

CLINICAL EXTERNSHIP POLICIES

Purpose: To provide the student with a safe, supervised, clinical work environment in which they may apply theories and put into practice administrative and clinical skills in order to foster professional growth and self confidence in the role of a Clinical Lab Assistant.

CLin

ATTENDANCE	Absences are to occur for emergencies only. All students are expected to call BOTH the instructor and their clinical site. Students need to be aware that even one absence may result in the termination of their externship experience. This may result in a failing grade.
TARDINESS	Tardiness to your clinical site will not be allowed. You are required to meet the facility's policies as to hours of operation, breaks, lunch, etc...
EXTERNSHIP HOURS	Students are required to complete the required clinical hours for AHE 147 (64 hours) and AHE 143 (120 hours). This does not include the orientation with your instructor and clinical site, and your exit interview with your instructor.
DRESS CODE	Students need to review each facility's dress code that is listed on their online classroom.
EXTERNSHIP DOCUMENTS	A complete clinical passport through Castle Branch is required before clinical site placement is provided. Students are required to call and introduce themselves at the beginning of the course to their clinical site. There may be time sensitive facility specific documents in addition to the clinical passport, that the clinical site may require prior to their start date. Failure to complete these items may result in the loss of the student's clinical placement and cause them to fail the course. Some facilities may use the CPNW portal to submit their onboarding paperwork, this will require an additional fee.
PERSONAL HYGIENE	Hair is to be worn either above the shoulders or tied back from the face. No jewelry is to be worn with the exception of a watch and a wedding band. Students must follow their clinical site's policy regarding tattoos and piercings. Students are not to wear fragrance or perfume. Students who smoke are not to smell of smoke at any time during their externship.
PROFESSIONALISM	Appropriate professional behavior is mandatory at all times. This includes, but is not limited to, having a positive attitude, working as a team member, handling criticism maturely, no use of cell phone on site, and treating all staff and patients in a professional manner.
WEEKLY JOURNALS	Students are to journal on a weekly basis about their externship experience and reflect upon what they did well, and what they need to improve on.
OPEN LABS	Open labs may be provided to students in order to maintain their skill level prior to the start date of their externship.
STUDENT CONDUCT	During the externship the facility is considered a classroom. During the student's externship the same campus policies regarding student conduct codes apply. Please refer to the Edmonds College Student Handbook located on http://catalog.edcc.edu/index.php?catoid=3 Misconduct will be subject to termination from the externship and expulsion from the Clinical Lab Assistant Program.
NO SALARY	Students are not paid for any of their clinical experience.
TERMINATION	Students are reminded that your clinical site is allowing you to be there. Participating in this externship is a privilege. YOUR CLINICAL SITE SUPERVISOR HAS THE RIGHT TO TERMINATE YOUR EXTERNSHIP AT ANY POINT IN TIME IF THEY BELIEVE THAT YOUR APPEARANCE, ATTITUDE OR PERFORMANCE NEGATIVELY AFFECTS THE SITE'S PATIENTS, VISITOR'S, OR STAFF. FAILURE TO COMPLY WITH ANY OF THE ABOVE POLICIES WILL RESULT IN THE REMOVAL FROM THE EXTERNSHIP SITE AND TERMINATION FROM THE CLINICAL LAB ASSISTANT PROGRAM