

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

MLAB 2265 Practicum/Field Experience III

Alisa J. Petree, MHSM, MLS (ASCP)^{CM}

Dr. Samantha Dove, Ed.D.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

.AN EQUAL OPPORTUNITY INSTITUTION

INSERT SEMESTER & YEAR

MLT Practicum/Field Experience III

MLAB 2265

Course Description:

MLAB 2265 MLT Practicum/Field Experience is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Direct supervision is provided by the clinical professional. This course provides clinical training in a working clinical laboratory while emphasizing a basic understanding and knowledge of hematology/coagulation, immunology, blood bank, microbiology, chemistry, urinalysis, and phlebotomy. The student will perform routine and special procedures using both manual and automated methods. The student will learn to correlate disease conditions with laboratory test results. In addition, typical workflow patterns, laboratory safety, preventive maintenance, Quality Control, Quality Assurance, patient safety, HIPAA and general laboratory policies will be addresses.

Prerequisites and/or Corequisites:

Prerequisites/Corequisites: Enrollment in this course and the Medical Laboratory Technology Program requires department head approval and successful completion of or enrollment in all other MLAB courses (exceptions can only be made by MLT Program Director). Student must have completed ALL previous MLAB courses with a grade of "C" or better. Semester hours: 2

Course Notes and Instructor Recommendations:

- *Utilize your program textbooks for reference*
- *Check your student email daily*
- *Use computer with reliable internet access*

Instructor Information:

Instructor Name: Alisa J. Petree, MHSM, MLS (ASCP) CM

MCC E-mail: apetree@mclennan.edu

Office Phone Number: 254-299-8406

Office Location: S320, third floor of Science building

Office/Teacher Conference Hours: Office hours conducted via ZOOM.

Please contact me via e-mail and I will send you a link for a ZOOM meeting. I am available Monday – Thursday 9:30 AM – 11 AM. Other times available by request.

Instructor Name: Dr. Samantha Dove, Ed.D.

MCC E-mail: sdove@mclennan.edu

Office Phone Number: 254-299-8119

Office Location: S321, third floor of Science building Office/Teacher

Conference Hours: Office hours conducted via ZOOM.

Please contact me via e-mail and I will send you a link for a ZOOM meeting

Required Text & Materials:

Note: No additional textbooks are required. Students will use their textbooks from the following courses: Hematology, Immunology, Clinical Microbiology, Chemistry, Urinalysis and Blood Bank.

Supply List

1. MCC MLT uniform with MCC arm patch (see MLT student handbook)
2. Name badge supplied by college
3. Watch/timing device with a second hand
4. Sharpie or permanent marker
5. Black ink pen

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

MLAB 2265 is designed to prepare students to function at an entry-level position in a routine clinical laboratory. The student will participate in demonstrations, practice sessions, discussions, laboratory exercises, clinical experiences, Internet exercises, and/or resource applications at their assigned clinical site. Resources are also available in the student laboratory, campus library, and hospital libraries at the clinical sites. Evaluations, checklists, and lab practice will be used and made available on D2L/Brightspace for student access during the course.

Course Objectives and/or Competencies:

MLAB 2265 emphasizes routine laboratory procedures and interpretations of test results in relationship to disease states. Emphasis is placed on basic lab procedures designed to prepare students to function at an entry-level position in a clinical laboratory. An understanding of normal human physiology as it relates to hematology/coagulation and immunology and disease states of the body will be correlated with laboratory test results. Students will learn to safely operate instrumentation to complete routine laboratory testing. Quality Control monitoring and instrument maintenance will be performed under supervision. After completion of MLAB 2265 MLT Practicum III, the student will be able to meet the following general course objectives.

1. Collect, process, and analyze medical laboratory specimens.
2. Recognize and apply principles related to the use of laboratory information systems used in the core lab.
3. Perform analytical tests on body fluids, cells, serum, plasma, and other substances tested in the departments.
4. Recognize factors that affect methods and test results and take appropriate actions within established guidelines using the skills of critical thinking and problem solving.

5. Recognize the clinical significance of laboratory procedures in the diagnosis and treatment of disease.
6. Perform and monitor routine departmental quality control within established guidelines by applying the principles of critical thinking and problem solving.
7. Perform preventive and corrective maintenance of equipment and instruments and refer to appropriate sources as necessary.
8. Apply and encourage the use of the principles of laboratory safety, including Standard Precautions.
9. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and with the public.
10. Recognize the responsibilities of other laboratory and health care personnel and interact appropriately with them for quality patient care.
11. Apply basic scientific principles in learning new techniques and procedures.
12. Relate laboratory test results to common disease processes by recognizing the principles and methodologies practiced in the respective departments.
13. Establish and maintain continuing education as a function of growth and maintenance of personal and professional competence.

All cognitive, psychomotor and affective domain objectives are written with these competencies in mind. The affective domain objectives help the student understand the importance of professionalism, responsibility, and other "soft skills" associated with job competency.

Rationale

Medical laboratory technician students must demonstrate entry-level proficiency in the practice of the core laboratory as a fundamental part of the MLT training. This course is designed to aid students academically, mentally and emotionally for the experiences they will encounter in the clinical or workplace setting. The student must demonstrate minimum competency in each area as determined by the established objectives to successfully pass the course.

Learning Outcomes

Learning outcomes, or specific course objectives, for the cognitive, affective, and psychomotor domains are listed for each unit and will be available to students on the first day of class via D2L/Brightspace.

Course Outline or Schedule:

Each week for the seven weeks of clinicals, students will be required to complete one discussion board post and respond to two other classmates.

Course Grading Information:

Clinical Rotation Schedule:

Clinical rotation schedules are assigned on an individual basis. Placement of students into clinical rotations may be on a rotating basis due to the limited number of clinical sites available and the hours the students are available to attend clinical rotations (see student handbook).

Students will be placed into clinical rotations only after submitting his/her immunization Records, CPR and proof of health insurance via Complio and a negative drug screen and criminal background check via CastleBranch. Please see the student handbook and instructions provided by the program faculty.

During the rotation:

- **Daily Task Sheets** are to be completed by the student and signed by the clinical instructor each day of rotation. It is the student's responsibility to make sure that the task sheets are accurate regarding the hours and testing performed each day.

MCC faculty will designate the number of hours spent in each rotation. The clinical liaison will designate where the student rotates each day in the clinical facility.

- **Evaluation Checklist** will be available for the student and instructor(s) to view and complete. The checklist should serve as a guideline regarding what each student should be able to accomplish during the clinical rotation.

If a clinical site does not offer all of the necessary testing from the Evaluation Checklist, the student may be required to attend another clinical site that performs the testing (this may include the student laboratory on campus).

At the end of the rotation:

1. The student will complete a Clinical Site Evaluation form for each facility attended.
2. The student will submit the following to the MCC faculty by the due date specified by the instructor:

- o Daily Task Sheets

- o Evaluation Checklist from each site that the student rotated to

- o Student Clinical Site Evaluation form for each clinical site the student rotated to

MLT Practicum/Field Experience III

MLAB 2265

Grading Policy

Grade Percentage Points

A	90-100%
B	80-89%
C	75-79%
D	70-74%
F	69% and below

Final grades are rounded. For example, if a student achieves a final score of 79.5%, s/he will receive a B in the course. If s/he achieves a 79.4%, s/he will receive a C.

Breakdown

Thank you cards 10%

Discussions 50%

Evaluation Checklist 40%

******Carefully read attendance policy. Attendance can affect your grade******

Tardy Policy

Students are expected to report to their assigned clinical areas and be ready to work by the assigned time schedule. A tardy constitutes arriving ANY time after the predesignated start time for that clinical rotation up to 10 minutes after the scheduled start time. When the student is going to be tardy, THEY MUST contact the clinical coordinator by office phone or office email and MUST contact the clinical site to inform them of their intent to be tardy. It is the student's responsibility to have contact information for the clinical supervisor of the facility they are reporting to and the clinical coordinator. Contacting the clinical site is professional courtesy and DOES NOT excuse the student for being late. Clinical sites develop relationships with students and the welfare of the student is important.

An absence will be charged for students arriving after the 10 minute window unless the student contacts the clinical coordinator and requests an occurrence. When the student contacts the clinical coordinator and requests an occurrence, the student will have a 2 hour window (from their original report time) to report to their clinical site.

Failure to provide advance notification

Should a student fail to contact the clinical coordinator in advance of the occurrence/absence/tardy, 10 points will be deducted from the student's final grade in addition to any other point deductions for absences or occurrences. This is a serious infraction and can be devastating to a student's overall grade and can easily jeopardize their placement in the program.

EX: A

A student is assigned to report at 8:00am. They call the clinical coordinator's cell phone any time before that to explain the situation, request an occurrence and send an email or leave voicemail as to the situation. The Student is also required to email the clinical coordinator with their arrival time and what kind of correspondence they left, voicemail, email, etc. (talked to Dr. Dove or Mrs. Petree, traffic, flat tire, emailed a message or left voicemail on office phone). The student should be at the clinical location and ready to work by 10:00 am and 2 points will be deducted from their final clinical grade. Cell phone conversations with the clinical coordinator are not considered "official" notification.

EX: B

A student thinks that they will not be late but then notice they arrive at the clinical site at 8:01. This is considered a tardy and proper notification is required as well as a note to what correspondence was sent to the clinical coordinator (voicemail message, email etc.). Based on the number of previous tardy arrivals, the student may wish to take an occurrence rather than risk too many tardies that would warrant removal from the program.

Ex: C

A student is assigned to report at 8:00am and but arrives at 8:15. The student did call but an absence will still be recorded since they arrived after the 10 minute window. The absence will be charged to the student whether they stay at clinical all day or not, and will be included in their semester absences. Had the student not called to request an occurrence or notify the clinical coordinator of their late arrival, an additional 10 points will be deducted from their final grade due to "Failure to notify".

****A student is allowed to accumulate up to THREE (3) tardies throughout the duration of the program with no reprimand. When the student is tardy for the FOURTH (4) time, they will be removed from the program.**

It is advisable for the student to establish close communication with the clinical coordinator anytime they need to be tardy/absent/or need an occurrence. Contacting the clinical coordinator by cell phone to “touchbase” about what to do is acceptable but does not replace the need to send an office email or leave an office voicemail. A voicemail or office email is required notification for any absence, tardy or occurrence.

The clinical coordinator must be contacted by office phone (254-299-8119) or office email sdove@mclennan.edu as to whether or not the student is needing a tardy or an occurrence.

Contact Information for Clinical Coordinator

Dr. Samantha Dove
299-8119 Office
sdove@mclennan.edu

When leaving a voice mail, please identify yourself and leave a brief message regarding your situation, and a phone number where you could be reached if necessary.

Occurrence Policy

An “occurrence” is an event that requires the student to vary from their normally scheduled clinical time. A two hour window of opportunity is open for a student to take care of NECESSITIES outside of their control that interferes with scheduled clinical time. HOWEVER..... TWO (2) points will be deducted from their FINAL CLINICAL GRADE for every occurrence.

Late Work, Attendance, and Make Up Work Policies:

Attendance for Clinical Courses

“Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.”

Completion of clinical hours accounts for a significant portion of the student's learning experience in the Medical Laboratory Technician program; therefore attendance is vitally important to the success of the student. There are occasions when an absence is necessary and we do understand that there is life outside of this program.

HOWEVER, frequent absences cause the student to miss vital learning opportunities and will have an adverse effect on their final grade.

Any student absent for more than 25% of the clinical class hours may be withdrawn from the course and may not continue in the program. The following is a breakdown of how an absence will affect your FINAL GRADE.

*****KEY WORD FINAL GRADE*****

1 day of absence = 0 point deduction from FINAL GRADE

2 days of absence= 5 point deduction from FINAL GRADE

3 days of absence= 10 point deduction from FINAL GRADE

4 days of absence= 15 point deduction from FINAL GRADE

5 days of absence= 20 point deduction from FINAL GRADE

6 days of absence= 25 point deduction from FINAL GRADE

7 days of absence= below passing- removal from program

Just as in the workforce realm, it is professional courtesy that your supervisor be notified if IN ADVANCE if you are to be tardy or absent.

The student must contact the Clinical Coordinator (CC) and leave a voice message or email the clinical coordinator office if there is a need to be absent. TEXT MESSAGES ARE NOT CONSIDERED ADEQUATE NOTIFICATION. IF YOU TEXT YOU STILL MUST CONTACT THE CC BY E-MAIL OR OFFICE PHONE.

Failure to call the CC will result in an unexcused absence and 10 points will be deducted from the final grade for each occurrence of failure to contact the CC. The point deduction for number of absences will be in addition to the 10 point failure to notify point deduction. The CC and the supervisor at the clinical site should be notified of absences at least 1 hour prior to clinical start time.

Absences that have exceptions to the above rules are as follows:

1. The death of an immediate family member. (parent, spouse, child, sibling, grandparent) (Three clinical days maximum.)
2. Subpoena to be present at a court case. (Jury duty does not qualify-court issued work notice required.)
3. Activities outside of clinical that are directed by the program faculty. (award ceremony, advisory committee meeting, inclement weather)

Student Behavioral Expectations or Conduct Policy:

Students are expected to conduct themselves in a professional manner that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Plagiarism and Cheating

Any reported incidents of plagiarism or cheating will be investigated and documented with proper disciplinary action taken as necessary including possible dismissal from the program.

Please see Academic Integrity: A student's responsibility from the McLennan Community College website and the Highlander Student Guide.

"Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.