

**Saddleback College**  
**MLT Practicum**  
**Hematology / Coagulation / Urinalysis Technical Performance Checklist**  
**Final Evaluation Forms**

Name: \_\_\_\_\_

Functional Area/Competency Criteria Critical Control Points (CCP)	Competency and Performance Evaluation				Site Instructor Initials / Date
	Evaluation Code (Check all that apply)			Rating Score (Circle one)	
PROFICIENCY Student must be proficient (able to perform independently) in the following procedures:  Use "N/A" if procedure not performed at site.	Observation	Concept Discussed	Student Performed	1 = Below average 2 = Average 3 = Above average 4 = Exceeds	
<b>HEMATOLOGY</b>					
1. Quality Control: Perform a Levey-Jennings chart review.				1   2   3   4	
2. Automated CBC (Principles of Operation, Maintenance, Troubleshooting)				1   2   3   4	
3. Manual blood slide preparation				1   2   3   4	
4. Hematocrit (spun)				1   2   3   4	
5. Manual reticulocyte preparation				1   2   3   4	
6. Erythrocyte Sedimentation Rate (ESR)				1   2   3   4	
7. Manual Platelet Counts/ WBC counts preparation				1   2   3   4	
8. Hemoglobin				1   2   3   4	
9. Microhematocrit centrifuge				1   2   3   4	
10. Automated WBC differential (Principles of Operation, Maintenance, Troubleshooting)				1   2   3   4	
11. Automated slide stainers				1   2   3   4	
12. Proper safety and infection control procedures				1   2   3   4	
<b>OBSERVATION AND DISCUSSION ONLY</b>				0: UNSATISFACTORY 1: SATISFACTORY	
1. MANUAL DIFFERENTIAL (MIN 10 SAMPLES)				0   1	
2. Body Fluid Cell Counts (MIN 2 samples)				0   1	
3. Manual Reticulocyte counts (MIN 2 samples)				0   1	
<b>COAGULATION</b>				1   2   3   4	
1. Ionized Calcium				1   2   3   4	

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2. Photo-optical detection methods (Principles of Operation, Maintenance, Troubleshooting)				1	2	3	4	
3. Automated prothrombin time (PT)				1	2	3	4	
4. Automated partial thromboplastin time (aPTT)				1	2	3	4	
5. Proper safety and infection control procedures				1	2	3	4	
Functional Area/Competency Criteria Critical Control Points (CCP)	Competency and Performance Evaluation							Site Instructor Initials / Date
	Evaluation Code (Check all that apply)			Rating Score (Circle one)				
PROFICIENCY (continued) Student must be proficient (able to perform independently) in the following procedures:  Use "N/A" if procedure not performed at site.	Observation	Concept Discussed	Student Performed	1 = Below average 2 = Average 3 = Above average 4 = Exceeds				
URINALYSIS				1	2	3	4	
1. Quality Control: Perform a Levey-Jennings chart review				1	2	3	4	
2. Automated urinalysis (Principles of Operation, Maintenance, Troubleshooting)				1	2	3	4	
3. Manual Urinalysis Procedure				1	2	3	4	
4. Physical Examination of Urine				1	2	3	4	
5. Chemical Examination of Urine				1	2	3	4	
6. Confirmatory Methods (Icto, Acetest, Clinitest, SSA)				1	2	3	4	
7. Urine Pregnancy Test				1	2	3	4	
8. Fecal Occult Blood				1	2	3	4	
OBSERVATION and DISCUSSION ONLY				0: Unsatisfactory 1: Satisfactory				
1. Microscopic Examination of Urine				0	1			

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	Evaluation Code (Check all that apply)		Rating Score (Circle one)	
<b>COAGULATION</b> <b>OBSERVATION / DISCUSSION</b> At a minimum, student must observe or discuss the following procedures:  Use "N/A" if procedure not performed at site.	Observation	Concept Discussed	Student Performed	0= <b>UNSATISFACTORY</b> 1= <b>SATISFACTORY</b>
1. Fibrinogen				0 1
2. Latex FDP Assay				0 1
3. Latex D-dimer Assay				0 1
4. Factor Assays				0 1
5. Thrombin clotting time				0 1
6. Electromechanical detection of fibrin clot (Principles of Operation & Prev. Maint.)				0 1
7. Urine fat stain				0 1
8. Miscellaneous Body Fluids				0 1
9. Scattergrams				0 1
10. Osmotic fragility				0 1
11. Clot retraction				0 1
12. Mixing studies				0 1
13. Bleeding Time				0 1
14. Activated Clotting Time (ACT)				0 1
15. DIC panel				0 1

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16. Laboratory Information Systems (LIS)				0	1	
17. Proficiency Testing				0	1	
18. Specimen processing and handling, and criteria for specimen rejection				0	1	
19. Clinical significance and correlation of test results				0	1	

**Criteria/Explanation of numerical scale for the Technical Performance Checklists:**

**1 = Below average, below 75%, letter grade of F: Unsatisfactory performance demonstrated as follows:**

- Student is unable to perform satisfactorily after repeated instruction.
- Student is unable to follow directions to perform the tasks.

**2 = Average, 75-79%, letter grade of "C": Satisfactory performance demonstrated as follows:**

- Student requires additional guidance or full supervision to perform the tasks.
- Student is able to follow directions to perform the tasks.
- Student demonstrates some proficiency with regards to understanding the purpose of the assay and differentiating between normal and abnormal results.
- Student is unable to perform the task with any degree of independence but demonstrates potential of becoming independent with additional experience and training.

**3 = Above average, 80% - 89%, letter grade of "B": Satisfactory performance demonstrated as follows:**

- Student requires moderate supervision to perform the tasks.
- Student is able to demonstrate organization and commendable workflow when performing the tasks.
- Student is able to perform the task with some degree of independence.
- Student demonstrates some proficiency with regards to explaining the purpose of the assay and differentiating between normal and abnormal results.
- Student is able to demonstrate appropriate troubleshooting actions.
- Student is able to recognize discrepancy in test results.

**4 = Exceeds Expectations, 90% - 100%, letter grade of "A":**

- Student requires minimal supervision to perform the tasks.
- Student is able to demonstrate excellent organization and efficiency when performing the tasks.
- Student demonstrates entry level – medical laboratory technician proficiency in performing the tasks assigned, with some degree of independence.
- Student is able to demonstrate appropriate troubleshooting actions.
- Student is able to recognize discrepancy in test results.
- Student demonstrates excellent potential as a positive contributor to the field of clinical laboratory science.

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Functional Area/Competency Criteria Critical Control Points (CCP)	Performance Evaluation		Site Instructor Initials / Date
	Rating Score (circle one)		
1. Punctuality and attendance – Is never late or absent unless absolutely necessary; arranges for and completes makeup time in a timely fashion; never abuses break time.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
2. Accuracy – Obtains reliable results; recognizes results as normal / abnormal / questionable; recognizes instrument, clerical and technical errors and takes corrective action.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
3. Initiative – Is willing and able to assume responsibility; seeks opportunities to learn; utilizes time to its maximum; can be depended on to follow through.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
4. Productivity – Completes assignments within an acceptable amount of time; performs tasks under pressure without loss of accuracy.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
5. Ability to learn – Performs tasks after minimal instruction; transfers information from lecture to bench work.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
6. Thoroughness – Performs tasks to completion; transcribes or enters results accurately and legibly; demonstrates ability to maintain equipment; follows safety procedures.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
7. Cooperation and ability to accept criticism – Cooperates with others; accepts and conforms to rules; accepts constructive criticism and tries to correct deficiencies.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
8. Communication – Gives verbal and written information clearly, accurately and courteously.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
9. Organization – Plans and completes work in a manner that efficiently utilizes available resources and time.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
10. Observes hospital policies, dress code, and HIPAA standards.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
11. Safety – Observes laboratory safety procedures to include proper use of personal protective equipment.	1 – Below Average 3 – Above Average	2 – Average 4 – Exceeds	
TOTAL CHECKLIST SCORE	_____		

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