

University of Alaska Anchorage Medical Laboratory Science 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

- Dr. Cheryl Siemers, Chancellor
- Dr. Denise Runge, Provost
- Dr. Jay Butler, Dean College of Health
- Dr. Cary Moore, Assistant Dean College of Health
- Dr. Bridgett Mayorga, Assistant Dean for Allied Health
- Karen Kurtz, MA MLS(ASCP)cm, Interim Program Director
- Heidi McMinn, MS SBB MLS(ASCP)cm faculty
- Grace Leu Burke, MSCLS MLS(ASCP)cm faculty

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 typically 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.

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

- Demonstrate entry-level competencies for medical laboratory technicians in the following disciplines: Hematology, Chemistry, Immunology, Blood Bank, Urine and Body Fluid Analysis, 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 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.
- Evaluate published studies as an informed consumer and 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

Program Course Concentrations

Occupational Endorsement Certificate (OEC) Phlebotomist- On campus, distance

The following nine credits are required for the Phlebotomist OEC.

- MEDT A132 A132L Phlebotomy and Specimen Processing Techniques: 4 credits
- MEDT A250 Cultural Diversity in Healthcare: 1 credit
- MEDT A195A Phlebotomy Practicum: 4 credits

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 can be taken by distance, however this is reserved only for students outside of Anchorage/Mat Su area.

AAS-Medical Laboratory Technology

A minimum of 73 credits is required for the AAS-Medical Laboratory Technology degree. Students are required to complete all UAA General Education Requirements for an Associates in Applied Science.

Prior to acceptance into the AAS Medical Laboratory Technology Program the following 16 credits must be completed with a minimum grade of C.

- BIOL A111 A111L Human Anatomy and Physiology: 4 credits
- BIOL A112 A112L Human Anatomy and Physiology: 4 credits
- CHEM A103 A103L Survey of Chemistry and Survey of Chemistry Lab: 4 credits
- CHEM A104 A104L Introduction to Organic Chemistry and Biochemistry and Lab: 4 Credits

The following departmental credits are required for the AAS-Medical Laboratory Technology.

- MEDT A132 A132L Phlebotomy and Specimen Processing Techniques: 4 credits
- MEDT A133 Basic Techniques in Laboratory Medicine: 2 credits
- MEDT A134 Immunology and Serology: 3 credits
- MEDT A202 A202L Clinical Chemistry: 4 credits
- MEDT A203 A203L Clinical Microbiology: 6 credits
- MEDT A204 A204L Hematology and Coagulation: 6 credits
- MEDT A208 A208L Urine and Body Fluid Analysis: 3 credits
- MEDT A211 A211L Blood Banking: 4 credits
- MEDT A250 Cultural Diversity in Health Care: 1 credit
- MEDT A395 Medical Laboratory Technology Practicum: 12 credits

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

A minimum total of 122 credits is required for the BS-Medical Laboratory Science degree, of which 42 credits must be upper division. Students are required to complete all UAA General Education Requirements for a Bachelor of Science.

Prior to acceptance into the BS-Medical Laboratory Science Program the following credits must be completed with a minimum grade of C.

- BIOL A111 A111L Human Anatomy and Physiology: 4 credits
- BIOL A112 A112L Human Anatomy and Physiology: 4 credits
- CHEM A103 A103L Survey of Chemistry and Survey of Chemistry Lab: 4 credits
 - Or CHEM A105 A105L General Chemistry I and General Chemistry I Laboratory: 4 credits
- CHEM A104 A104L Introduction to Organic Chemistry and Biochemistry and Lab: 4 Credits
 - Or CHEM A106 A106L, CHEM A321 General Chemistry II and General Chemistry II Lab and Organic Chemistry: 7 credits
- MATH A151 College Algebra for Calculus or any MATH course for which MATH 151 is a prerequisite: 4 credits

Additional courses required for the BS-Medical Laboratory Science degree

- STAT A200 Elementary Statistics or any STAT course for which STAT A200 is a prerequisite: 3 credits
 - Or STAT A253 Applied Statistics for the Sciences: 4 credits
- PHIL A302 Biomedical Ethics: 3 credits
 - Or PHIL A305 Professional Ethics: 3 credits

The following departmental credits are required for the BS-Medical Laboratory Science

- MEDT A132 A132L Phlebotomy and Specimen Processing Techniques: 4 credits
- MEDT A133 Basic Techniques in Laboratory Medicine: 2 credits
- MEDT A134 Immunology and Serology: 3 credits
- MEDT A202 A202L Clinical Chemistry: 4 credits
- MEDT A203 A203L Clinical Microbiology: 6 credits
- MEDT A204 A204L Hematology and Coagulation: 6 credits
- MEDT A208 A208L Urine and Body Fluid Analysis: 3 credits
- MEDT A211 A211L Blood Banking: 4 credits
- MEDT A250 Cultural Diversity in Health Care: 1 credit
- MEDT A301 Molecular and Emerging Diagnostics: 3 credits
- MEDT A302 Clinical Laboratory Education and Management: 4 credits
- MEDT A303 A303L Advanced Clinical Microbiology: 6 credits

- MEDT A306 A306L Advanced Immunology and Blood Banking: 3 credits
- MEDT A307 Clinical Correlations: 2 credits
- MEDT A401 Introduction to Research: 2 credits
- MEDT A495 Medical Laboratory Practicum (repeated) or MEDT A395, MEDT A495: 22-23 credit

Completion of all MEDT courses with a minimum grade of “C or P” within 5 years is required for approval to take MEDT A495.

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

Meet the requirements for a BS in Medical Laboratory Science.

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.

Obtain approval to enroll in the honors elective from the program director and successfully complete MEDT A402

Admission Requirements AAS-MLT or BS-MLS

Degree-seeking student status at the University of Alaska Anchorage. Students are encouraged to declare the AAS Medical Laboratory Technology or BS Medical Laboratory Science major.

Complete or be in progress of the prerequisite course requirements. All prerequisite courses must be completed with a grade 'C' or better by the start of the medical laboratory science entry curriculum.

Cumulative GPA of 2.5 or above including coursework from non-UA colleges or universities.

Complete and submit online application: application procedures

<https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-allied-health/medical-laboratory-science/applicationprocedure-mls.cshtml>.

Meet with program director. Applicants should schedule a meeting with the program director, [Grace Leu Burke](#), to be considered for the program.

Students can apply throughout the year with qualified applicants accepted into the appropriate cohort on a rolling basis until filled.

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, to be successful in the program. 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 in microscopy, motor dexterity, and visual acuity. Students must pass these competencies with or without reasonable accommodations to progress in the program. Core abilities are used to evaluate the student's communication, professional and interpersonal skills during their upper division MEDT courses including clinical practicum rotations. Students must maintain an average competency core ability score of 3.0 to progress through the program.

Basic Skills (Essential Functions)

Students in the MLS program must have the knowledge and skills necessary to function successfully in a clinical laboratory. To that effect, a list of essential functions is required for all students in each program.

Motor Skills

Students must have sufficient motor skills to perform detailed laboratory procedures. These

skills would require the use of vision, touch, and gross/fine motor functions to accomplish the procedures.

Communication

Students must be able to communicate effectively and efficiently to process information presented to them in an oral and written form from a health care team as well as a patient. This communication would involve speech and hearing.

Intellectual Reasoning

Students must be able to use their intellect to measure, calculate, analyze and problem solve.

Social and Caring Behavior

Students must have a sufficient emotional and mental well-being to use good judgment in the laboratory and in patient care. Adaptability and flexibility to changing environments as well as learning new information as it is presented to them is a necessity. Other attributes that are needed are integrity and compassion.

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 online at www.uaa.alaska.edu/dss.

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. Students that do not receive a "C" or higher may take the course one additional time if space is available.

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 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.

Academic Appeal

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:

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

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:

- Honoring the confidentiality of the patient
- Complying with all policies and regulations
- Willingness to work with others in a positive manner
- Supporting continuing education
- 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.

Medical Laboratory Science Code of Ethics

PREAMBLE

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

I. DUTY TO THE PATIENT

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

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

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to

patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. DUTY TO COLLEAGUES AND THE PROFESSION

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

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

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

III. DUTY TO SOCIETY

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

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

Medical Laboratory Science Department Safety Policy

The following safety rules apply to all students:

- Students are not allowed to be in the laboratory unless supervised by faculty or staff
- Backpacks, coats/jackets, and hats must be stored in a locker.
- No open-toe shoes or open heeled shoes without a back strap in the laboratory.
- Long hair must be tied back while in the laboratory.
- Minimal jewelry should be worn. Avoid dangling bracelets, necklaces, and earrings.
- No eating, drinking, gum chewing, application of cosmetics is allowed in the laboratory.
- Recapping of needles and mouth pipetting is prohibited.
- 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.
- Laboratory counters must be cleaned and decontaminated at the end of laboratory session
- Distinguish between biohazard trash and regular trash and dispose in the proper containers.
- Wash hands before leaving the laboratory.

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.

Immunizations

Students must submit a record of the immunization to Hepatitis B by titer or immunization 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.

UAA Immunization link:

<https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-allied-health/immunizations.cshhtml>

Most of the clinical practicum sites require proof of the immunizations outlined below. We recommend students provide documentation of these immunizations as soon as they are able to facilitate placement into clinical rotations.

- Immunity to rubella, rubeola and mumps confirmed by titer or current immunization.

- Immunity to chickenpox (varicella) documented by titer or current immunization.
- Immunity to hepatitis A documented by titer or immunization.
- Immunity to Hepatitis B by titer or immunization. After completing the vaccine series documentation of immunity by titer is required.
- Proof of one dose of Tdap as an adult followed by Td booster every ten years thereafter.
- 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.
- Influenza vaccine is required for students within the 12 months prior to and during clinical practicum.

Personal Medical Insurance

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 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

Needle stick or sharps injury in the student lab will be reported to the instructor. The instructor and student will each complete a copy of the Student/Faculty Incident report. Copies of the report will be forwarded to the UAA Environmental Health & Safety/Risk Management along with a copy to be maintained in the student file.

Students training at Clinical Practicum sites should report the accident to department supervisor and follow their procedure. They must complete incident reports required by the site as well as the Student /Faculty Incident report. 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.

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 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. Students must have health insurance.

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 Practicum 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

A file is created for each student in the Medical Laboratory Science Program and includes all required documentation for enrollment in the program including, but not limited to, the following forms: Academic Integrity, Student History, AHS Immunization Record, Enrollment

Policy, Venipuncture Waiver, Notice of Infectivity, and Permission Form for Scores, Right to Know, Student Reference Request and Policy Acceptance. In addition to the completed forms, the file may contain records of counseling sessions and core ability assessment by core faculty. Prior to enrolling in 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. The files are in a secure location and maintained for seven years after graduation. Files after seven years 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

If 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.

Student Handbook Disclaimer

This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is made to ensure its correctness, regulations of the university and this program's requirements change from time to time during the period any student is attending the University of Alaska Anchorage; to the extent there is a conflict between this handbook and university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.



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.

Signature	Printed Name	Date
<hr/>		
Student		
<hr/>		
Faculty		
<hr/>		

Invasive Procedure Consent

As a student enrolled in one of the Medical Laboratory Science Programs at the University of Alaska Anchorage,

- I understand that I will be performing venipunctures and dermal punctures on fellow students as part of my educational experience.
- I understand that I will also allow fellow students to perform venipunctures and dermal punctures on me.
- I understand that this practice is necessary to gain practical, first-hand experience in the performance of these procedures. These skill development activities will involve obtaining and processing blood from fellow students. Students in some courses will also be performing analyses on potentially infectious blood, feces, urine and other body fluids.
- I will use/follow Universal/Standard Precautions at all times during this training experience.
- I have been informed that medical insurance is recommended while enrolled in any MEDT lab course and is required when enrolled in any practicum course (MEDT A195A, MEDT A395 and MEDT A495). I understand that I am responsible for any cost associated with treatment if an injury occurs while training in the student laboratory or during my clinical practicum.
- I am aware of the risks for Hepatitis B, Hepatitis C, HIV and other blood-borne infections that accompany handling blood specimens and body fluids contaminated with blood. I also understand that there may be some risk of hematoma or bleeding into the tissue as a result of an invasive procedure.
- I consent to the use of my de-identified blood and body fluid specimens for testing in the student lab and for quality control purposes.

I understand these risks and freely and voluntarily agree to participate in these procedures. I hereby release the University of Alaska Anchorage from any liability as a result of my participation in these procedures.

Signature	Printed Name	Date
Student		
Faculty		



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.

Signature	Printed Name	Date
Student		

_____ 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.

Signature	Printed Name	Date
Faculty		

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
- Haz-Com 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.

Signature	Printed Name	Date
_____	_____	_____
Student		
_____	_____	_____
Faculty		
_____	_____	_____



Medical
Laboratory Science
UNIVERSITY of ALASKA ANCHORAGE

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:

Signature	Printed Name	Date
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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.

Signature	Printed Name	Date
<hr/>		
Student		
<hr/>		

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.

Signature	Printed Name	Date
Student		
Faculty		
MLS/Phlebotomy Program Director		

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.

Signature	Printed Name	Date
Student		
Faculty		

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)