

Medical Laboratory Science Handbook
Idaho State University
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I. The Medical Laboratory Science Profession

- A. ASCLS Code of Ethics
- B. Pledge to the Profession

II. Academic policies

- A. Overall Evaluation of Student Performance
- B. Progress and Promotion Committee
- C. Evaluation of Student Academic Work
- D. Standards of Academic Progress
- E. Academic and Disciplinary Probation
- F. Consequences of Substandard Performance
- G. Academic Dismissal
- H. Dismissal from the Clinical Rotations
- I. Remediation
- J. Withdrawal from the program

III. Program Policies

- I. Program General Policy
- II. Placement Policy
 - A. Clinical Rotations General Policy
 - B. Sites not established with the Program.
 - C. Clinical Placement
 - D. Vaccinations & CPR
 - E. Health insurance
 - F. Drug Screening and Background Checks
 - G. Professional Liability
 - H. Clinical Rotations Format
 - J. Clinical site policies
 - K. Reporting Accidents and Incidents
 - L. Emergency
 - M. Dress Code Policy

I. The Medical Laboratory Science Profession

A. ASCLS Code of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which clinical laboratory professionals practice their profession.

a. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

b. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving 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.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

c. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

B. Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general wellbeing of the community.

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

II. Academic Policies

A. Overall Evaluation of Student Performance

The faculty of the Idaho State University Medical Laboratory Science Program are charged with the responsibility to determine the clinical and professional capacity of every student. Throughout the Program, formative and summative evaluations are performed to measure the student's competence, identify areas of weakness and recommend whether or not the student should continue in the Program. The faculty are required to identify any student's failure to comply with Program policies and requirements deemed necessary for professional competency, and to make recommendations to the Program Director, as outlined in Section IIIB below.

B. Progress and Promotion Committee

1. Role of the Committee

The Progress and Promotion Committee is a standing committee of the MLS Program. It has responsibility for the evaluation of student academic and professional progress and to make recommendations for action to the Program Director. The Committee may recommend to the Program Director a formal acknowledgement of a student's success and any of the following actions:

- a. Recommendations for academic progress
- b. Academic Warning
- c. Academic Probation
- d. Academic Dismissal
- e. Disciplinary Probation
- f. Disciplinary Dismissal
- g. Voluntary Withdrawal
- h. Leave of Absence
- i. Remediation Plans

2. Composition of the Committee

The Progress and Promotion Committee is comprised of the core MLS faculty members. The chair of the Committee is selected annually.

3. Appearance before the Committee

Students in the MLS Program are expected to make satisfactory academic and professional progress toward completion of the degree requirements. Failure to comply with the Program's standards will result in action by the Progress and Promotion Committee. All student appearances before the Committee will be arranged by the chair and, when possible, confirmed in writing prior to the meeting.

C. Evaluation of Student Academic Work

1. Letter Graded Evaluation

All courses and internships taken by students will be evaluated by letter grade according to the approved standard University grading scale as follows:

Grade Quality Points Grade Quality Points A+ 4.00 C+ 2.33 A 4.00 C 2.00 A- 3.67 C- 1.67 B+ 3.33 D+ 1.33 B 3.00 D 1.00 B- 2.67 D- 0.67 F 0.00 Definition of A+, A, A- = Excellent performance B+, B, B- = Very good

performance C+, C = Satisfactory performance C-, D+, D, D-, F = Unsatisfactory performance I = Incomplete
NR = No report WX = Administrative withdrawal W = Withdrawal

PLEASE NOTE: Receiving a grade of a C+ or lower in one or more courses may result in a cumulative GPA that does not meet Standard I for academic progress (i.e., a GPA below 2.50).

2. Non-letter Graded Evaluation

Professionalism Evaluations each semester and additional assignments in selected courses and internships are evaluated by a non-letter grade. In Professionalism Evaluations students are given either a “Pass/Fail” evaluation or a “Satisfactory/Unsatisfactory” evaluation.

3. Clinical Internship Evaluation

During the clinical phase of the Program students are evaluated using a number of instruments to assess knowledge, clinical skill development, professionalism, and overall competency to practice as a medical technologist. These include, but are not limited to, preceptor evaluations and professionalism evaluations.

D. Standards of Academic Progress

Every student must meet the following standards of academic progress in each semester and/or enrollment period in order to be designated as making satisfactory academic progress in the Program and to be considered “in good standing” in the Program. Failure to meet all four standards in any semester will result in consequences as outlined in Section III.

Standard I

Every student must maintain a minimum ISU MLS curriculum cumulative grade point average (GPA) of 2.50 (on a 4.00 scale) for all courses and internships while enrolled in the Program.

During the didactic phase of the program, cumulative GPA will be calculated at the conclusion of the Fall and Spring semesters.

Standard II

Every student must attain a letter grade of C or higher in each course or internship. Any grade below C (i.e., C-, D+, D, D- and F) will be considered unsatisfactory and thus designated as a failure of that course or internship.

Standard III

Every student must maintain a “Satisfactory” rating in all categories of the Professionalism Evaluation on a continuing basis throughout the student’s enrollment in the Program.

Standard IV

Every student must achieve a “Pass” or “Satisfactory” evaluation on all non-letter graded assignments and projects designated as “required.” This specifically applies to lab exercises and experiments.

E. Academic and Disciplinary Probation

If a student fails to meet the relevant Standards of Academic Progress outlined in Section III.D at the completion of every semester, the student will be referred to the Progress and Promotion Committee, and at a minimum, be placed on Academic or Disciplinary Probation (Appendix 6).

A student will be allowed only one period of Academic or Disciplinary Probation throughout his or her entire enrollment in the Program. Once a student is placed on probation and successfully completes all of the requirements for the probationary period, the student will be returned to “good standing” status in the Program. **Any occasion for a second probation (Academic Probation or Disciplinary Probation) will result in termination of enrollment. If any of the following occur at any point during the course of study, the student will be immediately dismissed from the Program.**

If the student is on a probationary status within the MLS program, a signed statement of understanding, generated by the MLS Program Director, concerning the probationary requirements to be met by the student, must be in the student’s file in the MLS program office within 2 weeks of the start of the final clinical year.

F. Consequences of Substandard Performance

1. Substandard Performance on Standard I

Every student must maintain a minimum cumulative grade point average (GPA) of 2.50 (on a 4.00 scale) in the ISU MLS Program curriculum. Failure to maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50 will result in Academic Probation and referral to the Progress and Promotion Committee for potential further action. **The period of Academic Probation will be one semester and will be effective during the next semester in which the student is enrolled. Failure to meet all of the following requirements of Academic Probation for Standard I by the end of the probationary semester will result in dismissal from the Program:**

- a. Complete all of the required academic coursework as sequenced in the MLS Program curriculum.
- b. Maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50.
- c. Achieve a grade of C or higher in all courses and internships.
- d. Obtain “satisfactory” ratings in all categories of the Professionalism Evaluation.
- e. Seek and participate in academic counseling from the ISU Counseling and Development Center.
- f. Satisfactorily complete all non-graded requirements of the Program.
- g. Complete all remediation activities required by the Program Director on recommendation by the Progress and Promotion Committee.

2. Substandard Performance on Standard II

Phase I Consequences

Every student must achieve a letter grade of C or higher in each course while enrolled in the MLS Program. Any grade below C (i.e., C-, D+, D, D-, and F) is considered unsatisfactory and does not meet the Standards of Academic Progress. Any student who receives one grade below C for any program course will be placed on a required academic leave of absence until the next semester in which that course is offered in the MLS curriculum. Upon returning to the Program, the student will be on Academic Probation for that semester and will be required to repeat the failed course and achieve a grade of C or higher.

No more than one year may lapse before returning from a required academic leave of absence. Failure to meet all of the following requirements of Academic Probation for Standard II by the end of the probationary semester will result in dismissal from the Program:

- a. Repeat and successfully pass the course at its next offering with a grade of C or higher. NOTE: Failure to pass the course a second time with a minimum grade of C will result in academic dismissal.
- b. Complete the required academic coursework as sequenced in the MLS Program curriculum.
- c. Maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50.
- d. Achieve a grade of C or higher in all courses.
- e. Obtain “satisfactory” ratings in all categories of the Professionalism Evaluation.
- f. Satisfactorily complete all non-graded requirements of the Program.
- g. Seek and participate in academic counseling from the ISU Counseling and Student Development Center.
- h. Complete all remediation activities required by the Program Director on recommendation by the Progress and Promotion Committee.

Phase II Consequences

Failure to meet all of the following requirements of Academic Probation for Standard II by the end of the probationary semester will result in dismissal from the Program:

- a. Repeat the internship at a time designated by the Clinical Coordinators of the
- b. Complete the required academic coursework and internship as sequenced in the MLS Program curriculum.
- c. Maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50.
- d. Achieve a grade of C or higher in all courses and internships.
- e. Obtain “satisfactory” ratings in all categories of the Professionalism Evaluation.
- f. Satisfactorily complete all non-graded requirements of the Program.
- g. Seek and participate in academic counseling from the ISU Counseling and Student Development Center.
- h. Complete all remediation activities required by the Program Director on recommendation by the Progress and Promotion Committee.

3. Standard III

Students must maintain a “Satisfactory” rating in all categories of the Professionalism Evaluation each semester. Each student will be monitored by the faculty on a continuing basis throughout his or her enrollment in the Program. The student will be reevaluated on all parameters each semester. A rating of “Skill Demonstrated” for each parameter must be obtained by the end of the next to last semester of study and must be maintained for each parameter through the final semester of study. Students who do not achieve a rating of “Skill Demonstrated” by the next to last semester in all parameters will be assigned an “Unsatisfactory” rating for that parameter. If, on any occasion, a student is given a “Skill Underdeveloped” rating, the student will be given 30 days in which to make necessary corrections.

After 30 days the student will be re-evaluated and at that time must have improved to the point of receiving a “Skill Demonstrated” or “Skill Developing” rating as determined by the Program Director and faculty. If the student fails to achieve a “Skill Demonstrated” or “Skill Developing” rating after 30 days, an “Unsatisfactory” rating will be assigned. Any action, behavior, or incident at any time during a student’s enrollment that results in a student receiving a rating of “Unsatisfactory” in one or more categories of the Professionalism Evaluation will require the student to meet with the Progress and Promotion Committee to determine remediation requirements. A recommendation of Academic Probation, Disciplinary Probation or immediate disciplinary dismissal from the Program is indicated.

During a probationary period, the student will be expected to remediate and improve the unsatisfactory area of professionalism as recommended by the Progress and Promotion Committee. If the student is

unable to meet all of the following requirements of Academic or Disciplinary Probation for Standard III by the end of the probationary semester, the student will be dismissed from the Program:

- a. Earn ratings of either "Skill Demonstrated" or "Skill Developing" in all categories in which ratings of "Unsatisfactory" were received in the previous semester.
- b. Complete the required academic coursework and internships as sequenced in the MLS Program curriculum.
- c. Maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50.
- d. Achieve a grade of C or higher in all courses and internships.
- e. Obtain "Satisfactory" ratings in all categories of the Professionalism Evaluation.
- f. Satisfactorily complete all non-graded requirements of the Program.
- g. Complete all remediation activities required by the Program Director on recommendation by the Progress and Promotion Committee.

Serious breaches of professionalism by a student (i.e., causing harm to others, academic dishonesty, committing a felony) will result in a recommendation by the Progress and Promotion Committee for immediate termination of enrollment.

4. Standard IV

Every student must achieve a "Pass" or "Satisfactory" evaluation on all non-letter graded assignments and projects designated as "required." Any student who does not pass or satisfactorily complete a non-letter graded assignment will be placed on Academic Probation for a minimum of one semester. The probationary period will become effective immediately and will remain in effect through the semester immediately following the incomplete assignment which resulted in probation.

If the student is unable to meet all of the following requirements of Academic Probation for Standard IV at any time during the probationary period, the student will be dismissed from the Program:

- a. Initiate a meeting with the faculty member to arrange the successful completion of the assignment.
- b. Pass or satisfactorily complete the previously incomplete assignment.
- c. Complete the required academic coursework and internships as sequenced in the MLS Program curriculum.
- d. Maintain a minimum ISU MLS Program curriculum cumulative GPA of 2.50.
- e. Achieve a grade of C or higher in all courses and internships.
- f. Obtain "satisfactory" ratings in all categories of the Professionalism Evaluation.
- g. Satisfactorily complete all non-graded requirements of the Program.
- h. Complete all remediation activities required by the Program Director on recommendation by the Progress and Promotion Committee.

G. Academic Dismissal

Academic dismissal requires the immediate removal of the student from enrollment in the MLS Program.

Because MLS students, after graduation, may be licensed to practice lab work and may be required to assume responsibility for the life and welfare of other human beings, every student is expected to demonstrate a level of competence and a pattern of behavior that are consistent with these professional responsibilities.

Academic performance or patterns of behavior that are judged by the faculty to be unacceptable may

lead to a recommendation by the Progress and Promotions Committee for dismissal.

Upon acceptance by the committee of a proposal to consider a recommendation for dismissal, the Program Director will convene a special meeting of the committee for the purpose of hearings and decisions. The student for whom dismissal is being considered will be given a written statement of the charges against him or her and notice of the time and place of the hearing at least ten calendar days prior to the meeting. The Dean of the Kasiska College will be copied on this notice to the student. At the conclusion of the special meeting, a final decision will be communicated in writing to the student and the Dean. The student may appeal the decision through the Grievance Policy procedure.

Students may be dismissed from the Program without first having been placed on probation. Disregard for professional conduct may constitute the sole reason for dismissal from the Program.

Procedure for Dismissal

1. Students being considered for dismissal will be given written notification of this pending decision.
2. Students may inspect all written material upon which the proposed dismissal is based.
3. Students are required to appear before the SPC when a recommendation for dismissal is being considered. Students may waive their right to such an appearance in writing. Students must notify the SPC Chair at least two (2) days prior to the scheduled meeting of their intent to appear.
4. Legal counsel may accompany a student to any SPC meeting they may be scheduled for if the Chair is notified at least 10 days in advance, as this requires University Counsel's presence. Scheduling of all parties will dictate the timely fashion in which the meeting can occur which may delay the student's progression in the program, depending on the circumstances of the meeting.
5. Students (at their request) will be presented with all academic reports and evaluations used by the Committee in making a decision.
6. Students will have the opportunity to present any relevant information/evidence to the SPC regarding their performance.
7. Recommendations for dismissal must be based upon the evidence presented at the SPC meeting.
8. Students will be notified in writing of the SPC's recommendations within ten (10) business days.
9. Students may appeal the SPC's recommendation through the appropriate appeals process as outlined in this Handbook.

Remediation: For a student currently on probation

1. The student is dismissed from the MLS Program and continuance in the program.
2. To reapply to the program the following year, the student must petition the Medical Laboratory Science Professional Academic Standards Committee.
3. If unusual circumstances arise, a student may appeal by petition to the Medical Laboratory Science Professional and Academic Standards Committee for consideration.

H. Dismissal from the Summer Practicum

All dismissal policies from the general program policies apply to this section including the following:

a. For a student not on prior probation in the summer practicum:

1. A maximum of one remediation during the Summer Session is allowed.
2. Any subsequent failure in any course (grade "D" or "F") or failure of a critical objective will require the student to withdraw from the summer practicum and resubmit an application for consideration for admission to the summer practicum for the following year by November 1.

b. For a student on prior probation

Any failure in any course (grade of “D” or “F”) or failure of a critical objective will require the student to withdraw from the summer practicum and submit an application for consideration for admission into the summer practicum for the following year by November 1.

I. READMISSION

A student who leaves the University without obtaining a formal leave of absence is not automatically readmitted. A student wishing to apply for readmission must first get the recommendation of the Program Director and submit an Application for Readmission to the dean of the degree program.

However, if the cumulative GPA is below 3.0, or if readmission is sought after more than two years of an unapproved absence, the Application for Readmission must be sent to the office of the Vice Provost for Graduate Programs for approval.

The readmission approval process must be completed by the first day of classes for the term in which resumption of studies is sought. Approvals are to be based on the academic merits of the student's request. If readmitted, the student will be subject to all of the current University Catalogue requirements for the degree in effect at the time of readmission. Individual exceptions to the Catalogue year require the approval of the dean of the degree program. Students seeking readmission after an absence of more than 10 years may be required to reapply to the university.

J. WITHDRAWAL FROM THE PROGRAM

Students have the right to request a withdrawal from the MLS Program and should contact ISU Student Services for information. If a student chooses to withdraw from MLS, readmission is required if he/she wishes to continue in the program at a later time. MLS students are responsible for providing notification to course instructor(s) when a withdrawal request has been approved.

III. Program Policies**I. General Policies: Personal Conduct and Professionalism**

The concept of professional identity implies knowledge of professional conduct, professional attitudes and professional growth collectively known as professionalism. Every student in the MLS Program is expected to move intellectually and attitudinally toward developing a greater sense of professionalism in order to realize his/her greatest contribution in the promotion of health and alleviation of suffering.

In particular, the attributes of excellence, humanism, accountability and altruism together with a sense of dedication to service and ethical principles must be developed if a student is to grow toward a sense of professional competence, professional identity and the shared values which function to reinforce greater service to humanity within the MLS profession.

The MLS Program is part of an educational institution in which there is an atmosphere of learning, as well as a sense of community. The Program regards as basic to professional development the principles of academic integrity, self-respect, respect for others and individual responsibility, all aspects of professionalism. Students enrolled in the MLS Program assume an obligation to conduct themselves in a manner compatible with these principles. Should a student's personal conduct adversely affect other

persons, the Program, the University, or under certain conditions, the student himself or herself, the Program Director and MLS faculty will investigate and determine appropriate actions as necessary.

Examples of conduct for which students are subject to disciplinary action include, but are not limited to, the following:

- a. Dishonesty in any form, such as cheating, academic misconduct, fabrication, plagiarism, misuse of identification card, and furnishing false information to the academic institution or clinical rotation sites.**
- b. Obstruction or disruption of any academic, social or administrative activity.**
- c. Threats, physical harm or verbal abuse of any person on institutional property or at institutional-sponsored activities.**
- d. Theft of or damage to property of the institution.**
- e. Unauthorized entry into ISU facilities**
- f. Violation of ISU and/or clinical site computer and internet use policies.**
- g. Violation of rules governing institution facilities.**
- h. Use, possession, sale or distribution of narcotics or abuse of drugs or stimulants.**
 - i. Drunkenness, or use, possession, sale or distribution of alcoholic beverages on institution property.**
- j. Gambling on institution property.**
- k. Unauthorized possession or use on campus of explosives or firearms.**
- l. Failure to comply with the directions of institution officials acting in the performance of their duties.**

In addition to the above, all MLS students will be subject to the rules and regulations for students matriculating at the Idaho State University

Professional behavior is expected in the classroom and clinical settings at all times. Behavior in the classroom should promote comfort and enjoyment for everyone. Respect is to be shown for fellow students and instructors in all interactions.

It is reasonable that occasional use of a cellular phone or other electronic devices by students may be necessary. However, this can become a significant distraction if the student engages in excessive use. In the classroom, all electronic devices should be turned off unless their use is directly related to the topic of instruction and the activity is not distracting to other students and faculty.

If emergency phone calls are anticipated, the student should notify the instructor prior to the class period and every effort should be made to limit the disruption of the class.

In clinical settings, cell phones/pagers should be turned off during all health care delivery activities and professional meetings, unless the student has been specifically instructed to be available "on-call" by the clinical preceptor.

II. Clinical Placement Policies

A. Clinical Rotations General Policy

- a. Program Clinical Coordinator will set up the rotation sites for students in Idaho and at established ISU clinical training sites outside of Idaho.**
- b. Program Clinical Coordinator has the authority to change any rotation at any time.**

- c. Once confirmed, a rotation will not be changed unless it is deemed necessary by the Clinical Coordinator and Program Director. Any request to change a rotation must be done by email. The Program Director will then assess the situation and determine if a change can be made.
- d. All students will travel during clinical rotations and it is the student's responsibility to pay all travel costs related to Program requirements, including clinical assignments.
- e. In most cases, relocation for rotations shall be required.
- f. All students must check their email daily.

B. Sites not established with the Program.

If a student desires rotations that are not established with the Program, the student must first contact the Program Clinical Coordinator. The Coordinator will then facilitate the development and confirmation of that site. The Clinical Coordinator reserves the right to not approve a clinical site if the site doesn't meet minimum standards or Program mission/objectives.

The Clinical Coordinator will give students deadlines by which site identification must be completed. If the deadline cannot be met, the student must perform the rotation at an affiliated site assigned.

Students may not be present at sites that are arranged personally. All clinical experiences must receive prior approval by the Clinical Coordinator.

C. Clinical Placement

All MLS students will participate in preliminary placement interview with the Program Clinical Coordinator. The purpose of the interview is to determine the student's preference for placement and to gather information that might be useful in determining the actual placement.

Students will be scheduled for clinical rotations at one or more of the program's clinical sites. There is no absolute guarantee of a student being placed in a specific site. Placement decisions will be made by the MLS faculty in consultation with the clinical faculty. The Program guarantees that students will be placed in all required clinical rotations as long as the student is in good academic standing. However, when there is a lack of clinical rotations available at a particular time, there may be a short delay in their schedule.

D. Vaccinations & CPR

Before starting the clinical practical, the student (all, including on-line students) must have accomplished all immunizations and health screening requirements including:

1. TST (tuberculosis skin testing, PPD testing). Each student should have a tuberculosis test within one (1) year of starting the clinical practicum and the student is required to repeat that testing if the clinical practical extends beyond the 1-year anniversary of that testing. Provide the x-ray result in case the TB skin test is positive.
2. The student must be prepared to provide evidence of immunity to chicken pox, measles and rubella: MMR (Measles/Mumps/Rubella). Two doses of MMR vaccination or titer to indicate immunity.
3. HEPATITIS B. Series of three HepB vaccinations and/or titer to indicate immunity. If you have recently started the series, the series does not need to be complete in order to start rotations. Provide the dates of the ones that are complete which should reflect that you are on schedule with the series.
4. Tdap. One dose within the last 10 years.

5. VARICELLA. Two doses of varicella vaccine or titer to indicate immunity or you must provide written documentation from a physician or validation from a parent/legal guardian stating that you have had natural exposure to shingles, varicella zoster, or chicken pox.

6. CPR Certification: The student should be prepared to provide evidence of training in CPR within the past 2 years.

It is strongly recommended that the student maintain copies of any and all testing/results and certifications in the event those documents need to be presented to the clinical site.

E. Health insurance: It is your responsibility to provide an updated insurance card or equivalent. **All ISU MLS students must be insured while on rotations.** Failure to have health insurance will prohibit a student from a clinical experience which would prevent such individual from graduating with a MLS degree.

Subscriber/Member ID _____

Insurance Carrier _____

Primary Subscriber's Name _____

F. Drug Screening and Background Checks

Prescreening requirements have now been introduced into many of the clinical student affiliation agreements. These prescreening requirements are often the same as those required of employees (background checks and drug screens) at the clinical training facilities. The rationale for extending requirements to clinical students was the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees. Competency extends beyond technical skills to an individual's criminal and substance abuse history. This approach often helps the facility to ensure uniform compliance with the Joint Commission on Accreditation of Healthcare Organization standards pertaining to human resource management.

Many clinical affiliates require that each student be administered a drug screening test prior to clinical practicum start date. Students must be prepared to provide results of drug screening when required. Unless prior arrangements have been made with the facility where the practicum experiences are performed, the student is responsible for the costs of this screening.

Students (all, including on-line students) are required to obtain a background evaluation prior to their assignment, which includes a criminal background evaluation/history. Typically no student will be permitted to participate in educational or patient care activities if the individual has been convicted of a crime, other than a misdemeanor driving violation. Unless prior arrangements have been made with the facility where the practicum experiences are performed, the student is responsible for the costs of any initial and subsequent criminal background checks.

Students refusing to comply with clinical facility drug screening and criminal background check requirements will not be permitted to continue their clinical practicum and are subject to dismissal from the program.

G. Professional Liability

Students are covered by the professional liability policy of the ISU only when serving on an approved practicum and conforming to the policies and procedures set forth in this document and the accompanying course syllabi. MLS students are only covered in program assigned activities. Coverage does not apply to students who participate in unassigned activities on their own accord.

Students placed for rotations outside of Idaho must provide the Clinical Coordinator with the address of their residence during rotations.

H. Clinical Rotations Format

During clinical rotations students will be cycled in Clinical Chemistry, Microbiology, Hematology, Blood Bank, Urinalysis, and Quality Control. These focus areas can be completed at one site or multiple sites.

To be eligible for rotations, students must sign up for six ISU credits:

MLS 4491 – Microbiology practicum, 2 credits

MLS 4492 – Hematology and urinalysis practicum, 2 credits

MLS 4493 – Transfusion blood bank, 1 credit

MLS 4494 – Chemistry and automation, 1 credit

Rotations Checklist signed by the preceptors and Timecards shall be submitted to Program Director by the last day of ISU summer semester **regardless** of whether the practicum has been completed. This documentation should be resubmitted upon completion of clinical practicum.

J. Clinical site policies

Students refusing to comply with clinical facility prerequisites will not be permitted to continue their clinical practicum and will be subject to dismissal from the program.

During the 12-week clinical rotation, students spend a minimum of 8 hours per day five days a week in the laboratory. Exact times will be arranged by the individual laboratory supervisor. The overall principle for all clinical education is that students are expected to conduct themselves in a professional manner at all times.

All absence from clinical education must be documented. Examples of important reasons for an excused absence from clinical rotations are illness requiring physician attention and death in the immediate family. Students should be prepared to show documented evidence of illness or serious emergency upon request.

Students will be required to sign in and out regardless of the policy for employees within the clinical laboratory. The sign-in sheet will be maintained by the student and will be submitted to the Program Director at the completion of the clinical practicum.

Tardiness is defined as arriving more than 5 minutes late or leaving 5 minutes early. Tardiness of one hour or more is considered an unexcused absence.

K. Reporting Accidents and Incidents

Any accident or incident involving laboratory personnel should be reported immediately to the lab manager and to the MLS Clinical Coordinator. The accident or incident needs to be documented promptly and thoroughly on an incident report form. Injuries include any cuts or needle punctures as well as more serious incidents.

L. Emergency

In case of emergency, students must notify the affiliate Lab Manager/Education Coordinator AND the MLS Clinical Coordinator before the start of the scheduled work day. If more than two days are missed during clinical rotations, the time must be made up. All make up time must be completed within that rotation.

M. Dress Code Policy

The following policies are established to achieve a professional appearance, protect student and patient health, and appeal to the broadest sensitivity of patients' desires for their health care provider to dress professionally and demonstrate exemplary personal hygiene.

This is a professional program, and students are required to dress professionally and maintain exemplary personal hygiene. Each preceptor/clinical site will establish the dress code that is appropriate for that site. Unless otherwise specified by the preceptor, business professional attire, including a lab coat is expected of all students.

Personal grooming, hygiene and attire reflect the image of the laboratory. Personal neatness, cleanliness and conservative apparel will best convey a professional image. Various methods of dress and appearance are permissible as long as the student is neat, clean and professional in the judgment of the clinical instructor, manager or director.

Specific Requirements

1. Students are required to follow the dress code of the clinical site.
2. Identification badge must be worn at all times.
3. Soft-soled, closed-toe, leather shoes must be worn in all analytical areas and in all patient care areas. Leather athletic shoes must be neat and clean. Socks should be worn at all times.
4. Hair must be neat and clean. Long hair (shoulder length) must be tied back. Beards, mustaches and fingernails must be kept trimmed, neat and clean.
5. Street clothes must be professional in appearance in the judgment of the individual's supervisor. Blue jeans, T-shirts and sweatshirts with writing, sweatpants and warm-up pants are not allowed.
6. Clinical facilities have the right to require the removal of jewelry.

This is a professional program, and students are required to dress professionally and maintain exemplary personal hygiene. Each preceptor/clinical site will establish the dress code that is appropriate for that site. Unless otherwise specified by the preceptor, business professional attire, including a lab coat is expected of all students.

Personal grooming, hygiene and attire reflect the image of the laboratory. Personal neatness, cleanliness and conservative apparel will best convey a professional image. Various methods of dress and appearance are permissible as long as the student is neat, clean and professional in the judgment of the clinical instructor, manager or director.

MY SIGNATURE ATTESTS THAT I HAVE READ THE STUDENT PLACEMENT HANDBOOK AND I UNDERSTAND ALL OF THE POLICIES FOR PROGRESSION AND COMPLETION OF THE CLINICAL ROTATIONS:

Student Signature

Date

Print name

08/2016, MK