

Community College of Philadelphia

MLT Program Policies Applicable to Clinical Laboratory Practice Practicum

Grading Policy

Students are required to achieve and maintain pre-determined levels of competence for technical proficiency, professionalism, and correlation of theoretical and practical learning during their course of study, including the clinical practicum.

Grades for the Clinical Practicums are based on:

1. Discipline-Specific Competencies, as assessed by Clinical Faculty
2. Evaluation of clinical performance and professionalism, as assessed by Clinical Faculty

Evaluation of Technical and Professional Performance:

Professional behavior and technical performance are evaluated using an evaluation instrument designed to reflect guidelines and entry-level competencies. This evaluation is organized into two parts:

- (1) technical ability in performing various clinical laboratory procedures (rated using letter grade/numerical value)
- (2) Evaluation of clinical performance and professionalism (rated using letter grade/numerical value)

COURSE GRADING:

A high level of technical proficiency is essential to MLT practice. It is essential that MLT (and therefore MLT students) strive to achieve the highest level of technical performance using current technology and knowledge. The expected level of professional behavior is correspondingly high, to reflect the importance of integrity, judgment, and skill required in dealing with patient materials and with other health care practitioners.

Below is a table of grade descriptions (grade descriptors) of each grade. Technologists at the practicum site who are responsible for assessing student performance will provide a **numerical grade** corresponding to the student's performance in each competency. The grade descriptors are intended to help those assessing student performance explain the academic requirements, undertake a formative assessment, and report progress.

Grade Quality	Description
Outstanding Distinction	<p style="text-align: center;">A+ 98-100</p> <ul style="list-style-type: none"> • Exceeds expectations. • Outstanding independent performance with no errors. • Made significant contributions to the laboratory environment. • Exceptional communication skills.
	<p style="text-align: center;">A 95-97</p> <ul style="list-style-type: none"> • Outstanding independent performance. • In-depth knowledge and understanding of principles and concepts related to the topic. • Integrates information into a wider context. • Excellent analysis and interpretation. Limited errors with evidence of positive growth. • Evidence of a significant amount of outside reading.
	<p style="text-align: center;">A- 93-94</p> <ul style="list-style-type: none"> • Excellent independent performance. • Comprehensive knowledge and understanding of principles and concepts. Evidence of a significant amount of outside reading. • Excellent analysis and interpretation. Limited errors with evidence of positive growth.

Solid Accomplishment	B+ 90-92	<ul style="list-style-type: none"> • Very good independent performance. • A substantial but not totally comprehensive knowledge and understanding of principles and concepts. • Shows very good competence in the subject without being outstanding. • Very good analysis and interpretation. Few errors with evidence of positive growth. • Some gaps in knowledge. Students can discuss key principles and concepts intellectually.
	B 87-89	<ul style="list-style-type: none"> • Good independent performance. • Reasonable knowledge and understanding of principles and concepts. • Shows very good competence in the subject without being outstanding. • Very good analysis and interpretation. Few errors with evidence of positive growth. • The student is familiar with the material covered in the practicum setting but may show limited evidence of wider reading.
	B- 83-86	<ul style="list-style-type: none"> • Competent independent performance. • Reasonable knowledge and understanding of principles and concepts. • Good analysis and interpretation. Few errors with evidence of positive growth. • The student is familiar with the material covered in the practicum setting but may show limited evidence of wider reading.
Average. Adequate but Ordinary	C+ 81-82	<ul style="list-style-type: none"> • Satisfactory performance. Capable of independent work after a period of time. • Shows familiarity with the subject material covered. • Limited analytical and interpretive skills. Frequent errors with minimal evidence of positive growth. • The student is familiar with the material covered in the practicum setting. Shows little to no evidence of wider reading. • Basic knowledge of key principles and concepts only.
	C 78-80	<ul style="list-style-type: none"> • Acceptable performance. Capable of independent work after a period of time. • Conversant with the subject material covered. • Limited analytical and interpretive skills. Frequent errors with minimal evidence of positive growth. • The student is familiar with the material covered in the practicum setting. Shows no evidence of wider reading. • Some significant gaps in knowledge.
	C- 75-77	<ul style="list-style-type: none"> • Minimally acceptable performance. • Limited analytical and interpretive skills. Frequent errors with minimal evidence of positive growth. • Some significant gaps in knowledge and understanding. • Standard, Mediocre, Just Passable.
Poor Performance	D+ 71-74	<ul style="list-style-type: none"> • Weak performance. • Limited evidence of analytical and/or interpretive skills. Frequent errors with no evidence of positive growth. • The student is unable to correctly recall important material related to the practicum setting.
	D 68-70	<ul style="list-style-type: none"> • Poor performance. • Limited evidence of analytical and/or interpretive skills. Frequent errors with no evidence of positive growth. • The student either has little knowledge of the subject area or lacks the ability to express their knowledge in an organized fashion.
	D- 65-67	<ul style="list-style-type: none"> • Poor performance.

		<ul style="list-style-type: none"> Limited evidence of analytical and/or interpretive skills. Frequent errors with no evidence of positive growth. The student has little knowledge of the subject area and lacks the ability to express their knowledge in an organized fashion.
Clear Failure	F < 65	<ul style="list-style-type: none"> The work is completely unsatisfactory and shows very little evidence of effort/interest. No evidence of analytical and/or interpretive skills. Little to no evidence of knowledge in the subject area

Department policy for the conversion of numerical grades to letter grades in Practicum Courses is listed below: **For each of the components the grading scale is:**

Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value
A+	98-100	B+	90-92	C+	81-82	D+	71-74
A	95-97	B	87-89	C	78-80	D	68-70
A-	93-94	B-	83-86	C-	75-77	D-	65-67
						F	<65

COMPUTATION OF FINAL GRADE:

A separate percentage grade is calculated for each practicum course. Percentage grades for each evaluation component are:

- Discipline-Specific Competencies - 50% of the grade for the rotation.
- Evaluation of clinical performance and professionalism - 50% of the grade for the rotation.
Urinalysis Specific Competencies is 100% of the grade because it is usually a part of the Hematology of the Chemistry department. Thus, Urinalysis grade does not need a separate Evaluation of clinical performance and professionalism.

Completion all or at least 80% of all tests on the Student Skills Checklist is required.

The numerical value component grades are then converted to letter grades.

Community College of Philadelphia - MLT 295 Clinical Practice Orientation form.

NAME OF THE STUDENT: _____

Contact info. Cell Phone: _____ **email:** _____

Lab: _____

Activity	Students initials	Supervisor's/ coordinator initials	date
Initial orientation in the lab (location of all lab departments, cafeteria, lunchroom)			
Safety (fire exits, alert code system, security phone number, BBP exposure policy)			
PPE necessary while inside of the lab for CCP students: fluid resistant lab coat, gloves, goggles (if opening tubes), CCP scrubs, student's ID, fluid-resistant non-slippery shoes			
Cell phone policy: use is allowed only during breaks			
Call out policy: call out to the supervisor or student coordinator before the start time. Leaving a voicemail is acceptable. The student will message the clinical coordinator as well.			
Lateness policy: call the department if more than 5 min late.			
It is the student's responsibility to arrange a make-up time for any missed day directly with the supervisor.			

I, _____ (student of the MLT program) agree with the above-mentioned requirements and rules and will abide by them.

Student's signature: _____

Supervisor's signature: _____

Date: _____

Please fill out this info with the section supervisor.

Important phone numbers:

Security	
Main lab number	
Phone # for callouts with a voicemail	
Chemistry #	
Hematology #	
Blood bank #	
Microbiology #	
Other:	

Save these numbers into your cell phone. If attending more than one lab, fill out a separate form for each.

Make a copy and submit it to the clinical coordinator and give the other copy to the supervisor.

Community College of Philadelphia - Medical Laboratory Technician Program
Student's Clinical Rotations Sign-in Sheet

Student's Name: _____

Clinical Site: _____ Department: _BB

#	date	time in	initials	time out	initials
1					
2					
3					
4					
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6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Number of call out: ____ Dates and reasons for call outs: _____

Supervisor's Approval: (name and signature) _____

Community College of Philadelphia - Clinical Laboratory Technician Program
 Evaluation of Clinical Performance and Professionalism
MLT 295

STUDENT _____ CLINICAL SITE _____

DEPT: Immunohematology

SEMESTER: _____

Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value
A+	98-100	B+	90-92	C+	81-82	D+	71-74
A	95-97	B	87-89	C	78-80	D	68-70
A-	93-94	B-	83-86	C-	75-77	D-	65-67
						F	<65

Instructions to Evaluator: Please indicate, by assigning a **numerical grade**, the level of competence at which the student performed in each category while on rotation in your laboratory.

	Skill Set	Numeric Value
Professionalism	Follows dress code (CCP scrubs, sneakers/clogs, ID)	
	Consistently arrive in the lab at the assigned time at the beginning of the shift and after breaks.	
	Actively listens and asks appropriate questions. Displays interest and an eagerness to learn	
	Initiative and resourcefulness (helping the department)	
	Perform all assigned tasks willingly (enthusiasm)	
	Communicates in a professional manner and works well with other employees.	
	Degree of confidence	
	Accepts criticism constructively and shows effort to improve.	
Performance	Follows OSHA safety guidelines and standard precautions as per laboratory protocol (lab safety, PPE)	
	Complies with lab standards of patient confidentiality of all laboratory results	
	Ability to follow oral/written directions	
	Use and care of equipment: Consistently resupplies and cleans up the areas that he or she worked in (instruments, workbench tops, etc.)	
	Given appropriate reagents and supplies, the student will be able to select what is needed for each test procedure he or she is performing	
	Quality of work (accuracy in testing)	
	Completes assignments in an established time frame with minimal supervision	

Progress at the end of the rotation	
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GENERAL COMMENTS: _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S SIGNATURE _____ DATE: _____

SIGNATURE OF STUDENT _____ DATE: _____

To be filled out by the CCP faculty:

Required documentation for the grade calculation:

- 1. Discipline-Specific Competencies **GRADE:** _____
- 2. Evaluation of clinical performance and professionalism **GRADE:** _____
- 3. DEPARTMENT SPECIFIC SKILLS CHECKLIST – Completed all or at least 80% of all tests required on the Student Skills Checklist (a separate document): **COMPLETE/INCOMPLETE**
- 4. Orientation form: **COMPLETE/INCOMPLETE**
- 5. Attendance sheet (minimum 12 days attendance): **COMPLETE/INCOMPLETE**

A grade of incomplete will be recorded unless ALL practicum documentation is turned in at the completion of the practicum.

TOTAL GRADE FOR THE ROTATION: _____

SIGNATURE OF CCP EDUCATION

COORDINATOR _____ DATE: _____

Community College of Philadelphia - MLT 295 Discipline Specific Competencies:
Immunohematology ROTATION

STUDENT _____ CLINICAL SITE _____

Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value
A+	98-100	B+	90-92	C+	81-82	D+	71-74
A	95-97	B	87-89	C	78-80	D	68-70
A-	93-94	B-	83-86	C-	75-77	D-	65-67
						F	<65

Instructions to Evaluator: Please indicate, by assigning a **numerical grade**, the level of competence at which the student performed in each category while on rotation in your laboratory.

DISCIPLINE SPECIFIC COMPETENCIES	Numerical Grade
Under minimal supervision, the student was able to:	
Evaluate and prepare specimens for processing, understand criteria for accepting and rejecting patient samples	
Organize test tubes/supplies for performing multiple tests	
Prepare red blood cell suspensions for testing	
Read the strengths of agglutination reactions	
Perform manual test procedures (Recognizing discrepancies)	
Perform ABO and RH typing (minimum of 10) **Minimum of 90% Accuracy Required**	
Perform Compatibility testing (minimum of 5) **Minimum of 90% Accuracy Required**	
Perform Antibody screening and identification (minimum of 3 – single Ab.) **Minimum of 90% Accuracy Required**	
Perform Antibody screening and identification (minimum of 1 – multiple Ab.) **Minimum of 90% Accuracy Required**	
Perform a Direct antiglobulin test and list factors which result in false-positive and/or false-negative direct antihuman globulin tests	
Perform Antigen typing	
Observes maternal child studies, if performed in the blood bank.	
Recognize rouleaux and hemolysis and give plausible explanations for their occurrence	
Observe or Perform an inventory of blood supplies	
Observe or Perform processing of RBC units from Blood supplier	
Observes protocol for releasing units from the Blood Bank for transfusion	
Observe or Perform preparation and release of components	
Observe or Perform transfusion reaction workup	

Follows quality control protocol: assays and reviews controls recognize unacceptable results and takes appropriate action.	
Recognize abnormal test results/ identify abnormal results from test procedures performed, and suggest additional tests	
Recognize panic values (policy on critical lab results)	
After completing the assigned procedure, explains the clinical significance of his or her findings	
Perform Other testing not yet indicated (please specify): _____ Ex. Gel/automation	

GENERAL COMMENTS: _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S SIGNATURE _____ DATE: _____

SIGNATURE OF STUDENT _____ DATE: _____

A Total Grade Will Be Calculated by A CCP Clinical Coordinator:

MLT 295 Discipline Specific Competencies - 50% of the grade for the rotation.

MLT 295 Evaluation of clinical performance and professionalism - 50% of the grade for the rotation.

DEPARTMENT SPECIFIC SKILLS CHECKLIST – Completed all or at least 80% of all tests required on the Student Skills Checklist (a separate document): COMPLETE/INCOMPLETE

Community College of Philadelphia
MLT 295 Immunohematology - ROTATION SKILL CHECKLIST

STUDENT _____ CLINICAL SITE _____

INSTRUCTIONS: Students and Instructors, please date and sign off on skills that the student has successfully completed. Please write N/A if the test is not performed at your laboratory. It is the responsibility of the student to make sure the instructor signs this sheet.

Standard precautions and laboratory safety

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Practice standard precautions when performing blood bank procedures			
Evaluate specimens and requisitions for acceptability upon receipt			
Follow the correct procedure for rejecting specimens according to SOP			
Check patient history files for prior blood type, antibodies, and special requirements			

Perform blood bank quality control procedures.

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Perform quality control on blood bank reagents			
Record temperatures of refrigerators, freezers, water baths, and heating blocks			
Understand the rotation of short-dated components			

Perform ABO and Rh typing

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Prepare a 5% cell suspension			
Prepare a clear sample of patient plasma			
Appropriately label tubes			
Proper operation of centrifuge, serofuge and cell washer			
Perform ABO & Rh typing			
Correctly grade degrees of hemolysis, agglutination or another method			

Perform weak D typing			
Recognize ABO discrepancies			
Perform saline replacement for rouleaux			
Complete required documentation of test results			

Perform antibody screens and antibody identification using panel cells and abiding by the rule out technique.

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Accurately interprets screening cell reactions			
Perform and interpret an antibody panel (single and multiple antibodies)			
Perform and interpret an enzyme panel			
Understand the use of enhancement reagents and prewarming techniques			
Understands the 'rule of 3'			
Recognizes how to identify IgM and IgG antibodies			

Antigen typing of patients and/or donor units

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Understands when antigen typing of patient red cells would be performed			
Selects the appropriate antisera for antigen typing			
Runs QC when antigen typing patients and/or donor units			
Successfully antigen types patient red cells and/or donor red cells			

Select donor units and perform compatibility testing.

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Selects appropriate donor units for crossmatch (type-specific or type compatible blood)			
Performs IS and full AHG crossmatch procedures			
Correctly interprets reactions to determine unit compatibility with patient sample			
Perform antigen typing of donor units			
Understand the protocol for issuing blood products			
Understand how to perform a post-transfusion investigation			

Appropriately store patient samples after testing			
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Perform DAT testing and an elution study.

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Performs & interprets a DAT			
Performs & interprets an elution procedure			

Understand the selection and criteria for transfusion component therapies: packed RBC, fresh frozen plasma, platelets, WBCs, Immunoglobulin, and cryoprecipitate.

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Storage temperatures of each of the blood components			
Modification of blood components using a sterile connecting device			
Pediatric red cell transfusions (platelets, Pedi red cell units, FFP, exchange transfusions)			
Understands criteria for release of platelets			
Understands the process for pooling platelets			
Selects and thaws appropriate FFP for patient			
Understands proper temperature for storing products after thawing (FFP and cryo)			
Understands criteria for releasing cryoprecipitate			

Perform testing on maternal and cord blood and develop knowledge of the proper indications for the use of Rh Immune Globulin.

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Performs and interprets DAT testing on cord blood			
Performs and interprets maternal/prenatal workup			
Understands criteria for selection of neonate blood products			
Performs and interprets HDFN testing			
Perform and interpret fetal screen test			
Perform and interpret Kleihauer-Betke test			
Understand the use of Rh Immune Globulin			
Assigns Rh Immune Globulin to those patients for which an injection is indicated			

Student _____

Instructor _____

Date checklist completed _____

Community College of Philadelphia Medical Laboratory Technician Program
Student's Clinical Rotations Sign-in Sheet

Student's Name: _____

Clinical Site: _____ Department: _Chemistry

#	date	time in	initials	time out	initials
1					
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13					
14					
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16					

Number of call out: ____ Dates and reasons for call outs: _____

Supervisor's Approval: (name and signature) _____

COMMUNITY COLLEGE OF PHILADELPHIA MEDICAL LABORATORY TECHNICIAN PROGRAM
EVALUATION OF CLINICAL PERFORMANCE AND PROFESSIONALISM - MLT 295

STUDENT _____ CLINICAL SITE _____

DEPT: Clinical Chemistry Urinalysis included in the department? Yes/No SEMESTER: _____

Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value
A+	98-100	B+	90-92	C+	81-82	D+	71-74
A	95-97	B	87-89	C	78-80	D	68-70
A-	93-94	B-	83-86	C-	75-77	D-	65-67
						F	<65

Instructions to Evaluator: Please indicate, by assigning a **numerical grade**, the level of competence at which the student performed in each category while on rotation in your laboratory.

	Skill Set	Numeric Value
Professionalism	Follows dress code (CCP scrubs, sneakers/clogs, ID)	
	Consistently arrive in the lab at the assigned time at the beginning of the shift and after breaks.	
	Actively listens and asks appropriate questions. Displays interest and an eagerness to learn	
	Initiative and resourcefulness (helping the department)	
	Perform all assigned tasks willingly (enthusiasm)	
	Communicates in a professional manner and works well with other employees.	
	Degree of confidence	
	Accepts criticism constructively and shows effort to improve.	
Performance	Follows OSHA safety guidelines and standard precautions as per laboratory protocol (lab safety, PPE)	
	Complies with lab standards of patient confidentiality of all laboratory results	
	Ability to follow oral/written directions	
	Use and care of equipment: Consistently resupplies and cleans up the areas that he or she worked in (instruments, workbench tops, etc.)	
	Given appropriate reagents and supplies, the student will be able to select what is needed for each test procedure he or she is performing	
	Quality of work (accuracy in testing)	
	Completes assignments in an established time frame with minimal supervision	
	Progress at the end of the rotation	

GENERAL COMMENTS:

SUPERVISOR'S NAME: _____

SUPERVISOR'S SIGNATURE _____ DATE: _____

SIGNATURE OF STUDENT _____ DATE: _____

To be filled out by the CCP faculty:

Required documentation for the grade calculation:

6. Discipline-Specific Competencies **GRADE:** _____
7. Evaluation of clinical performance and professionalism **GRADE:** _____
8. DEPARTMENT SPECIFIC SKILLS CHECKLIST – Completed all or at least 80% of all tests required on the Student Skills Checklist (a separate document): **COMPLETE/INCOMPLETE**
9. Orientation form: **COMPLETE/INCOMPLETE**
10. Attendance sheet (minimum 12 days attendance): **COMPLETE/INCOMPLETE**

A grade of incomplete will be recorded unless ALL practicum documentation is turned in at the completion of the practicum.

TOTAL GRADE FOR THE ROTATION: _____

SIGNATURE OF CCP EDUCATION

COORDINATOR: _____ DATE: _____

Community College of Philadelphia - MLT 295 Discipline Specific Competencies: Chemistry Rotation

STUDENT _____ CLINICAL SITE _____

Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value
A+	98-100	B+	90-92	C+	81-82	D+	71-74
A	95-97	B	87-89	C	78-80	D	68-70
A-	93-94	B-	83-86	C-	75-77	D-	65-67
						F	<65

Instructions to Evaluator: Please indicate, by assigning a **numerical grade**, the level of competence at which the student performed in each category while on rotation in your laboratory.

Discipline Specific Competencies Under minimal supervision, the student was able to:	Date Performed/ Observed/ Discussed
Specimen evaluation, sample preparation for processing, understanding of criteria for accepting and rejecting patient samples	
Reviews instrument components, principles of operation, and limitations for those instruments to which they are assigned	
Perform preventative maintenance procedures on those instruments to which they are assigned	
Performs basic chemistry panels: CMP, BMP, Lipid panel, liver panel, etc. on a multiple channel analyzer Analyzers used _____	
Performs therapeutic drug assays Analyzers used _____	
Performs special assays which may include: hepatitis testing, thyroid studies, titers for Rubella, Varicella etc. Tests performed _____ Analyzers used _____	
Perform manual methods (list assays): _____	
Follows quality control protocol: assays and reviews controls, recognizes unacceptable results and takes appropriate action.	
Recognize abnormal test results/ identify abnormal results from test procedures performed, and suggest additional tests	
Recognize panic values (policy on critical lab results)	
After completing the assigned procedure, explains the clinical significance of his or her findings	
Other testing not yet indicated (please specify): _____	

GENERAL COMMENTS:

SUPERVISOR'S NAME: _____

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

SIGNATURE OF STUDENT: _____ **DATE:** _____

A total grade will be calculated by a CCP clinical coordinator:

MLT 295 Discipline Specific Competencies - 50% of the grade for the rotation.

MLT 295 Evaluation of clinical performance and professionalism - 50% of the grade for the rotation.

DEPARTMENT SPECIFIC SKILLS CHECKLIST – Completed all or at least 80% of all tests required on the Student Skills Checklist (a separate document): COMPLETE/INCOMPLETE

Community College of Philadelphia - MLT 295 Chemistry Rotation Skill Checklist

STUDENT _____ CLINICAL SITE _____

INSTRUCTIONS: Students and Instructors, please date and sign off on skills that the student has successfully completed. Please write N/A if the test is not performed at your laboratory. It is the responsibility of the student to make sure the instructor signs this sheet.

Standard Precautions and Laboratory Safety

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Follows standard precautions safety protocol when performing chemistry procedures			

Quality Control

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Perform daily maintenance on a chemistry analyzer			
Accurately prepare standard, controls, and reagents			
Observe an instrument calibration			
Perform quality control on a sample run			
Follow protocol when QC is out of range			
Properly record corrective action			

Instrumentation and LIS Interfacing

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Identify the various parts of a chemistry analyzer			
Assist in the instrument set up			
Properly load specimens on the instrument			
Run patient samples			
Understand the protocol for a Stat test			
Understand the protocol for diluting specimens			
Interpret flag messages and delta checks			
Understand the criteria for accepting and rejecting test results			
Understand the protocol for abnormal or critical values			
Properly store patient specimens			
Observe an instrument shut down			

Understand some of the basic principles of troubleshooting on a chemistry analyzer			
Observe the interfacing between an analyzer and LIS			

Workload Organization, Specimen Evaluation, Sample Preparation for Processing

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Identify the proper time to collect various specimens which are sent to the laboratory (timed specimens)			
Check specimen label, vacutainer and test order for accuracy			
Understand the criteria for accepting and rejecting patient samples (hemolysis, lipemia, icteric, short sample, etc.)			
Prepare specimens for analysis on an instrument (centrifuging, aliquoting)			

Routine and Special Chemistry Assays

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Protein electrophoresis			
Blood gases			
Osmometer			
Drug screens			
Other: _____			

Normal Reference Ranges, Critical Values, Chemistry Profiles

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Determine normal ranges for chemistry assays			
Recognize critical values and clinical implications for the patient			
List common profiles run on chemistry analyzers			

Lab Math, Dilutions, Knowledge of the Formulas Used

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Performs dilutions and/or reconstitutes reagents			
Formulas used in LIS (ex. Creatinine clearance, GFR, Anion gap, etc)			

Student _____

Instructor _____

Date checklist completed _____

Community College of Philadelphia Medical Laboratory Technician Program Student's Clinical Rotations Sign-in Sheet

Student's Name: _____

Clinical Site: _____ Department: _ Hematology

#	date	time in	initials	time out	initials
1					
2					
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12					
13					
14					
15					
16					

Number of call out: ____ Dates and reasons for call outs: _____

Supervisor's Approval: (name and signature) _____

COMMUNITY COLLEGE OF PHILADELPHIA MEDICAL LABORATORY TECHNICIAN PROGRAM

Evaluation of Clinical Performance and Professionalism - MLT 295

STUDENT _____ CLINICAL SITE _____

DEPT: *Hematology and Coagulation*

Urinalysis included in the department? Yes/No Body Fluids? Yes/No SEMESTER: _____

Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value
A+	98-100	B+	90-92	C+	81-82	D+	71-74
A	95-97	B	87-89	C	78-80	D	68-70
A-	93-94	B-	83-86	C-	75-77	D-	65-67
						F	<65

Instructions to Evaluator: Please indicate, by assigning a **numerical grade**, the level of competence at which the student performed in each category while on rotation in your laboratory.

	Skill Set	Numeric Value
Professionalism	Follows dress code (CCP scrubs, sneakers/clogs, ID)	
	Consistently arrive in the lab at the assigned time at the beginning of the shift and after breaks.	
	Actively listens and asks appropriate questions. Displays interest and an eagerness to learn	
	Initiative and resourcefulness (helping the department)	
	Perform all assigned tasks willingly (enthusiasm)	
	Communicates in a professional manner and works well with other employees.	
	Degree of confidence	
	Accepts criticism constructively and shows effort to improve.	
Performance	Follows OSHA safety guidelines and standard precautions as per laboratory protocol (lab safety, PPE)	
	Complies with lab standards of patient confidentiality of all laboratory results	
	Ability to follow oral/written directions	
	Use and care of equipment: Consistently resupplies and cleans up the areas that he or she worked in (instruments, workbench tops, etc.)	
	Given appropriate reagents and supplies, the student will be able to select what is needed for each test procedure he or she is performing	
	Quality of work (accuracy in testing)	

Completes assignments in an established time frame with minimal supervision	
Progress at the end of the rotation	

GENERAL COMMENTS:

SUPERVISOR'S NAME: _____

SUPERVISOR'S SIGNATURE _____ DATE: _____

SIGNATURE OF STUDENT _____ DATE: _____

To be filled out by the CCP faculty:

Required documentation for the grade calculation:

1. Discipline-Specific Competencies **GRADE:** _____
2. Evaluation of clinical performance and professionalism **GRADE:** _____
3. DEPARTMENT SPECIFIC SKILLS CHECKLIST – Completed all or at least 80% of all tests required on the Student Skills Checklist (a separate document): **COMPLETE/INCOMPLETE**
4. Orientation form: **COMPLETE/INCOMPLETE**
5. Attendance sheet (minimum 12 days attendance): **COMPLETE/INCOMPLETE**

A grade of incomplete will be recorded unless ALL practicum documentation is turned in at the completion of the practicum.

TOTAL GRADE FOR THE ROTATION: _____

SIGNATURE OF CCP EDUCATION

COORDINATOR: _____ DATE: _____

Community College of Philadelphia - MLT 295 Discipline Specific Competencies: Hematology/Coagulation Rotation

STUDENT _____ CLINICAL SITE _____

Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value
A+	98-100	B+	90-92	C+	81-82	D+	71-74
A	95-97	B	87-89	C	78-80	D	68-70
A-	93-94	B-	83-86	C-	75-77	D-	65-67
						F	<65

Instructions to Evaluator: Please indicate, by assigning a **numerical grade**, the level of competence at which the student performed in each category while on rotation in your laboratory.

Body Fluid Analysis included in the department? Yes / No

Discipline Specific Competencies Under minimal supervision, the student was able to:	Date Performed/ Observed/ Discussed
Evaluate and prepare specimens for processing, understand the criteria for accepting and rejecting patient samples.	
Reviews instrument components, principles of operation, and limitations for those instruments to which they are assigned.	
Observes and practices daily set up and maintenance for the hematology analyzer. Recognize instrument problems. Instrument Used _____	
Runs routine specimens through the multiparameter hematology instrument. Instrument Used _____	
Prepares and stains blood smears as per laboratory protocol. Knows criteria for the manual slide review and referral for the pathology review. If instrument used, specify _____	
Perform Differential with abnormal RBC and platelet morphology (minimum of 5). **Minimum of 90% Accuracy Required**	
Perform Differential with immature WBC (minimum of 5) **Minimum of 80% Accuracy Required**	
Perform Differential on Leukemic Patient (minimum of 5) **Minimum of 80% Accuracy Required**	
Performs manual tests such as Sed. Rates and sickle screens. Tests performed _____	
Perform Microscopic Exam on various Body Fluids (if it is part of Hematology dept.)	
Performs PT and APPT per laboratory protocol on instruments available. Instrument used _____	

Observes and practices special Coagulation procedures. Tests performed _____	
Follows quality control protocol: assays and reviews controls, recognizes unacceptable results and takes appropriate action.	
Recognize abnormal test results/ identify abnormal results from test procedures performed, and suggest additional tests.	
Recognize panic values (policy on critical lab results)	
After completing the assigned procedure, explains the clinical significance of his or her findings.	
Other testing not yet indicated (please specify): _____	

GENERAL COMMENTS:

SUPERVISOR'S NAME: _____

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

SIGNATURE OF STUDENT: _____ **DATE:** _____

A total grade will be calculated by a CCP clinical coordinator:

MLT 295 Discipline Specific Competencies - 50% of the grade for the rotation.

MLT 295 Evaluation of clinical performance and professionalism - 50% of the grade for the rotation.

DEPARTMENT SPECIFIC SKILLS CHECKLIST – Completed all or at least 80% of all tests required on the Student Skills

Checklist (a separate document): COMPLETE / INCOMPLETE

Community College of Philadelphia- MLT 295 Hematology and Coagulation Rotation Skill Checklist

STUDENT _____ CLINICAL SITE _____

INSTRUCTIONS: Students and Instructors, please date and sign off on skills that the student has successfully completed. Please write N/A if the test is not performed at your laboratory. It is the responsibility of the student to make sure the instructor signs this sheet.

Standard Precautions and Laboratory Safety

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Follows standard precaution and safety protocol when performing hematology/coagulation procedures			

Organizes, Processes and Handles Patient Specimens Properly

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Checks for a correct label on a patient sample			
Understands criteria for specimen rejection (hemolysis, lipemia, clots, short sample)			
Evaluates specimen requisition/order for acceptability			
Proper use of pipettes			
Performs dilutions of reagents and patient specimens when required			
Accesses daily worklists to organize specimens			
Understands prioritizing stat tests			

Hematology Instrument Start-up, Operation, Workload Processing, and Basic Troubleshooting

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Understand instrument calibration and run standards if required			
Assists with the instrument set up			
Properly loads specimens on the instrument			
Program and run controls			
Follow protocol if QC is out of range			
Program and run Patient samples			
Program a sample dilution			

Correctly interpret CBC results			
Understand the clinical significance of abnormal RBC indices results			
Correctly interpret histograms			
Understand flag notations			
Understand the criteria for making a manual blood smear			
Understands the criteria for accepting or validating a test result			
Recognize abnormal values and perform follow up procedure if required			
Recognize cold agglutinin or lipemic specimen by using RBC indices (rule of 3, MCHC), performs a special procedure on the specimen (warming/ plasma replacement).			
Recognize clotted specimen and checks for platelet clumps based on low platelet count			
Recognize critical values and Call results			
Perform instrument shut down and waste removal			
Understand basic instrument troubleshooting			

Prepare Stain and Evaluate Blood Smears

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Prepare an acceptable feathered edge smear manually			
Properly operate slide stainer/slide maker			
Identify the following RBC morphologies: Hypochromia, Polychromasia, Anisocytosis: Macrocytes, Microcytes, Poikilocytosis: Spherocytes, Target cells, Ovalocytes, etc., Rouleaux formation			
Correlate MCV and smear appearance			
Identify the following RBC inclusions: Basophilic stippling, Howell Jolly Bodies, Hgb Crystals, Malaria and Babesia			
Recognize and count nRBCs			
Recognize and count Retics (if applicable)			
Identify the following WBCs: Neutrophils (normal and dysplastic), Bands, Toxic granulation/vacuoles, Hypersegmentation, Myelocytes, Metamyelocytes, Blasts, Lymphocytes, Reactive lymphocytes, Plasma cells, Monocytes, Eosinophils, Basophils, Smudge cells. Dohle bodies in Neutrophils			
Understand the term 'shift to the left'			
Perform normal and abnormal differentials			
Perform a manual platelet count or platelet estimation			
Identify giant cells, platelet clumps, and satelliting			

Compare platelet count with platelet smear estimates			
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Body Fluids (if Available)

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Perform manual body fluid cell count on the specimen or QC			
Proper operation of cytopsin for manual diff on body fluids			
Perform manual body fluid differential on the specimen or QC			
Recognize common cells found in body fluids besides blood cells			

Special Hematology Procedures

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Perform: Fetal cell screen			
Perform: Sickle cell test			
Perform: Erythrocyte Sedimentation Rate (ESR)			
Other: Ex. Platelets. Function tests			

Coagulation Studies

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Identify adequate specimens for coagulation testing			
Assist in the setup and operation of the coagulation instrument			
Run and interpret QC			
Run patient Samples			
Recognize abnormal and critical values			
Assist in reporting coagulation test results			
Understand the clinical significance of abnormal values for the PT, INR, PTT, Fibrinogen, FDP, D dimer (Pls. circle tests)			
Observe special coag.testing			

Student _____

Instructor _____

Date checklist completed _____

Community College of Philadelphia - MLT 295 Urinalysis / Body Fluids

STUDENT _____ CLINICAL SITE _____

Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value
A+	98-100	B+	90-92	C+	81-82	D+	71-74
A	95-97	B	87-89	C	78-80	D	68-70
A-	93-94	B-	83-86	C-	75-77	D-	65-67
						F	<65

Instructions to Evaluator: Please indicate, by assigning a **numerical grade**, the level of competence at which the student performed in each category while on rotation in your laboratory.

Body Fluid Analysis included in the department? Yes / No

Discipline Specific Competencies Under minimal supervision, the student was able to:	Date Performed/ Observed/ Discussed
Evaluate and prepare specimens for processing, understand criteria for accepting and rejecting patient samples	
Reviews instrument components, principles of operation, and limitations for those instruments to which they are assigned	
Perform preventative maintenance procedures on those instruments to which they are assigned	
Perform manual/automated macroscopic routine urinalysis Instrument used: _____	
Perform Urinalysis with cellular elements (minimum of 2) ** Minimum of 85% Accuracy Required **	
Perform Urinalysis with crystals (minimum of 2) **Minimum of 85% Accuracy Required**	
Perform Urinalysis with casts (minimum of 2) **Minimum of 85% Accuracy Required**	
Perform Urinalysis with abnormal microscopic results (minimum of 2) **Minimum of 85% Accuracy Required**	
Perform appropriate confirmatory procedures on selected urine specimens as per laboratory protocol	
Perform Microscopic Exam on various Body Fluids. Specify: _____	
Follows quality control protocol: assays and reviews controls, recognizes unacceptable results and takes appropriate action.	
Recognize abnormal test results/ identify abnormal results from test procedures performed, and suggest additional tests	
Recognize panic values (policy on critical lab results)	
After completing the assigned procedure, explains the clinical significance of his or her findings.	

Performs manual testing (HCG, occult blood). Specify: _____	
Other testing not yet indicated (please specify): _____	

GENERAL COMMENTS:

SUPERVISOR'S NAME: _____

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

SIGNATURE OF STUDENT: _____ **DATE:** _____

A total grade will be calculated by a CCP clinical coordinator:
 MLT 295 Discipline Specific Competencies - 100% of the grade for the rotation.
 DEPARTMENT SPECIFIC SKILLS CHECKLIST – Completed all or at least 80% of all tests required on the Student Skills Checklist (a separate document): COMPLETE / INCOMPLETE

Community College of Philadelphia - MLT 295 Urinalysis / Body Fluids Rotation Skill Checklist

STUDENT _____ CLINICAL SITE _____

INSTRUCTIONS: Students and Instructors, please date and sign off on skills that the student has successfully completed. Please write N/A if the test is not performed at your laboratory. It is the responsibility of the student to make sure the instructor signs this sheet.

Standard Precautions and Laboratory Safety

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Mix specimen			
Measure aliquot for test ordered			
Correctly centrifuge the sample			
Accurately transfer a sediment to slide			

Instrument Performance Records

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Check reagent storage requirements and expiration date			
Perform and record preventive maintenance and quality control on urinalysis instruments			
Follow the SOP for performing an automated urinalysis			
Troubleshoot and record corrective measures for any instrumentation problems			

Perform a Macroscopic Examination of Urine Specimen

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Observe and record color, odor, transparency and abnormalities of urine			
Perform qualitative or semi-qualitative chemical tests by manual or automated methods. Record results.			
Be knowledgeable of tests limitations and common interfering substances			
Identify specimens that require confirmatory testing			

Perform a Microscopic Examination of Urine Specimen

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Prepare specimen for sediment analysis – centrifuge, aliquot, transfer to slide. Or perform analysis on the automated analyzer (ex. Iris microscopy module).			
Focus and scan preparation using a bright field microscope			
Identify formed elements in sediment (Blood cells, casts, crystals, microorganisms, etc)			
Properly count and enumerate formed elements according to SOP			
Correlate macroscopic & microscopic results			

Perform Manual Tests

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Urine Osmo			
Urine for Eosinophils			
Occult blood test			
Urine/serum HCG			

Interpretation and Reporting of Results

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Check all patient results for accuracy			
Identify any contradictory results (macroscopic vs. microscopic)			
Repeat a test when necessary			
Correlate laboratory data with normal/abnormal physiological conditions of common disease states			

Body Fluids (Manual and/or Automatic Analysis)

If Body Fluids are performed in this department:

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Perform manual body fluid cell count on the specimen or QC			
Proper operation of cytopsin for manual diff on body fluids			
Perform manual body fluid differential on the specimen or QC			
Recognize common cells found in body fluids besides blood cells			

Student _____

Instructor _____

Date checklist completed _____

Community College of Philadelphia Medical Laboratory Technician Program Student's Clinical Rotations Sign-in Sheet

Student's Name: _____

Clinical Site: _____ Department: _ Microbiology

#	date	time in	initials	time out	initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Number of call out: ___ Dates and reasons for call outs: _____

Supervisor's Approval: (name and signature) _____

COMMUNITY COLLEGE OF PHILADELPHIA MEDICAL LABORATORY TECHNICIAN PROGRAM

Evaluation of Clinical Performance and Professionalism - MLT 295

STUDENT _____ CLINICAL SITE _____

DEPT: *Microbiology*

AFB included in the department? Yes/No

SEMESTER: _____

Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value	Letter Grade	Numeric Value
A+	98-100	B+	90-92	C+	81-82	D+	71-74
A	95-97	B	87-89	C	78-80	D	68-70
A-	93-94	B-	83-86	C-	75-77	D-	65-67
						F	<65

Instructions to Evaluator: Please indicate, by assigning a **numerical grade**, the level of competence at which the student performed in each category while on rotation in your laboratory.

	Skill Set	Numeric Value
Professionalism	Follows dress code (CCP scrubs, sneakers/clogs, ID)	
	Consistently arrive in the lab at the assigned time at the beginning of the shift and after breaks.	
	Actively listens and asks appropriate questions. Displays interest and an eagerness to learn	
	Initiative and resourcefulness (helping the department)	
	Perform all assigned tasks willingly (enthusiasm)	
	Communicates in a professional manner and works well with other employees.	
	Degree of confidence	
	Accepts criticism constructively and shows effort to improve.	
Performance	Follows OSHA safety guidelines and standard precautions as per laboratory protocol (lab safety, PPE)	
	Complies with lab standards of patient confidentiality of all laboratory results	
	Ability to follow oral/written directions	
	Use and care of equipment: Consistently resupplies and cleans up the areas that he or she worked in (instruments, workbench tops, etc.)	
	Given appropriate reagents and supplies, the student will be able to select what is needed for each test procedure he or she is performing	
	Quality of work (accuracy in testing)	
	Completes assignments in an established time frame with minimal supervision	

Progress at the end of the rotation	
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GENERAL COMMENTS:

SUPERVISOR'S NAME: _____

SUPERVISOR'S SIGNATURE _____ DATE: _____

SIGNATURE OF STUDENT _____ DATE: _____

To be filled out by the CCP faculty:

Required documentation for the grade calculation:

- 1. Discipline-Specific Competencies **GRADE:** _____
- 2. Evaluation of clinical performance and professionalism **GRADE:** _____
- 3. DEPARTMENT SPECIFIC SKILLS CHECKLIST – Completed all or at least 80% of all tests required on the Student Skills Checklist (a separate document): **COMPLETE/INCOMPLETE**
- 4. Orientation form: **COMPLETE/INCOMPLETE**
- 5. Attendance sheet (minimum 12 days attendance): **COMPLETE/INCOMPLETE**

A grade of incomplete will be recorded unless ALL practicum documentation is turned in at the completion of the practicum.

TOTAL GRADE FOR THE ROTATION: _____

SIGNATURE OF CCP EDUCATION

COORDINATOR: _____ DATE: _____

Community College of Philadelphia - MLT 295 Microbiology

Rotation Skill Checklist

STUDENT _____ CLINICAL SITE _____

INSTRUCTIONS: Students and Instructors, please date and sign off on skills that the student has successfully completed. Please write N/A if the test is not performed at your laboratory. It is the responsibility of the student to make sure the instructor signs this sheet.

Standard Precautions and Laboratory Safety

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Follows standard and safety precaution protocol when performing microbiology procedures			

Receiving Specimens Into the Microbiology Department

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Checks for specimen integrity: label, proper container, volume, transport conditions, time of collection			

Perform a Macroscopic Examination of Urine Specimen

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Distribute specimens to the proper areas for testing			
Prioritize specimens for processing			
Selection of proper media for bacterial cultures			
Proper labeling of media			
Proper technique for quantitative and semiquantitative plate streaking			
Select correct incubation conditions for cultures			
Load blood culture bottles into the incubator			

Gram Stains

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Proper application of specimen to glass smear; heat fix			
Perform Gram stain procedure on direct smears from a variety of specimens			

Evaluate sputum Gram stains for acceptability			
Perform a Gram stain from a positive blood culture bottle			
Perform a Gram stain from a plate smear			

Bacterial Cultures

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Determine gram stain characteristics of colonies based on growth from primary and selective agar			
Distinguish between alpha, beta and gamma hemolysis on BAP			
Recognize Alpha Strep, S. pneumo, Beta Strep and Enterococcus spp.			
Perform a Strep latex test on a Beta hemolytic Strep			
Use a wet mount to distinguish between Staph and Yeast colonies			
Differentiate between S aureus and CoNS using rabbit plasma and/or latex agglutination			
Distinguish between lactose and non-lactose fermenting GNRs			
Identify H ₂ S producers on differential media			
Observe tests for Salmonella and/or Shigella serotyping			
Recognize Pseudomonas and Proteus spp. on primary media			
Observe specialized media used for the isolation of Yersinia enterocolitica			
Observe media/tests used to isolate and identify E Coli O157: H7			
Observe the techniques used to isolate and identify Campylobacter spp.			
Determine the amount of growth in a culture both quantitatively and semiquantitatively			
Begin to differentiate between normal flora and pathogens growing in a variety of cultures			
Practice isolating and subculturing colonies			

Biochemical Testing

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Perform QC on the following conventional biochemical tests: Catalase, Coagulase, Microdase, PYR, P Disk, Oxidase, Indole			
Set up a commercial biochemical test strip on a pathogen (API and/or Rapid Panel) and interpret results			
Set up an automated bacterial identification test (Microscan, Vitek or Phoenix) and interpret results			

Understand manual tests used to identify resistant organisms (MRSA, VRE, CRE)			
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Anaerobes, Unusual bacteria, Actinomycetes, and Acid-fast bacilli

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Perform manual susceptibility tests: KB and E test			
Set up an automated susceptibility test and interpret results			
Perform manual beta-lactamase test			
Understand automated testing used to identify resistant bacteria (MRSA, VRE, CRE, and MDRs)			

Molecular Diagnostics

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Observe hybridization probe techniques, PCR and/or microarray assays			

Antimicrobial Susceptibility Testing

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Set up an anaerobic culture			
Perform an aerotolerance test			
Set up a Rapid ANA			
Perform C diff testing			
Observe methods used for the identification of Chlamydia			
Perform an RPR, VDRL, and FTA for detection of syphilis			
Perform a modified acid-fast test on an Actinomycete			
Observe the processing of specimens for AFB cultures			
Perform acid-fast stains (Kinyoun and Fluorescence)			
Observe test methods used to identify AFB			
Describe the follow-up procedure when M tuberculosis is isolated			

Observe Procedures Used to Identify Fungus, Parasites, and Viruses

Skill	Date Performed/ Observed/ Discussed	Student's Initials	Instructor's Initials
Recognize the correct media and incubation conditions for fungal cultures			

Observe techniques used for the identification of yeasts and molds			
Recognize media/tests used for the isolation and identification of <i>Cryptococcus neoformans</i>			
Interpret a positive and negative Germ Tube Test			
Perform a touch prep procedure			
Perform a slide culture for the growth of fungal elements			
Observe methods for the identification of parasites			
Observed methods used for virus detection in clinical specimens			

Student _____

Instructor _____

Date checklist completed _____