

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.03.02.00.00)
EFFECTIVE DATE: 1/6
REVISION DATE: 3/15, 5/17, 4/20, 4/21, 5/22
REVIEW DATE: 10/06, 10/07, 10/08, 10/09, 10/10, 10/11, 10/12, 10/13, 7/14, 3/16, 5/18,
3/19, 5/24

SUBJECT: DOCUMENTATION OF STUDENT HOURS

PURPOSE:

To provide a method for student hours to be documented and monitored.

PROCEDURE:

1. Each student will use a time clock located in the laboratory and student classroom.
2. A time card must be used to clock IN upon arrival and OUT upon departure each day.
3. Completed time cards need to be placed in the designated timecard box located near the time clock at the end of each day.
4. Time cards are to be initialed by the instructor each clinical rotation day.

REVIEWED BY:

Program Director, School of Medical Laboratory Science