

Clinical Laboratory Science

2009 – 2010

Student Handbook

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STUDENT POLICY MANUAL 2009-2010
CLINICAL LABORATORY SCIENCE PROGRAM

This booklet is designed to provide you with orientation information for your senior year of clinical laboratory science. **Please bring this handbook with you to Orientation.** In the fall you will receive the new edition of the UNMC STUDENT HANDBOOK that provides additional information about daily life as a UNMC student. Policies not covered in this manual should be discussed on an individual basis with the Program Director or her assistant.

CLINICAL ROTATIONS

During the eleven-and-a-half months of clinical experience, you **will be assigned to specific areas** in the laboratory where you will gain first-hand experience. Your success in these areas depends on how you adjust to the department routine and associate yourself with the laboratory team and its goals (to provide accurate and efficient patient service), as well as your ability to correlate the theoretical knowledge learned with your practical performance. Your attitude and conduct must be professional at all times, as you will be involved in direct provision of laboratory services to patients.

Instructors or program officials will schedule orientation lectures, seminars, departmental lectures and examinations in each of the courses.

COURSES

You will be registered for 39 semester hours. These hours include clinical courses (lecture and lab) and formal lecture courses during the program.

HOURS

Your schedule will average 40 hours each week. In some instances you may be expected to stay past the eight hours to complete a procedure or to take advantage of the learning experiences of special procedures. During the clinical rotations, your hours will be determined according to the department to which you are assigned. You will be scheduled for the early shift (Phlebotomy) during part of your education. Generally, the hours are 6:00 a.m. to 2:30 p.m., 6:30 a.m. to 3:00 p.m., 7:00 a.m. to 3:30 p.m., and 8:00 a.m. to 4:30 p.m. (See Attendance Policy SA 2.2)

GRADING SYSTEM

A separate grade is given for each course. The grading system employed by the Clinical Laboratory Science Program is:

GRADE	Percentage	GRADE POINTS
A+	97.00-100	4.0
A	93.00-96.99	4.0
A-	90.00-92.99	3.67
B+	87.00-89.99	3.33
B	83.00-86.99	3.0
B-	80.00-82.99	2.67
C+	77.00-79.99	2.33
C	73.00-76.99	2.0
C-	70.00-72.99	1.67
Failing	0.00-69.99	

POLICIES

The policies of the affiliated programs regarding advanced placement, student dress code and student employment are included in this packet. Information regarding other policies will be given at orientation.

ADVANCED PLACEMENT	CU 8.0	STUDENT GRIEVANCE PROCEDURE	SA 11.0
STUDENT ABSENCE POLICY	SA 2.2	PROBATION	SA 9.0
STUDENT DRESS CODE	SA 4.0	DISMISSAL	SA 10.0
STUDENT EMPLOYMENT	SA 7.0		

REGISTRATION MATERIALS

The following materials will be sent via mail to the Omaha and Affiliate Sites only. Please return them to Academic Records, UNMC by May 1, 2009:

Outpatient Registration Form

(Need local address; however, if this address is not yet known, return form with blank address section.)

Personal Information Card (white)

Medical History Form (Health Forms downloaded pdf) – If not already done

In preparation for your Photo I.D. Badges, please inform your Program Director, **prior to enrollment**, if you will be having a name change. Pictures will be taken Tuesday, May 26.

*Note: You will **NOT** be allowed to register until the health forms, with a verified record of immunizations, are complete.

DRESS CODE

For information see policy SA 5.0, page 14, in this manual.

FEES AND EXPENSES

TUITION

Tuition and fees can be paid annually or semi-annually via personal check (Make checks payable to the University of Nebraska Medical Center) or by credit card on the UNMC CARE student website. First half tuition and fees are payable the first month of classes (June) with the second half due after the new year (January). Late fees are assessed on unpaid tuition and/or fees 10 days after the bills are delivered.

The tuition rates and fees for 2009-2010 have not been finalized. Estimated rates:

\$190.50 per sem hr/residents	\$7,429.50/yr
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FEES will be approximately:

UNMC Fees	\$2,270.00/ yr *
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*Note: this figure includes a student major-medical hospitalization policy (unless a waiver is filed). Students receive outpatient care for themselves.

Parking Permits (UNMC Students only)	\$ 99.00/ yr
Summer-only students pay by month	\$ 33.00/ (3 months)

BOOKS: Textbook information has been sent to UNMC students. Julie Richards handles the book orders for Methodist Hospital students.

FINANCIAL ASSISTANCE

Financial aid is available through the Financial Aid Office located in the Student Life Center on the Medical Center campus. For further information, please contact Crystal Quarterio at 559-7265.

HOUSING

Students are responsible for obtaining their own living quarters. UNMC students, who will be in Omaha for the eleven weeks of the student laboratory phase during the summer of 2009, have been provided with separate information on temporary housing available.

STUDENT HEALTH INSURANCE

Outpatient ambulatory care is provided for UNMC students upon payment of the required student health fee. Completion of the medical history questionnaire is required.

All UNMC students are required to enroll in the student hospitalization policy available through UNMC, unless they can provide proof of comparable coverage. If you have current coverage, forms to request a waiver of mandatory hospitalization insurance will be available at Orientation.

ABSENCES

Each student is required to attend all classes, lectures and clinical experiences. There are no allotted days for sick leave or absences. All didactic and clinical work must be completed before grades can be assigned. This may necessitate extra days being made up in the clinical department at the end of the year. If a large number of sick days are accrued in one rotation block, the entire rotation may have to be rescheduled at a later date to complete the required material. (See Policy SA 2.2.)

VACATION AND HOLIDAYS

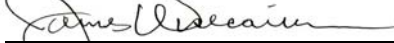
Students are allowed the official holidays: Fourth of July, Labor Day and Martin Luther King Day as well as additional vacation days scheduled for the Christmas and New Year's Holidays, the day after Thanksgiving and a one-week Spring Break. A calendar for the academic year is included.

**CALENDAR FOR 2009-2010
CLINICAL LABORATORY SCIENCE PROGRAM
UNIVERSITY OF NEBRASKA MEDICAL CENTER**

May 26-27, 2009 Orientation
May 28, 2009 Classes Begin
July 3, 2009..... No Classes, Independence Day
August 12, 2009..... Last day of Student Lab
August 17, 2009..... Clinical Rotations begin
September 7, 2009 Labor Day Holiday
November 26-27, 2009 Thanksgiving Break
December 21, 2009 -January 3, 2010Christmas Vacation
January 4, 2010Classes Resume
January 18, 2010 Martin Luther King Day
March 14-21, 2010..... Spring Break
May 7, 2010 Last Day of Clinical Rotations
May 8, 2010Graduation Ceremony at UNMC

**Subject: Evaluation of Credentials for Advanced
Placement in the Clinical laboratory science Curriculum**

Page 1 of 2

Approved By: 

Date: 9-29-04

PURPOSE: To establish guidelines whereby a student accepted into the Clinical Laboratory Science Program who presents appropriate credentials might be given the opportunity to challenge selected portions of the **first semester clinical curriculum**.

A student who desires to be considered for advanced placement in the clinical curriculum must submit a written request to the Chairman of the Combined Faculty Committee and to the appropriate program officials prior to August 1 of the year that the student enrolls. The request should include a documentation of credentials and a designation of the portion of the clinical curriculum the student desires to challenge.

CREDENTIALS

Appropriate credentials which a student may present to challenge selected portions of the curriculum include:

1. Certification as a medical laboratory technician.
2. Documentation of completion of an accredited curriculum for medical laboratory technicians.
3. Documentation of work experience acceptable to the Combined Faculty Committee.
4. Other documented credentials acceptable to the Combined Faculty Committee.

**Subject: Evaluation of Credentials for Advanced Placement
in the Clinical laboratory science Clinical Curriculum**

Approved By:



Date: 9-29-04

CHALLENGE

The program officials shall review the student's credentials and shall be responsible for submitting a written plan delineating the competencies which the student desires to challenge. Challenge examinations (written and/or practical) will be representative of the examinations used to assess progress in that component of the curriculum in each individual program.

The plan for challenge shall be approved by the Curriculum Committee.

SCHEDULE

Any adjustment of schedule resulting from successful challenge of competencies shall be determined by the appropriate program officials.

LIMITATIONS OF CHALLENGE

The maximum credit an individual student may earn by challenge shall not exceed 1/2 of the credit in the first semester clinical courses. Full credit may be granted for successful challenge of a course with 1 semester hour of credit.

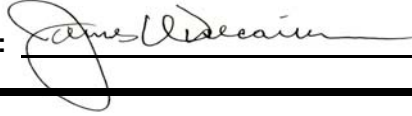
**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.2

Subject: Attendance Policy

Page 1 of 1

Approved By: _____



Date: 4-13-07

PURPOSE:

Each student is required to attend all classes, lectures, and clinical experiences. There are no allotted days for sick leave or absences. All didactic and clinical work must be completed before grades can be assigned. This may necessitate extra days being made up in the clinical department or at the end of the year. If a large number of sick days are accrued in one rotation block, the entire rotation may have to be rescheduled at a later date to complete the required material.

1. Failure to meet the program's attendance requirements may result in corrective action, including academic probation, dismissal, or a required leave of absence.
2. Absences due to special circumstances (e.g. funerals, weddings, etc.) must be approved by the department instructor and program director.
3. Attendance/participation is required at didactic lectures and case studies.

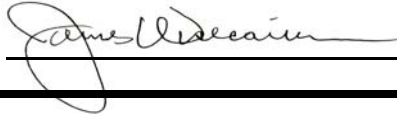
**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.3

Subject: Leave of Absence (LOA)

Page 1 of 2

Approved By: _____



Date: 4-12-07

PURPOSE:

To establish guidelines for an extended leave of absence (LOA) that is required by the Program Director.

LEAVE OF ABSENCE REQUIRED BY THE PROGRAM DIRECTOR:

A leave of absence for a limited time may, under exceptional circumstances, be required by the program director. Any such leave of absence shall be solely within the discretion of the program administration, and ultimately the Combined Faculty Committee, based upon the circumstances, and evaluated on a case-by-case basis.

1. Reasons for the LOA may include, but are not limited to, excessive absences due to health, personal, or family circumstances (See Policy SA 2.2). Proper medical documentation will be required if appropriate.
2. A required LOA halts progression within the curriculum while maintaining a class position, but does not excuse the student from any course requirements.
3. The student is responsible for initiating determination of the financial consequences of a required leave of absence. Students should review financial arrangements with the Business Office and the Office of Financial Aid.
4. Students who are placed on a required LOA are responsible for notifying the program director, in writing, of their intention to return to classes no later than the date specified by the director. Failure to do so will result in forfeiture of the student's place in the class, and dismissal from the program. Re-entry into the CLS program would require reapplication through the usual admissions process, with no guarantee of re-admission.
5. When a LOA is required, the program director and program faculty may recommend or require that the student meet additional conditions (e.g. documentation of remedial academic work) prior to resuming enrollment in the program. Proper medical documentation will be required, if appropriate, before the student is allowed to return from the LOA.

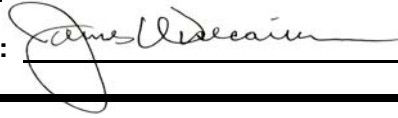
**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.3

Subject: Leave of Absence (LOA)

Page 2 of 2

Approved By: _____



Date: 4-12-07

6. The student must resume enrollment in the program within the following academic year. Upon re-enrollment following a LOA, the student will be subject to all policies and curriculum requirements which pertain to the class he or she is joining, and the student may be placed on academic probation during the semester of return.
7. The CLS program will grant no more than a single LOA to a student within any 12-month period.
8. All didactic and clinical work must be completed before grades can be assigned.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 4.0

Subject: **Clinical Laboratory Science Unprofessional Behavior**

Page 1 of 1

Approved By: _____

Date: August 1, 2008

PURPOSE: To describe the policy for dealing with unprofessional behavior demonstrated by the clinical laboratory science student.

1. Professionalism is expected in all situations at all times. All clinical course grades require a rating of Pass on the Professional Behaviors evaluation in order to meet minimum requirements for a passing grade. (See Policy CU 6.0) This evaluation includes assessment of ethics/integrity, dependability/initiative and interpersonal skills/communication.
2. During lecture presentations, case study sessions, working in the clinical areas and in any situation representing the CLS Program, the CLS student must demonstrate professionalism towards lecturers, instructors, co-workers and fellow students.
3. Unprofessional behavior is demonstrated by being disrespectful and/or disrupting class, and will not be tolerated. Disrespectful and disruptive behaviors include, but are not limited to the following:
 - Use of cell phones other than in an emergency
 - Disruptive and inattentive actions during presentations
 - Improper use of computers
 - Confrontational discussions with peers/instructors/staff
4. If a student is exhibiting unprofessional behavior, he/she will be asked to leave the session/clinical area. An instructor will present the documentation form, ask that it be signed by the student, and a conference with a program official will follow. This form then becomes a part of the student's permanent record.
5. Reports of unprofessional behavior may lead to a rating of "Not Acceptable" on the Professional Behaviors Evaluation, which in turn may lead to non-academic probation (SA 9.0).

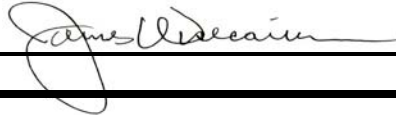
**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 5.0

Subject: **Clinical Laboratory Science Student Dress Code**

Page 1 of 1

Approved By: _____



Date: 9-29-04

PURPOSE: A student medical technologist is a representative of the UNMC Clinical Laboratory Science Program. The purpose of the student dress code of the Combined Schools of Clinical Laboratory Science is to ensure that each student is attired in a manner which will comply with safety requirements and will present a professional appearance to the patient, visitor, medical staff, and hospital personnel.

Each student shall comply with the dress code, identification badge policy, and safety codes of the affiliated hospital to which they are assigned. The dress code requires that each student be clean and well groomed.

A student may choose either of the following options:

1. Appropriate street wear covered by a closed white laboratory coat* [To comply with OSHA standards, laboratory coats must be full length, moisture resistant, closed, sleeves with ribbed cuff] Appropriate street wear includes conservative dress slacks, shirts, pantsuits or dresses. Low-heeled, closed shoes with hose or socks are required. Unacceptable forms of dress include denim or denim-like pants or skirts, shorts, T-shirts, low necklines, bare backs, capris and sandals.
2. Scrubs, any color, covered by acceptable white laboratory coat and appropriate shoes.

*NOTE: A laboratory coat worn in the laboratory cannot be worn in other areas of the hospital.

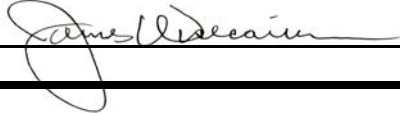
APPEARANCE: Personal cleanliness is required of those who work in hospitals. Fresh, clean clothes and shoes are essential. Hair shall be neatly groomed and secured so that it does not fall freely when moving the head. Long, loose scarves shall not be used to secure hair. All cosmetics perfume, after shave lotion and jewelry shall be conservative. Student dress code must be in compliance with affiliated hospital laboratory policies - scrubs are acceptable if approved by the hospital laboratory.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 7.0

Subject: **Clinical Laboratory Science Student Employment**

Page 1 of 1

Approved By: 

Date: 9-29-04

PURPOSE: To establish guidelines for employment of clinical laboratory science students enrolled in the Clinical Laboratory Science Program.

STIPEND: Clinical laboratory science students shall not receive stipends for any portion of the required clinical work or activities in the Clinical Laboratory Science Program.

EMPLOYMENT: Clinical laboratory science students may work additional hours outside the normal educational program for remuneration provided that the student continues to maintain a satisfactory performance level in the educational program. Students may seek employment in the Department of Pathology for such positions as receptionist, phlebotomist, clerk, or lab assistant.

A clinical laboratory science student may be employed in a technical position for which they are currently certified.

SCHEDULES: The student's work schedule shall not interfere with any class or clinical assignment as scheduled in the Clinical laboratory science Program.

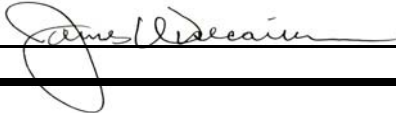
This policy is included in the Clinical Laboratory Science Program Orientation Student Handbook.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 11.0

Subject: Student Grievance Procedure

Page 1 of 1

Approved By: 

Date: 2-1-06

PURPOSE: To describe the procedure available to students for handling grievance.

A clinical laboratory science student having a complaint or grievance should endeavor to resolve that problem at the lowest possible level of administration. The following sequences of administrative levels should be used in resolving a problem:

1. Person involved in problem or situation
2. Person with major educational responsibilities in that area or department
3. Program Director
4. Medical Director of program
5. Combined Faculty Committee
6. Associate Dean of the School of Allied Health Professions
7. School of Allied Health Grievance Committee

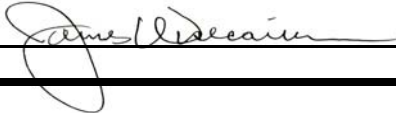
The School of Allied Health Professions' Student Handbook and UNMC Student Handbook both address policies and procedures for academic dismissal, student discipline and the student appeal process. If an allied health student's appeal or grievance is related to a grade or academic progress evaluation, it will be heard by the SAHP Academic Appeals Committee. If a matter related to student discipline, it will be directed to the SAHP Student Discipline Board. These procedures assure that there is a mechanism for neutral evaluation. (SAHP Student and UNMC Student Handbooks)

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 9.0

Subject: Probation

Page 1 of 2

Approved By: 

Date: 12-1-08

PURPOSE: To describe the guidelines for probation for students enrolled in the Clinical Laboratory Science Program.

ACADEMIC GRADES: Academic grades are based on evaluation of professional behaviors, knowledge and theory, and technical competencies. A program may recommend probation and dismissal of a student based on failure in any one of these domains of learning. (School of Allied Health Professions Policy Manual A-4)

ACADEMIC SCHEDULE:

In the academic schedule of the Clinical Laboratory Science Program, students have completed first semester didactic courses by the UNMC calendar ending in December of each year and second semester didactic courses by the scheduled last day of the program. For clinical courses, students have completed the initial rotation of the Clinical Laboratory Science Program by the end of Student Laboratory, the first semester courses by the UNMC calendar ending in December of each year and second semester courses by the scheduled last day of the program.

ACADEMIC PROBATION: A student may be placed on probation for failure to maintain the minimum requirements in each didactic course as published in the respective course syllabus.

A student may be placed on probation for failure to maintain the minimum requirements in each clinical course rotation as published in the respective course syllabus. Each clinical course consists of three rotations: Student Lab Rotation, Clinical Rotation I, and Clinical Rotation II.

Each division of the School of Allied Health Professions will utilize a system of evaluations that assures fair evaluation practices will be utilized on a regular and consistent basis. (School of Allied Health Professions Policy Manual A-5)

GRADING SYSTEM: The course evaluation may consist of quizzes, unit examinations, technical evaluations and lab practical examinations. The student's final grade shall include an evaluation of the professional behaviors, theoretical aspects and the technical components, if applicable.

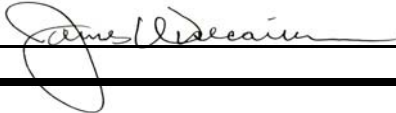
Evaluation of professional behaviors shall be structured so the faculty and the student can assess behavioral and professional traits. Results of this evaluation are used in counseling for professional development, as well as in grading of clinical courses.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 9.0

Subject: Probation

Page 2 of 2

Approved By: 

Date: 12-1-08

Academic Probation Continued:

Grading Scale:	A+ = 97.00-100.00	B- = 80.00-82.99
	A = 93.00-96.99	C+ = 77.00-79.99
	A- = 90.00-92.99	C = 73.00-76.99
	B+ = 87.00-89.99	C- = 70.00-72.99
	B = 83.00-86.99	Failing = Below 70

Grade Requirements: Satisfactory completion of the course requires the following:

2. An overall average of 70% on written examinations.
3. An overall average of 70% on technical evaluations, achieving the minimum performance level for each skill (if applicable).
4. An overall average of 70% on practical examinations (if applicable).
5. A 70% on any comprehensive written final examination.
6. A 70% on any comprehensive practical examination (if applicable).
7. No ratings of "Not Acceptable" on the Professional Behaviors Evaluation.
8. Meeting all requirements stipulated in course syllabus.

NON-ACADEMIC PROBATION: A student may be placed on probation for failure to comply with the University, affiliated hospital, and/or laboratory regulations or policies.

NOTIFICATION: A student will be notified in a conference with a program official (followed by a written memorandum) that they have been placed on probation. The conference and subsequent memoranda should indicate the reasons for probation and the plan recommended to the student for correction of deficiencies. A copy of the memorandum will be forwarded to the Chairman of the Combined Faculty Committee and the Associate Dean of the School of Allied Health Professions. A student may be placed on probation for any of the reasons listed below.

APPEAL: A student has the right to appeal probation by using the approved grievance procedures established by the University of Nebraska Medical Center. The student is entitled to see their personal file and make copies of any documents that they consider important. (See the Policy/Procedure Manual from the Division of Medical Technology # SA 10.0.)

REMOVAL OF PROBATION: Probationary status may be rescinded when the deficiencies are removed to the satisfaction of the program officials.

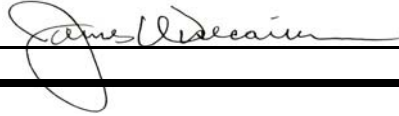
**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 10.0

Subject: Dismissal

Page 1 of 1

Approved By: _____



Date: 2-1-06

PURPOSE: To describe guidelines for dismissal of students enrolled in the Clinical Laboratory Science Program.

NOTIFICATION: A student will be notified in a conference with program officials that a recommendation for dismissal has been forwarded to the Associate Dean of the School of Allied Health Professions. The Associate Dean will then notify the student of his/her dismissal in writing, sent by certified mail. A copy will be forwarded to the Chair of the Combined Faculty Committee. A student may be subject to dismissal for any of the reasons listed below.

ACADEMIC DISMISSAL: (Following Probation - see Policy/Procedure Manual from the Clinical Laboratory Science Program # SA 8.0)

1. A student whose performance warrants simultaneous probation in a second course is subject to dismissal.
2. A student who fails to achieve 70% and acceptable professional behavior in any component (not an average) upon completion of a course or is not satisfactorily removed from probation, according to the requirements described in the respective course syllabus, may be subject to dismissal.
3. Dishonesty on a written examination, a laboratory test or report, or failure to meet acceptable professional behavior requirements may be grounds for failure in a course and dismissal from the program.

NON-ACADEMIC DISMISSAL: Failure to comply with University, affiliated hospital, or laboratory regulations or policies may be grounds for immediate dismissal.

APPEAL: A student has the right to appeal dismissal action by using the approved grievance procedures established by the University of Nebraska Medical Center. A student is entitled to see their personal file and make copies of any documents that they consider important. (See Policy/Procedure Manual from the Clinical Laboratory Science Program, SA 10.0)