

MEDICAL LABORATORY TECHNICIAN PROGRAM

PRECEPTOR HANDBOOK



WDTC Mission

Western Dakota Technical College prepares students to be highly-skilled professional through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

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Dear Industry Partners,

Thank you for your contribution to the Western Dakota Technical College Medical Laboratory Technician (MLT) Program. Your confidence in the school and your willingness to serve as a preceptor in the program for our students is very much appreciated. The clinical experience that you provide is a vital component of the program, and we very much appreciate your time and effort.

Western Dakota Technical College (WDTC) is committed to providing high-quality Medical Laboratory Technician education to strengthen the healthcare team. WDTC's Medical Laboratory Technician program educates and trains students for positions in hospitals, medical clinics, physician offices, public health facilities and blood centers as well as veterinary, industrial and environmental laboratories.

WDTC offers an associate of applied science degree in Medical Laboratory Technician. The four-semester diploma option provides basic clinical laboratory science education and includes a one-semester clinical practicum which prepares students for the workforce.

The field internship preceptor handbook has been designed to assist you in the planning and orientation process as a preceptor. It also contains reference information on objectives and competencies and forms that you will be completing throughout the approximately 16-week rotation.

The MLT Program's clinical rotations will began January 2018 and continue every Spring Semester following. Two documents must be completed prior to students being assigned to your facility:

1. A participation/affiliation agreement between your facility and WDTC (pgs. 46-48)
2. A Medical Laboratory Clinical Site information form (pgs. 49-50)

The completed forms can be faxed, e-mailed, or mailed to:

Jodi Kor
Medical Laboratory Technician Program Director
800 Mickelson Drive
Rapid City, SD 57703
jodi.kor@wdt.edu
Fax: 605-718-2570

Once the interview selection process is complete, students will be notified of their assignment and site contact information. The student is responsible to make contact with the assigned facility preceptor. Student schedules are set based upon the availability of the clinical site and the required number of weeks/hours in each section.

Clinical Rotation Information

Each student will have a Trajecsyst account that will contain the necessary information on orientations, skills and competencies, time records, and evaluations. Students will log into Trajecsyst at least daily to document their clinical training. MLT 275 Clinical Course Syllabi, Liability Insurance Documentation, Trajecsyst WDTC Clinical Preceptor User's Guide, MLT Preceptor Manual, and Student Trajecsyst Instructions can all be found in the Document Section in the Trajecsyst System.

In the event Trajecsyst is unavailable, back up forms, time sheets, skill requirements, and evaluations are available in this document.

1. Orientation Check List during the first day or two of each rotation (pg. 45)
2. Attendance time sheets for each student (pgs. 46)
3. Objectives for each section (pgs., 8-19)
4. Evaluation for each section - Contact the Program Director if the event Trajecsyst cannot be accessed.
5. Completed skills documentation form (20-27)

In addition to these, the student will complete a student information sheet so you will be able to contact them outside of Clinical rotation time if needed. This form is to be left at the laboratory and is for you to use as you see fit.

Preceptor feedback of student's progress with the student at least weekly is requested. A weekly evaluation/feedback form will be assigned by the MLT Program Director in the Trajecsys Program. Section evaluations must be performed by the preceptor at the end of each section of the student's clinical rotation. Evaluations will be scheduled by the MLT Program Director. The evaluation link specific to your practice type will be emailed to you three days prior to the student's completion of their rotation. If the assigned evaluation is not complete by the due date, the preceptors will receive an email on a daily basis, until the evaluation is complete.

This evaluation will contribute heavily to the student's grade so please ensure that it is completed promptly at the end of the student's rotation. It is very helpful if you go over your evaluation with the student, explaining any issues so that they can use it as a learning opportunity.

As a reminder, students must complete all clinical hours for graduation and therefore must NOT be paid by the laboratory for this experience. Each student must complete a total of 4 weeks in Chemistry, 4 weeks in Hematology/Coagulation (including Urinalysis and Body Fluids or may be performed during Chemistry rotation), 3 weeks in Microbiology (including Serology) and 3 weeks in Transfusion Medicine.

You can expect the students to begin contacting you approximately 1-2 months prior to the Clinical start date, if they have not already, to complete the onboarding requirements, ensure that they understand the dress code, and specific site requirements before they begin their rotations.

I will be doing site visits and site evaluations at each clinical location prior to the students' rotations, and I will touch base with the students and preceptors.

We look forward to your participation in the education of the students. If at any time you have questions or concerns, I encourage you to contact me at 605-718-2939 (office) or 605-390-6131 (cell), or via e-mail (Jodi.kor@wdt.edu).

Thank you once again for your commitment to this educational program.

All the best,



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WDTC Mission Statement

Western Dakota Technical College prepares students to be highly-skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

Medical Laboratory Technician Program Goal & Mission Statement

The goal of the Medical Laboratory Technician Program at WDTC is to educate and train students by providing the necessary theory and skills required to graduate from the program. It is the mission of the Medical Laboratory Technician Program that upon successful completion of the didactic coursework and clinical rotations, students will be expected to successfully demonstrate entry-level competencies as a MLT professional in the workforce.

Medical Laboratory Technician Programmatic Accreditation

The Medical Laboratory Technician Program at Western Dakota Technical College is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Programs that participate in the NAACLS programmatic accreditation culminate in an associate degree or higher upon completion. Participation in accreditation is voluntary since there is no legal requirement for specialized programs and institutions to participate. However, there are factors that make accreditation valuable. It is the intention and commitment of the MLT Program at Western Dakota Tech to maintain NAACLS accreditation. NAACLS can be reached at 5600 N. River Rd. Suite 720, Rosemont, IL 60018 or phone (773-714-8880) and fax (773-714-8886). Email: naacsl@mcs.net Webpage: www.naacsl.org

Medical Laboratory Technician Clinical Hour Requirements

The Medical Laboratory Technician clinical rotation is held in the fourth semester of this Associate of Applied Science degree program. During that semester, students must document a minimum of 14 weeks (approximately 40 hours/week) at his/her clinical site. Although hours are important, the criteria for completion of the clinical rotation is based on a comprehensive review of each of the major areas of clinical laboratory science. Students will be expected to complete 4 weeks in Chemistry/Processing, 4 weeks in Hematology/Hemostasis/UA, 3 weeks in Microbiology and 3 weeks in Transfusion Medicine. Rotations and will be coordinated with each clinical site's education coordinator.

Medical Laboratory Technician Core Curriculum

Introduction to the Clinical Practicum: Guide & Policies

The four-semester associate of applied science degree in Medical Laboratory Technician includes a one semester, approximately 14-week clinical practicum. The clinical practicum will only be available to the MLT student upon successful completion of all MLT courses (please refer to course catalog for complete listing of required courses) and will be available in the Spring Semester. The clinical practicum is essential to fulfill the objectives of the curriculum and provides the student with practical experience necessary to complete their schooling as a medical laboratory technician. The students will have been exposed to several of the laboratory instruments and analyzers (i.e. Chemistry, Hematology and Coagulation, Urinalysis, Blood Banking tube and gel methodology, Microbiology culture identification and sensitivity analysis using Bactec and Microscan instrumentation.) They will be prepared to continue their laboratory learning through the clinical practicum experience.

The clinical practicum will be organized between the MLT Program Director and associated affiliated medical laboratory. The student may be required to travel out of the Rapid City area and possibly out of South Dakota for their clinical practicum experience. The affiliated laboratory will work with the Program Director to set the student's schedule. The student will not be paid for the time spent in their clinical rotation, no exceptions. The student will be supervised at all times by certified personnel in the affiliated laboratory.

Emphasis will be placed upon the student's performance of laboratory test procedures in the following disciplines:

- **Clinical Chemistry/Lab Processing (4 weeks)**
- **Hematology/Coagulation (3 weeks)**
- **Urinalysis/Body Fluids (1 week)**
- **Immunoematology (Blood Bank) (3 weeks)**
- **Microbiology/Serology (3 weeks)**

Each rotation will include specific guidelines made available to the clinical affiliation site by the Program Director. The student will be expected to be able to accurately and efficiently perform laboratory procedures by the end of each rotation. It is the expectation that the student will have a clear understanding of the relation between the principles presented in the classroom to the testing being performed in the laboratory.

Introduction to the Clinical Practicum: General Goals

During the student's clinical practicum rotation, general goals are provided to enhance the student's learning experience. These goals are in supplement to the mission and goals of the Medical Laboratory Technology Program at Western Dakota Tech. They are provided to both increase the student's and the instructor's understanding of what the clinical practicum experience should provide:

- Follow safety guidelines and practice universal precautions at all times
- Develop ethical professionalism in the healthcare setting
- Learn to work as a team unit with others in both the laboratory and entire healthcare system
- Gain respect and empathy for patients, coworkers and members of the healthcare team
- Demonstrate professionalism by adhering to attendance, time management and organization
- Follow quality control and quality assurance at all times
- Demonstrate willingness to learn laboratory information systems if required by the clinical affiliate site
- Organize a typical daily workload in each department
- Recognize and correct performance errors
- Increase technical learning and expertise in each rotation
- Accept instruction, constructive criticism and offer suggestions for improvement
- Complete all activities, assignments and testing required for each rotation
- Pursue additional learning materials and references in clinical laboratory science
- Meet all requirements set forth by Western Dakota Tech's MLT Program's curriculum
- Demonstrate a level of competency by the completion of each rotation to be ready for employment as an entry level medical laboratory technologist

Western Dakota Technical College

Medical Laboratory Technician Program

Objectives for Clinical Practicum: Clinical Chemistry

The student will be able to accurately perform the following laboratory techniques. At all times, the student will adhere to safety guidelines, use proper laboratory techniques and adhere to all policies and procedures.

1. Obtain blood specimens and receive body fluids for chemistry analysis
2. Use quality control practices to assure proper quality assurance is being performed
3. Demonstrate how to perform chemistry analysis using the available chemistry profiles and instrumentation available at each site
4. Discuss options for send out testing if instrumentation is not available at clinical site
5. Demonstrate correct operation of each chemistry analyzer, including immunoassay instrumentation
6. Perform necessary quality control, calibration and preventative maintenance on instrumentation used in chemistry department
7. Recall the principle of methodology for each analyte tested
8. Recall the reportable units for each analyte tested
9. Recall reference ranges of each analyte tested
10. Recognize normal and abnormal results of each analyte tested
11. Recognize erroneous results (i.e. effect of hemolysis, lipidemia interference, ect)
12. Identify instrument and technical errors; apply problem-solving skills to correct
13. Correlate laboratory results to disease states

While the following list is not inclusive, the student should be exposed to the observance of the following tests while in the Clinical Chemistry rotation. If possible, and under the direct supervision of certified laboratory staff, the student should perform as much testing as possible.

1. Electrolytes (Na⁺, K⁺, CL⁻)
2. Glucose, Glucose Tolerance Test, Hgb A1c
3. Carbon Dioxide (CO₂)
4. Calcium
5. Total Serum Protein
6. Serum Albumin, Microalbumin
7. Blood Urea Nitrogen (BUN)
8. Creatinine, Creatinine Clearance
9. Bilirubin
10. Blood Gases
11. Aspartate Aminotransferase (AST/SGOT)
12. Alanine Aminotransferase (ALT/SGPT)
13. Liver Enzymes
14. Uric Acid
15. Iron, Total Iron-Binding Capacity, Transferrin
16. Free T4, Total T4, Total T3
17. Phosphorus
18. Magnesium
19. Cholesterol
20. Triglyceride

21. Low-Density Lipoprotein Cholesterol (LDL)
22. High-Density Lipoprotein Cholesterol (HDL)
23. Amylase
24. Lipase
25. Troponin I, Troponin T
26. Creatine Kinase
27. C-Reactive Protein
28. Lactate Dehydrogenase
29. Gamma-Glutamyl Transferase
30. Ammonia
31. Ethanol
32. Prostate Specific Antigen (PSA)
33. Thyroid Stimulating Hormone (TSH), Hormone analysis
34. Beta Human Chorionic Gonadotropin (β HCG)
35. Therapeutic Drug Monitoring
36. Endocrine Analysis
37. Serum & Urine Osmolality
38. Drugs of Abuse

Any exposure or observation of additional testing (not included above) performed in the Clinical Chemistry rotation would be beneficial. While the quantity of testing performed by the student is significant, it is more important that the student understands the testing being performed, can relate the testing to the disease process and recognizes how to interpret abnormal results.

Western Dakota Technical College

Medical Laboratory Technician Program

Objectives for Clinical Practicum: Urinalysis/Body Fluids

The student will be able to accurately perform the following laboratory techniques. At all times, the student will adhere to safety guidelines, use proper laboratory techniques and adhere to all policies and procedures.

1. Receive acceptable specimens for urinalysis and body fluid analysis
2. Use quality control practices to assure proper quality assurance is being performed
3. Demonstrate correct operation of urinalysis analyzer, including proficiency in performing manual urinalysis analysis
4. Demonstrate proficiency in performing microscopic examination
5. Demonstrate proficiency in physical, chemical and microscopic urine examination
6. Perform necessary quality control, calibration and preventative maintenance on instrumentation used in urinalysis and body fluid department
7. Recall the principle of methodology for each urine analyte tested
8. Recall the reportable units for each urine analyte tested
9. Recall reference ranges of each urine analyte tested
10. Recognize normal and abnormal results of each urine analyte tested
11. Perform confirmatory urinalysis tests if needed
12. Recognize erroneous results
13. Identify instrument and technical errors; apply problem-solving skills to correct
14. Correlate laboratory results to disease states

While the following list is not inclusive, the student should be exposed to the observance of the following tests while in the Urinalysis/Body Fluid rotation. If possible, and under the direct supervision of certified laboratory staff, the student should perform as much testing as possible.

1. Perform Cerebrospinal fluid counts and any other body fluid (i.e. synovial fluid, pleural fluid, paracentesis fluid, bronch wash) analysis available (including red blood cells, white blood cells and differential of white blood cells)
2. Seminal fluid analysis and/or sperm count
3. Occult blood
4. Fecal Fat
5. Urine Reducing Substances
6. Urine HCG
7. Crystal analysis
8. Eosinophil Counts

Any exposure or observation of additional testing (not included above) performed in the Urinalysis/Body Fluid rotation would be beneficial. While the quantity of testing performed by the student is significant, it is more important that the student understands the testing being performed, can relate the testing to the disease process and recognizes how to interpret abnormal results.

Western Dakota Technical College
Medical Laboratory Technician Program
Objectives for Clinical Practicum: Hematology/Coagulation

The student will be able to accurately perform the following laboratory techniques. At all times, the student will adhere to safety guidelines, use proper laboratory techniques and adhere to all policies and procedures.

1. Obtain blood specimens hematological analysis
2. Use quality control practices to assure proper quality assurance is being performed
3. Demonstrate how to perform hematological analysis using the available automated cell counters and coagulation instrumentation available at each site
4. Discuss options for send out testing if instrumentation is not available at clinical site
5. Demonstrate correct operation of each hematology and coagulation analyzer available
6. Perform necessary quality control, calibration and preventative maintenance on instrumentation used in hematology/coagulation department
7. Recall the principle of methodology for testing being performed in the hematology/coagulation department
8. Recall the reportable units for testing performed in the hematology/coagulation department
9. Recall reference ranges for testing performed in the hematology/coagulation department
10. Recognize normal and abnormal results
11. Recognize erroneous results
12. Identify instrument and technical errors; apply problem-solving skills to correct
13. Correlate laboratory results to disease states

While the following list is not inclusive, the student should be exposed to the observance of the following tests while in the Hematology/Coagulation rotation. If possible, and under the direct supervision of certified laboratory staff, the student should perform as much testing as possible.

1. Complete Blood Count
 - a. Hemoglobin/Hematocrit
 - b. Red Blood Cell Count/White Blood Cell Count
 - c. RBC Indices, including red cell distribution width (RDW), mean corpuscular volume (MCV), mean corpuscular hemoglobin (MCH), mean corpuscular hemoglobin concentration (MCHC)
 - d. White Blood Cell Differential (strong emphasis on correct identification of normal and abnormal cells)
2. Platelet Counts
3. Reticulocyte Counts
4. Erythrocyte Sedimentation Rate
5. Prothrombin Time
6. Activated Partial Thromboplastin Time
7. D Dimer
8. Fibrinogen
9. Factor Assays
10. Activated Clotting Times
11. Bone Marrow collection and smears
12. Specialty Stains (i.e. Kleihauer Betke)
13. Flow Cytometry (if available)

Any exposure or observation of additional testing (not included above) performed in the Clinical Hematology/Coagulation rotation would be beneficial. While the quantity of testing performed by the student is significant, it is more important that the student understands the testing being performed, can relate the testing to the disease process and recognizes how to interpret abnormal results.

Western Dakota Technical College

Medical Laboratory Technician Program

Objectives for Clinical Practicum: Immunohematology

The student will be able to accurately perform the following laboratory techniques. At all times, the student will adhere to safety guidelines, use proper laboratory techniques and adhere to all policies and procedures.

1. Properly obtain blood specimens for immunohematology analysis
2. Use quality control practices to assure proper quality assurance is being performed
3. Perform necessary quality control and preventative maintenance on automated instrumentation used in immunohematology department
4. Recall the principle of methodology for testing being performed in the immunohematology department
5. Perform ABORh blood type proficiently
 - a. Rh typing to include weak D testing
 - b. Recognize any discrepancies in blood grouping
 - c. Resolve any discrepancies in blood grouping
 - d. Apply problem-solving skills to understand why discrepancies in blood grouping may occur
6. Perform direct and indirect antiglobulin technique
 - a. Perform poly DAT, IgG DAT and C3 DAT
7. Perform antibody identification (single antibody identification)
 - a. Perform enzyme/ficin technique, if available
 - b. Recognize cold-and-warm autoantibodies
8. Perform compatibility testing for crossmatched blood (IS and AHG phase)
 - a. Recognize incompatible crossmatches; apply problem-solving skills to understand why incompatibility may occur
9. Perform antigen typing, including proper quality control, if available
10. Receive and ship blood products; manage blood inventory
11. Perform fetal screen testing, including proper quality control, if available
12. Describe and prepare platelet, plasma and cryoprecipitate products, if available
13. State clinical site's procedures and processes for issuing blood and blood components
14. State clinical site's procedure and process for Rhogam administration
15. Observe a transfusion of blood component
16. Explain procedure for a transfusion reaction; perform transfusion reaction workup, if available

If the clinical site includes donor draws and testing, student should observe the medical history and physical examination of donors, observe autologous and donor directed donations, observe preparation, processing and storage of blood components, and understand all testing that is performed on blood components before it is released for transfusion. If the clinical site does not include donor draws and testing, the student should review the donor process during their transfusion medicine rotation.

While the following list is not inclusive, the student should be exposed to the observance of the following components and testing while in the Immunohematology rotation. If possible, and under the direct supervision of certified laboratory staff, the student should perform as much testing as possible.

Blood Components

1. Leukocyte Reduced Packed Red Blood Cells
2. Fresh Frozen Plasma
3. Platelets
4. Cryoprecipitate
5. Rho(D) immune globulin

Transfusion Medicine Procedures/Tests

1. ABO
2. Rh (including weak D)
3. Coombs Test (Direct- and- Indirect antiglobulin tests)
4. Crossmatch (IS and AHG)
5. Antibody Identification (perform single antibody id; discuss multiple antibody id)
6. Antigen typing
7. Enzyme/Ficin Panel
8. Transfusion reaction workup
9. Fetal screen
10. Reagent quality control
11. Discussion of cold-and-warm autoantibodies, elutions, prewarm techniques
12. Emergency blood release policy and procedure
13. Massive transfusion policy and procedure

Western Dakota Technical College

Medical Laboratory Technician Program

Objectives for Clinical Practicum: Serology

The student will be able to accurately perform the following laboratory techniques. At all times, the student will adhere to safety guidelines, use proper laboratory techniques and adhere to all policies and procedures. The Serology rotation may be included in any of the rotations (i.e. Immunohematology, Microbiology rotations) as each specific clinical site determines the students' schedule.

1. Obtain blood specimens and body fluids for serology analysis
2. Use quality control practices to assure proper quality assurance is being performed
3. Demonstrate how to perform serological analysis using the available instrumentation (kits) and methodologies available at each site
4. Discuss options for send out testing if instrumentation (kits)/methodology is not available at clinical site
5. Demonstrate correct operation of each serological instrument, if available
6. Perform necessary quality control, calibration and preventative maintenance on instrumentation, if available, used in serology department
7. Recall the principle of methodology for testing being performed in the serology department
8. Recall the reportable units for testing performed in the serology department
9. Recall reference ranges for testing performed in the serology department
10. Recognize normal and abnormal results
11. Recognize erroneous results
12. Identify instrument and technical errors; apply problem-solving skills to correct
13. Correlate laboratory results to disease states

While the following list is not inclusive, the student should be exposed to the observance of the following components and testing while in the Immunohematology rotation. If possible, and under the direct supervision of certified laboratory staff, the student should perform as much testing as possible.

Tests/Methods

1. Antinuclear Antibodies
2. HIV
3. Mononucleosis
4. Rheumatoid Factor
5. Rapid Plasma Reagin
6. Streptococcus Antibody
7. Mycoplasma Antibody
8. Helicobacter Pylori
9. Meningitis Panel
10. Cryptococcus
11. Giardia
12. Rotovirus
13. Cryptosporidium

Any exposure or observation of additional testing (not included above) performed in the Serology rotation would be beneficial. While the quantity of testing performed by the student is significant, it is more important that the student understands the testing being performed, can relate the testing to the disease process and recognizes how to interpret both normal and abnormal test results.

Western Dakota Technical College

Medical Laboratory Technician Program

Objectives for Clinical Practicum: Microbiology/Parasitology/Mycology

The student will be able to accurately perform the following laboratory techniques. At all times, the student will adhere to safety guidelines, use proper laboratory techniques and adhere to all policies and procedures.

1. Receive specimens into the Microbiology department, determine if ordered testing is suitable for the specimen received (recognize source of specimen) and prepare specimen for culture
2. Utilize sterilization techniques to set up culture for aerobic and anaerobic examination
3. Prepare appropriate media for culture ordered
4. Perform and interpret a gram stain
5. Prepare and interpret additional stains (i.e. KOH, wet prep, PAS, Nocardia, AFB)
6. Culture, identify and differentiate the following organisms:
 - a. Staphylococci
 - b. Streptococci
 - c. Enterobacteriaceae
 - d. Non-fermenting bacilli
 - e. Gram negative coccobacilli
 - f. Haemophilus
 - g. Campylobacter
 - h. Gardnerella
 - i. Neisseria
 - j. Spore forming bacilli
 - k. Candida albicans
 - l. Cryptococcus neoformans
 - m. Any other bacterium or fungus that is available for learning experience
7. Perform rapid strep antigen testing (Group A, Group B, others if available)
8. Perform urine colony count
9. Perform blood culture gram stain, identify organism using PCR (if available), perform culture identification
10. Perform MIC
11. Differentiate potential pathogens in pure and mixed cultures and be able to determine if pathogens are significant
12. Correlate identification results with patient disease
13. Recognize chlamydia and gonorrhea testing, perform testing if available
14. Recognize Clostridium difficile testing, perform testing if available
15. Recognize MRSA and VRE testing, perform testing if available
16. Understand collection of specimens for viral testing; describe requirements for transport
17. Understand collection of specimens for fungal, describe requirements for growth and transport, perform setup of fungal cultures if available
18. Perform fungal identification, if available
19. Concentrate fecal specimen for parasitic examination
20. Perform a trichrome stain for parasites
21. Identify macro-and-microscopically parasites
22. Recognize parasites common to the United States

While the following list is not inclusive, the student should be exposed to the following procedures, tests and cultures while in the Microbiology rotation. If possible, and under the direct supervision of certified laboratory staff, the student should perform as much testing as possible.

Procedures, Tests and Cultures:

1. Gram Stain
2. Cultures
 - a. Wound
 - b. Urine
 - c. Throat
 - d. Sputum (any respiratory)
 - e. Abscess
 - f. Body Fluid
 - g. Blood (blood and fungal)
 - h. Gonorrhea/Chlamydia
 - i. Anaerobic
 - j. Fecal (Salmonella and Shigella)
3. Antimicrobial Susceptibility (MIC and Kirby-Bauer)
4. Modified Acid-Fast Stain
5. Rapid Group A Streptococcus Antigen Test
6. Fecal Leukocyte Microscopic Exam
7. Yeast Workup
8. TSI/LIA Slants for Urea
9. Beta Lactamase Detection
10. EIA (enzyme immunoassay methods)
11. Bacterial Identification Systems (Microscan)
12. Blood Culture Detection (Bactec)
13. Parasitic Examination/Staining
 - a. Trichrome Stain
 - b. Formalin/Ethyl Acetate Concentration
 - c. Giesma Stain

Bacteria, Fungi and Parasites

1. Staphylococcus aureus
2. Staphylococcus epidermidis
3. Staphylococcus saprophyticus
4. Coagulase negative Staphylococcus species
5. Streptococcus
 - a. S. Pneumoniae
 - b. S. Pyogenes (Group A)
 - c. S. Agalactiae (Group B)
 - d. Other Streptococci Groups, if available
 - e. S. Viridans
 - f. Other beta hemolytic streptococci
6. Enterococcus
 - a. E. faecalis
 - b. E. faecium
7. Listeria species
8. Corynebacterium species

9. Bacillus species
10. Lactobacillus species
11. Escherichia coli
 - a. E. coli 0157:H7
12. Klebsiella species
13. Enterobacter species
14. Serratia species
15. Hafnia species
16. Proteus species
17. Providencia species
18. Morganella species
19. Edwardsiella species
20. Citrobacter species
21. Salmonella species
22. Shigella species
23. Yersinia species
24. Other Enterobacteriaceae species
25. Aeromonas species
26. Campylobacter and Campylobacter –like species
27. Vibrio species
28. Plesiomonas species
29. Pseudomonas species
30. Stenotrophomonas maltophilia
31. Acinetobacter species
32. Pasteurella multocida
33. Neisseria gonorrhoeae
34. Neisseria meningitidis
35. Moraxella catarrhalis
36. Haemophilus influenzae
37. Brucella species
38. Francisella species
39. HACEK Group
40. Legionella species
41. Bordetella
42. Gardnerella vaginalis
43. Actinomyces species
44. Bacteroides fragilis group
45. Prevotella species
46. Propionibacterium species
47. Fusobacterium species
48. Clostridium perfringens
49. Clostridium difficile
50. Candida albicans
51. Candida glabrata
52. Other yeasts, if available
53. Entamoeba histolytica
54. Entamoeba coli
55. Giardia lamblia
56. Leishmania species
57. Naegleria species

58. Acanthamoeba species
59. Trichomonas vaginalis
60. Cryptosporidium species
61. Trichuris species
62. Plasmodium species
63. Toxoplasma species
64. Pneumocystis species
65. Trichinella species
66. Trypanosoma species
67. Taenia species
68. Hymenolepis species
69. Other protozoa, helminths and cestodes, if available

**Western Dakota Technical College
Medical Laboratory Technician Program**

CHEMISTRY SKILLS:

Student Name: _____ **Facility Site:** _____

Purpose: By the end of the student's clinical rotation, the student should be able to perform career entry level tasks. This evaluation will assess the student's ability by placing guidelines for a number of assigned duties.

TASK/MINIMUM	NUMBER PERFORMED	COMMENTS	CLINICAL FACILITY INSTUCTOR INITIALS
ANALYZER:			
Daily Maintenance (2- Required)			
Monitor and record QC-(5 required)			
Basic problem solving of instrument or samples (5- required)			
Perform Calibration-(2 required)			
Evaluate Results (25 patients required)			
Routine Assay (required 100)			
Urine Creatinine Clearance			
SPECIMEN PROCESSING:			
Appropriately distributed (25 required)			
Able to recognize acceptable specimen (25 required)			
Accurately follow procedures			
Make precise dilution where necessary (5 required)			
Creatinine Clearance (Required -1)			

****Please do as many of the above tasks as you can depending on the range of testing for the clinical facility in which you are assigned. Please document ALL testing performed.****

**Western Dakota Tech
Medical Laboratory Technician Program**

URINALYSIS SKILLS:

Student Name: _____ **Facility Site:** _____

Purpose: By the end of the student's clinical rotation, the student should be able to perform career entry level tasks. This evaluation will assess the student's ability by placing guidelines for a number of assigned duties.

TASK/ MINIMUM	NUMBER PERFORMED	COMMENTS	CLINICAL FACILITY INSTRUCTOR INITIALS
Automated Clinitest (20 required)			
Microscopic exam (10 required)			
Acetest (If available)			
Pregnancy Test (5 required)			
Cast Identification (1)			
Crystal Identification (1)			
Stool Occult Blood / 5			

****Please do as many of the above tasks as you can depending on the range of testing for the clinical facility in which you are assigned Please document ALL testing performed.****

**Western Dakota Technical College
Medical Laboratory Technician Program**

BODY FLUID CHECK LIST:

Student Name: _____ **Facility Site:** _____

Purpose: By the end of the student’s clinical rotation, the student should be able to perform career entry level tasks. This evaluation will assess the student’s ability by placing guidelines for a number of assigned duties.

TASK / MINIMUM	NUMBER PERFORMED	COMMENTS	CLINICAL FACILITY INSTRUCTOR INITIALS
Spinal Fluid Cell Counts			
Spinal Fluid Differential			
Synovial Fluid Cell Count			
Synovial Fluid Differential			
Pleural Fluid Cell Count			
Pleural Fluid Differential			
Seminal Fluid Exam			
Other Fluids (Specify)			

****Please do as many of the above tasks as you can depending on the range of testing for the clinical facility in which you are assigned Please document ALL testing performed.****

**Western Dakota Technical College
Medical Laboratory Technician Program**

HEMATOLOGY CHECK LIST:

Student Name: _____ **Facility Site:** _____

Purpose: By the end of the student’s clinical rotation, the student should be able to perform career entry level tasks. This evaluation will assess the student’s ability by placing guidelines for a number of assigned duties.

TASK / MINIMUM	NUMBER PERFORMED	COMMENTS	CLINICAL FACILITY INSTRUCTOR INITIALS
Daily QC (5 required)			
Daily Maintenance (5 required)			
Automated CBC (50 required)			
Manual Hematocrit (1)			
Manual Differentials (35 required) (25 normal & 10 abnormal)			
Sed. Rate (5 Required)			

****Please do as many of the above tasks as you can depending on the range of testing for the clinical facility in which you are assigned Please document ALL testing performed.****

**Western Dakota Technical College
Medical Laboratory Technician Program**

COAGULATION CHECK LIST:

Student Name: _____ **Facility Site:** _____

Purpose: By the end of the student’s clinical rotation, the student should be able to perform career entry level tasks. This evaluation will assess the student’s ability by placing guidelines for a number of assigned duties.

TASK / MINIMUM	NUMBER PERFORMED	COMMENTS	CLINICAL FACILITY INSTRUCTOR INITIALS
PT (10 required)			
APTT			
Fibrinogen			
Thrombin Time			
D-Dimer			
FDP			
Factor Assays			
Other Tests (Specify)			
Other Tests (Specify)			
Other Tests (specify)			

****Please do as many of the above tasks as you can depending on the range of testing for the clinical facility in which you are assigned Please document ALL testing performed.****

**Western Dakota Technical College
Medical Laboratory Technician Program**

IMMUNOHEMATOLOGY (BLOOD BANKING) CHECK LIST:

Student Name: _____ **Facility Site:** _____

Purpose: By the end of the student’s clinical rotation, the student should be able to perform career entry level tasks. This evaluation will assess the student’s ability by placing guidelines for a number of assigned duties.

TASK / MINIMUM	NUMBER PERFORMED	COMMENTS	CLINICAL FACILITY INSTRUCTOR INITIALS
ABORH (20 Required)			
Rh Weak D (3 Required)			
Antibody Screen (20 Required)			
Antibody Identification (Single) (Required 3)			
Crossmatches/ 10 (IS) Crossmatches / 3 (AHG)			
DAT (Required) (IgG, C3 if available)			
Antigen Typing / (3 Required)			
Txn Rxn Workup			
Fetal Screen (3 Required)			
Other Tests (Specify)			
Other Tests (specify)			

****Please do as many of the above tasks as you can depending on the range of testing for the clinical facility in which you are assigned Please document ALL testing performed.****

**Western Dakota Technical College
Medical Laboratory Technician Program**

MICROBIOLOGY CHECK LIST:

Student Name: _____ **Facility Site:** _____

Purpose: By the end of the student’s clinical rotation, the student should be able to perform career entry level tasks. This evaluation will assess the student’s ability by placing guidelines for a number of assigned duties.

TASK/MINIMUM	NUMBER PERFORMED	COMMENTS	CLINICAL FACILITY INSTRUCTOR INITIALS
Cultures set up on appropriate media (20 required)			
Accurately perform and read gram stain (25 required)			
Accurately perform and read KOH prep (Required-1)			
Cultures-Bacteria (50 Required)			
MIC panel (10 Required)			
Catalase test (2 Required)			
Oxidase test (2 Required)			
Camp test (Required)			
Colony count			
Catalase (3 Required)			
Oxidase (3 Required)			
Coagulase (3 Required)			
Fungal culture			
O & P specimen processing			
Mycobacterium specimen processing			
Positive blood culture set-up			
Acid fast stain			

TASK/MINIMUM	NUMBER PERFORMED	COMMENTS	CLINICAL FACILITY INSTRUCTOR INITIALS
Identification of Parasites			
Quality Control Evaluation of Media (Required 2)			
Quality Control other than Media			
Study slides			
Kirby-Bauer Test			
Spinal Fluid Culture			
Safety precautions AT ALL TIMES!!			

****Please do as many of the above tasks as you can depending on the range of testing for the clinical facility in which you are assigned Please document ALL testing performed.****

Clinical Site Preceptor Introduction

STEPS FOR THE PRECEPTOR

Prior to the student's arrival

- Review this Preceptor Handbook, including the learning activities/objectives for the Medical Laboratory Technician Clinical.
- The student will contact you to discuss a mutually agreeable schedule and dress code, as well as any other policies they need to be aware of before arrival.

When the student arrives

- The student should arrive at the scheduled clinical site on time.
- Assure that the student is properly attired in his/her uniform. The student should appear neat and respectable, with their WDTC student ID visible at all times.
- Orient the student to the clinical site.

During Clinical

- The student is to perform the same functions as the clinical instructor, including daily duties. Student participation is extremely important.
- The student must demonstrate as many of the learning activities/objectives as possible.
- Fill out the Weekly Evaluation in Trajecsys. Review student strengths and weaknesses with the student following an activity if possible. Be sure to make appropriate action plans with the student to address any performance concerns. At the end of each section an evaluation will be assigned in Trajecsys. An email notification will be sent to the preceptor.

The Last Week of Clinical

- Fill out the Student Evaluation in Trajecsys and review this with the student as a learning opportunity. If there are any technical issues with the Trajecsys Evaluation, please notify the MLT Program Director.
- The evaluation is scored one through five:
 - **5 – Superior performance =A.** After appropriate training, the student performs the task with above average technical skill, and rarely requires supervision. Expresses a complete understanding of the principle of the assay or procedure and its application.
 - **4 – Good performance=B.** After appropriate training, the student performs the task with average technical skill and minimal supervision. Has a good working knowledge of the principle of the assay or procedure and its application?
 - **3- Acceptable performance=C.** After appropriate training, the student performs the task with average technical skill, with direct supervision, and understands the basic principle of the assay or procedure. Performance meets the minimum requirements.
 - **2 – Marginal performance=D.** After appropriate training, the student performs the task with inconsistent technical skills and needs direct supervision with constant and detailed instruction in order to achieve acceptable performance. The student has little or no understanding of the principles of the assay or procedure.
 - **1 – Unacceptable performance=F.** After appropriate training, the student performs the task with inconsistent technical skills and does not adhere to affiliate policies (e.g. safety) during task performance. The student has consistent performance errors, appears unwilling to improve performance, or both.

- The technical score is used as an assessment to determine the student’s learning and technical skills in the assigned rotation.
*****Any scores of 1 or 2 must be provided to the student and Program Director. ** The Program Director will make arrangements to determine if student will be allowed to continue their clinical rotation in the department. All scores in the 3-5 range will be deemed acceptable/passing performance of the rotation***
- The student is given a grade based upon the preceptor’s evaluation. Scores given in each section are averaged. The grading scale is as follows:

Grading Scale	
A	4.5-5
B	3.7-4.49
C	2.9-3.69
D	2.4-2.89
F	<2.4

General Information about Precepting a Student

What is the Preceptor's job?

- To teach students to apply the knowledge and skills they have gained.
- To teach students to become competent entry-level medical laboratory technicians.

You are a key person in training the student. Your professional skill and understanding will serve as an example to the student. Your encouragement and helpful criticism will be needed and appreciated. The student has been instructed to take advantage of every opportunity to learn and to profit from evaluation and suggestions given by you.

What about "Down Time"?

- Down time is clinical time with no typical duties to accomplish
- Work with them
 - Discuss Laboratory workflow
 - Quiz them on patient safety, theory and principles, board exam review, etc.
 - Provide them with additional resources to review in the specific lab area they are rotating in
 - Discuss how to correct their weaknesses
 - Introduce to critical thinking and problem solving
 - Assign homework or additional assignments

Other Responsibilities

- Student confidentiality
 - Student information and your opinion of the student's performance is confidential
 - You may discuss the student with your supervisor, but NOT with:
 - Other employees
 - Other students
- Even if the student makes a mistake, the preceptor is still responsible for:
 - Patient care
 - Paperwork
 - Safety
- Deal with students professionally
 - Do:
 - Perform as a role model
 - Be consistent
 - Be a good listener
 - Be honest
 - Set ground rules:
 - Explain what **can** and **cannot** be done in your setting
 - Explain to them appropriate behavior in your environment
 - Be effective:
 - State positives – compliment the student on things done well
 - Address shortcomings/errors
 - Give advice on how to correct
 - Follow-up on advice given
 - Be patient – remember they are students
 - Don't:
 - Abandon them
 - Treat them as if they are a nuisance to you
 - Let problems continue without contacting the WDTC Program Director

The Clinical Site Administrator/Education Coordinator/Preceptor will:

- Serve as the contact person for the WDTC Program Director when coordinating clinical practice, student placement, and scheduling.
- Designate a Clinical Instructor(s) who can devote time to train and supervise the student and has had no less than one year of experience in the facility.
- Introduce the student to staff members and explain to the staff the training program requirements.
- Assess the needs of the students and guide the learning process toward the achievement of clinical practice objectives.
- Notify the WDTC Program Director about any pertinent information regarding the student's progress and any assistance needed.

The Clinical Instructor(s) will:

- Orient the student to the facility by reviewing:
 - The facility policies and procedures.
 - The organization of the facility.
 - Job descriptions that pertain to his or her area of responsibility.
 - Emergency preparedness and safety within the facility.
- Introduce the student to individuals he or she will be working with.
- Assign a gradual assumption of duties throughout the experience based upon the strengths and weaknesses of the student.
- Assess the needs of the student and guide the learning process toward the achievement of clinical practice learning outcomes.
- Provide regular feedback to the student concerning his or her progress including written evaluation at designated times.
- Provide electronic final evaluation of the student's rotation.
- Contact Clinical Site Administrator/Education Coordinator/Preceptor and WDTC Program Director if any problems arise with the student.
- Confer with the WDTC Program Director to discuss any concerns and clarify issues.

Paperwork

- Affiliation Agreement
 - This agreement needs to be updated every 2-3 years, as long as neither party needs to make changes to it. It must be noted in writing annually that no changes are being made, and the agreement is renewed.
 - A facility is able to use their own agreement with WDTC, as long as there are no points of contest and the WDTC president signs it.
 - This agreement outlines the responsibilities of the college and the laboratory.
- Preceptor Information Form
 - This form outlines the preceptor's professional and academic background as well as some information about the laboratory's demographics.
- Orientation Checklist (Routinely preformed through Trajecsys).
 - This checklist outlines the first day activities to be introduced to the student.
- Student Clinical Hours: (Routinely preformed through Trajecsys).
 - Trajecsys time documentation must be completed by the student every day. Backup forms are provided in this document if required.
 - It is up to the preceptor how often they approve hours in Trajecsys. At least twice per month is required.
- Preceptor Evaluation of the Medical Laboratory Technician Student (Routinely preformed through Trajecsys).

- Rate student in all academic standards that apply to your laboratory practice.
- Use the comment area to provide meaningful feedback.
 - What the student does well
 - What the student needs to work on
- Discuss with the student how you filled out the evaluation to make them aware of their strengths and weaknesses. This should be used as another learning opportunity.

Is the Documentation Important?

- YES!
 - Please take your time to mark them correctly. They are a learning tool for the student, and honest and thoughtful input is needed.
- Does the staff at the school even look at it? YES!
 - Occasionally the school receives a call regarding difficulty with a student, and the evaluations indicated nothing negative!
 - This documentation is used as scoring criteria to monitor the student's progress during the clinical portion of the program.

DOCUMENT, DOCUMENT, DOCUMENT!

What if there's a problem?

- Is it a personality conflict?
 - Arrange for a new preceptor for the student—**the sooner the better**
- Can it wait?
 - Your evaluation will be read by school staff, but not until the rotation is over.
- Is it serious?
 - You or your supervisor should contact the school ASAP.

What if the student has an exposure or gets hurt?

- Students incurring any injury in the clinical setting must report immediately to a preceptor and the Program Director for the necessary policies and procedures of the facility. Required emergency treatment and appropriate report forms must be completed. If the facility assesses cost for this treatment, the student is responsible to pay those charges. WDTC is not responsible for those charges.
- In the event of exposure to a communicable disease or a needle sharps/stick during a clinical rotation, adherence to the policy of treatment for that facility is required. If the facility assesses cost for this treatment, the WDTC's Liability Insurance is responsible to pay those charges.
- The student is to report any incident to the MLT Program Director and WDTC's VP for Teaching and Learning as soon as possible:

Jodi Kor
MLT Program Director
Jodi.kor@wdt.edu
(605)-718-2939

Tiffany Howe
VP for Teaching and Learning
tiffany.howe@wdt.edu
(605) 718-2905

WDTC Program Director Responsibilities

THE WDTC PROGRAM DIRECTOR WILL:

- Arrange the placement of the student with the clinical site. Student preferences shall be considered in the assignment. All students will interview with the site prior to placement.
- Notify the student of the placement prior to the practicum assignment.
- Identify dates for clinical evaluation periods.
- Maintain continuing contact with the clinical site and student.
- Make on-site visitations. Scheduled visits will be made with the Clinical Supervisor and/or the student to observe the general progress of the student, discuss any concerns, and provide on-site instructional assistance when needed.
- Act as a liaison between the Clinical Instructor(s) and the student to assure that a professional working relationship exists.
- Help the student appraise his or her own personal and professional strengths and needs.
- Maintain files on each student which include clinical attendance records, performance evaluations, required assignments, and records of site visits.

MEDICAL LABORATORY TECHNICIAN OBJECTIVES

Personal/Interpersonal Knowledge and Skills

- Demonstrate ethical conduct in all job-related activities.
- Present an image appropriate for the profession in laboratory medicine in appearance and behavior.
- Communicate clearly when speaking and in writing.
- Demonstrate a respectful attitude when interacting with diverse patient populations.
- Apply self-management skills, including time management, stress management, and adapting to change.
- Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
- Apply critical thinking skills, creativity, and innovation to solve problems.

Foundational Professional Knowledge and Skills

- Demonstrate understanding of healthcare occupations and the health care delivery system.
- Demonstrate understanding of wellness promotion and disease prevention concepts, such as use of health screenings; health practices and environmental factors that impact health; and adverse effects of alcohol, tobacco, and legal and illegal drugs.
- Demonstrate commitment to excellence in the laboratory medicine profession and to continuing education and training.
- Demonstrate knowledge and skills in areas of science relevant to the medical laboratory technician's role, including anatomy/physiology, biology and related health sciences.
- Perform mathematical calculations essential to the duties of medical laboratory technicians in a variety of contemporary settings.
- Demonstrate understanding of the medical laboratory technician's role in specimen collection, analysis and resulting of laboratory tests.
- Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the laboratory medicine profession.
- Demonstrate understanding of non-traditional roles of medical laboratory technicians.
- Identify and describe emerging technology in the laboratory medicine field.

STUDENT REQUIREMENTS DURING CLINICAL ROTATIONS

Prerequisites

- Students will successfully complete the technical courses in the medical laboratory technician program prior to being eligible for Clinical rotations.
- Professional liability insurance (provided by WDTC)
- Identification
 - When at the Clinical site, students will have in their possession:
 - State issued ID
 - School photo ID, visible
- Health Insurance
 - Health insurance is not required. However, due to the nature of the work (clinical sites and close patient contact), medical laboratory technician students are strongly encouraged to have health insurance coverage.
- Transportation
 - Students will need to provide their own transportation to all clinical sites. Proof of insurance, registration, and valid driver's license is required for access to clinical sites located on military installments.

Schedule

Varied shifts are assigned during the clinical phase, i.e., days, evenings, and/or weekends. Students are expected to be present and on time for all of their scheduled clinical rotations.

Rotations will be scheduled by the Laboratory Preceptor/Education Coordinator and the student during mutually agreeable days and times.

Memorial Day is an observed holiday for WDTC. However, if the clinical site deems it necessary the student work during the holiday, the student should comply with the clinical site. The student must be supervised at all times during the clinical rotation.

All students enrolled in the MLT Program are assured a clinical placement. Should a student be unable to commence their clinical practicum on the semester's first day, they must continue to adhere to the WDTC Attendance Policy 3011 throughout the semester. The MLT Program Director will assign Media Lab and Voice Thread assignments weekly via the MyWDT Coursework Tab. It is imperative that all students actively participate in the assignment every week in conjunction with the clinical hours. Attendance at the clinical site is mandatory for all students for 14 weeks throughout the semester. Exceptions to this requirement must have prior approval from the MLT Program Director.

Attendance

CLINICAL TIME REQUIRES 100% ATTENDANCE BUT MISSED TIME MAY BE RESCHEDULED AS LONG AS NOTIFICATION IS GIVEN IN ADVANCE TO THE LABORATORY PRECEPTOR/EDUCATION COORDINATOR. **Absences/Tardiness/Early**

Exits

Notification of any absence must be made to the Medical Laboratory Technician Program Director and the laboratory where the student will be doing their clinical rotation **prior** to the absence. Absences and/or tardies without prior notification are not acceptable during clinical, and any student who exceeds two absences (with prior notification) or who is absent or tardy without making appropriate notifications must meet with the

Medical Laboratory Technician Program Director. A tardy or early exit greater than 30 minutes or missing a clinical day will be counted as an absence for the day.

If notification needs to be made after hours, an email message must be sent to the Medical Laboratory Technician Program Director. **The student is responsible for notifying the clinical laboratory facility.**

Make-up Work

All missed shifts must be made up as soon as can be arranged without conflicting with other student shifts.

Dress Code

Each student is expected to adhere to the dress code of the participating laboratory and may not be allowed to participate in clinical sessions if not properly dressed.

- All clothing will be clean and free of wrinkles and stains.
- Logos or emblems other than that of WDTC will not be permitted during clinical rotations.
- A name tag is required at all times when on a clinical site.
- Hospital appropriate closed-toe and closed-heel shoes are required.
- Hair is to be pulled back and neat. Long hair is to be worn up.
- Hats are not permitted.
- Make-up should be natural looking and appropriate for daytime.
- Jewelry should be limited to a wedding band and stud earrings.
- Excessive perfumes and colognes are not permitted.
- Anything that could detract from a professional appearance should not be worn.
- Body piercing adornments will be deemed a safety hazard and will not be worn during clinical. This includes but is not limited to tongue, lip, nipple, nose, eyebrow hoops, chains, studs or any other.
- If a facility requires an alternate dress code, students will be notified in advance and will abide by the site's dress code.

Violating the dress code will result in the removal of the student from the clinical rotation until dress code is followed.

Comportment/Confidentiality

Students are expected to conduct themselves in accordance with the professional expectations for medical laboratory technicians at all times. Students are reminded that they are representatives of the WDTC Medical Laboratory Technician program whenever and wherever they are involved with course-related activities. Professional conduct is essential to a successful course experience and medical laboratory technician career.

- Conduct – The WDT Code of Conduct will be followed at all times. Clinical Site policies will be followed when in the clinical setting.
 - Language must be appropriate. Professional conduct is expected at all times.
 - WDTC is a tobacco and smoke-free campus. Smoking, chewing tobacco, and e-cigarettes are not allowed in the classroom or clinical locations.
 - A therapeutic relationship with patients is expected.
 - Honesty in all communications is required. Integrity in both the classroom and the clinical settings is expected.
 - Dismissal from the program may result in the event of dishonesty, theft, cheating, intoxication, alcohol use, or being under the influence of drugs.
 - Evaluation of professional and ethical behavior by Laboratory program faculty is on-going throughout the semester.

- Confidentiality is expected at all times in both the classroom and clinical settings. This includes, but is not limited to:
 - Information obtained electronically, verbally, and in written format.
 - Students are permitted to access only patient records that are relevant to patients currently under his/her care.
 - Any breaches of confidentiality will be grounds for immediate disciplinary action. Students must sign an agreement, specific to each clinical site, to maintain confidentiality. Any violation of confidentiality including any HIPAA violation such as using patient identifiers in submitted work is illegal and may be grounds for removal from the Medical Laboratory Technician program.
- Social Networking Guidelines – Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect on both you and Western Dakota Tech. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you would not say it to an individual face-to-face, then don't post it. Confidential, trade-marked, and student/faculty/patient information may not be posted. Classmate, faculty, and patient privacy must be maintained in all communications. Do not disclose information that may be used to identify classmates, faculty, or patients. Remember that even de-identified information may be recognized by fellow classmates, faculty, patients, their families, or their employers. Students must educate themselves about the proper way to use social networking sites and how to avoid the pitfalls afforded by technology. Misuse of social networking is a violation of professional conduct and will result in disciplinary action. Because of the distraction, social networking is prohibited in the classroom and clinical site.

Electronic Devices

Cell phone use is forbidden during clinical time. This includes pictures and text messaging. Unauthorized use of cell phones while on clinical rotations may result in dismissal from the clinical site which will be noted as unexcused, and clinical time will need to be repeated. Offenses to this policy will put the student at risk for disciplinary action.

Academic Honesty and Integrity

Honesty and integrity are essential qualities in the profession of medical laboratory technicians. Lack of integrity in the classroom or clinical setting may result in failing a course or removal from the program.

- Falsification or forgery of academic documents, applications, clinical evaluations, lab evaluations, etc.
- Additional areas of concern specific to medical fields, including medical laboratory technician, include but are not limited to:
 - Covering up or not reporting a clinical error
 - Reporting something that was not done
 - Altering any legal documentation

Disciplinary Dismissal

The clinical practice placement may be terminated at any time for any of the following reasons:

- Unsatisfactory behavior or work performance at site
- Lack of integrity or breach of confidentiality
- Failure to maintain academic standards
- Failure to meet course requirements

STUDENT EXPECTATIONS

The WDTC Medical Laboratory Technician Program students will be expected to:

- Follow all policies set out in the WDTC Student Handbook, the Medical Laboratory Technician Program Student Handbook, and the assigned clinical site facility.
- Complete required documents for the Medical Laboratory Technician Program Clinical Experience in the Trajecsys System.
- Complete the Student Orientation Check List with the Preceptor (Trajecsys).
- Maintain attendance records and have the Preceptor approve them on a weekly basis in the Trajecsys System.
- Notify your Preceptor and the Medical Laboratory Technician Program Director prior to any absences from the training site.
- Notify your Preceptor if you are going to be late for a scheduled shift.
- Follow the instructions explicitly of the Preceptor or technician in charge of a particular area.
- Practice good telephone etiquette and communication technique.
- Discuss any concerns about the training program with the Preceptor or the Medical Laboratory Technician Program Director.
- Complete the Student Perception and Self Evaluation forms at the end of the clinical rotation in the Trajecsys System.
- Actively participate in the learning process.
- Attend clinical rotation on time as scheduled.
- Refrain from attending clinical rotation when student has an infectious disease.
- Refrain from working overnight the previous night before a scheduled clinical rotation.
- Demonstrate professional behavior in the classroom to instructors, staff, and other students.
- Demonstrate professional behavior at the clinical sites to all patients, visitors, staff members, instructors, and other students.
- Demonstrate a therapeutic relationship with patients.
- Maintain patient confidentiality.
- Practice non-discriminatory behavior in the rendering of patient care as it relates to human rights and dignity of the individual.
- Perform safe and appropriate practices and patient care within the scope of a student medical laboratory technician.
- Perform true and accurate recordings on patient records.
- Wear appropriate clothing as described in this handbook or as required by clinical sites.
- Take ultimate responsibility for his/her own learning.

APPENDIX

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT ("Agreement") is made this _____ day of _____, 20 _____, by and between Western Dakota Tech ("COLLEGE") and _____ ("FACILITY").

WHEREAS, COLLEGE seeks relevant clinical experiences for its students in the COLLEGE program of _____; and WHEREAS, FACILITY desires to provide such experience as herein set forth;

NOW, THEREFORE, the parties agree as follows:

I. COLLEGE AGREES TO:

- A. Secure and maintain all licenses and accreditations regarding its Program.
- B. Provide no more than the number of students allowed by applicable laws and regulations, including, but not limited to, the laws and regulations of the State of South Dakota.
- C. Designate a Clinical Coordinator to plan and evaluate the Program with designated FACILITY personnel at FACILITY.
- D. Determine admissions requirements for entry into the Program.
- E. Provide the basic academic preparation of the students through COLLEGE classroom instruction and COLLEGE labs, thereby providing the faculty and all necessary supplies and materials for all general college courses and Program courses.
- F. Assign to the FACILITY only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum.
- G. Design and provide objectives and teaching materials required for the clinical training phase of the Program conducted at the FACILITY. The design of these materials may be developed in cooperation with FACILITY.
- H. Provide a program official who will make periodic visits to the FACILITY if needed to coordinate student-related activities and resolve student problems.
- I. Design and provide written evaluation instructions (tests, checklists, etc.) in cooperation with FACILITY. The COLLEGE will grade and tabulate the evaluations and maintain all student records.
- J. Grant adjunct faculty status to teaching staff designated by FACILITY.
- K. Provide liability insurance coverage for students.
- L. Ensure that students adhere to all rules and regulations established by FACILITY while in clinical training or on FACILITY premises.
- M. Ensure that students follow the guidelines of COLLEGE for academic probation and suspension.
- N. Ensure that the Program performed pursuant to this Agreement shall at no time compromise or hinder the services rendered to individuals receiving services at FACILITY ("Individuals").

II. FACILITY AGREES TO:

- A. Provide clinical instruction by personnel qualified in the program discipline, meeting the standards of applicable accrediting agencies. COLLEGE has reviewed and will continue to review the credentials of FACILITY's relevant personnel and will notify FACILITY if it believes such personnel fail to meet such standards.
- B. Accept students from the Program of COLLEGE for the purpose of providing clinical training at the FACILITY so long as such training does not interfere with the conduct of business at the FACILITY. Students must be under the supervision of qualified personnel at all times. Students may not be compensated for clinical hours or substituted for regular staff during scheduled clinical/lab hours.
- C. Provide students with a means of entry to the necessary and applicable portions of the FACILITY. Such entry may be revoked at any time by FACILITY.
- D. Provide signage to FACILITY if requested stating services may be performed by students in the COLLEGE Program.
- E. Maintain confidentiality in its use of Personally Identifiable Information (PII) of students or employees. Protected information shall be defined as data or information that has been designated as private, protected, or confidential by law or by COLLEGE. Protected information includes, but is not limited to, employment records, medical records, student education records, personal financial records including account numbers, or other personal identifiable information (PII) such as social security number (or any

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part of), student or employee ID number, driver's license number, PINS, and passwords. FACILITY assumes any risk and liability related to inappropriate use or compromise of Personally Identifiable Information of COLLEGE students or employees.

III. COLLEGE AND FACILITY AGREE TO:

- A. Jointly plan and evaluate the clinical experience and conduct faculty meetings at least twice a year either as full meetings involving most or all applicable COLLEGE faculty or section meetings with the faculty from the Program.
- B. Determine in writing the period of time for each student's clinical education at least one (1) month prior to the beginning of the clinical education program.
- C. Not tolerate racism, discrimination, harassment, exploitation or victimization of students, employees, non-employees or any person who is an invitee of COLLEGE or FACILITY for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law.
- D. Ensure that Individuals receiving services under this Agreement be advised that students of the COLLEGE may be rendering services as part of their clinical experience. The parties agree that no Individual is under any obligation to receive services from a student and may request that the services be rendered by qualified FACILITY personnel.

IV. INSURANCE AND INDEMNIFICATION

COLLEGE shall maintain adequate professional liability insurance for its professional personnel and its employees and other such insurance as COLLEGE shall deem necessary during the term of this Agreement. COLLEGE shall hold harmless FACILITY and shall see that its students agree to hold harmless FACILITY from all suits and claims for damages or injuries sustained by any person as a result of this Agreement as a consequence of negligence, willful misconduct, or malpractice of COLLEGE personnel or COLLEGE students. This Section shall survive termination of this Agreement.

V. INDEPENDENT RELATIONSHIP

None of the provisions of this Agreement are intended to create, nor shall be deemed or construed to create, any relationship between COLLEGE and FACILITY other than that of independent entities contracting with each other hereunder solely for the purpose of effecting the provisions of this Agreement. Neither of the parties hereto, nor any of their respective employees, nor COLLEGE students, shall be construed to be the agent, employer, or representative of the other. COLLEGE and FACILITY do not consider the students to be employees of the FACILITY, but students in the clinical education phase of professional education.

VI. WITHDRAWAL AND REFUSAL OF STUDENTS

FACILITY may, at any time, require the withdrawal of a student whose work or conduct, in FACILITY's opinion, is unsatisfactory or may have a detrimental effect on FACILITY clients or personnel and FACILITY reserves the right to refuse to accept any student previously discharged by FACILITY.

COLLEGE may withdraw any student whose academic progress or professional development does not justify continuance in the Program. This action may be taken with or without consulting FACILITY; however, FACILITY shall be notified within two (2) business days following any such action.

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VII. BENEFIT

This Agreement is intended to inure only to the benefit of COLLEGE and FACILITY. This Agreement is not intended to create, nor shall be deemed or construed to create, any rights in any third parties.

VIII. CHANGE IN LAW OR REGULATION

The terms of this Agreement are intended to be in compliance with all federal, state, and local statutes, regulations and ordinances applicable on the date the Agreement takes effect including but not limited to, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") The parties agree to execute such amendments as may be necessary for HIPAA compliance as additional regulations are promulgated or become final and effective. Should legal counsel for either party reasonably conclude that any portion of this Agreement is or may be in violation of such requirements or subsequent enactments by federal, state, or local authorities, this Agreement may be terminated by giving the other party a thirty (30) day prior, written notice thereof, unless within said thirty (30) day period the parties agree to such modifications of the Agreement as may be necessary to establish compliance with such authorities.

IX. TERM AND TERMINATION OF AGREEMENT

This Agreement shall become effective upon acceptance by FACILITY and shall continue in effect until terminated by either party. Such acceptance shall be verified by forwarding a copy of the fully executed Agreement to COLLEGE following acceptance which shall include on the last page the date of such acceptance. This Agreement shall have an Initial Term of one (1) year and shall be automatically renewed for an additional period of one (1) year ("Renewal Term") at the end of the Initial Term or any Renewal Term, unless previously terminated by either party. If either FACILITY or COLLEGE wishes to terminate this Agreement, it is understood that either party, with or without cause, at any time, may terminate by giving the other party a thirty (30) day prior written notice. Any student in training at the time of the termination of this Agreement shall be allowed to complete their training at the FACILITY, except under those conditions noted in Section VI.

X. NOTICES

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by certified or registered mail to:

FACILITY at:

COLLEGE at:

Western Dakota Tech
800 Mickelson Drive
Rapid City, SD 57703
Attention: Program Instructor

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XI. WARRANTY

FACILITY warrants to COLLEGE that all services provided hereunder shall be performed in accordance with established and recognized state and federal clinical and pharmaceutical laws and regulations. No other warranties are made by FACILITY. In no event shall FACILITY be responsible for any punitive damages or any indirect, consequential, incidental, or special damages of COLLEGE or of any third party.

XII. WAIVER

No course of dealing between COLLEGE and FACILITY or any delay on the part of FACILITY in exercising any rights it may have under this Agreement shall operate as a waiver of any of the rights of FACILITY hereunder and no express waiver shall affect any condition, covenant, rule, or regulation other than the one specified in such waiver and that one only for the time and in the manner specifically stated.

XIII. INTEGRATION

This Agreement is intended by the parties as a final expression of their agreement regarding the subject matter herein and as a complete statement of the terms thereof and shall supersede all previous understandings and agreements. The parties shall not be bound by any representation, promise, or inducement made by either party or agent of either party that is not set forth in this Agreement. Any applicable provisions required by federal, state or local law are hereby incorporated by reference.

XIV. MODIFICATION

This agreement may only be modified in a writing signed by authorized representatives of both parties. Any other document issued by COLLEGE with respect to the subject matter of this Agreement shall be subject to and governed by the terms and conditions hereof and the terms and conditions of this Agreement shall supersede any conflicting, different, or additional terms and conditions of such other document whether or not they would materially alter this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their names as their official acts by their respective representatives, each of whom is duly authorized to execute the same.

("FACILITY")

Western Dakota Tech _____
("COLLEGE")

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

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EXHIBIT A
CONFIDENTIALITY STATEMENT

THIS CONFIDENTIALITY STATEMENT made this _____ day of _____, 20____.

WHEREAS, the COLLEGE provides courses of study for students in its _____ program ("Program") and;

WHEREAS, as part of its course of study in such Program, the COLLEGE desires its students to be provided with a Clinical Experience at Blood Systems, Inc. d/b/a United Blood Services ("FACILITY"), such Clinical Experience to include the involvement of certain COLLEGE faculty; and

WHEREAS, COLLEGE and FACILITY have entered into an Educational Affiliation Agreement whereby the FACILITY shall provide the necessary facilities; and

WHEREAS, COLLEGE will be privy to and have access to certain patient information and confidential information of the FACILITY; and

WHEREAS, COLLEGE and the FACILITY desire to establish certain restrictions and prohibitions with respect to student's/faculty's handling of confidential information.

NOW THEREFORE, the parties, intending to be legally bound hereby, do agree as follows:

1. The term Confidential Information shall include all patient information and all information that is not known by, or generally available to, the public at large and that concerns the business or affairs of the FACILITY, including without limitation, patient medical records, vendor lists, customer lists, financial information and other materials, records and/or information of a proprietary nature, and any other information identified by the FACILITY as confidential.
2. In the course of or incident to student's/faculty's work, the FACILITY may provide to student/faculty or student/faculty may otherwise become exposed to Confidential Information.
3. Student/Faculty agrees that at all times during the term of COLLEGE's engagement with the FACILITY, student/faculty shall not divulge, disclose, publicize or disseminate the Confidential Information to any third party and shall not use any of the Confidential Information on its own behalf or with or on behalf of any other entity.
4. Student/Faculty further acknowledges that damages alone will be an inadequate remedy for breach of the provisions of this Confidentiality Statement, and that the FACILITY, in addition to other remedies, shall be entitled as a matter of right to equitable relief, including injunctions and specific performance, in any court of competent jurisdiction, as well as immediate termination from participation from the Program.

Student/Faculty Name (Print)

Student/Faculty Signature

Date

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Clinical Facility Fact Sheet (All Programs)

Facility

Institution	
Address	
City, State, Zip	
Telephone	

Accreditation

Accredited by	TJC	CLIA	COLA	CAP	Other (please list)
Check all that apply					

CLINICAL LIAISON AS REQUIRED BY STANDARD VII.C.2

Name and Position	
Credentials	
Education	
Length of Experience in Clinical Laboratory	
Types of Positions held in the Field	

For each of the following clinical areas, please identify (add rows as needed):

Department	# Students in clinical experience at one time	Length of clinical experience

WESTERN DAKOTA

TECHNICAL COLLEGE

Medical Laboratory Technician Program

Student Information Form

To be completed by the student and a copy kept on file at the clinical site.

Date _____

Name _____ WDTC Student ID: _____

Address _____ City _____, State _____, Zip _____

Phone (home) _____

(cell) _____

(Other) _____

Email : _____

Emergency Contact Person _____ Relationship _____

Address _____ Phone _____

Jodi Kor
Program Director
Medical Laboratory Technician Program
Western Dakota Technical College
800 Mickelson Drive
Rapid City, SD 57703
Office 605-718-2939

**Student Orientation Check List
Medical Laboratory Technician Program Clinical Rotation**

Clinical Site: _____

Clinical Site Preceptor/Clinical Educator: _____

Date: _____

At the start of the medical laboratory technician clinical rotation the student must receive general orientation to the laboratory and the clinical facility. The student should turn this check list in to the WDT Medical Laboratory Technician Program Director.

The following should be included in the student orientation:

- _____ A tour and explanation of the laboratory layout
- _____ A tour and explanation of the facility and its organization
- _____ Explanation of job duties specific to the student's training area(s)
- _____ Written policies and procedures governing the laboratory department (policies and procedures should be read)
- _____ Emergency preparedness and safety within the facility (policies and procedures should be read)
- _____ Dress code policies
- _____ Rest breaks and meal breaks
- _____ Telephone etiquette and responsibilities (if any)
- _____ Computer information systems
- _____ Other orientation activities not listed _____

I was given an orientation to the clinical facility and all of the applicable items on the check list were covered.

Student Signature

Clinical Preceptor Signature

Date

Date

Attendance Record (Trajecsys Downtime) Medical Laboratory Technician Clinical Program

Clinical Rotation/Site _____

Student Name _____ Inclusive Dates _____ to _____

Date	In	Out	In	Out	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Total Weekly Hours _____

Clinical Preceptor Signature

Student Signature

Date	In	Out	In	Out	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Total Weekly Hours _____

Clinical Preceptor Signature

Student Signature

Student Perception of Clinical Experience Medical Laboratory Technician Program

This evaluation is to be completed by the student at the end of the clinical rotation. The information provided will assist in future course and program development. Please be accurate and candid in your responses and comments.

Clinical Site _____

Please check the answer that best represents your experiences.

Item	Strongly Agree	Agree	Neither agree or disagree	Disagree	Strongly Disagree
1. The didactic portion of the course adequately prepared me for this clinical experience.					
2. The clinical supervising staff were supportive and provided constructive feedback.					
3. The clinical supervising staff were competent, knowledgeable, and well-prepared for instruction.					
4. Clinical site requirements were clear and reasonable, and accurate information was provided to beginning the internship.					
5. Staff members were friendly and willing to interact with students.					
6. Directions and instructions were given in a clear and concise manner.					
7. Clinical supervising staff was fair and objective when evaluating my work.					

What do you feel were the strengths of this rotation in clinical practice?

What do you feel were the weaknesses of this rotation in clinical practice?

If you could make changes regarding this rotation, what would you change?
