

**Community College of Philadelphia MLT 102 Clinical Practice Summer 2019
Orientation form.**

NAME OF THE STUDENT: _____

Contact info. Cell phone: _____ **e-mail:** _____

Lab name: _____ **Circle: OP area or Floors?**

Activity	Students initials	Supervisor's/ coordinator initials	date
Initial orientation in the lab (location of the all lab departments, cafeteria, lunchroom, where to put your personal items)			
Safety (fire exits, alert code system, security phone number, what to do with the combative patient, BBP exposure policy)			
PPE necessary while inside of the lab for CCP students: scrubs, lab coat (optional), gloves, student's ID, fluid resistant non-slippery shoes, long hair – tide int the back			
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 via Remind Me app.			

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/trainer			

I, _____ (student of the Phlebotomy 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 for the student:

Security#	
Main lab number#	
Phone # for callouts with a voicemail	
OP area #	
Section supervisor#	
Other:	

Save these numbers into your cell phone.

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