

**Arkansas State University
Clinical Laboratory Science Department
Clinical Practicum Information**

Format of the Clinical Practicum

Each clinical practicum is overseen by an ASU CLS faculty member. The faculty member will provide you with materials such as a pre-practicum review, a practice examination, and learning activities to complete and hand in prior to sitting for the final examination. These materials are provided to you via Blackboard, so make sure you understand how to access and navigate Blackboard prior to the start of your practicum. The final examination is administered by the faculty member on campus, and it is your responsibility to schedule the date and time of the examination with the faculty member.

The clinical preceptor oversees your tasks and performance at the clinical site. They dictate the start and end times for each day, the list of tasks you are to complete each day, and your overall training schedule. They will complete two evaluations on your performance; one on your technical skills, and one on your affective domain and professional conduct.

As the student, you are responsible for arranging transportation to and from the clinical site each day, adhering to all the institutional policies and procedures (as if you were an employee), being on time, keeping up with the materials and learning activities assigned, staying in contact with the appropriate faculty member, and studying for the final examination. Students should view the clinical practicum as an extended job interview: preceptors and other clinical lab staff are actively observing and noting students' performance, attitudes, attendance, initiative, and potential employability. The clinical lab community is small and close-knit, and poor performance during a practicum can affect your chances of getting a job at not just one clinical site, but many others.

It is important for CLS students to know that ASU has a limited number of clinical sites, many of which are not in Jonesboro. *Students can expect to drive a significant distance to and from clinical sites for one or more rotations.* Clinical site placement is based upon a number of factors, including number of students requesting rotations and clinical site availability. *In the event that there are more students than clinical sites available, selection for site placement will be based on professional program GPA.* We will make every effort to place you at sites located near where you live or where close family or friends live, but we make no guarantees that your desired placement will always be possible. Students are responsible for arranging their own transportation and lodging arrangements upon placement at a clinical site, and these costs should be factored in to the total cost of an education.

Attendance

Each practicum requires 168 hours of active, documented presence at the clinical site. Students will honestly record the start and end times each day, taking into account

breaks and lunch times when calculating their total number of hours for the day. The clinical preceptor must initial the hours each day, and sign the bottom of the attendance record upon reaching the minimum 168 hours. If you need to miss a day or a few hours due to illness, you must work with your preceptor to make up the hours at a mutually-agreed-upon time. Failure to reach the minimum number of hours will require a repeat of the entire clinical practicum. The attendance record should be turned in to the Clinical Coordinator on campus immediately upon completion of the practicum.

Evaluation of the Clinical Site and Preceptor

Upon completion of each practicum, we ask that students complete an evaluation of the clinical site and preceptor. These evaluations are utilized to enhance and modify clinical practicum experiences. We ask that you offer constructive criticism and honest responses. Please turn in the evaluation to the Clinical Coordinator on campus immediately upon completion of the practicum.

Incident Reports

Although we hope it never happens, in the event of an accident (such as a needlestick) during your clinical practicum, you need to complete an incident report for the ASU CLS Program. There may be institution-specific forms you need to complete in the event of an accident as well; this form is *in addition to* institutional forms. Please turn in the incident report to the Clinical Coordinator on campus within 3 business days of the incident.

Service Work

Students are not financially compensated for clinical rotations by either Arkansas State University or the entity who operates the site and location where these clinical rotations take place.

Students may perform service work, which is the opportunity to work in the clinical laboratory at one of the clinical sites. Service work is non-compulsory (voluntary), pays an hourly salary, takes place before or after clinical rotation hours, and cannot overlap with clinical rotation hours. Students are never to be used as replacement of clinical staff while performing service work.

Clinical Placement Policy

In the unlikely event that we have more students requesting clinical placement than clinical placements available, we will rank the requesting students by GPA in the professional program classes. For those students who don't make the GPA cut-off for placement during that cycle, they will have to wait until the next clinical placement cycle, at which time they will be at the top of the list and be guaranteed a placement in that next cycle.

Phlebotomy Requirements

In the campus laboratory setting, you developed basic blood collection skills with healthy individuals. The clinical practicum site represents an alternate experience where there are problems associated with sick and injured patients of all ages. Here you will be given the opportunity to develop additional phlebotomy skills.

The clinical preceptor will provide direction and instruction both verbally and by example. As a student, you will be expected to successfully collect blood specimens by the standards established at the clinical site. Over the course of the four rotations, the student will perform a minimum of 80 satisfactory blood collections. The objectives of “satisfactory blood collections” are:

1. Correctly identify the patient.
2. Correctly label sample containers/tubes at the bedside.
3. Position the patient and locate an appropriate blood collection site.
4. Correctly prepare equipment, patient, and puncture site.
5. Perform the blood collection according to institutional protocol.
6. Demonstrate proper hand-washing technique.
7. Deliver specimens to the laboratory according to institutional protocol.
8. Describe and/or demonstrate how to address unique situations, such as:
 - The patient becomes dizzy and/or faints.
 - The vein is missed.
 - A hematoma forms at the puncture site.
 - The patient has an IV.
 - The patient is obese.
 - The patient is allergic to the disinfecting solution.
9. Describe and/or demonstrate special collection procedures, such as:
 - Arterial blood gases
 - Capillary collection
 - Blood cultures
 - Glucose tolerance tests

Upon completion of each practicum in which satisfactory blood collections are performed, the clinical preceptor will complete a form called the “Statement of Proficiency in Phlebotomy”. The completed form must be turned in to the Clinical Coordinator immediately after completion of the practicum, and it will be kept in your student file in the ASU CLS Program office.

Clinical Sites Available for BS students

Name	Street Address	City	Heme	Chem	Micro	IH
NEA Baptist Clinic	4802 E. Johnson	Jonesboro	X	X		
St. Bernard's Medical Center	224 E. Matthews	Jonesboro	X	X	X	X
NEA Baptist Memorial Hospital	4800 E. Johnson	Jonesboro	X	X		X
White River Medical Center	1710 Harrison St.	Batesville	X	X	X	X
Great River Medical Center	1520 N. Division St.	Blytheville	X	X	X	X
Harris Hospital	1205 McLain St.	Newport	X	X	X	X
Arkansas Methodist Medical Center	900 W. Kingshighway	Paragould	X	X	X	X
Five Rivers Medical Center	2801 Med Center Dr.	Pocahontas	X	X	X	
White County Medical Center	3214 E. Race St.	Searcy	X	X	X	X
Lawrence Memorial Hospital	1309 W. Main St.	Walnut Ridge	X	X		
Cross Ridge Community Hospital	310 S. Falls Blvd.	Wynne	X	X		
Clopton Clinic	300 Carson St.	Jonesboro	X	X		
American Esoteric Laboratories	1701 Century Center Pkwy.	Memphis, TN	X	X	X	X
Conway Regional Medical Center	2302 College Ave.	Conway	X	X	X	X
Drew Memorial Health System	778 Scogin Dr.	Monticello	X	X	X	X

Clinical Sites Available for AAS students

Name	Street Address	City	Heme	Chem	Micro	IH
NEA Baptist Clinic	4802 E. Johnson	Jonesboro	X	X		
St. Bernard's Medical Center	224 E. Matthews	Jonesboro	X	X	X	X
NEA Baptist Memorial Hospital	4800 E. Johnson	Jonesboro	X	X		X
White River Medical Center	1710 Harrison St.	Batesville	X	X	X	X
Great River Medical Center	1520 N. Division St.	Blytheville	X	X	X	X
Harris Hospital	1205 McLain St.	Newport	X	X	X	X
Arkansas Methodist Medical Center	900 W. Kingshighway	Paragould	X	X	X	X
Five Rivers Medical Center	2801 Med Center Dr.	Pocahontas	X	X	X	
White County Medical Center	3214 E. Race St.	Searcy	X	X	X	X
Lawrence Memorial Hospital	1309 W. Main St.	Walnut Ridge	X	X		
Cross Ridge Community Hospital	310 S. Falls Blvd.	Wynne	X	X		
Clopton Clinic	300 Carson St.	Jonesboro	X	X		
American Esoteric Laboratories	1701 Century Center Pkwy.	Memphis, TN	X	X	X	X
Conway Regional Medical Center	2302 College Ave.	Conway	X	X	X	X
Drew Memorial Health System	778 Scogin Dr.	Monticello	X	X	X	X

Requirements to complete prior to starting a clinical practicum

1. Vaccination record, including completion of Hepatitis B series
2. Documented malpractice/liability insurance (must be renewed yearly)
3. Current CPR training certification (must be renewed every 1-2 years)
4. ASU student “uniform” – black scrub pants, red scrub top
5. ASU student name tag
6. Current TB skin test (must be renewed yearly)
7. HEPA mask fitting (must be renewed yearly)
8. Criminal background check
9. Annual flu vaccine (for rotations occurring October through April)
10. Drug screen (9-panel) for certain sites
11. Physical examination for certain sites

Please note: Some clinical sites require additional tests/tasks be completed prior to practicum start date, such as urine drug screens, additional background checks, and orientations, to name a few examples. Students will be notified of these additional requirements by the Clinical Coordinator.

Students who fail to complete the aforementioned requirements will forfeit their clinical practicum placement.

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HOW TO REQUEST A CLINICAL PRACTICUM

- ✓ See your CLS faculty advisor to remove your registration hold.
- ✓ Clear any other registration hold you may have with the university.
- ✓ Complete the necessary requirements for the practicum. You will not be able to go out on rotation until all paperwork is complete.
- ✓ Fill out a “Request for Rotation” form *with guidance from your advisor*, and obtain your advisor’s signature on the form. If you are taking more than one rotation in a semester, a separate form must be filled out and signed for each. Your advisor will turn in the form on your behalf.
- ✓ The departmental secretary will issue a permit so you may register for the practicum, and you will receive an email directly from the Registrar when the permit is issued.
- ✓ Attend the mandatory pre-clinical review session scheduled prior to the start of semester you are going on a rotation.
- ✓ Register for the clinical practicum after the permit has gone through. YOU are responsible for checking your registration status and registering for the practicum. If you are not registered, you cannot begin the rotation.
- ✓ The clinical coordinator will alert you to your clinical site placement details (location, report time, etc.) two to four weeks prior to the rotation start date.

Requesting a rotation in:	Deadline for clinical coordinator’s receipt of form:
Fall semester	Last day of Summer 1 term
Spring	Last day of Fall term
Summer	Last day of Spring term

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

STATEMENT OF PROFICIENCY IN PHLEBOTOMY

I, _____, have observed ASU CLS student,
Print name of clinical preceptor

_____, perform _____
Print name of student Number

satisfactory blood collection procedures during his/her clinical practicum at

_____ during the dates
Name of clinical site

_____. This individual conducted
Date range of rotation, including year

himself/herself in a professional manner, demonstrating good technical and affective skills.

This individual successfully completed approximately:

_____ capillary punctures

_____ venipunctures

_____ other collections (please identify: _____)

Clinical Preceptor Signature

Date

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

INCIDENT REPORT FORM

Date _____ Time _____

Location _____

Student Name _____

ASU ID # _____

Description of the incident: _____

Witnesses of the incident: _____

Action(s) taken: _____

Review/Comments: _____

Student Signature

Date

Faculty Signature

Date

Arkansas State University Clinical Laboratory Science Program Evaluation of Clinical Site and Preceptor

Date: _____

Clinical Site: _____ Preceptor: _____

Please be as objective as possible. Base your judgments on the entire period, and not on isolated incidents alone. This evaluation is confidential and is used as a tool to improve future students' clinical experiences.

	NEVER SOMETIMES USUALLY ALWAYS									
	1	2	3	4	5	6	7	8	9	10
1. ORIENTATION: Provides ample introduction to institutional policies and procedures, location and use of reagents and equipment, and other staff members. Creates a welcoming environment from the beginning.										
2. COMMUNICATION SKILLS: Conveys necessary information clearly, accurately and tactfully. Presents material in an organized fashion. Creates a climate in which the student feels free to ask questions.										
3. CRITICISM: Offers constructive criticism in a non-confrontational manner. Helps student improve skills.										
4. ACCESSIBILITY: Preceptor is readily available when a question or problem arises. An alternate contact is provided if preceptor is not available.										
5. INTEREST: Preceptor and other lab staff are genuinely interested in student learning.										
6. KNOWLEDGE: Knowledgeable about the subject matter and prepared to teach each day.										
7. PATIENCE: Understanding of a student's learning process. Offers gentle guidance. Does not get flustered if student doesn't understand a concept quickly.										

Additional Comments Regarding Site and/or Preceptor:

Arkansas State University
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ROTATION REQUEST FORM

Name	Student ID
Address	
City/State/Zip	
Phone Number	Email

I am requesting placement in a clinical rotation for: (circle one)

Rotation	AAS Students	BS Students
Clinical Practicum I (Clinical Chemistry)	CLS 2514	CLS 4174
Clinical Practicum II (Hematology, Urinalysis, Body Fluids)	CLS 2524	CLS 4184
Clinical Practicum III (Microbiology)	CLS 3514	CLS 4194
Clinical Practicum IV (Immunohematology)	CLS 3524	CLS 4204
Clinical Practicum V (Management- optional)		CLS 4214

I am requesting to take this clinical rotation in: (check one)

FALL SEMESTER <input type="checkbox"/> 1 st five weeks <input type="checkbox"/> 2 nd five weeks <input type="checkbox"/> 3 rd five weeks	SPRING SEMESTER <input type="checkbox"/> 1 st five weeks <input type="checkbox"/> 2 nd five weeks <input type="checkbox"/> 3 rd five weeks	SUMMER SEMESTER <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II
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In which city do you currently reside? _____

Please list 2-3 other cities where close family members or friends reside, as a potential place to stay during rotation:

If you currently work in a laboratory/hospital/clinic, please note where: _____

Note that clinical site availability is limited and there is no guarantee that you will be placed in one of your desired locations. *In the event that there are more students than clinical sites available, selection for site placement will be based on professional program GPA. Student's initials* _____

Advisor Approval

This student is eligible and has been approved for the above requested rotation.

CLS Faculty Advisor Signature Date

Date Permit Issued Initials