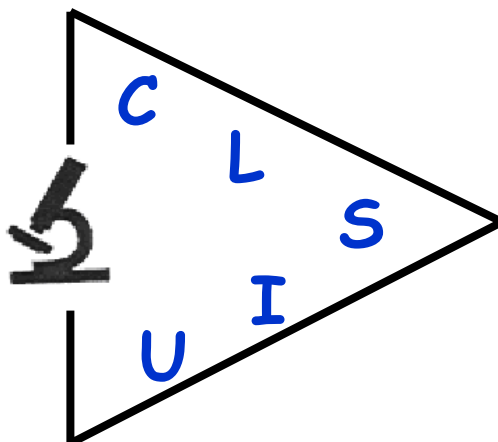


UNIVERSITY OF ILLINOIS - SPRINGFIELD

Clinical Laboratory Science Program

STUDENT HANDBOOK



Included in this handbook is information concerning the Clinical Laboratory Science Program (also known as Medical Technology). Also included are selected program and university policies. Other resources for program and university policies and procedures are the UIS Catalog (www.uis.edu/UIScatalog/) the UIS Student Handbook (<http://www.uis.edu/studentaffairs/handbook/>) and the Clinical Sites' Orientation materials.

Should students have any questions regarding program or university policies and procedures, they should consult their advisor, the CLS Program Director, and/or the Office of Student Services. Students who may need an accommodation to meet the CLS program requirements contained herein should notify the CLS Program Director prior to entering the program.

Linda McCown, Program Director
Clinical Laboratory Science Department
University of Illinois - Springfield
One University Plaza, MS HSB 314
Springfield, IL 62703
Phone: 217/206-7550 Email: Lmcco2@uis.edu

The UIS Clinical Laboratory Science Program is accredited by:

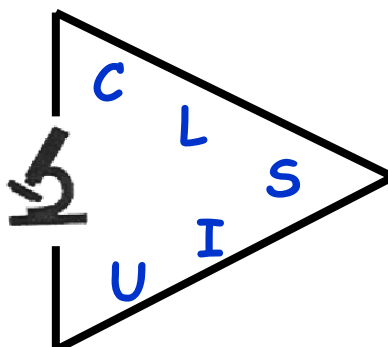
The National Accrediting Agency
for Clinical Laboratory Sciences
5600 N. River Rd., Suite 720
Rosemont, IL 60018
Phone: 773-714-8880 Fax: 773-714-8886

TABLE OF CONTENTS

Program Mission Statement	3
Program Faculty and Contact Information	4
Clinical Affiliates and Advisory Committee	5
Essential Functions	6
Other Health Policies.....	8
Student Guidance.....	9
Program Curriculum	10
CLT/MLT Articulation.....	11
Honors in CLS	12
Chemistry Minor	12
CLS Competency/Learning Outcomes Statements	13
Objectives for the Development of Professional Attitudes and Behaviors	14
Professional Attitudes and Behavior Evaluation Form.....	17
CLS Program Academic Standards Policy	20
CLS Program Non-Academic Standards Policy.....	20
CLS Policy on Student Work	21
CLS Policy for Repeating Courses	21
CLS Policy on Attendance at State Conference	21
UIS Student Codes and Student Rights	22
Clinical Rotation Assignment.....	24
Clinical Rotation Policies	25
Rotation Attendance Policy	27
Disciplinary Action	28
Rotation Journals.....	29
Enhancement Experiences.....	30
Leadership and Service Opportunities.....	30
Academic Integrity Policy	31
Complaints, Grievance, and Appeals Policy	32
Registration, Costs, Refunds.....	32
Student Support Fund & Scholarships.....	33
Learning Resources	34
Graduation.....	35
Certification Examinations	35
Employment	36
Background Checks	36



**UNIVERSITY OF ILLINOIS - SPRINGFIELD
Clinical Laboratory Science Program**



MISSION STATEMENT

The University of Illinois at Springfield Clinical Laboratory Science Program is a two-year upper division Bachelor of Science degree program that prepares students for careers in clinical laboratory science and related fields.

The primary objective of the program is to provide broadly based and specific learning experiences that will result in the development of responsible, competent, entry-level professionals in clinical laboratory science. Using interdisciplinary approaches and stressing lifelong learning and integration of the academic curriculum, the CLS program provides students with the knowledge, skills, and experience that lead to productive careers in the private and public sectors, in health care and other arenas. In addition to the traditional clinical laboratory science curriculum, the program also provides upward mobility for associate degree clinical laboratory technicians (CLT/MLT) who wish to obtain a Bachelor of Science degree in clinical laboratory science.

The Clinical Laboratory Science curriculum emphasizes basic sciences, clinical laboratory sciences, communication, critical thinking skills, and engaged citizenship. An essential component of the program includes structured learning experiences in the laboratories of the program's clinical affiliates, Memorial Medical Center and St. John's Hospital in Springfield, Illinois, Methodist Medical Center in Peoria, Illinois and Decatur Memorial Hospital and St. Mary's Hospital in Decatur, Illinois. This partnership makes it possible to provide quality laboratory professionals for Illinois and beyond.

Adopted 9/12/2007

UIS CLINICAL LABORATORY SCIENCE PROGRAM FACULTY

Linda McCown, Assoc. Professor, Dept. Chair, and Program Director
Phone: 217-206-7550
Email: lmcco2@uis.edu

Dr. Wayne Gade, Associate Professor
Phone: 217-206-7349
Email: wgade1@uis.edu

Dr. James Veselenak, Assoc. Professor
Phone: 217-206-7346
Email: jvese1@uis.edu

Laura Laurenzana
Astronomy/Physics/Chemistry/CLS Secretary
Phone: 217-206-6589
Email:
Fax: 217-206-6162

Mailing address for any of the above:

Clinical Laboratory Science Department
University of Illinois at Springfield
One University Plaza
MS HSB 314
Springfield, IL 62703

Adjunct faculty:

Jennifer England
Education Coordinator
St. Mary's Medical Center (Decatur)

Paula Garrott, Emeritus Associate Professor
Immunohematology Instructor
University of Illinois - Springfield

Robbin Killam
Education Coordinator
Memorial Medical Center (Springfield)

Dr. Fritz Lower
SIU School of Medicine and Memorial Medical Ctr
Medical Advisor to the CLS Program

Seth Schaffer
Education Coordinator
Methodist Medical Center in Illinois (Peoria)

Gilma Roncancio-Weemer
Program Director, CLS
St. John's Medical Center (Springfield)

Kim Stahl
Education Coordinator, Hemostasis instructor
Decatur Memorial Hospital

Dr. Jim Veselenak, Emeritus Associate Professor
Microbiology Instructor
University of Illinois - Springfield

CLINICAL AFFILIATES

The UIS Clinical Laboratory Science Program is affiliated with the following clinical sites:

Traditional Track:

Clinical Laboratory
Decatur Memorial Hospital
2300 N. Edwards Street
Decatur, IL 62526

Dept. of Laboratory Medicine
Memorial Medical Ctr
800 North Rutledge
Springfield, IL 62702

Clinical Laboratory
Methodist Medical Ctr in Illinois
221 N.E. Glen Oak Avenue
Peoria, IL 61636

Clinical Laboratory
St. Mary's Medical Center
Lakeshore Dr.
Decatur, IL 62526

CLT/MLT- CLS Articulation Track:

School of Clinical Laboratory Science
St. John's Hospital
800 East Carpenter
Springfield, IL 62769

Except for the articulation students, CLS Students are assigned to clinical rotations at the clinical sites in Springfield, Peoria and Decatur. Each student goes to two of the four sites. In addition, students may request short enhancement experiences in small hospitals, physician office laboratories, and other facilities in the Central- Southern Illinois area.

Students are responsible for transportation to the clinical sites.

ADVISORY COMMITTEE

The CLS Advisory Committee advises the CLS department regarding all aspects of the program with regard to its current relevancy and effectiveness. This includes all aspects of the program including the curriculum on campus as well as the clinical rotations. The Advisory Committee, chaired by the CLS Chair/Program Director, is composed of the UIS faculty with CLS appointments, adjunct faculty, affiliate education coordinators, a pathologist Medical Advisor, a hospital administrator, plus one junior CLS student and one senior CLS student. Other clinical instructors are welcomed to attend.

It meets at least once per semester (Fall and Spring). Students are encouraged to take suggestions and/or concerns to the student representatives who will bring them up at the meeting. Of course, students can always bring suggestions and concerns to the CLS Program Director or faculty members for discussion at department/program meetings which are held more frequently.

UIS CLINICAL LAB SCIENCE ESSENTIAL FUNCTIONS

Students entering the Clinical Laboratory Science Program must be able to meet the physical, mental, and psychological demands of the Program and subsequently the practice of clinical laboratory science/medical technology. The following list is to be used by potential students, counselors, and/or physicians to determine if an individual can perform these functions:

- I. Communication skills
 - A. Communicate effectively in written and spoken English
 - B. Comprehend and respond appropriately to both formal and colloquial English, person to person, by telephone, and in writing
 - C. Appropriately assess nonverbal and verbal communication
 - D. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

- II. Large and small motor skills
 - A. Move freely from one location to another in physical settings such as the clinical laboratory, patient care areas, corridors, and elevators
 - B. Possess sufficient eye-motor coordination to allow delicate manipulations of specimens, instruments, and tools (e.g. manual pipetting, specimen collection from vein and capillaries)
 - C. Grasp and release small objects (e.g., test tubes, pipette tips, microscope slides and coverslips); twist and turn dials/knobs (e.g., on microscopes, balances, centrifuges, spectrophotometers)

- III. Other physical requirements
 - A. Safely work at laboratory benches and at patients' bedsides or specimen collection seats, and work with laboratory instrumentation
 - B. Travel to clinical sites
 - C. Prolonged standing (a couple hours at a time*), prolonged sitting (i.e. at a microscope)
 - D. Use computers and keyboards
 - E. Lift and move objects of at least 20 pounds*
 - F. Possess a sense of touch and temperature discrimination
 - G. Visual acuity
 1. Identify and distinguish object by observing fine structural detail and shadings macroscopically and microscopically
 2. Read charts, graphs, and instrument scales-readout devices
 3. Characterize the color, clarity, and viscosity of biological samples and chemical reactions*
 - H. Ability to smell.* Ability to tolerate smells.
 - I. Must not be subject to episodic incapacitation that occurs without warning such as fainting spells or convulsive disorders due to requirements to handle potentially dangerous substances and objects.

IV. Professional and application skills

- A. Follow written and verbal directions
- B. Possess and apply mathematical skills
- C. Work independently and with others under time constraints
- D. Prioritize requests and work concurrently on at least two different tasks
- E. Maintain alertness and concentration during a normal work period
- F. Apply knowledge, skills, and values learned from course work and life experiences to new situations
- G. Work safely with potential chemical, radiologic, and biologic hazards using universal precautions, using and wearing safety equipment mandated for laboratories (i.e. gloves, lab coats, masks).
- H. Develop algorithms and suggest appropriate follow-up tests
- I. Clearly instruct patients and health care professionals (e.g. specimen collection)
- J. Perform professional skills while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" orders), and a distracting environment (i.e. high noise level, crowding, complex visual stimuli)

V. Valuing skills

- A. Show respect for self and others
- B. Project an image of professionalism including appearance, dress, and confidence
- C. Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of others and tactfully offer constructive criticism.

VI. Stability and Intellect

- A. Possess intellectual skills: comprehension, measurement, reasoning, comparison, integration, evaluation, synthesis, self-expression, and criticism
- B. Exercise sufficient judgment to recognize and correct performance deviations
- C. Possess the psychological health required for full utilization of abilities
- D. Possess the emotional health and maturity necessary to effectively deal with others and exercise appropriate judgment.
- E. Recognize emergency situations and take appropriate actions

*Starred items may be able to be accommodated. Call the Program Director/Chair for more details about these or other items. Other health conditions may also require evaluation. Please let the Program Director know if you have an allergy to latex.



OTHER HEALTH POLICIES

Prior to entering the Program, students must provide evidence that they have received appropriate **immunizations** as required by the State of Illinois. In addition, entering students must show evidence that they have received the Hepatitis B Vaccine sequence of 3 shots or sign a release of liability waiver form.

Prior to the clinical rotations, students must provide proof of Rubella titer or vaccination, Rubeola titer or vaccination, and Varicella titer or documented history of chicken pox. They must also have the 2-stage T.B. (tuberculosis) skin test series or blood test within three months prior to entering clinical rotations.

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodation must notify the Office of Disability Services (217-206-6666) and the CLS Program Director prior to beginning the program.

Students must also have health insurance. The university will assess a fee for group health and accident insurance unless the student shows proof of equivalent coverage. Students have access to the University Health Service as described in the online catalog whether they have the university-sponsored insurance or not. Emergency care is available at the clinical sites when students are on site during the clinical component of the curriculum. The student is responsible for the cost.

In addition to **health insurance**, the clinical sites require that each student has current professional **liability** insurance. As a student of the University of Illinois, you are covered for clinical practica for which you are receiving academic credit.

Students receive safety instruction in each lab course. The Chemical Hygiene Plan and Bloodborne Pathogen Plan are found at www.uis.edu/facilityservices/environmental_compliance.htm.

STUDENT GUIDANCE

If you do not know who your CLS advisor is, please see the secretary in the office (HSB 314, 206-6589). All CLS faculty are available to assist students in understanding and observing program policies and practices. They are also happy to advise students on academic, professional, career, or personal issues. We enjoy close relationships with our students. Please talk with the Program Director if you have a challenge that is impacting your academic performance whether it is an illness, a financial crisis, or some other concern.

Students are also encouraged to use UIS facilities and personnel for professional counseling. UIS provides academic advisors for issues regarding lower division courses and transfer requirements. UIS also has a Health Center (<http://www.uis.edu/healthservices/>) to help individuals to perform optimally, both physically and mentally. There is also a Financial Assistance Office (<http://www.uis.edu/financialaid/>).

Both the CLS Program and the University of Illinois at Springfield are committed to impartiality and confidentiality of formal and informal information shared by students.

UNIVERSITY OF ILLINOIS AT SPRINGFIELD
Clinical Laboratory Science Program

CURRICULUM

The junior year contains didactic and laboratory course work at UIS. During the senior year, campus courses are complemented with clinical rotation courses offered at the program's clinical affiliate laboratories. Students are assigned to complete clinical course work at two of four sites, including Memorial Medical Center in Springfield, Illinois, Methodist Medical Center in Peoria, Illinois, and Decatur Memorial Hospital or St. Mary's Hospital in Decatur, Illinois. CLT/MLT articulation students complete the clinical courses at St. John's Hospital in Springfield. Following is a typical curriculum plan for transfer students:

Sample Curriculum/Program Guide

First semester, junior year

CHE 322	Laboratory Techniques	1 Hr.
CHE 433	Physiological Chemistry	4 Hrs.
CLS 321	Seminar in Clinical Laboratory Science	2 Hrs.
CLS 447	Medical Mycology, Parasitology, and Virology	4 Hrs.
Global Awareness ECCE		<u>3 Hrs.</u>
		14 Hrs.

Second semester, junior year

CHE 418	Bio-Molecular Laboratory Methods	3 Hrs.
CLS 405	Introduction to Urinalysis	2 Hrs.
CLS 448	Intro to Immunology	4 Hrs.
BIO 347	Medical Bacteriology	4 Hrs.
UNI 301	Speaker series ECCE	<u>1 Hr.</u>
		14 Hrs.

Summer, senior year

CLS 401	Intro to Clinical Chemistry	2 Hrs.
CLS 402	Intro to Hematology	2 Hrs.
CLS 403	Intro to Immunohematology	2 Hrs.
CLS 454	Advanced Concepts in Clinical Chemistry	<u>2 Hrs.</u>
		8 Hrs.

First semester, senior year

CLS 404	Intro to Hemostasis	1 Hr.
CLS 451	Advanced Concepts in Immunohematology	2 Hrs.
CLS 452	Advanced Concepts in Hematology	2 Hrs.
Clinical Rotation Courses (see below)		<u>7 - 10 Hrs.</u>
		12 - 15 Hrs.

Second semester, senior year

CLS 411	ECCE: Health Care Management	3 Hrs.
CLS 456	Clinical Correlations	2 Hrs.
Clinical Rotation Courses (see below)		<u>7 - 10 Hrs.</u>
		12 - 15 Hrs.

Clinical Rotation Courses

Students take the following courses in the fall and spring semesters of their senior year. All of the clinical courses should be completed by the end of the senior year. CLS 421-424 count as ECCE: Experience and ECCE: Elective courses.

CLS 421	Clinical Chemistry Lab	5 Hrs.
CLS 422	Clin. Hematology Lab	4 Hrs.
CLS 423	Clin. Microbiology Lab	4 Hrs.
CLS 424	Clin. Immunohematology Laboratory	3 Hrs.
CLS 431	Special Topics in Clinical Lab Science	<u>1 Hr. (more optional)</u>
		17 Hrs.

Total 59 Hrs (63 with ECCE)

1/23/08

Course descriptions are available from the UIS online catalog, the published UIS Course Descriptions booklet, or the course instructor or program director. Course objectives and applied education (clinical) assignments are available with each course syllabus and materials at the beginning of each course or upon request from the course instructor or program director.

CLT/MLT Articulation

See the program director for information on this option. Certified CLT/MLTs may take abbreviated clinical rotations at St. John's Hospital. The length of time and number of credit hours depends on their proficiency. They take all of the other courses as scheduled.

Variable credit is available in the clinical rotation courses (CLS 421-431) to allow students with CLT/MLT certification to take these courses for less than the full number of hours so they can accelerate through the clinical rotation courses. For these CLT/MLT to CLS articulation students, the minimum number of clinical hours is 1 hour in each clinical rotation course. The number of hours will be decided jointly between the campus and clinical faculty. These students still must earn a minimum of 120 hours in order to graduate.

HONORS IN CLINICAL LABORATORY SCIENCE (Department Honors)

CLS majors with a GPA equal to or greater than 3.25 and one semester in residency at UIS may elect to participate in the CLS honors option. In addition to the CLS program requirements, honors students must:

- maintain a minimum GPA of 3.25 in the CLS program,
- earn a minimum of a B grade each course in the CLS program,
- successfully complete three credits of CLS 400, Applied Research, or CLS 499, Tutorial, and
- present their findings in a formal paper and public presentation.

Students must apply for participation in the honors program to the program director and obtain approval of their faculty research advisor prior to their final semester at UIS. For further information, contact the program director.

2006



CHEMISTRY MINOR

A student majoring in CLS also qualifies for a minor in Chemistry if the student has 16 semester hours of Chemistry courses, including one year of general chemistry, at least one semester of organic chemistry, CHE 322 Lab Techniques, and two upper division CHE courses (CHE 418 and CHE 433). These courses cannot be survey courses.

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
CLINICAL LABORATORY SCIENCE PROGRAM**

COMPETENCY/LEARNING OUTCOMES STATEMENTS

The University of Illinois at Springfield Clinical Laboratory Science Program curriculum is designed to provide a variety of learning experiences that will enable students to develop communication skills, critical thinking skills, and to become responsible, competent, entry-level professionals in clinical laboratory science. Consequently an integral part of each of the following competencies is communication skill development, problem-solving and critical thinking skill development, and integration of the theory and practice of clinical laboratory science.

Upon completion of the UIS CLS Program, graduates should be able to do the following *with entry-level competence*:

- 1 Communicate effectively and inspire confidence in patients, colleagues, members of the health care team, and the public.
- 2 Perform laboratory tests accurately and efficiently, maintaining and troubleshooting commonly used methods and automated instruments.
- 3 Evaluate laboratory test results for correlation with clinical conditions, for suggesting additional testing, and for resolving pre-analytic, analytic, and post-analytic problems.
- 4 Establish, evaluate, and monitor programs of quality management and safety management.
- 5 Apply fundamental principles of management and analyze health care delivery dynamics and regulations as they apply to the medical laboratory
- 6 Apply educational principles and methodologies to teaching/learning situations involving students, colleagues, patients, members of the health care team, and the public.
- 7 Exhibit ethical and professional behavior and commitment to the patient.

Adopted Nov. 2006



UNIVERSITY OF ILLINOIS AT SPRINGFIELD
Clinical Laboratory Science Program

PROFESSIONAL ATTITUDE AND BEHAVIOR

An important aspect of professional development is the development of certain attitudes and behaviors that are considered necessary and appropriate for the efficient, competent and quality performance of duties in the workplace. Following is a list of objectives for professional development for clinical laboratory science students. CLS students will be evaluated based on these objectives in each clinical rotation. The evaluation form is attached.

As it becomes evident that an instructor or coordinator has reservations about a student's professional attitudes or behavior, the instructor or coordinator will notify the UIS program director/chair and discuss this with the student immediately so that the student has a chance to improve. If the problem is serious and/or persists, the student will be counseled by the program director and perhaps UIS Student Services. Hospitals have the contractual right to refuse to educate students who demonstrate behaviors such as, but not limited to, those which are unsafe, disruptive, illegal, or jeopardize patient confidentiality. Without clinical rotations, a student cannot complete the CLS program.

March 2008

Objectives for the Development of Professional Attitudes and Behaviors

1. The student will exhibit professional appearance, attitude and conduct. This objective will be met when the student:
 - a. communicates with instructors, fellow students, nursing staff and patients in a positive manner, including telephone etiquette.
 - b. arrives on time, starts work promptly, does not take unduly long breaks, lets instructors know when leaving the department.
 - c. has a personal appearance which is appropriate for a professional who has patient contact.
 - d. displays a patient-oriented attitude.
 - e. phones in absences prior to 7:00 a.m.
 - f. takes a minimal amount of time off, including sick time.

2. The student will demonstrate an acceptable attitude toward instruction and the instructors. This objective will be met when the student:
 - a. pays attention to instructions so they need be given a minimal number of times.
 - b. asks pertinent questions to clarify points.
 - c. follows accepted protocol without being reminded.
 - d. responds in a positive manner to correction or other constructive criticism.
 - e. follows technical procedures as given by the procedure manual or the instructor, with minimal supervision needed.
 - f. demonstrates a positive attitude about learning the material being taught by completing assignments and asking questions.

3. The student will demonstrate conscientiousness toward the work. This objective will be met when the student:
 - a. completes all assignments, written and practical, on time.
 - b. shows willingness to learn more than the minimum required.
 - c. pursues a logical pattern in identifying the cause of problems.
 - d. follows through with problems encountered or activities initiated.
 - e. maintains an adequate and steady level of quality work throughout the department.
4. The student will exhibit responsibility and initiative towards the work. This objective will be met when the student:
 - a. performs daily assignments without being reminded.
 - b. keeps the work area clean.
 - c. puts reagents and specimens away when finished testing.
 - d. notices things to be done and does them without prompting.
 - e. works without dependence on fellow student's assistance for directions, explanations, problems, etc.
 - f. demonstrates confidence in abilities to perform commensurate with the student experience.
5. The student will be aware that accuracy and good judgment in the work is critical. This objective will be met when the student:
 - a. repeats questionable tests without prompting.
 - b. does not accept standards or controls which are out of predetermined limits.
 - c. identifies patients and specimens in the accepted manner.
 - d. records results on worksheets, report forms and in the computer without error.
 - e. uses appropriate technique in performing laboratory tests.
 - f. recognizes and attempts to solve problems.
6. The student will be aware that honesty and integrity in the work is critical. This objective will be met when the student:
 - a. identifies errors and follows through to rectify the error.
 - b. does not make excuses or cover up for mistakes which are made.
7. The student will demonstrate efficiency and organization. This objective will be met when the student:
 - a. consistently attempts to organize work efficiently.
 - b. completes assigned work in the average amount of time required by a student.
 - c. performs more than one task at a time without error.
 - d. can perform procedures, *after* the first time, with ease, accuracy and minimal assistance.
8. The student will be aware of the proper care of equipment and the work area. This objective will be met when the student:
 - a. leaves equipment and working area clean and in good order.
 - b. performs routine maintenance on instruments.
 - c. requests assistance from the instructor when repairs and/or maintenance are beyond knowledge.
 - d. follows instructions in operating equipment and handles it with care.

9. The student will demonstrate an interest in the work. This objective will be met when the student:
 - a. shows an interest in investigating abnormal or unusual results, correlating them with other patient data, and performing further work to confirm the results.
 - b. realizes the importance of "normal" as well as abnormal results.

10. The student will exhibit professional, ethical behavior. This objective will be met when the student:
 - a. treats laboratory data and other patient information confidentially.
 - b. does own work.
 - c. complies with the university, hospital, and laboratory regulations.
 - d. recognizes ethical decisions made by laboratorians.

11. The student will appreciate the collaborative, interdisciplinary, and diverse nature of healthcare. This objective will be met when the student:
 - a. treats all people, especially patients, respectfully and without regard to illness, race, religion, sexual preference, socioeconomic status or any other criteria.
 - b. helps patients and staff when a need arises.
 - c. observes interactions between lab departments and between the lab and other hospital departments, recognizes the contributions of all healthcare professions to patient care.

12. The student will demonstrate proper phone use. This objective will be met when the student:
 - a. properly identifies themselves.
 - b. writes down messages accurately and notifies the appropriate person.
 - c. calls critical values appropriately, including "read back" and documentation.

Revised 9/2007

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD – CLINICAL LABORATORY SCIENCE PROGRAM
PROFESSIONAL ATTITUDES AND BEHAVIORS EVALUATION FORM**

Name: _____ **Course/Dept.** _____

Please objectively evaluate the student on the competencies listed below using the following scale:

2 = Acceptable 1= Acceptable with Reservations 0 = Not Acceptable

NOTE: a rating of 1 or 0 requires an explanatory comment.

	2	1	0	Comments
1. Exhibits professional appearance, attitude and conduct by:				
a. communicating positively and productively.				
b. arriving on time, starting work promptly, not taking unduly long breaks, letting instructors know when leaving the department.				
c. exhibiting a professional appearance (i.e. neat, clean, adheres to dress code).				
d. displaying a patient-oriented attitude.				
e. phoning in absences prior to 7 a.m.				
f. requesting minimal amount of time off, including sick time.				
2. Demonstrates an acceptable attitude towards instruction and the instructors by:				
a. paying attention to instructions so they need to be given a minimal number of times.				
b. asking pertinent questions to clarify points.				
c. following accepted protocol without being reminded.				
d. responding in a positive manner to correction or other constructive criticism.				
e. following technical procedures as outlined by the procedure manual or the instructor, with minimal supervision needed.				
f. demonstrating a positive attitude about learning (i.e. completes assignments, asks questions).				
3. Demonstrates conscientiousness by:				
a. completing all assignments on time.				
b. showing a willingness to learn more than the minimum required.				
c. pursuing a logical pattern in identifying the cause of problems.				
d. following through with problems encountered or activities initiated				
e. maintaining an adequate and steady level of quality of work throughout the course/rotation.				
4. Exhibits responsibility and initiative by:				
a. performing daily assignments without being reminded.				
b. keeping the work area clean.				
c. putting reagents and specimens away when finished with testing.				
d. noticing things to be done and doing them without prompting.				

e. working independently.				
f. demonstrating confidence in ability to perform assigned tasks.				
5. Demonstrates accuracy and judgment by:	2	1	0	Comments
a. repeating questionable tests without prompting.				
b. not accepting standards or controls which are out of predetermined limits.				
c. identifying patients and specimens in the accepted manner.				
d. recording results without error.				
e. using appropriate technique in performing laboratory tests.				
f. recognizing and attempting to resolve problems.				
6. Demonstrates honesty and integrity by:				
a. identifying errors and following through to rectify the error.				
b. not making excuses or "covering up" for mistakes.				

7. Demonstrates efficiency and organization by:				
a. consistently attempting to organize work efficiently.				
b. completing assigned work in the average amount of time required by a student.				
c. performing more than one task at a time without error.				
d. performing procedures with ease, accuracy and minimal assistance.				
8. Demonstrates proper care of equipment and the work area by:				
a. leaving equipment and working area clean and in good order.				
b. performing routine maintenance on instruments.				
c. requesting assistance from instructor when repairs and/or maintenance are beyond knowledge.				
d. following instructions in operating equipment and handling it with care.				
9. Demonstrates interest and initiative by:				
a. showing an interest in investigating abnormal results, correlating with other patient data, and performing work to confirm the results.				
b. realizing the importance of "normal" as well as abnormal results.				
10. Demonstrates ethical behavior by:				
a. treating laboratory data and other patient information confidentially.				
b. doing own work.				
c. complying with university, hospital, and laboratory regulations.				
d. recognizing ethical decisions made by laboratorians				
11. The student will appreciate the collaborative, interdisciplinary, and diverse nature of healthcare. This objective will be met when the student:				
a. treats all people, especially patients, respectfully and without regard to illness, race, religion, sexual preference, socioeconomic status or any other criteria.				

b. helps patients and staff when a need arises.				
c. observes interactions between lab departments and between the lab and other hospital departments, recognizing the contributions of all healthcare professions to patient care.				
12. Demonstrates proper phone use by:				
a. properly identifying themselves.				
b. writing down messages.				
c. calling critical values appropriately, including "read back" and documentation.				

Comments:

Course /Dept.

Date:

 Evaluator's signature

 Student's signature

**UNIVERSITY OF ILLINOIS AT SPRINGFIELD
AT SPRINGFIELD**

CLINICAL LABORATORY SCIENCE PROGRAM

ACADEMIC STANDARDS POLICY

Clinical Laboratory Science students are required to maintain a grade of C or better in all required courses. If a student receives a grade lower than a C, she/he must petition the Program Committee for permission to repeat the course. The repeat should occur at the next time the course is regularly scheduled; or, for a clinical course, at a time mutually acceptable to the clinical affiliate and the Program Committee.

If a student fails to receive a C or better in any two required courses, or receives a grade lower than a C in any required course two times, she/he will be removed from the Program. The student may appeal through the University appeals process, but the Program will oppose readmission.

NONACADEMIC STANDARDS POLICY

Infractions of UIS, CLS, or clinical site rules, regulation, policies, or other disruptive or illegal behavior will result in counseling with the appropriate faculty or administration and may result in sanctions as covered in the UIS Student Handbook, found at www.uis.edu/studentaffairs/handbook/ under "Campus Policies."

Multiple infractions, even if they are unrelated to each other, are evidence of unprofessional behavior and will be documented for potential sanctions. Rotation policies are covered on p. 25-28 of this handbook. Sanctions may be appealed through the Grievance policy outlined on p. 32.



UNIVERSITY OF ILLINOIS AT SPRINGFIELD
CLINICAL LABORATORY SCIENCE PROGRAM

POLICY ON STUDENT WORK

Students in the UIS Clinical Laboratory Science Program are to have the status of learner and may not render services for patient care beyond the realm of the educational value. Students may be employed **outside** of regularly scheduled class time and should be appropriately compensated. If a student feels he/she is being used to provide patient service, he/she should report this immediately to the Clinical Educational Coordinator and to the CLS Program Director.

After demonstrating proficiency, students may be permitted to perform procedures under qualified supervision for purposed of practice but not as a replacement for lab staff. **Students may not release, verify, or turn out lab results on their own.**

POLICY FOR REPEATING COURSES

Clinical Laboratory Science students who desire to repeat a required course for any reason must register for the course for credit. A student who desires to repeat a course or courses must consult with his or her advisor prior to registration.

Adopted 10/28/91

POLICY ON ATTENDANCE AT STATE CONFERENCE

All students in the CLS program, juniors and seniors, are expected to attend the Illinois State Conference in April. CLS Club fund-raisers should cover most, if not all, of the expenses if the student participates in the fund raising activities. Students are expected to dress and act professionally, attending Student Bowl plus a minimum number of scientific sessions. Students who cannot attend will be expected to turn in an alternative assignment.

Adopted 4/14/06

UIS STUDENT CODES AND RIGHTS POLICIES*

Student codes and rights policies are in the UIS Student Handbook, found online at <http://www.uis.edu/studentaffairs/policies/documents/grievance.html>.

The University of Illinois at Springfield exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general improvement of society. The Campus community has a responsibility to provide for its members those privileges, opportunities, and protections that best promote the pursuit of these goals. Free inquiry, free expression, and free association are indispensable to this effort. As members of the academic community, students should be encouraged to develop a capacity for critical thinking and to engage in a sustained and independent search for truth.

The regulations, procedures, and sanctions contained in the Student Disciplinary Code and Student Grievance Code are designed to provide and maintain an environment conducive to the education of students and the protection of their individual and community rights. The Codes should be interpreted in accordance with these principles, keeping in mind that technical compliance is less important than fairness.

The Disciplinary Code and the Grievance Code provide generally parallel procedures for the resolution of disciplinary charges and student grievances by a panel of the Student Hearing Board. The Disciplinary Code applies when UIS proposes to discipline a student for an alleged violation of UIS rules as specified in the Code or in other campus policies.

The Grievance Code applies when a student files a grievance against another member of the campus community concerning a nondisciplinary decision or practice; these include both academic actions (e.g., academic probation or suspension) and non-academic actions (e.g., housing disputes, student employment, allegations of censorship). Each Code includes an appeals procedure.

Proscribed Conduct

The following categories of conduct are specifically prohibited and may form the basis for disciplinary action:

- A. Violence, the threat of violence, harassment, or intimidation directed against another person or persons.
- B. The intentional obstruction or interference with any person's right to attend or participate in any campus function.
- C. Hazing.
- D. Unreasonable obstruction or disruption of teaching or other campus activities.
- E. Unauthorized possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons on campus property in contravention of federal, state, or local law or university regulations.

*From the UIS Online Student Handbook accessed 3/10/08

- F. Trespass, intentional property damage, or theft.
- G. Use, possession or distribution of alcoholic beverages by or to underage persons or controlled substances on campus property in violation of federal, state, or local law or Campus regulation.
- H. Intentionally entering false fire alarms or bomb threats; tampering with fire extinguishers, alarms or safety equipment; refusing to follow directions to evacuate a building as directed during any emergency condition.
- I. Academic cheating or plagiarism.
- J. Forgery, alteration or misuse of UIS documents, records, or identification.
- K. Unauthorized use of UIS' name, finances, materials, facilities and supplies (including stationery bearing UIS letterhead.)
- L. Interference or attempted interference with the administration of this Code, such as the initiation of a grievance or complaint knowing that the charge was false, intimidation or bribery of hearing participants, acceptance of bribes, dishonesty or disruption of proceedings and hearings.
- M. Acts in violation of Board of Trustees and/or UIS policies, regulations or rules. These include, but are not limited to:
 - 1. Human Rights Policy
 - 2. Sexual Harassment Policy
 - 3. Alcoholic Beverages Policy
 - 4. Drug-Free Workplace Policy
 - 5. Student Housing Policy
 - 6. Student Employment Policy
 - 7. Parking Regulations.

CLINICAL ROTATION ASSIGNMENT

The CLS Program at UIS is a NAACLS accredited CLS/MT program and includes the clinical rotations. Some universities have Clinical Laboratory Science or Medical Technology majors but the students must then find accredited programs to finish their degrees.

In the summer of the senior year, students will be asked to rank their preferences of clinical sites at which they would like to do rotations. All students must attend two sites. We feel that this is an advantage of the UIS program and makes our students more marketable as a graduate. Students will be able to see how things are done at different hospital labs and they will see different instrumentation and laboratory information systems. If not enough people volunteer for each site, then the students will be asked to work it out themselves. If there is still no agreement, then the assignments will be made by random selection.

In the unlikely event that there are more students than clinical rotation spots, the students with the best **GPAs** in courses in the CLS program will get clinical rotations first. Any student who does not get a clinical rotation will complete his/her rotations as soon as they become available. This would probably involve summer rotations with completion before Christmas. This has NEVER happened at UIS and we are committed to finding new clinical rotation sites in the event that a site became unavailable.

Adopted 11/2007

CLS CLINICAL ROTATION POLICIES

Approach the clinical rotation courses as if you are a hospital employee. The number one priority is patient care. Generally, the hospital laboratories expect students to obey all employee regulations.

Orientation to each clinical facility will be done on Fridays in September. Students are expected to attend orientations for the facilities in which they will do rotations. Dates and times of these orientations will be provided by September 1. They last from a few hours to a whole day. Students are responsible for transportation to the clinical sites. See “Student Support Fund” below.

During these orientations, the education coordinator will give you a tour of the lab and the hospital. You may have your picture taken for a name badge. You will need to provide your name, address, phone number, social security number, and car license plate number. They will have you do orientation units on such things as HIPAA/confidentiality and safety. They will provide contact information for the education coordinators and departments.

Dress codes for the hospitals are similar. All apparel is to be neat and clean. Good personal hygiene is also expected. Shoes must be close-toed and worn with stockings or socks. Earrings should not be dangling and hair should be pulled back. Please do not reveal any piercings or tattoos except for pierced ears. Many of the laboratory staff wear scrubs, however the scrubs should not have any logos, sayings, or inappropriate designs. Blue jeans are forbidden at all hospitals. You may use a lab coat of your own when you leave the lab (especially at Methodist), but this is not required. Lab coats worn in the lab will be provided.

Attendance is expected. See the Rotation Attendance Policy which follows. At Memorial Medical Center, there is a brief evening rotation in chemistry for you to see some special assays. You will know when these evenings are scheduled well in advance.

Students are expected to be **attentive and prepared**. Look on the schedule to see what you will be doing and review your campus notes. Read the procedure manual, it not only has what to do but also things to look out for and implications of the results. Of course, the techs’ first responsibility is to the patients. Be sensitive to their workload, help where you can and get out of the way when appropriate. It is good to stand back and observe when an instrument “goes down” or when things are busy so that you can see what steps the techs take and how they problem-solve. Occasionally you may be asked to go study if things are too crazy. However, if this happens frequently and to the detriment of your learning, please discuss this with the coordinator and the UIS faculty for your department.

Flexibility by students is appreciated. Within your assigned time at a particular hospital, the education coordinator may rearrange your schedule. The program director should be notified of changes that are made. The changes should not compromise your education and are usually done so that you can get better instruction at the bench. Most rotations are done independently; rarely will you have a partner who is doing the exact same rotation.

Complaints and special requests should be addressed with the education coordinator first. The coordinator's job is to facilitate your learning. We expect that students will act professionally and not complain or gossip with students at other facilities. If you are not satisfied with the response of the education coordinator, feel free to email or call the UIS faculty for your rotation or the program director.

Students will be keeping a **daily journal** of their rotation experiences. The journal should include what procedures and instruments you do/work with every day, what people you had contact with, and a weekly reflection on what you learned that week about health care (engaged citizenship topics such as the roles of personnel in other lab and hospital departments, needs of patients and families, diversity of patients and professionals, etc.). As the rotations progress, journals should reflect personal growth and insight. See the following section on Journals.

Grading of exams and practicals is done by the clinical faculty/staff and submitted at the end of the rotation to the UIS faculty. During the rotation, the education coordinator and the faculty are in touch about your progress. UIS faculty submit the grades to UIS. If a rotation is not finished by the end of fall semester, a grade of DFR (deferred) is submitted and later changed to a letter grade. Sometimes scholarship or financial aid sources need a letter stating that you are in good standing; contact the CLS chair if you need such a letter.

Grades for all rotation courses are calculated using 50% didactic exam score average and 50% practical exam average. Practical exams may include unknowns, "real" work, artificial scenarios/practicals, or written scenarios and questions. The grading scale for the courses is:

- A = 92-100%
- B = 84-91%
- C = 75-83%
- D = 66-74%
- F = 65% or below

As students, you will have access to **patient information** for teaching/learning purposes. This must be kept STRICTLY confidential. Each site will cover such policies with you at their orientation. Also note that no information can be published, even without names, without the hospital's permission and perhaps also the patient's permission.

ROTATION ATTENDANCE POLICY

Attendance is expected. Treat the rotations as if they are your job. The hospitals are looking to see if they would want to hire you and hopefully they will give you references. You will find that you cannot afford to miss days in the rotations. If you are sick or you must be absent during clinical hours, you are expected to notify the Education Coordinator and your supervising teaching tech as soon as possible. If you wake up ill, please call ASAP, at least an hour before you were to report. If there is snow or ice on the roads, you are expected to make an effort to get to the hospital but use your best judgment. There are no “snow days” built into the schedule. The Education Coordinator and the department instructors will decide whether you need to make up time missed due to illness or weather. Because other students are scheduled for rotations, extensive illness may necessitate coming back at a later date to finish the rotation.

You are expected to be at the clinical site for eight hours or until released by the clinical instructor AND the Education Coordinator. Your lunch break and morning and afternoon breaks are usually taken when your clinical instructors take their breaks. You may or may not have time available to “study” during the day; it depends on the department and your learning activities for the day. The hours are around 7 AM – 3:30 PM, but they may vary. You may be expected to come in as early as 5 AM on some days to observe instrument set-up. At Memorial Medical Center, there is a brief evening rotation in chemistry for you to see some special assays. You will know when these evenings are scheduled well in advance; the objective(s) for this experience are provided.

Any student who fails to follow the proper call-in procedure or fails to make appropriate prior arrangements for known absences will receive an unexcused absence which will result in time that must be made up within two weeks of the absence if possible. Failure to make up the time may result in a grade of incomplete for the rotation. On the third unexcused absence, the disciplinary process below will begin. This process will be documented in your permanent CLS file.

Attendance records are maintained daily by way of your electronic journal. A clinical site may also have you sign an attendance log. Each student is responsible for submitting the daily journal and, if required by the clinical site, marking the attendance log. These are official records. Falsification of records is grounds for nonacademic disciplinary action up to and including dismissal from the clinical site and/or dismissal from the CLS program.

Tardiness is defined as being fifteen or more minutes late. This does NOT mean you are allowed to come in at 7:15 every day. You should be at 7:00 with lab coat on ready to go. Remember, the techs also fill out affective evaluations on you and arriving at 7:14 every day would indicate lack of responsibility and poor attitude. Students will be allowed three unexcused incidents of tardiness (as determined by the Education Coordinator). Any incident thereafter will be made up at the end of the day. Students with excessive absenteeism (3) and/or tardiness (4) are subject to disciplinary action. These policies also hold true for leaving without permission or for excessive periods of time during the day or at the end of the day as determined by the Education Coordinator.

Disciplinary Action

Students who accept a position in the UIS Clinical Laboratory Science agree to conduct themselves in accordance with the policies and rules of the university, the CLS program and the hospital sites as outlined on the university web site, the CLS Student Handbook, and orientation at each clinical site. Failure to comply with these policies and procedures will result in disciplinary action. There are three types of formal disciplinary action which the Program Director can take based on the nature and severity of the offense. Disciplinary action may also begin at any of the following levels and progress to the next level for repeat offenses:

1. oral warning;
2. written warning;
3. dismissal from the program.

Remember that the clinical sites have the right to refuse to continue a clinical rotation for any reason and do not need to follow these steps, although we urge them to follow this process.

We believe students must demonstrate by their actions, professional fitness for laboratory practice. The Program Director reserves the right to require at any time for just cause, the withdrawal of students whose attitude, conduct, health, attendance, scholastic record, or clinical experience makes it evident that they should not continue in the program. Professional attitudes and conduct expectations are defined in the CLS Student Handbook and reviewed with students during CLS 321 and clinical rotation orientation.

10/3/08

ROTATION JOURNALS

Students in CLS 421, CLS 422, CLS 423, CLS 424, and CLS 431 are expected to keep **DAILY** journals while they are in these clinical rotations. These journals should be written and submitted electronically daily to the UIS faculty and CC'd to the education coordinator and the program director (Linda) for the course in the following manner:

CLS 421	Clinical Chemistry (5)	Dr. Gade
CLS 422	Clinical Hematology (4)	Linda McCown
CLS 423	Clinical Microbiology (4)	Dr. Gade
CLS 424	Immunohematology (3)	Linda McCown
CLS 431	phleb, flow/molecular/histo (1)	Linda McCown

The daily journals are to contain:

- 1) attendance (on time, tardy, left early at xx:xx pm, absent)
- 2) what you learned (what instrument/procedure, what did you learn about it today)
- 3) who did you interact with today (department staff, students, other departments, nursing staff, patients/visitors, etc.)

In addition, on a **WEEKLY** basis they must include reflection about one of the following topics. This will be due on Sunday (by midnight) but can be submitted earlier. Each rotation must address the number of topics as there are credit hours (in parentheses above). In CLS 424, for example, 3+ topics must be covered.

- 1) How you feel about the rotation – not just good or bad, but a reflection about your emotions
- 2) The collaborative, interdisciplinary, and diverse nature of health care.
- 3) Laboratorian's responsibility, involvement, leadership, and respect for their professional community and the community at large.
- 4) Open-minded and ethical decision-making and action in health care.
- 5) Challenges in health care related to economic, political, or other systems and the possibilities and limitations of social change regarding health care.
- 6) Teamwork you have observed in the lab and in the hospital, how the team works, how well it works.

For example, for the first week you may discuss ethical decision making, and the second week you may discuss how you are feeling, and the third week you may discuss diversity and how you are feeling. You may decide that Friday lunch time is a good time to do this.

These journals are to help you get more out of the clinical rotations. They also give the faculty immediate feedback on your experiences. Faculty will respond to the journal entries if they see a concern, but they will not respond on a regular basis. If you want an immediate response, please put "RSVP" in the subject line.

When you start another rotation, the questions may seem redundant to you, but for each rotation that you experience, you are expected to reflect on a **deeper** level.

A good-faith effort is expected on your part. We understand that you may miss a day occasionally. In this case we expect that you turn in two reports the next day (they can be in the same email). If the quality and/or quantity of the reports are poor, you will be asked to write a paper on the above topics before a grade will be posted for the rotation. The paper must be as many pages long as the rotation's credit hours.

ENHANCEMENT EXPERIENCES

Enhancement experiences may be arranged at times when students do not have other learning assignments to complete. This can be done for credit (part of CLS 431) or not for credit. Observation of alternative CLS practice might include spending time in departments outside the routine laboratory, such as the histology lab, respiratory therapy, nuclear medicine, or autopsy service. Other possibilities might be non-hospital experiences such as spending time in a public health lab, crime lab, water testing or environmental lab, medical research lab, or pharmaceuticals lab. These can be arranged by the Education Coordinator, the medical advisor, the UIS faculty, or by you (with permission).

Service learning is also possible as a part of CLS 431. This refers to purposeful civic learning through experiences that provide service to the community. One example would be learning the challenges of providing laboratory services in a community health center by helping at a diabetes clinic or an AIDS clinic. Of course, you may also volunteer without receiving credit. You are encouraged to let the university keep track of your volunteer hours. You can obtain good references and even student awards which look good on applications for jobs, medical school, or grad school.

If you are interested in doing enhancement or service learning for credit, see the program chair prior to the semester in which you would like to do it.



LEADERSHIP AND SERVICE OPPORTUNITIES

The UIS CLS Program prides itself on providing opportunities for students to have involvement in professional and university activities. These activities are an excellent way to “give back” and are good additions to a student’s resume. Students can participate as members and officers of the CLS Club and many other clubs on campus. The CLS Club allows for CLS majors and other interested students to meet together for social, educational, service, and fund-raising activities.

Students are encouraged to be members in a professional organization. Several UIS students have been officers in the Student Forum of the American Society for Clinical Laboratory Science in Illinois (ASCLS-IL) and others have been involved with the local Springfield-Southern branch. The national website is www.ascls.org; the state website is www.ascls-il.org. You may also wish to join the American Society for Clinical Pathology (www.ascp.org). Both organizations have some student scholarships.

There are also opportunities to represent the CLS majors on the CLS Advisory Committee and many College of Liberal Arts and Science and University committees include student representatives.

ACADEMIC INTEGRITY POLICY

Spring, 2008, the Faculty Senate passed an Academic Integrity Policy which becomes effective for Fall, 2008. Students are urged to read this policy in its entirety. Violations listed in the policy include:

1. **PLAGIARISM**
Plagiarism is copying the work of another but allowing the reader to think that the work is yours. Examples include copying another student's paper, buying a paper on-line, and relying upon and citing a source identified in another source which you have not actually read yourself. It includes both paraphrasing the thoughts and words of others and taking quotes from others without attributing them to the actual source. See other examples in the Policy. Any instance of plagiarism will result in an "F" on the paper, could result in an "F" in the course, dismissal from the department and from the university.
2. **CHEATING**
Misrepresenting or providing false information in any matter of academic achievement or work is cheating. See the examples in the Policy. This includes such behaviors as using unauthorized materials or people to help you and signing someone else's assignment or attendance record.
3. **MISREPRESENTATION OF ACADEMIC EXPERIENCES, ABILITY, OR EFFORT**
See the Policy. Examples include misrepresentation on your application, submission of the same work in two courses, and failure to disclose information that would lead to knowledge about a criminal conviction.
4. **ACADEMIC INTERFERENCE**
You must respect the work of others, not hinder others, or give unfair advantage to others, such as copying or passing on information about exams.
5. **UNAUTHORIZED ACCESS TO ACADEMIC RECORDS OR SYSTEMS**
6. **FACILITATING VIOLATIONS OF ACADEMIC INTEGRITY**

Sanctions may include a failing grade for the assignment/exam/lab, a failing grade for the course (even if the grade has already been posted), or dismissal from the CLS program. Through the Hearing Panel, a student may be placed on suspension or even dismissed from the university.

More than one instance of documented academic dishonesty will result in dismissal from the CLS program after the program director has reviewed the documentation. Clinical laboratory scientists often report lab results without any supervision. They must be scrupulously honest.

COMPLAINT, GRIEVANCE, AND APPEALS POLICY (ACADEMIC & NONACADEMIC)

The CLS Program is committed to improvement. Part of this commitment includes taking student complaints seriously. Students may approach any faculty member informally with complaints about concerns that affect them personally or corporately. Complaints may also be submitted in writing to the Program Director and may be anonymous. Students also have a representative on the CLS Advisory Committee who may bring complaints and suggestions to this forum.

Prior to initiating a formal grievance, CLS students are encouraged to attempt to resolve matters informally through discussion between the involved parties, whether it is a concern about a grade or a nonacademic issue. The CLS Program Director and/or the Clinical Education Coordinator may facilitate this process. If the grievance involves the CLS Program Director, the Director of the Science Division and/or the Dean of the College of Letters, Arts, and Sciences may be called upon to facilitate the informal resolution process. If informal resolution fails or if the student wishes to forego informal resolution, the formal grievance process may be initiated.

The UIS Clinical Laboratory Science Program Student Grievance Policy is based on the *UIS Student Grievance Code* which addresses both academic and nonacademic grievances.. CLS Students are referred to the *Student Grievance Code* <http://www.uis.edu/studentaffairs/policies/documents/grievance.html> for a complete description of applicability, initiation of proceedings, grievance process, and the Student Hearing Board.

The *Grievance Code* contains appeals procedures.

Revised March, 2001, April 2008

REGISTRATION, COSTS, REFUNDS

In consultation with their advisor or Program Director, students are responsible for registering for classes each semester. Students are responsible for their own progress toward graduation. Except for MLT articulation students, CLS 421-424 must be taken for their full credit hours.

Students are also responsible for arranging for payment of tuition and fees to UIS. Current tuition and fees, including policies regarding withdrawal and refunds, can be found on the UIS website at <http://www.uis.edu/registration/tuition/index.html>.

CLS STUDENT SUPPORT FUND

Thanks to the former CLS program director, Paula Garrott, a fund has been created to help students with expenses incurred during the program, such as a travel to the clinical sites. Application is made to the program director. The amount of money awarded depends on the amount of money donated to the fund by alumni and friends and how many students apply. In the past, the amount of money awarded has been between \$30 and \$400 per applicant, depending on how far each needs to travel to his/her furthest rotation.

Please remember to return the favor by donating to this fund after you graduate.

SCHOLARSHIPS

The application deadline for scholarships administered by UIS is February 15. There are two scholarships specifically for CLS majors. There are 1-2 Health Scholarships for about \$400-\$600 each. Also, there are 2 Central Illinois Community Blood Center scholarships for around \$1000-\$2500 each, one for a junior and one for a senior. Usually the junior recipient automatically receives it again as a senior.

There are two awards given at Methodist Medical Center to the CLS students in memory of two medical technologists who died tragically in automobile accidents, the REBECCA BAILEY O'BRIEN and PAMELA SUE WINEINGER MEMORIAL AWARDS. Methodist will send the applications to the program director during the winter; the deadline is around March 30-31. The awards will be presented at a luncheon at Methodist, usually in April.

ASCLS has scholarships for undergraduates and minorities, deadline April 1. ASCP administers the Siemens CLS/MT scholarships, deadline November 1. Ask the program director for more details or check the websites of these organizations.

AWARDS

The CLS Program has 3 awards for graduating students. These are presented at the College of Liberal Arts and Sciences awards ceremony and reception the day before graduation. They are selected by the CLS faculty. They include the Program Marshal, CLS Student of the Year, and CLS ECCE Reflection Award. No monetary award accompanies these. Awards may not be selected every year.

The graduates of every program are led through the graduation ceremony by the program marshal, a student chosen for excellence in the major. This person's name is engraved on a plaque which hangs in the hallway outside the CLS student laboratory.

The CLS Student of the Year is a graduating student who embodies the spirit of the CLS program and profession as well as academic excellence. This person's name is also engraved on a plaque which hangs in the hallway outside the CLS student laboratory.

The CLS ECCE (Engaged Citizenship Common Experience) Reflection Award is selected by the program director for depth and/or improvement of the reflective journaling done during the clinical rotations.

LEARNING RESOURCES

There are multiple resources available to assist in your learning process:

Textbooks: Professors expect that students will have access to the required texts. Students who purchase or borrow older editions of texts will be held accountable for the information in the latest edition. As most students keep their clinical texts for study and reference after graduation, we encourage purchase of the most current edition. Study guides are optional.

CLS Review Books: Students are encouraged to use a review book during the program that is divided by subject area, examples are books by Harr, Ciulla & Buescher , or Jarreau . Quick Review Cards (Polansky) are also very helpful if you study by charts or flash cards. The ASCP and NCA online practice exams are recommended at the end of the program when studying for the certification exams.

Library books, journals: The UIS library has current editions of reference books in each of the CLS disciplines but it does not have textbooks. CLS-related journals can be accessed through the library (e.g. *Clinical Chemistry*, *Journal of Clinical Microbiology*, *Clinical Laboratory Science*, *Laboratory Medicine*, and *Transfusion*). A couple of journals are embargoed and cannot be accessed until several months after publication (*Clinical Chemistry* for 1 year, *Journal of Clinical Microbiology* for 4 months). Students have access to the SIU Medical School Library and resources, however some resources can be accessed only at the library itself (downtown Springfield). Quite a variety of resources can be found in faculty offices, including alternative textbooks, review books, slide collections, atlases, and journals. Feel free to ask to see these or browse. Journals and some books are also found in the CLS lab.

Online & audiovisual resources: The CLS Program, through the library, subscribes to an online learning/tutorial site of the University of Washington called Medical Training Solutions (www.medtraining.org). See the Program Director for identification and password. Students may use this web site at home or at the clinical sites and may continue to use it for several months after graduation when studying for the certification exams or orienting to a new job.

The CLS Program also has audiovisual resources in the form of atlases, CDs, DVDs, slide collections and videos for phlebotomy, hematology instrumentation, urinalysis, hematology morphology, and microbiology. Professors will point this out in the appropriate courses. These resources are available during the courses in HSB 338 under the supervision of a CLS faculty member.

GRADUATION

Students are responsible for applying for May graduation at the beginning of spring semester of their senior year. Also students need to watch for the announcement to order caps and gowns – usually in April right around the state meeting. There are only about 3 days to do this, so don't miss it.

BEFORE applying for graduation, students must fill out a graduation contract. Students must write down every course that counts toward the CLS degree and the chemistry minor. It also needs signatures of your advisor, the department chair (program director), and the chemistry chair. Laura has forms in her office, but you will be reminded of this in the spring.

If you have any questions about what you need to graduation, you can run a degree audit using DARS. You can do this yourself or you can get your advisor or program director to do this. For example, it will tell you if you need any general education courses. Let your advisor or program director know immediately if you find anything besides CLS courses missing!

The bachelor's degree is not contingent upon passing external exam of any kind. We do HIGHLY recommend taking the certification exams, however, within a couple months of graduating while the information is the freshest in your brains.

Student records are kept by the university forever. CLS department records such as application and petitions are kept forever in a locked filing cabinet in a locked office. Materials such as exams and evaluations are kept for one semester past graduation.

CERTIFICATION EXAMINATIONS

Students are responsible for applying to take the ASCP Board of Certification Medical Laboratory Scientist examination, including paying the fees and sending transcript(s). The Board of Certification now requires continuing education in order to maintain certification.

Currently there is no licensure for laboratory personnel in Illinois, but some states do have licensure. Most of these states recognize the ASCP BOC certification. If you are interested in employment in California or New York, you are encouraged to check out their requirements as soon as possible. California, for example, requires a course in physics.

Although almost all graduates do pass the exam, we strongly urge graduates to study for the exam. Graduates are encouraged to take the exam within 1-2 months of graduation while the information is still fresh.

EMPLOYMENT

Employers frequently call or send information about jobs to the CLS Program Director who will make this information available on the bulletin board and in class. Many students are offered employment even before they graduate.

If students are employed during the CLS Program, they should make sure that their hours do not overlap with CLS courses or rotations. Attendance is critical to your success in the program and is often part of the course grade. Many students choose to limit their work load in order to maximize the CLS experience and insure success in the CLS profession.

It is wise and courteous to ask a person if they will give you a reference before giving their name as a reference. This includes UIS faculty and hospital staff.

If you are an international student on a student visa and want to work in this country after graduating, be sure to begin the process of obtaining a work visa before October so that you will be eligible to work upon graduation.

BACKGROUND CHECKS

Be aware that some states require background checks and drugs screens of employees and students who have direct patient care. In Illinois, the law is called "Healthcare Workers Background Check Act." Convictions of certain offenses will prohibit employment, but for many offenses it is up to the employer to decide. Details can be found in 225 ILCS 46 which can be found at www.ilga.gov/legislation. This act specifically excludes students. However, clinical facilities can require background checks and drug screens of students if they choose.

At the current time, one of the UIS clinical facilities requires criminal background checks of students and others will probably follow suit in the near future. If you have a felony conviction on your record, please be advised that we may not be able to find clinical rotations for you. Even if we find clinical rotations, you may not be able to be employed in health care. However, there may be jobs in other venues.

Some hospitals are requiring drug testing beginning in January, 2009. If the UIS affiliates require drug testing, there is a possibility that student may have to pay for this (around \$50).