

COMMUNITY COLLEGE OF PHILADELPHIA
MLT 102: Phlebotomy Clinical Practicum
Student Professionalism, Performance and Skills

STUDENT NAME _____
 DEPARTMENT circle Outpatient or In-patient

CLINICAL SITE _____
 Semester _____

Instructions to Evaluator: Students will be evaluated on their professionalism, performance, and discipline-specific competencies during department rotations on a scale of **1 to 5** based on the level of competence at which the student performed in each category while on rotation in your laboratory. Use N/A if not done at your laboratory**.

**Students need to read the SOP or course textbook to cover any testing not observed/performed at the clinical site and discuss it with a clinical trainer or the clinical coordinator.

Score	Description	Grade equivalence ->	Letter grade
5	Excellent indicates the student demonstrates superior performance with an above-average level of skill.		A
4	Indicates good student performance; Meets All Expectations		B
3	Indicates average student performance; Meets Minimal Expectations		C
2	Indicates unsatisfactory student performance; Below Expectations*		D
1	Failure; Not Meeting Any Expectations. Needs improvement *		F
*	<i>Requires remediation action by the College faculty and the Clinical trainers to correct the problem. Additional time at the clinical facility is required but will be based on the availability of the site. If the student fails to achieve the minimal expectation (scores 3-5) for all tasks under the discipline-specific competencies after remediation, the student will receive a grade of D or F for the clinical portion of the course.</i>		

Description of tasks/competencies	Score
I. PROFESSIONALISM	Write 5,4,3,2 or 1
1. Professional appearance (Follows dress code: CCP scrubs, sneakers/clogs, ID/name tag)	
2. Attendance (consistently arrive in the lab at the assigned time at the beginning of the shift and after breaks; minimal call-outs (advanced notice and a valid reason are required).	
3. Honesty (reports mistakes, errors, or unethical situations to the clinical instructor)	
4. Interest (displays interest and an eagerness to learn, actively listens and asks appropriate questions.	
5. Initiative and resourcefulness (helping the department)	
6. Enthusiasm (performs all assigned tasks willingly)	
7. Teamwork (communicates professionally and works well with other employees)	
8. Customer service (attitude towards patients)	
9. Constructive use of downtime (not using a cell phone, restocking the supplies, learning LIS, etc.)	
10. Accepts criticism constructively and shows effort to improve	
II. PERFORMANCE	
11. Consistently adheres to safety rules in all areas of the lab (standard precautions, lab safety, PPE)	
12. Complies with lab standards of patient confidentiality (HIPPA)	
13. Ability to follow oral/written directions	
14. Use and care of equipment & work area (consistently resupplies and cleans up the work areas)	
15. Demonstrates organizational skills (works in a productive and efficient manner, keeps neat and complete records)	
16. Application of knowledge (anatomy of the arm, tube additives, order of draw, tests vs. department, etc.)	

<i>Description of tasks/competencies:</i>	Write 5,4,3,2 or 1
III. DISCIPLINE SPECIFIC COMPETENCIES. Under minimal supervision, the student is able to:	
17. Identifies patient correctly (name and DOB)	
18. Establishes proper patient rapport (asks about site preference, use of anticoagulants etc.)	
19. Ties tourniquet properly	
20. Able to find a suitable vein (palpates both arms and hands if necessary)	
21. Proper use of equipment (needle vs. vein type, tube sizes, antiseptic)	
22. Correct venipuncture technique (angle of the needle insertion, follows the order of draw, mixes the tubes, removes tourniquet and needle correctly)	
23. Proper use of the biohazard trash receptacle (engages the safety device of the needle quickly and disposes it in the sharps container, disposes of other trash correctly)	
24. Cares for patient's arm after venipuncture (two-point check, looks for adverse reactions)	
25. Labels tubes properly (in the presence of the patient, double checks the labels vs. patient requisition and/or asks the patient to state the name again)	
26. Observes any special handling (collection on ice, protection from light)	
27. Specimen processing (centrifuging, aliquoting, timely delivery of specimens to the correct area, etc.)	
28. Performs hand hygiene after each patient	
29. Progress at the end of the rotation (demonstrated at least a minimal proficiency in all tasks)	
<i>The sum of all the scores will be averaged by the CCP clinical coordinator to determine the final grade:</i>	
<i>The final grade for Phlebotomy Clinical Practicum (calculated by the CCP clinical coordinator):</i>	

ADDITIONAL COMMENTS:

1. In what area(s) did the student demonstrate outstanding ability(ies)?
2. In what area(s) do you feel the student needs to improve?

OVERALL PERFORMANCE

Was the student's overall performance in your lab **Satisfactory** or **Unsatisfactory** (Circle one, please).

If unsatisfactory, what recommendations would you make to help the student perform as an entry-level phlebotomist in your department?

Evaluator Signature Date

Student Signature Date

Evaluator Name

Clinical Coordinator Signature Date