



Macao Polytechnic Institute

School of Health Sciences and Sports

Bachelor of Science in Biomedical Technology

(Medical Laboratory Technology)

Academic year

2020-2021

Internship Training Handbook

Student Name :

Student Number:

Table of content

I.	Guideline of Student for training	2
II.	Internship training arrangement	6
III.	Training Department working hours	7
IV.	Training departments contacts	7
V.	Outline of training	8
VI.	Diary & Attendance record	11
VII.	Appendix 1: Assessment Guideline	22
	Appendix 2: Assessment Table	23
VIII.	Appendix 3: Guideline for Strom or Rainstorm	24
IX.	Appendix 4: School calendar	26

I. Guideline of Student internship

The objective of the internship training is to enhance students' confidence, personal relationships and technical skills. At last, the main target is to enable students to work efficiently and safely in medical laboratories and apply necessary measures for safe practice. On the other hand, students will be trained to be: team spirit, orderly, punctual, responsible, tidy, honest and friendly etc.

This section of the subject takes 1,000 hours and is divided into two parts. Students are assigned to various departments such as: clinical pathology laboratories, clinical laboratories and public health laboratories in the government and private institutes.

The internship training is coordinated by a supervisor from school. Students are trained under instruction from the training instructors of these institutes.

1. Students will be arranged to different departments, please obtain internship manual at the beginning of the school year.
2. Please provide personal contact to your supervisor and training instructors: Phone number, Mobile number, e-mail address, etc.
3. Student must obey the rules of training departments.
4. Student should not fetch any material or information without permission.
5. Student must sign up the attendant sheet and confirmed by the instructor of training department.
6. The training hours will be the same as the working hours of each training department, except every Friday for classes. Students must be arrived the training departments 5 minutes before the working hours. 3 times late will be considered as 1 time absent.
7. Student Holidays will be the same as school holidays (Appendix 4)
8. Absent (or late or absent partially) due to illness or business, inform your instructor and school as soon as possible. Fill the absent form from school

and return to school office. The application must be within 48 hours. (The attendance must be over 90% for each department)

9. Under typhoon or heavy raining condition, refer to the guideline of our school.
10. Student must be team spirit, polite and friendly. Student must respect every body, including patient. In case of serious incident, training instructor will report document ally and discuss within our school PSC meeting.
11. Students must be tidy, and wear correctly. Uniform (Lab coat of our school) are required in training areas.
12. Student must keep working environments tidy and take care of public properties.
13. Students must pay attention to safety and adapt safety measures.
14. Students are trained to operate independently. Students must learn and ask questions actively.
15. No private businesses are allowed to do under training hours. Private phones are avoided unless urgent businesses.
16. Meet with our school supervisor periodically.
17. Students must bring Internship Training Manual and write down remarks on the manual. Students must return the manual to school by the end of school year.
18. Students must review the background knowledge of every training session. Understand the operation principles.
19. Students must hand in the training report in time.

Flow of internship training

School year begin →	Arrive training departments →	Training →	Department Assessment →	Conclusion	Total Assessment
Obtain training manual Arranged to groups Trained according to schedule	Report to the instructor Trained by instructor	Every day Sign attendant sheet Write down remarks on the manual Meet with school supervisor periodically	Hand in report Operation Examination	Return manual	Average the assessments from all departments Students must pass the assessments from all departments

II. Medical Laboratory Science Internship Training arrangement

1. Structure of Internship training program: For 15 weeks

Students must pass all the respective pre-requisites to take the internship training course.

Institute:

Clinical Laboratory: Clinical Biochemistry, Clinical Immunology 7-8 weeks

Haematology–Government general hospital Haematology laboratory 7-8 weeks

IPM: Project study 15 weeks

III. Training Department working hours:

- a. Government General Hospital-

Mon – Thu 9:00--13:00 (8:30—12:30)* 14:30--17:45

* (Sampling shift)

- b. IPM

Friday

IV. Contacts

Institute	Department	Clinical tutor	Contact
Government General Hospital	Clinical Laboratory	Viviana Ho; Noronha, Antonio Joaquim	83903208
	Haematology	Edmond Leong Veng Kei; Leong Man Wai, Chan Mei Va, Chim Soi Keng, Agostinho Leong	83903219 83903220 Fx 83903201
IPM	Project	Kosca Leong Miriam Lei	85993474 85993425

V. Outline of Intership

Government General Hospital

Department	Contents	
Government General Hospital - Clinical Laboratory	General introduction & safety	8 weeks
	Various kind of sample: Feces , sputum, blood, urine vaginal secretion etc.	
	Sample treatment: sources, handling, registration, storage	
	Centrifugation	
	Cultural medium	
	Test: Staining and microscopy Instrumentation- VITEK (Salmonella, E. coli, S. aureus, etc.)	
	Screening test and Microbiology sensitivity	
	Immunochemical test of urine sample	
	Result & Report	
Government General Hospital - Haematology Laboratory	Hemostasis 、 Blood transfusion 、 Hb studies	7 weeks
	Safety Measures	
	Request Form	
	Classification of Samples (Routine analysis, Coagulation test, Blood type matching, Hemoglobin)	
	Sample treatment: sources, handling, registration, storage	
	Anticoagulant	
	Blood Routine <ul style="list-style-type: none"> — Red White cell counting and classification, — Hemoglobin detection — Blood cell Counting 	
	Hemostasis and blood coagulation tests Platelet Counting, blood coagulation time etc. – prothrombin time, Platelet function test	
	Hemocyte morphological examination – <ul style="list-style-type: none"> — Blood smear preparation and staining — Bone marrow smear preparation 	
	Useful for anemia evaluation <ul style="list-style-type: none"> — Thalassemia diagnosis — Hemoglobin electrophoresis — Diagnosis Blood coagulation Blood Diseases 	
Banking(Immuno-Hematology)- Blood Types Matching.		

VI. Daily Record

Week	Date	Job descriptions / Remarks	Signature
1	M		
	T		
	W		
	T		
	F		
	S		
2	M		
	T		
	W		
	T		
	F		
	S		

Week	Date	Job descriptions / Remarks	Signature
3	M		
	T		
	W		
	T		
	F		
	S		
4	M		
	T		
	W		
	T		
	F		
	S		

Week	Date	Job descriptions / Remarks	Signature
5	M		
	T		
	W		
	T		
	F		
	S		
6	M		
	T		
	W		
	T		
	F		
	S		

Week	Date	Job descriptions / Remarks	Signature
7	M		
	T		
	W		
	T		
	F		
	S		
8	M		
	T		
	W		
	T		
	F		
	S		

Week	Date	Job descriptions / Remarks	Signature
9	M		
	T		
	W		
	T		
	F		
	S		
10	M		
	T		
	W		
	T		
	F		
	S		

Week	Date	Job descriptions / Remarks	Signature
11	M		
	T		
	W		
	T		
	F		
	S		
12	M		
	T		
	W		
	T		
	F		
	S		

Week	Date	Job descriptions / Remarks	Signature
13	M		
	T		
	W		
	T		
	F		
	S		
14	M		
	T		
	W		
	T		
	F		
	S		

Week	Date	Job descriptions / Remarks	Signature
15	M		
	T		
	W		
	T		
	F		
	S		
16	M		
	T		
	W		
	T		
	F		
	S		

Week	Date	Job descriptions / Remarks	Signature
17	M		
	T		
	W		
	T		
	F		
	S		
	M		
	T		
	W		
	T		
	F		
	S		

Internship Attendance Record

Department

: _____

Instructor

Date	In	Out	In	Out	Remarks	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Internship Attendance Record

Department

: _____

Instructor

Date	In	Out	In	Out	Remarks	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Internship Attendance Record

Department

: _____

Instructor

Date	In	Out	In	Out	Remarks	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Internship Attendance Record

Department

: _____

Instructor

Date	In	Out	In	Out	Remarks	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Internship Attendance Record

Department

: _____

Instructor

Date	In	Out	In	Out	Remarks	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

VII.

Appendix 1 Assessment Guideline

Assessment Guideline

	Items	%	Criteria
1	Attendance	10%	<ul style="list-style-type: none">•The highest mark is 10% for no absent
2	Appearance	10%	<ul style="list-style-type: none">•Suitable wearing, hair style and neat uniform. 5%•Clean up working area 5%
3	Attitude and interpersonal relationship	10%	<ul style="list-style-type: none">•5% for politeness•Can cooperate with other 2%•Concentrate and honest to finish jobs 6%
4	Obedience	15%	<ul style="list-style-type: none">•Listen instructor's guidance and obey department rules. 10%•Accept instructor opinions 5%
5	Expression capability	5%	<ul style="list-style-type: none">•Clearly express own opinions 5%
6	Operation Skills	25%	<ul style="list-style-type: none">•Obey safety rules 10%•Correctly using instrument according to manual or instructor's guidance 5%•Correctly finish tests according to manual or instructor's guidance 10%
7	Report or Examination	25%	<ul style="list-style-type: none">•Operation Examination or Report or Demonstration
	Total	100%	

VIII. Appendix 2 Assessment table



Macao Polytechnic Institute
School of Health Sciences and Sports
Bachelor of Science in Biomedical Technology
(Medical Laboratory Technology)

2020 - 2021

Internship Assessment Table

Department : _____

Student name : _____

	Item	%	Marks	Remarks
1	Attendance	10%		
2	Appearance	10%		
3	Attitude	10%		
4	Obedience	15%		
5	Expression	5%		
6	Operation Skills	25%		
7	Report or Exam	25%		
Total		100%		
Comment				

* item 6 and 7 can be combined if necessary

VIII. Appendix 3: Guideline for Strom or Rainstorm

1. Guideline for typhoon

This guideline is according to the government department guideline.

Stop placement at typhoon signal number 8 or above.

If the typhoon signal changes into number 3 or below before 13:00, go back to the placement department within 1 hour and 30 minutes.

If the typhoon signal changes to number 3 or below after 14:30, don't go back to the placement department.

2. Guideline for Rainstorm

Refer to the instruction of School.

IX. Appendix 4 2020/2021 School calendar