



School of Allied Health Professions
Department of Medical Laboratory Science

Student Handbook Policies and Procedures

2023 - 2024

Revised 12/9/22

DEPARTMENT OF MEDICAL LABORATORY SCIENCE
SCHOOL OF ALLIED HEALTH PROFESSIONS
LSU HEALTH SCIENCES CENTER

STUDENT POLICIES AND PROCEDURES
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DEPARTMENT OF MEDICAL LABORATORY SCIENCE
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MISSION STATEMENT

The mission of the Department of Medical Laboratory Science 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.

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PROGRAM DESCRIPTION AND GOALS

The Department of Medical Laboratory Science offers a curriculum leading to a Bachelor of Science Degree in Medical Laboratory Science. The program is a 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 medical laboratory scientists in one of the clinical practicum sites, all of which are part of the university-based nationally 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
Slidell Memorial Hospital, Slidell, LA
St. Tammany Parish Hospital, Covington, LA
Terrebonne General Hospital, Houma, LA
Touro Infirmary, New Orleans, LA
Southeast Louisiana Veterans Health Care System, New Orleans, LA
West Jefferson Medical Center, Marrero, LA

All laboratory affiliates are accredited by either or both The Joint Commission 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 Laboratory Science to students who satisfactorily complete the medical laboratory science 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 Medical Laboratory Science and its affiliates enter into written agreements stating the following objectives: (1) to foster quality medical laboratory science education; (2) to provide clinical experience for students of the university; and (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.

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FACULTY

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ADVISORY COMMITTEE

Name	Organization/Role
Dr. Fred Rodriguez	LSUHSC/Pathologist
Dr. Gordon Love	LSUHSC-UMC/Pathologist
Shannon Skena	Delgado Community College - MLT/Faculty
Judith Valenza	Ochsner Health/Clinical Education Coordinator
Chantelle Collado	UMC/Clinical Education Coordinator
Erica Hunter	OLOL/Clinical Education Coordinator
Tim Peterson	The Blood Center/Medical Director
Janaki Vaidyanathan	Office of Public Health/Manager
Karrie Hovis	Abbott/Industry
Jared Matherne	North Oaks/Past Student Representative

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COMPETENCIES

A successful graduate of the Curriculum in Medical Laboratory Science 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 Medical Laboratory Science (MLS)

Technical Standards (Essential Functions) are the non-academic standards that a student must be able to master to participate successfully in the MLS program and enter clinical practice. 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.*

Observation Skills: A student in the MLS program must possess sufficient 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.

Office of Disability Services

The Office of Disability Services facilitates the process of academic accommodations for students with disabilities, and works in collaboration with the professional schools of the Health Sciences Center in an attempt to ensure full participation in all activities, programs, and services of the institution.

The Office of Disability Services should be contacted for all accommodation requests:

ods@lsuhsc.edu

<https://www.lsuhs.edu/administration/academic/ods/>

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.

Print Name

Applicant's signature

Date

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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:

90 - 100%	A
80 - 89.99%	B
70 - 79.99%	C
60 - 69.99%	D
≤ 59.99%	F

No rounding off will be practiced when calculating grades.

4. **Students must earn a final average of 70% (>69.99) on all course requirements AND must make a 60 (>59.99) or higher on the comprehensive final exam to pass a course. For students earning <60 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 70% 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 or in the Department.
9. Clinical practicum grades (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%

Categorical track

MLS students' final grade calculation in Practicum courses are as follows:

Cognitive Evaluation	}	30%	95% of final grade
Technical Proficiency		60%	
Affective/Technical Evaluations 10%			
Practicum course Pre-test		2.5%	
Comprehensive Final		2.5%	

10. Issuance of a degree is not contingent upon the student's passing any external national certification examination.

By signing the statement on page 31 you are confirming that you have read the above grading policy and all other policies in this handbook.

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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 Laboratory Science Program. On the LSUHSC New Orleans transcript, these courses will be listed as the LSU System equivalent course shown below. A grade of a "C" or better must be achieved in each of these courses. The Department of MLS will perform both a primary and secondary transfer credit transcript review.

PREREQUISITE COURSE (CREDITS)

English Composition (6)
General Chemistry lecture and laboratory (8)
Organic Chemistry (3)
Mathematics (college algebra or above) (6)
Biology lecture and laboratory for Science Majors (8)
Microbiology lecture and laboratory (4)
Science elective – 2000 level or above (3)
General electives (9)
Humanities (9)
Social Science (6)
Art – theory course (3)

LSU SYSTEM EQUIVALENT

ENGL 1000 and 1100
CHEM 1000, 1001L, 1100, 1101L
CHEM 2000
MATH 1000 and 1100
BIOL 1000, 1001L, 1100, 1101L
MICRO 2000 and 2001L
SCI ELEC 2000
ELECT 1000, 1100, 1200
HUMN 1000, 1100, 1200
SOCS 1000 and PSCY 1000
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

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. 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.
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 will remain on scholastic probation until the minimum scholastic requirement for a cumulative professional GPA is achieved.
7. 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.
8. Students who fall more than 10 quality points below a 2.0 cumulative professional GPA will be dismissed from the School.
9. Students admitted on a probationary basis who fail to earn a grade of "C" or higher in each course in the first semester of the program will be dismissed from the School.
10. 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.
11. Students on scholastic probation are not eligible for graduation.
12. Students must complete the professional program in a specified period of time, as determined by each department.
 - *In the Department of Medical Laboratory Science, 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 a C in a course will prevent a student from meeting the 28 month requirement, the student will be dismissed from the program.*
13. Students dismissed from the School for academic reasons must reapply to the program to be considered for readmission.
14. Upon program readmission, students must successfully complete all courses offered regardless of whether the student previously passed some of the courses.

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 31 you are confirming that you have read the statement and all other policies in this handbook.

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GUIDANCE AND ADVISING

Guidance and advice are available to the student as follows:

- School and Departmental Orientations are provided for students at the onset of the program.
- The School's Student Handbook and Catalog and Program Specific Student Handbook are available to the student on the School's and Program's websites.
- 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 through the Campus Assistance Program.
<https://www.lsuhsoc.edu/orgs/campushealth/cap.aspx>
- Students with disabilities are required to register their need for accommodation with the Office of Disability Services as soon as their need is identified. Procedures and guidelines for accommodations is located on the Office of Disability Services website:
<https://www.lsuhsoc.edu/administration/academic/ods/>
- Students with academic deficiencies are offered academic counseling by the course director.
- 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. Any information to be discarded by faculty that contains student identifying factors is placed in the School's shred bins.

GUIDELINES FOR ACADEMIC COUNSELING

A student whose grade on an exam or whose average during the course is below a letter grade of C is strongly advised to immediately contact the course director to discuss academic progression and possible means for improving academic performance. These may include scheduled meetings with the course director or instructional faculty, seeking out tutoring, additional practice assignments and/or practice time.

TUTORING

If a student is not earning a letter grade of C or better in a course, the course director may suggest tutoring. Departments 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.

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REMEDIATION 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 following policies:

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 70 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. Student on probation is not eligible to remediate a course. If a grade of "C" or higher is not obtained in each course, the student will be dismissed from the program.
 - h. If the student successfully completes the remediation (makes at least 70% 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.
 - i. Remediation will be scheduled at the end of the semester in which the unsatisfactory grade is earned.
 - j. No rounding off will be practiced when calculating grades, in accordance with the grading policy in the Student Policies and Procedures Handbook.

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**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.

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**RULES AND REGULATIONS GOVERNING USE OF LSUHSC COMPUTERS
AND EMAIL**

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.***

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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>Medical Laboratory Sciences Honor Code MLS _____ 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>
--

3. Students will not participate in unprofessional 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 MLS 3112 Professional Skills in Medical Laboratory Science taught in the student's first term. Ethics is included in MLS 4118 Laboratory Management.*

By signing the statement on page 31 you are confirming that you have read the above rules and regulations governing acceptable conduct policy and all other policies in this handbook.

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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** The Office of Disability Services facilitates the process of academic accommodations for students with disabilities and works in collaboration with the professional schools of the Health Sciences Center in an attempt to ensure full participation in all activities, programs, and services of the institution. Accommodations are not official unless they have been created through the Office of Disability Services. Students should contact the Office of Disability Services. (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.

*See website for additional information and documentation to be submitted
to the
Office of Disability Services
<https://www.lsuhscc.edu/administration/academic/ods/>*

PREGNANCY POLICY

It is the responsibility of the pregnant student to voluntarily declare their pregnancy in writing to the MLS Program Director as soon after conception as possible. With inherent risks of the clinical program in mind, this documentation should include a statement from the student's personal physician stating: a) the student's ability to meet the program's performance standards is not impaired and, b) the student is able to continue in the academic or clinical setting without undue detriment to themselves and/or the fetus. This written release by the student's health care provider will be kept in the student's confidential record in the Department of MLS. Student may choose to continue with the program with the understanding that they are expected to satisfactorily meet the same standards of course and classroom performance as are the other students enrolled in the program as well as adhering to academic policies that apply to all students.

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PROFESSIONAL MISCONDUCT

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, 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 31 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.

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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 Medical Laboratory Science 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.

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).

Any sexual misconduct complaints should be immediately be reported to the LSUHSC MLS Department Head, Program Director, and the Title IX Campus Coordinator. More information on the Campus SaVE Act/Title IX policies and procedures at <https://www.lsuhs.edu/titleix/>.

Reviewed 12/14/22

DEPARTMENT OF MEDICAL LABORATORY SCIENCE
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ATTENDANCE POLICY

Students are expected to attend all specified lectures, laboratories, and any other scheduled class activities as determined by the Department of Medical Laboratory Science. MLS Department classes at LSUHSC are scheduled to start 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 may be expected at the beginning or during 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.

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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.

Reviewed 12/14/21

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PHLEBOTOMY CONSENT FORM

As a student in the Department of Medical Laboratory Science, 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, if applicable
2. Performing fingersticks on other students using appropriate technique
3. Allowing other students to perform phlebotomy on me using appropriate technique, if applicable
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 12/14/22

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STUDENT IMMUNIZATION / HEALTH RECORDS

Students must follow all requirements mandated by LSUHSC Student Health as listed below and at the following link: <https://www.lsuhscc.edu/orgs/studenthealth/>. Documentation in the form of a copy of the Student Immunization/Health Record must be submitted to Mr. Held **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 email copies to studenthealthstaff@lsuhsc.edu. Once submitted, check your Student Immunization / Health Record online through student self-serve. If Student Health has added your test to your record, print out a form for Mr. Held by the dates listed above. If 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 31 you are confirming that you have read the student health record policy and all other policies in this handbook.

Reviewed 12/15/22

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STUDENT ASSIGNMENTS TO AFFILIATED CLINICAL LABORATORIES

Clinical affiliate ***assignments will be made by the faculty*** of the Department of Medical Laboratory Science. 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 prepared and financially able 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), a drug screen (approximately \$25), and professional liability insurance (approximately \$50) 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 31 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.

In the event of a short term closure, LSUHSC follows the guidance of the local and state government to ensure the safety of its faculty, staff, and students. Upon return, course schedules will be adjusted to ensure coverage of all necessary material.

In the event of a long term closure, the Department will follow the guidance of LSUHSC and the local and state government. When the situation has stabilized, the Department will switch to a remote teaching mode that would include recordings to ensure access to all students. If it is determined that returning to the campus would temporarily not be possible, an external location for student laboratories can be initiated.

In the event of a permanent closure, the Department will follow the guidance of LSUHSC.

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DRESS CODE

The Department of Medical Laboratory Science is a professional program and students are required to dress in a professional manner. For purposes of health, safety, and professionalism, open-toed and open-backed shoes are not permitted. **Medical Laboratory Science scrub suits are required** (available from Uniforms by Bayou) and must be worn to all lectures on campus, labs, and examinations. MLS jackets are available from Uniforms by Bayou. MLS sweatshirts are available for purchase from the LSUHSC bookstore and will be permitted. Black, white, or gray t-shirts may be worn under scrubs. Professional behavior and appearance is expected during **all** learning activities in the Department of Medical Laboratory Science or in any affiliated clinical laboratory. ***This also includes tongue piercing.*** For reasons of infection control, **nails should be of a minimal length to allow for appropriate wearing of personal protective equipment such as gloves and should not interfere with appropriate handling of laboratory equipment.**

This dress code applies to all in-person lecture and laboratory classes, examinations, and clinical rotation courses.

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 Medical Laboratory Science 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 504-568-4276. 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 the class or examination. The student will be recorded as absent. In the case of an examination, the student will receive a zero.

SEMESTER and HOLIDAY SCHEDULES

Medical Laboratory Science students may 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 following is a list of the tentative academic calendar and holidays for Medical Laboratory Science students.

Class of 2023-2024

Wednesday, January 11, 2023.....	Classes Begin
Monday, January 16, 2023.....	Martin Luther King Day
Tuesday, February 21, 2023.....	Mardi Gras Holidays
Friday, April 7, 2023	Easter Holiday
Friday, April 28, 2023	Last Day Drop or withdraw
Friday, May 12, 2023	Semester Ends
Wednesday, May 24, 2023	Summer Term Begins
Tuesday, July 4, 2023.....	Independence Day Holiday
Friday, July 21, 2023	Last Day Drop or withdraw
Friday, August 4, 2023.....	Semester Ends
Wednesday, August 16, 2023.....	Fall Semester Begins
Monday, September 4, 2023	Labor Day
Thursday, November 23 – Friday, November 24, 2023.....	Thanksgiving Holidays
Friday, Dec 1, 2023	Semester Ends
Tuesday, January 2, 2024	Clinical Rotations Begin
Wednesday, May 15, 2024.....	Pre-Commencement (Honors) Ceremony
Thursday, May 16, 2024	Commencement

Holidays during Clinical Rotations:

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

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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>).

Each student is responsible for acquiring professional liability insurance prior to any fieldwork (clinical practicum) experience; minimum limits of (1,000,000 per occurrence/\$3,000,000 aggregate) (approximately \$50)

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 Mr. Held 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 MLS 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 the Dean's Office.

By signing the statement on page 31 you are confirming that you have read the graduation activities policy and all other policies in this handbook.

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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. Students are required to clock in and clock out each day in Trajecsys at the affiliate using a computer in the laboratory. If the student forgets to clock in/clock out in Trajecsys or will be absent, a time exception report **MUST** be completed in Trajecsys.
- B. **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
 - Any time off is to be **requested** at least one day in advance and may or may not be approved
 - At the discretion of the affiliate, days missed may need to be made up (including approved time off)
 - Requested time off can be counted in 1 hour increments for a total of 2 days
- C. **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.
- D. **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.
- E. **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.
- F. **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.**
- Martin Luther King Day, Mardi Gras, and Good Friday
- G. **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.**
- H. **SCHEDULED EDUCATIONAL DAYS**
- | | | |
|----|-----|--|
| 1. | TBA | Licensure Discussion and Job Fair |
| 2. | TBA | LSCLS (students not attending student bowl will remain at the clinical site) |
| 3. | TBA | MLS 4139 - Multidisciplinary Case Studies/ Management Problem Solving |
| 4. | TBA | Comprehensive Exam |
- II. **DRESS CODE**
Medical Laboratory Science scrubs suits are **required.** 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. The clinical coordinator may grant permission to wear ordinary or "street" clothes on special occasions. Visibility of tattoos and piercings will follow the clinical affiliate guidelines.
- III. **SERVICE WORK POLICY**
LSUHSC Medical Laboratory Science 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. **STUDENT EMPLOYMENT**

The Department of Medical Laboratory Science 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 at your affiliate site, you **MUST NOTIFY** the MLS department head or designee in writing or by email. Students **must have a trainee license in hand** in order to work at an affiliate.

V. **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 Clinical 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 MLS Faculty 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.

Any discrimination on the basis of sex or sexual misconduct (sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking, or retaliation) should be immediately be reported to LSUHSC MLS Department Head, Program Director, Clinical Education Coordinator, and the Title IX Campus Coordinator at titleix@lsuhsc.edu. More information on the Campus SaVE Act/Title IX policies and procedures at <https://www.lsuhs.edu/titleix/>.

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

VI. **EVALUATIONS**

Evaluations are expected to be filled out in Trajecsys within a week following the end of each clinical rotation.

VII. **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.

- For Traditional Track MLS students, each pretest counts as 5% of your final grade for MLS 4139.
- For categorical MLS students, the pretest counts as 2.5% of your final grade for the practicum in which you are enrolled.

If you do not take the pretest at the scheduled time, it will be scored as a zero.

B. The pretest will be available through Moodle from 8:00 AM through 4:30 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 at the affiliate site. The SAHP and MLS rules and regulation of student conduct and behavior is still applicable during these pretests. Therefore, acts of academic or other misconduct (e.g. cheating or distributing questions/answers to other students) may subject the offending student to disciplinary actions.

The four pretests are Microbiology/Mycology/Parasitology, Hematology/Microscopy (Urinalysis/Body Fluids), Chemistry/Immunology/Serology, and Immunoematology.

VIII. **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 (as applicable):

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

- XI. **GRADING SCALE**
A – 90 – 100
B – 80 – 89.99
C – 70 – 79.99
D – 60 – 69.99
F – 59.99 and below

Student Policies and Procedures
DEPARTMENT OF MEDICAL LABORATORY SCIENCE
SCHOOL OF ALLIED HEALTH PROFESSIONS
LSU HEALTH SCIENCES CENTER

I, _____, am aware that the Student Policies and Procedures
Print Name
of the Department of Medical Laboratory Science 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 Medical Laboratory Science.

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 Medical Laboratory Science.

Signature

Date