



MLAB 2461.001-Clinical I for Med Lab Technology (Traditional)

Course Syllabus: Spring 2021

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Chantel Sokol

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	10:30-11:30	9:30-11:30	By appt	9:30-11:30	By appt	Available
	1:30-4:30			1:30-3:30		

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 4 credit hours. Lecture/Lab/Clinical: Sixteen weeks of 384 contact hours in a clinical laboratory setting. A health-related work-based learning experience that enables the student to apply specialized occupational theory skills, and concepts. Direct supervision is provided by the clinical professional either on campus by MLT faculty or at the clinical affiliate site by medical laboratory staff from the site.

Prerequisite(s): Admission to the clinical phase of the MLT program or department approval.

Student Learning Outcomes:

1. Describe the theory and processes of each clinical area of the laboratory
2. Describe the disease states associated with each clinical area of the laboratory
3. Identify the laboratory tests in each clinical area of the laboratory required to evaluate disease states
4. Perform basic laboratory tests in each clinical area of the laboratory
5. Evaluate laboratory findings and correlate with clinical conditions
6. Apply procedures, regulations and laws within and among political, economic, environmental, social and legal systems associated with the hospital or clinical medical laboratory technician.
7. Demonstrate legal and ethical behavior, safety practices, intrapersonal and teamwork skills.
8. Utilize appropriate written and verbal communication skills using the terminology of the medical field.

Evaluation/Grading Policy: Students will be evaluated on their knowledge, skills and professional attitude in each major rotation area. The college provides specific objectives and evaluation forms for each rotation area. It is the student's responsibility to complete the objectives, performance competencies, and to have the clinical instructor complete the evaluation forms by the time they finish the rotation. The clinical faculty will complete the evaluation forms that are provided by the college. A satisfactory evaluation must be obtained in each rotation area for successful completion of the clinical practicum experience. The student competencies must be at the minimum level indicated on the Performance Evaluation Form in all rotation areas in order to pass these courses.

Good laboratory practice requires psychomotor, affective and cognitive skills. The student will be evaluated in all three areas. Because the courses are primarily practical in nature, the psychomotor area

will be weighted the heaviest for final grade determination. However, students must pass each rotation area with at least a "C" average in order to satisfactorily complete the clinical practicum . Any written or practical exam in which the student earns a grade below 70% MUST be remediated . A grade of 70% will be given on exams satisfactorily completed following remediation.

Psychomotor and affective grades will be derived from the clinical Performance Evaluation Forms. Samples of the forms are found under the Evaluation Forms tab in Blackboard. Students must obtain at least a 70% on the affective evaluation and must obtain the designated level of competency on the psychomotor evaluation. Remediation will be necessary when the designated level of competency is not obtained. The type of remediation will be determined by the clinical instructor and the program director.

Grades for the clinical practicum courses will be determined as follows:

Psychomotor skills:	Clinical Performance Evaluation Forms	60%
Affective skills:	Clinical Performance Evaluation Forms	20%
Cognitive skills:	Written exams	20%

There will be two written exams given for each clinical rotation area, a midterm and a final. Exams will be based on MediaLab assignments and administered by MediaLab.

Grading Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D*
Below 60%	F*

*Grades below 70% may NOT be used to meet graduation requirements in the MLT program

Assignments:

At the discretion of the clinical faculty, the students may be given reading assignments, written tests, oral quizzes and/or performance tasks to complete. Students will keep accurate time logs and record sheets of all work performed in the clinical practicum experience. Time logs and weekly work record sheets should be uploaded to Blackboard at the end of each week. The original record should be hand delivered or mailed to the MLT Clinical Coordinator at the completion of the clinical practicum experience. The original records will become part of your permanent file. **All evaluation forms must be in the student's academic file at Northeast Texas Community College before a course grade is submitted.**

Required Instructional Materials: None

Optional Instructional Materials: *Clinical Laboratory Science Review*, The Bottom Line Approach, 5th edition, Louisiana State University Press

Students will also be expected to use textbooks, laboratory manuals, and lecture notes from all previous courses. In addition, all clinical facilities will provide access to reference books and Standard Operating Procedures in each major area of laboratory rotation. Students should record information and instructions in a notebook that is kept with them at all times. They should use this notebook as a reference to avoid asking unnecessary questions.

Minimum Technology Requirements:

Computer

Most Windows or Mac desktop and laptop computers work well for online classes.

Chromebooks use the Chrome operating system which is not a supported operating system for Blackboard. Some areas of Blackboard require Java on your computer, and Chromebooks do not support the use of Java. If you use a Chromebook, please be sure you also have access to a Mac

computer or Windows computer so you can fully participate in your Blackboard class. Some things will not work on a Chromebook.

Please do not ONLY rely on a tablet, including an iPad, or a smartphone to use Blackboard. Not all features will work on tablets and smartphones. You may need access to a full computer to be able to do everything in your Blackboard class.

You will need to scan documents and upload them to Blackboard. You can use a scanner attached to a computer, a smartphone app, or your cell phone's camera.

Internet Access

While Bb can be accessed with dial-up online service, best results will be obtained when using a broadband Internet service.

Java

Make sure your computer is running the current version of java. It is a free download at www.java.com.

Internet Browser

Supported browsers for use with Blackboard include Firefox, Google Chrome, Internet Explorer, and Safari. If you experience any problems in Blackboard we recommend you login to the portal and Blackboard from another browser before seeking assistance from NTCC Technical support.

Required Computer Literacy Skills:

Intermediate Internet Skills

You should be familiar with how the Internet works including following links and searching for information.

Intermediate Word Processing Skills

You should be familiar with how to enter data (text) on a word processing document, format text, and save documents.

Course Structure and Overview: You will be assigned to three rotations for the Spring semester. These clinical rotations consist of a total of 480 contact hours AT A CLINICAL SITE:

Hematology/Coagulation/Urinalysis - 6 weeks (192 hours), Microbiology - 5 weeks (160 hours), Immunohematology - 5 weeks (160 hours), Clinical Chemistry - 4 weeks (128 hours). Phlebotomy may be performed throughout the rotations when time and clinical instructors allow.

The students will have performance quotas for most rotation areas to ensure sufficient experience in these areas - documentation forms can be found in Weekly Log tab in Blackboard:

Phlebotomy: 25 successful specimen collections (documentation required)

Hematology: 75 automated blood count specimens, 40 manual differentials (documentation of manual differentials required)

Coagulation: 30 PT/INRs and 10 PTTs

Urinalysis: 50 physical/chemical analyses, 40 microscopic examinations (documentation required)

Chemistry: 75 automated chemical analyses of blood specimens

Each clinical affiliate laboratory offers a wide variety of in-house laboratory tests and uses current instrumentation. Experienced clinical instructors will teach the students how to organize their workload, assess specimen quality, operate and maintain instrumentation, perform assays and validate results.

The clinical affiliate laboratories donate employee time, supplies and patient specimens to help educate

new members of the profession. In return, the college agrees to assign to the affiliates only those students who meet academic and ethical standards. The college agrees to dismiss any student from the affiliate laboratory if the student is unacceptable to the laboratory for reasons of health, performance, or other reasonable cause.

Communications: EMAIL: E-mail preferred. E-mails will be responded to within 24 hours during the work week (Monday – Thursday 8am-6pm and Friday 8-noon). Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC.

TEXT MESSAGE NOTIFICATIONS: You are required in this course to sign up for the text message notifications via Remind. I will use Remind to get information out to students quickly. This will enable you to receive important class announcements and reminders from me via text message so that you will not miss out on any assignment changes or important updates. To be added to the Remind group text @mlab131 to 81010. Please continue to check your NTCC email daily.

ANNOUNCEMENTS: These can be found in Blackboard under the course link on your Bb homepage. Please make sure you are reading any announcements thoroughly when they are posted there.

Mrs. Chantel Sokol, Clinical Coordinator, will visit each student on a regular, scheduled basis during the clinical practicum experience. While she is there, she will talk to the student and the clinical instructor(s) the student is working with. This way, information can be gathered regarding the student's progress from several perspectives. Email and phone calls will also be used to communicate with the clinical affiliates and students. Students should check their email every day during clinicals. Date and times for clinical visits will be communicated to you via email.

Institutional/Course Policy:

Clinical Policies and Procedures: Students must comply with all policies and procedures of the facility to which they are assigned. Students will be required to attend hospital orientation if required by the facility. While it is the responsibility of the student to become familiar with the policies and procedures of the clinical facility, it is the responsibility of the clinical facility to orient the students to all pertinent procedures and policies. Failure to comply with the policies and procedures of the facility or failure to respect the authority and responsibility of the facility and staff may result in the removal of a student from a facility. This will result in a failing grade for the rotation. Clinical performance or behavior that causes any disruption in patient care or within the clinical facility will result in the student's dismissal from the affiliate hospital. A grade of "F" will then be assigned to the course. All pertinent facts will be documented and discussed with the student and specific recommendations will be made by the MLT Program Director.

Transportation: The student is responsible for providing their own transportation to and from the clinical facilities. Students should be prepared to travel out of town for clinical experience, if necessary.

Attendance Policies: The student will be expected to train at the clinical affiliate eight hours a day, Monday through Thursday. The exact starting and ending times of each shift will be determined by the specific rotation at the clinical affiliate site. Students will be entitled to a 30 minute lunch break during the 8 hour rotation that will be arranged with the clinical instructor. Students are NOT permitted to work without a lunch break. The lunch break is in addition to the 8 hour rotation. Daily attendance and punctuality are extremely important for the successful completion of each clinical rotation. We expect the students to have NO absences. Every day at the clinical site is important as specific activities are scheduled each day within each rotation. If the student misses time, the schedule is interrupted. It is important to remember that the clinical instructors are performing two services, working and teaching the student. It is therefore difficult for clinical instructors to schedule make-up time for time missed by the student. Students should request permission for time off during the clinical rotations only for family or personal emergencies. If possible, the request should be made in advance for scheduling purposes. In case of absence or tardiness, the student must notify the clinical affiliate and the program Clinical Coordinator at least one half-hour before the expected arrival time. Ask to speak to your assigned clinical instructor or the

laboratory director and leave a message that includes: Name, school, reason for absence and date of return. It is the student's responsibility to complete all missed work. The student can make up work/time only under the supervision of the clinical instructor. At the discretion of the clinical instructor, the student may make up time after their regular hours, on weekends or after the end of their scheduled clinical experience. Failure to make up "missed time" or a pattern of unexcused absences or tardiness may result in an unsatisfactory grade. The student is expected to arrive on time and begin work promptly and to stay until the scheduled shift is complete. Any tardiness or early departure should be logged in the student file. Tardiness or early departure on more than three occasions may result in the removal of the student and a grade of "F" assigned for the course. Excessive absences (5 days or more) or failure to notify the clinical facility on the day of the absence may result in removal of the student from the clinical site and an "F" will be assigned to the course, resulting in dismissal from the program.

Clinical affiliates also have the option of extending the clinical practicum due to absences, poor performance or lack of proficiency in a given department. This could result in a delay of the student's expected graduation date and eligibility to take the certification examination. The student shall not hold the college or clinical faculty liable for any associated cost or reapplication fees incurred as a result of extended clinical hours.

Phone Call Policy:

- ◆ All students are requested to restrict personal phone calls, either incoming or outgoing, to only those that are absolutely essential.
- ◆ Telephone lines are to be kept free for the essential business of the laboratory.
- ◆ Urgent and essential incoming calls for students will be accepted.
- ◆ Under no circumstances are cell phones to be in the audible (ringing) mode.
- ◆ Cell phone use should be limited to break/lunch time except for emergency use.
- ◆ When answering the laboratory phone, proper telephone etiquette should be used at all times. Identify your location ("chemistry laboratory") and your name ("Jane speaking").

Non-Work Related Activities Policy:

- ◆ The activities of the student should be directed only to the objectives of the laboratory. Activities that cannot be directly related to the work of the laboratory are not permitted in the laboratory.
- ◆ You are not permitted to have personal visitors during assigned clinical hours. You may meet your visitors during your break and meal periods. If you would like to show a relative or friend through the laboratory, please ask permission and schedule this in advance with the laboratory director.
- ◆ Please do not visit with other students during clinical training.

Dress Policy: Students must comply with the dress code policy and personal hygiene standards of the clinical affiliate to which they are assigned. They must dress and act in a professional manner at all times. At the discretion of the clinical faculty, a student whose appearance is deemed inappropriate will be asked to leave the clinical area. Identification tags will be provided by the clinical facility or the college and should be worn at all times at the clinical facility.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

MLAB 2461
Spring 2021
Chantel Sokol

Schedule of Activities/Assignments

Week	Date	Activities	Assignments
1	Jan 19 th -22 nd	<ul style="list-style-type: none"> Read everything in start course here folder and complete introductory documentation. Be introduced at your clinical site by Mrs. Sokol 	Introductory Submissions Due 1/22
2	Jan 25 th -29 th	<ul style="list-style-type: none"> Begin first clinical rotation (Week 1) Print rotational logs and maintain Complete observations and time log daily Complete Exam 1 on MediaLab 	Student Time Log Diary of Observations Exam 1 Due 1/29
3	Feb 1 st -Feb 5 th	<ul style="list-style-type: none"> Complete observations and time log daily (Week 2) Site visits by Mrs. Sokol 	Student Time Log Diary of Observations Due 2/5
4	Feb 8 th -12 th	<ul style="list-style-type: none"> Complete observations and time log daily (Week 3) Site visits by Mrs. Sokol Complete Exam 2 on MediaLab 	Student Time Log Diary of Observations Exam 2 Due 2/12
5	Feb 15 th -19 th	<ul style="list-style-type: none"> Complete observations and time log daily. (Week 4) Site visits by Mrs. Sokol 	Student Time Log Diary of Observations Due 2/19
6	Feb 22 nd -26 th	<ul style="list-style-type: none"> Complete observations and time log daily (Week 5) Complete Exam 3 on MediaLab 	Student Time Log Diary of Observations Exam 3 Due 2/26
7	Mar 1 st -5 th	<ul style="list-style-type: none"> Complete observations and time log daily (Week 6) Some students may be starting new rotation, some may be finishing last week of Heme Print rotational logs and maintain Site visits by Mrs. Sokol 	Student Time Log Diary of Observations First Rotational Submissions Due Due 3/5
8	Mar 8 th -12 th	<ul style="list-style-type: none"> Complete observations and time log daily (Week 7) Site visits by Mrs. Sokol Complete Mid-Term on MediaLab 	Student Time Log Diary of Observations Mid-Term Due 3/12
9	Mar 15 th -19 th	<ul style="list-style-type: none"> Complete observations and time log daily (Week 8) 	Student Time Log Diary of Observations Due 3/19

10	Mar 22 nd -26 th	<ul style="list-style-type: none"> Complete observations and time log daily (Week 9) Complete Exam 4 on MediaLab Site visits by Mrs. Sokol 	Student Time Log Diary of Observations Exam 4 Due 3/26
11	Mar 29 th - Apr 2 nd	<ul style="list-style-type: none"> Complete observations and time log daily (Week 10) 	Student Time Log Diary of Observations Second Rotational Submissions Due Due 4/2
12	Apr 5 th - Apr 9 th	<ul style="list-style-type: none"> All students begin new rotation Complete observations and time log daily (Week 11) Site visits by Mrs. Sokol Complete Exam 5 on MediaLab 	Student Time Log Diary of Observations Exam 5 Due 4/9
13	Apr 12 th – 16 th	<ul style="list-style-type: none"> Complete observations and time log daily (Week 12) Site visits by Mrs. Sokol 	Student Time Log Diary of Observations Due 4/16
14	Apr 19 th -23 rd	<ul style="list-style-type: none"> Complete observations and time log daily (Week 13) Complete Exam 6 on MediaLab Site visits by Mrs. Sokol 	Student Time Log Diary of Observations Exam 6 Due 4/23
15	Apr 26 th – Apr 30 th	<ul style="list-style-type: none"> Complete observations and time log daily (Week 14) Site visits by Mrs. Sokol 	Student Time Log Diary of Observations Due 4/30
16	May 3 rd – May 7 th	<ul style="list-style-type: none"> Complete observations and time log daily (Week 15) Complete Final Exam on MediaLab 	Student Time Log Diary of Observations Final Exam on MediaLab Due 5/7
17	May 10 th -13 th	<ul style="list-style-type: none"> Some students may be complete for the semester and will submit this week in the Summer Complete observations and time log daily (Week 16) All documentation must be complete and uploaded to Blackboard no later than midnight, Thursday, May 13th for grade entry 	Student Time Log Diary of Observations Third Rotational Submissions Due Due 5/13**

All of the listed week's work is due by the Friday of that week at 11:59 pm unless otherwise stated. Make sure you understand due dates. Should you have questions you may email me at csokol@ntcc.edu. Late work could result in an Incomplete for the semester, please submit all assignments on time or early. Again, if there are any questions about the schedule please email me at csokol@ntcc.edu or send text message via Remind.