

Clinical Competency Checklist - MLS 330 Phlebotomy and Pre-analytical Variables

LABORATORY CLINICAL EXPERIENCE OBJECTIVES

At the end of Phlebotomy and Preamerical Variables, MLS 330, the student should be able to:

Knowledge and Application (Cognitive Skills):

- Cognitive processes
 - Explain phlebotomy theory supporting blood collection techniques
 - Integrate knowledge and make informed judgments about phlebotomy practice in the clinical setting
 - Formulate a clear, answerable question
 - Predict expected results
 - Follow written protocols and verbal instructions
- Analysis skills
 - Collect and organize data in a systematic fashion
 - Present data in an appropriate form
 - Assess the validity of the data (including integrity and significance)
- Troubleshooting and problem solving
 - Recognize errors or discrepancies during lab procedures
 - Select corrective actions for problem solving
- Safety skills
 - Recognize safety equipment and laboratory safety measures
- Communication skills
 - Introduce her/himself to the patient
 - Give pertinent information to the patient about the procedure
 - Discuss collection method or occurrences with other laboratory staff
- Interpersonal and citizenry skills
 - Work effectively in teams or groups so that the task, results, and analysis may be shared
 - Effectively manage time and tasks allowing concurrent and/or overlapping tasks to be done simultaneously, by individuals and/or within a group

Performance (Psychomotor Skills):

- Utilize safety measures and equipment
 - Utilize adequate personal protective equipment, sharp container, fume hood and other safety devices
- Perform venipuncture (pre-analytical)
 - Select adequate materials and equipment
 - Select site for peripheral blood collection using tourniquet and palpation
 - Disinfect collection site
 - Perform venipuncture using vacutainer system
 - Perform venipuncture using a syringe
 - Label specimens according to laboratory protocol
- Perform skin puncture (pre-analytical)
 - Select adequate materials and equipment
 - Select site for capillary blood collection
 - Disinfect collection site
 - Perform skin puncture using lancet
 - Label specimens according to laboratory protocol
- Process specimens (preamerical)
 - Mix whole blood sample
 - Centrifuge samples
 - Separate and aliquot specimens
 - Store samples at proper temperature (postanalytical)

Professional (Affective) Skills:

- Demonstrate interest, enthusiasm, and willingness to learn as seen through active participation.
- Show initiative and motivation as demonstrated by independence in performing routine procedures, preparation before class, decreased need for supervision, willingness to go beyond the required assignments, and recognition of opportunities to improve quality and productivity of work.
- Adapt to stressful and/or new situations by maintaining composure and flexibility without compromising individual integrity.
- Exhibit teamwork through cooperation, courtesy, respect, and sensitivity towards others.

Student name: _____

- Convey a professional attitude as shown by an appropriate level of confidence and a positive outlook toward work and other people.
- Demonstrate integrity as shown by the admission and documentation of errors, recognition of the potential danger of short cuts, and the maintenance of patient and co-worker confidentiality.
- Act responsibly and reliably as measured by punctuality, attendance, dependability, and quality of work.
- Respond favorably to supervision and feedback.
- Present an acceptable level of cleanliness as seen by one's personal hygiene, professional appearance and maintenance of the workspace.

Students should work together with their respective clinical preceptors to complete the checklist. Accuracy, precision, timely reporting of test results, and demeanor must comply with the laboratory's acceptable standards. While working in the laboratory, the student must meet laboratory standards for work habit skills in patient confidentiality, communication skills, laboratory safety, universal precautions, waste disposal, and equipment/work area maintenance. It is requested that the student's laboratory competency evaluation be completed by the clinical preceptor in the presence of the student to allow verbal feedback to the student regarding the student's progress and performance.

Note: As part of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accreditation regulations, no student may engage in service work during his/her clinical experience. All laboratory test results generated by students during their clinical hours must be directly supervised by clinical laboratory staff. While the student is performing their clinical hours, they must be performing duties as a student, and not an employee. Definition of Service Work: Providing or generating results of clinical tests on patient samples without direct supervision of clinical staff or supervisor managers which exceeds the expected component required for the educational process.

Course Instructor: _____

Clinical Preceptor(s): _____

Clinical Site(s): _____

Student name: _____

SCORING KEY

1: Discussed: Process was discussed, principle explained, student acknowledges an understanding of the process or principle.

2: Demonstrated: Process has been performed and demonstrated by the practicum instructor. Student has observed demonstration and has been allowed to ask questions as needed. The student acknowledges an understanding of the process or principle by verbally explaining the process or principle back to the practicum instructor.

3: Maximum Supervision: The student has performed the process under the direct, maximum supervision of the practicum instructor, and with the level of competency required by the laboratory for that task or process.

4: Minimum Supervision: The student can perform the process satisfactorily with only minimum or non-direct supervision by the practicum instructor, and the performance meets the level of competency required by the laboratory for that task or process.

N/A: Not Available: The nature of the laboratory does not allow the student access to the equipment/test method.

Note: The competencies will be graded for a total of 100 pts. Points will be deducted for competency categories that are not met. If an item is not available at the lab, please N/A that area so the student does not lose points. If something is not available, but was discussed with the student, please write, "1 – N/A". Students must achieve a minimum of 80% on their competency checklist in order to pass.

Please have all clinical preceptors sign and date below.

Clinical Preceptor Signature _____ Date _____

Clinical Preceptor Signature _____ Date _____

Clinical Preceptor Signature _____ Date _____

Clinical Preceptor Signature _____ Date _____

Comments:

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Student name: _____

Phlebotomy	Mandatory Skill	Expected Score	Student Score	Date complete	Mentor initial
Demonstrates proper venipuncture technique, minimum 25	M	4			
Identifies patients using proper procedures.	M	4			
Knowledgeable of the proper order of blood collection according to tube color.	M	4			
Observes proper finger/heal stick technique.		2			
Observes proper technique with pediatric patients.		2			
Labels specimens using institution policy.	M	4			
Draws appropriate tubes for requested tests.	M	4			
Evaluates specimens for common collection errors.	M	4			
Specimen Processing					
Separates and distributes in-house samples to the appropriate department for testing.	M	4			
Proficient in processing samples to be sent to reference laboratories, where applicable.	M	4			
Demonstrates knowledge of the processing and handling of samples other than blood and urine (ie: joint fluid, semen, stool, etc...), according to lab protocol.		4			
Knowledge of proper guidelines for specimen storage requirements and sample transport.	M	4			
Demonstrates suitable knowledge of the laboratory's computer system (ie: LIS) as it relates to specimen processing.	M	4			
Lab Safety					
Strictly adheres to the Universal Precautions policy of the clinical site.	M	4			
Wears protective gear as outlined by the clinical site.		4			
Knowledgeable of and demonstrates proper disposal technique of biohazard materials.		4			
Always washes hands before leaving the laboratory area.		4			
Knowledge of safety shower, eyewash station, & other applicable safety equipment.		4			
Student demonstrates honesty by:					
Maintaining strict patient confidentiality	M	4			
Student demonstrates personal interactive skills and proper professional behavior by:		Expected Score	Student Score	Date complete	Mentor initial
Working with co-workers in a positive manner, promoting productive workflow.	M	4			
Refraining from making statements or actions that represent sexual, ethnic, racial, or homophobic harassment.	M	4			
Willingly and consistently using appropriate personal safety devices when handling caustic, infectious, or hazardous materials.	M	4			
Completing all required tasks and remaining in the work area when scheduled.	M	4			
Being punctual whenever scheduled.	M	4			
Adhering to current dress and appearance in the laboratory setting.	M	4			
Cleaning the work area when leaving the laboratory, returning supplies to appropriate storage location, & disinfecting all work areas used by the student.	M	4			

Student name: _____

Hours completed by student:					
Minimum time required for this lab competency is 24 hours. Mentors are encouraged to increase the number of hours dependent on individual student need.		24 hours			
Based on performance is this the type of person you would consider for potential employment?			Y ☐	N ☐	