

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.04.03.00.00)
EFFECTIVE DATE: 1/6
REVISION DATE: 2/14, 3/15, 5/17, 12/17, 1/18, 5/23
REVIEW DATE: 2/7, 1/8, 1/9, 2/10, 2/11, 1/12, 2/13, 3/16, 5/18, 3/19, 4/20, 4/21, 5/24

SUBJECT: CLINICAL INSTRUCTOR REPONSIBILITIES

JOB SUMMARY:

Supervises clinical instruction in laboratory section and contributes to overall function of the School of Medical Laboratory Science.

POSITION RESPONSIBILITIES:

1. Develops learning objectives and plans related learning experiences.
2. Reviews and updates clinical competency-based performance evaluation to reflect current laboratory practices and skills.
3. Prepares rotation schedule and assignments, and coordinates all clinical experiences for the section.
4. Supervises and coordinates student instruction in the clinical laboratory.
5. Provides clinical progress reports to assist students in maximizing their clinical performance.
6. Prepares final clinical evaluation of affective behavior and technical skills, and calculates final section grade.
7. Assists program officials in the development of curriculum and the formulating and implementing of program policies and procedures.
8. Participates in continuing education activities that contribute to knowledge, skills, and educational methodologies.
9. Works with the program officials to meet goals and objectives of the program.
10. Evaluates program effectiveness.
11. Utilizes available program resources.
12. Maintains a positive and caring atmosphere in which students can learn.
13. Attend faculty meetings.

EDUCATION:

Medical Laboratory Scientist/Equivalent

Baccalaureate degree in medical laboratory science or in a related biological/chemical science from an accredited college or university and current certification by the American Society of Clinical Pathology (ASCP) or an equivalent nationally recognized certifying agency.

EXPERIENCE:

One year of clinical experience in or related to the section.

SKILLS:

Demonstrate ability to work well with others, effective communication skills, leadership qualities, the ability to impart knowledge and teach skills that will enable the student to achieve entry-level competency as a medical laboratory scientist graduate.

PROFESSIONAL DEVELOPMENT:

1. Faculty members are required to maintain a high level of competency in area of instruction through the use of ongoing professional development activities.
2. It is recommended that main faculty members obtain 36 hours of continuing education every three years in laboratory or patient safety (i.e., quality control, quality assurance), blood banking, chemistry, hematology, microbiology, immunology, molecular diagnostics, management, education, or other related laboratory areas of interest. The majority of continuing education hours should be in the laboratory area of instruction.
3. Professional development activities include, but are not limited to:
 - Continuing education courses from programs and societies such as Accreditation Council for Continuing Medical Education (ACCME), American Society for Clinical Pathology (ASCP), and American Society of Clinical Laboratory Science (ASCLS)–PACE programs
 - Employer-offered courses (in-service, instrument training, vendor-sponsored, etc.)
 - Lab related college/university coursework
 - Teleconferences, subscription, or online self-instructional courses
 - Completion of advanced BOC certification:
 1. Specialist/diplomate certification
 2. Categorical or higher level certification
4. Professional development hours do not include lecture time or faculty meetings.
5. Professional development activities are to be reported to the program director on an annual basis.

PROGRAM DIRECTOR: _____ DATE: _____

INSTRUCTOR: _____ DATE: _____