

# **SCHOOL of HEALTH PROFESSIONS**

## **Medical Laboratory Science Program**



***Program Policies, Procedures, and Guidelines***  
**2022 - 2023**

School of Health Professions  
Franciscan Missionaries of Our Lady University  
Baton Rouge, Louisiana 70808

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## WELCOME

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Welcome to the School of Health Professions and the Medical Laboratory Science program! We are delighted that you have chosen to pursue a career in laboratory medicine at Franciscan Missionaries of Our Lady University.

This publication contains information that is relevant to students pursuing the Bachelor's degree in Medical Laboratory Science.

Please take the time to read this document and familiarize yourself with its content. Contained herein are the rules, regulations, policies and procedures that govern your participation in the Medical Laboratory Science program.

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## ORGANIZATION

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The Medical Laboratory Science program is part of the School of Health Professions. In turn, the Schools of Arts and Sciences, the School of Health Professions, and the School of Nursing form Franciscan Missionaries of Our Lady University.

### Administration

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**Tina S. Holland, PhD**  
University President

**Bro. Edward A. Violett, SM, PhD**  
Executive Vice President for Academic Affairs

**Brian Rash, PhD (Present – June 2022)**  
Dean for School of Health Professions

**Sue Davis, MA Ed (Beginning July 2022)**  
Acting Dean for School of Health Professions

### Faculty

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**Deborah Fox, PhD, MT(ASCP)**  
Associate Professor and Medical Laboratory Science Program Director  
e-mail: [deborah.fox@franu.edu](mailto:deborah.fox@franu.edu)  
phone: 526-1727

**Lauren Delaune, BS, MT(ASCP)<sup>CM</sup>**  
Instructor, Medical Laboratory Science  
e-mail: [lauren.delaune@franu.edu](mailto:lauren.delaune@franu.edu)  
phone: 526-1745

### Staff

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**Cristy Aymond, BS, MT(ASCP)**  
Laboratory Assistant, Medical Laboratory Science  
e-mail: [cristy.aymond@franu.edu](mailto:cristy.aymond@franu.edu)  
phone: 526-1974

Academic Support Coordinator  
School of Health Professions (Main Building)  
Phone: 526-1738

**Security**  
Phone: 765-8825

School of Health Professions Fax: 526-1635

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## **MISSION**

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### **SCHOOL of HEALTH PROFESSIONS**

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Educate and form servant leaders who are highly skilled healthcare practitioners and provide a compassionate healing presence in the communities they serve.

### **MEDICAL LABORATORY SCIENCE PROGRAM**

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The mission of the Medical Laboratory Science program of Franciscan Missionaries of Our Lady University is to educate and form highly skilled servant leaders who model professional ethics and exhibit critical thinking skills in order to serve patients by producing quality laboratory test results.

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## ACCREDITATION

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The Medical Laboratory Science program of Franciscan Missionaries of Our Lady University is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). In October of 2017, the MLS program received a certificate for 10 years accreditation. The program will complete the process of re-accreditation during 2027.

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

E-mail: [info@naacsls.org](mailto:info@naacsls.org)

<http://www.naacls.org>

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## CERTIFICATION

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Students successfully completing the Medical Laboratory Science program and graduating with the Bachelor of Science degree are eligible to sit for the Medical Laboratory Scientist (MLS) certifying examination offered by the American Society for Clinical Pathology (ASCP). **Please note that graduation from Franciscan Missionaries of Our Lady University with a B.S. in Medical Laboratory Science is *not* contingent upon passing an external certifying examination.**

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Board of Certification (BOC)  
American Society for Clinical Pathology (ASCP)  
2100 West Harrison Street  
Chicago, Illinois 60612  
TEL: [312] 738-1336  
<http://www.ascp.org>

Examination fee: \$240

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It is recommended that students submit applications for certification examination approximately 6-8 weeks before program graduation and that they take the exam within 1 month of graduation.



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## L I C E N S U R E

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In order to gain employment in a medical laboratory in the state of Louisiana, laboratory professionals must possess a license issued by the Louisiana State Board of Medical Examiners (LSBME). To contact the LSBME, please visit the following web site. Students should submit complete application packets (including criminal background checks and fingerprints) to the LSBME **approximately 3 months** before their intended graduation date.

**Note:** The application process may take 90 days from the time that LSBME receives the **completed** application. Failure to submit application in a timely manner may delay issuance of the student's license, without which they will not begin to work as a medical laboratory scientist/medical technologist.

Louisiana State Board of Medical Examiners  
630 Camp Street  
New Orleans, Louisiana 70130  
TEL: [504] 568-6820

<http://www.lsbme.la.gov/>

1. Instructions for licensure application:

<http://www.lsbme.la.gov/licensure/clinical-laboratory-personnel>

Required Documents/Actions	Estimated Fees
Completed Application Packet	\$65
Certified Birth Certificate or Original Passport	Fees may vary by state
Passport Photograph (optional)	\$13 -\$14
Official Transcripts	None
Notarized Forms	Notary fee
Criminal Background Check and Fingerprints	\$46.25

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## HEALTH PACKET AND I N S U R A N C E

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### Health Packet

All students entering the Medical Laboratory Science program must complete a Health Packet provided by the Director of Campus Health and Safety. This packet is given to the student during the pre-enrollment meeting. This packet requires: a physical examination, proof of immunizations, drug screen testing, CPR certification, TB skin testing, Hepatitis B vaccination series, and criminal background check. Students accepted into the Bachelor's degree program **must complete the criminal background check and the drug screen by the first day of the Summer semester, and the rest of the health packet must be complete by the first day of the Fall semester.** Problems encountered with criminal background checks or positive drug screens *may result in revocation of program acceptance.* Students who have not submitted proof of the second Hepatitis vaccine to the Health and Safety Office by the first day of Fall classes may not be allowed to participate in MLS curriculum courses. Students failing to complete health packets by the assigned due date may be put on non-academic probation. If deadlines are not met by the beginning of the next academic semester the student may be suspended from the MLS program.

Denise Gillespie, RN, BSN, Director  
Campus Health and Safety  
TEL: [225] 526-1755

The student may choose to complete the requirements through the public health unit, a personal physician or other health care practitioner, an employer, Total Occupational Medicine Clinic, or any combination of these. However, the urine drug screen **must** be done at Total Occupational Medicine Clinic since the University pays for this component of the student's health requirements. Our Lady of the Lake Regional Medical Center Employee Health Department **does not** provide services to students unless the student is an employee of OLOLRMC. The required health components are as follows:

1. **Measles Titer Results-** positive Measles antibody IgG titer.
2. **Rubella Titer Results-** positive Rubella IgG antibody titer.
3. **Mumps Titer Results-** positive Mumps antibody IgG, EIA Serum Titer
4. **Meningitis Vaccine or waiver** - One (1) dose of Menomune® (MPSV4) or Menactra (MCV4) preferably at entrance into university. May not be waived by PA and Clinical Lab Students
5. **Tetanus-diphtheria - (a.k.a. Td, DT, DTP, DTaP, Tdap)**  
-Must be within last 10 years and take you through the entire semester for compliancy.  
-If you cannot show proof of vaccination, you must get another Td vaccine.
6. **Hepatitis B** — series of (3) vaccines or positive HBV Surface Antibody Quantitative Titer
7. **Varicella (Chickenpox) Titer Results** –positive Varicella-Zoster Virus Antibody IgG titer as interpreted by lab.
8. **Tuberculosis (TB Skin Test)** – Must be completed within 6 weeks of clinical assignment. The TB test is required to be done annually and it must take you through the entire semester for compliance. \*\*\*If test is positive with 10mm induration or (5mm induration with exposure to person with active TB)-you must be referred to the local Parish Health Unit for chest x-ray and follow up where they will issue medication. **You must bring us written proof from the health unit that you are following TB protocol.** A TB screen will be required annually (contact Health & Safety Office for more details).
9. **Influenza-** Documentation of current flu vaccine
10. **Physical Exam**— All clinical students are required to have physicals done upon entering the program. Your program will issue a health packet containing all necessary forms and those must be completed by a physician, nurse practitioner, or physician assistant.
11. **Drug Screen**-to be completed within one week of clinical assignment by **Total Occupational Medicine Clinic (Baton Rouge)** or Expert Drug Testing (New Orleans). Instructions will be provided in Health Packet.

**\*Note:** For estimated vaccination/health requirement fees, refer to detailed Health and Safety Packet provided during program orientation.

## Health Insurance

All clinical students are strongly advised to carry personal health insurance. If the student does not have health insurance, there are several plans available to Franciscan Missionaries of Our Lady University students. Brochures for these plans are available in the Health and Safety Office.

All students of Franciscan Missionaries of Our Lady University are personally responsible for health care costs associated with any injury sustained while enrolled in clinical courses. Clinical students are at increased risk for injury or illness due to the nature of providing health care services in the clinical or laboratory setting. Health care institutions with whom the university contracts for student clinical experiences require that their protocol for health care be followed in the event a student sustains an injury while in the clinical setting.

Franciscan Missionaries of Our Lady University provides Accident Insurance for all clinical students, which covers accidents occurring while participating in school-related clinical activities. The insurance is underwritten by Combined Insurance Company of America. All clinical students are automatically enrolled in the plan each semester. Clinical students do not need to apply for this coverage.

Effective January 1, 2003, expenses incurred from injuries resulting from such an accident that requires medical care or treatment, and is provided at an emergency room, hospital outpatient department, clinic or doctor's office, will be payable at 100% of the Reasonable and Customary rate up to a maximum of \$5,000 per accident. ***This policy is an excess policy. All benefits under this plan are in excess of any other valid and collectible insurance.***

## Liability Insurance

Franciscan Missionaries of Our Lady University provides students enrolled in clinical practica with professional liability insurance with a minimum \$1,000,000 coverage limit per occurrence and \$3,000,000 per aggregate. Proof of such insurance is provided to the clinical affiliate with contractual agreement, and each renewal thereafter. Effective upon the termination of the agreement, Franciscan Missionaries of Our Lady University procures and maintains, at its expense, "tail" coverage for a period of three (3) years after termination to continue and extend coverage complying with the agreement; provided that, such "tail" shall not be required if the student provides "occurrence" type coverage for the entire term of the agreement. Franciscan Missionaries of Our Lady University's obligation shall survive any termination of the agreement.

## Physician Bills

Students are responsible for payment of any physician/ER bills incurred as a result of injury/illness which occur during clinical hours and are not a direct result of clinical practicum activities. (i.e. needlestick, specimen splash in eye, etc.)

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## **PREGNANCY POLICY**

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It is the responsibility of the pregnant student to voluntarily declare her pregnancy in writing to the Director of Health and Safety and her academic Program Director as soon after conception as possible. With inherent risks of the clinical program in mind, this documentation should include a statement from the student's personal physician stating: a) the student's ability to meet the program's performance standards is not impaired and, b) the student is able to continue in the academic or clinical setting without undue detriment to herself and/or the fetus. This written release by the student's health care provider will be kept in the student's confidential health record in the Office of Health and Safety. Student may choose to continue with her program with the understanding that she is expected to satisfactorily meet the same standards of course and classroom performance as are the other students enrolled in the program as well as adhering to academic policies that apply to all students. For additional information regarding possible accommodations, refer to the FRANU Student Handbook.

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## ORGANIZATIONS and SOCIETIES

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### Medical Laboratory Science Association (MLSA)

#### Purpose Statement

The Medical Laboratory Science Association (MLSA) is a student organization whose purpose is to broaden the career scope of the membership. The organization is founded on the philosophy that membership in student organizations enhances the work ethic and increases life-long learning. In keeping with the mission of Franciscan Missionaries of Our Lady University, the organization is committed to encouraging student members to strive to meet the needs of the community and of fellow students with compassion, understanding, respect, and dignity. Members are encouraged to participate in professional and community activities and to disseminate information about the career of medical laboratory science.

#### Membership

Students currently enrolled in the MLS professional program compose the active membership of the association. Students enrolled in MLSC 1110 and MLSC 1310L are designated as associate members of the association.

#### Officers

MLSA officers are elected once a year. Elected officers include: president, vice president, secretary, and treasurer. These student officers will act to lead the association in fundraising, community service, and profession-specific activities throughout the year. Ms. Lauren DeLaune and Dr. Deborah Fox will serve as faculty advisors for the organization.

**Note:** Only students who are in good academic standing are eligible to serve as an officer. Any student with a previous MLS course grade of less than "C" is ineligible for election/nomination. Any elected officer who earns a course grade of less than "C" will be required to permanently relinquish their officer position.

#### Program Service Hours

Students will expected to complete 3 hours of University service during the first three semesters of the program.

#### Annual Bi-State ASCLS Convention

Active members of the MLSA attend the Louisiana-Mississippi Bi-State ASCLS (American Society of Clinical Laboratory Science) convention each year. They represent Franciscan Missionaries of Our Lady University by participating in the MLS Student Quiz Bowl competition. Participation in quiz bowl is an excellent way to review program content in preparation for the national certification examination. Attendance at this convention allows students to interact with other MLS students, educators, and working professionals from the bi-state area. Attendance also offers students the opportunity to meet potential employers, visit exhibitors, and to participate in educational sessions on a variety of laboratory topics that may help students to prepare for the national certification exam.

All students within the professional program are strongly encouraged to attend the annual convention. If convention dates occur during regularly scheduled class days, course credit will be awarded for participation in the conference. Students attending the convention are required to participate in MLS fundraising activities. Such funds will be used to cover standard convention expenses. Any non-participating student will be given an alternate assignment which requires equal time commitment to that required for convention participation.

## **PACE Certification**

Proof of participation in continuing education activities is required for all students attending convention. (Note: The specific number of hours will be designated by program faculty prior to convention attendance). All students attending convention must submit a PACE certification form providing proof of continuing education hours (CEUs). Completed PACE certification forms must be submitted to the instructor/program director within 5 days of return to class at FRANU.

## **Professional Organizations**

Professional organizations/societies in the field of medical laboratory science include the following: The American Society for Clinical Laboratory Science (ASCLS) and the American Society for Clinical Pathology (ASCP).

### **ASCLS**

The mission of the ASCLS is to promote the profession of medical laboratory science and provide beneficial services to those who practice it. To enable its members to provide quality services for all consumers, the society is committed to the continuous quest for excellence in all its activities, and:

- Promotes high standards of practice in the workplace
- Advocates professional autonomy
- Ensures professional competence
- Supports worthy educational efforts at all levels
- Encourages laboratories in their pursuit of expanded roles and responsibilities
- Enhances the public's understanding and respect for the profession and its practitioners

ASCLS members are almost exclusively medical laboratory science professionals. ASCLS membership is required for all students participating in the Student Quiz Bowl Competition at the Annual Bi-State Convention. Student membership fees are \$30. Upon completion of the professional program, graduates are eligible, for a 12-month period, to renew their membership in this society at a discounted professional rate by renewing as a First Year Professional. All subsequent years of membership renewal will require a professional membership status. Students are strongly encouraged to maintain membership in this association upon graduation and to become actively involved in its activities as he/she develops his/her professional careers.

Membership benefits for full members who maintain a Professional I membership include: continuing education offerings, discounted registration fees at both local and national ASCLS conventions, and the receipt of publications which include: the *Clinical Laboratory Science* journal and the *ASCLS Today* newsletter. Personal services such as credit cards, hotel, and car rental savings, insurance programs, and rebates on real estate commissions are also available. Members also benefit from the networking opportunity made available with local, regional, and state colleagues. Lastly, members are represented by a government affairs team that monitors and influences the laws and regulations that affect the clinical laboratory profession. Students will also benefit from the receipt of the two professional publications as well as be eligible for discounted convention registration rates.

## LSCLS Student Scholarships and Awards

The Joy Holm and Betty Lynn Theriot Memorial Scholarships are awarded annually to students in medical laboratory science by the Louisiana Society for Clinical Laboratory Science. Each scholarship is payable at \$250 per semester for two (2) semesters or \$500.00 for one (1) year in an accredited school of medical laboratory science. For eligibility and application information: <https://www.lscls.org/scholarship>. Scholarship applications are due March 15<sup>th</sup> of each year.

The LSCLS also sponsors a student paper award of \$150 for the best written scholarly papers in each of the following areas: 1) Hematology 2) Microbiology 3) Immunohematology 4) Immunology 5) Chemistry/Clinical Microscopy, or 6) Administration/Education. The deadline for paper submission is March 15<sup>th</sup> of each year. For more information: <https://www.lscls.org/awards>

## ASCP

The mission of the American Society for Clinical Pathology is to provide excellence in education, certification, and advocacy on behalf of patients, pathologists, and laboratory professionals (<http://www.ascp.org/>). ASCP members are pathologists, pathology residents, medical students, and clinical laboratory professionals. Membership benefits are somewhat similar to some of those described for the ASCLS and include: continuing education offerings, online lectures, discounts on ASCP Press publications and educational resources, receipt of the monthly journal entitled *Laboratory Medicine*, a representative voice in government legislation and policy making, as well as personal and professional networking benefits.

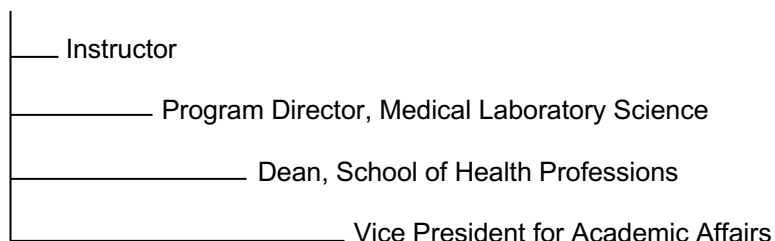
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## COMMUNICATION

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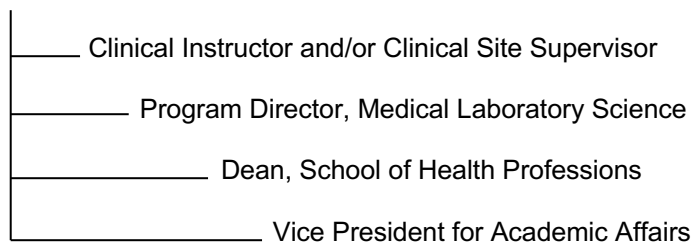
For any questions or problems that arise in the classroom or student laboratory, the student is expected to first consult the instructor in a professional manner. If the instructor is unable to resolve the student's issue, the following channels are to be utilized.

Student



For any questions or problems that arise in the clinical setting, the student is expected to first consult the instructor in a professional manner. If the instructor is unable to resolve the student's issue, the following channels are to be utilized.

Student



Beyond these simple steps for resolving questions and issues as quickly as possible, students should refer to the "Appeals and Grievances" section of this handbook.



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**DISABILITIES STATEMENT**

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If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Student Affairs at 225-526-1620 and scheduling an appointment with the Academic Counselor.

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## **APPEALS and GRIEVANCES**

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The appeals and grievances procedures are located in the Franciscan Missionaries of Our Lady University Catalog/Handbook or are available through the School of Health Professions. Students wishing to file an appeal or grievance should consult the Franciscan Missionaries of Our Lady University Catalog/Student Handbook and follow the procedure described therein.

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## CAREER OPPORTUNITIES

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Franciscan Missionaries of Our Lady University does not guarantee employment upon graduation, but will inform graduating students of available job opportunities in the local area. The following contacts are also available to assist graduates in identifying employment opportunities.

Elite Learning Healthcare Jobs

<https://jobs.elitecme.com/>

American Society for Clinical Laboratory Sciences (ASCLS)

Career Center

<https://careercenter.ascls.org/jobs/>

American Society for Clinical Pathology (ASCP)

Job Finder

<https://careers.ascp.org/jobs>

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## **Family Educational Rights and Privacy Act (FERPA)**

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To comply with the Family Educational Rights and Privacy Act of 1974, commonly called the Buckley Amendment, the administration of Franciscan Missionaries of Our Lady University informs the students of their rights under this act. The law affords students rights of access to educational records and partially protects students from the release and disclosure of those records to third parties. Educational records are those records, files and other materials that contain information directly related to a student's academic progress, financial status, medical condition, etc., and are maintained by the university or a party acting on behalf of the university.

### **Students' Rights to Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Directory Information**

At its discretion, Franciscan Missionaries of Our Lady University may provide “directory information” in accordance with the provisions FERPA. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Franciscan Missionaries of Our Lady University includes the following: student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, enrollment status, degrees, honors and awards received, and the most recent educational agency or institution attended.

Students may block the public disclosure of directory information by notifying the Registrar’s Office in writing. Students are advised to consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for the University not to release any or all of this “directory information;” thus, any future requests for such information from non-institutional persons or organizations will be refused.

The University will honor the student’s request to withhold directory information but cannot assume responsibility to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, the University assumes no liability as a result of honoring instructions that such information be withheld. Although the initial request may be filed at any time, requests for non-disclosure will be honored by the University until removed, in writing, by the student.

### **Student’s Written Consent to Release Educational Records**

Written consent by the student to release educational records to a third party must specify the records to be released and the recipient of such records. Request forms for the release of appropriate records are available in the Registrar’s Office containing educational records.

### **Notification of Parents**

Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the university and after it has been determined that their child is legally their dependent. Franciscan Missionaries of Our Lady University recognizes the importance of support and interest of parents and families of students in all areas of the university program. Students are encouraged to share information about their experience and programs with their families. In keeping with that philosophy, it is not Franciscan Missionaries of Our Lady University’s policy to disclose non-directory information based solely on dependent status. Parents may also acquire non-directory information by obtaining a signed consent from their child. The University may choose to provide non-directory information to parents if it is regarding the student’s use or possession of alcohol or controlled substances

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**Equal Opportunity Policy**

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Age, race, color, gender, religion, disability, marital status, pregnancy status, sexual orientation, national origin, or military status shall have no bearing on the implementation of program policies. All students will be treated equally and fairly and will be offered the same level of academic advising and guidance while in the Medical Laboratory Science program.

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### **Academic Calendar**

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The University academic calendar is published in University publications and on the web page, and depicts scheduled activities and holidays practiced by the University. Arrangement of dates for clinical rotations frequently requires flexibility in or small adjustments to the University calendar. Therefore, due to unique clinical education of the MLS Program, the MLS Program calendar may differ from the University calendar. It is a professional program and may require additional class sessions or clinical experiences in order to meet the requirements of the curriculum. Course or clinical calendars are provided at the beginning of each semester and serve as the projected schedule of the classes and/or clinical dates. If it becomes necessary to make changes in a course/clinical calendar, changes are made at least a week in advance, so that students can adjust their schedules. Every attempt is made to maintain original schedules in order to avoid any inconvenience. It is the responsibility of the student to arrange holidays and vacations around the schedule noted in MLS course/clinical semester calendars. MLS Program students will be provided holidays equitable to other students in the University while in the didactic portion of the curriculum. Students will be notified as soon as possible regarding any required changes to the published calendar.

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### University Closure Policy

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The University President or the appropriate administrative officer will determine whether the situation requires temporary closure of the University. A decision to temporarily close the University is intended to keep students, faculty, staff, and visitors safe by keeping them out of a hazardous area and away from emergency response operations.

Temporary closure means that:

- 1) All campus classes and functions are canceled until further notice.
  - a. *Students will be expected to attend clinical rotations as scheduled even if the University facilities are closed, unless otherwise notified.*
- 2) Only essential personnel (as determined by the University President) should remain on campus during a temporary closure unless they are ordered to leave by local emergency response authorities.

If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented. The Communication Team will assist with communicating these decisions.



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**Credit Hour Formula**

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1 credit hour = a minimum of 15 clock hours of classroom or direct faculty instruction (lecture/theory) and a minimum of two hours of out of class student work per week for a 15 week semester or 4 hours of out of class student work for an 8 week OR a minimum of 45 clock hours of clinical, lab, or practicum.

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## MLS PROGRAM PURPOSE, GOALS, and LEARNING OUTCOMES

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### **Purpose**

The purpose of the Medical Laboratory Science (MLS) program is to provide the community with cognizant and adept scientists capable of competing and excelling in today's progressive job market. Graduates of this program will possess the knowledge and skills necessary to become successful in the MLS profession and will be eligible to take the national certification examination offered by the American Society for Clinical Pathologists (ASCP).

The Medical Laboratory Science (MLS) program prepares graduates to analyze clinical specimens through the use of specialized skills and sophisticated instrumentation. Information from the analysis of specimens provides data critical for patient diagnosis, treatment, prognosis, or disease prevention. Scientists work in hospitals, forensics, public health, industrial/research laboratories, physician offices, and blood banks.

### **Goals**

The goals of the Medical Laboratory Science (MLS) program are to:

1. Admit, retain, and graduate a diverse population of academically qualified students
2. Provide a high quality educational experience which imparts to the students the knowledge and skills necessary to ensure success as a clinical laboratory professional
3. Provide the healthcare community with knowledgeable and skilled entry-level practitioner
4. Promote within the classroom and encourage in the clinical setting the development of: a) Franciscan values as defined by the University mission statement and *Ex Corde Ecclesiae*, and b) professional ethics and conduct according to the standards of the profession and the *Ethical and Religious Directives for Catholic Healthcare Services*

### **Learning Outcomes**

Upon completion of the program, the graduate will be able to:

1. Apply knowledge of basic/advanced laboratory science concepts and theories to the practice of clinical laboratory medicine
2. Evaluate discipline specific case studies, accurately interpreting the results of laboratory testing
3. Competently perform manual and automated laboratory science procedures as an entry level practitioner
4. Demonstrate effective written and oral communication skills within the academic and clinical setting
5. Demonstrate Franciscan values and professional ethics/conduct within the academic and clinical setting

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## GRADING SCALE

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Grades within the professional sequence of courses are based on the 10-point scale as shown below:

A	=	100 – 90	C	=	74 – 70
B+	=	89 – 85	D+	=	69 – 65
B	=	84 – 80	D	=	64 – 60
C+	=	79 – 75	F	=	59 – 0

A letter grade of “A” indicates that the student: goes “above and beyond” basic course requirements; takes initiative in fulfilling course requirements; is eager to learn; shows leadership in class discussions and activities; demonstrates mastery of subject matter; and is prompt and consistent in class attendance.

A letter grade of “B” indicates that the student: completes all assignments in a thorough and timely manner; participates actively in class discussions and activities; demonstrates knowledge of subject matter that is distinctly above the class average; and is prompt and consistent in class attendance.

A letter grade of “C” indicates that the student: completes all assignments in a timely manner; takes part in class discussions and activities; demonstrates adequate knowledge of subject matter on exams; and attends class regularly and is usually on time.

A letter grade of “D” indicates that the student: is inconsistent in turning in class assignments; does not contribute in a positive way to class discussions or activities; demonstrates minimal knowledge of subject matter on exams; and does not attend class regularly and is often late.

A letter grade of “F” indicates that the student: fails to complete class assignments; does not participate in class discussions or activities; demonstrates weak or unsatisfactory knowledge of subject matter on exams; and is frequently absent from class.

4- POINT GRADING SCALE EVALUATION Conversion Table						
SCORE	GRADE			SCORE	GRADE	
4.0	100	A		2.9	79	C+
3.95	98	A		2.8	78	C+
3.9	96	A		2.7	77	C+
3.85	94	A		2.6	76	C+
3.8	92	A		2.5	75	C+
3.75	90	A		2.4	74	C
3.7	89	B+		2.3	73	C
3.65	88	B+		2.2	72	C
3.6	87	B+		2.1	71	C
3.55	86	B+		2.0	70	C
3.5	85	B+		1.9	68	D+
3.4	84	B		1.8	66	D+
3.3	83	B		1.7	64	D
3.2	82	B		1.6	62	D
3.1	81	B		1.5	60	D
3.0	80	B		<1.5	<60	F

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## ADMISSIONS

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Admission decisions to the clinical programs are made in a manner consistent with the Board of Trustees policy on admission and with the “application to selective admissions program” statement, which follows the Board policy in the catalog. The program will look carefully at a number of factors that have been determined generally to be good indicators of success in the program. Although these factors are not absolute “prerequisites” (the Board policy states that “no single factor shall automatically preclude admission”), they are considered carefully in making admission decisions and students are strongly encouraged to plan his/her academic work and other activities with them in mind.

Entrance into the MLS program is competitive, and the academic coursework within the clinical program itself is very demanding. The prerequisite general education requirements provide a necessary academic foundation. The applicant’s performance in such prerequisite coursework is an indicator of the applicant’s potential for success within the clinical program. Priority is given to applicants who have completed the prerequisite coursework at a level which indicates their potential for success in the program, and who have provided evidence of understanding the demands of the profession.

After acceptance, students must pass a criminal background check and drug screen in order to meet clinical agency requirements, and final program acceptance may be contingent upon background check/drug screen results. Information on the procedure for completing the criminal background check is in the student health packet distributed by the Office of Health and Campus Safety.

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## RETENTION PLAN

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### PURPOSE

- Improve student retention
- Improve student performance in the classroom, student and clinical laboratories, and on national certification examinations

The Medical Laboratory Science (MLS) faculty are committed to following the rules and regulations set forth in this plan.

### PROMPTNESS

*Definition:* Tardy is defined as arriving for class after the scheduled start time. Students who arrive early to class have the opportunity to prepare for the planned activities, orient to the environment, and review previously presented material. Arriving to class on time demonstrates respect for the instructor, and fellow classmates, and improves attention to task and learning. In addition, excessive tardiness can affect the student's academic performance and will not be tolerated.

#### **Actions:**

1. Attendance will be recorded at each scheduled class meeting, laboratory session, and date of clinical attendance. Excessive tardies are defined as more than 2 tardies per lecture/laboratory course or more than 1 tardy per week during a 5-week clinical practicum period.
2. Students are expected to report anticipated tardies to the instructor and program director via e-mail prior to the class start time if circumstances allow.
3. Students who exhibit a pattern of excessive tardiness may receive counseling from the instructor and/or the program director and in extreme circumstances may result in the student's non-academic probation, suspension, or dismissal from the program.

### ATTENDANCE

*Definition:* An absence is defined as the missing of any scheduled class period. Absences may be excused or unexcused. All scheduled class periods (lecture, laboratory, or clinical rotations) are included under this policy.

The MLS program is designed to prepare students for entry-level job competencies. Students with absences will not be adequately prepared to meet minimal competencies.

Excused absences include death in the immediate family, personal illness, illness of a dependent, or those approved by the program director. If an absence is to be considered excused, proper documentation for each excused absence is required immediately upon a student's return to class. The MLS faculty and program director will jointly determine whether questionable absences are to be designated as excused or unexcused.

Absences are subject to the following actions:

**Actions:**

1. Attendance will be recorded at each scheduled class meeting, laboratory session, and date of clinical attendance. Excessive absences are defined as more than 2 absences (excused or unexcused) per lecture or laboratory course or more than 1 absence (excused or unexcused) per 5-week clinical practicum period.
2. Students are expected to report all absences to the instructor and program director via e-mail prior to the class start time. If e-mail is unavailable, phone contact is acceptable. **A 0.5% final course grade reduction will result for each absence that is not reported in this manner.**

Please note: Make-up opportunities for certain missed laboratory sessions/classroom activities may not be available. Students will not be able to earn credit for assigned work missed during a classroom/laboratory session.

3. Students with unexcused absences may receive counseling for each occurrence from the instructor and/or program director. If counseling occurs, A Student Counseling Form will be completed and will become part of the student's permanent record.
4. Students leaving early for reasons not previously approved by the program director will be penalized for an absence.
5. During clinical rotations, any student who has a planned day of absence or needs to leave early must fill out a Leave of Absence form at least 3 days prior to the planned absence. The program director must approve the absence by signing the form in order for the absence to be considered excused.
6. Any clinical practicum absence must be reported to the following instructors/ program faculty:
  - a. Your clinical instructor/supervisor via direct phone call (messages left with the night technologist are unacceptable).
  - b. Dr. Fox via e-mail ([deborah.fox@franu.edu](mailto:deborah.fox@franu.edu)). If e-mail is unavailable, phone contact to Dr. Fox is acceptable (526-1727).

Phone calls and/or e-mail contacts must be made prior to or by the scheduled start time of each clinical attendance date for which the student is to be absent. .

For any absence that is not reported in this manner, a Student Counseling Form will be completed and a 1% final grade deduction will be incurred.

8. **Clinical Make-ups:** Students are required to attend clinical rotations for a total of 40 hrs per week/8 hrs per day. Students will be required to make-up **all** missed clinical time. The format of the make-up is at the discretion of the program director if the student only misses one day during the required clinical rotation period. Any student who misses more than one day during the required clinical rotation period, must make-up all time in the live clinical setting. All make-up sessions *must* be scheduled by contacting the program director. Sundays, or late evening hours are not an option for make-up hours because of accreditation guidelines and staffing issues.

If the amount of clinical time missed exceeds the amount of time available for make-ups, the student will earn a failing grade (course grade = F), requiring the student to repeat the

entire clinical rotation at a later date. The student *will not* be allowed to complete the clinical program or graduate at the intended time.

9. A pattern of excessive absences may result in the student's non-academic probation, suspension or dismissal from the program.

## ASSIGNMENTS

**Definition:** Assignments include all course work other than written and competency examinations. All assignments must be completed by the instructor-assigned deadline.

**Actions:**

1. Assignments received after the assigned deadline will receive a 20% deduction. Late assignments will be accepted for one week after the original due date, except in the case of a program-approved excused absence in which case the deadline will be extended.  
**Note:** Exception to this policy may occur if the instructor reviews the answers to the assignment or provides an answer key on the due date. In such cases, the instructor reserves the right to further reduce the student's score on the assignment. A grade of zero points may be recorded in such instances.

## EXAMINATIONS

**Description:** Both written and competency examinations will be used to evaluate student knowledge and skills. When students fail to demonstrate mastery of the subject material, or fail to demonstrate competency, the faculty will take the following actions.

**Actions:**

1. If a student fails to complete an examination as the result of an unexcused absence, students may not have the opportunity to take a make-up examination. In such cases, the exam grade will be recorded as zero points.
2. If a student fails to complete a unit examination as the result of an excused absence, a make-up examination may be administered with the approval of the program director if the following criteria have been met:
  - a. Faculty must be notified **before** the test is administered.
  - b. Student provides a written doctor's excuse or other explanation acceptable to the program director no later than 2 days after returning to school.
3. Students scoring 65% or below on a written examination may receive academic counseling from the instructor and/or program director. If the instructor/program director cannot provide the necessary assistance, the student will be referred to Student Services for academic counseling.
4. Students achieving less than an 80% on competency examinations (or 70% for specialized/advanced skills or for competencies with a significant cognitive portion) must repeat the examination. After a required period of remediation, students will be allowed to retake the competency exam only one time. Remediation must be scheduled immediately with the instructor. The repeat competency must be taken within two weeks of the original competency date. In order to meet competency, the student must achieve an 80% (70%) upon repeat examination. Repeat competencies may not be in the same format as the original examination. If competency is not achieved upon repeat examination, the student will earn a maximum course grade of "D" for that laboratory/clinical course.

**Note:** The earned grade of academic record for any competency examination will always remain as the student's initial competency score, even after successful repeat examination.

5. Students who are absent for a final examination for excused reasons will be allowed to make-up the examination immediately upon their return to school. Students must adhere to all components of the absence policy in order to be eligible for a make-up examination. The format of the make-up examination is at the discretion of the instructor.
6. **Exam administration policy:**
  - a. Only the following supplies will be allowed at a student's desk during an examination:  
One sheet of blank paper and a writing utensil.  
\*All other materials, including student booksacks, purses, computers, or notebooks must be stored neatly under the student's desk or at another location away from the testing area.
  - b. Exams will be administered through Exam Soft. See Exam Soft system requirements (on the Exam Soft website) for computer specifications.
  - c. Students will not be allowed to leave their seats once the exam has been started. Restroom breaks should be taken before the examination begins. If a student has a question during the exam, he/she should notify the instructor.
  - d. Caps, sunglasses, drinks, and cell phones are not allowed in the testing area.
  - e. Each student must keep his/her eyes on their own computer throughout the examination. Any wandering eyes will be taken by the instructor as a form of academic dishonesty.
  - f. The instructor may place students in assigned seating for face-to-face examinations.
7. **Exam/assignment review policy:**
  - a. All exam reviews will occur through the use of Exam Soft.
  - b. Exam reviews will occur only when an instructor/proctor is present.
  - c. Students will not be allowed to enter or leave the face-to-face or online testing area during an exam review.
  - d. Students have 1 week after an exam/assignment grade has been posted to Moodle or returned to the student in order to discuss any concerns regarding the accuracy/fairness of the grade (see School Grade Appeal Policy for further detail).
  - e. Students may not copy or document any of the information from a quiz, written exam, or competency exam. This is considered academic dishonesty.
  - f. Tests or test items may not be removed from the classroom/office in any format. Sharing any information about a test, either orally or in writing, with any other student is considered academic dishonesty.
8. **Examination Remediation:** Opportunities for remediation of written examinations may be provided at the discretion of the course instructor in consultation with the program director. All students in the program will have equal opportunity to improve performance on written examinations to the minimal competency level if remediation is offered.
9. **Quiz policy:** If given in a face-to-face setting, quizzes will typically be given at the beginning of class. If given online, students will be given a designated time/date or period in which to take the quiz. If a student is tardy for designated quiz time/date(s), make-up quizzes will only be allowed for two tardies per semester for the entire program, not per



course. If the student is tardy for a face-to-face class session, the quiz will be administered during the break-period of the class session. If the student misses an online quiz, the quiz will be rescheduled with the instructor at the earliest opportunity. If a student is absent, make-up quizzes will only be allowed for two excused absences per semester for the entire program, not per course. A valid written excuse is required in order for the absence to be considered excused. Copies of written excuses must be submitted to the program director in-person or by e-mail by 5 pm of the next business day following the absence. Excused absences must be approved by the program director in order for a make-up quiz to be administered. The make-up quiz must be taken with the course instructor on the student's first day of return to the university after the date of absence, regardless of the day of the week.

10. **Consequences of academic dishonesty:** Any instance of academic dishonesty before, during, or after an assignment, quiz, or examination will result in a grade of "0" for the activity and may result in a grade of "F" for the course. Repeated/severe instances of academic dishonesty will result in program dismissal.

## **CLINICAL PERFORMANCE**

1. Students are expected to meet minimal expectations for psychomotor skills and professional behaviors *at all times* while performing the clinical practica.
2. Each clinical facility has the right to "immediately remove from the premises any Participant who poses an immediate threat or danger to personnel or to the quality of medical services or for unprofessional behavior. Facility shall reserve the right to request the University to withdraw or dismiss a Participant from the assigned clinical education experience when his/her clinical performance is unsatisfactory to Facility or his/her behavior, in Facility's discretion, is disruptive or detrimental to the Facility and/or its patients."

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## P R O G R E S S I O N

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In order to progress within the professional sequence of MLS courses, all of the following criteria must be met:

1. The student must maintain continuous full-time enrollment in the prescribed MLS curriculum sequence as defined by the student's program start date.
2. The student must earn a 70% ("C") or better in all MLS curriculum courses.  
**Note: In order to earn a grade of "C" in any MLS laboratory course, an 80% or higher must be earned on all competency examinations as outlined in the retention plan of this handbook.**
3. The student must maintain a 2.0 GPA throughout the program.
4. The student must demonstrate professional behaviors consistent with the: 1) MLS essential functions, 2) Franciscan values as defined by the university mission statement and *Ex Corde Ecclesiae*, and 3) professional ethics and conduct according to the standards of the profession and the *Ethical and Religious Directives for Catholic Healthcare Services*

Progression within the MLS program is reviewed at the end of each academic semester.

This progression policy applies to all tracks/certificates within the MLS program including students in the MLT-MLS Online track and those in the Clinical Microbiology for Medical Laboratory Science Certificate. If a student transfers to a new track or to the certificate, all MLS course failures will transfer to the new track or to the certificate and will count in the evaluation of the student's progression within the new track or in the certificate. If a student is suspended from an MLS track or the certificate and is re-admitted to any MLS track or the certificate, the student will be on probation within the new MLS track or certificate and all progression policies will continue to apply within their new track/certificate. Once a student is dismissed from any MLS track or the certificate, they are not eligible for application to any other MLS track or certificate within the MLS program.

### Progression Status

**In Good Standing:** To be considered in good academic standing, a student must have a 2.0 overall GPA and a "C" or better in all MLS degree coursework.

**Probation:** Probation provides a warning for a student whose academic work or professional conduct is unsatisfactory. The student will receive formal written warning that the work/conduct is in violation of MLS program and/or University policies. The formal written warning will provide a framework in which the student can retake failed coursework or redeem undesirable conduct over a specified period of time.

A student is placed on academic probation if he/she fails to earn a "C" or better in or withdraws from *one* MLS curriculum courses or outstanding Arts and Science course.

**Suspension:** Suspension designates a time period whereby the student is not eligible to enroll in courses due to his/her unsatisfactory academic work or professional conduct. In order to progress, a student who has been suspended must seek re-admission to the MLS program. The student will be evaluated in accordance with the published program admission criteria. Re-admission to the program is, however, not guaranteed. In the case that the student is re-admitted to the program, the student will be required to develop a written plan of action for achieving academic success under the supervision of program faculty.

A student is placed on academic suspension if he/she fails to earn a "C" or better in or withdraws from *two* MLS curriculum courses and/or outstanding Arts and Science courses.

**Actions for Academic Probation and Suspension:** Students who have been placed on academic probation or who are re-admitted after a program suspension or awarded dismissal appeal will remain on probation until he/she earns a grade of "C" in the required course.

- a. The failed course must be retaken during the next academic offering.
- b. A failed MLS course may be repeated only once for program credit.
- c. Failure of a MLS course a second time will result in program dismissal.
- d. Students must demonstrate competency in all previously learned clinical, laboratory, and academic skills/knowledge during each academic semester they are on probation. The student may meet this requirement by:
  - i. passage of competencies/examinations as required by the instructor/program director. -OR-
  - ii. retaking necessary program coursework and earning a grade of "C" or higher.

**Non-Academic Probation and Suspension:** A student is placed on non-academic probation when there is documented evidence of unsatisfactory behavior not related to specific academic or clinical performance. All non-academic issues which may lead to probation/suspension will follow the process as stipulated by the Student Conduct Process in Student Affairs by which sanctions/decisions are made. Examples of behaviors that may result in non-academic suspension are listed below.

**Dismissal:** Dismissal designates a status whereby the student is ineligible to continue enrollment in the MLS program. The student status will be terminated in the MLS program permanently.

1. Academic dismissal will occur if he/she:
  - a. is allowed to re-enter after program suspension, and does not earn a grade of C or better in previously failed coursework.
  - b. fails to maintain a 2.0 overall GPA
  - c. fails to earn a C or better in or withdraws from any three or more MLS curriculum courses and/or outstanding Arts and Science courses.
2. In the case that a clinical facility requests that a student be removed from the site for *any reason*, that student may earn a course grade of "F". Opportunity for progression in the program is at the discretion of the program director. A student who must be removed from a clinical site for unsatisfactory behavior may be subject to immediate program dismissal.

**Academic dismissal appeals:** Students have the right to appeal an academic dismissal directly to the program director. Such appeals must be made in writing within 2 business days after dismissal notification is received and must provide evidence of the student's future plans for achieving program success. Dismissal notifications will be issued in-person or via University e-mail. Students who are not satisfied with the final decision of the program director have the right to appeal the dismissal in writing to the Dean of the School of Health Professions whose decision will be final.

**Non-Academic Dismissal:** A student who exhibits behavior in any environment that is considered illegal, unethical, or detrimental to the health or safety of a patient or other person; or, which may jeopardize successful operation of the university classroom or clinical education center may be dismissed. All non-academic issues which may lead to dismissal will follow the process as stipulated by the Student Conduct Process in Student Affairs by which sanctions/decisions are made.

**Students may be suspended or dismissed from the program for any of the following reasons, including but not limited to:**

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| <ul style="list-style-type: none"> <li>• Plagiarism</li> <li>• Unauthorized possession of an examination, including printed copies of examinations.</li> <li>• Participation in lying or cheating in reference to clinical or classroom assignments or examinations.</li> <li>• Excessive tardiness or absences as defined in the program retention policy.</li> <li>• Conduct that is inappropriate for the clinical or classroom settings (e.g., abusive language, insubordination, threats, assault and battery, disruptive talking, disrespectful behavior/language, inattentiveness to direction or instruction).</li> <li>• Possession, use, sale or distribution of illegal drugs or alcohol.</li> <li>• Chemical impairment in the clinical or classroom settings.</li> <li>• Theft of school or clinical affiliate possessions.</li> <li>• Possession of weapons.</li> </ul> | <ul style="list-style-type: none"> <li>• Conviction of a felony.</li> <li>• Falsification of information given on official school documents.</li> <li>• Falsification of clinical records.</li> <li>• Willful wrong performance of test analyses or reporting erroneous test results.</li> <li>• Inefficiency, incompetency or negligence in the performance of duties.</li> <li>• Physical or mental incapability of performing duties.</li> <li>• Breach of patient, student, or agency confidentiality as defined by HIPAA, FERPA, University, or hospital policies.</li> <li>• Failure to maintain satisfactory and harmonious working relationships with the public, staff or fellow students.</li> </ul> |
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*Please note that this list is not meant to be all-inclusive, but serves to identify examples of behaviors that warrant student suspension or dismissal from the professional program.*

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## COURSE GUIDELINES

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**PROPOSED TEACHING STRATEGIES for lecture:** The methods of instruction used in the MLS courses will include formal lecture, case study discussions, audiovisual presentations, and web-based exercises. The lectures will present the student with an overview of the information needed to participate in active discussions of case studies, web-based exercises, and other course activities. The active discussions of case studies will be one method used to assess student comprehension of the material covered and to foster development of critical thinking skills. Web-based exercises and other course activities will be used to enhance individual problem-solving and critical thinking skills. The effectiveness of such teaching strategies and learning activities will be assessed.

Student comprehension of the lecture material will be evaluated through the use of quizzes and examinations, as well as graded assignments, exercises, and case studies. The examinations may contain a combination of multiple choice, matching, and short answer/discussion questions.

**PROPOSED TEACHING STRATEGIES for laboratory:** The methods of instruction used in this course will include brief lectures/lab demonstrations and the performance of laboratory exercises. Laboratory exercises will allow the student to develop his/her technical skills in performing laboratory testing as described in the lecture. The effectiveness of such teaching strategies and learning activities will be assessed.

Student comprehension of the laboratory material will be evaluated through the use of graded laboratory assignments, quizzes, and competency examinations.

**AFFECTIVE EVALUATIONS for lecture and laboratory:** Student interest, attitude, and values as exhibited during both lecture and laboratory periods will be evaluated through use of affective evaluation instruments to be completed by the instructor at the end of the semester.

**Supportive resources available to students may include:** Professional journals and magazines, additional texts, and Computer-based instructional programs. Professional journals, magazines and additional texts are located in the Learning Resources Center (LRC). Students are also encouraged to use the University Writing Center for all MLS writing assignments.

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## GRADUATION

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The Bachelor of Science degree in MLS is conferred upon students when the following conditions are met, in addition to the general requirements for graduation:

1. Completion of one hundred twenty (120) semester credit hours, including the required general education courses and program courses.
2. A cumulative grade point average of 2.0 or higher on all University work with grades of C or better in all courses leading to the Bachelor of Science degree in MLS.
3. Fulfillment of the residency requirements of the University (36 credit hours).

Students completing the program are eligible to take the national certification examinations. **Graduation from Franciscan Missionaries of Our Lady University and the MLS program is not dependent upon taking or passing a national certification examination.** However, obtaining state licensure and employment is dependent on passing a national certification examination.

### **Awards/ Graduation:**

Attendance at the awards and graduation ceremonies is mandatory unless excused by the Executive Vice President for Academic Affairs. These events are held within two weeks of the last day of final examinations. Student should make personal plans for end-of-semester activities accordingly.

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## ESSENTIAL FUNCTIONS

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Essential functions are the non-academic standards that a student must possess, or demonstrate the potential to develop, in order to successfully complete the program and to succeed as an entry-level Medical Laboratory Scientist. It is the student's responsibility to self-evaluate and determine that he/she can perform these essential functions. If the student feels they cannot perform these essential functions due to physical or mental deficiency, they should self-declare to the director of Counseling Services. Counseling Services will then notify the faculty regarding accommodations.

The MLS student must be able to:

- A. Observational Ability
  1. observe laboratory demonstration in which biological materials (e.g., body fluids, microbiologic cultures, tissue sections, blood smears, etc.) are analyzed for their biochemical, hematologic, immunologic, microbiologic and histochemical components;
  2. characterize the color, odor, clarity and viscosity of biological specimens, reagents and chemical reaction products;
  3. utilize a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading and intensity) differences of microscopic specimens;
  4. read and comprehend text, numbers and graphs displayed in print and on a video monitor; and
  5. recognize alarms and codes.
- B. Motor Ability
  1. perform laboratory analyses while adhering to current safety standards;
  2. perform moderately taxing continuous physical work that often requires prolonged sitting and/or standing;
  3. travel to assigned affiliates for clinical practice;
  4. reach laboratory benchtops and shelves, patients lying in hospital beds, and patients seated in specimen collection furniture;
  5. grasp, hold, transport, manipulate and utilize specimens, reagents, hazardous chemicals and laboratory equipment in a safe manner;
  6. collect or obtain patient specimens in a timely, safe and professional manner (e.g., perform phlebotomy);
  7. use laboratory equipment (e.g., pipettes, inoculating loops, test tubes, etc.) and instruments (e.g., centrifuge, multichannel analyzer, etc.) to perform laboratory analyses according to established procedures; and
  8. use a computer keyboard to operate laboratory instruments, to calculate, record, evaluate and transmit analytical data, troubleshoot and correct basic equipment failures, and to complete assignments and communicate with faculty.
- C. Communication Ability
  1. read and understand technical and professional materials (e.g., textbooks, journals, handbooks, procedure manuals, etc.);
  2. understand and follow verbal and written instructions in an independent manner;
  3. clearly instruct patients regarding specimen collection;
  4. exhibit the Franciscan values when communicating with patients, co-workers, other healthcare professionals, and faculty and staff;
  5. communicate clearly, accurately and tactfully with faculty, staff, other students and healthcare professionals, both verbally and written;

- D. Intellectual Ability
  1. comprehend, measure, calculate, reason, integrate, analyze, evaluate, correlate, problem-solve and compare when performing and analyzing data;
  2. recognize abnormal test results and take appropriate actions and/or corrective measures;
  3. demonstrate critical-thinking and judgment skills appropriate to a variety of situations; and
  4. independently prepare papers and laboratory reports, and take written, computer and/or practical examinations.
  
- E. Behavioral Ability
  1. organize work and perform multiple tasks, within the allotted time and under stressful conditions, while maintaining the ability to think and communicate effectively;
  2. exercise time management in order to complete professional and technical tasks within the allotted time;
  3. possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgment;
  4. be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (e.g., ambiguous test order, ambivalent test results), emergent demands (e.g., “STAT” orders), and distracting environment (e.g., high noise level, crowding, complex visual stimuli);
  5. exhibit flexibility, creativity and adaptability in regards to professional and technical changes;
  6. recognize potentially hazardous materials, equipment and situations, and proceed safely in order to minimize the risk of injury to patients, self and others;
  7. adapt to working with unpleasant biological materials;
  8. support and promote the activities of fellow students and healthcare professional to foster the development of a team approach to learning, task completion, problem solving and patient care;
  9. be honest, compassionate, ethical, respectful and responsible;
  10. exercise independent judgment (e.g., critically evaluate your own performance), accept responsibility for your work (e.g., accept and act on constructive criticism), and seek to improve your performance;

Please note that the student must follow all established rules, regulations, policies and procedures of the clinical affiliate, the Medical Laboratory Science Programs and Franciscan Missionaries of Our Lady University.

Please note that certain disabilities may limit employment opportunities. Moreover, immunocompromised individuals may put themselves at personal risk due to exposure to infectious agents that occur in all aspects of the laboratory.



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## AFFECTIVE OBJECTIVES

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Students are given three different types of objectives: affective, psychomotor and cognitive. The affective objectives for the clinical rotation are listed below, the cognitive and psychomotor objectives are found in the student manuals used in each rotation. Affective objectives are used to identify a student's motivation, attitude, and communication skills. Psychomotor objectives are used to identify a student's technical skills. Cognitive objectives are used to define a student's required knowledge level. Whether the student successfully meets the objectives or not will be reflected in his/her evaluations and test scores. Affective objectives will be evaluated by instructor observation.

1. Comply with the need for good safety standards in accordance with laboratory and University policies.
  - 1:1 Practices universal precautions (i.e. wearing gloves).
  - 1:2 Comply with the policies for handling hazardous biological specimens.
  - 1:3 Comply with the policies for proper handwashing.
  - 1:4 Comply with the policies for cleaning up spills and disinfecting work areas.
  - 1:5 Comply with the policies for using personal protective equipment.
  - 1:6 Observe basic laboratory safety rules. (i.e. "No smoking/drinking/eating)
  - 1:7 Help to assure the safety of others.
2. Display good class participation skills.
  - 2:1 Realize the value of class participation/group discussion.
  - 2:2 Respond to class discussions constructively.
  - 2:3 Display the ability to be actively engaged in class instruction.
3. Display initiative.
  - 3:1 Display motivation in regard to coming to class, lab, and clinicals ready to work/learn.
  - 3:2 Display willingness to seek extra laboratory duties during spare time.
  - 3:3 Display willingness to seek extra practice in skills when needed.
  - 3:4 Display motivation in regard to the initiation of new tasks.
  - 3:5 Initiates corrective action in the case of an error.
4. Display a positive attitude.
  - 4:1 Respond positively to all assigned tasks.
  - 4:2 Display a positive attitude toward learning.
  - 4:3 Respond positively to accept new challenges and perform new tests.
  - 4:4 Influence attitude of others through positive attitude.
5. Display cooperation.
  - 5:1 Cooperate with clinical instructors and peers during class, laboratory, and clinical rotations. (i.e. in learning new procedures, in making schedule adjustments, etc.)
  - 5:2 Respect individual differences among team/group members.
  - 5:3 Participates as a team member, providing support to others when needed.
6. Display responsibility and a commitment to learning.
  - 6:1 Display a commitment to completing assigned tasks/job duties.
  - 6:2 Accept responsibility for own actions.
  - 6:3 Accept accountability for adverse outcomes.
  - 6:4 Seek ownership when errors occur, seeking to perform appropriate corrective action.

7. Display problem solving/critical thinking.
  - 7:1 Display sound decision making skills when assessing problems and selects a reasonable course of action/solutions when necessary.
  - 7:2 Judge the limits of one's own abilities accurately.
  - 7:3 Display willingness to seek advice/ consult instructor when needed.
8. Display good communication skills.
  - 8:1 Display tactfulness and patience when speaking or listening to instructor and peers.
  - 8:2 Display willingness to discuss tasks/ problems with peers.
  - 8:3 Display the ability to communicate effectively and professionally with the instructor and peers.
  - 8:4 Exhibit appropriate body language.
9. Display professional and ethical behavior.
  - 9:1 Respect instructors, peers, and patients.
  - 9:2 Maintain client, student, and agency confidentiality (according to HIPAA, FERPA, University policies, and hospital policies).
  - 9:3 Display professional conduct at all times.
  - 9:4 Demonstrate honesty, compassion and reverence
  - 9:5 Display joyfulness of spirit.
  - 9:6 Encourage ethical behavior in others.
10. Accept Constructive Feedback.
  - 10:1 Listen attentively to constructive criticism, welcoming it.
  - 10:2 Utilize feedback to improve laboratory performance skills.
  - 10:3 Utilize feedback to perform self-assessment and self-improvement.
  - 10:4 Seek out input or advice on performance.
11. Display a professional appearance.
  - 11:1 Conform to the university or clinical dress code, including footwear and hair styles.
  - 11:2 Demonstrate proper hygiene.
  - 11:3 Demonstrate neatness and cleanliness of uniform.
  - 11:4 Display proper identification badge during clinical rotations.
12. Display organization and time management skills.
  - 12:1 Display the ability to organize work independently, efficiently, and productively.
  - 12:2 Display the ability to perform multiple tasks efficiently/smoothly.
  - 12:3 Display the ability to use time resourcefully, organizing/ maintaining work area.
  - 12:4 Display the ability to process specimens/work in a logical manner.
13. Display adaptability and stress management skills.
  - 13:1 Display the ability to function and perform under stressful situations.
  - 13:2 Demonstrate self-control and professional demeanor.
  - 13:3 Strive to produce quality work at an expedient pace when demanded.

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## REQUIRED DRESS/ SUPPLIES

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### Professional Dress

1. Uniform scrubs bearing the FRANU emblem are required. Scrubs are not to be modified/alterd in any way from the original appearance. Scrubs of the appropriate size should be purchased. Scrubs can be purchased through Uniforms Bayou (8650 Perkins Rd, 767-8164) or Design Resources—The Company Store (8032 Summa Ave, Suite C, 767-5077).
2. Disposable laboratory coats (worn buttoned when in student laboratory).
3. Closed-toe shoes, preferably tennis, shoes with socks are to be worn.
3. Hair longer than shoulder length should be pulled up in a clip or ponytail. Un-natural hair colors (ie. blue, green, purple) are also not allowed in the clinical setting.
4. Excessive jewelry is not permitted, including long, dangling earrings or necklaces, heavy chains, noisy bracelets, or large rings. Only one ear ring is permitted per earlobe.
5. Nails should be trimmed. Artificial nails or extravagant nail designs/polish are not permitted.
6. Visible body tattoos and piercings are not allowed in the classroom, laboratory, or clinical settings.

**Students failing to comply with the dress code will be dismissed from class and given an unexcused absence.**

### Supplies

1. Disposable laboratory coat; Lab coats should be worn buttoned during laboratory sessions (to be provided by the MLS program)
2. Safety glasses designed for use with blood and body fluids must be worn when handling blood and body fluids.
3. Other personal safety equipment such as gloves or face masks will be provided by the instructor as appropriate. Gloves must be worn when handling all blood and body fluids and universal precautions must be followed at all times.
4. Two fine point black Sharpie markers
5. Scientific calculator (Programmable graphing calculators are not allowed)
6. Computer that meets the requirements for installation and use of Exam Soft as defined by University guidelines.

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## LABORATORY PRACTICE

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### Student Laboratories

With few exceptions, each of the professional lecture courses has a correlating student laboratory course. The student laboratory is available to students outside of the regularly scheduled class meetings for additional practice. Students are encouraged to make use of this extra time to develop competency and ensure mastery of the material. Note: For safety reasons, students are not allowed in the laboratory unless a faculty member is on the premises and available for assistance.

### Clinical Practica

Students pursuing the B.S. degree will participate in four, 5-credit hour clinical practica at an area hospital. Students beginning the program in June, will complete these practica during their second summer and fall semesters in the program. The clinical practica are held at one of the following facilities. Note: Students beginning the program in August, will follow an alternate clinical practica rotation and will not graduate until the subsequent Spring semester.

### Guarantee policy for clinical experience placement:

In the unexpected event that a hospital cannot provide completion of a pre-scheduled/in-progress student rotation, the MLS program director will assign the affected student(s) to another clinical affiliate who can provide instruction to the student within the originally scheduled time frame of the program.

### Clinical Affiliates

The MLS programs of Franciscan Missionaries of Our Lady University hold affiliation agreements with the following institutions. Affiliation agreements (contracts) with these institutions are renewable and are negotiated by the office of Operations and Management in conjunction with the Program Director. Signed affiliation agreements are maintained by the office of Operations and Management.

Baton Rouge General Medical Center (Mid City)  
3600 Florida Street  
Baton Rouge, LA 70808

East Baton Rouge Medical Center  
(Ochsner Medical Center)  
1700 Medical Center Drive  
Baton Rouge, LA 70816

Baton Rouge General Medical Center (Bluebonnet)  
8585 Picardy Avenue  
Baton Rouge, LA 70809

Our Lady of the Lake Ascension  
1125 West Highway 30  
Gonzales, LA 70737

Lane Memorial Medical Center  
6300 Main Street  
Zachary, LA 70791

Woman's Hospital  
100 Woman's Way  
Baton Rouge, LA 70817

Our Lady of the Lake Regional Medical Center  
5000 Hennessy Boulevard  
Baton Rouge, LA 70808

North Oaks Health System  
15790 Paul M. Vega MD Drive  
Hammond, Louisiana 70403

Our Lady of Lourdes Regional Medical Center  
611 St. Landry Street  
Lafayette, LA 70506

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## ENTRY-LEVEL COMPETENCIES

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At entry level, the medical laboratory scientist will possess the entry level competencies necessary to *perform* the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms. The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. At entry level, the medical laboratory scientist will have the following basic knowledge and skills in:

- A. Preanalytical, analytical and postanalytical components of laboratory services: This includes principles and methodologies, 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.
- B. Each of the following scientific content areas: Clinical chemistry, Hematology/Hemostasis, Immunology, Immunohematology/transfusion medicine, Microbiology, Urine and body fluid analysis, Laboratory Operations.
- C. Application of safety and governmental regulations and standards as applied to medical laboratory science;
- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and members of the health care team;
- D. Principles and practices of administration and supervision as applied to medical laboratory science;
- E. Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
- F. Principles and practices of clinical study design, implementation and dissemination of results.

[From NAACLS *Standards of Accredited and Approved Programs: MLS Curriculum Requirements*]

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## **SERVICE WORK POLICY**

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Service Work is defined as “work which students may be able to perform in a clinical laboratory setting after they show proficiency in specific skills”. At this time, service work is not an established option available to students enrolled in the MLS program at Franciscan Missionaries of Our Lady University. No formal agreements exist between Franciscan Missionaries of Our Lady University and any of its clinical affiliates in regard to service work. If, however, a student does acquire a position in the laboratory through independent means, the FRANU program director must ensure that this service work occurs outside of academic hours and is noncompulsory. Such service work is not allowed to interfere with the academic hours required during the student’s applied education (clinical practicum) experience.

# **SCHOOL of HEALTH PROFESSIONS**

## **Medical Laboratory Science**



### ***Bachelor of Medical Laboratory Science***

### ***Traditional Track***

School of Health Professions  
Franciscan Missionaries of Our Lady University  
Baton Rouge, Louisiana 70808

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## ADMISSIONS

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### Program Application

1. All interested students should meet with the program director before completing a program application.
2. Applications for admissions to the Medical Laboratory Science program must be submitted by March 15<sup>th</sup>.

### Program Admission Requirements

The applicant must meet the following minimum requirements for admission to the MLS bachelor's degree program:

1. A minimum cumulative grade point average of 2.0.
2. Completion of the following general education requirements and program prerequisites with a grade of "C" or better:
  - ASCM1110 Academic Seminar (1 credit hour)
  - WRIT 1310 College Writing I (3 credit hours)
  - WRIT 1311 College Writing II (3 credit hours)
  - THEO 1310 Introduction to Theology (3 credit hours)
  - COMM 2310 Professional Interpersonal Communications (3 credit hours)
  - MATH 1315 College Algebra (3 credit hours)
  - MATH 2000 Level (3 credit hours)
  - BIOL 1315 Biology for Majors (3 credit hours)
  - BIOL 1315L Biology for Majors Laboratory (1 credit hour)
  - BIOL 2310 Human Anatomy and Physiology I (3 credit hours)
  - BIOL 2310L Human Anatomy and Physiology I Laboratory (1 credit hour)
  - BIOL 2311 Human Anatomy and Physiology II (3 credit hours)
  - BIOL 2311L Human Anatomy and Physiology II Laboratory (1 credit hour)
  - BIOL 2325 Fundamentals of Microbiology (3 credit hours)
  - BIOL 2325L Fundamentals of Microbiology Laboratory (1 credit hours)
  - CHEM 1315 General Chemistry I (3 credit hours)
  - CHEM 1315L General Chemistry I Laboratory (1 credit hour)
  - CHEM 1316 General Chemistry II (3 credit hours)
  - CHEM 1316L General Chemistry II Laboratory (1 credit hour)
  - CHEM 2310 General Organic Chemistry I (3 credit hours)
  - Humanities electives (3 credit hours)
  - Social/Behavioral Science electives (6 credit hours)
  - Ethics/Philosophy elective (3 credit hour)
  - MLSC 1110 Introduction to Medical Laboratory Sciences (1 credit hour)
  - MLSC 1310L Introduction to Laboratory Methods (1 credit hour)

Transfer students who have completed a previous Bachelor's Degree should schedule a meeting with the program director to discuss transfer credits.



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**MLS PROGRAM CURRICULUM—TRADITIONAL TRACK**


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DEPT	COURSE	TITLE	CREDIT HRS
<b>Core Curriculum:</b>			
ACSM	1110	Academic Seminar	1.0
WRIT	1310	English I	3.0
WRIT	1311	English II	3.0
COMM	2310	Interpersonal Communication	3.0
MATH	1315	College Algebra	3.0
MATH	2000 level	MATH 2xxx	3.0
Humanities	Elective	ARTS, MUSI, ENGL, HIST, RELS, PHIL, or SPAN	3.0
THEO	1310SL	Introduction to Theology	3.0
Social/Behavioral Science	Electives (2)	PSYC, SOCI, or ANTH courses	6.0
Ethics/Phil Elective	Elective	Ethics/Phil Elective	3.0
BIOL	1315	Biology for Majors	3.0
BIOL	1315L	Biology for Majors Lab	1.0
<b>Program Prerequisites:</b>			
CHEM	1315	Fundamentals of Chemistry I	3.0
CHEM	1315L	Fundamentals of Chemistry Lab I	1.0
BIOL	2310	Anatomy and Physiology I	3.0
BIOL	2310L	Anatomy and Physiology I Lab	1.0
BIOL	2311	Anatomy and Physiology II	3.0
BIOL	2311L	Anatomy and Physiology II Lab	1.0
BIOL	2325	Fundamentals of Microbiology	3.0
BIOL	2325L	Fundamentals of Microbiology Lab	1.0
CHEM	1316	Fundamentals of Chemistry II	3.0
CHEM	1316L	Fundamentals of Chemistry Lab II	1.0
CHEM	2310	General Organic Chemistry I	3.0
MLSC	1110	Introduction to Medical Lab Science	1.0
MLSC	1310L	Introduction to Laboratory Methods	1.0

Note: Students must earn credit for at least one service learning course within the core curriculum requirements.

Clinical Program Sequence (Program Start Date: June)			
DEPT	COURSE	TITLE	CREDIT HRS
<b>Summer 1</b>			
MLSC	3710	Urinalysis and Body Fluids	1
MLSC	3710L	Urinalysis and Body Fluids Laboratory	1
MLSC	3715L	Mycology, Parasitology and Virology	1
MLSC	3720	Clinical Immunology and Serology	3
Semester Total			6
<b>Fall 1</b>			
MLSC	3725	Immunohematology	3
MLSC	3725L	Immunohematology Laboratory	1
MLSC	3730	Clinical Biochemistry I	3
MLSC	3730L	Clinical Biochemistry Laboratory	1
MLSC	3740	Clinical Hematology I	3
MLSC	3740L	Clinical Hematology Laboratory	1
MLSC	3750	Clinical Microbiology I	3
MLSC	3750L	Clinical Microbiology Laboratory	1
Semester Total			16
<b>Spring 1</b>			
MLSC	4730	Clinical Biochemistry II	3
MLSC	4740	Hematology II	3
MLSC	4750	Clinical Microbiology II	3
MLSC	4755	Genetics	1
MLSC	4756	Molecular Diagnostics	2
MLSC	4765L	Clinical Diagnoses Laboratory	2
MLSC	4780SL	Laboratory Management and Laboratory Operations	3
Semester Total			17
<b>Summer 2</b>			
MLSC	4785	Immunohematology Practicum	5
Semester Total			5
<b>Fall 2</b>			
MLSC	4786	Clinical Chemistry Practicum	5
MLSC	4787	Hematology Practicum	5
MLSC	4788	Clinical Microbiology Practicum	5
MLSC	4910	Seminar	1
Semester Total			16

Total credit hours for degree..... 120

Notes:

1. **\*\*The summer start date is the priority start date for the program.**
2. An alternate start date in August may be available in some circumstances depending on current program capacity. If offered, only a very limited number of slots will be available.
3. Students beginning the program in August will follow an alternate curriculum plan and will not graduate until the subsequent Spring semester.
4. All students applying to the program must apply by March 15<sup>th</sup>.

**Clinical Course Sequence for August Start Students:**

<b>Year 3/ Semester 1 (Fall)</b>			
<b>Course</b>	<b>Number</b>	<b>Title</b>	<b>Credit Hours</b>
MLSC	3730	Clinical Biochemistry I	3
MLSC	3730L	Clinical Biochemistry Laboratory	1
MLSC	3740	Clinical Hematology I	3
MLSC	3740L	Clinical Hematology Laboratory	1
MLSC	3750	Clinical Microbiology I	3
MLSC	3750L	Clinical Microbiology Laboratory	1
Semester Total			12
<b>Year 3/ Semester 2 (Spring)</b>			
MLSC	4730	Clinical Biochemistry II	3
MLSC	4740	Hematology II	3
MLSC	4750	Clinical Microbiology II	3
MLSC	4755	Genetics	1
MLSC	4756	Molecular Diagnostics	2
MLSC	4765L	Clinical Diagnoses Laboratory	2
MLSC	4780SL	Laboratory Management and Laboratory Operations	3
Semester Total			17
<b>Year 3/ Semester 3 (Summer)</b>			
MLSC	3715L	Mycology, Parasitology, and Virology	1
MLSC	3710	Urinalysis and Body Fluids Lecture	1
MLSC	3710L	Urinalysis and Body Fluids Lab	1
MLSC	3720	Clinical Immunology and Serology	3
Semester Total			7
<b>Year 4/ Semester 1 (Fall)</b>			
MLSC	4786	Clinical Chemistry Practicum	5
MLSC	3725	Immunohematology	3
MLSC	3725L	Immunohematology Laboratory	1
MLSC	4787	Hematology Practicum	5
Semester Total			14
<b>Year 4/ Semester 2 (Spring)</b>			
MLSC	4785	Immunohematology Practicum	5
MLSC	4788	Clinical Microbiology Practicum	5
MLSC	4910	Seminar	1
Semester Total			11

# **SCHOOL of HEALTH PROFESSIONS**

## **Medical Laboratory Science**



### ***Medical Laboratory Technician to Medical Laboratory Science (MLT-MLS) Online Program***

School of Health Professions  
Franciscan Missionaries of Our Lady University  
Baton Rouge, Louisiana 70808

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## ADMISSIONS

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### Program Application

1. All interested students should meet with the program director before completing a program application.
2. Applications for admissions to the Medical Laboratory Science program must be submitted by December 1st.

### Program Admission Requirements

The applicant must meet the following minimum requirements for admission to the MLT-MLS online program:

1. An earned Associate Degree in MLS/CLS from a NAACLS-accredited program. The earned Associate degree must include prerequisite courses in biological sciences, chemistry and mathematics.
2. Certified as a MLT/CLT by BOC (ASCP), NCA, or equivalent certifying agency.
3. Two years of full-time clinical experience (minimum 4,000 working hours) as a practicing MLT in an accredited laboratory (accredited by CLIA, CAP, or similar).
4. Currently practicing as a MLT with access to TJC/CAP/COLA/CLIA laboratory, capable of providing a multidisciplinary laboratory experience (Hematology, Microbiology, Chemistry, and Immunohematology).
5. If accepted to the MLT-MLS online program, the student will be required to obtain a Statement of support from their current laboratory employer (Laboratory Director/Supervisor). A qualified Medical Laboratory Scientist preceptor must be chosen from the student's employment site who will serve as a preceptor and validate clinical competencies.
6. Proof of current license in states that require licensure such as Louisiana.
7. Completion of all required general education courses and program pre-requisites.
8. Minimum grade of "C" in all prerequisite courses.
9. Access to a computer and the internet (preferably high-speed access), including Microsoft Office (Word, Excel, and Powerpoint).

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**C U R R I C U L U M**

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<b>MLT to MLS Online Program Curriculum</b>			
<b>60 credit hours awarded for Associates Degree in MLS</b>			
<b>24 credit hours awarded for two years of full-time professional experience as an MLT</b>			
<b>DEPT</b>	<b>COURSE</b>	<b>TITLE</b>	<b>CREDIT HRS</b>
<b>3 credit hours of Arts and Science/General Education:</b>			
THEO	1310	Introduction to Theology	3
<b>33 credit hours of MLS Coursework:</b>			
MLSC	3760	MLT-MLS Immunology, Serology, Urinalysis, Body Fluids, and Mycology/Parasitology/Virology	2
MLSC	3765	MLT-MLS Chemistry and Hematology	2
MLSC	3770	MLT-MLS Immunohematology and Microbiology	2
MLSC	3775L	MLT-MLS Clinical Diagnoses Laboratory	1
MLSC	4730	Clinical Biochemistry II	3
MLSC	4740	Hematology II	3
MLSC	4750	Clinical Microbiology II	3
MLSC	4755	Genetics	1
MLSC	4756	Molecular Diagnostics	2
MLSC	4780	Laboratory Management and Laboratory Operations	3
MLSC	4795	Immunohematology Articulation Practicum	3
MLSC	4796	Clinical Chemistry Articulation Practicum	2
MLSC	4797	Hematology Articulation Practicum	2
MLSC	4798	Clinical Microbiology Articulation Practicum	3
MLSC	4910	Seminar	1
<b>Total Credit Hours</b>			<b>120</b>

MLT to MLS Online Program: Course Sequence			
DEPT	COURSE	TITLE	CR HRS
<b>Spring 1</b>			
MLSC	4780	Laboratory Management and Laboratory Operations	3
MLSC	4755	Genetics	1
MLSC	4756	Molecular Diagnostics (Lecture/Lab Combination)	2
<b>Semester Total</b>			<b>6</b>
<b>Summer 1</b>			
THEO	1310*	Introduction to Theology	3
MLSC	3760	MLT-MLS Immunology, Serology, Urinalysis, Body Fluids, and Mycology/ Parasitology/Virology	2
<b>Semester Total</b>			<b>5</b>
<b>Fall 1</b>			
MLSC	3765	MLT-MLS Chemistry and Hematology	2
MLSC	3770	MLT-MLS Immunohematology and Microbiology	2
MLSC	3775L	MLT-MLS Clinical Diagnoses Laboratory	1
<b>Semester Total</b>			<b>5</b>
<b>Spring 2</b>			
MLSC	4730	Clinical Biochemistry II	3
MLSC	4740	Hematology II	3
MLSC	4750	Clinical Microbiology II	3
<b>Semester Total</b>			<b>9</b>
<b>Summer 2</b>			
DEPT	COURSE	TITLE	CR HRS
MLSC	4796	Chemistry Articulation Practicum	2
MLSC	4797	Hematology Articulation Practicum	2
<b>Semester Total</b>			<b>4</b>
<b>Fall 2</b>			
MLSC	4795	Immunohematology Articulation Practicum	3
MLSC	4798	Microbiology Articulation Practicum	3
MLSC	4910	Seminar	1
<b>Semester Total</b>			<b>7</b>

\* **Note:** The semester in which THEO 1310 is taken can be selected/alterd by the student.

# **SCHOOL of HEALTH PROFESSIONS**

## **Medical Laboratory Science**



### ***Clinical Microbiology for Medical Laboratory Science Certificate***

School of Health Professions



Franciscan Missionaries of Our Lady University  
Baton Rouge, Louisiana 70808

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## PROGRAM DESCRIPTION

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The Certificate in Clinical Microbiology for Medical Laboratory Science is only open to students who hold a Bachelor's degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and/or chemistry or will earn such a Bachelor's degree prior to or concurrently upon the completion of the certificate requirements. Students in the certificate program will complete all microbiology related coursework/practicum within the Medical Laboratory Science program. Graduates with this certificate will be eligible to take the American Society of Clinical Pathology (ASCP) Board of Certification (BOC) examination for Technologist in Microbiology, M(ASCP) and will be eligible for a Clinical Laboratory Scientist (CLS)-Specialist license in the area of Microbiology through the Louisiana State Board of Medical Examiners (LSBME). Graduates will only be eligible to work in microbiology departments within the clinical laboratory and will not be eligible to work as a generalist within the clinical laboratory.

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## ADMISSIONS

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### Program Application

1. All interested students should meet with the program director before completing a program application.
2. Applications for admissions to the Medical Laboratory Science program must be submitted by March 15<sup>th</sup>.

### Admission Requirements

1. A minimum cumulative grade point average of 2.0
2. Previously completed Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) of biology and/or chemistry  
-OR-
3. Current enrollment in the Biology degree program or other Baccalaureate degree program at FRANU which includes a combination of 30 semester hours of biology and/or chemistry

\*\*Completion of a Bachelor's degree prior to or concurrently with the completion of the Clinical Microbiology certificate is required in order to qualify for Route 3 eligibility for the Technologist in Microbiology, M(ASCP) exam. The Route 3 eligibility requirements are as follows:

### Eligibility Routes for ASCP Technologist in Microbiology: ROUTE 3

- Baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, or a baccalaureate degree from a regionally accredited college/university with a recombination of 30 semester hours (45 quarter hours) of biology and/or chemistry,
- **AND** successful completion of a structured program in microbiology under the auspices of a NAACLS accredited Medical Laboratory Scientist Program within the last five years. The structured program in microbiology must be equivalent to the curriculum for microbiology in the Medical Laboratory Scientist Program. Applicants should not apply until after successful completion of the structured program.

<b>Clinical Microbiology for Medical Laboratory Science Certificate: Course Sequence</b>			
<b>Semester</b>	<b>Course</b>	<b>Credit hours</b>	<b>Course Name</b>
<b>Fall (6 credit hrs)</b>	<b>MLSC 3750</b>	3	Clinical Microbiology I
	<b>MLSC 3750L</b>	1	Clinical Microbiology Lab
	<b>MLSC 4781</b>	2	Laboratory Operations and Serology
<b>Spring (12 credit hrs)</b>	<b>MLSC 4750</b>	3	Clinical Microbiology II
	<b>MLSC 4755</b>	1	Genetics
	<b>MLSC 4756</b>	2	Molecular Diagnostics
	<b>MLSC 4766L</b>	1	Clinical Microbiology Laboratory II (8 week course – 1 <sup>st</sup> ½ of semester)
	<b>MLSC 4788</b>	5	Clinical Microbiology Practicum (8 week course – 2 <sup>nd</sup> ½ of semester)
<b>Summer (2 credit hours)</b>	<b>MLSC 4910</b>	1	Seminar
	<b>MLSC 3715L</b>	1	Mycology, Parasitology, and Virology

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## STUDENT HONOR CODE and STATEMENT

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The student Honor Code and Honor Statement were approved for publication by the Faculty Assembly of Franciscan Missionaries of Our Lady University on May 26, 1998, and are published in the *University Student Handbook*.

### Student Honor Code

We, the student body of Franciscan Missionaries of Our Lady University, embrace the idea that honor is an intangible quality which, if it pervades all phases of campus life, tends to foster a spirit of dignity and personal integrity. Upon enrolling at the university, we become part of the Franciscan Missionaries of Our Lady University Honor System. We realize that honor must be cultivated, that its success depends upon the combined and cooperative efforts of the university's administration, faculty, staff and students. Inherent in the honor system is the premise that students will not perform or tolerate any violations of the "Regulations Governing Student Behavior" published in the university's *Student Handbook*. As responsible members of the Franciscan Missionaries of Our Lady University community, each of us freely accepts and proudly endorses this, our code of honor.

Approved for publication with revision by the Faculty Assembly on 5-26-98

### Student Honor Statement

"I will not give or receive any unauthorized aid on any examination or paper. In the event that I witness anyone else do so, I will report him/her immediately to the instructor and/or the appropriate division director."

Approved for publication by the Faculty Assembly on 5-26-98

Student Signature: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Franciscan Missionaries of Our Lady University**  
**Medical Laboratory Science Program**  
*Permission to Release Certification Scores*

**Sign and return this form to Program Director, Franciscan Missionaries of Our Lady University, Medical Laboratory Science Program. This form will be part of your permanent record.**

The program director of Franciscan Missionaries of Our Lady University, Medical Laboratory Science Program has my permission to release my certification scores to academic and/or clinical advisors.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Date

**Franciscan Missionaries of Our Lady University**  
**Medical Laboratory Science Program**  
*Consent Form, Self-Testing and Phlebotomy*

**Sign and return this form to Program Director, Franciscan Missionaries of Our Lady University , Medical Laboratory Science Program. This form will be part of your permanent record.**

I understand that I may use my own blood and body fluids for educational purposes in the student laboratory. I also understand that I will be required to participate in phlebotomy practice sessions with fellow classmates during some student laboratories.

During all phlebotomy procedures, the following standards will be applied: 1) There will be continuous supervision by a MLS instructor, 2) Sterile technique will be utilized at all times, and 3) Standard precautions will be utilized at all times.

I understand that there is a risk of infection/injury, no matter how small, associated with having my blood drawn. I hold Franciscan Missionaries of Our Lady University and the faculty of the Medical Laboratory Science program harmless for any complications that may arise. I release the University and its employees/faculty from any liability.

Furthermore, I understand that the assays and tests performed in the student laboratory are for educational purposes only; therefore, I will not use the results for self-diagnosis, nor for the evaluation of any pre-existing medical condition that I may have.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Date

**Franciscan Missionaries of Our Lady University**

**Medical Laboratory Science Program**  
*Acknowledgment of Policies and Procedures*

**Sign and return this form to Program Director, Franciscan Missionaries of Our Lady University, Medical Laboratory Science Program. This form will be part of your permanent record.**

By accepting a position in the clinical program at Franciscan Missionaries of Our Lady University, Medical Laboratory Science Program, I accept the policies of the University and the responsibilities associated with my duties in a student status. I have read the handbook and the appendices and I am aware of what will be required of me, both academically and professionally.

I understand that Franciscan Missionaries of Our Lady University reserves the right to dismiss a student for incompetence, misconduct or violation of the University or clinical facility policies and procedures.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Date

**Franciscan Missionaries of Our Lady University**  
**Medical Laboratory Science Program**  
*Physical Contact Policy*

**Sign and return this form to Program Director, Franciscan Missionaries of Our Lady University, Medical Laboratory Science Program. This form will be part of your permanent record.**

Instruction within the Medical Laboratory Science program may periodically require physical contact between faculty or clinical instructors and students for the purpose of physically guiding appropriate techniques. My signature below certifies that I have been advised of this possibility, accept that it may be an appropriate and necessary part of instruction, and am accepting of this practice.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Date

**Franciscan Missionaries of Our Lady University**  
**Medical Laboratory Science Program**  
*Acknowledgement of Blood and Body Fluids Risk*

**Sign and return this form to Program Director, Franciscan Missionaries of Our Lady University, Medical Laboratory Science (MLS) Program. This form will be part of your permanent record.**

I understand that as a student in the Medical Laboratory Science students I will be exposed to blood and body fluids in all classroom laboratories and in all clinical settings. I understand that I am required to wear personal protective equipment including gloves, goggles, and a disposable lab coat when handling blood and body fluids specimens. Universal precautions must be used with all blood and body fluids specimens. I must always remove all personal protective equipment and wash my hand thoroughly before leaving the laboratory area. In addition, I understand that I must provide documentation of a completed hepatitis vaccination series before beginning the MLS program. If I have not been previously vaccinated against hepatitis B, I understand that I must initiate the hepatitis vaccine series before beginning my first full-time semester in the MLS program. I further understand that antibodies against Hepatitis B will not form until 4-6 weeks after the second dose of the vaccine.

I hold Franciscan Missionaries of Our Lady University and the faculty of the Medical Laboratory Science program harmless for any exposure incident to blood and body fluids. I release the University and its employees/faculty from any liability.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Date



**Note: This document must be printed on official Franciscan Missionaries of Our Lady University letterhead.**

Franciscan Missionaries of Our Lady University  
**Photograph/Video Release Form**

I, \_\_\_\_\_, hereby permit Franciscan Missionaries of Our Lady University to use a photograph or videotape in official University publications including but not limited to the University Web site, Catalog or other publication or office news release (s). I furthermore release Franciscan Missionaries of Our Lady University, its Board, Board members individually and its employee and agents, from any and all claims, damage, injury including attorneys' fees, arising out of the use of said photograph or image or likeness thereof.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Franciscan Missionaries of Our Lady University  
**Medical Laboratory Science**  
**Record of Student Consultation**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Clinical Facility Instructor: \_\_\_\_\_

Department: \_\_\_\_\_

Describe the incident or circumstances that resulted in the student consultation session:

Plan of action to correct, eliminate or improve the behavior (determined by the instructor(s) and the student):

**Student Comments:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Clinical/FranU Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MLS Program Director Signature

**Franciscan Missionaries of Our Lady University**  
**Medical Laboratory Science**  
**LEAVE OF ABSENCE REQUEST FORM\***

Student must submit or fax this form to Dr. Fox, MLS Program Director, **at least three working days** prior to the date of requested leave. (FRANU Fax: 225-526-1635)

Student Name: \_\_\_\_\_

Course/Clinical Facility/Department: \_\_\_\_\_

Leave of Absence Date: \_\_\_\_\_

Leave of Absence Time Period: \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

Leave of Absence Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*In the event of missed clinical time, a make-up session will be determined and scheduled by Franciscan Missionaries of Our Lady University Faculty in conjunction with the Laboratory Clinical Instructor.

Clinical Facility Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Clinical Instructor/ Supervisor)

FMOLU Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Program Director)

Date Received by FRANU Faculty: \_\_\_\_\_

### **MLS Affective Evaluation**

**Directions:** For each evaluation category, circle the description which best describes the student's performance. Place a "✓" in the "Not Applicable (N/A)" column if you feel that you do not have sufficient information to accurately evaluate an item. A discussion section is included for comments and suggestions.

Category	4 = Excellent/ Entry level Professional (A)	3 = Above Average/ Developing Professional (B)	2 = Average/ Beginning Professional (C)	1 = Unsatisfactory/ Unprofessional(D)	N/A
<b>1. Safety Standards</b>	<b>4.</b> Always practices universal precautions (i.e. wearing gloves), exhibiting excellent technique in handling biologic specimens. Always washes hands after removing gloves. Always cleans up spills immediately and disinfects work area when finished; keeps work area clean. Always use appropriate PPE. Always observes lab safety rules and <i>works to assure the safety of others.</i>	<b>3.</b> Practices proper universal precautions (i.e. wearing gloves), handling biologic specimens appropriately. Washes hands after removing gloves. Cleans up spills and disinfects work area when finished; keeps work area clean. Uses appropriate PPE. Observes lab safety rules.	<b>2.</b> Practices proper universal precautions (i.e. wearing gloves), generally handling biologic specimens appropriately. Occasionally violates lab safety rules or forgets to use appropriate PPE, but works to immediately change behaviors when reminded.	<b>1.</b> Fails to practice proper universal precautions (i.e. wearing gloves) when handling biologic specimens. Does not wash hands most of the time. Often forgets to disinfect work area or clean up spills; does not keep work area clean. Does not observe lab safety rules. At risk of contracting an infectious disease (i.e. AIDS, hepatitis)	
<b>2. Participation</b>	Fully engaged in class/instruction; offers useful contributions to instructional discussions; no instances of sleeping/nodding off during instruction	Usually engaged in class/instruction; Contributes to instructional discussions, but sometimes in a negative manner (i.e. monopolizes time, distracts others, off-subject comments); no instances of sleeping/nodding off during instruction	Sometimes engaged in class/instruction; Contributes minimally to instructional discussions (seldom answers questions/participates); occasional instances of sleeping/nodding off during instruction; student takes immediate corrective action when notified by instructor	Not engaged in class/instruction; Does not contribute to instructional discussions; frequent instances of sleeping/nodding off during instruction; behavior continues after notification by instructor	
<b>3. Initiative</b>	<b>4.</b> Student is extremely self-motivated (a real self-starter). Student actively seeks extra practice in skills when needed. Student is able to begin new tasks with independence. Student always initiates corrective action in the case of a laboratory error.	<b>3.</b> Student is self-motivated. Student usually begins new tasks with independence. Student usually initiates corrective action in the case of a laboratory error.	<b>2.</b> Student show some level of self-motivation. Student has difficulty beginning some new tasks independently. Student sometimes initiates corrective action in the case of a laboratory error.	<b>1.</b> Student is not self-motivated. Student does not seek extra practice in skills when needed. Instructor must always assist student in getting started on a new task. Instructor must initiate corrective action after error.	
<b>4. Attitude</b>	<b>4.</b> Displays a positive attitude. Cheerfully and willingly performs all assigned tasks. Always eager to learn a new skill. Always interested in new challenges. Positive attitude has uplifting effect on others.	<b>3.</b> Exhibits a positive attitude toward performing assigned tasks. Interested in learning new skills.	<b>2.</b> Generally exhibits a positive attitude toward performing assigned tasks, exhibiting occasional inconsistencies in behavior. Willing to learn new skills.	<b>1.</b> Fails to exhibit a positive attitude toward performing assigned tasks. Unwilling to learn new skills.	

Category	4 = Excellent/ Entry level Professional (A)	3 = Above Average/ Developing Professional (B)	2 = Average/ Beginning Professional (C)	1 = Unsatisfactory/ Unprofessional(D)	N/A
<b>5. Cooperation</b>	<b>4.</b> Cheerfully, willingly cooperates with others; Respects individual differences in group members; demonstrates sensitivity and objectivity; Works as a true team member, seeking opportunity work cooperatively with others.	<b>3.</b> Cooperates with others. Respects individual differences in group members; Works well as a team member.	<b>2.</b> Generally cooperates with others. Usually respects individual differences in group members; Sometimes has difficulty working as a team member.	<b>1.</b> Fails to cooperate with others. Fails to respect individual differences in group members. Does not work effectively as a team member.	
<b>6. Responsibility/ Commitment to Learning</b>	<b>4.</b> Always prepared for class/instruction; completes assignments/tasks on time; is accountable for adverse actions/outcomes, actively taking ownership when errors occur; displays eagerness to perform appropriate corrective action.	<b>3.</b> Usually prepared for class/instruction; completes assignments/tasks on time. Accountable for adverse actions/outcomes, taking ownership when errors occur; seeks appropriate corrective action.	<b>2.</b> Generally prepared for class/instruction; sometimes does not complete assignments/tasks on time. Generally accountable for adverse actions/ outcomes, usually taking ownership when errors occur and seeks appropriate corrective action.	<b>1.</b> Unprepared for class/instruction; often does not complete assignments/tasks on time. Is not accountable for adverse actions/outcomes. Fails to take ownership for errors or seek appropriate corrective action.	
<b>7. Problem Solving/Critical Thinking</b>	<b>4.</b> Accurately assesses problem/solution and always follows a reasonable and thoughtful course of action. Readily recognizes own limitations. Effectively carries out responsibilities within limits of ability; Routinely seeks instructor advice.	<b>3.</b> Prioritize problem; Identify contributing factors to problem; considers consequences of solution; Follows a reasonable course of action. Recognizes own limitations. Seeks assistance when approaching limits of ability.	<b>2.</b> Recognize problem; States problem clearly; describes solution; Generally follows a reasonable course of action; Occasionally fails to recognize own limitations; overestimates abilities and fails to seek assistance when needed.	<b>1.</b> Fails to identify problem; Fails to follow a reasonable course of action; Fails to recognize own limitations; Overestimates abilities and does not seek assistance when needed.	
<b>8. Communication</b>	<b>4.</b> Demonstrates excellent verbal and non-verbal communication skills with instructors/peers. Always utilizes appropriate body language, displays excellent listening skills.	<b>3.</b> Demonstrates good verbal and non-verbal communication skills with instructor/peers. Utilizes appropriate body language, displays effective listening skills.	<b>2.</b> Demonstrates occasional difficulty in verbal and/or non-verbal communication with instructors/peers. Occasionally utilizes inappropriate body language and/or ineffective listening skills.	<b>1.</b> Demonstrates poor/ ineffective verbal and/or non-verbal communication skills. Utilizes inappropriate body language and ineffective listening skills.	
<b>9. Professional Ethics</b>	<b>4.</b> Always demonstrates honesty, compassion, and respect for instructors, peers, and patients. Adheres to all HIPAA, FERPA, and University confidentiality guidelines. Abides by all standard professional code of ethics.	<b>3.</b> Usually demonstrates honesty, compassion, and respect in regards to instructors/peers/ patients, exhibiting rare inconsistencies in behavior. Adheres to all HIPAA, FERPA, and University confidentiality guidelines. Abides by standard professional code of ethics.	<b>2.</b> Generally demonstrates honesty, compassion, and respect in regards to instructors/peers/ patients exhibiting occasional inconsistencies in behavior. Adheres to all HIPAA, FERPA, and University confidentiality guidelines. Abides by standard professional code of ethics.	<b>1.</b> Does not demonstrate honesty, compassion, or respect in regards to instructors/peers/patients. Fails to adhere to HIPAA, FERPA, or University confidentiality guidelines. Fails to abide by standard professional code of ethics.	
<b>10. Use of Constructive Feedback</b>	<b>4.</b> Seeks out and openly welcomes constructive criticism and is never defensive. Effectively and immediately integrates instructor advice.	<b>3.</b> Responds readily to constructive criticism and is not defensive. Immediately integrates instructor advice.	<b>2.</b> Generally responsive to constructive criticism; sometimes defensive. Integrates instructor advice with hesitancy.	<b>1.</b> Unresponsive to constructive criticism; Usually defensive. Does not attempt to integrate instructor advice.	

Category	4 = Excellent/ Entry level Professional (A)	3 = Above Average/ Developing Professional (B)	2 = Average/ Beginning Professional (C)	1 = Unsatisfactory/ Unprofessional(D)	N/A
<b>11. Professional Appearance</b>	<b>4.</b> Appearance/dress/hygiene are always excellent.	<b>3.</b> Appearance/dress/hygiene are usually appropriate; rare instance of minor improvement required; immediate corrective action in response to instructor comments.	<b>2.</b> Appearance/dress/hygiene are generally appropriate, 1 instance of improper uniform.	<b>1.</b> Appearance/ dress/ hygiene are not appropriate for professional environment.	
<b>12. Organization/ Time Management</b>	Organizes work independently, efficiently, and productively. Sets priorities and reorganizes when necessary. Multitasks efficiently and smoothly. Always utilizes extra time effectively (ie. starts second task, maintains/organizes work area). Supervision unnecessary.	<b>3.</b> Exhibits some confusion/hesitation when organizing work. Plans ahead and demonstrates flexibility; Multitasking is usually efficient and smooth. Usually utilizes extra time effectively (ie. starts second task, maintains/organizes work area). Minimal supervision necessary.	<b>2.</b> At times, exhibits moderate confusion/hesitation when organizing work; may require instructor guidance during organization of tasks. Stays focused on task at hand; Multitasking is fairly efficient and smooth, but may be inconsistent. Generally utilizes extra time effectively (ie. starts second task, maintains/organizes work area). Average supervision necessary.	<b>1.</b> Exhibits significant confusion when organizing work; required detailed instructor guidance frequently during organization of tasks. Multitasking was not efficient or smooth. Lack of organization did not allow for the extra time needed to organize/maintain work area. Very close supervision necessary.	
<b>13. Adaptability/ Stress Management</b>	<b>4.</b> Excellent ability to function under unexpected or stressful situations. Adapts to inconsistencies in environment. Always demonstrates professional demeanor and responds calmly in urgent/unexpected situations. Work rate and accuracy are always maintained.	<b>3.</b> Performs well in unexpected or stressful situations. Copes with inconsistencies in environment. Rarely flustered; typically maintains professional demeanor in urgent/unexpected situations. Work rate and accuracy are usually maintained.	<b>2.</b> Performs adequately in unexpected or stressful situations. Exhibits some difficulty in handling inconsistent environments, but seeks assistance when necessary. Occasionally flustered. At times, has difficulty maintaining professional demeanor in urgent/unexpected situations. Work rate slows down, but accuracy is maintained.	<b>1.</b> Cannot perform in unexpected or stressful situations. Exhibits difficulty in handling inconsistent environments. Extremely flustered. Does not maintain professional demeanor in urgent/unexpected situations. Work rate slows down significantly and errors occur.	

**Discussion:** In making comments and/or suggestions, please reference by category number if indicated.

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The faculty in the MLS program at Franciscan Missionaries of Our Lady University thank you for your time and cooperation in this matter.