

DEPARTMENT OF CLINICAL LABORATORY SCIENCES

SCHOOL OF HEALTH TECHNOLOGY AND MANAGEMENT

THE UNIVERSITY AT STONY BROOK

STONY BROOK, NEW YORK 11794-8205

HEMATOLOGY COMPETENCY EVALUATION FORM

STUDENT NAME: _____ CLINICAL AFFILIATE: _____

Section: _____ Duration: _____ Supervisor/Instructor: _____

Instructions:

1. The student must complete all pertinent objectives/checklist items in order to complete the rotation within each section. If the items are not applicable, indicate "n/a."
2. The evaluator(s) must document the student's acceptable performance in meeting the established tasks in the **Laboratory Safety and Infection Control, Quality Control and Hematology Procedures and Protocols categories** by putting the date the task was performed. The evaluator(s) must document the student's acceptable performance in meeting the established tasks in the **Hematology Test Skills and Affective Skills category** by checking the appropriate column (1 = none of the time, 2 = some of the time, 3 = most of the time, 4 = all of the time).
3. The instructor and student must sign this form after it has been completed at the end of the clinical rotation.
4. **PLEASE NOTE** that grades of **2 or 1** may result in remediation for the student and need to be brought to the attention of the Clinical Coordinator and the student.

LABORATORY SAFETY AND INFECTION CONTROL	DATE PERFORMED	EVALUATOR SIGNATURE
1. IDENTIFIES LOCATION OF SAFETY DEVICES		
A. Fire Extinguishers		
B. Fire Alarms		
C. Fire Blankets		
D. Eye Washes		
E. Emergency Exits		
F. Safety Showers		
G. First Aid Kit		
I. Chemical Spill Kit		
H. Incident Reports		
2. REVIEWS DEPARTMENT'S PROTOCOL FOR HANDLING BLOOD & BODY FLUIDS		
3. REVIEWS AND WEARS PROPER SAFETY ATTIRE TO INCLUDE BUTTONED LAB COAT AND GLOVES		

QUALITY CONTROL	DATE PERFORMED	EVALUATOR SIGNATURE
PERFORMS APPROPRIATE QC PROCEDURES ACCORDING TO PROTOCOL:		
A. Refrigerators		
B. Freezer		
C. Incubators		
D. Reagents used for Hematology Testing		
E. Control Reagents		
F. Centrifuge		
G. Automatic Pipettes		
H. Methods of Daily Maintenance		
I. Methods of daily quality control and calibration		

HEMATOLOGY PROCEDURES AND PROTOCOLS	DATE PERFORMED	EVALUATOR SIGNATURE
1. Identifies location of the standard operating procedure manual		
2. Reviews all protocol for specimen collection and management in routine hematology		
3. Reviews all steps of venipuncture and skin puncture according to proper protocol		
4. Reviews protocol for all routine hematology testing		
5. Reviews all protocol for Unopette cell counting		
6. Reviews all protocol for automated cell counting		
7. Reviews all protocol for manual differentials		
8. Reviews all protocol for automated differentials		
9. Reviews all protocol for reticulocyte and sedimentation rate		
10. Reviews all protocol for special hematology testing		
11. Reviews all protocol for special stains in hematology		
12. Reviews all protocol for body fluid analysis		
13. Reviews all protocol for reporting and documentation of critical values		
14. Observes protocol for calibration		
15. Observes protocol for daily maintenance and troubleshooting		

□

1 = None of the Time 2 = Some of the time 3 = Most of the time 4 = All of the time

HEMATOLOGY TEST SKILLS	1	2	3	4	EVALUATOR SIGNATURE
1. Disposes of hazardous waste according to protocol					
2. Decontaminates work area and spills according to protocol					
3. Uses gloves appropriately					
4. Prepares all hematology reagents according to protocol					
5. Prepares all hematology controls according to protocol					
6. Organizes workload in appropriate priority order					
7. Records test results accurately and legibly					
8. Determine result validity, recognize discrepant results					
9. Follows protocol for reporting and documentation of critical values					
10. Follows protocol for the use of reporting laboratory results using the laboratory information system.					
11. Correlate results to pathophysiology					
Routine Blood Collection - Minimum # of draws = 25					
1. Performs routine venipuncture					
a. Vacutainer					
b. Butterfly					
c. Syringe					
2. Performs the dermal puncture					
Routine Hematology Testing - Minimum # of tests = 100					
1. Performs routine hematology cell counting according to protocol					
A. Manual Unopette					
B. Automated Counting					
2. Interprets test results of routine hematology testing accurately					
3. Recommends appropriate follow-up testing					

1 = None of the Time 2 = Some of the time 3 = Most of the time 4 = All of the time

HEMATOLOGY TEST SKILLS (Cont'd)	1	2	3	4	EVALUATOR SIGNATURE
Differential Testing Manual and Automated - Minimum # of tests = 100					
1. Performs tests according to protocol					
A. Manual Differential Normal Abnormal					
B. Automated Differential Scatterplot RBC Histogram Platelet Histogram					
2. Interprets all test results accurately					
3. Recommends appropriate follow-up testing					
Routine Hematology Testing - Minimum # of Tests = 25					
1. Performs tests according to protocol					
A. Reticulocyte count					
B. Sedimentation Rate					
C. Sickle Cell Screen					
2. Interprets all test results accurately					
3. Recommends appropriate follow-up testing					
List all other routine hematology testing performed:					
Special Stain Testing - Minimum # of Tests = 5					
1. Performs tests according to protocol					
A. LAP					
B. Sudan Black					
C. Bone Marrow Wright-Giemsa					
D. Bone Marrow Iron Stain					
2. Interprets test results accurately					
3. Recommends appropriate follow-up testing					
Body Fluid Testing - Minimum # of Tests = 5					
1. Performs all testing according to protocol					
A. CSF					
B. Synovial					
C. Pleural					
2. Interprets test results accurately					
3. Recommends appropriate follow-up testing					
COMMENTS:					

1 = None of the Time 2 = Some of the time 3 = Most of the time 4 = All of the time

					SIGNATURE
1. Arrives at the laboratory at the designated time					
2. Adheres to the dress code of the facility					
3. Presents a neat and clean professional appearance					
4. Begins work promptly on arrival					
5. Completes all assigned work					
6. When confronted with an error, understands the error, repeats the test and avoids making the same error again.					
7. Makes optimum use of available time by seeking assignments, offering assistance to others and reading relevant instructional aids					
8. Accepts criticism without resentment and attempts to improve					
9. Is respectful of others' feelings					
10. Interacts and communicates in a professional manner with patients and other health care workers					
11. Maintains professional composure					
12. Exhibits a genuine interest in clinical laboratory sciences					
13. Understands the concept of patient confidentiality					
COMMENTS:					

* PLEASE RECORD ANY LATENESS OR ABSENCES ON THE ATTENDANCE SHEET ATTACHED

NOTE: MID-ROTATION PERFORMANCE

A mid-rotation performance evaluation has been included in order to allow the student to recognize and improve on laboratory tests before the student's rotation is finished. Please indicate below, and inform the student of any area he/she may need to improve.

LABORATORY TEST(S) NEEDING IMPROVEMENT: (Please indicate date of comment)

LABORATORY TEST(S) - PROGRESS REPORT: (Please indicate date of comment)

Signature of Person
 Completing Form: _____ Title: _____ Date: _____

Student Signature: _____ Date: _____