

**MARQUETTE UNIVERSITY SPONSORED COMBINED
CLINICAL CORE CURRICULUM (CCCC) and CLINICAL
PRACTICUM**

ACL Laboratories, Children's Hospital of Wisconsin, Clement J. Zablocki VA Medical Center Medical Technology Program, Wisconsin Diagnostic Laboratories, LLC., Froedtert & MCW (Menomonee Falls), and Ascension/Wheaton Franciscan Laboratories, Versiti Blood Center of Wisconsin

Policies and
Procedures for
the Professional
2019-2020
Clinical Year

Table of Contents

Introduction	2
Program Goals	2
Career Entry Level Competencies	3
Professional Year Courses	4
Faculty	5
Textbooks and Manuals	6
Policies for the Professional Year	7
Policies on Professional Behavior	8
Code of Ethics	11
Grading Policies	12
Policies Regarding Student Status	14
CLS Test Taking Policy	16
Attendance Policy	17
Policies on Dress	18
Policies on Electronics and Social Media	18
Regulations at the Clinical Site	19
Policies on Service Work	19
Student Files and Release of Information	20
Student Safety	20
Appendix A	21
Check-Off Sheet	22

Introduction

Welcome to your professional year of training in Clinical Laboratory Science/Medical Technology. Both the Clinical Laboratory Science Program at Marquette University and the Medical Technology Program at Zablocki VAMC are accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880. It is of great importance that you are aware of the policies and procedures governing your clinical year experience.



Program Goals

As our educational commitment to the student we will:

- Educate persons who will be highly skilled in the intelligent performance of laboratory procedures.
- Educate persons who will be qualified to work in the field of Clinical Laboratory Science.
- Provide the necessary didactic and practical education, which will enable the student to compete in the job market.
- Educate students in principles and techniques in all areas of the laboratory and provide practice in laboratory testing so they develop confidence in their ability.
- Provide instruction and evaluation to help the student achieve the objectives of the curriculum.
- Provide knowledge of disease processes and the correlation of laboratory testing.
- Provide instruction in laboratory safety, to include topics such as standard precautions and the safe handling of biological specimens.
- Help students develop an understanding of medical and professional ethics.
- Guide students to an understanding that the patient is the primary reason for the clinical laboratory scientist and that as a professional there is a need to protect the integrity and confidentiality of the results.



Career Entry Level Competencies

In regard to Microbiology, Hematology, Chemistry, Body Fluids, Immunology, Immunohematology and Hemostasis, at career entry Clinical Laboratory Science/Medical Technology students will be able to:

TASK	TASK DEFINITIONS
Define and/or Identify:	<ul style="list-style-type: none">• principles of lab procedures• standard operating procedures• sources of error in laboratory testing• fundamental characteristics of laboratory operations• safety and governmental regulations and standards as applied to the laboratory
Select:	<ul style="list-style-type: none">• procedural course of action for test
Prepare	<ul style="list-style-type: none">• instruments to perform test• reagents for tests
Perform	<ul style="list-style-type: none">• laboratory tests• quality control
Calculate:	<ul style="list-style-type: none">• results from supplied data• results from obtained data• statistics for quality assurance
Associate and/or Correlate:	<ul style="list-style-type: none">• laboratory findings and clinical data to assess test results and procedures• laboratory findings and Q.C. data to assess test results and procedures• laboratory findings with other laboratory data to assess test results and procedures• patient results with reference ranges
Analyze and/or Evaluate:	<ul style="list-style-type: none">• laboratory results to also include delta checks and critical values• quality control results to detect errors and take corrective action if needed• laboratory results to correlate with health and disease states• method validation to assess, compare and institute appropriate testing for the laboratory
Collector or Process:	<ul style="list-style-type: none">• specimens for analysis



Professional Year Courses and Faculty

*CLINICAL COURSE DESCRIPTIONS **

4180 Basic Concepts in Clinical Education Methods Practicum (1 credit)

Educational concepts especially appropriate to instruction in a clinical setting using clinical materials. The concepts discussed include: writing learning objectives, learning styles, testing and evaluation methods and use of audio-visuals.

4181 Modern Management Concepts for the Clinical Laboratory Practicum (1 credit)

Comparison of management theories and styles for effective leadership. Principles and methods of communication essential to the delivery of quality health care. Strategic financial planning ensuring cost effectiveness in the diagnostic laboratory. Statistical analysis comparing alternative methodologies for selection of reliable laboratory procedures. Selected projects relating managerial practices to clinical laboratory organization and use of laboratory data systems for health care delivery.

4183 Clinical Chemistry Practicum (6 credits)

The chemical constituents of blood and other body fluids in health and disease. Principles of the methods used in qualitative and quantitative determination of these constituents. Treatment of the theoretical aspects of instrumentation used in these determinations.

4184 Clinical Hematology 2 Practicum (4 credits)

Quantitative and qualitative study of blood, bone marrow and body fluid cells and alterations present in disease. Principles of procedures used. Methods of obtaining and preserving blood specimens with consideration of the theory and practice of aseptic technique.

4185 Clinical Hemostasis Practicum (3 credits)

The components in the blood related to the hemostatic mechanisms, the principles of the procedures involved and their relationship to the diagnosis and treatment of disease.

4186 Clinical Immunohematology Practicum (6 credits)

Therapeutic and diagnostic aspects of immunohematology. Aspects of blood transfusion and of methods used in preservation and selection of properly matched blood for transfusion.

4187 Clinical Immunology and Serology Practicum (2 credits)

The mechanisms of resistance to disease, especially the antigen-antibody reactions and the diagnostic procedures used in determining this resistance.

4188 Clinical Microbiology Practicum (6 credits)

Advanced study of pathogenic and normal flora microorganisms having medical importance. Includes methods for obtaining and handling specimens for culture as well as principles of current instrumentation. Identification protocols include cultural, morphological, biochemical, immunological, and molecular characteristics. Pathophysiology of infectious diseases caused by bacteria, fungi, parasites and viruses is examined.

4189 Clinical Urinology Practicum (2 credits)

Physical, chemical and microscopic study of urine with emphasis on the changes exhibited in disease with related physiology.

* The above course titles and credits may appear slightly different on official university transcripts. Refer to Clinical Program Director or the University Program Directors at Marquette University or University of Wisconsin-Oshkosh.

Faculty

Pathologists, laboratory administrators, section supervisors, and practicing certified medical laboratory scientists all contribute their expertise in the professional year curriculum. The CCCC portion of the program is where you receive your primary didactic instruction. The didactic faculty includes:

- Patricia Boyer, MSHS, MLS(ASCP)_{CM} – Chemistry, Hemostasis and Immunohematology (Zablocki VA Medical Center)
- Ian Gonsolus, PhD - Chemistry
- Margaret Durkin, MT(ASCP) – Chemistry (Zablocki VA Medical Center)
- Valerie Gigot, Ph.D., MT(ASCP) – Chemistry, Immunohematology, Hematology, Body Fluids, Hematology, and Urinology (Marquette University)
- April Harkins, Ph.D., MT(ASCP) – Microbiology, Immunoserology and Molecular Diagnostics (Marquette University)
- Sue Johnson, MSTM, MT(ASCP)SBB – Immunohematology (BloodCenter of Wisconsin)
- Beth Kratzer, MT(ASCP) – Phlebotomy (Wheaton Franciscan Healthcare, Inc.)
- Cecelia Landin, Ed.D., MLS(ASCP)_{CM} – Chemistry, Management and Method Evaluation (Marquette University)
- Nik Ljubic, MLS(ASCP)_{CM} – Immunohematology (Zablocki VA Medical Center)
- Erik Munson, PhD, D(ABMM) – Microbiology and Immunoserology (Marquette University)
- Amanda Quella, MLS(ASCP)_{CM} - Hemostasis (Zablocki VA Medical Center)
- Sandra Schindel, MT(ASCP)SBB_{CM} – Immunohematology (Zablocki VA Medical Center)
- Tracy Shada, MLS(ASCP)_{CM} – Chemistry and Immunohematology (Zablocki VA Medical Center)



Textbooks and Manuals

Do not wait to purchase books until later in fall – they will no longer be in the Book Marq.

CLLS 4183: **Clinical Chemistry: Techniques, Principles, Correlation**
Michael Bishop, et al.
Lippincott, 8th ed., 2018

CLLS 4184 (Hematology) & CLLS 4185: **Clinical Hematology and Fundamentals of Hemostasis**
Denise Harmening
F.A. Davis, 5th ed., 2014

CLLS 4184 (Body Fluids) & CLLS 4189: **Urinalysis and Body Fluids**
Susan King Strasinger
F.A. Davis, 6th ed., 2014

CLLS 4186: **Modern Blood Banking and Transfusion Practices**
Denise Harmening
F.A. Davis, 7th ed., 2019

CLLS 4187: **Clinical Immunology and Serology**
Christine Dorresteyn Stevens
F.A. Davis, 4th ed., 2016

CLLS 4188: **Medical Mycology: A Self-Instructional Text**
M.E. Kern & K.S. Blevins
F.A. Davis, 2nd ed., 1997

Bailey and Scott's Diagnostic Microbiology
Patricia M. Tille,
Elsevier, 13th ed., 2014

Lab manuals are provided to the students at the start of each discipline. There is no charge for these manuals. Course lecture outlines, powerpoints and additional resources are available on the course d2L website. Students will have access to d2L through August of their year of graduation.



Policies for the Professional Year

The senior student in the Clinical Laboratory Science/Medical Technology program is subject to the regulations of several different and distinct agencies: Marquette University, the University of Wisconsin-Oshkosh, and the Institution providing the clinical rotation. All students are subject to Marquette University policies as well as those stated here. Policies, which are unique to the year of professional/clinical studies, will be covered here. In some instances, they may be more stringent than the University policies; in which case, the more stringent regulation will be the one which is applicable. The student must realize that this is necessary for the patient's protection.

The overall objective for this year of professional study is to help the senior student to develop into a competent, knowledgeable Clinical Laboratory Scientist/Medical Technologist. It is hoped that at the completion of the clinical year, the graduate will assume his/her professional role as a member of the health care force. He/she will be ready to contribute to the betterment of health care by applying the scientific knowledge of laboratory medicine and the practical skills and techniques he/she has acquired during this year. He/she will be prepared for continued growth in dedication, responsibility, and professional attitudes.

The following information is written so that the students will know what is expected of him/her and what is expected from the instructors during this important year.



POLICIES ON PROFESSIONAL BEHAVIOR

- Professional behavior expectations for the clinical year are outlined in the University Student Code of Conduct: http://www.marquette.edu/osd/policies/conduct/community_expectations.shtml#Standards_of_Conduct and in the Affective Objectives, Essential Functions and Professional Attitudes on the following pages.
- Academic honesty and integrity regulations will be followed as outlined by the University: <http://bulletin.marquette.edu/undergrad/academicregulations/>
- Professional behavior issues will be addressed by the CLS department Promotion and Progress Committee (see Appendix-A).

Professional Behavior Affective Objectives

During the Professional Clinical Year, both in summer/fall and at the clinical site, students are responsible for displaying and demonstrating professional characteristics and attitudes by:

1. Adopting laboratory safety policies, obeying all laboratory safety rules and precautions and promoting laboratory safety at all times.
2. Asking questions and volunteering for special assignments.
3. Keeping work areas clean and orderly.
4. Investigating the clinical findings on a patient with elevated or unusual laboratory results within his/her capabilities.
5. Reading additional material, not only what has been assigned.
6. Organizing daily assignments without being directed by instructors.
7. Advocating good public relations with nursing personnel, physicians, employees and patients.
8. Showing empathy during all patient interaction including phlebotomy.
9. Recommending solutions to problems that may arise that are of technical nature or those involving interpersonal relationships.
10. Participating actively in the laboratory and in lectures.
11. Suggesting methods that would improve the educational experience.
12. Evaluating the teaching effectiveness of each department.
13. Attending inservice education programs that are held in the laboratory or off-site.
14. Complying with all laboratory policies and procedures.
15. Communicating to a supervisor/instructor that an error was made and providing suggestions for correction.
16. Seeking consultation in a timely manner when data is questionable.
17. Cooperating when situations arise that change the daily routine.
18. Complying with all quality control procedures and not falsifying patient or quality control data.
19. Organizing and completing procedures accurately and within a reasonable time.
20. Realizing the importance of not having excessive tardiness/absenteeism and being in the appropriate place at the proper time.
21. Examining patient's test results using the Laboratory Information System for correlation with possible pathological conditions.
22. Accepting and complying with objectives, policies, procedures, rules and regulations of the Clinical Laboratory Science/Medical Technology Programs at your respective assigned clinical site.
23. Keeping confidential all patient related information.

Essential Functions

Certain essential functions represent the non-academic requirements of the program that a student must possess to successfully complete the program and become employable. These include the ability to distinguish colors, the ability to learn how to perform and interpret highly complex testing methods, the ability to disseminate information in an accurate and confidential manner and the ability to become a competent phlebotomist. Students must have good tactile skills, possess adequate physical and emotional health to work under stress and time constraints and demonstrate respect and care for others. Students must also be able to work efficiently and accurately in a clinical laboratory environment which often includes:

- Loud noises
- Strong odors
- Biohazardous materials
- Repetitive motions
- Standing for long periods of time

Professional Attitudes:

The senior year in the Clinical Laboratory Science/Medical Technology program is one of clinical instruction involving close contact with patients, laboratory staff and other clinical site employees. Students are expected to be aware of and to demonstrate those qualities essential to a Clinical Laboratory Scientist/Medical Technologist:

- A sense of ethics -- the principles of conduct governing an individual or a group.
- Integrity -- adherence to a code of moral values.
- Self-discipline -- correction or regulation of oneself for the sake of improvement.
- Honesty -- a fairness and straightforwardness of conduct; it implies a refusal to lie, cheat, steal, or deceive in any way.
- Compassion -- a sympathetic consciousness of other's distress together with a desire to alleviate it.
- Discretion -- the quality of having or showing discernment or good judgment in conduct or speech.

The position of Clinical Laboratory Scientist carries with it a high degree of responsibility for the care and safety of the patient. Absolute honesty is required and will be insisted upon. The program is operated on the honor system, and it is expected that the students will respond to this in a responsible, adult way.



Code of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession. The professional conduct of clinical laboratory professionals is based on the following duties and principles:

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes continuing competence in both judgment and performance as individual practitioners, as well as in striving to safeguard the patient from incompetent or illegal practice by others. Clinical laboratory professionals maintain high standards of practices and promote the acceptance of such standards at every opportunity. They exercise sound judgment in establishing, performing and evaluating laboratory testing. Clinical laboratory professionals perform their services with regard for the patient as an individual, respecting his or her right to confidentiality, the uniqueness of his or her needs, and his or her right to timely access to needed services. Clinical laboratory professionals provide accurate information to others about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals accept responsibility to individually contribute to the advancement of the profession through a variety of activities. These activities include contributions to the body of knowledge of the profession, establishing and implementing high standards of practice and education, seeking fair socioeconomic working conditions for themselves and other members of the profession, and holding their colleagues and the profession in high regard and esteem. Clinical laboratory professionals actively strive to establish cooperative and insightful working relationships with other health professionals, keeping in mind their primary objective to ensure a high standard of care for the patients they serve.

III. Duty to Society

Clinical laboratory professionals share with other citizens the duties of responsible citizenship. As practitioners of an autonomous profession, they have the responsibility to contribute from their sphere of professional competence to the general well being of the community, and specifically to the resolution of social issues affecting their practice and collective good. Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those that do not meet the high standards of care and practice to which the profession is committed.

As a clinical laboratory professional, I acknowledge my professional responsibility to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession;
- Safeguard the dignity and privacy of patients;
- Hold my colleagues and my profession in high esteem and regard;
- Contribute to the general well-being of the community; and
- Actively demonstrate my commitment to these responsibilities throughout my professional life.



Grading Policies

Senior year grading in each scientific discipline is divided as follows:

- 1) CCCC (student lab and lecture on campus)
- 2) Clinical Practicum
- 3) Clinical Core Exam

The final grade percentages vary for each discipline and are listed below. Criteria for these grades are based upon specific academic learning objectives. For successful completion of the clinical year, a grade of less than “70%” in any major component of a course (e.g., Combined Clinical Core Curriculum [CCCC], Core Exams, and Clinical Practicum Evaluations) is not acceptable. Appropriate remedial work will be determined on an individual basis by the P&P Committee and may require delay of graduation or repeat of an entire course.

To earn a satisfactory grade, the student must achieve a minimum grade of 70% on:

1. CCCC Unknown Averages
2. CCCC Exams
3. CCCC Practical Exams
4. CCCC Final Grade Averages
5. Clinical Practicum Evaluations & Competencies
6. Clinical Core Exams

More specific criteria may be required in certain disciplines. This information will be specified in the individual course manuals.

To make up an unsatisfactory grade, the following guidelines are used:

1. If the overall average of CCCC Unknowns is less than 70%, the student must make special arrangements with the course director to complete a second set of unknowns.
2. CCCC practical and written examinations are to be repeated, or otherwise reconciled, by special arrangement with the course director.
3. Unsatisfactory performance on core exams or unsatisfactory practicum evaluations may require additional time in clinical rotations. This situation will be arranged with the university and clinical program directors.
4. Students will not be permitted to make up an excessive number of unsatisfactory grades. Each case is considered individually to determine how many make up situations will be allowed. Ordinarily, no student will be allowed to repeat the Core Exam in a discipline more than twice. Refer to “Policy Statement Regarding Student Status.”

Assignment of the final grade in the course follows these guidelines:

1. A make up grade must meet the above stated criteria for satisfactory grades.
2. The final grade is derived from an averaging of the first grade earned, regardless of what that grade is. Rationale: The purpose of the make up examination is to make certain the student has learned all of the essential material before she/he can proceed. The purpose is not to arrive at a grade. Thus, the second grade, although it must meet the criteria, is not used to determine the final grade.

Determination of Grades

Discipline	CCCC	Clinical Core Exams	Practicum Evaluations
Chemistry	40%	27%	33%
Hematology/Body Fluids	5%/15%	35%/10%	35%
Hemostasis	33%	34%	33%
Immunoematology	35%	30%	35%
Immunoserology	33%	34%	33%
Microbiology	33%	32%	35%
Urinology	30%	35%	35%
Education	100%	---	---
Management	100%	---	---

All of the different components in the curriculum use the following grading scale:

- A 94-100**
- A- 91-93**
- B+ 88-90**
- B 82-87**
- B- 79-81**
- C+ 76-78**
- C 70-75**

The Combined Clinical Core Curriculum (CCCC) constitutes a significant portion of the year of clinical study and lays the foundation for all subsequent learning. In the event that a student does not meet the requirements, the following actions will result:

- Grade < 70% in one CCCC discipline = Clinical Academic Warning**
- Grade < 70% in two CCCC disciplines = Clinical Academic Censure**
- Grade < 70% in three CCCC disciplines = Required to Withdraw**



Policies Regarding Student Status

During the senior year, the academic actions taken are varied in severity depending upon the scholastic and/or professional deficiency. The following policies are based on the specific criteria for satisfactory performance during the clinical year as delineated on pages 8 and 9 of this document.

- **Written Academic Warning**

A student will be notified that he/she is performing below minimal expectations when the student earns below a 70% on CCCC Unknowns, Practicals, or Exams or below 70% on a single Clinical Core Exam. Remedial work will be determined on an individual basis and may include any action including repeat of a departmental rotation.

- **Clinical Academic Warning**

A written notification given to a student when the student receives any of the following:

1. A cumulative CCCC grade less than 70% in any one discipline.
2. A cumulative grade (CCCC, Core Exam & Practicum Evaluation) less than 70% in any one discipline.
3. A grade of less than 70% on any two Core Exams or on any one Practicum Evaluation.

Remedial work will be determined on an individual basis and may include any action including repeat of a departmental rotation.

- **Clinical Academic Censure**

A written notification given to a student when the student receives any of the following:

1. A cumulative CCCC grade less than 70% in any two disciplines.
2. A cumulative grade (CCCC, Core Exam & Practicum Evaluation) less than 70% in any two disciplines.
3. A grade of less than 70% on any three Core Exams or on any two Practicum Evaluations.

Remedial work will be determined on an individual basis and may include any action including repeat of a departmental rotation.

- **Required to Withdraw from the Clinical Laboratory Science Major**

A written notification given to a student when the student receives any of the following:

1. A cumulative CCCC grade less than 70% in any three disciplines.
2. A cumulative grade (CCCC, Core Exam & Practicum Evaluation) less than 70% in any three disciplines.
3. A grade of less than 70% on any four Core Exams or on any three Practicum Evaluations.

Failure to fulfill the terms delineated in the Written Warning will automatically place a student on Clinical Warning status. Failure to fulfill the terms delineated in the Clinical Warning will automatically place a student on Clinical Censure. Failure to fulfill the terms of the Clinical Censure status places the student in jeopardy of being withdrawn from the major. The decision to withdraw a student from the major is made jointly by the clinical site and the University, subject to student appeal. If the clinical site program officials recommend that a student be withdrawn from the program, the case will be submitted to the P & P Committee. The student will receive copies of documents presented to the committee and may submit in writing to the committee any pertinent information he/she feels would have bearing on how the documentation would be interpreted by the committee. The committee will present its decision to the University Clinical Laboratory Science Department Chair, who will notify the student of the decision.

Student's Right to Appeal:

Students are urged to discuss any problems promptly with their University Dept. Chair or their Clinical Program Director/Education Coordinator. A student may appeal action taken for failure to meet the standards of the major. Please refer to your University appeal process. The grievance procedure at the clinical site will follow established Marquette University policy. The decisions of the Program Officials are final.



CLS TEST TAKING POLICY

1. Students are expected to take all course examinations at the scheduled times. Dates and times of the scheduled exams are fixed and nonnegotiable but may be changed at the discretion of the program faculty and approved by the clinical site.
2. In the event of illness or crises, the student **must** contact the CLS main office at 414-288-7566 to leave a message for the course instructor. Any **tardiness** after the exam start will be subject to the following disciplines:
 - a. First offense, the student will receive a verbal warning and still take the exam
 - b. Second offense, the student will take the exam but receive a deduction of 10% on the earned grade.
 - c. Third offense, the student will receive a zero for the exam and have access removed not allowing the student to take the exam. The student will be mandated to meet with the P & P Committee whereby actions may include academic or professional probation, conditional promotion, or dismissal from the CLS Program.
3. Students who miss an examination because of illness or crisis must take the exam in this time period or as arranged by the course director.
4. Scheduling of missed examinations for the student with a prolonged illness will be dealt with by the Progress & Promotion Committee of the CLS Department.

Respondus/D2l Exams Policy for Core Exams

1. Students must report to the CLS main office. The exam room will only contain a laptop (no book bags, phones, FLASHDRIVES, DISCS, paper, snacks, water bottles, etc.) and scratch paper and a calculator will be provided for you, both of these will be turned in at the end of the exam.
2. Students will log into d2l/Respondus at the time of exam, in the exam room.
3. Students will submit the exam, log out of d2l/Respondus and return the laptop to the main office.
8. Any student found trying to access the exam after it is submitted will be referred to the Progress and Promotion Committee for discipline.
9. All CLS course exams are not to be accessible or copied at any time. Any availability of exams should be reported to the Program Chair immediately.
10. Any breach of the test taking/d2l policies is considered a breach of the University Honor Code. Students may receive a zero for that exam. Disciplinary actions may include probation with conditional promotion, or dismissal from the program.



Attendance Policies

Approximately nine months is required for the successful completion of the clinical program. This time includes the clinical assignments and campus laboratory and lectures. Attendance records are kept at the clinical site and at campus lectures. Marquette students should refer to the Undergraduate Bulletin and Departmental Attendance Policies for further information on attendance.

Attendance during CCCC in the Summer/Fall:

All students in CLLS 4180-4189 or 7180-7189 must attend every lecture and laboratory for which they are scheduled. Students are expected to arrive on time for the start of class and to stay for the full time scheduled. Since all of the material presented in every course is essential to professional practice, every absence **MUST** be made up regardless of whether or not an excused absence was granted. A student who is tardy for any exam/quiz/test will normally not be granted any extra time for completing the exam. If work is missed, make-up work will be at the discretion of the course instructor and/or the Department Chair.

Reporting Absences

Illness or any other unexpected absence must be reported by telephone or e-mail to the faculty member who is the course director or to the Clinical Laboratory Science office. This will enable the faculty to save appropriate material for the student to use in making up the missed work.

April Harkins – April.Harkins@marquette.edu, 414-288-3402

Cecelia Landin – Cecelia.W.Landin@marquette.edu, 414-288-7589 (during the summer)

Valerie Everard-Gigot – Valerie.Everard@marquette.edu (beginning August 2019)

Dawn Robinson – Dawn.Robinson@marquette.edu, 414-288-7566

Patricia Boyer – Patricia.Boyer@marquette.edu

Excessive Absences/Tardiness

Cumulative attendance records are maintained in the Clinical Laboratory Science Department and becomes a permanent part of the student record. These records enable the faculty to evaluate student professionalism and provide documentation of student dependability for employment references, scholarships, financial aid, and graduate/professional school. Students who develop a pattern of excessive absences or tardiness will be issued a WA (withdrawal due to excessive absences) grade in the course.

The following rules apply to the 4180/7180 courses collectively (think of the time from August to May while on campus as one continuous course). Students enrolled in Clinical Laboratory Science 4180 – 4189/7180-7189 courses will receive sufficient warning that they are in jeopardy of receiving a grade of WA. A warning will be issued to the student after three ABSENCES, four TARDIES or four ABSENCES/TARDIES combined. A strict warning (that one additional violation will result in a grade of WA) will be issued to the student after four ABSENCES, five TARDIES or five

ABSENCES/TARDIES combined. The grade of WA will be issued to the student after five ABSENCES, six TARDIES or six ABSENCES/TARDIES combined.

A student may appeal a WA grade (see above section “Policies Regarding Student Status”). Excused absences and tardies which have been explained to the instructor will be considered more favorably than unexcused/unexplained absences and tardies.

Attendance at Clinical Site:

For those Wednesdays on which no classes are scheduled at the University, students must remain at the clinical site. The distribution of vacation and sick days at the clinical site is subject to the policies of that individual institution.



Policies on Dress

Fall and Summer CCCC:

Lab coats, safety glasses and hairstyles appropriate for safety are required. Shoes must be closed toe and heel and made with material that will not allow absorption of spills. Jeans are allowed. The dress codes at the clinical sites will be more stringent.

Clinical Sites:

Dress codes will vary by clinical site. However, certain basic rules apply to all. All students must be well-groomed and maintain good personal hygiene. Hair, nails and jewelry should not present a safety hazard. Typically visible body piercings must be removed and tattoos must be covered.



Policies on Electronics and Social Media

Cell phones cannot be used during lecture or lab, whether at the University or at your clinical site. Out of respect for all lecturers and fellow classmates you may not use electronic devices to text, check or send e-mail, surf the web, tweet, blog, or check social media sites during lecture or lab. You are expected to act professionally, and these types of activities are not allowed in clinical laboratories. Not only are these activities distracting but they also detract from your ability to complete your work and they have the potential to break HIPAA privacy rules.

It is also expected that all students, faculty, and staff will adhere to professional conduct in regard to social networking sites. It is unacceptable to post pictures or any identifying information of faculty, staff, classmates, clinical preceptors, or patients. Please be respectful

in all communications related to or referencing the Marquette University Clinical Laboratory Science Program and its clinical affiliates. Social networking sites should not be used for personal harassment, bullying, or intimidation of faculty, staff, students, clinical preceptors, or patients.

If a student is found using an electronic device at the clinical site, without prior approval of their supervisor the following disciplinary action will take place:

- **First offense:** **Verbal Warning**
- **Second offense:** **Written Warning**
- **Third offense:** **May Result in Dismissal from the Program**



Regulations at the Clinical Site

During this year of professional studies, the student is required to follow all rules and regulations of the clinical site and its laboratory. Note that this may include such matters as passing a physical examination and adherence to a dress code. The hours of clinical instruction are set by the clinical site. Normally the students are present at the clinical site during the daytime hours. Some second and third shifts may be assigned. The objectives and the evaluations used during this time are the same as those that apply to these departments during the normal daytime shift. Every student should carefully inquire as to the regulations to which he will be subject, and abide by these regulations. Not adhering to all regulations set by the clinical site may result in dismissal from the clinical rotation.



Policies on Service Work Performed by Students

Students should not be used in the clinical laboratory to perform testing in place of professional staff. Students should always be performing testing under the supervision of a clinical instructor. Any work that may be performed by students should be non-compulsory and take place outside of the regular academic hours.



Student Files and Release of Information

Student files (availability and disclosure) are governed by regulations established by the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380). Any student 18 years of age and over shall have the right to examine the official records, files and any other pertinent material, which may directly relate to that student. The student has the right to challenge the content of such records to ensure their accuracy and fairness.

No records, files or data directly relating to an individual student may be made available to anyone without the consent and notification of the student except:

- Instructors and officials of the Universities or Clinical Programs who have a legitimate educational interest in such information.
- When there has been a federal request for submission of student records in connection with a student application for financial aid.
- Program review officials by accrediting organizations in carrying out their accrediting function.
- Disclosure ordered in a legal action or arbitration.
- When a student has signed a records release authorization.

Students may review their file in the presence of the Program Director. Students may request copies of information from their file by submitting a request to the Program Director. Information excluded from student review includes letters of reference when students have waived their right to review and information that could infringe upon another individual's privacy.

The Universities and the Clinical Programs will request a Records Release Authorization from each student prior to graduation to legalize the release of evaluation data to prospective employers requesting it. The student's own statement of disagreement shall also be released to third parties.



Student Safety

In case of injury or accident at the clinical site, a written summary of the incident at the clinical site is forwarded to the Clinical Laboratory Science Program Director at Marquette University. During CCCC, students must follow the Marquette University Clinical Laboratory Science Student Safety Handbook regulations.

APPENDIX – A

PROGRESS AND PROMOTION (P&P) COMMITTEE

Committee Function and Responsibilities

1. To review the academic and professional progress of all Clinical Laboratory Science students during the clinical year.
2. To make RECOMMENDATIONS to the Program Director for:
 - A. Students in real or potential academic difficulty
 - B. Academic policy development or modification
 - C. Students with professionalism behavior misconducts
3. The committee is comprised of the core faculty in the MU CLS department
4. The Progress and Promotion Committee will meet on a regular basis. It may meet at additional times to act on special interim issues.

The Committee will deliberate and make recommendations to the Program Director regarding:

1. Promotion and academic progress
2. Directing student counseling
3. Remedial work based on departmental recommendation(s) or recommendations of adjunct instructors (remediation)
4. Academic Probation/Professional Probation
5. Clinical Probation
6. Suspension/Deceleration
7. Dismissal
8. Leave of Absence

Check-Off Sheet

Check off the following indicating that you understand the content of those items contained in this Policies and Procedures for the Professional 2018-19 Clinical Year guidebook. If you do not fully understand any item, please get clarification from any of the faculty before checking off the item and signing this form.

- Program Goals _____
- Career Entry Level Competencies _____
- Professional Year Courses _____
- Faculty _____
- Textbooks and Manuals _____
- Professional Affective Objectives _____
- Essential Functions _____
- Policies for the Professional Year _____
- Grading Policies _____
- Policies Regarding Student Status _____
- Attendance Policies _____
- Policies on Dress _____
- Policies on Electronics and Social Media _____
- Regulations at the Clinical Site _____
- Policies on Service Work _____
- Student Files and Release of Information _____
- Student Safety _____
- Code of Ethics _____

I, the undersigned, have read and agree to abide by all of the aforementioned policies set forth in this document.

Name (print please): _____

Signature _____ *Date* _____

Please turn in this form to your instructor.