



OKLAHOMA CHRISTIAN UNIVERSITY

***MEDICAL LABORATORY
SCIENCE PROGRAM
STUDENT
PRACTICUM HANDBOOK***

EVELYN PAXTON, M.S., MT(ASCP)
MLS Program Director
405-425-5429 with voice mail
evelyn.paxton@oc.edu

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MISSION STATEMENT: The Medical Laboratory Science Program will equip students to serve mankind by understanding laboratory testing in diagnosing diseases. Emphasis will be placed on integrity and service.

GOALS AND COMPETENCIES:

- Describe how to safely collect, process, perform, and report routine clinical laboratory tests on biological specimens and other substances, with precision and accuracy under minimal supervision within a reasonable length of time.
- Explain routine maintenance and calibration procedures for laboratory equipment, and use necessary corrective methods to maintain laboratory quality controls.
- Use problem-solving skills to recognize abnormal patient values and apply appropriate procedures.
- Correlate didactic instruction with laboratory results in the diagnosis and treatment of patients to understand the concept of total patient care.
- Discuss communication skills with all levels of personnel while demonstrating professional and ethical conduct, and adherence to patient safety guidelines.
- Apply current laboratory technologies and procedures through continuing professional education.

PROGRAM DESCRIPTION: OC is blessed to have the only Bachelor of Science degree or Certificate program in Medical Laboratory Science in Oklahoma City and the surrounding area. Graduates will be able to sit for the Board of Certification with the American Society of Clinical Pathology. This degree or certificate will also enable graduates to serve as technical supervisors after approved laboratory experience is acquired.

Medical Laboratory Science is devoted to the diagnosis and management of illnesses by analysis of blood, body fluids, and tissues. It is a vital profession in the healthcare industry, providing the expert analysis needed to help assess and treat illnesses and injuries. Earning a Medical Laboratory Science degree gives one the skills needed to get a great job with a great salary right out of college. This degree can also serve as a stepping stone to medical school and other professions.

PROGRAM SCHEDULE: Prerequisite courses need to be completed (95 hours of General education, math, and science) before admission to the MLS Program. There are 31 ADDITIONAL semester hours required to complete the MLS Program. Lectures meet on Monday and Friday, during the day; hospital or clinical practicums meet on Tuesday, Wednesday and Thursday, after the first week of Introduction to the Medical Laboratory when students complete safety training, phlebotomy, and orientation to the clinical practicums. For MLSP 4005 Immunochemistry, there are additional laboratory hours spent on campus performing Blood Bank procedures; for MLSP 4104 Hematology and MLSP 4011 Urinalysis & Body Fluids, there are additional laboratory hours spent on cell identification on campus. MLS Program courses, if taken as scheduled, should be completed in two semesters. The curriculum schedule may be found in the MLS Advisement, in the OC Catalog or on the website: www.oc.edu/mls.

PROGRAM DIRECTOR: The Program Director, Evelyn Paxton, is responsible for the day-to-day operations of the academic programs and clinical operations. Duties include serving as the first point of contact for grievances, course scheduling, and facilities management; participating with the Dean of College of Natural and Health Sciences in annual performance appraisals; monitoring curricular requirements in accordance with NAACLS; maintaining outcome data for the academic and clinical programs; managing the department's Quality Improvement processes; reviewing students' academic records; and monitoring budgetary matters. Other duties may be assigned by the Dean of Natural and Health Sciences.

Clinical education coordinator: The Clinical Education Coordinator or the Program Director work with the Clinical Affiliates. Duties include developing clinical affiliation agreements (i.e., contracts), making clinical assignments to students, maintaining immunization records, meeting regularly with affiliates and their liaison. Other duties may be assigned by the Program Director or Dean.

PRACTICUM LIAISON: The Clinical Affiliate Liaison is responsible for organizing the student practicums and assisting the students in technique and theory during practicum sessions. The Liaison will also be involved with evaluating the effectiveness of clinical instruction through student evaluations of instructors, evaluating the student's

clinical performance through instructor evaluation of the students, and maintaining effective communication with the program director.

ADVISORY COMMITTEE: The Medical Laboratory Science advisory committee meets as needed to review curriculum and discuss the evaluation of each program's effectiveness. Evaluation of program effectiveness includes student course evaluations, employer's surveys, national certification scores, and faculty input regarding curriculum and the admissions criteria for each program. The committee provides a unique perspective in the field of laboratory medicine.

OC ACCREDITATION: Oklahoma Christian is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 800-621-7440, www.ncahigherlearningcommission.org.

MLS PROGRAM ACCREDITATION: The Medical Laboratory Science (MLS) program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018, 773-714- 8880, www.naacls.org).

TUITION, FEES, and REFUND POLICY: See [OC Catalog](#).

GRADE APPEALS: See [OC Catalog](#) or the [OC Student Handbook](#) for details.

- Step 1-Contact the Professor
- Step 2-Appeal to the Chair
- Step 3-Appeal to the Dean
- Step 4-Appeal to the Academic Appeals Committee

STUDENTS WITH DISABILITIES: OC seeks to be learner-friendly for students with disabilities. If you have diagnosed disabilities, you should direct your inquiries to Amy Janzen at 405-425-5907. Disability documentation must be provided from an appropriately qualified professional (i.e., physician, psychiatrist, or psychologist). Each semester, you must meet with Ms. Janzen to establish a specific accommodation plan. OC seeks to be helpful and cooperative. Nevertheless, the responsibility for learning rests with you, and you must take the initiative to arrange for the accommodations. For specific policies, see the ADA Handbook, which is available in the Office of Student Life.

PHYSICAL AND MENTAL QUALIFICATIONS (also called Essential Functions):

1. The ability to move around in the work areas.
2. Vision sufficient to accurately distinguish colors, read, perform procedures, monitor instruments, and perform microscopic procedures.
3. The coordination and movement ability to manipulate equipment and supplies, e.g. adjusting control knobs, manipulating small items.
4. The ability to speak, write and comprehend the English language.
5. The ability to communicate in an effective and professional way with clients and health-care providers.
6. Auditory acuity sufficient to hear instructions and requests, and to monitor equipment.
7. The ability to use problem-solving skills, including the application of concepts.
8. The ability to follow instructions/regulations.
9. The ability to reach a level of proficiency necessary to perform with minimal supervision.
10. The ability to perform in stressful situations that are team-oriented and task-specific.

CLASS ATTENDANCE AND EXAM POLICY: Students are expected to attend all lectures, laboratory exercises, and exams. Students are expected to notify the MLS Program Director and faculty by e-mail PRIOR to missing a lecture, laboratory experience or exam. Notification from another faculty, staff or friend is NOT adequate. Each unexcused class and/or absence may result in a grade of no higher than 70%. Excused absences will be granted for illness or a crisis situation involving the student or the student's immediate family. Written documentation as evidence for the crisis incident is required. The Program Director will evaluate other situations that may constitute a valid excuse for absence on a case-by-case basis. Excessive tardiness or absences are considered when issues of professionalism and/or

remediation arise. When absences jeopardize a student's standing in a class, it is the responsibility of the instructor to report that fact to the student and to the Program Director. Excessive absences, 20% of a class, may constitute cause for dropping a student from class. In such a case, the grade of WF will be given (withdraw/failing). PLEASE NOTE: If a student cannot take an exam at the scheduled time and place, the student must notify the faculty and MLS Program Director by email, prior to the scheduled exam start time in order to be eligible to be granted an excused absence, and thereby be allowed to make up the exam. A grade of "zero" will be given if an examination is missed due to an unexcused absence. Make-up for a missed exam will be determined by the course instructor.

PICTURE IDENTIFICATION BADGE: All students shall wear identification badges. During their admission and orientation process, students will have their picture taken. Students should receive an I.D. badge before the first week of classes. The picture I.D. badge is permanent and must be worn during OC campus courses, as well as the affiliate practicum. If the I.D. badge is damaged, lost, stolen, or if the student's name changes, a replacement can be obtained. If the student has any questions concerning the picture I.D., please call 425-5555. Failure to wear the I.D. badge may result in removal from the premises.

ADVISING: Each student will meet with the MLS Program Director at least once each semester to discuss progress in the program and enrollment. Additional meetings with the MLS Program Director will be scheduled on an as needed basis.

PERSONAL COUNSELING: OC has counseling available to students in the Heritage Village #104. See the [OC Student Handbook](#) for details.

STUDENT EMAIL: Students are REQUIRED to use their school-assigned OC email addresses to receive official communications from the Medical Laboratory Sciences Program, and are required to check their OC email daily. Students are responsible for responding promptly to any official emails and are also responsible for any information transmitted via official email. Technical questions concerning email may be directed to the Information Technology Help Desk (425-5555).

STUDENT ADDRESS/TELEPHONE CHANGES: It is the responsibility of each student to maintain a current residential address and phone number with the MLS Program Director.

STUDENT MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS: MLS students are encouraged to become members of professional organizations such as the American Society of Clinical Pathologists (ASCP) and the American Society of Clinical Laboratory Scientists (ASCLS). The benefits of belonging to these organizations include receiving monthly subscriptions to scientific journals, notification of continuing education, conferences, career opportunities, and networking. Membership for students in ASCP is complimentary. At this time, membership for students in ASCLS is \$25.00. Applications can be obtained online at www.ascp.org. Membership is required for ASCLS and ASCP scholarships.

CLINICAL PRACTICUMS: The practicums during the fall semester include Phlebotomy, Processing Specimens, Microbiology and Blood Banking. The spring schedule of practicums includes Hematology, Urinalysis, Coagulation, Body Fluids, Chemistry, and a Miscellaneous Practicum. Each laboratory uses up-to-date equipment and offers a wide range of tests. Their experienced staff donates employee time, supplies, and patient specimens to help educate new laboratory professionals. No site is identical, but each offers a comparable experience. Both the program and its affiliates expect students to reach entry-level competency of analytical testing and maintain proficiency by periodic repetition. Students will be supervised at all times, and will not replace qualified staff (refer to SERVICE WORK POLICY). The MLS Program Director or a Clinical Coordinator will monitor student progress with onsite visits, emails, and phone calls. Students are encouraged to complete clinical instructor evaluations for each practicum in order to continuously monitor the effectiveness of the learning experience. Students must turn in the following documents to complete a grade in each practicum: final evaluation, checklist and timesheet; all must be signed by the clinical instructor or liaison; the due date is one week after final practicum is completed.

CLINICAL PRACTICUM ASSIGNMENT: The MLS Program Officials anticipate having enough clinical sites in which to place students for training. Should a shortage of clinical sites occur, students will be ranked according to GPA in their MLS courses and assigned to clinical sites. Students who were not placed will be assigned to a clinical site as soon as one becomes available. The program will make every attempt to avoid this kind of situation, as it may delay graduation and eligibility to take the ASCP certification examination. Program officials will make every attempt to place students where they will be successful; however, students are not allowed to make their own selection.

CLINICAL PRACTICUM POLICIES AND PROCEDURES: Students must comply with all the policies and procedures of the facilities where they are training, and it is their responsibility to become familiar with them. The MLS Program Director and the affiliate will coordinate efforts to provide this information. Failure to comply with the policies and procedures of the affiliates, or failure to respect the authority of the staff, will result in removal of the student from the site and potentially the program of study.

CLINICAL PRACTICUM ATTENDANCE POLICY: Any deviation from the schedule will require advance notice to both the clinical supervisor as well as the MLS Program Director or Clinical Coordinator official. The department and program affiliates are required to document attendance. Daily attendance and promptness are absolute requirements of the program. Absence is excused only by permission of the MLS Program officials. All absences must be made up. For example, if a student is assigned 15 days in a department, he/she must complete those fifteen days. An "I" for incomplete will be given for the final grade until the entire 15 days is completed. Make-up days can occur during student holiday periods such as Christmas and Spring Break, if the clinical affiliate approves the make-up day and time. Document absences and the make-up schedule on the Student Absence Report Form located in the MLS Student Practicum Handbook. All makeup time MUST be approved in advance by the clinical site and Program Director.

INCLEMENT WEATHER POLICY: Road conditions vary in the areas where clinical practicums occur. Students are not expected to drive on hazardous roads; however, the clinical practicum instructor and Program Director must be notified and the absence must be made up using the Absence Make-up Form in this handbook.

SERVICE WORK POLICY/STUDENT'S PERFORMANCE OF PROCEDURES: Students shall not take the responsibility or the place of qualified staff. However, after demonstrating proficiency, students with qualified supervision may be permitted to perform procedures. Service work by students in clinical settings outside of regular academic hours must be non-compulsory, paid, supervised on site, and subject to employee regulations (NAACLS service work policy). **Should any student become employed at the rotation site; this paid time will NOT be considered part of the educational schedule. Students are NOT required to work at the clinical facility.**

During the practicum, students are integrated into the daily operations of the laboratory, while being trained to perform testing under qualified supervision. After demonstrating competency, **students may be permitted to perform procedures under** qualified supervision; however, it is the responsibility of the supervising practicum instructor for final verification of the data and release to the LIS (laboratory information system).

DISMISSAL OF STUDENTS: MLS program officials monitor student activities and progress at the clinical sites. They will talk to students on site and consult with liaisons, supervisors, and instructors throughout the student's experience. The clinical training period should be a positive and enriching experience for both students and instructors. Although MLS program officials desire all to go well, they realize this may not be realistic. Students will be dismissed for unacceptable behavior or performance, poor attendance, or any other reasonable cause. Students should follow the guidelines listed below from the accrediting agency.

ASCP BOARD OF CERTIFICATION GUIDELINES FOR ETHICAL BEHAVIOR: Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

1. Treat patients and colleagues with respect, care and thoughtfulness
2. Perform my duties in an accurate, precise, timely and responsible manner
3. Safeguard patient information as confidential, within the limits of the law

4. Prudently use laboratory resources
5. Advocate the delivery of quality laboratory services in a cost effective manner
6. Work within the boundaries of laws and regulations, and strive to disclose illegal or improper behavior to the appropriate authorities.
7. Continue to study, apply, and advance medical laboratory knowledge and skills, and share such with my colleagues, other members of the healthcare community, and the public.

ACADEMIC DISHONESTY: The MLS Program follows Oklahoma Christian University procedures as stated in the [OC Catalog](#) for assignment of grades and academic dishonesty.

TRANSPORTATION: Students shall provide their own transportation to the clinical sites.

DRESS CODE: PURPOSE: to enhance a professional image and instill patient confidence.

SCRUBS: must be worn to the clinical practicum. Unless the laboratory specifies a color, the color is dark blue or navy. Scrubs should be cleaned and pressed, with an OC MLS patch attached two inches below the shoulder seam on the LEFT sleeve (OC MLS arm patches will be made available to MLS students).

SHOES/SOCKS: should be white or non-bright colored, closed toe and heel, non-fabric (athletic shoes with minimal color markings and white laces are acceptable).

LAB COATS: needed for all labs and hospital practicums (check with the assigned clinical practicum site).

FINGERNAILS: Keep natural nails less than a ¼ of an inch long. Remove chipped polish; do not wear red-colored polish, artificial nails or nail extenders.

JEWELRY: one pair ear lobe studs only; any other pierced sites must not be in view.

TATTOOS: should be covered and not in view.

HAIR: should be neat, clean, and secured to prevent falling in the face. Colored hair should be conservative.

HYGIENE: mouth and body odors should be avoided through daily baths, using deodorant, and dental care (breath mints). Use makeup conservatively.

HEADWEAR/CAPS/SCARVES: Caps may not be worn. Scarves should not obstruct face or interfere with lab procedures and must be secured.

GUM AND CANDY: Do not chew during labs or clinical practicum.

TOBACCO PRODUCTS: The hospitals do not allow smoking or any tobacco products (including E-cigarettes).

STUDENT HEALTH POLICY: see [OC Student Handbook](#).

STUDENT HEALTH INSURANCE: MLS students have a special responsibility to follow good health practices for their own protection, as well as that of patients they encounter and the public. MLS students are required by the affiliates to carry health insurance.

IMMUNIZATION AND INFECTION CONTROL POLICIES: These are the hospital and clinical affiliate requirements. Documentation is due one month prior to beginning practicum.

- Mumps, Rubella and Rubeola: laboratory testing showing immunity, or proof of two (2) MMR vaccines. Note that this vaccine may affect TB skin test results.
- Varicella (chickenpox): either by vaccination (two (2) vaccines required) or laboratory testing showing immunity.
- Flu shots are required at all clinical laboratory sites during flu season.
- Hepatitis B: three(3) vaccinations OR laboratory testing showing immunity OR physician's statement regarding contraindications precluding vaccination.
- TB skin test (read in mm): two (2) separate negative skin tests must be completed at least one week apart, but no more than one year apart. If a past skin test has been positive, at least one negative chest film since conversion is required.
- Medical insurance: copy of the card.
- CPR: Current Basic Life Support-Course Certification, American Heart.

BACKGROUND CHECK AND DRUG SCREENING: Extended background check AND drug testing are required upon acceptance to the MLS Program. Students are responsible for the cost. The clinical affiliate will determine the acceptance or denial of acceptance to the particular affiliation site for students who have prior convictions.

Students will also be required to participate in drug/alcohol testing pursuant to affiliate's policy for Drug and Alcohol Testing. Testing will be performed upon reasonable suspicion; after a reportable event; upon damage to facility equipment or property; and after any "on-the-job" injury, including any injury to another student, an employee, a patient when the affiliate believes the acts or omissions of the student to be tested may possibly have caused or been partially responsible for the injury.

The student must notify OC MLS Program Director or Clinical Instructor whenever he/she is taking a prescribed or over-the-counter drug that the student has been advised will, or based upon the drug profile, is likely to, impair job performance (e.g., drowsiness or diminished ability to focus). The notification should occur prior to attending clinical rotations at the facility. The Facility Liaison should be informed so that the student may be assessed for the appropriate competencies.

CLINICAL AFFILIATE REQUIREMENTS: Students are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

Students are not permitted to accept orders from physicians or other healthcare professionals, in person or by telephone, or call a physician or physician's office to obtain an order. Students may accept orders and assignments only from the faculty or the Instructor making patient assignments to the students.

Students entering the Facility property must consent to a search or inspection. Searches can be conducted of pockets, clothing, lockers, wallets, purses, briefcases, lunch boxes, backpacks, duffel bags, desks, workstations, equipment, and other areas.

NATIONAL CERTIFICATION EXAMINATION: The Oklahoma Christian University Medical Laboratory Science program prepares students to take the American Society for Clinical Pathology (ASCP) certification examination (BOC). Having passed the MLS-ASCP registry exam, graduates of a Medical Laboratory program are eligible to work in most states. Most medical laboratories seek to hire trained, accredited personnel. California, New York, Florida, Montana, Nevada, North Dakota, Rhode Island, Hawaii, Louisiana, Puerto Rico, West Virginia, and Tennessee require licensure in addition to a certification exam. Prior to graduation from the MLS program, students should contact the ASCP offices to obtain application forms to take the BOC. The examining body requires the application, official transcript, and test fee be submitted by the deadline date, or the application will be considered for the next examination period. Following is the address for the American Society for Clinical Pathologists (ASCP):

ASCP Board of Registry
P.O. Box 12270
Chicago, Illinois 60612-027
1-312-738-1336 ext 364 or 368
www.ascp.org

The BOC exam is administered at Pearson Professional Centers. A list of locations is available on the ASCP website. Students schedule an appointment to take the examination Monday through Saturday within the chosen testing period. NOTE: Granting of the Bachelor of Science in Medical Laboratory Science degree or MLS Certificate is not contingent upon the student passing the certification exam.

ACADEMIC STANDARDS: It is the policy of the OC Medical Laboratory Science Program to use the following grading criteria: GPA of:

- 4.0 = A = 90.0 - 100 percent
- 3.0 = B = 80.0 - 89.9
- 2.0 = C = 70.0 - 79.9

1.0 = D = 60.0 - 69.9

0.0 = F = 59.9 and below

Within the Medical Laboratory Science Program, it is each instructor's responsibility to assign weight to assignments, exams and laboratory exercises in the appropriate manner to determine that the level of mastery of the subject indicates the specified number of percentage points out of 100. Your final grade will be calculated from your performance in lecture, laboratory (when appropriate), and "other" assignments. You must pass each component with a 70% or higher to pass any core course. Any component having a grade of less than 70% will result in a grade assignment of "D" for the course. Students must make 'C' or above in all MLS courses to continue with the MLS Program.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT: of 1996 (HIPAA) provides the Standard for protecting individual patient identifiable health information relating to the care and treatment of a patient. Students are provided information regarding the HIPAA Privacy Rule during pre-clinical orientation. All patient information, including electronic information, is confidential. Improper disclosure of patient information could result in possible fines and imprisonment. Disclosure of patient information is grounds for dismissal from the program. The student is advised that he/she may be sued for disclosure of confidential information. Never discuss patient results outside of the laboratory. **Do not release any patient information.**

BLOODBORNE PATHOGEN AND NEEDLESTICK (NS) EXPOSURE PROCEDURE: any exposure to Bloodborne Pathogens must be reported to the MLS Program Director within 24 hours and a Post-Exposure Evaluation and Follow-up form must be completed. If such an exposure occurred during the laboratory rotation, the site clinical supervisor must be notified and facility procedures followed.

1. The clinical site is responsible for STAT baseline testing for the source patient of HIV, HBV, and HCV.
2. The clinical site is responsible for reporting the source patient results to the student and counseling the student to seek medical care with a physician (either the student's personal physician, a minor emergency clinic physician, or a hospital emergency room physician) in order to determine the possible need for baseline testing on the exposed student and prophylactic treatment.
3. The student is responsible for follow-up testing after the exposure. Follow-up testing should follow the counseling plan of the student's physician.

Student medical evaluations and procedures including Bloodborne Pathogen and Needlestick evaluation and follow-up, and possible prophylaxis are the student's financial responsibility (Incident Report Form at end of Handbook).

CHAPEL: The campus meets Monday through Friday at 11 am for Chapel in Hardeman Auditorium. There also are periodic specialized chapels focusing on missions, women's issues, departmental chapels, spiritual search, and other specific topics. Chapel has been a valued OC tradition from the first days of the university. It provides a time to focus on our Creator, worship together as a community, deepen faith, and seek inspiration. Attendance is required for all full-time students, as is an atmosphere of respect for God and each other.

MISSIONS PROGRAMS: Many students participate in [mission](#) efforts. Groups organize early in the academic year to learn the language and customs of the country to be visited and to prepare for teaching others. See the Dean, College of Natural and Health Sciences for more information.

CLINICAL PRACTICUM GOALS

(Updated 2-2015)

Upon the completion of each course, the student will be able to:

1. Perform as a professional member of the health team with the interest of the patient being the prime concern.
2. Recognize the factors that may influence the established day-to-day operation within each of the clinical departments.
3. Incorporate the established clinical criteria for quality control into the daily routine.
4. Demonstrate proper laboratory technique and accuracy in the performance of laboratory tests.
5. Utilize the instrumentation available within the clinical facility with respect to the following:
 - a. Proper calibration and quality assurance
 - b. Proper procedure
 - c. Proper maintenance
 - d. Corrective action documentation
 - e. Proper use of Laboratory Information Systems
6. Perform those tests, which are done either routinely or by special request, that are not automated by being able to read and follow instructions in manufacturer's inserts or procedural manuals.
7. Compare and contrast the manual and automated techniques for all departments as appropriate.
8. Obtain practical experience, with direct supervision, within all departments by performing analytical tests on body fluids, cells, and products at MLS entry level job position.
9. Describe pre-analytical and post-analytical procedures for each clinical test.

CLINICAL PRACTICUM OBJECTIVES

(Updated 5-2015)

The students will identify the following competencies with a minimum 70% accuracy unless otherwise stated.

Part I: Quality Assurance/Quality Control & Safety

1. Follow proper procedures for collecting and accessioning all specimens for the laboratory.
2. Select proper control samples and follow proper control procedures as required by the manufacturer.
3. Correctly prepare, use and store control samples as required by the manufacturer (pipette selection, diluents, temperature, expiration date).
4. Evaluate results of control samples.
5. Manage and monitor quality control records.
6. Accurately report all test values and follow proper procedure for reporting abnormal values (e.g. "panic" values).
7. Identify unreasonable values and follow laboratory procedure for correction.
8. Manage proper patient records in each department.
9. Describe proper procedure using Laboratory Information Systems (LIS).
10. Employ appropriate safety procedures as outlined by OSHA for:
 - a. Specimen handling
 - b. Disposal of contaminated materials
 - c. Personal hygiene
 - d. Removal of caustic and/or toxic chemicals
11. Describe regulations regarding food/drink/smoking in the laboratory/facility.
12. Describe the location and use of safety equipment (e.g. eyewash station, shower, fire extinguisher) in each department.

Part II: Instrumentation/ Describe the principle of each instrument.

1. Employ routine preventive and corrective maintenance procedures on each instrument.
2. Employ troubleshooting procedures according to laboratory procedure.
3. Employ calibration procedures for each instrument.
4. Demonstrate use of equipment through analysis of specimens.

Part III: Skills – Test Performance

1. Precision: Demonstrate the ability to consistently derive test values.
2. Accuracy: Derive test values within the level of accuracy established by the laboratory.
3. Knowledge: Exhibit good understanding of theory and application of subject at MLS level.
4. Adhere strictly to established laboratory procedure.
5. Report test results accurately.
6. Correlate test results and disease states.
7. Building Knowledge: Regains most information on a day-to-day basis so that learning is progressive.

Part IV: Affective Behaviors

1. Exhibit professional behavior by:
 - a. Arriving at the department at the designated time and being responsible for signing the timesheet.
 - b. Beginning work promptly.
 - c. Notifying clinical coordinator and program director in advance of expected absence(s).
 - d. Maintaining a professional appearance and personal hygiene according to Dress Code Policy (page 4).
 - e. Demonstrating the ability to interact with patients and their families. Laboratory personnel, other health care professionals, and the public through caring and listening and exercising tact, diplomacy, consistency and forthrightness.
 - f. Recognizing the responsibilities of other laboratory and healthcare personnel.
 - g. Developing and demonstrating proper telephone skills by answering quickly and according to laboratory procedure, and by calling and reporting results according to laboratory procedures.
 - h. Taking responsibility for actions and mistakes.
 - i. Completing own assignments with minimal assistance from clinical faculty.
 - j. Describe the standards of patient information confidentiality. Students will not discuss patient information in such a place where that information may be heard by unauthorized persons and students will not discuss patient information with anyone not directly related to providing care for that patient.
2. Demonstrate sound work skills by:
 - a. Organizing work by priority for maximum efficiency.
 - b. Acting deliberately and systematically under pressure.
 - c. Completing tasks in a reasonable amount of time.
 - d. Demonstrating initiative: find meaningful work to do instead of wasting time.

Hematology (includes coagulation, urinalysis and body fluids)

Employ automated complete blood counts, observe scattergrams, and maintain the level of accuracy established by the laboratory.

1. Employ WBC differential counts to an 80% accuracy in a timely manner.
2. Prepare and evaluate blood smears for the following with 80% proficiency:
 - a. WBC estimate.
 - b. Platelet number and morphology assessment.
 - c. RBC morphology.
3. Examine the following manual procedures and/or calculations accurately:

- a. Sedimentation rate
 - b. Reticulocyte count
 - c. Fluid cell counts
 - d. Correction of WBC count for nucleated RBC's
 - e. RBC indices
 - f. Body fluids
4. Correlate patient values and pathological states.
 5. Employ optional tests as available to the level of accuracy established by the laboratory.
 6. Evaluate work area by replenishing supplies and reagents.
 7. Follow proper procedures for collecting and accessioning all specimens for the laboratory.

Coagulation

1. Explain the principle for and perform the automated, semi-automated and/or manual procedures for the following tests and maintain the level of accuracy established by the laboratory:
 - a. Prothrombin time (INR); with significance of ISI
 - b. Partial thromboplastin time
 - c. Fibrinogen level
2. Correlate patient values and pathological or therapeutic states.
3. Evaluate work area by replenishing supplies and reagents.
4. Employ optional tests as available to the level of accuracy established by the laboratory.
5. Follow proper procedures for collecting and accessioning all specimens for the laboratory.

Urinalysis

1. Explain the principle for and perform urinalysis determinations to the level of accuracy established by the laboratory including:
 - a. Physical appearance
 - b. Specific gravity
 - c. Chemical analysis
 - d. Microscopic examination
2. Employ confirmatory procedures as indicated.
3. Employ pregnancy test procedures to the level of accuracy established by the laboratory.
4. Correlate patient values and pathological states.
5. Manage work area by replenishing supplies and reagents.
6. Employ optional tests as available to the level of accuracy established by the laboratory.
7. Follow proper procedures for collecting and accessioning all specimens for the laboratory.

Blood Bank (Immunohematology)

1. Explain the principle for and perform the following procedure(s) to the level of accuracy established by the laboratory:
 - a. Blood grouping: ABO and Rh
 - b. Weak D
 - c. DAT
 - d. Crossmatch
 - e. Fetal screen and/or fetal stain
 - f. Antibody screen
 - g. Antibody panel
 - h. HDN work-up
 - i. Transfusion reaction
 - j. Rh immune globulin
 - k. Donor unit processing (components)
2. Describe and recognize the necessity for special requirements in regard to:

- a. Patient identification
 - b. Specimen labeling
 - c. Results
 - d. Record keeping
 - e. Release of units for transfusion and emergency uncrossmatched release
3. Correlate test results and patient condition.
 4. Manage work area by replenishing supplies and properly storing reagents.
 5. Employ optional tests as available to the level of accuracy established by the laboratory.
 6. Follow proper procedures for collecting and accessioning all specimens for the laboratory.

Microbiology

1. Explain and employ the procedures established by the clinical facility for each of the following:
 - a. Inoculation and streaking of specimens: aerobic and anaerobic
 - b. Gram staining
 - c. Identification of aerobic and anaerobic bacteria by serological, biochemical, and antimicrobial testing.
 - d. Sensitivity testing
 - e. Acid fast staining
 - f. Ova and parasites
 - g. Fungus identification
 - h. Blood cultures
2. Differentiate normal and pathological flora.
3. Demonstrate proficiency in identifying the following organisms:

Staph aureus	E. coli	Salmonella	
Staph epidermidis	Klebsiella/Enterobacter/Serratia		Campylobacter
Strep viridans	Proteus/Providencia/Morganella		Shigella
Beta strep (groups A, B)	Pseudomonas aeruginosa		
Enterococcus faecalis	Neisseria gonorrhoeae		
Strep pneumonia	Haemophilus influenza		
4. Manage work area, replenish supplies and properly store reagents.
5. Employ optional tests as available.
6. Follow proper procedures for collecting and accessioning all specimens for the laboratory.

Chemistry

1. Employ automated or semi-automated procedures for the following to the level of accuracy established by the laboratory:

Chemistry Analyzer Panels:

- a. Electrolytes (NA, K, CO₂, CL)
- b. (BMP) Basic Metabolic Panel (electrolytes, BUN, creatinine, glucose, and calcium)
- c. (CMP) Complete Metabolic Panel (BMP, albumin, alkaline phosphatase, total bilirubin, total protein, AST [SGOT], ALT [SGPT])
- d. Lipid Panel (cholesterol, triglyceride, HDL, LDL)
- e. Hepatic Function Panel (Albumin, Alk. Phos., T Bili, D Bili, AST, ALT, T Protein)
- f. Acute Hepatitis Panel (HbsAg, HBcAb [IgM], Hepatitis A Ab [IgM], Hepatitis C Ab)

Other Chemistry Tests:

Iron and iron binding CK
 Glucose Tolerance Test CKMB, Troponin
 Creatinine Clearance BNP
 Ammonia, Acetone, Amylase Lipase, GGT, phosphorus, uric acid
 blood gases Serum protein electrophoresis
 CSF/UA: protein, glucose, chloride

Thyroid testing (may include: T3/fT3, T4/fT4, and TSH)

Serum BHCG: Quant

2. Point of Care testing
 - a. Employ calculations to the level of accuracy established by the laboratory.
 - b. Correlate patient values and disease or therapeutic states.
 - c. Manage work area, replenish supplies and properly store reagents.
 - d. Employ optional tests to the level of accuracy established by the laboratory.
 - e. Follow proper procedures for collecting and accessioning all specimens for the laboratory.

Phlebotomy

1. Employ venous and capillary blood collection following established laboratory procedures including:
 - a. Patient identification and preparation
 - b. Aseptic technique
 - c. Special areas (ICU, CCU, ER)
 - d. Specimen labeling
 - e. Follow proper procedures for collecting with the correct anticoagulant
2. Manage patient record confidentiality.
3. Manage work area and replenish supplies and reagents.
4. Employ optional tests as available according to procedures established by the laboratory.

Miscellaneous

1. Describe how to safely collect, process, perform and report routine clinical laboratory tests on biological specimens and other substances, with precision and accuracy under minimal supervision within a reasonable length of time.
2. Explain routine maintenance and calibration procedures for laboratory equipment and use necessary corrective methods to maintain laboratory quality controls.
3. Use problem-solving skills to recognize abnormal patient values and apply appropriate procedures.
4. Correlate didactic instruction with laboratory results in the diagnosis and treatment of patients to understand the concept of total patient care.
5. Discuss communication skills with all levels of personnel while demonstrating professional and ethical conduct, and adherence to patient safety guidelines.
6. Apply current laboratory technologies and procedures through continuing professional education.

Oklahoma Christian University

MLS Student Make-up or Schedule Change Request

Punctuality and attendance are an essential part of becoming a professional Medical Laboratory Scientist. Patients are dependent on being cared for; that care depends on professionals who maintain strict attendance to their schedules. Deviation from the clinical practicum must not occur without the approval of both the clinical site and the MLS Program Director. Clinical time may not be made up on weekends, evenings, lunch time or break time.

Student Name: _____ Date: _____

Name of Clinical Site: _____ Clinical Supervisor: _____

Missed date/s: _____ Make-up date/s: _____

(NOTE: Clinical Supervisor and the Program Director must sign their approval **before the time is made up**)

(Clinical Supervisor)

Date

(MLS Program Director)

Date

(print, sign and bring to Program Director by first day of Intro to Med Lab)
Oklahoma Christian University

Oklahoma Christian University
MEDICAL LABORATORY SCIENCE PROGRAM

Liability Waiver: failure to comply with any policy may result in 5% deduction of grade

Students are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies. Students are not permitted to accept orders from physicians or other health care professionals in person or by telephone or call a physician or physician's office to obtain an order. Students are responsible for transportation to the hospital and clinical practicums. _____1

I acknowledge and understand that many hazards are associated with participating in the laboratory rotations including but not limited to, needle sticks, inhalation of microorganisms, and contact with infected body fluids. * ____2

I further acknowledge that I am solely responsible for following universal precautions and other infection control guidelines in the laboratory and clinical facilities, maintaining safe practice, and providing my own health insurance. * ____3

In the event I am injured, sustain an exposure to blood-borne pathogens, or become ill during the course of my student activities, I will immediately notify my Program Director WITHIN 24 HOURS AND START A Post-Exposure Evaluation with a follow-up form to be completed. If the exposure occurred during the laboratory rotation, the site clinical supervisor must be notified and facility procedures followed. Notwithstanding the above, I acknowledge that the decision to seek medical attention and the resulting financial responsibilities are mine alone. * ____4

I further acknowledge that any and all costs associated with compliance with the Policy for Suspected Abuse by Students are my financial responsibility alone. * ____5

I agree to hold harmless Oklahoma Christian University and its agents, representatives, and employees, from any and all claims, damages, losses, and expenses, including reasonable attorney's fees, in case it shall be necessary to file an action arising out of performance and participation in laboratory or clinical activities as a student in a Health Science Program for bodily injury, illness, or death. * ____6

BEHAVIOR

Students are expected to follow the behavior policies of the institution. Copies of behavior policies are included with the Clinical Orientation section. Any student exhibiting the following behavior may be dropped from the class:

- Uses offensive language in class or discussions with the instructor (curses or vulgar statements).
- Yells, screams, or verbally abuses the instructor or anyone else.
- Fails to follow academic dishonesty policies, including falsifying timesheets, quota sheets, and evaluations.
- Improper disclosure of patient information.

* ____7

HIPAA: Because of the passage of the Health Information Portability and Accountability Act of 1996, all patient information is confidential. Improper disclosure of patient information could result in possible fines and imprisonment. Patient specimens used in class projects must have patient health information de-identified by removal of the name and any identifying numbers. Disclosure of patient information is grounds for dismissal from the program. The student is advised that he/she may be sued for disclosure of confidential information. Never discuss patient results outside the laboratory. Do not release any patient information! * ____8

I further acknowledge that I have read the "MLS Student Practicum Handbook", and will abide by the policies set forth. I also agree to follow my Practicum Schedule; and understand that failure to follow the recorded times and dates may not be counted toward the requirement and possibly lose points. * ____9

I will take responsibility for maintaining and updating my TB skin test, Flu vaccination and CPR expiration dates. * ____10

I will provide the following necessary elements for receiving my clinical grade to the Program Director:

- Time Sheet and Notification of Absences (for each department)
- Quota Sheets (for each department)
- Clinical Evaluations (both interim and final for each department)

*initial & (print name)

(signature)

(date)



OKLAHOMA CHRISTIAN UNIVERSITY
— Since 1950 —

INCIDENT REPORT FORM

Oklahoma Christian University
2501 E. Memorial Road
Edmond, OK 73013
(405) 425-1934



OKLAHOMA CHRISTIAN UNIVERSITY
— Since 1950 —

Person Involved in Incident

Full Name	Male () Female ()	Age
Name of Parent, If a Minor		
Address & City		
Nature & Extent of Injuries / Symptoms		
Treated by medical services provider? Yes _____ No _____ If yes, name _____ Action Taken:		

Accident or Occurrence

Date and Time	Exact Location	
Description of accident or occurrence/Body parts affected & activity when incident occurred		
Other individuals involved:		
Probable cause of accident/occurrence (e.g. premises, supervision, etc.) Contributing factors (environment, equipment, etc.)		
Name:	Address:	Phone:
Person Completing Report:	Position:	Phone:
Date:	Signature:	
Review	Date	
MLS Director of Program Review		
Action Taken		
Signature:		

