**Louisiana State University of Alexandria**

**College of Health and Human Services**

***Department of Allied Heath***

***A.S. Medical Laboratory Science Program***



**2025-2026**

**Student Handbook**

**Louisiana State University of Alexandria**

A.S. MEDICAL LABORATORY SCIENCE PROGRAM

**PREFACE**

This handbook is prepared for use by students enrolled in the Associate of Science in Medical Laboratory Science (ASMLS) Program and contains information specific to this program. The information in this handbook is not intended to be wholly independent, but instead, a complement to the LSUA General Catalog and the LSUA Student Handbook which are maintained and published by Louisiana State University of Alexandria. For general policies, see the LSUA General Catalog and the LSUA Student Handbook.

The purpose of this Handbook is to provide guidelines to aid you through the Medical Laboratory Science Program at Louisiana State University of Alexandria and provide you with an understanding of our policies. In order to accomplish this, it is important that you know and understand exactly what is expected of you. This handbook should help you realize what is expected of you as a student in a healthcare profession. Should you need further clarification or have additional questions, feel free to contact the Program Coordinator.

The information in this handbook is current at the time of printing. However, policies, guidelines, and procedures are subject to change. The information in this Handbook is

SUBJECT TO CHANGE. The Program RESERVES THE RIGHT to modify any statement; the

policies as written may be modified, superseded, or eliminated. Final interpretation of program policies and procedures will be made by the program’s faculty. You will be notified of any such changes.

Not every circumstance can be predicted. Any area not covered in this Handbook will be dealt with on an individual basis. In addition to this Handbook, students should also be aware of the LSUA [General Catalog a](https://www.lsua.edu/academics/catalog)nd Student Handbook which can be found on the [LSUA w](https://www.lsua.edu/)ebsite; we urge you to study these materials.

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# SECTION I: GENERAL INFORMATION

**Louisiana State University at Alexandria**

**Department of Allied Health**

**Associate of Science in Medical Laboratory Science**

## Program Overview

The Associate of Medical Laboratory Science (ASMLS) degree program at Louisiana State University-Alexandria has been in continuous operation since the fall of 1998. It used to be called the CLT program or MLT program. The program admits one class each year that begins with the summer semester. Upon successful completion of all curriculum requirements, the Medical Laboratory Science program culminates in the award of an Associate Degree of Science in Medical Laboratory Science. The graduate will then be eligible to apply to sit for a variety of national registry exams. Board certified graduates from ASMLS program are called Medical Laboratory Technicians (MLT). In this Handbook, the ASMLS program is also referred to as MLT.

The ASMLS program at LSUA offers academic courses in the general education prerequisites of the curriculum. Technical training covers all areas of the medical laboratory which include:

* Lab fundamentals
* Safety
* Urinalysis
* Phlebotomy
* Body fluids
* Hematology
* Coagulation
* Immunohematology
* Serology/Immunology
* Medical Microbiology, Parasitology, Mycology, and Virology
* Medical Chemistry
* Molecular Diagnostics

The ASMLS curriculum at LSUA consists of didactic courses and clinical rotation internships. Didactic courses are completed at LSUA's downtown campus building, the A.C. Buchanan III Allied Health building (AHEB). Clinical rotation courses are completed in regional medical facilities which are designated clinical affiliates.

Students enrolled in LSUA's Medical Laboratory Science program will be held responsible for observing all rules stated in the LSUA college catalog. There are additional rules of behavior listed in this manual that must be adhered to and remain in effect at all clinical affiliate sites.

The rules and regulations presented in this manual represent a contractual agreement between LSUA's Medical Laboratory Science student and LSUA. Failure to follow these stated rules and regulations could result in unsatisfactory student evaluations or dismissal from the ASMLS program.

## ASMLS Program Purpose

The purpose of this program is to offer an Associate Degree of Science in Medical Laboratory Science. The program will offer a curriculum integrating basic science, liberal arts, and technical courses which provide a learning structure to fulfill the University's expected student outcomes, program goals, accreditation requirements and community needs.

## ASMLS Program Mission Statement

The mission of the Medical Laboratory Science program is to prepare qualified individuals to enter the professional healthcare workforce as a Medical Laboratory Technician with knowledge, skills and attitudes needed for professional entry level competence and continued growth throughout their careers in medical laboratory science. LSUA is committed to excellence in the program and dedicated to assisting students receive a comprehensive education and quality laboratory training.

## ASMLS Program Accreditation

The Associate of Science in Medical Laboratory Science Program is accredited by the

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

5600 N. River Road

Suite 720

Rosemont, IL 60018-5119

Phone: 773-714-8880 Fax: 773-714-8886

Email: info@naacls.org [www.naacls.org](http://www.naacls.org)

Students who successfully complete the program are eligible to seek national certification through completion of a national certification exam.

## ASMLS Program Outcomes

To prepare graduates to:

* Demonstrate cognitive, psychomotor, and affective skills necessary to fulfill the roles and responsibilities of the Medical Laboratory Technician.
* Demonstrate technical skills and delivery of reliable results with assurance and confidence in performing laboratory tasks.
* Demonstrate appropriate professional communication skills, attitudes, and ethics required of Medical Laboratory Technicians.
* Integrate the role and services of Medical Laboratory Technicians with the roles and services of other health care professionals in the delivery of patient care to the consumer/public.
* Recognize continuing education is necessary for maintenance, certification, and recertification as health care professionals.
* Be academically prepared to apply and seek national certification by examination through a recognized agency.

## ASMLS Program Goals

* Provide the community with competent Medical Laboratory Technicians who can function in all areas of medical laboratory technology at professional entry levels in medical facilities or industry nationally.
* Create a learning structure that will allow students to meet expected academic outcomes and professional entry level competencies.
* Provide students with the knowledge and skills to allow them to pass a national certification examination in Medical Laboratory Science.
* Maintain the level and quality of instruction in the medical laboratory courses by seeking to include the latest in technological advances and by identifying needs of the program.
* Design learning opportunities for students to:
* Demonstrate technical skills and the ability to deliver reliable results with assurance and confidence in performing laboratory tasks.
* Cultivate appropriate professional communication skills, attitudes, and ethics required of medical laboratory professionals.
* Value the service Medical Laboratory Technicians render to the consumer public and other health care professionals.
* Appreciate the role of other laboratory and health care professionals in the delivery of patient care.
* Gain understanding that continuing education and professional development are lifelong pursuits necessary for the maintenance and growth as health care professionals.

## ASMLS Admission Requirements

In addition to the general requirements for admission to LSUA, entry into the Medical Laboratory Science Program requires that the applicant meet the following criteria:

1. Possess a cumulative college grade point average (GPA) of at least 2.3.
2. Have completed all pre-requisite courses with no grade below a "C".
3. Be enrolled in MLSC 1010 and/or have completed MLSC 1010 with no grade below a "C".
4. Be able to meet the program's technical standards/essential functions requirements.
5. Submit to the Department of Allied Health a completed ASMLS Application Form accompanied by all required documents.
6. Attend an admission orientation when the above minimal requirements are met.

## ASMLS Progression Requirements

These program progression criteria apply to the student's progress prior to and after enrollment in the ASMLS program.

1. Prior to entering the ASMLS program, a student may take any of the academic support courses.
2. Any required academic support course completed more than five years previous to the time the student is accepted into the program, or any required ASMLS course completed more than three years previous to the time the student is accepted into LSUA's program may not satisfy degree requirements.
3. An ASMLS student must earn a grade of "C" or better in all courses required in the curriculum.
4. An ASMLS student must maintain a GPA of at least 2.0 in order to progress in the ASMLS program.
5. A student may be terminated from a program if clinical performance is unsatisfactory.
6. A student not successfully completing an ASMLS course with a "C" or better for the second time will be subject to dismissal.
7. If a student is not enrolled in an ASMLS course for a semester, application for readmission to the ASMLS program is required.
8. Hospitalization insurance, lab apparel and transportation to and from various health facilities are the responsibility of the student.

## ASMLS Program Curriculum

|  |
| --- |
|  **Semester One (1st Fall)** |
| ENG 1001 - English Composition I | 3 credits |
| Math 1021- College Algebra | 3 credits |
| BIOL 1161- Human Anatomy and Physiology I | 4 credits |
| PSYC 2000- Introduction to Psychology | 3 credits |
|  **TOTAL SEMESTER CREDITS** | **13** |
|  **Semester Two (1st Spring)** |
| ENGL 1002- English Composition II | 3 credits |
| MATH 2011- General Statistics | 3 credits |
| MLSC 1010\*- Intro to Medical Laboratory Science*(\* offered every Semester)* | 1 credit |
| CHEM 1201- General Chemistry I | 3 credits |
| CHEM 1301 -General Chemistry Laboratory I | 1 credit |
| CMST 2060 – Public Speaking | 3 credits |
|  **TOTAL SEMESTER CREDITS** |  **14** |
|  **Semester Three (1st Summer)** |
| Gen Ed Fine Arts- (fine arts, music, theatre) | 3 credits |
| HESC 1010- Medical terminology  | 3 credits |
| BIOL 2051- General Microbiology | 4 credits |
|  **TOTAL SEMESTER CREDITS** |  **10** |
|  **Semester Four (2nd Fall)** |
| MLSC 2110 - Hematology I  | 3 credits |
| MLSC 2220 - Hematology II  | 3 credits |
| MLSC 2230 - Medical Parasitology  | 2 credits |
| MLSC 2240 – Cl Immunology and Serology | 3 credits |
|  **TOTAL SEMESTER CREDITS** | **11** |
|  **Semester Five (2nd Spring)** |
| MLSC 2250 - Clinical Chemistry I  | 3 credits |
| MLSC 2360 - Pathogenic Microbiology  | 3 credits |
| MLSC 2370 - Immunohematology  | 3 credits |
| MLSC 2380 - Clinical Chemistry II  | 3 credits |
|  **TOTAL SEMESTER CREDITS** | **12** |
|  **Semester Six (2nd Summer)** |
| **MLSC 2440 Med Lab Seminar** | 3 credits |
| MLSC 2410- Practicum I | 2 Credits |
|  **TOTAL SEMESTER CREDITS** | **5** |
|  **Semester Seven (3rd Fall)** |
| MLSC 2420- Practicum II | 2 credits |
| MLSC 2430- Practicum III | 3 credits |
|  **TOTAL SEMESTER CREDITS** | **5** |
| Associate of Science Medical laboratory Science | **70** |

## ASMLS Program Contact Information

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|  |  |
| --- | --- |
| **Office Locations:** |  |
| *Main Campus*  |  *Downtown Campus*   |
| 8100 Hwy 71 South  |  A.C. Buchanan III Allied Health Building (AHEB)  |
| Alexandria, LA 71302-9121  |  807 Jackson Street  |
| Ph.318-473-6466 Fax 318-473-6588  |  Alexandria, LA 71301  |

## ASMLS Program Objectives

Graduates of the ASMLS program al LSUA should be able to perform the following competencies as entry- level Medical Laboratory Technicians:

1. Collect, process, analyze, and transport biological specimens as appropriate
2. Recognize and apply principles related to the use of laboratory information systems used in Clinical Laboratory Science
3. Perform analytical test on body fluids, cells, and other substances tested in the Clinical Laboratory.
4. Perform preventive and corrective maintenance of equipment and instrument or refer to appropriate source for repairs.
5. Recognize factors that affect procedures and test results and take appropriate actions with established guidelines, displaying skills of critical thinking and problem solving.
6. Perform and monitor quality control within predetermined limits.
7. Apply principles of laboratory safety and Universal precautions.
8. Demonstrate appropriate communication skills as a healthcare professional.
9. Recognize the role of other health care professionals and interact appropriately with them to attain quality of patient care
10. Correlate laboratory findings with common disease processes.
11. Establish and maintain life-long education as a function of professional competency growth.

## ASMLS **Essential Functions** Verification

Listed below are the essential nonacademic requirements identified that students must be able to master in order to participate successfully in the ASMLS program. Please read each function and make an assessment of your capabilities and determine if you have any limitations that may restrict or interfere with your ability to perform any of the functions. *If* *you are not sure you will be able to meet these essential requirements, please consult with the ASMLS Program Coordinator for discussion of your individual situation*

The National Accrediting Agency for Clinical Laboratory Science (NAACLS) requires ASMLS programs to define and publish "specific...technical standards required for admission to the program" and to determine "that the applicant or student's health will permit them to meet the ...technical standards..."

After reviewing the Essential Functions, please sign your name on the Student Verification of Essential Functions signature page following this list under Option 1 or Option 2.

In order to perform the duties of the Medical Laboratory Science profession, the ASMLS student must be able to:

|  |  |
| --- | --- |
| **Essential Function**   |  **Requirement/Technical Skill**   |
| **Observation**     | * Observe laboratory demonstration using biological specimens as they are tested for their biochemical, hematological, immunological,

microbial, and histochemical compounds * Discriminate color reactions and characterize odor, clarity, and viscosity of biological and chemical reactions
* Employ a clinical grade binocular microscope to discriminate structural and color differences of microscopic specimens.
* Read and comprehend text, numbers, and graphs in print or other audiovisual aids.

  |
| **Movement**   | * Move freely and safely about a laboratory.
* Reach laboratory counters and shelves and patients (whether lying in hospital beds or on specimen collection furniture).
 |

|  |  |
| --- | --- |
|      | * Travel to one or more clinical sites for practical experience.
* Perform moderately taxing physical work which may require sitting for several hours.
* Maneuver specimen collection equipment to safely collect valid patient laboratory specimens.
* Manipulate and adjust laboratory instruments to perform procedures
 |
| **Intellectual**    | * Possess the following skills:

comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, criticism, and critical thinking. * Exercise sufficient judgment to recognize and correct performance deficiencies.
 |
| **Behavior**   | * To exercise time management and systematize actions in order to complete professional, technical, or academic task within realistic constraints.
* Possess emotional health necessary to effectively employ intellect and exercise appropriate judgement.
* Provide professional/technical services while under stress and a distracting environment.
* Stay flexible, creative, and able to adapt to change.
* Recognize potentially hazardous situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals
 |

|  |  |
| --- | --- |
|     | * Adapt to working with unpleasant biologicals
* Interact and function as a team member in the healthcare field. Support and promote activities of fellow student/healthcare professionals.
* Demonstrate honest, compassion, ethical behavior, and responsibility. Be forthright about errors or
 |
|   |  uncertainty, critically evaluate his/her own performance, accept constructive criticism, and embrace ways to improve performance. Evaluate fellow student performances tactfully and offer constructive comments.  |
| **Communication**     | * Read and comprehend technical and professional materials Follow
* verbal and written instructions in order to correctly and independently perform laboratory procedures

Clearly instruct patients prior to * specimen collection

Effectively, confidentially, and * sensitively converse with patients regarding laboratory tests
* Communicate verbally and in recorded format with faculty, students, staff, and other healthcare professionals
* Independently prepare papers and laboratory reports. Take paper, computers, and laboratory practical examinations.
 |
| **Conduct and Appearance**   | * Project a well-groomed, neat appearance
* Maintain patient confidentiality and exercise ethical judgement, dependability, and accountability
 |
|   | • Show respect for self and others, display attitudes of tolerance and integrity  |

##

## ASMLS Code of Conduct

All students will be expected to abide by the LSUA code of conduct outlined in the student handbook and display professional behavior as outlined in the following Code of Ethics. Students should remember that cheating will not be tolerated and if a student is cheating, it can result in dismissal from the program. "Cheating" includes but is not limited to: (1) use of any unauthorized assistance in taking examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor; or (3) the acquisition, without permission, of exams or other academic material belonging to LSUA faculty y or staff “Plagiarism" is the use of someone else's words or ideas without giving proper credit for those words or ideas. It includes, but is not limited to, the use of published or unpublished work of another person without full and clear acknowledgement. Plagiarism is a serious offense and grounds for disciplinary action.

## ASMLS Code of Ethics

The purpose of the code of ethics is to ensure professional behavior in all students participating in the Medical Laboratory Science Program.

1. Each student shall attend and participate in all learning experiences designed to meet the objectives of the courses(s) in which he/she is enrolled.
2. Each student shall identify the need for any reasonable accommodation required to successfully complete the learning objectives of each course.
3. If a student believes that a course is not meeting his or her learning needs the student shall initiate discussion with the course instructor as soon as the problem is perceived.
4. Upon completion of course work, each student shall complete an honest, written evaluation of each course in which the student is enrolled.
5. Each student shall engage in open discussion with his/her ASMLS instructor or Program Coordinator, pertaining to any factor interfering with acceptable progress in the course of study.
6. Each student shall adhere to all rules and regulations related to participation in the clinical placement.
7. In clinical, each student will engage in only those activities for which he/she has been trained, minimizing the probability of harm to the patient
8. Each student shall recognize the rights and professional standing of colleagues in their respective professions.
9. Information received from a patient will be discussed only for professional purposes and in private.
10. Patient information will be discussed in classes in a way that the confidentiality of the individual is maintained.
11. Written reports will be presented in an objective manner. Subjective data will be identified as such.
12. Each student is responsible for knowing and adhering to all rules, regulations, policies, and procedures of the University, ASMLS program, and clinical facilities.
13. Each student will be prepared for all classes, labs, and clinical assignments. This includes reading assignments before class, actively participating and allowing others to participate in learning opportunities and being attentive to the instructor and other students.
14. Treat patients with respect, care and thoughtfulness.
15. Perform duties in an accurate, precise, timely and responsible manner.
16. Advocate the delivery of quality laboratory services in a cost-effective manner.
17. Work within boundaries of the law and strive to disclose illegal or improper behavior to the appropriate authorities.
18. Continue to study, apply and advance medical laboratory knowledge and skills and share such know ledge with colleagues, healthcare professionals, and the public.
19. Achieve the highest degree of honesty and integrity.

If the standards of ethics and conduct for the Medical Laboratory Science students are dictated by those moral and personal qualities inherent in the profession. The program faculty will take appropriate action regarding conduct which:

* is brought to the attention of the program as being problematic to self or others.
* is observable and clearly dictates anti-social behavior, irresponsibility or destructiveness.
* directly reflects on the ASMLS program or profession in a negative manner.
* clinical affiliates agree demonstrates student is not prepared for clinical rotation.

## ASMLS Class Size

The maximum size for the Medical Laboratory Science Program is determined by the Program Director. This is based on the number of students a didactic lab class can hold without compromising safety. The number of students which can be assigned to each clinical facility is dependent on size of facility, the number and variety of tests performed, and the number of registered technologists and pathologists available for supervision. If the program coordinator feels that a change in any of the above factors warrants, the program coordinator may make these changes in order to maximize the educational opportunities available to LSUA ASMLS students. The program currently can accept 10-14 students comfortably, but if needed, the program can increase student capacity depending upon the availability of clinical sites.

## Admission to the ASMLS Program

Students entering the Medical Laboratory Science Program must meet the following criteria:

1. High school graduation or GED
2. Admission to the University
3. Completion of all pre-requisite classes; students must complete all pre-requisite classes with grade of at least "C"; Program Director has option to

override pre-requisites.

1. Satisfactory completion of physical examination and TB skin test/TB Gold prior to admission to the clinical internship.
2. Satisfactory completion of a criminal background-check and drug screen per LSUA Allied Health Department policy prior to admission to the clinical internship.
3. Satisfactory completion of CPR certification training from an approved provider.

## ASMLS Advanced Standing and Transfer Credit

Students who wish to transfer from another NAACLS approved program or another SACSCOC accredited University or equivalently accredited must:

1. Meet the general requirements for credit transfer or advanced standing established by LSUA.
2. Meet the following required by the ASMLS Program:
	1. Meet the same academic and technical requirements as those who enter

ASMLS training at LSUA

* 1. The registrar in consultation with the Department Chair of Allied Health and the ASMLS Program Coordinator determines transfer cred it for ASMLS courses.

The following criteria is used in evaluating whether a course should transfer:

1. Grade
2. Course content
3. Program coordinator may require testing of the petitioner to assess mastery of material contained in a course for which transfer credit is being sought. (Refers to corresponding ASMLS/BSMLS courses)
4. Vacancy must exist in the appropriate class.
5. Petitioning student is responsible for meeting all the requirements expected of students who enter the program at LSUA.

## ASMLS Physical Exam

Each student is responsible for having a physical exam and completing the necessary "Student Health Form" prior to entering clinical internship. This form should be on file by the day designated by the program coordinator. The student will not be allowed to enter clinical internship until this form is on file. This form contains areas of documentation for hepatitis "B" vaccination, TB skin test/TB Gold, immunization, etc. The original of the physical form will be kept on file at LSUA and the student will be given a copy of the form to keep with them in case any clinical affiliate requires information contained in the form; a copy of the "Student Health Form" is found under Section III Forms. It is highly recommended that each student receives the Hepatitis "B" vaccination series, though not required. The Hepatitis "B" vaccine information acknowledgement form is also found under Section III Forms.

# ASMLS Student Records

LSUA and the ASMLS program permanently maintains student records (admission, advising, grades, etc.) in accordance with institutional policies and applicable federal regulations. These records are securely stored in an electronic system accessible only to authorized personnel. The program ensures confidentiality and data integrity through appropriate access controls.

# Louisiana State University- Alexandria Policies

All Medical Laboratory Science students must comply with the policies and procedures as stated in the LSUA College catalog and the Student Responsibilities and Student Rights as stated in the student handbook.

## Probation Policy

The purpose of the probation policy is to describe student rights and responsibilities and consequences regarding grades and professional behavior. Probation is intended to be a constructive means of identifying and correcting areas of deficient student performance. Circumstances of probation will be clearly documented in an academic counseling meeting and report.

## ADA Statement

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R, 35.107(a), LSUA’s designated ADA coordinators are the office of Student Services. Student Services shall be responsible for coordinating the University’s efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical classroom or testing accommodations should contact the Student Services office at LSUA.

## Academic Standing Policy

The Academic Standing Policy for Louisiana State University-Alexandria is clearly stated in the College Handbook and can be found on the University website [www.lsua.edu u](https://www.lsua.edu/)nder Current Students - Policies and Procedures as well as being found in the [LSUA College Catalog;](https://www.lsua.edu/academics/catalog) all College policies pertain as well to the ASMLS Program.

# LSUA Medical Laboratory Science Policies

All Medical Laboratory Science Program students must comply with the policies and procedures as stated in the Medical Laboratory Science Student Handbook.

## ASMLS Clinical Facility Policy

The student is an ambassador of the College, and because of our involvement with the health care facilities in the community, all medical laboratory technology students must comply with the policies and procedures as stated in the guidelines of the clinical facility to which he/she is assigned.

Due to recent agency policies and pending legislation, ASMLS students may need to arrange for criminal background checks. Drug screening tests, child abuse and elder abuse registry checks required by the clinical affiliate will be at the student's expense. The results could have an impact on admission to the ASMLS program. The reports of these results would be submitted before taking the Clinical Practicum (MLSC 2410). Please see LSUA Criminal Background Check Policy.

## Student Background Check Policy

Louisiana State University at Alexandria (LSUA) has school affiliation agreements with schools and healthcare organizations for student training. The Joint Commission on

Accreditation for Healthcare Organizations (TJC) requires a background check on all staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services (Standard HR. 1.20).The Louisiana State Board of Medical Examiners (LSBME) requires a criminal background check of all students applying for a license in the Medical Laboratory Technician field. As a result, students enrolling in Medical Laboratory Science courses requiring clinical placement will complete a Criminal Background Check determined by the Louisiana State Board of Medical Examiners.

Students enrolling in Allied Health courses prior to clinical MLSC courses will be aware that an unsuccessful background check may prohibit completion of the program. As such, students may apply for the background check at any time prior to enrolling in clinical courses or when asked by instructor.

A review will be conducted in compliance with all privacy laws when there is any criminal record. A student convicted of a criminal offense while enrolled in the program must report the conviction to the Department Chair of Allied Health within three (3) days of the conviction. The term conviction for these purposes includes probated sentences and deferred adjudications the criminal background check acknowledgement form is found under SECTION III Forms.

## Drug Screen Policy

If a student is found to have a positive drug screen, he/she will not be allowed to participate in clinical rotations. The student will then be required to complete, at the student's cost, a chemical dependency evaluation and treatment if recommended by the drug assessment. The student may continue in lecture courses if this proof is provided.

LSUA encourages impaired students to seek assistance voluntarily and assume responsibility for their conduct. Students may reapply for reinstatement if warranted by individual circumstances. Clinical affiliates may require or request drug screens to be completed by the students at any time. These are to be paid for by the student. Please see Student Policies and Procedures at [www.lsua.edu u](https://www.lsua.edu/)nder Current Students tab. The ASMLS Program Coordinator may request drug screens may be repeated if there is suspicion of substance abuse while the student is attending internship. The Drug Screen acknowledgement form is found under SECTION III Forms.

## Book Policy

The total cost of books for the Medical Laboratory Science Program will be the responsibility of the student. Some courses require additional information provided in packets to accompany the textbook. All required texts can be ordered through the campus bookstore and will be available for purchase at the beginning of each semester. Many of these books are also available online at selected websites.

## Health Insurance Policy

As an ASMLS student, you will be participating in laboratory and clinical settings, which may put you at risk of exposure to environmental and physical hazards. It is the responsibility of ASMLS students to protect themselves by maintaining safe practices and providing their own health care insurance.

* + - Louisiana State University of Alexandria does not provide medical insurance for student interns. However, they are covered only for third party liability claims. The program advises the students to obtain their own medical insurance coverage for the clinical education experience.
		- Louisiana State University-Alexandria assumes no responsibility for any expenses you may incur associated with personal insurance premiums, Hepatitis B vaccinations, personal protective equipment, or other medical expenses related to testing associated with your exposure to environmental or physical hazards in conjunction with you being a ASMLS student.

## Severe Weather Policy

Whenever inclement weather conditions exist and create hazardous driving conditions, the following should apply:

1. Listen to designated radio or television stations or check the college website for announcement regarding University closings. The student may also call the switchboard for information. If the University closes because of the weather, the student will not be responsible for attending classes.
2. Days missed due to inclement weather will be made up at the discretion of the University President.

## Homework Policy

The student will be responsible for all homework assignments made. If the student is absent, the student should contact the instructor for any assignments that were made on the day of the absence. Homework assignments should be complete on an individual basis unless the instructor states otherwise.

## Confidentiality Policy

The purpose of the confidentiality policy is to ensure student privacy and safety. The interest concerning student records maintained by Louisiana State University-Alexandria is provided in compliance with the Federal Education Rights and Privacy Act of 1974, as Amended.

Please refer to the College Catalog for the specificsof this Act**.**

## Advisement Policy

The purpose of the advisement policy is to clarify opportunities for regular academic counseling. Routine academic counseling is scheduled at least one time per semester for each student. Counseling provides an opportunity for student and instructor to discuss strengths and areas of concern, reviewing overall performance in the program. This also provides an opportunity to anticipate needs and to set goals. Counseling may be initiated by either a student or a ASMLS faculty member at any time. The ASMLS faculty takes pride in "open door" availability to students, however, an appointment is strongly recommended.

*Guidelines for Academic Counseling*

1. A routine review of student's academic progress.
2. A routine review of a student's clinical progress.
3. Objective description of any incident or concern.
4. Specific factors influencing student performance; positive and negative; time and place recorded.
5. Instructor’s recommendations to assist the student in improving performance.

## Review of Student Progress

Students will receive an explanation of the method of student evaluation and the procedures used to assess this evaluation for each course offered in the ASMLS program. These assessments are provided within the course syllabi given to the students at the beginning of each class. Student-instructor conference about examinations and other assignments are encouraged.

Faculty will attempt to identify students who are having difficulty in classroom or clinical performance.

An effort will be made to help each student overcome these difficulties and explore opportunities for improvement. Referrals to Student Services for counseling may be suggested, if needed.

## Academic Progress of Students

To remain in good academic standing. Students in the ASMLS program must not only satisfy the general academic progress requirements of the University as outlined in the University catalog but must also maintain a grade of at least "'C" in all MLSC courses and pre-requisite courses. A grade of "D" for any MLSC course may, at the discretion of the Program Coordinator, allow the student to progress, but the course must be retaken in order to graduate. A grade of “D” in more than one MLSC course in a given semester will not allow student to progress. A grade of "F" for any MLSC course will not allow the student to progress.

# Academic Probation

All Medical Laboratory Science students must comply with the policies and procedures as stated in the LSUA College catalog and the Student Responsibilities and Student Rights as stated in the student handbook. A student whose academic progress is unsatisfactory as determined by their cumulative grade point average will be placed on academic probation by the University. A conference with advisor(s) will be required to plan a strategy for improving academic performance and removing the probation.

Students who remain on academic probation for two consecutive semesters of enrollment will be subject to program suspension. Students suspended from programs will be referred to Student Services for assistance. The purpose of the probation policy is to describe student rights and responsibilities and consequences regarding grades and professional behavior. Probation is intended to be a constructive means of identifying and correcting areas of deficient student performance. Circumstances of probation will be clearly documented in an academic counseling meeting and report.

## Academic Dismissal/ASMLS Program Continuance

The ASMLS program curriculum is designed so that each course builds upon concepts that are covered in previous courses. Therefore, failure of a course with the prefix "MLSC" will result in dismissal from the program. Each student failing academically will be required to discuss their progress with the program coordinator.

* If the faculty of the ASMLS program feels a student is not making satisfactory progress after discussions and remedial action, they refer the student for a change of program.
* If the student wishes to change majors, the advisor will refer the student to appropriate actions.
* In the event that placement slots at clinical affiliates become limited, clinical placement will be filled by highest GPA and the highest number of general education requirements for the associate degree has been met. Students not securing clinical placement will be given preference for the next year.
* By enrolling in this program, it is understood by the student that she/he will be assigned to clinical affiliate site(s) for the last three semesters of the curriculum. Obviously, everyone may not be able to have his/her first preference for clinical internship.
* No student will be allowed to enter clinical rotation without a completed health form. The hepatitis vaccine is recommended, but not required. If a student refuses to take the vaccine, they must complete and submit a refusal form. If a student has already been vaccinated, they should provide necessary documentation.
* No student will be allowed to enter clinical rotation without satisfactory completion of criminal background check and drug screen per policy.

## Readmission to the ASMLS program

* All requests for readmission will be considered on an individual basis.
* A student withdrawing because of academic failure may reenter the program only one time.
* All students seeking readmission after sitting out one year or more may be asked to satisfactorily demonstrate knowledge and proficiency for all previously completed ASMLS courses.
* Students re-entering the program after academic dismissal or withdrawal from the program during their clinical rotations will be placed into a clinical site, only if a slot is available and only after all current students have been placed

# Phlebotomy Rotation Exemption Policy

Students who currently hold a valid and active Phlebotomy Technician (PBT) certification *may be* exempt from completing the phlebotomy rotation, provided documentation of the certification is submitted to the program prior to clinical placement assignments. This exemption is granted in recognition of verified competency and prior experience in the discipline. The program reserves the right to evaluate each case individually to ensure that all programmatic standards are met.

## Student Pregnancy Policy

Female students are accepted into the ASMLS program without regard to pregnancy status. Students are encouraged to schedule only classes they will be able to complete successfully based on the due date. No student will be denied clinical rotation based on pregnancy status but time scheduling of clinical rotations may be affected. Students who are declared pregnant should advise the program coordinator as soon as possible. The same Blood and Body Precautions apply to all students regardless of any health status.

**HIPAA Compliance Policy**

The LSUA ASMLS program is committed to ensuring that all students uphold the privacy and confidentiality of patient information in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Students are expected to maintain the confidentiality of all Protected Health Information (PHI) they encounter during their coursework, clinical rotations, and any other program-related activities. Unauthorized access, use, or disclosure of PHI is strictly prohibited and will result in disciplinary action, up to and including dismissal from the program. Students must also adhere to any additional privacy and security guidelines set forth by their clinical sites. Failure to comply with HIPAA regulations can have serious legal and ethical consequences and could result in dismissal from the program.

## Plan for Temporary and Permanent Closures

In the event an emergency arises in which the education of students enrolled in the Program is impacted and routine measures do not apply, the following procedures may be implemented by the Program Director or College Administration. Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate such events as, but not limited to, flood, hurricanes, fires, pandemic, in which one or more of the following occur:

* Unable to continue with face-to-face didactic education
* Unable for students to participate in patients’ exams in the clinical sites
* Students unable to fulfill their didactic and clinical education

General Plan for Temporary Closures

*Classroom Education*

1. Students will be notified immediately via email and through Moodle post of any changes in didactic classroom instruction to include change of modality to asynchronous or synchronous distance learning;
2. Faculty will adjust lesson plans to accommodate changes in delivery modality and notify students of changes in due dates, process for submitting assignments, attendance, testing, etc. and any equipment or software needed;
3. Program will verify student contact information to allow for continued and frequent communication from program faculty;
4. Students will return to in-class didactic education when College/Program deems appropriate.

*Clinical Education*

1. Clinical labs may continue under the supervision of the Clinical Coordinator or Faculty member if deemed to be safe;
2. Students may be reassigned to a different clinical facility or site, or to a non-traditional shift, such as evenings and weekends;
3. Program may opt to use simulation activities, as allowed by accrediting agencies or other regulatory bodies, in place of clinical care to assure students are able to meet all course/graduation requirements;
4. Program will adhere to all direct and indirect supervision policies;
5. Program will assure adequate PPE is provided to maintain and ensure student safety;
6. Program will review and possibly revise the clinical education plan to assure all students are provided equitable learning activities regardless of the type of facility.
7. Program leadership will work with its affiliates to assure all are aware of the steps being taken to ensure student safety and keep them apprised of the program’s plan for the students’ education.

General Plan for Permanent Closures

LSUA takes very seriously the significance of a decision to close an educational program. Program closure requires thoughtful planning and careful consultation with all affected constituencies. Every effort will be devoted to informing each constituency as fully as possible about the conditions compelling the decision of such importance. The program will adhere to the College, State and Accrediting bodies processes if program closure is deemed necessary.

In the event of permanent program closure, LSUA will implement the following steps (not necessarily in this order):

1. LSUA will develop a teach-out plan to ensure all enrolled students classified as ASMLS are able to complete the program with minimal disruption. The program will submit proposal for closure and teach-out plan to appropriate College and State bodies for approval.

2. LSUA will request approval from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for the program closure.

3. The program will no longer admit students to the program.

4. Academic Advising will be available for those interested in the ASMLS program to explore new career opportunities.

5. The ASMLS Program Director will notify NAACLS in writing with information and timeline of program closure.

# Non-Discrimination Policy Statement

The LSUA ASMLS Program offers educational and employment opportunities in a learning environment built on mutual dignity and respect for everyone. In alignment with university, state, and federal policies, the program does not discriminate on any basis and operates in compliance with applicable laws, including the principle of equal protection under the law.

* + - **Student Admission:** Admission to the MLT program is open to all qualified applicants and is based on published academic and non-academic criteria. All applicants are evaluated through a fair and consistent merit-based process that focuses solely on qualifications relevant to program eligibility and success.
		- **Faculty Appointment and Employment:** Faculty hiring and appointment decisions are made in accordance with Louisiana State University of Alexandria policies and all applicable laws. Selections are based on job-related qualifications, relevant experience, and the ability to contribute to the mission of the program and the institution. All employment decisions follow a neutral and non-discriminatory process consistent with institutional policies and legal standards.

The MLT program promotes a professional environment that supports academic and professional excellence for all individuals.

# SECTION II: CLINICAL EDUCATION GUIDELINES/INFORMATION

## Clinical Education

* Designed to provide the student with a structured educational experience
* Each site has preceptors in each department which are the liaisons between the University and the clinical affiliate.
* Schedules are distributed prior to clinical rotations. Rotations may be completed in one or more clinical affiliates based on the needs of the student and the status of the clinical affiliate.
* Students are expected to comply with all clinical affiliate policies.
* Most clinical affiliates will have a brief orientation for the student which includes HIPAA regulations, confidentiality agreements, and safety.
* Rotations provide training in but not limited to: hematology/coagulation/urinalysis, serology/immunology, immunohematology, clinical chemistry, phlebotomy and microbiology. These rotations serve to develop higher levels of problem solving and critical thinking skills.
* At no time is the student permitted to function in the total absence of supervision. The level of supervision is adapted to the individual level of competence.
* Students must provide their own transportation to and from the clinical site.
* Clinical schedules may not necessarily coincide with the school calendar. Students will be given any changes to the schedule prior to the beginning of clinical education.

Student progress is determined by the use of:

* Competency evaluations by preceptors and LSUA faculty
* Clinical checklists which include laboratory procedures may be required for evaluation of each student's competency.
* Case studies
* Study skills
* Examinations

It is the responsibility of the student to provide the necessary evaluation form(s) to the clinical preceptor for evaluation. These will be provided by LSUA faculty. A copy of the Professional Evaluation form is found in Section lll Forms. A copy of the Technical Evaluation Form is also found in Section Ill Forms.

## Consumer Confidentiality

Students will be oriented to clinical facility policies and will observe all procedures related to patient confidentiality and release of information during clinical experiences. Students are also cautioned to maintain the confidentiality of their peers, instructors, clinical staff and clinical facilities. Students will keep personal beliefs and opinions a private matter.

## Health Insurance Policy

As an ASMLS student, you will be participating in laboratory and clinical settings, which may put you at risk of exposure to environmental and physical hazards. It is the responsibility of ASMLS students to protect themselves by maintaining safe practices and **providing their own health care insurance**.

Louisiana State University-Alexandria assumes no responsibility for any expenses you may incur associated with personal insurance premiums, Hepatitis B vaccinations, personal protective equipment, or other medical expenses related to testing associated with your exposure to environmental or physical hazards in conjunction with you being a ASMLS student.

## Service Work Policy

Clinical Students are not expected to work outside regular work hours, and it is the policy of the ASMLS program to discourage service work during the clinical rotations. Most of the clinical affiliates adhere to the policy. On occasion, students may be asked to contribute to the daily operation of a particular department, but they are not permitted to be substituted for regular clinical staff during scheduled clinical practicum hours. Any service work undertaken by students outside of scheduled academic activities is strictly voluntary, must not be required by the program or clinical site, and must not interfere with students’ educational assignments or objectives.

Student have frequently been given part-time employment before or after normal instructional time if they have been declared competent in that area. Tuition is required to be paid by the students during the clinical rotation and may be a burden partially alleviated by occasional part-time employment. Such situations are monitored closely by the program coordinator to assure that students can handle the additional responsibility.

## Clinical Rotation Attendance

The Medical Laboratory Science student will attend all clinical experiences assigned, except in the case of personal illness, death in the immediate family, and/or at the discretion of the clinical instructor and the LSUA ASMLS Program Coordinator. Students must notify their clinical preceptor and the ASMLS Program Coordinator immediately.

Students are expected to attend all clinical days. It is the student's responsibility to notify their assigned clinical instructor prior to the start of a clinical day if the student is going to be absent or late. Failure to telephone the clinical instructor and the ASMLS Program coordinator will result in an unexcused absence and counseling/warning by the ASMLS Program

Coordinator. Failure to notify the clinical instructor and the ASMLS Program Coordinator more than twice will result in the student being counseled by the ASMLS Program Coordinator and being dropped from the ASMLS program. Attendance at clinical rotations must be kept on the student attendance sheet. An example of the student attendance log and make-up sheet is found in Section III Forms**.**

**Absences should be made up within a two-week period** after the absence occurs unless there is a special situation. The absence must be made up prior to the end of the clinical rotation in which the time was missed unless other arrangements are made with the approval of the ASMLS Program Coordinator. Absences should be made up equally with the time missed. Make up days should be scheduled with the clinical preceptor. If the student schedules a makeup day and is unable to report to clinical rotation, the student is still responsible for notification following the normal procedure.

**IN THE EVENT OF A CLINICAL ABSENCE THE STUDENT MUST:**

1. Contact the clinical instructor prior to the start of the scheduled shift. If necessary, leave a message with the previous shift and then call back to clinical instructor after shift has started to be sure message was received.
2. After contacting the clinical site, immediately call the current ASMLS Program Coordinator or Clinical Coordinator. If not available, call (318) 473-6466, the LSUA Allied Health Office on Main Campus.
3. In the event of a catastrophic situation (death in the immediate family, hospitalization, etc.) that you cannot attend clinical, the ASMLS Program Coordinator must be notified immediately.
4. No scheduled appointments are to be made for times during clinical hours. (Examples- dentist appointments, doctors' appointments, etc.)

## Dress Code

All ASMLS students are required to adhere to the proper dress code. Uniforms are required during the ASMLS Program and clinical assignments; students are to wear LSU Alexandria uniforms at all times. The student is expected to be clean, neat and conservative in appearance at all times. If at any time a student is in violation of any part of the professional appearance policy, they will be sent home, counted absent, and will receive a “Minor Violation”.

**Required Attire**:

* **Tops**: Pewter Short sleeve (any brand)
	+ **Optional**: undershirts may only be white or black without writing
* **Pants**: Pewter (any brand)
* **Lab Coat**: White, Long sleeve, Short-length
* **Patches**: LSUA patches must be sewn on left sleeves of uniforms and lab coats 2 inches below shoulder seam (purchased at Medical Market).
* **Name Pin:** LSUA Name Pin is purple with white lettering “LSUA MLT” (purchased at Medical Market).
* **Official ID**: LSUA Picture Identification Badge with Medical Laboratory Science designation
* **Shoes**: Footwear must meet the following criteria:
	+ Closed-toe and closed-heel design to protect against spills, sharps, and equipment.
	+ Non-slip soles to prevent falls in laboratory and patient care areas.
	+ Clean and professional appearance, consistent with healthcare setting expectations.
	+ Made of fluid-resistant material (e.g., leather or rubberized surfaces) that can be easily disinfected.

**Appearance**:

* Neat and well groomed
* No facial/tongue piercings
* Hair should be neat, clean, and well-groomed
* Students with long hair must pined or tie hair out of their face
* Reasonable fingernail length
* Facial hair neatly trimmed
* No heavy jewelry (includes nose or eyebrow rings)

Official Name Pin, and Patches may be purchased at **Medical Market at 2219 Worley Drive Alexandria, LA (ph. 318-448-1573).**

# Clinical Grading

Each student will be graded at the clinical site in each of the following clinical areas:

* Immunohematology/ Blood Banking
* Clinical Chemistry
* Hematology/Coagulation
* Microbiology
* Urinalysis
* Serology

Each student will receive an interpersonal evaluation of professional behaviors by the clinical instructor in each of the above areas. This evaluation will take place on the last day of the rotation. The student will be evaluated on non-technical performance. Both the student and the clinical instructor will sign each evaluation. A sample of this evaluation can be found in this booklet. The student will also receive a technical evaluation in each of the above areas. Students must perform the minimum number of tests or procedures as stated per competency and achieve an acceptable level of performance per skill. A sample of this type of evaluation can be found in this booklet under SECTION III Forms.

Any student making below a 70% final grade in any of the clinical areas will be counseled. Any student making below a 70% final grade on any two clinical areas will be dropped from the program.

The Phlebotomy rotation is done on a pass-fail basis. Students must receive a satisfactory evaluation from the clinical preceptor and perform at least 75-100 venipunctures.

*Evaluation criteria for final grades in MLSC 2410, MLSC 2420, and MLSC 2430 is as follows*:

Students will demonstrate proficiency on all measurable performance objectives at least to the 70% level for each of the three clinical rotations. The final grade for each course will be computed as follows:

**Instructor Evaluations: 20 points**

Student Clinical Performance (4 points), Attendance (4 points), Case Studies (4 points), Mock Registry Examination (4 points), and Media Lab (4 points)

**Clinical Professional Evaluation:** **36 points**

 Each rotation section professional evaluation done by the clinical site

(Blood Bank, Chemistry, Hematology/Coagulation Microbiology, Serology/Urinalysis)

**Clinical Learning Task Evaluation: 24 points**

Each rotation section technical performance Evaluation.

**The individual clinical rotation evaluation grades will be figured as follows:**

|  |  |
| --- | --- |
| Instructor Evaluation | 20 points  |
| Clinical Professional Evaluation  | 36 points  |
| Clinical Learning Task Evaluation  | 24 points  |
| **Total**   | **80 points**   |

## Safety and Professionalism Policy

In addition to technical performance, safety and professionalism are critical elements of the laboratory profession. The terminal competencies of the program address many of these issues. Safety of the student, fellow students, academic and clinical faculty, and the consumers of ASMLS service is paramount.

UNSAFE BEHAVIOR IS DEFINED AS:

Potentially LIFE- THREATENING incident, or

An incident contributing to the injury of self, or

An incident contributing to the injury or death of another,

UNPROFESSIONAL BEHAVIOR IS DEFINED AS:

1. REGULATORY
	1. Failure to practice within the Guidelines of the NAACLS B. Failure to abide by the policies and procedures of LSUA
	2. Failure to abide by the policies and procedures of the ASMLS Program
	3. Failure to abide by the policies and procedures of the clinical setting
2. ACCOUNTABILITY
	1. Failure to adequately prepare for clinical learning experiences
	2. Failure to honestly communicate information verbally or in writing
	3. Failure to report unsafe or incompetent practice of self or peers
	4. Failure to practice within the student ASMLS role
	5. Failure to seek appropriate guidelines from faculty and clinical supervisors,

 III. RESPECT FOR WORTH AND DIGNITY OF HEALTH CARE CONSUMERS, PEERS,

 HEALTH CARE TEAM, AND FACULTY

1. Breach of confidentiality
2. Breach of Patient's Bill of Rights
3. Behavior that degrades demeans or is of a libelous nature
4. Behavior that indicates completed work is not one's own,

The Clinical Supervisor will document ALL serious infractions of the above policies. These will be addressed with LSUA ASMLS Program Faculty and will result in counseling of student by clinical supervisor and LSUA faculty member. At this time, the severity of the infraction will be assessed, and appropriate action will be taken as needed. If an infraction is repeated, or if the severity of the infraction warrants, this demonstrates non-compliance with course competencies and may be grounds for dismissal from the ASMLS Program.

# Student Grievance Policy

The student grievance procedure was developed to deal with disputes between students and their instructors. The student grievance policy defines a formal procedure by which disputes that have not been amenable to informal resolution can be resolved.

Although the primary purpose of this policy statement is to clearly describe the formal steps and procedures of the student grievance policy, there are important steps that must be taken to attempt to resolve issues before they escalate to the need for a formal grievance. The University encourages informal resolution of problems. Several things may be done by the student to clarify questions and concerns: 1) Review the course syllabus. 2) Review any course assignments that relate to the area of concern. 3) Investigate any concerns immediately. 4) Bring concerns to course instructor.

Filing a formal grievance should be viewed as a last resort. Take this step only when all other avenues for resolution have been exhausted. The grievance process is not designed to address cases where students simply made a grade lower than desired in a particular class.

Authority of campus administrators over disputes between students and faculty is limited to cases involving violation of university policies, criminal or unethical mistreatment, or clearly prejudicial treatment of a student. Campus administrators do not have the authority to change grades, except as determined by the Student Grievance Committee as a result of a formal hearing. The basic role of campus administrators in the informal and formal grievance process is to assure fair and equitable treatment under existing University policies and to assist in conflict resolution.

Please see the LSUA Student Handbook or the following link for the complete [Student Grievance Policy.](https://www.lsua.edu/docs/default-source/chancellor%27s-office/policy-statements/policystatement207.pdf?sfvrsn=99436382_3)

If a complaint (any complaints apart from those that require invoking the grievance procedure

(i.e., cleanliness of classroom) may arise during the attendance of Medical Laboratory

Science courses the students must: First bring the complaint or issue to the attention of the Program Coordinator. The Program Coordinator will review the complaint or issue, provide a timeline for response, and follow-up when necessary. Secondly, if the Program Coordinator does not respond to the complaint in a timely manner the student may contact the Allied Health Department Chair or Dean, college of Human and health services.

# Sexual Harassment Policy

It is the policy of LSU of Alexandria to provide an environment that is free from sexual harassment. No employee or student (either male or female) should be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and state laws.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome physical or verbal behavior. The University’s policy on sexual harassment and procedures for reporting allegations of sexual harassment may be found at the following website: [LSUA Title IX](https://www.lsua.edu/campus-life/title-ix-and-sexual-misconduct)

# Exposure Incidence Policy

* In the event of an exposure at the affiliate site, the student will:
* Follow the procedures of the affiliate for incident exposures
* Immediately report the event to the clinical preceptor and to the Program Coordinator so that the event can be documented and follow up can be received by the student
* The Program Coordinator will report the incident to the appropriate department on campus
* Document the exposure in the student record
* See that the student has follow up at the student’s own expense

# Certification Exams and Licensure

Upon successful completion of the Associate of Science in Medical Laboratory Science program, the student can take a national certification exam; NOTE: the granting of the ASMLS degree is ***NOT*** contingent upon the student passing any type of external certification or licensure examination.

Applications for these exams will be discussed with the student when clinical rotations begin in the Spring. Current fees for taking a certification exam currently range from $200.00-$220.00, which is the student’s responsibility.

There are currently 11 states with laboratory personnel licensure (California, Hawaii, Florida, New York, North Dakota, Tennessee, Louisiana, Nevada, West Virginia, Montana, Georgia). Puerto Rico also has licensure. The components of the law vary state-to-state, but usually includes an annual licensing fee (some are bi-annual), a provision for continuing education, a minimum education and professional competency requirements.

Louisiana is a licensure state which means that any student practicing in the field of medical laboratory science or phlebotomy must pass a national certification exam accepted by the Louisiana State Board of Medical Examiners (LSBME). Please go to [https://www.lsbme.la.gov/ t](https://www.lsbme.la.gov/)o view current acceptable certification exams accepted by this board. The current fee to apply for Louisiana licensure for Clinical Laboratory Personnel is $65.00. Alternative fees required are a $38.00 background check fee (currently).

If a Medical Laboratory Technician (MLT) plans to locate in a state with licensure, that state should be contacted for specific information relative to that state's laboratory practice act.

## ASMLS Clinical Affiliates

Although the LSUA ASMLS Program has access to a variety of potential clinical affiliates, the facilities listed below represent our most frequently utilized sites. We are also continually working to establish relationships with additional facilities to expand opportunities for our students:

* Avoyelles Hospital (Marksville, Louisiana)
* Veteran's Administration-Alexandria (Pineville, Louisiana)
* Beauregard Health System (DeRidder, Louisiana)
* Bunkie General Hospital (Bunkie, Louisiana)
* Winn Parish Medical Center (Winnfield, Louisiana)
* CHRISTUS St. Frances Cabrini Hospital (Alexandria, Louisiana)
* Natchitoches Regional Medical Center (Natchitoches, Louisiana)
* LaSalle General Hospital (Jena, Louisiana)
* Opelousas General Health System (Opelousas, Louisiana)
* Mercy Regional Medical Center (Ville Platte, Louisiana)
* Rapides Regional Medical Center (Alexandria, Louisiana)
* Acadian Medical Center (Eunice, Louisiana)
* Oakdale Community Hospital (Oakdale, Louisiana)
* Baynes-Jones Army Community Hospital (Fort Johnson, Louisiana)

## Tuition and Fees

Current and potential LSUA students can access applicable tuition costs and fees through LSUA’S accounting services, or by accessing the following link on LSUA’S main webpage\*

[LSUA Tuition and Fees:](https://www.lsua.edu/fas/accounting/tuition-fees)

* Tuition and/or fees are subject to change without prior notice.
* Laboratory courses and activity courses are assessed additional fees.
* Textbooks will be additional cost.

## Professional Societies/Student Organizations

* **Student Organization**: *Gamma Lambda Tau* (GLT) is a student service organization for Medical Laboratory Science majors and Phlebotomy students. The goals of *Gamma Lambda Tau* are to promote and encourage student interest in Medical Laboratory Science and Phlebotomy, to increase public awareness of Medical Laboratory Science and Phlebotomy, to offer students opportunities for collegiate interaction at local, state and national levels. *Lambda Tau* is the *national honor society* that recognizes the scholarship and professionalism of medical laboratory science majors. The LSUA GLT student organization is overseen under the leadership of LSUA ASMLS Associate Professor, Sona Kumar.
* **Professional Organization**: The American Society for Clinical Laboratory Science (ASCLS) has the Louisiana Clinical Laboratory Society (LSCLS) constituent. LSCLS holds an annual Bi-State Meeting with Mississippi; the meeting rotates between each state every other year. This conference offers a valuable platform for connecting with fellow laboratory students and professionals from both states. Attendees benefited from professional development sessions and had the opportunity to network with potential instrument vendors. **Student attendance is expected for this conference**. Though registration, hotel, and travel expenses are the sole responsibility of the student, the program holds several fund-raising opportunities throughout the year to off-set costs (society membership is optional for students not competing in student bowl). Students who cannot attend the conference will be required to submit a separate assignment deemed appropriate by the Program Director.

# SECTION III: FORMS

**Louisiana State University of Alexandria**

***Department of Allied Heath***



## Student Health Information Form

Requirements regarding health information of students admitted into the Department of Allied Health and for continuing students are established in the interest of public safety.

Completion Guidelines:

* Student Information- Completed by student and reviewed by physician
* Immunization Record- Completed by physician or public health unit
* Health and Physical Exam- Completed by the physician.
* Infection Control Information- Competed by the student.

#  Health Examination Form

* **To the student:** You are to fill out Part I of this form. Full and precise information is a requirement. Each question must be answered.
* **Have MD/DO, NP, or PA who is not a relative fill out Part II.**

**LSUA Allied Health Program**:\_\_ASMLS\_\_\_

**Entrance Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART I – MEDICAL HISTORY**

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthdate \_\_\_\_\_\_\_\_\_\_\_\_\_ Marital Status \_\_\_\_\_\_ Sex \_\_\_\_\_\_

Person to be notified in emergency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your physician \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|   | **History of:**  |   |
| □Hepatitis  | □Measles  | □Chicken Pox  |
| □German Measles (Rubella)  | □Malaria  | □Tuberculosis  |
| □Heart Disease  | □Hypertension  | □Infectious Mononucleosis  |
| □Diabetes  | □Kidney Disease  | □Seizures  |
| □Mental Illness  | □Hearing Problems  | □Vision Problems  |
| □Respiratory Problems  | □Injuries (6 months)  | □Orthopedic Problems  |
| □Illness (6 months) If checked list and describe:  | □Surgeries (6 months)  | □Other Problems  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you allergic to any medications, drugs, or foods? (specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a Latex allergy? \_\_\_\_\_\_\_\_\_\_ If yes, please provide physician documentation of allergy to the Department of Allied Health.

Medicines taken regularly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you use the following (yes or no): Alcohol\_\_\_\_\_\_\_\_\_\_\_\_ Drugs\_\_\_\_\_\_\_\_\_\_\_

Tobacco \_\_\_\_\_\_\_\_\_\_\_

Have you ever been treated for substance abuse? \_\_\_\_\_\_\_\_\_\_\_\_\_

(Explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above health information is true to the best of my knowledge. I understand that providing false information may result in my dismissal from the Allied Health Program. I also understand that any change in my health necessitates the completion of the CHANGE IN HEALTH STATUS FORM.

Students Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART II – MEDICAL EXAMINATION (This form must be completed by an MD/DO, NP, or PA who is not a relative.)**

**This section to be completed by the student**:

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial: \_\_\_\_\_\_\_\_\_\_\_ Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Name:\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This section to be completed by a medical provider**:

Visual Acuity: OD OS Correction? □ Yes □ No

*(with correction, if any)*

*WVT at 6 feet: Right: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Left:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Height *(inches)* \_\_\_\_\_\_\_\_\_ Weight *(pounds)* \_\_\_\_\_\_\_\_\_ BP \_\_\_\_\_\_\_\_\_ Pulse \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Normal**  | **Abnormal**  | **Not Done**  | **If abnormal, please explain**  |
| **General Appearance**   |   |   |   |   |
| **Head**   |   |   |   |   |
| **Eyes**   |   |   |   |   |
| **Ears, Nose, Throat**   |   |   |   |   |
| **Neck**   |   |   |   |   |
| **Lymph Nodes**   |   |   |   |   |
| **Heart**   |   |   |   |   |
| **Lungs**   |   |   |   |   |
| **Abdomen**   |   |   |   |   |
| **Extremities** |  |  |  |  |
| **Neurological Exam** |  |  |  |  |

**Urine Drug Screen**:

Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Results:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **AMP** | **BAR** | **BUP** | **BZO** | **COC** | **MDMA** | **MET** | **MOP** | **MTD** | **OXY** | **CP** | **PPX** | **TCA** | **THC** |
| **NEGATIVE** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **POSITIVE**  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**PPD Screening:**

Date Administered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Read: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Results:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dose:\_\_\_\_\_\_\_\_\_\_\_ Lot #;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp:\_\_\_\_\_\_\_\_\_

**The following immunizations are required:**

* Rubella Date\_\_\_\_\_\_\_\_\_ or Rubella Titer & Date\_\_\_\_\_\_\_\_\_\_
* Measles \_\_\_\_\_\_\_\_\_\_ or Measles disease & Date \_\_\_\_\_\_\_\_\_\_\_ (Vaccine must be administered after 1/1/1968.)
* Mumps \_\_\_\_\_\_\_\_\_\_\_ or Mumps disease & Date \_\_\_\_\_\_\_\_\_\_\_
* Tetanus/Diphtheria \_\_\_\_\_\_\_\_\_\_\_\_\_ (Must be administered every 10 years.)

Has this student any chronic illness? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF Yes, Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical Assessment**

Students in Allied Health programs are expected to be able to carry out a variety of physical activities, including the following. Please indicate whether your patient can/cannot perform these activities. A “cannot” to any of these activities will indicate that you think your patient’s health and/or safety will be jeopardized and therefore should not be in a clinical setting which would expose them to these activities.

 **Activity** **Can Cannot If Cannot (date of return):**

 Coordinating and fine motor activities □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lifting, moving, transferring activities □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bending and twisting activities □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity** **Can Cannot If Cannot (date of return):**

Reaching, pushing/pulling activities □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Strenuous and endurance activities □ □\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caring for patient with infectious disease □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This student is in good health and is free of contagious disease. To the best of my knowledge, the student is free from any health impairment which is of potential risk to patients or which might interfere with the performance of assigned duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol, or other drugs or substances which may alter the individual’s behavior.

Yes No

**Provider’s Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exam Date\_\_\_\_\_\_\_\_\_\_\_**

**Provider’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_License Number\_\_\_\_\_\_\_\_\_\_\_\_**

**Clinician/Practice Stamp (required):**

# Hepatitis B Vaccination Form

**Louisiana State University Alexandria**

**Department of Allied Health**

**Medical Laboratory Science Program**

**Hepatitis B**

Hepatitis B is a potentially fatal disease that attacks the liver. The virus can cause short-term (acute) illness that leads to loss of appetite, tiredness, diarrhea and vomiting, jaundice (yellow skin or eyes) and pain in muscles, joints and stomach. Many people have no symptoms with the illness. It can also cause long-term (chronic) illness that leads to liver damage, liver cancer, and death.

According to the Centers for Disease Control, about 1.25 million people in the U.S. have chronic Hepatitis B infection. Each year it is estimated that 80,000 people, mostly young adults, get infected with Hepatitis B virus. Young adults are more likely to contract Hepatitis B infection due to greater likelihood of high-risk behavior such as multiple sexual partners. More than 11,000 people have to stay in the hospital and 4,000-5,000 people die from chronic Hepatitis B. Hepatitis B virus is spread through contact with the blood and body fluids of an infected person or sharing needles when injecting illegal drugs.

There are several ways to prevent Hepatitis B infections including avoiding risky behavior, screening pregnant women and vaccination. Vaccine is the best prevention. The vaccine series consists of three injections given over a six-month period, which are available through your private health care provider.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have reviewed information on the risk associated with hepatitis B disease, availability and effectiveness of any vaccine against hepatitis B disease.

(Please check one that applied to you)

I have taken Hepatitis B vaccine \_\_\_\_\_\_\_\_\_\_\_

I will contact my personal physician and take Hepatitis B vaccine. \_\_\_\_\_\_\_\_\_\_\_

I choose not to be vaccinated against hepatitis B disease \_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

## Infection Control: Body Substance Isolation

**Louisiana State University at Alexandria**

**Department of Allied Health**

**Medical Laboratory Science Program**

This is to inform you of the "Infection Control", Body Substance Isolation (BSI), policy of the Department of Allied Health. The administration and faculty concur with the recommendations as put forth by the U.S. Department of Health and Human Resources, Center for Disease Control.

Body Substance Isolation (BSI) will be the method of infection prevention and control based on isolating patient body substances. BSI is a universal system of infection prevention that health care workers use all the time, rather than a system where special infection precautions are used for some patients after a diagnosis is either established or suspected.

The following policies have been established for clinical experience for the Department of Allied Health. You are reminded that all health care agencies have specific BSI policies, and it is your responsibility to be informed of those policies.

You will wear gloves when administering hygienic care and when handling all bod y substances (body substances include all "moist" substances such as: blood, mucus, stool, urine, tissue, saliva, tears, etc..). Gloves are to be the correct size. Gloves should be changed after contact with each patient.

Hand washing for asepsis will be strictly enforced. Hands should be washed thoroughly prior to all patient contact and immediately after.

Sharp items should be handled with extraordinary care to prevent accidental injuries. Sharps are to be disposed of in an upright puncture proof container with the biohazard container. To prevent needle-stick injuries, needles are not recapped, purposely bent or broken, removed from disposable syringes or otherwise manipulated by hand. Gloves must be worn when giving injections and performing venipuncture. Any accidental injury must be reported to your clinical instructor immediately.

We, as health care professionals and health care students, must adhere vigorously to infection control precautions to minimize the risk of exposure to blood and body fluids of all patients. Therefore, eating, drinking, smoking, applying cosmetics or lip balm is prohibited in areas where there is a likelihood of occupational exposure.

I, the undersigned, have been given an opportunity to review the above information.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

## Criminal Background Check

**Louisiana State University at Alexandria**

**Department of Allied Health**

**Medical Laboratory Science Program**

Louisiana State University at Alexandria (LSUA) has school affiliation agreements with schools and healthcare organizations for student training. The Joint Commission on

Accreditation for Healthcare Organizations (TJC) requires a background check on all staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services (Standard HR. 1.20).

The Louisiana State Board of Medical Examiners (LSBME) requires a criminal background check of all students applying for a license in the Medical Laboratory Technician field. As a result, students enrolling in Medical Laboratory Science courses requiring clinical placement will complete a Criminal Background Check determined by the Louisiana State Board of Medical Examiners.

Students enrolling in Allied Health courses prior to clinical MLSC courses will be aware that an unsuccessful background check may prohibit completion of the program. As such, students may apply for the background check at any time prior to enrolling in clinical courses or when asked by instructor.

A review will be conducted in compliance with all privacy laws when there is any criminal record. A student convicted of a criminal offense while enrolled in the program must report the conviction to the Department Chair of Allied Health within three (3) days of the conviction

By signing this document, you are acknowledging that you understand the LSUA Medical Laboratory Science Program's Criminal Background Policy; Furthermore, you are also authorizing the release of the above information to any contracted affiliate of Louisiana State University-Alexandria to determine your clinical eligibility:

Student Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Drug and Alcohol Abuse Policy

## Acknowledgment Form

**Louisiana State University at Alexandria**

**Department of Allied Health**

**Medical Laboratory Science Program**

LSUA strives to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. All members of the academic community - students, faculty, administrators and staff - share the responsibility for protecting that environment, and to exemplify the standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol adversely affects the education environment. Therefore, LSUA is committed to maintaining a drug-free environment with the adoption of a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by Employees, students and visitors to the campus.

Any person in the role of a student in the Medical Laboratory Science Program who exhibits sensory symptoms or behavior indicative that he/she is under the influence of mind-altering substances may be required to have a drug and/or alcohol screening performed immediately at a designated clinical affiliate. Lab results, if indicated, must be submitted to Louisiana State University at Alexandria/Department of Allied Health. Medical doctor, lab fees, or further treatment costs will be the responsibility of the student. If the test is positive, the student will be asked to ·withdraw from the program and seek rehabilitation. The student will be considered for readmission following counseling and appropriate treatment. The student may appeal this action by following the LSUA appeals process.

Each clinical affiliate has its own drug and alcohol policy. Any student participating in a practical clinical experience at an affiliated health care facility must abide by the written and published policies of that facility. Be advised that some clinical affiliates may require preadmission, post-accident, random or "for cause" drug testing.

I, the undersigned, have read and understand the above stated position policy of Louisiana State University at Alexandria and the Medical Laboratory Science Program regarding drug and alcohol testing. I grant permission for such testing of myself and acknowledge my consent by this signature affixed hereto.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

## Safe Laboratory Practices

**Louisiana State University at Alexandria**

**Department of Allied Health**

**Medical Laboratory Science Program**

**Agreement of Understanding Form**

Proper training in the Medical Laboratory Science Program mandates that biological samples of clinical significance be utilized as teaching materials. All biologic substances represent certain potential hazards for infection, especially those materials from clinically significant sources. The Louisiana State University at Alexandria requires that all clinical teaching samples be handled as biohazards and takes every reasonable precaution to assure that the student and faculty risk is absolutely minimal. Proper handling techniques for clinical specimens will be heavily emphasized in all Medical Laboratory Science courses and it is absolutely imperative that all students understand and adhere to proper handling techniques prior to and during sample handling.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the preceding precautions regarding the handling of clinical specimens and understand that such samples will be used during the course of participation in the LSUA ASMLS Program. I understand and agree to adhere to all safe laboratory practices, specified or implied, while enrolled in this course.

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Phlebotomy Acknowledgment

**Louisiana State University at Alexandria**

**Department of Allied Health**

**Medical Laboratory Science Program**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , understand that the teaching methods for learning to obtain blood will require that each student serve as subject in addition to acting as a phlebotomist. My signature on this form releases the Louisiana State University at Alexandria and its employees from any responsibility associated with the learning of phlebotomy procedures to be taught in the Medical Laboratory Science Program at LSUA. I understand and agree to adhere to all safe laboratory practices, specified or implied, while performing these procedures.

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Release of Information

Please complete the following "Release of Information" document and return it to the Department of Allied Health. The release is necessary in order for faculty to provide references as requested and for follow-up information to be obtained regarding the performance of graduates.

I hereby authorize the faculty of LSUA Department of Allied Health to release information from my record pertinent to scholarships, loans or grant monies; employment references; follow-up studies for LSUA; and/or any other information relating to me regarding my status as a student or graduate.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Publicity Consent Form

As a student at LSUA, one may expect to appear in photographs or media presentations as part of their educational experience. A consent form for this purpose is to be signed by students entering the ASMLS program. Any student NOT wishing to participate in the aforementioned activities may decline to do so by signing the form on the appropriate line.

I hereby authorize Louisiana State University-Alexandria and its employees to photograph, record, tape, film or electronically capture in permanent form my name, likeness, image, voice, and personal information, appearance and/or performance. I also authorize Louisiana State University-Alexandria to use and publish my writing(s).

I further grant Louisiana State University-Alexandria permission to edit my writings and the original footage, data, voice, or images as shall be deemed necessary.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Print)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

I **do not** wish to appear in any photographs or media presentations depicting my educational experience at Louisiana State University-Alexandria.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Print)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

## Agreement of Understanding and Release of Liability

Proper training in the Medical Laboratory Science Program mandates that biological samples of clinical significance be utilized as teaching materials. All biologic substances represent certain potential hazards for infection, especially those materials from clinically significant sources. The Louisiana State University at Alexandria requires that all clinical teaching samples be handled as biohazards and takes every reasonable precaution to assure that the student and faculty risk is absolutely minimal. Proper handling techniques for clinical specimens will be heavily emphasized in all Medical Laboratory Science courses and it is absolutely imperative that all students understand and adhere to proper handling techniques prior to and during sample handling.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the preceding precautions regarding the handling of clinical specimens and understand that such samples will be used during the course of participation in the LSUA ASMLS Program. My signature on this statement releases the Louisiana State University al Alexandria, its clinical facility affiliates, institutions supplying clinical specimens or the employees of said institutions from liability associated with the teaching of Medical Laboratory Science Program.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## HIPAA Policy Acknowledgment and Confidentiality Agreement

As a student in the LSUA Medical Laboratory Technology (MLT) Program, I understand that I may have access to confidential patient information during the course of my education and clinical experiences. I acknowledge that the Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates the protection and confidential handling of Protected Health Information (PHI).

By signing this document, I agree to the following:

* + - I will maintain the confidentiality of all patient information in any form (written, verbal, electronic).
		- I will only access patient information as required for educational or clinical responsibilities.
		- I will not discuss or disclose PHI outside of the appropriate educational or clinical setting.
		- I will follow all HIPAA guidelines and the specific privacy policies of each clinical site.
		- I understand that any unauthorized access, use, or disclosure of PHI may result in disciplinary action, including dismissal from the MLT Program, and could carry civil or criminal penalties.
		- I have read and understand the LSUA MLT Program’s HIPAA Policy. I agree to comply with all HIPAA regulations and institutional privacy policies throughout my enrollment in the program.

Student Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Student Verification of Essential Functions Form

Technical standards are the essential nonacademic requirements of the program that the applicant must be able to master, to participate successfully in the ASMLS program. Please read carefully the information titled "Technical Standards/Essential Requirements for Medical Laboratory Science”, make an assessment of your capabilities and decide if you have any limitations that may restrict or interfere with your satisfactory performance of the requirements. *If you are not sure that you will be able to meet these essential requirements, please consult with the ASMLS Program Coordinator for further information to discuss your individual situation.*

The National Accrediting Agency for Medical Laboratory Science (NAACLS) requires universities to publish "specific ... technical standard required for admission to the program stating "that the applicant or students’ health will permit them to meet the…technical requirements”.

The Program Coordinator reserves the right to amend this listing based on the identification of additional functions or criteria for Medical Laboratory Science students.

**Directions**: Read the declarations below and sign ONE ONLY. If you are unable to fully meet any function, please make an appointment with the Program Coordinator for the ASMLS program.

**Option 1:**

I have read the essentials functions and to the best of my knowledge I currently have the ability to fully meet these functions.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Student’s Name (Print) Student's Signature Date

**Option 2**:

I have read the essential functions and to the best of my knowledge I am currently UNABLE to fully meet the items indicated without accommodations. I am requesting the following reasonable accommodation(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Student's Name (Print) Student's Signature Date

••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••

For Office Use Only

\_\_\_\_\_ Accommodation provided (Explain)

\_\_\_\_\_ Unable to provide accommodation (Explain)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Signature Title Date

## Student Evaluation of Clinical Instruction

Affiliate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The responses to this evaluation will be used to provide administration with information about clinical teaming experience/environment. This evaluation will be confidential.

Instructions: Please check (√) the box that rates your level of agreement with the following statements. Please write any comments on the back of this page regarding any strengths and weaknesses of this rotation and your academic preparation for this rotation.

|  |  |
| --- | --- |
|   | **Rating**   |
|   | **Strongly Agree**   | **Agree**   | **Neutral**   | **Disagree**   | **Strongly Disagree**   |
| **I. Clinical Instructor:**   |   |   |   |   |   |
| Is well prepared and organized  |   |   |   |   |   |
| Answers questions  |   |   |   |   |   |
| Presents tasks relevant to the clinical rotation  |   |   |   |   |   |
| Communicates effectively (speaks distinctly)  |   |   |   |   |   |
| Provides sufficient information to assess performance progress  |   |   |   |   |   |
| Is competent in areas of practice  |   |   |   |   |   |
| Shows respect for students  |   |   |   |   |   |
| **II. Instruction Methods:**  |   |   |   |   |   |
| Assignment of tasks were appropriate  |   |   |   |   |   |
| Lab policies and procedures were stated at the beginning and clarified throughout the rotation  |   |   |   |   |   |
| The personnel in this department held a positive attitude towards students and teaching  |   |   |   |   |   |

 Would you recommend this rotation to a fellow student? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_No

## Clinical Learning Task Evaluation

 Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Practicum: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Clinical Affiliate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**: Please rate the student according to observed and terminal behaviors. Make a √ in one box for each task listed. Please provide documentation for any unacceptable (0), below average (1), or excellent (4) performances.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    | **Not Observed**  |
| **Numeric Rating:**   | **0**   | **1**   | **2**   | **3**   | **4**   | **N/A**   |
| 1. Demonstrates appropriate safety practices for laboratory protocol  |   |   |   |   |   |   |
| 2. Demonstrates an understanding of the laboratory procedures for identifying and evaluating patient specimens as acceptable or unacceptable for analysis  |   |   |   |   |   |   |
| 3. Operates each piece of instrumentation of performs procedures as assigned, producing accurate patient and quality control results  |   |   |   |   |   |   |
| 4. Demonstrates an understanding of laboratory policy response to “flagged” (abnormal) results.  |   |   |   |   |   |   |
| 5. Demonstrates an understanding of procedures/instrumentation in regards to: a. Principle of Operation 1. Function of Major Components
2. Reagents Used
3. Calibration/Programming Processes
4. Quality Control Performance Records
5. Daily Maintenance
6. Test Parameters or Values Measured.
 |   |   |   |   |   |   |
| 6. Recognizes tests/procedures/process of handling involving established laboratory protocols.  |   |   |   |   |   |   |
|   | Student Comments:  |   | Evaluator Comments/Documentation  |   |
| Signature/Date:  |   | Signature/Date:  |

## Clinical Learning Task Evaluation (Phlebotomy)

 Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Practicum**:** \_\_Phlebotomy\_\_\_\_

 Clinical Affiliate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**: Please rate student according to observed and terminal behaviors. Make a √ in one box for each task listed. Please provide documentation for any unacceptable (0), below average (1), or excellent (4) performances.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    | **Not Observed**  |
| **Numeric Rating:**   | **0**   | **1**   | **2**   | **3**   | **4**   | **N/A**   |
| 1. Demonstrates appropriate safety practices for laboratory protocol  |   |   |   |   |   |   |
| 2. Demonstrates an understanding of the laboratory procedures for identifying patients  |   |   |   |   |   |   |
| 3. Selects appropriate collection tubes for lab test requested  |   |   |   |   |   |   |
| 4. Uses proper order of blood collection according to the tube colors.  |   |   |   |   |   |   |
| 5. Performs a minimum of (75-100) successful venipunctures, demonstrating the proper technique satisfactorily according to the task detailing.  |   |   |   |   |   |   |
| 6. Performs a minimum of (5) finger sticks, demonstrating the proper technique satisfactorily according to the task detailing  |   |   |   |   |   |   |
| 7. Labels and processes specimens according to laboratory protocol  |   |   |   |   |   |   |
| 8. Is knowledgeable of how Quality Control (Q.C.) is monitored for the phlebotomy lab section  |   |   |   |   |   |   |
|   | Student Comments:  |   | Evaluator Comments/Documentation:  |   |
| Signature/Date:  | Signature/Date:  |

## LSUA ASMLS Phlebotomy Log

 Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Practicum**:** \_\_Phlebotomy\_\_\_\_

 Clinical Affiliate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**: Please place date, time, collector’s initials, supervising phlebotomist, and collection method for each successful stick. Students must have 75-100 successful sticks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Example:***  ***03/11/2020***  ***@0930 ED/SK***  ***Vacutainer***  |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

## Clinical Professional Evaluation

 Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Practicum: \_\_\_\_\_\_\_\_\_ \_\_\_\_

 Clinical Affiliate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester/Year: \_\_\_\_\_\_\_\_\_\_

**Instructions**: Please rate student according to observed and terminal behaviors. Make a √ in one box for each task listed. Please provide documentation for any unacceptable (0), below average (1), or excellent (4) performances.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below Average**   | **Average**    | **Above Average**   | **Excellent**   |    |
|   |   |   |   |   |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **I. Initiative:** (does the student seek added responsibility, do they work well without direct supervision; do they ask questions and listen to assure understanding; do they use spare time constructively on school projects)   |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **II. Dependability:** (does the student inform affiliate in advance of changes in arrival and departure; no habitual leaving early; notifies affiliate early on the day of any absence; is punctual)   |   |   |   |   |   |  |
| **Score:**   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|    | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **III. Attitude:** (is the student receptive to constructive criticism/direction and show effort to improve; does student maintain a positive approach toward learning; does the student accept responsibility for clinical competency and understanding; does student work as a team member, does student work with self-confidence)   |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **IV. Reliability:** (does the student work efficiently and effectively under pressure; does the student complete tasks in an organized rational manner; is the student industrious)   |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **V. Problem Solving/Critical**  **Thinking:** (does the student recognize when they have a problem and seek help or identify cause/seek solution; automatically checks abnormal results; recognizes variables that might affect results; determines workload priority)   |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **VI. Quality**  **Assurance/Control:** (does the student maintain accurate, organized reports; does student evaluate/interpret the meaning of quality control)   |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **VII. Professional**  **Appearance:** (does the student conform to laboratory dress code, school color, name badge, closed toes shoes, etc.)   |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **VIII. Professional Ethics:**  (does the student maintain/conform to HIPAA standards; does student refrain from criticism of others; does student follow professional code of ethics in your judgement)   |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **XI. Professional Behavior:**  (does the student relate to patients and staff in a courteous manner; does the student willingly accept additional duties; handle telephone calls professionally)   |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

**Preceptor Instructions: Please answer the following questions; use the back of the page or attach additional pages if necessary. Please sign the form below and have the student sign the form when completed.**

1. **Has the student failed to perform any duties or responsibilities? If so, please explain.**

1. **What can you suggest to the student to improve their performance in this area?**

1. **What are this student’s strong points? Weakest points?**

1. **I would recommend this student for employment in this area of clinical internship:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_ Recommend \_\_\_\_\_\_\_\_\_\_Not Recommend**

**Student Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preceptors: Please do not fill out the following sections-This section is for LSUA Clinical Faculty Only**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **X. Student**  **Clinical**  **Performance:**  **a. Initiative &**  **Attitude\***    |   |   |   |   |   |
| **b. Attendance Policy\*\***   |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

**\*When observed does student appear to work productively; is the student dependable (does not show up late or leave early), does the student follow guidelines set forth in the handbook, does the student follow dress code.**

**\*\*Does the student call instructor when absent; (1) unexcused absence results in warning, (2) or more unexcused absences may result in dismissal from Program.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **XI. Case Studies (based on Rubric**  **Scores)**    |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**  **Average**    | **Average**    | **Above**  **Average**    | **Excellent**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **XII. Mock**  **Exam**    |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Unacceptable**   | **Below**   | **Average**   | **Above**   | **Excellent**   |   |
|   |   | **Average**    |   | **Average**    |   |
|   | **0**   | **1**   | **2**   | **3**   | **4**   |
| **XIII.** **Media**  **Lab**    |   |   |   |   |   |
| **Score:**   |   |   |   |   |   |   |

**\*Total of X-XIII: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (20 total points possible).**

**Comments:**

**\_\_\_\_\_\_\_\_\_ Student completed all necessary requirements**

**\_\_\_\_\_\_\_\_\_ Student was dismissed from Clinical Rotations**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Student Signature/Date** **Faculty Signature/Date**

60 points x .90 (%) = 54, so a student that receives 54-60 points will receive an A grade average for that rotation. 60 points x .80 (%) = 48, so a student that receives 48- 53 points will receive a B grade average for that rotation.

60 points x .70 (%) = 42, so a student that receives 42– 47 points will receive a C grade average for that rotation. 60 points x .60 (%) = 36, so a student that receives 36-41 points will receive a D grade average for that rotation.

BELOW 36 points will receive a grade average of F for that rotation

## Clinical Attendance Form

 **Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Course Number: \_\_\_\_\_\_\_\_\_\_**

 **Clinical Affiliate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s): From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Discipline (Hospital Lab Department)**   |   |   | **Student Schedule**   |   |   | **Supervisor** **Assigned**   |
|   | **Monday**   | **Tuesday**   | **Wednesday**   | **Thursday**   | **Friday**   | **Time**   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |

**Instructions: Place a “**√**” for days present and an “A” for days absent.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month**   | **Week of**   | **Monday**   | **Tuesday**   | **Wednesday**   | **Thursday**   | **Friday**   | **Supervisor** **Initials**   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month**   | **Week of**   | **Monday**   | **Tuesday**   | **Wednesday**   | **Thursday**   | **Friday**   | **Supervisor** **Initials**   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month**   | **Week of**   | **Monday**   | **Tuesday**   | **Wednesday**   | **Thursday**   | **Friday**   | **Supervisor** **Initials**   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month**   | **Week of**   | **Monday**   | **Tuesday**   | **Wednesday**   | **Thursday**   | **Friday**   | **Supervisor** **Initials**   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |

# Attendance Make Up Form

 **Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Course Number: \_\_\_\_\_\_\_\_\_\_**

 **Clinical Affiliate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s): From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Practicum Attendance Policy**: Prompt, regular attendance cannot be overemphasized. One excused absence per practicum course of clinical experience enrollment will be allowed. A student must notify the clinical affiliate and ASMLS Program Coordinator before starting time if the individual must be absent or tardy. All tardies and absences will be/must be documented. Any absence occurring without notification will be brought to the attention of the Program Coordinator. The privilege to continue in the program will be evaluated.

**Tardies** are defined as failure to report to the clinical affiliate within five minutes after the scheduled starting time. *Three tardies equals one absence*. Students who are more than fifteen minutes late without notification will be marked absent.

**Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s): From: \_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Absences

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department**   |  | **Date**   | **Day**   | **Number of Hours**   | **Clinical Supervisor Initials**  |
|   |  |   |   |   |   |
|   |  |   |   |   |   |
|   |  |   |   |   |   |
|   |  |   |   |   |   |
|   |  |   |   |   |   |
|   |  |   |   |   |   |

**Make-Up Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department**   | **Date**   | **Day**   | **Number of Hours**   | **Clinical Supervisor Initials**  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

## Receipt of the Student Handbook

I have received the Associate of Science in Medical Laboratory Science Student Handbook and I understand the information discussed as it applies to me as a student at LSUA.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Medical Laboratory Science program of the Department of Allied Health of LSUA reserves the right to make any change to this handbook as necessary without prior notification of those changes.