MLAB 2360 Clinical I
Urinalysis
Daily Attendance and Competency Evaluation

IT IS THE STUDENT’S RESPONSIBILITY TO HAVE THIS FILLED OUT EACH DAY.

1. The clinical instructor MUST initial to verify student arrival time.
2. The clinical instructor MUST sign to verify student departure time and progression toward meeting competencies.
3. The clinical instructor will review the student’s paperwork and the competencies daily with the student and document any problem areas which need to be improved on and, if necessary, provide an action plan.
   a. Place a check mark in the “Acceptable” if student is progressing an meeting competency, date and sign.
   b. Place a check mark in the “Unsuccessful competency” if the student is not progressing to meet competency and indicate which specific skill(s), by number, from the competency list on the following pages.
   c. Consult with ACC faculty to put in place an action plan for the student to be offered an opportunity to remediate.

<table>
<thead>
<tr>
<th>Date</th>
<th>Arrival Time</th>
<th>Instructor Initials</th>
<th>Departure Time</th>
<th>Progression Towards Meeting Competencies</th>
<th>Student Signature</th>
<th>Instructor Signature</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td>Acceptable</td>
<td>Failing to Progress or Unsuccessful competency #</td>
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<td>3.</td>
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</table>

If a student is failing to achieve competency after 2 attempts at the same skill an Action Plan must be developed.

The instructor will:
1. Document specific skill student is deficient in the appropriate line above.
2. Call the designated ACC instructor immediately.
3. Fill out Action Plan Form.

Updated 10/9/2015