

## Clinical Assistant Program Self-Study Report Paper Review

(Attach a copy of the Program Approval Fact Sheet to front)  
 NOTE: An asterisk (\*) means that additional information is requested

Name of Program: \_\_\_\_\_

City, State: \_\_\_\_\_

Program Director: \_\_\_\_\_

Program Approval Requested:                       Initial                       Continuing

**AFFILIATES:**

Clinical Affiliates	City/State	Current Signed Affiliation Agreement	
		YES	NO
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
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Academic Affiliates:

**OPTIONAL CHART FOR AFFILIATE REVIEW**

Clinical Affiliate(s) <input type="checkbox"/> None	Clinical Facility Fact Sheet is included		Signed, current affiliation agreement is included		A list of capital (major) equipment is included		Instructional resources are included		Objectives & evaluations utilized exclusively by the facility are included			Unique rules & policies governing student behavior are included			A list of safety features is included if site is not JCAHO and/or CAP, and/or COLA accredited		
	Y	N	Y	N	Y	N	Y	N	Y	N	NA	Y	N	NA	Y	NO	N/A
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**PLEASE NOTE ANY "NO" WITH APPROPRIATE COMMENT IN THE CORRESPONDING STANDARD**

**I. SPONSORSHIP**

1. Program Approval Fact Sheet is completed.  YES  NO
- The sponsoring institution is accredited by an appropriate agency.  YES  NO
- The academic and/or clinical affiliate(s) is/are accredited by the appropriate agencies.  YES  NO  NA
- Current written and signed agreements for **each** affiliate are documented and in force.  YES  NO  NA
- The agreement(s) cover:
- A. General:
- 1. Reason for agreement  YES  NO  NA
  - 2. Phlebotomy program responsibilities  YES  NO  NA
  - 3. Clinical affiliate responsibilities  YES  NO  NA
  - 4. Joint responsibilities  YES  NO  NA
- B. Specific:
- 1. Supervisory responsibility for students  YES  NO  NA
  - 2. Professional liability coverage for students  YES  NO  NA
  - 3. Health and safety provisions for students  YES  NO  NA
  - 4. Provision for renewal and periodic review of the agreement  YES  NO  NA
  - 5. The affiliation agreements are general, covering more than one allied health education program, with a specific addendum for the Phlebotomy program.  YES  NO  NA

COMMENTS:

2. The program is based in:
- College/University
  - Hospital or Medical Center
  - Medical Laboratory
  - Post-secondary institution or consortium that meets comparable standards for post-secondary education in Phlebotomy

COMMENTS:

3. The sponsoring institution assumes responsibility for:
- Curriculum planning teaching and selection of course content  YES  NO
  - Coordinating classroom teaching  YES  NO
  - Supervising clinical education  YES  NO
  - Appointing faculty to the program  YES  NO
  - Receiving and processing applications for admission  YES  NO
  - Granting a certificate documenting completion of the program  YES  NO

Title of certificate \_\_\_\_\_

COMMENTS:

## II. RESOURCES

4. The general resources of the program support the number of students admitted.  YES  NO

Clinical Facility Fact Sheet(s) are completed.  YES  NO

Number of Students admitted per year \_\_\_\_\_

Admission Date \_\_\_\_\_

Instructor/Student Ratio (Lecture) \_\_\_\_\_

Instructor/Student Ratio (Student Laboratory) \_\_\_\_\_

Instructor/Student Ratio (Clinical Lab Practicum) \_\_\_\_\_

The instructor to student ratio is adequate to achieve the stated program goals.  YES  NO

COMMENTS:

5. Financial resources for the continued operation of the educational program are assured by an adequate budget and/or funding resources.  YES  NO

COMMENTS:

- 6A. The classroom/lecture areas are adequate.  YES  NO  
The student laboratories are adequate.  YES  NO  NA  
The clinical facilities are adequate.  YES  NO  NA  
The administrative offices are adequate.  YES  NO

COMMENTS:

- 6B. The equipment and supplies utilized are consistent with the modern practice of Phlebotomy.  YES  NO

The equipment and supplies are sufficient in quantity for the number of students enrolled and are independent of the service work of the laboratory.  YES  NO

COMMENTS:

- 6C. The library collection and/or information resources containing textbooks, periodicals, and other reference materials related to the curriculum are:  
Readily accessible to the students and faculty.  YES  NO  
Current.  YES  NO

COMMENTS:

- 6D. Instructional resources include the following:

- Clinical materials.  YES  NO
- Reference materials.  YES  NO
- Demonstration and other multimedia materials.  YES  NO
- Computer technology.  YES  NO
- Specialized Phlebotomy equipment.  YES  NO
- Other (Specify) \_\_\_\_\_  YES  NO

COMMENTS:

### III. STUDENTS

7. Current publications accurately reflect the program.  YES  NO

Materials provided to students include:

- Program mission statement  YES  NO
- Program goals and competencies  YES  NO
- Course objectives  YES  NO
- Applied education assignments  YES  NO  NA
- Admission criteria (academic and non-academic)  YES  NO
- Brief course descriptions  YES  NO
- Names and academic rank or title of Program Director and faculty  YES  NO
- Tuition and fees with refund policy  YES  NO
- Causes for dismissal  YES  NO
- Rules and regulations  YES  NO
- Listing of clinical facilities  YES  NO  NA
- Essential functions  YES  NO
- Policies and procedures of placement when clinical placement cannot be guaranteed outside of established eligibility criteria  YES  NO  NA
- At least one outcomes measure in the program's published materials (Effective for Self Studies due August 2012 or later)  YES  NO  NA

COMMENTS:

8. Admission procedures are clearly defined in appropriate publications.  YES  NO

Announcements and advertising accurately reflect the program.  YES  NO

Student signatures are secured.  YES  NO

COMMENTS:

9. Rules and regulations governing acceptable conduct are clearly defined and published for all academic and clinical settings.  YES  NO

COMMENTS:

10. Student records are maintained in compliance with legal regulations.  YES  NO

Student record files appear to contain information on:  
(Check any that apply)

- Application Form  
 Transcripts  
 Attendance  
 Counseling  
 Evaluations  
 Other (Specify) \_\_\_\_\_

COMMENTS:

11. The health and safety of students, faculty, staff and patients associated with the educational activities of the program are adequately protected.  YES  NO

Students are taught laboratory safety procedures.  YES  NO

COMMENTS:

12. Guidance is available to students in the following areas:  
Professional and career issues  YES  NO  
Personal issues  YES  NO  
Financial issues  YES  NO

Confidentiality and impartiality are assured.  YES  NO

COMMENTS:

13. Appeals procedures:  
Are distributed to students at the start of the program.  YES  NO  
Include provisions for academic and non-academic types of grievances.  YES  NO  
Include a mechanism for neutral evaluation that ensures due process.  YES  NO

COMMENTS:

#### IV. OPERATIONAL POLICIES

- 14A. Announcements and advertising accurately reflect the program.  YES  NO

Advertising includes NAACLS' name, address and phone number.  YES  NO

COMMENTS:

- 14B. Student recruitment, admission and graduation practices are non-discriminatory.  YES  NO

COMMENTS:

- 14C. Faculty recruitment and employment practices are non-discriminatory.  YES  NO

COMMENTS:

- 14D. Students and applicants are given accurate information regarding credits and costs.  YES  NO

COMMENTS:

- 14E. Policies and procedures for student withdrawal and refund of tuition and fees are published and made known to all applicants.  YES  NO

COMMENTS:

- 14F. Each clinical laboratory science program is conducted to assure appropriate instruction to students at different educational levels.  YES  NO  NA

COMMENTS:

- 14G. The program culminates in a formal certificate or other award.  YES  NO

- The degree/certificate is not contingent upon passing an external certifying or licensure examination.  YES  NO

COMMENTS:

- 14H. A written record of student complaints and resolutions is maintained.  YES  NO

COMMENTS:

- 14I. Program evaluation information is available to NAACLS.  YES  NO

COMMENTS:

## VI. PROGRAM EVALUATION

(Standards 15-18 do not apply to initial reviews)

15. There is a documented continuing mechanism for periodically and systematically reviewing the effectiveness of the program.  YES  NO

Evaluation Feedback is obtained from:  Students Frequency \_\_\_\_\_

- Graduates \_\_\_\_\_
- Faculty \_\_\_\_\_
- Employers of graduates \_\_\_\_\_
- Exit or Final exams \_\_\_\_\_
- Other: \_\_\_\_\_ \_\_\_\_\_

The variety of data from the above sources is appropriate.  YES  NO

COMMENTS:

16. Outcomes measures are part of the self-evaluation process.  YES  NO

List type of outcomes measures used:

A. Certification examinations

	<u>Last Year</u>	<u>2 Years Ago</u>	<u>3 Years Ago</u>
Graduates	_____	_____	_____
Number taking exam	_____	_____	_____
Pass rate (percentage)	_____	_____	_____
Program mean score	_____	_____	_____
National mean score	_____	_____	_____

B. Capstone projects: \_\_\_\_\_

C. Other: \_\_\_\_\_

COMMENTS:

17. A review of graduation rates is:  
 Documented  YES  NO  
 Included in the program evaluation  YES  NO

A review of employment rates is:  
 Documented  YES  NO  
 Included in the program evaluation  YES  NO

COMMENTS:

18. The results of program evaluations are:  
 Documented  YES  NO  
 Reflected in the curriculum and other elements of the program  YES  NO

COMMENTS:

**V. UNIQUE STANDARDS**

20A. The Faculty Fact Sheet for the Program Director is completed.  YES  NO

COMMENTS:

20B. The Program Director is responsible for:

- Coordinating education experiences in the program
- Organizing the program
- Evaluating the program's outcomes
- Maintaining NAACLS program approval

<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO

COMMENTS:

20C. The Program Director's qualifications are:  
(Check all that apply)

- Baccalaureate Degree or higher
- Current certification by a nationally recognized agency for Clinical Laboratory Science.
- Certification # \_\_\_\_\_ Agency \_\_\_\_\_

The Program Director has three years of experience in clinical laboratory science education.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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The program director has knowledge of educational methods and administration.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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The program director has knowledge of current approval and certification procedures.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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COMMENTS:

21. Faculty Fact Sheets for all faculty are complete.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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21A. Primary didactic faculty demonstrate the qualifications to teach effectively at the appropriate level.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Primary didactic faculty qualifications include the following:

- Associate Degree or higher, or;
- 60 college credit hours from an accredited institution, or;
- an equivalent combination of education and experience with a minimum of 30 college credit hours and 3 years of relevant teaching experience.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Primary didactic faculty have current certification in Clinical Laboratory Science.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Primary didactic faculty have 2.0 CEUs or 20 hours of relevant continuing education within the previous two years.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Primary faculty are assured adequate professional development.

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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COMMENTS:

- 21B. Clinical Instructors demonstrate the qualifications to teach at the appropriate level.  YES  NO

Clinical Instructors qualifications include either current certification by a nationally recognized agency in Clinical Laboratory Science, or at least one year of full-time clinical assistant experience.  YES  NO

COMMENTS:

### III. CURRICULUM

- 22A. Course objectives are cross-referenced with NAACLS competencies.  YES  NO

The instruction plan includes:  
Clearly written program goals.  YES  NO  
Course schedules.  YES  NO  
Course syllabi.  YES  NO  
Course objectives.  YES  NO

The curriculum appears adequately structured to insure correlation of theory and entry-level performance.  YES  NO

Didactic objectives address:  
Cognitive domain.  YES  NO  
Psychomotor domain.  YES  NO  
Affective domain.  YES  NO

Clinical objectives address:  
Cognitive domain.  YES  NO  
Psychomotor domain.  YES  NO  
Affective domain.  YES  NO

The teaching methods and learning experiences are organized and planned to support achievement of course objectives.  YES  NO

COMMENTS:

- 22B. The curriculum includes:
1. 100 hours of applied experiences;  YES  NO
  2. All Core Module competencies;  YES  NO
  3. Instruction in a variety of collection techniques, blood collection, preparation/reconstitution of reagents, standards and controls, perform tests at the Clinical Assistant level and following established quality control protocols.  YES  NO

4. Curriculum in any module(s) beyond the core module meets the minimum required standards as stated for the core module. YES NO NA
- 22C. The learning experiences are sequenced. YES NO
- The clinical curriculum meets the Clinical Assistant guidelines. YES NO
- Student experiences are educational and balanced. YES NO
- Student experiences at different clinical sites are comparable. YES NO
- Student service work is clearly defined in policies. YES NO
- Students demonstrate proficiency before being allowed to work independently. YES NO
- Service work is non-compulsory. YES NO
- All of the NAACLS Core Module Competencies, as well as any Modules beyond the core, are cross-referenced with:  
the didactic experiences. YES NO  
the clinical experiences. YES NO
- COMMENTS:
- 22D. Criteria for passing, failing, and progression in the program are written and distributed to students. YES NO
- Criteria for passing, failing and progression in the program are clearly established. YES NO
- Evaluation instruments for didactic material are related to the program objectives. YES NO
- Evaluation instruments for clinical courses evaluate psychomotor competency. YES NO
- Affective evaluations are related to the objectives. YES NO
- COMMENTS:

## Important Notice

The paper reviewer does not have the authority to speak on behalf of nor bind NAACLS regarding a program's compliance with the Standards, nor can he or she predict approval actions. These responsibilities rest solely with the NAACLS Board of Directors, which has the exclusive right to determine whether or not approval is to be granted or continued.

NOTE: This page is compiled on the basis of information supplied to the paper reviewer by the program director and other officials. **NAACLS makes NO representation as to its accuracy. The responsibility for accuracy of the information provided to the paper reviewer rests solely with the program director and other officials.**

***Areas of Strength:***

***Areas of Concern (List and detail by the appropriate Standard):***

***List of Missing Documentation (List and detail by the appropriate Standard):***

## SIGNATURE PAGE

\*\*\*Please complete and attach as the last page of the Paper Review\*\*\*

Consultative opinions expressed in the Paper Review should be considered personal observations by volunteers and do not represent positions taken by NAACLS. Please print or type the following information.

Date: \_\_\_\_\_ Institution Reviewed: \_\_\_\_\_

Program Level: \_\_\_\_\_

### First Paper Reviewer:

Name/Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone/E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

### Second Paper Reviewer:

Name/Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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