

Louisiana State University of Alexandria
Department of Allied Health

Medical Laboratory Science
3+1 Program



2023-2024
Student Handbook

Revised: October 2023

Louisiana State University of Alexandria

MEDICAL LABORATORY SCIENCE PROGRAM

3+1 PROGRAM

PREFACE

This handbook is prepared for use by students enrolled in the Bachelor of Science in Medical Laboratory Science 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 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 The Program **RESERVES THE RIGHT** to modify any statement; the policies as written may be modified, superseded, or eliminated.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](#) and Student Handbook which can be found at the [LSUA](#) website; we urge you to study these materials.

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Section I: General Information

Louisiana State University at Alexandria

Department of Allied Health

Bachelor of Science in Medical Laboratory Science

Program Overview

In this program, the student will spend 3 (or more) years fulfilling the appropriate general education, major requirements and additional course requirements listed in the curriculum and then enter a twelve-month practicum as a MLS student at a clinical affiliate that provides professional experience in the hospital laboratory environment. Graduates of the 3+1 Program are eligible to sit for Board of Certification exam by American Society for Clinical Pathology (ASCP-BOC) or equivalent national certification exam.

Program Purpose

The purpose of the program is to offer a Bachelor of Science Degree 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.

Program Mission

Louisiana State University at Alexandria provides an affordable Baccalaureate degree in Medical Laboratory Science in a robust academic environment that prepares quality graduates who will possess the knowledge, competency and skills necessary to become a successful Medical Laboratory Scientist. The program prepares graduates to meet the healthcare needs of laboratory medicine both locally and nationally.

Program Accreditation

The Bachelor of Science in Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) N. 5600 River Road, Suite 720 • Rosemont, IL 60018-5119 •ph. 773-714-8880 •fax 773-714-8886 •web site www.naacls.org.

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

Program Outcomes

To prepare graduates to:

- Demonstrate cognitive, psychomotor, and affective skills necessary to fulfill the roles and responsibilities of the medical laboratory Scientist.
- 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 Scientist.
- Integrate the role and services of Medical Laboratory Scientists 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 American Society for Clinical Pathology, Board of Certification (ASCP-BOC) or equivalent national certification exam.

Program Goals

- Provide the community with competent Medical Laboratory Scientists who can function in all areas of medical laboratory Science at professional entry levels in medical facilities or industry locally and 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:
 1. Demonstrate technical skills and the ability to deliver reliable results with assurance and confidence in performing laboratory tasks (3+1 program)
 2. Cultivate appropriate professional communication skills, attitudes, and ethics required of medical laboratory professionals.
 3. Value the service Medical Laboratory Scientists render to the consumer public and other health care professionals.
 4. Appreciate the role of other laboratory and health care professionals in the delivery of patient care.
 5. Gain understanding that continuing education and professional development are life-long pursuits necessary for the maintenance and growth as health care professionals.

Program Objectives

Graduates of the Medical Laboratory Science Program at LSUA should be able to perform the following competencies as an entry level Medical Laboratory Scientist:

- Application of safety and governmental regulations and standards as applied to Medical Laboratory Science.
- Principles and practices of professional conduct and the significance of continuing professional development;
- Communications sufficient to serve the needs of patients, the public and members of the health care team;
- Principles and practices of administration and supervision as applied to medical laboratory science;
- Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
- Principles and practices of clinical study design, implementation and dissemination of results.

Admission Requirements

1. Students must be unconditionally admitted to the university and declare Medical Laboratory Science (MLS) as their major.

2. Students must have attained an overall college grade point average of at least 2.5
3. Students must have completed with a grade of “C” or higher all courses listed under the General Education Requirements and Additional Requirements sections of the MLSC curriculum.
4. Students must be able to meet the program’s technical standards/essential requirements.

Progression Requirements

The following progression criteria apply to the student’s progress in the MLS (3+1) program:

1. Student must earn a grade of “C” or higher in each course required by the curriculum.
2. Student must maintain an overall grade point average of at least 2.0.
3. Hospitalization insurance, lab apparel and transportation to and from various health facilities are the responsibility of the student.
4. Student must complete Safety Verification Exam, located under *MLSC Competency, Safety, and Capstone Verification Site* course on Moodle, as soon as possible but no later than the first MLSC course.
5. Student must complete LSUA MLS Program Capstone Exam, located under *MLSC Competency, Safety, and Capstone Verification Site* course on Moodle, prior to completing the program.
6. Student must submit the completed Chemistry, Hematology, Microbiology, Immunohematology and Serology, and Microscopy competency checklists signed by the Clinical Mentor. Each of these competencies correspond with MLSC 4021 Clinical Chemistry Practicum, MLSC 4011 Hematology Practicum, MLSC 4041 Pathogenic Microbiology Practicum, MLSC 4031, Immunohematology and Serology Practicum, MLSC 4022 Clinical Microscopy Practicum. Each of these competency checklists is located under *MLSC Competency, Safety, and Capstone Verification Site* course on Moodle or can also be found within each course itself.

Note: Students may be dismissed from the program if their clinical performance is unsatisfactory and/or if they fail on a second attempt to complete a MLSC course with a “C” or higher. If a student is not enrolled in a MLSC course for a semester, application for readmission to the MLS program is required.

Clinical Affiliations*

- Rapides Regional Medical Center (Alexandria, Louisiana)
- St Francis Cabrini Hospitals System
- Bon secours Mercy Hospital system
- Veterans Affairs Medical Center

*LSUA Department of Allied Health is in the process of signing agreements with more clinical site affiliates.

MLS 3+1 Program Curriculum (*refer to current LSUA catalog)

General Education Requirements:

ENGL 1001	English Composition I
ENGL 1002	English Composition II
PSYC 2000	General Psychology
Social Science	Gen Ed Elective*
MATH 1021	College Algebra
MATH 2011	General Statistics
BIOL 1161	Human Anatomy & Phys I
CHEM 1201	General Chemistry I

Major Requirements:

MLSC 1010	Intro to clinical lab science.
MLSC 2110	Clinical Hematology I
MLSC 2220	Clinical Hematology II
MLSC 2230	Medical parasitology
MLSC 2240	Clinical Immunology & Serology
MLSC 2250	Clinical Chemistry I
MLSC 2360	Pathogenic Microbiology
MLSC 2370	Clinical Immunohematology

CHEM 1202 General Chemistry II
CMST 1061/2060 Public Speaking
Humanities Gen Ed Elective (any 2) *
FIAR **** Fine Arts elective

MLSC 2380 Clinical chemistry II
MLSC 3000 Advanced Hematology
MLSC 3010 Advanced Immunohematology
MLSC 3020 Advanced Clinical Chemistry
MLSC 3030 Advanced Pathogenic Microbiology
MLSC 3040 Molecular Diagnostics

Additional Requirements:

BIOL 1162 Human Anatomy and Physiology II
BIOL 2051 General Microbiology
BIOL 4110 Biochemistry
BIOL 4191 Virology
CHEM 1301 General Chemistry Laboratory I
CHEM 1302 General Chemistry Laboratory II
CHEM 2001 Analytical Chemistry
CHEM 3060 Organic Chemistry Concepts
CHEM 3160 Organic Chemistry Laboratory Concepts

Practicum Requirements¹

MLSC 4001 Professional Practices Seminar
MLSC 4011 Hematology Practicum
MLSC 4021 Clinical Chemistry Practicum
MLSC 4022 Clinical Microscopy Practicum
MLSC 4031 Clinical Immunohematology/Ser. Practicum
¹*Practicum requirements must be completed at an approved clinical affiliate*

Program Contact Information

Cathy Robinson DHA, IHC, MSA,
MLS(ASCP)^{CM}
BSMLS Program Director, Assistant
Professor
Office Phone: (318) 427-4474
Email address: crobinson@lsua.edu

Sona Kumar MS, MLS(ASCP)^{CM}, CLS-G
ASMLT Program Coordinator, Associate
Professor
Office Phone: (318) 487-5583
Email address: skumar@lsua.edu

Jennifer Dupont, MT(AAB)
Allied Health Faculty
Office: 318-487-5620
Email address; jdupont@lsua.edu

Sheryl Herring MSA, MT(ASCP), CLS-G
Adjunct Instructor
Office Phone: (318) 473-6466
Email address: msherring@lsua.edu

Wendy Arneson, MS, MLS(ASCP)CM
Academic Assistant, MLS program
Office Phone: (318)-473-6466
Email: warnesonsmith@lsua.edu

Mr Jeff Langston, MBA, MHA
Dean, College of Health & Human
Resources
O 318-427-6533 | M 318-229-5003
Email: jlangston@lsua.edu

Haywood Joiner Ed.D., MT(ASCP)
Department Chair, Allied Health
Office Phone: (318) 473-6594
Email address: hjoiner@lsua.edu

Sandra Gremillion
Department of Allied Health Administrative
Assistant
Office Phone: (318) 473-6466
Email address: sgremillion@lsua.edu

Office Locations:

Main Campus
8100 Hwy 71 South
Alexandria, LA 71302-9121
Ph.318-473-6466
Fax 318-473-6588

Downtown Campus
A.C. Buchanan III Allied Health Building (AHEB)
807 Jackson Street
Alexandria, LA 71301

Section II: Polices and Guidelines

Program Essential Functions Verification Policy

Listed below are the essential nonacademic requirements identified that students must be able to master in order to participate successfully in the MLS 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 MLS Program Coordinator for discussion of your individual situation*

The National Accrediting Agency for Clinical Laboratory Science (NAACLS) requires MLT/MLS 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 **Technical Performance Standards/Essential Requirements for Admission Information Acknowledgement Form found in Section III.**

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

Essential Function	Requirement/Technical Skill
Observation	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Move freely and safely about a laboratory.

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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 students and 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.
<p>Communication</p>	<ul style="list-style-type: none"> • 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.

<p>Conduct and Appearance</p>	<ul style="list-style-type: none"> • 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
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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.

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 under Current Students - Policies and Procedures as well as being found in the [LSUA College Catalog](#); all College policies pertain as well to the MLS Program.

Americans with Disabilities Act (ADA)

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

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 Sexual Harassment Policy](#).

COVID-19 Policy

The welfare of students, faculty, staff, and guests is the University's foremost concern. Accordingly, we are adopting a number of practices to minimize risks. That said, safeguarding the campus community is a mutual obligation. The University will take appropriate steps, but members of the community must also be accountable and responsible for their health and the health of the wider community.

As of the Spring 2022 semester, LSUA will require all students, faculty, and staff to receive the COVID-19 vaccine or complete the necessary opt-out process. The safety of our campus remains our top focus as we continue to provide the highest level of education to our students.

We know that currently one of the best ways to minimize the spread of COVID-19, as well as minimizing severe symptoms and health issues, is to receive the vaccine. COVID-19 remains a serious health concern to all of us and we take seriously the responsibility of providing a safe and secure environment to our students, faculty, and staff.

Students must submit proof of vaccination or formally opt-out via the exemption/waiver form available on my.lsua.edu.

LSUA Medical Laboratory Science Polices

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 Science 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, MLS 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 MLS program. The reports of these results would be submitted before taking the Clinical Practicum (MLSC 4001). Please see LSUA Criminal Background Check Policy.

Class Size

The maximum size for the Medical Laboratory Science Program is determined by the MLS Program Coordinator. 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 MLS students. The program currently can accept 10-12 students comfortably, but if needed, the program can increase student capacity.

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 (JCAHO) 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 Nursing (LSBN) requires a criminal background check prior to enrolling in a nursing course. The American Registry of Radiologic Technologists requires a criminal background check when enrolling in the radiological technologist courses. The Louisiana State Board of Pharmacy requires a criminal background check when enrolling in the pharmacy technology courses. The Board of Elementary and Secondary Education (BESE) requires a current FBI criminal background check for teacher certification (Title 28). The Louisiana State Police (LSP) require a criminal background check for all persons working with children in an employed or volunteer capacity (R.S. 15:587.1). The Louisiana State Board of Medical Examiners requires a criminal background check of all students applying for a license in the Medical Laboratory Science field. As a result, students will be required to submit to a criminal background check as follows:

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

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 www.lsua.edu under Current Students tab. The MLS Program Coordinator may request drug screen prior to the start of clinical rotation. If a student is found to have a positive drug screen, she/he will not be allowed to participate in clinical rotations. The student will then be required to

complete, at the student's cost, chemical dependency evaluation and treatment if recommended by the drug assessment. The student may continue in lecture courses if this proof is provided. LSU encourages impaired students to seek assistance voluntarily and assume responsibility for their conduct. Students may reapply for reinstatement if warranted by individual circumstances.

Confidentiality Policy

The purpose of the confidentiality policy is to ensure student privacy and safety. The information 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. The student may refer to the College Catalog for the specifics on this Act.

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.

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 an MLS faculty member at any time. The MLS 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.

Malpractice Insurance Policy

The purpose of the malpractice insurance policy is to protect the student, college and clinical facility. All students are required to maintain current malpractice insurance coverage throughout their participation in the program. This coverage is automatically provided for by its inclusion in fee payment. If the student does not enroll for a course or pay the requisite fee, he/she may not continue to participate and will not be eligible to graduate until the tuition is paid and the clinical is completed. Additional malpractice insurance may be purchased by the individual.

Health Insurance Policy

As a MLS 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 MLS

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 MLS student.

Service Work Policy

Clinical Students are not expected to work outside regular work hours and it is the policy of the MLS department 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 that is done as an exception rather than the rule and is not done before the student has been determined to be competent in that particular area. After demonstrating proficiency, students may be permitted to perform procedures under qualified supervision. On the average, about 10 - 15% of a student rotation may include service work in the facilities that permit it to be done. At no time is the student depended upon in the place of a full-time employee.

Program officials prohibit stipends to be paid for work performed during instructional time. Students, however, 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. Under no circumstances do students replace paid personnel during instructional hours.

Student Pregnancy Policy

Female students are accepted into the MLS program without regard to pregnancy status. Students are encouraged to schedule only classes they will be able to complete successfully based on due date. No student will be denied clinical rotation based on pregnancy status but time scheduling of clinical rotations may be affected. Female 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.

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 switch board for information. If the University closes because of 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.

Clinical Placement Policy

In the unlikely event that there are more students than clinical rotation spots, placement will be dependent upon academic achievement (highest overall GPA) and consistent with the LSUA policies and LSUA MLS program policies as listed in student handbook. If there are insufficient placements for all students, student will be responsible to find the site and LSUA MLS Program Coordinator and faculty will work with the student to secure an alternate site. Students who cannot be placed on clinical rotation at the normally scheduled time will be assigned to the next available clinical site and they may have to reapply for clinical rotation.

Clinical Rotation Attendance Policy

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 MLS Program Coordinator. Students must notify their clinical preceptor and the MLS Program Coordinator, or Clinical 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 MLS Program Coordinator will result in an unexcused absence and counseling/warning by the MLS Program Coordinator. Failure to notify the clinical instructor and the MLS Program Coordinator more than twice will result in the student being counseled by the MLS Program Coordinator and being dropped from the MLS 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 MLS Program Coordinator. Absences should be made up equally for 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 MLS Program Coordinator, at (318) 427- 4474 or Clinical Coordinator. If not available, call (318) 473-6466 at the Allied Health Department 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 MLS 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 MLS students are required to adhere to the proper dress code whenever attending clinical rotations: Uniforms and required attire during 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.

Required Attire:

- Tops: White Short sleeve
 - Preferred Women: Cherokee Core Stretch
 - Preferred Men: Cherokee
- Pants: Women: Cherokee Core Stretch in Purple/ Men: Cherokee in Purple
- Lab Coat: White Long sleeve
- Socks: All White
- Shoes: All white leather shoes with closed toes.
- Official Name Pin: The name pin will be purple with white letters containing the student's name and title, "LSUA MLS Student"
- Official Patches: LSUA patches must be sewn on left sleeves of uniforms and lab coats 2 inches below shoulder seam.
- Official ID: LSUA Picture Identification Badge

Official LSUA ID Card: can be ordered Online from LSUA, at no charge. Students must send a virtual picture and the ID Card will be mailed to the student's address on file at LSUA. While in Clinical Training, the student must wear the LSUA ID Card to identify themselves and that they are in training.

Other uniform requirements may be purchased at any location where uniforms are sold.

The following will be observed:

- Uniforms should be clean and well-pressed at all times.
- Hair should be neat, clean, and well-groomed and of "natural" hair color (i.e., not colors unnatural to human hair).
- If hair is worn longer than collar length, it must be pinned up. Beards and mustaches are permitted if neatly trimmed.
- Fingernails are to be clean and not to exceed the fingertip in length. Clear color polish only. Artificial nails are not allowed.
- Make-up must be worn in moderation.
- No heavy perfume, shaving cream, or lotion.
- Excessive jewelry is not permitted. Acceptable jewelry that may be worn consists of a watch, wedding ring(s), and small studded earrings only. Earrings must be a matching pair.
- No facial/tongue piercings are allowed.

Appearance is a vital element of being a professional.

Professional Conduct

Students are to possess a professional attitude. Students must strive to treat patients with kindness and courtesy to insure the patient's privacy and dignity. Students are expected to maintain professional behavior at all times, in both the classroom and clinical settings. Professional behavior must also be exhibited with Medical Laboratory Scientist/Medical Technologists in the clinical settings. Failure to comply with this policy will result in disciplinary action.

Students must complete a written description and report if an accident occurs involving a patient, a hospital employee, a visitor, or a student. The report is to be made immediately following the incident to the clinical preceptor. The clinical preceptor will then inform the Program Coordinator of the incident. Documentation of the incident will be forwarded by the clinical preceptor to Program Coordinator and kept in the student's record.

All students will:

- Follow the policies and procedures of the clinical education setting.
- Report to the clinical assignment in an alert condition.
- Not have in possession drugs or alcohol or engage in use of drugs or alcohol while on clinical assignments or in didactic course work.
- Not engage in immoral conduct.
- Not chew gum. eat or drink in clinical areas.
- Not sleep on clinical assignments.
- Not engage in theft of any articles from the clinical education setting.
- Not falsify records.
- Use proper professional language at all times.
- Not receive or make personal phone calls except in emergency situations.
- Not use a cell phone during clinical assignments.
- Not smoke on LSUA campus or during clinical assignments.
- Comply with each hospital's parking policy.

Code of Student Conduct

LSU Alexandria has adopted a Code of Conduct that established reasonable standards of academic and personal conduct for students. This policy is generally administered by the Provost and Vice Chancellor of Student and Academic Affairs. This policy may be found at the following website: [LSUA Code of Student Conduct](#).

Code of Ethics

The purpose of the code of ethics policy 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 course(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 MLS 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 LSUA, MLS 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.

The standards of ethics and conduct for the Medical Laboratory Science student is 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 MLS program or profession in a negative manner.
- clinical affiliates agree demonstrates student is not prepared for clinical rotation.

Clinical Grading

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

- Blood Banking
- Clinical Chemistry
- Hematology/Coagulation
- Microbiology
- Immunology/Serology
- Urinalysis

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. 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 100 venipunctures.

Evaluation criteria for final grades in MLSC 4001, MLSC 4011, MLSC 4021, MLSC 4022, MLSC 4031 and MLSC 4041 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:	Points:
Student Clinical Performance	4 points
Attendance	4 points
Case Studies	4 points
Mock Registry Examination	4 points
Media Lab	<u>4 points</u>
	20 points

Clinical rotation evaluations:	
Each rotation section professional evaluation (Blood Bank, Chemistry, Hematology/Coagulation Microbiology, Serology/Urinalysis)	36 points

Technical Performance Evaluations:	10 points
Each rotation section Technical Performance Evaluation.	

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

Technical Performance Evaluation	10 points
Professional behavior evaluation	36 points
Instructor Evaluation	20 points
Total	66 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 MLS 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:

I. REGULATORY

- A. Failure to practice within the Guidelines of the NAACLS,
- B. Failure to abide by the policies and procedures of LSUA,
- C. Failure to abide by the policies and procedures of the MLS Program,
- D. Failure to abide by the policies and procedures of the clinical setting,

II. ACCOUNTABILITY

- A. Failure to adequately prepare for clinical learning experiences,
- B. Failure to honestly communicate information verbally or in writing,
- C. Failure to report unsafe or incompetent practice of self or peers,
- D. Failure to practice within the student MLS role,
- E. Failure to seek appropriate guidelines from faculty and clinical supervisors,

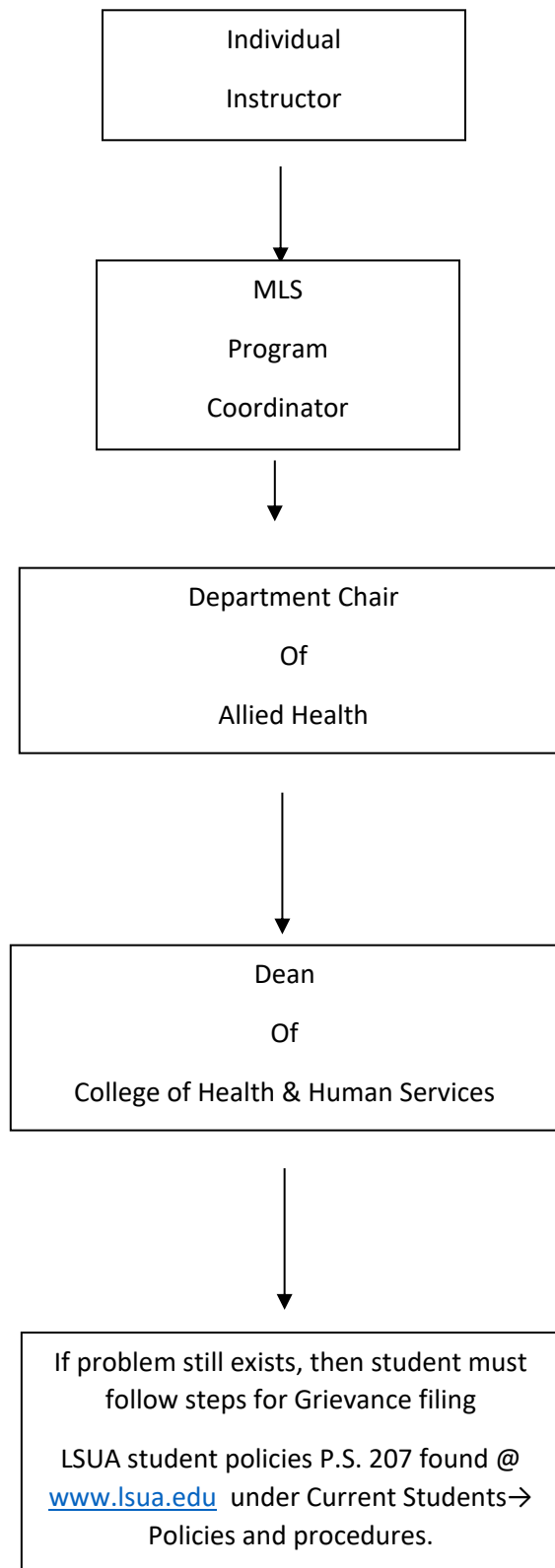
III. RESPECT FOR WORTH AND DIGNITY OF HEALTH CARE CONSUMERS, PEERS, HEALTH CARE TEAM, AND FACULTY

- A. Breach of confidentiality,
- B. Breach of Patient's Bill of Rights,
- C. Behavior that degrades demeans or is of a libelous nature,
- D. 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 MLS 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 MLS Program,

Student Grievance Policy

The student chain of command for filing grievances in the MLS Program will be illustrated through the flow chart presented below:



Exposure Incidents

In the event of an exposure at the affiliate site, the student will:

1. Follow the procedures of the affiliate for incident exposures
2. 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
3. The Program Coordinator will report the incident to the appropriate department on campus
4. Document the exposure in the student record
5. See that the student has follow up at the student's own expense

Information on Tuberculosis (TB)

The Disease

Tuberculosis (TB) is an active disease due to an infection with *Mycobacterium tuberculosis*. It is transmitted by inhalation of airborne droplets, which have been expelled into the air by an untreated person with tuberculosis of the lungs and/or larynx; TB is considered a curable illness with proper treatment,

Occurrence

The Center for Disease Control (CDC) estimates that 10 to 15 million Americans have been infected with *Mycobacterium tuberculosis*, the agent that causes tuberculosis; incidence of TB seems to be increasing,

Populations at Risk

Health care workers

Persons with HIV infection

Close contacts of TB infected persons

Elderly

Immunosuppressed patients

Medically underserved, low income populations Alcoholics and IV drug users

Testing

It is recommended that everyone be tested for TB every year. A skin test called Mantoux is performed. A positive skin test indicates that a person has been exposed to *M. tuberculosis*. A clinical exam and chest X -ray is necessary to determine if the disease is active.

Treatment Areas

A private physician can perform treatment; health clinics are also available to treat active TB. The Rapides Parish Public Health TB Clinic can provide skin testing and follow-up.

Certification Exams and Licensure

Upon successful completion of the MLS Program and the Bachelor of Science in Medical Laboratory Science, the student will be eligible to take national certification exams by ASCP (BOC). Students are not required to take a certification exam in order to graduate from the MLS program.

Applications for these exams will be discussed with the student when clinical rotations begin in the Spring. Current fees for taking a certification exam range from \$200.00-\$250.00 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.

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

*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 www.lsbme.la.gov to view current acceptable certification exams accepted by this board. Current fee to apply for Louisiana licensure for Medical Laboratory Scientists is \$65.00; alternative fees required are a \$38.00 background check fee (currently).

Section III: Forms

Louisiana State University of Alexandria
Department of Allied Health
Enrollment 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- Completed by the student.

Allied Health Program in which you are enrolling (please check one)

Medical Laboratory Technician _____

Medical Laboratory Science (3+1) _____

Radiologic Technology _____

Pharmacy Technician _____

Louisiana State University Alexandria
Dept. of Allied Health
8100 Hwy 71 South
Alexandria, LA 71302

Program _____

Entrance Date _____

Health Examination Form

Full and precise information is a requirement.

Each question must be answered. Print or type all information.

Must be performed on or after July 1st for Fall Admission or December 1st for Spring Admission.

To the student: You are to fill out Part I of this form and have your physician fill out Part II.

PART 1 – MEDICAL HISTORY

Full

Name _____

Address _____ City/State/Zip _____

Phone _____

Birthdate _____ Marital Status _____ Sex _____

Person to be notified in emergency _____

Relationship _____

Address _____ City/State/Zip _____ Phone _____

Your physician _____ Office _____

Phone _____

Address _____ City/State/Zip _____

History of: Hepatitis Measles Mumps Chicken Pox German
Measles (Rubella)

Malaria Tuberculosis Heart Disease Hypertension Infectious
Mononucleosis

Diabetes Kidney Disease Seizures Mental Illness Hearing
Problems

Vision Problems Injuries (6 months) Orthopedic Problems Respiratory
Problems

Illness (6 months) Surgeries (6 months) Other Problems

If checked, list and

describe _____

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 (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.**

Student Signature: _____

Date _____

PART 2 – MEDICAL EXAMINATION (to be completed by physician)

Vital Signs BP _____ P _____ R _____ Weight _____
 Height _____

Check each item on the appropriate column:

	NORMAL	ABNORMAL	COMMENTS
Head, Face, Scalp, Skin	<input type="checkbox"/>	<input type="checkbox"/>	
Neck, Nodes, Thyroid	<input type="checkbox"/>	<input type="checkbox"/>	
Eyes, Ears, Nose, Sinuses	<input type="checkbox"/>	<input type="checkbox"/>	
Pharynx and Tonsils	<input type="checkbox"/>	<input type="checkbox"/>	
Lungs and Chest	<input type="checkbox"/>	<input type="checkbox"/>	
Heart	<input type="checkbox"/>	<input type="checkbox"/>	
Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	
Extremities	<input type="checkbox"/>	<input type="checkbox"/>	
Spine and Musculoskeletal	<input type="checkbox"/>	<input type="checkbox"/>	

Date of Hepatitis B vaccination (Optional):	1: _____	2: _____	3: _____
Tuberculin Skin Test Results _____	Date _____	or Chest X-ray Results _____	
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? _____
 Explain _____

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.

	Can	Cannot	If Cannot, Anticipated
Date of Return			
Coordinating and fine motor activities	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting, moving, transferring activities	<input type="checkbox"/>	<input type="checkbox"/>	
Bending and twisting activities	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching, pushing/pulling activities	<input type="checkbox"/>	<input type="checkbox"/>	
Strenuous and endurance activities	<input type="checkbox"/>	<input type="checkbox"/>	
Caring for patient with infectious disease	<input type="checkbox"/>	<input type="checkbox"/>	

Laboratory Examinations: (Required for Clinical Laboratory Students Only)

	Date	Results
CBC	_____	_____
Urinalysis	_____	_____

Comments: _____

If your patient is able to engage in all activities shown, do you release him/her to proceed within an Allied Health Program at LSUA? Yes _____ No _____

Physician’s Name (please print)

Address _____

Phone _____

Physician’s Signature _____

Date of Examination _____

Hepatitis B Vaccination Acknowledgment

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 _____

COVID Vaccination Form

Louisiana State University Alexandria
Department of Allied Health
Medical Laboratory Science Program

COVID-19

The welfare of students, faculty, staff, and guests is the University's foremost concern. Accordingly, we are adopting a number of practices to minimize risks. That said, safeguarding the campus community is a mutual obligation. The University will take appropriate steps, but members of the community must also be accountable and responsible for their health and the health of the wider community.

As of the Spring 2022 semester, LSUA will require all students, faculty, and staff to receive the COVID-19 vaccine or complete the necessary opt-out process. The safety of our campus remains our top focus as we continue to provide the highest level of education to our students.

We know that currently one of the best ways to minimize the spread of COVID-19, as well as minimizing severe symptoms and health issues, is to receive the vaccine. COVID-19 remains a serious health concern to all of us and we take seriously the responsibility of providing a safe and secure environment to our students, faculty, and staff.

Students must submit proof of vaccination or formally opt-out* via the exemption/waiver form available on my.lsua.edu

I, _____ have reviewed information on the risk associated with COVID-19 disease, availability and effectiveness of any vaccine against COVID-19.

_____ I have taken COVID vaccine (copy of vaccination card attached)

_____ I will contact my personal physician and take COVID vaccine.

_____ *I choose to formally opt-out via the exemption/waiver form available on my.lsua.edu;
I understand that this may affect my ability to complete the Medical Laboratory Science Program due to mandates by local hospitals for clinical rotations.

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 body 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 Acknowledgement

**Louisiana State University at Alexandria
Department of Allied Health
Medical Laboratory Science Program**

Acknowledgement and Understanding

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

Louisiana State University at Alexandria Department of Allied Health Medical Laboratory Science program

Acknowledgment Form

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 affiliating 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 consent by this signature affixed hereto.

Signature _____

Date _____

Safe Laboratory Practices Agreement

**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 BSMLS Program. I understand and agree to adhere to all safe laboratory practices, specified or implied, while enrolled in this course.

Signature: _____

Date: _____

Phlebotomy Agreement

**Louisiana State University at Alexandria
Department of Allied Health
Medical Laboratory Science Program**

Agreement of Understanding Form

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: _____

**Louisiana State University at Alexandria
Department of Allied Health
Medical Laboratory Science Program**

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 performance of graduates.

Thank you for your prompt response to this request.

Release of Information

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: _____

Louisiana State University at Alexandria
Department of Allied Health
Medical Laboratory Science Program

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 BSMLS Program.

My signature on this statement releases the Louisiana State University at 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: _____

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 MLS 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 MLS Program Coordinator for further information to discuss your individual situation.*

The National Accrediting Agency for Medical Laboratory Science 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 MLS 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

Louisiana State University at Alexandria
Department of Allied Health
Medical Laboratory Science Program

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 rate 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	Not Applicable
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

**Louisiana State University at Alexandria
Department of Allied Health
Medical Laboratory Science Program**

Clinical Professional Evaluation

Student: _____

Practicum: _____

Clinical Affiliate: _____

Semester/Year: _____

Instructions: Please rate student according to observed and terminal behaviors. Make a \checkmark 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
	0	1	2	3	4	N/A
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	Not Observed
	0	1	2	3	4	N/A
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	Not Observed
	0	1	2	3	4	N/A
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	Not Observed
	0	1	2	3	4	N/A
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	Not Observed
	0	1	2	3	4	N/A
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	Not Observed
	0	1	2	3	4	N/A
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	Not Observed
	0	1	2	3	4	N/A
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	Not Observed
	0	1	2	3	4	N/A
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	Not Observed
	0	1	2	3	4	N/A
VIII. Professional Ethics: (does the student maintain/conform to HIPPA 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	Not Observed
	0	1	2	3	4	N/A
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.
2. What can you suggest to the student to improve their performance in this area?
3. What are this student's strong points? Weakest points?
4. 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	Not Observed
	0	1	2	3	4	N/A
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	Not Observed
	0	1	2	3	4	N/A
XI. Case Studies (based on Rubric Scores)*						
Score:						

	Unacceptable	Below Average	Average	Above Average	Excellent	Not Observed
	0	1	2	3	4	N/A
XII. Mock Exam						
Score:						

	Unacceptable	Below Average	Average	Above Average	Excellent	Not Observed
	0	1	2	3	4	N/A
XIII. Media Lab						
Score:						

Total of X-XIII: _____ (20 total points possible).

**May vary with clinical site*

Comments:

_____ **Student completed all necessary requirements**

_____ **Student was dismissed from Clinical Rotations**

Student Signature/Date

Faculty Signature/Date

Louisiana State University at Alexandria
Department of Allied Health
Medical Laboratory Science Program
Clinical Learning Task Evaluation

Student: _____

Practicum: _____

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 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 b. Function of Major Components c. Reagents Used d. Calibration/Programming Processes e. Quality Control Performance Records f. Daily Maintenance g. Test Parameters or Values Measured.						
6. Recognizes tests/procedures/process of handling involving established laboratory protocols.						

Student Comments:

Signature/Date:

Evaluator Comments/Documentation:

Signature/Date:

Louisiana State University at Alexandria
Department of Allied Health
Medical Laboratory Science Program

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 (25) 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:

Signature/Date:

Evaluator Comments/Documentation:

Signature/Date:

**Louisiana State University at Alexandria- Department of Allied Health
 Medical Laboratory Science 3+1 Program
 Student Attendance Form**

Student Name: _____ Course Number: _____
 Course Title: _____
 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

**Louisiana State University at Alexandria- Department of Allied Health
Medical Laboratory Science Program
Attendance Make Up Form**

Student Name: _____ **Course Number:** _____
Course Title: _____
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 MLS 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

**Louisiana State University at Alexandria
Department of Allied Health
Medical Laboratory Science Program**

Receipt of the Student Handbook Form: MLS 3+1 Program

I have received the Medical Laboratory Science Program 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.

The Medical Laboratory Science Program of the Department of Allied Health of Louisiana State University-Alexandria does not discriminate on the basis of sex, disability, race, creed or religion, color, age, national origin or any other unlawful factors in its educational programs, activities, or employment