

Student Policies and Procedures

2011 - 2012

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
2011 - 2012**

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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.

Revised July 2003

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 68 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 15 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
Earl K. Long Medical Center, Baton Rouge, LA
East Jefferson General Hospital, Metairie, LA
Lafayette General Medical Center, Lafayette, LA
LSU Interim Public Hospital, New Orleans, LA
North Oaks Hospital, Hammond, LA
Ochsner Foundation Hospital, Jefferson, LA
Our Lady of the Lake Regional Medical Center, Baton Rouge, LA
St. Tammany Parish Hospital, Covington, LA
Touro Infirmary, New Orleans, LA
Tulane University Hospital, New Orleans, LA
University Medical Center, Lafayette, LA
West Jefferson Medical Center, Marrero, LA

All affiliates are accredited by either 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 application 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 will be maintained and that communication between the affiliates and the university will be fostered, program officials of the affiliates receive appropriate clinical academic appointments at the University.

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

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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 should 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 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 (writing, typing, graphics, or 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.

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

- **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 5/10/04

**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:

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

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.**
8. When grading exams, only the answers found on your scantron card will be accepted.
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 29 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**

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 will receive a warning to the effect that he/she 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 fail 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 to be completed 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 29 you are confirming that you have read the statement and all other policies in this handbook.

DEPARTMENT OF CLINICAL LABORATORY SCIENCES

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. If the student does not set up an appointment with the instructor, it will be assumed that the student has chosen not to discuss his/her grade on the exam and/or progress in the course.

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 a minimum of \$15/hour or fee set by tutor. The payment will be made from the tutored student directly to the tutor.

DEPARTMENT OF CLINICAL LABORATORY SCIENCES REMEDATION 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 a course.
2. A student may not remediate more than two courses.
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 (makes a second D grade in the same semester), the "I" grade will be changed to a D.
5. 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 may not be possible.
 - e. The remediation plan, developed by the instructor, will be given to the student who will indicate agreement by signing the plan.
 - f. If a student makes less than 75 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 75% 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 1/7/11

DEPARTMENT OF CLINICAL LABORATORY SCIENCES

POLICY ON STRUCTURED REVIEW FOR STUDENTS REPEATING COURSES

Students who return to the program after an absence of 2 semesters or more to repeat courses must take and pass (73%) a comprehensive final exam in the other subjects to show readiness for clinical practicum courses. The purpose of this policy is to provide a structured review process to help prepare the student to enter clinical practicum courses. These exams will be scheduled at the discretion of the instructor. Grades on these exams will not affect the original grade in the course. In preparation for the comprehensive exam it is strongly recommended that the returning student take all of the exams offered during that course. A student will not be allowed to progress to clinical practicum courses until he/she has demonstrated competency in all subjects which were taken the previous year by passing the appropriate exams.

1/7/11

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 it regularly.
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 result in blockage of your registration, attending clinical affiliates for practicum rotations and/or graduation.***

Revised 1/6/11

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.*
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 Introduction to Management.*

By signing the statement on page 29 you are confirming that you have read the above rules and regulations governing acceptable conduct policy and all other policies in this handbook.

Revised 1/6/11

***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 at <http://alliedhealth.lsuhsu.edu/Administration/SAHPHandbook2011.pdf>

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.
2. There will be nothing on the desk top except pencils, computer card, exam and calculator without case. All books and other materials will be placed on the back counter of the laboratory. ***Phones must remain on the back counter with your books.*** Nothing should be on the floor in the test-taking area. Programmable calculators are unacceptable.
3. The student will look only at his/her own paper.
4. The student is responsible for protecting his/her paper. He/she will take all necessary actions to prevent another student from viewing his/her 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.)

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 29 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 1/6/11

**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 to not 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. Classes at LSUHSC are scheduled to start at 10 minutes after the hour and end on the hour. For example, classes scheduled for 8:00 a.m. begin at 8:10 a.m. 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. **Laboratories cannot be made-up. If a student misses more than 2 (two) laboratories per course, he/she must repeat the course.**

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

Affective Objectives

The student will perform the following at the “good performance” level or higher on the Professional Capabilities checklist:

1. Follow biosafety regulations by practicing proper handling and disposal of biohazardous material as evidenced by compliance with established safety regulations.
2. Maintain a neat, clean and orderly work area in all the laboratories without prompting from the instructor, practice proper care and use of laboratory equipment, submit neat, legible lab reports, and replenish supplies and reagents as needed.
3. Arrive in the laboratory at the expected time as established by the class syllabus and appear neat and clean in appropriate attire as established by departmental dress code.
4. Exhibit interest in the laboratory assignments and lecture discussions listening to the instructor and participating in class discussions.
5. Display dependability and initiative by completing all lab assignments, performing tasks promptly, and seeking unsolicited tasks and additional responsibilities.
6. Demonstrate preparedness for the laboratory by the ability to follow directions and established procedures/protocols and by completing the tasks assigned without excessive need for additional instructions.
7. Demonstrate ability to complete lab exercises and return assignments in an organized, timely fashion.
8. Demonstrate integrity and ethical behavior by recognizing and admitting errors, repeating questionable test results, and maintaining patient confidentiality.
9. Demonstrate sensitivity to the need for cooperation by communicating with and helping other students and showing respect for other students and instructors.
10. Exhibit assurance and confidence in performance of laboratory tasks by considering all data before reaching decisions; applying theoretical principles to clinical situations; using sound rationale for decision making; and carefully reporting all test results.
11. Accept instruction and constructive criticism maturely.
12. Exhibit professionalism as demonstrated by maintaining work quality and quantity under stress, maintaining proper demeanor, and participating in all class activities without complaining.
13. Seek advice when necessary, admitting limitations when appropriate.

Revised 2/5/05

Evaluation of Student's Professional Capabilities

Semester _____

MTEC _____

MTEC _____

MTEC _____

MTEC _____

Student's Name: _____

	Exceptional Performance	Good Performance	Needs Improvement
Cleanliness and Orderliness			
Responsibility			
Professionalism			
Attentiveness			
Initiative			
Organization			
Integrity			
Interpersonal Relationships/Attitude			
Reaction to Criticism			
Confidence			

Instructor Comments:

Student signature _____ Date _____

My signature does not necessarily mean that I agree with the rating. It does, however, signify my review of the evaluation, the opportunity to discuss any questions with the instructor and also the opportunity to reply below.

Instructor signature _____ Date _____

Instructor signature _____ Date _____

Instructor signature _____ Date _____

Instructor signature _____ Date _____

Instructor signature _____ Date _____

Instructor signature _____ Date _____

Please sign and return to instructor.

Suggested Guidelines/Criteria for Evaluating Student's Professional Capabilities:

Cleanliness and Orderliness

- Leaves working area clean and neat
- Replenishes supplies and reagents
- Practices proper care and use of lab equipment and disposal of biohazardous waste
- Assignments/reports are neat, clean, orderly
- Ensures that common lab areas are clean & reagents put away before leaving lab

Responsibility

- Prepares in advance for lab exercise
- Begins work promptly
- Submits assignments on time

Professionalism

- Arrives on time
- Maintains work quality and quantity under stress
- Maintains professional demeanor
- Adheres to established safety guidelines
- Follows protocol as directed
- Mature in decision making
- Meets stated dress code
- Appears neat and clean at all times

Attentiveness

- Pays attention to instructions/Begins exercise only after all instructions are completed
- Asks relevant questions
- Is alert, attentive, enthusiastic

Initiative

- Performs routine assigned tasks without need for unnecessary questions/instructions
- Seeks unsolicited tasks/ additional responsibilities
- Volunteers for unassigned tasks
- Does not exhibit laziness

Organization

- Well organized when performing procedures
- Completes required assignments in a timely fashion
- Informs instructor when leaving area
- Exhibits ability to multi-task

Integrity

- Admits to mistakes or errors
- Follows procedures without shortcuts
- Shows consistent attention to detail
- Recognizes and repeats questionable results
- Exhibits honesty and can be trusted to work alone

Interpersonal Relationships and Attitude

- Establishes and maintains cooperative relationships with coworkers, instructors, and fellow students
- Considerate when sharing equipment and supplies
- Helps others willingly
- Exhibits respect for others in classroom, laboratory, clinical setting
- Always pleasant and willing to work
- Avoids complaining/whining

Reaction to Criticism:

- Accepts constructive criticism
- Applies constructive criticism as positive information

Confidence

- Displays confidence after instruction
- Recognizes limitations
- Seeks advice when necessary

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 29 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 HEALTH RECORDS

The following health records must be sent to Student Health Services prior to registration:

1. Completed history physical form (due 2 weeks prior to registration)
2. Varicella titer
3. VDRL (RPR)
4. Either Titers (3) to Measles, Mumps, and Rubella or, documentation of 2 MMR (Measles, Mumps, Rubella) immunizations
5. Updated tetanus/diphtheria immunization (within 10 years)
6. Tuberculin skin test completed within 60 days prior to admission
7. Proof of immunity to Hepatitis B or documentation that Hepatitis B immunization series has begun.
8. Proof of immunization against meningococcal disease.

Students **must** provide documentation of the second Hepatitis B immunization and the third immunization. These Hepatitis B immunizations and any subsequent Tuberculin skin tests can be performed by Student Health Services.

The student will be required to take another Tuberculin skin test during clinical rotations prior to registration for his/her final semester.

Completion of the Hepatitis B immunization series is required for progression to clinical rotations.

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 a laboratory in 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 of these locations.

By signing the statement on page 29 you are confirming that you have read the above student assignments to affiliated clinical laboratories policy and all other policies in this handbook.

DEPARTMENT OF CLINICAL LABORATORY SCIENCES

DRESS CODE and TELEPHONE POLICIES

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.***

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.

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

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 following is a list of holidays for Clinical Laboratory Science students. **These days are subject to change.**

Class of 2011-12

Tuesday, January 11, 2011 Classes Begin
Monday, January 17, 2011 Martin Luther King Day
Monday, March 7 - Tuesday, March 8, 2011 Mardi Gras Holidays
Friday, April 22, 2011 Good Friday
Monday, May 9 –Tuesday May 24, 2011 Semester Break
Wednesday, May 25, 2011 Summer Term Begins
Monday, July 4, 2011 Independence Day Holiday
Monday, August 8 - Tuesday, August 16, 2011(tentative) Semester Break
Wednesday, August 17, 2011(tentative date) Fall Semester Begins
Monday, September 5, 2011 Labor Day
Wednesday, November 23 – Friday, November 25, 2011 .. Thanksgiving Holidays
Monday, December 5, 2011 - Sunday, January 1, 2012 Semester Break
Tuesday, January 3, 2012 (tentative) Clinical Rotations Begin
Thursday, May 17, 2012 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.lsuhscl.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. Some affiliated clinical sites require drug testing prior to rotation. Other expenses in your last semester include the application fee to join ASCLS (approximately \$30) prior to attending the state meeting, the application fee for the certification exam (approximately \$210) 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 Precommencement (Honors) Ceremony and Commencement are held at the end of the Program. Attendance at these ceremonies is required. 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 29 you are confirming that you have read the graduation activities policy and all other policies in this handbook.

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 at <http://alliedhealth.lsuhscc.edu/clinicallaboratory/CLSStudentPoliciesAndProcedures.pdf>

I have read, understand and agree to follow all policies and procedures including the following:

Grading Policy	page 9
Undergraduate Scholastic Requirements	pages 10-11
Rules and Regulations Governing Acceptable Conduct	page 15
School of Allied Health Professions Policies and Procedures Related to Student Conduct	see website
Addendum to Student Conduct Policy	page 17
Attendance Policy	page 19
Phlebotomy Consent	page 23
Student Assignments to Affiliated Clinical Laboratories	page 25
Dress Code	page 26
Semester and Holiday Schedule	page 27
Graduation Activities	page 28

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.

My signature indicates that I understand and agree to follow all policies and procedures stated above.

Signature

Date