



**STUDENT POLICY MANUAL**  
**2024-25**

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## Academic Progression

### **SCOPE:** MLS Program Students

The student's academic achievement, clinical laboratory performance, and professional behavior will be frequently evaluated throughout the program. Evaluations shall provide the students and instructors with a timely indication of the student's academic standing and progress, and shall serve as a reliable indicator of the effectiveness of instruction and course design.

### **Academic Progression:**

The Methodist Hospital MLS program requires that satisfactory progression be made during the student's professional education year. Students who experience difficulties are notified by the program director through the various mechanisms as described below. Unsatisfactory performance can have serious consequences in relation to the student's standing in the program.

The MLS program is designed to be completed by the student from beginning to end, according to a predetermined schedule. Satisfactory progression is necessary to maintain one's position in the program.

At the conclusion of each course in the student lab phase, clinical rotation I, and clinical rotation II, the program director reviews the academic performance of all students in the program, and identifies any student whose academic performance is unsatisfactory. The program director notifies students of changes to student status relative to the program with an official letter.

### **Competency Assurance Following Absence:**

When a student returns to the program after being on a leave of absence, or following a disruption in academic progression, the instructors and program director will work with the student on a plan to ensure the student has the knowledge, competency, and skills needed to resume course work within the program. The plan may include assessments, skills checks, reviews and/or bridge course work to ensure their knowledge and skills in the technical/professional courses are current and proficient.

### **Academic Probation:**

All students are expected to maintain satisfactory academic progress while enrolled in the program. Academic progress is considered unsatisfactory if the student fails to meet the minimum grade requirements stated in each course syllabus. Students who have unsatisfactory academic progress are placed on academic probation.

### **Academic Dismissal:**

Dismissal from the MLS program is considered a permanent action. Upon dismissal, all official ties to the program are terminated, including email, ID card access, and access to the Pathology Center clinical lab.

If a student fails to progress within the professional curriculum, and is dismissed from the program, they may be eligible to apply for readmission in a future class year, but readmission is not guaranteed. Exceptions based on extenuating circumstances will be reviewed on a case-by-case basis.

## Learning Experiences

**PURPOSE:** To describe the overall learning experiences for MLS Program students.

**SCOPE:** MLS Program Students

The MLS program curriculum shall include all instructional areas as defined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) MLS Standards and the national board of certification examination.

The MLS program will provide a sequenced student learning experience that includes instructional materials, classroom presentations, discussion, demonstrations, student laboratory sessions, and supervised clinical practice and experience.

The MLS program curriculum shall include pre-analytical, analytical, and post-analytical components of laboratory service in the areas of hematology, hemostasis (coagulation), chemistry, microscopy (urinalysis and body fluids), microbiology (including virology, parasitology, and mycology), molecular diagnostics, immunology/serology, and immunohematology (blood bank). The curriculum also includes topics in laboratory management, education, and basic lab concepts including phlebotomy.

The clinical instructors will direct student clinical rotations and ensure each student is adequately supervised at all times. Student learning experiences will be properly sequenced, educational, and balanced so the program competencies can be achieved. Under qualified supervision, students will be permitted to perform procedures after demonstrating proficiency.

Any service work performed outside academic hours is noncompulsory. Students shall not perform service work in place of qualified staff.

If applicable, the program will justify the necessity for learning experiences outside the “normal” program hours through unique objectives.

### Learning Management System (LMS)

**PURPOSE:** To provide decision-making guidance for the use of learning management systems (LMS); D2L Brightspace

**SCOPE:** MLS Program Students & Faculty

Access – Access to LMS software is assigned and maintained by Nebraska Methodist College (NMC).

- Student access and enrollment in MLS courses is active for 1 year during the program.
- Faculty access is active for all MLS courses while in an active clinical instructor position and for previous instructors at the discretion of the program director.
- Student enrollment is removed from LMS within 2 months of graduation; to allow instructors to pull grade and statistics from the LMS.
- Program Director is responsible for ensuring students are enrolled in all of the MLS courses once their profiles have been built by NMC.

Course Management – Clinical Instructors are responsible for all course content and, at their discretion, can allow full or partial display of course content.

Course Structure – Modules and sub modules are standardized for each course for ease of navigation. Beyond the first level of sub-modules, content and structure will vary based on subject and materials.

#### Course Information

- Syllabus
- Sample Grade Sheet
- Technical Evaluation
- Professional Behaviors Evaluation

#### Student Manual

- Unit I, Unit II, etc. OR Chapter Titles

#### Student Lab

- Schedule
- Content by Day
- Quizzes/Exams

#### Rotation I

- Schedule
- Worksheets/Assignments
- Exams

#### Rotation II

- Schedule
- Worksheets/Assignments
- Exams

### Assignments -

- Files should be downloaded to the student's personal device for completion
- All completed files should be submitted with the file name in the following format:

- *Student last name, first initial* Assignment name
  - *i.e. Doe.J.Hematology-Anemias*
- Incomplete assignments, incorrectly labeled assignments, late assignments are addressed in each course syllabus.

Examinations –

- Course quizzes and exams will be taken within the LMS, with the exception of some lab practical exams
- Course quizzes and exams will be taken using an MLS program electronic device that is provided for the duration of the quiz/exam period and returned to charging station after submission of the LMS quiz/exam.

Grades – The LMS Online Gradebook is a tool designed for the convenience of students and faculty. This is not an official record of student grades, nor should it be considered a legal binding record of student scores. That said, faculty are strongly encouraged to publish student grades/scores within the LMS gradebook.

### Clinical Assignment

**PURPOSE:** To define the clinical assignment location for MLS Program students.

**SCOPE:** MLS Program Students

The Methodist Hospital MLS Program accepts 6-10 students per clinical year. This small number of students guarantees a clinical site placement.

The MLS Program clinical education takes place on the Nebraska Methodist Hospital campus in The Pathology Center laboratory located at 8303 Dodge Street, in Omaha, Nebraska. Other medical facilities, such as Methodist Women's Hospital, Methodist Jennie Edmundson Hospital, Children's Nebraska, Methodist Physicians Clinics, and a blood donor center may serve as enrichment sites. Qualified staff supervise the students at all times when performing patient testing.

### Clinical Rotations

**PURPOSE:** To define the clinical rotation weeks for MLS Program students.

#### **REQUIREMENTS:**

Clinical Experiences:

Student clinical experiences will be Monday through Thursday for Rotations I and II. Students will report to their assigned clinical areas at the designated time determined by their instructor.

Exams:

Clinical rotation exams are on Friday mornings unless otherwise indicated. The program director and clinical instructors will determine the start time for exams.

#### **EXCEPTIONS TO THE FOUR-DAY CLINICAL ROTATION WEEK:**

Students may be required to complete clinical experiences on some Fridays. Therefore, students should not plan any activities on Fridays during the designated clinical time.

Exceptions to the four-day rotation week will be determined on a case-by-case basis. Students placed on probation may be required to report to their assigned clinical areas on Fridays.

The guidelines in this policy will not supersede the discretion of the program director.



### Evaluation and Grading of Clinical Courses

**PURPOSE:** To provide for consistent and fair evaluation and grading practices in the clinical courses in the program.

**SCOPE:** MLS Program Students

#### **EVALUATION SYSTEM:**

The student's final grade in each clinical course shall include an evaluation of the theoretical aspects, the technical component, and professional behaviors (Satisfactory/Acceptable). Grading criteria will be specified in each clinical course syllabus.

To successfully complete each course, a student must maintain at least a 70% in the theoretical component of the course, a minimum of 70% in the technical component including achieving no less than the minimum performance level for each skill listed on the Technical Performance Evaluation, and no deficiencies on the professional behaviors evaluation.

The program shall use an evaluation system for clinical/technical 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 minimal performance standards (below 70%)

### Evaluation and Grading of Lecture Courses

**PURPOSE:** To provide for consistent and fair evaluation and grading practices in the lecture series courses.

**SCOPE:** MLS Program Students

#### **EVALUATION SYSTEM:**

The topics and content of the Lecture series will be essential or complementary to the curriculum. The level of the lecture material will depend on its placement in the series and the minimum background level of the students as identified by the instructors.

The objectives of the lecture series will be reviewed on an annual basis.

#### **Evaluation of Lecture Presentations:**

An evaluation of the overall effectiveness of lectures will be carried out by an instructor in attendance if applicable. Students may be asked to complete a written evaluation form at the completion of the lecture series. Information and suggestions from these evaluations are reviewed by the instructors for future planning.

Evaluation of lecture presentations will 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 lecture series will be evaluated by objective type examinations or worksheet assignments/exercises composed of questions approved by the respective lecturers. Examinations will be reviewed and edited prior to administration.

Analysis of each examination or worksheet assignment/exercise is reviewed by the respective instructor and/or guest speaker.

## Examinations

**PURPOSE:** To establish a uniform examination policy for the program.

**SCOPE:** MLS Program Students

### **Use and Maintenance:**

Examinations are used to assess the medical laboratory science student's understanding and competency of academic material and technical skills. To maintain consistency throughout a clinical rotation, an exam cannot be altered once it has been completed by one or more students. Examinations may consist of quizzes, unit examinations, comprehensive examinations, and lab practical examinations.

All test questions are to be maintained as "secure". Therefore, examinations will not be returned to the student. Upon request, students will be allowed to review the examination under supervision. Copying by any means, printing, or saving of examinations by the student will not be allowed.

Examinations will be maintained by the program director or instructor for a period of at least 30 days after the posting of the student's final grade report. If a grade 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 may or may not be proctored.
2. Students will be seated with ample separation between each other.
3. Students will be permitted to use a scientific calculator and white board provided by the MLS program; the MLS program will also provide an electronic device for the duration of the written quiz/exam.
4. During examinations conducted on an electronic device, within BrightSpace or other interface, students will not be allowed access to notes, academic material, internet search engines or recording applications. A proctor may be assigned to ensure academic integrity.
5. Students will not be permitted to have personal items or academic material near their seats. Examples include, but are not limited to the following:
  - a. Cellular telephones, electronic devices with communication, memory or internet access, or recording devices
  - b. Coats, jackets, headwear, backpacks, book bags, briefcases
  - c. Books, notes, study materials, manuals, personal calculators

Students who abuse testing guidelines will be asked to surrender their unfinished examination to the proctor or instructor, 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. This event will be documented as Unprofessional Behavior and a conference with the program director will follow. This form becomes a part of the student's permanent record. Abuse of testing guidelines may be grounds for immediate dismissal from the Medical Laboratory Science Program (see Dismissal Policy).

**Alternate Exam Dates:**

A student who is unable to complete an examination at the scheduled time shall make arrangements with the program director and clinical instructor 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 program director and the clinical instructor of the specific course as outlined in the course guidelines.
2. Completion of the missed exam will be the first day the student returns to class. Individual considerations may be made for a student based on extenuating circumstances. All previously published course guidelines must be followed.

### Grading System

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

**SCOPE:** MLS Program Students

### **Grading System:**

Each course in the Medical Laboratory Science curriculum is separately graded. The grading system employed by the Medical Laboratory Science Program is:

<u>Grade</u>	<u>Percentage</u>	<u>Grade Points</u>
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
F	Below 70	

I – Incomplete; IP – In Progress; W – Withdrew (good standing)

The student's final grade in each clinical course shall include an evaluation of the theoretical aspects, the technical component, and professional behaviors (Satisfactory/Acceptable). Grading criteria will be specified in each clinical course syllabus.

To successfully complete each clinical course, a student must maintain at least a 70% in the theoretical component of the course, a minimum of 70% in the technical component (including achieving no less than the minimum performance level for each skill listed on the Technical Evaluation), and no deficiencies on the professional behaviors evaluation form.

The student's final grade in each didactic course shall include an evaluation of the theoretical aspects and professional behaviors (Satisfactory/Acceptable). Grading criteria will be specified in each didactic course syllabus.

To successfully complete each didactic course, a student must maintain at least a 70% in the theoretical component of the course and receive no deficiencies on the professional behaviors evaluation.

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. The amount of additional time allowed will be agreed upon by the instructor, student, and program director. Successful completion of the course is required prior to the scheduled start date of the second semester or before certificate of completion is awarded. When the student does not complete the course in the allowed additional time, a failing grade is reported for the course.

An official program grade report, with grades and course credits, will be maintained as part of the student's official program record and forwarded to the respective affiliated academic college/university, if applicable, for inclusion in the student's official college/university transcript.

All evaluations (cognitive, psychomotor, and affective) will relate to written objectives and competencies as defined by the program and each course.

The program director reserves the right to recommend that a student withdraw if health, academic progress, or other factors make it impractical and inadvisable for the student to continue in the program.

### Granting the Certificate

**PURPOSE:** To state the policy for awarding the MLS Program Certificate.

**SCOPE:** MLS Program

#### **AWARDING THE CERTIFICATE:**

1. Completion of the Medical Laboratory Science Program requires successful completion of each course. The requirements for successful completion of each course are defined in the respective course syllabus.
2. Upon successful completion of the medical laboratory science program, the student will be eligible to receive the MLS Program Certificate.
3. Granting of the Certificate is not contingent upon the student passing an external certification or licensure examination.

### Confidentiality of Patient Records (HIPAA) Policy

**PURPOSE:** To explain the confidentiality of patient records requirements.

**SCOPE:** MLS Program Students

#### **POLICY:**

Nebraska Methodist Hospital is committed to protecting the privacy of protected health information (PHI) in compliance with all applicable laws and regulations. To achieve this end, the Hospital, an affiliate of Methodist Health System, has adopted policies and procedures to protect the privacy, and provide for the security of PHI. Students with access to PHI must respect the patient's rights to privacy and understand and adhere to the hospital's privacy policies. MLS students are required to maintain the confidentiality of any and all PHI they have been appropriately granted authorization to use and view.

The coworkers, students, and volunteers of Nebraska Methodist Hospital are expected to consider all information concerning patients, co-workers, other students, and Methodist Hospital business as privileged and confidential. Such information should only be shared with other persons if they are actively involved in the patient's care or an MLS student's education, and only on a "need to know" basis. The program director shall communicate this expectation to all students. At the program orientation, the student shall document that they have read and understand the hospital information system confidentiality/security policy and agrees to abide by it.

Examples of confidential information include, but are not limited to classified or proprietary information such as patient admission, diagnosis, or treatment. Violations of this policy include, but are not limited to, accessing, collecting or removing from Nebraska Methodist Hospital, or revealing to an unauthorized person, confidential information. This policy applies to patients, including coworkers/students who are patients or who receive health care services through the Nebraska Methodist Health System.

The computer data system may not be accessed for any other purpose than to inquire or process information required for education purposes for which the student is specifically responsible. The computer system may not be browsed or accessed to find information for any other purpose.

Examples of breaches in confidentiality may include but are not limited to:

- Discussing patient information in an inappropriate area (e.g., the elevators, cafeteria, hallway)
- Telling a neighbor that you saw a person in the hospital
- Telling another student that you knew the results of a co-worker's test results
- Telling your friend congratulations because you knew the results of the pregnancy test was positive
- Browsing the computer menus for patient or coworker information that was not necessary for your education

Students are also prohibited from disclosing any PHI on social media. Social media include, but are not limited to, collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook, Instagram).

Students have access to a multitude of information and must identify and utilize only information required for their education and for patient testing.



Inquiries from sources outside Methodist Hospital, such as the press, should be referred to the Hospital Public Relations department.

Breaches of confidentiality will be addressed by the program director and possibly laboratory management to determine appropriate disciplinary action in accordance with the MLS Program and Hospital rules and regulations.

This policy will be reviewed with the student at the program orientation.

## Professional Behavior

**PURPOSE:** To define professional behavior, and to describe the disciplinary action upon violation of this policy.

**SCOPE:** MLS Program Students

### **POLICY:**

1. Professionalism is expected in all situations at all times. Clinical course grades require successful completion of all components of the Professional Behaviors Evaluation Form in order to meet minimum requirements for a passing grade. 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 MLS Program, the MLS student must demonstrate professionalism toward lecturers, instructors, co-workers, fellow students, program officials, other health care professionals, and visitors.
3. Professional behavior is evaluated during student laboratory, lecture series, and clinical rotations. MLS students will consistently demonstrate the following professional behaviors and attitude:
  - Exhibits interest in learning the subject matter
  - Arrives on time and remains alert and able to concentrate on the material being taught
  - Accepts instructions and constructive criticism from instructors
  - Exhibits initiative in their approach to procedures (i.e., uses time to best advantage, seeks other tasks if time allows)
  - Asks pertinent questions when clarification is necessary
  - Consults with instructor about unusual problems (technical or administrative)
  - Completes assignments and outside reading by the assigned date
  - Demonstrates an appropriate level of confidence in performing responsibilities while recognizing limitations
  - Accepts responsibility for the quality of work performed
  - Performs, records, and reports tests accurately and honestly
  - Adheres to the principles of quality control and quality assurance
  - Admits mistakes and takes necessary steps to correct them
  - Exhibits integrity in, and maintains confidentiality of, all forms of evaluation utilized by the program (e.g., written examinations, lab practical exams, etc.)
  - Maintains confidentiality of all patient information (including laboratory tests) and follows all policies concerning its release from the laboratory
  - Displays a “patient-oriented” attitude in all laboratory performance and testing
  - Relates to patients and the public with courtesy, respect, and human dignity; responds sensitively to patients who may display unseemly behavior, recognizing the anxieties and compromises possibly caused by illness and hospitalization
  - Interacts cooperatively and considerately with instructors, hospital personnel, and all other individuals encountered
  - Displays respect for MLS Program, Laboratory, and Hospital property (e.g., cleans-up after self; uses facilities, equipment, resources according to guidelines, etc.)

- Follows established laboratory dress code and exhibits neat, clean, and appropriate professional appearance
  - Follows recommended safety precautions as they pertain to self and others
  - Adheres to all policies, rules, and regulations of the MLS Program, Laboratory, and Hospital
4. 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 during lectures or in the clinical areas other than in an emergency
  - Disruptive and inattentive actions during presentations
  - Improper use of hospital computers
  - Confrontational discussions/communications
5. If a student is exhibiting unprofessional behavior, they will be instructed 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 Form. Both forms then become a part of the student's file.
6. Reports of unprofessional behavior may lead to a rating of "Not Acceptable" on the Professional Behaviors Evaluation Form, which in turn may lead to probation or dismissal.

## Attendance

**PURPOSE:** To define the attendance requirements for MLS Program students.

### **REQUIREMENTS:**

Each student is expected to arrive on time and attend all classes, lectures, case study sessions, and clinical experiences. If a student is unable to attend, they will be responsible for calling the department to explain the absence and to notify the department of when the student will report to the lab.

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 clinical year. A large number of absences accrued in one rotation block may require rescheduling the entire clinical rotation at a later date to complete the necessary material.

1. An absence is defined as missing at least four (4) hours of a scheduled day or a lecture. An absence for one or more consecutive days is considered one occurrence.
2. Depending on the circumstances (e.g., symptoms) of the absence, an absence of two or more consecutive days may require a physician's note and/or approval from an Employee Health nurse upon return. Cases of extended absence may necessitate the student's return and participation in the next year's MLS Program class.
3. A student who does not call and does not report for class for one day is subject to a written warning.
4. The program director will maintain documentation of student absenteeism. The instructor will submit documentation of a student absence to the program director.
5. Prolonged, excessive, or patterned absences will be reviewed by the program director to determine if corrective action and/or counseling, up to and including dismissal from the program, are appropriate.
6. Absences due to special circumstances (e.g., funerals, weddings, etc.) must be pre-approved by the department clinical instructor and program director. Makeup time for an absence due to special circumstances is at the discretion of the clinical instructor.

### **ATTENDANCE:**

The following guidelines have been established to define excessive absenteeism. These guidelines will not supersede the discretion of the program director.

1. Two or more occurrences of unscheduled absences, within a two-month period, will result in a documented discussion with the Program Director.
2. Following a documented discussion for absenteeism, a student who has two more occurrences of absenteeism within any subsequent two-month period may receive a written warning.
3. Following a written warning for absenteeism, a student who has two or more occurrences of absenteeism within any subsequent two-month period may be put on academic probation.
4. Following probation for absenteeism, a student who has two or more occurrences of absenteeism within any subsequent two-month period may be dismissed from the program.

**MAKE-UP GUIDELINES:**

Makeup of the first documented absence is at the discretion of the program director and/or area clinical laboratory instructor. Any additional absences require make-up time spent in the department with a clinical instructor or designee on an additional unscheduled class day.

Makeup experiences may involve training activities during scheduled breaks, weekends, evening hours, or at the end of the clinical year. Students are responsible for missed assignments and clinical experiences.

If an absence occurs on a scheduled exam day, completion of the missed exam will be the first day the student returns to class. Individual considerations may be made for a student based on extenuating circumstances. All previously published course guidelines must be followed.

## Punctuality

**PURPOSE:** To define the punctuality requirements for MLS Program students.

### **REQUIREMENTS:**

Each student is expected to report to class and clinical rotations on time, and be ready to begin the day, as defined by the program and/or section clinical instructor. If a student is unable to arrive on time, they will be responsible for calling the department to explain the tardiness and to notify the lab personnel when they will report to the lab.

1. Ready to begin the day means a student is at their assigned station AND is ready to begin class or clinical work at the time scheduled.
2. Tardiness is defined as arriving late by five minutes or more without permission of the section clinical instructor, instructor designee, or program director.
3. The instructor will submit documentation of student tardiness to the program director. The program director will maintain documentation of student tardiness.
4. Prolonged, excessive, or patterned tardiness will be reviewed by the program director to determine if corrective action and/or counseling, up to and including dismissal from the program, are appropriate.

### **PUNCTUALITY:**

The following guidelines have been established to define excessive tardiness. These guidelines will not supersede the discretion of the program director.

1. A student with three occurrences of unscheduled tardiness, within a three-month period, will receive a documented discussion with the program director.
2. Following a documented discussion for tardiness, a student who has three more occurrences of tardiness within any subsequent three-month period will receive a written warning.
3. Following a written warning for tardiness, a student who has three or more occurrences of tardiness within any subsequent three-month period will be eligible for probation.
4. Following probation for tardiness, a student who has two or more occurrences of tardiness within any subsequent three-month period may be dismissed from the program.

## Dress Code & Appearance

**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.

**SCOPE:** MLS Program Students

### **POLICY:**

Laboratory personnel work in environments that may expose them to infectious, caustic, radioactive, and/or mechanical hazards. It is with the safety of the personnel and the patient in mind that the dress code for pathology employees and MLS students is designed.

MLS students will adhere to the dress code policies as outlined in the Methodist Health System Dress Code policy and the laboratory specific guidelines outlined in this policy.

### **GUIDELINES:**

#### **Technical:**

Technical sections include all areas where processing, testing, and collection of specimens (blood, body fluid, or tissue) occurs.

#### **Methodist Hospital Technical:**

MLS students will wear Navy colored scrubs, which includes both the scrub shirt and scrub pants. (A T-shirt is not acceptable in place of a scrub shirt). Scrubs are to be clean, unwrinkled, well-fitting, and in good repair.

Solid-colored, heavy weight, cotton, short or long sleeved shirts or polo shirts may be worn under a scrub top. T-shirts with the MHS logo worn under a scrub top are acceptable.

A white laboratory provided/laundered laboratory coat will be worn as PPE to protect against hazardous materials and when providing care to patients. Laboratory-provided PPE coats will not be worn to clean areas (e.g., cafeteria, lab offices, restrooms, and Pathology break room).

A personal white laboratory coat will be worn over scrub suits when the student is outside of the Pathology department (e.g., cafeteria, meeting on campus, etc.).

Footwear will be low-heeled, preferably constructed of leather or another fluid resistant/impermeable material, and will cover the entire foot. Soles will be rubber or another non-skid, slip resistant material. Shoes will be worn with socks at all times, and be clean and in good repair. Athletic shoes are allowed.

#### **Photo-ID:**

Only a Methodist Hospital issued Photo-ID will be allowed and is to be worn by students at all times while on campus. Photo-ID's must be worn above the waist on an appropriate lanyard or clipped to the collar or neckline of the top or shirt/lab coat.

#### **Aftershave, Cologne, Perfume, Perfumed Lotions:**

These should be applied sparingly, if at all, to create a 'light' scent. Scents should not be offensive or detract from the work environment. When performing phlebotomy on patients, it is recommended no aftershave, cologne, perfume, or scented lotion be worn.

**Personal Items:**

Handbags, purses, backpacks, wallets, and other personal items, when not in the student's possession, should be locked in the student's locker. Methodist does not take responsibility for any lost, stolen, or damaged personal items.

**Pins, Insignia, and Stickers:**

Pins and insignia are permitted if not excessive in number and if they meet the following criteria:

- Are directly related to the MLS profession
- Are equipped with safety clasps, guard chains, or other means to prevent loss which might result in personal injury or equipment damage
- Whose appearance would not be deemed by the organization as inconsistent with its concerns for safety and maintenance of an orderly general appearance and harmonious atmosphere
- No unauthorized pins or stickers are allowed

**Electronic Listening Devices – Personal:**

The use of personal electronic/entertainment listening devices, such as those that fit in or on the ear, associated with cell phones or entertainment devices (e.g., iPad, Smart Phones, Bluetooth) are not permitted during lectures/work/bench time. These devices may be used during meal/break times, if otherwise approved.



### Personal Visits/Telephone Calls/Loitering/Texting/Portable Entertainment Devices

**PURPOSE:** To avoid interference of the employee in the performance of his or her duties during work hours.

**SCOPE:** Methodist Health System Human Resources – All Affiliates of Methodist Health System

#### **POLICY:**

Because of the nature of the work environment, employees should not receive personal visitors during work time without supervisor approval. Telephone calls, text messages, personal emails, or use of social media during work time are similarly prohibited. Incoming personal phone calls will not be transferred to employees unless it's an emergency. Instead, employees should instruct their family, friends, etc. to contact them outside of working hours.

To avoid confusion and interference with work schedules, employees should generally leave the premises upon completion of their shift. Employees who are not scheduled to work should not be on the premises, as it is disruptive to staff who are working. Exceptions are permitted for:

- Use of public space on the premises in the same manner as other members of the general public, and subject to the same rules and regulations as applies to the general public.
- Being on the premises as a patient or to visit a patient, subject to the same rules and regulations as applied to other patients and visitors.

Cellular telephone use is prohibited during work time unless it is necessary in the performance of the employee's job, or the employee is on break. Certain locations prohibit cell phone use as it interferes with medical equipment. The same guidelines apply to sending and viewing text messages.

For safety purposes, when traveling on the business of the employer in either a personal car or company vehicle, cell phone usage, texting, and other potentially distracting activities such as eating while operating a moving vehicle are not allowed. If you are in a vehicle and must use the phone and/or text, pull over in a safe location prior to its use.

Staff using cell phones should exercise common courtesy, such as:

1. Placing the cell phone on vibrate during all work hours.
2. During meetings, driving, or operating heavy equipment, the cell phone should not be answered unless it is an emergency.
3. If the call is an emergency, staff should step out of the meeting, or stop operation of heavy equipment, to answer the call and/or text.

Personal portable entertainment devices, such as smart phones, tablets, laptops, and Bluetooth or any other accessory used for hands-free cell phone use may not be used while working without the express approval of the supervisor. This policy does not pertain to personal electronic devices, such as hearing aids, required for medical reasons.

Failure to adhere to these guidelines may result in appropriate corrective action.

## Academic Integrity

### **SCOPE:** MLS Program

#### **Expectations of the MLS Program**

Fundamental to our mission, our core values, and our reputation, the Nebraska Methodist Hospital MLS Program adheres to high academic standards. Students are expected to conduct themselves in a manner reflecting personal and professional integrity. Academic honesty is fundamental to the integrity of professionals. Disciplinary actions may be taken against students whose academic behavior is not congruent with the expectations of the program.

Students are responsible for adhering to the standards detailed in this policy. Not being familiar with these standards does not excuse the student from adherence to them.

At a minimum, the MLS program expects that a student will complete any assignment, examination, or other academic endeavor with the utmost honesty, which requires the student to:

- Acknowledge and adhere to the expectations and guidelines in the syllabus or instructions on assessments as determined by the instructor
- Acknowledge the contributions of other sources to their scholastic efforts
- Complete all academic work independently unless otherwise instructed by the instructor
- Follow instructions for assignments and examinations as determined by instructor
- Avoid engaging in any form of academic dishonesty on behalf of themselves or another student
- Ask instructor for clarification if there are any questions

#### **Scope, Limitations, and Applicability**

This policy is for academic integrity violations occurring in or because of academic coursework and activities associated with taking and completing courses in the Methodist Hospital MLS Program.

#### **Violations of Academic Integrity**

An academic integrity violation includes, but is not limited to:

- A. Falsification or Fabrication:** Making any oral or written statement, which the individual knows, or should have known, to be untrue. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information. Examples include, but are not limited to:
1. Making a false statement to instructors, employees, fellow students, or clinical personnel.
  2. Submitting contrived or altered information in any academic exercise. Example: making up data for a procedure, citing nonexistent articles, contriving reference sources.
  3. Giving a false excuse for missing an examination, quiz, or assignment deadline.
  4. Falsely claiming to have submitted a paper or assignment.
  5. Falsifying patient results, quality control results, etc., shall be considered serious violations of the program and hospital rules and regulations, and may result in dismissal from the program.

- B. Cheating:** Using or attempting to use unauthorized assistance, material, device, or a study aid in an examination or other academic work, or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Examples include, but are not limited to:
1. Copying from another student's paper or copying another student's answers during individual quizzes or examinations.
  2. Using an unauthorized aid, material, or electronic device (e.g., cell phone or tablet) during an examination, quiz, or assignment.
  3. Altering a graded exam and resubmitting it for a better grade.
  4. Buying, selling, possessing, soliciting, transmitting, or using material purported to be the unreleased content of any assignment, including examinations and quizzes.
  5. Bribing or soliciting any person to obtain or to provide any information relating to examinations, quizzes, or other assignments.
  6. Acting as a substitute for another person during an examination or other assessment.
  7. Discussing the content of any examination/lab practical with other students who have not completed it.
- C. Collusion and/or Complicity:** Collaborating with another student without instructor approval on any examination, any quiz, any patient care documentation or assignment, any computer or laboratory work, or any other assignment. Collusion includes the exchange of materials or ideas verbally or non-verbally. Complicity includes helping or attempting to help another student to commit an act of academic dishonesty.
- D. Plagiarism:** Using the ideas, data, or language of another without specific or proper acknowledgment in written or oral academic work. Examples include, but are not limited to:
1. Quoting word-for-word from a source without using quotation marks, footnotes, references, or appropriate citation.
  2. Summarizing and paraphrasing ideas without acknowledging the source.
  3. Submitting work for credit that has not been written by the student, including, but not limited to materials from an online source, a paper that has been written by another person, or a paper that has been obtained from a commercial source.
  4. Failing to verbally acknowledge one or more sources during an oral presentation.
- E. Multiple Submissions:** Submitting, without prior permission, academic work that has been previously submitted in identical or similar form to fulfill another academic requirement. Examples include, but are not limited to, submitting the same paper for credit in two different courses.
- F. Misrepresentation of Academic Record:** Misrepresenting or tampering with, or attempting to tamper with, any portion of a student's transcripts or academic record, either before or after coming to the Methodist Hospital MLS Program. Examples include, but are not limited to:
1. Submitting an unapproved change of grade form.
  2. Tampering with computer records.
  3. Falsifying academic information on one's application.

### **Reporting of Violations**

Instructors are expected to report academic integrity violations in order to maintain the expectations of the program. The philosophy to report all complaints allows the program director to maintain a record and documentation of all incidents in a student's file. An instructor may be unaware that a student has had a prior complaint or violation and that a new complaint or violation would require additional reviews and/or consequences.

Students are prohibited from proposing and/or entering into an arrangement with an instructor to receive a grade of "F" or any other reduction in grade in a course or on an academic exercise in lieu of being charged with a violation of the academic integrity policy. Students are also encouraged to report suspected or known violations of academic integrity.

### **Academic Integrity Sanctions**

Possible sanctions for an academic integrity violation include, but are not limited to:

#### **Course Level Sanctions:**

- Warning on academic integrity and what constitutes a violation
- Requiring the student to redo the assignment or examination
- Lowering the student's grade for the assignment or examination
- Failure on the assignment or examination
- Lowering the student's grade for the course
- The student earning a failing grade for the course

#### **Program Level Sanctions:**

- Dismissal from the program

## Student Health and Safety

**PURPOSE:** To establish guidelines for health care, a blood and body fluid exposure, and safety.

**SCOPE:** MLS Program Students

### GUIDELINES:

1. Each student must provide evidence of vaccination or immunity as required by Methodist Hospital. Students will be responsible for the costs of any needed vaccinations.
2. Each student will be required to have hospitalization insurance. Students will provide proof of medical insurance coverage during the clinical year. In the event the student fails to obtain or maintain health insurance, the hospital and MLS program will not be responsible for coverage of any individual medical expenses arising out of the student's participation in the MLS program.
3. Instructions in safety policies and procedures, and standard precautions in the clinical laboratory, will be presented to students during the program orientation. Instructors in each clinical department will instruct the students in additional safety and health precautions that pertain directly to the area. Students are required to comply with hospital and laboratory safety policies and procedures.
4. In accordance with OSHA standards, protective equipment (such as goggles, masks, face shields, disposable gloves, gowns, etc.) and instructions for prescribed usage will be provided in each area. The clinical laboratory and student areas will be equipped for safety and health as required by the College of American Pathologists (CAP) and The Joint Commission (TJC) (fire, chemical, weather, etc.). Protective work area laboratory coats will be provided and laundered by the hospital laboratory.
5. Students will immediately report any accident or injury incurred to one or more of the following individuals: the area clinical instructor, assigned instructor, technical coordinator, laboratory management, safety coordinator, or the program director. An injury report or variance report may need to be completed.
6. In the event of an accident, injury, or health emergency during the academic hours in the clinical lab or on the hospital/health system campus, the student will be assessed, and if needed, rendered initial emergency care through Employee Health or the Emergency Department. All medical care or treatment expenses will be borne by the student.
7. **In the case of a needle stick or blood/body fluid (BBF) exposure on the hospital campus**, the clinical instructor or designee assists the student in cleansing the wound or affected area with soap and water, or irrigating splash areas (i.e., eyes, mucous membranes) with normal saline or water. The student will be referred to the Methodist Hospital Employee Health department. Employee Health will assist the student in filling out all necessary documentation forms and will coordinate any necessary follow-up. The hospital will bear the cost of the follow-up blood test for the patient.

## Tuition, Fees, and Refunds

**PURPOSE:** to define financial responsibilities for enrolled students.

**SCOPE:** MLS Program Students

### **RESPONSIBILITIES:**

Tuition for the MLS Program will be established on an annual basis by the program director and laboratory service executive. Students will pay all fees, including those required for background checks, drug screens, and printing of any educational materials.

The student will be responsible for medical/health insurance, meals, travel expenses, clothing, housing, and school supplies during the program year. Textbooks required for the program year will be purchased by the student. The student will be responsible for any fees related to sitting for the national certification examination after successful completion of the program.

The student will not receive the MLS Program Certificate or recommendation for the national certification examination until all monies due to the program are paid in full.

### **Post-Baccalaureate Degree Students:**

Students who have earned a baccalaureate or higher degree, and are no longer enrolled in an academic institution, will pay tuition and fees directly to the MLS program. Tuition and fees for the 2023-2024 MLS class will be \$9,300.00. Specified payment amounts will be due on July 31, and on January 31, for the 48-week program. Alternate payment arrangements will be discussed with and approved by the program director.

Payment will be submitted to the program director or to the hospital finance department, depending on the method of payment. The program director will document receipt of payment, and forward the payment to the Methodist Hospital finance department for deposit into the MLS Program cost center.

A student who officially withdraws or is dismissed from the MLS program may request a tuition refund only if the full amount was paid prior to the due dates stated above. There will be no refunds for fee payments made to the MLS Program. The policy for determining tuition refunds will depend upon the length of attendance.

The percent of refund by semester is as follows:

- 100% during week one
- 75% during week two
- 50% during week three
- 0% after week four

The first semester begins on the Orientation date. The second semester begins on the first day of clinical rotation II.

**Students Enrolled in an Affiliated College or University:**

For students still affiliated with a college or university, tuition and fees may vary depending on the requirements of the academic institution. Based on the terms defined in the affiliation agreement, students will either pay tuition and fees to their respective college/university and/or pay tuition and fees directly to the MLS Program. If tuition/fees are paid directly to the college/university, the college/university will remit a portion of the tuition received to the Methodist Hospital MLS program. The student is responsible for all MLS Program fees, and any program tuition remaining, after payment by the college/university.

Students enrolled in the MLS Program through an affiliate college/university must abide by the refund policy of the respective college/university to which they pay tuition (if the college/university is reimbursing Methodist Hospital for the tuition).

### Guidance and Counseling

**PURPOSE:** To provide an internal means by which students can resolve problems

**SCOPE:** MLS Program Students

#### **Guidance:**

Guidance on professional and career issues during the program orientation and throughout the program year shall be provided to students. The program director maintains an open-door-policy allowing students the opportunity to pursue dialogue. The clinical instructors are also available upon request. In addition, regularly scheduled meetings with a professional in a mentorship role serves as a proactive and real-time means of providing guidance.

A student with personal or financial issues that may interfere with their academic progress in the program may initiate a conversation with the program director. If an issue is beyond the experience and ability of the program director, the student shall be advised to seek professional assistance. All referrals are voluntary and confidential.

The program and its personnel shall be dedicated to the treatment of all student matters with impartiality and confidentiality. The program instructors shall share information concerning students and their issues only on a “need to know” basis.



## Concerns and Complaints

**SCOPE:** MLS Program Students

### **Concerns and Complaints**

The Nebraska Methodist Hospital MLS Program is committed to providing high quality education and services to our community. Appreciative and constructive feedback helps us improve our services. Students are asked to provide feedback on the program throughout the year. Complaints are issues that require immediate action and should not wait to be included in the formal evaluation process.

Students are encouraged to report concerns or complaints to the program director, clinical instructors, or whoever is authorized to take the necessary action to address the problem. A complaint or concern can be reported at any time in person, by phone, or by email communication. The program director will document the complaint and resolution, and maintain this documentation in a file. The student is expected to exhibit professionalism in their approach to issues encountered.

### Leave of Absence (LOA)

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

**SCOPE:** MLS Program Students

#### **Leave of Absence:**

A leave of absence for a limited time and under exceptional circumstances, may be required by or approved by the program director. Any such leave of absence will be solely within the discretion of the program administration, based on the circumstances, and evaluated on a case-by-case basis. Allowing a student to continue in the Program will be up to the discretion of the program director.

Reasons for the LOA may include, but are not limited to, excessive absences due to health, personal, or family circumstances. Proper medical documentation will be required if appropriate.

1. A Leave Of Absence halts progression within the curriculum while maintaining a class position, but does not excuse the student from any course requirements.
2. If there is a planned extended leave, the student must discuss this in advance with the program director to determine if the student will be capable of returning to class on a designated date, or if the student must voluntarily withdraw from the Program.
3. The student is responsible for determining the financial consequences of a leave of absence. Students should review financial arrangements with the Business Office and the Office of Financial Aid if applicable.
4. Students 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 instructors may require the student to meet additional conditions (e.g., documentation of remedial academic work) prior to resuming enrollment in the Program.
6. If a student will miss, or has missed, too much material and/or clinical experience, preventing them from achieving success in the Program, the student must withdraw from the Program. The student may be considered for re-entrance into the Program.
  - a. The student must resume enrollment in the Program within the following academic year.
  - b. Upon re-enrollment following a LOA, the student will be subject to all policies and curriculum requirements which pertain to the class they are joining.
  - c. The student may be placed on academic probation during the semester of return.
7. If a student must take a LOA while on probation, the student will forfeit their place in the class. Re-admittance will be at the discretion of the program administrators.
8. The MLS Program will grant no more than a single LOA to a student within any 12-month period.
9. All academic and clinical work must be completed before grades can be assigned.

## Probation

**PURPOSE:** To describe the guidelines for probation.

**SCOPE:** MLS Program Students

### **Academic Grades:**

Academic grades are based on the evaluation of professional behaviors, knowledge and theory, and technical competencies. The MLS Program may recommend probation for a student based on failure in any one of these three domains of learning. These guidelines will not supersede the discretion of the program director.

### **Academic Schedule:**

In the academic schedule, students have completed first semester didactic courses by the end of December, and second semester didactic courses by the scheduled last day of the program. For clinical courses, students have completed the initial phase of the program by the end of the Student Laboratory sessions, the first semester clinical courses by the end of December, and second semester clinical courses by the scheduled last day of the program.

### **Grading System:**

The course assessments may consist of quizzes, unit examinations, technical evaluations, lab practical examinations, worksheets, writing assignments, and oral presentations. The student's final grade will include an evaluation of the professional behaviors, assessment of theoretical aspects, and assessment of the technical components if applicable.

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

1. Achieving  $\geq 70\%$  in the theory and  $\geq 70\%$  in the technical components (if applicable) in a course prior to any remedial activities in Student Lab, Clinical Rotation I, or Clinical Rotation II according to the requirements defined in the respective course syllabus/guidelines.
2. No deficiencies on the Professional Behaviors Evaluation Form.
3. Meeting all requirements stipulated in the course syllabus.

### **Academic Warning:**

In an effort to identify at-risk students and prevent academic probation, any student who receives a score below 75% on an individual exam or a lab practical exam, or who has displayed unacceptable professional behaviors, will have a documented discussion with the MLS program director. This discussion is to address potential problems and bring them to the student's attention before probation is necessary.

### **Academic Probation:**

#### Student Laboratory Phase:

1. Failure to maintain the minimum course requirements in one course during the student laboratory phase will result in probation. The program will allow remediation of one course during the student laboratory phase. The method of remediation will be at the discretion of the course clinical instructor and the program director, and will be completed before or during the

corresponding clinical rotation. The length of time allowed to successfully complete the remediation activities will be equivalent to the length of the corresponding clinical rotation.

2. Failure to maintain the minimum course requirements in a second course during the student laboratory phase may result in dismissal from the program.

**Department Clinical Rotations:**

1. Failure to maintain the minimum course requirements in a didactic course, as published in the respective course syllabus, will result in probation.
2. Failure to maintain the minimum course requirements in a clinical course, as published in the respective course syllabus, will result in probation.
3. Failure to maintain the minimum requirements in a second course, while on probation, may result in dismissal from the program.

**Leave of Absence:**

If a student must take a leave of absence while on probation, the student will forfeit their place in the class. Re-admittance will be at the discretion of the program administrators.

**Non-Academic Probation:**

Failure to comply with the Methodist Health System and/or laboratory regulations or policies, or the Methodist Standards of Behavior, may result in probation or dismissal from the program.

**Notification:** A student will be notified in a conference with the MLS Program Director (followed by a written memorandum) that they have been placed on probation. The conference and subsequent memoranda will indicate the reason for probation and the improvement plan recommended to the student for correction of deficiencies. The improvement plan will include time limits and conditions, based on the grade requirements defined in the respective course syllabus.

**Remediation:** Successful remediation for a course in the student laboratory phase, a clinical rotation course, or a didactic course will be defined as fulfilling the improvement plan requirements, set by the program director, within the determined time frame. Successful remediation in a clinical rotation course or a didactic course will replace the student's deficient grade(s) with a maximum of 70%. However, the student lab grade average will not be changed after successful remediation. Regardless of successful remediation, the student will remain on probationary status for the remainder of the program.

**Appeal:** A student has the right to appeal probation by using the approved grievance procedures.

## Withdrawal

**PURPOSE:** To establish guidelines for a voluntary withdrawal from the Program.

**SCOPE:** MLS Program Students

### **Program Director Recommendation:**

The program director reserves the right to recommend that a student withdraw if health, academic progress, or other factors make it impractical and inadvisable for the student to continue in the program.

### **Voluntary Withdrawal:**

- A student who desires to voluntarily withdraw from the Program shall contact the program director for discussion. After discussion, the student will have 24 hours to review the decision and notify their academic advisor, if applicable. After review of the decision, the student shall submit a formal letter of voluntary withdrawal to the program director. In addition to the letter, the student must:
  - a. Return name/ID badges and parking tag
  - b. Return textbooks and other educational materials that belong to the Hospital/Lab
  - c. Pay outstanding tuition and fees
  - d. Remove all items from their assigned locker

Upon receipt of the letter and completion of the above items, the program director will forward a final transcript for any completed course work to the student's respective university/college, if applicable.

### **Withdrawal Due to Academic Standing:**

- If the student decides to voluntarily withdraw from the Program due to poor academic standing, there will be a conference between the student and the program director to determine if any passing grades can be sent to the academic affiliate for credit (if applicable).
  - a. In order to withdraw and not be terminated due to poor academic standing, a student must make this decision before the criteria for dismissal is met.
  - b. Students will sign a form stating they have voluntarily withdrawn due to poor academic standing.
  - c. Students who withdraw for poor academic standing will not be allowed to reapply to the Nebraska Methodist Hospital MLS Program.
  - d. The program director will contact the academic affiliate advisor to let them know of the student's withdrawal, if applicable.

## Dismissal

**PURPOSE:** To describe the guidelines for dismissal from the program.

**SCOPE:** MLS Program Students

### **Academic Grades:**

Academic grades are based on evaluation of professional behaviors, knowledge and theory, and technical competencies. The MLS Program may recommend dismissal of a student based on failure in any one of these three domains of learning. These guidelines will not supersede the discretion of the program director.

### **Academic Schedule:**

In the academic schedule, students have completed first semester didactic courses by the end of December, and second semester didactic courses by the scheduled last day of the program. For clinical courses, students have completed the initial phase of the program by the end of Student Laboratory sessions, the first semester clinical courses by the end of December, and second semester clinical courses by the scheduled last day of the program.

**Academic Dismissal:** A student may be subject to dismissal for:

1. Failure to achieve 70% in the theory and/or technical components, according to the requirements described in the respective course syllabus/guidelines, in two courses during the Student Lab phase prior to any remedial activities.
2. Failure to achieve 70% in the theory and/or technical components, according to the requirements described in the respective course syllabus/guidelines, in two clinical courses prior to any remedial activities. This applies even if the previous course was successfully remediated.
3. Failure to maintain the minimum requirements in a second course while on probation.
4. Dishonesty on a written examination, or falsifying a laboratory test or laboratory report.
5. Failure to meet acceptable professional behaviors requirements.
6. Failure to demonstrate, within the prescribed time frame, the improvement required for successful remediation of a course.

**Non-Academic Dismissal:** Failure to comply with Methodist Health System and/or laboratory regulations, policies, or the Methodist Standards of Behavior may be grounds for immediate dismissal.

### **Leave of Absence:**

If a student must take a leave of absence while on probation, the student will forfeit their place in the class. Re-admittance will be at the discretion of the program administrators.

**Notification:** A student will be notified of their dismissal in a conference with the program director and/or a member of the Advisory Committee. If applicable, the affiliated university officials will be notified. The student will receive a written letter of dismissal during the conference or sent by certified mail.

**Appeal:** A student has the right to appeal a dismissal action by using the approved grievance procedures.

## Grievance & Appeal

**PURPOSE:** To provide an internal means by which students can resolve problems.

**SCOPE:** MLS Program Students

*A policy cannot be grieved – only the application of a policy.*

### **Grievance Process:**

A medical laboratory science student having a complaint or grievance will attempt to resolve the problem using the following sequence of administrative levels:

1. Person involved in problem or situation
2. The clinical instructor in that area or section
3. Program Director
4. Medical Director of the MLS Program

If the problem is not resolved, or the student feels the decision is unfair, the student may appeal through the Grievance Committee. A request of this more formal process must be submitted in writing within 30 days of the event in question.

The Grievance Committee is composed of the following members:

1. Representative from the current MLS class
2. Representative from the Advisory Committee; the Program Director and Program Medical Director are excluded as possible representatives
3. Representative from the Clinical Laboratory Management/Leadership team; the Program Director is excluded as a possible representative
4. Recent medical laboratory science graduate (preferably less than five years post-graduation) or another lab science staff member
5. Representative from the Methodist Hospital Human Resource Department

The Grievance Committee will hear the views presented, consider the recommendation made, and issue a final decision as soon as possible with the goal being within one week of the initial meeting. The decision of the Grievance Committee will be final.

### Advanced Placement

**PURPOSE:** To establish guidelines whereby a student accepted into the Medical Laboratory Science Program, who presents appropriate credentials/experience, might be given the opportunity to challenge selected portions of the curriculum.

**SCOPE:** MLS Program

#### **PROCESS:**

A student with past formal training in the clinical laboratory field may apply for advanced placement or waiver of coursework. A student who desires to be considered for advanced placement in the program must submit a written request to the program director prior to August 1, of the year the student begins their MLS program education. The request must include documentation of credentials/experience 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 program officials

#### **CHALLENGE:**

Program officials shall review the student's request and credentials. Each request will be evaluated on a case-by-case basis. The student may be required to take written examinations, a comprehensive examination, and/or practical lab examination(s) to ensure competency and proficiency. These challenge examinations will be representative of the examinations used to assess progress in that component of the program's curriculum. The program director, section clinical instructor, and academic advisor, if applicable, shall make the final decision.

#### **LIMITATIONS OF CHALLENGE:**

The MLS student may only challenge the technical components of a clinical course.

#### **SCHEDULE:**

The appropriate program officials shall determine any adjustment of the schedule resulting from the successful challenge of competencies.



### Service Work

**PURPOSE:** To describe the overall clinical experiences for MLS Program students.

**SCOPE:** MLS Program Students

The Medical Laboratory Science program 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 a busy clinical laboratory, the best source of practical experience is patient work. To this end, supervised experiences are provided, allowing the students the opportunity to participate in the service aspects of the laboratory. This adds a personal dimension to the educational process, which is essential for the development of a professional laboratorian. Some of these tasks could be classified as providing service to the patients of this institution. Therefore, the program has developed these guidelines for the Medical Laboratory Science students.

1. The clinical instructors will direct student clinical rotations and ensure each student is adequately supervised at all times. Student learning experiences will be properly sequenced, educational, and balanced so the program competencies can be achieved. Under qualified supervision, students will be permitted to perform procedures after demonstrating proficiency.
2. Any service work performed outside academic hours is noncompulsory. Students shall not perform service work in place of qualified staff.
3. If applicable, the program will justify the necessity for learning experiences outside the “normal” program hours through unique objectives.

### Student Employment

**PURPOSE:** To establish guidelines for student employment.

**SCOPE:** MLS Program Students

#### **Stipend:**

Medical Laboratory Science Program students will 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 will not interfere with any class or clinical assignment as scheduled in the Medical Laboratory Science Program.