

# **Phlebotomy Program Preceptor Handbook**



## **WDTC Mission**

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.

Updated August 2021

Dear Industry Partners,

Thank you for your contribution to the Western Dakota Technical College Phlebotomy 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 Tech (WDTC) is committed to providing high-quality Phlebotomy education to strengthen the healthcare team. WDTC's Phlebotomy program educates and trains students for positions in hospitals, medical clinics, physician offices, public health facilities and blood centers.

WDTC offers a certificate in Phlebotomy. The one semester certificate provides phlebotomy education and hands on training and includes a clinical internship 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 approximate 4-week rotation.

### **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. Phlebotomy Clinical Course Syllabi, Liability Insurance Documentation, Trajecsyst WDTC Clinical Preceptor User's Guide, Phlebotomy 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. 52)
2. Attendance time sheets for each student (pgs. 53-59)

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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.

## ***Phlebotomy Technician Program Goal & Mission Statement***

The goal of the Phlebotomy 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 Phlebotomy 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 phlebotomy professional in the workforce.

## ***Phlebotomy Technician Clinical Hour Requirements***

The Phlebotomy Certificate is a one semester program and students will be required to complete 100 clinical training hours during a four-week rotation which will be scheduled by the program director at medical facilities in and around the Rapid City area. Students will be required to document and complete the 100 hours and obtain at least 100 successful venipunctures/capillary punctures.

## ***Phlebotomy Core Curriculum***

### **INTRODUCTION TO THE CLINICAL PRACTICUM: GUIDE & POLICIES**

The Phlebotomy certificate program includes 16 weeks of didactic coursework, laboratory training and four weeks of Practicum. The clinical practicum is essential to fulfill the objectives of the curriculum and provides the student with practical experience necessary to complete their certificate as a phlebotomy technician. The students will have been exposed to the common blood collection methods used to obtain samples in the lab. The clinical practicum will be organized between the Phlebotomy Program Director and associated affiliated medical laboratory. 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 always be supervised by certified personnel in the affiliated laboratory.

Emphasis will be placed upon the student's performance of blood collection procedures in the following including:

- A. ETS vacutainer collection
- B. Syringe collection
- C. Butterfly collection
- D. Capillary collection
- E. Blood culture collection

Each rotation will be provided 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 blood collection procedures by the end of the 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 collection procedures 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 Phlebotomy 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 phlebotomy
- Meet all requirements set forth by Western Dakota Tech's Phlebotomy program's curriculum
- Demonstrate a level of competency by the completion of each rotation to be ready for employment as an entry level phlebotomist

**Western Dakota Tech**  
**Phlebotomy Technician Program**

**Western Dakota Tech**  
**Phlebotomy Program**  
**Phlebotomy Checklist**

**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.

<b><u>Phlebotomy Checklist</u></b>	<b>Successful Completion Date</b>	<b>Record approx. days or # performed</b>	<b>Clinical facility instructor initials</b>
1. Venipuncture/ adults			
2. Venipuncture/ children			
3. Venipuncture/ sm. child/infants			
4. Finger stick (adult)			
5. Finger stick (child or infant)			
6. Butterfly draw			
7. Syringe draw			
8. Hand draw			

## *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 Phlebotomy 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.
- 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.

#### *The Last Week of Clinical*

- Fill out the Student Evaluation in Trajecsys and review this with the student as a learning opportunity.

## *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 Phlebotomist.

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 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 particular 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
  - This checklist outlines the first day activities to be introduced to the student.
- Student Clinical Hours
  - Clinical hours will be documented in the Trajecsys system.
  - It is up to the preceptor how often they verify hours were entered correctly. The preceptor may initial each entry daily and sign at the end of the week or only sign at the end of the week.
- Preceptor Evaluation of the Phlebotomy Student
  - 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.
- Examples of the paperwork are in the Appendix section of this handbook beginning on page 30.

#### IS THE PAPERWORK 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!
  - These forms are used as scoring documents 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 student is responsible to pay those charges. WDTc is not responsible for those charges.
- Immediate reporting of any incident to the WDTc VP for Teaching and Learning is required by the student:

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.
- 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 (as needed). 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.

## ***PHLEBOTOMY 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 Phlebotomy's role, including anatomy/physiology, biology and related health sciences.
- Perform mathematical calculations essential to the duties of Phlebotomists in a variety of contemporary settings.
- Demonstrate understanding of the Phlebotomy'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 Phlebotomists.
- 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 Phlebotomy 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), Phlebotomy 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.

### 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 Phlebotomy 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 Phlebotomy 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 Phlebotomy 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 Phlebotomists at all times. Students are reminded that they are representatives of the WDTC Phlebotomy program whenever and wherever they are involved with course-related activities. Professional conduct is essential to a successful course experience and Phlebotomy career.

- Conduct – The WDTC 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 Phlebotomy 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 Phlebotomists. 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 Phlebotomy, 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.

#### SERVICE WORK AND COMPENSATION

**Students must always operate under the supervision of qualified personnel.** Students may not be compensated for procedures performed or substituted for regular staff during scheduled clinical/lab practice hours in accordance with NAACLS accreditation guidelines.

#### CERTIFICATION EXAM ELIGIBILITY

The Medical Laboratory Technician program and most employers strongly recommend national certification through the American Society of Clinical Pathologists (ASCP) following graduation from the program. At the appropriate time in the spring semester, students will be provided application information necessary for medical

laboratory technician national certification. Program results and receipt of the AAS degree from the MLT Program at WDTC is not contingent upon passing any external certification or licensure exam.

### **Required Steps to Obtain Your Credential**

1. Students must successfully complete a National Accrediting Agency for Clinical Laboratory Science (NAACLS) accredited program or meet the American Society for Clinical Pathology (ASCP) - Board of Certification (BOC) eligibility requirements. The requirements are found at: <a href="http://www.ascp.org/certification">www.ascp.org/certification</a>
2. Complete the online ASCP-BOC application and submit application fee.
3. Submit required documentation for verification of eligibility.  NOTE: ASCP must receive official transcripts prior to receiving certification.
4. Receive approval to take the computerized exam at a Pearson Professional Center within a 3-month period upon exam eligibility
5. Schedule the exam at the Pearson Professional Center of your choice  NOTE: A preliminary pass/fail result will be provided at the end of exam
6. Receive email notification to login and view the final exam score report  NOTE: Certificate will be sent approximately 4-8 weeks after receiving passing score report
7. Maintaining the certification - Initial certification is valid for 3 years. Credential Maintenance Program is required every three years to maintain certification  NOTE: If you plan to work outside of South Dakota, you will be required to apply for registration and/or licensure within that state. Each state may have different requirements for this process.

### **TEACH OUT PLAN**

The academic calendar of WDTC is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, illness, accident, or death of an instructor, interruption of utility services, acts of God, civil disorder and war. In event of such occurrences, WDTC will make every attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extra-curricular activities or other WDTC programs or events will be completed or rescheduled. Should such a condition occur, refunds will be made to eligible students as determined by the President in accordance with WDTC policy.

In the event of a Western Dakota Technical College campus closure, the institution will follow policy FDCR.B.10.010 from the Higher Learning Commission. WDTC will provide equitable treatment of students by ensuring they are able to complete the educational program in which they are enrolled within a reasonable period of time. WDTC will also provide prompt notification of additional changes to students, if any. In the event of the closure of Western Dakota Technical College, all permanent records



of current and former students will be maintained by and available from Career and Technical Education, 700 Governors Drive, Pierre, South Dakota 57501

Each continuing program at WDTC is subject to an annual internal review to gauge its performance over the prior three years in the areas of enrollment, retention, and placement plus any other areas deemed important to the program by the institute. The Division of Career & Technical Education will conduct a risk analysis of all programs in the areas of enrollment, retention, and placement. Standards and performance levels used to determine at risk programs will be established by DCTE and WDTC. A program deemed as high risk may be required to move to a teach out status.

In the event of a program teach out status, the Program Director will notify any programmatic accreditor within 30 days of the occurrence. WDTC will also notify the SD Board of Technical Education. WDTC will provide written notification to students currently enrolled of the program's closure. WDTC will provide equitable treatment of students by ensuring they are able to complete the educational program within a reasonable period of time. This will include working with the Program Director, academic advisor, and Student Success Center to finalize degree plans for completion of the program. WDTC will also provide prompt notification of additional changes to students, if any.

## *STUDENT EXPECTATIONS*

The WDTC Phlebotomy Program students will be expected to:

- Follow all policies set out in the WDTC Student Handbook, the Phlebotomy Program Student Handbook, and the Phlebotomy Program Student Clinical Rotation Student Manual.
- Complete and sign required documents in the Phlebotomy Program Student Rotation Student Manual.
- Complete the Student Orientation Check List with the Preceptor.
- Maintain attendance records and have the Preceptor sign them on a weekly basis at minimum.
- Notify your Preceptor and the Phlebotomy 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 Phlebotomy Program Director.
- Complete the Student Perception and Self Evaluation forms at the end of the clinical rotation and return to the Phlebotomy Program Director.
- 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 Phlebotomy.
- 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*



**PHLEBOTOMY PROGRAM CLINICAL SITE INFORMATION**

Name of Laboratory: \_\_\_\_\_ Street Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Director/Manager of Laboratory: \_\_\_\_\_

Average Number of MLT's employed \_\_\_\_\_ Average Number of Med Techs employed \_\_\_\_\_

Computer System \_\_\_\_\_

Types of Automation used \_\_\_\_\_

Board Inspection-most current date \_\_\_\_\_ Any issues? \_\_\_\_\_

Resolutions? \_\_\_\_\_

**Clinical Laboratory Site Requirements (please check below which are required)**

☐ Drug Testing

Where you would like to have results sent: \_\_\_\_\_

HR contact if needed to set up: \_\_\_\_\_

Drug Testing site preferred: \_\_\_\_\_

☐ Background Check completed prior to acceptance into program

- ☐ Additional Background Check
- ☐ Liability Insurance provided through Western Dakota Tech
- ☐ Fingerprinting
- ☐ ID Badge picture
- ☐ Current Automobile Insurance
- ☐ Additional HIPAA training (Monument Health HIPAA training completed prior to Clinical)
- ☐ Any additional Forms needed for Clinical site HR department  
You may send any forms required to [Christine.ousley@wdt.edu](mailto:Christine.ousley@wdt.edu) or  
Christine Ousley WDTC  
800 Mickelson Drive  
Rapid City, SD 57703
- ☐ Flu vaccine
- ☐ Other vaccines \_\_\_\_\_
- ☐ We will host students for \_\_\_\_\_ semester  
Number of students accepted per rotation: \_\_\_\_\_

I acknowledge that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
Laboratory Director Signature

\_\_\_\_\_  
Date



PHLEBOTOMY 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\_\_\_\_\_

Christine Ousley  
Program Director  
Phlebotomy Program  
Western Dakota Tech  
800 Mickelson Drive  
Rapid City, SD 57703  
Office 605-718-2912

STUDENT ORIENTATION CHECK LIST  
**Phlebotomy Program Clinical Rotation**

**Clinical Site:** \_\_\_\_\_

**Clinical Site Preceptor/Clinical Educator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

At the start of the Phlebotomy 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 WDTC Phlebotomy 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** **PHLEBOTOMY CLINICAL PROGRAM**

Clinical Rotation/Site \_\_\_\_\_

Student Name \_\_\_\_\_ Inclusive Dates \_\_\_\_\_ to \_\_\_\_\_

Date	In	Out	In	Out	Total Hours
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					

Total Weekly Hours \_\_\_\_\_

\_\_\_\_\_  
 Clinical Preceptor Signature

\_\_\_\_\_  
 Student Signature

Date	In	Out	In	Out	Total Hours
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					

Total Weekly Hours \_\_\_\_\_

\_\_\_\_\_  
 Clinical Preceptor Signature

\_\_\_\_\_  
 Student Signature

## Attendance Record Phlebotomy Clinical Program

Clinical Rotation/Site \_\_\_\_\_

Student Name \_\_\_\_\_ Inclusive Dates \_\_\_\_\_ to \_\_\_\_\_

Date	In	Out	In	Out	Total Hours
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					

Total Weekly Hours \_\_\_\_\_

\_\_\_\_\_  
Clinical Preceptor Signature

\_\_\_\_\_  
Student Signature

Date	In	Out	In	Out	Total Hours
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					

Total Weekly Hours \_\_\_\_\_

\_\_\_\_\_  
Clinical Preceptor Signature

\_\_\_\_\_  
Student Signature



**STUDENT PERCEPTION OF CLINICAL EXPERIENCE  
PHLEBOTOMY 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.

<b>Item</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neither agree or disagree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
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?

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

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

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