

**Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department
Student Handbook**

Updated 8/9/19

Table of Contents

INTRODUCTION	3
FACULTY/STAFF	3
HISTORY	4
MISSION STATEMENT	4
GOALS OF THE CLS DEPARTMENT	4
GENERAL POLICIES AND REGULATIONS.....	5
Academic advising.....	5
Academic integrity policy	6
Academic retention policy	9
Admission procedure.....	9
*Attendance policy.....	9
Cell phones and electronic devices	10
Certification exam (ASCP).....	11
*Clinical rotations & service work policy.....	11
*College code of honor policy	12
*Confidentiality contract.....	12
CPR certification.....	13
Disability services	13
Dress code	13
*Essential requirements and functions in Clinical Laboratory Science	14
Grading system	15
Graduation	16
Grievance.....	16
Health Insurance	16
Infection Control	16
Laboratory safety.....	16
Malpractice Insurance	17
Professionalism	17
*Record release.....	17
Social Media Policy	17
*Substance abuse testing	18
Tobacco policy	18

TB mask fitting.....	19
Tuberculin skin test.....	19
Withdraw/repeat policy	19
Vaccinations	19
Required signature forms	20

INTRODUCTION

Arkansas State University (ASU) offers both an Associate of Applied Science and a Bachelor of Science degree in Clinical Laboratory Science (CLS). Upon completion of the prescribed curriculum for these programs, the graduate is eligible to take the national certifying examination for Medical Laboratory Scientist (MLS) and Medical Laboratory Technician (MLT) offered through the American Society of Clinical Pathologists (ASCP) Board of Certification (BOC).

The curriculum of the Clinical Laboratory Science program permits students to achieve the status of a Medical Laboratory Technician (Associate of Applied Science degree) through a 2 ½ year program. These students have the option of continuing their education and completing a baccalaureate degree to become a Medical Laboratory Scientist in two additional years.

The Clinical Laboratory Science Programs at Arkansas State University are accredited by the:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
 5600 N. River Rd., Suite 720
 Rosemont, IL 60018-5119
 Phone: 773 - 714 - 8880
 Internet: <http://www.naacls.org>
 Email: info@naacls.org

FACULTY/STAFF

Dr. Stacy Walz, Chair and Associate Professor of CLS
 Mr. Claude Rector, Assistant Professor of CLS
 Mrs. Annette Bednar, Assistant Professor of CLS
 Ms. Audrey Folsom, Temporary Full-Time Assistant Professor of CLS
 Mr. David Lovelace, Project/Program Assistant
 Mr. Edwin Wallace, Pre-Professional Advisor
 Ms. Kelly Sabin, Administrative Assistant

HISTORY

The Clinical Laboratory Science Program was initiated in 1976 as a Medical Technology Program on the ASU campus as a part of the Biology Department, when St. Bernard's Medical Center closed its program. Prior to that time, the program was a cooperative agreement between Arkansas State University and St. Bernard's Medical Center. In 1982, the Program was transferred to the newly formed College of Nursing and Health Professions. The BS Program from the time it began on the ASU campus in 1976 was recognized and accredited by NAACLS. In 1986, the two-year Clinical Laboratory Technician/Medical Laboratory Technician Program was started. These two Programs have continued under full NAACLS accreditation. These programs are designed to provide skilled and competent health care professionals who can serve the needs of the citizens of the state of Arkansas. Over the past three decades, the Arkansas State University Clinical Laboratory Science Programs have achieved an excellent reputation with the hospitals and clinics of northeast Arkansas and bordering states.

MISSION STATEMENT

The purpose of the Clinical Laboratory Science Programs is to provide varied and rich educational experiences that foster the theoretical knowledge and technical skills necessary for graduates to provide quality laboratory services in accordance with nationally accepted standards.

The programs provide fully integrated associate and baccalaureate degrees that allow students to enter and exit the two levels with a minimum of repetition. The associate degree level provides educational experiences resulting in the basic theoretical knowledge and technical skills necessary to function as clinical laboratory technicians. The baccalaureate degree level builds upon the foundations provided by the associate degree level to provide comprehensive and in-depth educational experiences necessary for the decision making and problem solving required for function as clinical laboratory scientists.

In accordance with the mission of the university, educational experiences include opportunities for critical thinking, effective and logical communication, and use of current technology and other resources to allow students to expand and apply their knowledge.

GOALS OF THE CLS DEPARTMENT

The overarching goal of the Clinical Laboratory Sciences Department at ASU is to provide educational experiences that produce clinical laboratory professionals with the theoretical knowledge and technical skills necessary to perform high quality clinical laboratory testing in accordance with nationally accepted standards.

The specific goals of this department are:

1. For their respective levels of practice, produce AAS and BS clinical laboratory graduates who are proficient in the pre-analytical, analytical, and post-analytical components of the primary disciplines of the laboratory:

- A. Hematology
- B. Hemostasis
- C. Chemistry
- D. Microbiology (including Parasitology, Virology, and Mycology)
- E. Urinalysis
- F. Microscopy
- G. Molecular Diagnostics
- H. Immunology
- I. Immunohematology
- J. Quality Assurance

2. Instill principles of professionalism, ethics, team-building, and interdisciplinary communication in all CLS students.

3. Apply laboratory safety standards and adhere to governmental regulations as applied to the practice of clinical laboratory science.

4. Produce graduates who are successful in passing the ASCP-BOC certification examination at their respective level.

5. Maintain CLS program accreditation with NAACLS.

GENERAL POLICIES AND REGULATIONS (in alphabetical order)

NOTE: Policies with a star (*) to the left have an associated form to sign at the end of the handbook. Completed, signed forms need to be submitted to the CLS departmental office before classes begin. Policies and regulations are subject to change.

Academic advising

Once admitted to the AAS or BS Program in CLS, each student is assigned a CLS faculty advisor who will work with the student to plan their orderly progression through the curriculum. Advisees must meet with their advisors prior to registration for classes.

Students are ultimately responsible for their own education. Each student is provided with a curriculum plan which clearly outlines the requirements of the program. It is the responsibility of the student to know and follow the requirements, policies, and procedures contained in this handbook.

Students should contact their advisor before making changes in their class schedule.

Academic integrity policy

The College Student Academic Honor Code exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the Student Handbook. An academic honor offense by the college code is defined as an act of **lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism, or facilitating academic dishonesty of others**. These terms are defined as follows:

Lying/willful misrepresentation - a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.

- Fabricating quotations and/or sources
- Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis
- Engaging in selective reporting or omission of conflicting data for deceptive purposes
- Altering graded work, then resubmitting it for a new grade
- Providing false information about reasons for class absences or late work when requesting a make-up quiz or exam or an extension for homework
- Submitting the same paper in more than one class without the approval of the instructors involved
- Submitting a paper from a previous semester for a current class without the approval from the instructor
- Failing to provide required or requested information regarding academic performance or enrollments at previous institutions
- Intentionally obstructing or interfering with other students' academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade report, letter of permission, clinical record, student ID cards, or any other official document.
- Providing false information to others about academic performance, leadership activities, or membership in student organizations.
- Falsification of information records
- Recording hours not actually worked
- Submitting an altered or fabricated preceptor evaluation
- Altering a score, grade, or schedule change on an academic record.
- Forging the signature of an instructor, advisor, dean, or another student without proper authorization
- Creating false university, college, or other official correspondences (such as medical documentation)

Cheating/unauthorized collaboration - to practice fraud or deceit; academic fraud is a form of cheating and includes such things as plagiarism (including Internet resources), false citation, false data and submission of the same work to fulfill academic requirements in multiple classes.

- Using notes, books, calculators, phones, photos, computers, websites, tweets, social media, or other aids during a quiz or an exam when not allowed by the instructor
- Talking during a quiz or exam when told by the instructor talking is not permitted
- Looking at another student's exam or quiz during the testing period
- Continuing to work on a quiz or exam after the instructor has notified students that time for the test has ended
- Ignoring the guidelines specified by the instructor for an assignment or for a "take home" test and instead using materials or study aids that the instructor has forbidden
- Receiving help with homework, reports, labs, paper, data collection, or other activities when not allowed by the instructor
- Accepting credit for a group project without doing your share of the work
- Helping others with their homework or other assignments when not allowed by the instructor
- Allowing others to view your answers or copy part of your homework, lab, quiz answers, exam answers, or other related work when not permitted to do so by the instructor
- A group doing another student's work on a group project, lab, presentation, report, or other activity while presenting the work as if done by the entire group equally

Plagiarism – as defined in the 1995 Random House dictionary is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Within academia plagiarism is considered academic dishonesty or academic fraud and offenders are subject to a number of penalties including course failure or other severe consequences.

- Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgement
- Copying data, facts, graphs, computer programs, spreadsheets, images, photos, film/video, or other materials and using them without proper citation or acknowledgement
- Copying homework, quiz, or exam answers from an answer key, solution manual, textbook, web site, or other items from another student, thus presenting another's work as your own
- Failing to use quotation marks properly or when needed
- Failing to give a source for quoted materials
- Failing to paraphrase language completely
- Failing to give a source for paraphrases

- Failing to cite sources correctly and completely

Facilitating Academic Dishonesty of Others – intentionally or knowingly helping or attempting to help others commit an act of academic dishonesty.

- Writing a paper for another student
- Allowing another student to use your past homework assignments, paper, labs, or similar items
- Sharing homework with another student when told collaboration is not allowed
- Allowing or helping another student to look at your exam or quiz during a test
- Sharing with other students your notes, books, calculators, phones, photos, computers, web sites, tweets, social media, or other aids during a quiz or an exam when not allowing by the instructor
- Completing another student's exam or quiz by filling in the student's scantron card or other answer sheet or by attending the exam in place of the other student
- Providing any materials, information, or assistance to another person with the knowledge or reasonable expectation that such would be used for dishonest purposes
- Stealing, reproducing, circulating, or otherwise gaining access to a quiz, exam, or homework materials prior to the time authorized by an instructor

These academic honor code violations apply whether they are performed individually or in groups. They apply to didactic, laboratory and clinical experiences of the program.

PROCEDURES:

If a student is aware of an honor offense, he/she should report that offense to either the faculty member of the class in question, the program director or the department chair. An investigation will result.

If there is evidence to bring forward, the student will be notified, in writing, of the specific charges, who the hearing body will be and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing. The date of the hearing, if possible, must be set within 10 working days from the date of notification to the student.

The College Code of Ethics Committee will hear the case. The Ethics Committee is comprised of five CNHP student representatives and two CNHP faculty appointed by the dean. Actions by the Ethics Committee may include: 1) dismissal of the case, 2) sanction the student, 3) refer the case to the Dean of Students, Student Affairs. Disciplinary sanctions by the committee may include educative, reprimand, restrictions and restitution. The committee does not have the authority to suspend or expel the student.

Student rights in this committee process are outlined in the ASTATE Student Handbook under the caption "Disciplinary Hearings". The student is entitled to one appeal

rendered by the Associate Dean for Judicial Affairs. The process for appeal is in the section on "Appeal Process".

Academic retention policy

CLS students must demonstrate competency and in-depth knowledge and understanding of the key concepts specific to the practice of clinical laboratory science. Therefore, strict policies are placed upon student academic performance in all CLS courses and practicums. CLS student records are reviewed by the CLS Program Retention Committee at the end of each semester. A minimum grade of "C" is required in each CLS course and practicum. A cumulative GPA of 2.0 is required for graduation. Students who earn less than a "C" in a CLS course are unable to matriculate in the CLS Program. Steps for continued matriculation are:

(1) The student must repeat the course the next time the course is offered, and earn a "C" or better upon repeating the course. If a grade of "C" or better is not earned upon repeating the course, the student is dismissed from the CLS Program and is unable to reapply.

(2) If the student successfully repeats the course, he/she must re-apply to the CLS Program. Readmission is based upon space available, using the standard admissions scoring process.

(3) The student is unable to enroll in other CLS courses until officially readmitted to the CLS Program.

If the student earns less than a "C" in a CLS practicum, the student is not allowed to repeat the practicum, is dismissed from the CLS Program, and is unable to reapply.

Admission procedure

Admission to ASU is not sufficient to be admitted to any of the professional programs in the College of Nursing and Health Professions, and CLS is no different. Applications for admission to the professional CLS program are accepted each year until April 15. Students are notified of their status (admitted, denied, waiting list) by May 1. Upon admission, students may begin taking professional CLS courses the subsequent fall semester.

Detailed admission requirements and application materials can be found on the departmental website.

***Attendance policy**

Clinical Laboratory Science (CLS) is a professional program designed to provide students with the knowledge, skills and attitudes to practice as Clinical Laboratory

Scientists. As such, it is essential that students attend and participate in all courses, both lecture and laboratory.

1. Students are required to attend all CLS courses, lectures, laboratories, clinical rotations and seminars. Please arrange your schedule so that you are present, punctual and attentive.
2. Absences will be excused only for illness or personal emergencies. Students are to notify the instructor(s) of the course(s) prior to class time. Additionally, students on clinical rotations must notify their supervisor prior to the expected starting time.

- If 2 or more days are missed due to illness, a doctor's note is required.
3. Students are held responsible for information covered while absent. In most cases, laboratory exercises *cannot* be made up, and the student earns a zero (0) for each missed laboratory exercise.
4. All absences are documented. Unexcused absences and tardiness are unacceptable. The professionalism component of the course grade will be affected, based on the number of violations.
5. Over the course of the semester, students may miss no more than twice the number of lectures or laboratory sessions normally scheduled during a week. Students who miss more than the maximum number of class meetings will be required to withdraw from the course or assigned a grade of "F".
6. Students needing special accommodations due to class conflicts with religious observances or athletic team events must notify course instructors within the first two weeks of class.

Cell phones and electronic devices

Cell phones and other electronic devices may not be audible in the classroom. If your phone rings during class, you will be asked to leave and not return. Family emergency calls can be routed through the departmental office. Personal texting in class is prohibited. Using devices to cheat on tests and papers is a violation of the Honor Code.

Cell phones are not allowed in the clinical setting. Use of any personal electronic device to store/enter any type of patient information is a violation of the Healthcare Information Portability Accessibility Act of 1996 (HIPAA). Cell phones and other electronic devices may be used as a student resource at the discretion of the faculty member or preceptor.

Taking unauthorized photographs in clinical settings is strictly prohibited.

Use of smart watches in the clinical setting or in the classroom should be limited or avoided. It is a distraction to the student wearing it, and to the students around them.

Cell phones are not allowed in campus laboratories, and cannot be used as timers or calculators. Cell phones may become contaminated with bacteria, viruses, blood or body fluids, and be carried home with students. Timers and calculators that stay in the laboratory will be provided for student use.

Violation of any of these policies may lead to a grade of F and/or dismissal from the program. Students violating the policy will be referred to the department chair. Students are expected to conduct themselves in a manner which promotes a collegiate learning environment. Behaviors and attitudes which disrupt the learning environment will not be tolerated.

Certification exam (ASCP)

Upon graduation from one of ASU's CLS Program, students are eligible to become certified by the American Society for Clinical Pathology (ASCP), as a MLT/CLT (for the AAS graduates) or as a MLS/MT/CLS (for the BS graduates).

Certification through ASCP means that you are nationally certified to work as a medical lab professional. Licenses are state-specific, and right now, only 12 states require licenses to practice as a medical lab professional. The good news is that these 12 states will accept the ASCP certification as proof that you are eligible to get a license. Tennessee and Louisiana are nearby states that already require licenses, and many other states in the U.S. are working towards it (Missouri is very close to requiring it).

The CLS Program faculty strongly recommend that students take the ASCP certification exam shortly after graduating from ASU. Although students have up to five years post-graduation to sit for the exam, we recommend that students take it very soon after graduation when all the information is fresh in one's head. Lack of certification limits one's employment opportunities in the future. With several states in the area requiring licenses, it makes sense to have the ASCP certification so a license to practice can be obtained. Also, many hospitals and clinics will refuse to hire uncertified individuals.

For information regarding how to register to take the exam, please go to the ASCP website address: <http://www.ascp.org/Board-of-Certification>

Because ASU graduates have completed an accredited program of study, they meet the requirements to sit for the exam via "Route 1". ASU's CLS Program code is 003012, which is needed to sign up for the exam.

***Clinical rotations & service work policy**

As part of the professional degree program, students are required to enroll in clinical rotations at various sites and locations prior to graduation. Students are not financially

compensated for clinical rotations by either Arkansas State University or the entity who operates the site and location where these clinical rotations take place.

Students may perform service work, which is the opportunity to work in the clinical laboratory at one of clinical sites. Service work is non-compulsory (voluntary), pays an hourly salary, takes place before or after clinical rotation hours, and cannot overlap with clinical rotation hours. Students are never to be used as replacement of clinical staff while performing service work.

Students will not be placed for clinical rotations at the site where they are employed.

Additional information specific to clinical rotations may be found in the CLS Clinical Practicum Handbook on the website.

***College code of honor policy**

Each student admitted to a professional program in the College of Nursing and Health Professions is charged with the responsibility of honorable conduct. A student is assumed honorable until his/her actions prove otherwise. An honor offense is defined as an intentional act of lying, cheating, or stealing. Formal procedures exist for violations of the Honor Code. (See Academic Integrity Policy on pages 6-9.)

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

All students in this college are bound by the Honor Code and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the college not only take responsibility for their own actions, but hold their peers to the same standards.

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty - no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

***Confidentiality contract**

The confidentiality of patients admitted to contracted clinical agencies of the College of Nursing & Health Professions at Arkansas State University is protected by state and federal laws as well as treatment center policy and ethical consideration. Any student who breeches this confidentiality will be subject to immediate termination from the

clinical rotation. Such disclosure is also subject to applicable laws and regulations. All information in regard to patients is considered confidential. This includes the following:

- A. The fact that the individual is a patient at a contracted clinical agency.
- B. The patient's name, address, employer, etc.
- C. The nature of the patient's illness or reason for admission to the treatment center.

Students are not allowed to discuss patients with individuals in the community and are not allowed to discuss patients in patient/public areas within the treatment center. Prior to the start of the clinical rotation, each student will receive a briefing regarding confidentiality from the clinical instructor.

CPR certification

Students entering clinical rotations are required to complete a Cardiopulmonary Resuscitation course. This course may be obtained at the local Red Cross, American Heart Association, or another approved facility. Individual students are responsible for the costs of the course. A card or letter demonstrating completion of the course must be submitted to the CLS clinical rotation coordinator prior to being assigned to a clinical rotation. CPR certification is valid for 2 full years.

Disability services

If a student has a documented disability and requires special accommodations, please contact the Office of Disability Services at (870) 972-3964. They are located in room 2181 of the Student Union. Instructors will honor students' special accommodations only via direct communication from the Office of Disability Services.

Dress code

The CLS Program expects students to reflect professionalism and maintain high standards of appearances and grooming when in the clinical setting. Black scrub pants, accompanied by a red ASU scrub top, comprise the clinical rotation "uniform". An ASU regulation identification badge are to be worn as required by the clinical facilities. Closed toe, closed heel, fully leather shoes are required in the laboratory. Hair must be neat, clean, and away from the face; men are to be clean shaven or beards closely trimmed. Fingernails must be short and clean. Tattoos must be covered at all times. Wedding rings, engagement rings, and watches are the only jewelry appropriate for the clinical setting. If ears are pierced, only one pair of post or small hoop earrings are allowed. No facial or tongue jewelry is allowed. Personal hygiene must be maintained at all times. No cologne, perfume, or aftershave should be worn in the clinical setting.

Appropriate attire in the student laboratory is modified to allow street clothes, but only closed toe, closed heel, preferably fully leather shoes are allowed. Full length pants or jeans must be worn in the student laboratory; shorts and capri pants are not allowed.

These requirements are set forth for the student's safety, as we frequently utilize biohazardous materials and caustic chemicals in the student laboratory.

***Essential requirements and functions in Clinical Laboratory Science**

Faculty and staff in the Department of Clinical Laboratory Sciences have a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the Clinical Laboratory Science Program, as well as the welfare of other students in the Program. In order to fulfill this responsibility, the Program has established minimum essential requirements that must be met in order for students to participate in the Program, graduate, and enter the field of Clinical Laboratory Science.

Admission and retention decisions for Clinical Laboratory Science are based not only on prior satisfactory academic achievement, but also on non-academic factors which serve to insure that the candidate can meet the essential requirements of the academic program. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum, including the professional attributes required by the faculty of all students for graduation. The following essential requirements have been developed in compliance with the Americans with Disabilities Act (PL101-336) and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The ASU Clinical Laboratory Science curriculum requires essential abilities in information acquisition. The student must have the ability to master information disseminated in a variety of forms-- lectures, on-line, written and self-instructional materials, laboratory demonstrations and experiments, projected images, etc. - at a level deemed appropriate by the faculty.

The Clinical Laboratory Science curriculum requires students to perform delicate manipulations safely and accurately on patient specimens and instruments necessary for complete and valid diagnostic test results. The student must be able and willing to work with blood and body fluids which may be infectious, and be able to work carefully with a wide variety of chemical reagents. The students must be able to distinguish objects both macroscopically and microscopically characterizing color, odor, clarity, and viscosity of biological samples, reagents and chemical reactions. The students must have the visual acuity to discriminate among structural elements and fine lines in a minimal contrast setting.

The student must have sufficient upper body muscle coordination to practice safe specimen handling. The student must be able to perform moderately taxing and continuous physical work, which may require prolonged sitting and/or standing for several hours. The student must be able to lift and move objects, e.g., load individual tubes in an instrument and move test tube racks from one bench to another. The student must have the touch discrimination to discern veins and arteries in order to perform venipunctures. The student must have the manual dexterity to fill and dispense

liquids using a bulb and calibrated pipette, streak agar plates for isolation, and dilute specimens accurately.

The student must possess the emotional stability needed to work accurately and safely under stress, e.g., work under time constraints, read and record numbers, perform repetitive tasks, concentrate in distracting situations, and make subjective evaluations and decisions, realizing that mistakes may have a high impact on patient care. The student must be able to adapt to changing work environments and be able to prioritize tasks.

The student must be able to communicate effectively in both verbal and written English in order to transmit information clearly and accurately to patients as well as members of the health care team. The appropriate communication at times will rely on the student's ability to make a correct judgment in seeking supervisory assistance in a timely manner.

The student must possess attributes which include dependability, integrity, responsibility and tolerance. The student must show respect for self and others, work independently as well as with others, and project an image of professionalism.

The student is advised that certain disabilities may limit employment opportunities. Further, immunocompromised individuals may put themselves at personal risk due to the presence of infectious agents in all areas of clinical laboratory science.

These technical standards identify the essential requirements of the Clinical Laboratory Science Program for admission, retention and graduation. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements described. The CLS Program faculty will decide which accommodations can be provided without causing an undue burden.

Grading system

All CLS courses follow the same grading scale:

<i>Letter grade</i>	<i>Percent</i>
A	93-100
B	84-92
C	75-83
D	65-74
F	64-0

Each course in CLS has a descriptive course syllabus with course objectives and how the final course grade is determined. It is the student's responsibility to be familiar with and meet the requirements of each course.

Graduation

Students must complete an electronic “Intent to Graduate” form (available on the Registrar’s website) at the beginning of their last semester of the CLS program. Their CLS advisor will file a graduation check sheet with the Registrar, noting courses still “in progress” during the final semester.

Grievance

Students should carefully read the ASU Student Handbook sections on “Student Rights” and “Grievance Procedure”. These sections will inform you of the student’s role and options.

Health Insurance

The CNHP strongly recommends that students obtain their own health insurance. Injuries that occur on-campus or off-campus on clinical rotations are NOT covered and/or paid by the university or clinical site.

Infection Control

Students and faculty may be exposed to blood-borne pathogens such as HIV and HBV when working with patient specimens. All CNHP students and faculty will employ standard precautions, hand washing, and personal protective equipment (PPE) in both the student lab and clinical settings to prevent contact with blood and other potentially infectious materials. CNHP students will receive instruction and annual evaluation regarding transmission of blood-borne pathogens and the use of standard precautions.

If a student is exposed (via eye, mouth, mucous membrane, non-intact skin, or parenterally) to a blood-borne pathogen during an on-campus laboratory session, the post-exposure protocol proceeds as follows:

1. The student will notify the faculty member supervising the laboratory experience.
2. The CNHP incident form will be completed as soon as possible following the incident.
3. The exposed individual will be referred to the Student Health Center for evaluation.
4. The post-exposure follow-up should be managed by the individual’s primary care provider at the individual’s expense.

Laboratory safety

There is absolutely no eating, drinking, chewing gum, or applying makeup in the student laboratory. See Handbook section on “Dress code” for proper student laboratory attire.

Many CLS courses require the use of hazardous chemicals or equipment that the University Safety Committee recognizes as potentially hazardous to a student's safety and health. Every instructor will provide instructional information and training on safe handling and usage procedures prior to engaging students in the use of hazardous chemicals or equipment. In addition, students are advised to notify the instructor or laboratory supervisor of any conditions that may impair their mental alertness and/or ability to safely engage in the use of any hazardous chemical or equipment. All students will participate in the use of hazardous chemicals and equipment only under the direct supervision of the instructor, using recommended methods and procedures. Failure to adhere to the outlined safety precautions could result in disciplinary action.

Laboratory instructors will introduce all students to the locations of fire extinguishers, chemical safety showers, eye wash stations, fire blankets, and electrical canes on the first day of student lab. Instruction for proper disposal of biohazardous and chemical wastes will also be provided. Students should always ask the instructor if they are unclear about any aspect of laboratory safety.

Malpractice Insurance

Students are required to carry their own malpractice/liability insurance and provide proof of insurance coverage each semester they participate in clinical rotations. Coverage must be for a minimum of \$1,000,000/\$3,000,000. A copy of the policy page containing the student's name, policy limits, and effective dates should be provided to the clinical rotation coordinator prior to participating in clinical rotations.

Professionalism

Five (5) percent of the final grade in each CLS course is based upon the student's professional behavior. All CLS syllabi contain the professionalism criteria by which a student is evaluated.

***Record release**

While a student is still enrolled at ASU, he/she may begin to apply for post-graduation jobs or graduate school. As such, students may request CLS faculty serve as an academic reference on their behalf. For CLS faculty to share students' relevant academic information (such as overall GPA or clinical preceptor comments) with potential employers or universities, they need the student's permission. Students must have a completed and signed "Educational Records Release Form" in their file in the CLS departmental office before requesting CLS faculty serve as academic references.

Social Media Policy

Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort via the Internet or other electronic communication method. Social media includes both your personal or someone else's personal web log/blog, journal, website, or chat room, and group interchanges such as Facebook, Twitter, Snapchat, Instagram, or YouTube and social media anonymous sites. These applications are subject to having content transmitted to others, with or without consent from the original author. Additionally, per the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html>, no information, pictures, videos or descriptions of clients/families can be posted on social media sites.

You are solely responsible for what you post online. Inappropriate postings specific to patients, classmates or faculty that include discriminatory remarks, harassment or threats, or violations of professional codes of conduct are subject to disciplinary action. Your actions could adversely affect your standing in your health professions program which could include program dismissal.

You should be aware that future employers may view potential candidate's websites. Students are advised to review their site (s) for any unprofessional images or language which could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.

***Substance abuse testing**

When engaged in educational activities on campus or at clinical sites, students are expected to be free from the abusive influence of chemical substances/drugs. When students are under the influence of drugs or alcohol, they present a threat to patients, fellow students, faculty, and employees and visitors at a clinical site. As a condition of admission and retention in a CNHP program, all students must agree to adhere to the Substance Abuse Policy and Procedures when conducting any activity associated with their academic program. Please refer to the policy in the CNHP student handbook for details.

In the event that an affiliated institution requests drug testing prior to clinical placement, students will be responsible for the cost. If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol, the student will immediately be asked to submit to drug testing, and again, the costs will be borne by the student. Refusal to submit for testing warrants immediate program dismissal.

Tobacco policy

Effective August 1, 2010, Arkansas State University became a Smoke Free campus in response to Arkansas State Law, the Arkansas Clean Air on Campus Act of 2009.

While in the clinical setting, students will comply with the organization's specific policy. Effective October 1, 2005, Arkansas state law prohibited smoking on any grounds

owned by a hospital including, but not limited to, buildings in and on where medical facilities operate together with all property owned by a medical facility that is contiguous to the buildings where medical services are provided.

Any student that smokes or uses smokeless tobacco products at clinical sites will be subject to that facility's policy or procedure actions, which may include removal from premises or a fine.

TB mask fitting

Prior to participating in clinical rotations, students need to be fitted for a TB mask. The CNHP hosts a mask fitting twice a year. Students will be notified of the date and time via the lab_sci listserv.

Tuberculin skin test

Prior to participating in clinical rotations, students must present evidence to the CLS department of a PPD skin test for tuberculosis given within the preceding 3 months and valid for the entire academic year, or a negative chest x-ray for active disease. No clinical experience will be allowed until these requirements are completed. The cost of a TB skin test is the responsibility of the student. A new option that is becoming more readily available is a blood test, sometimes called "T-SPOT", that can be performed to provide evidence that the student has not had tuberculosis.

Withdraw/repeat policy

CLS students are allowed to withdraw from a CLS course prior to the university's withdraw deadline. Upon re-taking the CLS course the next time it is offered, the CLS student must remain in the course and receive a final grade. If the final grade is less than a C, the student is dismissed from the CLS Program and is ineligible to reapply.

Vaccinations

Verification of a Tetanus Booster within the last ten years and proof of measles/rubella immunity as mandated by Arkansas law, are required prior to participating in a clinical rotation. Also required is a Hepatitis B virus (HBV) immunization record, which must include either a documented history of HBV infection, antibody status positive titer showing previous antigen response to HBV, or documentation of the first (in a series of three) HBV immunization. When participating in a clinical rotation during the months of October through April, a flu shot must also be received. The cost of these vaccinations is the responsibility of the student.

Required signature forms

The following attestation forms must be signed, verifying that you read and understand the stated policies or procedures. After signing each form, submit to the Clinical Laboratory Science departmental office in room 101 E. Smith Hall, or to CLS faculty/staff at orientation. Each form will be placed in your permanent student file.

- Student handbook verification
- Disabilities statement
- Substance abuse compliance contract
- Student confidentiality contract
- College code of honor
- Attendance policy
- Essential requirements & functions for admission & retention: technical standards form
- Educational records release form
- Clinical rotations & service work policy

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

STUDENT HANDBOOK VERIFICATION

This is to verify that I read the Arkansas State University Clinical Laboratory Science Department's Student Handbook. I understand that I am responsible for the information contained in the Handbook and agree to abide by the policies contained therein. It is my responsibility to periodically review the Handbook for updates.

Student Signature

Print Name

Date

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

DISABILITIES STATEMENT

In accordance with the Americans with Disabilities Act, I, _____,
Print Student Name

(Check one item below)

____ Require no special accommodations to complete the program in which I am enrolled, or

____ Require the following special accommodations to complete the program in which I am enrolled:

Student Signature

Date

A copy of your card from Disability Services must be attached to this form if you require special accommodations. Each year a copy of your Disability Services card must be provided to the CLS department. You must notify faculty each semester of your disability services.

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

SUBSTANCE ABUSE COMPLIANCE CONTRACT

I, _____, have read the Board of Trustees approved “Substance Abuse Policy & Procedures” of the Arkansas State University College of Nursing & Health Professions, and agree, as a student in a professional health program, to comply with all aspects of the policy as written, including testing for substance abuse and appropriate release of that information. I understand that it is my responsibility to report any medications taken which could adversely affect my ability to perform safely in class or on clinical rotations. I also understand that any cost involved in drug testing will be my responsibility. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.

Student Signature

Date

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

STUDENT CONFIDENTIALITY CONTRACT

The confidentiality of patients admitted to contracted clinical agencies of the College of Nursing & Health Professions at Arkansas State University is protected by state and federal laws as well as treatment center policy and ethical consideration. Any student who breeches this confidentiality is subject to immediate termination from the clinical rotation. Such disclosure is also subject to applicable laws and regulations. All information in regard to patients is considered confidential. This includes the following:

- A. The fact that the individual is a patient at a contracted clinical agency.
- B. The patient's name, address, employer, etc.
- C. The nature of the patient's illness or reason for admission to the treatment center.

Students are not allowed to discuss patients with individuals in the community and are not allowed to discuss patients in patient/public areas within the treatment center. Prior to the start of the clinical rotation, each student will review this confidentiality policy.

I, _____, understand the information presented to me regarding patient confidentiality and acknowledge that I will assume legal responsibility for any breach I may make. I also understand that if I breach confidentiality in any way I will be immediately terminated from my clinical course at Arkansas State University.

Student Signature

Date

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

COLLEGE CODE OF HONOR

Each student admitted to a professional program in the College of Nursing and Health Professions is charged with the responsibility of honorable conduct. A student is assumed honorable until his/her actions prove otherwise. An honor offense is defined as an intentional act of lying, cheating, or stealing. Formal procedures exist for violations of the Honor Code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

All students in this college are bound by the Honor Code and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the college not only take responsibility for their own actions, but hold their peers to the same standards.

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty - no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

I have read the explanation of the College Code of Honor. I understand that, as an admitted student in one of the programs in the college, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.

Student Signature

Print Name

Date

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

ATTENDANCE POLICY

Clinical Laboratory Science (CLS) is a professional program designed to provide students with the knowledge, skills and attitudes to practice as Clinical Laboratory Scientists. As such, it is essential that students attend and participate in all courses, both lecture and laboratory.

1. Students are required to attend all CLS courses, lectures, laboratories, clinical rotations and seminars. Please arrange your schedule so that you are present, punctual and attentive.
2. Absences will be excused only for illness or personal emergencies. Students are to notify the instructor(s) of the course(s) prior to class time. Students on clinical rotations must notify their supervisor prior to the expected starting time.
3. Students are held responsible for information covered while absent. In most cases, laboratory exercises cannot be made up.
4. All absences are documented. Unexcused absences and tardiness are unacceptable. Students will receive lower course grades, based on the number of violations.
5. Students needing special accommodations due to class conflicts with religious observances must notify course instructors within the **first two weeks of class.**

I have read this policy and understand its contents.

Student Signature

Print Name

Date

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

**ESSENTIAL REQUIREMENTS & FUNCTIONS FOR ADMISSION & RETENTION
TECHNICAL STANDARDS FORM**

The essential requirements identify the minimum technical standards required for admission, retention, and graduation of students. Graduates are expected to be qualified to enter the field of Clinical Laboratory Science. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Requirements for accommodations must be fully documented.

I certify that I have read and understand the Arkansas State University Clinical Laboratory Science Program's Essential Requirements for admission and retention.

_____ I can meet the Clinical Laboratory Science Program's Technical Standards.

_____ I can meet the Clinical Laboratory Science Program's Technical Standards with reasonable accommodations. I require:

_____ I cannot meet the Clinical Laboratory Science Program's Technical Standards.

Student Signature

Print Name

Date

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

EDUCATIONAL RECORDS RELEASE FORM

Student's authorization to disclose information in education records pursuant to Family Educational Rights and Privacy Act (FERPA) of 1974, as amended

I, _____, hereby authorize Arkansas State University to disclose the following information, documents, etc., contained in my education record:

(specify)

to

(person or organization to whom authorization is given)

for the purpose of

(state purpose for which information may be disclosed)

Student Signature

Print Name

Date

Arkansas State University
College of Nursing & Health Professions
Clinical Laboratory Science Department

CLINICAL ROTATIONS AND SERVICE WORK POLICY

As part of the professional degree program, I will be required to enroll in clinical rotations at various sites and locations prior to my graduation. My signature on this form acknowledges that I understand I will not be financially compensated for these clinical rotations by either Arkansas State University or the entity who operates the site and location where these clinical rotations take place.

I may perform service work, which is the opportunity to work in the clinical laboratory at one of clinical sites. By signing below, I understand that service work is: non-compulsory (voluntary), pays an hourly salary, takes place before or after my rotation hours, and cannot overlap with my rotation hours. I also understand that students are not to be used as replacement of clinical staff while performing service work.

I understand that I will not be placed for a clinical rotation at the site where I am performing service work.

Student Signature

Print Name

Date