

STUDENT GUIDELINES

DEPARTMENT OF

HEALTH CARE SCIENCES

MEDICAL LABORATORY SCIENCES

PROGRAM



Medical Laboratory Sciences Program
Southwestern Allied Health Sciences School
The University of Texas Southwestern Medical Center

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Welcome Letter

Dear Medical Laboratory Sciences Student:

The faculty and staff of the Medical Laboratory Sciences Program join me in welcoming you to the Southwestern Allied Health Sciences School.

You are about to embark upon a course of study that we hope you find exciting, challenging, intellectually stimulating, educationally enriching, and professionally rewarding.

We have prepared these **Guidelines for Students** for you as an introduction and guide to the Medical Laboratory Sciences Program. Please read this document thoroughly, refer to it as often as necessary, and ask us questions as they arise from your reading.

We are all partners in the pursuit of your educational goals, and the MLS Program is committed to helping you reach those goals. I invite you to take full advantage of the educational opportunities available on this campus by preparing thoroughly for classes, fully utilizing student resources, and seeking counsel from any faculty or staff member as needed.

Welcome again, and enjoy the experience!

Sincerely,

LeAnne Hutson, M.A., CLS(NCA)
Program Director
Medical Laboratory Sciences Program

I. INTRODUCTION AND INSTITUTIONAL INFORMATION

A. Purpose of Student Guidelines

This manual describes the guidelines for students enrolled in the Department of Health Care Sciences, Medical Laboratory Sciences Program.. These guidelines are extensions of those outlined in the current School Catalog (or its latest revision). Students are also bound by the University's Handbook of Operating Procedures, the Regent's Rules and Regulations, and individual course syllabi.

Please read these Student Guidelines carefully. At the end of this manual, you will find an acknowledgment form. This form states that you agree to follow these guidelines while you are enrolled as a student in this department. The form is to be signed, dated and returned to the department office during orientation.

This is a general information publication only. It is not intended to, nor does it contain, all regulations that relate to students. This manual, although revised annually, cannot always reflect up-to-the minute changes or developments in the Southwestern Allied Health Sciences School of The University of Texas Southwestern Medical Center. Contents of the manual are, therefore, subject to revision without notice. Changes will become effective whenever the proper authority so determines and will apply to both prospective students and those already enrolled.

The University of Texas Southwestern Medical Center reserves the right to withdraw a course at any time, change fees or tuition, rules, calendar, curriculum and any other requirement affecting students. The provision of this manual does not constitute a contract, express or implied, between any applicant, student or faculty member and the University of Texas Southwestern Medical Center or the Southwestern Allied Health Sciences School.

B. Mission of the Medical Laboratory Sciences Program

The Medical Laboratory Sciences Program recruits the best qualified students available, from diverse backgrounds and national origins, into its programs and classes; provides the best possible didactic and clinical laboratory training to these students; and graduates technologists who can pass national certifying examinations, find professional employment upon graduation, and meet the challenges of clinical laboratory practice in diverse clinical, industrial, educational, and related settings.

The goals of the program are to provide the opportunity for students to learn to:

- a. Competently perform routine and technically demanding analytical procedures;
- b. Establish and monitor quality assurance procedures;
- c. Demonstrate a thorough knowledge of the theory and scientific principles of diagnostic laboratory procedures;

- d. Recognize and solve problems related to discrepant test results, instrumentation and quality assurance;
- e. Correlate laboratory test results with normal and disease states of patients;
- f. Effectively communicate information and ideas to others;
- g. Conduct themselves with integrity;
- h. Show concern for the patient and his/her rights;
- i. Appreciate and practice the ethics of the profession;
- j. Participate in and be aware of the importance of continuing education;
- k. Interact effectively with co-workers and supervisors;
- l. Apply basic theories in management and supervision, computer science, and instructional methodology in the clinical laboratory.

The Blood Bank Technology curriculum is designed and implemented to offer the student the opportunity to learn how to:

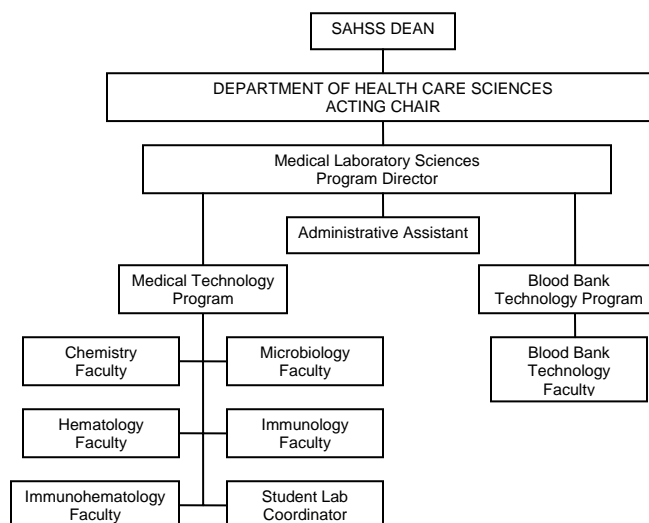
- a. Demonstrate a high level of technical competence in blood bank techniques;
- b. Resolve immunohematologic problems within the resources of the laboratory;
- c. Serve in a supervisory capacity in a transfusion service or blood center;
- d. Evaluate new procedures, reagents and equipment;
- e. Instruct technical staff in the principles and techniques of blood bank procedures;
- f. Prepare a protocol for a research project, perform appropriate testing, and report the results in an acceptable written and oral format.

C. Accreditation Statement of the Medical Laboratory Sciences Program

The Medical Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. Graduates of the program are eligible to take the national certifying examinations in Medical Technology and Clinical Laboratory Science.

The Blood Bank Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon recommendation of the American Association of Blood Banks Committee on Accreditation of Specialists in Blood Bank Programs. Graduates of the program are eligible to take the certification examination for specialist in blood bank technology, administered by the Board of Registry of the American Society of Clinical Pathology.

D. Organizational Chart:



II. ACADEMIC AFFAIRS

A. List of Courses

1. Medical Technology Courses			Credit Hours
MT	3301	Introduction to MLS	3
MT	3303	Immunology	3
MT	3310	Biochemistry	3
MT	3302	Clinical Chemistry I	3
MT	3304	Hematology I	3
MT	3403	Clinical Immunology	4
MT	3405	Microbiology I	4
MT	3404	Immunochemistry	4
MT	4301	Clinical Chemistry II	3
MT	4308	Urinalysis	3
MT	4406	Hematology II	4
MT	4407	Microbiology II	4
MT	4210	Professional Issues	2

2. Blood Bank Technology Program

a. Part-time Curriculum			Credit Hours
MT	5139	Advanced Case Studies	1
MT	5237	Serology Laboratory I	2
MT	5330	Immunology and Hematology	3
MT	5331	Human Blood Groups	3
MT	5332	Serology	3
MT	5335	Transfusion Therapy	3
MT	5340	Transfusion Service Practice	3
MT	5341	Donor Center Operations	3
MT	5393	Donor Center Practice	3
MT	5442	Management	4
MT	5494	Education and Research	4
MT	5538	Serology Laboratory II	5

b. Course Credit for Work Experience in the Blood Bank Technology Program

Course Credit for work experience may be granted under the following conditions.

Current work experience:

The student should be currently employed at an AABB-accredited transfusion service or blood center.

The student's immediate supervisor or the director of the laboratory must be willing to certify in writing that the student has successfully completed the learning objectives for the section.

The student must pass a practical and/or written examination that covers the content of the course for which the student is seeking credit.

Previous work experience:

The decision to grant course credit for previous work experience is made on an individual basis by the Education Coordinator and Program Director. To be considered, the work experience should have been gained at an AABB-accredited transfusion service or blood center. The decision is based on an evaluation of reports from personnel at the institution where the experience was gained.

B. List of Clinical Rotations

Medical Technology Program			Credit Hours
MT	4116	Phlebotomy Practicum	1
MT	4118	Urinalysis Practicum	1
MT	4213	Immunology Practicum	2
MT	4412	Hematology Practicum	4
MT	4411	Chemistry Practicum	4
MT	4414	Immuno-hematology Practicum	4
MT	4415	Microbiology Practicum	4

C. List of Essential Functions

All individuals, including people with disabilities, who apply for admission for Southwestern Allied Health Sciences School must be able to perform specific essential functions, which differ depending upon the academic program. Essential functions are the basic activities that a student must be able to perform to complete the program's curriculum.

Each Southwestern Allied Health Sciences School student must be able to:

1. Attend scheduled classes and laboratory sessions and be present for examination and testing.
2. Travel to practicum sites and have mobility within and around the sites.
3. Assimilate information presented via lecture, handouts, videos, discussions, computer, and/or other educational modalities.
4. Complete assignments such as written assignments, oral presentations, class participation, examinations, and computer-based activities.
5. Apply the assimilated information to appropriate clinical situations.
6. Effectively communicate with patients/clients, their families, faculty, and other professionals using oral, telephonic, written, and computer modalities in private and group settings.
7. Make effective use of learning resources at UT Southwestern and affiliated facilities.

In addition to essential functions for all students, each student in the Medical Laboratory Sciences Program must be able to:

1. Observe laboratory demonstrations in which lab procedures are performed on biological specimens (i.e. body fluids, culture materials, tissue sections, and cellular specimens).
2. Characterize the color, consistency, and clarity of biological specimens and reagents.
3. Use a clinical grade binocular microscope to discriminate among fine differences in structure and color (hue, shading, and intensity) in microscopic specimens.
4. Perform moderately taxing continuous physical work, often requiring prolonged sitting and/or standing, over several hours.
5. Grasp, hold, transport, and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
6. Use laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and instruments to perform laboratory procedures according to established laboratory guidelines.
7. Demonstrate critical-thinking and judgment skills appropriate to a given situation.

D. Academic Standards and Progress

1. General:

Student grades, conduct and professional behavior are factors in student promotion. All three must be satisfactory for the student to remain in the program. Each component of The University of Texas Southwestern Medical Center is responsible for student disciplinary matters, either academic or non-academic in nature, in a manner consistent with published Board of Regents Rules and Regulations as they relate to student conduct and the tenets of due process. Copies of the Regents' Rules pertaining to student conduct are available at the Office of Student Affairs. With the exception of courses that meet The University of Texas credit transfer criteria, advanced student placement or waiving of prerequisite or department courses is not available for applicants to the Medical Laboratory Sciences program.

2. Faculty Advisor:

Each student will be assigned a member of the faculty as his or her Faculty Advisor. The role of the Faculty Advisor is to assure that the student is making satisfactory progress in the program. Each student is encouraged to meet with his or her Faculty Advisor whenever a personal or academic problem arises that might impede his or her progress in the program. Each student is required to meet with his or her Faculty Advisor at least once each semester, so that the Faculty Advisor may assure that the student is making satisfactory progress and to suggest any needed improvements.

3. Evaluation

In general, the student's achievement in departmental courses is determined by:

- (1) course participation
- (2) written examinations
- (3) practical laboratory examinations
- (3) clinical performance evaluations
- (4) other written and/or oral assignments

4. Grading Levels

The program courses will be graded by the following scale or the appropriate equivalent:

For Medical Technology Courses:			For Blood Bank Technology Courses:		
90 - 100	A		90 - 100	A	
80 - 89	B		80 - 90	B	
70 - 79	C		70 - 79	C	
65 - 69	D		Below 70	F	
Below 65	F				

Selected Blood Bank Technology courses may be graded on a Pass/Fail basis.

At the discretion of the instructor, I (incomplete) may be used in reporting a student's standing in a semester's work. An "incomplete" must be removed under written conditions and within one (1) year from the end of the semester in which the I (incomplete) was reported. Should the established conditions not be met one year from the end of the semester in which the "incomplete" was reported, the instructor must assign a final grade. If after one year from the end of the semester the instructor has failed to assign a grade, the "incomplete" will be changed to a final grade of "F". An incomplete is not considered a final grade. A final grade must be assigned to calculate GPA.

NOTE: Courses taught by other departments may use different grade scales.

5. Examinations

Students are expected to take all examinations on the scheduled date. The rescheduling of an examination may be allowed if circumstances warrant permission by the course instructor (e.g. documented illness, previously identified religious holiday, or death in the family), otherwise there will be no exceptions to this policy. If a student fails to take a scheduled examination without obtaining permission from the instructor of the course, the student will receive a "zero" on that scheduled examination. Examinations are generally "timed," therefore, all examinations will begin on the scheduled date and at the scheduled time. An examinee who has been delayed may be admitted to the

examination up to 15 minutes after the session has started. The examinee will be given no extra time to complete the examination. Examinees arriving after the 15 minute “grace period” will automatically receive a “zero” on the examinations. Under extenuating circumstances and with timely notification from the student, exceptions to this policy may be considered by the course instructor.

6. Satisfactory Performance and Progress

a. Academic Performance

In general, satisfactory performance and progress are defined as:

1. Completing the required course sequence as stipulated
2. Achieving a minimum grade of C or higher in each course (P for Pass/Fail courses)
3. Demonstrating acceptable clinical competence appropriate to the curriculum sequence. Clinical competence includes, but is not limited to , clinical judgment, technical and psychomotor skills, interpersonal skills, and attitudes
4. Demonstrating acceptable professional behavior

MT students must earn a grade of 70% or higher in both the lecture and the laboratory portions of a didactic course in order to pass the course and proceed into the appropriate clinical rotation. MT students must earn a passing grade of 70% or higher in each of the three areas of a practicum course (cognitive, technical, and affective competencies) in order to pass the course.

An academic deficiency occurs when any of the above requirements are not met.

All academic deficiencies are referred to the Department’s/Programs Committee on Student Progress. Depending on the nature and seriousness of the deficiency and available program resources, a student is subject to remediation, probation, suspension, or dismissal.

b. Academic Deficiencies

Course grades of D and F are not acceptable for any course. A student who earns a course grade of D in a didactic course will not be permitted to enroll in the corresponding practicum course.

A student who earns a course grade of D in no more than one course may repeat that course the next time it is offered.

Any student who earns a course grade of D in more than one course, or who earns a second course grade of D in the retaking of a course, will be dismissed from the program and the school for unsatisfactory academic performance.

A student who earns a course grade of F in any course will be dismissed from the program and the school for unsatisfactory academic performance.

If a student is judged by the faculty to be ill-prepared to enroll in a clinical practicum course despite having earned a grade of 70 or higher in the corresponding didactic course, such student will be required to undergo remediation through additional instruction and laboratory training in the didactic subject matter by the faculty before being permitted to enroll in the corresponding clinical practicum course(s). The faculty expert in each subject area will determine the manner/nature of the remediation, as described in their syllabus, and whether the student is prepared to enroll in the respective clinical practicum course(s).

During each practicum course, clinical laboratory instructors in the affiliated laboratory evaluate the student's performance. If a student fails to achieve an acceptable level of academic and technical performance in any one clinical laboratory work area, as judged by criteria of the faculty member (or mentor) and clinical instructor, the student may be required to perform remedial work to demonstrate competency in that work area. The faculty expert in each subject area will determine the manner/nature of this remediation, as described in the practicum packet for that course. Failure to achieve an acceptable level of performance in a second work area, in the same or a different laboratory, may result in dismissal of the student from the program and the school.

The Medical Laboratory Sciences Faculty will identify and document in writing to the Department Chairman/Program Director any student having difficulty with one or more of his/her Medical Laboratory Sciences designated courses. Health Care Sciences (HCS) designated courses are the responsibility of the appropriate HCS course director. If academic deficiencies occur within HCS designated courses, students are required to follow the guidelines established by HCS course directors.

The Department Chairman/Program Director, after reviewing the student's deficiencies with the appropriate faculty member(s), will notify the student in writing of his/her academic status. A faculty member will arrange assistance as necessary, taking into consideration the available department resources.

The faculty member(s) will notify the Department Chairman/Program Director of the course in writing of: (1) the type of assistance to be arranged, and (2) the time expected for the student to show an improvement

When an academic deficiency has occurred, the situation is referred to the Department's Committee on Student Progress. Depending upon the frequency, nature, and extent of the deficiency, a student may be (1) placed on academic probation, (2) required to repeat the course, (3) required to remove the deficiency by specific remediation activities, or (4) dismissed from the program. This may occur following periodic mid-term, or end-of-semester examinations. Any student required to repeat a course or a rotation must anticipate a delay in the timing of their graduation and the inclusion of additional tuition and fees required to repeat curriculum.

Any faculty member may recommend to the Department Chairman/Program Director that a student be considered for remediation, probation, suspension, or dismissal at any indicated time during the semester for any of the following reasons: unacceptable academic or clinical performance, improprieties in conduct, scholastic integrity and professional behavior. Refer to Regent's Rules and Regulations (Chapter 6, Section 3).

7. Conduct, Scholastic Integrity and Professional Behavior

a. Scholastic Integrity

Since the value of an academic degree depends upon the absolute integrity of the work done by the student for the degree, it is imperative that a student maintain a high standard of individual honor in his/her scholastic work. In April 1990, the Board of Regents of the UT System expanded the definition of academic dishonesty. It (Section 3.22) now reads:

"Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributed in whole or in part to another person, taking an examination for another person, an act designed to give unfair advantage to a student or the attempt to commit such acts."

Scholastic dishonesty will be handled in accordance with the procedures for handling student discipline found in Part I, Chapter VI, Section 3 of the Regents' Rules and Regulations, and the SAHSS Scholastic Dishonesty Recommendations: A Guide for Faculty (January 2000).

b. Professional Behavior

(1) General Behavior

A student who demonstrates inappropriate ethical or professional behavior will be promptly advised and will be subject to disciplinary action. Penalties range from probation to dismissal from the program. Each student must consistently demonstrate the following behaviors in all aspects of the professional program:

- a. Identify guidelines of each of the following entities that pertain to students and comply with them:
 1. Medical Laboratory Sciences Program
 2. Southwestern Allied Health Sciences School and UT Southwestern Medical Center
 3. NAACLS
 4. Clinical institutions in which the student receives supervised practice

Professional behavior is monitored on a continuing basis by department faculty and administration. Deficiencies in professional behavior are referred to the Dean for review

and possible disciplinary action. For behavior and actions that result in harm or potential harm to a patient, the student is subject to disenrollment and may incur further disciplinary action.

(2) Laboratory Professional Behavior

1. Demonstrate ethical behavior by the following:
 - a. Honesty
 - b. Accountability, including acknowledgement of personal errors, omissions and limitations.
 - c. Follow-through with promised information and/or service.
 - d. Maintenance of confidentiality of privileged information.
2. Demonstrate cooperativeness and consideration in interaction with others, including willing participation in teamwork and exhibition of flexibility when change is necessary.
3. Follow instructions.
4. Demonstrate promptness in meeting all commitments.
5. Pursue continuing self-growth through:
 - a. Self-evaluation
 - b. Acceptance of constructive criticism.
 - c. Setting goals for personal attainment.

8. Request for Accommodation

A student acquiring or identifying a disability after admission to a program should contact the Department Chairman/Program Director immediately after the disability is acquired or identified. The Department Chairman/Program Director will be responsible for guiding the student to the appropriate SAHSS policy.

9. Attendance

Regular attendance and punctual arrival is **required** for all classes (by onsite students) and clinical rotations. Students are responsible for all material that is presented and all class work, whether they are present or absent.

NOTIFICATION - Students are responsible for informing the program office if they are going to be tardy or absent from class at any time. The program administrator should be notified by 8:00 a.m. on each day of the absence. The program's telephone number is (214) 648-1780.

If classes, labs, or exams are missed for any reason, the decision as to whether the work or test can be made up is at the discretion of the course instructor. HCS course policies may differ from Medical Laboratory Sciences course policies.

It is the student's responsibility to contact the course instructor or preceptor immediately following absenteeism or lateness regarding course work or exam make-up. Excusable reasons for absence are limited to: (1) illness, (2) death or illness in immediate family,

(3) jury duty, (4) military service, (5) subpoena, and (6) faculty approved attendance at professional conferences. Not reporting an absence is considered unexcused.

The following rules apply specifically to absences:

1. A student who is absent because of illness for three continuous days or more must submit a physician's statement indicating the nature of the illness, the requirement for absence, and a release to return to school.
2. Excused absences of five or more consecutive days will be reviewed by the Department Chairman/Program Director for the possibility of a leave of absence, requiring the student to repeat the classes or clinical rotations missed, the semester, or the entire academic year.
3. Excused absences exceeding a total of four classes within one course may necessitate a make-up period at the conclusion of the course.
4. Excessive unexcused absences will be reviewed by the Department Chairman/Program Director for possible disciplinary action.
5. Make-up work or make-up examinations may be permitted for excused absences. It is the student's responsibility to contact the course instructor immediately following the absence to request make-up work or examinations.
6. Scheduling of any elective physician appointment or other personal appointment must be approved by the course instructor in advance of the intended date of absence.

10. Attire

1. At all times – Dress, hair styles, and hair color at the Southwestern Allied Health Sciences School should conform to customary standards for general public appearance. No crop tops, no halter tops, no bare midriffs, no short shorts, no shirts with logos, no visible tattoos, and no visible non-religious body piercings are allowed. Students also are expected to conform to the highest standards of personal hygiene.
2. Student Laboratory - Students must wear a clean, long, white laboratory coat and closed-toed shoes made of a non-absorbent material. Hair must be short or secured. Students are strongly advised not to wear contact lenses in the laboratory. Contact lenses, especially soft ones, can absorb certain solvents and constitute a hazard in the event of splashes or spills because they may concentrate caustic material against the cornea. Safety goggles must be worn for protection when handling caustic or toxic materials. Gloves must be worn when handling clinical specimens to guard against spread of infectious diseases.
3. Clinical Practicum - Students must wear the protective clothing prescribed by each clinical affiliate. Details of the protective clothing requirements will be covered by laboratory personnel at each affiliate prior to the start of each rotation.

Students must adhere to stipulations of individual dress codes at affiliated institutions. A name badge may be required.

11. HIPAA Standards Requirements

All students whose education includes contact with patients, patient records, or patient billing documentation, also referred to as “protected health information,” will receive HIPAA compliance training, in accordance with UT Southwestern policy. Furthermore, clinical affiliates may impose additional requirements for HIPAA training of students.

The first part of student HIPAA training will be completed within the first 30 days of the students’ first semester at UT Southwestern, regardless of the number of hours in which they are enrolled. At the SAHSS New Student Orientation, the student will be provided with the URL to the UT Southwestern Medical Center on-line HIPAA training. Students are obligated to complete the training, print certificates, and present them to their department within the first 30 days of their first semester.

E. E-mail, Telephone, FAX, Pager, Cell Phone, PDAs

1. E-Mail

All students will be assigned a campus e-mail account. All e-mail information from the academic and clinical departments will be sent to this address. **Students are responsible for checking and responding to GroupWise e-mail within 48 hours, as instructed by the department.** Students who have a commercial e-mail account may elect to forward their campus e-mail to this account, or they may access their UT Southwestern e-mail account while they are on campus or from a remote location. It is important to remember that campus e-mail and Internet use are intended for University related purposes only, very much the same as with campus telephones and FAX machines. Individuals found abusing these office communication methods may be subject to disciplinary action, up to and including dismissal and/or legal action.

2. Telephones

The telephones designated for student use are located in the 4th floor student lounge and in the main lobby, as well as in the student resource center (computer laboratory) on the 7th floor. Students should not use departmental telephones. Students should provide the Department’s main number to persons who need to reach them in an emergency. Otherwise, students should use other means for obtaining personal messages while they are on campus.

3. FAX

The Departmental and Dean’s Office FAX machines are not for student use.

4. Pagers

Pagers must be turned to vibrate during class. **Pagers may not be worn during written or practical exams.** Students who may be expecting an emergency page during an exam should ask the instructor to monitor their pagers.

5. Cell phones / Internet personal digital assistance devices (PDAs)

Cell phones / Internet PDAs must be turned off during class and when guidelines dictate in a clinical facility, according to the policy of the facility. Parkland Hospital and Zale Lipshy University Hospital specifically prohibit cell phone use in their facilities. **Students may not have cell phones, pagers, Internet PDAs, or any other electronic devices on their person or at their desk during written or practical exams.** Other arrangements should be made for emergency calls during exams.

6. PDA's and laptop/notebook computers

PDA's and laptop/notebook computers may be used in the classroom, only in a manner that does not disturb other students or the instructor. During exams, students may not use computers, PDA's, or any other electronic device without instructor approval.

For further clarification on the use of any electronic devices, students should consult their instructors.

F. Graduation Requirements

A candidate for the degree of Bachelor of Science (or Post Baccalaureate Certificate) in Medical Technology, or Post Baccalaureate Certificate in Blood Bank Technology in Southwestern Allied Health Sciences School must meet all of the following requirements:

1. The student must demonstrate a high order of scholarly achievement in the Medical Laboratory Sciences Program, including appropriate professional competencies. The Program's Student Progress Committee determines whether adequate mastery has been acquired.
2. The student must complete satisfactorily a minimum of 63 semester hours for the Medical Technology Program, and 37 semester hours for the Blood Bank Technology Program at Southwestern Allied Health Sciences School.
3. The student must discharge all financial obligations to the medical center. In the event of nonpayment, one or more actions may be taken by the Dean: a) readmission may be denied; b) a student's grades and official transcript may be withheld; and c) the degree to which the student would otherwise be entitled may be withheld.

4. The student must maintain at least a 2.0 cumulative grade point average, have no academic deficiencies, and have no incompletes.
5. The student must complete the academic requirements listed on his/her degree plan, including completion of any academic deficiencies in prerequisite courses, by the times stated in the student's official letter of acceptance. The student is responsible for submitting official documentation of successful completion of the prerequisites to the Office of the Registrar.

The granting of the bachelor's degree or the post baccalaureate certificate is not contingent upon the student's passing any type of external certificate or licensure examination. The Medical Technology graduate will be eligible to take the national certification examination in Medical Technology administered by the American Society of Clinical Pathologists (ASCP) to become MT(ASCP) certified, or the national certification examination in Clinical Laboratory Sciences administered by the National Credentialing Agency for Laboratory Personnel (NCA) to become CLS(NCA) certified. The Blood Bank Technology (academic or CE) graduate will be eligible to take the national certification examination as a Specialist in Blood Bank administered by the ASCP to become SBB(ASCP) certified.

III. Student Affairs

A. Student Rights

1. Statement of Equal Opportunity

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefit of or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, sex, age, veteran status or handicap.

Regents' Rules
Part 2, Chapter I, Section 6

2. Protection of Privacy of Information

The University of Texas Southwestern Medical Center at Dallas adheres to the provision of the Family Educational Rights and Privacy Act of 1974 and the Texas Open Records Act regarding disclosure of student records. Each department will determine whether to post student grades. Departments that choose to post student grades will do so only after a waiver has been signed by the student. UT guidelines will be followed in all cases where grades are posted. Grade posting in the Medical Laboratory Sciences Program is dependant upon the instructor, and all school guidelines will be followed.

3. Grievances and Appeals

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate a written appeal to the chair or program director within five (5) working days of the instructor decision. If the matter is not resolved to the student's satisfaction, the student may submit a written appeal to the Academic Affairs committee within five (5) working days of the chair/program director decision. The Academic Affairs committee will establish a faculty panel to hear the appeal within five (5) working days of the appeal receipt. If the matter is still not resolved to the student's satisfaction, a student may appeal in writing to the Dean or the person designated by the dean within five (5) working days of the Academic Affairs decision. The decision of the Dean or the designee is final.

a. Medical Laboratory Sciences Program

For complaints unrelated to academic matters, the student should first attempt to resolve the matter with the other individual involved. If the matter cannot be resolved in this manner, the student should bring the matter to the attention of his/her academic advisor, the Admissions Advisor, or the Program Director, who will render a decision. Also, the Program Director meets regularly with the president of the junior class to discuss student progress, to hear student complaints, and to discuss resolutions and any appropriate interventions by the Department Chairman/Program Director or other faculty members.

b. HCS Courses

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate a written appeal to the chair of the Health Care Services Department (Dean, SAHSS) within five (5) working days. If the matter is not resolved to the student's satisfaction, the student may submit a written appeal to the Academic Affairs committee within five (5) working days of the Chair's decision. The Academic Affairs committee will establish a faculty panel to hear the appeal within ten (10) working days of the appeal receipt. The decision of the Academic Affairs committee is final.

B. Other General Guidelines

1. Identification Badges

While on the UT Southwestern campus, including its affiliated clinical facilities, students must wear their UT Southwestern identification (ID) badge, obtainable from the Student Affairs Office. Students must not attempt to use another student's ID badge or to permit another student to use their ID badge.

2. Change of Address or Name

Students are expected to keep the Department/Program and Registrar's Office fully apprised of their correct name and mailing address. If the student changes addresses and/or phone and/or name while in school, a change of address form must be filed with the Department/Program and Registrar's Office.

3. Employment

Student employment that interferes with the student's academic or clinical responsibilities is strongly discouraged.

4. Inclement Weather Policy

It is the policy of The University of Texas Southwestern Medical Center at Dallas to remain open regardless of weather conditions. If you question whether a specific class has been postponed due to weather, call the Department office and your class telephone tree contact for information.

Due to the variability of supervised practice activities, cancellations will vary depending upon the site. If inclement weather makes it dangerous to travel to the clinical facility, the student must contact the clinical instructor and the clinical facility as soon as possible to inform them that he/she will not be there and to see that any important patient responsibilities are covered. It is recommended that the student speak directly to the supervising instructor and discuss alternatives for patient responsibilities including attempting to come in later in the day.

In making the decision regarding attendance during inclement weather, consider that:

1. The student has a professional responsibility to the patient/client and the facility to which he/she is assigned.
2. The individual can best judge the danger to his/her own safety based on his/her own transportation situation and other factors.

5. Leave of Absence Policy

A leave of absence is an extended absence (more than five days) that has been approved by the Department Chairman/Program Director. Leaves of absence may be granted due to illness or injury of the student or student's immediate family member, or military duty. The maximum leave of absence is twelve months.

The student desiring a leave of absence should make a written request to the Department Chairman/Program Director stating the reason for the request and the length of time for the absence. If the leave of absence is granted, the student will be offered a space in the program during the next academic year.

Medical leave of absence requires written documentation from the physician stating anticipated time of the absence. Additionally, written documentation from the physician releasing the student from care and ability to return to school is required.

6. Liability Insurance

All students are required to carry medical liability insurance while enrolled as a student in a course involving patient contact. This insurance will be included in the student's registration fee. For detailed information, contact the Registrar's Office

7. Health Insurance

All students are required to retain a current health insurance plan. Students may purchase an approved plan through UT Southwestern or provide documentation of alternate coverage. Information regarding the UT System-approved plan is included with registration materials.

8. Student Exposure to Blood and/or Body Fluids

Services provided by: Exposure Control Program

Staff:	Trained nurse counselors and faculty from the Division of Infectious Diseases, Department of Internal Medicine
Location:	Zale Lipshy Health Center, 1 st floor Zale Lipshy University Hospital
Hours:	24 hours daily, 7 days per week
Pager:	(214) 588-6263

Procedure following exposure:

- 1) Wash hands and any other affected skin area with soap and water. Flush mucous membranes with water as soon as feasible.
- 2) Contact your supervisor to report the exposure.
- 3) Go immediately to the Zale Lipshy Health Center. Staff will:
 - a) Ensure completion of paperwork
 - b) Draw appropriate labs
 - c) Conduct risk assessment, including nature and degree of exposure
 - d) Utilize decision grid and implement plan of care and follow-up

Students may choose, at their discretion, to report directly to Parkland's Occupational Health Services (during business hours) or to the Parkland Emergency Department for initial care. If the exposure occurs at the V.A., students may report to Employee Health (during business hours) or to the Emergency Department for initial care. If the exposure

occurs at another affiliated center, the student may use that center's program. Students initially treated at any of these sites should be referred to the Southwestern Exposure Control Program for follow-up care.

9. Background Checks/Drug Screens

In this time of heightened concern for security, students may be required by clinical affiliates to undergo additional background checks and/or drug screens in addition to that required by UT Southwestern. Any additional checks and or screens will be at the student's expense.

10. Emergency Drills & Evacuation

In the case of fire or fire drill, all Medical Laboratory Sciences students are to assemble at the NW corner of Record Crossing and Harry Hines Blvd. and away from the building and parking structure. Students must report to their instructor for accounting of persons and for additional instructions. Students must not leave the assigned report area until cleared by their instructor.

11. Withdrawals/Adds/Drops

A student may drop from a course at any time before the beginning of the sixth week of classes (third week of summer term) and receive a "W," indicating withdrawal without penalty. A student who elects to drop a course after the start of the sixth week of classes (third week in the summer term) will receive a "WP" if his/her cumulative performance at the time of drop indicates a passing grade. No student will receive a grade of "WP" except for resigning or dropping a course in the prescribed manner. A "WF" will be recorded if the student is failing at the time of the drop.

Students planning to drop from a course must do so before the official date of the final examination. Students who take the final examination in a course may not subsequently drop the course.

Failure to attend classes is not equivalent to an official drop. Failure to drop a course in the prescribed manner may result in the assignment of the grade of "F" or fail.

A student who drops or withdraws from all courses or fails to register in a given semester is reminded that such action is considered to be official withdrawal from school unless the Department Chair grants an official leave of absence for a specified period of time.

A student who withdraws and who subsequently wishes to be readmitted must complete the normal application process and will be considered in competition with other applicants.

No student may add a course without department approval, and in no instance after the twelfth day (ninth day in summer term).

Before dropping or adding courses, students must consult with an advisor in their academic department to ensure compliance with curricular regulations of that department.

12. Immunization Requirements

In order to meet our obligations to our students and patients, all students must have had the following immunizations prior to their initial registration into the University.

- a. **Tetanus/Diphtheria:** Documentation of one dose of tetanus/diphtheria toxoid (Td) within the last ten years.
- b. **Rubella:** Vaccination with the live rubella virus or a positive rubella antibody titer (copy of laboratory report)

NOTE: The diagnosis of rubella cannot be confirmed clinically. Other viral infections can cause similar symptoms and physical findings. Therefore, if you have not been vaccinated with live rubella vaccine, which was not available until 1969, and you believe you have had a natural infection with rubella virus, you must obtain a rubella antibody titer to verify the occurrence of the natural disease.

- c. **Rubeola:** Vaccination with live attenuated rubeola

NOTE: All students born after December 31, 1956, must show proof of either two doses of vaccine administered on or after their first birthday (at least 30 days apart), or serologic proof of immunity (a copy of the laboratory report), or physician-validated history of the disease, consisting of a written statement that the student has had the disease on or about (date) and does not need the vaccination. The statement must be signed by a physician licensed to practice medicine in the United States.

- d. **Mumps:** Vaccination with live attenuated mumps, only available after 1967, or past history of mumps
- e. **Hepatitis B:** Allied health students in certain specified departments must receive a complete series of three Hepatitis B vaccinations or show serologic proof of immunity to Hepatitis B. The Hepatitis B requirements are for all students in the following departments: Medical Laboratory Sciences, Physician Assistant, Physical Therapy, and Prosthetics and Orthotics, Radiation Therapy.

- f. **Varicella (Chicken Pox):** Allied health students in certain specific departments must provide proof of varicella vaccination, a positive titer confirming immunity or evidence of prior infection, or validated history of disease.
- g. **Tuberculin Skin Test (PPD):** Students must provide documentation of one purified protein derivative (PPD) tuberculin test within the past year. If positive, student must provide documentation of a chest x-ray.

13. Use of UTSW Logo

The UT Southwestern logo mark and logotype, as they appear on official University publications and stationery, are registered trademarks and are protected by trademark laws. Their use on stationery and publications are governed by UT Southwestern Graphic Standards and Publication Policies. For possible use of the logo mark, logotype, or the name UT Southwestern on T-shirts, sweatshirts, or other wearing apparel, students should submit a proposal to the Chair and Dean for approval.

All items with the UT logo must be produced by a **University Approved Vendor through the University Store**. Students should consult with the University Store after receiving the above approvals.

14. Smoking on Campus

In an effort to provide a healthy, comfortable learning environment and to set high standards of health promotion, this institution has established the following policy regarding smoking:

There will be no smoking anywhere within the buildings of The University of Texas Southwestern Medical Center. Each campus has designated outdoor smoking areas. Contact the Physical Plant to identify these areas.

15. Children in the Workplace

UT Southwestern Policy prohibits children in the workplace, including Saturday, Sunday, and Holidays. The complexity of the campus, the dangers present in research facilities, and the fact that sick people are cared for on the campus all represent potential hazards to children. Children can be distracting to other students and employees. UT Southwestern cannot legally allow anyone, especially children, not on university related business into our working environment. There are significant hazards, the potential for distraction, and potential legal liabilities.

IV. Medical Laboratory Sciences Program Specific Topics

1. Equipment

During onsite laboratory classes, students may be assigned specific equipment for which they will be responsible. Should assigned equipment be abused, broken, or lost, the student will be required to replace it. Tools, materials and equipment are not to be taken from university premises.

2. Scholastic Awards

Each year the Medical Laboratory Sciences Program may award three scholarships, the Zoe Evans Scholarship Award, the Barbara Suiter Memorial Scholarship Award and the L. Ruth Guy Professional Development Award.

- 1) The Zoe Evans Scholarship award is presented to an entering Medical Technology Program student based on demonstrated need and prior scholastic ability.
- 2) The Barbara Suiter Memorial Scholarship Award is presented to one or more students as they enter the clinical phase of their training, chosen by the faculty for their exemplary performance up to that time.
- 3) The L. Ruth Guy Professional Development Award is presented to the best all-around student (who is in his or her final year of study) in recognition of the student's qualities exemplifying the laboratory professional: scholarship, clinical performance, leadership, and professionalism.

3. Program Facilities for Student Use

The L. Ruth Guy Library, named for the first Chairman of the Department of Medical Laboratory Sciences, houses medical technology text and reference books for use by students and faculty. Books are not to be taken from the library, unless checked out through the program's office (Rm V5.506). When not in use by the faculty, the L. Ruth Guy Library provides a place for quiet study by students. Food and drink are not allowed in the library without permission. A Student Resources Center, with computers and printers, is located on the seventh floor of the Southwestern Allied Health Sciences School building (Rm. V7.102), as well as a quiet study lounge (Rm V9.102.) The main library for UT Southwestern is located in the E building on south campus.

4. Career Information

The Medical Laboratory Sciences Program periodically receives employment announcements for Medical Technologist and Blood Bank Specialist positions throughout the United States and in foreign countries. These announcements are posted on the program's bulletin board. Interested students are welcomed to use this resource.

5. Professional Organizations

American Society for Clinical Laboratory Science (ASCLS)
7910 Woodmont Avenue, Suite 1301
Bethesda, MD 20814

The American Society for Clinical Laboratory Science is a national organization that provides workshops, teleconferences, the journal Clinical Laboratory Science, other publications, and student membership. Membership in ASCLS automatically makes you a member of the Texas Association for Clinical Laboratory Science

Texas Association for Clinical Laboratory Science (TACLS)
P.O. Box 474
Edinburg, TX 78540-0474

The Texas Association for Clinical Laboratory Science is a state organization that publishes the TACLS News and sponsors a professional meeting in a major city in Texas each spring. A feature of the meeting is a Student Bowl in which medical technology student teams from programs around the state compete against one another in answering technical questions.

American Association of Blood Banks (AABB)
8108 Glenbrook Road
Bethesda, MD 20814

The American Association of Blood Banks is a national organization that provides workshops, teleconferences, blood bank publications, educational pamphlets, blood bank regulations, and many other contributions.

South Central Association of Blood Banks (SCABB)
P.O. Box 4679
Austin TX 78765

The South Central Association of Blood Banks is a regional organization that provides workshops, teleconferences, blood bank publications, and many other contributions on a regional level.

Dallas Antibody Club
c/o BloodCare
9000 Harry Hines
Dallas, TX 75235

The Dallas Antibody Club is a local organization dedicated to continuing education in the field of Blood Bank.

Membership in professional organizations is strongly encouraged, but voluntary.

6. Accrediting Agencies

The Medical Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, which may be contacted at the following address.

NAACLS
8410 West Bryn Mawr
Suite 670
Chicago, IL 60631
Phone (312) 714-8880
FAX (312) 714-8886
www.NAACLS.org

The Blood Bank Technology Program is accredited by the AABB, which may be contacted at the following address.

AABB
8101 Glenbrook Road
Bethesda, MD 20814-2749
Phone (301) 907-6977
FAX (301) 907-6895
www.AABB.org

V. Acknowledgement Form

STUDENT'S ACKNOWLEDGMENT

Date: _____

Dallas, Texas

I understand that the contents of these Student Guidelines are provided for my information as a student in the Medical Laboratory Sciences Program.

By signing this statement, I acknowledge receipt of the UT Southwestern Medical Laboratory Sciences Program's Student Guidelines and accept my responsibility to follow the regulations outlined in this manual.

Student's Name (PRINT)

Student's Signature

To be retained in your departmental files
RETURN TO ADMINISTRATIVE OFFICE –V5.506.

NOTE: This booklet is presented as an informational guide only. It is not intended to, nor does it, contain nor does it contain all the regulations that relate to students. This Student Guidelines, although revised periodically, cannot always reflect up-to-the-minute changes or developments in the Medical Laboratory Sciences Program. Contents of the Student Guidelines are therefore subject to revision without notice. Changes become effective whenever the Department so determines and will apply to both prospective student and those already enrolled. The University of Texas Southwestern Medical Center reserves the right to alter any and all requirements affecting students. The Student Guidelines does not constitute a contract, express or implied, between students and The University of Texas System, The University of Texas Southwestern Medical Center, or the Southwestern Allied Health Sciences School.