

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.03.01.00.00)
EFFECTIVE DATE: 9/11
REVISION DATE: 5/14, 7/14, 10/14, 3/15, 12/16, 5/17, 5/18, 3/19, 2/20, 4/20, 4/21, 5/22, 5/23
REVIEW DATE: 10/12, 10/13, 3/16

SUBJECT: CLINICAL ASSIGNMENT AND DESIGNATED HOURS

PURPOSE:

To define clinical training and specific hours chosen for student clinical education.

POLICY:

2. All clinical training is performed within Saint Francis Health System. The majority of clinical training takes place at the Saint Francis Hospital Yale Campus. Didactic education takes place in the Heart Center classrooms. Clinical rotations take place at Saint Francis Hospital Yale Campus main laboratory. Students spend one week at the Warren Building for the Genetics clinical rotation. In order for students to experience smaller laboratories, students spend a small amount of time at Saint Francis Hospital South, Cancer Center, Vinita, Glenpool, and Muskogee. Students have one week of phlebotomy training at one of several locations, including:
 - Saint Francis Hospital Yale Campus, Laboratory
 - Kelly Medical Building, Suite 103
 - Warren Medical Building, Ste. 110
 - William Medical Building, Ste. 405
 - Warren Clinic Tower, Ste. 310
 - Bishops Medical Building Suite 170
 - Warren Clinic – South Memorial
 - Warren Clinic – Tulsa Hills
 - Warren Clinic – Sand Springs
 - Warren Clinic – BA Kenosha
 - Broken Arrow Medical Office Building, Ste 115
 - Warren Clinic – Jenks
 - Owasso Medical Building Office, Ste. 200
 - Warren Clinic – Springer, Lower Level
2. Students are assigned to various clinical rotations in the laboratory throughout the year, including Blood Bank, Chemistry, Hematology, Immunology, Lab Operations, and Microbiology. Program officials assign students to each department, while the clinical instructor coordinates the activities of the student within the corresponding department.
3. Students are permitted to perform laboratory procedures under qualified supervision (clinical instructor and laboratory staff) after demonstrating competency according to the performance standards (see *Academic and Professional Standards Policy MLS.02.01.00.00*).
4. Once the student has completed the clinical rotation, the student moves to the next clinical rotation designated by the program director until all clinical rotations have been completed according to the clinical rotation schedule.
5. Students will follow the clinical rotation designated hours as defined in this policy.
 - 5.1. If clinical placement cannot be immediately guaranteed, the program director will find an alternate clinical rotation for the student until placement becomes available.

- 5.2. If necessary, the program director may assign students to other entities with the Saint Francis Health System to ensure completion of clinical training.
6. Attendance and punctuality are required.
 - 6.1. Breach of the attendance and punctuality standards will result in disciplinary action (see *Disciplinary Action Policy MLS.02.06.00.00*).
 - 6.2. Extended training will require prior approval by clinical instructor and program director.
7. Activities assigned to students in the clinical setting must be educational in nature. At no point shall students be substituted for regular staff during clinical experiences.

PROCEDURE:

1. Students are expected to be present and on time during each assigned day of clinical training according to the *Lecture Schedule, Clinical Rotation Schedule, Academic Calendar, and Attendance and Punctuality Standards Policy (MLS.02.03.00.00)*
2. Lectures are held on Mondays and Wednesdays within the hours of 07:00-14:30.
3. A student's clinical rotation week consists of a three-day period on Tuesdays, Thursdays and Fridays. Weeks vary by student according to the *Clinical Rotation Schedule*. Times varies by department. The clinical rotation experience consists of the following:

| Clinical Rotation Department | Student Hours | Number of Weeks |
|------------------------------------|---------------|-----------------|
| Blood Bank | 06:45-15:15 | 4 weeks |
| Blood Bank 2 nd Shift | 14:45-21:00 | 2 weeks |
| Chemistry | 06:45-15:15 | 7 weeks |
| Chemistry 2 nd Shift | | |
| Hematology | 06:45-15:15 | 6 weeks |
| Urinalysis (Muskogee) | 08:00-16:30 | 1 week |
| Immunology | 08:00-16:30 | 2 weeks |
| Lab Operations | | |
| Phlebotomy | 08:00-15:00 | 1 week |
| Genetics | 08:30-17:00 | 1 week |
| SFH Cancer Center | 08:00-15:00 | 1 day |
| SFH Vinita | 08:00-15:00 | 1 day |
| SFH Glenpool | 06:45-15:15 | 1 day |
| SFH South | 06:45-15:15 | 1 day |
| Microbiology | 07:00-15:30 | 5 weeks |
| Microbiology 2 nd Shift | 14:45-21:00 | 1 week |

REVIEWED BY:

Program Director, School of Medical Laboratory Science