

STUDENT POLICIES

SCHOOL OF MEDICAL LABORATORY SCIENCE

DESCRIPTION AND HISTORY

(9/06, 3/07, 6/08, 1/09, 5/09, 6/10)

Parkview Medical Center is a private, non-profit organization operated under a license from the State of Colorado. Parkview was founded in 1923. We currently have 321 patient beds and 30 beds for the treatment of drugs and alcohol abuse. Parkview Medical Center is accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). The hospital is located at:

400 West 16th Street

Pueblo, CO 81003

The laboratory is located on the ground floor in the west wing of the main hospital building.

The School of Medical Technology received approval from the AMA to start the training program on September 26, 1966. Parkview School of Medical Laboratory Science is accredited by NAACLS (National Accrediting Agency for Clinical Laboratory Science, 8410 West Bryn Mawr Ave., Suite 670 Chicago, and IL. 60631-3415 Telephone 773.714.8880)



FACULTY

Medical Director of School of MLS	Stuart Marsh, M.D.
Medical Director of Laboratory	Stuart G. Marsh, M.D.
Associate Pathologist	Benjamin Ropp, M.D.
Associate Pathologist	Paul McCarthy, M.D.
Program Director	Carl Swithers, MBA, MLS (ASCP)
Laboratory Administrative Director	Carl Swithers, MBA, MLS (ASCP)
Blood Bank Supervisor	Brenda Hughes MLS (ASCP), SBB
CoreLab Supervisor	Ann Phelps BS, MLS (ASCP)
Microbiology Supervisor	Lana Fairbanks BS, MLS (ASCP), SM
Lab Clinical Support Coordinator	Stacey Salmans BS, MLS (ASCP)
Point of Care Coordinator	Barbara Phillips BS, MLS (ASCP)
LIS Coordinator	Barbara Phillips BS, MLS (ASCP)
Clinical Laboratory Educator	Jennifer Mead BS, MLS (ASCP) ^{CM}

MEDICAL LABORATORY SCIENCE ADVISORS

Colorado State University of Pueblo	Helen and Dan Caprioglio
	Beth Huff

DIRECTORY OF IMPORTANT PHONE NUMBERS

584-4429	Jennifer Mead, Clinical Laboratory Educator
584-4430	Carl Swithers, Laboratory & Program Director
584-4432	Chemistry Department
584-4431	Hematology Department
584-4439	Urinalysis Department
584-4408	Blood Bank
584-4438	Microbiology
584-4440	Drawing Room

PROGRAM STRUCTURE

(6/10)

The program is 51 weeks long. Students begin the year with 1 week of Orientation. Following orientation, students complete their first rotation through the following departments:

Chemistry: 7 weeks
Hematology: 5 weeks
Urinalysis: 3 weeks
Microbiology: 7 weeks
Blood Bank: 5 weeks

The order that a student progresses through each department varies. A schedule of the rotation order for each student is developed at the beginning of the year, but is subject to change. Once a student has progressed through all 5 areas, the student completes a second rotation in each department:

Chemistry: 6 weeks
Hematology: 4 weeks
Microbiology: 6 weeks (including 1 week of molecular testing)
Blood Bank: 3 weeks

The program concludes with 2 weeks of review in all subjects.

In addition to practical work in these departments, students receive weekly units of instruction on subjects pertinent to the theory for that department. Each week, the student is given a set of objectives, reading assignment, and homework assignment over a particular subject. An exam is then given to the student over the material in the objectives for that week. The exam may also contain review information from previous weeks' objectives and/or math.

In order for the student to obtain a better understanding of the theory for various departmental topics, lectures are also given throughout the course of the clinical year. The material covered in lecture may not match the material that the student is covering in their departmental weekly objectives.

HOURS

(6/10)

Student's hours will vary (5:00-1:30, 6:00 – 2:30, 6:00 – 3:30, and 7:00-3:30) depending on the department. Students generally work in their assigned department in the morning and receive lectures in the afternoon, although this varies. Students are expected to complete check-offs in phlebotomy. During phlebotomy check-offs, students are expected to arrive at 5am in order to practice drawing patients. Students may commence with normal rotation hours when check-offs are complete.

BREAKS

(6/10)

Students are allowed a 30-minute coffee break in the morning. Students are allowed 30 minutes for lunch. Failure to follow departmental policies regarding work schedule, breaks, or lunch periods can result in disciplinary action (see policy below). Students must return to their assigned department after the 30 minute lunch unless lecture immediately follows lunch. Students failing to follow this policy may be docked 5% on his/her Friday exam score.

PUNCTUALITY

(6/10)

Students are expected to be punctual. If a student is more than 10 minutes late in the morning, 5 to 10% may be docked from their Friday exam score. If a student anticipates he/she is going to be late 20 minutes or more, he/she **MUST** notify the department where he/she is working. (584-4405 – ask to be transferred to the appropriate department).

POLICIES ON VACATION, SICK LEAVE AND ABSENCES

(6/10)

1. Holidays and Vacations
 - A. Students are scheduled off the following holidays:
 1. Memorial Day
 2. Labor Day
 3. Thanksgiving (Includes Thursday and Friday)
 - B. Students have two weeks vacation - one week at Christmas that includes New Years (Dec 24 – Jan 1, 2012) and one week in the spring (March 31 – April 8, 2012).
2. Sick Leave and Absences
 - A. **When a student is unable to attend school, the student must notify the Clinical Laboratory Educator (584-4429). The student must also notify the personnel in the department that they are working in BEFORE 7 a.m. (584-4405 Lab).**
 - B. The student is allowed to miss five days during the clinical year. Any time lost exceeding these five days must be made up.
 - C. If the student is off sick for three or more consecutive days, he/she must have a signed excuse from his/her physician to return to class. If the student is absent for more than 2 consecutive days in one week, the student may need to make up that entire week in order to fulfill the objectives (at the discretion of the department).

- D. Whenever the student is absent, it is the student's responsibility to make arrangements with his/her instructor to make up all theoretical and practical work that was missed.
 - E. In special cases, students may make arrangements to have time off. Arrangements to make up the time must be made with the Department Supervisor and the Clinical Laboratory Educator.
3. Funeral Leave
- A. For a death in the immediate family, a student is allowed up to three days leave. Immediate family is defined as your spouse, parents, children, brothers, sisters and grandparents. Students may need to make up the time in order to complete their objectives (at the discretion of the department).
4. Make-Up Time
- A. Make up time must be approved by both the Program Director and the Department Supervisor.
 - B. If a student needs to make-up 5 or more days in a department, the student will be scheduled to make-up the time at the end of the year. This will prolong the student's clinical year.
 - C. If a student needs to make-up 1 to 4 days in a department, the student may choose to work weekends (permission must be obtained from the department supervisor), vacation days, or at the end of the year, which will prolong the student's clinical year.
 - D. Any time lost must be made up before the student will receive his/her certificate and approval to take the certifying boards.

EXPENSES

(6/10)

1. No tuition is charged by the hospital. 3+1 students are required to pay tuition at the university (Check with University MT Advisor or Web Site for cost per credit hour).
2. Housing, uniforms, transportation, and health insurance must be provided by the student. Students are required to have health insurance.
3. Certification Exam Fees – fees are determined by the ASCP and may change. \$210.00 for ASCP Board of Certification Examination is due in May (non-refundable).

4. Books: Students are required to purchase textbooks. The price of books is usually between \$500 and \$700. If a student drops out of the program, there is no refund on books. Other books included in the reading assignments may be checked out from the department or laboratory library. Please return books as soon as you have finished using them.
5. Meals are not provided for the students, but students can purchase meals in the cafeteria at employee prices. The student must be wearing their nametag in order to receive the employee discount. The hospital cafeteria is open 6:30 A.M. to 6:30 P.M.
6. Students are required to have Healthcare Provider CPR certification. This certification is to be obtained through a hospital provided course, immediately prior or during orientation week. Students will be charged an instruction fee, currently \$30 per student. This fee is determined by the CPR instructor, and is therefore subject to change.

LABORATORY DRESS GUIDELINES

(5/11, 9/11)

Careful grooming, neat appearance, and good habits of personal hygiene symbolize for patients, visitors, and employees a high degree of professionalism and responsible work standards. In addition to being courteous and efficient, it is important that students contribute positively to our public image. Proper dress is essential in conveying this image.

1. All students will wear scrub tops and scrub pants. Per hospital policy, students are not allowed to wear a T-shirt (even a Parkview T-shirt) in place of a scrub top. Parkview Medical Center follows a “Color by “Discipline” dress code. In compliance with this dress code, students may not wear matching tops and bottoms that are black, royal blue, caribbean blue, midnight blue, or ceil blue. (These colors indicate that the employee is an RN, CNA, Environmental Services worker, Respiratory Therapist, or Surgery employee.) Students may wear the colors stated above as long as the scrub top and scrub pants are not a solid matching version of these colors. Prints are of course allowed. Students are responsible for laundering their own uniforms. For more information, see the program director.
2. The hospital provides lab coats that are worn when working in the laboratory. These coats will be laundered by the hospital.
3. Shoes: Appearance, safety, and quietness are the main considerations. Shoes are to be clean and in good repair. Sandals and clogs are not permitted.
4. Excessive jewelry shall not be worn. Dangling earrings or dangling necklaces are not recommended.
5. Hair shall be clean and neatly groomed. For safety, long hair shall be pulled back or worn up. Beards are acceptable if they are clean and neatly trimmed.

6. Cosmetics and perfume: No cologne, perfume, or scented lotions are permitted.
7. I.D.: All students are required to wear nametags.
8. Because of the increased number of scientific reports linking higher numbers of microorganisms and fungi cultured from the fingertips of personnel wearing artificial nails, artificial nails will not be worn by laboratory personnel. Natural nails should be kept clean and short (no more than ¼ inch past the tip of the finger). Natural nails may not be pierced. If polish is worn it cannot be chipped, cracked or peeling because this increases the bacterial count on the nail.

SAFETY

(6/10)

The laboratory worker is the potential victim of injuries, illness and death stemming from a variety of sources. Since our main duties entail the testing of biological specimens from sick patients, disease represents the greatest single hazard to the worker. It is imperative that the student be aware of these hazards and takes all precautions necessary to prevent injury to self and others.

1. Each student shall comply with all of the hospital and laboratory safety policies (Orientation Manual).
2. During orientation week, students will attend the laboratory safety program.
3. Each time a student starts a new department, he/she is expected to become familiar with the safety equipment and chemicals (MSDS) used in that department (covered in department orientation).
4. Food and Beverages:
Eating and drinking in specimen handling areas is the prime vector of disease among laboratory personnel. Food and beverages shall be taken to the appropriate eating areas for consumption. Food and beverages brought to the laboratory should be stored in the refrigerator in the student classroom. Other refrigerators found in the laboratory are to be used for specimen and reagent storage only.

INJURIES

(6/09)

Since Medical Technology involves the use of potentially injurious agents, injuries may occur. In case of injury, the student will immediately notify his/her supervising technologist and Program Director. The student will be taken to the Employee Health Nurse or to the Emergency Room for medical care. The Employee Health Nurse and student will fill out the accident report.

PRISON INMATES

(6/10)

Students will not be allowed to have contact with inmates. Students may not perform phlebotomy on inmates or watch procedures (such as bone marrow taps) on inmates.

INVASIVE PROCEDURES

(6/10)

A student must notify the program director if they accompany a medical technologist to watch a bone marrow tap or other invasive procedure (excluding phlebotomy). If possible, the student should notify the program director before the procedure occurs.

SMOKING

(6/10)

The Parkview campus is a smoking-free facility. Smoking is prohibited in all buildings at Parkview Medical Center, and in all areas outside the buildings that qualify as Parkview property. If a student wishes to smoke, he/she must leave Parkview property to do so.

CONFIDENTIAL INFORMATION

(6/10)

No information is more confidential than that contained in a medical record. You, as a hospital student, have the same obligation as the employees to maintain this confidentiality. Facts about the patient that are pertinent to his/her care may be relayed only to those concerned with the treatment program. Such matters should not be discussed within hearing distance of the patient unless it can be stated in his/her presence.

Laboratory personnel are not allowed to give laboratory results to the patient. Patients can obtain laboratory results from Medical Records by signing a release.

COMPUTER CONFIDENTIALITY

(6/10)

(IT Policy)

Students will have access to Meditech (Hospital Computer System) and **must** understand:

1. State and Federal laws protect confidentiality of medical information.
2. It is a **FELONY** to disclose health information to another person without authorization.
3. The penalties for the basic offense include a fine up to \$50,000 and/or **PRISON** up

to five years.

4. Parkview can, and does check who accesses what records on the Meditech system.
5. Parkview will take disciplinary action, up to and including discharge, for breach of confidentiality.

You may access patient and/or employee information **ONLY AS NECESSARY TO CARRY OUT HOSPITAL BUSINESS OR PATIENT CARE.**

DO NOT: Look up patient information unless you need it to perform your work tasks.

DO NOT: “Cruise” Meditech for any reason.

DO NOT: Look up your own or family members’ medical information (NO, you cannot look up even your own without a written request submitted to Medical Records.)

Patient/Employee confidentiality must be protected at all times!!

STUDENT’S SERVICE WORK POLICY

(11/99, 6/10)

It is the philosophy of our program that our teaching environment should be structured to allow the student to develop confidence in service work over time. In the beginning, a student should practice service work under strict supervision. As the student progresses, he/she should be given less and less supervision as competency increases. This is meant to foster the student’s sense of independence and confidence to better the student’s eventual progression into the profession. We do not believe a student should replace a technologist.

1. In the beginning when the student is learning a test or instrument, the student will be under strict supervision. All tests performed by the student will be strictly supervised.
2. As the student progresses and becomes more competent, the student will be allowed to perform tests or run instruments with less and less immediate supervision.
3. A student will only be allowed to perform a test without supervision after he/she has been checked off on the procedure. A technologist, however, will always be present in the area when students are performing patient work.
4. The teaching technologist must verify all patient work performed by a student. The technologist is responsible for all of the work performed. The amount of supervision required by each student will vary; therefore, it is the decision of the teaching technologist as to the amount of supervision that is required.

5. Students will not be asked to do any service work outside of regularly scheduled hours.

METHODS OF EVALUATION

(6/10)

1. Final grades are calculated from Friday written exams, homework assignments, practical exams, practical work, lecture quizzes and other lecture grades. The weight of each of the above categories on the final grade will vary per department. (See Introduction Sheet of Each Department Packet). A final grade is calculated for each of the following areas:
- A. Clinical Chemistry
 - B. Urinalysis
 - C. Serology
 - D. Hematology
 - E. Coagulation
 - F. Microbiology
 - G. Immunohematology
 - H. Introduction to Lab Education, Management, and Statistics

Final grades are assigned a letter according to the following scale:

<u>% Correct</u>	<u>Letter Grade</u>
92-100	A
82-91	B
72-81	C
71 and below	Failing

2. Friday Written Exams and Homework Assignments

Each week, the student is given a set of objectives, reading assignment, and homework assignment over a particular subject. An exam is then given to the student over the material in the objectives for that week.

- A. Homework Assignments: Homework assignments will include case studies, math problems, study questions, etc. Students' homework is due Wednesday morning. Homework turned in after 8:00 a.m. on Thursday will be docked five points.
- B. Friday written exams: Students will take their tests at 2:00 p.m. on Fridays. On rare occasions, students may receive permission to take their test on Monday. Tests taken after Monday will be docked 5 points. During some of the weeks, the material is broken up so that more than 1 written exam is administered over that subject. For

instance, mycology is covered over 2 weeks with 3 written exams over the course of two weeks.

3. Practical Work and Practical Exams

- A. Practical work will include laboratory assignments, checklists, unknowns and student evaluations. At the end of each rotation, the teaching technologist(s) will complete a student evaluation.
- B. Practical exams will be given in most departments. The number of practicals given will vary per department. The student must demonstrate to the supervising technologist the ability to perform the tests in the department at entry-level competency.

4. Lecture Material

Lectures are given on various subjects throughout the course of the clinical year. The material covered in lecture may not match the material that the student is covering in their department weekly objectives.

- A. Lecture quizzes will be given on the next lecture day. (Lecture on Monday, quiz on Tuesday; lecture on Tuesday, quiz on Wednesday) If a student flunks a lecture quiz or misses the quiz, the student can submit a one-page summary of the material.
- B. Lecture exams: Periodically, lecture exams will be given that cover material from a given group of lecture objectives.
- C. Students may also be assigned grades based on participation in wet workshops provided by various faculty throughout the year.
- D. Research project: Students will be required to complete a research project.

5. Minimum Passing Scores

The student must make at least a 72% on all written weekly tests and practical exams. Any exams with a grade of less than 72% must be retaken. The grade given will be the average of the two tests. If a grade of less than 72% is received on the repeat exam, a conference will be held with the Program Director to determine what remedial action must be taken.

PROBATION AND DISMISSAL FROM THE PROGRAM

(6/10)

An unsatisfactory rating in technical performance, on examinations, or in attitude may cause the student to be placed on probation. Failure to improve in any of the unsatisfactory areas will be cause for dismissal from the program. (See Disciplinary Procedure for Probation).

A. **EXAMINATIONS**

Students must make at least a 72% average on all department examinations. Students who achieve less than 72% on any single examination must retake the examination within 2 weeks. Failure to achieve at least a 72% on three examinations during a 6-month period may result in the student being placed on academic probation. Failure to achieve at least a 72% on an examination during academic probation may result in the dismissal of the student from the program.

B. **PRACTICAL PERFORMANCE**

The student must demonstrate to the supervising technologists the ability to perform the tests in the department at minimal performance levels (as defined in department checklist and/or objectives). If the student cannot perform the tests after the training period and adequate practice time, the student will be counseled by the Department Supervisor and Program Director and placed on probation. If the student is unable to perform the tests at minimal performance level by the end of the probation period, the student will be dismissed from the program. If a student reaches the end of their second rotation in a department and the Department Supervisor deems that the student cannot perform at the minimum performance level in a given area, the Department Supervisor may allow the student to progress on to their next department but require the student to complete additional departmental work at the end of the clinical year in order to meet the minimum performance level. Students that cannot perform at the minimum performance level in all categories will not be permitted to graduate.

C. **UNACCEPTABLE ATTITUDES**

The following can lead to immediate dismissal from the program:

1. If the student is caught cheating on examinations or falsifying lab results.
2. Using threatening or abusive language toward a patient, physician, employee, or fellow student.
3. Student refuses to follow instructions given by a supervisor or others in authority.
4. Breach of patient confidentiality.
5. Theft or misappropriation of hospital property.

6. Deliberate or careless damage to hospital property.
7. Possession of or under the influence of alcohol or drugs.

The following can result in disciplinary action (Verbal warning, written warning, and then dismissal):

1. Excessive unexcused absenteeism or tardiness, or misuse of sick leave will result in counseling by the Program Director and if continued will result in the dismissal from the program.
2. Inefficient or careless performances of duties, including failure to maintain proper standards of patient care.
3. Smoking on hospital grounds.
4. Violation of lab or hospital fire/safety regulations.
5. Failure to follow departmental policies regarding work schedule, breaks, or lunch periods.
6. Failure to follow the appropriate standards of conduct.

DISCIPLINARY PROCEDURE FOR PROBATION

(6/10)

In order to achieve high quality of patient care, it is necessary to observe standards of conduct and performance. A student's failure to conform to standards results in counseling and disciplinary procedure. The primary purpose of this procedure is to correct unacceptable behavior or level of performance. If the student's improvement is not perceived to be sufficient to meet standards, the student may be dismissed from the program.

PROCEDURE:

1. A three-step disciplinary process is used in most instances, depending on the severity of the issue:
 - A. Counseling and verbal warning that competency and/or behavior must be improved. The Program Director and supervisor (technical competence) discuss the problem with the student. The Program Director keeps notes of the date and subject of the discussion as a memory aid. No formal documentation is required.

- B. If the student's competency or behavior does not improve, the student is given a written warning and placed on probation.
 - 1. When the Program Director is considering a written warning, the Lab Director will be consulted. V.P./Human Resources may be consulted at the discretion of the Lab Director before it is discussed with the student.
 - A. The Laboratory Director may call a supervisors' meeting to discuss the problem if she/he deems it appropriate.
 - 2. The student will have a meeting with the Program Director and the department supervisor if it concerns technical competence. Terms of the probation will be discussed. The written warning is given to the student and the student signs the document to show that it was received. The original copy becomes part of the student's file and the student is given a photocopy.
 - 3. Because total performance is considered, if the student is on probation for one type of problem, and another type of problem occurs, it is not necessary to start the process from the beginning.
 - C. If sufficient change does not take place, the student may be dismissed from the program.
2. There can be no specific guide as a substitute for the judgment of the supervisor who evaluates the severity of an individual problem. The perceived severity of the disciplinary problem may dictate bypassing the verbal or written warning/probation. The process may be abbreviated after consulting with the VP/Human Resources and a review of the situation. When a serious problem is identified, the Lab Director and Program Director may send the student home. The student may not return to class until an investigation is completed. If the student is dismissed, the effective date of discharge is the date she/he was dismissed from school.

ACADEMIC AND NON-ACADEMIC GRIEVANCE PROCEDURES (4/00, 5/05, 6/10)

- I. Problems arising in the department shall first be discussed with the Department Supervisor. If the student and Department Supervisor cannot resolve the grievance, the student can proceed to Step B.

If the grievance does not directly involve a specific department, the student shall start at Step B.

- A. Each student has the basic responsibility of defining the question or problem and offering solutions, and has the right to a response. Problems are solved and questions answered at this stage in most cases.
- B. The second step of the Problem Resolution Procedure is a formally documented discussion with the Program Director.
 - 1. It is the student's responsibility to state all of the facts clearly so that the Program Director understands the problem.
 - 2. The Program Director may take up to five working days to respond. This allows time to gather further information.
- C. If the Program Director's response does not settle the matter to the student's satisfaction or if the student does not receive a response in the allotted time, the student may outline his/her problem or question in writing along with proposed solutions and present them to the Department Director.
 - 1. The student should present all of the facts and clearly describe the proposed solution.
 - 2. The Department Director will respond in writing within five working days.
 - 3. It is the student's responsibility to clearly state all of the facts so that the Lab Director understands the problem. The grievance will also describe the proposed solution.
- D. The role of the V.P./Human Resources of Personnel is that of a facilitator in this process. The student may go to personnel to discuss the issue and use the V.P./Human Resources as a sounding board. The V.P./Human Resources is also available to assist the student in putting the issue in writing. The V.P./Human Resources may also work with the Department Director in forming the response. Personnel will be a resource to all concerned.
- E. Should the complaint still remain unresolved, the student may request that the Medical Director review his/her written request and the Department Director's written response. A meeting shall be scheduled which is to include the student, the Program Director, the Department Director, and the Medical Director.

Any time the Problem Resolution Process reaches this level of meeting with the Medical Director, all documentation relating to the process is placed in the student's file, unless otherwise agreed upon by all parties involved.

- F. Should the complaint still remain unresolved the student may request that the V.P./Human Resources review his/her written request. A meeting shall be scheduled which shall include all parties involved in the previous step. The decision of the of V.P./Human Resources is final.
- II. This Problem Resolution Process is the formal way in which problems are resolved. Proper procedure will not have been followed unless the procedures described here have been strictly followed.
- III. Discrimination and alleged sexual harassment is exempt from the Problem Resolution Process and is reported directly to the V.P./Human Resources.

STUDENT WITHDRAWAL POLICY

(6/10)

When a student decides to withdraw from the program, he/she shall submit in writing a letter stating the reason(s) why she/he is withdrawing from the program. The student should schedule a meeting with the Program Director to discuss the withdrawal at the time the letter is submitted.

- 1. No refunds will be given on books that have been purchased.
- 2. 3 + 1 Student: On notification of the withdrawal, the Program Director will immediately notify the student's University.
 - A. When the student is considering withdrawal from the Program, the student is advised to consult his/her University advisor.
 - B. If the student has paid tuition to his/her University, the student should consult the University's catalogue for tuition refund policies.

ADVANCED PLACEMENT

(6/10)

Students with previous training and/or experience may proceed through the departments at an accelerated rate.

- A. Clinical Rotations
The student will be scheduled in the department for the first rotation. The student will go through an orientation of the department – interfacing with our hospital computer system, safety requirements, etc. After the student becomes familiar with the department, the student will be given the option of checking out on any instruments or procedures with which he/she is familiar. To be completely checked out on an instrument, the student must demonstrate the ability to calibrate, operate, and perform QC, preventive

maintenance and basic trouble shooting. The department supervisor or teaching technologist will observe the student and decide on the level of competency. The student will then be taught at that level. If the student can perform at entry-level competencies, he/she will be considered checked off on the instrument/procedure.

B. Theory

The student will be given the objectives and homework for each week. If the student is familiar with the information in the objectives, the student has the option to take the tests without doing the required coursework.

C. When the student has met all the competencies in the department, the student has the option to work on projects, advanced procedures, or proceed to another department. When the student has completed all the written tests and has met all competencies, the student will be considered finished and awarded her/his certificate.

Policy for Employment of Medical Technologist Intern

(1/07)

If the laboratory is able to hire a student to work as a paid Medical Technologist Intern, it is understood by the student and staff that:

1. Applying for the position is strictly optional and in no way will affect the student's status.
2. The hours the student works will only be outside the student hours.
3. The student may resign from paid employment at any time and it will have no affect on the student's status in the medical technology program.
4. If the student's schoolwork is affected by working, the program director will ask the student to stop working or cut back on hours.

If a position becomes available, all students will be told of the position(s). They will also be informed that the position is posted on the Medical Center Employment Web Site and how to apply if anyone is interested. All students applying will go through Parkview Medical Center's employment process.

When a Medical Technologist Intern is hired the student will only be allowed to perform certain tests. The MT Intern will be required to sign "Allowable Testing Agreement" which lists the tests that a MT Intern is allowed to perform. All staff working with the intern will be given a copy of the Allowable Testing List.

ENTRY LEVEL COMPETENCIES

(4/00, 5/03, 12/05)

In order to pass each section of the laboratory, the student must be able to meet the following competencies. By the end of the second rotation, students must be able to:

Instruments/Tests

1. Evaluate the acceptability of the specimen as to volume, type of specimen, time collected, and labeling.
2. Perform tests and QC according to department protocol with little or no supervision.
3. Perform patient tests and QC in a timely manner; results are available when needed; appropriate attention given to STATS.
4. Recognize parameters that render the results not reportable; initiate corrective steps that will provide the most accurate test results.
 - A. Recognize abnormal results; identify the cause as technical error, methodological limitations, instrument problem, sample problem, or patient's condition.
 - B. Recognize critical values and handle them according to department protocol.
5. Demonstrate the ability to perform needed maintenance and basic trouble-shooting of instruments.
6. Correlate abnormal test results to disease states or condition. Correlate theory to lab work.
7. Recognize the interdependency of test results in all areas of the laboratory.

General

1. Apply acceptable standard precautions in the use of laboratory equipment, instruments, and the handling of clinical samples.
2. Follow National Patient Safety Goals concerning patient identification and communication.
3. Follow the laboratory's and institution's policies and procedures regarding safety, disasters, handling of hazardous materials, and chain-of-custody.
4. React in emergency and stressful situations in a professional and organized manner.
5. Communicate with other healthcare professionals. Function as a team player.
6. Interface with the laboratory/hospital computer system and comply with HIPPA regulations.
7. Show integrity concerning patients' tests and results.
8. Demonstrate professionalism by continued career development.

