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

Clinical Student Handbook

Purpose of This Handbook

This handbook provides policies, procedures, expectations, and requirements for students enrolled in the clinical phase of the Medical Laboratory Science (MLS) Program at McNeese State University.

Students are responsible for reviewing and understanding the contents of this handbook. Policies and procedures are subject to change at the discretion of the University and the MLS Program. Questions regarding interpretation of policies should be directed in writing to the MLS Program Director.

Acknowledgment of receipt of this handbook within the designated learning management system constitutes the student's agreement to comply with all policies and procedures herein.

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PART ONE – INTRODUCTION

I. Program Overview

Institutional Mission

McNeese State University is a student-centric university whose mission is to deliver a life-changing higher education experience by fostering a dynamic teaching and learning community committed to excellence with a personal touch. Our vision is to be the premier regional university in Louisiana and Southeast Texas, recognized for excellence in academic programs, scholarship, student success, and impactful community engagement.

Mission of the Medical Laboratory Science Program

To prepare high-quality, diverse graduates for careers in medical laboratory science through competency-based education, interprofessional collaboration, and a commitment to ethical patient care. The program promotes lifelong learning, research engagement, and professional involvement to improve laboratory practice and public health outcomes. Information about the department can be found here.

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 deliver a life-changing higher education experience by fostering a dynamic teaching and learning community committed to excellence with a personal touch". The MLS Program's Mission correlates with the institutional mission in our service to students and our community. Information specific to the MLS Program can be found here.

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 for our surrounding community
- foster effective 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.

II. 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, Immunohematology/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.

III. Accreditation

McNeese State University – information regarding accreditation can be found here.

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.

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, or the website found here.

IV. 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
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
Mike Reese, B.S. President 4205 Ryan St. Lake Charles, LA 70609 337-475-5000	Dr. Michael Buckles Provost & Vice President for Academic Affairs 4205 Ryan St. Lake Charles, LA 70609 337-475-5000

V. Clinical Affiliates:

- Acadia Laboratory, Crowley, LA
- Acadian Medical Center, Eunice, LA
- Baptist Hospitals of SE Texas, Beaumont, TX
- Beauregard Health System, DeRidder, LA
- CHRISTUS Ochsner Health SW Louisiana, Lake Charles, LA
- DeQuincy Memorial Hospital, DeQuincy, LA
- Lake Charles Memorial Hospital, Lake Charles, LA
- Ochsner Lafayette General Health Systems, Lafayette, LA
- Ochsner American Legion Hospital, Jennings, LA
- Our Lady of Lourdes Regional Medical Center, Lafayette, LA
- Rapides Regional Medical Center*, Alexandria, LA
- The Pathology Laboratory, Lake Charles, LA
- The Pediatric Center, Sulphur, LA
- West Calcasieu Cameron Hospital, Sulphur, LA

*Independent Site

The list of clinical affiliate sites is subject to change as needed based on site availability, program needs, and active affiliation agreements. Placement at a specific site is not guaranteed.

PART TWO – APPLICATION PROCESS

VI. Clinical Application and Placement Procedures

A. Admission to the Clinical Phase

Admission to the University does not guarantee admission to the clinical phase of the Medical Laboratory Science (MLS) program. Enrollment in the clinical phase is competitive and based on available clinical placement capacity. Students are admitted to clinical sites in June, August, and January, as determined by program scheduling and site availability. If a student is not accepted into the clinical phase, the student may:

- Be advised regarding remediation and future reapplication; or
- Be redirected to an alternative degree plan.

Students enrolled in the clinical phase must comply with all University policies and all policies and procedures of the assigned clinical affiliate.

B. Eligibility to Apply for the Clinical Phase

To be eligible to apply for the clinical phase, students must meet the following criteria by the end of the semester in which the application is submitted:

- Minimum cumulative GPA of 2.5
- No grade lower than C in required general education and pre-clinical coursework
- No more than two repeated courses due to grades of D or F in required coursework
- No more than four withdrawals in required general education and pre-clinical coursework
- Completion of the clinical phase application by the published deadline
- Completion of all required prerequisite coursework prior to the clinical start date

Meeting minimum eligibility requirements does not guarantee acceptance into the clinical phase. Students must also meet the program's *Essential Functions* requirements for successful participation in the MLS curriculum and profession.

C. Clinical Application Process

During the final semester of prerequisite coursework, eligible students must complete the online Clinical Phase Application by the published deadline.
Application deadlines are announced by the MLS Program and are strictly enforced.
Failure to submit a completed application by the deadline may result in delayed clinical placement and postponement of graduation.

D. Clinical Site Assignment

Clinical placements are assigned by the MLS Program based on:

- Availability of affiliated clinical sites;
- Student eligibility and academic standing;
- Clinical site capacity and scheduling structure;
- Affiliate-specific requirements.

Student geographic preference may be considered but is not guaranteed. Final clinical site assignment is determined solely by the MLS Program. Clinical sites are located in multiple areas, which may include Lake Charles, Sulphur, DeRidder, Jennings, Lafayette, Crowley, Eunice, and Beaumont, Texas, among others. Students are responsible for transportation to and from assigned clinical sites. Clinical schedules are typically daytime hours; however, students may be assigned evening or weekend hours based on clinical site scheduling needs.

E. Requirements Following Acceptance to the Clinical Phase

After acceptance into the clinical phase, students must complete and maintain the following requirements prior to beginning clinical rotations and throughout the clinical phase:

1. Background Check

Students must obtain clearance through a university-approved healthcare background screening vendor. The background check includes, but is not limited to:

- U.S. county criminal records search
- Residency history search
- Social Security trace
- National Sex Offender Index
- Healthcare fraud and abuse registry search

All associated costs are the responsibility of the student. Failure to obtain satisfactory clearance may result in inability to participate in clinical rotations.

2. Drug Screening

Students must obtain negative results from a 10-panel urine drug screen conducted through an approved provider. All associated costs are the responsibility of the student. Failure to obtain satisfactory results may result in inability to participate in clinical rotations.

3. Immunizations and Health Requirements

Students must provide documentation of:

- Up-to-date immunizations/vaccinations as required by clinical affiliates;
- Hepatitis B immunization series or documented immunity via titer;
- Negative TB screening (PPD or TB skin test).

Students who have received the BCG vaccine are not eligible for PPD testing and must complete an approved blood assay (e.g., QuantiFERON-TB Gold) as directed. All associated costs are the responsibility of the student. Clinical affiliates may impose additional health requirements. Students must comply with all site-specific requirements.

F. Academic and Financial Considerations During the Clinical Phase

During the clinical phase, students may receive a grade of I (Incomplete) if a course is in progress at the end of a semester.

Incomplete grades will be converted to letter grades upon completion of the clinical phase requirements. If an Incomplete grade is later converted to a grade below C, the student may be required to repay a portion of federal financial assistance in accordance with university and federal regulations.

Failure to meet clinical performance standards, academic requirements, or documentation deadlines may result in:

- Removal from the clinical site
- Delay of program progression
- Postponement of graduation

G. Course Delivery During the Professional Phase

Professional phase coursework is delivered through a combination of:

- Clinical education at affiliated sites
- Hybrid or web-based instruction

Students are expected to adhere to all attendance, professionalism, and performance standards outlined in this handbook and by assigned clinical affiliates.

H. Advanced Placement – MLT to BS Pathway

Certified Medical Laboratory Technicians (MLT) who meet program admission requirements may be eligible for advanced placement credit toward the Bachelor of Science in Medical Laboratory Science degree. Eligible MLTs who are certified (and licensed where applicable) may be awarded up to 40 credit hours to be applied toward the BS degree in accordance with University and program policies.

PART THREE – CLINICAL EDUCATION GUIDELINES & POLICIES

VII. Professional Standards and Ethical Conduct

A. Code of Ethics: The American Society for Clinical Laboratory Sciences

The Medical Laboratory Science Program at McNeese State University adopts the *Code of Ethics* of the American Society for Clinical Laboratory Science (ASCLS). Students are expected to adhere to these ethical principles throughout the didactic and clinical phases of the program.

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.

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.

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.

VIII. Program Conduct Standards

Conduct Standards

- Only perform testing as directed by written order from a healthcare provider, unless testing is solely for simulated practice purposes.
- Report to your laboratory setting every day 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.
- 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.
- Students must clock in and out for every clinical shift using the official paper time logs provided in this handbook. Time logs must remain in a visible, accessible location in the laboratory for review by program faculty during site visits. Each entry must be initialed by a supervising technologist.
- Do not accept any type of tip or gratuity from patients or patients' 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 vapes, 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 facility's 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.**

IX. Program Academic Standards and Progression

A. Academic Standards

The following academic standards apply specifically to students enrolled in the Medical Laboratory Science (MLS) Program and are in addition to all university academic policies.

Grading Scale:

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

A grade of C or better is required in all courses within the MLS curriculum. Incomplete ("I") grades must be converted to a letter grade by the University-designated deadline each semester or will convert to an F.
Exception: Students completing clinical rotations at approved independent sites may carry an Incomplete for up to three semesters, provided satisfactory academic progress is documented.

Academic Progression

Failure to meet academic standards may result in:

- Scholastic probation;
- Remedial assignment;
- Suspension;
- Dismissal from the program.

Prior to clinical placement, academic progression policies align with university standards. During the clinical phase, failure to meet academic or competency requirements may result in immediate program action at the discretion of the MLS Program Director.

X. Disciplinary Action

Failure to comply with academic, professional, clinical, or university policies may result in disciplinary action.

Disciplinary actions may include:
1. **Written Warning**
Issued when the offense is not considered serious and does not compromise patient care or safety. Certain violations may bypass this step at the discretion of the Program Director.
2. **Suspension**
May be imposed when prior corrective measures have not resolved the issue or when the violation is of significant severity. Suspension duration is determined by the Program Director in consultation with MLS faculty and, when appropriate, clinical representatives.
3. **Dismissal**
Dismissal may occur when prior disciplinary action has been ineffective or when the violation significantly compromises patient safety, professional integrity, or regulatory compliance. Eligibility for reapplication is determined on a case-by-case basis.

The MLS Program reserves the right to take immediate action when patient safety, ethical conduct, or accreditation standards are at risk.

Drug and Substance Abuse Testing

Students may be required to submit to random or for-cause drug testing during the clinical phase. Immediate dismissal can occur with any of the following:

- Failure to report for testing within the designated timeframe;
- Refusal to submit to testing;
- Positive results without documented medical explanation.

All testing procedures and results are handled confidentially in accordance with university policy.

XI. Appeals Process

Students who wish to appeal a decision related to academic or disciplinary action must follow the process below:

Step 1
Discuss the matter directly with the MLS faculty member or clinical preceptor within two (2) business days of the incident.

Step 2
If unresolved, submit a written appeal to the MLS Program Director (via email) within three (3) business days of Step 1.

Step 3
If further review is requested, a written appeal may be submitted to the MLS Advisory Committee within five (5) business days of Step 2 (via email). The Committee may conduct an investigation and will issue a decision within two (2) weeks.

Step 4
If resolution is not achieved, students may pursue a university-level appeal in accordance with the University Student Complaint Policy.

Decisions made through the University-level appeal process are final. The university policy for student complaints and appeals can be found here: University Student Complaint Policy

XII. Make-Up Tests 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.

XIII. University Policies

List of all current McNeese policies

Student Handbook

XIV. 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.

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 may be explicitly or implicitly presented as a term or condition of services, or may involve conduct that interferes with or creates 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.

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 & Americans 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.

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 will be followed, including involvement of campus police if needed. 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.

XV. 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.

XVI. 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 50 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 for assistance.

XVII. 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. Find more information regarding HIPAA here.

XVIII. Clinical 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
    - Students who exceed the maximum number of unexcused absences will incur a 10-point deduction per absence from their total course grade.
- Maximum of 2 unexcused tardies per semester
    - Students who exceed the maximum number of unexcused tardies may incur a 10-point deduction from their total course grade.
- Faculty reserve the right to conduct timed graded assignments during the beginning of classes with no makeup allowed
- As web-hybrid courses, face-to-face meeting days/times will be announced at the beginning of the semester.

Off-Campus Clinical Courses:

- Maximum of 2 unexcused absences per semester
    - Students who exceed the maximum number of unexcused absences may incur a 10-point deduction from their total course grade.
- Maximum of 2 unexcused tardies per semester
- Days and times announced by each 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 20-25 hours per week 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.

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 Canvas course for updates and directions.

Changes to Assigned Clinical Site
No student is guaranteed a specific clinical site for the entire 3-semester clinical phase. 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.

XIX. 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 in the current catalog found here.

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 include 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.

XX. 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
- Hematology/Coagulation, approximately 5-8 weeks
- Clinical Chemistry, approximately 5-8 weeks
- Microbiology, approximately 5-8 weeks
- Immunohematology (blood bank), approximately 5-8 weeks
- Reference Lab (send outs), approximately 1-2 weeks
- Other – remaining time

XXI. Curriculum & Clinical Courses

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

Course Descriptions

A detailed list of MLS courses with descriptions and prerequisites can be found in the current catalog, found here.

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.

XXII. 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.

MLS Clinical Preceptors (CPs) provide instruction in laboratory fundamentals and procedures during clinical rotations. For the majority of MLS rotations, clinical preceptors are nationally certified and licensed Medical Laboratory Scientists. In selected low-complexity departments (e.g., phlebotomy, urinalysis, serology), instruction may be provided by appropriately trained laboratory personnel under the oversight of certified MLS professionals.

Clinical evaluation tools used for clinical assessment may 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 CP of each laboratory section. Students will be evaluated on multiple portions of the Essential Functions as well as direct clinical skill assessments. CPs will submit evaluations and other graded materials directly to the MLS Faculty for inclusion in calculating the student's final clinical grade. Students are informed of assessment formats as they enter each course. 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.

XXIII. 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 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:

- Participating in annual Angelman Foundation events
- Volunteering to assist with summer or other AHEC camps
- Assisting a medical facility at a health fair
- Assisting an animal rescue group with adoption fairs, walking animals, etc.
- Teaching classes at a religious or educational venue

XXIV. Retention 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 one year. 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 is found here.

Students or graduates needing access to an official transcript of their grades (with or without degree listed) can find information here. Electronic or mailed transcripts can be requested through the National Student Clearinghouse. For each request, there is a 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 standard processing fee if the receiving organization participates in the National Student Clearinghouse Electronic Exchange. There is an additional 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.

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 is found here.

XXV. 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 Chozen Hall at the corner of Ryan and West McNeese Streets and may be reached at 475-5140 or 1-800-622-3352 (ext. 5140). Information for that department can be found here. The Office of Financial Aid is available to assist students with loans, grants, and student jobs. The office is located in Student Central in Chozen Hall at the corner of Ryan and West McNeese Streets and may be reached at 475-5065.

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.

XXVI. 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; solid-color scrubs are recommended.
- 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, including bangs or braids)
- Well-manicured nails, note: many facilities 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.
- McNeese MLS or facility-issued badge

XXVII. Health & Safety Resources

- Student Health Services – information found here.
- Counseling Center – information found here.
- University Police – information found here.

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 immediate notification of a healthcare provider.
- The annual infectious disease report can be found here.
- If diagnosed with a reportable disease, the student must follow the healthcare provider'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 healthcare provider's directives
- Withdrawal from the MLS clinical courses may be needed, depending upon the healthcare provider'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 may result in expulsion from the MLS Program.

XXVIII. 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. Students can contact the Student Health Center at 337-475-5748. 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). More information can be found here.

McNeese also operates a student Counseling Center, which provides comprehensive mental health counseling and supports 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. More information can be found here.

The MLS Program encourages all students to have health insurance.

XXIX. Laboratory Safety

Each student will receive safety orientation from the MLS Program prior to beginning clinical assignments. Students will also complete additional site-specific orientation at their assigned clinical facility regarding safe laboratory procedures.

Universal precautions assumes that every direct contact with body fluid is infectious. For this reason healthcare workers must implement personal protective equipment 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, vaping, 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 caps secured 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 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 fungi 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

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 and access to Safety Data Sheets. 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

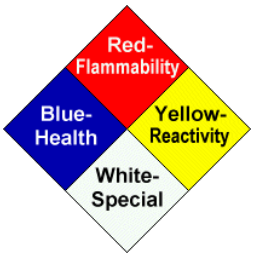
Explosions and fires do not happen very frequently in clinical laboratory settings. Those that do occur are most often caused by carelessness, inattention, unattended equipment, or faulty electrical wiring. Each laboratory will have a fire prevention plan in place that includes safe work practice training, 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 CO_2
- 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	Flame	Exclamation Mark
• Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	• Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	• Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder	**Corrosion**	**Exploding Bomb**
• Gases under Pressure	• Skin Corrosion/ burns • Eye Damage • Corrosive to Metals	• Explosives • Self-Reactives • Organic Peroxides
Flame over Circle	**Environment (Non Mandatory)**	**Skull and Crossbones**
• Oxidizers	• Aquatic Toxicity	• 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/Canvas prior to their first day reporting to their clinical assignments.

XXX. 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 bloodborne 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.

XXXI. 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, along with MLS Form 18 to the MLS Program Director within 24 hours via email. Any unreported incident can result in disciplinary action.

XXXII. 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.

XXXIII. 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

XXXIV. 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 ASCLS.

- Website for membership is found here.
- Developing Professional (student) membership is $30 plus $5 state dues
- Memberships are valid August 1- July 31.

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

- You choose the state society when joining the national society.

The two organizations listed below that offer national certification exams also offer professional memberships.

XXXV. 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 Technologists (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

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

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

XXXVI. 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 LSBME.

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

Applications and other pertinent information will be examined in detail during the final semester of the student's clinicals. If a student does not have a certified birth certificate, they 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 explained earlier in this document.

XXXVII. Competency Based Clinical Evaluations

Evaluations of the student's performance will be conducted on multiple assays and procedures in the assigned clinical laboratory. Competency based clinical evaluations are one aspect of the grading system that is included in the calculation of a final grade for the clinical course each semester. For an explanation of clinical grade calculations, the student should consult the applicable syllabus for each clinical course.

XXXVIII. Forms

Form 1

Clinical Orientation Checklist

Student_____ Laboratory_____

Date Completed _____

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.

Item	**Completed**
Placement of Time Log Sheet in Lab	
Location of various lab departments	
Meet various staff members	
Get contact information for key lab members	
Find out – wear facility name badge or McNeese's	
Train on LIS	
Location of procedure manuals	
Location of SDS	
Breakroom / Cafeteria / Employee bathrooms	
Location of Emergency Room? ICU?	
Location of stairwells, elevators	
Location of emergency exits	
Listing of facility emergency codes & procedures	
Student parking	
Location of fire extinguishers	
Location of fire blanket	

Form 2

Standard Checklist of Tasks

Department_____ Date Completed _____

Student_____ Preceptor_____

Record tasks and/or procedures completed:

Form 3

Standard Student Clinical Evaluation

Department_____ Date Completed _____

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	1-2	0
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?						
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)						
Comments						

Form 4

Student Phlebotomy Competency

Student_____ Preceptor_____
Date Completed _____

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	1-2	0
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 :						
Comments						

Form 5

Student Fingerstick Competency

Student_____ Preceptor_____
Date Completed _____

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	1-2	0
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 :						
Comments						

Form 6

Student Urinalysis Competency

Student_____ Preceptor_____
Date Completed _____

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	1-2	0
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 :						
Comments						

Form 7

Student Serology Competency

Student_____ Preceptor_____
Date Completed _____

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	1-2	0
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:						
Other :						
Comments						

Form 8

Student Hematology Competency

Student_____ Preceptor_____
Date Completed _____

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	1-2	0
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 :						
Comments						

Form 9

Student Coagulation Competency

Student_____ Preceptor_____
Date Completed _____

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	1-2	0
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:						
Comments						

Form 10

Student Chemistry Competency

Student_____ Preceptor_____
Date Completed _____

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	1-2	0
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:						
Comments						

Form 11

Student Microbiology Competency

Student_____ Preceptor_____
Date Completed _____

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	1-2	0
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:						
Comments						

Student Immunohematology (Blood Bank) Competency

Form 12

Student_____ Preceptor_____
Date Completed _____

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	1-2	0
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:						
Comments						

Disciplinary Action

McNEESE STATE UNIVERSITY
A Member of the University of Louisiana System.
College of Nursing and Health Professions

MLS STUDENT DISCIPLINARY ACTION

Student:	Location of Notice Given	Date of Notice Given
Student ID #	Date of Infringement	MLS Faculty Issuing Action

Infringement

☐ Integrity	☐ Competency	☐ Organization
☐☐Initiative	☐☐Cooperation	☐☐Behavior
☐ Knowledge	☐ Communication	
☐ Judgement	☐ Attendance	

Infringement Statement (attach any supporting documentation)

Date of Infringement:

Place of Infringement:

Statement of Infringment:

Disciplinary Action

☐ Warning
☐ Suspension
☐ Dismissal
☐ Other:

Corrective Action to be Taken

Corrective Action(s):

Timeframe:

☐☐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)

☐ Student refused to sign this form and all attached documentation

Student's Signature: Date:

MLS Faculty Signature: Date:

Witness's Signature: Date:

Form 14

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, or other compensation for any use of these images or related statements posted.

Signature: _____ Date: _____

Form 15

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 _____

Form 16

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 _____

Form 17

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: _____

Form 18

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 REVELANT 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

Form 19

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 _____

Form 20

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

Clinical Attendance Time Log

Student Name _____ Clinical Site _____

Date	Department	Time In	Time Out	Verifying Employee Initials	Comments