



# Experiential Learning Portfolio for 10513110 Basic Lab Skills

## Student Contact Information:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
  - What did you learn?
  - How did you learn through your experience?
  - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
  - Label artifacts as noted in the competency
  - Scan paper artifacts
  - Provide links to video artifacts
  - Attach all artifacts to the end of the portfolio
5. Write a conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

**To receive credit for this course, you must receive “Met” on 5 of the 6 competencies.**

**10513110 Basic Lab Skills, 1 Associate Degree Credits**

**Course Description:** This course explores health career options and the fundamental principles and procedures performed in the clinical laboratory. You will utilize medical terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests. PREREQUISITE: Admission to the Phlebotomy Certificate or Medical Laboratory Technician program. The Medical Laboratory Technician program is supported with \$200,000 in WTCS Grant Funds

**Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.**

**Competency 1: Investigate laboratory science occupations**

Criteria: Performance will be satisfactory when:

- you identify all of the significant laboratory occupations
- you include educational requirements of each laboratory occupation
- you include certification and continuing education requirements of each laboratory occupation
- you include occupational responsibilities of each laboratory occupation
- you include occupational relationships with other health care providers

Learning Objectives:

- a. List departments of the medical laboratory
- b. List common laboratory occupations and personnel
- c. List responsibilities of common laboratory occupations
- d. Describe the educational requirements for common laboratory occupations and personnel.
- e. Describe career-laddering options for laboratory occupations
- f. Examine the relationship of laboratory occupations with other healthcare providers
- g. Examine professional organizations and certification agencies

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 2: Apply medical terminology to lab procedures and practices**

Criteria: Performance will be satisfactory when:

- you utilize correct medical terminology, procedures and practices
- you correctly spell all terms, procedures, and practices
- you correctly pronounce medical terms, procedures, and practices

Learning Objectives:

- a. Identify medical terminology specific to lab procedures and practices being performed
- b. Review pronunciation of medical terminology
- c. Review spelling of medical terminology
- d. Explain the proper use of medical terminology with patients

**Required Artifacts: None**

**Suggested Artifacts: Completion of Medical Terminology Course Documentation**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 3: Perform waived testing**

Criteria: Performance will be satisfactory when:

- you select the correct tools, equipment, instruments, materials, supplies
- you perform all critical steps in the right order
- you position yourself correctly
- you utilize correct procedure protocol, technique, method, and specimen
- you wear personal protective equipment
- you follow infection prevention and safety procedures
- you verbalize an explanation of the process as you perform it
- your explanation presents sound reasoning as you describe the decisions you make throughout the process

Learning Objectives:

- a. Define waived testing
- b. Identify the proper tools, equipment, materials, supplies, and sample to perform a test
- c. Perform the steps of a test
- d. Use proper personal protective equipment
- e. Use the procedure manual for troubleshooting
- f. Explain the process while performing procedures

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 4: Adhere to safety and infection control policies**

Criteria: Performance will be satisfactory when:

- you determine or access the appropriate manuals, safety equipment, PPE and institutional safety and infection control procedures
- you determine or wear personal protective equipment
- you identify or perform all critical steps in the right order
- you follow or explain infection prevention and safety procedures
- you identify or verbalize an explanation of the process or procedure
- your explanation demonstrates sound reasoning for the decisions you make concerning the process, procedure or scenario.

Learning Objectives:

- g. Use a procedure manual to access proper safety procedures

**Required Artifacts: None**

**Suggested Artifacts: Training or Competency Document from Employer**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 5: Use basic laboratory equipment**

Criteria: Performance will be satisfactory when:

- you select the correct equipment, instrument, materials, and supplies for each procedure
- you demonstrate pipetting skills
- you use lab glassware
- you operate centrifuges and balances
- you use a microscope
- you perform all critical steps in the right order
- you utilize proper technique
- you wear personal protective equipment
- you follow infection prevention and safety procedures
- you verbalize an explanation of the process as you perform it
- your explanation presents sound reasoning as you describe the decisions you make throughout the process

Learning Objectives:

- a. Explain the functionalities of a lab information system
- b. Identify specimen collection containers and their use

**Required Artifacts: None**  
**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 6: Evaluate laboratory compliance with CLIA regulations**

Criteria: Performance will be satisfactory when:

- you identify major components of the CLIA regulation
- you show the relationship of one component to another
- you include the proficiency testing process

Learning Objectives:

- a. Explain complexity structures involving waived and complex testing
- b. Demonstrate proper sample collection
- c. Describe criteria for continuing to prove proficiency

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**



