum are:

- **Technical Ability & Aptitude Evaluation** - There are 20 factors, each rated 0 to 5, producing a maximum score of 100 points.
- **Professional Performance Evaluation** - There are 20 factors, each rated 0 to 5, producing a maximum score of 100 points.
- **Summary of Clinical Phlebotomy Practicum Final Grade** -The final grade is a composite of the student's evaluation using the evaluation instruments listed above. These are completed by the combined efforts of the clinical instructors and reviewed by the clinical site coordinator who the reviews the evaluation with the students.

*Note: Concerns about the grading should be directed to the attention of the site phlebotomy supervisor or coordinator and to the CLC Phlebotomy Program Coordinator, Angela Norwood at 847-543-2184.*



## Phlebotomy Clinical Practicum Student Evaluation

### *Grading System Instruction for the Evaluator*

The College of Lake County Phlebotomy Department Chairperson provides the clinical sites with the following:

- **MLT 116 Clinical Phlebotomy Practicum course syllabus** - (course description, objectives, policies, course schedule, clinical site assignment, evaluation forms and grading instructions).
- **Time sheets** – documentation of the students' clinical time is required. Time sheets must be submitted to the Phlebotomy Department Chair on a weekly basis.
- **Student Evaluation** - instruments used for each student during the Clinical Phlebotomy Practicum:
  - **Professional Performance Evaluation** - There are 20 factors, each rated 0 to 5 for a maximum score of 100 points.
  - **Technical Ability and Aptitude Evaluation** - There are 20 tasks, each rated 0 to 5 for a maximum score of 100 points.
  - **Summary of Clinical Phlebotomy Practicum Final Grade** -The final grade is a composite of the student's evaluation using the evaluation instruments listed above. These are completed by the combined efforts of the clinical instructors and reviewed by the clinical site coordinator who the reviews the evaluation with the students.

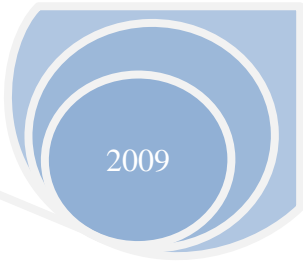
**Note:** Grade adjustments may be necessary if some criteria are not applicable (N/A) in your institution.

#### GRADE CALCULATION

	<u>Maximum</u> (Total Possible Score)
Professional Performance Evaluation	100
Technical Skill and Aptitude Evaluation	100
<b>Total Score</b>	<b>200</b>

#### FINAL GRADE

Student's Total Score	(180-200)	(160-179)	(140-159)	(120-139)	(<120)
Student's Final Grade	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>



**Professional Performance Evaluation Form**

**Student's Name:** \_\_\_\_\_ **Semester:** Fall / Spring / Summer 20 \_\_ \_\_

**Clinical Site:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Procedures:** Rate the student's professional competency and skill on the tasks listed below.  
**Rating scale:** 5= Exceeds Expectations 3=Meets Expectations 1=Needs Improvement 0=Unsatisfactory

<i>Demonstration of Knowledge</i>	5	3	1	0
1. Demonstrates readiness and preparation for work in advance				
2. States facts and responds to basic questions				
3. Applies knowledge to perform tasks with sound judgment				
4. Reacts in a calm & logical manner under stress				

<i>Performance Quality &amp; Efficiency</i>	5	3	1	0
5. Accurately performs verbal and written directions				
6. Efficiently collects specimens and returns them to lab for testing				
7. Performs task with minimal error and supervision				
8. Recognizes limitations and asks for help when unsure				
9. Completes assigned tasks thoroughly and in an orderly manner				
10. Recognizes and promptly corrects errors using sound decision making skills				

<i>Integrity</i>	5	3	1	0
11. Adheres to established protocols				
12. Reports test results accurately & honestly				

<i>Safety</i>	5	3	1	0
13. Maintains a safe, clean & orderly work station				
14. Practices lab safety when handling equipment & specimens				
15. Wears proper PPE and demonstrates proper hand washing				

<i>Professionalism</i>	5	3	1	0
16. Arrives on time, begins promptly, completes shift, attends regularly				
17. Requests permission, notifies instructor of absence and or tardiness				
18. Demonstrates proper hygiene, dresses appropriately and professionally				
19. Communicates with staff, co-workers and patients in a professional manner				
20. Displays self-confidence and professional poise				

<b>PROFESSIONAL PERFORMANCE COLUMN TOTALS</b>				
<b>TOTAL POINTS (Summation of Column Totals)</b>				

## Technical Ability and Aptitude Evaluation Form

Student's Name: \_\_\_\_\_ Semester: **Fall / Spring / Summer 20** \_\_ \_\_

Clinical Site: \_\_\_\_\_ Evaluator: \_\_\_\_\_

**Procedures:** Rate the student's technical skill and aptitude on the tasks listed below.

**Rating scale:** 5= *Exceeds Expectations*    4=*Performs Above Expectations*    3=*Meets Expectations*  
 1=*Needs Improvement*    0=*Unsatisfactory*

<i>Prep</i>	5	4	3	1	0
1. Reviews requisition					
2. Introduces self and identifies patient verbally using two identifiers					
3. Examines Pt. ID & compares with requisition					
4. State/explain procedure & verify restrictions or instructions					
5. Put on gloves & select proper equipment and supplies					
6. Assembles equipment and conveniently places equipment					
7. Reassure patient, position arm, applies tourniquet					
8. Identifies vein by palpation & selects site					
9. Releases tourniquet, cleanses site and allows to air dry					
10. Performs applicable prep, cleanses site and allows to air dry					

<i>Procedure (Needle, Butterfly, Syringe)</i>	5	4	3	1	0
11. Reapplies tourniquet & visually confirms venipuncture site					
12. Anchors vein below site, insert needle at correct angle –bevel side up					
13. Inserts tubes with minimal movement and allow tubes to completely fill					
14. Releases tourniquet once flow has been established (within 1 minute of application).					
15. Collect tubes in correct order and remove tubes with minimal movement.					
16. Mixes tubes by inverting and removes last tube from holder					
17. Places gauze over the site, removes needle smoothly, applies pressure to site.					

<i>Post-procedure</i>	5	4	3	1	0
18. Disposes of needles and waste properly					
19. Labels tubes correctly and observes special handling instructions					
20. Checks patient's arm, applies bandages, thanks patient					

<b>TECHNICAL APTITUDE COLUMN TOTALS</b>					
<b>TOTAL POINTS (Summation of Column Totals)</b>					



***Final Grade Summary Form***

Student's Name: \_\_\_\_\_ Semester: **Fall / Spring / Summer 20** \_\_ \_\_

Clinical Site: \_\_\_\_\_ Evaluator: \_\_\_\_\_

	<u>Maximum (Total Possible Score)</u>	<u>Student Total Score</u>
Professional Performance Evaluation	100	
Technical Skill and Aptitude Evaluation	100	
<b>Total Score</b>	<b>200</b>	

*Circle the appropriate grade.*

Student's Total Score	<b>(180-200)</b>	<b>(160-179)</b>	<b>(140-159)</b>	<b>(120-139)</b>	<b>(&lt;120)</b>
Student's Final Grade	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>

**Student Comments:** \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Preceptor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Clinical Site Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# COLLEGE OF LAKE COUNTY

## PHLEBOTOMY CLINICAL TIME SHEET

Student Name:

Student ID Number:

Clinical Site:

Preceptor:

Date	Start Time	End Time	Lunch	Total Hrs.
<b>WEEKLY TOTALS:</b>				

Employee Signature:

Date:

Site Preceptor/Supervisor Signature:

Date:

CLC Phlebotomy Chair Signature:

Date:

**NOTE:** Time sheets should be submitted weekly to Angela M. Norwood, CLC Phlebotomy Chair at 33 N. Genesee Street Waukegan, IL 60085, or faxed to 847-543-3184.

Time sheets must have student and site preceptor/supervisor signatures before submission.

**VENIPUNCTURE LOG**

Name \_\_\_\_\_ Date \_\_\_\_\_

Subject ID	Procedure	Date	Initials	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
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