PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE   (MLS.03.04.00.00)
EFFECTIVE DATE: 1/6
REVISION DATE: 5/12, 7/14, 5/17, 5/18, 4/20, 4/21, 5/23, 5/24
REVIEW DATE: 2/7, 2/8, 1/9, 1/10, 1/11, 2/12, 2/13, 1/14, 3/15, 3/16, 3/19

SUBJECT: STUDENT SERVICE WORK

PURPOSE:

To provide an opportunity for medical laboratory science students to work as a *Student, Laboratory Technician* outside the hours of the medical laboratory science program in the clinical laboratory at Saint Francis Hospital under the supervision of the department supervisor or lead technologist.

POLICY:

1.   Clinical laboratory areas in which service work is available are Blood Bank, Chemistry, Genetics, Hematology, and Microbiology.

2.   Service work is non-compulsory.

3.   Service work is for an hourly salary.

4.   Service work is to be performed outside of normal student hours.

5.   Students must meet academic and attendance/punctuality standards to be eligible to perform service work.

6.   Students must complete the clinical rotation before working in the department.

7.   Students shall never be used as replacement of clinical staff while performing student service work.

CLINICAL INSTRUCTOR RESPONSIBILITIES:

1.   Coordinate, assess, and evaluate the student's clinical education in the laboratory.

2.   Determine if a student is deemed competent in assuming responsibility of his/her own work before performing service work.

3.   Assure that the affective behavior of the student has met program requirements.

4.   Emphasize to the student that patient care and safety are essential.

5.   Complete a department competency checklist with the student and supervisor.

STUDENT RESPONSIBILITIES:

1. Obtain completed Service Work Skills Checklist from the clinical instructor and submit it to the program director <u>prior</u> to starting service work.

2. Understand the following policies <u>prior</u> to starting service work:

    2.1. Standard Precautions LAB.03.11.01.00
    2.2. Blood Borne Pathogen Post Exposure Guidelines LAB.03.11.02.00
    2.3. Safe Practices in the Laboratory LAB.03.12.00.00
    2.4. Specimen Collection and Transport LAB.04.02.01.00
    2.5. Rejection of Unacceptable Specimens LAB.04.02.02.00
    2.6. Recollection of Blood Specimens (Resticks) LAB.04.02.03.00
    2.7. Laboratory Specimen Collection, Identification and Labeling LAB.04.03.01.00
    2.8. Labeling of Blood Specimen Tubes LAB.04.03.02.00
    2.9. Incorrect Identification of Specimens by Laboratory Personnel LAB.04.03.03.00
    2.10. Incorrect Identification of Specimens by Non-Laboratory Personnel LAB.04.03.04.00
    2.11. Blood Bank Identification, Specimens and Bracelets LAB.04.03.05.00
    2.12. Results of Laboratory Testing LAB.04.05.00.00
    2.13. Calling/Faxing of Results LAB.04.05.01.00
    2.14. Critical Result Reporting LAB.04.05.02.00
    2.15. Correction of Results LAB.04.05.03.00
    2.16. Removal of Invalid Test Results (Cancellation of Results) LAB.04.05.04.00
    2.17. Confidentiality and Security of Information LAB.04.05.05.00
    2.18. Turnaround Time of Critical Tests LAB.04.05.06.00
    2.19. Detection of Clerical Errors LAB.04.05.07.00
    2.20. Records/Specimen Retention LAB.04.05.08.00

3. Assume responsibility for own work.

4. Seek assistance when necessary.

5. Use his/her own computer identification when entering patient results.

6. Adhere to Saint Francis Hospital/Laboratory employee regulations.

7. Use the designated time clocks listed below when performing service work in the laboratory.

    ➢ Near Surgery (stairwell #1, Floor 1)
    ➢ Near Blue North elevators (Floor 1)

    Follow clock in/clock out instructions on the following page when performing service work in the laboratory.

TIME CLOCK INSTRUCTIONS

Authentication

After tapping an action on the screen (In or Out, etc.), you are prompted to swipe your ID badge.

With ID badge picture facing you, slide the **barcode** edge down through the reader (located along the clock's right side).

CLOCK IN to Home Department

1. Tap (In).
2. With ID photo in upper right corner, swipe your card through the reader.
3. Receive a time and date display for successful Clock In.

Charge Time to Non-Home Dept.

This function charges your work time to a different cost center. If used at shift beginning, it also performs your Clock In.

1. Tap (In with Cost Center).
2. With ID photo in upper right corner, swipe your card through the reader.
3. On the screen, search by cost center or department name and tap desired choice.
4. Receive a time and date display for successful Clock In.

Charge Time to Alternate Position

This function charges your work time to an alternate position. If used at shift beginning, it also performs your Clock In.

1. Tap (Position).
2. With ID photo in upper right corner, swipe your card through the reader.
3. On the screen, search by Position and tap desired choice.
4. Receive a time and date display for successful Clock In.

CLOCK OUT

1. Do one of the following:
   - Tap (Out) to indicate meal break was taken. Note: Exempt personnel will always indicate meal taken.
   - Tap (Out with No Break) to indicate meal break was not taken.
2. With ID photo in upper right corner, swipe your card through the reader.
3. Receive a time and date display for successful Clock Out.

RECORD Time: Orientation/Education

1. Do one of the following:
   - Tap (Orientation, e.g. New Employee Orientation)
   - Tap (Education).
2. With ID photo in upper right corner, swipe your card through the reader.
3. Receive a time and date display for successful Clock In.
4. When class has finished, you will do one of these:
   - If your shift is not over, tap (Clock In)
   - If your shift is complete, tap (Clock Out) or (Out with No Break)
5. Receive a time and date display for successful Clock action.

Report clocking issues to your Timekeeper or Manager along with this Clock ID _ _ _ _

PROGRAM DIRECTOR RESPONSIBILITIES:

1.   Consult with clinical instructor about the status of the student's clinical rotation checklist.

2.   Remind student that a continuation of service work is dependent upon satisfactory academic and attendance records while completing their clinical training.

3.   May limit the number of hours worked by the student if program performance is affected.

4.   Complete the following tasks:

- Complete the Lab Orientation Training Checklist for employee file
- Make a copy of official transcript for employee file
- Submit lab policies acknowledgment form for employee file
- Document New Employee Orientation
- Request expansion of Epic securities
- Request Instrument Manager access (if applicable)
- Request ABL 90 access (if applicable)
- Have manager maintain badge in Workday
- Have student complete Employee Health process including fingerprint scan
- Have student coordinate schedule with supervisor using the *When I Work* App
- Meet with supervisor regarding first day expectations and competency checklists

REVIEWED BY:
Program Director, School of Medical Laboratory Science