



Medical
Laboratory Science
UNIVERSITY of ALASKA ANCHORAGE



MEDICAL LABORATORY SCIENCE PROGRAMS STUDENT HANDBOOK



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Welcome

Welcome to the University of Alaska Anchorage Medical Laboratory Science (MLS) programs. UAA offers an Occupational Endorsement Certificate Phlebotomist, an Associate of Applied Sciences in Medical Laboratory Technology (AAS-MLT) and a Bachelor of Science in Medical Laboratory Science (BS-MLS). These programs are designed using a career ladder approach. Students can start with the OEC Phlebotomist and can continue or return later to complete the AAS-MLT and/or the BS-MLS without loss of credit. The faculty and staff in the MLS department want you to be successful and are here to assist you in achieving your goals. The MLS Student Handbook is a guide for all students enrolled in the UAA Medical Laboratory Science Programs. It is a supplement to the UAA Student Handbook and Catalog. Students are expected to read and observe all policies and regulations in the handbooks and catalogs.

Medical Laboratory Science Program Organizational Structure

Administration and Faculty

Dr. Cathy Sandeen, Chancellor

Dr. John Stalvey, Interim Provost

Jeff Jessee, Vice Provost and Dean, College of Health

Dr. Andre B. Rosay, Associate Dean, College of Health

LeeAnne Carrothers, Director, School of Allied Health

Justin M. Cruz, MLS (ASCP)^{CM} Acting Program Director, Assistant Professor

Leu-Burke, MT (ASCP), Assistant Professor

Melainie Duckworth, MLS (ASCP)^{CM} Assistant Professor

Karen Kurtz, MLS (ASCP)^{CM} Assistant Professor

Jeffrey Rau, MLT (ASCP), Lab Coordinator

Matthew Burgoon, Administrative Assistant

Medical Laboratory Faculty and Staff

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Grace Leu-Burke, Assistant Professor	AHS 148N	907-786-6939 gleuburke@alaska.edu
Justin M. Cruz, Acting Program Director/ Assistant Professor	AHS 148R	907-786-6961 jmcruz@alaska.edu
Melainie Duckworth, Assistant Professor	AHS 148S	907-786-6927 mduckworth@alaska.edu
Karen Kurtz, Assistant Professor	AHS 148W	907-786-0303 krkurtz@alaska.edu
Jeffrey Rau, Lab Coordinator	HSB 210	907-786-1084 jsrau@alaska.edu

Clinical Affiliates

Contact information for the clinical facilities is provided to the students when they enroll in distance delivered courses or clinical practicums. The following is a list of clinical sites utilized for the AAS-MLT and BS-MLS practicums (Blood Bank of Alaska and the Alaska State Public Health Lab are only for the MLS program). The OEC Phlebotomist Program uses additional clinical sites.

673 rd Medical Group, JBER	Mat-Su Regional Hospital
Alaska Native Medical Center	Maniilaq Health Center, Kotzebue
Alaska Regional Hospital	Norton Sound Regional Hospital
Alaska State Public Health Laboratory	Petersburg Medical Center
Bartlett Regional Hospital	Providence Alaska Medical Center
Blood Bank of Alaska	Providence Hospital Valdez
Central Peninsula General Hospital	Sitka Community Hospital
Fairbanks Memorial Hospital	South Peninsula Hospital
	Veterans Administration Outpatient Clinic

Medical Laboratory Science Advisory Board

The MLS Advisory Board is responsible for reviewing and making recommendations on matters related to strategic planning. Their duties include consulting with the program director and faculty regarding policies and procedures, recruitment strategies and curriculum. Membership includes the program director, faculty, administrative assistant, student representative and board members. Medical laboratory professionals from clinical facilities throughout the state are recruited to be members of the board.

Mission Statement

The mission of the Medical Laboratory Science department is to graduate competent and ethical clinical laboratory professionals with the knowledge and the skills for career entry. It is also the department's mission to prepare graduates for leadership roles in the clinical laboratory and professional organizations and to instill an understanding of the need for maintaining continuing competency in a rapidly changing and dynamic profession.

Program Goals and Student Learning Outcomes-OEC Phlebotomist Program

To graduate competent and ethical professionals with the knowledge and skills necessary to work as entry-level phlebotomist as defined by the National Accrediting Agency of Clinical Laboratory Science (NAACLS) standards, and by national examination content guidelines.

OEC Phlebotomist graduates will

- Select the appropriate site and demonstrate the proper technique for collecting, handling and processing blood and non-blood specimens.
- Demonstrate professional conduct, stress management, interpersonal and communication skills with patients, peers, other health care personnel, and the public, recognizing possible legal implications.
- Recognize and adhere to infection control and safety policies and procedures.
- Demonstrate an understanding of test requisitioning.
- Identify factors that affect specimen collection procedures and test results, and take appropriate actions within predetermined limits when applicable.
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.
- Perform point-of-care testing according to standard operating procedures.

Program Goals and Student Learning Outcomes-AAS-Medical Laboratory Technology

To graduate competent and ethical professionals with the knowledge and skills necessary to work as entry-level medical laboratory technicians as defined by the National Accrediting Agency of Clinical Laboratory Science (NAACLS) standards, and by national examination content guidelines. Instill an understanding of the need for maintaining continuing competency in a rapidly changing and dynamic profession. Develop graduates' commitment to the laboratory profession by providing students opportunities to participate in professional organizations and mentoring them for leadership positions within the organizations.

AAS-MLT graduates will

- Perform routine clinical laboratory tests in the area of urinalysis, hematology, clinical chemistry, transfusion services, and microbiology.
- Demonstrate professional and communication skills to support interaction with members of the medical team, customer service, patient care and education.
- Demonstrate safety standards according to Occupational Safety and Health Administration, American Association of Blood Banks, American Society for Clinical Pathology and Clinical Laboratory Improvement Amendments.
- Demonstrate ethical behavior in the hospital or clinical settings.

Program Goals and Student Learning Outcomes-BS-Medical Laboratory Science

To graduate competent and ethical professionals with the knowledge and skills necessary to work as entry-level medical laboratory technicians/medical laboratory scientists as defined by the National Accrediting Agency of Clinical Laboratory Science (NAACLS) standards, and by national examination content guidelines. Instill an understanding of the need for maintaining continuing competency in a rapidly changing and dynamic profession. Develop graduates' commitment to the laboratory profession by providing students opportunities to participate in professional organizations and mentoring them for leadership positions within the organizations. To provide graduates with sufficient understanding of research design/practice to evaluate published studies as an informed consumer. To provide graduates with sufficient understanding of education methods to provide training for laboratory staff, other healthcare professionals and patients. To provide graduates with an understanding of financial operations, marketing and human resource management of the clinical laboratory to enable cost-effective high quality, value added laboratory services.

BS-MLS graduates will

- Demonstrate entry-level competencies for medical laboratory scientists in the following disciplines: Hematology, Chemistry, Immunology, Blood Bank, Urine and Body Fluid Analysis, Microbiology and Laboratory Operations.
- Demonstrate professional behavior including sound work ethics, cultural responsiveness and appearance while interacting with patients and healthcare professionals.
- Evaluate published studies as an informed consumer.
- Use educator skills to create and deliver an instructional unit.
- Use laboratory management skills to plan, organize, staff and cost out a new clinical laboratory service.
- Demonstrate continuing competency by certification maintenance.
- Demonstrate a commitment to the laboratory profession through active involvement in the professional organization.

Career Entry-Level Competencies

NAACLS Description of Entry-level Competencies of the Medical Laboratory Technician

At entry-level, the medical laboratory technician will possess the entry-level competencies necessary to perform routine clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion Medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical and post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training and quality control monitoring

wherever laboratory testing is performed. At entry-level, the medical laboratory technician will have the following basic knowledge and skills:

- Application of safety and governmental regulations compliance;
- Principles and practices of professional conduct and the significance of continuing education;
- Communications sufficient to serve the needs of the patients, the public and members of the health care team.

NAACLS Description of Entry-level Competencies of the Medical Laboratory Scientist

At entry-level, the medical laboratory scientist will possess 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, 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:

- Application of safety and governmental regulations and standards as applied to clinical laboratory science;
- Principles and practices of professional conduct and the significance of continuing professional education;
- Communications sufficient to serve the needs of patients, the public and members of the health care team;
- Principles and practices of administration and supervision as applied to clinical laboratory experience;
- Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
- Principles and practices of clinical study design, implementation and dissemination of results.

Program Accreditation

The AAS-Medical Laboratory Technology and BS-Medical Laboratory Science Programs are externally accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) as an articulated program. **NAACLS Contact Information:**

NAACLS
5600 N. River Rd, Suite 720

Rosemont, IL 60018-5119

Phone: (773) 714-8880

Fax: (773) 714-8886

info@naacsl.org

Program Concentrations

Occupational Endorsement Certificate Phlebotomist- On campus

MEDTA132	Phlebotomy and Specimen Processing Techniques	2
MEDT 132L	Phlebotomy and Specimen Processing Techniques Lab	2
MEDTA250	Cultural Diversity in Healthcare	1
MEDTA195A	Phlebotomy Practicum	4
Total Credits		9

Nine credits is required for the OEC. Completion of MEDT A132 and 132L with a minimum grade of "C" or higher within the last two years is required for Departmental Approval for enrollment in MEDT A195A.

Occupational Endorsement Certificate Phlebotomist- Distance (only for students outside of Anchorage/Mat Su)

MEDTA132	Phlebotomy and Specimen Processing Techniques	2
MEDTA250	Cultural Diversity in Healthcare	1
MEDTA195C	Phlebotomy Practicum	6
Total Credits		9

Nine credits is required for the OEC. Completion of MEDT 132 with a minimum grade of "C" or higher within the last two years is required for Departmental Approval for enrollment in MEDT A195A.

AAS-Medical Laboratory Technology

Required Support Courses

BIOLA111	Human Anatomy and Physiology I	4
BIOLA112	Human Anatomy and Physiology II	4
CHEM A103 & A103L	Survey of Chemistry and Survey of Chemistry Laboratory	4
CHEM A104 & A104L	Introduction to Organic Chemistry and Biochemistry and Introduction to Organic Chemistry and Biochemistry	4
Total Credits		16

Program Requirements

MEDTA132	Phlebotomy and Specimen Processing Techniques	2
MEDTA132L	Phlebotomy and Specimen Processing Techniques Lab	2
MEDTA133	Basic Techniques in Laboratory Medicine	2
MEDTA134	Immunology and Serology	3

MEDT A202	Clinical Chemistry	4
MEDT A203	Clinical Microbiology	6
MEDT A204	Hematology and Coagulation	6
MEDT A208	Urine and Body Fluid Analysis	3
MEDT A211	Blood Banking	4
MEDT A250	Cultural Diversity in Health Care	1
MEDT A395	Medical Laboratory Technology Practicum	12
Total Credits		45

A minimum of 73 credits is required for the degree. Completion of all MEDT courses with a minimum grade of "C or P" within 4 years is required for approval to take MEDT A395.

BS-Medical Laboratory Science

Required Support Courses

BIOL A111	Human Anatomy and Physiology I	4
BIOL A112	Human Anatomy and Physiology II	4
CHEM A103 & A103L	Survey of Chemistry and Survey of Chemistry Laboratory	4
	or	
CHEM A105 & A105L	General Chemistry I and General Chemistry I Laboratory	4
CHEM A104 & A104L	Introduction to Organic Chemistry and Biochemistry and Introduction to Organic Chemistry and Biochemistry Lab	4
	or	
CHEM A106 & A106L & CHEM A321	General Chemistry II and General Chemistry II Laboratory and Organic Chemistry	7
WRTGA212	Writing for the Professions	3
	or	
MATH A151	College Algebra for Calculus or any MATH course for which MATH 151 is a prerequisite	4
PHIL A302	Biomedical Ethics	3
	or	
PHIL A305	Professional Ethics	3
STAT A200	Elementary Statistics or any STAT course for which STAT A200 is a prerequisite	3
	or	
STAT A253	Applied Statistics for the Sciences	4

Program Requirements

MEDT A132	Phlebotomy and Specimen Processing Techniques	2
MEDT A132L	Phlebotomy and Specimen Processing Techniques Lab	2
MEDT A133	Basic Techniques in Laboratory Medicine	2
MEDT A134	Immunology and Serology	3
MEDT A202	Clinical Chemistry	4
MEDT A203	Clinical Microbiology	6
MEDT A204	Hematology and Coagulation	6

MEDTA208	Urine and Body Fluid Analysis	3
MEDT A211	Blood Banking	4
MEDTA250	Cultural Diversity in Health Care	1
MEDTA301	Molecular and Emerging Diagnostics	3
MEDTA302	Clinical Laboratory Education and Management	4
MEDTA303	Advanced Clinical Microbiology	6
MEDTA306	Advanced Immunology and Blood Banking	2
MEDTA307	Clinical Correlations	2
MEDTA401	Introduction to Research	2
MEDTA495	Medical Laboratory Science Practicum	11
MEDTA495	Medical Laboratory Science Practicum	11
	or	
MEDT A395 & MEDT A495	Medical Laboratory Technology Practicum and Medical Laboratory Science Practicum	22-23

A minimum total of 122 credits is required for the degree, of which 42 credits must be upper division. Completion of all MEDT courses with a minimum grade of “C or P” within 5 years is required for approval to take MEDT A495. Exceptions will be considered for Certified Medical Laboratory Technicians with recent work experience in the field.

Students majoring in Medical Laboratory Science are eligible to graduate with departmental honors by satisfying the following requirements:

1. Meet the requirements for a BS in Medical Laboratory Science.
2. Earn a grade point average of 3.50 or higher in courses applicable to the degree requirements. Only UAA and transfer courses taken within the last seven years will be included in the GPA for departmental honors.
3. Obtain approval to enroll in the honors elective from the program director.
4. Pass the honors elective course, [MEDT A402](#).

Admissions Policies

Nondiscrimination Policy

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/titleIXcompliance/nondiscrimination

Title IX

Members of UAA and visitors have the right to be free from all forms of gender and sex-based misconduct including sexual violence, sexual harassment, domestic violence, dating violence

and stalking. UAA expects all members of the community to conduct themselves in a manner that does not infringe upon the rights of others. Gender-based and sexual misconduct has a negative impact on members of our community. Therefore, UAA has a zero tolerance policy for gender-based and sexual misconduct.

UAA prohibits rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence. In the event of a sexual assault, act of stalking, dating violence or domestic violence does occur, UAA takes the matter very seriously. Any student, university employee or third party may report sex or gender-based discrimination, including sexual harassment or sexual assault. Reporting initiates the Title IX process. At the University of Alaska all staff, all faculty and Residence Life student employees are required to report incidents of sexual harassment and assault to their Title IX Coordinator within 24 hours. Contact information can be found at <http://www.alaska.edu/titleIXcompliance/title-ix-contacts/>

Essential Requirements

The Medical Laboratory Science Program has a responsibility for the welfare of the patients treated as well as the welfare of students enrolled in the program. The program has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to be successful in the program. The Essential Requirements are published on the official program website for students to review prior to applying to the program (<https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-allied-health/academics/medical-laboratory-science/applicationprocedure.cshhtml>). Applicants are required to read, sign and return the Essentials Requirement for Enrollment form when applying for admissions to any of the programs offered by the Medical Laboratory Science Department. These requirements are necessary for retention and graduation of students in the program. Performance objectives have been developed for the 100-level MEDT courses to evaluate student's abilities and skills for Essential Requirements 1-3. Students must pass these competencies with or without reasonable accommodations to progress in the program. Core abilities are used to evaluate the student's ability to meet Essentials 4 &5 after they have completed their first 200-level MEDT course. A description of the core ability assessment can be found in the student handbook, the catalog and on the Blackboard sites for the MEDT courses.

ADA Accommodations

Disability Support Services (DSS) is responsible for coordinating support services for UAA students who experience disabilities. To access support services, students must contact DSS and provide current disability documentation that supports the requested services. Additional information may be accessed at the DSS Office in Rasmuson Hall (RH105) or on-line at www.uaa.alaska.edu/dss.

Admission Requirements AAS-MLT

Students who apply to the associate of applied science medical laboratory technology major and who qualify for admissions to UAA at the associate level are admitted as pre-medical laboratory technology majors. Admission as a pre-medical laboratory technology major does not guarantee admission to the program. There are a limited number of seats available in each MEDT course. The process for advancement to the full major and the formal admission to the medical laboratory science major are:

1. Satisfy the [Application and Admission Requirements for Associate of Applied Science Programs](#).
2. Accepted by UAA as pre-medical laboratory technology major with official transcript evaluations (if any) completed by Enrollment Services.
3. Meet with a medical laboratory science advisor regarding application, program admission and development of a program of study.
4. Completion of specified prerequisite courses or equivalent transfer courses with a grade of C or better; grades received for courses repeated more than once will not be considered in the application process.

BIOL A111 Human Anatomy and Physiology I	4 credits
BIOL A112 Human Anatomy and Physiology II	4 credits
CHEM A103/L Survey of Chemistry and Lab	4 credits
CHEM A104/L Survey of Chemistry and Lab	3 credits

5. Minimum overall grade point average (GPA) of 2.5.
6. Complete the online application including a personal statement, completed Student History Form, Essential Requirements Form, proof of current immunizations verified by the Student Health Center with report attached, and proof of phlebotomy certification if applicable. Students must complete a laboratory tour prior to applying. Students will be interviewed before the final selection for admittance to the Medical Laboratory Technology or Medical Laboratory Science program.

Admission Requirements- BS Medical Laboratory Science

Students who apply to the baccalaureate medical laboratory science major and who qualify for admissions to UAA at the baccalaureate level are admitted as pre-medical laboratory science majors. Admission as a pre-medical laboratory science major does not guarantee admission to the program. There are a limited number of seats available in each MEDT course. The process for advancement to the full major and the formal admission to the medical laboratory science major are:

1. Satisfy the [Application and Admission Requirements for Baccalaureate Programs](#).
2. Accepted by UAA as pre-medical laboratory science major with transcript evaluations (if any) from Enrollment Services.

3. Meet with an academic advisor regarding applications, program admission and development of a program of study.
4. Completion of specified prerequisite courses or equivalent transfer courses with a grade of C or better; grades received for courses repeated more than once will not be considered in the application process.

BIOL A111 Human Anatomy and Physiology I	4 credits
BIOL A112 Human Anatomy and Physiology II	4 credits
CHEM A103/L Survey of Chemistry and Lab or CHEM A105/L General Chemistry I and Lab	4 credits
CHEM A104/L Survey of Chemistry and Lab or CHEM A106/L General Chemistry II and Lab and CHEM A321 Organic Chemistry I	4-7 credits

5. Minimum overall grade point average (GPA) of 2.5.
6. Complete the online application including a personal statement, completed Student History Form, Essential Requirements Form, proof of current immunizations verified by the Student Health Center with report attached, and proof of phlebotomy certification if applicable. Students must complete a laboratory tour prior to applying. Students will be interviewed before the final selection for admittance to the Medical Laboratory Technology or Medical Laboratory Science program.

Academic Standards

Grades in both the didactic and clinical practicums will be based upon several types of evaluations.

Didactic courses:

Cognitive: Exams, quizzes, homework assignments, case studies and projects.

Psychomotor: Performance of competencies, lab exercises and practical exams

Affective: Core Abilities

Clinical Practicum:

Cognitive: Exams, online assignments and case studies

Psychomotor: Performance of task objectives

Affective: Core Abilities

Grades given by the MLS Programs are as follows:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 or below

Grades are posted in the gradebook on the Blackboard sites for all MEDT courses including practicum. Students have access to their grades and are aware of their progress in each course. In order to pass a lecture/lab MEDT course with a grade of “C” or higher, the average of your quizzes and exams must be 75% or higher, the average of your lab practical/s must be 75% or higher, and your final grade for the class must be 70% or higher. Students that do not receive a “C” or higher may take the course one additional time if space is available.

In order to progress within the Associate of Applied Science in Medical Laboratory Technology and the Bachelor of Science in Medical Laboratory Science programs, students must earn a minimum grade of C or P in all Medical Laboratory Science (MEDT) courses required for the degree and demonstrate professional behavior as defined by the "Medical Laboratory Science Department Core Abilities" and associated behavior criteria. Satisfactory progress is demonstrated by exhibiting Developing Level Criteria by the end of the second year (assessed by core faculty), and Entry Level Criteria by the end of the clinical practicum (assessed by clinical instructors). Students must receive a score of 3 or higher on the Developing Level Criteria in order to progress in the program and demonstrate the Critical Core Abilities during clinical practicum in order to graduate from the program. Students who are unable to earn an acceptable grade in the MEDT courses during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available basis.

When the number of students admitted to the program exceeds the number that can be accommodated in the clinical practicum, prioritization is based on GPA. Students are placed on an alternate list and informed they can complete their practicum should space become available, or they are given preference for a subsequent semester. Students receive a letter stating they are an alternate; they sign and return the letter acknowledging alternate status.

The University of Alaska Anchorage is affiliated with clinical sites throughout the state of Alaska. Students training at clinical sites outside of Anchorage may incur additional costs related to travel and housing. The practicum coordinator will ask for volunteers to train outside of Anchorage. If there are no volunteers GPA in the MEDT courses will be used to select students for those sites. If a student is unable or unwilling to go outside of Anchorage, they will be placed on the alternate list and given preference for a subsequent semester.

Academic Appeals

A student failing to maintain academic standards during their clinical practicum will be notified in writing of his/her failure to maintain adequate standards and the effect that such failure has on their completion of the program. Academic decisions may include determinations that a student has failed to abide by or comply with the normally expected behavioral standards of the clinical laboratory professions. Appeals of academic standards may be made pursuant to the UAA academic appeals process published under the Academic Appeals Process in the UAA catalog and Student Handbook.

Certification Exams

Upon completion of the programs, students are eligible to take a national certification exam. Currently there are no licensure requirements for laboratory professionals in Alaska. However, some states do require a license to practice. The occupational certificate, AAS and BS degrees are not contingent upon passing any type of certification or licensure exam. Several agencies that provide certification exams are:

1. The American Society of Clinical Pathology (ASCP) Board of Certification www.ascp.org/board-of-certification 33 W. Monroe St., Suite 1600, Chicago, IL 60603
2. American Medical Technologist (AMT) www.americanmedtech.org 710 Higgins Road, Park Ridge, IL 60068-5765. Phone: (847) 823-5169

Professionalism

Medical Laboratory Science students will conduct themselves in a manner consistent with the ideals of professionalism. Examples of this behavior include:

1. Honoring the confidentiality of the patient
2. Complying with all policies and regulations
3. Willingness to work with others in a positive manner
4. Supporting continuing education
5. Demonstrating ethical and moral attitudes and principles

Because of the nature of laboratory work, laboratory personnel must maintain high ethical standards. If a student is found cheating or conducting himself/herself in a manner, which is not appropriate to the profession, he/she will be terminated from the program.

Code of Ethics

PREAMBLE

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

I. DUTY TO THE PATIENT

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

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

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

II. DUTY TO COLLEAGUES AND THE PROFESSION

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

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

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

III. DUTY TO SOCIETY

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

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

PLEDGE

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 with the clinical laboratory and 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 when necessary to advance the best interests of patients.

Academic Integrity

Disciplinary action may be initiated by the MLS Department and/or the university and disciplinary sanctions imposed against any student found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty. These sanctions may include dismissal from the program. Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

The following examples constitute forms of academic dishonesty prohibited by the Student Code of Conduct and are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior:

- presenting as their own the ideas or works of others without proper citation of sources;
- utilizing devices not authorized by the faculty member;
- using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
- providing assistance without the faculty member's permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge);
- submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
- acting as a substitute or utilizing a substitute;
- deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course;
- fabricating or misrepresenting data;

- possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
- altering grade records of their own or another student's work;
- offering a monetary payment or other remuneration in exchange for a grade; or violating the ethical guidelines or professional standards of a given program.

Program/Practicum Safety and Etiquette

The following safety rules apply to all students:

1. Backpacks, coats/jackets, and hats must be stored in a locker.
2. No open-toe shoes or open heeled shoes without a back strap in the laboratory.
3. Long hair must be tied back while in the laboratory.
4. No eating, drinking, gum chewing, application of cosmetics or lip balm is allowed in the laboratory.
5. Recapping of needles and mouth pipetting is prohibited.
6. Use of personal electronic devices is prohibited in the laboratory.
7. Lab coats and gloves will be worn while in the laboratory. Additional protective covering such as goggles and face shields will be provided by the facility if needed. Personal protective equipment is never worn outside the laboratory.
8. Wash hands before leaving the laboratory.
9. Laboratory counters must be cleaned and decontaminated at the end of laboratory session or shift. Spray the towel with the disinfectant not the counter.
10. Distinguish between biohazard trash and regular trash and dispose in the proper containers. Dispose of trash on the laboratory benches when full.
11. Minimal jewelry should be worn. Avoid dangling bracelets, necklaces, and earrings.

The following etiquette practices apply to all students:

1. Familiarize yourself with the shelves and drawers in your assigned area. Items used from a shelf or drawer must be returned to the same place at the end of the lab session or shift. If an item is empty refill or replace before returning it to its designated location.
2. If you do not know how to use an item or piece of equipment, ask for assistance.
3. Microscopes must be cleaned after use.
4. Do not pipette from stock bottles unless otherwise instructed.
5. Use of printers in the student laboratory for personal needs is prohibited.
6. Most facilities are fragrance free. Students will refrain from wearing fragrances, including after-shave, perfume, and scented lotions.
7. No ragged clothes, sleeveless shirts or facial jewelry during clinical practicum.
8. Students should look neat and clean. Pay special attention to hands and fingernails, especially when in venipuncture rotations.
9. Comply with the dress code(s) of the hospital(s) to which the student is assigned. In order to make the most professional appearance, students are encouraged not to wear

jeans, even if permitted by the hospital. Normally the hospital dress code involves wearing street clothes or uniforms with a lab coat or jacket. Elmendorf AFB dress code will conform to the civilian dress code. Uniforms may be either colored or white.

Minimizing Health Hazards

To minimize health hazards in the student laboratory and at the clinical facilities, each student is required to comply with safety regulations established by the MLS Department or the clinical facility. Personal Protective Equipment (PPE) will be provided to the student both on campus and at the clinical facility.

Students must submit a record of their immunizations to the UAA Student Health & Counseling Center and provide a copy of the verified record to the Medical Laboratory Science Department prior to performing blood draws in MEDT A132 and MEDT A101.

1. Immunity to rubella, rubeola and mumps confirmed by titer or current immunization.
2. Immunity to chickenpox (varicella) documented by titer or current immunization.
3. Immunity to hepatitis A documented by titer or immunization.
4. Immunity to Hepatitis B by titer or immunization. After completing the vaccine series documentation of immunity by titer is required.
5. Proof of one dose of Tdap as an adult followed by Td booster every ten years thereafter.
6. Freedom from active tuberculosis, demonstrated by initial negative 2-step PPD followed by annual PPD. If PPD is positive, proof of negative chest x-ray is required.
7. Influenza vaccine is required for students within the 12 months prior to and during clinical practicum.

The Medical Laboratory Science (MLS) Department assumes no responsibility for illness or injuries experienced by students in conjunction with student labs. It is strongly recommended that students maintain personal medical insurance while enrolled in any of the programs offered by the MLS Department. The clinical facilities require proof of medical insurance coverage; therefore, students are required to maintain personal medical insurance while enrolled in practicum courses. Medical insurance is available through the Student Health Center. Liability insurance is purchased by the MLS department to cover students during practicum.

Student Injury on Campus

If a student is injured on campus, a first aid kit is available in the student laboratory, room HSB 210 for immediate treatment. The student will be referred to the Student Health Center for follow-up care. Students are responsible for any costs associated with their follow-up care. An incident report will be completed and kept in the student's file. A copy of the incident report will be sent to the UAA Risk Management Department.

Student Injury at Clinical Site

If a student is injured during their clinical practicum the clinical facility will provide emergency care. The student will be financially responsible for the emergency care and any follow-up treatment. The Clinical Liaison will notify the UAA Practicum Coordinator of the injury and will have the student complete both the clinical facility and MLS Department incident report forms. A copy of the incident report will be placed in the student's file and sent to the UAA Risk Management Department.

Procedure for Needle Stick or Sharps Injury

In the event of an injury with a needle or sharps that is contaminated with blood or other body fluids:

1. Let the wound bleed for a moment and then cleanse thoroughly with water or a saline solution. Disinfect the wound using an ample amount of soap and water followed by 70% alcohol. In case of contact with mucous membranes it is important to rinse immediately and thoroughly, using water or a saline solution only, not alcohol.
2. Accidents in the student lab should be reported to the instructor. The instructor and student will each complete a copy of the Student/Faculty Incident report. These reports will be given to the Program Director. Copies of the report will be forwarded to the UAA Community and Technical College Dean's Office and UAA Environmental Health & Safety/Risk Management.
3. Students training at Clinical Practicum sites should report the accident to department supervisor. They must complete incident reports required by the site as well as the Student /Faculty Incident report.
4. Call the Student Health Center 786-4040, tell them that you have had a needle stick injury and make an appointment to have blood drawn and counseling regarding HIV screen. Blood should be drawn the day of the accident. You may opt to see your own physician or the emergency room physician at the practicum site. However, the Student Health Center may be less expensive and you are responsible for any debts incurred due to accident or injury in the student lab or during practicum.
5. If the source of the blood is known the patient must be asked for permission to sample blood for HCV and HIV tests. If the patient refuses then it must be assumed the patient is a carrier of the virus. If the origin of the blood is unknown then any blood present on the needle can be used for a serological examination.
6. Counseling regarding HIV Screen. Recommend HIV screen and in six months.
7. Draw Blood for:
 - ALT and repeat in 6 weeks
 - Hepatitis A and Hepatitis B and repeat in 6 months. (unless immunized and immunity shown by titer)
 - Hepatitis C in 6 months

- HIV in 6 months
- 8. Recommendation that donor be screened for HIV.
- 9. Instruct student to schedule follow-up appointment.
- 10. Obtain signed release of information in order to notify UAA program director of injury and treatment

Background Checks, BLS-HCP and Drug Screens

Students must complete a background check before beginning a clinical practicum (MEDT A195A, A395, and A495). The background check must be processed and completed prior to being scheduled for practicum. Information on obtaining a background check will be provided by the practicum coordinator. Current certification in Basic Life Support for Health Care Providers (BLS-HCP) issued by the American Heart Association is also required for students in clinical practicum. Students are required to have complete immunizations and current medical insurance to attend clinical practicum.

Students in clinical practicums must follow both the UAA Student Code of Conduct (Chapter 5, UAA Catalog) concerning the misuse of alcohol or other intoxicants or drugs as well as the clinical facilities policies. All practicum sites are drug free workplaces. Facilities may require a drug test before accepting a student for clinical training. Failure to follow either policy may result in dismissal from the program.

Liability Insurance

Students enrolled in any Medical Laboratory Science Practicum course (MEDT A195A, MEDT A395 and MEDT A495) are provided liability insurance through a University of Alaska institutional policy. Certificate of Insurance (COI) are provided to the clinical sites upon request.

Attendance Policy

Program

Attendance is mandatory for all laboratory sessions; makeup labs may be available in some courses. A passing grade will not be given in any MEDT class if a student has missed more than 20% of the total time in that particular MEDT class.

Clinical Rotation

- Clinical facilities provide students with a schedule for each of their rotations. Hours may vary due to workloads, availability of clinical trainers and tests being performed. A half-hour lunch break and two fifteen-minute coffee breaks are allowed, if workload permits. Adjustment of work hours, (arriving late or leaving early, etc.), must be approved by the Practicum Coordinator and Clinical Liaison/Trainer.

- **ALL** sick days must be reported to the practicum coordinator and the clinical trainer or clinical liaison at the clinical facility. This report must be made within **one-half hour of the work starting time**. Students may send e-mail or leave a voice-mail for the practicum coordinator.
- Scheduled absences, (appointments, personal leave), must be approved by the practicum coordinator, and clinical trainer, or clinical liaison at the clinical facility before the time may be taken. Personal leave is strongly discouraged during hospital rotations.
- If a student misses more than 10% of the time required in a specific clinical rotation due to circumstances beyond their control, the practicum coordinator will work with the student and the clinical facility to arrange a schedule to make up the missed time.
- A student who is late, or absent, more than 5% of the time during their clinical practicum will receive written counseling from the practicum coordinator. Continued problems with attendance will result in disciplinary action up to, or including, dismissal from the program.

Practicum Scheduling and Holidays

Most practicum rotations are 40 hours/week and vary in length depending on the program. Each clinical affiliate will determine the practicum daily schedule and holiday schedule. Students should be aware that the clinical facility may require some training on the evening and night shifts. Practicums may be scheduled during UAA winter and spring breaks.

Student Records Policy

Maintenance of Active Student Records: A file is created for each student when they enroll in their first semester of MEDT courses. The file contains the following forms: Academic Integrity, Student History, AHS Immunization Record, Essential Requirements, Enrollment Policy, Venipuncture Waiver, Notice of Infectivity, Permission Form for Scores, Right to Know, Student Reference Request and Policy Acceptance. In addition to the completed forms, the file contains records of counseling sessions and core ability assessment by core faculty. Prior to enrolling in MEDT A195A Phlebotomy Practicum, MEDT A395 Medical Laboratory Technology Practicum or MEDT A495 Medical Laboratory Science Practicum students must complete a criminal background check, pass a drug screen for some facilities, update immunization records, provide copy of Basic Life Support for Health Care Providers certification and provide proof of medical insurance. These documents are added to the file. When the student completes practicum the task objectives and core abilities assessments completed by the clinical trainers are filed along with the other student records. An electronic database is used to track receipt of file documents and query missing documents. The files are maintained in a secure location. When a student

graduates, the files are moved to a different location and are maintained for seven years. Files are shredded prior to disposal.

Service Work

Any service work by students in clinical settings outside of regular academic hours is non-compulsory. Students are not required to work as part of their clinical practicum. Some students elect to work outside of the practicum hours. During practicum, students are supervised by a medical laboratory professional; they are not substituted for regular staff. Students are not reimbursed during the practicum. In some instances, students are permitted to perform procedures, with supervision, after they demonstrate competency.

Teach Out Plan

In the event that one of the Medical Laboratory Science Programs is suspended or deleted, the program director will follow the Academic Program Suspension of Admission or Deletion Guidelines. The program director will work with the Office of Academic Affairs to develop a plan to provide all active majors with a plan of study to graduate no later than their catalog year allows. The program director will also develop a communication plan, including a message that will go out to all active majors and FAQs to be posted on the MLS Department website. The message will explain the reason for the suspension or deletion and guide students appropriately.

Academic Integrity at UAA

I have completed the Academic Integrity Tutorial and have reviewed the UAA Policies on Academic Integrity. I understand that I will be dismissed from the Medical Laboratory Science (MLS) program that I am enrolled in and will not be allowed to enroll in any other MLS program if I am found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty.

Student Signature

Printed Name

Date

Faculty Signature

Printed Name

Date



Confidentiality Statement

Throughout my education and training in the Medical Laboratory Science Programs at the University of Alaska Anchorage, I realize that I will have access to patient information. I understand that this information is private and should be kept confidential. Any unauthorized release of information is punishable by fine and/or imprisonment or dismissal from the program.

I will adhere to the ASCLS Code of Ethics. I understand that release of unauthorized patient information will result in immediate termination from the University of Alaska Anchorage Medical Laboratory Science Programs.

Student Signature

Printed Name

Date

_____ has successfully completed the Media Lab Course on HIPAA. Objectives listed for the course are:

- Define HIPAA.
- Define "covered entities" and "business associates" and list which individuals, groups, or organizations are included in each category.
- Explain what is meant by protected health information, who is authorized to view this information, and safeguards to prevent unauthorized access.
- Be able to apply HIPAA privacy and security requirements to your daily clinical responsibilities.

Faculty Signature

Printed Name

Date

Documentation of Safety Training

I have completed the following University of Washington safety tutorials:

- Biosafety
- Chemical Safety
- Chemical Waste
- Electrical Safety
- Ergonomic Safety
- Fire Safety
- HazCom Standard-GHS update
- Orientation to patient safety

I have been familiarized with right to know laws and standard precautions, located and learned operation of safety equipment in the student lab, and received and reviewed a copy of the safety policies for the UAA student Laboratory.

Student Signature Printed Name Date

_____ has successfully completed the UW Safety Tutorials.

Faculty Signature Printed Name Date

Permission for Scores

I grant permission to the Medical Laboratory Science Program to obtain and use my scores on (ASCP, AMT, etc...) national exams for program assessment. I understand that my identity will be protected and only aggregate data will be reported.

Program

Student Signature

Printed Name

Date

Policy Acceptance

I have received University of Alaska Anchorage Medical Laboratory Science (MLS) Programs Student Handbook. The material in the handbook including the Program's rules, regulations and policies was reviewed in my presence and I was given the opportunity to discuss and have the material clarified.

The material reviewed included the following: Program Mission Statement, Program Goals and Student Learning Outcomes, Program Entry Level Competencies, Academic Progress, Essential Functions, and Health and Safety Policies.

I understand that the following documents must be on file in the department prior to enrolling clinical practicum (MEDT A195A, MEDT A395 or MEDT A495):

- Immunization Record- all immunizations must be current
- Background check- clean record, no barrier crimes
- Proof of Medical Insurance
- Current certificate in Basic Life Support for HealthCare Providers issued by the American Heart Associate

I understand that hospitals are drug free workplaces and that hospital may require a drug screen.

Student Signature

Date

Printed Name

Needle Stick Incident Report Form

On _____ (Date), I _____

Suffered a needle stick with a contaminated needle or exposure to blood, blood products or body fluids. The details of the incident are attached.

I understand that as a result of the contaminated needle stick or exposure to blood, blood products or body fluids, I am at risk for the development of hepatitis and/or AIDS.

I understand that I have the right and responsibility to seek medical advice and/or treatment for the exposure from Student Health Center, the clinical facility where the exposure occurred or from personal physician.

If I seek medical advice and/or treatment I understand that I am responsible for all medical, diagnostic and treatment expenses.

I understand that upon seeking medical advice and/or treatment from my attending physician that if he /she deems it necessary, he/she can forward a written statement to MLS program or clinical affiliate requesting that blood sample be obtained from the student or patient involved in the incident to be tested for hepatitis and HIV. The student/patient has the right to refuse such requests.

I understand that if I choose not to seek medical advice and/or treatment for the contaminated needle stick or exposure to blood, blood products or body fluids that the University of Alaska and/ or the clinical affiliate will not be held liable for the injury incurred or any subsequent injuries or disease as a result of not seeking medical advice and/or treatment.

I have receiving counseling regarding the above statements and I have read and understand the material above.

Student

Date

UAA Faculty/ Clinical Trainer

Date

MLS/Phlebotomy Program Director

Date

Student/Faculty Incident Report

Please provide the following information regarding the needle stick/instrument injury. A copy will be sent to the UAA Environmental Health & Safety/Risk Management and the original will be kept in the student's file.

Student's Name _

Date _____

1. Time and date of the incident.
2. Location of the incident within the clinic.
3. What type of infectious material was involved? (blood, saliva, suppurations)
4. Source of material (needle, blade, etc.)
5. Type of work being performed at time of incident.
6. How incident occurred.
7. Personal protective equipment being used.
8. Actions taken.
9. Recommendations for avoiding repetition. (to be filled in by clinical supervisor)