

Parkview Medical Laboratory Science Program

Student Handbook

Summer Cohort 2025

Winter Cohort 2026

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Purpose of the Medical Laboratory Science Program (MLS) Student Handbook

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The purpose of the Medical Laboratory Science Program (MLS) Student Handbook is to define and have readily available the applicable policies, procedures, information, and guidelines that will be beneficial for the education of current and prospective students. Originally published by Allegra McMillen MEd, MLS(ASCP)^{CM} in June 2022, this Handbook will be reviewed and/or updated at minimum prior to every Summer Cohort and the current edition will be available on the program website (<https://www.parkview.com/careers/medical-laboratory-science-program/medical-laboratory-science-program>).

Description of the Medical Laboratory Scientist (MLS) Profession

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The following are excerpts describing the Medical Laboratory Science profession from the *National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Standards for Accredited Programs*, Adopted 10/2024, Most recent revision 5-2025, accessed 7-21-2025, from: <https://naaccls.org/wp-content/uploads/2024Standards.pdf>

“The medical laboratory scientist is qualified by academic and applied science education to provide service and research in medical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory scientists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise medical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory scientist has diverse and multi-level functions in the principles, methodologies and performance of assays; problem-solving; troubleshooting techniques; interpretation and evaluation of clinical procedures and results; statistical approaches to data evaluation; principles and practices of quality assurance/quality improvement; and continuous assessment of laboratory services for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory scientists possess the skills necessary for financial, operations, marketing, and human resource management and leadership of the clinical laboratory.

Medical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education.

Medical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.”

Parkview Health Laboratories’ Accreditation

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Parkview is accredited by the Joint Commission on Accreditation of Healthcare Organizations, is a member of the American Hospital Association and is licensed by the Indiana State Department of Health. Parkview Health Laboratories is accredited by the College of American Pathologists (CAP).

Parkview Health Laboratory Facilities

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Parkview Health Laboratories serve multiple hospitals in northeast Indiana, as well as numerous physician offices, clinics, and communities in northeast Indiana and northwest Ohio. The major facilities include:

- Parkview Regional Medical Center (PRMC, PR) – 11109 Parkview Plaza Drive, Fort Wayne, IN 46845
- Parkview Hospital Randallia (PVH, RA) – 2200 Randallia Drive, Fort Wayne, IN 46805
- Parkview DeKalb Hospital (PDH, DK) – 1316 East 7th Street, Auburn, IN 46706
- Parkview Huntington Hospital (PHH, HU) – 2001 Stults Road, Huntington, IN 46750
- Parkview Kosciusko Hospital (PKH, KO) – 1355 Mariners Drive, Warsaw, IN 46580.
- Parkview LaGrange Hospital (PLH, LG) – 207 North Townline Road, LaGrange, IN 46761
- Parkview Logansport Hospital – 1101 Michigan Ave., Logansport, IN 46947
- Parkview Noble Hospital (PNH, NB) – 401 Sawyer Road, Kendallville, IN 46755
- Parkview Packnett Family Cancer Institute (PFCI, CI) – 11050 Parkview Circle, Fort Wayne, IN 46845
- Parkview Southwest (PSW, SW) – 8202 Glencarin Boulevard, Fort Wayne, IN 46804
- Parkview Wabash Hospital (PWB, WB) – 10 John Kissinger Drive, Wabash, IN 46992
- Parkview Whitley Hospital (PWH, WH) – 1260 East State Road 205, Columbia City, IN 46725
- Parkview Bryan Hospital (PBRY, RY) – 433 West High Street, Bryan, OH 43506
- Parkview Montpelier Hospital (PMON, MO)– 909 East Snyder Avenue, Montpelier, OH 43543
- Parkview Marion – *Expected opening in 2026*, Marion, IN

The largest of these facilities, Parkview Regional Medical Center, offers services through the adult and pediatric trauma centers, a primary care stroke center, surgical care center, intensive care, heart center (Parkview Heart Institute), orthopedic center (Parkview Orthopedic Hospital), oncology center (Parkview Packnett Family Cancer Institute), and family birthing center (Parkview Women's and Children's Hospital). The Parkview Regional Medical Center laboratory is staffed by over 200 employees, including ten full-time pathologists and over 90 certified medical laboratory scientists (MLSs) and medical laboratory technicians (MLTs), and supported by phlebotomy teams and a client response center.

Parkview Hospital Randallia is the second-largest facility, serving area residents in its current location since 1953 in its emergency department, family birthing center, surgical care center, intensive care unit, wound care, and supportive and rehabilitation care units. The laboratory at Parkview Hospital Randallia is staffed by over fifty (50) employees, including Medical Laboratory Scientists (MLSs), Medical Laboratory Technicians (MLTs), and phlebotomy/processing support teams.

Medical Laboratory Science students in the Parkview program will complete the majority of their program year in a dedicated student laboratory space at Parkview Hospital Randallia, with at least twelve (12) weeks of clinical time distributed at Parkview Regional Medical Center, Parkview Hospital Randallia, and the other Parkview Health hospitals. This student laboratory environment boasts 2,759 square feet of laboratory and office space built to accommodate medical laboratory education for twenty (20) students.

Parkview Medical Laboratory Science Program Accreditation

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The Parkview Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

- Mailing Address = NAACLS, 5600 North River Road, Suite 720, Rosemont, IL 60018-5119
- Phone = 773-714-8880
- Website = www.naacls.org

Program Outcomes

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One of the main objectives of the Parkview Medical Laboratory Science Program is to provide students with an educational experience that will give them the best opportunities for success. This is evidenced by the success our students have had in high graduation rates, high certification examination pass rates, high job placement rates, and low attrition rates.

In calculating program outcomes, the NAACLS academic year runs from July 1st of a given year through June 30th of the following year. Please note that the Program changed from an 11-month rotation-based program with 1 cohort per year to a 12-month student laboratory-based program with 2 cohorts per year, starting with the 2022 enrollment in August 2022. These students graduated in July of 2023, and thus the 2022-2023 academic year, statistically, does not apply.

Of those students who have begun the final half of the program:

Year (July 1 st – June 30 th)	Graduation Rate	Attrition Rate	Certification Exam Pass Rate	Placement Rate
2021-2022	100%	0%	100%	100%
2022-2023	Not applicable	Not applicable	Not applicable	Not applicable
2023-2024	100%	0%	100%	93.75%
2024-2025	100%	0%	100%	100%

External Certification Examinations for Graduates

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While passing a national certification exam is a goal of the program for the students, graduation from the program is **not** contingent on passing a national certification exam. Students graduate from the program based on their performance throughout the program year and passing the program's cumulative final exam, culminating in earning a graduation certificate. Once students have graduated from the program, students are eligible to pursue national certification offered by the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) or other nationally recognized certification agency.

Licensure for Graduates

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Licensure is an occupational regulation, permitting a licensed individual to legally engage in a defined occupational scope of practice, whereas non-licensed individuals are not allowed. In the United States, most states do not require licensure of laboratory professionals. However, the states of California, New York, Florida, Hawaii, Louisiana, Montana, Nevada, North Dakota, Tennessee, West Virginia, and the territory of Puerto Rico require licensure. The state of Georgia does not require licensure, but does mandate more stringent entry-level requirements of laboratory professionals. A laboratory professional **can** be nationally certified **without** being licensed, but in these licensure states, (1) a license is required to work in a medical laboratory, and (2) there are often further requirements of clinical education time, continuing education, and competency in order to earn that license. If a student or graduate plans to live or work in a licensure state, it is recommended that that student or graduate seek out the requirements for that state as soon as possible in order to ascertain that state's requirements. The Parkview Medical Laboratory Science program may not meet the eligibility criteria of all licensure states.

Continuing Education for Graduates

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Once a graduate has completed and passed a national certification examination, such as the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) Medical Laboratory Scientist (MLS) examination, they will be required to maintain their credential (certification) by completing continuing education in their field. Each certification examination agency will have its own set of requirements for credential maintenance, and if this continuing education is not performed, the credentialed individual may lose their credential. Credentialed individuals should check with their certification agency to ascertain their requirements for credential maintenance (continuing education). Certification continuing education may also be used to maintain licensure, depending on state license requirements.

Membership in Professional Societies

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Professional societies (professional organizations, professional associations) in medical laboratory science exist to further the practice and profession of, and advocate for, medical laboratory science. These societies may be the same society from which a graduate earns their certification, like the American Society for Clinical Pathology (ASCP), or may be exclusively a professional (and educational) entity, like The American Society for Clinical Laboratory Science (ASCLS). Membership in a professional society is **separate** from certification, and **not** mandatory for students nor graduates. However, student memberships may be free, or offered at a significantly reduced rate, and may allow students to apply for scholarships, build professional networks, or utilize other resources through these professional societies.

Professional societies may include, but are not limited to:

- The American Society for Clinical Laboratory Science (ASCLS) - <https://ascls.org/>
- American Society for Clinical Pathology (ASCP) – www.ascp.org
- American Medical Technologists – <https://americanmedtech.org/>
- Association for the Advancement of Blood & Biotherapies – <https://www.aabb.org/>
- Association for Diagnostics & Laboratory Medicine (Formerly AACC) – <https://myadlm.org/>
- American Society for Microbiology – <https://asm.org/>
- American Society of Hematology – <https://www.hematology.org/>
- Association for Molecular Pathology – <https://www.amp.org/>

Program Administration, Educators, and Instructors

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- Specialist Lab Education and Safety Officer (Program Director)
 - Allegra McMillen MEd, MLS(ASCP)^{CM}
 - Email – Allegra.McMillen@parkview.com
 - Educational Areas – MLS 400, MLS 410, and MLS 490, plus selected lectures or laboratory assistance in MLS 405, MLS 420, MLS 425, MLS 440, MLS 470, MLS 475, MLS 480, and MLS 485 as appropriate.
- Clinical Lab School Educators (Faculty)
 - Catherine Egley MLS(ASCP)^{CM}
 - Educational Areas – MLS 430, MLS 435, MLS 440, MLS 445, MLS 450, MLS 455, and MLS 460, plus selected lectures or assistance in MLS 400, MLS 420, MLS 425, MLS 480, and MLS 490.
 - Casey Griffith MS, MLS(ASCP)^{CM}
 - Educational Areas – MLS 405, MLS 420, MLS 425, MLS 470, MLS 475, MLS 480, and MLS 485, plus selected lectures or laboratory assistance in MLS 400, MLS 405, MLS 430, MLS 435, and MLS 460.

- Clinical Instructors of Record
 - Hematology, Coagulation, Urinalysis
 - Melissa Rhodes MBA, MLS(ASCP)^{CM}
 - Chemistry, Special Chemistry, Immunology
 - Lynn Subler MLS(ASCP)^{CM}
 - Microbiology, Parasitology
 - Aaliyah Dates MLS(ASCP)^{CM}
 - Blood Bank – PRMC
 - Laura Gregg MLS(ASCP)
 - Blood Bank – PVH
 - Matthew Riege MLS(ASCP)^{CM}

Education Committee (Advisory Board)

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The Education Committee (Advisory Board) is composed of individuals from the Parkview Health network and communities who are knowledgeable in their fields and who can provide input into the program and its curriculum to maintain the program's current relevancy and effectiveness. The following individuals are members of the Education Committee (Advisory Board):

Name	Credential	Title
Allegra McMillen	MEd, MLS(ASCP) ^{CM}	Specialist – Lab Education and Safety Officer (Program Director), Parkview Health Laboratories
Catherine Egly	MLS(ASCP) ^{CM}	Clinical Lab School Educator
Casey Griffith	MS, MLS(ASCP) ^{CM}	Clinical Lab School Educator
Asheet Chauhan (Retiring Fall 2025)	MLS(ASCP)	Manager Lab, Parkview Huntington Hospital & Parkview Wabash Hospital
Ashley Lehman (Beginning Fall 2025)	MLS(ASCP) ^{CM}	
Ashley Emerick	MLS(ASCP) ^{CM}	Manager Laboratory Services, Parkview Regional Medical Center
Ashley Miller	MLS(AMT)	Lab Supervisor, Parkview DeKalb Hospital
Barbara Campbell	BS	Manager, Support Services, Parkview Regional Medical Center
Melissa Rhodes	MBA, MLS(ASCP) ^{CM}	Laboratory Scientist & Clinical Instructor, Parkview Regional Medical Center
Carrie Mann	MLS(ASCP) ^{CM}	Manager Lab, Parkview Noble Hospital & Parkview LaGrange Hospital
Caitlin McGowen	MLS(ASCP) ^{CM}	Lead Scientist, Hematology, Parkview Regional Medical Center
Dale Scheumann	MLS(ASCP)	Manager Lab, Parkview Hospital Randallia and Parkview Southwest (Technical Services)
Delonna Logan	MBA, MLS(ASCP)	Manager Lab, Parkview Whitley Hospital & Parkview Kosciusko Hospital
Laura Gregg	MLS(ASCP)	Laboratory Scientist & Clinical Instructor, Parkview Regional Medical Center
Lisa Neyman	MLS(ASCP)H	Manager Lab, Parkview Regional Medical Center (Core Laboratory)
Lynn Subler	MLS(ASCP) ^{CM}	Laboratory Scientist & Clinical Instructor, Parkview Regional Medical Center
Matthew Riege	MLS(ASCP) ^{CM}	Lead Scientist, 1 st shift, Parkview Hospital Randallia
Nicole Shankster	MLS(ASCP)	Specialist Lab Accreditation and Referral Testing, Parkview Health Laboratories
Ramona Wherry	MLS(ASCP)	Lead Scientist, Blood Bank, Parkview Regional Medical Center
Stephanie Turkette	MLS(ASCP) ^{CM} SM(ASCP)	Manager Lab, Parkview Regional Medical Center (Blood Bank & Transfusion Services, Microbiology & Sendouts)

Academic Affiliates

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Parkview Medical Laboratory Science Program is affiliated with the following academic institutions for 3+1 students:

- Ball State University, Muncie, Indiana
- Defiance College, Defiance, Ohio
- Indiana State University, Terre Haute, Indiana
- Indiana Wesleyan University, Marion, Indiana
- Manchester University, North Manchester, Indiana
- Miami University, Oxford, Ohio
- Purdue University, West Lafayette, Indiana
- University of St. Francis, Fort Wayne, Indiana

The Parkview Medical Laboratory Science Program has also accepted students with bachelor's degrees (4+1 students) from Purdue University (Fort Wayne, IN), Indiana University (Fort Wayne, IN, Bloomington, IN, and Indianapolis, IN), Trine University (Angola, IN), and Huntington University (Huntington, IN).

Arrangements with additional institutions may be made on an individual basis. Students from the listed affiliated and associated institutions will be given preference unless there are extenuating circumstances.

Applicants with a Bachelor of Science degree from any accredited institution may also be considered for admission if the applicant meets all other admission requirements.

Admissions Overview

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Please Note – Deadlines are subject to change!

For information on deadlines for applications, transcripts, and references for the next cohort's enrollment, contact the Program Director, Allegra McMillen, at Allegra.McMillen@parkview.com.

Prospective students and applicants are required to complete a series of steps and submit specific documents in their quest to become a student in the Program. **More information regarding specific requirements for each step may be found in subsequent sections.**

In general, the steps are as follows, which will be spread over a period of a few weeks to a few months:

1. Contact the Program Director, Allegra McMillen, at Allegra.McMillen@parkview.com for information regarding application process deadlines.
2. Prepare your paperwork!
 - a. Contact professors and/or an employer for reference letters
 - b. Submit the application
 - c. Request college and/or university transcripts
3. Interview with Program administration, faculty, and/or staff
4. For Summer Cohorts ONLY – Complete the Indiana Student Preference Match process through The Consortium of Indiana Medical Laboratory Educators, Inc. (CIMLE)
5. Be granted placement into the Program, placed on a waiting list, or not placed into the Program.

Clinical Assignment When Placement Cannot Be Immediately Guaranteed

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When selecting students, the selection committee lists all the students considered to be acceptable students in the order of preference based on the Program's selection criteria, such as GPA, the interview, desire to train at Parkview, references, and discussion with the selection committee. Students who are not placed with the Parkview Medical

Laboratory Science Program will be put on a waiting list. Placement into the Program will be based on the Program's selection criteria. As positions become open before the start of the program year, applicants on the waiting list may be invited to attend the Parkview Medical Laboratory Science Program, or new applicants may apply and be interviewed. Unplaced students will need to reapply for admission to the following cohort.

In the highly unlikely event that the Program must accept fewer students than originally planned (i.e., be forced to take less than 10 students per cohort), the affected applicants will be informed of the circumstances and will be admitted (no reapplication needed), to the following cohort.

Note – Fall applicants who participate in the CIMLE Match who *decline* an offered placement at a CIMLE-member MLS/MT/CLS program cannot receive an offer and attend a different CIMLE-member MLS/MT/CLS program for the same program year. These applicants must reapply the following year.

Academic Prerequisites

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All preclinical Medical Laboratory Science requirements must be completed before entering the Program. Applicants must document (1) completion of a bachelor's degree (4+1), (2) on-track progress to graduating with a bachelor's degree before the program year starts (4+1), **OR** (3) eligibility to receive a bachelor's degree at the completion of the Program (3+ 1).

All applicants must provide documentation [i.e., official transcript(s)], sent **directly** from their college or university to the Parkview Medical Laboratory Science Program Director, which proves the applicant's completion of the following prerequisites within the last 7 years:

- 16 semester hours (24 quarter hours) of biology, including:
 - A course in microbiology (with an in-person lab), **AND**
 - A course in immunology (either as a separate course or as part of another course)
- 16 semester hours (24 quarter hours) of chemistry, including at least one course (with lab) in organic chemistry or biochemistry
- One course in college-level mathematics
- Minimum total of 90 semester hours (135 quarter hours) completed
- An overall, cumulative Grade Point Average (GPA) of 2.7 or higher on a 4.00 scale
- A (science) GPA of 2.7 or higher in science courses
 - This will include biology, chemistry, immunology, and math courses (except seminar, survey, and internship or similar courses)
 - This will include other hard science courses if the applicant has the course(s) on the transcript (e.g., physics, anatomy & physiology, pathophysiology, genetics, etc.)
 - This will include failed courses and all repeated courses in those respective categories.
 - No grade of less than a "C-" is accepted for a required prerequisite course.

If these prerequisites have been completed, but not within the last 7 years, the Program Director will request refresher courses to be completed to ensure adequate knowledge retention and utilization.

Other recommended courses include quantitative analysis, anatomy and physiology, instrumentation, management and supervision, genetics, parasitology, medical microbiology, statistics, and physics.

International Students

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Upon applying to the Parkview Medical Laboratory Science Program, international students who have degrees granted from a college or university that is not located in the United States must have their transcript evaluated by a transcript evaluation service. This transcript evaluation must be from one of the transcript evaluation services listed

in the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) "U.S. Procedures for Examination & Certification" booklet, which can be viewed and downloaded for free from the ASCP website (www.ascp.org).

Documentation of proficiency in English:

The student may demonstrate proficiency in English in one of five ways:

1. Transcript of classes taken at an accredited U.S. college or university
2. Successfully complete a college level English composition course at an accredited U.S. institution with a minimum grade of "C-"
3. Successfully challenge the TOEFL exam with a score of at least 80 for the total exam
4. General Certificate of Education (GCE): A minimum of a "B" in English
5. A minimum score of 6.5 on the IELTS

Photocopies of this documentation may be submitted with the application.

However, originals will need to be filed with the rest of the student paperwork upon acceptance into the Program.

Selection Criteria & Advanced Placement

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When selecting applicants for Summer Cohorts, Parkview participates in the CIMLE Indiana Student Preference Match. The selection of applicants for Winter cohorts is not eligible to participate in the Match process due to when the Match is scheduled, but information on students who are admitted into Winter cohorts will be reported to CIMLE for tracking purposes.

Results of the student selections are based on the following criteria:

1. Overall Grade Point Average (GPA)
2. Science GPA
3. References
4. Interview
5. Other relevant information, including previous hospital or health care experience, college laboratory work, honors, and extracurricular activities.

Student recruitment, selection, and admission are nondiscriminatory with respect to age, race, color, creed, national origin, sex, sexual orientation, gender identity or expression, gender reassignment, veteran status, or disability.

Advanced placement into the Program is generally not available. However, if an applicant is accepted into the Program for one cohort, and elects to start the Program in the following cohort, that would be considered advanced placement and would be feasible with approval from the Program Director.

Diversity & Inclusion

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Parkview's Commitment to the Person You Are

- Because you are a unique person, with unique needs, a rich cultural background, certain likes and dislikes, and are the best expert on who you are, we are committed to providing education geared to you. We are committed to offering services and care that are sensitive to diverse populations (via our community health needs assessment). We promote and support the concepts of diversity and inclusion in:
 - Clinical care
 - Community leadership
 - Organizational policies
 - Workforce hiring and development
 - Education
- We work to tailor personalized health journeys to empower people of all diverse cultural and ethnic backgrounds to achieve unique health and well-being goals.

- The statement “all diverse cultural and ethnic backgrounds” includes, but is not limited to, race, ethnicity, age, religion, language, sex, sexual orientation, gender identity or expression, gender reassignment, physical abilities/disabilities, socio-economic status, educational backgrounds, and region of geographic origin.
- Student recruitment, selection, and admission are not discriminatory.

Serving Others for a Better Community

- We value the unique aspects of every person’s background, culture, and life perspective. We are dedicated to providing excellent healthcare with compassion, empathy, and respect.
- The Parkview Mission = Improve your health and inspire your well-being.
- The Parkview Vision = You are at the center of everything we do, as an individual, as an employer, and as our community.
- Community engagement at Parkview = https://www.parkview.com/media/file/PV_Report%20to%20the%20Community_2020_web.pdf
- Information courtesy of the Office of Diversity and Inclusion.

Equal Employment Opportunity (EEO)

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Parkview Health strives to ensure that all employment decisions are made on a non-discriminatory basis. It has always been and continues to be Parkview Health’s policy that its co-workers (all individuals employed by Parkview Health, its subsidiaries and affiliates) should enjoy a work environment free from all forms of unlawful employment discrimination.

All decisions regarding recruiting, hiring, promotion, transfers, compensation, benefits, assignment, training, termination, and other terms and conditions of employment will be made without unlawful discrimination and without regard to race, color, ethnicity, ancestry, religion, sex, sexual orientation, gender identity or expression, gender reassignment, national origin, age, marital status, physical or mental disability, work-related injury, parental status, pregnancy, housing status, source of income, covered veteran or military status, political ideology, in accordance with applicable federal, state, and local EEO laws.

Parkview Health will make all decisions of employment with consideration to appropriate principles of Equal Employment. All managerial and supervisory staff share in the responsibility to ensure Parkview Health’s compliance with the EEO policy.

Co-workers who feel that their equal employment rights have been violated are required to report the violation(s) to Human Resources. Human Resources will conduct a prompt and thorough investigation and institute corrective action as appropriate.

Transfer Credit and Credit for Experiential Learning

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The Program does not accept transfer credits for courses in the program year.

The Program does not grant credit for experiential learning for all course content except phlebotomy & specimen processing. The Program *may* offer proficiency credit for the phlebotomy & processing portion of the clinical laboratory practicum to students who work or have worked as a phlebotomist and/or specimen processor if they pass a skill competency assessment.

Applications & References

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Applicants' completed application, references, and transcript(s) from each college and/or university attended must be received by the designated deadline(s) to interview for the next available enrollment cohort. Contact the Program Director, Allegra McMillen, at Allegra.McMillen@parkview.com for information regarding application process deadlines.

Each applicant is responsible for submitting the following application materials to the Program by the designated deadline.

- **A completed application form**
 - Applications are available from:
 - The Program Director, Allegra McMillen, at Allegra.McMillen@parkview.com, **OR**
 - The Parkview Medical Laboratory Science Program website, <https://www.parkview.com/careers/medical-laboratory-science-program/medical-laboratory-science-program>
 - An *example* application is provided in this Handbook for reference but should not be used as an actual application form. (Accessed 6-2025)
- **An official transcript from each college and/or university attended by the applicant**
- **One reference from each of the following:**
 - Chemistry professor
 - Biology professor
 - Employer (If available)
 - An applicant may utilize another science professor or personal reference if the applicant has no work experience
 - Applicant Reference forms are available from:
 - The Parkview Medical Laboratory Science Program website, <https://www.parkview.com/careers/medical-laboratory-science-program/medical-laboratory-science-program>, **OR**
 - The Program Director, Allegra McMillen, at Allegra.McMillen@parkview.com
 - An *example* reference form is provided in this Handbook for reference but should not be used as an actual reference form. (Accessed 6-2025)
- If the applicant meets the minimum application requirements, an interview will be arranged.
 - If it is determined that the minimum qualifications are not met, the applicant will be informed that an interview will not be offered.
- If the applicant is not selected for the next open cohort but wishes to reapply, a new application will need to be submitted. The same references and transcripts may be used from the previous application if nothing has changed. **The applicant must specify that the previously submitted materials should be used with the new application.**

APPLICATION FOR PARKVIEW MEDICAL LABORATORY SCIENCE PROGRAM

NAME OF APPLICANT - Last, First, Middle			LAST 4 DIGITS OF SSN XXX-XX-XXXX	
U.S. CITIZEN		IF NATURALIZED, PLACE and CERTIFICATION NUMBER		
PRESENT ADDRESS - Street, City, State, ZIP Code			TELEPHONE NUMBER	
PERMANENT ADDRESS - Street, City, State, ZIP Code			TELEPHONE NUMBER	
NAME OF NEXT KIN		RELATIONSHIP	ADDRESS - Street, City, State, ZIP Code	
HIGH SCHOOL - Name and Location				Yr. Completed
COLLEGE - Name and Location				Yr. Completed
SEMESTER HOURS COMPLETED	SEMESTER HOURS IN PROGRESS	APPROXIMATE GRADE POINT AVERAGE	MAJOR	MINOR (if applicable)
START PROGRAM - Please select the season and provide the year you would prefer to start this program: ☐ Summer - Year: _____ ☐ Winter - Year: _____				
RECOMMENDATIONS				
NAME		SUBJECT TAUGHT / NAME OF BUSINESS		
(CHEM)				
(BIO)				
(Other)				
(Other)				
YOUR E-MAIL ADDRESS				
PERSON TO NOTIFY IN CASE OF EMERGENCY:				
(NAME)		(ADDRESS - Street, City, State)		
(BUSINESS PHONE)		(HOME PHONE)		
The above answers are true and complete to the best of my knowledge. My personal, financial, and business affairs are so arranged that uninterrupted attendance may be expected if I am appointed				
(SIGNATURE OF APPLICANT)		(DATE)		

RETURN THIS APPLICATION TO:

Allegra McMillen, MEd, MLS(ASCP)^{CM}
 Medical Laboratory Science Program Director
 Parkview Hospital Randallia • 2200 Randallia Drive • Fort Wayne, IN 46805
 OR Allegra.McMillen@Parkview.com

STUDENT REFERENCE FORM
PARKVIEW MEDICAL LABORATORY SCIENCE (MLS) PROGRAM

Dear Applicant,

Our Program requires three letters of recommendation, one from each of the following: a biology professor, a chemistry professor, and a present or previous employer. Please complete the top part of the form and give the form to your references. Please give each of them a stamped, self-addressed envelope addressed to:

Allegra McMillen MEd, MLS(ASCP)^{CM}
 Parkview Medical Laboratory Science Program,
 2200 Randallia Drive, Fort Wayne, IN 46805
 or via email at Allegra.McMillen@parkview.com

Applicant Name: _____

I do () I do not () waive my right to subsequent access of this form.

 Signature of applicant

 Date

Dear evaluator: Please circle the appropriate number with 5 being the best:

Mastery of scientific knowledge:	5	4	3	2	1	NA
Intellectual capacity:	5	4	3	2	1	NA
Independent Thinking:	5	4	3	2	1	NA
Creativity:	5	4	3	2	1	NA
Flexibility:	5	4	3	2	1	NA
Maturity/Stability:	5	4	3	2	1	NA
Personal relations:	5	4	3	2	1	NA
Motivation:	5	4	3	2	1	NA
Communication - Oral:	5	4	3	2	1	NA
Communication – Written:	5	4	3	2	1	NA

Do you have full confidence in the applicant's integrity? If no, please explain. _____

Relationship to applicant:

Number of years known:

Other Comments: (May use back of form)

 Signature

 Position/title

 Date

Admissions Protocol for the Parkview Student Services Department

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Parkview Health's Student Services Department, in cooperation with the Parkview Medical Laboratory Science Program, requires students to have certain non-academic prerequisites completed prior to starting the Program, for which the student is wholly and financially responsible for completing.

These prerequisites include:

- **Physical examination**
 - From an approved health care provider [physician, physician assistant (physician associate), or nurse practitioner]
 - Suggested locations for obtaining a physical examination:
 - Student's personal general health care provider
 - Parkview Occupational Health locations
 - By appointment, ask the Program Director for the corresponding paperwork
 - Local Clinic
 - Campus Health Clinic (for students enrolled at a college or university)
 - Allen County Department of Health (by appointment)
- **OSHA Respiratory Medical Clearance Form**
 - Medical Laboratory Students are not required to get this clearance as part of their student role.
 - If students are performing service work outside of student work, additional requirements may be needed.
- **Urine Drug Screen – Must be a 10 panel**
 - Must be completed between 30-60 days before the start of the Program.
 - Suggested locations for obtaining a 10-panel Urine Drug Screen:
 - Any "Lab Test Now" location
 - <https://www.anylabtestnow.com/ft-wayne-46825/schedule-an-appointment/>
- **Criminal Background Check**
 - Background checks must be at a national level, not solely for the state. Background checks are obtained through Viewpoint Screening, are the financial responsibility of the student, and must be completed at least 30 days before the start of the program year. All results will be sent to Parkview for review.
 - Please contact the Medical Laboratory Science Program Director or Student Services Department (students@parkview.com) for more information on how to fulfill this requirement.
- **Vaccination History and Tuberculosis Test** (skin or blood), including the following (see the descriptions and the following table):
 - Annual Influenza attestation
 - The student acknowledges that flu season is October 1 to March 31 each year, and the student will receive the flu vaccine and complete a mandatory Symplr computer-based learning (CBL) to document having received the vaccine.
 - COVID Vaccine
 - If the vaccination has been received, email a copy of the vaccination card to: StudentVaccinations@ParkviewHealth.OnMicrosoft.com
 - If you have a religious observance in conflict with receiving the COVID-19 vaccine, you may request an Exemption Request Form from the Program Director. If you receive an exemption, you must comply with masking and social distancing. You may be asked to resubmit for an exemption in the future if vaccination or a booster is recommended more regularly, and this exemption is not permanent.

- Suggested locations for obtaining vaccinations:
 - Student's personal general health care provider
 - Parkview Occupational Health locations
 - By appointment, ask the Program Director for the corresponding paperwork
 - Local Clinic
 - Allen County Department of Health (by appointment)
- **Please note that this table is just for reference, the official Student Records Attestation Form is the required document for submission.**

Vaccination	Date 1 st Dose Received	Date 2 nd Dose Received	Date 3 rd Dose Received	If dates of vaccination are unavailable, please provide the date blood was drawn for a titer & titer result.		
				Antibody (IgG)	Date Titer Drawn or CXR Taken	Titer Result
Measles, Mumps, Rubella (MMR)			N/A	Measles		
				Mumps		
				Rubella		
Tetanus, Diphtheria		N/A	N/A	N/A	N/A	N/A
Hepatitis B				Hepatitis B		
Chicken Pox (Varicella)			N/A	Chicken Pox (Varicella) (If had chicken pox & was not vaccinated)		
COVID (Select Pfizer, Moderna, or Johnson & Johnson)			Email copy of vaccination card	N/A	N/A	N/A
Tuberculosis Test (Either of these within the last 12 months)	Mantoux (PPD, TST)	QuantiFERON TB Gold		If a Positive Reactor, Chest X-Ray (CXR) is required		Attach a copy of the CXR Result to Student Form

- Submitting a **completed** Student Records Attestation Form at **least** thirty (30) days before the start of Program. The form below is an *example* of a Student Records Attestation Form from Parkview Health's Student Services Department. A current version of this form may be requested by emailing a request to students@parkview.com or obtained from the Parkview Medical Laboratory Science Program Director.
 - The Parkview Medical Laboratory Science Program is, according to the Parkview Student Services Department classifications, a **Residency** program.
 - If this form is not complete in its entirety, the student's start will be delayed, or the student will not be permitted to start the Program.
 - Any source documents for the information provided on the form must be available to Parkview Health within 24 hours of a request for the documentation.

Student Records Attestation Form

This document must be completed for each student participating in a learning experience at Parkview Health.

Parkview Health's Student Services Department must be in receipt of this form **no less than 30 days prior to the start** of the student's learning experience. Any forms received after that deadline will result in the **delay** of the start of the student's learning experience.

The items listed for your learning experience are **mandatory to complete**. Parkview is not responsible for any cost associated with the requirements for learning experiences. If the student or the school is unable to provide the required information, the student will not be permitted to start a learning experience. If it is found the student is not in compliance with these requirements *after* the start of the learning experience, the student's account will be deactivated and they will be unable to complete a learning opportunity at Parkview.

This form may be completed by:

- **School** – if the school maintains student records and has the required documentation on record, the school and its representative may complete this document. All documentation for the information required must be provided by the school to Parkview Health within 24 hours of a request for documentation.
- **Student or Parent/Guardian** – a student and/or their parents, if they are under 18 years of age, may complete this document. ***All documentation for the required information must be provided by the student or parent or guardian along with this completed form.***

The following requirements must be provided to Students@Parkview.com for each student:

- *Job Shadow / Observation / Internships - must provide:*
 - Vaccination History & Status (see page 2)
 - Criminal Background Check (required for those 18 years and over) within the last 12 months
 - If student or parent/guardian is self-attesting, you must use this background check provider. All results will be sent to Parkview for review.
<https://www.viewpointscreening.com/parkview>
 - TB Test Results (Skin or Blood) from within the last 12 months
- *Clinicals / Academies / Other Hands-on Experiences – must provide all above plus:*
 - CPR/BLS Certification
 - Drug Screen (10-Panel) no more than 60 days from student's first learning date at Parkview
 - OSHA Respiratory Medical Clearance Form (required for all students who may be required to wear a respirator as part of PPE)
 - Fit Testing
 - PAPR training as necessary

Resources for Students who are Self-Attesting - *these resources are provided for your convenience only. You may choose your own provider.*

- Parkview Occupational Health (direct pay) <https://www.parkview.com/employer-solutions/occupational-health/locations/occupational-health-locations>
 - Vaccinations & Titers
 - Drug Screens
- Any Lab Test Now <https://www.anylabtestnow.com/ft-wayne-46825/schedule-an-appointment/>

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Student Name: _____ Date of Birth: _____

School Name: _____

VACCINATION STATUS
(Required for all Student Learning Opportunities)

Measles/Mumps/Rubella Vaccine: Date Received #1 _____ Date Received #2 _____

--OR-- Rubella AB _____ Positive Titer: (Date Drawn) _____

Measles AB _____ Positive Titer: (Date Drawn) _____

Mumps AB _____ Positive Titer: (Date Drawn) _____

Tetanus Diphtheria Received: ☐ Yes Date: _____ ☐ No

Did the student have the chickenpox? ☐ Yes ☐ No

-- IF YES -- Must Provide: Positive Titer (date drawn): _____

-- IF NO -- Must Provide: Varicella Vaccine: Date Received #1 _____ Date Received #2 _____

OR Positive Titer (date drawn): _____

TB Test (Mantoux, PPD, TST or QuantiFERON-TB Gold): Date (within last 12 months): _____

If positive reactor, a Chest X-ray is required. Date of Chest X-Ray: _____. Attach results.

Hepatitis B Vaccine Received: ☐ Yes Date 1: _____ Date 2: _____ Date 3: _____

☐ No

COVID-19 Vaccine(s) Received*: ☐ Yes ☐ No

- If yes, please email a copy of your vaccination card to Students@Parkview.com.

☐ I attest I am aware of the annual Influenza Vaccine requirements and will complete the online Student Influenza Vaccination Compliance form during flu season (October 1 to March 31).

- Compliance includes vaccination, religious exemption request, or medical exemption approval from Parkview.

☐ By checking this box, I attest this information is correct and accurate. --AND--

☐ I am a student and am providing the required documentation for all items listed; OR

☐ I am the parent/guardian and am providing the required documentation for all items listed; OR

☐ I am a school representative and attest to being able to provide Parkview Health with required documentation for all items listed above within 24 hours of documentation being requested.

Signature _____ Printed Name _____ Date _____

* COVID vaccination status is required to be completed by students. If student has received vaccine, vaccination card is needed to be on file.

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Essential Functions

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Technical Standards (Essential Functions) represent the essential non-academic requirements of the Program that the student must master to successfully participate in the Program and become employable. Applicants are requested to read the following technical standards. These standards are written to help facilitate a valid career choice and to ensure that the safety and health of students, the public, and other health professionals are not compromised.

Visual Function

- Sufficient visual acuity to:
 - Identify microscopic structures
 - Read charts, graphs, instrument printouts, complete reports, and enter computer data
 - Observe patient conditions and inspect specimens for suitability
 - Operate analytical instruments appropriately and safely
 - Discern differences in colors

Motor Function

- Sufficient fine motor function to:
 - Obtain, manipulate, and measure specimens safely and with precision
 - Manipulate reagents, materials, instruments, and analytical equipment according to established standards and procedures, safely and with speed and accuracy
 - Perform multiple and repetitive tasks

Interactive Function

- Sufficient interactive skill to:
 - Effectively report, discuss, or explain results to supervisors, physicians, and other appropriate personnel
 - Maintain a cooperative and productive working relationship with patients and other health professionals
 - Exhibit compassion, integrity, and concern for others

Emotional Health

- Sufficient emotional health to:
 - Respond quickly and efficiently in emergency situations
 - Function effectively in stressful situations and complete all responsibilities
 - Exercise sound judgment and display flexibility

Intellectual Function

- Sufficient intellectual function to:
 - Calculate, interpret, analyze, reason, evaluate, and explain lab results and quality control
 - Prepare reagents and materials properly with accuracy, speed, and precision
 - Solve problems, make critical judgments, and initiate corrective action to ensure accuracy and reliability of results in a timely fashion

Definition of Student Status

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From the application process through to potential employment, students may serve in a variety of roles. The Program has defined such roles as follows:

- **Prospective Student** – Any individual taking or having taken courses in the sciences who is interested in applying to the Program.
- **Applicant** – The prospective student has applied to be accepted into the Program.
- **Accepted Placement** – The applicant has accepted placement in the Program.
- **Student** – Either when the student accepts placement and/or when the student officially starts the program.

- **Student in Good Standing** – The student is progressing satisfactorily in the Program and in becoming a Medical Laboratory Scientist.
 - Evidenced by (in general):
 - Conducting oneself professionally
 - Passing lecture exams
 - Completing assignments and projects in whole and on time
 - Passing laboratory exercises and practical exams
 - Completing clinical assignments and/or projects in whole and on time
- **Probation** – The student: (1) is within the first two (2) months of the program year, and/or (2) has failed (score of < 75%) a single lecture course, a single laboratory course, a single combination lecture & laboratory course, a single clinical rotation, and/or (3) behaved unprofessionally, and is being monitored for improvement(s).
 - The probationary status within the first two (2) months of the program applies to all students, but will not appear on an official transcript provided the student meets satisfactory academic progress, as its usage is not based on student performance in the program.
 - Once the student completes their remedial work, a grade of “D” will be assigned on the transcript for the failed course or rotation.
 - In order to be removed from a status of Probation and return to a status of Student in Good Standing, a student must pass two (2) consecutive course series (both lecture and laboratory courses of 2 consecutive topics – 4 consecutive courses total; or the lecture and laboratory courses of 1 topic plus a combination lecture & laboratory course – 3 courses total) with a score of 80% or higher.
 - If the student fails (score of < 75%) a second individual course, the student will be dismissed from the Program.
 - See the Handbook section on “Corrective Actions, Probations, & Dismissals” for more information.
- **Graduate** – Student has received their certificate of graduation from the program.
 - Evidenced by:
 - Successfully completing all assignments, exams, and projects,
 - Successfully challenging the final exam, and
 - Determined to be eligible to sit for a national certification exam to be recognized as a professional Medical Laboratory Scientist (MLS).

Tuition, Fees, & Expenses

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- **Tuition**
 - For a 4 + 1 student, effective Summer 2025, tuition for the MLS Program year is \$5,000 and is payable to Parkview Medical Laboratory Science Program.
 - For a 3 + 1 student, Parkview has a tuition reimbursement agreement with many academic institutions (colleges and universities which the 3 + 1 student attends and in which the student is enrolled during their last year of education while attending the Parkview MLS program). Students attending those academic institutions (colleges and universities) pay tuition directly to the academic institution (college or university they attend and are enrolled at). The academic institution (college or university) will then pay Parkview a percentage of that tuition as outlined in their respective agreements.
 - If a 3 + 1 student attends an academic institution (college or university) that does not charge tuition during the clinical year (while the student is dually enrolled at the college or university and Parkview’s MLS program), tuition paid to Parkview directly by the student will be institution-specific based upon the affiliation agreement between Parkview and the academic institution (college or university).
 - Current fees are discussed at the interview.
 - All fees are subject to change without notice.

- **Books, Supplies, & Personal Items**
 - Students are required to purchase or rent their textbooks. A textbook list will be provided to the students after their acceptance of placement into the Program or upon request. The best practice is to bring the textbook which matches the course to student laboratory every day.
 - Students may wish to purchase supplies such as binders, highlighters, writing utensils, etc. for the program year at their own expense. Lecture handouts will be provided. Supplies meant to be potentially exposed to biohazardous materials in laboratory exercises are provided by Parkview.
 - Calculators are to be non-graphing calculators only, since only non-graphing calculators are allowed to be used on national certification examinations.
 - Personal items such as purses, wallets, and phones are the responsibility of the student. In the student laboratory, lockers are provided in which students may secure personal items. The combination lock or padlock to the locker is required to be provided by the student.
 - It is recommended to have an umbrella and/or raincoat in your vehicle for rainy days. The walk into the building is long and outside with no coverage.
- **Uniforms**
 - Laboratory coats designed to protect the wearer from exposure to blood and body fluids are provided by Parkview.
 - Students will need to purchase and wear royal blue scrubs. See the Handbook section on “Attire & Appearance” for more information.
- **Meals and Housing**
 - Students must provide their own meals and housing.
 - Meals may be purchased in the hospital cafeteria. Students may also bring (pack) lunches and snacks.
 - Lunch breaks are typically 30 minutes long and are scheduled at the discretion of the Educator or Clinical Instructor.
 - Breaks are typically 15 minutes long and are scheduled at the discretion of the Educator or Clinical Instructor.
- **Medical Insurance**
 - Students are responsible for any health care expenses they may incur and are strongly encouraged to have health insurance.
 - Students are covered under the hospital's liability insurance policy, although students may elect to purchase individual liability policies.
- **Medical Examinations**
 - Each student will be required to pass a physical health examination and urine drug screen (10 panel) that are to be taken between 30 days and 60 days before the start of the program year. The student is financially responsible for this examination and testing. Costs will vary between providers.
 - Vaccinations and/or titers must also be documented and are the financial responsibility of the student. Costs will vary between providers.
 - The results of these items must be provided to the Parkview Student Services Department.
 - Please see the Handbook section entitled “Admissions Protocol for the Parkview Student Services Department” for more information.
- **Background Check**
 - The student will be required to complete a criminal background check through Viewpoint Screening, taken at least 30 days before the start of the program year. The student is financially responsible for the background check. All results will be sent to Parkview for review.
 - Please see the Handbook section entitled “Admissions Protocol for the Parkview Student Services Department” for more information.

Advisement, Corrective Actions, Probations, & Dismissals

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Advisement of students may occur for reasons related to academics, conduct, attendance, reprimands, personal reasons, or other concern. The advisement is the documentation of the issue, but the consequences may be more specific. Corrective (disciplinary) actions, probations, and dismissal are extreme measures for discipline in the workplace and student laboratory setting. However, in certain cases such measures are necessary. In order to ensure a fair and impartial process, students must be informed of the activities that will result in advisements and corrective actions, including dismissal from the Program. In the process of dismissal from the Program, the Program Director and those involved are expected to maintain the confidentiality of the student in keeping with privacy regulations. All discussions leading up to and including the dismissal are to be kept on a professional need-to-know basis.

▪ **Advisement**

- The Advising Form will document the issue at hand, comments from the Program Director, Educator(s), and/or Clinical Instructor, comments (responses) from the student, the action plan or outcome, and applicable signatures.
- The Advising Form will also denote academic consequences or changes in student status that will occur due to the issue.
- Any examination grade below 75.0% will require an advisement and remediation to prove mastery of the objectives to the satisfaction of the Program Director and/or Educator(s).
 - Alternative ways of demonstrating mastery of the objectives may include, but are not limited to, written paper(s) covering the subject(s) of failed objective(s), additional practice and/or performance of skills, and oral quizzes. Additional remediation guidelines apply.

▪ **Corrective Action**

- A student may incur corrective action for activities or behaviors such as, but not limited to:
 - Failure (score < 75%) of an examination of any kind
 - Alternative ways of demonstrating mastery of the objectives may include, but are not limited to, written paper(s) covering the subject(s) of failed objective(s), additional practice and/or performance of skills, and oral quizzes.
 - If the student proves mastery of the objectives to the satisfaction of the Program Director and/or Educator(s), the grade on the failed examination will remain in the student's records, but the matter will be closed.
 - 1 – Any pattern or commonality of tardiness
 - 2 – Unauthorized early departure
 - Early departure is considered authorized if a student has asked, and received permission from, the Program Director and Educator or Clinical Instructor.
 - 3 – An unexcused absence
 - An absence is considered authorized if a student has asked, and received permission from, the Program Director.
 - 4 – Conduct in violation of the professionalism requirements of the Program (see “Ethics & Behavior” and “Affective Objectives & Evaluations”)
 - 5 – Insubordination to the Program Director, Educators, Clinical Instructors, or coworkers
 - This includes the use of foul language, emotional outbursts, threats, harassment, and deliberate disregard for instructions, or disregard for Program policies or Parkview policies.
- For these actions or behaviors (#1-5, above):
 - After the first event/offense, the student will receive a written reprimand.
 - After the second event/offense, the student will be placed on probation.
 - Please note that if the student is already on probation, any further reprimand or corrective action would be grounds for dismissal from the Program.
 - After the third event/offense, the student will be dismissed from the Program.

▪ Probation

- Students may be placed on probation for the following reasons, though other reasons not listed here may also trigger a probationary status:
 - Behaving unprofessionally
 - Being in the first two (2) months of the program year
 - Failing most or all of the examinations within a course
 - Failing (score of < 75%) a single lecture course, a single laboratory course, a single combination lecture & laboratory course, or a single clinical rotation
- Students on probation will have a plan of corrective action in place per the advisement provided by the Program Director and/or Educator(s) and will be monitored for improvement(s).
 - Once the student completes their remedial work, a grade of “D” will be assigned on the transcript for the failed course, but the score will remain the same.
 - Failure to master the objectives after remediation is cause for further corrective action.
 - In order to be removed from a status of Probation and return to a status of Student in Good Standing, a student must pass two (2) consecutive course series (both lecture and laboratory courses of 2 consecutive topics – 4 consecutive courses total; or the lecture and laboratory courses of 1 topic plus a combination lecture & laboratory course – 3 courses total) with a score of 80% or higher. If the student fails (score of < 75%) a second individual course, the student will be dismissed from the Program.

▪ Suspension

- The Parkview Medical Laboratory Science Program does not utilize suspensions.

▪ Dismissals

- A student may be **immediately** dismissed from the Program for the following actions or behaviors:
 - Violation of patient confidentiality (HIPAA)
 - Cheating or plagiarism (including possession of exam or assignment files from previous years)
 - Stealing
 - Any alteration or falsification of laboratory data, information, or time cards
 - Physical violence
 - Failure to pass the probationary period of two months with an 80% overall average
 - Failure to perform manual procedures proficiently (e.g., phlebotomy, crossmatches, etc.)
 - Use or distribution of illegal drugs or alcohol while on hospital property or as part of any of its activities
- A student may also be dismissed from the Program for:
 - Failure to correct circumstances, events, behaviors, etc. which placed them on probation
 - Failure to maintain academic or affective (professionalism) standards
 - Failure to follow the Program policies or Parkview policies (including internet usage and social media policies)
 - Knowingly violating safety protocols
 - Knowingly violating service work policy
 - Excessive absenteeism
 - Insubordination
 - Failure of two individual courses (two course scores < 75%)
 - Note – The lecture and laboratory sections of most topics are separate courses, though some courses are combination lecture & laboratory courses or practicum courses (MLS 405, MLS 460, MLS 490).
- **Any student that has been formally dismissed from the program is ineligible for reenrollment.**

Withdrawals & Refunds

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A student may feel the need to withdraw from the Program for a variety of academic, personal, and/or family reasons. The withdrawal procedure is in place to facilitate this difficult decision so that the student can explore alternatives for completing their education.

Basic Steps to Withdraw:

1. The student initiates the withdrawal procedure by scheduling a meeting with the Program Director.
 - The Program Director will notify the Director Laboratory Services prior to the meeting and ask if the Director Laboratory Services wants to be present at the meeting or wishes to meet with the student separately.
 - At the meeting, the status of the student and alternative options will be discussed.
2. The Program requests that the student allow a one (1) week period for thoughtful consideration before proceeding to step 3.
3. The student submits a formal letter of resignation to the Program Director.

Time Spent in the Program	Refund
2 weeks	100%
4 weeks	75%
8 weeks	50%
12 weeks	25%
More than 12 weeks	None

All tuition and fees charged through Parkview will be due thirty (30) days after the billing date(s). If a student withdraws from the Program for any reason, the amount of time spent in the Program will determine if the student is eligible for a refund, and if so, to what extent. The refund deadline is three (3) months after the start of the withdrawing student's program year. Parkview will reimburse one hundred percent (100%) for up to two (2) weeks spent in the Program, 75 percent (75%) for up to four (4) weeks, 50 percent (50%) for up to eight (8) weeks, and 25 percent (25%) for up to twelve (12) weeks from the start of the Program. No refund is made after the twelve (12) week deadline.

Leave of Absence Policy

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A Leave of Absence (LOA) may be granted by the Program Director on a case-by-case basis. If granted, an agreement document will be created to outline the terms upon which the student is leaving, and the terms by which the student will be allowed to be readmitted. Many factors may influence these decisions, such as family emergencies, the student's physical and/or mental condition, financial aid status, and degree status, among others.

Student Readmission Policy

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A student may be readmitted under this policy to the Program only after a Leave of Absence has been completed. If a student leaves the Program after not being granted a Leave of Absence, it will be counted as a withdrawal. If the student has withdrawn, reapplies, and is accepted to enroll in another cohort at a later date, this qualifies as a new enrollment (placement) and not a Leave of Absence. In order to be readmitted, a student must meet all of the terms of the agreement with the Program Director.

Any student that has been formally dismissed from the program is ineligible for reenrollment or readmission.

Student Confidentiality (FERPA)

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The Family Educational Rights and Privacy Act (FERPA) protects the privacy of a student's educational records by affording students certain rights. This law applies to all schools that receive funds under an applicable program of the United States Department of Education. While the Parkview Medical Laboratory Science Program does not receive

funding in this manner, it is important that the Program emphasizes a student's rights under the law, as the Program regularly enrolls "3 + 1" students.

- The right to inspect and review the student's own education records within 45 days of the day the Program Director receives a written request for access.
 - The student should specify which record(s) would like to be reviewed. The Program Director will set an appointment time for the record to be reviewed with the student. Both the Program Director and the student will be in the room while the file is reviewed. Cell phones must be put away during this meeting.
- The right to request the amendment of the student's own education records that the student believes are inaccurate or misleading.
 - Students must follow the Appeal and/or Grievance policies of the Program to complete this process.
 - Students must specify, in writing, to the Program Director, the part of the record which is desired to be changed and why it is believed to be inaccurate or misleading.
 - If the Program decides not to amend the education record as requested by the student, the Program Director will notify the student of the decision and advise the student of his or her right to a hearing regarding the student's request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified by the Program Director of his or her right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education record(s), except to the extent that FERPA authorizes disclosure without the student's consent.
 - FERPA authorizes disclosure of information without the student's consent to those with a professional need to know (legitimate educational interest) in order to perform the duties and responsibilities of their employment.
 - For example, the Program Director and Educators have a legitimate need to know aspects of information about the student(s) record(s) in order to do their jobs and do not require express consent from the student in order to access the necessary information. Education Committee (Advisory Board) members may also need access to limited information such as data for selecting students or national certification examination outcomes. However, whenever possible, student information will be deidentified.
 - Court orders or subpoenas may require information to be disclosed without requiring student consent.
 - A student may request, in writing, that another individual have access to a portion of or all of their education record(s). This request must be in writing, dated, signed by the student, specifying the individual, the student's relationship to the individual, the reason for the disclosure, the length of time the disclosure will be allowed, and which record(s) the students would like released, to the Program Director.
 - Transcripts from "3 + 1" students will automatically be sent after graduation from the Program to the affiliated college or university from which the student(s) will receive their degree. This is another example of a legitimate educational need which does not require express student consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the Program to comply with the requirements of FERPA.

The Program may disclose, without consent, "directory" information [student's name, honors and awards, and enrollment period (not specific daily attendance), etc.]. However, students may request that the school not disclose such information about them. If a student would like to limit or decline to have directory information released, please make a request in writing to the Program Director.

For more information regarding FERPA, please visit the United States Department of Education website, at: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Student Records

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Records

- Active student records may contain documents pertaining to admission, advising, grades, evaluations, competencies, and any other documentation record pertinent to the documentation of the education of the student. Therefore, these records and grades are to be held in the strictest of confidence and in compliance with FERPA.
 - Graded assignments, projects, and laboratory exercises are returned to the student, once graded and the scores are recorded by the Educator(s). These may be scanned for future analysis by the Educator(s) or Program Director, but will be maintained in a secure digital location. Students are expected to not share these graded works with other current or future students under the Academic Honesty policy or corrective action will be taken up to, and including, dismissal from the Program.
 - Paper lecture examinations, laboratory practical examinations, course cumulative final exams, and the cumulative Program Final exam are graded, reviewed by the student(s), and returned to the Program. These exams, if in hard copy format, will be stored in a locked cabinet, in locked offices, by the Educator(s) or the Program Director. Once statistical analyses have been completed and the students have graduated, these hard copy exams are destroyed.
 - If online or digital examinations are utilized, student access will be enabled at the start of the examination time and disabled once the exam is completed or the exam time has ended (whichever comes first). Students will be able to see the exam grades after the scores are published, but will not have access to the examination or its content.
 - Copies of student records are not to be emailed, sent, mailed, or otherwise transmitted without the student's express written permission unless the request qualifies under FERPA.
- Active student records may be paper (hard copy), or electronic (digital), or some combination of both.
 - All paper (hard copy) records will be stored in secure (locked) file cabinet inside a secure (locked) office.
 - All electronic (digital) records are stored on a secure server that is backed up every night, which is only accessible by user identification and password.
 - Student information should not be kept on the local drive any workstation, which may be more prone to failure and is not regularly backed up.
 - Grades and other evaluations and data for active students are stored in the learning management system (LMS, Canvas), which in turn is stored in Amazon Web Services (AWS) data centers with extensive security protocols.
 - At the end of each course, course grades are downloaded for archiving and stored on a secured server that is backed up every night.
 - Any paper (hard copy) student records will be scanned and converted into an electronic (digital) format. The originals will be destroyed. Converted records are verified for accuracy, legibility, and completeness before the original is destroyed.
 - Other backup methods may be employed to duplicate record storage off-site. These methods may include CDs, DVDs, thumb (USB, flash) drive, or other technology that may be developed in the future. Alternate storage of student records will only occur if the method of storage can be made secure.
- Student records are open for review by the student.
 - Recommendations sent by professors and employers as part of the application process may not be open for review if the student has signed a waiver of this right.
 - If a student should want to view their records, an appointment may be made with the Program Director to do so. Both the Program Director and the student will be in the room while the file is reviewed. Phones or cameras may not be accessible during this review, but copies of selected records may be made with permission from the Program Director.

Transcripts

- Only the Program Director has the ability and responsibility of preparing transcripts.
- The transcript will be retained permanently by the Parkview Medical Laboratory Science Program and will contain at minimum the student's legal name, a second numerical identifier, admission date, completion (graduation) date, courses attempted, associated grades and credits earned, and the official seal.
- Each course and the Program's final exam must be successfully completed before a "3 + 1" student's grades will be submitted to their affiliated college or university. Once these have been completed, transcripts will automatically be sent to the affiliated college or university upon graduation.
- Official and unofficial transcript requests may be sent, in writing, by the student or graduate of the Program to the Program Director.
- Copies of transcripts are not to be emailed, sent, mailed, or otherwise transmitted without the student or graduate's express written permission unless the request qualifies under FERPA.

Consent to Release Records

- If a student or graduate wishes to have their records released to an agency, employer, or other entity, the request must be made in writing to the Program Director. The request must specify which portions of the records are requested.
- The following form is an example of the form a student or graduate must complete and provide to the Program Director before copies of student records are released (accessed 7-30-24). Contact the Program Director to obtain a current copy of this form.

6-2024 1

**PARKVIEW MEDICAL LABORATORY SCIENCE PROGRAM
CONSENT TO RELEASE RECORDS**

Part I – Student or Graduate Requesting the Release

Name	First	Last	Maiden (if applicable)
Cohort, or Year Graduated			
Mailing Address	Street		
	City	State	Zip Code Country
Phone Number			
Email Address			

Part II – Select the information being requested for release.

☐	Complete, official Transcript of the entire Program year
☐	Grades from specific course(s)/department(s) (Specify) –
☐	Evaluations from specific course(s)/department(s) (Specify) –
☐	Recommendations (Specify) –
☐	Other –

Part III – Mark the selection and/or fill in the agency information as appropriate.
I authorize that the records indicated above be released to the following agency:

	Agency	
	Mailing Address or Contact	
	Agency	American Society for Clinical Pathology Board of Certification (ASCP BOC)
	Mailing Address or Contact	ASCP BOC, Attn: Jackie Sanders 33 W. Monroe St, Suite 1600, Chicago, IL 60603 Transcripts.boc@ascp.org

Part IV – Mark the selection and/or fill in the information as appropriate.
The purpose or need for such disclosure is:

☐	Certification – This information is needed to apply for a certification examination.
☐	Licensure – This information is needed to apply for a state license. State: _____
☐	Employment – This information is needed by my employer.
☐	Other –

Part V – Authorizations

Requestor Signature	Date
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This authorization is valid only for the agency or person(s) listed above. It is valid for 90 days from the date of the signature on this form. This authorization may be revoked at any time, except to the extent those records have already been released.

Program Director Authorization	Record Release Date
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Patient Confidentiality (HIPAA)

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Parkview Health and its affiliates will release individually identifiable health information (Protected Health Information) in accordance with applicable state statutes and federal laws, rules and regulations, including the Health Insurance Portability and Accountability Act (HIPAA) while protecting the physician-patient privilege and patient confidentiality.

Protected Health Information (PHI) means individually identifiable health information including demographics and the spoken word that is transmitted by electronic media, maintained in any medium described in the definition of electronic media, or transmitted or maintained in any other form or medium. PHI *excludes* individually identifiable health information in employment records held by Parkview in its role as an employer, and regarding a person who has been deceased for more than 50 years.

Individually identifiable health information is information that is a subset of health information, including demographic information collected from an individual, and (1) is created or received by a health care provider, health plan, employer, or health care clearing house, (2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual, and (3) identifies the individual OR with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

The medical record is the property of Parkview Health (PH) or a PH affiliate and shall be maintained to serve the patient, the health care providers and the institution, in accordance with legal, accrediting and regulatory requirements. The information contained within the medical record is the property of the patient. **Under no condition is anyone permitted to remove the original patient record from hospital or entity premises unless approved by the Corporate Director of Health Information Management, the President of the Hospital, Senior Executive of the Entity, or the CEO of the Health System, after consulting with the Chief Legal and Compliance Officer, Corporate Legal Counsel or Director of Risk Management.**

A "Need to Know" is the need for information required to perform a job function and/or fulfill organizational responsibilities. However, just because an individual has a need to know, does not mean that the individual should have access to all the patient's information. The "Minimum Necessary" is the minimum amount of information that is required to accomplish the intended purpose of the use, disclosure, or request, with personal identifiers removed, to the extent possible. Attempts to learn more information about the patient than the minimum necessary information to perform work duties may be classified as a HIPAA violation and subject to corrective action.

If a student project references a patient case, all Protected Health Information (PHI) must be deidentified. The following identifiers of the individual patient or of relatives, employers, or household members of the patient must be removed:

- Names
- All geographic subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes
- All elements of dates (except year) for dates directly related to an individual, including:
 - Birth date,
 - Admission date,
 - Discharge date,
 - Date of death, and
 - All ages over 89 and all elements of dates indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older
- Telephone numbers
- Fax numbers
- Electronic mail (email) addresses
- Social security numbers (SSNs)
- Medical record numbers (MRNs)

- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full face photographic images and any comparable images, and
- Any other unique identifying number, characteristic, or code.

All persons employed at Parkview Health and its affiliates, and others such as volunteers and physicians, having access to PHI must hold PHI in strict confidence and shall abide by all applicable state statutes, federal laws, rules and regulations, including HIPAA and the HIPAA Privacy Regulations, and all Parkview Health Administrative Policies pertaining to the permitted and required uses and disclosures of PHI. If a HIPAA Privacy Regulation and state law conflict, HIPAA is considered to "preempt" state law with respect to a use or disclosure, unless state law is determined to be more restrictive or protective of PHI than HIPAA, in which case state law will control unless the disclosure is to the individual who is the subject of the PHI or required by the Secretary of the Department of Health and Human Services in connection with determining Parkview Health's compliance with HIPAA. Users shall have no expectation of privacy relating to their use of the Parkview Health Computer Networks, including electronic mail. Parkview Health reserves the right to audit how a user is utilizing the Parkview Health computer systems. This would include the right to access and read any user's Parkview Health e-mail to ensure that it is being used in a manner consistent with Parkview Health policies. Any use or disclosure of PHI not in compliance with applicable state statutes, federal laws, rules and regulations, including HIPAA, and Parkview Health Administrative Policies shall be reported to the Privacy Officer, the Compliance Officer or the Corporate Counsel/Compliance Department for investigation, corrective action, and monitoring through the Compliance Log.

Parkview shall provide administrative, technical, and physical safeguards to protect PHI without regard to the media on which the PHI resides. Parkview will reasonably safeguard PHI from any intentional or unintentional use or disclosure that is in violation of the HIPAA standards and limit incidental uses or disclosures made during a permitted or required use or disclosure. Examples of measures to safeguard PHI include:

- Verbal
 - Speaking quietly when discussing an individual's condition in person and via the telephone
 - Avoiding the use of individual names in hallways, elevators, and other public areas
 - Limiting the amount of PHI disclosed on an answering machine or provided to individuals who answer the phone in a patient's absence to the name, a telephone number at Parkview, and a brief message to call back
- Paper (Hard Copy)
 - Locking cabinets, record rooms, and other workplace areas containing PHI
 - Placing written documents when in use and when not in use so that PHI is not visible or accessible to unauthorized individuals
 - Placing fax machines, copiers, scanners in places where PHI is not visible or accessible to unauthorized individuals
- Electronic
 - Requiring passwords for electronic access to PHI
 - Establishing role-based access to PHI
 - Placing computer monitors in a position such that PHI is not visible to unauthorized individuals

Students in the Parkview Medical Laboratory Science Program will be required to complete a training course on HIPAA regulations via the internal Symplr system during the "Introduction to the Medical Laboratory" course. All employees receive refresher HIPAA training on an annual basis and when there is a material change in policies.

As reminders, students must:

- Not share their computer access logins, passwords, or codes
- Not use another student or employee's computer access logins, passwords, or codes
- Not access information they do not need to do their job or prepare their presentation
- Not leave a Parkview computer unattended while they are logged in
- Not share Protected Health Information (PHI) with another student or employee who has no need-to-know
- Understand that patient and student information (demographic, clinical and financial) is to be considered confidential, including laboratory results
- Agree that if they are unsure whether information is confidential or not, they will consider it confidential and treat it as such
- Understand that they will be held accountable for their own use and prudent distribution of all confidential information in electronic, paper, verbal, or other medium
- Agree to take appropriate action when they have concerns or need guidance (ASK first, then act)
- Agree to take appropriate action when they become aware of a breach of privacy (talk to the Program Director and/or Parkview Health Privacy Officer), and
- Understand that their failure to maintain confidentiality and/or provide information safeguards will result in appropriate corrective action, up to and including dismissal from the Program

Liability Insurance

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Students may elect to purchase individual liability insurance policies, though students are already covered under the hospital's liability insurance policy when performing tasks as designated in the student laboratory and during the clinical laboratory practicum. However, if a student does not follow the direction of the Educator or Clinical Instructor and wanders off to another area, the wandering student may be in violation of the liability coverage and service work policies and subject to corrective action.

Program Mission

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The Parkview Medical Laboratory Science Program will provide quality medical laboratory education to its students and scientists, bolstering and advancing the profession in northeast Indiana.

Program Vision

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The Parkview Medical Laboratory Science Program envisions that its students will graduate, pass a national certification examination, and gain employment within Parkview Health and beyond.

Program Goals

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After completing the Parkview Medical Laboratory Science Program, the student will have the knowledge and experience to achieve these educational goals:

Performing Analyses

- Properly collects and handles all clinical specimens and instructs patients and allied health care personnel in specimen collection.
- States principles of clinical methodology and performs simple and complex analyses with accuracy and precision.
- Correlates test results to clinical diseases/conditions and normalcy.
- Establishes and monitors quality control programs.

- States the basic principles of instruments utilized in the clinical laboratory and maintains and troubleshoots them appropriately.
- Evaluates new methodology.
- Assumes responsibility for results (i.e., critically evaluates results and is willing to admit mistakes and repeat procedures).
- Follows policies and procedures of personal and laboratory safety.

Solving Problems

- Recognizes, identifies, and solves most technical problems relating to clinical laboratory methodology.
- Anticipates potential problem areas and develops alternatives.
- Evaluates a problem effectively and solves it efficiently.

Organization and Communication

- Utilizes effective, tactful, and considerate communication with peers and customers.
- Develops personal and/or personnel schedules.
- Practices basic principles of ordering, purchasing, and maintaining inventory.
- Adapts to the situation.
- Keeps area neat.
- Maintains stability under stress.
- Follows policies and procedures related to patient rights, including patient safety and confidentiality.

Supervision and Management

- Evaluates research reported in the literature and applies to own situation.
- Understands legal considerations of the laboratory including state and federal legislation and professional liability.
- Supervises support personnel and students.
- Evaluates performance of those they supervise.
- Respects roles of other members of the health care team.

Education

- Teaches students and support personnel at the bench level.
- Organizes and presents data orally.
- Participates in education and evaluation of students.
- Recognizes the need for life-long learning.

Ethics & Behavior

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Parkview Health wants to ensure that all its employees have a safe and welcoming work environment, where all individuals are treated with respect and dignity, free from unlawful harassment, discrimination, and retaliation, and full of integrity and trust. Parkview Health Laboratories wants the same environment for its Medical Laboratory Science students in the student laboratory and the clinical laboratory. To that end, excerpts of Parkview Health policies are provided below to ensure students understand the level of ethics and professionalism required by medical laboratory scientists, as well as the ASCP BOC Guidelines for Ethical Behavior for Certificants and the ASCLS Code of Ethics.

The Parkview Health Code of Conduct Booklet is available on the internal Corporate Compliance and Legal website at: <https://parkviewhealth.sharepoint.com/:b:/s/Teams/nonclinical/complianceandlegal/EQWEUO4pfKJDid92S9Uce8wBEmpPFVQvVTITBIA52oiAdA?e=2UCpQI>

All Medical Laboratory Science students, as part of Parkview Health, must treat others (students, laboratory workers, other hospital personnel, patients, and families) with respect, courtesy, and dignity and conduct themselves in a professional and cooperative manner.

As laboratory professionals at Parkview Health, we must:

- Adhere to the highest ethical standards
- Exercise respect for, and compliance with, the law
- Strive to attain the highest standards of patient care
- Maintain and preserve accurate records
- Conduct business practices with honesty and integrity
- Report suspected violations of the Code of Conduct

Inappropriate conduct will not be tolerated, and includes, but is not limited to:

- Threatening or abusive language
- Degrading or demeaning comments
- Profanity or similarly offensive language
- Inappropriate physical conduct that is threatening or intimidating
- Public derogatory comments about the quality of care being provided by Parkview Health
- Retaliatory behavior against any person reporting any incident
- Breaching standards of confidentiality
- Discrimination
 - Unfair or prejudicial treatment of people or groups based on race, color, religion, age, gender, gender identity or expression, sexual orientation, pregnancy, citizenship, national origin, genetic information, disability, marital status, or any other characteristic protected by law
- Harassment
 - Verbal or physical conduct to threaten, intimidate, denigrate, and/or insult or show hostility toward: co-workers, physicians, vendors, patients or visitors, which is based in whole or in part, on race, color, religion, age, gender, gender identity or expression, sexual orientation, pregnancy, citizenship, national origin, genetic information, disability, marital status, or any other characteristic protected by law and that
 - Has the purpose or effect of creating an intimidating, hostile, or offensive work environment
 - Has the purpose or effect of unreasonably interfering with an individual's work performance, OR
 - Otherwise adversely affects an individual's employment opportunities.
 - Examples of harassment are:
 - Verbal – Comments which are not flattering (epithets, slurs, or negative stereotyping) regarding a person's race, color, religion, age, gender, gender identity or expression, sexual orientation, pregnancy, citizenship, national origin, genetic information, disability, marital status, or any other characteristic protected by law.
 - Non-verbal – Distribution, display or discussion of any written or graphic material that ridicules, insults, belittles, denigrates, and or shows hostility towards an individual, or group because of race, color, religion, age, gender, gender identity or expression, sexual orientation, pregnancy, citizenship, national origin, genetic information, disability, marital status, or any other characteristic protected by law.
- Sexual Harassment
 - Unwelcome sexual advances, request for sexual favors, and/or any other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is (1) used as the basis for employment decisions or (2) has the purpose or effect of creating an intimidating, hostile, abusive, or offensive work environment.
- False complaints of harassment

American Society for Clinical Pathology (ASCP) Board of Certification (BOC) Guidelines for Ethical Behavior for Certificants

(Revised March 2019 by ASCP BOC, Accessed online June 2022, June 2025)

https://www.ascp.org/content/docs/default-source/boc-pdfs/about_boc/boc-guidelines-ethical-behavior.pdf?sfvrsn=8

“Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

- Treat patients with respect, care, and thoughtfulness.
- Develop cooperative and respectful relationships with colleagues to ensure a high standard of patient care.
- Perform my duties in an accurate, precise, timely, and responsible manner.
- Safeguard patient information and test results as confidential, except as required by law.
- Advocate the delivery of quality laboratory services in a cost-effective manner.
- Strive to maintain a reputation of honesty, integrity, and reliability.
- Comply with laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- Continue to study, apply, and advance medical laboratory knowledge and skills; and share such with other members of the health care community and the public.
- Render quality services and care regardless of patients’ age, gender, race, religion, national origin, disability, marital status, sexual orientation, political, social, health, or economic status.

If legal action is taken against a certificant that results in a conviction that violates these guidelines, and the Board of Certification is notified of such action, the case will be referred to the Board of Governors’ Ethics Review Committee for their consideration and decision. The formal appeals process will be followed.”

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS)

[©ASCLS 2022, Accessed online June 2022]

<https://ascls.org/code-of-ethics/>

“Preamble

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

Duty to the Patient

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

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

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients’ rights to make decisions regarding their own medical care.

Duty to the Colleagues and the Profession

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

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

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

Duty to Society

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

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

Pledge to the Profession

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

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

Affective Objectives & Evaluations

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Affective objectives are objectives that emphasize attitudes and feelings. In other words, these objectives are meant to outline professionalism and appropriate behaviors for students. Students will be assessed on these objectives with regularity by the Educators, Program Director, and Clinical Instructors. The Introduction to the Medical Laboratory (MLS 400) and Research, Education, & Management (MLS 410) courses will have one affective evaluation, contributing 5% to the overall course grade. Each combination lecture & laboratory course (MLS 405, MLS 460) will have at least one midterm and one final affective evaluation, which together will contribute to 5% of each student's course grade for the course. Each individual lecture and laboratory course (MLS 420, MLS 425, MLS 430, MLS 435, MLS 440, MLS 445, MLS 450, MLS 455, MLS 470, MLS 475, MLS 480, MLS 485) will have at least one midterm and one final affective evaluation, which together will contribute to 5% of each student's course grade for each course except

the Clinical Laboratory Practicum (MLS 490). Each departmental rotation during the Clinical Laboratory Practicum course will have at least one affective evaluation, which will contribute collectively with all rotations' affective evaluations to 15% of the student's Clinical Laboratory Practicum grade. If concerns are identified, corrective action and additional evaluations may be performed in any course.

Within a given course or Clinical Laboratory Practicum rotation, the student will:

Attire & Appearance

1. Follow the established dress code, as designated in the Student Handbook.
2. Maintain good hygiene and personal grooming habits.

Safety

1. Wear and utilize all required personal protective equipment in the proper manner.
2. Act in accordance with the departmental safety policy when handling equipment, reagents, and specimens.
3. Report any unsafe situations/practices that do not follow safety guidelines and procedures to the Educator, Program Director, and/or Clinical Instructor.
4. Notify the Educator or Clinical Instructor, and Program Director, if involved in any accident or injury that occurs on hospital property.

Attendance & Punctuality

1. Arrive to the assigned location early or on time wearing the appropriate personal protective equipment and prepared to work.
2. Meet the department expectations for prompt return at the designated time from lunch, breaks, or other activities.
3. Promptly notify the appropriate personnel in cases of tardiness or unexpected absence.
4. Refrain from leaving the designated location without permission.
5. Seek permission in advance from the Educator or Clinical Instructor, and Program Director, for scheduled late arrivals, early dismissals, or planned absences.

Confidentiality

1. Observe hospital policy by not discussing patient information and/or test results in areas outside of the department.
2. Discuss patient information and/or test results only in the lab as they relate to work requirements or educational needs.
3. Share patient results only with authorized personnel, as defined by laboratory policy.

Interpersonal Skills, Courtesy, Motivation, & Respect

1. Readily respond to the Educators, Clinical Instructors, and Program Director with cheerfulness, enthusiasm, politeness, and respect.
2. Treat patients and other students with compassion in a caring, thoughtful, polite, and friendly manner.
3. Exhibit tactful, courteous, and helpful telephone manners.
4. Exhibit attentiveness and willingly participate during lecture, laboratory sessions, or the Clinical Laboratory Practicum.
5. Readily ask questions to clarify content or instructions to enrich the learning experience.
6. Follow the appropriate chain of command to resolve questions and problems.
7. Follow Parkview Medical Laboratory Science Program policy regarding cell phones, ear buds or earphones, smart watches, and internet usage.
8. Promote a supportive, team-oriented environment.
9. Choose not to participate in gossip.
10. Anticipate instruction by preparing ahead of time.
11. Initiate discussions and/or contact with the Educators, Program Director, or Clinical Instructors.

Integrity, Conscientiousness, & Judgment

1. Identify the need for adherence to clerical detail.

2. Perform procedures exactly according to the provided verbal or written instructions without shortcuts.
3. Complete all work independently within the bounds of their experience and knowledge.
4. Endorse the necessity of not falsifying any information, especially patient or quality control data.
5. Communicate to the Program Director, Educator, or Clinical Instructor whenever a mistake is made.
6. Accept responsibility and initiate appropriate action to correct any mistakes.
7. Listen patiently and react impartially and objectively when dealing with the consequences of a mistake.
8. Seek the advisement of the Program Director, Educator, and/or Clinical Instructor if personnel or student conflicts arise.
9. Seek the advisement of the Program Director, Educator, and/or Clinical Instructor when dealing with any questionable circumstances occurring in the clinical areas.
10. Understand and accept their limitations as students by working within the boundaries prescribed by their Program Director, Educator, and/or Clinical Instructor.
11. Maintain a clean, organized, and well-stocked workspace upon starting, ending, and throughout their activities.

Time Management

1. Stay on task without supervision or frequent reminders.
2. Demonstrate productive use of time (student lab time, free time, rotation time).
3. Meet deadlines with completed assignments, projects, and workload.
4. Exhibit improved productivity throughout the course or rotation as defined by the Educator or Clinical Instructor.
5. Utilize organizational skills to meet multiple needs within a given timeframe.

Adaptability, Flexibility, & Maturity

1. Readily cooperate and adapt when situations arise that change the daily routine.
2. Maintain composure in stressful situations, exercising self-control.
3. Stay receptive to, and readily comply with, new ideas and professional direction &/or constructive criticism.
4. Follow up with the resolution of daily problems.

Cognitive Objectives

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Cognitive objectives are objectives that emphasize the thinking process. In other words, these objectives will outline what students are expected to learn and understand throughout the Program. Each lecture topic will have associated cognitive objectives the students will be expected to research during their individual study time outside of program hours. Students must demonstrate mastery of these objectives to the satisfaction of the Program Director and/or Educators, via assignments, case studies, projects, quizzes, and/or written examinations, and remediation when necessary. Schedules of topics, due dates, and specific cognitive objectives will be provided to students with each lecture course, with written examinations usually occurring weekly on Mondays and/or Fridays.

Psychomotor Objectives

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Psychomotor objectives are objectives that emphasize the “doing” process, or performance of skills. In other words, these objectives will outline what abilities the student is expected to learn and be able to execute. The laboratory manuals for each laboratory course contain laboratory exercises which have associated psychomotor objectives, procedures, and study questions for each exercise. Clinical Laboratory Practicum (MLS 490) objectives are provided with course materials. Laboratory exercise schedules and their due dates will be provided to students with each laboratory course, with at least one practical examination per course. The general psychomotor goals for the program year are as follows:

By the end of the program year, the student will:**Visual Function:**

- Correctly identify microscopic structures in various specimens, stained and/or unstained.
- Read charts, graphs, reports, and printouts accurately.
- Observe patient conditions and inspects specimens for suitability.
- Operate analytical instruments appropriately and safely.

Motor Function:

- Obtain, manipulate, and measure specimens and/or organisms safely.
- Obtain, manipulate, and measure specimens and/or organisms with precision.
- Manipulate reagents, materials, instruments, and analytical equipment according to established standards and procedures.

Accuracy and Precision:

- Give conscientious attention to detail while performing a procedure.
- Produce excellent reproducibility with their test results.
- Obtain agreement with student-tested quality control values and the established control values and ranges of the quality control material.

Volume of Work:

- Complete their work in a timely manner.
- Work in an organized manner that is easily understood by others.
- Maintain a clean, organized, and well-stocked workspace upon starting, ending, and throughout their activities.

Entry-Level Competencies[Back to Top](#)

Medical laboratory programs are required by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) to have graduate competencies for students completing the program, herein termed entry-level competencies. These entry-level competencies are skills that are expected of new Medical Laboratory Scientists by employers and in-field professionals, and are subdivided by the three learning domains: affective, cognitive, and psychomotor. Cognitive entry-level competencies are assessed in each lecture course and combination lecture & laboratory course, along with affective entry-level competencies. Psychomotor entry-level competencies are assessed in each laboratory course and combination lecture & laboratory course, along with affective entry-level competencies. Any entry-level competencies not passed to the satisfaction of the Educator and/or Program Director must be remediated until the Educator and/or Program Director is satisfied with the student's competency. All entry-level competencies must be passed by graduation. Entry-level competencies are available to prospective students by request and provided to placed students during the "Introduction to the Medical Laboratory" course, though entry-level competencies may be amended as needed during the program year.

Program Calendar[Back to Top](#)

The program is 12 months (52 weeks) in length, with two (2) cohorts of ten (10) students (maximum) divided into two (2) start dates (Summer and Winter), for a total of twenty (20) students (maximum). Classes for Summer Cohorts begin each year in late July or early August. Classes for Winter Cohorts begin each year in late January or early February.

There are five (5) weeks of breaks scheduled within a given year, listed in the table below. The school may or may not be open during these breaks, and the Program Director and/or Educators may or may not be available. It will be announced prior to each break if the school will be open and/or if the Program Director and/or Educators will be available during the break.

Course Descriptions

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The Parkview Medical Laboratory Science Program includes a total of 34 credit hours.

MLS 400 – Introduction to the Medical Laboratory – 0.5 Credit

This two (2) week Introduction to the Medical Laboratory includes lectures on the following: Policies, Safety, Infection Control, Compliance, Client Sensitivity, Lab Math, Quality Control, Basic Specimen Types, and Laboratory Equipment.

Prerequisite MLS Course(s): None

Corequisite MLS Course(s): None

MLS 405 – Phlebotomy & Specimen Processing – 1 Credit

Phlebotomy & Specimen Processing includes two (2) weeks of student laboratory lectures and laboratory exercises specifically dedicated to preanalytical variables, including order of draw, tube additives, procedures, specimen types, associated tests, and sample processing practices.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): None

MLS 410 – Research, Education, & Management – 0.5 Credit

Research, Education, & Management includes an intensive one (1) week of student laboratory lectures and exercises on statistics, method evaluation, research techniques, writing objectives and examinations, clinical instruction, lecture presentation, and management functions (e.g., scheduling, budgeting, regulations/compliance).

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): None

MLS 420 – Urinalysis & Body Fluids – 1 Credit

The Urinalysis & Body Fluids lecture course shares two (2) weeks of content with the Urinalysis & Body Fluids Lab course. Lecture topics include, but are not limited to specimens, normal and abnormal physical, chemical, and microscopic urinalysis, plus analysis of other body fluids and feces.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): MLS 425

MLS 425 – Urinalysis & Body Fluids Lab – 1 Credit

The Urinalysis & Body Fluids Lab course shares two (2) weeks of content with the Urinalysis & Body Fluids lecture course. Laboratory exercises include, but are not limited to, specimens and collection, calculations, urine physical exams, urine chemical exams, urine microscopic exams, body fluid cell counts, crystal identification, and testing for pregnancy and occult blood in stool.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): MLS 420

MLS 430 – Chemistry – 3 Credits

The Chemistry lecture course shares four (4) weeks of content with the Chemistry Lab course. Lecture content covers relevant topics in clinical chemistry, special chemistry, molecular techniques, specimens, instrumentation, quality control, and associated normal and abnormal conditions.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): MLS 435

MLS 435 – Chemistry Lab – 1 Credit

The Chemistry Lab course shares four (4) weeks of content with the Chemistry lecture course. Laboratory exercises include, but are not limited to, specimen acceptability, quality control, test profiles, dilutions, calculations, testing by body system, automation, and troubleshooting.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): MLS 430

MLS 440 – Immunology – 1 Credit

The Immunology lecture course shares two (2) weeks of content with the Immunology Lab course. Lecture topics include, but are not limited to, the immune system, specimens, test methodology, transplantation, hypersensitivity, autoimmunity, and bacterial and viral serology, with associated normal and abnormal clinical conditions.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): MLS 445

MLS 445 – Immunology Lab – 1 Credit

The Immunology Lab course shares two (2) weeks of content with the Immunology lecture course.

Laboratory exercises include, but are not limited to, enzyme immunoassays, electrophoresis, & testing for anti-nuclear antibodies (ANA), rheumatoid factor (RF), anti-streptolysin O (ASO), & rapid plasma reagin (RPR).

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): MLS 440

MLS 450 – Hematology – 3 Credits

The Hematology lecture course shares four (4) weeks of content with the Hematology Lab course. Lecture topics include, but are not limited to, hematopoiesis, staining and counting cells in blood and other body fluids, specimens, test methodology, ancillary testing, and associated normal and abnormal clinical conditions.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): MLS 455

MLS 455 – Hematology Lab – 2 Credits

The Hematology Lab course shares four (4) weeks of content with the Hematology lecture course. Laboratory exercises include, but are not limited to, erythrocyte sedimentation, staining, reticulocyte counting, normal and abnormal WBC differentials, morphology, and body fluid differentials.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): MLS 450

MLS 460 – Coagulation & Hemostasis – 1 Credit

Coagulation & Hemostasis includes two (2) weeks of student laboratory lectures and laboratory exercises on hemostasis, coagulation, fibrinolysis, specimens, instrumentation, and associated normal and abnormal clinical conditions.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): None

MLS 470 – Immunohematology & Transfusion Medicine (Blood Bank) – 3 Credits

The Immunohematology & Transfusion Medicine (Blood Bank) lecture course shares five (5) weeks of content with the Immunohematology & Transfusion Medicine (Blood Bank) Lab course. Lecture topics include, but are not limited to, blood typing, antibody screening and identification, specimens, test methodology, blood components, transfusion practices, and associated normal and abnormal clinical conditions.

Prerequisite MLS Course(s): MLS 400, MLS 440, MLS 445, MLS 450, MLS 455

Corequisite MLS Course(s): MLS 475

MLS 475 – Immunohematology & Transfusion Medicine (Blood Bank) Lab – 2.5 Credits

The Immunohematology & Transfusion Medicine (Blood Bank) Lab course shares five (5) weeks of content with the Immunohematology & Transfusion Medicine (Blood Bank) lecture course. Laboratory exercises include, but are not limited to, ABO-RH, antibody screening and identification, antiglobulin testing, cross-matching, elution, EGA treatment, reticulocyte separation, component selection, and various procedures related to mother and baby testing.

Prerequisite MLS Course(s): MLS 400, MLS 440, MLS 445, MLS 450, MLS 455

Corequisite MLS Course(s): MLS 470

MLS 480 – Microbiology & Parasitology – 3.5 Credits

The Microbiology & Parasitology lecture course shares eight (8) weeks of content with the Microbiology & Parasitology Lab course. Lecture topics include, but are not limited to, infection control, specimens, test methodology, media, bacteriology, rapid testing, susceptibility testing, mycobacteriology, mycology, virology, parasitology, and associated body systems' normal flora & infections.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): MLS 485

MLS 485 – Microbiology & Parasitology Lab – 3 Credits

The Microbiology & Parasitology Lab course shares eight (8) weeks of content with the Microbiology & Parasitology lecture course. Laboratory exercises include, but are not limited to, aseptic technique, plating, specimen acceptability, bacteriology, staining, susceptibility testing, rapid testing, unknowns, and parasitology.

Prerequisite MLS Course(s): MLS 400

Corequisite MLS Course(s): MLS 480

MLS 490 – Clinical Laboratory Practicum – 6 Credits

The Clinical Laboratory Practicum is the capstone course which completes the program year. The Clinical Laboratory Practicum includes twelve (12) weeks of practicum time in Parkview Health network hospital (clinical) laboratories, with rotations in each of the departments, enrichment opportunities with members of management and associated laboratory fields (e.g., pathology), as well as clinical correlation case studies.

Prerequisite MLS Course(s): Successful completion of all courses taken prior to the start of MLS 490

Corequisite MLS Course(s): None

Grading Scale

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The grading scale is defined in the table below. This grading scale applies to ALL overall course grades [lecture (didactic) courses, laboratory (psychomotor) courses, combination lecture & laboratory courses, practicum courses], lecture exams, practical exams, assignments, projects, and laboratory exercises during the program year.

Letter Grade	Numerical Grade (Rounding only to hundredths place)	
A	93.0 – 100.0 %	
A –	90.0 – 92.99 %	
B +	87.0 – 89.99 %	
B	83.0 – 86.99 %	
B –	80.0 – 82.99 %	
C	75.0 – 79.99 %	
F	0.0 – 74.99 %	
D (For transcript only)	A course letter grade of D will be assigned on the transcript if the final numerical grade of the course is below 75%, but the objectives of the course have been mastered by the student.	
W	Only for those withdrawn from the program	Withdrawal = If a student was enrolled in the Program, withdrew, and did not attempt the course in any part.
WP		Withdrawal, Passing = If a student began a course, withdrew, and was passing the course at the time of withdrawal.
WF		Withdrawal, Failing = If a student began a course, withdrew, and was failing the course at the time of withdrawal.
I	Incomplete = In case of illness or for a cause judged unavoidable during a course. Work must be completed according to an official plan of completion.	

For more information on academic progress and processes initiated when a student fails an examination or course, please see the Handbook section on “Satisfactory Academic Progress (SAP).”

Attendance

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Note – For attendance requirements concerning the Clinical Laboratory Practicum, please see the Handbook section on the “The Clinical Laboratory Practicum.” Attendance requirements and policies may differ between the student laboratory and the clinical laboratory!

Attendance is required in the Program. Both the student laboratory and clinical laboratory practicum schedules run Monday through Friday each week. Students are expected to arrive in the student laboratory prior to, and be prepared for class to start, at 8 am (08:00 EST/EDT). Students should not be walking through the door at the time class is supposed to start. The day dismisses at 4:30 pm (16:30 EST/EDT). Students are to remain for the duration of their scheduled student laboratory time unless unequivocally dismissed by the Program Director and/or Educator. The Program Director will dispense corrective action to address attendance and punctuality issues. It is up to the Program Director whether an absence will be coded as excused or unexcused.

Excused Absences

- The only absences guaranteed to be coded as excused are those for jury duty or mandatory court appearances. These must be discussed with the Program Director prior to the date mandated.
- Content missed will have to be made up to the satisfaction of the Program Director, Educator(s), and/or Clinical Instructor(s).

Tardiness

- If you are going to be late, call the Program Director. If the Program Director is unavailable or absent, call the Educator in charge.
- Notify the Program Director (or Educator in charge) upon your arrival.
- A student not at their assigned location and ready for student laboratory at the prescribed time will be counted as late.
 - This includes both morning arrivals and returning from breaks and lunches.
- Tardiness will result in a loss of points on the affective score for the student.

Illnesses, Emergencies, and Missing Exam Days

- If a student is unable to attend due to an illness or emergency, the student must call the Program Director. If the Program Director is unavailable or absent, the student must call the Educator in charge.
- If the situation resolves and the student is able to attend class later in the day, the student must notify the Program Director (or Educator in charge) upon arrival.
- Content missed due to illness will have to be made up to the satisfaction of the Program Director, Educator(s), and/or Clinical Instructor. If more time is taken, time may be taken from the vacation(s) to make up the time, or the time may be made up at the end of the year.
- Repeated usage of sick days on Monday(s), Friday(s), or exam day(s) is cause for suspicion that the policy is being misused and may be subject to corrective action.
- **Sick time on either side of a vacation is an unexcused absence, subject to all stipulations in this policy, and may be subject to corrective action.**
- Students may be asked to substantiate the illness at any time.
- If an illness requires an extended absence, the student must have a note of verification from an acceptable caregiver [i.e., physician, physician assistant (physician associate), or nurse practitioner].
 - Long-term illnesses which require an extended absence will be discussed with the Program Director to find a way for the student to complete the Program with the least amount of disruption for both the student and Program.
 - If a student is absent for 3 days or more, they must also have a written note from their caregiver [i.e., physician, physician assistant (physician associate), or nurse practitioner] to be allowed back into student laboratory or clinical laboratory.
- Unexpected deaths or illness of a close family member which requires the student's immediate attention and action, or renders them unable to work, will count against the student's time. However, the student's

score(s) will not be penalized. Content missed due to illness will have to be made up to the satisfaction of the Program Director, Educator(s), and/or Clinical Instructor.

Time Off and Leaving Early

- Time off must be cleared with both the Program Director and the Educator or Clinical Instructor.
- Break times are pre-built into the Program Calendar of the program year, and delineated on the student schedules. Please see the Handbook section “Program Calendar” and the cohort schedule of interest for more details.
- If a student must leave early for an appointment, it must be first cleared with the Program Director (or Educator in charge).
- Studying will be done on the student’s own time, outside of the student laboratory.
 - If there is unexpected free time at the end of a day in student laboratory, the Educator can elect for the students to study for the rest of the time until dismissal for the day.
 - Students may only be dismissed early with the express consent of the Program Director (or Educator in charge if the Program Director is on vacation).

Meals & Daily Breaks

- In the student laboratory, breaks will be scheduled at the discretion of the Educator(s).
 - During the clinical laboratory practicum, a break (if taken) is 15 minutes, and lunch is 30 minutes.
 - Student laboratory breaks and lunches may be exactly these times or not, depending on the student laboratory needs of the day and the discretion of the Educator(s).
- Meals are available for purchase in the hospital cafeteria.
- Students are welcome to bring lunches and snacks.
 - Food may be kept in the refrigerator in the break area.
 - Food and drink items must be labeled with an expiration date that is 3 days from the date the item is placed in the refrigerator.
 - Do not place open containers in the refrigerator.
 - Please be mindful of strong food odors in the student laboratory when microwaving food. Microwaving popcorn is not allowed in any Parkview facility.

Inclement Weather

- In the event of inclement weather or other immediate emergency which may affect the daily schedule, the Program Director will directly notify students, Educators, and/or Clinical Instructors regarding the course of action and/or canceling for the day.
- Once canceled, students are not required to physically attend class that day. However, the Program Director, Educators, and/or Clinical Instructors may assign additional work to be done at home in preparation for making up the material and/or schedule virtual activities. Time and content missed due to cancellations are subject to being rescheduled, which may include a longer class day in the same week or utilizing a day of a break week. Alternatively, no extra makeup time may be needed if the course schedule can be altered sufficiently to include the material missed. If makeup sessions are scheduled, students are expected to attend all makeup sessions. If a student chooses to not attend a makeup class session, they will be counted as having an unexcused absence.
- Exceptions may be made on a case-by-case basis by the Program Director for students whose counties of residence are under travel warnings by the Indiana Department of Homeland Security, as evidenced by their status on the website <https://www.in.gov/dhs/traveladvisory/>.

Satisfactory Academic Progress (SAP)

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Traditional college or university policies regarding Satisfactory Academic Progress (SAP) are connected to a student’s financial aid status, enrollment, and grades. This policy does **not** refer to a student’s financial aid status, and instead merely delineates the process and progression of maintaining a Student in Good Standing status.

The Student in Good Standing status is maintained by the student progressing satisfactorily in the Program and in becoming a Medical Laboratory Scientist as evidenced by:

- Mastering cognitive, psychomotor, and affective objectives as presented,
- Conducting oneself professionally,
- Passing affective evaluations,
- Passing lecture exams (cognitive evaluations),
- Completing lecture assignments and projects in whole and on time,
- Passing laboratory exercises and practical exams (psychomotor evaluations),
- Successfully completing each course,
- Completing clinical laboratory assignments and/or projects in whole and on time,
- Completing all clinical laboratory practicum rotations to the satisfaction of the Clinical Instructor(s), and
- Any corrective action(s) pending against the student are resolved according to the time frame and the outcomes set by the Program Director, Educator(s) and the Program requirements.

As noted in the Handbook section entitled “Grading Scale,” the grading scale is defined in the table below. This grading scale applies to ALL overall course grades [lecture (didactic) courses, laboratory (psychomotor) courses, combination lecture & laboratory courses, practicum courses], lecture exams, practical exams, assignments, projects, and laboratory exercises during the program year.

Letter Grade	Numerical Grade (Rounding only to hundredths place)	
A	93.0 – 100.0 %	
A –	90.0 – 92.99 %	
B +	87.0 – 89.99 %	
B	83.0 – 86.99 %	
B –	80.0 – 82.99 %	
C	75.0 – 79.99 %	
F	0.0 – 74.99 %	
D (For transcript only)	A course letter grade of D will be assigned on the transcript if the final numerical grade of the course is below 75%, but the objectives of the course have been mastered by the student.	
W	Only for those withdrawn from the program	Withdrawal = If a student was enrolled in the Program, withdrew, and did not attempt the course in any part.
WP		Withdrawal, Passing = If a student began a course, withdrew, and was passing the course at the time of withdrawal.
WF		Withdrawal, Failing = If a student began a course, withdrew, and was failing the course at the time of withdrawal.
I	Incomplete = In case of illness or for a cause judged unavoidable during a course. Work must be completed according to an official plan of completion.	

Failures = Opportunities for Improvement!

- Any grade on any examination [lecture (didactic), laboratory (psychomotor), or final exam] below 75.0% is considered failing and will require corrective action and remediation to prove mastery of the objectives to the satisfaction of the Program Director and/or Educator(s).
 - Alternative ways of demonstrating mastery of the objectives may include, but are not limited to, written paper(s) covering the subject(s) of failed objective(s), additional practice and/or performance of skills, and oral quizzes. Additional remediation guidelines apply.
 - If the student proves mastery of the objectives to the satisfaction of the Program Director and/or Educator(s), the grade on the failed examination will remain in the student’s records, but the matter will be closed.
 - It is expected that students with low, but passing, scores will independently review the corresponding content without facilitated remediation. The student may request assistance from the Program Director and/or Educators in the process.

- If the failure is a **course** rather than an examination, after successful remediation and proven mastery of the objectives, the score for the failed course will remain, but the grade on the transcript will convert to a “D”.
 - Failure of one individual course will result in the student being placed on probation.
 - Failure of two individual courses will result in the student being dismissed from the program.
- Failure to master the objectives after remediation is cause for further corrective action.

Reviewing for the Final Exam

- The Final Examination must be passed to successfully complete the program year, and the exam serves as a natural steppingstone for taking a national certification exam after graduation. Consequently, adequate preparation for this exam is very important.
- If the student has always been a Student in Good Standing, exhibited excellent study habits, and has maintained a satisfactory percentage grade at the completion of each of the major lecture areas (Chemistry, Urinalysis, Hematology, Coagulation, Immunology, Immunohematology, and Microbiology & Parasitology), the student will be exempt from studying at Parkview during the review week.
- Students who have not maintained a satisfactory percentage grade at the completion of each of the major lecture areas will be monitored more closely during the review week to ensure appropriate preparations are occurring. This may include studying at a specified Parkview location, achieving certain scores on simulation or content-specific review examinations, or taking multiple content-specific review examinations.
- The general framework for Final Examination review will be as follows, based on the content in the MLS Content Guideline provided by the American Society for Clinical Pathology (ASCP) Board of Certification (BOC), though more specific plans may be enacted on a cohort-specific or student-specific basis. At **minimum**, it is expected that the student complete at least one (1) topic-specific examination and at least one (1) overall simulation exam per review day, Monday through Friday, to assist in identifying areas for improvement and strengthen overall performance. Plans may be adjusted based on the final exam schedule.

Monday	Tuesday	Wednesday	Thursday	Friday
Hematology (& Coagulation)	Blood Banking (Immunohematology)	Microbiology (& Parasitology)	Chemistry, Lab Operations, & Molecular	Urinalysis & Other Body Fluids, & Immunology

The program year will be considered successfully completed when the student has:

- Completed all examinations, assignments, projects, and laboratory exercises,
- Successfully completed each course (combination, lecture, and/or laboratory), including the clinical laboratory practicum,
- Mastered all cognitive, psychomotor, and affective objectives,
- Passed the Entry-Level Competencies (ELCs)
- Successfully completed the final exam,
- When no financial arrangements are pending against the student, and
- When no corrective action(s) are pending against the student

Each course **and** the cumulative Program Final exam must be successfully completed before a student's grades will be submitted to their affiliated college or university.

Academic Honesty

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Cheating is defined as any action by a student that is perceived to be inappropriately aiding, helping, reminding, and so forth in an examination situation where it is understood that the student is not to be using any aids, helps, or reminders to complete the examination.

Throughout the entire program year, students are assessed often to evaluate their knowledge and performance in the student laboratory and clinical laboratory. Assessments (assignments, examinations, projects, laboratory exercises, etc.) provide documentation that the student has met the objectives of the course and is believed to be skilled in the material covered on the assessment. Cheating nullifies the assessment, casting doubt on if the student has appropriately met the objectives.

It is the policy of this Program that students will be held to a high standard of accountability regarding academic honesty. There should not even be a hint of impropriety or dishonesty when it comes to performing the work required to complete the courses.

Activities considered cheating include, but are not limited to, the student:

- Having responses that show the same patterns of correct and incorrect answers as another student in close proximity, and therefore providing the opportunity to use the student's paper to cheat,
- Having essay answers exact enough to the Educator's key beyond what would be statistically reasonable,
- Having notes in the student's possession or in the vicinity that could be used to help the student with the assessment,
- Using electronic programs on graphing calculators, smart phones, or smart watches, including artificial intelligence (AI)
- Posting in an online forum, chat, or social media in order to get answers to assignments, objectives, or remediation (Please note that the greater online laboratory community is generally helpful, but rather unforgiving if it appears a student is not putting in the effort required to learn),
- Using any unauthorized device, notes, books, etc. during the assessment, or
- Being in possession of exam files or other graded works from previous or current students, or graduates.

The Google definition (via the Oxford English Dictionary, Oxford Languages, accessed 5-24-2022) of plagiarism is the "practice of taking someone else's work or ideas and passing them off as one's own." It is still plagiarism even if you have the author's consent if you do not fully acknowledge the author's contribution, even if that author is oneself! Plagiarism is not exclusive to paper assignments, projects, or written papers. It is applicable to any material, whether hardcopy or digital (electronic), published or unpublished. Plagiarism is unacceptable in this program.

Any student found using unauthorized files, cheating, or plagiarizing in the Program will be immediately dismissed.

Furthermore, generative artificial intelligence (AI) software, such as ChatGPT, includes any type of software (i.e., algorithm) that is capable of creating, writing, or re-writing any form of content, including but not limited to, text, artwork, graphics, imagery, audio, video, and music. The various assessments assigned to students throughout the MLS Program are designed to develop the students' perspective, knowledge, understanding, and critical thinking skills. Using generative AI to complete such assessments in any way poses a risk that the assessment and its corresponding purpose, required work, and overall academic benefit would be rendered invalid and therefore hinder the academic development of the student. Ultimately, students lacking in these areas by the end of the program pose a threat to the safety and quality care of patients, which does not align with the goals of the MLS Program, nor Parkview Health. Therefore, using generative AI to complete any assessment (assignments, examinations, projects, laboratory exercises, etc.), or portion thereof, without express **written** consent from the Educator **and** Program Director will constitute a violation of the academic honesty policy and may result in corrective action, up to and including dismissal from the program.

In cases when unauthorized use of generative AI is suspected, the educator and Program Director will carefully review the content for signs of such use. The decision as to whether generative AI has been used by a student will be based on the Educator and Program Director's discretion and expertise in the subject matter.

Academic Appeal Mechanisms

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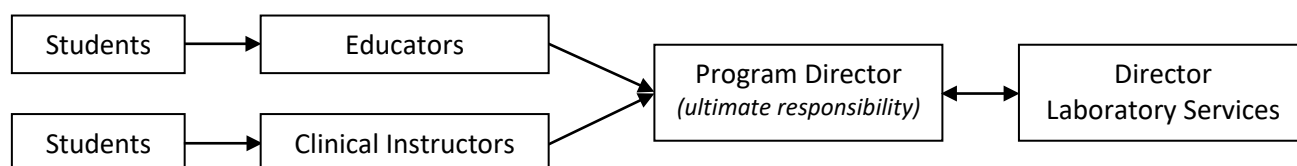
Students are responsible for reviewing and abiding by the Program's policies and procedures as well as meeting the standards of performance established by the Program. Educators and Clinical Instructors are responsible for establishing methods and criteria for evaluation and evaluating a student's performance in learning. Evaluations of students, awards of academic credit, and other judgments are based upon the student's performance and the application of relevant policies.

Grade appeals in particular must first be discussed and appealed with the Educator of record for the course within 1 week (7 calendar days) of the course grades being finalized. The Educator will document the appeal and their decision. (The Educator may elect to take the concern to the Program Director.) If the student is dissatisfied with the response or result from the Educator, the student may appeal in writing (preferably via email) directly to the Program Director within 1 week (7 calendar days) of the Educator's decision. The Program Director will document the continuing appeal and their decision. If the student is dissatisfied with the response or result from the Program Director, the student may appeal in writing (preferably via email) within 1 week (7 calendar days) to the Program Director that the Program Director pursue the matter with the Director Laboratory Services. With regard to course grades in question which would not cause the student to be dismissed from the Program, the decision of the Director Laboratory Services will be final. If a course grade will cause a student to be dismissed from the Program, further appeals may be pursued as delineated below.

On occasion, a student may disagree with the evaluation or decision of an Educator, Clinical Instructor, Program Director, or Education Committee which would affect the student's status in the Program. The Program provides an appeal process for the student to request reconsideration of the evaluation or decision. The student's status will not change while an appeal is under consideration. If a student was dismissed, the student remains dismissed; if on academic probation, the probation stands; until the appeal process is completed.

Please note that if the issue concerns events which occurred while the student was working as an employee of Parkview Health, then the issue is a matter for Human Resources and the policies and procedures for Parkview Health coworkers would apply instead of academic appeal mechanisms.

The general line of authority or decision is as follows:



The student has two options for the basis of appeal: (1) the student believes that the judgment was unfair in view of the student, or (2) the Program's policies were applied incorrectly in view of the student. The student must appeal first with the Educator or Instructor involved within 30 days of the event or concern in question. The Educator or Instructor will document the appeal and the decision. (The Educator or Instructor may elect to take the concern to the Program Director, who in turn has the option to discuss the concern with a pathologist or the Director Laboratory Services.) If the student is dissatisfied with the response or result from the Educator or Instructor, the student may appeal in writing (preferably via email) directly to the Program Director. If the student is dissatisfied with the response or result from the Program Director, the student may appeal in writing (preferably via email) that the Program Director pursue the matter with a pathologist, the Director Laboratory Services, or other designated laboratory administrator.

If the student is dissatisfied with the response or result from a pathologist, the Director Laboratory Services, or other designated laboratory administrator, and the situation is such that the student would be dismissed from the Program (see section on "Advisement, Corrective Actions, Probations, & Dismissals"), the student may appeal in writing that the Program Director pursue the matter with the Education Committee. The student has three (3) business days from the receipt of the pathologist, Director Laboratory Services, or other designated laboratory administrator's decision to submit this written appeal to the Program Director for Education Committee review. The appeal must be sent via email (preferably with delivery and read receipts, available under message options). Upon receipt of the student's appeal, the Program Director will then have five (5) business days to convene a called meeting of the laboratory Education Committee to hear the student's appeal. The Education Committee will review the statements of the involved student, Educator(s) or Instructor(s), Program Director, and pathologist, Director Laboratory Services, or other designated laboratory administrator. Other students may present information if it is pertinent to the situation. The Program Director will notify the affiliated college or university, through the advisor, about the conclusion of the appeal, including pertinent details.

If the student is dissatisfied with the response or result from the Education Committee, the student may appeal in writing that the Program Director pursue the matter with a neutral evaluator (someone from outside the laboratory, but within the health system). The student has three (3) business days from the receipt of the Education Committee's decision to submit this written appeal to the Program Director for neutral evaluator review. The appeal must be sent via email (preferably with delivery and read receipts, available under message options). Upon receipt of the student's appeal, the Program Director will then have three (3) business days to find 1-3 individuals available and willing to review the student's appeal. One person contacted may elect to choose the other people to serve with them. The neutral evaluator(s) will first decide whether to accept or reject the appeal **for review**. If the appeal is rejected for review, the decision of the Education Committee is considered final and no further reviews will occur. If the appeal is accepted for review, the process of review will continue, and the neutral evaluator(s) will decide if the appeal itself is accepted or rejected. The neutral evaluator process may be performed by written correspondence or live meeting.

In a written correspondence process, the neutral evaluator(s) will have all pertinent documentation made available to them and will have ten (10) days from the time of the Program Director's request to make a decision. Pertinent documentation will include, but is not limited to, meeting minutes and reports, applicable policies and procedures, educational materials, student statements, Educator or Instructor statements, and previous appeal documentation. The neutral evaluator(s) may request other documentation or statements as well.

In a live meeting process, the neutral evaluator(s) will have all pertinent documentation made available to them and will have five (5) days from the time of the Program Director's request to make a decision. Pertinent documentation will include, but is not limited to, meeting minutes and reports, applicable policies and procedures, educational materials, student statements, Educator or Instructor statements, and previous appeal documentation. The neutral evaluator(s) may request other documentation or statements as well.

The response or result of the neutral evaluator(s) will be final. No further appeal will be granted. The Program Director will notify the affiliated college or university, through the advisor, about the conclusion of the final appeal, including pertinent details.

Grievance Policy for Students

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It is the policy of Parkview Health and the Program that a student follows the chain of command if and/or when they have a grievance. Grievances may reflect grades or academic concerns, or non-academic issues. If a grievance would affect a student's status in the Program, the Academic Appeal Mechanisms (see section on "Academic Appeal Mechanisms") will apply.

If a student has a concern, the student must speak first with the Educator or Instructor involved. (The Educator or Instructor may elect to take the concern to the Program Director, who in turn has the option to discuss the concern with a pathologist or the Director Laboratory Services.) If the student is dissatisfied with the response or result from the Educator or Instructor, the student may then take the concern directly to the Program Director. If the student is dissatisfied with the response or result from the Program Director, the student may request that the Program Director pursue the matter with a pathologist, the Director Laboratory Services, or other designated laboratory administrator. In situations where the student will **not** be dismissed from the Program, the decision made by the pathologist, Director Laboratory Services, or other designated laboratory administrator will be final.

Grievance Policy for Employees

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Issues concerning events which occurred while the student was working on their own time as an employee in the clinical laboratory are matters for Human Resources and the policies and procedures for Parkview Health **coworkers** would apply instead of academic appeal mechanisms. The student will follow the appropriate policy and/or

procedure and follow up with their supervisor for whom they were working when the problem, concern, or grievance occurred. The chain of command starts with the student (worker) at the bottom, then their supervising scientist or lead, then the manager, and finally the Director of Laboratory Allen County and/or the Director Laboratory Services. Additional assistance, advice, and counsel in resolving work-related problems may be obtained from staff in the Human Resources Department.

Service Work Policy

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Students are **not** paid during student laboratory or clinical laboratory practicum experiences in the program year. However, outside of student laboratory and clinical laboratory practicum hours, under certain circumstances and with specific provisions and restrictions, students may perform **service work** (working for payment at a clinical site outside of normally scheduled educational periods, performing actual patient testing).

Service work is strictly voluntary. Service work will neither lessen any time required nor shorten the program year for the student laboratory or clinical laboratory practicum portions.

No service work is allowed during program hours. Students are not to be used for staff replacement (i.e., substituted for regular staff) during program hours. Attempting to perform or performing service work during program hours may result in dismissal of the student from the Program.

Students may perform service work during evenings, weekends, holidays, and break weeks in microbiology, phlebotomy, processing, urinalysis, hematology, or chemistry. Service work must not exceed 20 hours per week unless approved by the Program Director. The hours offered for service work depend on the needs of the laboratory, the availability of a PRN ("pro re nata", or as needed) position, and will be determined by the laboratory section manager. Students will be paid according to the applicable hourly rate for MLS students. If extenuating circumstances, such as a weather emergency, would cancel Program activities for the day, the student may perform service work as Parkview Health coworkers (clocking in as a coworker and not performing student activities during that time). Students who want to work during the program year will need to show that they are in conformance with the requirements of the Immigration Reform and Control Act (IRCA) of 1986, properly identify themselves, and have proof of authorization to work in the United States. Students choosing to work for pay will function as hospital employees and be subject to all hospital regulations.

If a student's grades suffer a decline, or the student fails a course, the Program Director and the student will meet to discuss the student's current service work arrangement and develop an action plan to reduce the amount of time in service work and improve grades.

Service work does not exist for the purpose of repeating tedious tasks, but rather to be a learning experience. Some procedures may not be eligible for service work due to several factors (expense, critical or STAT nature of the test, test frequency or difficulty, etc.) and each department will designate which procedures are eligible for service work. Parkview Health Laboratories will retain ultimate responsibility for patient care, ensuring that the facility laboratory staff direct or supervise all aspects of patient care and that service work does not interfere with turn-around time (TAT). Clinical laboratory departments may train a student to perform specific tasks for service work, and after demonstrating competency and proficiency in those tasks, the student may be permitted to perform those tasks with qualified supervision. Competency and proficiency must be documented appropriately as is done for all laboratory staff. Students must also fully understand the Parkview Health "Release of Patient Results" and "Patient Bill of Rights and Responsibilities" procedures prior to performing service work (available on the Parkview Health SharePoint Policies & Procedures website).

A student performing service work has liability coverage only if they perform their job within the realm of what they have been taught. The student must be responsible enough to seek help when necessary. Any questions or concerns must be referred to the supervising scientist (a technical staff member assigned to the student(s) that day). The

student will record all results on a "hard copy" in the laboratory, when applicable. The student may enter their results into the computer using their own computer code. The student may release all results except panic values.

A supervising scientist must always be designated to supervise the student, i.e., through lunches, breaks, and meetings. When the supervising scientist must leave the laboratory, another scientist will assume the student's supervision. An authorized person will periodically review student results for "reasonableness" and then co-sign the hard copy when applicable. The Clinical Instructor or supervising scientist is responsible for the test results that the student releases under their supervision.

If a student is performing a procedure that is not "service work eligible," or the student is not yet proficient in a procedure, the student must be overseen by a member of the laboratory technical staff. All work sheets or work cards will bear the computer code of the student, followed by the code of the scientist overseeing and assuming responsibility for the test results. When a student is entering either results of their own, or those of another scientist, the student will use their own code. A hidden comment will be added indicating the results were reviewed by the supervising scientist. The Clinical Instructor or supervising scientist is responsible for the test results that the student releases under their supervision.

Student Concerns or Request for Conference

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Informal group meetings with students are held regularly for distribution of information. Individual student meetings will be held with the Program Director throughout the program year. If a student has a specific concern, the student can request a conference with the Program Director, Educator, or Clinical Instructor as desired in addition to regularly scheduled meetings. All advising will be confidential and impartial.

Emails will be sent directly to student email inboxes by the Program Director, Educators, or Clinical Instructor(s) or forwarded to students as needed. Emails are a form of professional communication, and as such, are expected to be read in a timely fashion. Students are a part of the Parkview Health Laboratory team, and information affecting the laboratory will be sent to both student and employee emails.

Employee Assistance Program (EAP)

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Students who are not employees are not eligible for EAP (only employees are eligible).

The Employee Assistance Program (EAP) is offered to all Parkview Health employees and any family members living in the same household. EAP allows staff and family members to discuss issues such as marital problems or relationship issues, parenting concerns, trouble teenagers, work stress or conflicts, grief and loss, financial problems, depression, and many other issues. Managers may also refer an employee to EAP for abuse situations, workplace violence concerns, workplace conflicts, worker's compensation cases, absenteeism or tardiness issues, chemical abuse, sexual harassment (both victims and offenders), and other issues. The Program Director or Educators may advise a student (who must also be an employee) with a life issue to contact EAP.

The Services are totally confidential. Information is only released if the employee or family member signs a "Release of Information Form."

EAP allows for up to eight (8) free sessions per year. If more sessions are needed, appropriate referrals will be completed early in the counseling process. EAP can be accessed by calling 260-266-8060 or 800-721-8809 during normal business hours, Monday through Friday, from 8 am to 4:30 pm, though once contact has been made, counselors will flex their hours to accommodate sessions.

Student Resources

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Students will have access to digital presentations, handouts, laboratory manuals, textbooks, and MediaLab Exam Simulators, Case Simulators, and Compliance & CE (Continuing Education) modules. The textbook list will be provided to the students after their acceptance of placement into the Program or upon request. Additionally, a student laboratory library offers students a wide variety of reference materials, books, journals, and electronic media within the student laboratory space (or digitally). Students may check out the library books for only 24 hours to ensure all students have equal access to the materials. The Parkview Health Resource Library and Parkview Policies & Procedures database are available to employees and students across all Parkview campuses on the intranet, providing online journals, books, and research databases.

Attire & Appearance

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Students are required to wear royal blue color scrubs matching the royal blue color produced by the Cherokee brand scrubs. If students purchase scrubs not made by the Cherokee brand, the royal blue color must be comparable to the Cherokee royal blue color. Other manufacturers that may have comparable royal blue colors include Barco, Grey's Anatomy, and Dickies. Scrubs cannot have side panels of differing colors (black side panels are acceptable in the case of maternity scrubs), different colored trim, or prints. Scrub pants must not drag on the ground.

Plain (no logos, pictures, or text) white, black, or royal blue shirts may be worn underneath scrub tops if a student is cold. Royal blue scrub jackets are also acceptable, as are Parkview logo jackets (no fleece, hood, or $\frac{3}{4}$ zip pullover). Hoodies or sweatshirts are not allowed. If a student wears a jacket, this jacket must be worn under the protective laboratory coat and never in place of a protective laboratory coat. Tee shirts, when allowed by the Program Director and when meeting certain criteria, may be worn in place of the blue scrub top.

Shoes and socks must be worn at all times. Shoes must cover the entire foot, including the heel. Slip resistant footwear is preferred.

Proper identification is part of the uniform, and as such, identification badges are to be worn at all times in plain view on the torso. The badge may be attached to a badge pull or lanyard, but the lanyard must be a breakaway style.

Long hair or long beards/goatees must be tied back when shoulder length or longer to prevent them from being caught in laboratory instrumentation, shredders, specimens, by patients, and while performing other duties. Hair color is preferred, but not required, to be a natural color. Head scarves and other religious head coverings must be tucked into the protective laboratory coat to prevent contact with contaminated items. All other hats or caps are unacceptable.

Fingernails must be no more than 1/8 of an inch from the tip of the finger. Artificial nails are not allowed.

Tattoos are generally acceptable. However, if a student has a tattoo that is offensive, obscene, or promotes hatred or violence toward an individual or group of people it must be covered.

Jewelry and makeup are acceptable within reason. Neither jewelry, nor makeup, nor other accessory should detract from a professional appearance. Students are limited to piercings only in the ears. Long, dangling earrings, hoop earrings, or long necklaces are unacceptable as they could be caught in laboratory instrumentation, etc., just as long hair can.

Practice proper personal hygiene. Perfumes, colognes, essential oils, and other strongly scented products should not be used due to possible allergic or asthmatic reactions from fellow students, Educators, medical laboratory scientists, and other hospital staff. Strong odors from body odor, tobacco, or smoke are also unacceptable. Students may be asked to wash, change clothes/scrubs, or go home and change (resulting in an unauthorized absence) for strong scents of any kind. Soaps, lotions, and hand sanitizers that are not provided by the laboratory are not permitted.

Cell phones are not permitted in the student or clinical laboratory environments and must be kept in assigned lockers or secured personal areas. Ringers must be set to silent or vibrate while in the locker or secured personal area to avoid disrupting the class. If a student is having a personal or family emergency and requires their phone to be on their person in the event communication or notification is given, the student must speak to the Program Director, Educator and/or Clinical Instructor prior to the beginning of class or clinical lab and keep the device on vibrate mode to ensure the least amount of disruption possible.

Ear buds or earphones are not allowed unless there is individual study time. Ear buds or earphones are not allowed in the student laboratory nor clinical laboratory while performing laboratory work.

Smart watches should also be kept in assigned lockers or secured personal areas, not to be worn in the student or clinical laboratory environments by students. Cell phones and smart watches may be used during break times.

The student laboratory is considered a contaminated area. Additionally, Parkview has a duty to maintain the security of the internal computer network. Therefore, personal electronics are not to be used in the student laboratory. This includes, but is not limited to, laptops, phones, smart watches, and tablets.

Any violations of these Attire & Appearance guidelines will be addressed with the student by the Educator(s) and/or the Program Director.

Drug & Alcohol Policy

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Medical Laboratory Science students in the Parkview Program are expected to follow the Parkview Health policies regarding drugs and alcohol. Pertinent excerpts of these policies are listed below.

These policies are in place, in part, to:

- ensure the positive reputation of the organization and staff as capable of meeting their responsibilities to provide quality patient care, and
- establish and maintain a productive, safe, healthy, and drug-free working environment.

Parkview Health is totally tobacco-free. Smoking is not allowed on any of the Parkview Campuses or buildings.

Possession of alcoholic beverages and open alcoholic containers is prohibited on any of the Parkview Campuses or buildings.

Parkview Health employees and students will not be allowed to work while “under the influence” or “unfit for duty” due to the danger this poses to patients, themselves, and fellow coworkers and students. The unlawful acquisition, manufacture, distribution, administration, documentation, possession, or use of any drug in a manner prohibited by law, or use of alcohol or misuse of illegal/legal drugs during work or school hours is prohibited.

Drug testing may be performed when:

- Reasonable cause exists,
- The odor of alcohol or drugs is evident,
- Behavior such as slurred speech or decreased motor coordination is exhibited,
- Marked changes in personality or job performance are evident,
- Accident(s) resulting in property damage or injury occur, and/or
- When discrepancies in drug inventories or related documentation are discovered.

If positive test results are obtained and the employee or student did **not** come forward **prior** to Parkview requesting the drug and/or alcohol test, the employee’s employment or student’s placement or enrollment will be terminated. Positive test results include, but are not limited to, 0.02 mg/dL or greater breath or blood alcohol level, 20 ng or more

THC, the presence of illicit drugs or controlled substances without a prescription for such medication, or positive result from a chromatography method such as gas chromatography.

Exposure Control

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In the interest of personal, institutional, and community safety, all Parkview Medical Laboratory Science students must follow the direction of their Educators, Program Director, and Clinical Instructors. Students must obey all laboratory rules and regulations when performing required learning techniques in both the student laboratory and the clinical laboratory. All students must recognize the privilege of performing required hands-on techniques and comply with the guidance they are given.

The rules and regulations which help prevent and protect from exposures to chemicals, blood, or other potentially hazardous materials (OPHM) are often collectively referred to as exposure control. Students receive training on biohazards, safety, and exposure control during the “Introduction to the Medical Laboratory” course and throughout the program year based on Parkview Health and laboratory policies. The following table lists some of the policies which are attributed to exposure control concerns in the clinical laboratory, and upon which students will receive training.

Policy	Reason for Policy
Exposure Control Plan	Eliminate or minimize occupational exposure to bloodborne pathogens in accordance with Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.1030.
Creutzfeldt-Jakob Disease or Other Prion Disease	Preventing exposure to prions for surgical, nursing, physicians, and laboratory staff.
Chemical Hygiene Plan	To ensure that the hazards of all chemicals, equipment, procedures, and tests are identified and information concerning these hazards are transmitted to employees to ensure their health, safety, and protection.
Contaminated Items	Decontamination of reusable items.
Lab Specific Information On Bloodborne Pathogens	Addresses safety regarding occupational exposure to pathogenic microorganisms that are present in blood, body fluids, and tissues that can cause disease in humans.
Disposal of Biohazardous Fluids and Chemicals	To prevent the disposal of hazardous waste into the sanitary sewer system.
Handling of Biohazard/Chemical Accidents policy	Emergency response plan for the accidental release of hazardous substances.
Airborne Pathogen Safety Plan	Addresses safety regarding occupational exposure to pathogenic microorganisms that can be spread via aerosols or spores, including highly infectious emerging pathogens.

If a student experiences a medical emergency or exposure to blood, body fluids, chemicals, or other potentially hazardous materials (OPHM) while in the student laboratory or at one of the Parkview Health facilities during clinical rotations, the following are the basic steps required:

- The student will immediately cleanse the affected area, as applicable.
- The student will immediately inform the Educator(s) or Clinical Instructor(s).
 - The Educator(s) or Clinical Instructor(s) will notify the Program Director as soon as possible.
 - In the student laboratory, 1-911 may be called depending on the nature of the emergency.
 - The **Workplace Injury Line [260-266-HURT (4878)]** should be called. This number operates 24/7/365 and serves as a single point of contact for all coworkers, travelers, contracted workers, students, and non-employed medical staff who may call after experiencing a workplace injury and/or blood-borne pathogen exposure.
- The student will go to Occupational Health or an Emergency Department for treatment if self-care treatment is determined insufficient by the Workplace Injury Line staff.

- **Parkview Health will provide treatment to students for injuries, minor illnesses, and emergency care, but the student is financially responsible for the treatment. Students are strongly encouraged to have medical insurance.**
- The student will complete an online (MIDAS) Event report (with the assistance of the Program Director, Educator(s), or Clinical Instructor(s) as needed).
 - Ensure a copy of the report is sent to the Program Director within 24 hours.

Laboratory Safety

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General rules regarding various aspects of laboratory safety protocols are provided here, though more detail will be provided during the “Introduction to the Medical Laboratory” course and throughout the program year. Additionally, students will be required to complete internal Symplr training courses (“net learning”) on biohazards and multiple safety protocols prior to matriculation in the Program, as well as MediaLab Compliance & CE (Continuing Education) modules which may include safety protocols throughout the program year.

General Rules

- No eating, drinking, chewing gum, or applying cosmetics (including lip balm) in the laboratory at any time.
- Personal electronics (phones, smart watches, laptops, tablets) are not to be used in the student laboratory.
- Keep pencils, pens, markers, and other objects out of the mouth.
- Do not touch the face, especially the eyes, while in the laboratory or with gloved hands.
- Wash hands with soap/antibacterial soap or alcohol-based antiseptic after glove removal, and before leaving the laboratory.
- Know the location and proper use of the safety equipment that is available in the laboratory.
- Students may not perform laboratory testing of any kind or utilize any laboratory equipment without direct supervision from an Educator, Clinical Instructor, and/or Program Director.
- Anything spilled or dropped must be cleaned up appropriately and immediately.
- Use the hood when using volatile, caustic, and toxic chemicals and reagents.
- Be cautious when handling glassware – hot glassware appears the same as cold glassware.
- Dry ice should never be placed or emptied into a laboratory sink.
- If any piece of equipment has frayed insulation or exposed wires, remove it from service and notify the Educator, Clinical Instructor, and/or Program Director.
- Dial 1-911 in the event of an emergency, or the Workplace Injury Line [260-266-HURT (4878)].

Fires

- In the event a student’s clothing catches on fire, the student should “stop, drop & roll” to smother the fire. Use a fire blanket if one is available.
- In the event of a fire in the area, Parkview Health employees and students should **R.A.C.E.**:

R	Rescue	Rescue all patients, visitors, co-workers, and volunteers from immediate danger.
A	Alert	Alert the area by pulling the closest fire pull <i>and</i> by dialing 1-911 (to report fire location).
C	Contain	Contain area by closing all doors (& if applicable, closing windows & shutting off gases).
E	Extinguish	Extinguish the fire using a fire extinguisher if the fire is small, & if not, evacuate the area.

- To operate a fire extinguisher, Parkview Health employees and students should **P.A.S.S.**:

P	Pull	Pull the pin on the fire extinguisher.
A	Aim	Aim (& hold) the nozzle at the base of the fire (not the smoke).
S	Squeeze	Squeeze the trigger on the handle.
S	Sweep	Sweep from side to side at the base of the fire.

Personal Protective Equipment & Attire

- Personal protective equipment, at minimum an impervious laboratory coat (fastened closed) and gloves, are to be worn at all times when engaged in laboratory exercises.

- Face shields must be utilized whenever a splash of a specimen, reagent, or other liquid is possible.
- Shoes and socks must be worn at all times.
- Shoes must cover the entire foot, including the heel. Slip resistant footwear is preferred.
- Hair shoulder length or longer must be tied back when engaged in laboratory exercises.

Personal Responsibility and Organization

- Do not abandon specimens or cultures in the lab. Each student is responsible for the proper handling, storage, and disposal of their specimens and cultures.
- Dispose of biohazardous materials, specimens, sharps, and broken glassware into their appropriate receptacles.
 - Biohazardous materials, specimens, and cultures are to be placed in a red bag with appropriate biohazard markings and either removed by Environmental Services (EVS) or boxed up and removed by the laboratory students or staff.
 - Used venipuncture needles and syringes are to have the safety device engaged and /placed in tan sharps receptacles.
 - Biohazardous intact, single-use glass & broken glassware are to be placed in red sharps receptacles.
- Laboratory counters (“bench tops”) are to be cleaned and disinfected after each laboratory exercise.
- Materials and consumable supplies must be tidied and restocked after each laboratory exercise.
- Place dirty glassware in the designated area for washing after usage.
- Do not sit on any counter tops, or prop feet up on counter tops.
- When chairs are not being used, push them back under the table (“bench”).
- Keep drawers and cupboards closed unless items are being actively procured or replaced.
- No biological substances, chemicals, materials, or equipment of any kind are to be taken from laboratory without permission from the Program Director.
- Immediately report all laboratory accidents to the Educator or Instructor. An incident report must be filed.

Laboratory Ratios

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Student-to-Teacher ratios during lectures in the student laboratory setting may be $\leq 10:1$, $10:1$, or $20:1$ depending upon the cohort(s), course in session, and cohort size.

Student-to-Teacher ratios during laboratory exercises in the student laboratory setting will be $\leq 10:1$ (either with 10 students and one Educator, or 20 students and 2 Educators), or $20:3$ depending upon the cohort(s), cohort size, and course in session. If requested and scheduled by the Educator of record, or necessitated by student need, both Educators could be available for selected laboratory exercises with 10 students, making the ratio $10:2$ ($5:1$) in those instances.

Student-to-Teacher ratios during clinical rotations will be $1:1$ or $2:1$ depending on the department and laboratory staffing levels.

The Clinical Laboratory Practicum

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The Clinical Laboratory Practicum is the 6-credit capstone course which completes the program year. The Clinical Laboratory Practicum includes twelve (12) weeks of practicum time in Parkview Health network hospital (clinical) laboratories, with rotations in each of the departments, enrichment opportunities with members of management and associated laboratory fields (e.g., pathology), as well as clinical correlation case studies. Because of the nature of the course, its importance in the program year and in educating students, and its component rotations in the clinical laboratory with clinical instructors, this course should be treated with the utmost respect and dedication (i.e., like a 12-week job interview). All rotations must be completed.

The Clinical Laboratory Practicum is different than the student laboratory courses in its design and application, and therefore has different and/or additional guidelines and practices than the other courses in the program year.

Ratios

Student-to-Teacher ratios during clinical rotations will be 1:1 or 2:1 depending on the department and clinical laboratory staffing levels.

Rotation Schedules

During the Practicum, students will complete rotations in each laboratory department as well as enrichment opportunities. Students are assigned a rotation schedule prior to the start of the Clinical Laboratory Practicum which will determine the rotation amongst departments. Within each department, the Clinical Instructor(s) will determine the daily student schedule or assigned bench location.

Attendance

Attendance is required in the Program. The Clinical Laboratory Practicum schedules run Monday through Friday each week. Students are expected to arrive in the clinical laboratory *at their designated department* prior to, and be prepared for, the shift to start. Students should not be walking through the door at the time the shift is supposed to start. Shifts may start any time between **6-8 am** (06:00-08:00 EST/EDT) depending on the facility and department. Students are to report to the Clinical Instructor at the start **and** end of each day's shift. The day dismisses between **2:30-4:30 pm** (14:30-16:30 EST/EDT) depending on the start time. If a procedure is performed outside of the usual student hours and the student is to attend, the day's schedule will be adjusted so that the student's shift will be no longer than 8.5 hours (8 hours' bench time plus a half hour lunch). Students are to remain for the duration of their scheduled clinical laboratory time in their designated department unless unequivocally excused by the Clinical Instructor. Students are not to attempt to join or work in another department while scheduled in a different department at any time.

If a student is going to be late, the student must call the Program Director **AND** the clinical laboratory department to which they are assigned as soon as possible to notify them of the delay and the expected arrival time. If the Program Director is unavailable or absent, call the Educator in charge. Notify the Program Director (or Educator in charge) upon arrival in the clinical laboratory. A student not at their assigned location and ready for clinical laboratory at the prescribed time will be counted as late. This includes both morning arrivals and returning from breaks and lunches. Tardiness (lateness) will result in a loss of points on the affective score for the student.

Time off must be cleared with both the Program Director and the Clinical Instructor. If a student must come in late or leave early for an appointment, it must be first cleared with the Program Director (or Educator in charge) **AND** the Clinical Instructor.

If the student is unable to attend the clinical laboratory due to an illness or emergency, the student must call **both** the Program Director (or Educator in charge) **and** the laboratory department for which they are scheduled. If the student returns to the clinical laboratory later in the same day once the emergency has been resolved, the student must notify the Program Director (or Educator in charge) upon their arrival.

A student is allowed five (5) sick days during the program year without penalty. Sick time may be taken by the hour. The content and time missed due to illness will have to be made up to the satisfaction of the Program Director and/or Clinical Instructor. If a sick day (or days) is (are) taken during the clinical laboratory practicum, time may be taken from the vacation(s) to make up the time, or the time may be made up at the end of the year. If too much time is missed in a rotation, the entire rotation may need to be repeated or made up. Students may be asked to substantiate the illness at any time.

If an illness requires an extended absence, the student must have a note of verification from an acceptable caregiver [i.e., physician, physician assistant (physician associate), or nurse practitioner]. Long-term illnesses which require an extended absence will be discussed with the Program Director to find a way for the student

to complete the Program with the least amount of disruption for both the student and Program. If a student is absent for 3 days or more, they must also have a written note from their caregiver [i.e., physician, physician assistant (physician associate), or nurse practitioner] to be allowed back into the clinical laboratory.

Unexpected deaths or illness of a close family member which requires the student's immediate attention and action, or renders them unable to work, will count against the student's time. However, the student's score(s) will not be penalized. The content and time missed will have to be made up to the satisfaction of the Program Director and/or Clinical Instructor.

Repeated usage of sick days on Monday(s) or Friday(s) is cause for suspicion that the policy is being misused and may be subject to corrective action. **Sick time on either side of a vacation is an unexcused absence, subject to all stipulations in this policy, and may be subject to corrective action.**

The Program Director will dispense corrective action to address attendance and punctuality issues. It is up to the Program Director whether an absence will be coded as excused or unexcused.

Service Work

Service work is strictly voluntary and, if performed, would be outside of student laboratory and clinical laboratory practicum hours. Service work will neither lessen any time required nor shorten the program year for the student laboratory or clinical laboratory practicum portions. Please see the Handbook section entitled "Service Work Policy" for more information.

Liability

Students may elect to purchase individual liability insurance policies, though students are already covered under the hospital's liability insurance policy when performing tasks as designated during the clinical experience. However, if a student does not follow the direction of the Clinical Instructor and wanders off to another area, the wandering student may be in violation of the liability coverage and service work policies and subject to corrective action, including dismissal.

Personal Items

Personal items such as purses, wallets, phones, and smart watches are the responsibility of the student. Each clinical laboratory will have lockers or designated space where students may place their personal items. If the clinical laboratory utilizes lockers and has locker space available for students, it is up to the student to bring their own combination lock or padlock.

Cell phones are not permitted in the clinical laboratory environment and must be kept in assigned lockers or secured personal areas. Phone ringers must be set to silent or vibrate while in the locker or designated space to avoid disrupting coworkers in the vicinity of the space or in the break room. If a student is having a personal or family emergency and requires their phone to be on their person in the event communication or notification is given, the student must speak to the Program Director and Clinical Instructor prior to the beginning of the shift and keep the device on vibrate mode to ensure the least amount of disruption possible. Smart watches have proven to be a distraction to students in the clinical laboratory and are therefore not allowed to be worn. Ear buds or earphones are not allowed in the clinical laboratory. Smart watches must be kept in assigned lockers or designated storage areas or left at home. Cell phones and smart watches may be used during break times.

Meals & Breaks

In the clinical laboratory, breaks will be scheduled at the discretion of the Clinical Instructor(s). During the Clinical Laboratory Practicum, lunch is scheduled for 30 minutes. If a break can be taken due to workflow, one 15-minute break is given. The Clinical Instructor will determine at what point in the day lunch and/or break is taken. Meals are available for purchase in the hospital cafeteria.

Students are welcome to bring lunches and snacks. Food may be kept in the refrigerator(s) in the break area.

The refrigerator(s) is (are) shared amongst all laboratory staff, so please be mindful of how much space your food items will take up in the refrigerator. Food and drink items must be labeled with an expiration date that is 3 days from the date the item is placed in the refrigerator. Do not place open containers in the refrigerator.

Please be mindful of strong food odors when microwaving food. Microwaving popcorn is not allowed in any Parkview facility.

Studying will be done on the student's own time, outside of the clinical laboratory. If there is unexpected free time at the end of a day in the clinical laboratory, the Clinical Instructor can elect for the students to study for the rest of the time until dismissal for the day, though this should not be a common occurrence. Students may only be dismissed early with the express consent of the Program Director (or Educator in charge if the Program Director is on vacation).

Clinical Correlations

In order to ensure students are receiving comprehensive review of the cognitive components of the Program while in the Clinical Laboratory Practicum course, students will be required to independently complete sets of case studies for each major laboratory topic (Immunology, Chemistry, Special Chemistry, Urinalysis, Hematology, Coagulation, Microbiology, Parasitology, and Blood Bank). These case studies will be due the Monday after the student completes the corresponding clinical laboratory rotation, except for the last rotation. For example, if a student finishes the microbiology rotation on Friday, the microbiology and parasitology clinical correlations case studies will be due three (3) days later, the very next Monday. The clinical correlations from the last rotation are due on **Friday** of the last rotation to facilitate grading. The Program Director and/or Educators will grade the clinical correlations and document the students' scores. The graded clinical correlations case studies will be held by the Program Director and/or Educators until the week before the Program final exam (Review Week) in order to help assure these assignments are being completed independently and to allow for grading time. The Monday of Review Week, students will pick up their graded clinical correlations for use in their review processes. Graded clinical correlations may also need to be remediated and regraded depending on the student's performance. If remediation is required, all remediations will be due the Thursday of Review Week (at the latest) to ensure students may get their materials back for further review.

Affective Evaluations

As with the student laboratory courses, students in the Clinical Laboratory Practicum course will be assessed on their affective performance. Clinical Instructors will complete at least one affective evaluation per student with every clinical laboratory department rotation, though if concerns are identified, corrective action and additional evaluations may be performed. Clinical Instructors will complete the affective evaluation and return it to the Program Director upon completion of the rotation, assuming only one affective evaluation is required. If additional evaluations are required, they may be performed at any time as needed in the rotation. The Program Director will ensure the evaluation is entered in the student's grades and the student has an opportunity to review and sign the evaluation.

Department Checklists

In order to ensure a comparable educational experience for all students in the Clinical Laboratory Practicum course, each department or experience will have a checklist of specimens, testing protocols, instrumentation, and/or activities to which students will be introduced. Students may be required to have checklist items discussed, observed, demonstrated, performed, and/or evaluated/assessed during the rotations depending upon the department and the checklist item. Clinical Instructors and students will collaborate to ensure the checklist is completed during the rotation. The Clinical Instructor will return the completed checklist to the Program Director. The Program Director will ensure the checklist is entered in the student's grades and the student has an opportunity to review and sign the checklist.

Teach-Out Plan

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Medical laboratory programs are required by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) to have a teach-out plan in place as a guide for continuing to provide and/or complete the laboratory education of accepted placement or enrolled students in the event of a natural disaster or adverse business climate for the hospital.

The Program will provide students with the education necessary to successfully complete the Program, successfully challenge a national certification examination, and excel as laboratory professionals as long as Parkview Health exists as a business entity.

In the event an alternate student laboratory space is required for lectures and laboratory exercises, another space will be selected based on suitability after the student laboratory and Parkview Regional Medical Center (PRMC) laboratory are assessed for usability and whether the laboratories must be evacuated in whole or in part. Alternate spaces may be selected from the PRMC laboratory computer room (old student room), the greater PRMC complex, the greater Parkview Randallia complex, the Mirro Center, or the Parkview Education Center. If no suitable space is found at these locations, a search will be made for another site, but the Program will strive to conduct lectures as closely as possible to the student or clinical laboratory.

In a disaster, Parkview Health Laboratories will implement the disaster recovery plan. The students in the clinical laboratory practicum course will meet wherever their assigned rotation laboratory is established.

Social Media

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Parkview Medical Laboratory Science students are expected to follow the Parkview Health policy regarding social media. Pertinent excerpts of this policy are listed below.

Parkview Health recognizes that online communications such as social networks (Twitter, Facebook, Instagram, TikTok, etc.), wikis, virtual worlds, blogs, web-based discussion forums, and personal websites can be a highly effective tool for exchanging information and a source of social interaction. Please keep in mind that the overall goal of Parkview Health is simple – to participate online in a respectful, relevant way that protects the reputation (brand identity, good will, and integrity) of Parkview Health and follows the letter and spirit of the law (protecting both patient and proprietary information).

This policy is not intended to restrict the flow of useful and appropriate information or legally protected communications. Nothing in this policy is intended to restrict an employee from discussing the terms and conditions of their employment or work conditions, or from engaging in other protected activity under the National Labor Relations Act or other applicable laws.

Parkview Medical Laboratory Science students, like Parkview employees, represent Parkview at all times. While students have a right to their opinions, students who express opinions or take actions on social media that do not align with the mission and values of Parkview Health may face corrective action, up to and including dismissal from the Program.

Students are not authorized to speak on *behalf* of Parkview Health through social media channels or otherwise public forums. Students who maintain blogs, social media platforms, or websites and choose to identify themselves as a student or employee of Parkview Health must state explicitly, clearly, and in a prominent place on the site that views expressed in their blogs, social media platforms, or websites are their own and not those of Parkview Health or of any person or organization affiliated or doing business with Parkview Health. For example, it could be stated, "The views expressed on this blog/website are my own and do not reflect the views of my employer or education program." Also, the student should write in first person ("I") format to indicate the student is speaking for themselves.

Students cannot use blogs, social media platforms, or websites to harass (as defined by Parkview Health's policy against harassment), threaten, bully, mistreat, or discriminate against fellow students, coworkers, leaders, patients, visitors, and/or any organizations or businesses associated or doing business with Parkview Health. Parkview will not tolerate bigotry, prejudice, misogyny, or hatred in our company or on social media feeds. Some specific examples of prohibited social media conduct include, but are not limited to, posting commentary, content, or images that are defamatory, libelous, pornographic, proprietary, harassing, discriminatory, or that can create a hostile work environment.

Best Practices when Online:

- Think about your online activities and what you post carefully.
 - Once information is published on the internet, it can never be retrieved.
- Be smart about privacy.
 - Check the privacy settings for sites you choose.
 - Avoid posting about when you are not at home, as it may increase the possibility of theft.
- Avoid arguing on the internet.
 - But if you must disagree with others' opinions or statements, keep it appropriate and polite.
 - If you make a mistake, acknowledge and correct it quickly.
- Maintain confidentiality at all times.
 - This includes Parkview business information, information about your coursework and fellow students, and anything related to patient information.
 - Photographs or information that include a Parkview Health patient or make a reference to patient care or any other protected health information (PHI) are prohibited.
- If commenting on online news stories related to Parkview, know your facts first. Never represent yourself or Parkview in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.
- Respect all copyright and intellectual property laws.
- When achievements are reached (e.g., graduation, passing a national certification examination, licensure, completing continuing education), do **not** post a picture of the transcripts or certificates online. Disreputable individuals have been known to edit the photos to claim the achievement(s) as their own for their own gain.

Internet Usage

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Medical Laboratory Science students at Parkview are expected to follow the Parkview Health policy regarding internet usage at Parkview facilities. Pertinent excerpts of this policy are listed below.

Internet access is provided for business use by staff and students for legitimate business research and/or communications and to further Parkview Health's mission of providing efficient and effective healthcare to patients.

Any use of internet access for personal business should be *extremely* limited, as it allows for the possibility of a virus or malware gaining access to the Parkview network, which would be devastating for patient care. Downloading Shareware or Freeware is not allowed. Streaming video outside of business needs and/or online gaming is not allowed. Any user of the Parkview-based internet access functions on the network who is accessing, viewing, browsing, and/or printing pornography or other indecent information is not allowed. Any of these actions by students is subject to corrective action, up to and including dismissal from the Program.

Parkview Health cautions all coworkers and students that they should have no expectation of privacy while using the Parkview network equipment and facilities for any purpose – all activities may be monitored. Audits of internet activity of specific users may also be performed.

Any person who uses Parkview's Internet access functions consents to all of the provisions of this policy and agrees to comply with all these terms and conditions and with all applicable state and federal laws and regulations.

The Parkview Hotspot is open to all staff, students, and guests of Parkview Health to utilize when at any Parkview Health facility to gain access to the internet (World Wide Web). Before attaching to the Hotspot, users must agree to the acceptable use policy presented at the log in. The Hotspot should not be used for business or production work.

Medical Disclosures, Emergencies, and Waiver of Responsibility

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Unexpected health issues are an unfortunate and inconvenient part of life. If a student has a medical condition (including allergies) which may affect attendance or activities within the Program, please bring them to the attention of the Program Director as soon as possible.

If a student experiences an emergency outside of the hours of student laboratory or clinical time, **CALL** the Program Director as soon as possible if it will impact attendance or activities within the Program. If the Program Director is on vacation, call the Educator in charge. Leave a voicemail if the call is not answered and your call will be returned as promptly as possible. Based on the information provided by the student, the Program Director (or Educator in charge) may notify the Educator(s) and/or Clinical Instructor(s) as needed. If the student is on their way to a Clinical Laboratory Practicum facility and experiences an emergency, the student must call **both** the Program Director (or Educator in charge) and the laboratory department for which they are scheduled.

If the student returns to the student laboratory or clinical laboratory later in the same day once the emergency has been resolved, the student must notify the Program Director (or Educator in charge) upon arrival.

If a student experiences a medical emergency or exposure to blood, body fluids, chemicals, or other potentially hazardous materials (OPHM) while in the student laboratory or at one of the Parkview Health facilities during clinical rotations, the following are the basic steps required:

- The student will immediately cleanse the affected area, as applicable.
- The student will immediately inform the Educator(s) or Clinical Instructor(s).
 - The Educator(s) or Clinical Instructor(s) will notify the Program Director as soon as possible.
 - In the student laboratory, 1-911 may be called depending on the nature of the emergency.
 - The **Workplace Injury Line [260-266-HURT (4878)]** should be called. This number operates 24/7/365 and serves as a single point of contact for all coworkers, travelers, contracted workers, students, and non-employed medical staff who may call after experiencing a workplace injury and/or blood-borne pathogen exposure.
- The student will go to Occupational Health or an Emergency Department for treatment if self-care treatment is determined insufficient by the Workplace Injury Line staff.
 - **Parkview Health will provide treatment to students for injuries, minor illnesses, and emergency care, but the student is financially responsible for the treatment. Students are strongly encouraged to have medical insurance.**
- The student will complete an online (MIDAS) Event report (with the assistance of the Program Director, Educator(s), or Clinical Instructor(s) as needed).
 - Ensure a copy of the report is sent to the Program Director within 24 hours.

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Invasive Procedures

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Student practice is for educational purposes only.

In consideration for being allowed to voluntarily participate, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, I forever:

- waive, release, and discharge Parkview Health and its employees ("Releasees"), from any and all liability for my death, disability, personal injury, or claims of any nature which may hereafter accrue to me or my estate as a direct or indirect result of my voluntary participation; and
- agree to defend, indemnify, and hold harmless Releasees, from and against any and all claims of any nature including, without limitation, all costs, expenses and attorneys' fees, which in any manner result from my participation.

This release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent allowed by law. I affirm that I am freely signing this form. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to me regarding any injury, losses or death I may sustain as a result of my participation. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect and that if, notwithstanding this release, an action is brought on behalf of myself for damages arising out of such participation which requires Releasees to expend attorney's fees and costs, I agree to indemnify and hold Releasees harmless for and against all such fees and costs.

Student Name (Printed)		Date	
Student Name (Signature)			

MLS Student Handbook Acknowledgements

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- I acknowledge and understand the content of this Handbook and agree to abide by the entirety of its guidelines concerning all topics and policies discussed herein.
- I acknowledge and understand that this document will be available at any time for my perusal and reference during my program year in this hard copy format or on the Program website.
- I acknowledge and understand that each course, lecture, laboratory exercise, and/or clinical department may have additional guidelines and/or requirements by which I will have to abide, which will be announced and described as required throughout the program year.
- I have read and understood the laboratory safety policies presented during orientation.
- I agree to conduct myself to conform with, and uphold the spirit of, the policies and procedures of Parkview Health and the Parkview Medical Laboratory Science Program.
- Regarding Medical Disclosures (check the appropriate box):
 - ☐ I have medical disclosures (including allergies) to discuss.
 - ☐ I do not have medical disclosures (including allergies) to discuss.
- Regarding my photograph (photo, likeness) (check the appropriate box):
 - ☐ I consent to have my photo used by the Parkview Medical Laboratory Science Program and Parkview Health for promotional, informational, or educational purposes.
 - ☐ I do not consent to have my photo used by the Parkview Medical Laboratory Science Program and Parkview Health for promotional, informational, or educational purposes.

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- agree to defend, indemnify, and hold harmless Releasees, from and against any and all claims of any nature including, without limitation, all costs, expenses and attorneys' fees, which in any manner result from my participation.

This release, indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent allowed by law. I affirm that I am freely signing this form. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to me regarding any injury, losses or death I may sustain as a result of my participation. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect and that if, notwithstanding this release, an action is brought on behalf of myself for damages arising out of such participation which requires Releasees to expend attorney's fees and costs, I agree to indemnify and hold Releasees harmless for and against all such fees and costs.

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Student Name (Printed)		Date	
Student Name (Signature)			