The purpose of the handbook is to serve as a reference and resource for the students in the Program of Medical Laboratory Science. It defines the mission and goals of both Vanderbilt University Medical Center (VUMC) and the VUMC Program of Medical Laboratory Science. Students are required to be familiar with and follow the guidelines and policies described in this handbook.
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VANDERBILT UNIVERSITY MEDICAL CENTER

Vanderbilt University Medical Center (VUMC) is a comprehensive healthcare facility dedicated to patient care, research, and biomedical education. Its reputation for excellence in each of these areas has made VUMC a major patient referral center for the Mid-South. Each year, people throughout Tennessee and the Southeast choose VUMC for their health care needs, not only because of its excellence in medical science, but also because the faculty and staff are dedicated to treating patients with dignity and compassion.

VUMC Mission:

To bring the full measure of human knowledge, talent and compassion to bear on the healing of sickness and injury and the advancement of health and wellness through preeminent programs in patient care, education and research.

VUMC Credo:
- We provide excellence in health care, research, and education.
- We treat others as we wish to be treated.
- We continuously evaluate and improve our performance.

Credo Behaviors:
- I make those I serve my highest priority.
- I respect privacy and confidentiality.
- I communicate effectively.
- I conduct myself professionally.
- I have a sense of ownership.
- I am committed to my colleagues.

VUMC VISION

We value:
- Service to our patients and communities
- Education and research
- Respect for our patients and each other
- Quality, efficiency, and cost effectiveness
- Collaboration and
- Caring careful use of our resources

VUMC Code of Conduct

Vanderbilt University Medical Center (VUMC) is committed to the highest standards of ethics, honesty, and integrity in pursuit of its mission of education, research, patient care, and public service. All Directors, providers, staff, vendors, delegated entities, business associates, and other community members who participate in the work and mission of VUMC are expected to adhere to this Code of Conduct in the discharge of their duties. Consistent with other VUMC policies and procedures, the Code of Conduct provides guidance for the VUMC community, and sets forth our commitment to good practices and following the law.

Students are required to be aware of and adhere to the VUMC Code of Conduct. The full Code of Conduct is available at the following link and will be reviewed at the time of matriculation into the program. At that time students are also required to sign an acknowledgement that they agree to conform to the VUMC Code of Conduct. [https://ww2.mc.vanderbilt.edu/dcci/23390](https://ww2.mc.vanderbilt.edu/dcci/23390)
ABOUT VANDERBILT UNIVERSITY MEDICAL CENTER
Website: www.mc.vanderbilt.edu

Vanderbilt University Medical Center (VUMC) is a comprehensive healthcare facility dedicated to patient care, research, and biomedical education. Its reputation for excellence in each of these areas has made VUMC a major patient referral center for the Mid-South. Each year, people throughout Tennessee and the Southeast choose VUMC for their health care needs, not only because of its excellence in medical science, but also because the faculty and staff are dedicated to treating patients with dignity and compassion.

The Vanderbilt Clinic accommodates over 573,000 outpatient visits, in addition to hospital admissions in excess of 31,000, with a substantial number of patients from outside Tennessee. A principal referral center for physicians and patients throughout the region, Vanderbilt University Hospital and The Vanderbilt Clinic consistently rank among the premier health care facilities in the United States. Many of the services offered by Vanderbilt University Medical Center have been ranked among the foremost programs in the nation by U.S. News &World Report's listing of "America's Best Hospitals". Vanderbilt’s programs in cancer; cardiology and heart surgery; digestive tract; ear, nose and throat; hormonal disorders; gynecology; orthopedics; respiratory care; rheumatology; and urology were assessed among the top such programs in hospitals nationwide.

Vanderbilt University Medical Center (VUMC) is a major medical treatment, research and education institution comprised of many hospitals and buildings, including Vanderbilt University Hospital (VUH), Rudolph Light Hall (LH), Medical Center North (MCN), Vanderbilt Children’s Hospital (VCH), Medical Center East (MCH), and The Vanderbilt Clinic (TVC). VUMC serves the health care needs of the Nashville community and the surrounding areas of Middle Tennessee, southern Kentucky and northern Alabama. VUMC is dedicated to patient care, biomedical research, and education for health care professionals.

Among Vanderbilt's specialty clinics are the Henry-Joyce Cancer Clinic and Clinical Research Center, the patient care arm of the Vanderbilt-Ingram Cancer Center (VICC). The VICC, a National Cancer Institute Clinical Cancer Center, provides comprehensive care for cancer patients along with basic and bench-to-bedside research. The state-of-the-art research program provides the latest breakthroughs in treatment for our patients. Additionally, VUMC's Level I trauma center, comprehensive burn center, LifeFlight air emergency transport program, the Voice Center, the Vanderbilt Bill Wilkerson Center, and 19 specialty services of Children's Hospital, including the Level IV neonatal intensive care unit, are the only programs of their kind in middle Tennessee.
Department of Pathology, Microbiology, and Immunology Diagnostic Laboratories

The primary goal of the Diagnostic Laboratories is to provide excellence in our patient care services. To accomplish this goal, laboratory testing is provided through the Diagnostic Laboratories located in The Vanderbilt Clinic; the Blood Bank in the Vanderbilt University Hospital, Anatomic Pathology located in Medical Center North and the Vanderbilt University Hospital; Cytogenetics and Rapid Response Lab in One Hundred Oaks; and Point-of-Care testing (POCT). The Department offers a full range of Anatomic and Clinical Pathology services to meet the needs of our Vanderbilt Health Affiliated Network.

Anatomic Pathology Services
- Autopsy Service
- Neuropathology
- Cytopathology
- Electron Microscopy
- Hematopathology
- Toxicology/Therapeutic Drug Monitoring
- Histopathology
- Renal Pathology
- Surgical Pathology
- Mycobacteriology

Clinical Pathology Services
- Blood Bank/Transfusion Medicine
- Core Laboratory (including Chemistry, Urinalysis, Body Fluids, Hematology, and Hemostasis/Coagulation)
- Point-of-Care Testing
- Special Chemistry (Esoteric Chemistry and Rapid Response Laboratory/Cytogenetics
- Hematopathology
- Microbiology, including Mycology and Virology/Immunology
- Molecular Genetics
- Molecular Infectious Disease
- Cytogenetics

The VUMC Diagnostic Laboratories operate 24-hours-a-day, 7-days-a-week to provide accurate, timely test results to support physicians and other providers in the assessment of our patients. The extensive laboratory test repertoire reflects the specialized services/programs at Vanderbilt and the Department's commitment to meeting the clinical needs of our patients and physicians. In addition, each discipline (Clinical and Anatomic) has a medical director with expertise in that specialty. Residents and attending pathologists are available 24-hours-a-day, 7-days-a-week for consultation and/or interpretation of test results for laboratory testing performed on-site or referenced to an outside laboratory.

The Diagnostic Laboratories are accredited by the College of American Pathologists (CAP) and licensed by the State of Tennessee. The laboratories meet all State and federal CLIA guidelines and are included in Vanderbilt Hospital's TJC accreditation.

Medical Laboratory Science Program

The VUMC Medical Laboratory Science Program was originally sponsored by the Veterans Administration Hospital and graduated its first class in 1954. Sponsorship was transferred to Vanderbilt University Hospital in 1968, and the program has been in continuous operation since that time. The Medical Laboratory Science program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and is licensed to operate by the State of Tennessee, Department of Health and Environment as required by the Tennessee Laboratory Act. (Contact information for NAACLS: 5600 N. River Road, Suite 720, Rosemont, IL 60018, www.naacls.org 733.714.8880. Contact information for the State Medical Laboratory Board: https://www.tn.gov/health/article/medlab-about)

Facilities for the program include office space in The Vanderbilt Clinic, a student classroom and laboratory in Light Hall, and assigned workspaces in each area of The Vanderbilt Clinic and One Hundred Oaks laboratories for instructors. The program also has access to various departmental conference rooms as needed.
Program Philosophy and Mission Statement

The Medical Laboratory Science Program strives to maintain a quality education program in order to accomplish the following outcomes.

**To provide well-trained, competent employees for the laboratories.**
Since the students have been trained in our facilities, they are oriented to the policies and procedures and are ready to begin employment upon graduation. This saves the institution money in terms of recruitment and employee selection. Students who choose to work at other facilities following graduation are able to bring with them the ability to work in a fast-paced environment and an understanding of many testing procedures with varying complexities.

**To provide a stimulating atmosphere for the laboratory staff.**
Being involved in laboratory education supports providing an up-to-date atmosphere and ensuring that laboratory professionals maintain current knowledge of theory and testing procedures. Employees are challenged to investigate new trends in the field, which can positively impact patient care.

**To maintain a source of professionals who can constantly bring new knowledge into the laboratory system.**
In this way stagnation and job dissatisfaction are reduced in the laboratory. Laboratory professionals are able to engage and share knowledge with students, which also ensures that the students will have current, practical knowledge upon entering the workforce.

**To supply the region with medical laboratory scientists who possess advanced skills.**
The Medical Center encompasses a variety of services with a wide range of testing. As former students move out into the community, they carry with them skills and knowledge, which will enhance less diverse institutions.

**To advance the profession of Medical Laboratory Science by training enterprising and adaptable individuals who will take the forefront in the changing environment of health care.**
The field of Medical Laboratory Science is at a significant point in its evolution due to the impact of Federal legislation and accelerated technological advances. This will require laboratory scientists with vision who are willing to influence the direction that their chosen career will be taking. Students learn in a comprehensive, progressive environment to promote and foster innovation and advancement.

Program Objectives

The Medical Laboratory Science Program at Vanderbilt University Medical Center bases its educational program on principles essential to the preparation of students to achieve the ideals of the profession.

The Program strives to instill in each student:

- The knowledge, skills, and professional attitudes necessary to accurately and proficiently perform and evaluate clinical laboratory analyses.
- The concern for others, which carries with it the responsibility for good patient care and cooperation with fellow employees.
- The desire to strive for new knowledge and progress and to embrace changing trends in the profession.
The capacity to accept leadership roles whether in management or education.

Interest in the growth and development of Medical Laboratory Science as a profession.

**ASCLS Code of Ethics**

This code of ethics by the American Society for Clinical Laboratory Science (ASCLS) has been adopted as an official part of the program as well as the profession. Students enrolled in the program are expected to abide by this code and the following regulations.

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

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

Program Advisory Committee

Responsibilities: The Program Advisory Committee is composed of representatives from multiple laboratory sections within the VUMC Diagnostic Laboratories, the VUMC Department of Pathology, and the community. Representation includes pathologists, administrators, managers, supervisors, program graduates, and clinical instructors/medical laboratory scientists.

The Program Advisory Committee (PAC):
- Provides input into any aspect of the program/curriculum with regard to its current learning outcomes, relevancy, and effectiveness.
- Serves as the admission committee to review and make decisions on student selections or dismissals.
- Reviews any grievances that require resolution. This function activates the ad hoc members.

The Program Advisory Committee is composed of the following individuals:

VUMC Programs in Allied Health – Officials and Staff

Jeffrey R. Balser, M.D., Ph.D.
President and CEO, VUMC

Bonnie M. Miller, M.D., M.M.H.C.
Senior Associate Dean for Health Sciences Education/Executive Vice President for Educational Affairs

Petrice Sprouse, M.H.S.A.
Director, Allied Health Programs

Sharon Ream
Assistant Director, Allied Health Programs

Kristen Smith
Administrative Assistant

Donna E. Rosenstiel, L.C.S.W.
Assistant Dean for Health Sciences Education, Office of Health Sciences Education

Kent Bliss
Administrative Officer

Brett Groenlee
Administrative Manager

Medical Laboratory Science Program Officials

Garrett Booth, M.D., MS, Medical Director
Professor of Pathology, Microbiology & Immunology
Science Program and Continuing Education
Associate Medical Director, Transfusion Medicine

Holly Covas, MPH, MLS (ASCP)CM
Program Director, Medical Laboratory
Medical Laboratory Science Program Advisory Committee (to serve on a rotating basis - 4 years)

VUMC Representatives

Mary Ann Thompson Arildsen, M.D., Ph.D.
Laboratory Section Medical Director
Director, Hematology

Jennifer Blackburn, MT (ASCP)
Clinical Instructor Representative and Staff Laboratory Scientist
Clinical Instructor, Blood Bank

Tabatha East, MLS (ASCP) CM
Supervisor, Microbiology

Bruce Greig, MT (ASCP)
Laboratory Supervisor
Supervisor, Hematopathology

Robert D. Hoffman II, M.D., PhD
Associate Professor of Pathology, Microbiology & Immunology
Vice Chair for Graduate Medical Education
Director, Autopsy Pathology
Director, Residency Training Program

Kara Newton, MLS (ASCP) CM
Supervisor, Core Lab

Susan Sefers, MT (ASCP)
Laboratory Director / Manager
Manager, Molecular, Infectious Diseases, and Genetics

Representatives from Other Organizations

Martha Dagen
Assistant Laboratory Director, Williamson Medical Center

Dr. Pamala Fair, PhD
Medical Laboratory Technology Program Director, Fortis Institute

Kimberly Hammers
Medical Laboratory Technology Interim Program Director, Volunteer State Community College

Cody Rowlett
Forensic Scientist, Tennessee Bureau of Investigations

Dr. Kim-Sue Tudor, PhD
Medical Laboratory Technology Program Director, Motlow State Community College
VUMC Program of Medical Laboratory Science
Student Handbook 2017-2018

Ad Hoc Advisory Board Members
Judy Davis, VUMC Diagnostic Laboratories, Interim Executive Administrative Co-Director
Martha Miers, MS, MBA, MT (ASCP), VUMC Dept. of Pathology Administrative Director
Amy Montgomery, MT, VUMC Clinical Instructor, Microbiology; Staff Technologist/Clinical Instructor
Holly Pinder, VUMC Diagnostic Laboratories, Interim Executive Administrative Co-Director
Eileen Ricker, VUMC Diagnostic Laboratories, Interim Executive Administrative Co-Director
Sam Santoro, M.D., PhD, Chair, VUMC Department of Pathology, Micro & Immunology

VUMC PROGRAM OF MEDICAL LABORATORY SCIENCE FACULTY

With support from the program officials, medical directors, and laboratory management, the clinical instructors are responsible for the planning, curriculum design, coordination, and instruction for their respective courses in both the lecture and clinical portions of the program. This process involves an ongoing review of course materials, outlines, and exercises.

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Position</th>
<th>Course Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holly Covas, MPH, MLS(ASCP)CM</td>
<td>MLS Program Director</td>
<td>Orientation, Parasitology, Seminar, Chemistry, Toxicology Lecture, Esoteric Chemistry Lecture, Blood Bank Lecture, Molecular Lecture</td>
</tr>
<tr>
<td>Jill White-Abell, MT(ASCP)SV</td>
<td>MT Supervisor, Clinical Instructor</td>
<td>Virology Lecture and Rotation</td>
</tr>
<tr>
<td>Gail Baxter, MHA, MT</td>
<td>MT Supervisor, Clinical Instructor</td>
<td>Hemostasis and Thrombosis/Coagulation Lecture and Rotation</td>
</tr>
<tr>
<td>Jennifer Blackburn, MT (ASCP)</td>
<td>MT 4, Clinical Instructor MLS 3, Clinical Instructor</td>
<td>Blood Bank/Immunohematology Lecture and Rotation</td>
</tr>
<tr>
<td>Erika Hall, MLS (ASCP)CM</td>
<td>MLS, Clinical Instructor MLS 3, Clinical Instructor</td>
<td>Microbiology Lecture and Rotation</td>
</tr>
<tr>
<td>Kimberly Klocek, MLS (ASCP)CM</td>
<td>Annette Billings, MLS (ASCP)CM</td>
<td></td>
</tr>
<tr>
<td>Tonya Snyder, MT (ASCP)</td>
<td>MT, Clinical Instructor</td>
<td>Mycology Lecture and Rotation</td>
</tr>
<tr>
<td>Jerri DeMarco, MT(ASCP)SI</td>
<td>MT 4, Clinical Instructor</td>
<td>Immunology Lecture and Rotation</td>
</tr>
<tr>
<td>Micky Ezell, MT(ASCP)</td>
<td>MT, Clinical Instructor</td>
<td>Urinalysis Lecture and Rotation</td>
</tr>
<tr>
<td>Sharon Glover, MT (ASCP)</td>
<td>MT 3, Clinical Instructor</td>
<td>Molecular Infectious Disease Rotation</td>
</tr>
<tr>
<td>Destiny Whitfield, MLS(ASCP)CM</td>
<td>MT 4, Clinical Instructor</td>
<td>Hematology Lecture and Rotation</td>
</tr>
<tr>
<td>Darla Emberton, MLS(ASCP)CM</td>
<td>MLS, Clinical Instructor</td>
<td>Chemistry Rotation</td>
</tr>
<tr>
<td>Amanda Fultz, MLS (ASCP)CM</td>
<td>MLS, Clinical Instructor</td>
<td>Body Fluids Lecture and Rotation</td>
</tr>
</tbody>
</table>
Courses also receive faculty support from laboratory medical directors, staff and supervisory medical laboratory scientists, pathology residents and outside guest speakers.

**CURRICULUM**

The Program of Medical Laboratory Science accepts one class per year that begins in June and continues until the end of June the following year. The course of study includes lectures, laboratory exercises, and clinical rotations. The first week of class consists of orientation followed by seven months of lectures and experiential laboratory sessions, including seminars on various topics such as management, education, and professional development. The second six months of the program consists of the laboratory practicum, during which time students will work alongside medical laboratory professionals to learn the application of testing methods, instrumentation, handling patient samples, and reporting results. In addition to other assessments throughout the year, students must pass a final comprehensive exam before graduating.

**Minimum Competencies**

Upon completion of the program, the student will be able to demonstrate the following entry-level competencies:

- Develop and establish procedures for collecting, processing and analyzing biological specimens and other specimens
- Perform analytical tests on blood, body fluids, cells, and related substances
- Integrate and relate data generated by the various clinical laboratory departments while making decisions regarding possible discrepancies
- Confirm abnormal results, verify and execute quality control procedures, and develop solutions to problems concerning the generation of laboratory data
- Make decisions concerning the results of quality control and quality assurance measures and instituting proper procedures to maintain accuracy and precision
- Establish and perform preventive and corrective maintenance of equipment and instruments as well as identify appropriate sources for service
- Develop, evaluate and select new techniques, instruments and methods in terms of their usefulness and practicality within the context of a given laboratory’s personnel, equipment, space and budgetary resources
- Demonstrate professional conduct and interpersonal skills with patients, laboratory personnel, other health care professionals, and the public
- Establish and maintain continuing education as a function of growth and maintenance of professional competence
- Provide leadership in the education of other health care professionals and the community
- Exercise basic principles of management, safety, and supervision
- Apply principles of educational methodologies
- Apply principles of current information systems
VUMC PROGRAM OF MEDICAL LABORATORY SCIENCE
STATEMENT OF PHYSICAL REQUIREMENTS (ESSENTIAL FUNCTIONS)

Students must possess the physical capability and manual dexterity required to perform phlebotomy and routine laboratory procedures. These include, but are not limited to, repetitive hand motions and the differentiation of colors for interpretation of colorimetric reactions and cellular morphology. Students must also possess the physical ability to work with laboratory computers and communicate effectively with medical technologists, patients, physicians and other health care professionals. This ability is assessed through physical examination records, references, and the interview process.

Course Descriptions

Orientation: An introductory course to the theory and basic skills that contribute to the student's ability to perform effectively and efficiently within the laboratory environment. Sessions are diverse and include topics on lab math, quality assurance, quality control, and laboratory safety. Orientation continues with the clinical practicum and introduces the use of the laboratory information system (LIS). (Pass/Fail) (32 clock hours)

Blood Banking (Immunohematology): The study of blood group antigens and antibodies and their significance in transfusion therapy. The course includes donor selection, laboratory procedures for processing and selecting blood products, identification of blood group antigens and antibodies, blood storage procedures, quality control, transfusion practices and related complications, and component therapy. (105 clock hours lecture, 160 clock hours practicum)

Clinical Chemistry: Study of the biochemical constituents of body fluids, their physiologic functions and alterations in disease states. Emphasis is placed on the analytical methods of the laboratory. This includes the study of the principles, operation and maintenance of laboratory instrumentation, the use of computer technology, quality control and quality assurance tools. Primary areas of instruction include routine clinical chemistry testing, endocrinology, nutrition testing and toxicology. (262.5 clock hours lecture, 200 clock hours practicum)

Hematology: Study of the maturation, morphology and function of blood cells and their role in disease processes. Emphasis is placed on both manual and automated laboratory procedures, blood cell identification, and the relationship of cells with specific diseases such as anemia, leukemia, lymphomas, and reactive processes. (157.5 clock hours lecture, 120 clock hours practicum)

Hemostasis & Thrombosis: Study of the interaction of the blood vessels, platelets, coagulation factors and fibrinolytic systems. Emphasis is placed on laboratory procedures used in the diagnosis and management of various bleeding and thrombotic disorders. (35 clock hours lecture, 40 clock hours practicum)

Immunopathology: Study of the immunologic response in infections and autoimmune diseases, the characterization of lymphocyte populations in neoplasms, and abnormal immunologic responses. (35 clock hours lecture, 40 clock hours practicum)

Microbiology: Study of bacteria (one celled microorganisms) causing disease in man. The study includes laboratory identification of bacteria using conventional methods as well as rapid
systems, antimicrobial susceptibility testing, and evaluation of clinical specimens for evidence of bacterial infections. (175 clock hours lecture, 200 clock hours practicum)

**Molecular Diagnostics:** The study of human and infectious agents' DNA, RNA, and chromosomes as they relate to disease. Emphasis is placed on basic molecular theory, laboratory procedures including PCR, sequencing, capillary electrophoresis, gel electrophoresis, FISH, Southern blotting and other methods and the correlation of test results to disease states. (31.5 clock hours lecture, 51.5 clock hours practicum)

**Mycology:** Study of fungi causing disease in man. The study includes laboratory identification of yeast and fungi using conventional as well as rapid systems and evaluation of clinical specimens for evidence of mycotic infection. The study also includes the identification and discussion of fungi considered common contaminants. (21 clock hours lecture, 8 clock hours practicum)

**Parasitology:** Study of life cycles and diagnostic stages of clinically significant parasites. Laboratory procedures for detecting and differentiating parasites are emphasized (35 clock hours lecture, no practicum)

**Phlebotomy:** The study of specimen collection, focusing mainly on blood collection from veins. Following classroom instruction as part of clinical orientation, students will participate in a phlebotomy rotation. (Pass/Fail) (6.5 clock hours lecture, 28 clock hours practicum)

**Seminar:** Topics are presented to prepare students for future roles including management, laboratory operations, education, research, quality assurance and regulatory issues. This also includes special topics (e.g. career planning, introduction to point of care testing and physician office labs) and reviews of technical material. (75 clock hours lecture, no practicum)

**Urinalysis and Body Fluids:** Study of the physical, chemical and microscopic properties of body fluids other than blood or serum. Emphasis is placed on laboratory procedures, morphological findings and correlation of test results to disease states. (52.5 clock hours lecture, 80 clock hours practicum)

**Virology:** Study of viruses causing disease in man. This includes characteristics of viruses, viral host relationships, pathogenesis, and laboratory diagnosis. (included in the Microbiology grade)

**Comprehensive Final**

Each student must pass a comprehensive final exam as a requirement for graduation. This exam is a multiple-choice, computer-based exam with content and question weights similar to the Board of Certification (BOC) exam. The purpose of this comprehensive final exam is to ensure that students have the knowledge needed for certification and to prepare students for national certification exams. Students must earn at least a 75% to pass the exam and will have three attempts in which to do so. The first attempt for the comprehensive final exam will be scheduled by the program director and administered to the class as a whole. Any students who do not pass on the first attempt will individually schedule their second and third, if needed, attempt(s) with the program director. Once the student has received a score of 75% or greater, s/he will not need to complete any additional attempts.

Should the student not pass the comprehensive final after the third attempt, the Program Advisory Committee will meet to review the student’s academic performance throughout the year. This review will either result in a failure to graduate or in an extension of training in the area(s) of concern. The decision made by the Advisory Committee may be appealed according to the Program’s Appeals Policy.
### Sample Lecture/Student Laboratory Schedule

<table>
<thead>
<tr>
<th>Date Range</th>
<th>AM Course</th>
<th>PM Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5-9</td>
<td>Orientation</td>
<td>Orientation</td>
</tr>
<tr>
<td>June 12-16</td>
<td>Immunology</td>
<td>Chemistry</td>
</tr>
<tr>
<td>June 19-23</td>
<td>Immunology</td>
<td>Chemistry</td>
</tr>
<tr>
<td>June 26-30</td>
<td>Seminar</td>
<td>Chemistry</td>
</tr>
<tr>
<td>July 3-7</td>
<td>Seminar</td>
<td>Chemistry</td>
</tr>
<tr>
<td>July 10-14</td>
<td>Parasitology</td>
<td>Chemistry</td>
</tr>
<tr>
<td>July 17-21</td>
<td>Parasitology</td>
<td>Chemistry</td>
</tr>
<tr>
<td>July 24-28</td>
<td>Molecular</td>
<td>Chemistry</td>
</tr>
<tr>
<td>July 31- August 4</td>
<td>Molecular</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Aug 7-11</td>
<td>Blood Bank</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Aug 14-18</td>
<td>Blood Bank</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Aug 21-25</td>
<td>Blood Bank</td>
<td>Toxicology</td>
</tr>
<tr>
<td>Aug 28-Sept 1</td>
<td>Blood Bank</td>
<td>Toxicology</td>
</tr>
<tr>
<td>Sept 4-8</td>
<td>Blood Bank</td>
<td>Body Fluids</td>
</tr>
<tr>
<td>Sept 11-15</td>
<td>Blood Bank</td>
<td>Eso Chem</td>
</tr>
<tr>
<td>Sept 18-22</td>
<td>Fall Break</td>
<td></td>
</tr>
<tr>
<td>Sept 25-29</td>
<td>Urinalysis</td>
<td>Eso Chem</td>
</tr>
<tr>
<td>Oct 2-6</td>
<td>Urinalysis</td>
<td>Eso Chem</td>
</tr>
<tr>
<td>Oct 9-13</td>
<td>Coag</td>
<td>Virology</td>
</tr>
<tr>
<td>Oct 16-20</td>
<td>Coag</td>
<td>Mycology</td>
</tr>
<tr>
<td>Oct 23-27</td>
<td>Hematology</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Oct 30- Nov 3</td>
<td>Hematology</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Nov 6-10</td>
<td>Hematology</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Nov 13-17</td>
<td>Hematology</td>
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</tr>
<tr>
<td>Nov 20-24</td>
<td>Hematology</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Nov 27- Dec 1</td>
<td>Hematology</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Dec 4-8</td>
<td>Hematology</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Dec 11-15</td>
<td>Hematology</td>
<td>Microbiology</td>
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<tr>
<td>Dec 18-22</td>
<td>Hematology</td>
<td>Microbiology</td>
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### Sample Clinical Practicum Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Week of</th>
<th>1/9/2017</th>
<th>BB</th>
<th>BB</th>
<th>Micro</th>
<th>IP</th>
<th>Hematology</th>
<th>Micro</th>
<th>MIDL</th>
<th>Chem</th>
<th>IP</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-Jan</td>
<td></td>
<td>BB</td>
<td>BB</td>
<td>Micro</td>
<td>IP</td>
<td>Hematology</td>
<td>Micro</td>
<td>MIDL</td>
<td>Chem</td>
<td>Coag</td>
<td></td>
</tr>
<tr>
<td>23-Jan</td>
<td></td>
<td>BB</td>
<td>Micro</td>
<td>Hematology</td>
<td>Micro</td>
<td>UA</td>
<td>Chem</td>
<td>Chem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30-Jan</td>
<td></td>
<td>BB</td>
<td>Micro</td>
<td>Hematology</td>
<td>Coag</td>
<td>Micro</td>
<td>Hematology</td>
<td>BF</td>
<td>Chem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-Feb</td>
<td></td>
<td>Micro</td>
<td>Hematology</td>
<td>BB</td>
<td>BB</td>
<td>IP</td>
<td>IP</td>
<td>Hematology</td>
<td>Coag</td>
<td>Chem</td>
<td></td>
</tr>
<tr>
<td>12-Feb</td>
<td></td>
<td>Micro</td>
<td>Hematology</td>
<td>BB</td>
<td>BB</td>
<td>BF</td>
<td>UA</td>
<td>Hematology</td>
<td>Phleb</td>
<td>MIDL</td>
<td></td>
</tr>
<tr>
<td>19-Feb</td>
<td></td>
<td>Micro</td>
<td>Hematology</td>
<td>BB</td>
<td>BB</td>
<td>BREAK</td>
<td>MIDL</td>
<td>Chem</td>
<td>Hematology</td>
<td>MG/Virology</td>
<td></td>
</tr>
<tr>
<td>27-Feb</td>
<td></td>
<td>Micro</td>
<td>MIDL</td>
<td>BB</td>
<td>BB</td>
<td>UA</td>
<td>MG/Virology</td>
<td>Chem</td>
<td>Hematology</td>
<td>Hematology</td>
<td></td>
</tr>
<tr>
<td>3-Mar</td>
<td></td>
<td>UA</td>
<td>MG/Virology</td>
<td>BF</td>
<td>MIDL</td>
<td>Phleb</td>
<td>Coag</td>
<td>Chem</td>
<td>Hematology</td>
<td>Hematology</td>
<td></td>
</tr>
<tr>
<td>10-Mar</td>
<td></td>
<td>Tox/Eso</td>
<td>IP</td>
<td>MIDL</td>
<td>MG/Virology</td>
<td>Chem</td>
<td>Hematology</td>
<td>P</td>
<td>Tox/Eso</td>
<td>Hematology</td>
<td></td>
</tr>
<tr>
<td>17-Mar</td>
<td></td>
<td>Tox/Eso</td>
<td>Phleb</td>
<td>MG/Virology</td>
<td>BREAK</td>
<td>Chem</td>
<td>Hematology</td>
<td>Coag</td>
<td>Tox/Eso</td>
<td>UA</td>
<td></td>
</tr>
<tr>
<td>24-Mar</td>
<td></td>
<td>Tox/Eso</td>
<td>IP</td>
<td>Micro</td>
<td>Micro</td>
<td>Break</td>
<td>Hematology</td>
<td>IP</td>
<td>Micro</td>
<td>Micro</td>
<td></td>
</tr>
<tr>
<td>1-May</td>
<td></td>
<td>IP</td>
<td>Break</td>
<td>Chem</td>
<td>Micro</td>
<td>Phleb</td>
<td>BB</td>
<td>BF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-May</td>
<td></td>
<td>Chem</td>
<td>BF</td>
<td>Tox/Eso</td>
<td>Chem</td>
<td>Micro</td>
<td>Tox/Eso</td>
<td>BB</td>
<td>MIDL</td>
<td>Micro</td>
<td></td>
</tr>
<tr>
<td>15-May</td>
<td></td>
<td>Chem</td>
<td>Coag</td>
<td>Tox/Eso</td>
<td>BF</td>
<td>Micro</td>
<td>Tox/Eso</td>
<td>BB</td>
<td>MG/Virology</td>
<td>Micro</td>
<td></td>
</tr>
<tr>
<td>22-May</td>
<td></td>
<td>Chem</td>
<td>Chem</td>
<td>Phleb</td>
<td>Coag</td>
<td>Micro</td>
<td>BF</td>
<td>BB</td>
<td>UA</td>
<td>Micro</td>
<td></td>
</tr>
<tr>
<td>29-May</td>
<td></td>
<td>Phleb</td>
<td>BREAK</td>
<td>Tox/Eso</td>
<td>MIDL</td>
<td>BB</td>
<td>Micro</td>
<td>Micro</td>
<td>BB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Jun</td>
<td></td>
<td>BF</td>
<td>Chem</td>
<td>Chem</td>
<td>Tox/Eso</td>
<td>MG/Virology</td>
<td>BB</td>
<td>Micro</td>
<td>Micro</td>
<td>BB</td>
<td></td>
</tr>
<tr>
<td>12-Jun</td>
<td></td>
<td>MIDL</td>
<td>Tox/Eso</td>
<td>Chem</td>
<td>Phleb</td>
<td>Tox/Eso</td>
<td>BB</td>
<td>Micro</td>
<td>Micro</td>
<td>BB</td>
<td></td>
</tr>
<tr>
<td>19-Jun</td>
<td></td>
<td>MG/Virology</td>
<td>Tox/Eso</td>
<td>Chem</td>
<td>UA</td>
<td>BREAK</td>
<td>Tox/Eso</td>
<td>BB</td>
<td>Micro</td>
<td>Micro</td>
<td></td>
</tr>
<tr>
<td>30-Jun</td>
<td></td>
<td>GRADUATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Off 05/29*
EVALUATIONS

Evaluation of the Student
The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) requires that approved schools maintain detailed records of the students’ progress throughout the year. These records are based on the following parameters: Theory, Technical Performance, and Behavior. These areas are assessed by the following methods:

Performance in the Lecture/Student Laboratory

- **Lecture** The lecture portion of the class will focus on physiology, pathophysiology, and related theory. The student is responsible for completing and understanding all lecture objectives, information presented in lecture or through handouts, and all assigned reading. Assessment will be made by exams, quizzes, study questions, case studies, and homework.

- **Student Laboratory** The laboratory portion of the classroom experience will focus on learning proper laboratory techniques, identification of formed elements and reactions that are useful in clinical diagnosis, and the correlation of theoretical knowledge with application. The student is expected to answer all student laboratory objectives as well as perform and demonstrate an understanding of all procedures and results. Assessment will be performed through the testing of unknown samples, practical examinations, written examinations, and performance.

Performance in the Clinical Practicum
This portion of the program is designed for the application of the theory and practical, or technical, aspects of each course. The student is responsible for all objectives and procedures covered in the lecture/student lab and the clinical practicum. The student is expected to answer all objectives, perform and demonstrate an understanding of all procedures presented, and complete all reading assignments. The student is expected to assimilate into the work environment, though supervision by a licensed medical laboratory scientist is required when performing and reporting patient testing. The student will be assessed in:

- **Theory and Technical Performance** This includes study questions, quizzes, exams, and checklists.

- **Performance Evaluation**: This evaluation is customized for each laboratory and is used to assess the student’s ability to perform entry level procedures and routine operations in the laboratory.

- **Behavioral Evaluation** This tool is used to assess skills in the affective domain. It is a program policy that a minimum score of 75% is required. A score of less than 75% dictates remedial action by the student. (See the Behavioral Evaluation in the MLS Student Handbook.)
Vanderbilt University Medical Center
Program of Medical Laboratory Science
Clinical Rotations
Behavioral Evaluations

Directions for evaluations: In each of the following areas, check the statements that best describe the student. Use the comment area to add further information and to record critical incidents. The objectives are stated for each section.

Students should be evaluated at the end of the rotation. To calculate the grade add the points for each category checked and divide by the total number of points in all categories in which you were able to evaluate the student.

Students must achieve a minimum of 80%. If a score of 80% is not achieved the student is required to pursue academic counseling at the discretion of the clinical instructor and the program director/education supervisor.

Student: ___________________________ Course: ___________________________

Evaluator: ___________________________ Rotation Dates: ____________________

Signatures:

_________________________________________ Date

Student*: ___________________________ Date

_________________________________________ Date

Clinical Instructor

_________________________________________ Date

Program Director or Education Supervisor

*Student signature indicates that the student has reviewed the evaluation. It does not necessarily constitute agreement.
Program of Medical Laboratory Science  
Clinical Rotations  
Behavioral Evaluations

Objectives: **Initiative, Judgment and Concern for the Patient**

A. Demonstrate initiative in studies and laboratory performance by preparing for assignments, asking relevant questions, assisting with approved tasks and making constructive use of time.

B. Demonstrate ability to assemble information to reach logical conclusions and use that information to make sound decisions.

C. Displays a concern for the patient in handling of specimens, performance of tasks and communication with coworkers.

<table>
<thead>
<tr>
<th>Initiative and Judgment</th>
<th>0 Unsatisfactory Requires conference.</th>
<th>7.5 – 7.9 Below Expectations</th>
<th>8.0-8.9 Meets Expectations</th>
<th>9.0 – 9.5 Exceeds Expectations</th>
<th>9.5 – 10 Superior Consistently Exceeds Expectations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Initiative</strong></td>
<td>Unmotivated. Reluctant to accept delegated responsibilities. Displays no interest in rotation.</td>
<td>Performs delegated responsibilities but requires constant prompting and guidance.</td>
<td>Usually accepts and performs delegated responsibilities with occasional prompting.</td>
<td>Performs responsibilities independently. Is willing and able to assume additional responsibilities when asked.</td>
<td>Consistently a self starter who completed tasks and takes initiative to help others without being asked.</td>
<td></td>
</tr>
<tr>
<td><strong>B. Judgment to assemble information and reach logical conclusions</strong></td>
<td>Unable to assemble information or reach logical conclusions even with additional assistance from instructor.</td>
<td>Often makes inaccurate conclusions. Requires a great deal of assistance from instructor to analyze situations to reach logical conclusions.</td>
<td>Usually logical in approach to problem solving. Makes an occasional inaccurate decision.</td>
<td>Can discriminate between relevant and irrelevant details to arrive at sound conclusions</td>
<td>Consistently makes correct conclusions, even for the most difficult problems.</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
Objectives: **Dependability**

A. Demonstrate ability to accomplish required tasks and assignments accurately and within the allotted time frame.

B. Comply with program attendance policies by consistently arriving on time, returning from breaks on time and notifying appropriate personnel when leaving the work area or in the event of a necessary absence.

C. Remains on the job until assigned task is completed. Does not let breaks, lunch, people or extraneous factors interfere with completion of tasks.

<table>
<thead>
<tr>
<th>Dependability</th>
<th>0 Unsatisfactory Requires conference</th>
<th>7.5 – 7.9 Below Expectations</th>
<th>8.0-8.9 Meets Expectations</th>
<th>9.0 – 9.5 Exceeds Expectations</th>
<th>9.5 – 10 Superior Consistently Exceeds Expectations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Accomplishment of required tasks and assignments</td>
<td>Cannot be relied upon. Fails to complete any assignment in the allotted time frame.</td>
<td>Rarely accomplishes assignments in allotted time frame.</td>
<td>Usually dependable and prepared for assignments</td>
<td>Consistently accomplishes the required assignments in the allotted time.</td>
<td>Always accomplishes the required assignments in the allotted time. Frequently accomplishes more than required.</td>
<td></td>
</tr>
<tr>
<td>B. Attendance and Punctuality – Complies with school/lab policies.</td>
<td>Always late and or frequently absent. Always takes excessive lunches and breaks. No regard for school or lab policy.</td>
<td>Frequently tardy and or absent. Frequently takes excessive lunches and breaks. Complies with policies only after academic counseling.</td>
<td>Occasionally tardy and or absent. Rarely takes long lunches or breaks. Complies with policies.</td>
<td>Punctual with good attendance record. Rare absence or tardy. Does not take unapproved long lunches or breaks. Complies with policy.</td>
<td>Outstanding record of attendance and punctuality. No absences. Does not take unauthorized long lunches or breaks. Complies with policy.</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
Objectives: **Attitude**

A. Accepts criticism as constructive, positive and follows up with prompt consistent improvement. Works and communicates effectively with others. Shows ability to handle difficult situations in a reasonable manner. Contributes and cooperates to realize group goals.

B. Demonstrates professional integrity by complying with all hospital and program regulations; admits to errors and limitations and practices professional ethics by demonstrating an understanding of confidentiality and legalities concerning patient information and HIPPA regulations.

<table>
<thead>
<tr>
<th>Attitude</th>
<th>0 Unsatisfactory Requires conference</th>
<th>7.5 – 7.9 Below Expectations</th>
<th>8.0-8.9 Meets Expectations</th>
<th>9.0 – 9.5 Exceeds Expectations</th>
<th>9.5 – 10 Superior Consistently Exceeds Expectations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Toward supervisors, school policies and safety issues</td>
<td>Resents any form of supervision or constructive criticism. Does not comply with hospital and program policies.</td>
<td>Reluctantly considers suggestions and constructive criticism. Frequently has to be reminded of with hospital and program policies.</td>
<td>Usually accepts and incorporates constructive criticism and suggestions. Is receptive to supervision. Follows with hospital and program policies with occasional reminder.</td>
<td>Accepts and incorporates suggestions and constructive criticism. Complies with hospital and program policies.</td>
<td>Eagerly accepts and incorporates suggestions. Appreciates assistance by the instructor. Always complies with hospital and program policies.</td>
<td></td>
</tr>
<tr>
<td>B. Toward faculty/employees, other students and visitors. Functions as a team player. Displays a professional attitude.</td>
<td>Quarrelsome, tactless and inconsiderate of others. Not a team player. Does not display a professional attitude.</td>
<td>Rarely tactful or a team player. Does not display a professional attitude.</td>
<td>Usually tactful and considerate of others. Usually a team player and displays a professional attitude.</td>
<td>Sensitive and considerate to the needs of others. Is a team player and displays a professional attitude.</td>
<td>Skillful in adapting to working with others. Inspires others. An outstanding team player and projects a professional image.</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
Objectives: **Quality of Work**

A. Demonstrates competency in performing tests accurately, with few errors and with minimal supervision.

B. Demonstrates an ability to provide complete and legible documentation of activities on worksheets and logs.

### Quality of Work

<table>
<thead>
<tr>
<th>Quality of Work</th>
<th>0 Unsatisfactory Requires conference.</th>
<th>7.5 – 7.9 Below Expectations</th>
<th>8.0-8.9 Meets Expectations</th>
<th>9.0 – 9.5 Exceeds Expectations</th>
<th>9.5 – 10 Superior Consistently Exceeds Expectations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Documentation</td>
<td>Documentation is incomplete, illegible and inconsistently performed.</td>
<td>Documentation is incomplete and hard to read.</td>
<td>Documentation is usually complete and legible.</td>
<td>Documentation is complete and legible.</td>
<td>Documentation is complete and legible. Includes additional details to assist in future problem solving.</td>
<td></td>
</tr>
</tbody>
</table>

### Comments:

Would you feel comfortable working with this student as a fellow employee? If not, or if you have reservations, please comment.

- [ ] yes, with no reservations
- [ ] yes, with more experience
- [ ] yes, with reservation(s)
- [ ] it would be a risk
- [ ] no, absolutely not

21
Evaluation of the Program

A vital part of the education system is a continual review and evaluation of the instructional curriculum and techniques used in teaching. These evaluations are used to identify those areas which need improvement or updating. Evaluation of the program is accomplished in the following manner:

- The program participates in the peer review and accreditation process sponsored by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). This organization requires a periodic self-study to assess program compliance with established guidelines for the operation of a training program. This also involves peer review of the self-study and an on-site visit for continued accreditation.
- The program also maintains compliance with the regulations mandated by the Tennessee Laboratory Act. This includes periodic site inspections as well.
- Students play a large role in the evaluation process by completing formal evaluations on each course as it is completed in both the lecture and the practicum operations of the program. These evaluations are administered through the REDCap online tool and are anonymous. These evaluations are collected by the program director and shared with the clinical instructors, their managers, and the program officials. Information from these evaluations provides input on the effectiveness of our faculty and suggestions for course revisions. (See sample surveys in the MLS Student Handbook.)
- Students are also asked to complete an evaluation at the end of the training program to provide input on the overall organization and operations of the program as well as provide information on their first post-graduation job experience. (See sample in the MLS Student Handbook.)
- Evaluations are distributed to the employers of recent graduates to assess the effectiveness of the program’s curriculum between 6 months and one year following graduation. Once again, this information is used to assess the effectiveness of the program curriculum and effectiveness. (See sample survey in the MLS Student Handbook.)
Sample Lecture/Student Laboratory Survey

Please complete the survey below.

Thank you!

Course Title

Year

Confidential

Please rate the General Content of the course.

<table>
<thead>
<tr>
<th>Organization / Logical Sequence</th>
<th>Inadequate</th>
<th>Adequate</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Material</td>
<td>Inadequate</td>
<td>Adequate</td>
<td>Good</td>
<td>Excellent</td>
</tr>
<tr>
<td>Usefulness / Practicality</td>
<td>Inadequate</td>
<td>Adequate</td>
<td>Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

Confidential

Please rate the Instructor Interaction for the course.

<table>
<thead>
<tr>
<th>Opportunity for Questions</th>
<th>Inadequate</th>
<th>Adequate</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response/Answer to Questions</td>
<td>Inadequate</td>
<td>Adequate</td>
<td>Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

Confidential

Please rate the course's Materials.

<table>
<thead>
<tr>
<th>Manuals/Handouts</th>
<th>Inadequate</th>
<th>Adequate</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variety of Specimens</td>
<td>Inadequate</td>
<td>Adequate</td>
<td>Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>
Please rate the course's Faculty.

Knowledge of Subject
- Inadequate
- Adequate
- Good
- Excellent

Organization of Course
- Inadequate
- Adequate
- Good
- Excellent

Presentation Style
- Inadequate
- Adequate
- Good
- Excellent

Feel free to specifically list and rank different lecturers or lab instructors here.

Please rate your Overall satisfaction with this course.

How would you rate this course?
- Too Simple
- Too Complex
- Satisfactory

How would you rate this course Overall? (1 inadequate, 10 excellent).
1  5  10

(Place a mark on the scale above)

Please share any additional comments or suggestions for this course.

Objectives

Were the stated objectives of this course met?
- Yes
- No

Was the course what you expected?
- Yes
- No
Sample Clinical Practicum Survey

Blood Bank Rotation Survey 2017

Please complete the survey below. Your answers will help identify strengths and weaknesses of the clinical rotation experiences.

Thank you!

1) Do you feel that you were given opportunities to ask questions?
   - No
   - Sometimes
   - Most of the time
   - Yes

2) How helpful were the clinical instructors in answering questions concerning the application of theory in the clinical laboratory setting?
   - Not at all
   - Somewhat
   - Mostly
   - Always

3) How helpful were the clinical instructors in answering questions concerning the principles of instrumentation in the clinical laboratory setting?
   - Not at all
   - Somewhat
   - Mostly
   - Always

4) How helpful were the clinical instructors in answering questions concerning the application of test procedures in the clinical laboratory setting?
   - Not at all
   - Somewhat
   - Mostly
   - Always

5) How helpful were the clinical instructors in answering questions concerning the testing of clinical specimens or operation of the instruments in the clinical laboratory setting?
   - Not at all
   - Somewhat
   - Mostly
   - Always

6) Did the clinical instructor(s) demonstrate a thorough knowledge of the subject?
   - No
   - Sometimes
   - Most of the time
   - All of the time

7) Was the clinical rotation organized or in a logical sequence?
   - Not at all
   - Somewhat
   - Mostly
   - Very

8) How useful or practical was the information that you received in the rotation?
   - Not at all
   - Somewhat
   - Mostly
   - Very

9) Do you feel that the clinical experience reinforced the theory information you learned in lecture?
   - Not at all
   - Somewhat
   - Mostly
   - Completely

10) Did the clinical rotation meet your expectations for learning?
    - Did not meet expectations
    - Somewhat met expectations
    - Mostly met expectations
    - Completely met expectations

11) Please use this space to provide any information that you feel would provide better insight on your clinical rotation experience (i.e. strengths, weaknesses, concerns).

05/31/2017 4:18pm
www.projectredcap.org

Revised 05/2017, HC
Sample Graduate Survey

Confidential

Class of 2016 Graduate Survey

Please complete the survey below. The information collected is completely confidential and will be used to ensure the quality of the program and identify areas of improvement.

Thank you for your help!

1) In which program route did you begin the VUMC MLS program?
   - 3+1
   - 4+1

2) Are you currently working in the profession?
   - Yes, as a Medical Laboratory Scientist
   - Yes, in a related field (please specify in text box below)
   - No, I am furthering my education
   - No, I could not find a job in the profession
   - No, I did not look for a job in the profession
   - No, I decided to pursue a different career path (please state reason for change in text box below)

3) Follow up to Question 2. If you are working in a similar profession or are pursuing a different career path, please state the field or the reason for the career change.

Please rate the VUMC MLS program by completing the following information relating to the preparation you received in cognitive and psychomotor skills related to the profession.

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>4) Required technical skills</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>5) Appropriate theoretical knowledge</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>6) Ability to pass national certification exam</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>7) Ability to meet workload</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>8) Skill to think critically, solve problems, and/or troubleshoot</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>9) Prioritize, organize, and complete multiple tasks</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>10) Operate a variety of up-to-date instrumentation and equipment</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>11) Perform work-related activities safely</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>12) Please provide any comments about cognitive and psychomotor skills acquired in the VUMC MLS program in this box.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please rate the preparation you received from the VUMC MLS program based on the following affective features.

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>13) Demonstrate concern and/or compassion for patients</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>14) Be adaptable and flexible</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>15) Work well with others</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>16) Demonstrate professional behavior and/or attitude</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>17) Recognize limitations and seek help when appropriate</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>18) Show initiative</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>19) To be customer service-oriented</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>20) To communicate effectively</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>21) To participate in professional activities and requirements (licensure, CE, etc.)</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

22) Please provide any comments about the affective features you obtained in the VUMC MLS program in this box.

23) Please check all of the following that apply.

- [ ] I am licensed by the State of Tennessee.
- [ ] I am licensed by another state.
- [ ] I am a member of ASCP.
- [ ] I am a member of ASCLS.
- [ ] I am a member of AMT.
- [ ] I am a member of CLMA.
- [ ] I am a member of another lab professional organization.
- [ ] I was able to find employment within 6 months of seeking employment.
- [ ] I would recommend this program to others.

24) Please rate the Quality of Faculty of the VUMC MLS program. (0 = Lowest, 10 = Highest)

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<th>5</th>
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(Place a mark on the scale above)

25) Please rate the Availability of Faculty of the VUMC MLS program. (0 = Lowest, 10 = Highest)

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<th>5</th>
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(Place a mark on the scale above)

26) Please rate the Quality of Facilities of the VUMC MLS program. (0 = Lowest, 10 = Highest)

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<th>5</th>
<th>10</th>
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(Place a mark on the scale above)

27) Please rate the Quality of Clinical Rotations of the VUMC MLS program. (0 = Lowest, 10 = Highest)

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<th>5</th>
<th>10</th>
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(Place a mark on the scale above)
28) Please rate the Quality of Clinical Instructors of
the VUMC MLS program. (0 = Lowest, 10 = Highest)

0  5  10

(Place a mark on the scale above)

29) How satisfied were you with the use of Blackboard for
accessing learning material? (0 = Never used it it,
10 = Loved it)

0  5  10

(Place a mark on the scale above)

30) Please add any extra comments about the program in
this box.
Sample Employer Survey

Please complete the survey below. This information will allow the VUMC Medical Laboratory Science program to better assess how the program is preparing quality employees for the laboratory profession.

Thank you!

Holly Covas

1) What is the name of the organization for which you work?

2) Name of graduate

3) In which department(s) does the graduate work?

4) For how long has the graduate worked for your organization?

5) How often is the graduate able to perform his or her basic job duties without supervision?
   - Never
   - Sometimes
   - Most of the time
   - Always

6) Compared to recent graduates from other Medical Laboratory Science programs, how well is the VUMC graduate able to perform his or her job functions?
   - Below average
   - Average
   - Above average
   - Outstanding

How often does the graduate:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Never</th>
<th>Sometimes</th>
<th>Most of the time</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Recognize his or her own strengths and weaknesses?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8</td>
<td>Ask for assistance in appropriate situations?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9</td>
<td>Seek opportunity to gain new learning experiences through observations and continuing education programs?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10</td>
<td>Demonstrate good organization skills in running tests?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11</td>
<td>Maintain effective work relationships with coworkers?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>12</td>
<td>How would you rank the graduate’s overall work performance?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

   - Below average
   - Average
   - Above average
   - Outstanding
VUMC Program of Medical Laboratory Science
Operational Policies

As a student in the Program of Medical Laboratory Science, you are expected to abide by all hospital and laboratory regulations as they apply to your activities within the Medical Center while enrolled in training. These expectations are reflected in the following MLS Program-Specific Policies:

- Academic Probation and Satisfactory Academic Progress
- Admissions
- Appeals
- Attendance
- Confidentiality
- Academic Counseling
- Current Student Information
- Cytogenetics: Optional Experience
- Dress Code
- Grading Policy
- Healthcare
- Optional Practicum Experience
- Paid Internship
- Safety Policy
- Standard of Conduct
- Student Records
- Tuition
- Withdrawal
- Work Policy
Policy: Academic Probation and Satisfactory Academic Progress

Approved May 26, 2006

Holly Covas
Program Director

Revised: May 25, 2017

Purpose:

Students are expected to perform at a certain level of competency and knowledge. A overall grade of 75% in each course, including the lecture/student laboratory and clinical practicum, is required for the successful completion of the course. Students who do not meet this requirement are subject to academic probation as outlined below.

Definitions:

Semester: The academic year is divided into two halves, or semesters. The lecture/student laboratory begins in June and is completed in mid-December. Coursework completed during this portion of the program is similar to an academic classroom setting, in which students attend lectures and complete student laboratory assignments. The second half of the program, the clinical practicum, is from January through the end of June and includes clinical rotations in each department of the clinical laboratory.

Course: Any portion of the program that includes instruction, has its own syllabus with grading criteria, and is identified as a discrete unit of instruction on the program calendar and in the program handbook.

Transcript grade: Transcript grades include the final grade received during the lecture/student laboratory and the corresponding clinical practicum for the particular course. Generally, the lecture/student laboratory and clinical practicum share equal weights for the final transcript grade (i.e., each portion is weighted at 50% so the average of the two portions is the final transcript grade). Deviations to this general weight occasionally occur if there is a large discrepancy in the length of time between the course lecture and practicum portions. Such a deviation will be noted in the course syllabus and is designed to evenly distribute the weight based on the time commitment required of the student in each portion. Several related courses may be combined for one transcript grade. Individual courses are co-requisites for the final transcript grade. When evaluating acceptable academic progress, course grades are considered independently of the final transcript grade.
Lecture/student laboratory: This half of the program includes lectures provided by instructors as well as guest speakers. Guest speakers may include other medical laboratory scientists, supervisors, managers, administrative directors, residents, fellows, and medical directors. Students will listen to lectures in the classroom and engage in discussion of the material. Students will complete out-of-class assignments such as study questions, case studies, and other types of homework as well as in-class assessments of quizzes, exams, and laboratory practicals. Students will also give presentations based on review material and case studies. The weight of all of these assignments will be provided to the students in the course syllabus, and students will receive updates on graded materials during the course to monitor their progress in the course. Course length varies based on the amount of material that must be covered in each course. See sample lecture schedule in the MLS student handbook for information concerning the length of each lecture course.

Clinical Practicum: Also called clinical rotations. This portion of the program involves time spent in the diagnostic laboratories. During this time, students will work alongside medical laboratory scientists to learn how to operate the instrumentation and interpret patient results. Students will complete case studies, checklists, study questions, unknown patient samples, research papers, and written assessments. Students will receive information and an overview on the first day of each practicum. The time spent in each clinical practicum will vary based on the amount of material that must be covered in each practicum. See sample practicum schedule in the MLS student handbook for information concerning the length of each practicum.

Policy:

Lecture/Student Laboratory Component:

Any student that does not achieve a minimum grade of 75% in any lecture/student laboratory course will be placed on academic probation until the student has completed the corresponding rotation with a grade that brings the overall transcript grade to 75% or greater.

When courses do not have a clinical rotation (e.g., Parasitology), a minimum of 75% is required for that lecture/student laboratory section in order to progress in the program.

Students that do not achieve a minimum of 75% in a second course during the Lecture/Student Laboratory portion of the program will be dismissed from the program.
Clinical Practicum Component:

When a student achieves a final grade below 75% in any section of the laboratory practicum and has not previously failed to meet the standard in any other component of the program, remedial work will be provided to the student as an opportunity to meet the standard.

If the student fails to meet the academic standard following remedial work, his/her coursework and other performance materials from the program will be reviewed by the Program Advisory Committee to determine an appropriate consequence, including dismissal from the program.

Progression in the Program

Advanced placement or transfer credits are not allowed. See the program policy “Admissions Procedures.”

The program and all related courses must be completed in their entirety for a transcript to be created and given. Students must successfully complete all components of the program within the 13 months of the program and in the order presented. The Program Advisory Committee reserves the right to extend a student’s training to make up for a deficit in a single course, but this remediation is not to extend training more than five (5) months from the end of the program year.
NOTIFICATION OF ACADEMIC PROBATION

Date:

To: __________________________________________

This is to inform you that, due to your final grade of _________ in the ______________________ Student Laboratory course, you are officially on academic probation.

The details of this standing are outlined in your Student Handbook. In summary it means that should you make below the passing grade of 75% in any course from now until graduation it will be cause for review and possible dismissal by the Program Advisory Committee. It also affects your ability to receive financial aid.

You will be on Academic Probation until that time when you have completed the __________________________________________ Clinical Practicum course. Should you achieve an overall transcript grade above 75% (including the didactic and practicum portions) you will no longer be on probation and will again be eligible to receive financial aid. Should you fail to achieve an overall grade of 75%, the Program Advisory Committee will review your academic and technical performance in the VUMC Program of Medical Laboratory Science. Again, this may result in program dismissal. You remain responsible for all fees owed to the Program Medical Laboratory Science.

*______________________________________________________________________

_______________________________________________________________________

Student Signature Date

Your signature indicates that you have been informed and understand the responsibilities associated with this standing of academic probation.

__________________________________________ Date

Program Director
Purpose:
To describe the process by which students are selected for admission into the VUMC Medical Laboratory Science Program.

The Application Process

1. Applications are accepted throughout the calendar year with a final deadline of November 1st of the year of enrollment. Applications received after the November 1st deadline will be accepted on a case-by-case basis.
2. Once a completed application and official transcripts are received, program officials review transcripts for prerequisite course requirements and both Overall and Science Grade Point Average (GPA).
3. If an applicant meets the GPA minimum of 2.5 in the sciences (biology and chemistry) and overall (minus Physical Education courses), s/he is invited for an interview.
4. If an applicant does not meet the minimum GPA requirement, s/he is notified that s/he does not qualify for the program.

The Interview Process

1. An interview is scheduled based on the availability of both the student and program director. Interviews include:
   a. Interview and program overview with the program director.
   b. Interviews with at least one additional faculty member, possibly two.
   c. A tour of the diagnostic laboratories.
   d. An opportunity to talk with current students, if available.
2. During the interview, the details of the program and the selection process are discussed in detail. Applicants are encouraged to ask questions.
The Selection Process

1. A selection score is derived as follows:
   - Overall G.P.A. = The GPA minus physical education courses
   - Science G.P.A. = An average of biology and chemistry courses
   - Average G.P.A. = Overall GPA + Science GPA divided by 2
   - Reference Average = An average of the categories on the affiliate or program pre-professional evaluation form.
   - Overall Selection Score = 2 (Average GPA) + 2 (Interview Average) +1 (Reference Average) divided by 5

2. Comments are added as appropriate.
3. Scores are recorded and ranked on the "Cumulative Admission Form" and presented to the Program Advisory Committee (PAC) for review.
4. The Advisory Committee will select students to receive offers of appointment. A ranked list of alternates is also selected at that time.
5. All applicants receive correspondence from the program following the PAC admission meeting. Alternates are contacted as positions become available. Those not selected are notified when the class is filled.

Advanced Placement
The Program does not grant credit for advanced standing or offer to decrease the length of training based on previous experience or coursework. This is mandated by the Tennessee Medical Laboratory Act.

NON-DISCRIMINATION POLICY STATEMENT

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, Vanderbilt University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of educational policies, programs or activities; its admissions policies; scholarship and loan programs; athletic or other University-administered programs; or employment. Inquires or complaints should be directed to the Opportunity Development Officer, Baker Building, Box 1809 Station B, Nashville, TN 37235. Telephone (615)322-4705 (VITDD); fax (615) 421-6871.

Supporting Documents
- Interview Evaluation Form
Purpose: To define a fair and unbiased process for the resolution of academic and non-academic grievances identified by the student in relation to the year in training within the Program of Medical Laboratory Science.

Procedure:

If a student has a grievance concerning any aspect of the Medical Laboratory Science program, the individual should:

1. Initiate an effort to resolve the problem in a reasonable manner with the individual directly involved within two days of the occurrence.
2. If this fails or if they student does not feel comfortable directly approaching the other individual, the student must initiate an effort within the next ten days to solve the problem with the assistance of the program director or the medical director. The program official will assist the student in discussing the problem with the other individuals involved.
3. If the concern is not resolved to the student's satisfaction at the program level through the steps above, the student should submit the grievance in writing, and by appointment, meet with the Director of Allied Health Programs regarding the unresolved concern.
4. If at this time the grievance is not resolved, the grievance will be heard by the VUMC Executive Vice President of Educational Affairs (EVP-EA). The final decision of the EVP-EA will be provided to the Program Director and to the student within five business days. The decision of the EVP-EA is final.
Policy: Attendance & Tardiness Policy

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<tr>
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<th>Approved May 26, 2006</th>
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<td>Revised May 25, 2017</td>
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<tr>
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**Purpose:** To define the expectations for attendance while enrolled in the VUMC Program of Medical Laboratory Science.

**Policy:**

Students are expected to be present on a full-time basis throughout the Medical Laboratory Science program. Students are expected to present in the assigned site (classroom or laboratory section) at the scheduled start time and remain in the area for the entire scheduled time except when taking appropriate breaks.

Attendance for the first half of the program will be taken daily by the lecture instructor.

During the clinical practicum portion of the program, students must maintain a daily time sheet. These time sheets must be signed by the clinical instructor and the student and submitted to the program director at the completion of each rotation. Documentation of any absences and/or tardies is to be noted on these forms.

Lectures and student laboratory sessions are scheduled from 8:30 am. to 4:30 p.m. Monday through Friday, with 12:00-1:00 pm to be set aside for lunch. Any deviations from this schedule will be communicated to the students through email prior to the deviation.

Clinical practicum hours will vary depending upon the laboratory section and will be defined in clinical practicum orientation. Typical hours are 7:00 am to 3:30 pm or 8:00 am to 4:30 pm, though some deviations occur in which students are expected to complete clinical practicum hours outside of first shift. These deviations include one week during the Blood Bank rotation in which students attend the practicum on second shift, from 3:00 pm to 11:30 pm. Students are made aware of such expected deviations during the interview process.

Students are required to arrive on time for class and for the clinical practicum. Occasionally students will be asked to arrive early or stay late in order to complete assignments. Though not a common occurrence, this is an appropriate request for students entering a profession that requires dedication and commitment of time to others.
Absences

In addition to scheduled breaks and holidays throughout the program, students will be allowed five days during the program to miss due to personal reasons. “Personal reasons” include, but are not limited to, routine doctor appointments, vacations, etc., in which the student has knowledge of the absence beforehand and/or the absence is not due to an illness, emergency, or military obligation of the student. These days must be approved in writing by the course instructor and program director prior to the absence. Students will be responsible for completing all assignments prior to the planned absence unless the instructor deems it necessary that the assignments must be completed after the student returns. If such is the case, the student must complete the assignment at the convenience of the instructor upon returning. If a student is only absent from one class instead of both classes on a particular day, the missed time will be calculated as a ½ day.

In the case of illness or emergency, in which a student must be absent without prior notice, the student must report the situation immediately by:

- Call the appropriate department for the lecture or practicum instructor. If the instructor is not available, the student will leave a message with the laboratory professional who answered the call and email the instructor to follow up.
- Email the program director at holly.j.irby@vanderbilt.edu or call the program director 615-322-8681 with pertinent information, including how long the student anticipates the absence to be and how the information was communicated to the instructor (i.e., phone call or email).
- If the absence extends beyond one day, the student must keep the instructor and program director current on the duration of time away.
- Any absence greater than one day will require a doctor’s excuse before make-up work can be scheduled.

Please do not attend a lecture/student laboratory or clinical practicum if any of the following apply:

- Vomiting/diarrhea
- Fever greater than 101 F
- Diagnosis of a communicable illness

Any assignments missed during the illness or emergency must be completed upon the student’s return, and, in the case of assignments that require supervision (e.g., exam, laboratory exercise), will be scheduled at the convenience of the instructor. This may require the student to arrive early, stay late, or come in on a weekend shift. All make-up work must be scheduled with the instructor within one week of the student’s return. Failure to schedule make-up work or failure to complete make-up work as assigned will result in an automatic zero (0).

Tardies

A student is considered to be tardy if s/he is more than ten (10) minutes late for any lecture, laboratory, or clinical practicum. If a student is more than thirty (30) minutes late for any lecture, laboratory, or clinical practicum, s/he is marked as absent. Exceptions will be made for extreme circumstances that are out of the student’s control, such as an interstate closure due to a traffic accident. However, students are expected to understand the typical daily traffic flow along their route in order to plan the drive without incident. Students must notify the course instructor and program director using the same guidelines under the “Absences” policy above as soon as s/he is aware that s/he will be tardy. Five (5) tardies during the program will count as one absence and will be deducted from the student’s personal days.
If a student is tardy for a test or lab practical, s/he will be allowed to take the assessment, but must complete it by the same time as the students who began at the designated time.

Excessive absence or tardiness

An excessive number of absences or tardies is defined as greater than five (5) of each throughout the program. If this occurs, the program director will meet with the student to discuss the reason for absenteeism or tardiness and issue a written warning. In the event that excessive absenteeism or tardiness persists after this warning, the student will be subject to disciplinary action with possible dismissal as outlined in the disciplinary policy, found in the Code of Conduct policy in the MLS Student Handbook.

Absence Due to Inclement Weather

Students are expected to attend lecture and clinical rotations during inclement weather events as it is expected of employees. However, in the event that inclement weather creates conditions which are unsafe for the student to attend, s/he must discuss this with the program director and lecture or clinical instructor. This correspondence must occur as soon as the student is made aware of the condition. If the inclement weather is not expected to remain throughout the work day, the student should attend at least a portion of the lecture or the clinical rotation. Students in clinical rotations may ask to arrive or leave early due to expected inclement weather conditions, but instructors reserve the right to deny the request. Instructors may also require that students make up missed time on off-shifts such as evening, night, and weekend shifts.
Vanderbilt University Medical Center

Programs in Allied Health
Program of Medical Laboratory Science
Policies and Procedures

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<tr>
<th>Policy: Confidentiality</th>
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**Purpose:** To secure a commitment by each student associated with Vanderbilt University Medical Center (VUMC) who will have access to VUMC confidential information that they will appropriately safeguard and keep confidential VUMC’s information resources, including confidential patient information.

**Policy:**

Anyone who is a member of the Vanderbilt community may encounter confidential information. Community members include faculty, staff, housestaff, students, volunteers, and certain visitors as well as others who may have access to confidential information.

The Diagnostic Laboratories handle a large amount and variety of confidential patient information on an everyday basis. Medical Laboratory Science students have access to much of that information throughout the training year.

VUMC has an established policies and procedures to meet HIPAA federal requirements for handling patient information. Information obtained about any patient is strictly confidential and is legally protected from disclosure. It may only be shared with another employee or health care provider when that information is pertinent to patient care, required by law or specifically authorized by the patient.

Information should never be shared with any unauthorized person. Such divulgence of confidential information may result in disciplinary action up to immediate dismissal.

**References**

https://ww2.mc.vanderbilt.edu/infoprivacysecurity/
Vanderbilt University Medical Center
Programs in Allied Health
Program of Medical Laboratory Science
Policies and Procedures

<table>
<thead>
<tr>
<th>Policy: Academic Counseling and Conferences – Guidance</th>
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**Purpose:**

To provide information about resources for academic counseling and guidance.

**Policy:**

The program director and clinical instructors maintain an open door policy for students throughout the year. Student conferences and individual or group sessions may also be scheduled periodically during both the student lab and during the clinical practicum.

Students are encouraged to bring concerns to the attention of program officials.

Individual academic counseling sessions are held to address any personal or academic concerns associated with the students and or clinical instructors.

If additional resources are needed, VUMC offers an Employee Assistance Program, which is available to assist students.

Any problems concerning the program or the interpretation of hospital, laboratory, or program regulations should be brought to the attention of the program director. Should the program director fail to address the problem, or if the student is not comfortable with approaching the program director, the student should present the problem to the program’s medical director.

All discussions during academic counseling sessions or conferences remain confidential.
Purpose: Students must provide program officials with current contact and health information.

Policy:

Students must provide the following information as well as any changes that occur during the program to the program director. The program director must be able to contact students in the event of emergencies, changes in schedule, or other situations that merit communication with students during off hours.

- Current Address
- Permanent Address
- Telephone number
- Email address
- Emergency contact information
- Health Insurance Information
Vanderbilt University Medical Center
Programs in Allied Health
Program of Medical Laboratory Science
Policies and Procedures

<table>
<thead>
<tr>
<th>Policy: Dress Code and Use of Personal Protective Equipment</th>
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**Purpose:** Medical Laboratory Science students are expected to maintain a safe and professional appearance throughout all phases of training.

**Policy:**

**Student Lecture/Laboratory**

1. Vanderbilt University Medical Center picture identification badges must be worn at all times while working, per VUMC policy. Students will receive these badges on the first day of the program.
2. Per OSHA guidelines, shoes worn in a laboratory may not be perforated, cloth, canvas, or sandals. Toes must be enclosed.
3. Clothing must neat, clean, and appropriate to the professional environment. Business casual street clothes or scrubs are acceptable. Blue jeans, shorts, and similar casual clothing (e.g., tank tops, fringed clothing) may not be worn. Scrubs may be of any color or print.
4. If clothing is not appropriate, instructors, at their discretion, will ask the student to not wear the clothing again, or will send the student home to change.
5. Gloves must be worn when handling blood or body fluids and must be changed when visibly soiled or torn, per OSHA guidelines.
6. When performing a task that has a risk of exposure to blood borne pathogens, a disposable, non-permeable lab coat must be worn. This must be buttoned all of the way to offer proper protection. It must be changed when visibly soiled, contaminated, or torn.
7. When performing a task that could result in a splash or aerosol, a face shield or appropriate personal protective equipment (PPE) must be worn if the work is not performed behind a protective barrier. Nitrile gloves, non-permeable lab coats, and other PPE will be provided by the Medical Laboratory Science program.
8. Gloves and disposable lab coats must be removed prior to leaving the laboratory and may not be worn in clean areas such as the lounge, rest rooms, offices, or administrative area.
9. Fingernails must be kept short enough so that they do not pierce through gloves.
10. Hair, ties, and jewelry must be secured so they do not fall forward into the face or touch work surfaces. Jewelry may not be worn over gloves.
Clinical Rotations

All of the above personal protective equipment (PPE) requirements apply. In addition, each rotation will provide safety training for specific tasks performed that require additional safety precautions. Students are expected to follow all expectations for use of personal protective equipment and engineering controls as defined in each laboratory section.
Purpose: To define the grading policies and assignment of credit hours to course work completed in the Program of Medical Laboratory Science.

Definitions:

Course: Any portion of the program that includes instruction, has its own syllabus with grading criteria, and is identified as a discrete unit of instruction on the program calendar.

Transcript grade: Several related courses may be combined for one transcript grade. Individual courses are co-requisites for the final transcript grade. When evaluating acceptable academic progress in the first semester, course grades are considered independently of the final transcript grade.

Practicum: Also called rotations. This portion of the program involves time spent in the patient care laboratory and typically takes place during the second semester.

Grading Policies

Grades will be determined as follows:

- 90 - 100% = A
- 80 - 89% = B
- 75 - 79% = C
- Below 75% = F

Successful completion of the program includes the following academic requirements:
• **Lecture/Student Laboratory** (June - December): Students must attain a minimum final grade of 75% in each course. Courses that include both a lecture and student laboratory are weighted as follows:

  Lecture 70%  
  Laboratory 30%

Parasitology does not have a clinical practicum component so the student lab grade constitutes the transcript grade.

• **Patient Laboratory / Clinical Practicum** (January - June): The clinical practicum grade consists of three segments:

  • Technical/Performance
  • Theory
  • Behavioral Evaluation (minimum of 10% of total grade)

A minimum grade of 75% is required for both the technical and theory portions of the practicum. A minimum grade of 75% is required for the behavioral evaluation. A grade of less than 75% on the behavioral evaluation will require the student to pursue academic counseling with the program director.

• **Exit Exam**: Students must pass a final comprehensive exam at the end of the program year. Students will have three attempts to pass the exam with a minimum score of at least 75%.

**Transcript Grades**

Upon completion of the year of training, an official transcript is sent to the State of Tennessee Medical Laboratory Board, the American Society of Clinical Pathology Board of Certification or other certification organization, and, for 3+1 students, the affiliate university or college granting the baccalaureate degree. The following breakdown groups the courses, but may be altered upon request by the academic affiliate. Final transcript grades are calculated using the co-requisite course grades. The most common co-requisite course weighting is Student Lecture/Laboratory course grade (50%) and the Clinical Practicum course grade (50%). However, alternative co-requisite course weightings may occur and are given in related course syllabi.

**Biochemistry**
Clinical Chemistry - **Co-requisite courses:** Clinical chemistry, Toxicology, Esoteric Chemistry, Chemistry rotation  
Urinalysis and Body Fluids - **Co-requisite courses:** Urinalysis, Body Fluids, UA rotation, BF rotation

**Hematology**
Hematology - **Co-requisite courses:** Hematology; Hematology rotation  
Hemostasis & Thrombosis - **Co-requisite courses:** Hemostasis and Thrombosis; Hemostasis rotation
Immunohematology
Blood Banking - Co-requisite courses: Blood Bank; Blood Bank rotation
Immunopathology - Co-requisite courses: Immunopathology; Immunopathology rotation

Microbiology
Bacteriology - Co-requisite courses: Bacteriology; Virology; Bacteriology rotation; Virology rotation
Mycology - Co-requisite courses: Mycology; Mycology rotation
Parasitology – Co-requisite courses: N/A

Special Topics
Orientation - Co-requisite courses: Orientation; Clinical orientation
Blood Collection - Co-requisite courses: Phlebotomy; Phlebotomy rotation
Molecular Diagnostics – Co-requisite courses: Molecular Diagnostics; Molecular Diagnostics rotation; Molecular Infectious Disease rotation
Seminar – Co-requisite courses: Review

* All grades are subject to appeal.

Criteria Required for Graduation

- Students must achieve an overall minimal grade of 75% in all courses.
- Students must achieve a minimum of 75% on all Behavioral Evaluations.
- Students must pass their final comprehensive exam at the end of the year with a 75% or higher.
- Students must pay tuition in full.
- Upon successful completion of the program, students are eligible to sit for exams to receive national certification.
- Upon receipt of national certification by a recognized national agency, students become eligible for licensure from the State of Tennessee as a Medical Laboratory Technologist.

Successful completion of the Program is not contingent upon passing of any national certification exam.
Vanderbilt University Medical Center
Programs in Allied Health
Program of Medical Laboratory Science
Policies and Procedures

| Policy: Healthcare Requirements and Emergent Care | Approved May 26, 2006 |
| Holly Covas Program Director | Reviewed May 25, 2017 |

Purpose:
To define healthcare requirements for entering the program and outline the process for emergent care if needed for access to healthcare while enrolled in the VUMC Program of Medical Laboratory Science.

Policy:
Health Insurance
- All students must provide evidence of health insurance during Orientation.
- Allied Health students are students of the hospital and do not have privileges to use the VU Student Health Center.

Pre Enrollment Immunization Requirements
Prior to enrollment students are notified of the following requirements that must be completed prior to the clinical (applied) experience.
- Written evidence of either two (2) negative TB skin tests within the past 12 months, the more recent being in the last 3 months of a chest x-ray with no evidence of active TB (within 6 months) in the event of a positive TB skin test.
- Documentation of immunity (by vaccination or titer) to:
  - Measles (rubeola)
  - Varicella (chicken pox)
  - Hepatitis B (must have at least started the vaccination series)
  - Rubella (German measles) and mumps
  - Tetanus/diphtheria booster within last 10 years
Work /Training Related Illness or Injury

- VUMC, through its Occupational Health Center, will provide reasonable first aid services for work/training related injuries or illnesses, such as blood or body fluid exposures.
- VUMC will attempt to administer or arrange for baseline HIV, Hepatitis B and C testing or source patient and the student within the first 2 hours following exposure.
- VUMC, at student’s request will administer a full course of post exposure prophylaxis and perform the appropriate associated laboratory tests.
- Cost of any first aid services provided are the responsibility of the student. The cost of follow-up, referrals, x-rays and lab tests are not covered by VUMC or the program but are the responsibility of the student regardless whether or not these services are covered by the student’s health insurance.
- Students are expected to inform their instructor and program director at the time of injury.
Purpose: VUMC MLS students have the opportunity to participate in elective non-mandatory clinical experiences as they are available. These opportunities are in addition to the required coursework.

Policy:

- Students are not required to participate in these optional experiences.
- These experiences must not conflict with the scheduled program requirements and are only offered during scheduled program breaks. Scheduled breaks include:  
  - Winter break (mid-December to beginning of January)  
  - Spring break (varies from March to May)
- Optional experiences are offered at the convenience of the sponsoring lab. If a situation arises in which the sponsoring lab requests no students, the program is not obligated to find a substitute rotation.
- Desire to participate in optional experiences must be communicated to the program director before State Trainee Permits are submitted to the State Laboratory Board so the permit accurately reflects the student’s additional training and/or dates of such training.
- Placement on an optional rotation is not guaranteed. Students are placed on a competitive basis. If there are more students interested than there are rotation slots, then the program director will determine how those slots will be filled (e.g. first come-first serve or by application with requirements).
Policy: Safety
Approved May 26, 2006

Holly Covas
Program Director
Revised May 25, 2017

Purpose:
To introduce Medical Laboratory Science students to the safety requirements and philosophies implemented throughout the Vanderbilt Enterprise including the Program of Medical Laboratory Science.

Commitment to Safety, Health, and Environmental Protection

VUMC supports and maintains a strong commitment to safety, health and environmental protection through:

A. Promoting compliance with federal, state, and local safety, health, and environmental requirements;
B. Minimizing hazards, reducing pollution, and continuously improving practices regarding safety, health, and environmental protection;
C. Empowering faculty, house staff, staff, and students to demonstrate individual and institutional leadership in all matters pertaining to safety, health, and environmental protection while preserving academic freedom in research and education and evidence-based practices in patient care;
D. Protecting and maintaining safe and secure facilities for teaching, patient care, research, living, and work;
E. Emphasizing open communication with the VUMC community regarding safety, health, and environmental issues; and
F. Instilling the values of environmental stewardship and conservation of resources in VUMC’s future leaders.

This commitment is defined in the Vanderbilt University Environmental Health and Safety Policy found at https://safety.vanderbilt.edu/index.php

VUMC requires all staff and Medical Laboratory Science students to complete initial and annual safety training on Medtraining.org

All students are required to provide copies of their immunization records to ensure that all immunization requirements have been met.
What health screening is required for Medical Laboratory Science students?

- Provide written documentation of two tuberculin skin test results during the 12 months prior to beginning practice, one of which needs to be within the past 3 months. If previous tuberculin skin test result is positive, documentation of a chest x-ray within the past 6 months is needed. Thereafter, a tuberculin skin test is required annually for all negative reactors.
- Provide proof of varicella (chickenpox) immunity via a blood test or documentation of two doses of Varicella vaccine
- Provide proof of one immunization for rubella given after the first birthday or immunity via a blood test
- If born on or after January 1, 1957, provide proof of two immunizations for measles, no less than one month apart, given after the first birthday; or one measles vaccine after age 18 years; or immunity via a blood test; or physician documented disease history. (Persons born before this date are considered immune to measles.)
- If born on or after January 1, 1957, provide proof of one immunization for mumps given after the first birthday or immunity via a blood test. (Persons born before this date are considered immune to mumps.)
- The Hepatitis B vaccine is strongly encouraged for those who may be exposed to blood, body fluid, or human tissue. There is no charge for this vaccine for eligible faculty and staff. The Occupational Safety and Health Administration (OSHA)-mandated educational materials are provided. Employees who choose to decline this vaccination must sign a statement to that effect.

VANDERBILT UNIVERSITY MEDICAL CENTER DIAGNOSTIC LABORATORIES

The Vanderbilt Diagnostic Laboratories continue the Vanderbilt Commitment by providing a safe working environment and keep all faculty, staff and students informed of potential safety hazards and safe work practices associated with their work.

Employees are provided with policies and procedures related to safe work practices in the laboratory, response to internal and external emergencies, handling of potentially infectious agents, handling of hazardous chemicals and handling of radioactive materials.

In addition to VUMC training requirements, laboratory staff receive training specific to the laboratory section and any time changes in practice occur within that laboratory.

Safety issues within the laboratory fall under the review responsibility of the Laboratory Safety Committee with representatives from each laboratory section. Responsibilities include development and review of laboratory specific safety policies and procedures, communication of current and changing safety issues, implementation of policies and procedures and monitoring of compliance through monthly internal inspections. The Laboratory Safety Committee has review and approval authority for laboratory safety policies and procedures.
Medical Directors, Managers and Supervisors throughout the Diagnostic Laboratories are responsible for working with the members of the Laboratory Safety Committee to fulfill these duties and to assure that all employees have access to current information, personal protective equipment, engineering controls, and appropriate medical treatment in the event of an exposure or accident. They also have the responsibility of corrective actions in the event of non compliance of any VUMC or Laboratory safety policy or procedure.

Employees are responsible for being knowledgeable about the risks and safe work practices associated with their work. Staff is expected to bring safety questions, concerns or issues to their supervisors, safety officers and laboratory leadership.
Vanderbilt University Medical Center
Programs in Allied Health
Program of Medical Laboratory Science
Policies and Procedures

Policy: Code of Conduct
Revised June 5, 2017

Holly Covas
Program Director

Purpose
Vanderbilt University Medical Center (VUMC) is committed to the highest standards of ethics, honesty, and integrity in pursuit of its mission of education, research, patient care, and public service. All Directors, providers, staff, vendors, delegated entities, business associates, and other community members who participate in the work and mission of VUMC are expected to adhere to this Code of Conduct in the discharge of their duties. Consistent with other VUMC policies and procedures, the Code of Conduct provides guidance for the VUMC community, and sets forth our commitment to good practices and following the law.

Following this Code of Conduct will help you do the right thing. It will also protect you and the VUMC community. You are encouraged to talk with your supervisor if something is not clear, and the Office of Healthcare Compliance is always available to assist you.

Compliance with the Law
VUMC is committed to compliance with all applicable laws, rules, and regulations. It is the responsibility of everyone at VUMC, including directors, providers, staff, agents, representatives, contractors, vendors, and volunteers, to follow, in the course and scope of their work at VUMC, all applicable laws, rules, regulations and VUMC policies, as well as federal and state healthcare program requirements and maintain an environment that is committed to integrity and ethical conduct.

All VUMC community members are required to report any concerns that may be violations of law, regulation, contract, or policy to the appropriate party. VUMC will take no adverse action, and maintains a policy specifically prohibiting retaliation, against persons who make such reports in good faith.

Confidentiality
VUMC is committed to the appropriate protection of confidential information. Federal and state laws and VUMC policies prohibit the unauthorized seeking, disclosing or giving of confidential information, contained in patient, research, employee or student records. All members of the VUMC community are required to know and comply with laws and policies related to information privacy and security.

Prior to receiving a unique User ID and password, and annually thereafter, all members of the VUMC community including, but not limited to, providers and staff are required to complete confidentiality training and agree to abide by its content. Confidential information is to be accessed,
used, and disclosed only when authorized and required to complete assigned job duties. User IDs, passwords, and other authentication devices are the equivalent of a signature within the information systems and must be safeguarded and never shared or disclosed. VUMC providers and staff are required to know and comply with laws and policies related to information privacy and security.

Additionally, members of the VUMC community are prohibited from sharing confidential information with competing providers, such as salaries or charges for services rendered.

**Discrimination**
VUMC is committed to the principles of diversity and equality and will not discriminate. VUMC does not discriminate against individuals on the basis of their race, sex, religion, color, national or ethnic origin, age, disability, sexual orientation, gender identity, gender expression, military service, pregnancy, physical or mental disabilities, genetic information, or any other class protected by applicable law in its administration of policies, programs or employment.

**Harassment**
VUMC prohibits harassment of any kind. VUMC strictly prohibits harassment or contribution to any type of harassment. This includes, but is not limited to, sexual harassment or misconduct, treating colleagues in a disrespectful manner, retaliation, or bullying. Everyone is encouraged to report if they witness any type of harassment.

**Conflicts of Interest**
All members of the VUMC community should avoid potential or perceived conflicts of interest. Individual conflicts of interest refer to situations in which an individuals or family members financial, professional, or other personal considerations may directly or indirectly affect, or have the appearance of affecting, an individuals professional judgment in exercising any VUMC duty or responsibility, including the conduct or reporting of research. Conflicts of interest can arise under many situations, including business relationships, purchasing decisions, gifts, use and appropriation of VUMC assets, research activities, student related activities, and activities related to family members.

In order to identify and review conflicts of interest and the appearance thereof, all members of the VUMC community are expected to disclose all outside activities and financial interests that might be or have the appearance of being conflicts of interest or commitment upon initial employment, and annually thereafter, as well as immediately if any changes in circumstances arise that may present a potential conflict of interest.

**Research and Scientific Integrity**
VUMC is committed to following all laws and regulations related to scientific research. VUMC staff, providers, and health care professionals are responsible for accurate and complete documentation of research and health care services, the conduct of research with scientific integrity, and adherence to all applicable state and federal regulations particularly regulations relating to the protection of human and animal research participants and accurate reporting and appropriate expenditure of grant funds. In the interest of maintaining the highest standards of patient care and scientific integrity, researchers and physicians must familiarize themselves with all federal and state laws and any requirements of the funding sponsor governing their activities and with policies and procedures relating to misconduct in research.
Market Competition and Purchasing, Gifts, and Kickbacks
VUMC is committed to complying with state and federal antitrust (monopolies) and anti-kickback laws and regulations. VUMCs business practices prohibit setting charges in collusion with competitors, giving or receiving kickbacks, entering into certain exclusive arrangements with vendors, and sharing confidential information with competitors. When someone who can influence purchasing decisions made at VUMC takes money or anything of value from a vendor, it can be considered a kickback, which is illegal. For this reason, VUMC community members shall not accept any kind of gift, service or benefit from any vendor or vendor representative.

Patient Referrals
VUMC is committed to the lawful referral of patients to services outside VUMC for the delivery of appropriate patient care. If a referring physician, or his or her immediate family member, has an ownership or investment interest in or a compensation arrangement with the entity to which a patient is referred, and payment for the referred services will be made from a federal or state health care program (such as Medicare, Medicaid and TennCare) a federal law, commonly referred to as the “Stark Law,” may prohibit the referral. No VUMC providers shall refer a patient for services in violation of the law.

Additionally, members of the VUMC community should be aware that if someone refers a patient to another provider and receives something of value in exchange, it can be considered a kickback. Anti-kickback rules also apply to the recruitment of providers, recruitment of research subjects, and the acquisition of providers practices.

Billing and Claims
VUMC is committed to charging, billing, documenting and submitting claims for reimbursement for hospital and professional services in the manner required by applicable laws, rules and regulations. All providers and staff should know and carefully follow the applicable rules for submission of bills and claims for reimbursement.

Discharge Planning and Ancillary Service Referrals
VUMC is committed to appropriate discharge planning and the lawful referral of patients for ancillary health care services. VUMC recognizes that the discharge of a patient to a residence or post-hospitalization provider is an important decision. In developing and implementing discharge plans, VUMC providers and staff act in the best interest of the patient, in the judgment of the health care provider. This includes the involvement and consent of the patient or patient's legal representative.

Emergency Treatment for Patients and Women in Labor and Patient Transfers
VUMC is committed to following state and federal laws and regulations with respect to the medical screening, stabilization, admission, and treatment of patients with emergency medical conditions and pregnant women who are in labor regardless of a patient's financial or insurance status. Emergency services are available to all persons in need of those services without regard to their financial or insurance status. If any individual comes to the Emergency Department for a medical examination or treatment of a medical condition, VUMC must provide that individual with an appropriate medical screening examination to determine if an emergency medical condition exists, and if one does, VUMC must stabilize the emergency medical condition within its capabilities. VUMC's commitment to patients is reflected in our willingness to help anyone in need, without discrimination of any kind.
Environment
VUMC is committed to complying with all applicable environmental laws and to maintaining all necessary environmental permits and approvals. Environmental compliance includes the proper handling, storage, use, shipment and disposal of all materials that are regulated under any applicable environmental law.

Controlled Substances
VUMC prohibits the unlawful possession, use, manufacture or distribution of illicit drugs and alcohol on its property or as part of any VUMC sponsored activity. Health care professionals, including those who maintain Drug Enforcement Agency (DEA) registration, must comply with all federal and state laws regulating controlled substances.

Disciplinary Action
VUMC is committed to responding appropriately when anyone at VUMC violates law or policy. All VUMC providers, staff and representatives must carry out their duties for VUMC as stated in these policies, and, as required by law, report violations of local, state or federal laws, rules or regulations to a supervisor, the Office of Healthcare Compliance, the Office of General Counsel or the Integrity Line. If any faculty, staff or representative does not report violations, knowing that such a failure violates a clear legal obligation, the individual may be subject to disciplinary action and may be terminated from employment. Such disciplinary conduct must abide by all substantive and procedural protections applicable to discipline in the Faculty Manual or, for staff, in the Human Resources Staff Guidelines. Disciplinary action may apply to a supervisor who knowingly directs or approves a person's improper actions, or is aware of those improper actions but does not act appropriately and within the supervisor's scope of authority to correct them, or who, by knowingly violating a clear legal or professional duty, otherwise fails to exercise appropriate supervision.

Response to Investigation
VUMC is committed to cooperating with government investigators as required by law. If a member of the VUMC community receives a subpoena, search warrant, or other similar document, before taking any action, that person must immediately contact the Office of General Counsel or the Compliance Office. The Office of General Counsel and the Compliance Office are responsible for authorizing the release or copying of documents. If a government investigator, agent, or auditor comes to the Medical Center, a supervisor, the Compliance Officer, the Office of General Counsel, or the Hospital Administrator-on-Call should be contacted before discussing any matters with such investigator, agent, or auditor.

Office of Healthcare Compliance
To assist VUMC with its commitment to appropriate conduct, all community members are encouraged to report violations of any law or policy to a supervisor, the Office of Healthcare Compliance, or the Integrity Line. It is the duty of all faculty, staff, and VUMC representatives to report Vanderbilt job-related criminal conduct of which they have actual knowledge or Vanderbilt job-related situations that endanger the health and safety of any individual. All reports are treated as confidential and are shared with others only on a bona fide need-to-know basis. VUMC will take no adverse action toward, and prohibits retaliation against, persons making reports in good faith. False accusations made with the intent of harming or retaliating against another person can subject the accuser to disciplinary action.
Statement of Receipt and Acknowledgment
Upon initial employment or contract and annually thereafter, VUMC faculty, staff, and representatives must acknowledge compliance with the Code of Conduct.
Purpose: To outline the consequences for violations of handbook rules and other program infractions

Policy: Students are responsible for abiding by all rules set forth by the Programs in Allied Health and Medical Laboratory Science Program. Failure to do so will result in disciplinary action.

Probation and Dismissal
Probation or Dismissal from the program may occur due to disciplinary actions, academic probation, excessive absenteeism or tardies, or any of the actions for immediate dismissal list below.

Disciplinary Action
Violation of the Program Rules and Regulations will result in the following actions:
1. First offense - written reprimand
2. Second offense - probation for the remainder of the year
3. Third offense - depending on the severity of violation, the program officials will present the case to the Program Advisory Committee for possible dismissal from the Program.

Cause for Immediate Dismissal
- Unauthorized removal, destruction, or theft of any property of the program, hospital, employees, or patients.
- The use or unauthorized possession of any intoxicants, illegal drugs or narcotics on hospital grounds.
- The use, possession, or distribution of firearms, explosives, fireworks or knives on hospital grounds.
- Willful submission of false information or alteration of any records or reports.
- Dishonesty (cheating, forgery, plagiarism, etc.)
- Disclosure of confidential information or discussion of any patient information with unauthorized personnel.
- Negligence or misconduct in the performance of duty.
- Disobedience or insubordination (any complaint concerning an employee or instructor should be brought to the attention of the Program Director or the Medical Director immediately.)
- Drawing blood, performing procedures, or providing medication to a patient without the order of a physician.
- Abusing a patient, employee, or fellow student (including abusive language).
- Submission for publication of any material relating to the clinical education experience at Vanderbilt without prior written approval of the affiliate school and Vanderbilt.
Purpose: To define requirements for the maintenance and retention of student records.

Policy: All student records (current, withdrawn, graduated, and students on leave of absence [LOA]) are retained in secure locations. The following items are included in student files, as follows:

Maintained in the central administrative offices of VUMC Programs in Allied Health:

- Enrollment agreement
- Signed attestation of high school graduation or equivalent (e.g. diploma, transcript or GED)
- Admission determination documentation (e.g., admission exam, counseling documentation for students admitted under an ability-to-benefit determination)
- Financial records (e.g., required financial aid documentation, tuition payments, refund calculations and evidence of monies returned). Required for institutional members only.
- Academic transcript (must be maintained indefinitely)
- Attendance records (if applicable)
- Progress reports or correspondence
- Evaluations for externships and/or internal clinical experiences
- Documentation of placement activity
- Tennessee Laboratory Trainee application and permit
- Signature page from Student Handbook
- Summaries of formal academic counseling and/or advising conferences
- Photograph (as per TN State law)
- Certification Exam Score Release Form
- Review of Essential Functions
- Grade summaries
A copy of the VUMC Program of Medical Laboratory Science transcript (upon graduation)
Summary sheet of all grades and evaluations (upon graduation)
Any changes of address following graduation

Maintained in the administrative offices of the MLS Program Director

- Evaluations (as completed)
- Exams: theory and practical
- Non-academic evaluations (student lab)
- Behavioral and performance evaluations

The Office of Programs in Allied Health permanently maintains original transcripts and is responsible for all official transcripts that are sent out upon written request.

Records are currently maintained indefinitely, according to the VUMC Records Retention and Destruction Policy.
Purpose: To define student tuition responsibilities and terms for tuition refunds.

Policy: Students are responsible for tuition payments to continue in the program.

Tuition

Students are responsible for tuition payments as follows:

<table>
<thead>
<tr>
<th>Acceptance Deposit</th>
<th>Due upon acceptance</th>
<th>$100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Payment</td>
<td>Due June (during Orientation)</td>
<td>$3000.00</td>
</tr>
<tr>
<td>2nd Payment</td>
<td>Due January</td>
<td>$3000.00</td>
</tr>
</tbody>
</table>

All checks should be made payable to “Vanderbilt University Medical Center”.

Students have the option to work with the program director to determine a written payment plan if the student cannot pay in a lump sum.

Students may have access to student loans, but loans are not guaranteed on a yearly basis. Students may visit the Allied Health Programs financial aid website for current information regarding the availability of loans. [https://ww2.mc.vanderbilt.edu/AlliedHealth/](https://ww2.mc.vanderbilt.edu/AlliedHealth/)
Policy: Withdrawal and Dismissal Procedures

Approved May 26, 2006

Holly Covas
Program Director

Reviewed May 25, 2017

Purpose: To define the process for withdrawal from the program.

Policy:

Withdrawal

Students may withdraw from the program at any time after the cancellation period (which is within three days after signing the enrollment agreement but prior to the first day of class) and receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period through the last day of attendance. The refund will be less an administrative fee not to exceed $100.00, and less any deduction for books, equipment, or supplies provided by the program and not returned in new condition, within 5 business days of withdrawal. If the student has completed more than 60% of the current payment period, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

• The student notifies the institution in writing of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.
• The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
• Failure to return from a leave of absence.

Dismissal (due to Unsatisfactory Academic Progress):
Students who are not successful in maintaining a minimum grade of 75% in two courses during the first semester (student laboratory/didactic component) of the program will be dismissed due to unsatisfactory academic progress. Students will be notified in writing. Students will be given the opportunity to withdraw in lieu of dismissal for unsatisfactory academic progress. Students that leave due to academic achievement that does not meet the program’s standard are notified of the consequences when initially placed on Academic Probation. **Immediate Dismissal:**

In the event a student exhibits unacceptable behavior as defined by the VUMC Standards of Conduct or the VUMC Program of Medical Laboratory Science policies, the student will be immediately dismissed from the program. Students will receive documentation of the reasons for dismissal. Students dismissed due to unacceptable behavior are not provided the opportunity to withdraw in lieu of dismissal.
Policy: Work Policy (MLS Students) Approved May 26, 2006

Holly Covas
Program DirectorReviewed May 25, 2017

Purpose: To define the criteria in which students may be employed by the training institution during the year of training in the Medical Laboratory Science Program.

Work Policy

Jobs during the first six months of training are strongly discouraged due to the full time nature of the program. If it is necessary for a student to hold a job for financial reasons during the first six months, the student must notify program officials. Students are encouraged to actively communicate with the program director to assure that the academics of the program are given priority. Students may not leave student lecture/laboratory or practicum early in order to fulfill a job obligation. If a job interferes with academic or behavioral performance, or with the educational activities in the program, the student may be asked to curtail work activity.

Student Work Policy:

The state of Tennessee does not allow non-licensed personnel to perform laboratory testing. Medical Laboratory Science students have a Trainee Permit during the duration of the program allowing them to perform patient testing under the direct supervision of a licensed medical laboratory professional.

- Students who have completed both the didactic and clinical components of a specific area of the laboratory are eligible to work on a part-time basis in that area of the laboratory.
- Students who work must complete an application and orientation prior to being hired.
- Laboratory Supervisors/Managers must submit a request to Taleo for a position in order to hire an MLS student.
- VUMC employment is independent of the program and shall not interfere with program requirements.
- Trainee Permits expire on the day of graduation from the Program.
- Students must maintain grades at a passing level during this time.
- Work should not exceed 20 hours a week, will be paid and supervised.
SIGNATURE PAGE

After thoroughly reviewing this manual and the policies of the program during Orientation week, each student must sign the following statement to be placed in his/her student file.

“I have read, reviewed and thoroughly understand the policies, procedures, regulations, VUMC Code of Conduct, and ASCLS Code of Ethics as outlined in the student handbook and agree to abide by them during the time I am a student in the Program of Medical Laboratory Science at the Vanderbilt University Medical Center. I also certify that I have received information about how to access the MLS Student Handbook online.”

__________________________________________________________

Student Signature

__________________________________________________________

Student’s Printed Name

__________________________________________________________

Date