



**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES
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updated 2/12/10

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Revised Version Signed on 02/12/10

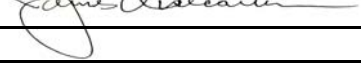


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number AD 1.0

Subject: **AFFILIATION AGREEMENT**

Page 1 of 1

Approved By: 

Date: 02-01-06

PURPOSE: To annually review the purposes and policies of the affiliation agreement between the Nebraska Methodist Hospital and the University of Nebraska Medical Center which is a partner with The Nebraska Medical Center for clarification and/or modification as necessary in order to maintain a viable, progressive, combined educational program.

The Combined Faculty Committee supports the continued cooperative effort of the two programs within the Clinical Laboratory Science Program in providing a strong academically based curriculum.

Each participating program will assess the clinical resources available to determine the optimum number of positions available for the coming year.

Presently, the optimum number of 36 positions is available:

- NEBRASKA METHODIST HOSPITAL * 8
- UNIVERSITY OF NEBRASKA MEDICAL CENTER * 24

Components of the affiliation agreement are implemented by working policies formally adopted by the Combined Faculty Committee.

All policies shall be reviewed annually.

***Accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 W Bryn Mawr Ave, Suite 670, Chicago, IL 60631 <http://www.naacls.org>
Phone: 773-714-8880**

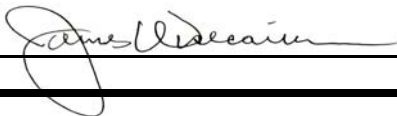


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

**Subject: AFFILIATION WITH OTHER
SCHOOLS AND/OR PROGRAMS**

Number AD 2.0

Page 1 of 1

Approved By: 

Date: 02-01-06

PURPOSE: To clarify the position of the UNMC Clinical Laboratory Science Program concerning affiliations.

1. Any participating program may withdraw from the affiliation at any time it may desire to do so providing that such withdrawal be timed so as not to jeopardize the education of students who are currently enrolled or who have been notified of acceptance but have not yet enrolled.
2. Requests for affiliation by other hospital programs of clinical laboratory science will be considered by the Combined Faculty Committee before being presented to the University of Nebraska and its Board of Regents.
3. Arrangements between other colleges and universities and the program at the University of Nebraska Medical Center must first be formally approved by the Board of Regents of the University of Nebraska.
4. Responses to requests for affiliation will be made on an individual basis with the approval of the Combined Faculty Committee.

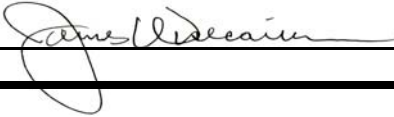


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number AD 3.0

Subject: Organization Chart

Page 1 of 1

Approved By: 

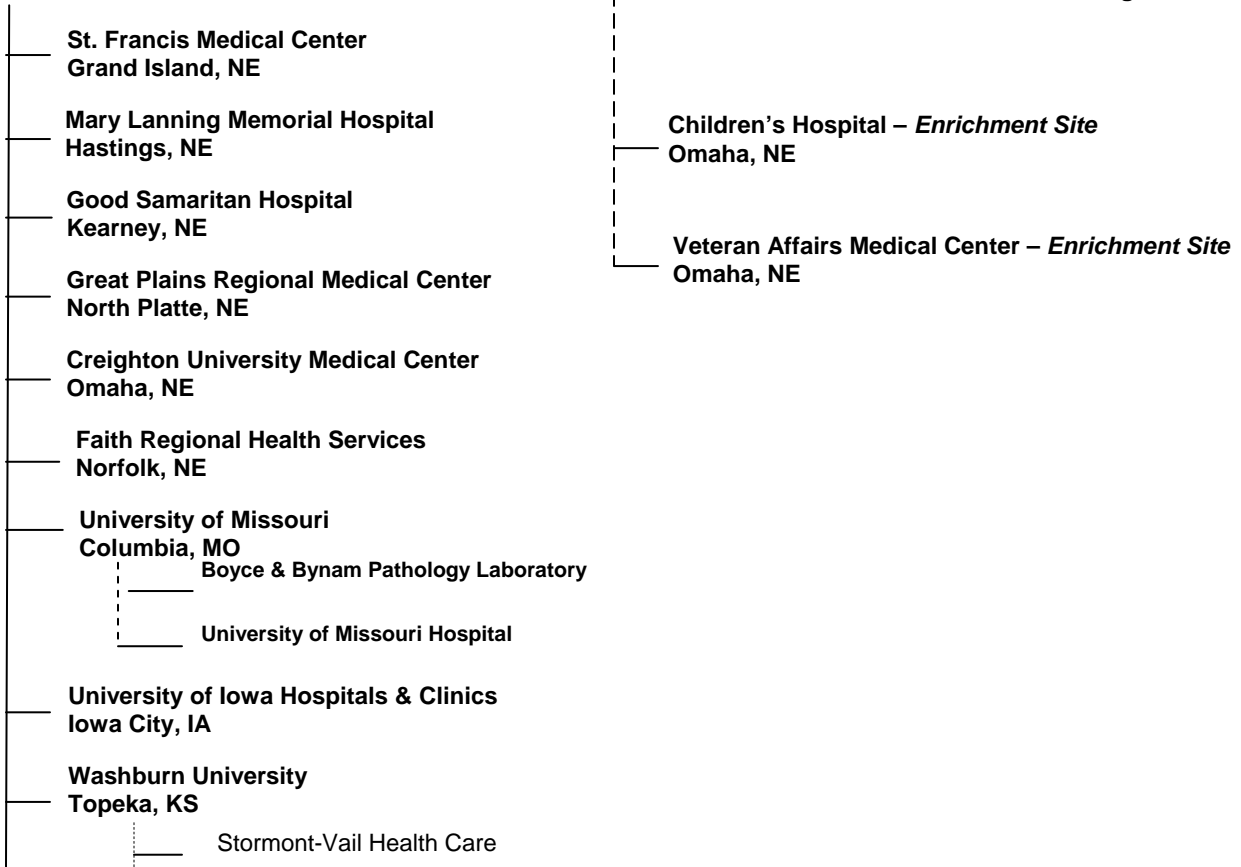
Date: 4-8-08

ORGANIZATIONAL CHART
CLINICAL LABORATORY SCIENCE PROGRAM
UNIVERSITY OF NEBRASKA MEDICAL CENTER

UNIVERSITY OF NEBRASKA MEDICAL CENTER
|
COLLEGE OF MEDICINE
|
SCHOOL OF ALLIED HEALTH PROFESSIONS
|
CLINICAL LABORATORY SCIENCE PROGRAM

UNMC Clinical Lab Science Program
Partner with The Nebraska Medical Center

Nebraska Methodist Hospital
Clinical Lab Science Program



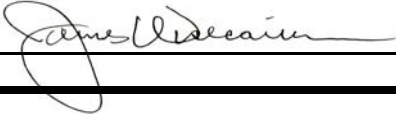


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number AD 4.0

Subject: **COMBINED FACULTY COMMITTEE**

Page 1 of 3

Approved By: 

Date: 2-1-06

COMBINED FACULTY COMMITTEE

PURPOSE: The purpose of the Combined Faculty Committee is to insure fulfillment of the philosophy, goals and policies of the Clinical Laboratory Science Program.

MEMBERSHIP: The committee shall consist of the Program Officials (Medical Directors, Program Directors, Assistant Program Director/Education Coordinator) from each affiliated program in the clinical laboratory science program.

Each program shall have one vote in policy matters.

Other administrative personnel involved in the Clinical Laboratory Science Program may attend committee meetings and participate in the deliberations as required by the agenda.

ORGANIZATION: The chairmanship of this committee is rotated every two years between the two programs.

This committee shall meet regularly and official minutes shall be recorded.

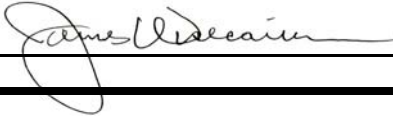


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number AD 4.0

Subject: **COMBINED FACULTY COMMITTEE**

Page 2 of 3

Approved By: 

Date: 06-01-09

Combined faculty committees are designated as follows:

Combined Faculty Committee:

James Wisecarver, MD, Chair
Deborah Perry, MD
Linda Fell
Julie Richards
Karen Honeycutt

Preclinical Liaison Committee

Linda Fell, Chair
Julie Richards
Linsey Donner
Jan Tompkins
Maggie Winnicki

Duties

Plan and coordinate activities related to:
Intercampus Relations
Student Recruitment
Public Relations
Program Web-site

Curriculum Development Committee

Sandy Latshaw, Chair
Deborah Perry, MD
Karen Honeycutt
Linda Fell
Julie Richards

Duties

Provide leadership in the development, implementation and evaluation of:
Combined lecture courses
Objectives for Combined Program
Educational standards
Course outcomes

Student Affairs Committee

Julie Richards, Chair
James Wisecarver, MD
Linsey Donner
Linda Fell
Marnie Imhoff

Duties

Plan and coordinate policies and procedures related to:
Admissions and Failures
Examinations
Scholarships and Loans
Grievances
Student health, employment
Graduation and honors

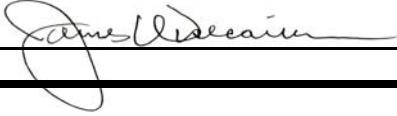


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number AD 4.0

Subject: **COMBINED FACULTY COMMITTEE**

Page 3 of 3

Approved By: 

Date: 02-01-06

DUTIES OF COMBINED FACULTY COMMITTEE:

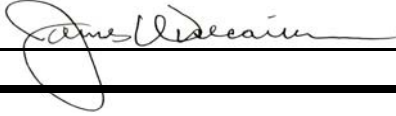
1. Formulate and implement policies for the Clinical Laboratory Science Program.
2. Approve curriculum and schedules.
3. Receive, review, and act on reports as required.
4. Other duties as assigned.

DUTIES OF CHAIR:

1. Preside at official committee meetings.
2. Appoint standing committees after consultation with the Combined Faculty Committee. There shall be representation of each program on all standing committees.
3. Appoint ad hoc committees as appropriate.
4. Represent the Clinical Laboratory Science Program at extramural and intramural functions.
5. Sign all official correspondence.
6. Appoint a secretary whose duties shall be to:
 - a. Prepare and distribute agenda for meetings.
 - b. Maintain a permanent record of official minutes of the Combined Faculty Committee meetings.
 - c. A master copy of minutes will be maintained at the UNMC office.



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

Number AD 5.0Subject: **Philosophy and Goals**Page 1 of 2Approved By: Date: 02-01-06**UNMC Division of CLS/MT Vision Statement**

Upon completion of the clinical laboratory science educational program, the graduate will be the health care team professional responsible for providing laboratory information that is timely, cost-effective and of high quality.

The laboratory professional will demonstrate a command of clinical laboratory science theory and application such that he/she develops, implements and evaluates the total laboratory process to improve patient care outcomes.

UNMC Division of CLS/MT Goals

1. Graduate technically competent practitioners who interpret, assess validity, and correlate clinical laboratory data
2. Instill the highest standards of performance and professional ethics in all graduates.
3. Provide graduates with tools that promote sound, independent judgment, successful problem-solving abilities, and essential educational and administrative skills.
4. Graduate professionals who are effective communicators with all members of the health care team.
5. Support and mentor the development of professional responsibility to include life-long learning activities, teamwork skills, and the ability to adapt to and facilitate change.
6. Graduate professionals who actively educate others regarding the integral role of clinical laboratory scientists in delivering quality patient care.
7. Prepare graduates to pass national certification examinations in order to enter professional practice.



**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
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Number AD 5.0

Subject: **Philosophy and Goals**

Page 2 of 2

Approved By: 

Date: 05-18-09

UNMC Division of CLS Teaching Philosophy

Our role as instructors is to facilitate student learning by requiring expansion of the students' prior knowledge and exploration of new content related to clinical laboratory science for application to professional practice.

As instructors, we accomplish this by providing:

- High expectations of student academic performance and professional behavior
- Clear goals and objectives
- Relevant learning activities
- Access to appropriate resources
- Timely assessment and feedback

As instructors, our responsibilities to students in all disciplines and locations are to:

- Share professional expertise
- Promote confidence, independence and life long learning
- Be accessible and approachable
- Adapt to change
- Model professional behavior
- Encourage an environment conducive to learning



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

Number AD 6.0

Subject: **Division Grants and Funds**

Page 1 of 1

Approved By: _____

Date: 02-01-06

PURPOSE: To ensure equal distribution of grant monies.

Funds generated through grants or other similar sources by and/or for clinical laboratory science students which are allocated according to the number of students enrolled in the program will be dispersed to the programs involved in an equitable manner.

If a basic fund is granted for a specific program, it shall remain with the program generating the fund.



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

Number AD 7.0

Subject: **Adjunct Volunteer Faculty Appointments**

Page 1 of 1

Approved By: _____

Date: 02-01-06

PURPOSE: To provide for a mechanism for Volunteer Faculty appointments at clinical affiliated institutions.

Personnel who have major administrative or teaching responsibilities in the clinical laboratory science programs are eligible for nomination for adjunct (volunteer) faculty appointments. Appointments for employees at Nebraska Methodist Hospital and the affiliated clinical institutions shall be adjunct (volunteer) faculty appointments.

Nominees should possess the following qualifications:

1. Baccalaureate degree or equivalent
2. A minimum of one year of clinical experience
3. Certification (or equivalent) in medical technology or related specialty
4. Major assignment to administrative or teaching responsibilities in the clinical laboratory science programs

Non-Discriminatory Clause: Discrimination is prohibited on the basis of race, color, sex, sexual orientation, national origin, age, handicap, marital status, religion, or veteran status.

The procedure for initiating the nomination is as follows:

1. Letter of recommendation from the Clinical Laboratory Science Program Director
2. The nomination curriculum vitae and proper forms will be forwarded to the Associate Dean of the School of Allied Health Professions of the University of Nebraska Medical Center for action.

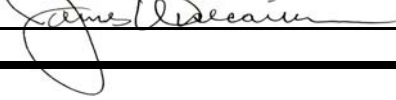


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number PC 1.0

Subject: Pre-Clinical Liaison Committee

Page 1 of 1

Approved By: 

Date: 02-01-06

PURPOSE: The responsibilities of this committee are to review and make recommendations on matters relating to pre-clinical laboratory science students.

MEMBERSHIPS: The committee shall be appointed by the chair of the Combined Faculty Committee and shall consist of:

1. A Chairperson
2. Committee members

The clinical laboratory science advisors from regional campuses may be invited to participate in meetings.

DUTIES OF PRE-CLINICAL COMMITTEE:

1. Review pre-clinical course requirements.
2. Consult with appropriate campus representatives regarding changes in the clinical laboratory science curriculum.
3. Provide current information for university/college catalogues and bulletins.
4. Advise pre-clinical laboratory science students.
5. Maintain a current file on declared clinical laboratory science majors in the University system.
6. Recruit qualified students for the Clinical Laboratory Science Program.
7. Maintain a current recruitment presentation for the Clinical Laboratory Science Program.
8. Maintain a current brochure website for the Clinical Laboratory Science Program.
9. Other duties as assigned.

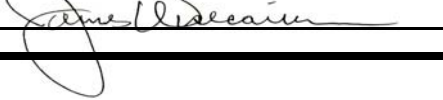


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 1.0

Subject: Student Affairs Committee

Page 1 of 1

Approved By: 

DATE: 02-01-06

PURPOSE: The responsibilities of this committee are to review and make recommendations on matters related to student affairs.

MEMBERSHIP: The committee, appointed by the Chair of the Combined Faculty Committee, shall include:

- 1. A chairperson
- 2. Committee members

DUTIES OF STUDENT AFFAIRS COMMITTEE:

- 1. Recommend policies on admission.
- 2. Receive and process applications from prospective students.
- 3. Make recommendations to the Combined Faculty Committee concerning action on each application received.
- 4. Recommend policies and procedures related to:
 - a. Student Progress
 - b. Scholarships
 - c. Dress Code
 - d. Student Health
 - e. Student Employment
 - f. Grievances
 - g. Equivalency Examinations
- 5. Recommend candidates eligible to graduate.
- 6. Recommend candidates for graduation with honors.
- 7. Other duties as assigned.

DUTIES OF CHAIRPERSON

- 1. Preside at all meetings.
- 2. Delegate responsibilities as appropriate.
- 3. Report actions and recommendations of committee to the Combined Faculty Committee.
- 4. Other duties as assigned.

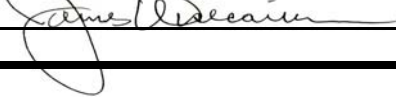


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 2.0

Subject: Admission Policy

Page 1 of 5

Approved By: 

Date: 09-09-09

PURPOSE: The Clinical Laboratory Science Program shall maintain an admission policy which ensures that:

1. The most qualified applicants are selected to fill the student positions in the Clinical Laboratory Science Program.
2. Admission to the Clinical Laboratory Science Program shall not be denied any person on the basis of race, color, gender, sexual orientation, national origin, age, handicap, marital status, religion, or veteran status.

APPLICATION: Each applicant must submit the University of Nebraska Medical Center on-line application form for the Clinical Laboratory Science Program.

The Admissions Committee shall consider each applicant who has completed the on-line application form by the published deadline. A qualified applicant, who submits their application form after the published deadline, may be considered for an alternate appointment if a position becomes available. A completed application file requires:

1. **The on-line application form:**
 - a. Applicants who are in the University of Nebraska system must submit a change of campus form.
 - b. All applicants must submit an application fee.
2. **Official high school transcript, ACT score and college transcript from each school attended:** Transcripts must be updated as appropriate. It is the applicant's responsibility to request that an official transcript be forwarded to UNMC.
3. **References:** It is the responsibility of the applicant to list three persons to be contacted to serve as references.

All application materials will be available for consideration by both the UNMC and Nebraska Methodist Hospital programs. Each applicant will be notified of any application materials that have not been received by the Admissions Committee.

Each applicant who meets the minimum qualifications shall be scheduled for an interview with representative(s) from the Admissions Committee.



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

Number SA 2.0Subject: **Admission Policy**Page 2 of 5

Approved By: _____

Date: 09-09-09

STUDENT SELECTION: The most qualified applicants will be selected to fill the positions in the Clinical Laboratory Science Program. In the event of equally qualified applicants, preference will be given to the University of Nebraska students and to residents of Nebraska. The following criteria shall be used for student selection:

Non-Academic Criteria: Each applicant shall be evaluated to determine whether they possess the desirable qualities predicting success in the Clinical Laboratory Science profession. Desirable qualities include personal integrity, interest and ability in science and mathematics, manual dexterity, attention to detail, and the ability to work cooperatively with others. Evaluation of these qualities shall be made by:

1. Evaluation of references
2. Personal interview
3. Assessment of written communication skills

Academic Qualifications:

Minimum Criteria: Cumulative grade point average and the science/math grade point average shall be calculated. Applicants must meet the following criteria to be considered for acceptance into the program:

1. Cumulative GPA of at least 2.5 based on a 4 point scale.
2. Science and mathematics GPA of at least 2.5.
3. ACT of at least 20 or a science GPA of at least 2.8
4. Demonstrated capability in upper division science courses.

Course Requirements

1. At least 86 semester hours or 129 quarter hours from a regionally-accredited college or university. A maximum of 66 semester credit hours of transferable courses from a Community College can be considered for acceptance toward a B.S. Degree.
2. At least 14 semester hours or 21 quarter hours of Chemistry are required. This must include:
 - a. General or Inorganic Chemistry with lab – one full year sequence
 - b. A minimum of two upper level (200 level or above) coursesUpper level chemistry courses may include Biochemistry, Organic Chemistry I and II or Analytical Chemistry. Biochemistry with a lab is strongly recommended.

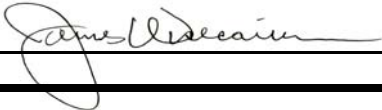


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 2.0

Subject: Admission Policy

Page 3 of 5

Approved By: 

Date: 09-09-09

3. At least 16 semester hours or 24 quarter hours of Biological Sciences are required. This must include:
 - a. Microbiology (with lab preferred)
 - b. Immunology
 - c. Genetics
 Remaining biology pre-requisite hours can be satisfied with courses such as General Biology, Physiology, Molecular Biology, Introduction to Hematology, Pathogenic Microbiology, and/or Parasitology.
4. One semester of College Algebra or a math course at a higher level than College Algebra
5. Two semesters of English Composition
7. One semester of Speech/Communications
8. One semester of Statistics
9. To satisfy the remaining required semester hours, courses recommended include research methodology, computer applications, database management, and ethics.

College Or University Requirements:

A maximum of six College Level Examination Program (CLEP) or Advanced Placement (AP) semester hour credits will be accepted for transfer. No more than three CLEP/AP semester hours of English composition will be accepted.

It is expected that all required courses be taken for a letter grade unless the student receives specific approval from the Admissions Committee in the Clinical Laboratory Science Program to take a required course Pass/Fail.

Course grades below a "C minus", from outside the University of Nebraska system, will not transfer to UNMC for credit. However, grades below a "C minus" will be calculated as part of the grade point average for determining eligibility.

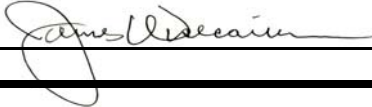
The Admissions Committee shall consult with the UNMC Office of Academic Records to determine acceptability of courses for transfer to the University of Nebraska.



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

Number SA 2.0

Subject: Admission Policy

Page 4 of 5Approved By: Date: 09-09-09**UPDATING THE PREREQUISITES:**

The Admissions Committee recognizes the significance of the preclinical academic preparation in correlation to the student's performance during the clinical year. Therefore, it is essential that the preparation reflect current information. An applicant who has completed the academic prerequisites more than five years previous to admission will be evaluated by the Admissions Committee to determine an acceptable means of updating the prerequisites. The applicant may be asked to complete one or more of the following:

1. Successful completion of an advanced level chemistry course such as Biochemistry
2. Successful completion of an acceptable course in Microbiology, Immunology, and/or Genetics
3. Current work experience in the field(s) of Biochemistry, Microbiology, Molecular Diagnostics, or Immunology acceptable to the Admissions Committee.

FOREIGN APPLICANT REQUIREMENTS:

1. All students who took courses required for admission into the UNMC CLS Program, or who obtained a Certificate of Degree from a foreign institution must have the transcript evaluated by a Board of Certification-approved evaluation organization available from the ASCP website (www.ascp.org).
2. All applicants will be required to take preadmission courses in the US. These courses will be determined by the Admissions Committee using the transcript evaluation received.
3. All applicants, whose primary language is not English, are required to take the TOEFL examination. Results must be as follows:
 - a. Paper test – minimum 600
 - b. Computer test – minimum 250
 - c. Internet test – minimum 100

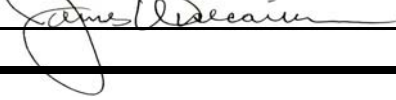


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.0

Subject: **Admission Policy**

Page 5 of 5

Approved By: 

Date: 09-09-09

NOTIFICATION OF SELECTION:

The Admissions Committee will review completed applications. They will then make one of the following recommendations to the Combined Faculty Committee on each applicant:

1. ACCEPTANCE to the incoming class.
2. ALTERNATE to be considered should a position(s) become available.
3. HOLD for current grades/updated transcripts
4. NOT SELECTED for admission into the Program

The Chairman of the Combined Faculty Committee shall notify each applicant via letter of the status of their application.

Applicants receiving acceptance letters must return their signed Essential Requirement Forms.

Any applicant who declines their position must reapply if they desire to be considered for admission to succeeding classes (i.e. no positions will be held/reserved in future classes).

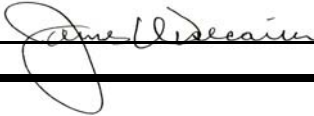


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.1

Subject: **Essential Requirements**

Page 1 of 4

Approved By: 

Date: 2-1-06

PURPOSE: To identify the essential requirements for students enrolled in the UNMC Clinical Laboratory Science Program

PROCEDURE:

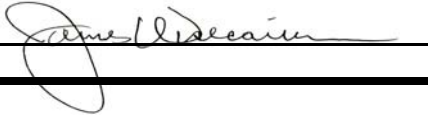
1. The information in the following document entitled Essential Requirements will be published on the official program web site.
2. All applications for admission include the statement: Should you desire to arrange for a disability accommodation in conjunction with completing the application process, please contact the Coordinator of Services for Students with Disabilities at the Student Life Center Room 3013, Phone: 402-559-5962.
3. Letters of acceptance in the clinical laboratory science program include the statement: Students seeking information concerning accommodations for disabilities should contact the Coordinator of Services with Disabilities at the Student Life Center, Room 3013, 402-559-5962."
4. A copy of the essential requirements for the clinical laboratory science program is enclosed with all Acceptance Letters. Students that accept positions in the clinical laboratory science program are asked to read and sign the document as indicated.
5. Any student who wants a specific accommodation for a disability or wishes to seek information about the process must submit a written request to the Coordinator of Services for Students with Disabilities.
6. Following this, all requests are processed under the procedures established through the Disability Services Office, Student Counseling Center, at UNMC.



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

Number SA 2.1Subject: **Essential Requirements**Page 2 of 4

Approved By: _____

Date: 2-1-06

CLINICAL LABORATORY SCIENCE PROGRAM
UNIVERSITY OF NEBRASKA MEDICAL CENTER
ESSENTIAL REQUIREMENTS

Introduction

The Bachelor of Science Degree in Clinical Laboratory Science is recognized as requiring the acquisition of general knowledge and basic technical performance skills in all areas of Clinical Laboratory Science, otherwise known as the clinical laboratory science profession.

Policy

The Faculty in the Clinical Laboratory Science Program has a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the program, as well as for the welfare of students in the Program. To fulfill this responsibility, the program has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the program and graduate. Discrimination is prohibited on the basis of race, color, sex, national origin, age, disability, marital status, sexual orientation, religion or veteran status.

Program

Admission and retention decisions for Clinical Laboratory Science are based not only on prior satisfactory academic achievement, but also on non-academic factors which serve to insure the candidate can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum, and for the development of professional attributes required by the faculty of each student at graduation.

The University of Nebraska Clinical Laboratory Science Program curriculum requires essential abilities in information acquisition. The student must have the ability to master information presented in course work in the form of lectures, written material, and images. Additionally, the student must have the cognitive abilities necessary to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty.

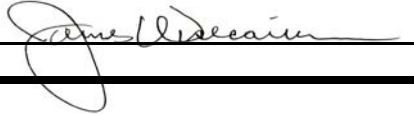
The student must be able to perform patient testing safely and accurately. He/she must be able to distinguish and identify objects both macroscopically and microscopically.



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

Number SA 2.1Subject: **Essential Requirements**Page 3 of 4

Approved By: _____

Date: 2-1-06

(Continued):

The student must have sufficient upper body muscle coordination and adequate dexterity to handle body fluid specimens, biohazards, chemical hazards and instruments safely in order to prevent harm to self or others. He/she must be able to perform delicate manipulations on specimens, instruments and equipment (such as calibrated pipettes) sufficient to meet specifications for accuracy in diagnostic testing. He/she must be able to lift and move objects, e.g., load individual tubes in an analyzer and move test tube racks from one bench to another. He/she must have fine motor control skills to carry out technical procedures, such as, isolating bacteria by smoothly moving a loop (a 6-inch wire with a looped end) over the surface of an agar (gel) culture plate without tearing the surface of the agar. The student must have sufficient touch discrimination to discern veins in order to perform venipunctures.

The student must be able and willing to work with blood and with organisms that may be infectious. He/she must be able to work safely with a wide variety of chemical reagents.

Approximately 75% of each day is spent standing or walking and 25% is spent sitting in an indoor setting. Lifting of up to 50 pounds of equipment or supplies is required. Frequent interaction with computer terminals and laboratory equipment is necessary, requiring interpretation of visual presentation on screen, repetitive hand movements and fine manipulation.

The student must possess the emotional stability required for full utilization of his/her intellectual abilities. He/she must be able to work accurately and safely under stress, e.g., work under time constraints; read and record numbers accurately; perform repetitive tasks; concentrate in distracting situations; and make subjective evaluations and decisions where mistakes may have a high impact on patient care. He/she must be able to adapt to changing environments and be able to prioritize tasks.

The student must be able to communicate effectively in verbal and written English in order to obtain and transmit information to patients and members of the health care team. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervisory help and consultation in a timely manner.



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

Number SA 2.1

Subject: **Essential Requirements**

Page 4 of 4

Approved By: 

Date: 2-1-06

(Continued):

The student must possess attributes which include integrity, responsibility, and tolerance. He/she must show respect for self and others, work independently as well as with others, and project an image of professionalism.

These standards identify the requirements for admission, retention and graduation from the program. It is the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential functions described.

Students who wish to obtain further information regarding disability accommodations should contact:

**Services for Students with Disabilities
Student Life Center, Rm 3013
University of Nebraska Medical Center
984255 Nebraska Medical Center
Omaha, NE 68198-4255
Tele: 402-559-5962**



**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: 2-1-06

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 programs 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.



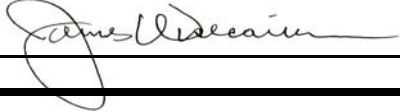
**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

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.



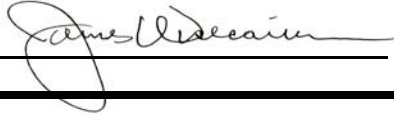
**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
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Number SA 2.3

Subject: Leave of Absence (LOA)

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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.

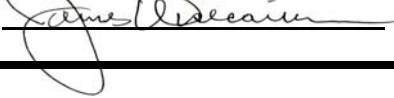


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 3.0

Subject: Student Funds and Finances

Page 1 of 1

Approved By: 

Date: 2-1-06

PURPOSE: To delineate financial responsibilities and privileges for students enrolled in the Clinical Laboratory Science Program.


1. Students shall pay the tuition and fees required by the University of Nebraska Medical Center (UNMC).
2. All students are eligible to be considered for scholarship awards, loans, and grants available through the Financial Aid office at the University of Nebraska Medical Center.
3. No program shall offer scholarships or other sources of funds unless approved by the Combined Faculty Committee.
4. A student who withdraws from the Clinical Laboratory Science Program during any term for which they are registered is entitled to claim a refund according to the current schedule. The schedule for refund is published in the UNMC student handbook and the bulletin of the School of Allied Health Professions.
5. All students are enrolled as seniors in the University of Nebraska Medical Center and are eligible for all benefits and rights of UNMC students.
6. Appropriate records will be maintained on each student by the University of Nebraska Medical Center.
7. The current refund policy is published on the UNMC website.



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

Number SA 3.1

Subject: Student Scholarships from UNMC

Page 1 of 1Approved By: Date: 2-1-06

Purpose: To clearly delineate the process of awarding scholarships to students enrolled in the Clinical Laboratory Science Program.

Membership: The Clinical Laboratory Science Program Scholarship Committee consists of the following members:

1. Program Director from UNMC
2. Assistant Program Director/Education Coordinator from UNMC
3. Program Director from Nebraska Methodist Hospital

Organization: The Chairperson's responsibilities of this committee will be assumed by the Student Affairs Committee Chairman.

Procedure:

The UNMC Financial Aid Office sends the clinical laboratory science scholarship committee the following information: (1) scholarship resource list, (2) a scholarship application list for medical technology students with the cumulative GPAs in descending order as of fall semester grades prior to enrollment and (3) a description sheet for codes.

After careful examination of the scholarship application list and the scholarship resource list, the scholarship selection is as follows:

1. Regents scholarships are awarded solely on the basis of academic excellence (GPA based on all pre-clinical hours attempted) and Nebraska residency.
2. The remaining scholarships are awarded on the basis of academic excellence (GPA based on all pre-clinical hours attempted) and financial need, while abiding by all of the specific stipulations associated with each scholarship.
3. After the scholarship funds are awarded, the information is sent to the UNMC Financial Aid Office to be reviewed for compliance with UNMC scholarship guidelines.
4. Scholarship notification letters are sent to the respective students following approval from the Financial Aid Office. Copies of scholarship notification letters are forwarded to the Financial Aid Office for student files.
5. If additional scholarships become available to the students, this committee will (1) notify the students as appropriate, and/or (2) will nominate students according to guidelines of respective scholarships.



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

Number SA 4.0Subject: **Clinical Laboratory Science Unprofessional Behavior**Page 1 of 1

Approved By: _____

Date: 02-12-10

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 successful completion of all components as stated in the Professional Behaviors evaluation in order to meet minimum requirements for a passing grade. (See Policy CU 6.0) This evaluation includes assessment of professional ethics/integrity, dependability/initiative/responsibility and interpersonal skills/communication.
2. During lecture presentations, case study sessions, working with instructors and laboratorians and in any situation representing the CLS Program, the CLS student must demonstrate professionalism towards lecturers, instructors, co-workers, fellow students, preceptors and proctors, program officials and other health care professionals.
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/communications with peers/instructors/staff
4. If a student is exhibiting unprofessional behavior, he/she will be asked to terminate the inappropriate communication or behavior and/or may be asked to leave the session/clinical area. An instructor will complete the Unprofessional Behavior documentation form, and ask that it be signed or acknowledged by the student. The Unprofessional Behavior Form will initiate the instructor's completion of the Professional Behaviors Evaluation for non-clinical courses. Both forms then become a part of the student's file.
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).

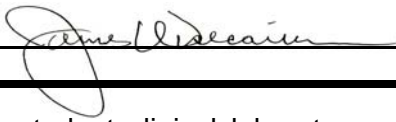


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 5.0

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

Page 1 of 1

Approved By: 

Date: 2-1-06

PURPOSE: A student clinical laboratory scientist 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, 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 6.0

Subject: Clinical Laboratory Science Program Student Health and Safety

Page 1 of 2

Approved By: _____

Date: 2-1-06

PURPOSE: To establish guidelines for health care, hospitalization, and safety for students enrolled in the Clinical Laboratory Science Program.

1. Each Clinical Laboratory Science Program shall provide a system of emergency out-patient health care for students.
2. Each student shall be required to pay the current University of Nebraska Medical Center fees for outpatient care. Outpatient services covered are listed in the current UNMC Student Handbook.
3. Each student shall be required to have health and accident insurance. A group hospitalization plan is available through the University of Nebraska Medical Center. Students will be required to participate in this plan, unless evidence is documented that the student is adequately covered by another plan.
4. Students shall be instructed in safe practices and standard precautions in the clinical laboratory. Students are required to comply with laboratory safety policies and procedures.
5. Each student must provide a medical history and evidence of vaccination or immunity as required by the University of Nebraska Medical Center.
6. All UNMC students who have direct contact with patients or materials in which that contact may involve blood to blood exposure, should be considered to be at high risk for exposure to Hepatitis B and other blood-borne pathogens, and must be immunized (at their own expense) against Hepatitis B **before** there is any opportunity for such exposure
7. Initial tuberculosis skin testing will be administered to all students (at their own expense) entering UNMC programs as part of the orientation/matriculation program for the academic term. Entering and enrolled students who have documentation of current (within the last six months) TB test results may have the UNMC testing waived.



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

Number SA 6.0

Subject: Clinical Laboratory Science Program Student Health and Safety

Page 2 of 2

Approved By: 

Date: 11-1-07

8. Immunization Requirements: The required tests and immunizations section of the Student Medical History form must be signed by your physician or health professional. Copies of official documents will be accepted in lieu of the signature.

Tetanus/Diphtheria/Pertussis: Must present proof of immunization within last two (2) years.

Rubeola (Measles): All students born after 1957 must have documentation of receiving two (2) immunizations or a positive titer.

Rubella: Must show proof of two (2) immunizations or positive titer.

Mumps: Must show proof of two (2) immunizations, positive titer.

Polio: Must present proof of last date of vaccination series; either oral polio virus vaccine or killed virus is acceptable.

Varicella (Chickenpox): Must indicate year of illness, positive titer, or two immunizations.

Hepatitis B: Must have all three immunizations in the series and a positive titer prior to the start of Program.

TB Skin Test: Must have received a negative skin test 1-6 months prior to matriculation or results of treatment for positive reaction.

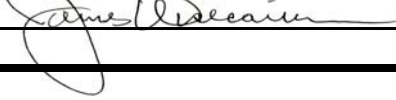


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 7.0

Subject: Clinical Laboratory Science Program Student Employment

Page 1 of 1

Approved By: 

Date: 2-1-06

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

STIPEND: Clinical Laboratory Science Program 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 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.

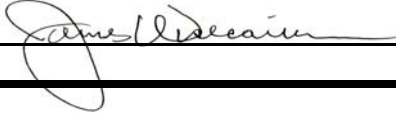


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 8.0

Subject: **Conferring Degrees**

Page 1 of 1

Approved By: 

Date: 2-1-06

PURPOSE: To clarify the affiliation agreement policy on awarding the Bachelor of Science degree in Clinical Laboratory Science from the University of Nebraska College of Medicine.

1. Satisfactory completion of the medical technology curriculum requires a grade of 70% or above in each of the required courses. The requirements for satisfactory completion of each course are defined in the respective course syllabus.
2. Upon successful completion of the clinical education in each of the programs in the Clinical Laboratory Science Program, and upon recommendation of the Combined Faculty Committee and approval by the University of Nebraska and its Board of Regents, the student will be eligible to receive a Bachelor of Science Degree in Clinical Laboratory Science from the University of Nebraska College of Medicine.
3. Requirements for graduation with honors are described in Policy SA 8.1.

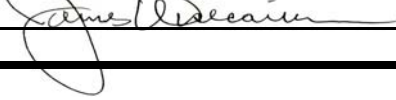


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 8.1

Subject: Graduation with Honors

Page 1 of 1

Approved By: 

Date: 2-1-06

PURPOSE: To describe guidelines for conferring degrees with Honors

In accordance with the UNMC School of Allied Health Professions, College of Medicine, students may be recommended for graduating with honors according to the following:

The student must have entered the Program with a minimum cumulative grade point average of 3.5 and must currently have a cumulative, combined grade point average at 3.5 or above.

Three categories of honors will be awarded:

- Highest Distinction
- High Distinction
- Distinction

No more than 20% of each graduating class will be eligible for graduation with honors. Within this 20%, the following percentages of students may receive the indicated designations for honors.

- 2% Highest Distinction
- 8% High Distinction
- 10% Distinction

Each Clinical Laboratory Science Program shall present an academic resume of each student expected to qualify for graduation with honors to the Student Affairs Committee. The Student Affairs Committee shall evaluate the submitted materials and forward the list of recommended students to the Combined Faculty Committee for approval.

Nominations from the Clinical Laboratory Science Program will be forwarded to the School of Allied Health Professions and the College of Medicine for approval.

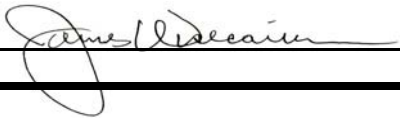
This policy is included in the Clinical Laboratory Science Program's Orientation Student Handbook.



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

Number SA 9.0

Subject: Probation

Page 1 of 2Approved By: Date: 05-18-09

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. The Phlebotomy course consists of three rotations: Student Lab Rotation, Clinical Rotation I, and Clinical Rotation II. First semester clinical courses consist of a Student Lab Rotation and a Clinical Rotation. Second Semester clinical courses consist of a single Clinical Rotation.

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.

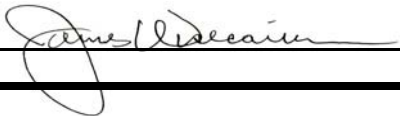


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 9.0

Subject: Probation

Page 2 of 2

Approved By: 

Date: 05-18-09

Academic Probation Continued:

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

1. Achieving $\geq 70\%$ in the theory and/or technical components prior to any remedial activities in Student Lab, Rotation I or Rotation II in a course according to the requirements described in the respective course syllabus/guidelines.
2. 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: 05-18-09

PURPOSE: To describe guidelines for dismissal of 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 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 DISMISSAL: A student may be subject to dismissal for:

1. Failure to achieve 70% in the theory and/or technical components prior to any remedial activities in Student Lab, Rotation I or Rotation II in two courses according to the requirements described in the respective course syllabus/guidelines.
2. Dishonesty on a written examination, a laboratory test or laboratory report.
3. Failure to meet acceptable professional behaviors requirements.

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

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.

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 11.0)

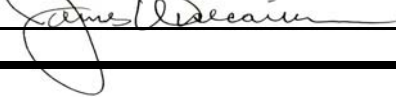


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

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)

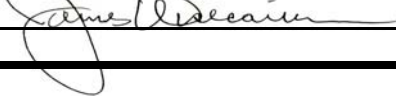


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 12.0

Subject: Prospective Employers' Recruitment of Graduates

Page 1 of 1

Approved By: 

Date: 2-1-06

PURPOSE: To describe the policy of the programs in the Clinical Laboratory Science Program regarding contacts by prospective employers for recruitment of graduates.

The following guidelines will be followed should any prospective employer contact the program in Clinical Laboratory Science:

1. Written notice or electronic notification of available positions will be posted at each institution for student information.
2. Written information concerning off-campus recruitment meetings sponsored by prospective employers will be announced to the students.
3. If career opportunity days are to be scheduled on campus, employers who have expressed an interest will be notified in advance.
4. Names and addresses of students will not be furnished to any prospective employer without the student's permission.
5. Program officials will not advise a student about employment at a specific location unless specifically requested to do so by the student. It is not the intent of program officials to prejudice students about employment in a specific institution.
6. Information of a general, objective nature such as bases of writing a résumé and interviewing for employment are covered in didactic lectures with the students.

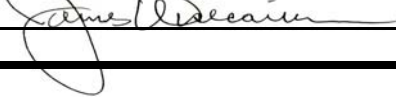


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 1.0

Subject: Curriculum Committee

Page 1 of 2

Approved By: 

Date: 2-1-06

PURPOSE: The responsibilities of this committee are to review and make recommendations on matters related to the curriculum.

MEMBERSHIP: The committee shall be appointed by the Chair of the Combined Faculty Committee and shall consist of:

1. A chair
2. Committee members

DUTIES OF CURRICULUM COMMITTEE:

1. Provide leadership in the development, implementation, and evaluation of:
 - a. The Combined Lecture Series.
 - b. Educational standards for the clinical laboratory experiences.
2. Make recommendations regarding curriculum to the Combined Faculty Committee.
3. Enlist faculty from the participating programs for implementation of the combined lecture series.
4. Other duties as assigned.

DUTIES OF CHAIR:

1. Preside at all meetings.
2. Assign areas of responsibility for implementing combined lectures and examinations.
3. Appoint subcommittees as required.
4. Report on committee activities to the Combined Faculty Committee.
5. Communicate any significant curriculum changes to the UNMC SAHP.
6. Other duties as assigned.

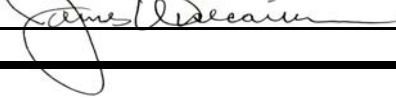


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number CU 1.0

Subject: Curriculum Committee

Page 2 of 2

Approved By: 

Date: 2-1-06

The Chair of the Combined Program Curriculum Committee serves as consultant to all curriculum subcommittees. Curriculum Coordinator is Sandy Latshaw.

1. Chemistry Subcommittee

Sandy Latshaw
Marcia Leise
Ricki Otten
Mike Valasek
Darlene Waters

6. Phlebotomy Subcommittee

Sandy Latshaw
Ricki Otten
Julie Richards
Darlene Waters

2. Hematology Subcommittee

Tammy Allen
Karen Keller
Sandy Latshaw
Linda Sykora

7. Immunology & Molecular Diagnostics Subcommittee

Roxanne Alter
Karen Honeycutt
Sandy Latshaw
Julie Richards
Diane Siedlik
Kathy Trudell

3. Microbiology Subcommittee

Carol Brennan
Karen Honeycutt
Jeanne Filbey
Michele Jurgensmeier
Sandy Latshaw
Carol Larson
Diane Siedlik

8. Clinical Laboratory Management Subcommittee

Roxanne Alter
Karen Keller
Sandy Latshaw
Julie Richards
Jan Tompkins
Karen Honeycutt
Karen Keller
Sandy Latshaw
Ricki Otten
Julie Richards
Jan Tompkins

4. Immunohematology Subcommittee

Christi Bartes
Sandy Latshaw
Julie Richards
Jan Tompkins
Kathy Trudell

5. Urinalysis & Body Fluids Subcommittee

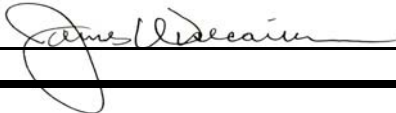
Karen Keller
Sandy Latshaw
Ricki Otten
Linda Sykora
Mike Valasek
Darlene Waters



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

Number CU 2.0

Subject: Description of Courses

Page 1 of 4Approved By: Date: 2-1-06

PURPOSE: To describe course content and assign semester hour credit for courses included in the Clinical Laboratory Science Program curriculum.

The following courses are included in the Clinical Laboratory Science/Medical Technology curriculum:

CLS412 Clinical Laboratory Science Theory, Application and Correlation (5 sem hrs)

This course includes the application, evaluation and correlation of laboratory procedures used in the diagnosis and treatment of common disease states. Opportunities for building critical thinking, oral communication, professional behavior and teamwork skills are provided in small group clinical case discussions.

CLS 414 Clinical Chemistry I (4 sem hrs)

This course includes the introduction to the theory, practical application, technical performance and evaluation of clinical chemistry laboratory procedures. Correlation of clinical laboratory data with the diagnosis and treatment of carbohydrate, renal, liver, cardiac, protein, pancreatic and endocrine disorders is emphasized. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

CLS 415 Clinical Chemistry II (3 sem hrs)

This course incorporates advanced theory, practical application, technical performance and evaluation of clinical chemistry laboratory procedures. Correlation of clinical laboratory data with the diagnosis and treatment of carbohydrate, renal, liver, cardiac, protein, pancreatic and endocrine disorders is emphasized. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

CLS 416 Clinical Hematology I (4 sem hrs)

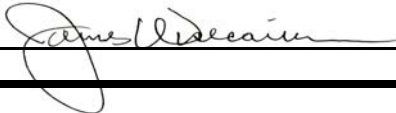
This course includes the introduction to the theory, practical application, technical performance and evaluation of hematological procedures. There is an emphasis on the correlation of clinical laboratory data with the diagnosis and treatment of anemia, leukemia, and bleeding/clotting disorders. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.



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

Number CU 2.0

Subject: Description of Courses

Page 2 of 4Approved By: Date: 9-29-04

Courses Continued**CLS 417 Clinical Hematology II (3 sem hrs)**

This course incorporates advanced theory, practical application, technical performance and evaluation of hematological and hemostasis procedures. There is an emphasis on the correlation of clinical laboratory data with the diagnosis and treatment of anemia, leukemia, and bleeding/clotting disorders. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

CLS 418 Clinical Microbiology I (4 sem hrs)

This course includes the introduction to the theory, practical application, technical performance and evaluation of procedures for isolation, identification and susceptibility testing of infectious disease organisms in humans. This course includes bacteriology, mycology, parasitology, virology and serology, and emphasizes the correlation of clinical laboratory data with the patient=s diagnosis and treatment. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

CLS 419 Clinical Microbiology II (3 sem hrs)

This course incorporates advanced theory, practical application, technical performance and evaluation of procedures for isolation, identification and susceptibility testing of infectious disease organisms in humans. This course includes bacteriology, mycology, parasitology, virology and serology, and emphasizes the correlation of clinical laboratory data with the patient=s diagnosis and treatment. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.



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

Number CU 2.0

Subject: Description of Courses

Page 3 of 4Approved By: Date: 9-29-04**(Courses Continued)****CLS 420 Clinical Immunology and Molecular Diagnostics** (1 sem hr)

This course includes the theory, practical application, and evaluation of immunological components, principles and methodologies used in the assessment of immunologically-related disorders, including hypersensitivity reactions, autoimmune, immunoproliferative and immunodeficiency disorders, tumors and transplantations. Theory and application of molecular diagnostic tools, such as polymerase chain reaction (PCR), nucleic acid probes, fluorescent in situ hybridization (FISH) and microarray are also addressed. Critical thinking skills are developed in the critical analysis of published written articles with resultant written report.

CLS 422 Clinical Immunohematology I (3 sem hrs)

This course includes the introduction to the theory, practical application, technical performance and evaluation of blood bank procedures required for transfusion of blood and blood components and for handling and storage of blood. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

CLS 423 Clinical Immunohematology II (2 sem hrs.)

This course incorporated advanced theory, practical application, technical performance and evaluation of blood bank procedures required for transfusion of blood and blood components and for handling and storage of blood and blood components. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

CLS 424 Phlebotomy (1 sem hr)

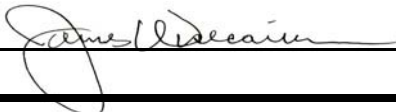
This course includes the theory, practical application, technical performance and evaluation of procedures used in collecting, handling and processing blood specimens. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.



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

Number CU 2.0

Subject: Description of Courses

Page 4 of 4Approved By: Date: 9-29-04

(Courses Continued)

CLS 426 Urine and Body Fluid Analysis (1 sem hr.)

This course includes the theory, practical application, technical performance and evaluation of procedures used in the analysis of urine and other body fluids, including cerebrospinal, synovial, serous and amniotic fluids. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

CLS 430 Clinical Laboratory Management I (2 sem hr)

This course includes the theory, practical application, and evaluation of laboratory management principles and associated models in communication, educational methodology, healthcare systems and financial resources. Opportunities for building critical thinking, problem-solving, and management/professional leadership skills are provided.

CLS 431 Clinical Laboratory Management II (3 sem hr)

This course, a continuation of Clinical Laboratory Management I, includes the theory, practical application and evaluation of laboratory management principles and associated models in compliance and regulatory issues, human resource management, method evaluation, professionalism and laboratory quality. Opportunities for building critical thinking, problem-solving, and management/professional leadership skills are provided.



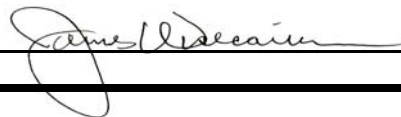
**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 3.0

Subject: Examinations

Page 1 of 2

Approved By:



Date: 05-18-09

PURPOSE: To establish a uniform examination policy for the CLS Program.

Examinations are used to assess the clinical laboratory science student's understanding and competency of academic material and technical skills. Examinations may consist of quizzes, unit examinations, comprehensive examinations and lab practicals.

All test questions are to be maintained as "secure"; therefore examinations will not be returned to the clinical laboratory science student. Students will be allowed to review the examination under supervision.

Copying, printing or saving of examinations by the student will not be allowed.

Examinations will be maintained by the respective program official or faculty member for a period of at least thirty days after the posting of the student's final grade report. If an appeal has not been filed in that time, the program official may destroy the examinations.

The following testing guidelines will be used:

1. Examinations will be proctored
2. Students will be seated with ample separation space between each other
3. Students will be permitted to have a calculator when approved, but the calculator may not be pre-programmed with formulas, calculations or other sensitive information. Use of a calculator will be approved for each exam as appropriate.
4. Students will not be permitted to have academic material near their seats. Examples include, but are not limited to the following:
 - a. Cellular telephones, personal computers, mechanical or electronic devices, such as personal digital assistants (PDAs), devices with computer communication and/or memory capability, electronic paging devices, recording or filming devices, iPods or radios
 - b. Coats, jackets, headwear, backpacks, book bags, briefcases
 - c. Books, notes, study materials

Students who abuse testing guidelines will be asked to surrender their unfinished examination to the proctor and/or exit Blackboard and asked to leave the examination room. The exam will not be scored and a grade of zero will be entered as the grade. The proctor will present the Unprofessional Behavior 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. Abuse of testing guidelines may be grounds for dismissal from the Clinical Laboratory Science Program (see Policy/Procedure Manual from the Clinical Laboratory Science Program # SA 10.0)

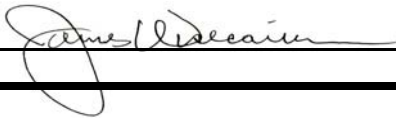


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 3.0

Subject: Examinations

Page 2 of 2

Approved By: 

Date: 05-18-09

A student who is unable to complete an examination at the scheduled time shall make arrangements with the appropriate program official and faculty contact to take the examination according to these guidelines:

1. Arrangements to take the examination before the regularly scheduled time will be made by the appropriate program official and/or faculty of the specific course as outlined in the course guidelines.
2. Completion of missed exams is expected to be timely, preferably upon a student's return to class. Individual considerations may be made for a student based on extenuating circumstances. All previously published course guidelines must be adhered to.



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

Number CU 4.0Subject: **Evaluation of Combined Lecture Series**Page 1 of 1Approved By: Date: 2-1-06

The Combined Lecture Series Evaluation shall be the responsibility of the Curriculum Committee. Evaluation shall address three major parameters.

EVALUATION OF OBJECTIVES

The topics and content of the Lecture series shall be essential or complementary to the curriculum of each of the affiliated programs.

The level of the lecture material shall depend on its placement in the series and the minimum background level of the students as identified by the Curriculum Committee.

The objectives of the lecture series shall be reviewed annually.

EVALUATION OF LECTURE PRESENTATIONS

An evaluation of the overall effectiveness of lectures shall be carried out by faculty in attendance and by informal communications of faculty with students.

Faculty and students shall be asked to complete a written evaluation form at appropriate intervals. Information and suggestions from these evaluations shall be evaluated and considered by the members of the Curriculum Committee for future planning.

Evaluation of lecture presentations shall include:

1. Organization of material
2. Presentation of material
3. Appropriateness of information for level of learning of the students
4. Overall achievement of objectives

EVALUATION OF STUDENT ACHIEVEMENT

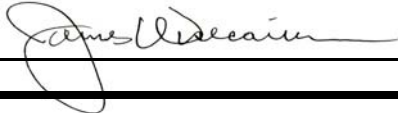
Achievement of students in the Combined Lecture Series shall be evaluated by objective type examinations composed of questions approved by the respective Presenters. Examinations shall be reviewed and edited into standard format prior to administration by members of the Curriculum Committee.

Statistical analysis of each examination shall be reviewed by the Curriculum Committee.



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

Number CU 5.0Subject: **Standardization of Clinical Curriculum**Page 1 of 1

Approved By: 

Date: 2-1-06

Minimum guidelines for the clinical portion of the clinical laboratory science curriculum are determined by the Curriculum Committee of the Clinical Laboratory Science Program.

These guidelines specify minimum standards. Each program is required to maintain a clinical program which meets or exceeds these minimum standards.

The minimum standards for the clinical curriculum are:

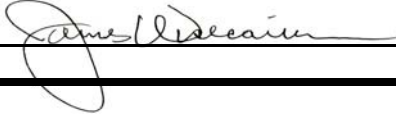
1. The clinical curriculum shall include supervised clinical laboratory experiences and/or student laboratory in the following areas: clinical chemistry, hematology, microbiology, immunohematology, molecular, urinalysis and body fluids, and phlebotomy.
2. Each student shall be provided an adequate rotation in the major areas of the clinical laboratory (see above).
3. Minimum length of rotations shall meet the current standards for determining credit value for courses as approved by the School of Allied Health Professions of UNMC.
4. Clinical laboratory experience shall include representative methods, both manual and automated, applicable to that specific area.
5. An introduction to principles of supervision and education shall be included in the clinical and didactic curriculum.
6. Each student's final grade in a clinical area shall include an evaluation of the application of theory, practical laboratory performance, and professional behavior skills.
7. The student's final grade in each clinical course shall include an evaluation of the theoretical aspects and the practical laboratory performance. (Grading criteria will be specified by each clinical course syllabi.) The professional behavior skills must be scored >Pass.=



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

Subject: Evaluation and Grading of Clinical Performance

**Number CU 6.0
Page 1 of 2**

Approved By: 

Date: 2-1-06

PURPOSE: To provide for consistent and fair evaluation and grading practices in the Clinical Laboratory Science Program.

The student's final grade in each clinical course shall include an evaluation of the theoretical aspects, the technical component and the professional behavior skills (Pass). (Grading criteria will be specified by each clinical course syllabi.)

To satisfactorily complete each course, a student must maintain at least a 70% in the technical component, a 70% in the theoretical component of the course and a >Pass= score in the professional behavior skills.

Evaluation of the professional behavior skills shall be structured in compliance with the School of Allied Health Professions policies and a grade of Pass/Fail will be given.

Each medical technology program shall use an evaluation system for clinical evaluations which provides for at least three performance levels as follows:

1. Exceeds minimal performance standards.
2. Meets minimal performance standards.
3. Fails to meet minimum performance standards (below 70%).



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

Number CU 6.0

Subject: Evaluation and Grading of Clinical Performance

Page 2 of 2

Approved By: _____

Date: 2-1-06

The syllabus of each clinical course will include a clear description of the requirements for passing. This syllabus will be developed by the Curriculum Committee and submitted to the Combined Faculty Committee for approval.

The syllabus will describe the following components:

1. Minimum technical competencies.
2. Acceptable performance on unit examinations.
3. Acceptable performance on final comprehensive examinations.
4. Acceptable performance on practical examinations.
5. Overall grade calculations.

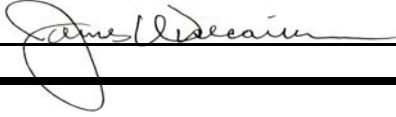
Acceptable performance and minimum passing grade requirements are stated in each course syllabus.

If a student has below a 70% average at the end of the course and/or has not demonstrated acceptable performance as stated in the course syllabus, they have failed the course and may be liable for dismissal (see policy SA 9.0 related to dismissal). After review by the Program Director, the student may be allowed to complete additional assignments to demonstrate competencies and satisfactorily pass a comprehensive and/or practical exam.

A student failing a course after this remedial action is subject to dismissal. Recommendations for any further remedial action or dismissal are made to the Combined Faculty Committee for approval.



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

Number CU 7.0Subject: **Practical Experience for Medical Technology Students**Page 1 of 1Approved By:  _____Date: 2-1-06

PURPOSE: To clarify the philosophy of the Combined Faculty Committee on practical experience for medical technology students.

The Program of Clinical Laboratory Science in the Division of Clinical Sciences at the University of Nebraska Medical Center is dedicated to providing quality education for their students. Participation in the practical aspects of the laboratory is an essential portion of our educational process in order to complement our general lecture series. In a busy clinical laboratory, the best source of practical experience is the patients served by the physicians at our various institutions. To this end, we have provided supervised experiences for our students with opportunity to participate in the service aspects of our laboratory. We believe this adds a personal dimension to the educational process which we feel is essential for the development of a professional laboratorian. It is clear that some of these tasks could be classified as providing service to the patients of our institution. For this reason, we have developed these guidelines for Students in the Clinical Laboratory Science Program.

1. All service procedures required of the students will be supervised experiences and shall be to develop mastery techniques and reinforce theoretical presentations which were made in our lecture programs.
2. Reinforcement by repetition may be desirable and is encouraged.
3. Provision of services by medical technology students on nights, weekend and holidays is not encouraged unless there are specific, definable, educational objectives associated with the experience such as participation in the emergency service under the conditions that they occur. These experiences will be under the supervision of qualified personnel.

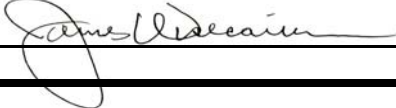


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 8.0

**Subject: Evaluation of Credentials for Advanced
Placement in the Medical Technology Curriculum**

Page 1 of 2

Approved By: 

Date: 2-1-06

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

1. Certification as a medical laboratory technician.
2. Documentation of completion of a NAACLS 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.

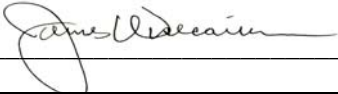


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 8.0

**Subject: Evaluation of Credentials for Advanced Placement
in the Clinical Laboratory Science Program Curriculum**

Page 2 of 2

Approved By: 

Date: 2-1-06

CHALLENGE

The program officials shall review the student's credentials and shall be responsible for submitting a written plan delineating the competencies 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.

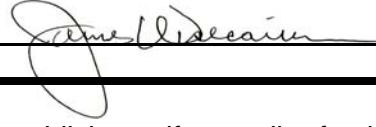


**UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 9.0

**Subject: Retention of Materials for Evaluation of Medical
Technology Students**

Page 1 of 1

Approved By: 

Date: 2-1-06

PURPOSE: To establish a uniform policy for the retention of materials used for the evaluation of clinical laboratory science students academic performance.

COMBINED LECTURE EXAMINATIONS

The examinations in the combined lecture series will be retained by the respective program officials at least 30 days after the posting of the final grades. If an appeal has not been filed in that time, the program official may destroy the examinations.

CLINICAL COURSES EVALUATION MATERIALS

Examinations may be returned to the student or maintained by the faculty members for a period of at least thirty days after the posting of the student's final grade report. If an appeal has not been filed in that time, the faculty member may destroy the examinations.

Each student=s file shall contain the following:

1. UNMC application form with the Clinical Laboratory Science Program Supplement.
2. Copy of official college transcripts.
3. Record of transcript evaluation.
4. Summary record of course grades.
5. Documentation of any counseling reports/sessions.

Each student shall have access to their records. No portion of the student=s record shall be released without written approval from the student.

Student records shall be maintained within the Clinical Laboratory Science Program for a reasonable period of time.

Upon completion of the Clinical Laboratory Science Program curriculum, the academic record is maintained by the UNMC Registrar.

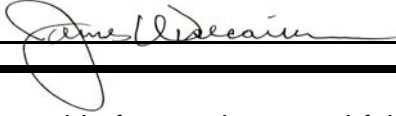


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number CU 10.0

Subject: **Grading System**

Page 1 of 1

Approved By: 

Date: 2-1-06

PURPOSE: To provide for consistent and fair grading practices in the Clinical Laboratory Science Program.

Each course in the Clinical Laboratory Science curriculum is graded separately. (See Policy CU 2.0.)

GRADING SYSTEM

The grading system employed by the Clinical Laboratory Science Program is:

<u>Grade</u>	<u>Percentage</u>	<u>Grade Points</u>
A+	= 97.00 -100	4.00
A	= 93.00 -96.99	4.00
A-	= 90.00 -92.99	3.67
B+	= 87.00 -89.99	3.33
B	= 83.00 -86.99	3.00
B-	= 80.00 -82.99	2.67
C+	= 77.00 -79.99	2.33
C	= 73.00 -76.99	2.00
C-	= 70.00 -72.99	1.67
Failing	= Below 70.00	

WP – Withdrew Passing; WF – Withdrew Failing; I – Incomplete; NR – No report; WX –Administrative Withdrawal; W – withdrawal (good standing).

The Honors (H), Pass (P), Fail (F) grading system may be used for some courses when deemed appropriate by the instructor.

Any course for which all requirements have not been fulfilled by a student may be reported by the instructor as “Incomplete.” The instructor thereby indicates that the student’s progress in the course is satisfactory, and the student has been allowed additional time to complete a course in which a passing grade is possible. When the student does not complete the course in the allowed additional time, a failing grade is reported for the course.

The faculty of each program reserves the right to recommend that a student withdraw if health, scholastic standing, clinical or laboratory performance, or other factors make it impractical and inadvisable for the student to continue in the program.

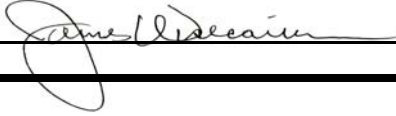


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CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number CU 11.0

Subject: Career Entry Competencies

Page 1 of 2

Approved By: 

Date: 2-1-06

PURPOSE: To describe career entry competencies expected of our Clinical Laboratory Science graduates.

Upon completion of the Curriculum, the graduates are able to:

1. Develop and perform procedures for collecting, processing, and evaluating specimens and to resolve problems relating to specimen handling.
2. Perform accurately analytical tests of body fluids, cells, and other substances.
3. Integrate data, correlate clinical test results to the patient's condition, and use these skills to recognize discrepancies in patient results.
4. Follow protocol concerning confirmation of abnormal results.
5. Follow protocol concerning Quality Assurance.
6. Follow protocol concerning quality control results, troubleshoot quality control problems, and institute procedures to maintain accuracy and precision.
7. Participate in preventive and corrective maintenance on equipment and instrumentation, as well as identify appropriate sources for repair.
8. Develop, evaluate, and select new methods for implementation within laboratory resources.
9. Demonstrate professional conduct and interpersonal skills with patients, laboratory personnel, other health care professionals, and the public.
10. Establish and maintain a program of personal continuing education as a function of growth and maintenance of professional competence.

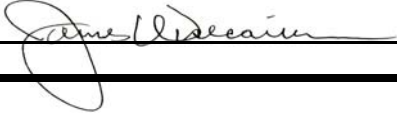


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
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Number CU 11.0

Subject: Career Entry Competencies

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(Continued)

11. Provide leadership in educating other health care personnel and the community.
12. Exercise principles of management and supervision.
13. Exercise principles of laboratory safety.
14. Apply principles of educational methodology.
15. Apply principles of current information systems.

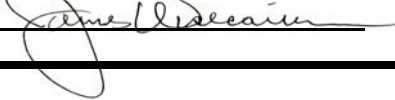


UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number CU 12.0

Subject: Program Evaluation

Page 1 of 1

Approved By: 

Date: 2-1-06

PURPOSE: To describe guidelines for the evaluation of each program in the Combined Program.

The Combined Program Curriculum Committee Chair shall appoint a sub-committee to administer evaluation tools and to maintain documentation of program evaluation.

Evaluation of the programs in the Clinical Laboratory Science Program shall address the following:

1. **EFFECTIVENESS OF THE PROGRAM**

The Evaluation Committee shall have a continuing system for reviewing the effectiveness of the program including a formal Self-Study process required for continuing accreditation.

2. **PERFORMANCE OF GRADUATES**

The program evaluation shall include documentation of performance by graduates on external certifying examinations, as well as graduate and employer surveys.

3. **GRADUATION AND PLACEMENT RATES**

The program evaluation shall include a review of graduation rates and placement rates for all students.

4. **EVALUATION REFLECTED IN THE CURRICULUM AND OVERALL PROGRAM**

The results of the program evaluation shall be documented and reflected in the curriculum and other elements of the program.

Evaluation feedback shall be obtained from students, graduates, faculty, employers of graduates, advisory groups, and clinical certification examinations, surveys, interviews, and self-evaluations for students and faculty.

Such outcomes assessment shall incorporate a plan for identifying areas of concern and documentation of the changes implemented to address such concerns.