

Student Name: _____ Date of Externship: _____

Clinical Agency: _____

Instructor/Clinical coordinator comments:

Site Preceptor Signature _____ Date _____

EXIT INTERVIEW

I have read and understand the evaluations of my performance during the Phlebotomy Externship.

Student Comments:

Instructor Signature _____ Date _____

ATTACHMENT 3
Northern Essex Community College
Division of Health Professions
Phlebotomy Externship Attendance Form

Student Name: _____

Clinical Site: _____

Month: _____ Year: _____

Month: _____ Year: _____

Month: _____ Year: _____

Month: _____ Year: _____

Student Signature: _____ Date: _____

Clinical Preceptor Signature: _____ Date: _____

Clinical Site Manager Signature: _____ Date: _____

ATTACHMENT 4

**NORTHERN ESSEX COMMUNITY COLLEGE
INCIDENT REPORT
DIVISION OF HEALTH PROFESSIONS**

Name of Student: _____ Date: _____

Home Address: _____ Tele: _____

DOB: _____

Accident Location: _____ Dept.: _____

Date of Injury: _____ Time: _____

Date Injury Reported: _____

Name of Witness(es): _____

How did the accident occur?

Nature of Injury:

Statement of Instructor:

Recommendation/Advisement:

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Note: Students are advised to contact their primary healthcare provider for review and any follow-up procedures.

ATTACHMENT 5

HES121 Phlebotomy Externship Student Technical Evaluation

Student Name: _____ Date: _____

NECC Phlebotomy Instructor: _____

Externship Supervisor: _____

Clinical Agency: _____

The student will be evaluated on his/her technical performance by rating each time using the following key. Comprehensive descriptions of the rating system can be obtained from the NECC Phlebotomy Instructor.

Key: 5	4	3	2	1
Superior	Above	Average	Below	Failing
(A)	Average	(C)	Average	(F)
	(B)		(D)	

Competency 1: The student will demonstrate an understanding of and the ability to adhere to the policies and procedures of the clinical agency.

The student:

- _____ 1. Demonstrates Universal (standard) Precautions procedures as they relate to the role and function of a phlebotomist.
- _____ 2. Identifies OSHA standards used in the clinical agency.
- _____ 3. Demonstrates compliance with safety guidelines as they relate to the role and function of a phlebotomist.
- _____ 4. Understands the pre-analytic, analytic and post-analytic stages of laboratory testing, including the important aspects of specimen collection and transportation.

Competency 2: The student performs phlebotomy technical procedures in a way which ensures quality medical care.

The student:

- _____ 1. Identifies patients using two patient identifiers before beginning blood draws.
- _____ 2. Verifies appropriate site for venipuncture, after examining patient arms and explaining procedure to the patient.
- _____ 3. Selects and obtains equipment and supplies needed to collect blood and demonstrate the correct use of each.
- _____ 4. Demonstrates the steps in performing a venipuncture procedure.

- _____5. Correctly identifies the order of draw for each patient collection.
- _____6. Minimizes biohazard exposure through the use of appropriate techniques and equipment.
- _____7. Obtains 100 successful blood draws from human patients.
- _____8. Identify procedure errors and discuss ways to reduce the occurrence of each.
- _____9. Identifies complications associated with blood collection and demonstrates an appropriate response with any occurrence.
- _____10. Recognizes sub-optimal specimens and their effect on the quality of laboratory tests and results; take appropriate corrective measures.

- _____11. Completes all procedures in adherence to laboratory policies/procedures taking no shortcuts or unauthorized modifications of procedures.
- _____12. Utilizes proper waste disposal containers for individual testing items.

Competency 3: The student demonstrates professional conduct in all aspects of duties performed.

The student:

- _____ 1. Greets patient and explains the procedure.
- _____ 2. Assures the patient's right to confidentiality and considerate treatment.
- _____ 3. Responds to patients in a friendly, supporting manner that elicits trust.
- _____ 4. Demonstrates the ability to communicate to clinical staff in a manner that reflects active listening and respect.

ATTACHMENT 6
Northern Essex Community College
HES121 Phlebotomy Externship
Student Affective Domain Evaluation

The evaluation of a student's ability to perform in a professional setting is a very important component of the student's final grade. Please assign the student a number from 1-3 for each of the following items.

_____ **1. *Ethics:** The student:

1. Breaches patient confidentiality, OR fails to show respect for peers, patients or other clinical agency staff.
2. Gossips about patients and staff within the laboratory.
3. Always respects patient confidentiality, and there have been no gossiping events observed.

_____ **2. *Honesty:** The student:

1. Hides or ignores errors, denies mistakes.
2. Admits mistakes when approached.
3. Admits mistakes, on own initiative, does not hide or ignore mistakes and notifies supervisor of infraction when appropriate.

_____ **3. *Punctuality:** The student:

1. Is rarely on time and fails to notify site of expected tardiness
2. Is usually on time, and when not, has a reasonable explanation and appropriate notification has been made.
3. Is consistently on time or early and takes initiative to use time effectively.

_____ **4. *Dependability:** The student:

1. Rarely follows through with assignments, needs constant guidance.
2. Regularly follows through with assignments, needs regular guidance.
3. Regularly follows through with assignments, with little guidance and initiates new projects when appropriate.

_____ **5. *Attitude:** The student:

1. Is unmotivated and unprepared for station and takes no initiative.
2. Is motivated and comes with prepared questions regarding station.
3. Is motivated and comes to station with questions and ideas for own improvement.

_____ **6. *Communication:** The student:

1. Lacks verbal, written and nonverbal communication skills.
2. Has difficulty in one or more areas of communication.
3. Has excellent communication skills.

_____ **7. *Appearance:** The student:

1. In general displays poor hygiene habits and dresses in a sloppy manner.
2. Generally dresses neatly and has adequate hygiene.
3. Consistently displays good hygiene and professional dress.

_____ **8. *Organization:** The student:

1. Is generally disorganized, leaves work area untidy and unstocked.
2. Is usually able to organize a moderate amount of work, generally leaves area stocked.
3. Is consistently organized and leaves work area completely stocked.

_____ **9. * Confidence:** The student:

1. Lacks confidence, makes no attempt to improve.
2. Lacks confidence in performing new tasks, performs familiar tasks with confidence.
3. Has complete confidence in what is done, knows when additional help is needed.

_____ **10. * Interpersonal Skills:** The student:

1. Is harsh, abrupt and inconsiderate of others.
2. Is cooperative and polite, tactful with others.
3. Is outgoing, takes initiative in making others feel at ease, is cooperative, polite, tactful and compassionate.

Please comment below on the student's general performance.

