

# Department of Medical Laboratory Science

## Program Policies and Procedures 2019-2020



*Medical Laboratory Science  
Lansing School of Nursing and Clinical Sciences  
Bellarmino University College of Health Professions*



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## **Mission/vision Statements**

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### **University Mission**

We are an inclusive Catholic university that educates students—mind, body, and spirit—for meaningful lives, rewarding careers, ethical leadership, and service to improve the human condition.

### **University Vision**

We will become the leading Catholic university in the South by embracing innovation and creativity, forging new and mutually beneficial partnerships, intentionally diversifying curricula and community, and providing a distinctive and transformative student experience.

### **University Values**

Bellarmino University finds its Catholic identity in the inclusive spirit of Thomas Merton. We believe in the search for the true self, the interconnectedness of life and the solidarity of the human spirit, which transcends ethnic, religious, and social divisions. We educate the whole person to realize his or her highest potential as part of an interconnected world. Our values are Academic Excellence, Intrinsic Dignity, Social Responsibility, Integrity, Hospitality, and Stewardship.

### **MLS Program Mission**

The goal of Bellarmine University's MLS program is to produce clinical practitioners who are competent for current practice and are prepared to grow with the future of clinical laboratory science. Bellarmine MLS graduates will contribute to the Louisville community and beyond, in clinical practice as well as in service to others and to their profession. Our graduates will demonstrate problem-solving and critical-thinking skills, an understanding of issues and consideration of values in healthcare, and will hold a high standard of scholarship and integrity.

### **MLS Program Vision**

The Bellarmine University Medical Laboratory Science program will be recognized as a leader in the region for the training, development, and placement of laboratory professionals capable of providing superior scientific services and leadership. Through collaboration with the medical community, this program will assist in the development and delivery of innovative, ethical, and sustainable healthcare.

## Accreditation

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The Bellarmine University Medical Laboratory Science Program is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd.

Suite 720

Rosemont, IL 60018-5119

773.714.8880

[info@naaccls.org](mailto:info@naaccls.org)

<http://www.naaccls.org>

In October of 2017, full programmatic accreditation was confirmed through October of 2027.

## Faculty and Staff

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### Department of Medical Laboratory Science

#### Full Time Faculty:

Karen Golemboski, Ph.D., MLS(ASCP)<sup>CM</sup>

Professor

Program Director and Chair of Medical Laboratory Science

Chair, Master's in Health Science

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Daniel Golemboski, Ph.D.

Associate Professor

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Assistant Professor

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#### Part-Time Faculty

David Barker, Ph.D.

Brenda Davis, MAT, MT(ASCP)

Jody Sizemore, MT(ASCP), SBB

Marsha Biven, MS, MT(ASCP)

## **Program Goals**

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The ultimate goal of Bellarmine's Medical Laboratory Science program is to produce competent clinical practitioners with high standards of scholarship and integrity. Our degree and certificate programs, both undergraduate and graduate, will address the present and anticipated needs of the healthcare community for clinical laboratory practitioners. Regular evaluation of outcomes will ensure the educational quality of the MLS program; periodic consultation with clinical affiliates and the Advisory Board will ensure that the program is responsive to innovations and trends affecting healthcare services and delivery. MLS faculty will contribute to the profession and to the academic community at the local, state, and national levels, through service to professional organizations, research, creative/scholarly activity, and development of innovative instruction that emphasizes problem solving and critical thinking. The curriculum is based on the Body of Knowledge (American Society of Clinical Laboratory Scientists) and is updated regularly.

The program curriculum comprises three sections –

- Pre-requisite coursework (completed before entering the professional program)
- Pre-clinical MLS courses, which build upon prerequisite courses to focus and expand the scientific knowledge base and include clinical application
  - including student laboratory experiences, which prepare students for clinical instruction
- Clinical instruction (the internship), which provides the opportunity to integrate fundamental science with current practice, workflow, and instrumentation.

## **Program Outcomes**

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### **Undergraduate program outcomes**

After completing the Bellarmine undergraduate MLS program, graduates will

1. Establish a personal scientific knowledge base that prepares them to read, to interpret, and to utilize scientific knowledge in clinical practice. This includes the ability to
  - a. Correlate test results with patient clinical information
  - b. Evaluate the scientific literature, with an understanding of experimental design and statistical interpretation
  - c. Evaluate new procedures and instrumentation
  - d. Pursue professional development opportunities

In addition, the ability to perform specific entry-level professional competencies is expected of students at completion of the MLS program. These outcomes include

demonstration of the ability to:

2. Demonstrate critical thinking ability and problem-solving skills. This includes the ability to
  - a. Employ discipline-specific knowledge in the context of clinical decision-making
  - b. Gather and analyze pertinent information
  - c. Interpret data
  - d. Draw conclusions and make judgments or recommendations
3. Perform a full range of laboratory tests with accuracy and precision. This includes the ability to
  - a. Competently and safely collect and/or process appropriate biological specimens for a particular test procedure
  - b. Operate laboratory instrumentation and perform preventative/corrective maintenance
  - c. Evaluate the acceptability of test data; identify any problems with specimens, procedures, or instrumentation; and take appropriate corrective action
  - d. Utilize quality assurance to monitor analyses, equipment, and technical competency
  - e. Report results clearly and accurately
  - f. Effectively utilize computers, laboratory software, and information systems to record and report results
  - g. Apply and interpret laboratory safety regulations and compliance measures
4. Demonstrate appropriate professional behavior. This includes the ability to
  - a. Maintain appropriate confidentiality of patient results
  - b. Consider ethical responses to difficult situations
  - c. Communicate effectively and professionally with other healthcare professionals, the public, and patients
  - d. Apply principles of management and supervision to maximize productivity and efficiency of the laboratory
  - e. Design, implement and evaluate programs of instruction for students and employees
  - f. Provide professional leadership through local, regional, and national groups

**Graduate program outcomes (words in bold italics represent additional graduate outcomes)**

After completing the Bellarmine Master of Health Science in MLS program, graduates will be able to

1. Establish a personal scientific knowledge base that prepares them to read, to interpret, and to utilize scientific knowledge in clinical practice. This includes the ability to
  - a. Correlate test results with patient information
  - b. Evaluate ***and interpret*** scientific literature, with an understanding of experimental design ***and statistical analysis***
  - c. Evaluate ***and validate*** new procedures and instrumentation
  - d. Pursue professional development opportunities

In addition, the ability to perform specific entry-level professional competencies is expected of students at completion of the MLS program. These outcomes include

2. Demonstrate critical thinking ability and problem-solving skills. This includes the ability to
  - a. Employ discipline-specific knowledge in the context of clinical decision-making
  - b. Collect and analyze pertinent information
  - c. Interpret data
  - d. ***Apply systems thinking to medical laboratory science practice***
  - e. Draw conclusions and make judgments or recommendations
  - f. ***Incorporate current best evidence to evaluate/develop testing guidelines***
3. Perform a full range of laboratory tests with accuracy and precision. This includes the ability to
  - a. Competently and safely collect and/or process appropriate biological specimens for a particular test procedure
  - b. Operate laboratory instrumentation and perform preventative/corrective maintenance
  - c. Evaluate the acceptability of test data; identify any problems with specimens, procedures, or instrumentation; and take appropriate corrective action



- d. Utilize quality assurance to monitor analyses, equipment, and technical competency
- e. Report results clearly and accurately
- f. Effectively utilize computers, laboratory software, and information systems to record and report results
- g. Apply and interpret laboratory safety regulations and compliance measures

***h. Apply principles of quality management systems***

- 4. Demonstrate appropriate professional behavior. This includes the ability to
  - a. Maintain appropriate confidentiality of patient results
  - b. Consider ethical responses to difficult situations

***c. Practice effectively in interprofessional teams***

- d. Communicate effectively and professionally with other healthcare professionals, the public, and patients

***e. Promote patient-centered healthcare through diagnostic and therapeutic support***

- f. Apply principles of ***leadership*** and management to maximize productivity and efficiency of the laboratory
- g. Design, implement and evaluate programs of instruction for students and employees
- h. Provide professional leadership through local, regional, and national groups

## MLS Student Policies

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Departmental policies are intended to keep the program running smoothly. In addition, they are an important part of the educational process, designed to teach students the principles of professional behavior and attitude. Compliance with policy is as critical to success as is academic performance: failure to follow any MLS policy may result in Administrative Probation, and additional violation(s) may result in dismissal from the MLS program.

## Professional Conduct

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A student who is preparing to enter a health profession has specific and critical responsibilities. During the clinical internship or on any visits to clinical sites, the student is responsible not only to the educational institution, but also to the hospital department, and ultimately to the patient.

Health professions education includes the development of the professionalism that is the hallmark of health practitioners. Our clinical affiliates (and students' future employers) expect professional behavior from Bellarmine MLS students, and we expect to see that behavior demonstrated consistently. The following rules for professional conduct apply during classes at Bellarmine University, in the student lab, and during any clinical experiences (field trips, etc.), as well as during the clinical internship.

**Professional conduct plays an important part in clinical evaluations and may also have an impact on future employment.**

The MLS program has instituted a periodic professional behaviors evaluation, generally completed at the beginning of the second and/or subsequent semesters. All program faculty will have input; the evaluation will be conducted by the Program Director. A copy of the current Professional Behaviors Evaluation is included in this document (*Appendix A*). The purpose of this evaluation is not to criticize, but to provide constructive input designed to raise the level of professional skills to that which will be expected in the clinical setting.

**1. Attendance is expected at all professional class sessions. Any absence must be reported to the instructor and/or the Program Director *prior to class if at all possible*.**

Timely attendance at all lecture and lab classes is required. In addition, other events such as service learning opportunities may be designated as mandatory (either by the faculty member or by the Program Director).

Absence (defined as not attending, or arriving 10 or more minutes after the scheduled start time) may be excused for illness or for death in the immediate family, for members of groups representing Bellarmine University at athletic or other events, or occasionally for other unavoidable circumstances. Late arrival (i.e., less than 10 minutes after the

scheduled start time) may be excused when it is the result of unavoidable circumstance. **However, no absence or late arrival will be excused if the faculty member and/or Program Director are not notified of the reason in advance (or as soon as possible, in the event of a true emergency).**

It is expected that the student will notify faculty directly regarding absence; although emergency or severe illness may require notification from someone else, a message passed along from another student in the class will not be considered acceptable notification.

Absence for a scheduled medical appointment will generally not be excused. There are many options for care on and around campus which can be arranged around class schedules.

Any absence from a lecture class may require documentation, at the discretion of the faculty member. Make-up of quizzes, assignments, and exams will follow the policy of the individual faculty member and should not be assumed to be guaranteed. It is the student's responsibility to arrange to obtain notes from a classmate and to request handouts or any other missed materials. Notes will generally not be available from faculty.

An unexcused absence, or two unexcused late arrivals, will result in a required meeting with the Program Director, and the student will be placed on Administrative Probation. A subsequent unexcused absence or late arrival may be considered grounds for dismissal.

Excessive absences or instances of late arrival, even if excused, may also result in Administrative Probation (at the discretion of the faculty member and/or the Program Director).

This policy is in addition to any course-related policies through which attendance affects the grade.

### **Laboratory Attendance**

**Punctual attendance at all laboratory sessions is mandatory.** Absence from a laboratory class will require documentation (medical or otherwise). Laboratory activities cannot always be duplicated due to reliance on available clinical specimens and reagents with limited shelf-life, as well as time. **If an absence is unavoidable, students must notify the instructor and/or the Program Director prior to the scheduled laboratory class.**

***Only the most extreme circumstances should result in missing, or arriving late for, a laboratory session.***

**If a laboratory absence is unexcused, there will be no credit given for the laboratory session.** The missed laboratory activities (or comparable exercises) may be rescheduled if possible and at the instructor's discretion. The instructor may require successful completion of missed laboratory activities even though credit will not be received for the work performed.

It is the student's responsibility to arrange any possible laboratory makeup activities.

**Even excused absences may have an adverse impact on grades.** If a laboratory absence is excused, the missed laboratory activities (or comparable exercises) may be rescheduled, if possible; this will be entirely at the instructor's discretion. Credit may or may not be given, per the faculty member's decision. Missing all or part of a class or lab session may result in a decreased participation grade, at the discretion of the faculty. Be sure to consult individual course syllabi for specific attendance guidelines and make-up policies – individual faculty may have attendance requirements in addition to those described here.

### **Attendance during clinical internship**

Absences for reasons other than illness or death in the immediate family are not excused.

Time missed for any reason will be rescheduled if the student misses 10% or more of any individual rotation or 10% or more of the total clinical internship. Additional time will be added to the end of the internship and may affect the student's ability to graduate on time.

***Clinical students must report any clinical absence to the program director, in addition to clinical instructor(s). Repeated instances of tardiness or unexcused absence may be considered grounds for dismissal from the MLS program.***

## **2. Professional Behaviors**

Adherence to the policies and procedures established in class and for the MLS program, as well as those of the University, is essential for students in a professional program.

**Students are expected to:**

**Show respect for faculty (including adjunct and part-time instructors), Bellarmine University or hospital staff, and other students.** This includes, but is not limited to, following instructions, refraining from conversation or other disruptive behavior when the instructor is speaking to the class, refraining from complaint or argument during classroom situations, and using technology appropriately and within departmental guidelines. In addition, please clean up after yourself and replenish supplies as needed.

**Acknowledge personal responsibility for learning and for grades.**

**Accept correction.**

**Communicate in a professional manner, with clear and legible writing, correct medical terminology, and pronunciation.** Departmental announcements will be made during MLS Seminar class and/or via Bellarmine email – students are responsible for checking messages and keeping track of important dates. E-mail messages will be sent to students' Bellarmine email addresses only.

**MLS faculty and Bellarmine technology primarily use Windows-based Microsoft Office software. Students are expected to submit any electronic assignments in compatible formats;** Word documents (.doc or .docx) or PDF are preferred. If you submit an assignment in a non-conforming file type and Word won't open it, the instructor may choose to count the assignment as missing. It is the responsibility of the student to ensure compatibility for any files used in class (for example, presentations). Please include your last name in the filename of any assignment submitted (e.g., Lastnamedraft.doc)

Communication also goes both ways: students are encouraged to let faculty know if problems arise or personal circumstances necessitate accommodations.

Faculty members designate office hours in course syllabi, and students may check on faculty availability at other times; however, please recognize that faculty responsibilities involve much more than teaching, so we are not always able to be available to students! Please be respectful of faculty time, and limit non-essential visits. Email is often an effective way to ask a quick question or request to schedule a meeting for a more detailed discussion.

**Complain appropriately.** If you are displeased with a classroom policy or incident, or if you have an unresolved issue regarding grading, this should be discussed with the faculty member in his/her office, outside of class. Should the issue remain unresolved, the next protest should be made to the Program Director. If the issue is still not resolved and you believe that you have been treated unfairly, then you should follow the procedure for student grievance which is listed in the current *Student Handbook* (available online). Should an incident occur during the clinical rotation, please discuss with the Program Director first, before consulting the clinical instructor or Clinical Coordinator at your facility.

**When appropriate, present a professional appearance and demeanor.** Even before the clinical internship begins, students will visit clinical sites and may attend professional meetings or interact with visitors from outside the department. **In addition, professional dress is expected when student presentations are scheduled.**

**Please have at least one professionally-acceptable (business casual) outfit available for these occasions. We recommend dress pants or skirt and a non-T shirt top with non-athletic shoes.** Jeans, shorts of any length, tennis shoes, sandals and open-toed

shoes are NOT acceptable. Short skirts, sagging pants, and visible cleavage will not be allowed under any circumstances. Tattoos and piercings of anything other than ears should not be visible. Students should be aware that clinical facilities may have policies which prohibit acrylic nails and/or multiple ear piercings, visible tattoos, etc.

**Use of technology (cell phones, laptops, netbooks, etc.) in the classroom for anything other than note-taking is unacceptable unless at the specific direction of the faculty member.** Texting during class is not allowed, and faculty may choose to deduct grade points at their discretion (with no warning or notification) if they see this. When the faculty member arrives, all electronic devices should be immediately put away, out of sight and on silent mode, until class is over or a break is called.

**Cell phones are not allowed in the student laboratory; this constitutes not only a distraction but also a biohazard.** In the event of an unusual circumstance which requires that you be accessible by phone or text, please discuss this with the faculty member prior to class.

During exams, the use of programmable calculators or phone calculators will not be permitted. Calculators will be supplied.

Official Bellarmine text alerts due to weather or other circumstance will be relayed to the class by other faculty if essential. It is not necessary for students to monitor these communications during class time.

**3. Safety policies are to be followed at all times.** Instruction in laboratory safety will be provided during the *Foundational Skills* class; additional information may be provided in laboratory classes. Students are expected to know how and why to comply, and what to do should an accident or emergency occur (see Safety summary, page 22).

**4. Dishonesty or cheating in any form or in any setting will not be tolerated. Students must be fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify or rationalize dishonest acts.**

Academic dishonesty can take a number of forms, including but not limited to cheating, plagiarism, fabrication, aiding and abetting, multiple submissions, obtaining unfair advantage, and unauthorized access to academic or administrative systems or information. Definitions of each of these forms of academic dishonesty are provided in the academic honesty section of the *Student Handbook*.

Students entering the program are required to complete an online plagiarism tutorial, during the *Foundational Skills* class. It is each student's responsibility to familiarize themselves with acceptable use of academic and online resources – ignorance of appropriate citation formats will not be considered as an excuse for plagiarism.

***Falsification of laboratory data is unacceptable.***

The student will receive a zero on any laboratory report bearing falsified data or any laboratory activity in which data has been falsified or fabricated. The instructor may also choose to give a failing grade for the course. Due to the seriousness of this type of behavior, the instructor may take further action under the BU Academic Honesty policy.

**Bellarmino Academic Honesty policy**

Bellarmino University exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical, and social development of students; and the general well-being of society. All members of our community have an obligation to themselves, to their peers, and to the institution to uphold the integrity of Bellarmine University. In the area of academic honesty, this means that one's work should be one's own and that the instructor's evaluation should be based on the student's own efforts and understanding. When the standards of academic honesty are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized. For a thorough description of the University's policy, including penalties for acts of academic dishonesty and breaches of integrity, please refer to the Undergraduate Academic Policies' Academic Honesty and Integrity Policy in the current Bellarmine Course Catalog. MLS program policies regarding Academic Honesty are generally consistent with University policies.

**Failure to comply with any of the preceding policies may, at the discretion of the Program Director, result in Administrative Probation. Additional or repeated violation(s) will be considered grounds for dismissal.** In such a case, the student has the right to be informed of the impending action and to be heard by the Program Director in his/her behalf. Any appeal is to be directed in writing to the Dean of the Lansing School of Nursing and Clinical Sciences.

**A grade of C or better in all professional courses is required for undergraduate students to progress in the major.**

### Grading Scale, Undergraduate MDLS courses

A +	99 -100
A	93 – 98
A-	90 – 92
B+	87 – 89
B	84 – 86
B-	82 – 83
C+	80 – 81
C	76 – 79
C-	74 – 75
D+	73
D	71 – 72
D-	70
F	Below 70

**A grade of B- or better in all professional courses is required for graduate students to progress in the major.**

### Grading Scale, Graduate MDLS courses

A +	99 -100
A	93 – 98
A-	90 – 92
B+	87 – 89
B	84 – 86
B-	82 – 83
C+	80 – 81
C	76 – 79
F	75 or below

Please consult each course syllabus for specific course grading methods.

In courses in which lecture and laboratory are combined for a single grade, undergraduate students must earn a C or better (Graduate students, B- or better) in both course components to earn a passing grade in the course. If a student scores below a C (undergrad) or B- (grad) in either component of the course, s/he will receive a failing grade for the entire course regardless of the grade earned in the other component(s).



Similarly, students must successfully complete each component of the clinical education course, MDLS 485/685, to pass the course (and, therefore, to graduate). Further descriptions of the grading policies are included in the course syllabi for the courses in which these policies apply.

A grade of "Incomplete (I)" will be granted only when a student is unable to complete a portion of the course prior to the end of the semester because of illness or other extenuating circumstances (this does not include poor time management). In this event, the student should request an Incomplete in advance of the final examination and supply reasons for requiring it. To resolve an Incomplete grade, the student must complete the required work within the next semester, in accordance with the schedule determined by the instructor. If the student fails to complete the work, the Incomplete automatically changes to an "F".

### **Change of Grade/Appeal**

A student who feels s/he has been unfairly graded in a course may appeal in writing to the instructor within two weeks after receipt of the grade. If the situation is not resolved with the faculty member, the student may appeal in writing to the Program Director. If the complaint remains unresolved at this level, the student may present a written statement of an academic grievance to the Student Grievance Committee following the guidelines found in the current *Bellarmino University Course Catalog*.

### **Examinations**

Examinations may be written, oral, online, and/or practical. Each is scheduled (tentatively) at the beginning of a course and included in the syllabus. Students are responsible for being aware of scheduled examinations and any announced changes.

### **Missed examinations**

A make-up of a regularly scheduled examination may be given to a student in the event of an excused absence due to illness or other emergency. The student is responsible for scheduling the make-up exam with the faculty member at the earliest possible date. The make-up exam is not required to be of the same format as the original examination. If an examination is missed as a result of an unexcused absence, it is the prerogative of the instructor to assign a failing grade for the exam, instead of allowing a makeup exam.

### **Satisfactory Progress**

In order to progress in the major, undergraduate students must:

- earn grades of C or better in all MLS classes and
- maintain an overall grade point average of 2.0 or above.

In order to progress in the major, graduate students must:

- earn grades of B- or better in all required classes and
- maintain an overall grade point average of 3.0 or above.

Passing grades (i.e., C or better for undergrads, B- or above for grad students) must be earned in all MLS courses in order for a student to be recommended for graduation (which is required for certification eligibility). In addition, a grade lower than C (or B- for graduate students) in a course may require that the course be repeated satisfactorily before registration in a more advanced course for which the course is a prerequisite.

Any student repeating a MLS course will be ineligible to receive points for exam corrections ("re-dos") in that class.

### **Academic Probation**

If a student earns a course grade lower than C (undergrad) or B- (graduate), they will be placed on academic probation. The academic probation will end following completion of a semester with grades of C or better / B- or better in all MLS classes.

If, in any semester, the grade point average falls below 2.0 (undergrad) / 3.0 (grad), the student will be placed on academic probation. The student will be removed from probation at the end of the following semester, provided that they have earned at least a 2.0 / 3.0 grade point average in the semester and the total grade point average in MLS courses is 2.0 / 3.0 or higher.

An undergraduate student who earns a grade lower than C in two MLS courses, or who fails to make at least a C when repeating a MLS course, may be dismissed from the program. Graduate students who earn 2 grades below B-, or fail to earn a B- or better when repeating a course, may be dismissed.

A student who fails to achieve a 2.0 (undergrad) / 3.0 (grad) grade point average in two consecutive semesters may be dismissed from the professional program.

No MLS student will be recommended for graduation or be declared eligible for a certification exam if their final GPA is less than 2.0 (undergrad) or 3.0 (grad).

### **Withdrawal from the MLS program**

A student whose academic performance is satisfactory but, for legitimate reasons, is unable to continue in school or to begin a new semester will be allowed to withdraw from the MLS program in good standing. The Program Director must be notified of the student's intention within 2 weeks of ending class attendance. In such a case, the student may seek readmission within two years.

A student who chooses to withdraw must officially inform the Office of the Registrar personally. Failure to do so will result in the assignment of failing grades in the courses (and a bill for tuition).

If a student has been absent for a prolonged period for any reason, without indication of a desire to withdraw, s/he may be administratively withdrawn from the program,

following written notice (which will be sent to the last address on file for the student and to the student's Bellarmine email account) by the Program Director.

### **Academic Advising**

MLS students meet with a department faculty advisor to assist with academic planning. All students must consult their academic advisor, either individually or in a group, prior to registration each semester. In addition to course registration, students are encouraged to consult with faculty regarding specific career plans or graduate education.

### **Work**

Many MLS students are employed. In many cases, work experience in phlebotomy or in a clinical laboratory can provide beneficial experience. However, working must not interfere with or take precedence over your academic responsibilities. **If work commitments preclude satisfactory academic performance, work hours should be decreased.** Students should remember that appropriate focus is essential for success.

### **Strategies for success**

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#### **Be prepared!**

Students are expected to prepare for labs and classes by:

- reading assigned material
- using textbooks
- asking questions about anything not thoroughly understood
- preparing prior to class as directed
- bringing class notes, laboratory manual, and other appropriate materials to class
- paying attention and taking notes during class

#### **Medical Terminology**

Understanding Medical Terminology is critical for clinical study and will be included in MLS Seminar classes. The MLS department will loan copies of Medical Terminology textbooks. Students are also encouraged to purchase a medical dictionary. Look for a current or recent edition of Mosby, Taber, or Stedman (this doesn't have to be expensive).

**Be a member of and participate in your professional organizations!** Student membership in our national professional organization, ASCLS, and our state organization, KSCLS, is paid for through course fees. We encourage you to visit the websites ([www.ascls.org](http://www.ascls.org) , [www.kscls.org](http://www.kscls.org)) and to participate actively.

**Students who have been successful, both in MLS professional classes and on the ASCP certification exam, have consistently shared certain characteristics:**

- They have recognized that classes in the professional program are different from other college classes and require a different level of commitment.
- They have focused their time and energy on classes, and have been willing to do more than the minimum required.
- They have studied with other students, outside of class.
- They have used the program resources available to them (image banks, supplemental study materials, online resources, etc.) Note: this does not include Google.
- They have actively worked to learn information for retention, not for the test.
- They have used and kept their textbooks.
- They have accepted responsibility for independent learning.
- They have pursued their professional education with perseverance, a positive attitude, and a genuine interest in the material.

#### **Technical Standards for MLS students (formerly, Essential Functions)**

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These are the non-academic requirements of the practice of Medical Laboratory Science (MLS), comprising the physical, emotional, and professional demands of the MLS professional. Demonstration of these professional entry-level competencies is required of all students in the Bellarmine University MLS program. Students will be expected to adhere to these standards throughout the professional curriculum.

#### **Intellectual / Conceptual Students must:**

- read and comprehend written materials
- follow directions and procedures accurately and completely
- use computer word-processing, presentation, and spreadsheet programs
- analyze data, define problems, and implement solutions
- use math to solve equations, convert units, and perform statistical analysis
- exercise independent judgment
- organize workspace and workflow
- recognize potentially hazardous materials, equipment, or situations, and respond safely in order to minimize risk of injury to patients, coworkers, and self
- communicate clearly in English (both orally and in writing) in a professional and tactful manner with patients, laboratory personnel, and other healthcare and non-healthcare co-workers

**Motor / physical****Students must:**

- participate fully in all laboratory exercises and clinical internships in the program
- travel independently to clinical sites
- safely and appropriately handle body fluid specimens, biohazards, chemical hazards, reagents, and laboratory equipment
- perform delicate manipulations on specimens, instruments and equipment sufficient to meet specifications for accuracy and precision in diagnostic testing
- perform manual procedures, such as pipetting, plating of microorganisms, cell counts, and preparation/evaluation of peripheral blood smears, at specified levels of accuracy/precision and in a timely manner.
- effectively and efficiently access and operate a full range of laboratory instrumentation
- differentiate colors, fine detail, and microscopic images

**Behavioral / Social / Emotional****Students must:**

- show respect for self and others
- work independently and with others
- fulfill commitments
- assume responsibility for study, work, and actions
- maintain professional decorum and composure
- maximize the use of time and resources in the laboratory setting
- work accurately and quickly even in stressful conditions.
- conform to appropriate professional standards of dress, appearance, language, and public behavior
- exhibit high ethical standards and adherence to strict codes of confidentiality of patient information

## MLS Laboratory Safety Summary

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Observance of laboratory safety guidelines is important for everyone's safety. Any sample containing human blood or reagent derived from human blood must be considered to be a possible source of hepatitis B virus or other infectious agents and must be handled accordingly.

Specifics of laboratory safety will be covered in MDLS 310/510. In summary, the student must always:

- wear a buttoned, clean white long laboratory coat (fluid-impermeable) that closes in front
- wear closed-toed shoes
- neatly confine long hair
- avoid large or dangling jewelry
- maintain nails at a conservative length
- wear gloves and a face shield when handling blood, body fluids or any product containing these or other potentially infectious agents
- ask questions if unsure!

Also,

- Textbooks (other than those being used), coats, and personal belongings are not allowed on laboratory tables or in the aisles where they might be contaminated or become a safety hazard. These items should be placed in student lockers.
- Never put anything into your mouth in the laboratory. Eating, drinking, smoking, pencil-chewing, and mouth pipetting are all strictly forbidden. Do not apply makeup or lip balm in the laboratory.
- Cell phones should not be brought into the student laboratory.
- If a spill occurs, notify the instructor immediately.
- Any accident, especially one involving a needle stick or cut contaminated with human serum, human body fluids which may be infectious, or reagents derived from human blood, must be reported to an instructor immediately.
- Discard biohazardous waste appropriately.
- Decontaminate your work area and equipment upon arrival and before leaving the laboratory.
- Using a designated sink, wash your hands thoroughly with soap and water before leaving the laboratory.
- Falsification of laboratory data is unacceptable and will result in a grade of zero for the assignment. Further action may be pursued, at the discretion of the instructor.

**Observance of safety and waste disposal regulations is a critical component of professional behavior.** Failure to observe proper safety procedures may be considered a breach of the Code of Professional Conduct, and repeated infractions may be considered grounds for dismissal.

Students must sign a statement annually, confirming that they have received safety information (see appended release forms).

### Unscheduled closure of the university

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#### Campus classes

Students are encouraged to sign up for emergency text/email alerts via One Bellarmine. In the event of bad weather or other conditions which impact traffic, students should use their own judgment, in consideration of local traffic and road conditions; absence due to publically-acknowledged extreme weather or road conditions will be excused (although students will still be responsible for material covered). Students should notify their instructor and/or the Program Director in the event of a weather-or traffic-related absence or delay.

If the University is open but individual faculty are unable to conduct classes as usual, every effort will be made to inform students as soon as possible. Check your email!

#### Clinical rotations

If BU is closed, students should not attend clinical rotations. Should the university close during the day, after students have reached the clinical site, students should consult with clinical instructors to decide whether to stay at the facility or go home. During an unscheduled closure, students should maintain contact with clinical instructors and stay informed of Bellarmine's status. Every effort will be made to schedule makeup time in the appropriate department, depending upon clinical staffing.

### Student health records and insurance

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MLS students are required to provide report of a recent physical examination, immunization records, and a tuberculin skin test (or an alternative test as specified by the student's physician, if the individual has a positive TB skin test). These documents are kept on file in the Department Office and **should be complete by the first class day of the student's first semester**. If the documentation is not on file at this time, the student may not be allowed to participate in lab classes. Regular updates will be required, as well.

In 2018 the Centers for Disease Control and Prevention (CDC) reported that healthcare facilities across the United States are increasingly requiring healthcare workers be vaccinated for vaccine-preventable diseases to reduce disease outbreaks. Therefore, those who choose not to be vaccinated for personal, religious, or medical reasons are not eligible for admission to the Medical Laboratory Science program.

<https://www.cdc.gov/phlp/publications/topic/vaccinationlaws.html>

It is extremely important for students to understand that their participation in clinical education is covered by an affiliation agreement with hospitals. Under this agreement, students do not receive the same benefits as employees – in particular, the expense of mandatory testing and treatment following a workplace exposure to potentially

infectious materials will not be paid by the hospital's workers compensation coverage, as would be the case for hospital employees. Bellarmine University does not cover these expenses either. **Although such an event is extremely unlikely, the MLS department strongly recommends that students carry comprehensive health insurance while enrolled in the professional program. Students are required to sign a statement indicating their insurance status and their understanding of this issue.**

### **Retention of Student records**

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The University Registrar retains student transcripts indefinitely. In the MLS Department, paper student records (including health records, copies of significant departmental correspondence, awards, etc.) are securely retained until students graduate. At the end of the semester after a student graduates (e.g., December, for a May grad), student records are scanned and retained digitally; paper copies are then shredded confidentially.

### **Graduation**

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All students must formally apply for graduation, regardless of their intention to participate in the graduation ceremony. To be considered for graduation/degree completion, you must submit a Graduation Application Form (available in the Registrar's Office) according to the schedule of deadlines below. The University will not automatically complete your degree without a Graduation Application Form from you.

- Undergraduate and Graduate students should apply for graduation a full year in advance of your intended completion date.
  - May and August candidates should apply for graduation by April 1 of the year prior to expected completion.
  - December candidates should apply for graduation by December 1 of the year prior to expected completion.

### **Certificate recipients (Visiting students)**

Visiting students, who will earn a certificate in MLS from Bellarmine, instead of a bachelor's degree, must also apply for graduation, in order to receive the certificate, and are invited to participate in Bellarmine commencement exercises.

- Visiting (certificate) students should apply for graduation at the end of the semester prior to your intended completion (December 1 for May graduates and August 1 for December graduates).



## Certification Examination

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By virtue of the program's NAACLS accreditation, graduates of the Bellarmine University Medical Laboratory Science Practitioner Program are eligible for certification through the profession's national credentialing organization. Upon successful completion of the program and the certification exam (which is taken after graduation), graduates are credentialed as a Medical Laboratory Scientist by the American Society of Clinical Pathologists Board of Certification, earning the designation MLS(ASCP).

**Performance on the national certification examination does not affect the student's program status, nor is a passing grade required for graduation.**

### **Application for certification examination**

Application for the certification exam is completed online. Students are encouraged to visit the ASCP website, [www.ascp.org](http://www.ascp.org). Bellarmine's School Code for ASCP is 016008. The earliest eligibility date is usually 3-4 weeks after registration is completed.

### **Student Responsibilities**

The student is responsible for all aspects of certification, including payment of application fee, submitting all application documentation, transportation to testing site, consequences for tardiness or absence, and retakes if they fail the examination.

## ASCLS Code of Ethics

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### **Preamble**

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

### **Duty to the Patient**

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

### **Duty to Colleagues and the profession**

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

### **Duty to Society**

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

### **Pledge to the Profession**

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.

- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

### **Student resources on campus:**

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Please note the following resources that may be helpful to you based on certain circumstances.

#### **University-sponsored travel notification and extended absence**

The University requires students who will be absent from class while representing the University to inform their instructors as follows: 1) students must meet with each instructor in the first week to discuss the attendance policy and arrangements for absences related to University-sponsored events; and 2) a week prior to each absence, student athletes must pick up their Absentee Notification Forms from the Athletics Office in Knights Hall and have them signed by one of the Assistant Athletic Directors before providing them to the instructor. Students participating in University events not sponsored by the Athletics Department must provide the instructor with a signed Student Absentee Notification Form, available on One Bellarmine, at the earliest possible opportunity, but not later than the week prior to the anticipated absence. The Student Absentee Notification Form does not serve as an excused absence from class. Your instructor has the final say about excused and unexcused absences and it is the student's responsibility to know and abide by the instructor's policy.

Should you need to miss class because of a death in the family, hospitalization or extreme illness, you may contact the Dean of Students Office (502.272.8150) for assistance in notifying your professors.

#### **Student Success Center**

The Student Success Center provides programs and services available to all students at the university and is committed to supporting every student. Students are encouraged to access services early and often, as the most successful students are those who utilize the resources available to them. The Student Success Center is located on the B-Level of the W. L. Lyons Brown Library and is home to Academic Advising, Tutoring Center, Writing Center, Testing Center, Pioneer Scholars Program, Learning Communities, and a variety of other programs and services. For more information, please visit [www.bellarmine.edu/studentsuccess](http://www.bellarmine.edu/studentsuccess), email [studentsuccess@bellarmine.edu](mailto:studentsuccess@bellarmine.edu), call 502.272.7400, or find the SSC on social media.

### **Disability Services**

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Director of Disability Services, Ronda Purdy, located in CNMH 076, or Jessiemarie Voigt, administrative assistant, in CNMH 074). Students can apply for services online at <https://bellarmine-accommodate.symplcity.com/> or call 502.272.8490 or email [rpurdy@bellarmine.edu](mailto:rpurdy@bellarmine.edu) for more information. Students are encouraged to make these arrangements with Disability Services as early in the semester as possible so that a student and his/her course instructor can collaborate for a successful course experience.

### **Title IX and Sexual Misconduct notification**

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the Counseling Center (502.272.8480), and Campus Health Services (502.272.8313). To report sexual misconduct or sex discrimination, please contact Lynn Bynum, the Title IX Coordinator (502.272.8236), the Dean of Students Office (502.272.8150) or the Office of Public Safety (502.272.7777). Disclosure to University faculty or instructors of sexual misconduct, stalking, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX Coordinator. For more information, see the Sexual Misconduct Advocacy and Resource Guide at ([www.bellarmine.edu/sexualmisconduct](http://www.bellarmine.edu/sexualmisconduct)).

### **Bias incident reporting**

Bellarmino University values and celebrates the diverse backgrounds, cultures, experiences and perspectives of our community members. Bias-related incidents, including slurs based on racial or ethnic identity, faith tradition, gender identity, sexual orientation, ability and others, create a hostile educational, living and working environment and such acts are not tolerated in our academic community. The term "bias-related" refers to language, behaviors and acts **committed against or directed toward a person or property that are motivated, in whole or in part, by a bias against race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes** as required by law and that interferes with one's educational opportunities or disrupts the learning environment. These categories are examples and are not an exhaustive list of attributes or characteristics protected under this policy.

If you experience or witness a bias-related incident contact the Office of Public Safety at 502.272.7777, which is open 24 hours a day, 7 days a week. You will be put in contact with a **Bias Response Team Member**. A Bias Response Team member will promptly review all bias incident reports and treat the reports in the highest level of

confidentiality possible. You may also report a bias-related incident by completing the Bias Incident Report form (reports may be made anonymously) located at [www.bellarmine.edu/studentaffairs](http://www.bellarmine.edu/studentaffairs). For more information about bias-related incidents or the Bias Response Team, contact Patrick Englert, Associate Vice President for Student Affairs, at [penglert@bellarmine.edu](mailto:penglert@bellarmine.edu) or 502.272.8323.

### **Chosen name**

To encourage a more inclusive and welcoming campus, Bellarmine has established the policy whereby a community member has the option to use a chosen name on campus whenever possible. The chosen name must be reasonable and may not be used to misrepresent the individual. This name will appear wherever a legal name is not necessary. A student wishing to use a chosen name may do so by visiting the self-service page on one.bellarmine. After clicking on self-service, click the displayed username in the upper right hand corner of the page. A drop down menu will appear, click on user profile, and under personal identity details click the pencil to edit. Be sure to click save after entering information. Use of the legal name will continue to be required for certain documents, including but not limited to, payroll records, billing records, financial aid documents, transcripts, medical records and federal immigrations documents. Students will need to visit the help desk to get a new ID that reflects the chosen name. Students may contact the Registrar's office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu) or 502-272-8133 for questions about updating chosen name in self-service.

### **Pronouns and gender identity**

Students may select pronouns to be displayed on class rosters. Pronouns are viewable to faculty and staff members of the Bellarmine community. If no pronoun has been selected, pronouns will not be displayed. Gender identity is not displayed on class rosters. A student wishing to select pronouns may do so by visiting the self-service page on one.bellarmine. After clicking on self-service, click the displayed username in the upper right hand corner of the page. A drop down menu will appear, click on user profile, and under personal identity details click the pencil to edit. Be sure to click save after entering information. Students may contact the Registrar's office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu) or 502-272-8133 for questions about updating pronouns and/or gender identity in self-service. For support or additional resources regarding gender identity contact the Office of Identity and Inclusion at [jfrazier2@bellarmine.edu](mailto:jfrazier2@bellarmine.edu) or 502-272-7304.

## Clinical Internship

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Planning for clinical site assignments is initiated during the semester preceding the clinical semester. Students' preferences for clinical assignment will be considered; however, MLS faculty will make final clinical assignment decisions. Students participating in hospital scholarship programs will be assigned to the contracted facility. A Clinical Internship Manual with detailed information will be issued at the time final assignments are made; the following information is provided for future planning purposes.

### Current Clinical Affiliates

#### Facility

Baptist East Hospital  
Clark Memorial Hospital  
Floyd Memorial Hospital  
Norton Hospital  
University Hospital / Jewish Hospital  
Veterans Administration Medical Center

#### Education Coordinator

Lisa Machor  
Dave Cooper  
Linda Snelling  
Brenda Davis  
Kim Impellizzeri  
Sandra Carver

In the unlikely event that the MLS program is unable to secure a clinical internship at one of the affiliates for a Bellarmine University MLS student, arrangements may be made to provide clinical experience at a combination of affiliated clinical sites. Alternatively, additional affiliations may be established.

### Schedule

Schedules for the clinical experience will be provided by each clinical facility. Work hours will vary from rotation to rotation, and students are expected to be aware of and to adhere to all individual department schedules.

### Transportation

Transportation to and parking at assigned clinical sites is the responsibility of each student.

### Requirements for satisfactory completion of the internship

Clinical instructors in each laboratory section will evaluate students in the cognitive, psychomotor, and affective domains. A copy of the evaluation form is included in this document (*Appendix B*). Practical and/or written examinations may be administered during clinical rotations.

Students must successfully complete each component of the clinical education course, MDLS 485/685, to obtain a passing grade. In addition, students must earn passing grades ( $\geq 70\%$ ) on all subject examinations in MDLS 486/686 and will also complete a computer-based simulated certification exam.

### **Student work during the internship**

The hours designated for clinical education must be committed to supervised learning. This means that time scheduled for clinical education must be utilized entirely for supervised learning, and the student should at no time perform clinical procedures as if an employee, or to replace an employee. If the student believes that the clinical education experience is not in compliance with this policy, they should contact the academic education coordinator and the Program Director immediately.

In some cases, students may be offered the opportunity to work outside of school hours at their or other clinical affiliate laboratories. Such employment is entirely optional for both the student and the clinical facility. Whether an employee of the clinical facility or not, the student may not perform “service work” during hours designated for the clinical education assignment.

### **Background Check and Drug Testing prior to clinical rotations**

Lansing school policy requires that all students complete a background check and drug testing, prior to any clinical education experiences. Our department has an account with Castlebranch for these services; the cost is covered by class fees.

Bellarmino’s clinical affiliation agreement specifies that an affiliated hospital may choose to impose the same requirements on students which are expected of employees, including but not limited to criminal background checks, drug testing, verification of immunizations, and training in CPR and/or HIPAA. If something beyond Lansing School requirements is specified by a particular facility, it will be the responsibility of the student to complete and pay for the required procedure(s).

Other affiliate requirements may be met by MLS program procedures. Students are asked to provide written authorization for the program to release this information to the clinical affiliates if requested. This consent is included in the student agreement at the end of the manual.

### **Bellarmino MLS Professional Code of Conduct, as applied to the clinical rotation**

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#### **1. Each student is to be in the assigned clinical department at the designated time.**

During the clinical internship, in the event of an absence *for any reason*, the student must call the Clinical Coordinator, *prior* to the time for reporting to the lab (if unable to talk directly with Clinical Coordinator; s/he must also contact the department in which s/he is scheduled), and the student must also notify the MLS Program Director (272-8387), providing the name of the person(s) notified at the clinical site and the reason for the absence.

a) Absences due to personal illness or death in the family will be excused. An excused absence does not, however, relieve the student of the responsibility for acquiring

information that was taught on that day. Time missed due to an excused absence will be rescheduled, if possible, at the instructor's discretion.

b) Absences for reasons other than illness or death in the immediate family may be unexcused and must be made up as soon as possible at a time agreed upon by the clinical coordinator.

An unexcused absence from a clinical rotation will result in probationary status. A second occurrence may be deemed sufficient grounds for dismissal from the program by the MLS Program Director.

c) Tardiness affects the work of clinical personnel in the laboratory section and, ultimately, the comfort and well-being of the patients. If you are not going to arrive at the assigned time, call the designated person, explain the reason for the delay, and indicate a time of expected arrival. When you arrive, go immediately to the Clinical Coordinator or section head for instructions. Excessive or unexcused tardiness will be reported to the Program Director.

d) Each student is expected to remain in the assigned clinical area for the duration of the clinical instruction experience. You should not leave the laboratory for a break or for lunch until you have received permission from your clinical instructor.

e) Seminars or special lectures at the hospital may constitute part of the clinical experience; attendance may be mandatory.

2. **Bellarmino University Medical Laboratory Science students are expected to maintain a professional appearance while at the clinical site.** Students are required to wear clean **scrubs (in the color required by the facility)** attire during the clinical internship, consistent with facility requirements.

Patients and visitors in the hospital form an impression which is based partially on the appearance of the personnel. Hair should be clean and well groomed. Long hair must be tied back to conform with laboratory safety standards.

Clothing and shoes should be clean, neat and properly cared for. Jeans, tennis shoes, sandals and open toed shoes are NOT acceptable.

A limited amount of conservative jewelry and cosmetics may be worn. Visible piercings other than in the earlobes should be replaced with clear place-holders. No tattoo should ever be visible. Hands and nails should be kept clean. Most facilities do not allow acrylic nails for infection control reasons.

Students should not wear heavy perfume, scented body lotions etc. Patients and co-workers with respiratory difficulties can be harmed by these products.



Facilities may have additional dress code requirements. It is the responsibility of each student to ensure their compliance with these and any additional relevant facility policies.

**3. MLS students are expected to behave in a manner which does not disrupt the comfort of patients or the work of other employees.**

Loud talking, horseplay, running, profanity, abusive language, or attendance while under the influence of alcohol or other drugs cannot be tolerated in a hospital. A student who engages in inappropriate conduct may be required by the clinical coordinator or other hospital employee(s) to leave the clinical facility. Please consult the Lansing School Student Drug and Alcohol policy for further information (Appendix C).

**4. MLS students are expected to be respectful towards faculty, clinical instructors, supervisors, peers, patients, and other healthcare professionals.**

Instructions from faculty or clinical supervisors should be complied with immediately and without questioning, other than for clarification.

When constructive criticism or correction is offered, it should be accepted with a positive attitude; an argumentative and/or belligerent response from a student is never acceptable. Feedback from others should be recognized as important and valuable information, whether it addresses technical performance or appropriateness of actions and words. Although it can be difficult to accept responsibility and acknowledge errors, this is a true hallmark of maturity and is necessary for professional development and personal growth.

Students are expected to recognize the value of the clinical internship experience. This is the time to show initiative and seize opportunities to learn from future co-workers in a non-threatening environment.

**5. Integrity is essential.**

To reiterate MLS policy: dishonesty or cheating in any form will not be tolerated. Dishonesty or cheating at the clinical site may result in immediate dismissal from the program.

**6. MLS students are expected to respect the rights of patients at all times.**

These rights include the right to privacy, to dignity, to confidentiality of information, and to compassion and understanding of the fears and insecurities that go along with being a patient.

All patients should be treated as individuals of dignity and worth.

The behavior of the student should inspire calm and confidence in the patient and should never be abrupt, hostile, condescending, flippant, or in any way unsettling to the patient.

**Failure to observe the Code of Conduct**, or behavior that in any way endangers the student or others, may result in dismissal from the clinical site. In this event, the student must report immediately to the Program Director, or, in his/her absence, to any MLS faculty member.

## Appendix A. MLS Professional Behaviors evaluation

Date		exceptional			needs improvement	
Name		5	4	3	2	1
In the lab	Able to read and follow written, oral instructions					
	Tries to figure it out before asking questions					
	If unsure, asks questions before proceeding					
	Able to focus on task despite conversation or surroundings					
	Pays attention to detail					
	Follows accepted protocols					
With others	Respectful of feelings, opinions, differences					
	Refrains from conversation when inappropriate					
	Keeps comments, topics, language, noise level appropriate					
	Does not monopolize discussions					
	Respects others' time and space					
Professional behaviors	Writing is clearly phrased and legible					
	Does required work willingly					
	Maintains positive attitude, without excessive complaint or whining					
	When a complaint is necessary, directs it appropriately					
	Able to prioritize					
	Accepts correction					
	Accepts grades (unless obvious mistake)					
	Demonstrates initiative and motivation					
	Responsible about attendance and punctuality					
	Speaks with confidence and uses correct terminology when appropriate					
	Willing to put in effort where required; does more than the minimum					
Comments from evaluator						
Signature						
Comments from student						
Signature						

## Appendix B.

BELLARMINE UNIVERSITY  
MEDICAL LABORATORY SCIENCE PROGRAM  
LANSING SCHOOL OF NURSING AND CLINICAL SCIENCES

CLINICAL EVALUATION

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
HOSPITAL

\_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
YEAR

### Section I. ATTENDANCE

NUMBER OF TARDIES \_\_\_\_\_ DATES \_\_\_\_\_

NUMBER OF EXCUSED ABSENCES \_\_\_\_\_ DATES \_\_\_\_\_

NUMBER OF UNEXCUSED ABSENCES \_\_\_\_\_ DATES \_\_\_\_\_

### Section II. COMMENTS

Completion of Section II is essential to the assessment of the student's progress. Please complete this part of the evaluation first. In preparing your comments, please consider the following points:

Technical ability	Daily preparedness
Knowledge of scientific principles	Dependence/independence
Organizational skills	Interpersonal skills
Ability to follow instructions	Making and handling errors
Responsibility for own actions	

Behaviors and strengths that made a positive impression:

Behaviors that need improvement:

## Evaluation

Student Name \_\_\_\_\_

Department \_\_\_\_\_

Year \_\_\_\_\_

Beside each behavioral statement, indicate in the box that best describes the student's behavior based upon your observations. Include specific examples or comments in the labeled comment section if you wish.

	1	2	3	4	5	
Psychomotor Evaluation	Strongly Agree	Agree	Undecided Unobserved	Disagree	Strongly Disagree	Comments
1. Is awkward or clumsy when using equipment or performing tests. Lacks manual dexterity.						
2. Operates instruments without malfunction or breakage. Has mechanical ability.						
<del>3. Is skillful in the performance of phlebotomy procedures.</del>						
4. Collects specimens following established criteria.						
5. Chooses and evaluates the suitability of specimens for requested analysis.						
6. Prepares specimens for testing according to test specifications.						
7. Follows written instructions poorly, misses detail.						
8. Follows oral instructions competently.						
9. Operates instruments following established protocols.						
10. Makes improper modifications in test procedures.						
11. Performs tests, handles specimens, or operates equipment safely.						
12. Verifies questionable test results.						
13. Performs necessary calculations correctly.						
14. Records and reports results accurately and legibly.						
15. Completes necessary paperwork accurately and completely.						
16. Performs routine maintenance procedures when indicated.						
17. Achieves and maintains stated level of proficiency for performance of tests.						

	1	2	3	4	5	
	Strongly Agree	Agree	Undecided Unobserved	Disagree	Strongly Disagree	Comments
18. Masters new techniques quickly and efficiently.						
19. Can change from one test to another without difficulty.						
20. Selects control samples appropriate to monitor the requested assay.						
21. Evaluates the results of control samples and takes appropriate action when values exceed acceptable limits.						
22. Makes mistakes due to inattentiveness or distraction.						
23. Assigns priorities for testing based upon workload or procedures.						
24. Completes tests with a minimum waste of time and materials.						
25. Produces accurate and precise results.						
26. Works under stress without loss of accuracy or precision.						
27. Performs single procedures in a clinically acceptable time.						
28. Performs multiple procedures in a clinically acceptable time.						
29. Recognizes problems or discrepancies in test performance or results.						
30. Formulates a plan for solving problems encountered in testing.						
31. Identifies the cause/s of problems encountered in testing.						
32. Has difficulty analyzing facts to arrive at the correct solution to problems.						
33. Requires constant direction or supervision or repeated instruction or consultation when performing tests.						

	1	2	3	4	5	
<b>Affective Evaluation</b>	Strongly Agree	Agree	Undecided Unobserved	Disagree	Strongly Disagree	Comments
1. Relates well to patients, instructors and others. Is polite, helpful, and not disruptive.						
2. Demonstrates an awareness of, and sensitivity to, the feelings or physical condition of others.						
3. Cooperates willingly with others.						
4. Communicates effectively and appropriately with others (written and/or oral communications).						
5. Demonstrates concern for patient welfare and respect for patient dignity.						
6. Notifies instructor well in advance of an expected absence.						
7. Replenishes reagents and supplies, or notifies appropriate person when appropriate.						
8. Leaves the cleaning of the work area to others.						
9. Attends regularly						
10. Arrives on time						
11. Demonstrates confidence in approaching and performing assignments.						
12. Maintains composure when under stress. Does not become overly emotional. Is able to carry out responsibilities or complete assignments.						
13. Unwilling to accept criticism. Does not implement, or begrudgingly implements, constructive criticism.						
14. Recognizes own limitations and seeks help when appropriate.						
15. Complains or finds fault.						
16. Makes decisions without checking all facts available or considering consequences.						
17. Admits mistakes readily. Does not try to hide incompetence, rationalize or place blame elsewhere.						
18. Starts assigned work with a minimum of delay.						
19. Completes assignments without being reminded.						

	1	2	3	4	5	
	Strongly Agree	Agree	Undecided Unobserved	Disagree	Strongly Disagree	Comments:
20. Initiates work and/or volunteers for extra or special assignments.						
21. Sits idly when finished with assignments.						
22. Is alert, attentive and not easily distracted by personal and/or outside influences or interests when performing tests or during instruction.						
23. Actively joins in discussions about the material being studied.						
24. Asks questions that demonstrate thought or additional interest in the material being studied.						
25. Treats laboratory data as confidential. Does not talk indiscriminately about patients and/or laboratory results.						
26. Presents a professional appearance. Conforms to dress code.						
27. Relates positively to the program, the institution and the profession.						
28. Inspires confidence.						
29. Demonstrates leadership.						

### Progress Summary

I rate the student's overall progress as:

\_\_\_ Exceptional and truly outstanding

\_\_\_ Definitely above average

\_\_\_ Slightly above average

\_\_\_ Performs at expected level

\_\_\_ Slightly below average

\_\_\_ Acceptable, but needs improvement

\_\_\_ Minimally passing

\_\_\_ Unsatisfactory



## **Appendix C.**

### **Lansing School of Nursing & Clinical Sciences**

### **Student Drug and Alcohol Policy**

#### **Introduction**

The Lansing School of Nursing & Health Sciences (LSNHS) is committed to providing a quality education for Students admitted into its Programs. In order to protect the integrity of the Programs, as well as safeguard the welfare of Students and of clients receiving care from Students, this Policy addresses Drug and alcohol testing of Students involved in Instructional/Learning Activities through LSNHS.

The purpose of this Student Drug and Alcohol Policy (the "Policy") is to notify Students and Faculty Members of the LSNHS's Drug and alcohol rules and testing procedures, and to provide assistance and due process for Students who test positive for Drugs (including legally prescribed medications) and/or alcohol. This policy applies to all Students admitted to the LSNHS programs ("Program" or "Programs") at Bellarmine University, and is effective immediately. The testing of Students for Drug or alcohol use while engaged in Program-sponsored Instructional/Learning Activities will be completed through an independent agency contracted by LSNHS. Testing costs are the responsibility of the student. These costs are beyond the control of the LSNHS and are subject to change at any time without notice.

It is the policy of Bellarmine University to comply with federal and state laws and regulations regarding the usage and detection of Drugs and alcohol. In addition, it is the professional duty and ethical obligation, of health care providers and students to identify and report when they have reasonable suspicion of an impaired health worker. This Policy is subject to change at the sole discretion of Bellarmine University and/or LSNHS, and is meant to supplement other relevant Bellarmine University policies, including but not limited to the *Policy on Alcohol* and the *Illegal Drug Use Policy* contained in the *Bellarmino University Student Handbook*. Violations of this Policy may result in the student's inability to complete the program. LSNHS bears no responsibility for a student's inability to complete or participate due to a failed drug or alcohol screening.

#### **Definitions**

For the purposes of these guidelines, the following terms shall have the following meanings:

- A. "Drug" or "Drugs" means all of those drugs included in the current Medical Professional substance abuse profile (LabCorp, 2016). These may include, but are not limited to:
  - 1) Amphetamines (including Methamphetamine)
  - 2) Barbiturates
  - 3) Benzodiazepines
  - 4) Cocaine metabolites
  - 5) Cannabinoids (THC, Marijuana)
  - 6) Methadone
  - 7) Methaqualone
  - 8) Ecstasy
  - 9) Opiates (codeine, morphine)
  - 10) Phencyclidine
  - 11) Oxycodone
  - 12) Propoxyphene
- B. "Student" means any student enrolled in one of the LSNHS programs at Bellarmine University.
- C. "Reasonable Suspicion" means that the Student's faculty member, clinical instructor, preceptor, supervisor, or his/her designee (collectively, "Faculty Member") believes that the behavior, speech, body odor, or appearance of the Student is indicative of the use of alcohol or Drugs, as described in detail in this Policy.
- D. "Instructional/Learning Activities" include classroom and other activities on and off campus that involve patient care, instruction, or practice of preparatory skills as a

component of health care provider practice, including but not limited to clinical practicums, internships, clerkships, service learning, community engagement, skills labs, and/or non-class associated practice at on-campus or off-campus sites.

- E. "Medical Review Officer ("MRO")" is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under these guidelines who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.
- F. "Positive Drug Test" is determined by the MRO in accordance with guidelines established for healthcare workers.
- G. "Positive Alcohol Test" means an alcohol test that is at or exceeds the Department of Transportation ("DOT") Guidelines for blood, breath, or saliva testing depending on the test used, e.g. blood alcohol content of 0.04 or greater (under current DOT Guidelines).

### **Policy**

The LSNHS prohibits the unlawful use or possession of Drugs or alcohol by any Student during any Instructional/Learning Activities associated with any Program. Prior to participation in a clinical course in their Program, all Students will be provided with a copy of this Policy and will be required to complete the LSNHS Student Drug and Alcohol Policy Acknowledgment Form (see Appendix A).

Per Bellarmine University policy as contained in the *Bellarmino University Student Handbook*, Students in possession of a controlled substance will be referred to the Dean of Students, and such conduct may result in suspension or expulsion from the University and/or a requirement that the Student enroll and actively participate in a Drug or alcohol counseling and rehabilitation program as a condition of continued enrollment or readmission.

In addition, the improper use of any Drugs or alcohol by any student in the LSNHS may constitute grounds for removal from all Instructional/Learning Activities and/or cause for termination from the program. Students who participate in an LSNHS Program may not Test Positive for Drugs or Test Positive for Alcohol, with the exception that a Student who Tests Positive for Drugs will be provided an opportunity to explain if that positive test is the result of his or her use of legally prescribed medication.

### **Mandatory Drug Screening**

Many clinical training sites now require students to undergo drug testing, similar to what is required of their employees. Therefore, all Students will submit to a drug screen and test negative for Drugs before engaging in any Instructional/Learning Activities.

### **Consequences**

- A. Refusal to Participate in Mandatory Drug Screening:  
If a Student fails to comply with the policy they will not be allowed to begin any Instructional/Learning Activities within the School.
- B. Negative Drug Screen Test Result:  
The Student will be allowed to participate in all Instructional/Learning Activities as planned if results of the negative drug screen are received by the requested deadline. Students who fail to meet the deadline will incur a \$50.00 fine charged to their bursar account and will be unable to attend Instructional/Learning Activities until the deficiency in documented information has been resolved.
- C. Positive Drug Test and Self-Admission:  
If a Student receives a Positive Drug Test, or if the Student admits to a Drug and/or alcohol problem, the Student will not be allowed to attend any Instructional/Learning Activities, and will be referred to their Chairperson and the LSNHS Dean.

### **Drug and Alcohol Screening for Reasonable Suspicion**

In addition, students will be tested for the use of Drugs and alcohol upon observation of behavior that creates a Reasonable Suspicion of alcohol or Drug use; this could include conduct that prevents the Student from performing the essential functions of his or her role in the Instructional/Learning Activity, or which poses a direct threat to the health or safety of others. Other behavior which could create a Reasonable Suspicion of Drug or alcohol use by a Student includes, but is not limited to: odor of alcohol or Drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of Drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others. Students in an LSNHS Program are expected to act in conformity with, and will be held accountable to, the same professional standards of licensed healthcare professionals during all educational and Instructional/Learning Activities. While it is not the intent of the LSNHS to monitor Students' behavior outside of their Program, Students' use or suspected use of Drugs and alcohol outside of the Program may adversely impact their behavior during their Program's Instructional/Learning Activities and may lead to a Drug or alcohol test based on Reasonable Suspicion of Drug or alcohol use. The Student will bear the cost of the screening based on a Reasonable Suspicion of Drug or alcohol use.

Faculty Members are encouraged to consult with other faculty members and clinicians, or other health care providers who may have witnessed the behavior, if possible, to validate the basis for Reasonable Suspicion testing. If the Faculty Member determines that Reasonable Suspicion of Drug use or alcohol use is present, Faculty Member should take the following steps:

1. Remove the Student from the Instructional/Learning Activity;
2. Move the Student into a private setting and in the presence of a witness, if possible;
3. Discuss the suspicious behavior with the Student and allow the Student to explain;
4. Decide whether Reasonable Suspicion exists for Drug and/or alcohol testing, in conformity with this Policy; and
5. Make arrangements for Drug and/or alcohol testing, if necessary, or allow the Student to return to the Instructional/Learning Activity.
  - i. Notify the Department Chairperson the of drug and/or alcohol testing need
  - ii. If unable to reach the Department Chairperson, notify the "on call" Student Affairs staff member
  - iii. If in the Louisville area, call the Yellow Cab Service at 502-636-5511 for transportation needs
  - iv. Call Mainline Drug Testing Services, LLC to determine the closest testing facility (412-884-6967 or 412-398-8074)
  - v. Provide the student with the drug testing form
  - vi. Either the clinical faculty member / preceptor or Department Chairperson (or their designee) should escort the student to the testing facility, wait for specimen collection to occur, and then using Yellow Cab, escort the student to their residence

If the Faculty Member determines that Reasonable Suspicion exists for a Drug and/or alcohol test, the Student must submit to a Drug and/or alcohol test at the earliest time possible in accordance with arrangements made by the Faculty Member. A Student tested for Drug or alcohol use, based on Reasonable Suspicion, will not be allowed to participate in Instructional/Learning Activities until he or she meets with the Faculty Member, Chairperson and Dean of the LSNHS.

If a Student is asked to submit to a Drug or alcohol test in accordance with this Policy, the involved Faculty Member will immediately, or within one business day for evening or weekend occurrences, notify the Chairperson of their program. The Faculty Member will also make a written report for their Chairperson within two working days of the event identifying the Student involved and describing the Student's conduct, names of witnesses, and a summary of the events that led to the Reasonable Suspicion Drug or alcohol test.

## **Consequences**

- A. Refusal to Test for Drugs or Alcohol:  
If a Student fails to produce the requested sample at the date and time designated, the Student will be allowed 30 minutes to reconsider the decision and the Faculty Member will notify the Chairperson immediately. A Student who refuses to take the test after the 30 minute waiting period will be treated as if he or she received a Positive Drug Test or Positive Alcohol Test.
- B. Negative Test Result:  
If the Drug or alcohol test is negative, no action will be taken, and the Student will be allowed to participate in all Instructional/Learning Activities. The Student will be allowed to make-up any missed clinical/laboratory time at no cost.
- C. Positive Drug Test or Positive Alcohol Test, Other Policy Violations, and Self-Admission:  
If a Student receives a Positive Drug Test or Positive Alcohol Test, if a Student violates this Policy in any other manner, or if the Student admits to a Drug and/or alcohol problem, the Student will be immediately removed from all Instructional/Learning Activities and the Faculty Member will notify the Chairperson and Dean of the LSNHS. At a minimum, a Student who violates this Policy will receive a zero for the missed clinical/laboratory day when the Student was removed for testing. The Student will be responsible for payment of all costs associated with making up the clinical/laboratory day. However, a Student who receives a Positive Drug Test will be provided with an opportunity to explain any Positive Drug Test that results from his or her use of a legally prescribed controlled substance, and such circumstances will be taken into account in determining the consequences of the Positive Drug Test.

## **Student Conduct Proceedings for Violation of the Drug and Alcohol Policy**

A Student found in violation of this Policy will be referred to the Chairperson and LSNHS Dean, as well as Bellarmine University's Dean of Students. A Positive Drug or Positive Alcohol Test result could result in the Student's suspension or dismissal from the LSNHS program and from Bellarmine University, and/or a requirement that the Student enroll and actively participate in a Drug/alcohol counseling and rehabilitation program as a condition of continued enrollment or readmission. These regulations are not substitutes for criminal sanctions provided for by state and federal statutes or regulations. Please reference the *Bellarmino University Student Handbook* for more information on student conduct proceedings.

- A. If not suspended or dismissed from the LSNHS program and/or Bellarmine University, the Student will not be allowed to participate in Instructional/Learning Activities until he/she fulfills all terms set forth by the LSNHS and Bellarmine Dean of Students.
- B. A second positive Drug or alcohol test or violation of this Policy will result in dismissal from the LSNHS program.

## **Confidentiality**

The University will take reasonable measures to ensure individual privacy under this Policy including, without limitation, keeping all Drug and alcohol test results confidential to the extent possible. Drug or alcohol test results will only be released in accordance with applicable federal and state laws and regulations.

*Reviewed by Mark Wiegand, Tony Brosky and Nancy York 7/11/14, 7/2016*

*Approved by University Council 7/22/14, 8/10/2016*

*Approved by LSNHS Chairs/Deans 9/8/2014, 8/12/2016*

## Agreements and releases

**Note: There are two copies each of this form and the following five releases. Please sign one copy of each for departmental files. You may keep the second copy for your records.**

### Student Agreement

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As a student in the Bellarmine University Medical Laboratory Sciences Program, I agree to the following:

1. That I have seen, understand, and agree to subject myself to all of the rules and regulations as listed in the Bellarmine University Medical Laboratory Program Policies and Procedure Manual.
2. Specifically, that I have read and understand the following items in the manual, which I have checked.

- ☐ Program Mission Statement
- ☐ Program Accreditation
- ☐ Faculty and Staff
- ☐ Program Outcomes
- ☐ Student Policies, including professional conduct and academic policies
- ☐ Strategies for Success
- ☐ Technical Standards (formerly Essential Functions)
- ☐ Laboratory Safety summary
- ☐ Unscheduled closure of the University
- ☐ Student Health Records and Insurance
- ☐ Graduation
- ☐ Certification Examination
- ☐ Clinical Internship
- ☐ Professional Behaviors evaluation
- ☐ Clinical Evaluation Form

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Student name (printed)

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Student Signature

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Witness Signature

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Date

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Date

*Medical Laboratory Science  
Lansing School of Nursing and Clinical Sciences  
Bellarmine University College of Health Professions*

## Student release for training and participation

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I understand that, as part of my instruction in the Bellarmine University MLS program, I may be asked to draw blood by capillary puncture (fingerstick), or to perform other similar procedures, or to provide other samples for analysis in the student laboratory. I may also be asked to allow MLS faculty or other MLS students to perform such procedures on me. These activities are optional.

I understand that these activities and others in the student laboratory might pose certain risks, including pain at the puncture site, bruising, or exposure to bloodborne pathogens, thereby involving the risk of serious illness or death.

I understand that, in the process of using my sample for instructional purposes, other students may become aware of the results. I also understand that, if results are abnormal, any further investigation and any treatment required is my responsibility.

I hereby release Bellarmine University and all of its employees, students, and affiliates from any and all liability or claims resulting from any damage, loss, or injury to me as a result of activities included in the MLS program, whether the injury is caused by negligence on the part of Bellarmine University or its employees, students, or affiliates, or by some other cause.

I assume full responsibility for the risk of any injury, damage, or death suffered while participating in activities described in this release or any other activities of or associated with the Bellarmine University MLS program.

I have read this release and waiver of liability, and have voluntarily signed it.

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Student name (printed)

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Student Signature

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Witness Signature

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Date

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Date

*Medical Laboratory Science  
Lansing School of Nursing and Clinical Sciences  
Bellarmine University College of Health Professions*

## Health Insurance Agreement and Waiver

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I understand that if emergency services or other health care is required while participating in a program of study, these health care services will be at the expense of the student and/or their insurance carrier, even if the need for healthcare results from a needlestick or other exposure to potentially infectious materials at a clinical site.

I further understand that students who do not have health insurance coverage will be personally responsible for all expenses associated with a workplace exposure or other injury.

Neither the clinical affiliate, nor Bellarmine University, nor the Medical Laboratory Science program, will be responsible for any costs associated with an exposure or injury.

Information regarding student insurance coverage (i.e., a copy of this form) may be furnished to clinical affiliates if requested, to facilitate care in the event of an emergency.

\_\_\_\_\_ I have health insurance coverage.

Company \_\_\_\_\_

Policy # \_\_\_\_\_

\_\_\_\_\_ I do not have insurance coverage. I realize that any health care costs incurred while I am a student in Bellarmine's MLS program, even if accidentally incurred during an educational experience, are my personal responsibility.

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Student name (printed)

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Student Signature

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Witness Signature

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Date

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Date

*Medical Laboratory Science  
Lansing School of Nursing and Clinical Sciences  
Bellarmine University College of Health Professions*

**Student authorization for release of information to clinical affiliates**

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I authorize Bellarmine University and the Medical Laboratory Science program to release personal information related to health insurance, health information, training (such as HIPAA), and/or other information which may be requested by clinical affiliates as part of an agreement to participate in educational activities at that site.

I have read this release and waiver of liability, and voluntarily signed it.

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Student name (printed)

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Student Signature

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Witness Signature

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Date

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Date

*Medical Laboratory Science  
Lansing School of Nursing and Clinical Sciences  
Bellarmine University College of Health Professions*



**LABORATORY SAFETY STATEMENT**  
***Medical Laboratory Science program***

The following rules must be observed at all times to prevent accidental injury to and infection of yourself and others and to minimize contamination of the lab environment:

1. **Never place books, backpacks, purses, etc., on bench tops.** Always place these in the assigned cubicles. Keep manuals and pens on pull-out desks.
2. **Electronic devices should not be brought into the lab.** This includes, but is not limited to iPods, MP3 players, radios, cell phones, and calculators.
3. **Clean your work area** with dilute bleach solution at the beginning **AND** end of each lab.
4. **Wash your hands** with soap and dry with paper towels when entering and leaving the lab.
5. Wear a **lab coat** at all times while working in the lab to prevent contamination or accidental staining of your clothing.
  - a. **Closed-toe shoes** (no sandals) are to be worn in the lab.
  - b. **Long hair must be tied back** to prevent exposure to flame and contamination of cultures.
  - c. **Gloves** should be worn when staining microbes and handling hazardous chemicals.
6. **Do not place anything in your mouth or eyes while in the lab.** This includes pencils, food, and fingers. Keep your hands away from your mouth and eyes.
  - a. Eating and drinking are **prohibited** in the lab at all times.
  - b. This includes gum, cough drops, and candy.
  - c. Do not apply cosmetics in the lab. This includes Chapstick and Blistex.
  - d. **Never pipet by mouth.** Use a mechanical pipetting device.
7. **Do not remove media, chemicals, equipment, or bacterial cultures from the laboratory.** This is absolutely prohibited and unnecessary.
8. Do not place contaminated instruments such as inoculating loops, needles, and pipettes on bench tops. Loops and needles should be sterilized by incineration, and pipettes should be disposed of in designated receptacles of bleach solution.

9. Carry cultures in a test tube rack when moving around the lab or when keeping cultures on bench tops for use. This prevents accidents and contamination of your person or belongings.
10. **Immediately cover spilled cultures or broken culture tubes with paper towels and then saturate them with disinfectant solution.** Notify your instructor that there has been a spill. After 15 minutes, dispose of the towels and broken items as indicated by your instructor.
11. **Report accidental cuts or burns to the instructor immediately.**
12. At the end of each lab session, place all materials in the proper disposal area.
13. Persons who are immune-compromised (including those who are pregnant or may become pregnant) and students living with or caring for an immune-compromised individual are advised to consult with your physician to determine the appropriate level of participation in the lab. Should you physician determine that you should not participate in any lab course, please have him or her write a note stating the concerns. Alternative accommodations may be indicated.

#### **OSHA INFORMATION**

**Material Safety Data Sheets (MSDS)** are located \_\_\_\_\_

**The first aid kit** is located \_\_\_\_\_

**The eyewash station** is located \_\_\_\_\_

**The shower** is located \_\_\_\_\_

**The fire extinguisher** is located \_\_\_\_\_

#### **STUDENT AGREEMENT ON LABORATORY SAFETY**

I have read the Laboratory Safety Statement and I understand its content. I agree to abide by all laboratory rules set forth by the instructors. I understand that my safety is entirely my own responsibility and that I may be putting myself and others in danger if I do not abide by all the rules set forth by the instructor.

**COURSE:**

**NAME OF STUDENT (PRINT):** \_\_\_\_\_

**SIGNATURE OF STUDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Lansing College of Nursing & Clinical Sciences

### Student Drug and Alcohol Policy

#### Acknowledgment Form

I hereby acknowledge that I have received a copy of the Lansing School of Nursing & Health Sciences' ***Student Drug and Alcohol Policy*** (the "Policy") and agree that I have read, or will read, the Policy. I understand that there may be situations where I will be required to take a drug and/or alcohol test. I also understand that if I refuse to take the test, or if a test proves positive, I may be suspended or dismissed from the Lansing School of Nursing & Health Sciences and may be subject to additional sanctions as described in the Policy. I also understand that if I have any questions regarding the Policy, I am to contact my department Chairperson or Lansing School of Nursing & Clinical Sciences Dean.

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Student Signature

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Date

*Medical Laboratory Science  
Lansing School of Nursing and Clinical Sciences  
Bellarmino University College of Health Professions*