

Medical Laboratory Science

2016 – 2017

Student Handbook

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STUDENT POLICY MANUAL 2016-2017 MEDICAL LABORATORY SCIENCE PROGRAM

This booklet is designed to provide you with orientation information for your senior year of the UNMC Medical Laboratory Science Program. **Please have access to this document at Orientation.** The new edition of the UNMC STUDENT HANDBOOK that provides additional information about daily life as a UNMC student will be available from the College of Allied Health Professions Current Student Website by late August. Policies not covered in this manual should be discussed on an individual basis with the Program Director or her assistant.

CLINICAL ROTATIONS

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

Instructors or program officials will schedule orientation lectures, seminars, departmental lectures and examinations in each of the courses. Completion of all required assignments is an expectation for successful program completion.

COURSES

You will register for 43 semester hours. These hours include clinical courses (lecture and lab) and didactic courses during the program.

See: <http://www.unmc.edu/alliedhealth/education/mls/about/curriculum.html>

HOURS

Your on-site schedule will average 40 hours each week. In some instances you may be expected to stay past the eight hours to complete a procedure or to take advantage of the learning experiences of special procedures. During the clinical rotations, your hours will be determined according to the department to which you are assigned. You may be scheduled for the early shift (Phlebotomy) during part of your education (See Attendance Policy SA 3.0).

GRADING SYSTEM

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

GRADE	Percentage	GRADE POINTS
A+	97.00-100	4.0
A	93.00-96.99	4.0
A-	90.00-92.99	3.67
B+	87.00-89.99	3.33
B	83.00-86.99	3.0
B-	80.00-82.99	2.67
C+	77.00-79.99	2.33
C	73.00-76.99	2.0
C-	70.00-72.99	1.67
D+	67.00-69.99	1.33
D	63.00-66.99	1.00
D-	60.00-62.99	0.67
Failing	0.00-59.99	0.00

POLICIES

The policies of the affiliated programs regarding advanced placement, attendance, leave of absence, unprofessional behavior, student dress code, student employment, probation and dismissal are included in this packet. A link to the entire MLS Program Policy Manual can be found on our website. Information regarding additional policies will also be given at orientation.

DRESS CODE

For information see policy SA 5.0, page 13, in this manual.

BOOKS

Textbook information was previously emailed to students.

HOUSING

Students are responsible for obtaining their own living quarters. UNMC students, who will be in Omaha or Kearney for the 13 weeks of the student laboratory phase during the summer of 2016, have been provided with separate information on temporary housing available.

STUDENT HEALTH INSURANCE

Outpatient ambulatory care is provided for UNMC students upon payment of the required student health fee. Completion of the immunization form is required.

All UNMC students are required to enroll in the student hospitalization policy available through UNMC, **unless** they can provide proof of comparable coverage. A waiver of mandatory hospitalization insurance will be distributed by UNMC Student Services.

ABSENCES

Each student is required to attend all classes, lectures and clinical experiences. There are no allotted days for sick leave or absences. All didactic and clinical work must be completed before grades can be assigned. This may necessitate extra days being made up in the clinical department at the end of the year. This may be required to occur on the UNMC Omaha campus. If a large number of sick days are accrued in one rotation block, the entire rotation may have to be rescheduled at a later date to complete the required material. (See Policy SA 3.0)

VACATION AND HOLIDAYS

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

**CALENDAR FOR 2016-17
MEDICAL LABORATORY SCIENCE PROGRAM
UNIVERSITY OF NEBRASKA MEDICAL CENTER**

May 17, 2016	Orientation
May 18, 2016	Student Lab Begins
May 30, 2016 (No Class)	Memorial Day
July 4, 2016 (No Class).....	Independence Day
August 11, 2016.....	Last Day of SL, Clinical Orientation
August 17 - 21, 2016.....	Clinical Site Orientation – schedule will vary based on clinical site (ALL)
August 22, 2016.....	Clinical Rotation I Begins – schedule will vary based on clinical site (ALL)
September 5, 2016 (No Class).....	Labor Day
November 24-25, 2016 (No Class).....	Thanksgiving Break
December 16, 2016	Last Day of Class Prior to Winter Vacation
December 18, 2016 -January 7, 2017	Winter Vacation
January 09, 2017	Classes Resume
January 16, 2017 (No Class).....	Martin Luther King Day
March 19-26, 2017 (No Class)	Spring Break
March 27, 2017	Classes Resume
May 5, 2017	Last Day of Clinical Rotations UNMC CAHP Convocation
May 6, 2017	UNMC Commencement

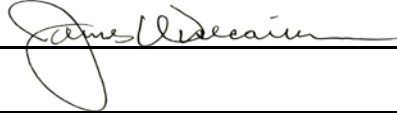
UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number CU 8.0

Subject: Evaluation of Credentials for Advanced
Placement in the Medical Laboratory Science Curriculum

Page 1 of 2

Approved By: _____



Date: 2-1-06

Reviewed: 05-09-16

PURPOSE: To establish guidelines whereby a student accepted into the Medical 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 MLS Curriculum Committee 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:

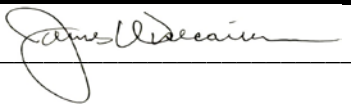
1. Certification as a medical laboratory technician.
2. Documentation of completion of a NAACLS accredited curriculum for medical laboratory technicians.
3. Documentation of work experience acceptable to the Curriculum Committee.
4. Other documented credentials acceptable to the Curriculum Committee.

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

Number CU 8.0

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

Page 2 of 2

Approved By: 

Date: 2-1-06
Reviewed: 05-09-16

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 MLS student may only challenge the technical component of a course unless otherwise designated by the course syllabus or policies.

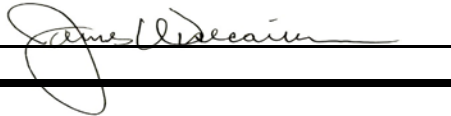
UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 3.0

Subject: ATTENDANCE POLICY

Page 1 of 1

Approved By: _____



Date: 2-1-06

Reviewed: 05-09-16

PURPOSE: To define the attendance requirements for MLS students.

REQUIREMENTS:

Each student is required to attend all classes, lectures, case study sessions, 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.

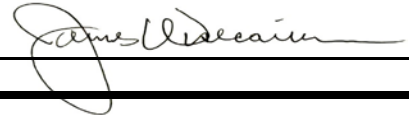
UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 3.1

Subject: LEAVE OF ABSENCE (LOA)

Page 1 of 2

Approved By: _____



Date: 4-12-07

Reviewed: 05-09-16

PURPOSE: To establish guidelines for an extended leave of absence (LOA) required by or approved by the program director.

LEAVE OF ABSENCE:

A leave of absence for a limited time may, under exceptional circumstances, be required by or approved by the program director. Any such leave of absence shall be solely within the discretion of the program administration based on 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 3.0). 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 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 MLS 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.

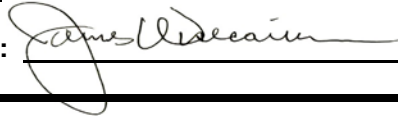
UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 3.1

Subject: Leave of Absence (LOA)

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Approved By: _____



Date: 4-12-07

Reviewed: 05-09-16

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 MLS 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.

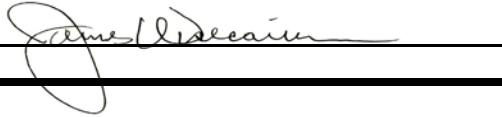
UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 5.0

Subject: PROFESSIONAL BEHAVIOR

Page 1 of 1

Approved By: _____



Date: 02-12-10

Reviewed: 05-09-16

PURPOSE: To describe the policy for dealing with students who do not demonstrate professional behavior.

PROCEDURE:

1. Professionalism is expected in all situations at all times. 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 laboratory professionals and in any situation representing the MLS Program, the MLS student must demonstrate professionalism towards lecturers, instructors, co-workers, fellow students, preceptors and proctors, program officials, and other health care professionals.
3. Non-professional 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
4. If a student is exhibiting non-professional behavior, she/he 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 Non-professional Behavior documentation form, and ask that it be signed or acknowledged by the student. The Non-professional Behavior Form will initiate the instructor's completion of the Professional Behaviors Evaluation. 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 probation (see Policy SA 10.0).

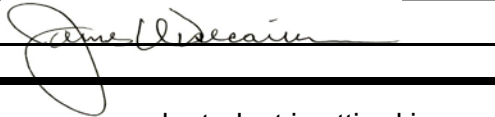
UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 6.0

Subject: DRESS CODE

Page 1 of 1

Approved By: _____



Date: 2-1-06

Reviewed: 05-09-16

PURPOSE: To ensure each student is attired in a manner that complies with safety requirements and will present a professional appearance to the patient, visitor, medical staff, and hospital personnel.

AFFILIATED HOSPITAL GUIDELINES:

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. Scrubs are acceptable if approved by the hospital laboratory.

ATTIRE:

A student may choose either of the following options:

1. Appropriate street wear covered by a laboratory coat that meets all regulatory requirements. Appropriate street wear includes conservative dress slacks, shirts, pantsuits or dresses. Low-heeled, closed toed 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 covered by a laboratory coat that meets all regulatory requirements. Low-heeled, closed toed shoes with hose or socks are required.

APPEARANCE:

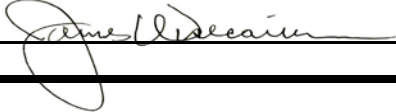
Personal cleanliness is required of those who work in hospitals. Fresh, clean clothes and shoes are essential. Hair shall be neatly groomed and secured so that it does not fall freely when moving the head. Long, loose scarves shall not be used to secure hair. All cosmetics perfume, after shave lotion, and jewelry shall be conservative.

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

Number SA 8.0

Subject: **STUDENT EMPLOYMENT**

Page 1 of 1

Approved By: 

Date: 2-1-06
Reviewed: 05-09-16

PURPOSE: To establish guidelines for student employment.

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

EMPLOYMENT:

Medical 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.

The student's work schedule shall not interfere with any class or clinical assignment as scheduled in the Medical Laboratory Science Program.

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

Number SA 10.0

Subject: PROBATION

Page 1 of 2

Approved By: 

Date: 05-18-09

Reviewed: 05-09-16

PURPOSE: To describe the guidelines for probation for students enrolled in the Medical 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 for a student based on failure in any one of these three domains of learning.

ACADEMIC SCHEDULE:

In the academic schedule of the Medical Laboratory Science Program per UNMC academic calendar, students have completed first semester student laboratory courses by August of each year, clinical and didactic courses by December of each year, and second semester clinical and didactic courses by the scheduled last day of the program.

ACADEMIC PROBATION: A student may be placed on probation for:

1. Failure to maintain the minimum requirements in each didactic course as published in the respective course syllabus.
2. Failure to maintain the minimum requirements in each clinical course as published in the respective course syllabus.

GRADING SYSTEM: The course evaluation may consist of (but not limited to) 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 can assess behavioral and professional traits. Results of this evaluation are used in counseling for professional development, as well as in successful course completion.

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

1. Achieving $\geq 70\%$ in the didactic and clinical courses 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.

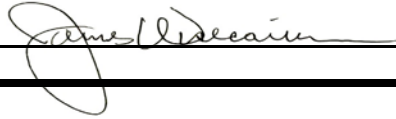
UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 10.0

Subject: PROBATION

Page 2 of 2

Approved By: _____



Date: 05-18-09

Reviewed: 05-09-16

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.

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 they consider important.

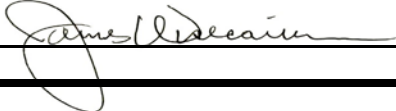
REMOVAL OF PROBATION: Probationary status may be rescinded when the deficiencies are removed to the satisfaction of the program officials.

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

Number SA 11.0

Subject: **DISMISSAL**

Page 1 of 1

Approved By: 

Date: 05-18-09
Reviewed: 05-09-16

PURPOSE: To describe guidelines for dismissal of students enrolled in the Medical 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 three domains of learning

ACADEMIC DISMISSAL:

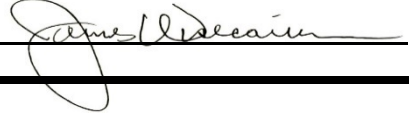
A student may be subject to dismissal for:

1. Failure to achieve 70% in didactic and/or clinical courses 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 Executive Associate Dean of the College of Allied Health Professions. The Executive Associate Dean will then notify the student of his/her dismissal in writing, sent by certified mail. A copy will be forwarded to the MLS Program Director.

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 they consider important (see UNMC Student Handbook, p.58 at [http://www.unmc.edu/student-services/ documents/Handbook.pdf](http://www.unmc.edu/student-services/documents/Handbook.pdf)).

Approved By: Date: **05-10-16**Reviewed: **05-10-16**

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

USE AND MAINTENANCE:

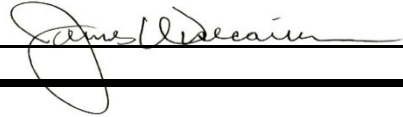
Examinations are used to assess the medical laboratory science student's understanding and competency of academic material and technical skills. Examinations may consist of unit, comprehensive, and lab practical examinations.

All test questions are to be maintained as "secure"; therefore, examinations will not be returned to the medical 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 30 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.

TESTING GUIDELINES: 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. Examinations (except for hands-on practical examinations) will be completed using online examination software (e.g., ExamSoft/SofTest). Students must have a personal device that meets compatibility requirements as published by the examination software and UNMC CAHP. Paper examinations are utilized by program permission only and on an exam-by-exam basis. See: <http://www.unmc.edu/alliedhealth/admissions/computers.html>
4. Students will be permitted to utilize the calculator available within the examination software. If approved to use another calculator, the approved calculator may not be pre-programmed with formulas, calculations or other sensitive information. Use of a calculator other than provided by examination software will be approved for each exam as appropriate.
5. Students will not be permitted to have academic material near their seats while taking exams. Examples include, but are not limited to the following:
 - a. Cellular telephones; electronic devices other than what is required to utilize examination software, 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
6. Pencils, erasers and scratch paper will be provided to the student when taking exams.

Approved By: Date: 05-18-09Reviewed: 05-27-14**Testing Guidelines Continued:**

Students who abuse testing guidelines will be asked to surrender their unfinished examination to the proctor and/or to exit the examination software per proctor direction and will be 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 Nonprofessional 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 Medical Laboratory Science Program (see Policy SA 11.0).

ALTERNATE EXAM DATES:

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 other course requirements must be adhered to.