

# **Student Handbook Policies and Procedures**

2019 - 2020

Department of Clinical Laboratory Sciences  
LSU Health Sciences Center  
School of Allied Health Professions

**DEPARTMENT OF CLINICAL LABORATORY SCIENCES**  
**SCHOOL OF ALLIED HEALTH PROFESSIONS**  
**STUDENT POLICIES AND PROCEDURES**

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**DEPARTMENT OF CLINICAL LABORATORY SCIENCES**  
SCHOOL OF ALLIED HEALTH PROFESSIONS  
LSU HEALTH SCIENCES CENTER

**Mission Statement**

**The mission of the Department of Clinical Laboratory Sciences is to prepare quality graduates to fulfill the health care needs of Louisiana, enrich instruction through research and scholarship, and provide clinical and community services to the citizens of the state. The Department is responsive to national trends in meeting the needs of today's healthcare industry.**

**DEPARTMENT OF CLINICAL LABORATORY SCIENCES**  
SCHOOL OF ALLIED HEALTH PROFESSIONS  
LSU HEALTH SCIENCES CENTER

**PROGRAM DESCRIPTION AND GOALS**

The Department of Clinical Laboratory Sciences offers a curriculum leading to a Bachelor of Science Degree in medical technology. In the three plus one program, the student completes the first 65 semester hours of pre-professional courses at various colleges throughout the state, followed by four semesters at the Health Sciences Center and at selected clinical affiliates. All students spend the last four months of the program under the supervision of clinical laboratory scientists in one of the clinical practicum sites, all of which are part of the university-based accredited program. The following laboratories are affiliated with the program:

Baton Rouge General Medical Center, Baton Rouge, LA  
Chabert Medical Center, Houma, LA  
Children's Hospital, New Orleans, LA  
East Jefferson General Hospital, Metairie, LA  
Lafayette General Medical Center, Lafayette, LA  
University Medical Center, New Orleans, LA  
North Oaks Health System, Hammond, LA  
Ochsner Clinic Foundation, Jefferson, LA  
Our Lady of the Lake Regional Medical Center, Baton Rouge, LA  
St. Tammany Parish Hospital, Covington, LA  
Terrebonne General Hospital, Houma, LA  
Touro Infirmary, New Orleans, LA  
Tulane University Hospital, New Orleans, LA  
Southeast Louisiana Veterans Health Care System, New Orleans, LA  
West Jefferson Medical Center, Marrero, LA

All affiliates are accredited by either or both the Joint Commission on Accreditation of Health Care Organizations or the College of American Pathologists. LSU Health Sciences Center, which is accredited by the National Accrediting Agency for Clinical Laboratory Sciences and the Southern Association of Colleges and Schools, assumes primary responsibility for curriculum planning and selection of course content; coordinates classroom teaching and supervised clinical education; appoints faculty to the program; receives and processes applications for admission; and grants the degree documenting completion of the program. Close communication and periodic visits to affiliates are maintained throughout the students clinical rotations. The University grants a Bachelor of Science degree in Medical Technology to students who satisfactorily complete the clinical medical technology educational program in the School of Allied Health Professions. Awarding of the degree is not contingent on the student passing a national certification examination.

The primary goal of the School of Allied Health Professions is to increase the supply at the undergraduate and graduate levels of a variety of patient-oriented health professionals in the State of Louisiana and to meet the need for health services and future teachers in health educational programs. A further objective of the School is to develop and maintain programs of investigative studies and research within the allied health disciplines.

The Department of Clinical Laboratory Sciences and its affiliates enter into written agreements stating the following objectives: (1) to foster quality medical technology education; (2) to provide clinical experience for students of the university; (3) to provide for contact between academic and clinical faculties for best utilization of available teaching facilities and expertise. In order to assure that university academic standards for the program are maintained, regular communications and meetings are held with the education coordinator/lab manager of each affiliate.

**DEPARTMENT OF CLINICAL LABORATORY SCIENCES  
SCHOOL OF ALLIED HEALTH PROFESSIONS  
LSU HEALTH SCIENCES CENTER**  
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**Faculty**

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Elizabeth Williams, M.H.S. MLS(ASCP)SBB	Clinical Coordinator Associate Professor	568-4272
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Michele Zitzmann, M.H.S. MT(ASCP)	Associate Professor	568-4269
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**DEPARTMENT OF CLINICAL LABORATORY SCIENCES  
SCHOOL OF ALLIED HEALTH PROFESSIONS**

**COMPETENCIES**

A successful graduate of the Curriculum in Medical Technology at LSUHSC will be able to demonstrate entry level competency in the following activities:

1. Develop and establish procedures for collection, processing, and analyzing biological specimens and other substances.
2. Evaluate and solve problems related to collection and processing of biological specimens for analysis.
3. Perform complex laboratory procedures; recognize deviation from expected results; analyze and correct problems using scientific principles; integrate and relate data generated by the various clinical laboratory departments while making decisions regarding possible discrepancies.
4. Operate instruments within the scope of training utilizing established protocols and quality control checks.
5. Establish and perform preventive maintenance of equipment and instruments as well as identify appropriate sources for repairs.
6. Analyze quality control data, make judgments concerning the results, and take appropriate action to maintain accuracy and precision.
7. Answer inquiries regarding test results, methodology, test specificity and sensitivity, and specific factors that can influence test results.
8. Participate in the evaluation of new techniques and procedures in the laboratory in terms of method comparison and establishment of reference intervals; develop working procedures and assist in the development of interpretive algorithms.
9. Incorporate principles of educational methodology in the instruction of new employees and students and in the laboratory's in-service / continuing education program. Provide leadership in educating other health personnel and the community.
10. Give direction and guidance to medical laboratory technicians and support personnel.
11. Demonstrate knowledge of, maintain, and enforce biological and chemical safety regulations.
12. Interact with other healthcare professionals to solve problems and interpret patient laboratory test results.
13. Exercise principles of laboratory management and supervision to include communication skills, regulatory compliance, finance and marketing principles, and human resource management.
14. Exercise principles of laboratory information management systems.
15. Evaluate published research studies as an informed consumer.

**Technical Standards**  
**Essential Functions in Clinical Laboratory Science (CLS)**  
**Department of Clinical Laboratory Sciences**  
**LSU Health Sciences Center**

Technical Standards (Essential Functions) are the non-academic standards that a student must be able to master to participate successfully in the CLS program and become employable\*. Examples of this program's essential functions are provided below. *If you are not sure that you will be able to meet these essential functions, please consult with the Admissions Chair for further information and to discuss your individual situation.*

**Visual and Observation Skills:** A student in the CLS program must possess sufficient visual skills and skills of observation to perform and interpret laboratory assays, including the ability to:

- Observe laboratory demonstrations in which lab procedures are performed on patient samples (i.e. body fluids, culture materials, tissue sections, and cellular specimens).
- Characterize the color, consistency, and clarity of biological samples or reagents.
- Use a clinical grade binocular microscope to discriminate among fine differences in structure and color (i.e. hue, shading, and intensity) in microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
- Recognize alarms.

**Motor and Mobility Skills:** A student must possess adequate motor and mobility skills to:

- Perform laboratory tests adhering to existing laboratory safety standards.
- Perform moderately taxing continuous physical work. This work may require prolonged sitting and/or standing, over several hours and some may take place in cramped positions.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Perform fine motor tasks such as pipetting, inoculating media, withdrawing a blood sample from a patient, handling small tools and/or parts to repair and correct equipment malfunctions, and transferring drops into tubes of small diameter.
- Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

**Communication Skills:** A student must possess adequate communication skills to:

- Communicate with individuals and groups (i.e. faculty members, fellow students, staff, patients, and other health care professionals) verbally and in recorded format (unaided oral speech, writing, typing, graphics, and telecommunication).

**Behavioral Skills:** A student must possess adequate behavioral skills to:

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test order, ambivalent test interpretation), emergent demands (i.e. “stat” test orders), and distracting environment (i.e., high noise levels, crowding, complex visual stimuli)
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with infectious and possibly unpleasant biological specimens.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem-solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- Show respect for individuals of different age, ethnic background, religion, and / or sexual orientation.
- Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language and public behavior. (For example, body piercing other than ears and visible tattoos are **not** considered professional appearance. This includes tongue piercing.)
- Not wear artificial nails and nail tips for reasons of infection control.

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*The National Accrediting Agency for Clinical Laboratory Science requires us to define, publish and provide to prospective students specific essential functions required for admission to the program and a procedure to determine that the applicants' or students' health will permit them to meet these Technical Standards / Essential Functions. Please sign this form to indicate that you have read and understood the program's Essential Functions and believe that you can meet them.*

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Print Name

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Applicant's signature

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Date

- **Certain disabilities may limit employment opportunities. Moreover, immunocompromised individuals may put themselves at personal risk due to exposure to infectious agents that occurs in all aspects of the laboratory.**

Revised 12/14/12



**DEPARTMENT OF CLINICAL LABORATORY SCIENCES  
GRADING POLICY**

1. Lecture and student laboratory grades will be based on quizzes, homework assignments, practical and written examinations as stated in the syllabus distributed by each instructor at the beginning of the course.
2. Lecture, student laboratory, and clinical practicum grades will be given at the completion of each course.
3. Letter grades are assigned on the basis of the following distribution:

<b>91 - 100%</b>	<b>A</b>
<b>82 - 90.99%</b>	<b>B</b>
<b>73 - 81.99%</b>	<b>C</b>
<b>64 - 72.99%</b>	<b>D</b>
<b>≤ 63.99%</b>	<b>F</b>

**No rounding off will be practiced when calculating grades.**

4. ***Students must earn a final average of 73% (>72.99) on all course requirements AND must make a 64 (>63.99) or higher on the comprehensive final exam to pass a course. For students earning <64 on the final exam, the final average will be calculated as stated in the course syllabus, but the highest course grade assigned will be a D.***
5. All students are required to earn a 73% or better on all coursework before starting the next semester, and the four-month clinical practicum rotations.
6. Examination schedules will be given in each course syllabus.
7. Students will be assigned mail slots in the student study room. ***You are responsible for checking your mail each afternoon before you leave.*** Instructors may put information in your slot related to the next day's class for which you will be held responsible. Notices from the faculty will be posted on the bulletin board near the mailboxes. **All students are given an LSUHSC e-mail account and are responsible for all information sent through this medium. Students will also be responsible for all information posted on Moodle.**
8. Exams will be given using Moodle in the testing center of the Human Development Center building.
9. Clinical practicum grade (for courses held at affiliated hospital laboratory) will be determined as follows:

Cognitive (Written Exams))	30%
Technical Proficiency (Practical Exams)	60%
Affective/Technical Evaluation	10%
10. Issuance of a degree is not contingent upon the student's passing any external national certification examination.

**By signing the statement on page 30 you are confirming that you have read the above grading policy and all other policies in this handbook.**

*Revised 1/6/11*

**SCHOOL OF ALLIED HEALTH PROFESSIONS  
LSU HEALTH SCIENCES CENTER**

**TRANSFER CREDIT**

The only courses for which students receive transfer credit are the prerequisite courses listed below that are required for admission into the Medical Technology Program. On the LSUHSC New Orleans transcript these courses will be listed as the LSU System equivalent course shown below.

<u>PREREQUISITE COURSE (CREDITS)</u>	<u>LSU SYSTEM EQUIVALENT</u>
English Composition (6)	ENGL 1000 and 1100
General Chemistry lecture and laboratory (8)	CHEM 1000, 1001L, 1100, 1101L
Organic Chemistry (3)	CHEM 2000
Mathematics (college algebra or above) (6)	MATH 1000 and 1100
Biology lecture and laboratory for Science Majors (8)	BIOL 1000, 1001L, 1100, 1101L
Microbiology lecture and laboratory (4)	MICRO 2000 and 2001L
Science elective – 2000 level or above (3)	SCI ELEC 2000
General electives (9)	ELECT 1000, 1100, 1200
Humanities (9)	HUMN 1000, 1100, 1200
Social Science (6)	SOCS 1000 and PSCY 1000
Art – theory course (3)	ART 1000

**UNDERGRADUATE SCHOLASTIC REQUIREMENTS**

- 1) The minimum scholastic requirement for course work is a grade of C. In courses designated Pass/Fail or Satisfactory/Unsatisfactory a grade of Pass or Satisfactory is required to be in good academic standing.
- 2) A minimum semester and cumulative professional GPA (for course work taken at LSUHSC) of 2.0 must be maintained.

**Provisions for Academic Progression**

(<http://catalog.lsuhs.edu/content.php?catoid=8&navoid=1491>)

1. If an unacceptable grade is recorded in a non-prerequisite course, the student must satisfactorily complete the course when next regularly offered.
2. If an unacceptable grade is recorded in a course designated as a prerequisite course the student must satisfactorily complete the prerequisite course before continuing the program sequence.
3. Students may not participate in clinical, fieldwork, or preceptorship courses until all prerequisite course work has been completed successfully.
4. Students who earn a grade of Unsatisfactory or Fail in clinical, fieldwork, or preceptorship courses will be placed on scholastic probation.
5. Students who fall from 1-10 quality points below a 2.0 cumulative professional GPA will be placed on scholastic probation.

6. Students placed on scholastic probation must repeat those courses in which an unacceptable grade was earned when next regularly offered and earn a satisfactory grade. Students will remain on scholastic probation until this requirement is met and the minimum scholastic requirement for cumulative professional GPA is achieved. Students who do not meet this requirement will be dismissed from the School.
  7. A course, including those designated clinical, fieldwork, and preceptorship, may be repeated one time only. Students who repeat a course but earn an unacceptable grade will be dismissed from the School.
  8. Students who fail to attain a minimum 2.0 cumulative and/or semester professional GPA in two consecutive semesters will be dismissed from the School.
  9. Students who fall more than 10 quality points below a 2.0 cumulative professional GPA will be dismissed from the School.
  10. Students on scholastic probation are not eligible for graduation.
  11. Students must complete the professional program in a specified period of time. (Time frame is determined by each department).
  12. Grades recorded in repeated course work do not replace the original grade. Both the original grade and repeated grade will appear on the academic transcript and both grades will be used in the computation of the academic grade point average.
  13. Students dismissed from the School for academic reasons must reapply to the program to be considered for readmission.
- *In the Department of Clinical Laboratory Sciences, students must complete the 16 month curriculum in no more than 28 months after initial enrollment or the student will be dismissed from the program. If making a grade less than C in a course will prevent a student from meeting the 28 month requirement, the student will be dismissed from the program.*

**It is the student's responsibility to become aware of the policies and regulations stated in the School of Allied Health Professions section of the LSU Health Sciences Center Catalog/Bulletin. Ignorance of the policies does not excuse deficiency in any category addressed in the catalog.**

**By signing the statement on page 30 you are confirming that you have read the statement and all other policies in this handbook.**

*Revised 1/2015*

## DEPARTMENT OF CLINICAL LABORATORY SCIENCES

### Guidance and Advising

Guidance and advice are available to the student as follows:

- School and Departmental Orientation are provided for students at the onset of the program.
- The Allied Health Professions Student Handbook, CLS Student Handbook, and catalog are available to the student on the website.
- Any questions students have may be directed to a faculty member at any time during the program.
- Advising on professional and career issues is available from any faculty member at any time during the program.
- The program director provides advice on licensure and certification.
- Counseling for personal problems is available from the faculty or through the Campus Assistance Program. <https://www.lsuhscl.edu/orgs/campushealth/cap.aspx>
- Students with academic deficiencies are offered academic counseling by the instructor of the course. Students are given information on academic counseling in Student Policies and Procedures on page 12.
- Financial assistance is available through the Office of Financial Aid and Services.

Confidentiality and impartiality are maintained in accordance with the equal opportunity policy statement and the Family Education Rights and Privacy Act addressed in the LSUHSC Catalog / Bulletin as listed under Federal Regulations. All information contained in student files is kept confidential and not released without the student's written permission. Faculty shred any information containing student grades or other identifying factors before discarding.

### GUIDELINES FOR ACADEMIC COUNSELING

It is our expectation and recommendation that any student whose grade on an exam or whose average during the course is less than a 73% will immediately contact the instructor to discuss his/her academic progress.

*Revised 1/7/2011*

### TUTORING

If a student is not earning a "C" or better in a course, the instructor may suggest tutoring. The Department of Clinical Laboratory Sciences will attempt to find a recent graduate or a current student to act as a tutor for those students. The fee for tutoring will be set by the tutor. The payment will be made from the tutored student directly to the tutor.

## DEPARTMENT OF CLINICAL LABORATORY SCIENCES REMIEDIATION POLICY

A full-time student who makes a grade of D in a course may petition the Department Head to remediate that course. The Department Head and course instructor will determine if remediation will be granted according to the policies listed below.

1. In any given semester, remediation may be considered for a full-time student who makes a grade of D in **only one course**. Remediation will **not** be considered for a student who earns a D in more than one course or for a student who earns an F in any course.
2. A student may not remediate more than two courses during the 16 month program.
3. If remediation is granted, it may postpone progression to practicum courses in a clinical affiliate. The student may miss at least the first scheduled section rotation in the clinical affiliate. The missed rotation(s) will be scheduled at the end of all other rotations. Therefore, graduation may be postponed by one semester.
4. If a student is eligible for remediation, a grade of "I" is assigned and a memorandum is sent by the course instructor to Student Affairs stating the approximate course completion date. If the course is successfully remediated, the "I" grade will be changed to a C; if the student does not successfully remediate the course or is subsequently deemed ineligible for remediation, the "I" grade will be changed to a D.
5. A returning student who made grades lower than a C in two or more courses in the previous year will not be eligible for remediation in any course.
6. Remediation Specifics:
  - a. The remediation final exam will be comprehensive. Other repeat exams may be given at the discretion of the instructor.
  - b. The exam format is at the discretion of the course instructor.
  - c. The format of remediation exercises is determined by the instructor. The length of time scheduled for remediation exercises is at the discretion of the instructor.
  - d. In laboratory courses or lecture/laboratory combined courses, if failure is due to inability to demonstrate mastery of written material, remediation may be considered. If failure is due to unsatisfactory performance in the laboratory, remediation is not possible.
  - e. The remediation plan developed by the instructor will be given to the student. The student will indicate agreement by signing the plan.
  - f. If a student makes less than 73 on the comprehensive remediation final exam, the original grade of D is recorded and the student must repeat the course when next regularly offered.
  - g. If the student successfully completes the remediation (makes at least 73% on the comprehensive final exam AND completes all assignments in the remediation agreement), a grade of C will be assigned. The highest grade that may be received for a remediated course is C.
  - h. Remediation will be scheduled at the end of the semester in which the unsatisfactory grade is earned.
  - i. No rounding off will be practiced when calculating grades, in accordance with the grading policy in the Student Policies and Procedures Handbook.

*Revised 1/5/16*

## DEPARTMENT OF CLINICAL LABORATORY SCIENCES

### POLICY FOR STUDENTS RETURNING TO PROGRAM DUE TO ACADEMIC DEFICIENCY

Students who fail to meet the academic requirements of the program in any semester will not be allowed to continue in the program until those courses are next offered. Upon return to the program, students must register for and successfully complete *all courses offered* regardless of whether the student previously passed some of the courses. Successful completion of all courses demonstrates readiness for progression to clinical practicum courses.

11/16/15

### Rules and Regulations Governing Use of LSUHSC Computers and E-mail

1. Faculty and staff use LSUHSC e-mail regularly to communicate important messages to students, therefore, ***students must check e-mail daily.***
2. No other e-mail addresses will be used for official communication from faculty and staff.
3. LSUHSC computers should be used only for academic and/or LSUSHC business purposes. Do not perform any activity that undermines the public's confidence in LSUSHC to fulfill its mission. (See Chancellor's Memorandum 42.)
4. ***Do not send bulk mail messages to groups of people you do not know at LSUHSC (such as all students or all employees) without proper permission.***
5. ***You will receive periodic e-mail messages from the LSUHSC Compliance Office. You are required to complete the online policies as instructed. In some cases you may have to take an online exam confirming that you have read the policy. It is your responsibility to remain current in this matter as failure to do so may prevent your ability to register, begin or continue your clinical rotations, and/or graduate.***

Revised 12/7/16

## DEPARTMENT OF CLINICAL LABORATORY SCIENCES

### RULES AND REGULATIONS GOVERNING ACCEPTABLE CONDUCT

1. Students will conduct themselves in a professional manner when interacting with fellow students, faculty, and staff of the School of Allied Health Professions or the University.\*
2. Students will demonstrate honesty, integrity, and good ethical behavior.\* Students are required to sign the Honor Code after every examination. (See below)

<p>Clinical Laboratory Sciences Honor Code MTEC _____ Exam _____ Password _____</p> <p>All cellphones, smartwatches, calculators (other than those approved by the department), and anything else that could possibly provide inappropriate aid in answering questions should be placed in your backpack and be taken to the front of the room.</p> <p>This sheet of paper may be used for any writing that you wish to do during the exam. It should be signed and returned to the proctor immediately after finishing the exam.</p> <p>I hereby declare that I have not in any way been involved in an act of academic dishonesty that may have aided my or anyone else's performance on this exam.</p> <p>Student signature _____ Date _____</p>
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3. Students will not participate in gambling, immoral conduct, inappropriate language, excessive use of alcohol, illegal use, possession or sale of drugs.
4. Students will follow all safety rules and regulations determined by the Department.\*
5. Students will follow the Dress Code described in *Student Policies and Procedures*.
6. Students will follow the Attendance Policy described in *Student Policies and Procedures*.

\* *Professionalism and safety are included in MTEC 3112 Professional Skills in Clinical Laboratory Science taught in the student's first term. Ethics is included in MTEC 4118 Quality Management in the Laboratory.*

**By signing the statement on page 30 you are confirming that you have read the above rules and regulations governing acceptable conduct policy and all other policies in this handbook.**

**Louisiana State University Health Sciences Center  
School of Allied Health Professions**

**POLICY AND PROCEDURES RELATED TO STUDENT CONDUCT**

See the policy and procedures in the School of Allied Health Professions Student Handbook.

Go to link <http://alliedhealth.lsuhscc.edu/Admin/studentconduct.aspx>

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

**PROCEDURES**

1. Students are required to determine if they are capable of meeting all the technical standards with or without reasonable accommodations.
2. Upon acceptance to a program of study, all students will be required to sign a statement indicating that they are able to meet all technical standards.
3. **Newly enrolling** LSUHSC students with disabilities who are requesting reasonable accommodations are required to register with the Office of Academic Affairs. (Students with disabilities who are not requesting reasonable accommodations are not required to register.) This action should take place as soon as possible after notification of acceptance.
4. **Currently enrolled** students are required to register their need for accommodation as soon as their need is identified.

The form titled "Request for Academic Accommodations" is the document students must complete in order to register. Students requesting accommodations are responsible for providing necessary documentation. Costs associated with documentation are the responsibility of students. Information regarding one's disability is confidential and shared only on a professional need-to-know basis.

*See website for additional information and documentation to be submitted to the School of Allied Health Professions Associate Dean of Academic Affairs.*

*<https://alliedhealth.lsuhscc.edu/admin/studentswithdisabilities.aspx>*



## Professional Misconduct

### DEPARTMENT OF CLINICAL LABORATORY SCIENCES

#### ADDENDUM TO POLICY AND PROCEDURES RELATED TO STUDENT CONDUCT

The following instructions must be followed during all exams, quizzes, or other graded activities:

1. There will be **only one** student seated at each table or cubicle.
2. There will be nothing on the desk top except pencils, computer, computer card (when applicable), exam (when applicable) and calculator distributed by the Department. All books and other materials will be placed in a designated area away from the desks/cubicles. ***Phones must remain with your books.*** Nothing should be on the floor in the test-taking area. **The only calculators allowed are the nonprogrammable calculator issued to each student and the Moodle calculator.**
3. The student will look only at his/her own computer screen/paper.
4. The student is responsible for protecting his/her computer screen or paper. He/she will take all necessary actions to prevent another student from viewing his/her computer screen/paper. A student who contributes in any way to the academic misconduct of another student is equally responsible for the offense.
5. Plagiarism in any form is unacceptable. (See LSUHSC School of Allied Health Professions Policy and Procedures Related to Student Conduct.)
6. Students must sign the Department's Honor Code for each examination.

**Failure to follow any of the above instructions will be construed as reasonable suspicion of academic misconduct and appropriate disciplinary action will be taken.**

*Evidence of academic misconduct in any form should be reported to an instructor immediately. Confidentiality will be maintained.*

**By signing the statement on page 30 you are confirming that you have read the above addendum to policy and procedures related to student conduct and all other policies in this handbook.**

*Revised 1/8/16*

**DEPARTMENT OF CLINICAL LABORATORY SCIENCES  
SCHOOL OF ALLIED HEALTH PROFESSIONS**

**GRIEVANCE PROCEDURES**

**Procedure for Student Academic Appeals**

(See LSUHSC School of Allied Health Professions Policy and Procedures Related to Student Conduct.)

**Procedures for Student Non-Academic Appeals**

It is the policy of the Department of Clinical Laboratory Sciences not to discriminate on the basis of race, national origin, religion, sex, age, veteran status, or disability. Grievances related to such forms of discrimination should follow the same procedure as that listed in the LSUHSC School of Allied Health Professions Policy and Procedures Related to Student Conduct.

*Revised 5/8/03*

**POLICY ON STUDENT COMPLAINTS**

Complaints related to the program should be addressed to the faculty member in the class in which the problem exists. If the student does not feel comfortable going to the course instructor or the instructor has not adequately responded to the complaint, the complaint should be addressed to the program director or the department head. If the student still feels his/her complaint is valid, the problem should be taken to the next highest administrative level (associate dean, dean, or chancellor).

**DEPARTMENT OF CLINICAL LABORATORY SCIENCES  
LSU HEALTH SCIENCES CENTER**

**ATTENDANCE POLICY**

Students are expected to attend all lectures, laboratories, and any other scheduled class activities as determined by the Department of Clinical Laboratory Sciences. CLS Department classes at LSUHSC are scheduled to start at on the hour and end 10 minutes prior to the hour stated on the schedule. This policy applies for all scheduled class times, excluding practicum courses, unless otherwise stipulated by the instructor and students are expected to arrive on time.

1. Quizzes are to be expected at the beginning of each lecture and/or laboratory session. *If a student is not present when the quiz is distributed, he/she will receive a zero (0%) on that quiz.*
2. If a student is absent or comes late to a class, he/she is responsible for all material covered during that class period, including any announcements or information given during that period.
3. **All make-up exams may be comprised of a MINIMUM of 25% short answer/essay type questions. When a student is absent, he/she MUST notify the instructor on the day of the absence, or the exam cannot be made-up.**
4. **ATTENDANCE:**  
***Attendance at all laboratories is mandatory. Laboratories cannot be made-up. If a student misses more than 2 (two) laboratories per course, he/she must repeat the course.***
5. **TARDINESS:**  
***Each laboratory syllabus will address tardiness.***

**DEPARTMENT OF CLINICAL LABORATORY SCIENCES**  
**LSUHSC - SCHOOL OF ALLIED HEALTH PROFESSIONS**

**Affective Objectives**

The student will perform the following at the “satisfactory performance” level:

**Cleanliness and Orderliness**

- Maintain a neat, clean and orderly work area in all the laboratories without prompting from the instructor
- Submit neat, clean and legible lab reports, replenish supplies and reagents as needed
- Clean common areas and properly store reagents before leaving the lab.

**Professionalism**

- Follow biosafety regulations by practicing proper handling and disposal of biohazardous material as evidenced by compliance with established safety regulations.
- Arrive in the laboratory at the expected time as established by the class syllabus
- Follow departmental dress code (neat and clean in appropriate attire)
- Maintain work quality and quantity under stress, display proper demeanor
- Participate in all class activities without complaining.
- Demonstrate maturity in decision making

**Attentiveness**

- Exhibit interest in the laboratory assignments and lecture discussions listening to the instructor and participating in class discussions.
- Pay attention to instruction and begin exercise only after all instructions are completed
- Propose relevant questions
- Demonstrate alertness, attentiveness and enthusiasm

**Initiative**

- Perform routine assigned tasks without unnecessary questions/instructions
- Volunteer for unsolicited tasks and/or additional responsibilities

## **Organization/Responsibility**

- Demonstrate ability to complete lab exercises in an appropriate time frame
- Exhibit ability to multi-task
- Demonstrate preparedness for the laboratory by following directions and established procedures/protocols
- Complete the tasks assigned without excessive need for additional instructions
- Begin work promptly and submit assignments/lab reports on time

## **Integrity**

- Demonstrate integrity and ethical behavior by recognizing and admitting errors, repeating questionable test results, and maintaining patient confidentiality
- Follow procedure without shortcuts
- Show consistent attention to detail
- Exhibits honesty and can be trusted to work alone

## **Interpersonal Relationships and Attitude**

- Establish and maintain cooperative relationship with instructors and fellow students
- Show respect for other students and instructors in classroom, laboratory and clinical setting
- Willingly share equipment and supplies
- Appear pleasant and willing to work

## **Reaction to Criticism**

- Accept instruction and constructive criticism maturely
- Apply constructive criticism to improve outcomes

## **Confidence**

- Exhibit assurance and confidence in performance of laboratory tasks by considering all data before reaching decisions
- Recognize one's limitations
- Seek advice when appropriate

**Administration:** Evaluations of Students' Professional Capabilities are to be completed at the end of each semester. Students should be asked to sign and return the evaluation to the instructors.

**Counseling:** After completing and scoring the Evaluation of Students' Performance, the instructor *may* wish to review the results individually with the student to provide suggestions for improvement.

## Department of Clinical Laboratory Sciences

### PHLEBOTOMY CONSENT FORM

As a student in the Department of Clinical Laboratory Sciences, I understand that I will be expected to participate in the activities listed below on multiple occasions. These activities will be performed after successful completion of a basic technique checklist and under supervision of an instructor:

1. Performing phlebotomy on other students using appropriate technique
2. Performing fingersticks on other students using appropriate technique
3. Allowing other students to perform phlebotomy on me using appropriate technique
4. Allowing other students to perform fingersticks on me using appropriate technique

I also understand that if I have any condition, such as a chronic disease or very small veins, which upon evaluation by the faculty is considered a risk, I may be excused from allowing other students to perform these procedures on me. Documentation of medical condition will be required.

**By signing the statement on page 30 you are confirming that you have read the above phlebotomy consent form policy and all other policies in this handbook.**

*Revised*  
1/6/11

## DEPARTMENT OF CLINICAL LABORATORY SCIENCES

### STUDENT IMMUNIZATION / HEALTH RECORDS

Students must follow all requirements mandated by LSUHSC Student Health as listed below and at the following link: <http://alliedhealth.lsuhs.edu/Admin/newstudentsregistration.aspx>. Documentation in the form of a copy of the Student Immunization/Health Record must be submitted to Ms. Williams **no later than January 19**. Participation in student laboratories will **NOT** be allowed unless the student provides the following information on or before the dates in bold listed below.

Students **must** provide documentation of the following immunizations/tests and provide proof of health insurance by **Feb 15 of the first semester in the program**:

1. The second Hepatitis B immunization
2. Tuberculin skin test (must be taken annually)
3. Titers with numerical values (positive or negative is not acceptable) for the following:
  - Varicella immunization
  - Mumps, Measles (Rubeola) and Rubella—the MMR immunization

*Note that if you had these immunizations as a young child you may need a booster immunization in order to generate a titer so we recommend getting a booster at least 2 weeks before ordering the titer tests*

4. Tetanus/Diphtheria with Pertussis (within 10 years)
5. Meningitis vaccine

Students **must** provide documentation of the following immunizations/tests by **July 15**:  
Third Hepatitis B immunization

Students **must** provide documentation of the following immunizations/tests by **August 23**:  
Hepatitis B titer

Students must provide documentation of the following by **Nov 21**.

1. Influenza immunization (current)—typically provided by School of Nursing to all LSUHSC students in October or early November.
2. Repeat Tuberculin skin test (You will be required to take this Tuberculin skin test **before** clinical rotations prior to registration for the clinical rotation spring semester)

*Note that these immunizations and/or tests may be available through Student Health Services, 3700 St. Charles Avenue – 412-1366.*

*Copies of the immunizations must be submitted to Student Health if they are not given at the LSUHSC, St. Charles Avenue location. Please submit copies to Phyllis Johnston, [pjohn2@lsuhsc.edu](mailto:pjohn2@lsuhsc.edu). Once submitted, check your Student Immunization / Health Record online through student self-serve. If Ms. Johnston has added your test to your record, print out a form for Ms. Williams by the dates listed above. If she has not, call student health at 525-4839 to check on the report. You may need to click on “Always allow pop ups from this site” in order to print.*

***Failure to meet these deadlines will result in prevention of registration for the following semester and possible grading penalties in selected courses.***

**By signing the statement on page 30 you are confirming that you have read the student health record policy and all other policies in this handbook.**

*Revised 1/5/17*

## DEPARTMENT OF CLINICAL LABORATORY SCIENCES

### STUDENT ASSIGNMENTS TO AFFILIATED CLINICAL LABORATORIES

Clinical affiliate ***assignments will be made by the faculty*** of the Department of Clinical Laboratory Sciences. A student may be placed in one or more laboratories in Greater New Orleans, Baton Rouge, Hammond, Houma, Covington, or Lafayette for his/her 4 months of clinical practicum rotations. *It is important that the student be mentally and financially prepared to spend 4 months in one or more of these locations.* If there are insufficient numbers of clinical rotation spaces, a student may be required to delay the commencement of clinical rotations. The student will be assigned a space as soon as a space becomes available. In this event, the student(s) to be delayed will be chosen by lottery. A student who requires placement in a semester other than the Spring must be prepared to wait until the department can arrange a rotation at another time.

Students will be required to have a background check (approximately \$90) and a drug screen (approximately \$25) before being accepted at the hospital laboratory for training. Required documentation must be submitted no earlier than 6 weeks before the beginning of the clinical rotations. Anyone who has not completed ***all paperwork by the last day of class in the Fall semester*** will not be allowed to begin the practicum rotation on time which will delay graduation. (See "Additional Fees" on page 27.)

**By signing the statement on page 30 you are confirming that you have read the above student assignments to affiliated clinical laboratories policy and all other policies in this handbook.**

#### Teach-Out Plan

In the event that the school or department closes, the department will follow the guidelines presented by the Southern Association of Colleges and Schools and NAACLS to develop a teach-out plan.



## DEPARTMENT OF CLINICAL LABORATORY SCIENCES

### DRESS CODE

The Department of Clinical Laboratory Sciences is a professional program and students are required to dress in a professional manner. For purposes of health, safety, and professionalism, open-toed, open-backed or cloth shoes are not permitted. Scrub suits are **required** and must be worn after the first two weeks of classes. CLS t-shirts with scrub pants will be permitted. **Visible tattoos and body piercing, other than ears, is not considered professional appearance and is NOT allowed** during all learning activities in the Department of Clinical Laboratory Sciences or in any affiliated clinical laboratory. **This also includes tongue piercing.** For reasons of infection control, **artificial nails or nail tips will not be allowed.**

***This dress code applies to all lecture, laboratory and examination classes. In clinical rotation courses, the student will follow the dress code set by the clinical affiliate.***

### PHONE POLICY

Students who have a phone on their person must insure that it is turned OFF or to an inaudible ring during all learning activities in the Department of Clinical Laboratory Sciences or in any affiliated clinical laboratory. All phone calls must be answered and/or initiated outside of class times. Emergency calls should be directed to the administrative secretary at 568-4276. Texting during class is also not acceptable.

During examinations, phones will not be allowed on the student's person or near the student's desk.

***Students in violation of the dress code or phone policy will be asked to leave class and will be recorded as absent.***

Revised 01/6/15

## SEMESTER and HOLIDAY SCHEDULES

**Medical Technology students do not follow the School of Allied Health Professions holiday and semester break schedule.** Classes for the Fall semester begin on registration day and Spring semester may begin as early as January 2. **Please check with the program director before making travel plans during class breaks. The academic calendar for 2019-2020 has not been published so note that there are several tentative dates listed based on previous years—THESE DATES ARE SUBJECT TO CHANGE.** The following is a list of holidays for Clinical Laboratory Science students. These days are subject to change.

### Class of 2019-20

Wednesday, January 9, 2019 ..... Classes Begin  
Monday, January 21, 2019 ..... Martin Luther King Day  
Monday, March 4 - Tuesday, March 5, 2019 ..... Mardi Gras Holidays  
Friday, April 19, 2019 ..... Good Friday  
Thursday, May 9 – Friday, May 17, 2019 ..... Semester Break  
Monday, May 20, 2019 ..... Summer Term Begins  
Thursday, July 4, 2019 ..... Independence Day Holiday  
Monday, August 2 - Friday, August 13, 2019..... Semester Break  
Wednesday, August 14, 2019..... Fall Semester Begins  
Monday, September 2, 2019 ..... Labor Day  
Thursday, November 28 – Friday, November 29, 2019..... Thanksgiving Holidays  
Friday, Dec 6, 2019 - Monday, Jan 1, 2018..... Semester Break  
Thursday, January 2, 2019 (TENTATIVE) ..... Clinical Rotations Begin  
Thursday, May 14, 2019 (TENTATIVE) ..... Commencement

#### **Holidays during Clinical Rotations:**

**Students will follow the holiday schedule of the clinical affiliate to which they are assigned.**

## DEPARTMENT OF CLINICAL LABORATORY SCIENCES

### ADDITIONAL FEES

Students in the program will be assessed a fee of approximately \$125 in the fall and spring semesters to cover costs of laboratory coats, gloves and other laboratory supplies in addition to the tuition and fees listed in the catalog (<http://www.lsuohsc.edu/no/tuition/alliedhealth.php>). Students will be required to purchase professional liability insurance (approximately \$40 - \$45) prior to entering the clinical practicum courses during the final semester. Prior to entering the clinical practicum courses each student will also be responsible for scheduling and attending a course in cardiopulmonary resuscitation (CPR) at his/her own expense. You must submit your documentation of liability insurance and your **CPR card** to Ms. Williams 2 weeks before the end of the Fall semester. *Keep in mind that it takes 2 weeks to receive a CPR card after completion of the CPR training.* It is anticipated that the School of Allied Health Professions will require a background check and drug test (approximate cost \$100) in the future—some affiliated hospitals currently require these procedures so even if the SAHP does not implement its plan, you may have to have these procedures performed before going to your clinical rotation site. Other expenses in your last semester include the membership fee to join ASCLS (approximately \$30) prior to attending the state meeting, the application fee for the certification exam (approximately \$240) and state license (approximately \$150).

### COMPREHENSIVE EXAM

Students will take a Comprehensive Examination during their last semester as a component of MTEC 4139. It covers all didactic and clinical information taught in the professional program. This examination is offered as a preparation and study guide for national certification examinations.

### EXTERNAL CERTIFICATION EXAM

A license is required to practice as a clinical laboratory scientist in the state of Louisiana. Passing a national certification examination is one of the requirements for Louisiana licensure. Students will be given information for application to take the national external certification exam. It is **strongly recommended** that students apply for and take this examination as soon as possible after graduation. *Awarding of the Bachelor's Degree is not contingent upon passing an external certification examination or becoming licensed.*

### GRADUATION ACTIVITIES

The LSUHSC School of Allied Health Professions Pre-commencement (Honors) Ceremony and Commencement are held at the end of the Program. Attendance at these ceremonies is mandatory. Students who are unable to attend graduation must submit an explanation in writing to the Dean and receive written exemption from him.

**By signing the statement on page 30 you are confirming that you have read the graduation activities policy and all other policies in this handbook.**

DEPARTMENT OF CLINICAL LABORATORY SCIENCES  
SCHOOL OF ALLIED HEALTH PROFESSIONS  
LSU HEALTH SCIENCES CENTER

**Clinical Orientation Policies**

- I. **ATTENDANCE** Attendance is **MANDATORY!** Students shall remain at the clinical site for the full 8 hour shift scheduled by the clinical site. The Clinical Coordinator will notify LSUHSC of **ALL** absences.
- A. **TOTAL DAYS OFF:** Students are allowed a TOTAL of **two** days off for any reason for the entire 4 months rotation. Any additional days must be made up on Saturdays or at the end of the semester at the discretion of the affiliate and LSUHSC. **If the days cannot be made up before the end of the current semester, the student will not graduate until the following semester.**
- Rotations are 8 hours (lunch is not included in the 8 hours)
  - Any time off is to be **requested** at least one day in advance and may or may not be approved
  - Requested time off can be counted in 1 hour increments for a total of 2 days
- B. **TARDINESS:** One point will be taken off for each incident of tardiness as defined by the affiliate. The point(s) will be taken off the **FINAL COURSE GRADE** for the practicum rotation in which the tardiness occurred. The student should contact the clinical coordinator and/or Laboratory Supervisor as soon as possible in the event of a known need to be tardy.
- C. **SICKNESS:** In case of illness, students shall notify the Clinical Coordinator and/or Laboratory Supervisor **within 30 minutes of the start of the shift.** Individual affiliate regulations requiring a doctor's excuse may be enforced.
- D. **EMERGENCY CARE:** In case of injury or illness occurring at the clinical site, the student shall notify the Clinical Coordinator and/or Laboratory Supervisor immediately. Emergency health care for the student is available at the student's expense or the student may elect to consult their personal physician.
- E. **HOLIDAYS:** Students shall observe the holidays recognized by the affiliate at which they are interning. **LSUHSC holidays not recognized by the affiliate do not apply!** The following holidays will be observed for all students while in the Clinical Practicum courses.
- January 15 – Martin Luther King Day  
February 12 and 13 – Mardi Gras  
March 30 – Good Friday
- F. **EMERGENCY CONDITIONS:** In the event of extreme weather conditions where city officials have issued travelers advisories, students **should contact the clinical coordinator to determine a course of action.**
- G. **SCHEDULED EDUCATIONAL DAYS**
- |    |     |  |
|----|-----|--|
| 1. | TBA | TBL  |
| 2. | TBA | Licensure Discussion and Job Fair  |
| 3. | TBA | LSCLS (students not attending student bowl will remain at the clinical site) |
| 4. | TBA | MTEC 4139 - Multidisciplinary Case Studies/ Management Problem Solving       |
| 5. | TBA | Comprehensive Exam   |

- II. **DRESS CODE**  
Each affiliate has their standard of dress code as listed on the first day information sheet which you will have email to you. However, under no circumstances are blue jeans, leggings or other unprofessional attire accepted. Shoes should be leather or vinyl for easy cleaning and must be close toed. For any affiliate requiring scrubs, the clinical coordinator may grant permission to wear ordinary or "street" clothes on special occasions.

- III. **SERVICE WORK POLICY**  
LSUHSC Medical Technology students should not be substituted for laboratory personnel during clinical practicum courses. No clinical education sites should be dependent upon students to complete daily workloads. Students should not be assigned clinical education activities outside regular week day shifts unless that is the only time the work is performed by the affiliate personnel. Work at times other than that listed on clinical rotation schedule is noncompulsory.

IV. **SUPERVISED LEARNING EXPERIENCES:**

After demonstrating competency, students may be permitted to perform procedures while under qualified supervision.

V. **STUDENT EMPLOYMENT**

The Department of Clinical Laboratory Sciences recommends that students do not work during clinical practicum courses. If a student chooses to work at a clinical affiliate or any other employment setting, it must be scheduled in addition to and not interfere with the clinical practicum course. This type of service is non-compulsory and students are paid, supervised on-site, and subject to appropriate employee regulations.

If you are going to hold a job during your clinical practicum, whether a student job after hours at your affiliate site or any other job, you **MUST NOTIFY** Dr. Glover in writing or by email (mglov1@lsuhsc.edu). Students **must have a trainee license in hand** in order to work at an affiliate.

VI. **STUDENT COMPLAINTS**

Student complaints should be brought to the attention of the immediate supervisor in the lab section in which the student is rotating or to the educational coordinator. If there is no response to the complaints, the laboratory manager should be consulted. Again, if the student feels that there is a lack of response, LSUHSC should be notified. If there is a personality conflict between a student and an instructor, this complaint should be filed as soon as possible and before grades are issued.

General complaints or constructive criticism can be addressed in the student's evaluation of the laboratory sections.

VII. **EVALUATIONS**

Evaluations are expected to be filled out and sent to Ms. Williams within a week following the end of each rotation.

VIII. **PRETESTS:**

A. The purpose of the pretests is to encourage the student to review materials given at LSUHSC on each subject area before entering a new lab rotation at the clinical site. It also serves as an on-going review for the Comprehensive Review Test and the ASCP Certification exam. The pretest is given at the start of each new rotation.

No points will be added to any course for taking the exam. **However, failure to take the pretest will result in a deduction of 5 points from the final grade for each subject area in which no pretest was taken. Affiliates will be notified of the exam score.**

B. The pretest will be available through Moodle from 6:00 pm through 11:59 PM on the second day of each rotation. Each test consists of 50 multiple choice questions which include Level I, II and III questions from both lecture and laboratory courses. **One hour** is given to complete each exam so you should start the exam no later than 10:59 pm.

There are four pretests –

- Microbiology/Parasitology
- Hematology/Microscopy
- Chemistry/Immunology/Serology
- Immunohematology

IX. **COMPLIANCE TRAINING**

Check your email for new compliance training modules. You will be expected to complete them in a timely manner and failure to do so will result in a block on your record.

X. **CLINICAL COURSES**

A. **COURSES SCHEDULED:** During the clinical rotation, students will register for the following:

- |   |           |
|---|-----------|
| 1. Clinical Chemistry/Immunology Practicum                | MTEC 4130 |
| 2. Clinical Hematology/Microscopy Practicum               | MTEC 4131 |
| 3. Clinical Immunohematology Practicum                    | MTEC 4132 |
| 4. Clinical Microbiology Practicum                        | MTEC 4135 |
| 5. Review and Application of Clinical Laboratory Concepts | MTEC 4139 |

XI. **GRADING SCALE**

- A – 91 – 100
- B – 82 – 90.99
- C – 73 – 81.99
- D – 64 – 72.99
- F – 63.99 and below

**Student Policies and Procedures**  
**Department of Clinical Laboratory Sciences**  
**School of Allied Health Professions**  
**LSU Health Sciences Center**

I, \_\_\_\_\_, am aware that the Student Policies and Procedures  
*Print Name*  
of the Department of Clinical Laboratory Sciences are posted on the departmental website

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**It is the student's responsibility to become aware of the policies and regulations stated in the School of Allied Health Professions section of the LSU Health Sciences Center Catalog/Bulletin. Ignorance of the policies does not excuse deficiency in any category addressed in the catalog.**

I have read the policy on Student Assignments to Affiliated Clinical Laboratories and understand that I may be placed in any of the mentioned locations for my 4-month clinical rotation. I will accept placement as determined by the faculty of the Department of Clinical Laboratory Sciences.

**I have read, understand and agree to follow all policies and procedures included in the document entitled, "Student Policies and Procedures" of the Department of Clinical Laboratory Sciences.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*