



STUDENT HANDBOOK

2023– 2024 ACADEMIC YEAR

POLICIES
AND
PROCEDURES

Welcome to the Medical Laboratory Sciences Program!

This material is compiled to answer your questions concerning the general policies and procedures of the Wichita State University (WSU) Medical Laboratory Sciences (MLS) Program. It will serve as a reference and guide as you complete the requirements of the program. We hope that it will make life simpler, get you started in the right direction, and help you along the way. Problems and questions will arise, so as they do, call the MLS office at (316) 978-3146 and we will do our best to help.

Contact information for MLS is:

Mailing address:
 Medical Laboratory Sciences Program
 1845 Fairmount
 Wichita, KS 67260-0043

Phone: (316) 978-3146
 E-mail: mls@wichita.edu
 Physical location: Ahlberg Hall, Room 107

The MLS Faculty and Staff are here to help you. Contact information is below:

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MISSION

The mission of the department of Medical Laboratory Sciences is to improve the health of the community by:

- Educating resourceful, adaptable, and well-prepared individuals to serve and lead the medical laboratory sciences profession,
- Contributing to the body of knowledge for Medical Laboratory Sciences, and
- Facilitating life-long learning for Medical Laboratory Scientists.

EDUCATION GOALS, OBJECTIVES AND OUTCOME MEASURES OF THE PROGRAM

Goal: To prepare students as competent Medical Laboratory Scientists as defined by the program's local and regional community of interest and by National Board credentialing examination matrices.

Objective #1: Upon graduation, the student will demonstrate the ability to comprehend, apply and evaluate information relevant to the role of a medical laboratory

Outcome Measures: Outcome measures include the results of:

- Summative affective evaluations completed by clinical rotation instructors. Evaluations are conducted at the end of each clinical rotation.
- Indication of satisfaction with program graduates by employers. Employers are surveyed at two-year intervals.

COMPETENCIES OF THE GRADUATE

As described by the certification agency for Medical Laboratory Sciences, American Society for Clinical Pathology, the graduate must be competent in areas of Body Fluids, Blood Bank, Chemistry, Hematology, Immunology and Microbiology. The following competencies are assessed by the certification agency:

- Applied knowledge of theory and principles related to:
 - anatomy (Body Fluids)
 - biochemistry (Chemistry and Hematology)
 - education
 - genetics (Blood Bank and Molecular Diagnostics)
 - growth characteristics/diagnostic and infective forms (Microbiology)
 - immunology (Blood Bank and Immunology)
 - laboratory information systems
 - physiology (Body Fluids, Chemistry, Hematology, Immunology)
 - data security/patient confidentiality
 - fundamental biological characteristics related to laboratory testing
 - medical terminology
 - principles of performing basic/special laboratory procedures
 - sources of error in laboratory testing
 - standard operating procedures
 - theory and practice related to laboratory operations (management/safety/education/R&D)
- Selects appropriate:
 - controls for test performed
 - course of action
 - instruments for new laboratory procedures
 - instruments to perform requested test
 - quality control procedures
 - reagents/media/blood products
 - routine/special procedures to verify test results
 -

- Calculates results and assesses test results by correlating laboratory data with:
 -

MEDICAL LABORATORY SCIENCES PROFESSIONAL PROGRAM

The professional curriculum in the WSU MLS program is designed to provide the student with a strong background in the principles and methodologies involved in the various areas of Medical Laboratory Sciences. The full-time professional curriculum is four semesters in length; the part-time program is six semesters in length. The professional curriculum consists of 52 credit hours in MLS courses. A reduced-credit-hour option is also available for graduates of associate degree medical laboratory technician programs with ASCP certification; this 27 to 32 credit hour program offers activities which extend the medical laboratory skills and knowledge of the associate degree program. Upon satisfactory completion of any of these programs, the graduate will be eligible to sit for national certification exams.

ACCREDITATION

The Program is accredited by:

National Accrediting Agency for Clinical Laboratory
Sciences (NAACLS)
5600 N. River Rd. Suite 720
Rosemont, IL 60018-5119
Phone: (773) 714-8880
<http://www.naacls.org/>

ADMISSIONS CRITERIA

Deadline for receipt by the MLS Office for all application materials, including references, is March 15 for fall semester entry and October 15 for spring semester entry. Students will be accepted for full-time and part-time enrollment. Students must be full-time during the Clinical Semester.

ACCEPTANCE is based on the following criteria:

A. Grade Point Average (GPA):

Minimum GPA of 2.5 on a 0 - 4.0 scale.

Points are assigned as follows: Overall GPA x 10 = points. (Example; GPA of 2.5: 2.5 x 10 = 25 points)

Note: All science prerequisite courses for the MLS program must be completed with a grade of 2.0 or above on a 0 – 4.0 scale (C or better)

The following Essential Functions are functions that every MLS, with or without reasonable accommodation, needs to successfully participate in clinical activities.

1. Essential Observational Requirement for Medical Laboratory Sciences:

The MLS student must be able to:

- read and comprehend written instructions, interpret charts, graphs, and test results, discriminate major colors, and use a microscope to observe and identify specimen characteristics within a given time period.

2. Essential Communication Requirements for Medical Laboratory Sciences:

The MLS student must be able to:

- communicate effectively and accurately receive and transmit verbal and written information from and to others.

3. Essential Movement Requirements for Medical Laboratory Sciences:

The MLS student must be able to:

- move freely and safely from one location to another in the clinic.

Orientation

All newly admitted students must attend program orientation at the beginning of the program.

At the completion of orientation and before attending student laboratories, the student will, at minimum:

1. Recognize the Standard Precautions for biosafety and chemical safety in a medical laboratory.
2. Identify the location of all safety equipment in the student laboratory by participating in lab tour.
3. Recognize requirements for patient confidentiality under HIPAA.
4. State the policies and procedures of the WSU MLS program.
5. Perform venipuncture on a simulation mannequin arm.
6. Utilize micropipettes and serological pipettes to accurately measure fluids.
7. Perform Kohler Illumination procedure on brightfield microscopes.

Program Curriculum Requirements

The Clinical Semester: These courses are taken in the last semester of study and are offered every semester.

| | | |
|--------------------|-------------------------------|----------|
| MLS 479 | Applied Immunohematology | 3 |
| MLS 488 | Core Lab Practicum | 8 |
| MLS 498 | Applied Clinical Microbiology | <u>3</u> |
| <i>Total Hours</i> | | |

MLT-to-MLS Program Plan

MEDICAL LABORATORY SCIENCES

COURSE DESCRIPTIONS

MLS 400. Clinical Laboratory Management/Education (3). A study of the principles and methodologies of laboratory management and supervision, and teaching techniques applicable to the clinical laboratory sciences. Prerequisite: program consent.

Content Outline

- Quality Assessment
 - Compliance
 - Regulation
- Safety
- Purchasing
 - Inventory Control
- Competency
- Education and Communication
- Laboratory Information Systems

MLS 453 Clinical Chemistry (8) 6R 2L. This course includes the study of the principles, concepts, and techniques used in the clinical chemistry laboratory for the analysis of serum, plasma, and other body fluids. Correlations of chemical substances in the body and the assessment of health and disease are emphasized. Applicable practice in procedures used for chemical analysis of body fluids is provided, including the physical, chemical and microscopic analysis of urine. Coursework will include the study of Clinical Laboratory Regulation, General Laboratory Operations and Safety, and Instrumentation Methodologies, as well as coursework in the following areas: Carbohydrates, Proteins and other Non-Protein Nitrogen-Containing Compounds, Heme Synthesis and Derivatives, Enzymes, Electrolytes, Acid-Base Balance, Lipids and Lipoproteins, Hormones, Tumor Markers, Therapeutic Drug Monitoring, and Toxicology. Prerequisite: Admission into the MLS program.

Content Outline of Clinical Chemistry

- Carbohydrates
 - Glucose
 - Glycosylated hemoglobin
 - Other carbohydrates (e.g. lactate)
- Acid Base
 - pH, pCO₂, pO₂
 - Osmolality, base excess
- Electrolytes
 - Sodium, potassium, chloride, bicarbonate, anion gap
 - Calcium, magnesium, phosphorus
- Protein and Other Nitrogen-Containing Compounds
 - Total protein, albumin
 - Globulins (alpha 1, alpha 2, beta, gamma)
 - Ferritin, transferrin

- Iron and TIBC
- Ammonia
- Creatinine, BUN
- Uric acid
- Troponin
- Other (e.g., BNP)
- Heme Derivatives
 - Hemoglobin (S, fetal, A2, plasma)
 - Bilirubin, urobilinogen
 - Other (e.g., myoglobin)
- Enzymes
 - Amylase, lipase
 - AST, ALT
 - CK, LD
 - ALP
 - GGT
 - Other
- Lipids and Lipoproteins
 - Cholesterol (total, HDL, LDL)
 - Triglycerides
 - Phospholipids (PG)
 - Other lipids and lipoproteins
- Endocrinology
 - T3, T4, TBG, TSH
 - 5HCG84d(1)-4.6)TjE,(i)-4p,1.033(0)AodyMEMC<<M,/LBody 60

MLS 463 Clinical Hematology (8) 6R

MLS 473 Immunohematology (8) 6R 2L. The practice and procedures in the transfusion service and donor center will be presented, including the application of genetics and immunology to blood group serology. Problem solving in transfusion medicine, including complex antibody identification techniques and resolution of serological incompatibilities encountered in blood typing, compatibility testing of blood products, hemotherapy, testing for Rh immunoglobulin, as well as problems resulting from hemolytic disease of the newborn and hemolytic anemia is explored. Practice is offered in the techniques relevant to the performance of blood bank testing by the medical laboratory scientist in both the donor center and transfusion center, including automated testing methods, collection, storage and processing of blood components for transfusion. Reagents, testing of blood products and quality principles in blood banking will be summarized. Pre-requisite: Admission to the MLS Program.

Content Outline of Immunohematology (Blood Bank)

- ABO
- Rh
- Antibody Screen
- Antibody Identification
 - Duffy
 - Ii
 - Kell
 - Kidd
 - Lewis
 - MNS
 - P
 - Rh
 - Multiple antibodies
- Crossmatch
- Special Tests
 - DAT
 - Phenotyping and genotyping
 - Elution/adsorption
 - Antibody titer
 - Pre-warm technique
 - Rosette and Kleihauer-Betke
- Blood Donation
 - Donor requirements
 - Donor testing
- Transfusion Therapy
 - RBC
 - PLT
 - FFP
 - Cryoprecipitated AHF
 - RhIG
- Transfusion Reactions
- HDFN

- Other Mycobacteria (e.g., *M. avium*, *M. avium-intracellulare*, *M. fortuitum*, *M. gordonae*, *M. kansasii*,

PROGRAM EXPENSES (ESTIMATES)

Tuition and Fees

Tuition and fees are set by the Board of Regents and are subject to change.

Current tuition and fees can be found at the following url:
<https://www.wichita.edu/services/tuitionfees/index.php>

The university refund policy may be found on the WSU registrar's web site at:
<https://www.wichita.edu/services/tuitionfees/policies.php>

The MLS department charges a \$175.00 program fee/semester (for 3 semesters, not including clinical semester) = Total Cost for program- \$525

Application Expenses (current at the time of handbook preparation)

- Program Acceptance Deposit \$150.00
 - The program application deposit is non-refundable. It is applied to tuition for MLS courses when the program is commenced. The acceptance fee is forfeited if the program is not commenced.
- Background Checks (Required by Orientation Day) \$ 45.00
- Immunization Charges/Tb Test Cost varies
- Health Insurance coverage (current health insurance is required throughout the program) Cost varies
- Health Physical (you may use your doctor or WSU Student Health Clinic Must be current at the beginning of the clinical semester) Cost varies

Coursework Expenses ()-11.1a1 Tflrsew &-36 (&-1 (w)4.)-1./ ()-0)-pMMC epc &

Financial Assistance

Scholarships and grants are available through the University, College of Health Professions, and MLS Department by submitting an application through Scholarship Universe, which is the university-wide scholarship system

8. Maintain a clean and orderly work station. Wipe down bench tops with disinfectant at the completion of a lab session. Clean up spills immediately.
9. Dispose of waste in the proper container:
 - a. Dispose of contaminated needles and sharp objects in the biohazardous sharps containers.
 - b. Dispose of broken glass in the container that is labeled for broken glass.
 - c. Place dirty glassware in containers for wash.
 - d. Do not dispose non-infectious items in biohazardous containers.
10. Clean microscope lenses and cover microscopes after use. Turn off equipment that will not be used after the end of the lab session as directed by your lab instructor. Return reagents and supplies to their appropriate storage place.
11. Cooperate with lab instructors and your peers to maintain a safe, clean work area.

In addition to the above we will be following the CDC guidelines for Lab Safety Practices at the following url: <https://www.cdc.gov/coronavirus/2019-ncov/lab/lab-safety-practices.html>

Accidental Exposure Protocol

Students should be completely familiar with the safety precautions and other material detailed in the student safety manual kept in the student lab. The clinical laboratory can be a safe place to learn and work when appropriate procedures and proper equipment are utilized. However, in the event of accident, injury, or exposure to a biohazard or chemical hazard, the following protocol should be implemented:

- Immediately notify the faculty member or clinical supervisor (during clinical rotations).
- Perform appropriate first-aid procedures to include washing the skin or wound with soap and water or flood the affected mucous membranes with water.
- If the exposure involves potential blood-borne pathogen contact to non-intact skin or mucous membranes (such as a needle stick or splashing in the eyes), or a chemical exposure or other serious injury, the student will be immediately escorted to Student Health. Assist the laboratory

COMPLIANCE REQUIREMENTS

Required Health Records

To ensure safety for patients and co-workers, students must comply with health and safety requirements of the program and the clinical affiliates of the program. The following documentation must be on file in the MLS office before starting the professional program. Health requirements may be obtained through WSU Student Health Services (Student Wellness Center Steve Clark YMCA 2060 N Mid-Campus Drive, Wichita, KS 67208) or the student's own health care provider.

Physical Exam 11.1.3 (.3)-4.6 (9tt(xa)1 0 0 11.1.3 (.3)-4.6 (9tt(t(xa)1 0 0 1h72 632.e9 (i)-4.6)-3.9 (tUk4 5663

The healthcare facility will accept or deny admission of the student to their facility based on the policies of their facility. Be aware that findings of a felony or certain misdemeanors detected on the background check may determine if you can be placed at a clinical facility. Prospective applicants are encouraged to consult with the program director for more detailed information before applying.

Statement of Confidentiality

MLS students attend training on patient confidentiality (HIPAA) during orientation and will sign a ***Statement of Confidentiality***. By signing this form, the student indicates that they will not discuss patient information outside of the affiliate laboratory. This policy is enforced as a component of the Affiliation Agreement.

Liability Insurance

Each student will be required to carry professional and general liability insurance during his/her Clinical Semester. This insurance is obtained and paid for by the College of Health Professions at no cost to the student. Proof of this insurance policy is available through the Dean's Office in the College of Health Professions and may be presented to clinical affiliate sites as needed.

Students who enter the Clinical Semester of the MLS program must have submitted and have on file in the MLS office all compliance documentation, including background check, current health insurance, physical exam, current immunizations, tuberculosis test and drug testing as required by the clinical facility. Students will not be placed at a clinical site until all compliance documents are on file in the MLS office

Student Laboratory and Clinical Semester Attire

During student laboratories and the Clinical Semester:

- Official WSU MLS scrubs will be worn.
- Shoes that protect the entire foot including the toe and heel should be worn.
- Hair should be secured and/or contained if hair is a danger to being caught in any instrumentation or falling into biohazardous material. Beards, mustaches, and other facial hair must be kept well-trimmed and clean. Hair should not obstruct vision.
- Jewelry, such as dangling necklaces and long earrings, should not be worn in the laboratory.
- Students are expected to maintain proper hygiene.

Most clinical affiliate sites will generally accept visible tattoos or body piercings in the workplace as long as they're not offensive, unprofessional, or distracting, but it also depends on the health system or specific facility that the student is at. Unacceptable tattoos that cannot be covered or piercings that cannot be removed may result in delay of program completion if an alternate site is not available.

Students must have at least one set of scrubs, including scrub top and scrub pants, for student laboratories and the Clinical Semester. The school or clinical site will provide lab coats. One lab coat per semester will be provided for student laboratories on the WSU campus. A charge of \$5 may be requested for each additional lab coat.

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In the event of a legitimate and necessary absence, such as infectious illness, the student should:

- **During on-campus semesters**, notify the MLS department by phone or email as soon as possible:
 - Main office: (316) 978-3146
 - Program Director: (316) 978-6819
 - The instructor of the class you are in

- **During the Clinical Semester**, notify the supervisor of the assigned department at the clinical affiliate by phone **AND** notify the Clinical Coordinator/MLS department by phone or email as soon as possible:
 - Main office: (316) 978-3146
 - Clinical Coordinator: (316) 978-7291
 - Program Director: (316) 978-6819

In the event of unavoidable late arrival:

- **During on-campus semesters**, notify the MLS department by phone as soon as possible:
 - Main office: (316) 978-3146
 - Program Director: (316) 978-6819
 - The instructor of the class you are in

- **During the Clinical Semester**, notify the supervisor of the assigned department at the clinical affiliate by phone **AND** notify the Clinical Coordinator/MLS department by phone or email as soon as possible.
 - Main office: (316) 978-3146
 - Clinical Coordinator: (316) 978-7291
 - Program Director: (316) 978-6819

MAKE-UP POLICY

Students are allowed to make up lecture examinations, including the final examinations, upon establishment of reasons which are satisfactory to the instructor, such as personal or immediate family illness. Documentation of inability to attend at the scheduled time must be provided before a makeup examination is scheduled. Please see individual course syllabi for information about make-up quizzes and lab assignments.

HOLIDAYS

School holidays are posted on the university website. During the Clinical Semester, holidays will conform to the holiday schedule of the clinical affiliate of the current rotation. These differences to the WSU holiday schedule listed for the university are necessary to provide clinical instruction when the most qualified clinical instructors are available. During the Clinical Semester, student breaks, such as spring break, are listed on the rotation schedule and are at least one week in length.

WSU STUDENT CONDUCT

Students are expected to read and adhere to the policies of WSU as presented in the WSU Academic Policies and Student Code of Conduct Process and Procedures.

https://www.wichita.edu/services/mrc/WSU_Academic_Policies.php

https://www.wichita.edu/about/student_conduct/FAQs.php

https://www.wichita.edu/about/student_conduct/Conduct_Process.php

MLS STUDENT CODE OF CONDUCT

(Includes Professionalism and Expected Behaviors, Confidentiality, Social Media and Use of Electronic Devices, and Safety Protocols)

PROFESSIONALISM AND EXPECTED BEHAVIORS

Students in the MLS program will strive to develop habits of reliability, accuracy, timeliness, safety, and confidentiality in all professional practices by:

1. Arriving on time and ready to perform all activities.
2. Taking given opportunities to prepare for professional practice.
3. Providing accurate, timely laboratory results so that primary care providers/ faculty may make

CONFIDENTIALITY, SOCIAL MEDIA, AND USE OF ELECTRONIC DEVICES:

The student laboratory is a simulation of clinical laboratory experience. In keeping with clinical practice guidelines, information gained through clinical laboratory practice will not be discussed in the public arena, including public meeting areas and social networking sites.

While they are useful and convenient tools for the student, personal electronic devices can be a source of distraction for others and a potential temptation towards unethical behavior when used inappropriately or unprofessionally during a student's learning experience. Personal electronic devices are defined as electronic, portable, entertainment, communication, or information storage devices.

These devices include, but are not limited to, the following:

- Cellular phones
- Laptop and handheld computers
- Lavico(L)2.3 (a)-1w7alb avesanec (.6 (e)2.9 (p)2 (u)2 (b)12.86(l)-2.6 (i)-2.6es M9 (ce oP)3ce o39 (f)-.03Tj0)2 (b)6.

VERBAL WARNINGS

An instructor may issue a verbal warning to any student who either demonstrates unprofessional behavior, earns less than a 70% on one exam in any course, or fails to meet attendance obligations. In case of a failed test (<70%), a test review form will be completed

APPEALS

Each student shall have the right to appeal an academic or disciplinary termination or removal from the professional phase. The student shall first appeal within ten instructional days of the termination or removal action to the Chairperson of the MLS Department. Within three working days, the Chairperson shall inform the student in writing of the Departmental decision.

The student, if dissatisfied with the decision at the departmental level, may appeal to the CHP Student Affairs Committee, and the Dean of the CHP. If the student wishes to appeal beyond the college level, he/she may contact the Wichita State University Court of Student Academic Appeals, Division of Student Affairs, 103 Grace Wilkie Hall. Consult the WSU Policies and Procedures manual at the following link for further information about appeal procedures:

https://www.wichita.edu/about/policy/ch_08/ch8_20.php

APPLICATION FOR DEGREE

Students are responsible for completing an application for degree (AFD) online through- MyWSU, Graduation Links, Application for Degree (AFD), in the semester prior to the Clinical Semester.

STUDENT RECORDS

MLS departmental student records are kept in the Medical Laboratory Sciences office. The information is confidential and controlled under Public Law 93-380. Student files are open to the student upon their request and release of information from the file is prohibited except with written permission of the student. Students may request the names of individuals and agencies who request access to their records and the reasons for such requests. Student files contain all information needed for admission to the Program along with progression forms, and compliance documentation for the Program and clinical rotations. MLS departmental student records are retained for a period of 20 years. Clinical evaluations and written lecture and lab exams taken during the program are retained for a period of 3 months after the student completes the program. If a grade appeal has not been filed during this time, evaluations and exams are destroyed by a secure shredding service.

The WSU Registrar's office maintains copies of student grades and credits on transcripts. These records are permanently maintained by the University. These transcripts contain the student's legal name, grades, credits and dates of admission and completion.

FACULTY RECOMMENDATIONS

Requests for recommendations for student or graduate scholarships, awards or employment must originate from the student or graduate and come directly to the applicable faculty.

CERTIFICATION EXAMINATION

Students successfully completing the MLS program are eligible to take national

THE CLINICAL SEMESTER

CLINICAL AFFILIATES AND ROTATION SECTIONS

The Clinical Semester for the WSU MLS program consists of 3 rotations: Core Lab (includes Hematology, Chemistry, UA, Phlebotomy, Serology, and Management), Clinical Microbiology and Blood Bank. The Wichita State University College of Health Professions has affiliation agreements with many clinical sites in Wichita and other locations throughout Kansas, as well as in Missouri and Oklahoma. The MLS clinical sites vary in type and size of facility and the scope of testing performed, and include

The hemostasis rotation consists of manual and automated coagulation procedures. The suggested time period for hemostasis/coagulation experiences is:

- Approximately 1 week in hemostasis/coagulation (may be completed during 3 weeks of hematology)

The urinalysis rotation includes the physical, chemical and microscopic examination of urine. The suggested time duration for urinalysis rotations is:

- 3 days to 1 week with a minimum of 25 complete urinalysis procedures (may be completed with phlebotomy)

The immunology rotation includes both manual and automated test methods. The suggested time period for immunology experiences is:

- Approximately 1 week in length, however immunology methods may also be covered during the Chemistry, Hematology, Urinalysis, Microbiology, or Blood Bank rotations

Clinical Semester-

CLINICAL SEMESTER POLICIES

Attendance

Students are scheduled Monday through Friday day shift rotation for eight hour/day periods. The clinical day will begin and end at times established by the clinical affiliate and individual programs. Lunch periods and breaks are assigned at the discretion of each individual department and/or supervisor. No student shall expect, request, or otherwise arrange for altered clinical hours or early release in order to participate in paid employment. If possible, students should make appointments with clinical coordinators AND 10.8 (t)-4.6 (ha)9.2 (t)-4.6 (do no)10.9 (t)

Service work by students in a clinical setting outside of regular academic hours must be noncompulsory (not required by clinical facility) and limited to lab assisting duties until the student has demonstrated proficiency in the specific areas. The student's top priority should remain on their schoolwork in order to ensure successful completion of the program, graduating with their degree, and preparation for the national BOC exam.

LABORATORY AND CLINICAL SEMESTER ATTIRE

- Official WSU MLS scrubs will be worn without accessories
- Shoes that protect the entire foot including the toe and heel should be worn
- Long hair should be secured so as not obstruct vision or become a biohazard
- Dangling jewelry, which may create a hazard, should not be worn in the laboratory
- Students are expected to maintain proper hygiene
- Students will adhere to requirements of their rotation site

PROFESSIONALISM

Students will follow the safety and confidentiality policies of the facility at which they are completing a rotation. Students will maintain a professional attitude during all aspects of the MLS program.

Professional attitude includes: accepting responsibility for didactic and laboratory course work, maintaining confidentiality and academic integrity, demonstrating ethical behavior, maintaining respect for others at all times, and following safety protocols at all times.

Non-professional behavior includes: non-completion of tasks, unexcused tardiness or absences, failure to follow instructions, verbal abuse including swearing, rudeness, overly argumentative, violation of confidentiality or copyright policies or safety policies, or using communication devices that are designated for clinical use only.

Conduct

Conduct in direct violation of professional ethics, standards, or conduct in direct violation of the policies and procedures of either the clinical affiliate or MLS program, will result in the immediate removal of the student from the clinical assignment and may result in termination from the professional program.

Personal Electronic Devices

Students may not bring personal electronic devices into the clinical laboratory. Personal electronic devices are defined as electronic, portable, entertainment, communication, or information storage devices, such as cell phones, computers and media players. Students may not use the communication devices present at the clinical affiliate facility for purposes other than patient care. Students may request permission from the clinical instructor to carry a personal electronic device under unusual circumstances, such as monitoring a sick child at home.

Holidays and Student Breaks during Clinical Rotations

Student holidays (Labor Day, Martin Luther King Day, etc.) conform to the holiday schedule of the clinical affiliate for the current rotation. Student breaks (spring break, winter break, etc.) are at least one week in length and are listed on the rotation schedule.

Reflection

**MEDICAL LABORATORY SCIENTIST
STUDENT SURVIVAL GUIDE**
(From Previous MLS Classes to You)s

III. Hints

- a. General information
 - Come to class, seriously. Don't be late, it's rude and unprofessional
 - PAY ATTENTION, TAKE NOTES, STUDY A LITTLE BIT EVERY DAY**
- b. Plan for full days. Ask questions
- c. Pick out important information in test questions
- d. The Clinical Semester
 - The Comps: will cover all material from the program, including reading assignments from the texts. Save everything.
 - Clinical days: Arrive to the site on time and be ready to work
 - Remember this is a job interview. Keep a positive attitude
 - Show respect for your clinical mentors

IV. Miscellaneous Hints

- a. On a stress scale from 1 to 10, it changes daily and depending on your strong points but it will be between 5-10
 - i. Get into a routine
- b. You will probably be lost your first semester, latch onto someone who has been here and stick with them (ask questions, get help, etc....)
- c. Be prepared to try new skills
- d. MLS Library in office if you need more resources- Books can be checked out
- e. Review the assigned textbooks before first day of class!!!
- f. On-campus students really do have Fridays off, don't come to school. Fridays are for clinical rotation students.
- g. Take advantage of your breaks, you will need them!!!
- h. Remember your actions affect the students who enter after you!!!
- i. **KEEP ALL MATERIAL, BOOKS, AND NOTES FROM ALL CLASSES**
 - i. **THESE ARE NEEDED FOR THE COMPREHENSIVE EXAMS AND THE REGISTRY**
- j. Don't be afraid to go and talk to the professors if you aren't understanding something.
- k. Try your best to get enough sleep. You're in lecture for six hours, and it's much easier to use those six hours effectively (taking notes, filling out study guides, generally trying to comprehend new concepts) if you're well rested.