



WEBER STATE
UNIVERSITY

Online Clinical Competency Checklist MLS 3313 Advanced Hematology and Hemostasis

Student: _____ Wildcat ID # _____

Course Instructor: _____

Mentors (list all for this course): _____

Facility: _____

Expected
Achievement Student
Score Date
Complete

Quality Control			
Compare QC results to control ranges & only accepts those within accepted range	5		
Analyze discrepancies for results that are not within the control range	5		
Compare duplicate test results to determine precision limits & only accepts those within the limits	5		
Analyze discrepancies for results that are not within precision limits	5		
Patient Test Results			
Accurately & efficiently perform routine lab testing:			
Complete 10 procedures in each category including: CBC, Hct & manual differentials of both normal & abnormal patients	4		
Complete 8 procedures in each category including: PT, APTT, FDP & D-Dimer	4		
Complete 6 procedures in the following categories: Manual cell counts & body fluid analysis	4		
Practice any other procedure the lab mentor requests (i.e. Flow cytometry & cancer markers, Hgb electrophoresis, sickle cell osmol test, specialized stains, bone marrow smears etc. If done, please explain in comments box.)	3		
Compare patient results to normal or therapeutic ranges as appropriate	5		
Choose appropriate format for reporting patient results	5		
Recognize (and correctly report) critical patient values & delta check discrepancies	5		
Report patient results accurately and in a timely manner	4		
Correctly enter results in laboratory information system	4		
Correctly verify all patient and specimen identification data	4		
Correctly identify acceptable patient specimens, to include: anti-coagulant type and ratio, proper time interval between collection and testing, and specimen character	5		
Instrumentation			
Perform instrument checks and routine maintenance	4		
Perform daily start-up procedures and daily maintenance	4		
Accurately document any instrumentation errors and corrective actions required	4		
Become familiar with the instrumentation principle of current analyzer in use	1		
Know the location of instrument documentation to resolve any discrepancies	4		
Affective Objectives			
Demonstrate competence in HIPPA laws and honesty by:			
Maintaining strict patient confidentiality	5		
Accepting control values only when within acceptable limits.	5		
Performing and documenting daily & weekly maintenance procedures, preventative maintenance, temperature checks, etc.	5		
Completing all procedures in adherence to laboratory SOPs, taking no shortcuts or unauthorized modifications of procedure.	5		

Scoring Key

1 = Discussed	2 = Demonstrated	3 = Practiced	4 = Performed under maximum supervision	5 = performed under minimum supervision	NA = Not applicable
---------------	------------------	---------------	---	---	---------------------

Personal Interactive Skills			
Demonstrate proper professional behavior by:			
Working with co-workers in a positive manner, promoting productive workflow.	5		
Refraining from making statements or actions that represent sexual, ethnic, racial, or homophobic harassment.	5		
Willingly and consistently using appropriate personal safety devices when handling caustic, infectious, or hazardous materials.	5		
Completing all required tasks and remaining in the work area when scheduled.	5		
Being punctual whenever scheduled.	5		
Adhering to current dress and appearance in the laboratory setting.	5		
Cleaning the work area when leaving the laboratory, returning supplies to appropriate storage location, & disinfecting all work areas used by the student.	5		
Professional Responsibility			
Demonstrate appropriate professional affective behavior by:			
Correctly reporting all patient test values, as well as recognizing and correctly reporting all patient critical test values.	5		
Resolving discrepancies in specimen labeling, handling, or collection before reporting patient results.	5		
Based on performance is this the type of person you would consider for potential employment?		☐ Y	☐ N

Comments:

Please have all mentors sign and date below.

Mentor Signature _____ **Date** _____

Mentor Signature _____ **Date** _____

Mentor Signature _____ **Date** _____

Mentor Signature _____ **Date** _____

LABORATORY CLINICAL EXPERIENCE

At the completion of the MLS 3313 course, the student will have successfully completed the following:

1. The student will correctly perform testing with the analyzers routinely used in the laboratory for hematology and hemostasis. This will include correctly troubleshooting analyzer performance problems, and also evaluating patient test results for critical values, short-sampling errors, and inappropriate specimens. The student will change or replace reagents / disposables as needed by the analyzer(s).
2. The student will correctly perform, or assist in performing daily and weekly preventative maintenance the hematology/hemostasis equipment routinely used in the laboratory.
3. The student will review the calibration procedures for any hematology/hemostasis analyzers used in the laboratory.
4. The student will perform Daily/Shift QC procedures on the analyzers or test methods used for hematology. The student will learn the laboratory's SOP for resolving QC discrepancies, and then correctly apply those procedures, including all required documentation activities.
5. The student will perform, or assist in performing, routine testing (as deemed appropriate for students by the clinical facility) in hematology and hemostasis.
6. The student will correctly report test results (STATS, critical values, etc.) by telephone to a nurse, physician or other appropriate health care professional, according to the SOP used by the laboratory (as deemed appropriate for students by the clinical facility).
7. We realize that students at different facilities might have previous experience with hematology and/or hemostasis. Students that have already been certified by your facility as competent for any of the individual skills listed do not need to repeat the lab assignment for that particular skill.

Students should work together with their respective mentors to complete the listed objectives. Accuracy, precision, timely reporting of test results, and demeanor must comply with the laboratory's acceptable standards. While working in the laboratory, the student must meet laboratory standards for work habit skills in patient confidentiality, communication skills, laboratory safety, universal precautions, waste disposal, and equipment/work area maintenance. It is requested that the student's laboratory competency evaluation be completed by the clinical mentor *in the presence of the student* so as to allow verbal feedback to the student regarding the student's progress and performance.

Note: As part of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accreditation regulations, no student may engage in **service work** during his/her clinical experience. All laboratory test results generated by students during their clinical hours must be directly supervised by clinical laboratory staff. While the student is performing their clinical hours, they must be performing duties as a student, and not an employee. **Definition of Service Work:** Providing or generating results of clinical tests on patient samples without direct supervision of clinical staff or supervisor managers which exceeds the expected component required for the educational process.

LEVELS OF ACHIEVEMENT

LEVEL 1: Discussed: Process was discussed, principle explained, student acknowledges an understanding of the process or principle.

LEVEL 2: Demonstrated: Process has been performed and demonstrated by the practicum instructor. Student has observed demonstration and has been allowed to ask questions as needed. The student acknowledges an understanding of the process or principle by verbally explaining the process or principle back to the practicum instructor.

LEVEL 3: Practiced: Student has *practiced* the process under the direction and maximum supervision of the practicum instructor. The student demonstrates knowledge of how to perform the process or task by actual performance under direct, maximum supervision, but without having to demonstrate any particular competency at that task or process.

LEVEL 4: Maximum Supervision: The student has performed the process under the direct, maximum supervision of the practicum instructor, and with the level of competency required by the laboratory for that task or process.

LEVEL 5: Minimum Supervision: The student can perform the process satisfactorily with only minimum or non-direct supervision by the practicum instructor, and the performance meets the level of competency required by the laboratory for that task or process.

N/A: Not Available/Applicable: The nature of the laboratory does not allow the student access to the equipment/test method.

Please only submit pages 1 – 2 of this form when returning signed competencies.