



CLBT 2200 Certification Review

Fall Semester 2020

COURSE INFORMATION

Credit Hours/Minutes: 2/3000 minutes

Class Location: 739

Class Meets: M-R

CRN: 20266

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Cynthia Williams, MS, MT (AMT) (HHS)

Email Address: Cynthia Williams (cwilliams@southeasterntech.edu)

Vidalia/Office Location: 716 Gillis Building

Office Hours: 7:30-8 am; 3:30-5 pm

Phone: 912-538-3183

Fax Number: 912-538-3106

REQUIRED TEXT

BOC Study Guide 5th ed. ASCP and Polanski review cards, V. Polanski

REQUIRED SUPPLIES & SOFTWARE

Ink pens, pencil, highlighter, permanent marker, paper, pocket notebook, Polanski review cards and any other supplies deemed necessary by instructor. Lab coats with STC patch and uniforms. . Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.

MAJOR COURSE COMPETENCIES

- 1 Professional Ethics, Regulatory Agencies, Lab Safety, Equipment and Techniques
- 2 Phlebotomy, Specimen Collection and Infection Control
- 3 Quality Control Concepts
- 4 Computer Applications
- 5 Urinalysis and Body Fluids
- 6 Hematology and Coagulation

- 7 Immunology and Serology
- 8 Immunochemistry
- 9 Clinical Chemistry and Solutions
- 10 Microbiology
- 11 Parasitology, Mycology, Mycobacteriology, and Virology
- 12 Test-taking Skills and Work ethics

PREREQUISITE(S)

- CLBT 1030 - Urinalysis/Body Fluids
- CLBT 1040 - Hematology/Coagulation
- CLBT 1050 - Serology/Immunology
- CLBT 1060 - Immunochemistry
- CLBT 1070 - Clinical Chemistry
- CLBT 1080 - Microbiology

COURSE OUTLINE

Learning Outcomes

Professional Ethics, Regulatory Agencies, Lab Safety, Equipment and Techniques

Order	Description	Learning Domain	Level of Learning
1	Evaluate case studies to determine the professional and ethical solution.	Cognitive	Evaluation
2	Demonstrate professional and ethical behavior in the clinical arena.	Cognitive	Application
3	Discuss certification options and apply for certification exam.	Cognitive	Comprehension
4	Discuss State of Federal Licensure laws, including, but not limited to: CLIA'88, CAP, The Joint Commission, State of Georgia DHR, and Medicare/Medicaid.	Cognitive	Comprehension
5	Demonstrate safety techniques related to storage of chemicals and handling of biohazardous materials.	Cognitive	Application
6	Review proper use of glassware, pipettes, spectrophotometer, balance, centrifuge, serial dilutions	Cognitive	Comprehension
7	Successfully complete a mock registry exam that includes General Lab Skills with a minimum score of 70%.	Cognitive	Application

Phlebotomy, Specimen Collection and Infection Control

Order	Description	Learning Domain	Level of Learning
1	Review proper identification techniques, anticoagulants, and common problems associated with venipunctures, skin punctures and solutions.	Cognitive	Comprehension
2	Review specimen collection techniques, handling and processing, including variables affected by improper technique	Cognitive	Comprehension
3	Review safety techniques, infection control procedures, isolation procedures, exposure plan, occupational hazards, and exposure control measures.	Cognitive	Comprehension
4	Successfully complete a mock registry exam in Phlebotomy, Specimen Collection and Infection Control with a minimum score of 70%.	Cognitive	Application

Quality Control Concepts

Order	Description	Learning Domain	Level of Learning
1	Review functions of a quality assurance program, evaluating case studies to determine the proper procedures to follow in each event.	Cognitive	Comprehension
2	Review calculations of standard deviations, coefficient of variation, mean, and range.	Cognitive	Comprehension
3	Prepare quality control charts, document QA.	Cognitive	Application
4	Successfully complete a mock registry exam in Quality Control concepts with a minimum score of 70%.	Cognitive	Application

Computer Applications

Order	Description	Learning Domain	Level of Learning
1	Review importance of proper data collection and input.	Cognitive	Comprehension
2	Discuss computerized patient routing.	Cognitive	Comprehension

Urinalysis and Body Fluids

Order	Description	Learning Domain	Level of Learning
1	Review fundamental theory of urinalysis/body fluids	Cognitive	Comprehension
2	Review anatomy of body systems associated with urinalysis and body fluids.	Cognitive	Comprehension
3	Review procedure for Urinalysis Dipstick and Microscopic exam.	Cognitive	Comprehension
4	Review correct method of reporting urinalysis/body fluids results.	Cognitive	Comprehension
5	Correlate urinalysis and body fluid test results with appropriate disease states.	Cognitive	Analysis
6	Successfully complete a mock registry exam on topics relating to urinalysis and body fluid testing and disease correlations with a minimum score of 70%.	Cognitive	Application

Hematology and Coagulation

Order	Description	Learning Domain	Level of Learning
1	Review RE System and apply this knowledge to hematology testing procedures.	Cognitive	Comprehension
2	Review procedure, and interpretation of CBC and Differential, cell counts, morphology and estimation of indices	Cognitive	Comprehension
3	Correlate hematology results to disease states.	Cognitive	Analysis
4	Correlate special testing to disease states, including, but not limited to: sickle cell test, sed rate, reticulocytes, spherocytes, abnormal hemoglobins, bone marrows, leukemias, and anemias.	Cognitive	Analysis
5	Review critical levels and blood cell dyscrasias.	Cognitive	Comprehension
6	Review hematology instrumentation and troubleshooting techniques.	Cognitive	Comprehension
7	Review coagulation cascade and factor categories and function.	Cognitive	Comprehension
8	Review platelets structure and function.	Cognitive	Comprehension
9	Review test procedures and applications.	Cognitive	Comprehension
10	Correlate disease states with coagulation results.	Cognitive	Analysis
11	Review instrumentation related to coagulation/fibrinolysis studies.	Cognitive	Comprehension
12	Successfully complete a mock registry exam including these topics with a minimum score of 70%.	Cognitive	Analysis

Immunology and Serology

Order	Description	Learning Domain	Level of Learning
1	Review parts of the immune system and their functions.	Cognitive	Comprehension
2	Review complement cascade and the function of this system.	Cognitive	Comprehension
3	Review structure and function of antigen-antibody reactions and their application in serological testing	Cognitive	Comprehension
4	Review clinical significance of disease states related to immunity, including, but not limited to: syphilis, immune deficiency, viruses, inflammation, allergies, autoimmune problems and lymphoproliferative disease.	Cognitive	Comprehension
5	Review common techniques, including, but not limited to: agglutination, precipitation, immunoassays, tumor markers, flocculation, electrophoresis and molecular diagnostic technology.	Cognitive	Comprehension
6	Review result and normal value recording and reporting.	Cognitive	Comprehension
7	Review proper specimen collection and handling techniques.	Cognitive	Comprehension
8	Review confirmatory tests.	Cognitive	Comprehension
9	Review sources of error in serological testing.	Cognitive	Comprehension
10	Successfully complete a mock registry exam related to immunology and serology topics with a minimum score of 70%.	Cognitive	Comprehension

Immunoematology

Order	Description	Learning Domain	Level of Learning
1	Review genetic reasons for blood type inheritance, hemolytic disease of the newborn and inheritance of antibodies	Cognitive	Comprehension
2	Review proper procedure of donor unit selection for compatibility testing.	Cognitive	Comprehension
3	Review proper donor unit selection in unusual circumstances: emergency, surgery, coagulation abnormalities, and pediatrics/elderly.	Cognitive	Comprehension
4	Review proper techniques for collection of donor units, donor selection, and treatment for donor reactions.	Cognitive	Comprehension
5	Review procedures and interpretation of all pretransfusion tests.	Cognitive	Comprehension
6	Review sources of error in the procedures and interpretation of pretransfusion testing.	Cognitive	Comprehension
7	Review importance and procedure of quality control in pretransfusion testing.	Cognitive	Comprehension
8	Discuss case studies related to interpretation and troubleshooting problems in pre-transfusion testing.	Cognitive	Comprehension
9	Review use of transfusion products to manage disease states, including, but not limited to: packed red cells, specially treated packed red cells, cryoprecipitate, fresh frozen plasma, coagulation factors, RhoGam, platelets, and special set-ups.	Cognitive	Comprehension
10	Review symptoms of transfusion reactions.	Cognitive	Comprehension
11	Review the transfusion reaction investigation procedures.	Cognitive	Comprehension
12	Successfully complete a mock registry exam on topics related to Immunoematology with a minimum score of 70%.	Cognitive	Comprehension

Clinical Chemistry and Solutions

Order	Description	Learning Domain	Level of Learning
1	Review test methods, procedures, normal values, interpretation,	Cognitive	Comprehension

Order	Description	Learning Domain	Level of Learning
	interference, and correlation to disease states in reference to carbohydrates, electrolytes and acid-base balance.		
2	Review test methods, procedures, normal values, interpretation, interference, and correlation to disease states in reference to nitrogenous compounds	Cognitive	Comprehension
3	Review test methods, procedures, normal values, interpretation, interference, and correlation to disease states in reference to enzymes and endocrinology.	Cognitive	Comprehension
4	Review test methods, procedures, normal values, interpretation, interference, and correlation to disease states in reference to liver functions and lipids	Cognitive	Comprehension
5	Review test methods, procedures, normal values, interpretation, interference, and correlation to disease states in reference to toxicology and drug monitoring.	Cognitive	Comprehension
6	Review timing and specimen selection of specimen collection and correlation to proper test results.	Cognitive	Comprehension
7	Review body systems and related testing profiles.	Cognitive	Comprehension
8	Successfully complete a mock registry exam including these topics with a minimum score of 70%.	Cognitive	Application

Microbiology

Order	Description	Learning Domain	Level of Learning
1	Review specimen handling, proper media selection, inoculation techniques, smear techniques, stains, microscopic, atmosphere conditions and temperature regulation.	Cognitive	Comprehension
2	Review safety procedures and infection control measures.	Cognitive	Comprehension
3	Review sources of specimens and correlation to testing techniques, sterile technique, enhancement of growth conditions for identification of organisms	Cognitive	Comprehension
4	Review various pathogenic organisms, appearance on media, biochemical testing, and identification techniques.	Cognitive	Comprehension
5	Correlate presence of bacteria to disease states, critical values and normal flora.	Cognitive	Analysis
6	Review use of anti-microbial sensitivities in determining procedures and identifications of resistant, and sensitive organisms	Cognitive	Comprehension
7	Review multi-drug-resistant organisms and infection control techniques.	Cognitive	Comprehension
8	Successfully complete a mock registry exam on these topics with a minimum score of 70%.	Cognitive	Application

Parasitology, Mycology, Mycobacteriology, and Virology

Order	Description	Learning Domain	Level of Learning
1	Review proper specimen collection and handling for these special tests	Cognitive	Comprehension
2	Review testing procedures to identify these types of pathogenic organisms.	Cognitive	Comprehension

Order	Description	Learning Domain	Level of Learning
3	Correlate these organisms with disease states and critical values.	Cognitive	Analysis
4	Review special infection control techniques associated with mycology, mycobacteriology and virology.	Cognitive	Comprehension
5	Successfully complete a mock registry exam including these topics with a minimum score of 70%.	Cognitive	Application

Test-taking Skills and Work Ethics

Order	Description	Learning Domain	Level of Learning
1	Review special topics: study skills, rest, relaxation techniques, arriving on time and feeling confident	Cognitive	Comprehension
2	Review multiple choice test taking skills: elimination, guessing, changing answers, and practice.	Cognitive	Comprehension
3	Review Work Ethics	Cognitive	Comprehension
4	Successfully complete a comprehensive mock registry exam with a minimum score of 70%.	Cognitive	Application

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are required to wear name badges. Students must pass a pre-test before attending clinical rotation. Students are required to record clinical hours each day and be signed by the clinical preceptor. Each week this time sheet will be faxed to the program director. Caution: falsification of time sheets or preceptor signatures will result in expulsion from the CLBT program! Students are expected to complete all clinical hours and assignments by the due dates. A ten point penalty will be assessed for each day a research project or study questions are late. Research projects and study questions will not be accepted after end of course date. Students are responsible for policies and procedures included in the STC Catalog/CLT handbook. Students are responsible for requirements (drug screen, background check, immunizations, Fit test, CPR...) included in the STC Catalog/CLT handbook. No cell phones allowed. Read the infraction section of CLT Handbook. Stay busy during clinical rotation! Learn work flow, instrument operation, QC, and maintenance. If you have any down time- study the Polanski cards! Preceptors are watching you for prospective job opportunities. Take the initiative to draw patients, put up stock, answer phones, and load the instruments

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may

receive a grade of “F” (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

TRADITIONAL ATTENDANCE ADDENDUM: CLBT Certification Review course will be the last two weeks of the fall semester from 8am to 4:00 pm. This course meets for 8 days. Only one day absence is allowed in the Certification Review course. Each day will be dedicated to review of a subject, test given, and graded for the course. Any test missed must be made up. The Mock Registry will be given the last day of the 15 week fall semester. Students must pass the Mock registry with a 70 or higher in three attempts to complete the CLT program.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas_hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

Specific Absences

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator-

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas_hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W”

(Withdrawn) is assigned for the course(s) when the student completes the withdrawal form. Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES

Clinical time missed will be made up at the discretion of the clinical preceptor/ instructor. Research project and study questions are due on the dates posted on the syllabus. Late assignments will have 10 points deducted for each day late. After end date for the semester, assignments will receive a zero.

EXTENUATING CIRCUMSTANCES ARE DETERMINED AT THE INSTRUCTOR'S DISCRETION. UNLESS OTHERWISE SCHEDULED WITH THE INSTRUCTOR, IT IS EXPECTED THAT THE TEST WILL BE TAKEN THE NEXT DAY, SCHEDULED OUTSIDE OF REGULAR CLASS TIME. FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN A GRADE OF ZERO.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of a third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
MOCK registry	50%
Work ethics	5%
All tests averaged	45%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

GRADING POLICY

A clinical grade of 70 or above is required to pass clinical rotations (grades of 69.9 will not be rounded up). NO GRADES WILL BE DROPPED. You must receive a "C" or higher in all CLBT, core, and clinical courses to progress in the CLT program.

EXIT EXAM

This course includes an exit exam. The MOCK registry is the exam for this course. You must make a 70 or higher to successfully pass the CLT program as required by TCSG standards.

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

COMPETENCY AREAS

- 1 Professional Ethics, Regulatory Agencies, Lab Safety, Equipment and Techniques
- 2 Phlebotomy, Specimen Collection and Infection Control
- 3 Quality Control Concepts
- 4 Computer Applications
- 5 Urinalysis and Body Fluids
- 6 Hematology and Coagulation
- 7 Immunology and Serology
- 8 Immunohematology
- 9 Clinical Chemistry and Solutions
- 10 Microbiology
- 11 Parasitology, Mycology, Mycobacteriology, and Virology
- 12 Test-taking Skills and Work ethics

General Fall 2020 Lesson Plan

*** Special COVID19: CLBT Clinical Rotations

Lesson Plan is subject to change at the discretion of the instructor. Clinical rotations may be in any order as deemed compatible with the clinical site work flow.

week	Content	Assignments & Tests Due	Comp Area
1 August 17-21	Microbiology	Research project for Microbiology, Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
2 August 24-28	Microbiology	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C

week	Content	Assignments & Tests Due	Comp Area
3 August31- September	Microbiology	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
4 September7-11	Blood Bank	Research project for Blood bank Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
5 September14-18	Blood Bank	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
6 September 21-25	Blood Bank	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
7 September28- October 2	Chemistry	Research project for Chemistry Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
8 October 5-9	Chemistry	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
9 October 12-16	Chemistry	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-9 Core A-C
10 October 19-23	Hematology	Research project for Hematology Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams y	Course 1-8 Core A-C

week	Content	Assignments & Tests Due	Comp Area
11 October 26-30	Hematology	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-8 Core A-C
12 November 2-6	Hematology	Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-8 Core A-C
13 November 9-13	Phlebotomy/Urinalysis/Serology	Urinalysis OR Serology research project Study questions Polanski review cards Fax time sheet 912-538-3106 Attention: Cindy Williams	Course 1-6 Core A-C
14 November 16-20	Return to STC! CLBT Certification Review class Bring clinical skills check lists completed by the preceptor, research project, all evaluations, complete clinical hours signed by preceptor, and study questions: due today Nov.16th!	Begin review class: Nov. 16-Intro To Laboratory Technology & Urinalysis Nov. 17-Serology Nov. 18- Hematology/Coagulation Nov. 19-Blood Bank	Course 1- 12 Core A-C
15 November 23-27 Holiday 26 & 27!	Review class at STC	Nov.23 & 24-Microbiology Nov. 25-&26=Holiday	Course 1- 12 Core A-C
16 November30- December 1	Review class at STC	November 30-Chemistry December 1 st -MOCK Registry MOCK REGISTRY!! You must pass the MOCK registry to pass the CLT program! MOCK REGISTRY- you must pass this MOCK registry in 3 attempts with a 70 or higher and the course with a 70 or higher to pass the entire CLT program. All test grades week 14- 16 must be passed with a 70 or above per TSCG standards. All test grades week 14-16 are averaged and is 45% of your grade. Work ethics is 5% MOCK registry is 50% of your	Course 1- 12 Core A-C

week	Content	Assignments & Tests Due	Comp Area
		grade for this course.	

GENERAL CORE EDUCATIONAL COMPETENCIES:

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information

**Special focus: Type discrepancies and how to resolve.

CLINICAL ROTATION EVALUATION FOR CLBT 2100 IMMUNOHEMATOLOGY (BLOOD BANK)

Name: _____ Hospital _____

Dates: From _____ To _____

Please evaluate the performance of this student based on the following criteria:

5– meets criteria 90-100% of the time; 4 –meets criteria 80 – 89% of the time; 3 – meets criteria 70-79% of the time; 2 – meets criteria 60-69% of the time; 1- meets criteria less than 60% of the time. Procedures for each test protocol are located in the Policy and Procedure Manual located in each department at each clinical facility. Students must pass the clinical skills check off sheet with **70 or greater(C) to pass the course.**

Skill	Criteria	5=A	4=B	3=C	2=D	1=F
The student successfully performs the following:						
1. Inventory of blood components	Must follow steps in protocol exactly					
2. Daily QC procedures	Must achieve expected results 100% of the time.					
3. ABO, Rh typing procedures	Must obtain correct type 100% of the time					
4. Antibody screen	Must obtain the same result as the tech 100% of the time.					
5. Crossmatch	Must obtain the same result as the tech 100% of the time.					
6. Direct Antibody test	Must obtain the same result as the tech 100% of the time.					
7. Antibody identification (panel)	Must obtain the same result as the tech 100% of the time.					
8. Cord blood/ Rhogam workup	Must obtain the same result as the tech 100% of the time.					
9. Kleihauer-Betke procedure/ calculation	Must obtain the same result as the tech 100% of the time.					
10. Transfusion reaction workup	Must obtain the same result as the tech 100% of the time.					
11. Antigen typing: donor/ units/QC	Must obtain the same result as the tech 100% of the time.					

Skill	Criteria	5=A	4=B	3=C	2=D	1=F
The student successfully performs the following:						
12. Platelet/ FFP/ Cryoprecipitate procedure	Follows procedure 100% of the time.					
13. Records temperature: room, refrigerator, freezers, water baths, incubators...	Records and documents temperatures are within normal ranges.					
II Knowledge						
The student successfully:						
1. Observes autologous/phlebotomy donation	Must be present the entire procedure.					
2. Checks for proper labeling. Matches order to patient tube.	Recognizes proper labeling 100% of the time.					
3. Recognizes the procedure to correct clerical errors.	Follows procedure 100% of the time.					
4. Knows the procedure for emergency release of blood.	Follows procedure 100% of the time.					
5. Follows appropriate hospital protocol.	Follows procedure 100% of the time.					
6. Observes protocol of technologist releasing crossmatched blood to RN.	Must be present the entire procedure.					
7. Correlates medical management to lab results.	Correlates H&H/ plt to blood products infused.					

Total points: _____

Comments: _____

Areas that the student could improve: _____

Thank you for training this student from Southeastern Technical College. The clinical setting is a vital part of the student's education. It helps the student understand and put in to use the concepts learned in the classroom.

 Preceptor signature
 Date _____

Please enclose in a sealed envelope SIGNED ACROSS the seal. Thank you!

Level 1 Infractions:

Refer to CLT handbook for Level II infractions.

1. Possession of or under the influence of illegal drugs or alcohol while at the clinical site or in the lab.
2. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, student, hospital employee, or hospital.
3. Disclosing confidential information about any patient.
4. Immoral, indecent, illegal, or unethical conduct on clinical site premises.
5. Possession of weapons, or wielding or threatening to use any type of weapon on hospital or College property.
6. Engaging in disorderly conduct that could ultimately threaten the physical wellbeing of any patient, visitor, student, and hospital or College personnel.
7. Improperly recording clinical time on one's own or another's time sheet.
8. Verbal assault or physical battery on any patient, visitor, student, and hospital or College personnel.
9. Misuse or falsification of patient, student, and hospital or College records.
10. Removal of patient, student, and hospital or College records without authorization.
11. Practicing beyond the scope of clinical objectives.
12. Accusations of sexual harassment or sexual misconduct (pending appeal).
13. Failure to comply with HIPAA regulations.
14. Dismissal from a clinical site.

**Southeastern Technical College
Clinical Laboratory Program**

I, _____ have read and understand the syllabus and infractions level I and II.

I have also been given the opportunity to ask questions to clarify any requirements listed on the syllabus. I agree to follow the guidelines and rules listed on the syllabus and CLT Handbook. I have been given a copy of the syllabus and CLT handbook and know that the CLT handbook is also available on STC's "M" drive.

Print Name

Student Signature

Date _____

CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

