

McNeese State University
College of Nursing and Health Professions
Department of Health Professions
Medical Laboratory Science Program

Clinical Student Handbook



It is the student's responsibility to read this student handbook. The student will be held responsible for the policies and procedures in this handbook. Policies and procedures represented in this handbook are subject to change as needed, by administrative decision. Questions or concerns about any policies or procedures in this handbook should be submitted in writing to the Medical Laboratory Science (MLS) Program Director for clarification.

Your acknowledgement in the Moodle course signifies your signature that you have received this document, understand the policies and procedures therein, and will abide by the policies and procedures during the clinical phase of the program.

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Welcome to the McNeese State University Medical Laboratory Science Clinical Rotations

We hope that you find these three semesters to be fruitful, challenging, and valuable. You should learn a lot this year about laboratory testing and working with diverse populations. At all times, please remember that you are representing McNeese and the MLS program. You are expected to conduct yourselves professionally and competently.

This handbook serves as a reminder of the many resources that McNeese can offer you this year, as well as our policies and guidelines for clinicals. While this handbook contains a lot of information and forms, you are still responsible to check your McNeese email and Moodle pages for current information and announcements. When you have questions during this clinical year, we are available through our McNeese emails (shidalgo1@mcneese.edu, wbrame@mcneese.edu) as usual. You will still see us for classes on Mondays and Fridays, as well as out in your labs periodically.

Faculty and Administration

| On-Campus Faculty | |
|---|---|
| Dr. Sonya Hidalgo MLS Program Director & Assistant Professor Hardtner Hall, 120 337-562-4258 shidalgo1@mcneese.edu | Ms. Whitnee Brame Assistant Professor & MLS Safety Officer Hardtner Hall, 123 337-475-5670 wbrame@mcneese.edu |
| Clinical Affiliates & Clinical Liaisons/Contacts | |
| Ochsner American Legion Hospital Bailey Woods, bailey.woods@ochsner.org 1634 Elton Rd. Jennings, LA 70546 337-616-7000 | The Pathology Laboratory Nicho Bourque, nbourque@thepathlab.com 830 Bayou Pines West Lake Charles, LA 70611 337-436-9557 |
| West Calcasieu Cameron Hospital Tiffany Martin, tmartin@wcch.com Shelly Landry, slandry@wcch.com Cody Hanchey, chanchey@wcch.com 701 Cypress St. Sulphur, LA 70663 337-527-4196 | Beauregard Health System Ryan Bradford, ryan.bradford@beauregard.org Janell Hester, j.hester@beauregard.org 600 S. Pine St. DeRidder, LA 70634 337-462-7180 |
| CHRISTUS Ochsner St. Patrick Hospital CHRISTUS Ochsner Lake Area Hospital Dan Fruge, dan.fruge@christushealth.org Michael LaCombe, michael.lacombe@christushealth.org 524 Dr. Michael Debaque Dr. Lake Charles, LA 70601 337-436-2511; 337-474-6370 | Ochsner Lafayette General Stephanie Johnson, stephanie.johnson3@ochsner.org Hank McManus, henry.mcmanus@ochsner.org Marcus Fontenot, marcus.fontenot@ochsner.org 1214 Coolidge Blvd. Lafayette, LA 70503 337-298-7991 |

| | |
|--|--|
| Baptist Hospitals of Southeast Texas Leisa Freeman, leisa.freeman@bhset.net 3080 College St. Beaumont, TX 77701 409-212-5000 | DeQuincy Memorial Hospital Marcy Strickland, mstrickland@ahmgt.com 110 W. 4 th St. DeQuincy, LA 70633 337-786-1200 |
| Independent Sites & Contacts | |
| Lake Charles Memorial Hospital Danielle Richard, dmrichard@lcmh.com 1701 Oak Park Blvd. Lake Charles, LA 70601 337-494-3000 | Rapides Regional Medical Center Lindsay Philpot, lindsay.philpot@hcahealthcare.com 211 4 th St. Alexandria, LA 71301 318-769-3000 |
| McNeese State University Administration | |
| Dr. Ann Warner, Ph.D., RN, CNE awarner@mcneese.edu Dean and Professor College of Nursing and Health Professions Hardtner Hall, 102D Lake Charles, LA 70609 337-475-5831 | Greg Bradley, M.Ed., R.T.(R) gbradley@mcneese.edu Department Head and Assistant Professor Department of Health Professions Hardtner Hall, 118A Lake Charles, LA 70609 337-475-5657 |
| Dr. Wade Rousse President 4205 Ryan St. Lake Charles, LA 70609 337-475-5000 | |

Institutional Mission

McNeese State University is a student-centric university whose mission is to change the lives of students through quality education and to provide services to the employers and communities in its region. McNeese uses a traditional admissions process based on courses completed, grade point average (GPA), and standardized test scores.

Audiences

McNeese is responsible for serving:

- Residents of southwest Louisiana who have completed high school and are seeking either a college degree or continuing professional education;
- Two-year college transfer students, particularly those from SOWELA Technical Community College;
- Employers in the region, both public and private, school districts, healthcare providers, local governments, and private businesses;
- Economic development interests and regional entrepreneurs; and
- The area community, by providing a broad range of academic and cultural activities and public events.

Array of Programs and Services

- An array of liberal arts programs at the baccalaureate level—arts and humanities, social sciences, natural sciences—appropriate to a teaching institution with a predominately undergraduate student body.

- b. Baccalaureate programs in education, engineering, business, nursing, selected allied health fields, mass communication, and criminal justice.
- c. Master's programs primarily related to education, engineering, arts, sciences, nursing, and business.
- d. Doctoral programs in professional fields.
- e. Support for area K-12 schools seeking college general education courses for advanced students and assistance in ensuring that their graduates are college- and career-ready.
- f. Services specifically designed to meet the needs of regional economic development, such as small business development, support for entrepreneurs, and problem solving.

Special Programs/Features

- a. Programs in entrepreneurship and small business development supported by the Southwest Entrepreneurial and Economic Development (SEED) Center.
- b. Agricultural and related sciences with opportunities for experiential learning at three working farms and the Center for Advancement of Meat Processing and Production (CAMPP).
- c. Custom academic programs and professional certifications integrated with area business and industry.
- d. Applied undergraduate research partnerships in engineering, sciences, and allied health.
- e. Cultural events designed to connect McNeese with the regional arts community and K-12 education

Mission of the Medical Laboratory Science Program

The mission of the Medical Laboratory Science (MLS) program is to prepare a diverse group of high-quality MLS professionals to provide accurate complex testing while communicating with other health professionals concerning ethical medical care for patients. Information about the department can be found here: <https://www.mcneese.edu/nursing/health-professions/>.

Institutional Mission Reference

The foundation for student success begins with faculty commitment to excellence in teaching, research and scholarly activity. At McNeese State University, a member of the University of Louisiana System, the stated mission is "to change the lives of students through quality education and to provide services to the employers and communities in its region". The MLS Program's Mission correlates with the institutional mission in our service to students and our community. See <https://www.mcneese.edu/about-us#changing-lives> for more information. Information specific to the MLS Program: <https://www.mcneese.edu/academics/undergraduate/medical-laboratory-science/>.

Program Goals

The MLS Program Goals are to:

- provide an educational experience that includes hands-on learning, critical thinking experiences, and real-world connections.
- prepare high-quality MLS professionals to our surrounding community
- foster affective communication skills in multiple professional departments
- promote professionalism in the MLS field

McNeese State University and each of its clinical affiliates will strive to:

1. Provide appropriate clinical instruction to MLS students during their clinicals.
2. Improve the overall educational experience of MLS students.
3. Investigate and examine innovative methods for presenting advanced testing methods and laboratory skills.
4. Explore and evaluate the latest techniques proposed for analyzing specimens.
5. Ensure that graduates are competent and able to make a positive contribution to patient care.

Code of Ethics: The American Society for Clinical Laboratory Sciences

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek to change those laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

Academic Standards

The following academic standards are specific to the program, in addition to any academic standards defined by the university. Current catalog information for the MLS Program can be found here: https://catalog.mcneese.edu/preview_program.php?catoid=93&poid=56558&returnto=7857

Grading Scale:

- ❖ A = 100-93
- ❖ B = 85-92
- ❖ C = 77-84
- ❖ D = 69-76
- ❖ < 69 = F

Notes:

- ❖ A grade of C or better is required for all courses in the curriculum.

- ❖ Any I (incompletes) grades must be converted to a letter grade by the university's designated deadline each semester or it will convert to an F.
 - Exception: students performing clinical rotations at independent sites may have I grades carried over for a maximum of three semesters, as long as active progress is being made by the student at their clinical site.

Non-Compliance of Academic Standards:

- ❖ Prior to clinicals: same as the university policies
- ❖ During clinicals: in addition to university policies, student may be immediately dismissed from the program, with permission to reapply reserved by the MLS Program Director (see Form 13)

Conduct Standards

- Only perform testing as directed by written order by healthcare provider, unless testing is solely for simulated practice purposes.
- Report to your laboratory setting everyday on-time, in an alert and orderly condition
- Do not possess any illegal drugs, liquor, or weapons, nor engage in their use while on clinical assignment.
- Do not engage in any conduct which violates the ASCLS Code of Ethics (see page 6).
- Do not chew gum while on clinical assignment
- Do not wear strong perfumes while on clinical assignment
- Do not sleep while on clinical assignment
- Follow the facility's procedures for verification of patient identification.
- Do not post any information on social media while on clinical assignment.
- After hours, do not post any facility or patient information on social media or share private healthcare information in any way.
- Do not engage in theft while on clinical assignment.
- Clock in and out for every shift while on clinical assignment. These time logs must be uploaded regularly into the appropriate Moodle site.
- Do not accept any type of tip or gratuity from patients or patient's family members while on clinical assignment.
- Do not destroy property while on clinical assignment.
- Do not falsify records while on clinical assignment.
- Do not smoke, including E-cigarettes, in prohibited areas while on clinical assignment.
- Do not use profanity while on clinical assignment.
- Do not use employee lounges while on clinical assignment unless given direct permission to do so.

- Do not change any settings or displays of the facility's technological equipment while on clinical assignment.
- Do not use your smart watch or cell phone while on clinical assignment.
- Do not conduct yourself in an argumentative or combative manner with faculty, patients, staff, visitors, or others while on clinical assignment or while on-campus.
- Follow all directives, rules, and guidelines of your assigned clinical facility while on clinical assignment.
- Follow your facilities rules and guidelines pertaining to patient confidentiality while on clinical assignment.
- Do not sign any forms representing your clinical facility, including but not limited to: patient consent forms, pre- or post-procedure instructions, or reference lab results. You are at the clinical facility as a student, not an employee – you are not permitted to represent yourself as an authorized representative of the facility.

Disciplinary Action

- ❖ Failure to comply with any laboratory or university regulations can result in immediate disciplinary action, including a written warning, suspension, or dismissal.
 - Written warning – utilized when the offense is not considered to be serious, did not affect patient care, and did not include verbal or other aggression. Offenses of this nature may move directly to the suspension step, at the discretion of the Program Director.
 - Suspension – utilized after a written warning has not corrected the behavior or activity, or when the offense is serious enough that it bypassed the warning step. The student can be suspended for the rest of the semester, 2 semesters, or for 12-months, decided by the Program Director with input from other MLS faculty, MLS Advisory Committee, and clinical liaisons/staff.
 - Dismissal – when previous disciplinary action has proven to be inadequate. A student may be deemed as eligible or ineligible to reapply for the next clinical year, decided on a case-by-case basis. This determination is made by the Program Director with input from other MLS faculty, MLS Advisory Committee, and clinical liaisons/staff.
- ❖ If student receives insufficient grades in any cognitive, behavioral, or psychomotor skills, student can be given a written warning, suspension, or dismissal from the MLS program.
- ❖ A warning, suspension, or dismissal is issued at the discretion of the MLS Program Director, in consultation with other MLS faculty, MLS Advisory Committee, and clinical liaisons/staff.

- ❖ Students can be called for a random urine drug screen at any time during their clinical experience, due to cause or suspicion. A positive drug screen, without an explanatory corresponding prescription, will result in immediate dismissal.
 - If called for a random urine drug screen, the student has 2 hours to report for collection. Student may not drive to a facility for collection and must find alternate transportation.
 - Refusal to submit for a random drug screen will result in immediate dismissal. See Form 19.
 - Students are barred from attending their clinical site laboratory while waiting for drug screen results. Attendance at campus classes is per the discretion of each MLS faculty member.
 - All drug screen results are treated confidentially by the Program Director, Department Head, and campus compliance officer. Results may be shared with other university or clinical staff only if required for documentation.
 - There are no defined items for 'cause or suspicion' warranting the performance of a drug screen, as signs and symptoms are varied and in diverse individuals.

Appeals

To appeal a decision made by MLS faculty or clinical site staff, students may follow the steps outlined below:

1. Speak directly with the MLS faculty member or clinical staff within 2 days of the issue, in a polite and professional manner. If resolution is not reached, continue to step 2.
2. State your issue in writing to the MLS Program Director, within 3 days of step 1. The Program Director will issue a response within one week. If resolution is not reached, continue to step 3.
3. State your issue in writing to the MLS Advisory Committee within 5 days of step 2. This can be accomplished by submitting your issue in writing to the Program Director. Address your issue to: MLS Advisory Committee. The Program Director is responsible for forwarding your issue to the current committee members for discussion and resolution. The committee may conduct an investigation and interview involved parties. You will be informed of the committee's decision within 2 weeks. Possible outcomes include the decision to hold an Investigative Hearing or their decision of the appeal. If resolution is not reached, continue to step 4.
4. Follow the university policy to launch a university-level appeal. The university policy for student complaints and appeals can be found here: <https://www.mcneese.edu/policy/student-complaint-policy/>. This decision is considered final.

Make-Up Test and Assignments

See the course syllabus for each individual course for the make-up policy for that course. Consult the instructor of record for the course with specific questions or concerns pertaining to any specific course.

University Policies

List of all A-Z policies: <https://www.mcneese.edu/policy/a-z/>

University Student Handbook: <https://www.mcneese.edu/policy/student-handbook/>

Applicable Policies:

1. Student Complaint Policy: <https://www.mcneese.edu/policy/student-complaint-policy/>
2. Alcohol and Other Drug Policy: <https://www.mcneese.edu/policy/alcohol-and-other-drug-policy/>
3. Medical Leave Policy for Students: <https://www.mcneese.edu/policy/medical-leave-policy-for-students/>
4. Parking Permit Policy: <https://www.mcneese.edu/policy/parking-permit-policy/>
5. Proof of Immunization Policy: <https://www.mcneese.edu/policy/proof-of-immunization-policy/>
6. Copyright Infringement and Peer to Peer File Sharing Policy:
<https://www.mcneese.edu/policy/copyright-infringement-and-peer-to-peer-file-sha/>
7. Accessible Participation Policy: <https://www.mcneese.edu/policy/accessible-participation-policy/>
8. Civility and Personal Conduct Policy: <https://www.mcneese.edu/policy/civility-and-personal-conduct-policy/>
9. Withdrawal from Courses and Resignation from the University Policy:
<https://www.mcneese.edu/policy/withdrawal-from-courses-and-resignation-from-the/>
10. Withdrawal from Courses for Non-Attendance Policy:
<https://www.mcneese.edu/policy/withdrawal-from-courses-for-non-attendance-policy/>
11. Withdrawal Appeals Committee: <https://www.mcneese.edu/policy/withdrawal-appeals-committee/>
12. Equity and Inclusion Policy: <https://www.mcneese.edu/policy/equity-and-inclusion-policy/>
13. Academic Integrity Policy: <https://www.mcneese.edu/policy/academic-integrity-policy/>
14. Fire Drill Policy: <https://www.mcneese.edu/policy/fire-drill-policy/>
15. Acceptable Use of Information Technology Resources Policy:
<https://www.mcneese.edu/policy/acceptable-use-of-information-technology-resourc/>
16. Course Delivery Classifications Policy: <https://www.mcneese.edu/policy/course-delivery-classifications-policy/>

Diversity Statement

Diversity is understanding and promoting an inclusive university community. From the process of recruiting new students, faculty, and staff to welcoming new students, faculty, and staff to everyday interactions among students, faculty, and staff, we all have a part in creating a campus community where each person feels respected by and connected to the University.

The University has adopted the [Diversity Awareness Policy](#) to provide for prompt and equitable resolution of discrimination complaints. The Policy describes the grievance procedure for students and employees who have experienced discrimination. The Policy further defines racial discrimination, sexual harassment/discrimination, gender discrimination, sexual orientation discrimination, age discrimination, and discrimination against individuals with disabilities. The grievance procedures for individuals with disabilities confirms the University's commitment to providing accessibility to its programs, services, and activities for individuals with disabilities who are otherwise qualified and entitled to a reasonable accommodation.

Individuals who believe they have experienced discrimination but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint may discuss their concerns confidentially and informally with the Chief Diversity Officer. Students may also consult a staff member at the Counseling Center and the Dean of Student Services.

McNeese State University does not discriminate with regard to race, color, sex, national origin, sexual orientation, religion, disability, veteran status, or age in employment or the provision of services. Inquiries may be directed to the Chief Diversity Officer at Box 93248, McNeese State University, Lake Charles, Louisiana 70609. Telephone: voice [\(337\) 475-5428](tel:337-475-5428); hearing impaired TDD/TTY [\(337\) 562-4227](tel:337-562-4227).

Harassment and Discrimination

All students enrolled in clinical Medical Laboratory Science courses are to render patient care and maintain an environment that shows respect to all. For the purpose of this policy, all members of the university and clinical facility have the obligation to comply with federal and state laws relating to harassment and diversity. For information regarding the university's Diversity Statement, see section above.

Harassment is defined as an act that discriminates against or harasses another in relation to ethnicity, race, gender, sexual orientation, religion, disability, or age. Any such derogatory acts will not be tolerated. Harassment or discrimination can be explicitly or implicitly presented as a term or services, or as a conduct that will interfere with or create an intimidating, hostile, or offensive environment. Harassment or discrimination can include (but is not limited to) such things as: jokes, insults, taunts, obscene gestures, embraces, touching, or pictorial communication.

Sexual Harassment

Sexual harassment is defined as the use of any term or the commission of any act that is sexually derogatory or discriminatory and will not be tolerated. Sexual harassment may be either the same

gender or a different gender. It includes any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of this nature.

Racial Discrimination

The Civil Rights Act of 1964 stated that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity. See page 12 for a link to the university's Diversity Awareness Policy.

Gender Discrimination

See Title IX, Education Amendments of 1972: No person in the United States shall, on the basis of sex, be excluded from be denied the benefits of or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

Sexual Orientation Discrimination

See Executive Order EWE 92-7; KBB2004-54: No state agency or department shall discriminate on the basis of sexual orientation against an individual in the provision of any services or benefits.

Age Discrimination

See Age Discrimination Act of 1967: It is unlawful in situations to discriminate in any way based on age.

Discrimination Against Individuals with Disabilities

See Rehabilitation Act of 1973 & American with Disabilities Act of 1990: The commission of any act that is derogatory or discriminatory toward individuals with disabilities will not be tolerated. University resources can be found here: <https://www.mcneese.edu/oas/>.

Actions

Upon the knowledge or verbal/written notice of an allegation of harassment or discrimination made to the MLS Program Director, an investigation will be initiated. As appropriate after the investigation, the steps under Disciplinary Action, page 9, will be followed. If the allegation is against a student as the perpetrator, documentation will be sent to the university's Office of Student Affairs for follow-up.

Description of the Medical Laboratory Scientist Profession

Retrieved from NAACLS Standards for Accredited Programs (2023), pages 59-60.

The medical laboratory scientist is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory scientists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory scientist has diverse and multi-level functions in

the principles, methodologies and performance of assays; problem-solving; troubleshooting techniques; interpretation and evaluation of clinical procedures and results; statistical approaches to data evaluation; principles and practices of quality assurance/quality improvement; and continuous assessment of laboratory services for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory scientists possess the skills necessary for financial, operations, marketing, and human resource management of the clinical laboratory.

Medical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education.

Medical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Graduate Competencies

Retrieved from NAACLS Standards for Accredited and Approved Programs (2023), page 60.

At entry level, the medical laboratory scientist will possess the entry level competencies necessary *to perform* the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunochemistry/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

At entry level, the medical laboratory scientist will have the following basic knowledge and skills in:

- A. Application of safety and governmental regulations and standards as applied to clinical laboratory science;
- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and members of the health care team;

- D. Principles and practices of administration and supervision as applied to clinical laboratory science;
- E. Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
- F. Principles and practices of clinical study design, implementation and dissemination of results.

Accreditation

McNeese State University – information regarding accreditation: <https://www.mcneese.edu/about-us/accreditation/>

McNeese State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctoral degrees. Questions about the accreditation of McNeese State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

McNeese's Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Rd Ste 720, Rosemont, IL 60018-5156, P- (773) 714-8880, www.nacls.org.

MLS Clinical Preceptors (CP) teach laboratory fundamentals and procedures to students during their clinical rotations. For the majority of the MLS student rotations, the MLS CPs are nationally certified and licensed MLS professionals. For some low complexity departments, such as phlebotomy, urinalysis, or serology, instruction may come from lower level trained employees with consistent oversight by the MLS.

Essential Functions

Essential Functions (EF) for the MLS student are additional requirements that a student must possess or develop in order to provide reasonable assurance that a student can complete the entire course of study and participate fully in all aspects of clinical training. These EF standards encompass multiple levels of knowledge, behaviors, skills, and attitudes necessary for the successful admission and continuance in the MLS discipline. Failure to meet these standards can result in non-acceptance to the clinical portion of the program or in dismissal from the clinical portion of the program.

Locomotion and Gross Motor Skills—Students must

- move freely from one location to another in physical settings of the student classrooms and laboratories, medical laboratories, and healthcare facilities
- operate equipment in the laboratory or healthcare facility and must be able to lift and move objects of at least 20 pounds

Fine Motor Skills—Students must

- demonstrate sufficient coordination to allow delicate and controlled manipulations of specimens, instruments, and tools
- demonstrate the ability to safely grasp and release small objects (e.g., test tubes, microscope slides); perform fine movements such as the ability to twist and turn dials/knobs (e.g., for a microscope, balance, or spectrophotometer); and manipulate other laboratory materials (e.g., reagents and pipettes) in order to successfully complete tasks

Communication Skills—Students must

- communicate effectively and sensitively in written and spoken English
- comprehend and respond to both formal and colloquial English, by person-to-person, telephone, and written communication
- appropriately assess nonverbal as well as verbal communication with other students, faculty, staff, patients, family, and other professionals
- communicate respectfully and in a productive manner even in stressful conditions

Visual Acuity and Sensory—Students must

- identify and distinguish objects macroscopically and microscopically
- read charts, graphs, and instrument scales as well as discern fine details of texture and color
- demonstrate sufficient depth perception and spatial awareness to perform laboratory tasks efficiently and safely
- discern fine details of structure, texture and color
- demonstrate sense of touch and temperature discrimination sufficient to perform laboratory testing

Cognitive Application Skills — Students must

- apply knowledge, skills, and values learned from previous coursework and life experiences to new situations
- measure, calculate, reason, analyze, integrate, and synthesize information
- apply theory to practice and test performance to ensure quality outcomes
- demonstrate sufficient cognitive (mental) abilities and effective learning techniques to assimilate the detailed and complex information presented in the MLS curriculum
- learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; application of theory to clinical practice, and use of computer technology
- demonstrate capacity to perform these problem-solving skills in a timely fashion
- comprehend three-dimensional relationships and to understand the spatial relationships of structures

Safety— Students must

- work safely with mechanical, electrical, thermal, chemical, radiologic, and biological hazards
- follow prescribed guidelines for working with hazards
- recognize and respond to safety issues appropriately
- recognize emergency situations and take appropriate actions

Stability— Students must

- possess the psychological health required for full use of abilities and respond to others in a collegial and respectful manner
- recognize emergency situations and take appropriate actions
- maintain mature, sensitive, respectful, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including highly stressful situations
- demonstrate emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and in unpredictable ways

Affective (valuing) Skills— Students must

- show respect for self and others and project an image of professionalism, including appearance, dress, and self-confidence
- demonstrate complete personal integrity and honesty
- adhere to appropriate professional deportment
- know that his or her values, attitudes, beliefs, emotions, and experiences affect personal perceptions and relationships with others
- examine and correct personal behavior when it interferes with productive individual or team relationships
- possess skills and experience necessary for effective and harmonious relationships in diverse academic and work environments
- demonstrate the physical and emotional stamina and capacity to function in a professional manner in the hospital, classroom and laboratory settings, including settings that may involve heavy workloads, long hours and stressful situations
- tolerate physically and mentally taxing workloads and long work hours, to function effectively under stress, and to display flexibility and adaptability to changing environments
- contribute to collaborative, constructive learning environments
- respond to and accept constructive feedback from others; and take personal responsibility for making appropriate positive changes
- adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical laboratory and medical practice

Professional skills— Students must

- follow written and verbal directions
- work independently and with others as directed and under time constraints
- maintain composure under stressful situations or during heavy workload
- prioritize requests and work concurrently on at least two different tasks
- maintain alertness and concentration during a normal work period
- learn and abide by professional standards of practice
- possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance

- engage in patient care delivery in all settings and deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients and vulnerable children or adults
- accept responsibility for learning, exercising good judgment, and promptly complete all responsibilities efficiently and accurately
- take corrective action based on instructor or preceptor feedback and guidance

Students with documented disabilities who may require accommodations to meet these Essential Functions should contact Office of Accessibility Services (<https://www.mcneese.edu/oas/>) for assistance.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) (P. L. 104-191) is an amendment to the Social Security Act. Its primary purpose is to place restrictions on what can be categorized as pre-existing conditions when an employee moves from one job to another. However, Title II of the Act, entitled Administrative Simplification, sets new requirements for healthcare providers, payers, and clearinghouses in the areas of privacy, information security, and electronic data interchange. More information regarding HIPAA can be found at <https://www.hhs.gov/hipaa/for-professionals/index.html>.

Attendance

In addition to policies posted in the current McNeese State University catalog, the following will be enforced:

On-Campus Clinical Classes:

- Maximum of 2 unexcused absences per semester
- Maximum of 2 unexcused tardies per semester
- Faculty reserve the right to conduct timed graded assignments during the beginning of classes with no makeup allowed
- Typically meet on Monday's and Friday's, time announced each semester.

Off-Campus Clinical Courses:

- Maximum of 2 unexcused absences per semester
- Maximum of 2 unexcused tardies per semester
- Typically meet on Tuesdays, Wednesdays, & Thursdays, time announced by clinical site.
- Clinical hours are decided and assigned by each clinical site, including breaks.
- Students are responsible to obtain the contact information for their assigned clinical site and contact that site directly in case of lateness or absence.
- To ensure laboratory proficiency, students are expected to spend an average of 6-8 hours per day in their assigned laboratory in active participation

- If a student is released early in a department (lack of work, staff shortage, etc.), the student is not necessarily released from that lab. The student should proactively seek laboratory experiences, as allowed, to ensure adequate learning is taking place. Examples of extra experiences include: observing MLS working in department student has not yet trained in, offering to help the MLS in a department that the student has trained in, reviewing procedure manuals, or studying clinical notes.
- Students are responsible for keeping a log of their time in lab each day (see Form 20) and uploading a copy into the appropriate section of the Moodle course.

Non-Traditional Instruction

During extreme weather conditions, pandemics, or other unpredictable circumstances, the university may temporarily suspend clinical rotations and/or convert to online learning. The student is responsible to check their McNeese email and/or Moodle course for updates and directions.

Changes to Assigned Clinical Site

No student is guaranteed of a specific clinical site for the entire 3-semesters of their clinical rotations. Unexpected circumstances can arise within a laboratory setting that can cause a disruption in its staff's ability to train students. In that case, an alternate site will be assigned by the Program Director. While every effort will be made to locate a local clinical site, local placement is not guaranteed. For the student to continue to progress through the MLS program's clinical portion, attendance at their assigned clinical site, regardless of location, is required.

Inclement Weather

If the university closes or suspends operations due to inclement weather, attendance at MLS clinical assignments is cancelled.

If the student is at home and has not reported to their clinical site yet: stay home, do not drive in bad weather, watch your email for information and updates. If you see an email from the MLS Program Director to your lab (you will be cc'd) informing them of the cancellation, you do not need to contact them yourself. If you do not see an email informing them, then it is your responsibility to contact the lab and inform them that you will not be in that day due to a weather closure.

If the student is at their clinical site when the weather closure occurs: stay at the facility. We do not want students driving in bad weather. If a school closure occurs, though you are technically released from academic duties, you are still responsible to make good decisions and stay off of the roads during adverse weather events.

Fees and Expenses

Course fees are determined for each student by the number of credit hours carried each semester. Updated fees are published annually in McNeese State University's online catalog. Students may obtain information concerning fees, withdrawals, and refunds at <https://catalog.mcneese.edu/content.php?catoid=93&navoid=7889>.

Other expenses may include, but are not limited to, uniforms (scrubs), appropriate shoes, textbooks, health screen, drug screens, background check, immunizations, antibody titers, and PPD. In addition to these fees and expenses, students are responsible for their own travel, housing, and food. Information pertaining to obtaining the pre-clinical health screen, drug screen, background check, antibody titers, and PPD are communicated to each student during the semester they are applying for the clinical portion of the program. Background checks are performed by Castlebranch and includes criminal search, social security number verification, maiden name/AKA name search, sexual offender registry/predator registry, national warrants./warrants submission, 13224 terrorism sanctions regulations, U.S. Government Terrorist List Search, Investigative Application Review, Adverse Action Letter, and Medicare/Medicaid Sanctioned. Procedures and updated pricing are provided by the Program Director at the time of application. Failure to complete any of the pre-clinical health screen components or the background check will result in a student not being assigned to a clinical site and inability to complete the clinical portion of the MLS program.

Clinical Rotations

During the clinical portion of the program, students will rotate (schedule TBD by each clinical site) through:

- Phlebotomy, approximately 2-3 weeks
- Urinalysis, approximately 2-3 weeks
- Serology, approximately 1-3 weeks
- Clinical Chemistry, approximately 4-6 weeks
- Hematology / Coagulation, approximately 5-6 weeks
- Microbiology, approximately 5-7 weeks
- Immunohematology (blood bank), approximately 5-7 weeks
- Reference Lab (send outs), approximately 1-2 weeks
- Other – remaining time

Curriculum and Clinical Courses

Textbooks or other required materials: are communicated with the student per each course via the course syllabus, class announcements, and verbally in class.

| Total Hours for Degree: 120 hours | | | | | |
|--|-----|------------------------------------|--|---|-----------|
| FRESHMAN YEAR | | | | | |
| <i>Fall Semester (13 hours)</i> | Hrs | Offered | <i>Spring Semester (14 hours)</i> | Hrs | Offered |
| CHEM 101-101L General Chemistry I | 4 | F, Sp, Su | CHEM 102-102L General Chemistry II | 4 | F, Sp, Su |
| ENGL 101 English Composition | 3 | F, Sp, Su | ENGL 102 English Composition | 3 | F, Sp, Su |
| Fine Arts Elective (See Degree Works) | 3 | F, Sp, Su | BIOL 101 Introduction to Biology I | 3 | F, Sp, Su |
| MATH 113 College Algebra | 3 | F, Sp, Su | BIOL 101 lab Introduction to Biology I LAB | 1 | F, Sp, Su |
| ORIEN 101 Freshman Orientation | 0 | F, Sp, Su | NHRP 100 Medical Terminology | 3 | F, Sp, Su |
| SOPHOMORE YEAR | | | | | |
| <i>Fall Semester (13 hours)</i> | Hrs | Offered | <i>Spring Semester (13 hours)</i> | Hrs | Offered |
| BIOL 225 Human Anatomy and Physiology I | 4 | F, Sp, Su | BIOL 226 Human Anatomy and Physiology II | 4 | F, Sp, Su |
| CHEM 211 Elements of Organic Chemistry | 3 | F | MLS 210 Introduction to Medical Laboratory Science | 3 | Sp |
| STAT 231 Elementary Probability and Statistical Inference | 3 | F, Sp, Su | Humanities Elective English 203, 204, or 221 | 3 | F, Sp, Su |
| COMM 201 or 205 Fund. of Public Speaking/Interpersonal Comm. | 3 | F, Sp, Su | HIST 201 or 202 American History | 3 | F, Sp, Su |
| JUNIOR YEAR | | | | | |
| <i>Fall Semester (15 hours)</i> | Hrs | Offered | <i>Spring Semester (14 hours)</i> | Hrs | Offered |
| MLS 322 Hematology and Urinalysis | 3 | F | MLS 324 Clinical Diagnosis and Interpretation | 3 | Sp |
| MLS 330 Immunohematology/Blood Bank | 3 | F | MLS 442 Diagnostic Microbiology | 3 | Sp |
| MLS 445 Medical Laboratory Procedures I LAB | 2 | F | MLS 447 Medical Laboratory Procedures II LAB | 2 | Sp |
| BIOL 201 or BIOL 211 Microbiology | 4 | F, Sp, Su | PHIL 251 Biomedical Ethics and Decision Making | 3 | F, Sp, Su |
| Social Sciences Elective (See Degree Works) | 3 | F, Sp, Su | Social Sciences Elective (See Degree Works) | 3 | F, Sp, Su |
| SENIOR YEAR | | | | | |
| <i>Summer (6 hours)</i> | Hrs | <i>Fall (16 hours)</i> | Hrs | <i>Spring (16 hours)</i> | Hrs |
| MLS 450 Clinical Lab I | 2 | MLS 451 Clinical Lab II | 5 | MLS 452 Clinical Lab III | 5 |
| MLS 404 Parasitology/Mycology | 2 | MLS 408 Immunohematology | 4 | MLS 400 Microbiology | 4 |
| MLS 424 Urinalysis/Body Fluids | 2 | MLS 421 Immunology | 3 | MLS 412 Chemistry | 4 |
| | | MLS 416 Hematology | 4 | MLS 434 Laboratory Management | 3 |
| Acceptance into senior year clinicals is competitive. Potential clinical sites are located in Lake Charles, Sulphur, DeRidder, Jennings, Lafayette, and Beaumont (TX). Every attempt is made to place students locally, but no specific placement is guaranteed ahead of time. See online catalog for more in-depth information regarding courses. See below for contact information for the MLS faculty advisors. | | | | | |

Course Descriptions

A detailed list of MLS courses with descriptions and prerequisites can be found in the current catalog, located at: https://catalog.mcneese.edu/preview_program.php?catoid=93&poid=56558

MLS 404 - Clinical Parasitology and Mycology

Advanced concepts in the theory, practical application, and evaluation of parasites, mold, and fungi to diagnose and treat patients.

MLS 424 - Clinical Urinalysis and Body Fluids

Advanced concepts in the theory, practical application, and evaluation of urine and other body fluids, including cerebrospinal, seminal, synovial, serous, and amniotic, fluids used to diagnose and treat patients.

MLS 450 - Clinical Laboratory I

Supervised observation and clinical practice, including selected laboratory topics and procedures from hematology, clinical chemistry, microbiology, mycology, parasitology, immunology, urinalysis, body fluid analysis, phlebotomy, immunohematology, and molecular diagnostics.

MLS 408 - Clinical Immunohematology

Advanced concepts in the theory, practical application, and evaluation of the blood donor process, quality assurance programs, component therapy, and transfusion of blood products to treat patients.

MLS 416 - Clinical Hematology

Advanced concepts in the theory, practical application, and evaluation of hematological mechanisms used to diagnose and treat diseases such as anemia, leukemia, and hemostasis disorders of patients with both acquired and hereditary defects.

MLS 421 - Clinical Immunology

Advanced concepts in the theory, practical application, and evaluation of immunologically related disorders, including hypersensitivity reactions, autoimmune, immunoproliferative, and immunodeficiency disorders to diagnose and treat patients.

MLS 451 - Clinical Laboratory II

Supervised observation and clinical practice, including selected laboratory topics and procedures from hematology, clinical chemistry, microbiology, mycology, parasitology, immunology, urinalysis, body fluid analysis, phlebotomy, immunohematology, and molecular diagnostics.

MLS 400 - Clinical Microbiology

Advanced concepts in the theory, practical application, and evaluation of microorganisms as the causative agent of infectious diseases in humans while emphasizing the correlation of clinical laboratory data with the patient's diagnosis and treatment.

MLS 412 - Clinical Chemistry

Advanced concepts in the theory, practical application, and evaluation of biochemical mechanisms, including carbohydrate, renal, liver, cardiac, protein, pancreatic, and endocrine functions used to diagnose and treat patients.

MLS 434 - Medical Laboratory Management

Examines clinical laboratory management skills, cultural diversity, education, patient privacy, legal issues, accreditation standards, certification requirements, and employment opportunities. Students will review research designs and present their findings.

MLS 452 - Clinical Laboratory III

Supervised observation and clinical practice, including selected laboratory topics and procedures from hematology, clinical chemistry, microbiology, mycology, parasitology, immunology, urinalysis, body fluid analysis, phlebotomy, immunohematology, and molecular diagnostics.

Clinical Grades and Evaluations

Students must earn a minimum of a C in all curriculum courses to maintain their presence in the MLS program. Final grades are assigned for all clinical courses by McNeese State University faculty. Students completing all course requirements within the degree plan will be granted a Bachelor of Science degree. Granting of the B.S. degree is NOT contingent upon passing a national certification examination or applying for a state license. For the current grading scale, see Academic Standards, page 7 .

Clinical evaluation tools used for clinical assessment will include a combination of 1) checklists, 2) online and/or written exams or assignments, 3) competency and/or practical examinations, 4) clinical instructor evaluations of the student, and 5) appropriate service work. Any student receiving an unsatisfactory grade (less than 77%) on either the Student Evaluation or Competency/Practical Examination for any laboratory rotation during MLS Clinicals will either be redirected to remedial work, disciplinary action, or dismissal from the program, depending upon the cause of the unsatisfactory grade.

Clinical instructor evaluations of the student will be completed by the clinical instructor of each laboratory section. Students will be evaluated on multiple portions of the Essential Functions as well as direct clinical skill assessments. Clinical instructors will submit evaluations and other graded materials directly to the MLS Faculty for inclusion in calculating the student's final clinical grade. For more information regarding clinical evaluations, see Competency Based Clinical Evaluations, page 36 .

Students are well informed of assessment formats as they enter each course. Exams will be graded, reviewed by the student, and questions addressed prior to the next exam. Any student failing a senior level course will either be redirected to remedial work, disciplinary action, or dismissal from the program, depending upon the cause of the unsatisfactory grade. A student who fails a second course while on scholastic probation will be subject to dismissal. McNeese State University's grading system may be viewed at: <https://www.mcneese.edu/policy/grading-system-policy/>.

Community Service Requirements

The purpose of volunteer requirements in the MLS curriculum is to promote the concept of service as a healthcare professional to the community. The requirement provides service and interaction with the community as well as exposure of the MLS field and program. Voluntary service is a non-compensated contribution to society for the welfare of others in the community, while representing the MLS program and McNeese State University.

The community service requirement is contained within the following courses as shown:

| COURSE | NUMBER OF HOURS | REPORTING METHOD |
|---------|-----------------|------------------|
| MLS 450 | 3 | Form 16 |
| MLS 451 | 6 | Form 16 |
| MLS 452 | 6 | Form 16 |

Hours must be preapproved by the MLS Program Director or designated MLS faculty, shown by their signature on Form 16. Students must wear a shirt or tag that clearly identifies them as representing McNeese and the MLS Program.

Suggested activities include:

- Visting with elderly residents at a nursing facility
- Assisting a medical facility at a health fair
- Participating in a walk or similar event which raises funds for research toward curing a medical illness or condition
- Assisting an animal rescue group with adoption fairs, walking animals, etc.
- Teaching classes at a religious venue

Retainment of Student Records

STUDENT RECORDS: Individual student files, including graded aspects of the clinical rotations, are maintained either electronically or in a locked faculty office for a minimum of five years, longer as space permits. Files are open to the student upon request and no information is released without written consent. Student transcripts (final grades) are maintained permanently by the Office of the Registrar. McNeese State University's Confidentiality and Access to Student Records Policy:

https://www.mcneese.edu/policy/confidentiality_of_and_access_to_student_records

Students or graduates needing access to an official transcript of their grades (with or without degree listed) can find information here <https://www.mcneese.edu/registrar/transcripts/> . Electronic or mailed transcripts can be requested through the National Student Clearinghouse. For each request, there is a \$2.90 processing fee (paid by the student at the point of service). Transcripts can be sent electronically to some colleges, universities, education organizations, professional school application services, employment verification services and related entities for only the \$2.90 processing fee if the receiving organization participates in the National Student Clearinghouse Electronic Exchange. There is an additional \$1 fee (paid by the student at the point of service) for each electronic recipient not participating in the Electronic Exchange. Shipping and handling fees for mailed transcripts vary according to shipping option chosen but start at \$2.40.

In accordance with 20 U.S.C. § 1232g and 34 CFR Part 99, McNeese State University complies with the Family Educational Rights and Privacy Act (FERPA). Questions regarding FERPA may be directed to the Office of the Registrar. McNeese State University's FERPA Policy: https://www.mcneese.edu/policy/family_educational_rights_and_privacy_act_ferpa

Scholarships, Financial Aid, Service Work

The Department of Scholarships and Testing provides information and assistance to students. The office is located in Student Central in Chosen Hall at the corner of Ryan and West McNeese Streets and may be reached at 475-5140 or 1-800-622-3352 (ext. 5140). MSU Website: <http://www.mcneese.edu/scholarships>

The Office of Financial Aid is available to assist students with loans, grants, and student jobs. The office is located in Student Central in Chosen Hall at the corner of Ryan and West McNeese Streets and may be reached at 475-5065. MSU Website: <http://www.mcneese.edu/finaid>

Students interested in working outside of clinical hours may apply for service work or applicable positions within the laboratory. All service work or student employment is strictly voluntary. Applicable student positions typically include clerks, phlebotomists, or laboratory assistants. Any student working outside of his/her clinical rotation hours will clock in and out for service work. At no time will a student clock in during his/her clinical rotation hours. If a student's grades or performance declines, a staff member will counsel the student. If service work continues to hamper academic progress, the laboratory manager reserves the right to reduce the student's hours or recommend resignation from the position. In addition, students may not be substituted for regular staff during clinical rotations.

Clinical Dress Code

All students are expected to be neat, clean, and well groomed. A student's appearance serves as a reflection of not only the university, but also the hospital in which they are training and the field of Medical Laboratory Science. Students should follow the specific dress code of their assigned clinical site. Guidelines are listed below to help define a well-dressed medical laboratory scientist.

- Clean wrinkle-free scrub uniforms, no denim or offensive prints
- Clean closed-toe shoes or sneakers, socks required
- Hospital or laboratory name badges worn anytime on the facility's premises
- Minimal jewelry with clean and neat hair (hair pulled back if past shoulders)
- Well-manicured nails, note: many labs do not allow artificial nails
- Subtle fragrances only, some patients have allergic reactions
- Conservative ear piercings are allowed. All tongue, lip, nose, eyebrow, or other visible piercings must be removed before entering a medical facility.

Health & Safety Resources

- Student Health Services: <https://www.mcneese.edu/health-services/>
- Counseling Center: <https://www.mcneese.edu/counseling/>
- University Police: <https://www.mcneese.edu/police/>

If a student has a medical emergency while at a clinical site, they will be provided with the same medical care as a facility's employees. The clinical site will provide or arrange for medical care, but the student retains the responsibility for the cost involved. Any medical issues need to be communicated to the MLS Program Director as soon as possible.

Communicable diseases vary in their virulence, mode of infection, and effects. In order to fully protect students, patients, and clinical staff, the student should do the following:

- Suspicion of exposure or contraction of any of the conditions or diseases listed as a reportable disease by the State of Louisiana requires an immediate physician notification.
- The annual infectious disease report can be found at: https://ldh.la.gov/assets/oph/Center-PHCH/Center-CH/infectious-epi/Surveillance/sanitarycode_06_21_Revision_final_1.pdf
- If diagnosed with a reportable disease, the student must follow the physician's directions regarding isolation or quarantine. The student must notify the MLS Program Director, in writing via email, within 24 hours of the issue.
- Continuation of MLS courses may be permitted, depending upon the physician's directives
- Withdrawal from the MLS clinical courses may be needed, depending upon the physician's directives
- The student's confidentiality will be protected within limits, as some parties will need to be notified of potential exposure.
- Failure to comply will result in expulsion from the MLS Program.

Student Health & Health Insurance

McNeese operates a Student Health Center, located at 4100 Ryan St. Lake Charles, LA 70601. Student consultation hours are Monday – Thursday, 7:30 am – 5:00 pm, and Friday 7:30 am – 11:30 am. It is housed with an open-to-the-public urgent care that also offers students healthcare access during its hours of Monday – Friday, 9:00 am – 4:00 pm. Students can contact the Student Health Center at 337-478-6196 or studenthealth@mcneese.edu. Some student health functions are covered by a student fee and some will cost the student (and they will bill your insurance, if provided with that information).

McNeese also operates a student Counseling Center, which provides comprehensive mental health counseling and support students in managing daily stressors, cultivating personal growth and well-being, and successfully progressing toward degree completion. It is located at 4100 Ryan St. Lake Charles, LA 70601. All currently enrolled McNeese students are eligible for treatment at no charge at the time of service. The Counseling Center is funded by the student health fee that students pay each semester. To schedule an appointment, call 337-475-5136 or stop by the center to schedule in person. Appointments usually last 45 to 50 minutes. Walk-in appointments are available for crisis and emergency situations. Their hours are Monday – Thursday, 7:30 am – 5:00 pm and Friday, 7:30 am – 11:30 am.

The MLS Program encourages all students to have health insurance.

Laboratory Safety

Universal precautions: assumes that every direct contact with body fluid is infectious. For this reason healthcare workers must implement personal protective devices and good work practices into their daily workplaces. The term was first used in 1987 by the CDC to decrease the risks of AIDS and hepatitis in healthcare workers.

To eliminate the risk of transmitting infectious pathogens, those in the laboratory must take several precautions. It is impossible to specify the types of barriers needed for every possible clinical situation; therefore, good judgment is a must.

- **Hand washing** – wash hands after any accidental skin contact with a specimen, after removing gloves, before leaving the lab, and before any activities which involve contact with mucous membranes, eyes, or breaks in the skin. Hand washing is the most important means of avoiding transmission of infectious pathogens.
- **No Food or Drink** – no eating, drinking, smoking, or cosmetic application
- **Personal Protective Equipment (PPE)** – includes equipment to protect the eyes, face, head, and extremities; protective clothing, respiratory devices; protective shields and barriers.
 - Gloves – protective gloves must be worn by all persons involved with procedures analyzing biological specimens. Gloves should be *discarded and not washed* or used again. Vinyl gloves are available for persons with latex allergies.
 - Gowns – all lab workers should wear a long-sleeved *fluid resistant* laboratory coat or gown with a closed front.
 - Masks and Eye Protection – used when contamination of mucosal membranes (mouth, eyes, nose) is likely to occur
 - Protective Plastic Shield – used to protect worker from aerosols and splashing

Specimen Processing

All specimens should be transported to the laboratory in plastic leak proof bags. Wear gloves when handling. Use caution when opening tubes. Use gauze or work behind a shield. This will

prevent aerosols from entering nose, eyes, or mouth. Centrifuge specimens with cap on to prevent aerosols. Handle transfer pipettes carefully to avoid splashes or drips.

Biosafety Hoods

Microbiology procedures that include setting up cultures, grinding, direct smears, and/or fungal preps have the potential to produce aerosols. The safety hood controls airborne agents by heat sterilization, UV light, or use of a HEPA filter (high efficiency particulate air filter).

Decontamination

Work areas must be cleaned and disinfected after each use or contact with infectious material. If a specimen is spilled, absorb as much as possible using disposable towels. After absorbing liquid, clean the spill site with a high-level disinfectant such as a dilution of household bleach. Discard all materials used in a biohazardous waste. PPE *must* always be worn while decontaminating or cleaning spills.

Sodium hypochlorite, liquid household bleach, is often used as the disinfectant of choice. A 10% solution may be used to disinfect areas such as countertops, phones, keyboards, and other surfaces contaminated with potentially infectious substances. Bleach solutions should be made fresh daily to prevent the loss of germicidal action during prolonged storage.

- Antiseptics – plain soap only effective for removing skin contaminants and has little effect on colonizing flora; must add antimicrobial agents
- Disinfectants – agents that destroy or inactivate specific viruses, bacteria, or fungus on inanimate surfaces (low, medium, and high levels available)
- Sterilant – destroy all viruses, bacteria, fungi, and spores on inanimate surfaces; sterilizing methods include autoclave (pressurized steam) , gas (ethylene oxide), or dry heat

Lab Waste

After use, disposable syringes and needles, scalpel blades, and other sharp items should be placed in **puncture resistant sharps containers**. These containers are usually red or orange and labeled as puncture resistant biohazard containers.

Body fluid specimens, including blood, must be placed in well-constructed **biohazard containers** with secure lids to prevent leakage during transport. These containers are usually lined with red or orange bags with the biohazard symbols and lettering in black prominently visible areas. All non-sharp potentially infectious waste must be placed into biohazard containers.

Final decontamination of material in bags or containers is done by either incineration or autoclaving. Disposal is usually performed by a licensed organization which ensures that no

environmental contamination or anything aesthetically displeasing occurs. Congress has passed various acts and regulations to assist the EPA (environmental protection agency).

Body Fluid Exposure

Routes of exposure

The primary routes of exposure to laboratory-associated infections (LAIs) are as follows:

- Percutaneous injuries with needles or other contaminated sharps
- Spills and splashes onto skin or mucous membranes
- Ingestion or exposure through contact with an open wound or touching mouth or eyes with fingers or other contaminated objects
- Inhalation of infectious aerosols

The first three routes are fairly easy to detect but they account for less than 20% of all reported LAIs. A recent report found that a specific event causing an LAI was apparent in only 50% of cases, suggesting unsuspected infectious aerosols can play a large role in LAIs. One study reported that the most frequent causes of injury leading to exposures in the chemistry laboratory were needlesticks, acid or alkali spills, glass cuts, splashes in the eye, and bruises and cuts. In the hematology laboratory, the most likely causes of exposures are needle punctures, aerosols from centrifuges or removal of tube stoppers, tube breakage, and contaminated gloves. In non-microbiology areas of the laboratory, the primary mistake may be assuming that a specimen does not contain infectious agents and then working without attention to risk. It is imperative to remember the concept of universal or standard precautions that states that all samples should be treated as potentially infectious.

Any fluid exposure to an open body site needs immediate attention. Apply first aid, notify supervisor, and seek medical attention.

- Skin puncture or contamination – wash with soap and water while encouraging bleeding (if punctured)
- Mucosal sites – wash with large amounts of water for an extended period of time

Most labs have a detailed exposure procedure which also includes follow up care and identification of the source patient.

Hepatitis B and C are the most frequently transmitted lab associated infections. HBV is a virus that attacks the liver. HBV vaccine is usually given to all direct contact healthcare workers at no additional cost. It is a series of 3 shots given at specific intervals. Hepatitis B virus can be transmitted indirectly from the telephone, test tubes, lab instruments, and work surfaces. HBV is stable in dried blood at room temp for up to 7 days. HIV has documented cases of still being viable more than 3 days in dried blood and up to a week in an aqueous environment at room temperature.

Tuberculosis – workers are tested annually with the PPD injection; if the injection shows a positive test this implies that the worker has been exposed to *Mycobacterium tuberculosis* (the

causative agent of TB); a chest film is now required. All healthcare workers who will come in contact with known TB patients must wear the HEPA (high efficiency particulate air filter) after being fit tested with saccharin.

Exposed workers will be advised of and alerted to risks of infection and evaluated medically for history/signs/symptoms. During early follow up, the CDC recommends the following:

- Do not donate blood or plasma
- Inform sex partners of exposure
- Avoid pregnancy
- Do not share razors, toothbrushes, etc.
- Clean up your own body fluids

Chemical Safety

In 1988, the Occupational Safety and Health Administration (OSHA) introduced the Hazard Communication Standard, commonly known as the Employees' Right to Know Rule. These guidelines were implemented to reduce the incidence of chemically related work illnesses. It states that the employee has the "right to know" about all chemical hazards that they may deal with. Each facility is required to have a written hazard communication program that includes warning labels on containers, Published in 2012 by the CDC, the Guidelines for Safe Work Practices in Human and Animal Medical Diagnostic Laboratories updates the safety practices of the diagnostic medical laboratory based on the latest scientific knowledge.

Any time a chemical is transferred from a large container to a smaller container, the smaller container must also be labeled with appropriate warning labels and name of the chemical. A few of the most common chemicals in a laboratory may include Wright Stain, Giemsa Stain, Xylene, Methanol, Lens Cleaner, Various Diluents, Household Bleach, and Alcohol.

General chemical guidelines used to reduce the risk of accidents include the following:

- Use a hood when working with flammable and volatile substances
- Store flammable and volatile chemicals in a well-ventilated area
- Never pipette any substance by mouth
- Apply copious amounts of water if chemical comes in contact with the skin or eyes
- Recap all reagent bottles when not in use
- Label all reagent bottles with the date of preparation
- Label all hazardous substances as such and indicate proper storage

SDS (Safety Data Sheets) [formerly referred to as: **MSDS (material safety data sheets)**] are developed by the manufacturer and sent with each product. Most institutions have phone and online access for all chemicals in inventory. The information sheet should include the following:

| | |
|-------------------|---------------------------------|
| Trade Name | Chemical Name and Synonyms |
| Chemical Family | Manufacturer Name & Address |
| Emergency Phone # | Hazardous Ingredients |
| Physical Data | Fire & Explosion Data |
| Health Hazards | Exposure Protection Information |

Radiation Safety

Persons working with radiation must minimize his/her exposure. Maintain distance and use a lead shield. Spend minimum time in vicinity of radioactive material. Radiation may be monitored by wearing a film badge. Radiation cannot be seen and affects none of the senses. Exposure records are kept on film badges after being examined, either weekly or monthly. If you are contaminated with radiation, call for help immediately. Do not further contaminate yourself. Remove contaminated clothing. Do not touch contaminated areas of clothing. Wash contaminated skin with soap and cool water. Do not let water run over non-contaminated areas. Report the incident to a supervisor immediately.

Fire Safety

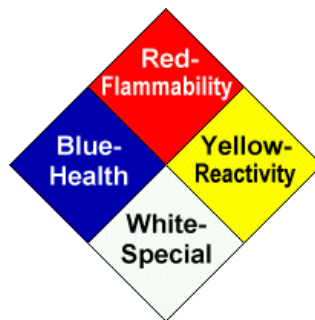
Explosions and fires do not happen very frequently in clinical laboratory settings. Those that do occur are most often caused by carelessness, inattention, unattended equipment, or faulty electrical wiring. Each laboratory will have a fire prevention plan in place that includes safe work practice training, fire-fighting, and fire drills.

Portable fire extinguishers are classified by their ability to handle specific classes and sizes of fires.










- Type A – combustible materials such as wood, paper, clothing, trash; uses water or an all-purpose dry chemical
- Type B - burning liquids such as gas, kerosene; uses foam, a dry chemical, or CO₂
- Type C – electrical fires such as switches, panel boxes; contains carbon dioxide or dry chemicals
- Type D – combustible metals such as magnesium, titanium; contains powdered copper metal or NaCl

Typical small fires in the laboratory can easily be controlled with multipurpose fire extinguishers (**Type ABC**) if you are properly trained.

NFPA Rating - The National Fire Protection Association (NFPA) has developed a system for indicating the health, flammability and reactivity hazards of chemicals. In addition, a special precaution symbol may be used where necessary.



Standardized Warning Signs

| | | |
|--|--|--|
| Health Hazard  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity | Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides | Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory) |
| Gas Cylinder  <ul style="list-style-type: none"> • Gases under Pressure | Corrosion  <ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals | Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides |
| Flame over Circle  <ul style="list-style-type: none"> • Oxidizers | Environment (Non Mandatory)  <ul style="list-style-type: none"> • Aquatic Toxicity | Skull and Crossbones  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic) |

Electrical Safety

Electrical equipment may be a source of fire, burns, or electrical shock. A few standard guidelines may help reduce risks. Some of these guidelines for the medical laboratory might include:

- Ground all electrical equipment using 3 prong plugs
- Avoid using extension cords
- Never overload electrical circuits
- Periodically inspect all electrical cords and plugs for damage
- Unplug electrical equipment before servicing
- Use a surge protector on sensitive electronic equipment

All MLS clinical students are required to complete the safety modules in Moodle prior to their first day reporting to their clinical assignments.

Pregnancy Policy

If a student suspects that they are pregnant, they are encouraged to notify the MLS Program Director. This pregnancy notification is voluntary but encouraged to ensure student safety. The student will be counseled on maintaining safety in the laboratory while pregnant, including but not limited to the importance of radiation, fungal, and blood borne pathogen safety. While maintaining the student's privacy as much as possible, some laboratory rotations may need to be altered to ensure student safety during the time of pregnancy. The student has the option to temporarily suspend their laboratory rotations, with the understanding that their clinical facility assignment may change when they return to clinicals. If the student continues with their clinical rotations, neither the university nor the clinical facility is responsible for any injury to the student or to the fetus/baby. Temporarily suspending rotations will likely delay a student's date of graduation. See Form 15 .

Incident Reporting

All incidents that occur while on clinical assignment should be reported to the MLS Program Director. You should follow your clinical facility's procedures for reporting incidents. Students should then submit a copy of the facility's completed form (if allowed by the facility) and MLS Form 18 and send to the MLS Program Director within 24 hours via email. Any unreported incident can result in disciplinary action.

Malpractice / Liability Insurance

McNeese State University, in conjunction with the State of Louisiana, assumes student liability coverage with an annually renewable policy. This policy is on file with the MLS Program Director.

Teach Out Plan

In the event that McNeese State University's Medical Laboratory Science Program or one of its clinical affiliates should close, either temporarily or permanently, the following actions should be implemented.

1. Clinical Site Closure
 - Students will be re-assigned to an alternate clinical site within the program
2. Planned Program Closure
 - Current students will be allowed to complete the program and graduate
 - No new students will be admitted while current students are completing the program
 - A teach-out plan will be sent to NAACLS within 30 days of closure
3. Immediate Program Closure – Natural or Unnatural Disasters

- Program administrators will contact alternate NAACLS accredited institutions within the state to discuss student transfers and degree completions
- Once an agreement has been made, a teach-out plan will be sent to NAACLS within 30 days of the closure

Professional Societies

Professional societies offer students unique opportunities to gain access to people, resources, information, and career opportunities. Students are encouraged to join at least one professional society.

National Society: ASCLS (American Society for Clinical Laboratory Science)

“The American Society for Clinical Laboratory Science is the preeminent organization for clinical laboratory science practitioners. ASCLS provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education, and management to ensure excellent, accessible, and cost-effective laboratory services for the consumers of health care.” Retrieved May 16, 2019 from <https://www.ascls.org>.

- Website: <https://www.ascls.org/membership/join>
- Developing Professional (student) membership is \$28
- Memberships are valid August 1- July 31.

State Society: LSCLS (Louisiana Society for Clinical Laboratory Science)

- Website: <https://www.ascls.org/membership/join>
- Developing Professional (student) membership is \$5

National Certification Exams

Students are encouraged to sit for a national certification exam after graduating but it is not required to obtain a B.S. degree in Medical Laboratory Science from McNeese State University.

AMT (American Medical Technologists)

At American Medical Technologies (AMT), we are driven by our mission to improve the quality of life for senior patients through innovative and value-based risk management programs to support long-term care needs across all settings.

- AMT Certification Website: <https://americanmedtech.org/>

ASCP (American Society for Clinical Pathology)

The mission of the American Society for Clinical Pathology is to provide excellence in education, certification, and advocacy on behalf of patients, pathologists, and laboratory professionals.

- ASCP BOC Website: <https://www.ascp.org/>

Note: Study materials are available online and will be discussed during the last semester, along with detailed instructions for completing exam applications.

Louisiana Licensure

The Louisiana State Board of Medical Examiners (LSBME) is a state agency that protects the public through licensure and health care regulation. *“Established in 1894, the Louisiana State Board of Medical Examiners (LSBME) protects the health, welfare and safety of Louisiana citizens against the unprofessional, improper, and unauthorized practice of medicine by ensuring that those who practice medicine and other allied health professions under our jurisdiction are qualified and competent to do so. In addition, the Board serves in an advisory capacity to the public and the state with respect to the practice of medicine.”* Retrieved May 16, 2019 from <http://www.lsbme.la.gov>.

In the state of Louisiana, Medical Laboratory Scientists are required by law to obtain a license from the Louisiana State Board of Medical Examiners (LSBME) in order to work in a medical laboratory.

- LSBME Website: <http://www.lsbme.la.gov/>

Applications and other pertinent information will be examined in detail during the last semester of your clinicals. If you do not have a certified birth certificate, you should begin the process of obtaining one now.

Students can apply for a Laboratory Assistant license from LSBME, with sponsorship and oversight of their clinical facility. This is an individual decision made by the student in consultation with their facility and does not involve the university, other than ensuring that the student follows the service work guidelines on page 25.

Additional Resources

Log in to Moodle through the secure portal at <https://my.mcneese.edu/>. Students can access multiple clinical resources including current calendar and handbook.

College of Nursing and Health Professions
Department of Health Professions
Medical Laboratory Science Program
Clinical Calendar 2024-2025
(Subject to change)

| 2024 – Summer Semester | | |
|------------------------|----------|---|
| JUNE | | |
| 3 | Mon | Classes start on-campus |
| 4 | Tues | Clinicals start – students report to labs Tuesday - Thursday |
| 11-13 | Tues-Th | Students at their labs |
| 14 | Fri | <i>No class or lab – Juneteenth Holiday</i> |
| 17-21 | Mon-Fri | Students working at MLS summer camp |
| 25-27 | Tues-Th | Students at their labs |
| JULY | | Summer – 5 weeks |
| 2-3 | Tues-Wed | Students at their labs |
| 4-5 | Th-Fri | <i>No class or lab - July 4th Holiday</i> |
| 9-11 | Tues-Th | Students at their labs |
| 16-18 | Tues-Th | Students at their labs |
| 2024- Mid-Semester | | |
| 7/22 to 8/16 | M-F | FLEX TIME: Each lab decides – student reports to lab or student on mid-semester break |
| | | Mid-semester – 4 weeks |
| 2024 – Fall Semester | | |
| AUGUST | | |
| 19 | Mon | Classes start on-campus |
| 20-22 | Tues-Th | Students at their labs |
| 27-29 | Tues-Th | Students at their labs |
| SEPTEMBER | | |
| 2 | Mon | <i>No class or lab – Labor Day Holiday</i> |
| 3-5 | Tues-Th | Students at their labs |
| 10-12 | Tues-Th | Students at their labs |
| 17-19 | Tues-Th | Students at their labs |
| 24-26 | Tues-Th | Students at their labs |
| OCTOBER | | |
| 1-3 | Tues-Th | Students at their labs |
| 8-9 | Tues-Wed | Students at their labs |
| 10-11 | Th-Fri | <i>No class or lab – MSU Fall Break Holiday</i> |
| 15-17 | Tues-Th | Students at their labs |
| 22-24 | Tues-Th | Students at their labs |
| 29-31 | Tues-Th | Students at their labs |
| NOVEMBER | | |
| 5-7 | Tues-Th | Students at their labs |
| 12-14 | Tues-Th | Students at their labs |
| 19-21 | Tues-Th | Students at their labs |
| 26-29 | Tues-Th | <i>No class or lab – Thanksgiving Holiday</i> |
| DECEMBER | | |
| 2-7 | Mon-Sat | Final Exam Period at McNeese, no lab |
| 2024- Mid-Semester | | |
| 12/9 to 12/18 | M-F | FLEX TIME: Each lab decides – student reports to lab or student on mid-semester break |
| | | Mid-semester – 2 weeks |
| 12/19 to 12/31 | M-F | <i>No class or lab – campus closed – Christmas and New Year Holidays</i> |

| 2025 – Spring Semester | | |
|------------------------|-----------|--|
| JANUARY | | |
| 1-7 | Wed-Tues | No class or lab |
| 8 | Wed | Classes start on-campus |
| 14-16 | Tues-Th | Students at their labs |
| 20 | Mon | No class or lab – Martin Luther King Jr. Holiday |
| 21-23 | Tues-Th | Students at their labs |
| 28-30 | Tues-Th | Students at their labs |
| FEBRUARY | | |
| 4-6 | Tues-Th | Students at their labs |
| 11-13 | Tues-Th | Students at their labs |
| 18-20 | Tues-Th | Students at their labs |
| 25-27 | Tues-Th | Students at their labs |
| MARCH | | |
| 3-4 | Mon-Tues | No class or lab – Mardi Gras Holiday |
| 5-6 | Wed-Th | Students at their labs |
| 11-13 | Tues-Th | Students at their labs |
| 18-20 | Tues-Th | Students at their labs |
| 25-27 | Tues-Th | Students at their labs |
| APRIL | | |
| 1-3 | Tues-Th | Students at their labs |
| 8-10 | Tues-Th | Students at their labs |
| 15-17 | Tues-Th | Students at their labs – LAST WEEK!! |
| 18-25 | F, M-F | No class or lab – Spring Vacation |
| 28-30 | Mon-Wed | Final Exam Period at McNeese, no lab |
| MAY | | |
| 1-3 | Thurs-Sat | Final Exam Period at McNeese, no lab |
| 9 | Fri | Commencement! |

Spring – 14 weeks

Summary of Holidays (no lab)

- June 14 (Juneteenth)
- July 4-5 (July 4th)
- Sept 2 (Labor Day)
- Oct 10-11 (Fall Break)
- Nov 26-29 – (Thanksgiving)
- Dec 19-Jan 13 (Christmas, New Year, start of Spring semester)
- Jan 20 (MLK)
- Mar 3-4 (Mardi Gras)
- April 18-25 (Spring Break)

Contact Information

- Sonya Hidalgo, Program Director / Assistant Professor
 - shidalgo1@mcneese.edu
 - 337-562-4258
- Whitnee Brame, Assistant Professor
 - wbrame@mcneese.edu
 - 337-475-5670

The MLS Program is COMPETENCY-BASED

- You are NOT required to keep a student in any specific rotation for a set amount of time
- You decide when the student is competent in your department or section
- This may take differing amounts of time for different students – YOU decide when a student is ready to move on or if they need to stay longer

Regular Semesters = 33 available weeks

Mid-Semester Optional = 6 available weeks

Suggested Lab Rotation Durations:

- Phlebotomy
 - 2-3 weeks
- Urinalysis / Body Fluids
 - 2-3 weeks
- Serology
 - 1-3 weeks
- Hematology
 - 5-6 weeks
- Chemistry
 - 4-6 weeks
- Microbiology
 - 5-7 weeks
- Blood Bank
 - 5-7 weeks
- Reference Lab (Send Outs)
 - 1-2 weeks

Totals (of suggested lab rotations):

- 25-37 weeks
- You have buffer room depending on how quickly or slowly your student(s) 'catch on'

Competency Based Clinical Evaluations

Clinical Students:

You've made it to your MLS clinical year and you're heading off-campus to train with professional staff in a medical laboratory. What will you be doing and what should you expect?

This portion of the handbook seeks to answer some of those questions. Remember that in the laboratory, if it isn't written down, it didn't happen. The same is true of your training. **EVERYTHING** that you do in the laboratory as a student should be documented.

Evaluations of the student's performance will be conducted on multiple assays and procedures in your clinical laboratory. Competency based clinical evaluations are one aspect of the grading system that is included in the calculation of your final grade for the clinical course each semester. Your final grades during the three clinical semesters will be calculated as follows:

MLS 450 (summer semester)

| Item | % of Final Grade |
|--------------------------------|------------------|
| Checklist of lab activities | 20% |
| Section Evaluations | 20% |
| Section Competencies | 20% |
| Quizzes, Exams, or Assignments | 10% |
| Case Study | 10% |
| Service Work | 10% |
| Professional Membership | 10% |

****Note – While the Section Competencies and Section Evaluations each constitute 20% of your final grade, the competencies AND evaluations must be passed individually, or the student will receive a failing grade for the entire course.***

For example, consider the following grades:

| Item | Grade out of 100 |
|--------------------------------|------------------|
| Checklist of lab activities | 100 |
| Section Evaluations | 100 |
| Section Competencies | 50 |
| Quizzes, Exams, or Assignments | 100 |
| Case Study | 100 |
| Service Work | 100 |
| Professional Membership | 100 |

Mathematically, the student's average for the final grade is 93%. However, the student will be issued an F for the entire course, due to the failing grade in the Section Competencies. The same situation applies if the student fails the Section Evaluation. This is not meant to be punitive to the student but is to ensure that the program is producing only highly trained graduates who can perform work accurately, efficiently, and professionally in a medical laboratory after graduation.

Table of Contents - Forms

[illegible]

Clinical Orientation Checklist

Student _____ Laboratory _____

During your first week in your assigned clinical laboratory, work on the following tasks and check off as you complete each one. You should be able to complete all of these items (plus more) during the first two weeks in your lab. Write *N/A* if an item does not apply to your facility.

| Laboratory | | Hospital/Facility | |
|---------------------------|----------------------------|-------------------|--------------------------------|
| | Sign-In Log | | Break Room / Cafeteria |
| | Lab Departments | | Emergency Room |
| | Meet various staff members | | Intensive Care Unit (ICU) |
| | Name Badge | | Stairwells / Elevators |
| | LIS Training | | Emergency Exits |
| | Procedure Manuals | | Hospital Codes |
| | | | Parking |
| Clinical Student Handbook | | Safety | |
| | Schedule/Calendar | | Location of Fire Extinguishers |
| | Attendance/ Tardies | | Location of Fire Blanket |
| | Dress Code | | SDS |
| | Conduct & Ethics | | |
| | Health & Immunizations | | |
| | Disciplinary Issues | | |
| | Dismissals/Appeals | | |
| | | | |
| Moodle Trainings | | | |
| | Fundamentals of Lab Safety | | |
| | Centrifuge Safety | | |
| | Bloodborne Pathogens | | |
| | Color Blind Assessment | | |
| | Safety Quiz | | |

Standard Checklist of Tasks

Department_____

Student_____ Preceptor_____

Record tasks and/or procedures completed:

| | | | | | |
|--|--|--|--|--|--|
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Standard Student Clinical Evaluation

Department _____

Student _____ Preceptor _____

| Preceptor: Please provide comments for any ratings below average. Student evaluations should be based upon the student's overall performance. Does the student: | Excellent | Good | Average | Below Average | Needs Remedial Work | Not Satisfactory |
|---|-----------|------|---------|---------------|---------------------|------------------|
| | 9-10 | 7-8 | 5-6 | 3-4 | 2-3 | 0-1 |
| Communication – interact well with others in the laboratory environment? | | | | | | |
| Attendance – attend as directed and is available in the lab? | | | | | | |
| Punctuality – arrive on time and leave as scheduled? | | | | | | |
| Cognitive – display an understanding the material being taught to them? | | | | | | |
| Competency – demonstrate competence to work in a department with very little to no direct supervision? | | | | | | |
| Initiative – display a proactive attitude and take on extra work (as allowed)? | | | | | | |
| Reliability – act reliably when given a task to carry it out? | | | | | | |
| Cooperation – work with a diverse group of people and follow directives? | | | | | | |
| Judgement – make sound judgement calls when faced with decisions? | | | | | | |
| Appearance – consistently follow the dress code and present themselves in a hygienic manner? | | | | | | |
| Accept Correction – accept constructive criticism without argument? | | | | | | |
| Improvement – act upon constructive criticism and corrections to improve their performance? | | | | | | |
| Other – write in other criteria of preceptor choice (or leave blank) | | | | | | |
| TOTAL POINTS | | | | | | |
| Comments or grade calculation: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0 | | | | | | |

Student Phlebotomy Competency

Student _____ Preceptor _____

| Preceptor: Please provide comments for any ratings below average. Student evaluations should be based upon the student's overall performance.: | Excellent | Good | Average | Below Average | Needs Remedial Work | Not Satisfactory |
|--|-----------|------|---------|---------------|---------------------|------------------|
| | 9-10 | 7-8 | 5-6 | 3-4 | 2-3 | 0-1 |
| Safety | | | | | | |
| Washes or sanitizes hands | | | | | | |
| Wears suitable PPE for task at hand | | | | | | |
| Chooses appropriate receptacles for used supplies | | | | | | |
| Keeps work area tidy, promptly cleans spills | | | | | | |
| Venipuncture Procedure | | | | | | |
| Examines requisition form | | | | | | |
| Selects correct tubes and equipment | | | | | | |
| Positively IDs patient | | | | | | |
| Selects appropriate puncture site | | | | | | |
| Applies tourniquet properly | | | | | | |
| Cleanses site with appropriate antiseptic | | | | | | |
| Enters vein at appropriate angle | | | | | | |
| Fills tubes in correct order | | | | | | |
| Mixes anti-coagulated tubes promptly | | | | | | |
| Releases tourniquet, applies pressure with gauze | | | | | | |
| Applies suitable bandage | | | | | | |
| Labels tubes correctly | | | | | | |
| Delivers specimen to lab in a timely fashion | | | | | | |
| Other : | | | | | | |
| TOTAL POINTS | | | | | | |
| Comments or grade calculation: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0 | | | | | | |

Student Fingertick Competency

Student _____ Preceptor _____

| Preceptor: Please provide comments for any ratings below average. Student evaluations should be based upon the student's overall performance.: | Excellent | Good | Average | Below Average | Needs Remedial Work | Not Satisfactory |
|--|-----------|------|---------|---------------|---------------------|------------------|
| | 9-10 | 7-8 | 5-6 | 3-4 | 2-3 | 0-1 |
| Safety | | | | | | |
| Washes or sanitizes hands | | | | | | |
| Wears suitable PPE for task at hand | | | | | | |
| Chooses appropriate receptacles for used supplies | | | | | | |
| Keeps work area tidy, promptly cleans spills | | | | | | |
| Dermal Procedure | | | | | | |
| Examines requisition form | | | | | | |
| Selects correct tubes and equipment | | | | | | |
| Positively IDs patient | | | | | | |
| Selects appropriate puncture site | | | | | | |
| Cleanses site with appropriate antiseptic | | | | | | |
| Punctures appropriate digit or other area | | | | | | |
| Fills tubes in correct order | | | | | | |
| Mixes anti-coagulated tubes promptly | | | | | | |
| Applies pressure with gauze | | | | | | |
| Applies suitable bandage | | | | | | |
| Labels tubes correctly | | | | | | |
| Delivers specimen to lab in a timely fashion | | | | | | |
| Other : | | | | | | |
| TOTAL POINTS | | | | | | |
| Comments or grade calculation: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0 | | | | | | |

Student Urinalysis Competency

Form 6

Student _____ Preceptor _____

| Preceptor: Please provide comments for any ratings below average. Student evaluations should be based upon the student's overall performance.: | Excellent | Good | Average | Below Average | Needs Remedial Work | Not Satisfactory |
|--|-----------|------|---------|---------------|---------------------|------------------|
| | 9-10 | 7-8 | 5-6 | 3-4 | 2-3 | 0-1 |
| Safety | | | | | | |
| Washes or sanitizes hands | | | | | | |
| Wears suitable PPE for task at hand | | | | | | |
| Chooses appropriate receptacles for used supplies | | | | | | |
| Keeps work area tidy, promptly cleans spills | | | | | | |
| Urinalysis Analyzer | | | | | | |
| Performs applicable maintenance and calibration | | | | | | |
| Performs and troubleshoots QC | | | | | | |
| Checks for specimen integrity and label | | | | | | |
| Mixes urine before pouring | | | | | | |
| Enters patient and sample information | | | | | | |
| Loads sample or dips reagent strip properly | | | | | | |
| Performs appropriate backup procedures | | | | | | |
| Microscopic Urinalysis | | | | | | |
| Centrifuge operation, balances tubes correctly | | | | | | |
| Decants supernatant, mixes and loads sediment | | | | | | |
| Identifies and interprets sediment results | | | | | | |
| Records test results correctly | | | | | | |
| Other : | | | | | | |
| TOTAL POINTS | | | | | | |
| Comments or grade calculation: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0 | | | | | | |

Student Serology Competency

Student _____ Preceptor _____

| Preceptor: Please provide comments for any ratings below average. Student evaluations should be based upon the student's overall performance.: | Excellent | Good | Average | Below Average | Needs Remedial Work | Not Satisfactory |
|--|-----------|------|---------|---------------|---------------------|------------------|
| | 9-10 | 7-8 | 5-6 | 3-4 | 2-3 | 0-1 |
| Safety | | | | | | |
| Washes or sanitizes hands | | | | | | |
| Wears suitable PPE for task at hand | | | | | | |
| Chooses appropriate receptacles for used supplies | | | | | | |
| Keeps work area tidy, promptly cleans spills | | | | | | |
| Serology Analyzer | | | | | | |
| Performs applicable maintenance and calibration | | | | | | |
| Performs and troubleshoots QC | | | | | | |
| Replaces and logs reagents | | | | | | |
| Checks for specimen integrity and label | | | | | | |
| Operation – loads samples, applicable dilutions | | | | | | |
| Interprets and troubleshoots test results | | | | | | |
| Records test results, calls any critical results | | | | | | |
| Manual Test Kits – list: | | | | | | |
| | | | | | | |
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| | | | | | | |
| Other : | | | | | | |
| TOTAL POINTS | | | | | | |
| Comments or grade calculation: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0 | | | | | | |

Student Hematology Competency

Student _____ Preceptor _____

| Preceptor: Please provide comments for any ratings below average. Student evaluations should be based upon the student's overall performance.: | Excellent | Good | Average | Below Average | Needs Remedial Work | Not Satisfactory |
|--|-----------|------|---------|---------------|---------------------|------------------|
| | 9-10 | 7-8 | 5-6 | 3-4 | 2-3 | 0-1 |
| Safety | | | | | | |
| Washes or sanitizes hands | | | | | | |
| Wears suitable PPE for task at hand | | | | | | |
| Chooses appropriate receptacles for used supplies | | | | | | |
| Keeps work area tidy, promptly cleans spills | | | | | | |
| Hematology Analyzer | | | | | | |
| Performs applicable maintenance and calibration | | | | | | |
| Performs and troubleshoots QC | | | | | | |
| Replaces and logs reagents | | | | | | |
| Checks for specimen integrity and label | | | | | | |
| Operation – auto and manual sample analysis | | | | | | |
| Interprets and troubleshoots test results | | | | | | |
| Records test results, calls any critical results | | | | | | |
| Hematology Tests – list: | | | | | | |
| Automated CBC | | | | | | |
| Manual Differential | | | | | | |
| Reticulocyte Count | | | | | | |
| ESR | | | | | | |
| Body Fluid | | | | | | |
| Other : | | | | | | |
| TOTAL POINTS | | | | | | |
| Comments or grade calculation: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0 | | | | | | |

Student Coagulation Competency

Student _____ Preceptor _____

| Preceptor: Please provide comments for any ratings below average. Student evaluations should be based upon the student's overall performance.: | Excellent | Good | Average | Below Average | Needs Remedial Work | Not Satisfactory |
|--|-----------|------|---------|---------------|---------------------|------------------|
| | 9-10 | 7-8 | 5-6 | 3-4 | 2-3 | 0-1 |
| Safety | | | | | | |
| Washes or sanitizes hands | | | | | | |
| Wears suitable PPE for task at hand | | | | | | |
| Chooses appropriate receptacles for used supplies | | | | | | |
| Keeps work area tidy, promptly cleans spills | | | | | | |
| Coagulation Analyzer | | | | | | |
| Performs applicable maintenance and calibration | | | | | | |
| Performs and troubleshoots QC | | | | | | |
| Reconstitutes, logs reagent replacements | | | | | | |
| Checks for specimen integrity and label | | | | | | |
| Operation – auto and manual sample analysis | | | | | | |
| Interprets and troubleshoots test results | | | | | | |
| Records test results, calls any critical results | | | | | | |
| Coagulation Tests – list: | | | | | | |
| PT | | | | | | |
| PTT | | | | | | |
| Other: | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL POINTS | | | | | | |
| Comments or grade calculation: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0 | | | | | | |

Student Chemistry Competency

Student _____ Preceptor _____

| Preceptor: Please provide comments for any ratings below average. Student evaluations should be based upon the student's overall performance.: | Excellent | Good | Average | Below Average | Needs Remedial Work | Not Satisfactory |
|--|-----------|------|---------|---------------|---------------------|------------------|
| | 9-10 | 7-8 | 5-6 | 3-4 | 2-3 | 0-1 |
| Safety | | | | | | |
| Washes or sanitizes hands | | | | | | |
| Wears suitable PPE for task at hand | | | | | | |
| Chooses appropriate receptacles for used supplies | | | | | | |
| Keeps work area tidy, promptly cleans spills | | | | | | |
| Chemistry Analyzer | | | | | | |
| Performs applicable maintenance and calibration | | | | | | |
| Performs and troubleshoots QC | | | | | | |
| Reconstitutes, logs reagent replacements | | | | | | |
| Checks for specimen integrity and label | | | | | | |
| Operation – loads samples, applicable dilutions | | | | | | |
| Interprets and troubleshoots test results | | | | | | |
| Records test results, calls any critical results | | | | | | |
| Chemistry Lab Skills | | | | | | |
| Centrifuge Operation | | | | | | |
| Volumetric Pipet Use | | | | | | |
| Serological Pipet Use | | | | | | |
| Single Dilution Preparation | | | | | | |
| Serial Dilution Preparation | | | | | | |
| Labels & prepares aliquots for send-out or storage | | | | | | |
| Other: | | | | | | |
| TOTAL POINTS | | | | | | |
| Comments or grade calculation: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0 | | | | | | |

Student Microbiology Competency

Student _____ Preceptor _____

| Preceptor: Please provide comments for any ratings below average. Student evaluations should be based upon the student's overall performance.: | Excellent | Good | Average | Below Average | Needs Remedial Work | Not Satisfactory |
|--|-----------|------|---------|---------------|---------------------|------------------|
| | 9-10 | 7-8 | 5-6 | 3-4 | 2-3 | 0-1 |
| Safety | | | | | | |
| Washes or sanitizes hands | | | | | | |
| Wears suitable PPE for task at hand | | | | | | |
| Chooses appropriate receptacles for used supplies | | | | | | |
| Keeps work area tidy, promptly cleans spills | | | | | | |
| Microbiology Analyzer | | | | | | |
| Performs applicable maintenance and calibration | | | | | | |
| Performs and troubleshoots QC | | | | | | |
| Reconstitutes, logs reagent replacements | | | | | | |
| Checks for specimen integrity and label | | | | | | |
| Operation – loads samples, applicable dilutions | | | | | | |
| Interprets and troubleshoots test results | | | | | | |
| Records test results, calls any critical results | | | | | | |
| Microbiology Lab Skills | | | | | | |
| Specimen Setup | | | | | | |
| Selects appropriate media | | | | | | |
| Utilizes sterile technique | | | | | | |
| Streaking methods | | | | | | |
| Incubator choice | | | | | | |
| Gram or other stains | | | | | | |
| Other: | | | | | | |
| TOTAL POINTS | | | | | | |
| Comments or grade calculation: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0 | | | | | | |

Student Immunohematology (Blood Bank) Competency

Form 12

Student _____ Preceptor _____

| Preceptor: Please provide comments for any ratings below average. Student evaluations should be based upon the student's overall performance.: | Excellent | Good | Average | Below Average | Needs Remedial Work | Not Satisfactory |
|--|-----------|------|---------|---------------|---------------------|------------------|
| | 9-10 | 7-8 | 5-6 | 3-4 | 2-3 | 0-1 |
| Safety | | | | | | |
| Washes or sanitizes hands | | | | | | |
| Wears suitable PPE for task at hand | | | | | | |
| Chooses appropriate receptacles for used supplies | | | | | | |
| Keeps work area tidy, promptly cleans spills | | | | | | |
| Blood Bank Analyzer or Equipment | | | | | | |
| Performs applicable maintenance and calibration | | | | | | |
| Performs and troubleshoots QC | | | | | | |
| Performs temperature checks | | | | | | |
| Checks for specimen integrity and label | | | | | | |
| Operation – loads samples | | | | | | |
| Interprets and troubleshoots test results | | | | | | |
| Records test results, calls any critical results | | | | | | |
| Blood Bank Lab Skills | | | | | | |
| Operates cell washer | | | | | | |
| Operates platelet rotator | | | | | | |
| Correctly uses water bath | | | | | | |
| Assesses inventory | | | | | | |
| Issue Components (under supervision) | | | | | | |
| Performs various tests | | | | | | |
| Other: | | | | | | |
| TOTAL POINTS | | | | | | |
| Comments or grade calculation: A: 100-93; B: 92-85; C: 84-77; D: 76-69; F: 69-0 | | | | | | |

Disciplinary Action

| MLS STUDENT DISCIPLINARY ACTION | | |
|--|--|---------------------------------------|
| Student: | Location of Notice Given | Date of Notice Given |
| Student ID # | Date of Infringement | MLS Faculty Issuing Action |
| Infringement | | |
| <input type="checkbox"/> Integrity | <input type="checkbox"/> Competency | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Cooperation | <input type="checkbox"/> Behavior |
| <input type="checkbox"/> Knowledge | <input type="checkbox"/> Communication | |
| <input type="checkbox"/> Judgement | <input type="checkbox"/> Attendance | |
| Infringement Statement (attach any supporting documentation) | | |
| Date of Infringement: | | |
| Place of Infringement: | | |
| Statement of Infringement: | | |
| | | |
| | | |
| | | |
| Disciplinary Action | | |
| <input type="checkbox"/> Warning | | |
| <input type="checkbox"/> Suspension | | |
| <input type="checkbox"/> Dismissal | | |
| <input type="checkbox"/> Other: | | |
| Corrective Action to be Taken | | |
| Corrective Action(s): | | |
| | | |
| | | |
| | | |
| Timeframe: | | |
| <input type="checkbox"/> I have read this Notice of Corrective Action and understand it. (Student needs to sign each page of supporting documentaion also to verify they have been made aware of that) | | |
| <input type="checkbox"/> Student refused to sign this form and all attached documentation | | |
| Student's Signature: | | Date: |
| MLS Faculty Signature: | | Date: |
| Witness's Signature: | | Date: |

Media Release

I, _____, grant McNeese State University, the College of Nursing and Health Professions, the Department of Health Professions, and the Medical Laboratory Science Program permission to use photographic images of or including me in any online or promotional activities. This can include (but is not limited to) print publications, online publications, presentations, websites, and social media. There is no royalty, fee, nor other compensation for any use of these images or related statements posted.

Signature: _____

Date: _____

Pregnancy Notification

I, the undersigned, am *voluntarily* notifying a Program Official on _____ of my pregnancy, with an estimated gestation of _____ and/or an estimated due date of _____.

I have read, understand, and agree to the pregnancy policy in the Clinical Student Handbook and understand it is my personal responsibility to practice safety in the clinical laboratory settings.

Student Signature _____ Date _____

I agree to the following modification of my clinical rotations:

Student Signature _____ Date _____

I plan to continue in the program with no modifications:

Student Signature _____ Date _____

I wish to withdraw from clinicals and will reapply at a later date:

Student Signature _____ Date _____

Community Service/Involvement Student Self-Report

Student Name _____ Semester _____

The purpose of volunteer requirements throughout the curriculum is to promote the concept of service as a health care professional. The requirement of community service/involvement hours provides service and interaction with the community, as well as exposure of the Medical Laboratory Science program. Voluntary service is a non-reimbursed contribution to the welfare of others in the Medical Laboratory Science program, the University, and the community.

Directions:

1. The student will select an agency and/or an event.
2. Submit this form for approval to the MLS Program Director, prior to the scheduled event.

| | |
|-----------------------------|-----------------------------|
| Event & Proposed Activities | Approved / Not Approved |
| | Program Director Signature: |

3. Make arrangements with agency or event coordinator to schedule your community service/involvement.

4. Following the event, complete the information below:

| Course: | Date Submitted: | Activities Completed & Number of Hours |
|---------------------|-----------------|--|
| MLS 450 / 451 / 452 | | |

Event Authorized Representative – print name _____

Event Authorized Representative – signature _____

Authorized Representative contact information _____

Release of Medical and Criminal Background Checks

I, _____, give McNeese State University's Medical Laboratory Science Program and Student Health Services permission to release the following information (indicated with my initials) to the appropriate clinical instructors or lab managers as deemed necessary for the duration of my Medical Laboratory Science Clinicals.

INITIAL each item.

_____ General Health Screen
_____ Hepatitis B Titer
_____ PPD and/or Chest X-Ray
_____ Urine Drug Screen
_____ Criminal Background Check
_____ Vaccination Records

Print Name: _____

Signature: _____

Date: _____

Incident Form

**OFFICE OF RISK MANAGEMENT
UNIT OF RISK ANALYSIS AND LOSS PREVENTION
VISITOR/CLIENT ACCIDENT REPORTING FORM
General Liability Claims – For Agency Use Only**

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION
WHERE INCIDENT/ACCIDENT OCCURRED**

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE _____
2. DATE and TIME of ACCIDENT _____
3. VISITOR/CLIENT NAME _____
4. VISITOR/CLIENT ADDRESS _____

5. CLAIMANT'S TELEPHONE # _____
6. CLAIMANT DETAIL DESCRIPTION OF HOW ACCIDENT OCCURRED

7. DID THE EMPLOYEE ASK THE CLAIMANT IF HE/SHE WAS INJURED? __Y __N
8. DID THE CLAIMANT VERBALLY EXPRESS AN INJURY TO ANY PART OF HIS/HER BODY? __Y __N
9. IF THE CLAIMANT EXPRESSED AN INJURY, WHAT PART OF HIS/HER BODY DID THEY STATE WAS INJURED? PLEASE BE SPECIFIC (I.E. RIGHT FOREARM, LEFT WRIST, LOWER RIGHT ABDOMEN) _____

10. IF THE CLAIMANT EXPRESSED INJURY, WAS MEDICAL CARE OFFERED? __Y __N
11. DID THE CLAIMANT ACCEPT OR DECLINE MEDICAL CARE? __ACCEPT __DECLINE
12. WERE THERE WITNESS (ES) __Y __N
13. WITNESS'S NAME, ADDRESS, and TELEPHONE # (use additional sheet if needed)

14. WITNESS STATEMENTS ATTACHED __Y __N

15. DETAIL DESCRIPTION OF ACCIDENT LOCATION _____

IS THIS LOCATION IN A ☐ STATE-OWNED OR ☐ LEASED BUILDING

16. DID THE PERSON CONDUCTING THE INVESTIGATION OBSERVE ANYTHING THAT WAS DIFFERENT THAN THE VISITOR'S/CLIENT'S/WITNESS'S ACCOUNT ___Y___N IF YES, WHAT

17. CHECK THE APPROPRIATE ENVIRONMENTAL CONDITION THAT IS APPLICABLE TO THE ACCIDENT: ☐ RAINING ☐ SUNNY

☐ CLOUDY ☐ FOGGY ☐ COLD ☐ HOT ☐ LIGHTING ☐ WIND

☐ OTHER WEATHER CONDITION _____ ☐ WEATHER NOT A FACTOR

18. CHECK THE APPROPRIATE BOX (S) THAT PERTAINS TO THE ACCIDENT: ☐ LIQUID ON FLOOR—TYPE OF LIQUID

_____☐ STAIRS ☐ PARKING LOT ☐ GARAGE ☐ SIDEWALK ☐ ELEVATORS ☐ GRATING

☐ SPONSORED ACTIVITY ☐ DORMITORY ☐ WAITING ROOM ☐ WALKWAYS ☐ RAILINGS ☐ FURNITURE

☐ FLOORING—DESCRIBE THE TYPE OF FLOOR AND TYPE OF WAX _____

☐ EQUIPMENT (SPECIFY TYPE) _____

☐ OTHER CONDITION _____

19. IF THE ACCIDENT INVOLVED ITEMS THAT CAN BE RETAINED (i.e. furniture, muffler, exam table), THE CLAIMS UNIT REQUIRES THAT THE ITEM BE TAGGED WITH THE DATE OF ACCIDENT AND NAME OF CLAIMANT. IF THE ITEM IS BROKEN OR DAMAGED, IT MUST BE PLACED IN A SECURED AREA AFTER BEING TAGGED. THE TAG CANNOT BE REMOVED OR THE BROKE/DAMAGE ITEM CANNOT BE SURPLUS/DISCARDED UNTIL NOTIFIED BY THE CLAIMS UNIT. IF APPLICABLE, WAS THIS DONE Y___ N___

20. WAS THE CLAIMANT AUTHORIZED TO BE IN THIS AREA ___Y___N

21. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS RELEVANT TO THE ACCIDENT ___Y___N IF YES, WAS A STATEMENT OBTAINED AND ATTACHED ___Y___N

22. DID THE SUPERVISOR OR AGENCY SAFETY OFFICER RECEIVE A REPORT OF ANY OBSERVED CONDITIONS? ___Y___N

23. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT? Y___ N___

24. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT

PLEASE DATE

Student Refusal to Submit to Substance Abuse Testing

I have been informed by the MLS Program Director or faculty that, due to cause or suspicion, I am required to submit to a urine drug screen. I am required to report within 2 hours to the designated collection site with official picture ID. I am not allowed to drive to a collection site for safety reasons, and if the collection site is not at the same facility at which I am currently located at, I will find alternative transportation. I understand that the MLS Clinical Student Handbook outlines that my refusal to submit to substance abuse testing will result in immediate dismissal from the McNeese State University Medical Laboratory Science Program.

I hereby refuse to authorize or submit to any substance abuse testing on _____.

My printed name _____

My signature _____

MLS Program Representative printed name _____

MLS Program Representative signature _____

Witness printed name _____

Witness signature _____

Student Time Log: Student Name _____ Facility _____

[illegible]