



UR
MEDICINE

Labs

UR MEDICINE LABS CLINICAL OBSERVATIONS
INFORMATION, INSTRUCTIONS AND DESIGNATION OF KEY ROLES
HIGH SCHOOL STUDENT-CLINICAL LAB ASSISTANT PROGRAMS

PRIMARY CONTACT FOR STUDENT ISSUES OR CONCERNS

- PRIMARY INSTITUTION CONTACT: cell phone preferred XXX.XXX.XXXX

SCHEDULE AND LOGISTICS

- Student Touch Down Spaces when not in clinical areas: Shell A, Crickler Vending in A200 Café, or Vivarium Room E142. If they decide to take lunch in the E142 conference room, there is a microwave and refrigerator available for their use.
- Primary Contact will do an orientation with students on Monday from 8:30a-11:45 and show them to the café so they can have lunch from 11:45a-12:45p. They will then escort them to their training areas.
- Students will have visitor badges- and hopefully Name Tags. They should also display their School ID's. BECAUSE WE ARE UNABLE TO PROVIDE URM ID BADGES, STUDENTS WILL NEED TO BE ESCORTED THROUGHOUT THE BR FACILITY. THE BEST WAY TO ACCOMPLISH THIS IS TO HAVE EACH AREA TAKE RESPONSIBILITY FOR ESCORTING THE STUDENTS TO THEIR NEXT ASSIGNMENT. AT THE END OF THE DAY PLEASE ESCORT THEM TO THE MAIN LOBBY (NOT THE SIDE ENTRANCE).
- Students will be moving around a lot. It is best if they keep their personal belongings in a supervisor's office of their daily training areas. If this becomes an issue inform the primary contact.
- Students will need to be provided with disposable lab coats (extra supplies are found in the education training areas)

BACKGROUND CHECKS

- Our HR Rep will send emails to the employees identified as contacts- each employee will need to follow his instructions to get the background check process started
- Please help staff get the Minor Training program in MyPath completed. Keep a record of completion.

STUDENT TRAINING RECORDS

- Time sheets and Learning Objective/Training Checklists should be completed and turned in to the primary contact at the end of the training week. Each student will be provided with a folder to keep materials in throughout the week. They should turn these in to the last person who has trained them on Friday afternoon.



EXPECTATIONS AND ROLES

- Institution Primary Contact
 - Handles any student or trainer concerns; escalates to the cooperating teacher or supervisors appropriately
 - Organizer and Coordinator
 - Liaison to High School Teachers/Program Directors/Administration
 - Record storage
- Laboratory Managers of Training Areas
 - Work together to continuously streamline the experience
 - Work together to schedule opportunities as best as possible to the convenience of the labs
 - Provide feedback to primary contact on readiness of students for employment: i.e. professional behaviors, willingness to learn, ability to function in a fast-paced environment, etc.
 - Look to bridge to employment opportunities for graduates
- Lab Supervisors
 - Contact for employee concerns or issues
 - Escalates student issues to primary contact
 - Assists in coordinating and scheduling clinical experiences
 - Forwards completed training records to primary contact
 - Meets with students for a few minutes to discuss career opportunities.
- Trainers
 - Explains, demonstrates and assesses student engagement of each assignment.
 - Completes training records and submits to supervisors
 - Maintains ICARE and professional behaviors
 - Encourages students to consider careers in the lab
 - Escalates student issues to supervisors, if urgent calls primary contact cell phone