

Phlebotomy Technician Student Clinical Evaluation

Student Last Name	First Name	MI	Clinical Site
Period of Evaluation From:		To:	
Instructor (Please Print):			

This evaluation form is to be filled out by the clinical instructor responsible for the student during the period of evaluation. This appraisal form is used to evaluate the student's performance at the end of the clinical rotation and will become part of the student's permanent record.

Instruction to Evaluators:

1. Please be honest in rating the following characteristics of the student.
2. Base your judgement on behavior you feel is *characteristic* of the student *during* the period of evaluation rather than on an isolated incident.
3. The following behaviors/characteristics are categorized. Assign the appropriate number grade (0-100%) for each of the 15 areas listed on the following pages.
4. Comments must be entered for any rating in the POOR to MARGINAL category.
5. ***If a student falls within a rating which you feel is fair, but part of the descriptor does not apply, mark out the phrase which does not apply.***
6. Under the COMMENTS section, **please** write a brief overview of the student's performance. Any problems which you encountered with the student, as well as praise, should be notated here. This is very helpful to the students so they will learn their strengths and weaknesses.
7. Please mail this form to: Terry Kotrla, 3401 Webberville Rd., Austin, TX 78702 or FAX to: 223-5898. *Please be sure to make a copy of the evaluation for your records.* You may discard the copy after the semester has ended.

IMPORTANT: Please contact the Phlebotomy Technician Program Director, Terry Kotrla, at once if you suspect or know of any student who is acting unprofessionally, i.e., sharing patient results with any unauthorized person, using inappropriate language, etc. Phone: 223-5932, Pager: 606-2188; email: tkotrla@austin.rr.com or kotrla@austincc.edu

Phlebotomy Technician Student Evaluation

Skill	Poor to Marginal Needs Improvement (0-69)	Average (70-79)	Above Average (80-89)	Excellent (90-100)	Grade (0-100)
1. Punctuality and Attendance	Frequently late or absent and/or takes much too long at breaks.	Occasionally late or absent and/or takes too long on breaks.	Rarely late or absent and/or abuses break time.	Never late or absent and/or does not abuse break times.	
2. Organizational Skills	Poor. Wanted instructor to detail out everything to be done step by step. Very close supervision necessary.	Slow getting started. Moderate confusion as to what to do first. Work progressed fairly smoothly once started. Average supervision needed.	Good. Some confusion initially but work flowed very smoothly once started. Minimal supervision necessary.	Exceptional. Had materials, supplies and specimens arranged so that work flowed smoothly. No confusion. Supervision unnecessary.	
3. Initiative	Not well prepared. Always needs help finding supplies. Needs much help getting started. Never recognizes mistakes; corrective action initiated by clinical instructor.	Basically prepared. Has a little trouble getting started. Sometimes recognizes mistakes and takes corrective action.	Student comes to clinical prepared. Performs with minimal help. Usually recognizes mistakes and takes corrective action.	Student is a real self-starter. Comes to clinical prepared and ready to work. Performs with no help. Recognizes mistakes and takes corrective action when necessary.	
4. Attitude	Fails to cooperate with others; does not recognize own limitations; and fails to respect others' professional roles.	Generally cooperates with others; occasionally fails to recognize own limitations; usually respects others' professional roles.	Cooperates with others; recognizes own limitations and respects others' professional roles.	Cheerfully and willingly performs all work assigned; expends extra effort to cooperate with others; recognizes own limitations; respects and complements others' professional roles.	
5. Adaptability	Cannot function in unexpected or stressful situations. Extremely flustered at these times.	Able to function adequately in unexpected or stressful situations. Occasionally gets flustered.	Functions well in unexpected or stressful situations. Rarely gets flustered.	Excellent ability to function and perform under stressful or unexpected situations. Never gets flustered.	
6. Quantity of Work	Does not complete work assigned at times or performs the minimal amount of work to meet objectives.	Performs a satisfactory amount of work which is expected of a student at this level.	Performs more work than most students at this level.	Performs more work than most students at this level.	
7. Observing Laboratory Safety	Does not exercise caution when handling biologic specimens. Does not wash hands most of the time. Often forgets to disinfect work area or clean up spills. Does not observe lab safety rules. At risk of contracting AIDS or hepatitis.	Generally handles biologic specimens cautiously. Occasionally forgets to clean up spills, wash hands and/or disinfect work area. Has been found not observing lab safety rules.	Handles biologic specimens with appropriate caution. Washes hands at appropriate times. Cleans up spills and disinfects work area when finished. Observes lab safety rules.	Excellent technique in handling biologic specimens. Always washes hands at appropriate times. Always cleans up spills immediately and disinfects work area when finished. Always observes lab safety rules and works to assure the safety of others.	
8. Observing Standard Precautions	Fails to follow Standard Precautions and infection control guidelines thereby putting self and patients at risk. Fails to change and/or wear gloves during blood collection. Constantly forgets to wear gloves when handling biological samples.	Generally follows Standard Precautions and infection control guidelines. Frequently forgets to wear gloves when handling biological samples.	Follows Standard Precautions and infection control guidelines most of the time. Occasionally forgets to wear gloves when handling biological samples.	Practices Standard Precautions and follows infection control guidelines without fail. Always wears gloves when collecting blood and handling any type of biological sample.	

Initials _____

Skill	Poor to Marginal Needs Improvement (0-69)	Average (70-79)	Above Average (80-89)	Excellent (90-100)	Grade (0-100)
9. Maintenance of Work Area and Supplies	Usually does not restock work area, put supplies and reagents away. Work area is cluttered most of the time.	Usually restocks work area, puts supplies away. Some clutter in the work area.	Almost always restocks work area, puts supplies away. Very little clutter in work area.	Always restocks work area, puts supplies away. No clutter in work area.	
10. Clerical Skills	Due to the number of clerical errors this student has made, he/she is at risk of compromising patient care.	Occasionally makes a clerical error. Work is legible.	Rarely makes a clerical error. Work is neat and legible.	Never makes clerical errors. Work is extremely neat and legible.	
11. Professional Appearance	Appearance/dress/hygiene not appropriate for professional environment	Appearance/dress/hygiene marginally appropriate. Needs change to the following area(s):	Appearance/dress/hygiene appropriate.	Appearance/dress/hygiene always excellent.	
12. Oral Communication Skills	Poor communication skills. Patients/co-workers cannot understand student's communication.	Occasional difficulty in communication with patients/co-workers. Needs to work on the following area(s):	Good communication skills for the most part. Occasionally has difficulty in getting point across.	Communication skills excellent. Always able to get point across to patients and co-workers.	
13. Interaction with Patients	Bedside manner unacceptable. Patients and/or visitors complain about their treatment.	Bedside manner is lacking for the following reason(s):	Good bedside manner. No patient complaints.	Excellent bedside manner. Makes patient and/or visitors comfortable. Patients and/or visitors compliment.	
14. Professional Judgment	Unresponsive to criticism; proceeds on own without checking with phlebotomy instructor; overestimates abilities.	Generally responsive to criticism; occasionally fails to check with phlebotomy instructor before proceeding; occasionally overestimates abilities.	Responds readily to criticism; checks routinely before proceeding; seeks assistance when approaching limits of ability.	Seeks out input on performance; effectively carries out responsibilities within limits of ability; routinely seeks instructor advice and consultation.	
15. Phlebotomy Technical Skills	Has not achieved minimum proficiency in phlebotomy; remediation is recommended	Has achieved minimum proficiency skills in phlebotomy.	Has exceeded minimum proficiency skills and is able to draw samples from easy to moderately difficult patients.	Excellent phlebotomy skills. Has exceeded minimum proficiency and is able to draw samples from all types of patients, including difficult draws.	
16. Overall Grade	Failing	Average	Above Average	Excellent	

Initials _____

