

**Community College of Philadelphia MLT 102 Phlebotomy Clinical Practice
Orientation form.**

NAME OF THE STUDENT: _____

Contact info. Cell phone: _____ **e-mail:** _____

Lab name: _____ **Circle: OP area or Floors?**

Activity	Students initials	Supervisor's/coordinator's initials	date
Parking pass/process explained, Student ID badge if needed			
Initial orientation in the lab (location of all lab departments, where to put your personal items)			
Meal and break times/length (location of cafeteria, lunchroom)			
Safety (fire exits, alert code system, security phone number, what to do with the combative patient, BBP exposure policy etc.)			
PPE necessary while inside of the lab for CCP students: scrubs, lab coat (optional), gloves, student's ID, fluid-resistant non-slippery shoes, long hair – tied in the back.			
Cell phone policy: use is allowed only during breaks			
Call out policy: call out to the supervisor or student coordinator before the start time. Leaving a voicemail is acceptable. The student must also message the clinical coordinator via email or canvas message.			
Lateness policy: call the department if more than 5 min late.			
It is the student's responsibility to arrange a make-up time for any missed day directly with the supervisor/trainer			

I, _____ (student of the Phlebotomy program) agree with the above-mentioned requirements and rules and will abide by them.

Student's signature: _____

Supervisor's signature: _____

Date: _____

Please fill out this info with the section supervisor. Important phone numbers for the student:

Security#	
Main lab number#	
Phone # for callouts with a voicemail	
Direct work area (CP or receiving) #	
Section supervisor#	
Other:	

Save these numbers into your cell phone. Make a copy and submit it to the clinical coordinator and give the other copy to the clinical supervisor/trainer.