

Student Handbook

2008 - 2009

WCOCLS Program Office
Minds & Hands in Service

Ohio Northern University
Department of Biological & Allied Health Sciences
WCOCLS Program Office

Meyer Science Hall Room 166
525 South Main Ada, Ohio 45810
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www.onu.edu/wcocls

NOTE: Every attempt is made to ensure the accuracy and currency of the information contained in this handbook. Any changes to content will be communicated to students as soon as possible.

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WELCOME! This handbook is to supplemental to the information found in the *Ohio Northern University Catalog* and the University student handbook. It (the CLS program handbook) outlines your responsibilities, freedoms, and rights as a student in the West Central Ohio Clinical Laboratory Science program. Please take the time to read through it and if you have questions contact the program office. We, the faculty and staff, are here to help you any way that we can.

FACULTY COMMITMENT

As clinical laboratory science practitioners and educators, we the faculty and teaching staff of the West Central Ohio Clinical Laboratory Science Program are committed to provide our students with an education that prepares them to enter professional practice as academically accomplished, caring and competent individuals. To that end, our responsibility is to:

1. Model professionalism in word and action at all times and in all circumstances.
2. Expose each student to knowledge-building, skill-developing experiences.
3. Create a learning environment that ensures that all students are educated in an atmosphere of fairness and equality.
4. Facilitate active participation of students and colleagues in collaborative and scholarly activities.
5. Encourage student and colleague involvement in professional organizations.
6. Recognize, reinforce and promote student achievement.
7. Remain steadfast in our pursuit of excellence in education and service.

CLINICAL AFFILIATES

- Aultman Hospital, Canton, OH
- Bluffton Hospital, Bluffton, OH
- Hardin Memorial Hospital, Kenton, OH
- *Lima Memorial Hospital, Lima, OH*
- New Vision Medical Laboratories, Lima, OH
- Wilson Memorial Hospital, Sidney, OH
- Wright Patterson Air Force Base, OH
 - Air Force Research Laboratory
 - 88th Medical Group

“The important thing is not to stop questioning. Curiosity has its own reason for existing. One cannot help but be in awe when he contemplates the mysteries of eternity, of life, of the marvelous structure of reality. It is enough if one tries merely to comprehend a little of this mystery every day. Never lose a holy curiosity.” ~Albert Einstein

Program Faculty and Staff Directory

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Department of Biological and Allied Health Sciences
525 S Main Ada, OH 45810
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Professor and Chairman

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Interim Program Director & Clinical Associate Professor

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Burlin Sherrick

Secretary

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Jane Brown

Secretary

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(419) 772 - 2325

Deryl Fleming

CLINICAL AFFILIATES & ADJUNCT FACULTY

1) Aultman Hospital

2600 Sixth Street SW

Canton, OH 44710-1702

Contact Sherry Augustine, MT(ASCP)

330-363-7466

F = 330-588-3195

email = saugustine@aultman.com

ADJUNCTS

1. Sherry Augustine, BS, MT(ASCP) – Lab Manager
2. Camille Cindia, BAST, MT(ASCP) – Automated Chemistry/STAT Lab
3. Adamo Cirese, BSMT, MT(ASCP) – Virology/Immunology
4. Jill Creamer, BS, MT(ASCP) - Microbiology
5. Stephanni Ellenberger, BA, C(ASCP) – Toxicology/Bench Chemistry
6. Donna Gobeli, BSMT, MT(ASCP) – Special Chemistry/Electrophoresis
7. Cynthia McKnight, BSMT, MT(ASCP) – Hematology/Coagulation
8. Marla Schmucker-Toussant, MBA, BS, MT(ASCP) – Blood Bank

CLINICAL AFFILIATES & ADJUNCT FACULTY - continued

2) Bluffton Hospital

139 Garau Street
Bluffton, OH 45817-0048
Contact Ben Enders, MT(ASCP)
419-369-2361
F = 419-358-2639
email = benders@bvhealthsystem.org

ADJUNCT

Ben Enders, MT(ASCP) – Director of Ancillary Services

3) Hardin Memorial Hospital

921 E. Franklin
Kenton, OH 43326
Contact Craig Duff - Lab Manager
419-675-8169
F = 419-675-3207

ADJUNCT

JJ Sreenan, MD - Pathologist

4) Lima Memorial Hospital

1001 Bellefontaine
Lima, Ohio 45804
Contact Burlin Sherrick, MBA, MT (ASCP) SBB – Lab Director
419-226-5197, extension 2343
F = 419-226-5027
Email = bsherrick@limamemorial.org

ADJUNCTS

1. Rogelio Decanio, MD - Pathologist
2. Jenny Francis, BS, BA, MT(ASCP) – Microbiology Supervisor
3. Burlin Sherrick, MBA, MT(ASCP)SBB – Laboratory Director
4. Michelle Wiss, BS, MT(ASCP) – Blood Bank

CLINICAL AFFILIATES & ADJUNCT FACULTY - continued

6) New Vision Medical Laboratories

750 West High Street

Lima, Ohio 45801

Contact David Steiner, MT(ASCP) – Support Services/QA Coordinator

419-226-9220

F = 419-226-9756

Email = dwsteiner@health-partners.org

ADJUNCTS

1. Ron Bibler, MT(ASCP), Technical Specialist Chemistry Division
2. Kristina M. Edington, MT(ASCP), Technical Specialist Clinical Microbiology
3. Elaine Gertsen, MT(ASCP), Technical Specialist Transfusion Service
4. Caroline Schepman, MT(ASCP), Operations Manager
5. Jane Steiner, MT(ASCP), Technical Specialist Hematology Division

7) Wright Patterson Air Force Base - Air Force Research Laboratory/AFRL

AFRL/HEPB, Applied Biotechnology Branch

2729 R Street, B837

Wright-Patterson AFB, OH 45433

Contact MAJ Diane Todd, MS, MT(ASCP) – Program Manager, Predictive Biotechnology

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ADJUNCTS

1. CAPT Richard Casabar, MS, MT(ASCP)
2. Christopher Geib, MBA, BA
3. Saber Hussain, Ph.D.
4. Marlin Linger, MS, MBA
5. LT Ayodele Olabisi, Ph.D.
6. James Reboulet, MS
7. MAJ Diane Todd, MS, MT(ASCP)

8) Wright Patterson Air Force Base - 88th Medical Group

4881 Sugar Maple Drive

Wright Patterson AFB, Ohio 45433-5529

Contact MAJ James Benjack, MT(ASCP) – Officer in charge DTS/SGQC

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CLINICAL AFFILIATES & ADJUNCT FACULTY - continued

9) Wilson Memorial Hospital

815 W. Michigan Street

Sidney, Ohio 45365-2491

Contact Lynn James – Laboratory Manager

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ADJUNCTS

1. Carol Cox, MSA, BA, MT(ASCP) – Accession Distribution Division Head
2. Lynn James, BA, MT(ASCP) – Laboratory Manager
3. Beth Stevens, BS, MT(ASCP) – Chemistry Supervisor
4. Paulette Rapp, BSMT, MT(ASCP) – Hematology Section Head
5. Mary Putnam, BA, RM(AAM), MT(ASCP), H(ASCP) – Microbiology Section Head
6. Paul Thorpe, MD - Pathologist
7. Ann Van Horn, BSMT, MT(ASCP) – Blood Bank Supervisor

PROGRAM DESCRIPTION

The West Central Ohio Clinical Laboratory Science (WCOCLS) program is an admissions-restricted one comprising the four quarters, end-year experience for those pursuing the BSCLS degree or the Post Baccalaureate certificate. During the first two quarters, students complete didactic coursework in major CLS discipline areas including but not limited to: hematology and hemostasis, clinical chemistry, clinical microbiology, clinical immunology, blood banking and transfusion science, and biological fluids, and professional practice and development. The second two quarters represent the clinical phase. Students are assigned to an affiliate laboratory to complete rotations. Each rotation is between two (i.e., immunology and infectious diseases) and four weeks (i.e., hematology, chemistry, blood banking, and microbiology) in length. Each student is under daily supervision of a clinical instructor and course supervision by the program director. Students may also complete enrichment rotations during this time (see page 11 for additional information). During this clinical phase of the program, students learn to apply the theory and principles of clinical laboratory science to real world practice in an accredited clinical laboratory.

Table 1. Summary of WCOCLS Program

WCOCLS Program Year (62 – 64 quarter hours)							
Summer Term (12 weeks)		Fall Term*** (10 weeks)		Winter Term (10 weeks)		Spring Term (10 weeks)	
Course	Credit	Course	Credit	Course	Credit	Course	Credit
CLS 460	3	BIOL 462	3	CLS 468	2	CLS 471	6
CLS 461	3	BIOL 464	5	CLS 469	6	CLS 472	6
CLS 463	3	CLS 465	5	CLS 470	6	CLS 474	1
BIOL 466	4	CLS 490	1-3	CLS 473	3		
CLS 467	5						
TOTAL	18		13-16		17		13

***BSCLS degree students must apply for graduation. At spring commencement, students receive a BSCLS.

WCOCLS Program Courses

CLS 460	Foundations of Clinical Laboratory Science	3
CLS 461	Professional Practice and Development	3
BIOL 462	Biological Fluids	3
CLS 463	Clinical Immunology	3
BIOL 464	Hematology and Hemostasis	5
CLS 465	Blood Banking and Transfusion Science	5
CLS 466	Clinical Chemistry	4
BIOL 467	Clinical Microbiology	5
CLS 468	Clinical Laboratory Practicum Orientation	2
CLS 469	Clinical Hematology Practicum	6
CLS 470	Blood Bank Practicum	6
CLS 471	Clinical Chemistry Practicum	6
CLS 472	Clinical Microbiology Practicum	6
CLS 473	Immunology & Infectious Diseases Practicum	3
CLS 474	Case Studies in Clinical Laboratory Science	1
CLS 490	Special Topics in Clinical Laboratory Science	1 – 3

Notice of Program Accreditation Status

The West Central Ohio Clinical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631.

MISSION STATEMENT

The mission of the West Central Ohio Clinical Laboratory Science Program is to educate students in the clinical laboratory sciences, preparing them to practice as ethical and competent professionals, and enabling them to meet whatever job-related challenges arise now and in the future.

PROGRAM GOALS

The program goals of the West Central Ohio Clinical Laboratory Science Program are to:

1. Build and sustain a Clinical Laboratory Science curriculum that meets current and emergent knowledge/skill needs of students.
2. Identify and partner with affiliates in providing clinical laboratory science education opportunities.
3. Provide a learning experience rich in opportunities that maximize a student's potential to attain entry-level clinical laboratory scientist competencies.
4. Graduate knowledgeable, skillful and ethically demonstrative clinical laboratory scientists for the underserved regions of Ohio and the nation.
5. Contribute to the ongoing development of clinical laboratory science pedagogy and growth of the profession.

PROGRAM OBJECTIVES

Upon completion of the prescribed course of study, the student will be able to:

1. Competently perform a full range of testing in the clinical laboratory encompassing the areas of but not limited to blood banking, clinical chemistry, hematology and coagulation, clinical microbiology including virology, mycology and parasitology, clinical immunology, and molecular diagnostics.
2. Actively participate in the development, implementation and evaluation of test methods.
3. Assume responsibility for analysis and clinical decision-making, compliance with and promotion of applicable regulations, professional development and quality improvement wherever lab testing is researched, developed or performed.
4. Demonstrate basic knowledge, skills and possession of relevant experiences in:
 - a. Communications to enable consultative interactions with members of healthcare teams, external relations, customer service and patient education;
 - b. Clinical Laboratory finance, operations, marketing and human resource management to enable cost-effective, high-quality, value-added laboratory services;
 - c. Information technology to enable effective, timely, accurate and cost-effective reporting of laboratory-generated information, and;
 - d. Research design and practice sufficient to evaluate published studies as an informed consumer.

(Adapted from the NAACLS' Standards of Accredited Educational Programs for the Clinical Laboratory Scientist/Medical Technologist "Description of Career Entry of the Clinical Laboratory Scientist/Medical Technologist", 2001.)

ESSENTIAL FUNCTIONS

Essential functions are nonacademic standards that all WCOCLS Program students must be able to master and execute to successfully participate in and complete the program without compromising the safety and well being of students, instructors, patients and the public. The WCOCLS program essential functions require that a student:

1. Identify and differentiate physical features, including color, shape and size of microscopically viewed materials.
2. Identify, discriminate and characterize the physical attributes (e.g., color, odor, consistency) of biological samples, reagents and end points of chemical reactions.
3. Read numbers, letters and symbols displayed in print whether transmitted through non-electronic, electronic or other technological media.
4. Identify and respond to warning signals.
5. Demonstrate dexterity to perform analyses in accordance with established laboratory protocols and to manipulate laboratory utensils, tools, equipment and instrumentation including computer touch-screens, keyboards and handheld calculators.
6. Engage in and sustain physical activity that may require sitting, standing or walking for extended periods of time.
7. Practice laboratory safety and respond to emergent situations in accordance with established guidelines to minimize harm and danger to self and others.
8. Exercise range of motion and reach to work in laboratory facilities, to assist patients who may be seated, prone or standing and to manipulate sample containers, lab utensils, tools, equipment and instrumentation without threatening harm or violating safety protocols.
9. Use available modes of transportation to travel between the University campus and off-campus training sites.
10. Collect specimens in a safe, timely and professional manner without compromising sample integrity or causing the patient undo pain and suffering.
11. Ask appropriate scientific questions and demonstrate ability to evaluate and draw conclusions.
12. Organize and communicate results obtained by observation and experimentation in oral and written form under conditions of stress or calm and within given time constraints.
13. Identify and employ strategies that minimize miscommunication.
14. Adhere to established policies to safe guard confidentiality of information communicated by non-electronic and electronic means.
15. Perform multiple tasks with focused attention on safety, accuracy and quality.
16. Communicate tactfully, respectfully and regardless of the intended audience's race, color, creed, religion, sex, age, handicap, veteran status or national origin.
17. At all times in all circumstances, maintain a professional demeanor and perform every task assignment with focused attention on safety, accuracy and quality.
18. Speak, act and perform assigned tasks in an ethical manner.
19. Recognize and work within the limits of personal abilities, ask for help when required and actively participate in opportunities to improve.
20. Engage in actions that support team workmanship and minimize conflict.
21. Work collaboratively and independently, demonstrating knowledge and mastery of skills when speaking, writing or taking examinations.

PROGRAM POLICIES AND PROCEDURES

Admissions

The West Central Ohio Clinical Laboratory Science Program has an enrollment capacity of 8 students per year. The start date for the program corresponds to the first day of ONU *Summer Term*. Prospective students may submit applications anytime but not later than March 1st of the year for which an applicant seeks program admission. Applicants completing prerequisite coursework at the time of application may be considered for admission but, if selected (provisional admit), will be required to submit documentation (transcript or original grade report) of successful completion of the course(s) prior to the first day of class. Applicants selected for admission for a given year are notified by the Program Director by April 1st of that year.

Admission to WCOCLS program is criterion-based, competitive and dependent upon the recommendation of the program admissions committee. Admission standards for BSCLS degree students include:

- Submission of a completed application for admission (only completed applications are considered)
- Satisfaction of all applicable university and college admission requirements
- Satisfaction of all applicable degree requirements excluding CLS coursework
- Completion of all prerequisite coursework with a minimum of a “C” in each course
- A cumulative GPA of 2.80 (scale 4.00) with a science (biology, chemistry, physics, math) GPA of 3.00
- Demonstrated comprehension of and commitment to CLS professionalism

Consideration for admission by non-degree seeking (Post Baccalaureate Certificate) applicants is limited to those who meet the following minimum requirements:

- Possess a baccalaureate degree from an accredited college or university.
- Completed 24-quarter hours (or equivalent semester hours) of biology coursework that must include a microbiology course with laboratory, human anatomy and physiology, genetics, and molecular biology.
- Completed 24-quarter hours (or equivalent semester hours) of chemistry including 1 course in organic chemistry or biochemistry (200-level or above courses).
- Completed 8-quarter hours (or equivalent semester hours) of college-level math including one course in statistics.
- Completed 4-quarter hours (or equivalent semester hours) of computer sciences (no web-design).
- Cumulative GPA of 2.80 (4.00 scale) with a science (biology, chemistry, physics, and math) GPA of 3.00.
- Submitted a completed application for admission (only completed applications are considered).
- Satisfaction of applicable university and college requirements for admission as a non-degree seeking student.
- Demonstrated comprehension of and commitment to CLS professionalism

Acceptable Conduct

Students in the West Central Ohio Clinical Laboratory Science Program are responsible for complying with all University, College and Program (including clinical affiliate) policies and procedures. The expectation is that WCOCLS students will read, be knowledgeable about the contents of this handbook and ask question when they do not know or understand. But, it is also their responsibility to be familiar with the other resources available to them: *the University Catalog* and student handbooks. While in the Program, students are expected to demonstrate appropriate behavior in accordance with University, Affiliate and Professional standards. Any action or behavior that is unethical, disruptive, poses a conflict of interest or jeopardizes the safety and welfare of fellow students, instructors, patients or the public will result in disciplinary action and may be grounds for dismissal from the program.

To promote a professional image and personal safety, students are expected to comply with the program professional attire guidelines when in class. Any student found not to be in compliance, will be asked to leave and return in appropriate attire.

Program Professional Attire Guidelines

1. A regulation lab coat must be worn at all times while in the laboratory. The coat must be worn closed in the front and sleeves rolled down.
2. No jeans, sweat suits, shorts, sleeveless shirts or “see through” blouses or shirts are to be worn. Extremes in dress style are to be avoided.
3. Clothing should be worn clean and free of holes, tears, fringe and excessive wrinkling. Medical scrubs are acceptable.
4. Shoes are to be closed-toe and low-heeled.
5. Hair, including beards, sideburns and mustaches, is expected to be worn in a neat, clean and combed manner. Long hair is to be tied back away from the face when in the laboratory.
6. The wearing of jewelry, perfume and lotions should be minimized for personal safety and concern for others.

Safety

A fundamental belief in and active practice of laboratory safety is key to protecting students and others from potential accidents and life-threatening situations. Therefore, all WCOCLS Program students are expected to know and adhere to all safety regulations at both the University and the Affiliate training sites. At a minimum, the following Program guidelines apply.

1. Wear a lab coat and closed footwear while in the laboratory.
2. Eating, drinking, smoking and applying make-up are not allowed in the laboratory.
3. When handling and processing specimens, wear gloves.
4. When exposure by splashing or aerosolization to hazards is anticipated, wear a facemask and protective eye gear.
5. No mouth pipetting.
6. Decontaminate work surfaces before work begins, after spills and when work is completed.
7. Dispose of hazards, waste and contaminated materials in approved receptacles in accordance with institutional policies.

Safety - continued

8. Report unsafe work conditions and safety violations per institutional policy and practice.
9. Remove personal protective equipment and clothing and wash hands before leaving the laboratory work area.
10. Participate in opportunities to stay informed and updated about laboratory safety.

Health Records, Medical Care and Professional Liability Insurance

As a matter of public health and program policy, each WCOCLS student must provide documentation prior to enrollment in the first clinical laboratory science course that current health status will permit him or her to meet the essential functions of the program. This includes proof of immunizations (current and up to date) and infectious disease(s) exposure to include Hepatitis B, Measles, Mumps, Rubella, Tetanus, Diphtheria and Mantoux TB (PPD). Acceptable documentation is the completed copy of the Health and Immunization Record Form provided in this handbook.

On-campus (ONU) medical care is provided through the University Health Center located at 315 West College Avenue across from the McIntosh Center parking lot. Specific services and insurance coverage information are outlined in University brochures available from student services. Additional information is available on-line at <http://www.onu.edu/healthcenter/>. In the event that emergency medical treatment is required while a student is at the clinical affiliate training site, care will be provided as needed for illness or injuries. Any expenses incurred for such treatment shall be the sole responsibility of the student being treated.

Professional liability insurance is provided for each student in the WCOCLS program through the University's policy. Proof of this coverage is required before a student is permitted to begin clinical practicum experiences. For more information, contact the WCOCLS program office.

Progression in the Program and Academic Standards

A student's progression in the WCOCLS program is dependent on both academic and non-academic achievements. Academically, a student must maintain at least a satisfactory (S) or "C" level (GPA of 2.00 on a 0.00 – 4.00 scale) of scholarship while in the Program. If a WCOCLS student receives a final grade of "U" (unsatisfactory) or less than a "C" in any CLS course he/ she will be subject to one or more of the following courses of action: (a) remediation and re-testing per course policy and at the discretion of the course instructor, (b) academic probation, and (c) dismissal from the program.

Program students are expected to attend all classes and clinical practica experiences unless excused for reasons of exceptional circumstance. *With specific regard to clinical courses completed at an the assigned clinical affiliate:* If more than four days total or 25% of a clinical practicum course, which ever is fewer, is missed because of circumstances beyond the student's control, than a student is required to remediate the course to the satisfaction of the instructor. However, any unexcused tardiness or absence from a clinical practicum rotation may result in course failure and/ or dismissal from the program. Responsibility for meeting all attendance obligations rests solely with the student.

Progression in the Program and Academic Standards – continued

Cases of prolonged illness, personal tragedy or catastrophic event that prevent a student from meeting program obligations and achieving academic standards are reasons for a student to request a leave of absence. Such requests are considered and evaluated by the Program Director on a case-by-case basis. Decisions are rendered in accordance with applicable University policy. A grade of “I” (incomplete) or “NR” (no report) may be assigned for affected courses.

Enrichment Rotations

To provide a learning experience rich in opportunities that maximize students’ potential to attain entry-level clinical laboratory scientist competencies underscores the purpose of the several enrichment rotations that students, assigned to Lima Memorial Hospital or Wilson Memorial Hospital laboratories, complete during the second two quarters of the clinical year. These experiences are not courses that generate credits toward the CLS degree and do not count as weighted factors toward a specific course grade; however, students cannot successfully progress through nor complete program requirements without satisfactorily completing these enrichment rotations. These rotations include: 1) the one week focused practical laboratory experience at Hardin Memorial Hospital Laboratory, 2) the one week generalist experience at BVRMC – Bluffton, and 3) the one week research experience at Wright Patterson Air Force Base Research Laboratory. Details regarding rotation objectives, expectations, and scheduling are provided to students in advance. Additional questions regarding these enrichment rotations should be directed to the office of the program director.

Academic Misconduct

WCOCLS students are encouraged to seek resolution of academic grievances through the appropriate University and College of Arts and Sciences Judicial System. For academic offenses, steps toward resolution and adjudication within the College of Arts and Sciences as stipulated in the *College Policies & Procedures Handbook* are summarized below (Also see the ONU Student Handbook on-line at <http://www.onu.edu/studentaffairs/handbook/>).

1. The student should attempt to resolve the issue by meeting with the course instructor within 10 days of the alleged offense.
2. Should the student and the instructor fail to resolve the situation, the student may submit a written statement outlining the situation to the Department of Biological & Allied Health Sciences chairman. The instructor must submit copies of relevant documents. These actions must be accomplished within 10 days of the student/instructor meeting.
3. Failure to resolve the issue at the department level requires the department chairman to forward the case and all materials within 10 days to the Assistant Dean of the College of Arts and Sciences who convenes a meeting of the Committee on Academic Qualifications.
4. Subsequent to review of the case, the committee issues a written decision to:

Academic Misconduct - continued

- The Student
 - The Instructor
 - The Department Chairman
 - The Dean of Students
 - The Dean of the Student's College
 - The Dean of the Instructor's College
 - The Vice President of Academic Affairs
 - The University Registrar
5. If the student remains unsatisfied with the decision reached through the College procedures, he or she may appeal the decision to the University Judicial Board within 10 days of following the college decision. This procedure is outlined in Section II B of Appendix 3 of the ONU Faculty Handbook.

Non – Academic Concerns and Student Counseling

Program faculty are available to assist students in understanding program policies and practices, for advising on professional and career issues, and for providing counseling or referral for personal and financial problems that may interfere with progress in the program. ONU also provides students help with personal, educational and career concerns through its Counseling Center located on-campus at 315 South Union, Ada, Ohio.

Complete information regarding the ONU Judicial System and procedures for addressing academic and non-academic concerns may be found in the Ohio Northern University Student Planner and Handbook available through the Office of Student Affairs and on-line at <http://www.onu.edu/studentaffairs/handbook/>.

Student Records

In accordance with ONU policy and NAACLS standards, WCOCLS student records are maintained for program admission, evaluation and counseling sessions. These records are filed with the WCOCLS Program Office with sufficient care to render them confidential for the student, the Program and the University. Official academic and disciplinary records are kept with the appropriate University office as outlined in the *University Student Handbook*.

Summary of the Clinical Practicum Experience

The clinical practicum experience is innately student-centered and structurally fluid. The practicum is designed to provide opportunity for the student to further develop knowledge and skills consistent with those expected of a career entry-level clinical laboratory scientist. In addition to learning objectives, each student is provided clear and concise instructions by clinical mentors throughout the duration of the practicum experience. Learning activities include but are not limited to observations, work assignments, reading assignments, one-on-

one training exercises, written examinations, practical competency assessments of task performance, and attendance at professional education events.

Summary of the Clinical Practicum Experience - continued

The classroom for all clinical practicum courses is the clinical affiliate laboratory to which the student is assigned. It is the responsibility of each student to provide transportation to and from the facility throughout the clinical training period. Students should be aware that practica course schedules differ minimally from a one, two or four-week, Monday – Friday, 7:00 a.m. to 3:00 p.m. cycle. Additionally, students may be scheduled to attend practicum classes during University recesses. Employment and personal obligations are to be completed outside of the scheduled course time and are not viable excuses for missing training time.

An expectation of professional education is that students comply with all policies and procedures of both the University and the Clinical Affiliate institution. At a minimum, students are expected to conduct themselves in a professional manner at all times while under the supervision of the affiliate laboratory personnel.

This includes meeting the following minimum standards of performance:

- Being punctual.
- Attending all scheduled training periods.
- In cases where tardiness or absence is anticipated, the student will contact both the clinical instructor and WCOCLS program director.
- Dressing in appropriate professional attire and in accordance with clinical affiliate dress code
- Practicing laboratory safety
- Participating in the Quality Assurance Program
- Maintaining the confidentiality of all records in accordance with facility standards during and after practicum experiences

Each student will be furnished with a nametag that identifies him or her as a student. Safety equipment and supplies including personal protective equipment (lab coat, gloves and goggles) will be provided by the clinical affiliate.

CLINICAL PRACTICUM GRADES

The grade for each practicum course is based upon achieving a satisfactory competency evaluation, a satisfactory professional performance evaluation, and a passing score of 75% or better on the final examination. Competencies are those determined to meet standards for professional practice in the respective CLS disciplines and encompass knowledge, technical skill, and cognitive skill. The performance evaluation represents an assessment of the student's professional behavior. The final examination is composed of questions that address components of competency as described in the 4th edition of the ASCP Board of Registry Guide and include the following cognitive skill levels: 1) recall – ability to recognize memorized knowledge that includes but is not limited to specific facts and complete theories, 2) interpretive skills – ability to use recall knowledge and to demonstrate understanding and apply verbal, numeric, or visual data, and 3) problem solving – use recalled

CLINICAL PRACTICUM GRADES - continued

knowledge and the interpretation/application of distinct criteria to resolve a problem and/or to make an appropriate decision for a given scenario.

While the course competency and professional performance evaluations are not assigned weighted values that count towards the final course grade, a student must earn a satisfactory (S) on both evaluations AND a score of 75% or better on the final exam to pass a practicum course. The evaluations and the exam represent an assessment of student technical expertise and knowledge of general and discipline-specific Clinical Laboratory Science theory and practice.

To receive a grade of “Satisfactory” (S) a student must:

1. Receive a final rating of average or better on the competency evaluation, and
2. Receive a final rating of average or better on professional performance evaluation

A grade of “Unsatisfactory” (U) means the student failed to achieve ratings of average or better. Any student receiving a grade of “U” and/ or less than a score of 75% on the final exam for a practicum course will be scheduled for a counseling session with the program director and the adjunct faculty instructor. Appropriate actions will be implemented and may include: (a) remediation at the discretion of the program director in consultation with the adjunct faculty, and/ or (b) dismissal from the program.

Grade Scale

Grading Scale:	100 – 90%	A
	89 – 80%	B
	79 – 75%	C
	74 – 65%	D
	<65%	F

Program Accreditation and Evaluation

The West Central Ohio Clinical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631.

The WCOCLS program uses a number of mechanisms to insure continuous and systematic review of its effectiveness and to guide ongoing curriculum development and program improvement. The plan for program assessment includes but is not limited to:

- ✓ Surveys of students, employers and faculty
- ✓ Faculty and course evaluations
- ✓ Graduate exit interviews and certification exam results
- ✓ Graduation and program attrition data
- ✓ Student and faculty achievements (e.g., job placement, publications, presentations)
- ✓ Participation in national surveys and annual NAACLS reports

INSTRUCTIONAL & EDUCATIONAL RESOURCES

Library Facilities

Located in the central part of the ONU campus, Hetrick Memorial Library serves as a primary information and instructional resource for students and faculty. In addition to books and periodicals, a variety of materials are available including microforms, government documents, sound recordings, videotapes, kodachromes and computer software. Local collections are supplemented by the interlibrary loan service that includes access to OhioLINK, a statewide resource-sharing network. Study carrels and rooms may be reserved and a conference room is available for larger group use. Reading devices are available to access microforms. Audiovisual equipment and other services, including printing/copying and training sessions on how to use library resources, are available. More than two-dozen computers connected to the campus local area network (LAN) provide access to the library's Public Online Library Access and Retrieval (POLAR) on-line catalog system as well as other computerized services including electronic books, journals and licensed databases.

Furthermore, students have access to a private collection of discipline-specific textbooks and materials available in the Program Director's ONU office.

Information Technology

Ohio Northern University maintains a variety of computer equipment connected by local area networks. The networks are integrated through a campus-wide fiber-optic cable system. A UNIX operating system provides campus-wide Internet services. Campus Pipeline is the web platform for campus services including e-mail, student records, academic calendar, chat sessions and course information. Both Windows and Apple computer laboratories are scattered throughout the campus and personal computers are located in many academic buildings, with clusters available for general use in the Hetrick Library, the Taggart Law Library and the Hill building. Most campus classrooms and college laboratories are modified for access to the campus network, accommodating stationary and mobile multimedia systems.

Physical Facilities

ONU Campus

The West Central Ohio Clinical Laboratory Science Program is an academic unit within ONU's Department of Biological and Allied Health Sciences. The Department resides in the Meyer Hall of Science, one of three buildings comprising the ONU Science Complex. The physical facilities available for use include eight laboratory classrooms, eleven independent research laboratories and one general-purpose lecture hall. Most lab classrooms safely accommodate up to twenty-four students. Additionally, several lecture classrooms feature multimedia-teaching podiums. Laboratory classrooms are modified to accommodate the use of mobile multi-media units.

Safety

ONU campus laboratory classrooms used by the WCOCLS program are equipped for safety with eye wash stations, safety showers, fire extinguishers and hand washing sinks stocked with standard soap/detergent product. A certified class II (laminar flow) biological safety hood is housed in the Meyer 104 laboratory classroom and fume hoods are available for use with volatile/ fuming solutions. Appropriate safety signage (biohazard materials/waste tags, NFPA identification labels, safety equipment identification & location placards) is used/displayed as required. Biohazardous waste is disposed of per the University's bloodborne pathogen exposure control plan. Students undergo extensive safety training. Personal protective gear is provided. Maps indicating routes for exiting rooms in the event of an emergency are posted. The Department has a safety officer who coordinates all department safety activities to implement the University's safety program.

PROFESSIONAL ISSUES

Certification

Certification is a process of external peer review and examination in which a non-governmental agency or association grants public recognition to an individual as having met established experiential qualifications, and educational as well as functional standards. While participation in certification is voluntary, there are factors that make certification valuable. The benefits of certification include professional identity, fulfillment of licensure obligations in states that require a professional licensure, continued professional development and increased employment opportunities. The most widely accepted U.S. certifying agencies are:

ASCP - <http://ascp.org/bor/getcertified/>

The Society is widely accepted as the most influential leader in the certification of medical technologists through its Board of Registry (BOR), an administratively independent certification agency. Initiated in 1928, the BOR prepares relevant standards and develops procedures to assure the competence of laboratory personnel.

Technicians

- * Apheresis Technician, AT(ASCP), Donor Phlebotomy Technician, DPT(ASCP), Medical Laboratory Technician, MLT(ASCP), Histotechnician, HT(ASCP), Phlebotomy Technician, PBT(ASCP)

Technologists

- * Medical Technologist, MT(ASCP), Blood Banking, BB(ASCP), Chemistry, C(ASCP),
- * Cytotechnologist, CT(ASCP), Hematology, H(ASCP), Histotechnologist, HTL(ASCP), Microbiology, M(ASCP), Molecular Pathology, MP(ASCP)

Specialists

- * Hemapheresis Practitioner, HP(ASCP), Blood Banking, SBB(ASCP), Chemistry, SC(ASCP), Hematology, SH(ASCP), Pathologist's Assistant, PA(ASCP), Microbiology, SM(ASCP), Cytotechnology, SCT(ASCP), Virology, SV(ASCP), Laboratory Safety, SLS(ASCP)

Diplomats

- * Diplomat in Laboratory Management, DLM(ASCP)

ASCP - <http://ascp.org/bor/getcertified/>

International

- * Exams for Korea

Qualification

In 1993, the ASCP Board of Registry introduced a new type of recognition process called a Qualification. Candidates, who complete the Qualification process, including completion of the eligibility requirements and successful completion of the work sample project, will receive documentation of their Qualification, which is valid for five years.

The Board of Registry offers Qualifications in the following categories: Qualification in: 1) Cytometry (QCYM), 2) Immunohistochemistry (QIHC), 3) Laboratory Compliance (QLC), 4) Laboratory Informatics (QLI), and 5) Point-of-Care Testing Evaluator Program (QPOCTE)

NCA - <http://www.nca-info.org>

The National Credentialing Agency for Laboratory Personnel, Inc. (NCA) is a voluntary, not-for-profit, non-governmental organization that conducts certification of medical laboratory personnel and other credential-related activities deemed necessary to serve the patient and public needs. NCA is the only provider of national peer-developed and peer-administered examinations for medical laboratory personnel.

- * Clinical Laboratory Specialist in Cytogenetics
- * Certified Laboratory Specialist in Molecular Biology
- * Clinical Laboratory Scientist Generalist
- * Scientist Categoricals (Chemistry/Urinalysis, Hematology, Immunohematology, Microbiology)
- * Clinical Laboratory Technician
- * Clinical Laboratory Phlebotomist
- * Clinical Laboratory Supervisor
- * Clinical Laboratory Director

Personnel Licensure

A license by definition is a legal permit granted by an authority. The individual granted a license has the legal right and responsibility to practice the craft, art or profession for which the license is issued. In the U.S., licensure is a governmental protective action - local, state or federal - exercised on behalf of the public. One difference between licensure and certification is that certification is a private sector activity. Another primary difference focuses on the consequences of practice when an individual does not have permission to practice. Specifically, if a person engages in a practice for which a license is required and the individual is not licensed, then he or she is breaking the law. Consequences for practicing clinical laboratory science without a license in a state that requires one can be severe and may include fines and jail time. Practicing clinical laboratory science without certification is not a crime, though it may be more difficult to attain gainful employment without certification. There are currently 12 states and 3 U.S. territories that require CLS personnel licensure including California, Hawaii, Florida, North Dakota, Rhode Island, Tennessee, Louisiana, Nevada, New York, West Virginia, Montana, Georgia, Puerto Rico, Guam and the Commonwealth of the

Northern Marianas. Statutes of personnel licensure laws vary, but usually include an annual licensing fee (some are bi-annual), a provision for continuing education, a minimum education and professional competency requirements.

Professional Links

National and International Organizations



ASCLS

The American Society for Clinical Laboratory Science (ASCLS), as the preeminent organization for clinical laboratory science practitioners, provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education and management to ensure excellent, accessible cost-effective laboratory services for the consumers of health care.



ASCP

The American Society for Clinical Pathology (ASCP) is a not-for-profit medical society organized exclusively for educational, scientific, and charitable purposes.

The mission of the American Society for Clinical Pathology is to serve as a national resource for the enhancement of the quality of the practice of pathology and laboratory medicine. Membership consists of 10,000 pathologists, other physicians, and more than 140,000 laboratory professionals including medical technologists, medical laboratory technicians, cytotechnologists, histotechnologists, histologic technicians, phlebotomists and others.



CLMA

CLMA is an international organization with approximately 6,300 members who are responsible for laboratories and clinical services in hospitals and health-care networks, group practices, and independent settings. CLMA is dedicated to enhancing managerial and leadership skills; promoting efficient, productive, and high-quality operations; and advocating on behalf of quality patient care and the membership.



IAMLT

The International Association of Medical Laboratory Technologists (IAMLT) is an international professional organization, which consists of associations of medical laboratory technologists/scientists from 40 countries. All members of associations belonging to the IAMLT are automatically members of the IAMLT. (ASCLS is a member society.)

Professional Links - continued

National and International Resources Web Links

1. American Society of Clinical Laboratory Science (ASCL) - <http://www.ascls.org>
Journal Sponsored: Clinical Laboratory Science
2. American Society for Clinical Pathology (ASCP) - <http://www.ascp.org>
Journal Sponsored: Laboratory Medicine
3. American Association of Blood Banks (AABB) - <http://www.aabb.org>
Journal Sponsored: Transfusion
4. American Association of Clinical Chemistry (AACC) - <http://www.aacc.org>
Journal Sponsored: Clinical Chemistry
5. American Society for Hematology (ASH) - <http://www.hematology.org>
Journal Sponsored: Blood
6. American Association of Immunologists (AAI) - <http://12.17.12.70/aai/default.asp>
Journal Sponsored: Journal of Immunology
7. American Society for Microbiology (ASM) - <http://www.asmtusa.org>
Journal Sponsored: Journal of Clinical Microbiology
8. Clinical Laboratory Management Association – <http://www.clma.org/index.cfm>
Journal Sponsored: Clinical Leadership & Management Review
9. International Association of Medical Laboratory Technologists - <http://www.iamlt.org/>
Journal Sponsored: Med Tec International

APPENDIX

ASCLS Code of Ethics

Student Information/ Signature Sheet

Health Status and Immunization Record Form

WCOCLS Program Course Descriptions

Policy on Selection and Placement of Students for Clinical Training

About HIPAA

Microscope Lease Policy and Rental Agreement

Policy on Student Employment and Work

Adverse Weather

WCOCLS Program Committees Members

Important Dates

ASCLS Code of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient

- ◆ Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgement and performance and striving to safeguard the patient from incompetent or illegal practice by others.
- ◆ Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.
- ◆ Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

- ◆ Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.
- ◆ Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

- ◆ As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.
- ◆ Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.



West Central Ohio Clinical Laboratory Science Program

Directions: Print all requested information the spaces provided and return this form to the WCOCLS Program office on or before the first day of classes. Thank you!

NAME: _____
First Initial Last

Address: _____

Phone: _____

E-mail: _____

Emergency Contact:

Name: _____

Phone: _____

Address: _____

Relationship: Parent Legal Guardian
 Family Friend Other _____

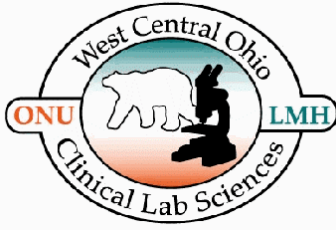
Acknowledgement Statement

I acknowledge that I have received, read, and accept full responsibility for the information provided in the WCOCLS Program Student Handbook. Furthermore, I acknowledge that I have received a copy of, read, and fully understand the academic standards, essential functions, and policies regarding progression in and completion of the program as required for admission to and my continued progress in the West Central Ohio Clinical Laboratory Science program.

Signature

Date

*Students formally admitted to the program should return this page (complete with signature and date) to the office of the program director on or before the first day of class of the Summer Term.



Health Status & Immunization Record Form

Directions: In order that the health and safety of the students and others associated with the West Central Ohio Clinical Laboratory Science (WCOCLS) Program educational activities can be

safeguarded and in order for _____
(Student Name)

to demonstrate that his/her health will permit him/her to meet the written essential functions of the program, it is necessary for the program to have a record of the student's health status including immunization records. Please complete this form and return to:

Ohio Northern University
Department of Biological and Allied Health Sciences
West Central Ohio Clinical Laboratory Science Program
525 South Main
Ada, Ohio 45810

TO BE COMPLETED BY THE PHYSICIAN/ HEALTHCARE PROVIDER

Upon examination _____
(Student Name)

was found to have no physical or mental disease or condition that would prohibit participation in the educational activities of the WCOCLS program or that would pose a threat to himself/herself or others associated with the program activities.

Physician's Signature _____ Date _____

Print Physician Name _____

Address _____

Phone _____

Immunizations/Record of Exposure

Date	Vaccine	Dose	Provider Signature
	HEP B		
	MMR		
	PPD		
	Polio		
	Tetanus		
	Diphtheria		

COMMENTS:

WCOCLS Program Course Descriptions

- 1. CLS 460 - Foundations of Clinical Laboratory Science** **Credits: 3**
Description: An integrated lecture/lab introducing the principles and practices underlying the work performed by clinical laboratory science professionals. Topics covered include safety, regulatory issues, specimen collection and phlebotomy, quality assurance, professionalism and ethics. *Lab Fee:* \$25.00
Prerequisite(s): Admission to the WCOCLS program.
- 2. CLS 461 –Professional Practice and Development (Web-based)** **Credits: 3**
Description: The concepts and practices governing clinical laboratory operations including professional career development. Topics include interpersonal and interdisciplinary communication, team-building skills, organizational structure, leadership, resources management, and education techniques.
Prerequisite(s): Admission to the WCOCLS program.
- 3. BIOL 462 – Biological Fluids** **Credits: 3**
Description: The formation and function of various human body fluids and the methods used to analyze them in the clinical laboratory are studied. Students perform biochemical and microscopic analyses and correlate results with states of health and disease. *Lab Fee:* \$25.00
Prerequisite(s): Permission of Instructor
- 4. BIOL 463 – Clinical Immunology** **Credits: 3**
Description: Methods used in the clinical investigation of the human immune system featuring those useful in the diagnosis, treatment, or determination of infections, allergies, autoimmunity conditions, malignancy, paternity and blood product and tissue transplant compatibility. *Lab Fee:* \$25.00
Prerequisite(s): Permission of Instructor
- 5. BIOL 464 – Hematology and Hemostasis** **Credits: 5**
Description: The human blood, its origins, kinetics, and pathophysiology. Lecture and lab integrate theory with application of techniques used to diagnose and monitor hematological disease and disorders of hemostasis. *Lab Fee:* \$25.00
Prerequisite(s): Permission of Instructor
- 6. CLS 465 – Blood Banking and Transfusion Science** **Credits: 5**
Description: Theoretical concepts underlying blood group biochemistry, genetics and serology are presented as they relate to blood donation and transfusion therapy practices. Students duplicate routine blood bank practices including donor selection and component preparation, detection and identification of antibodies, and compatibility testing. *Lab Fee:* \$25.00
Prerequisite(s): Permission of Instructor
- 7. CLS 466 – Clinical Chemistry** **Credits: 4**
Description: Concepts underlying biochemistry are applied to the diagnosis, prognosis and treatment of human disease. Through experimentation, students employ various techniques to detect and quantify proteins, carbohydrates, lipids, electrolytes, nitrogen metabolites, trace elements, drugs, and other medically important chemicals present in clinical specimens. *Lab Fee:* \$25.00
Prerequisite(s): Permission of Instructor

WCOCLS Program Course Descriptions - continued

- 8. BIOL 467 – Clinical Microbiology** **Credits: 5**
Description: The etiologic role of microbes in human disease is investigated. Students demonstrate knowledge and skill using conventional techniques to isolate, identify, quantify, and differentiate pathogens including bacteria, viruses and fungi found in clinical specimens. *Lab Fee:* \$25.00
Prerequisite(s): BIOL 311 or permission of instructor
- 9. CLS 468 – Clinical Laboratory Practicum Orientation** **Credits: 2.0 (Graded S/U)**
Description: Advanced practical experience emphasizing the policies and procedures governing clinical laboratory operations including safety, specimen collection and phlebotomy, resource management, communications and information systems. *Lab Fee:* \$25.00
Prerequisite(s): Admission into the WCOCLS program.
- 10. CLS 469 - Clinical Hematology Practicum** **Credits: 6**
Description: Advanced practical experience in the clinical hematology laboratory emphasizes application of knowledge to perform analytical procedures in a clinical setting and further develop discipline-specific competency. *Lab Fee:* \$25.00
Prerequisite(s): CLS 464 and admission into the WCOCLS program.
- 11. CLS 470 – Blood Bank Practicum** **Credits: 6**
Description: Advanced practical experience in the blood bank emphasizes application of knowledge to perform analytical procedures, implement therapy protocols in a clinical setting and further develop discipline-specific competency. *Lab Fee:* \$25.00
Prerequisite(s): CLS 465 and admission into the WCOCLS program.
- 12. CLS 471 – Clinical Chemistry Practicum** **Credits: 6**
Description: Advanced practical experience in the clinical chemistry laboratory emphasizes application of knowledge to perform analytical procedures in a clinical setting and further develop discipline-specific competency. *Lab Fee:* \$25.00
Prerequisite(s): CLS 466 and admission into the WCOCLS program.
- 13. CLS 472 – Clinical Microbiology Practicum** **Credits: 6**
Description: Advanced practical experience in the clinical microbiology laboratory emphasizes application of knowledge to perform procedures used to isolate, identify, quantify, and differentiate microbial and parasitical pathogens and to further develop discipline-specific competency. *Lab Fee:* \$25.00
Prerequisite(s): CLS 467 and admission into the WCOCLS program.
- 14. CLS 473 – Immunology & Infectious Diseases Practicum** **Credits: 3**
Description: Advanced practical experience in the clinical immunology laboratory emphasizes application of knowledge to perform those procedures used to identify and quantify human immune response to various substances and causative agents of infectious diseases, and to further develop discipline-specific competency. *Lab Fee:* \$25.00
Prerequisite(s): CLS 463 and admission into the WCOCLS program.

WCOCLS Program Course Descriptions - continued

15. CLS 474 – Case Studies in CLS (Web-based)

Credits: 1.0 (Graded S/U)

Description: Students demonstrate knowledge and comprehension of clinical laboratory science subject matter by developing and presenting a topic in case study format. Participants are encouraged to ask and respond to questions posed and issues identified as needing resolution.

Prerequisite(s): Admission into the WCOCLS program.

16. CLS 490 – Special Topics in Clinical Laboratory Science

Credits: 1 - 3

Description: Under faculty direction, a student may further explore various aspects of clinical laboratory science including clinical research, computer applications, and advances in technology. The course may be repeated to appreciate various topical prospects.

Prerequisite(s): Senior class standing and admission to the WCOCLS program.

POLICY ON SELECTION AND PLACEMENT OF STUDENTS FOR CLINICAL TRAINING

Students are admitted into the West Central Ohio Clinical Laboratory Science Program with the understanding that they will be granted a clinical experience upon successful completion of the required academic coursework and demonstration of acceptable laboratory skills. (The program has an enrollment capacity of 8 students per year and does not admit more students than it can place for clinical training.) Every effort is made to assure admitted students of placement for training within the capabilities of the university. However, ONU cannot guarantee that events beyond its control - such as natural disasters, labor disputes, war, etc. might not prevent completion of a clinical internship by a student.

When selecting students for placement at clinical affiliates, every consideration is given to the clinical affiliate preferences first and second to the requirements of the students. To the extent possible, students will be placed to fill capacity at Lima Memorial Hospital, Lima, Ohio first.

At times, there may be difficulties or special needs when matching the preferences of the clinical sites and the students. If this occurs, the program director will make every effort to work with the participating clinical affiliates to meet the needs of the students. Final decisions are mutually agreed upon between the clinical sites and the program director.

Students who do not complete an assigned clinical rotation due to unforeseen circumstances, such as health problems, will be given the opportunity to complete their clinical experience at the discretion of the program director in consult with a prospective affiliate and in accordance with University policy. Dismissal of a student from the program is an action that makes that student ineligible to continue at the University or to seek readmission. In such cases, a student is automatically withdrawn from all program courses for which he/ or she is registered. Refunds for tuition paid are subject to University pro-rata policy.

ABOUT HIPAA

NOTE: Program students complete their clinical training in a facility subject to HIPAA regulations. Students are provided appropriate training enabling them to adhere to policies governing the privacy of patient health information.

PROTECTING THE PRIVACY OF PATIENTS' HEALTH INFORMATION

Overview

The first-ever federal privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers took effect on April 14, 2003. Developed by the Department of Health and Human Services (HHS), these new standards provide patients with access to their medical records and more control over how their personal health information is used and disclosed. They represent a uniform, federal floor of privacy protections for consumers across the country. State laws providing additional protections to consumers are not affected by this new rule.

Congress called on HHS to issue patient privacy protections as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA included provisions designed to encourage electronic transactions and also required new safeguards to protect the security and confidentiality of health information. The final regulation covers health plans, health care clearinghouses, and those health care providers who conduct certain financial and administrative transactions (e.g., enrollment, billing and eligibility verification) electronically.

ABOUT HIPAA - continued

Most health insurers, pharmacies, doctors and other health care providers were required to comply with these federal standards beginning April 14, 2003. As provided by Congress, certain small health plans have an additional year to comply. HHS has conducted extensive outreach and provided guidance and technical assistance to these providers and businesses to make it as easy as possible for them to implement the new privacy protections. These efforts include answers to hundreds of common questions about the rule, as well as explanations and descriptions about key elements of the rule. These materials are available at <http://www.hhs.gov/ocr/hipaa>.

POLICY ON BACKGROUND CHECKS

Individuals who have been convicted of a felony or misdemeanor may be denied certification and/or licensure as a clinical laboratory scientist. Affiliates may require a criminal background check and/or child abuse check in order to comply with accreditation and other regulatory agencies standards pertaining to human resource management. For example some accreditation agencies require verification of competency of all individuals who have direct contact with patients or employees; this includes students completing clinical rotations in the facilities. Competency extends to an individual's criminal history.

Affiliates may deny a student's participation in the clinical rotation experience because of a felony or misdemeanor conviction, failure of a drug test (if required), or inability to produce an appropriate health clearance, which would result in delayed graduation or in the inability to successfully complete the program.

Therefore, effective the summer quarter 2007, all students admitted to the CLS program will undergo a background check. An original copy of the completed check must be provided to the CLS Program Office on or before the first day of classes of the year the student is admitted to the program. Background checks will be honored for the duration of the student's enrollment in the university and the program so long as the student does not have a break in enrollment (nonattendance for a full quarter or failure to complete a clinical rotation).

Successful completion of a criminal background check is required for a student to continue in the program and placement in clinical rotations. A failed background check is defined by but not limited to the following offenses:

1. Registration as a sex offender
2. Any felony conviction
3. Felony deferred adjudications involving crimes against persons (physical or sexual abuse)
4. Listing on any of the following: Health and Human Services – Office of Inspector General list of excluded individuals, U.S. General Services Administration excluded parties list, Employee Misconduct Registry, U.S. Treasury - Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).

Students will be given specific directions from the program office about how to obtain the required background check. Cost(s) of the criminal background check will be the responsibility of any student admitted to the CLS Program.

MICROSCOPE LEASE POLICY

CLS students are required to lease a clinical grade microscope. The Department of Biological and Allied Health Sciences has selected Dayton Microscope and Supply, Inc. to be the supplier of the needed scopes. Information on the terms of rental and a copy of the Rental Agreement is provided at the time a student is admitted. It is the responsibility of the student to complete the lease agreement and return it to Dayton Microscope **before the first day of classes in the Summer term**. All questions concerning this agreement, including payments are to be directed to:

Kevin Hill, Proprietor
Dayton Microscope and Supply, Inc.
1855 Rusk Road Troy, Ohio 45373
1-800-328-0006
FAX 937 – 335 – 7006
www.daymic.com

Dayton Microscope and Supply, Inc.
1855 Rusk Road
Troy, Ohio 45373
Phone: 937-335-8333 Fax: 937-335-7006 email: sales@daymic.com

Binocular Microscope Rental Agreement

This Microscope Rental is made effective on _____, and is between Dayton Microscope and Supply, Inc. (the “Lessor”) and _____ (the “Lessee”), and by accepting the microscope and items listed in Schedule “1-A”, the Lessee agrees to the following Terms and Conditions:

Equipment Subject to this Rental Agreement – See “Schedule 1-A” for itemized list.

Fees – Rental Fee is \$245.00 per school year. This price includes on campus delivery and pick-up. Rental Fee shall be paid prior to delivery date by Visa or MasterCard. Lessor will provide delivery and pick-up of microscope at predetermined dates. Delivery and pick-up dates will be coordinated with Ohio Northern University personnel to ensure equipment is available for all course work. All rental microscopes at ONU will be delivered and picked-up on those dates. Microscopes that are not available for pick-up at the predetermined date will be charged an additional \$35.00 pick-up fee if microscope is made available for pick-up within fourteen (14) days of the predetermined pick-up date. This fee will be deducted from the security deposit. Microscopes not made available for pick-up within fourteen days will be deemed lost or stolen and terms for a lost or stolen microscope will take effect.

Date of Rental Equipment Delivery: _____

Date of Rental Equipment Pick-up: _____

Security Deposit – A refundable security deposit in the amount of \$200.00 (two hundred dollars) shall be paid at the same time that the Rental Fee is paid, prior to the delivery date by Visa or MasterCard. Security Deposit shall be returned when the equipment is returned by the Lessee, and inspected by the Lessor and determined to be in the same condition as it was when delivered, less normal wear from responsible use. The Lessee agrees to forfeit all or part of the security deposit if the Lessor determines the equipment has been damaged, or if parts are missing or broken as a result of neglect or abuse.

Risk of Loss or Damage – The Lessee assumes all risks of loss and damage and agrees to return equipment in the condition it was received by Lessor, except for normal wear from responsible use.

Rental Term – This rental begins on the above “Date of Rental Microscope Delivery” and shall terminate on the above “Date of Rental Microscope Pick-up”. “Binocular Microscope Rental Agreement” shall remain in effect until all terms and remedies of the Agreement are met.

Maintenance and Repair – The Lessor guarantees the microscope to be in good and proper working order during the rental period and will repair or supply another microscope if determined necessary by the Lessor.

Acceptance of Equipment – The Lessee shall inspect for acceptance the microscope and other items delivered on the date and at the time of delivery.

Binocular Microscope Rental Agreement - continued

Ownership and Status – The microscope and other equipment shall remain the property of the Lessor. The Lessor may transfer title to the Lessee via a mutually agreed upon sale.

Transfer of Title – If the Lessee fails to return the microscope and other equipment within fourteen (14) days of the “Pick-up Date” above, it is understood that the Lessee agrees to keep and purchase via sale, the microscope and other equipment listed on “Schedule 1-A” for an additional \$355.00 plus forfeiture of the \$200.00 Security Deposit and authorizes the Lessor to charge their Visa or MasterCard, card number _____, expiration date _____, for the total amount of the sale.

Liability and Indemnity – Liability for injury and/or disability caused by operating, handling or transporting the equipment during the term of this Rental Agreement is the obligation and responsibility of the Lessee, and the Lessee shall indemnify and hold the Lessor harmless from and against all such liability.

Theft Insurance – The Lessee must pay Lessor for insurance against theft if Lessee does not have or can not sufficiently prove that their homeowner’s or other insurance will cover the rented equipment. Cost for this additional coverage is \$50.00 per school year and with it the Lessee shall assume no liability as a result of theft except for forfeiture of the \$200.00 Security Deposit and the Paid Yearly Rental Fee. The Lessee must provide the Lessor with an official police report within 48 hours of the theft occurrence for insurance to be valid and in effect. All other terms and conditions of this Rental Agreement remain in effect if claim is filed.

Notice – All notices required or permitted under this Rental Agreement shall be deemed delivered when delivered in person or by mail, postage prepaid, addressed to the appropriate party at the address shown for that party in this Agreement.

Entire Agreement and Modification – This Agreement constitutes the entire agreement between the parties. No modifications or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior agreements between parties.

Governing Law – This Rental Agreement shall be construed in accordance with the laws of the State of Ohio.

Severability – If any portion of this Agreement shall be held as invalid or unenforceable for any reason, the remaining provisions shall continue to be enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Waiver –The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party’s right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Student Age – The student entering into this Rental Agreement shall be of legal age. Proof of I.D. shall be provided at time of delivery.

Credit Card Expiration Date – The Visa or MasterCard that is to be used for payment must have an expiration date at least sixty (60) days beyond the “Date of Rental Equipment Pick-up”.



WCOCLS PROGRAM POLICY ON STUDENT EMPLOYMENT AND WORK

Outside employment

If a student must work while in the program, he/she is strongly encouraged to limit work hours to no more than 12 per week. A student's main job during time in the WCOCLS Program is education. Students need the time to meet the academic rigors of the curricula. If outside employment is preventing a student from successfully meeting program obligations, he/she will be advised to quit the job and seek alternate financial resources. If he/she continues to work and to perform below expectations, the student will be dismissed from the program for cause.

Clinical Affiliate Laboratory Service Work

During clinical experience, a student may, as part of training, be scheduled to perform procedures, run instruments, or man a work station after successful completion of all the objectives for that area. However, the student will still be under the supervision of a clinical instructor. Alternately, a student may work as an employee of the laboratory, if the laboratory permits this and if scheduled hours are available. However, no student will be permitted to work more than 12 hours/week without written permission from the program director. The program director reserves the right to approve or not additional work hours--beyond the standard 12--based on academic standing and demonstration of successful progression through the program. If employment at a clinical affiliate prevents a student from successfully meeting program obligations, that student will be advised to cut back work hours or to quit whichever is most beneficial. *At no time under any circumstance during regularly scheduled school time will any student be substituted for regular laboratory staff or scheduled to work as a paid employee of the clinical affiliate.*

Service work must be voluntary on both sides. You do not have to accept paid employment, if you are not interested. Likewise, the laboratory does not have to offer paid employment to you. If you are employed by the clinical site, you must be compensated for your work, and you must follow the normal employment policies of the institution.

ADVERSE WEATHER POLICY

Students attending didactic program courses on campus are advised to listen to WONB – FM 94.9. On-campus classes will be cancelled only in the event that Ohio Northern University Campus is closed. Otherwise, students are to follow the attendance policy as previously described.

Given that attendance of all CLS practica is mandatory, and as a result of varying weather conditions, students are advised to use their best judgment on whether to travel to a clinical affiliate training site when weather poses a threat. Students are required to contact their clinical affiliate and the program director to inform them of the decision NOT to travel due to adverse weather and to make arrangements to make-up missed training time.

WCOCLS Program Committees Memberships

Name	Committee Membership	Contact Information
Burlin Sherrick, MBA, MT(ASCP)SBB	Advisory, Admissions	Bsherrick@limamemorial.org 419-226-5197 x2343
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IMPORTANT DATES

May 27, 2008	Orientation for Incoming WCOCLS Class 2008
May 27, 2008	First Date of Classes – Summer Session
September 9, 2008	Fall Quarter Begins
Fall Term 2008	
October 13, 2008	Winter Registration
Nov – Dec 2008	Winter Quarter Begins - Clinical Rotations Begin
Winter Quarter 2008	Degree Seeking Students File Application for Graduation
March 2-6, 2009	Spring Break
March 9, 2009	Spring Quarter Begins - Clinical Rotations Continue
April 2009	File Application for ASCP BOR and NCA Certification Exams National Medical Laboratory Week
May 9, 2009	Honors Day
May 24, 2009	University Commencement WCOCLS Program Pinning Ceremony, Class of 2009 Orientation for Incoming WCOCLS Program Students