

COMMUNITY COLLEGE OF PHILADELPHIA

PHLEBOTOMY PROGRAM POLICIES APPLICABLE TO CLINICAL LABORATORY PRACTICE PRACTICUM GRADING POLICY

Students are required to achieve and maintain pre-determined levels of competence for technical proficiency, professionalism and correlation of theoretical and practical learning during their course of study, including the clinical practicum.

Grades for the Clinical Practicums are based on Phlebotomy clinical evaluation as assessed by Clinical Faculty and completion of the orientation form, checklist (at least 80% complete), 100 hours & 100 Venipunctures.

Evaluation of Technical and Professional Performance:

Professional behavior and technical performance are evaluated using an evaluation instrument designed to reflect guidelines and entry-level competencies. This evaluation is organized into three parts and rated on numerical value/score which corresponds to the letter grade:

- (1) Evaluation of professionalism
- (2) Evaluation of clinical performance
- (3) Technical ability in performing venipuncture procedures

COURSE GRADING:

Below is a table of score descriptions and its letter grade equivalence. Phlebotomy trainers at the practicum site who are responsible for assessing student performance will provide a **numerical grade/score** corresponding to the student's performance in each competency. The grade descriptors are intended to help those assessing student performance explain the academic requirements, undertake formative assessments, and report progress.

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>		
	<i>The sum of all the scores will be averaged by the CCP clinical coordinator to determine the final grade which will be converted to the numerical value.</i>		

Department policy for conversion of a total score to letter grades in Practicum Courses is listed below:

Total score	Letter Grade (Numeric Value)	Total score	Letter Grade (Numeric Value)	Total score	Letter Grade (Numeric Value)	Total score	Letter Grade (Numeric Value)
4.7-5.0	A+ (100)	3.7-4.0	B+ (92)	2.7-3.0	C+ (82)	1.7-2.0	D+ (74)
4.3-4.6	A (96)	3.3-3.6	B (89)	2.3-2.6	C (79)	1.3-1.6	D (69)
4.1-4.2	A- (93)	3.1-3.2	B- (83)	2.1-2.2	C- (75)	1.1-1.2	D- (65)
						Less <1	F (<64)

COMPUTATION OF FINAL GRADE:

The sum of all the scores on the Phlebotomy Clinical Evaluation will be averaged by the CCP clinical coordinator to determine the final letter grade based on the table above which will be converted to the numerical value. The numerical value will be entered into Canvas.

Example: the average of the sum of all the scores on the Phlebotomy Clinical Evaluation is 4.5 which is the equivalent of an A grade, thus the value of 96 will be entered on Canvas.

The students need to submit the following paperwork to receive the final grade for the clinical practice:

- Phlebotomy Clinical Evaluation - **100% of the grade for the rotation.**
- PHLEBOTOMY SPECIFIC SKILLS CHECKLIST – Completion of all or at least 80% of all procedures is required on the Student Skills Check List (separate document): **COMPLETE/INCOMPLETE**
- Orientation form: **COMPLETE/INCOMPLETE**
- Attendance sheet (minimum 100 hours): **COMPLETE/INCOMPLETE**
- VP list – at least 100 VPs should be documents with dates and initials of the trainer:
COMPLETE/INCOMPLETE

A grade of incomplete will be recorded unless ALL practicum documentation is turned in at the completion of the practicum.

The students have only 6 weeks to finish the clinical practice and to submit the required paperwork. If failed to do so, the incomplete grade will turn into an F grade in the College grade system.