
Policies and
Procedures for
the Professional
2019–2020
Clinical Year

In regard to Microbiology, Hematology, Chemistry, Body Fluids, Immunology, Immunohematology and Hemostasis, at career entry Clinical Laboratory Science/Medical Technology students will be able to:

TASK	TASK DEFINITIONS
Define and/or Identify:	<ul style="list-style-type: none"> < principles of lab procedures < standard operating procedures < sources of error in laboratory testing < fundamental characteristics of laboratory operations < safety and governmental regulations and standards as applied to the laboratory
Select:	<ul style="list-style-type: none"> < procedural course of action for test
Prepare	<ul style="list-style-type: none"> < instruments to perform test < reagents for tests
Perform	<ul style="list-style-type: none"> < laboratory tests < quality control
Calculate:	<ul style="list-style-type: none"> < results from supplied data < results from obtained data < statistics for quality assurance
Associate and/or Correlate:	<ul style="list-style-type: none"> < laboratory findings and clinical data to assess test results and procedures < laboratory findings and Q.C. data to assess test results and procedures < laboratory findings with other laboratory data to assess test results and procedures < patient results with reference ranges
Analyze and/or Evaluate:	<ul style="list-style-type: none"> < laboratory results to also include delta checks and critical values < quality control results to detect errors and take corrective action if needed < laboratory results to correlate with health and disease states < method validation to assess, compare and institute appropriate testing for the laboratory
Collector or Process:	<ul style="list-style-type: none"> < specimens for analysis

*CLINICAL COURSE DESCRIPTIONS **

4180 Basic Concepts in Clinical Education Methods Practicum (1 credit)

Educational concepts especially appropriate to instruction in a clinical setting using clinical materials. The concepts discussed include: writing learning objectives, learning styles, testing and evaluation methods and use of audio-visuals.

4181 Modern Management Concepts for the Clinical Laboratory Practicum (1 credit)

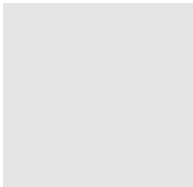
Comparison of management theories and styles for effective leadership. Principles and methods of communication essential to the delivery of quality health care. Strategic financial planning ensuring cost effectiveness in the diagnostic laboratory. Statistical analysis comparing alternative methodologies for selection of reliable laboratory procedures. Selected projects relating managerial practices to clinical laboratory organization and use of laboratory data systems for health care delivery.

4183 Clinical Chemistry Practicum (6 credits)

The chemical constituents of blood and other body fluids in health and disease. Principles of the methods used in qualitative and quantitative determination of these constituents. Treatment of the theoretical aspects of instrumentation used in these determinations.

4184 Clinical Hematology 2 Practicum (4 credits)

Quantitative and qualitative study of blood, bone



Do not wait to purchase books until later in fall they will no longer be in the Book Marq.

CLLS 4183: **Clinical Chemistry: Techniques, Principles, Correlation**
Michael Bishop, et al.
Lippincott, 8th ed., 2018

CLLS 4184 (Hematology) & CLLS 4185: **Clinical Hematology and Fundamentals of Hemostasis**
Denise Harmening
F.A. Davis, 5th ed., 2014

CLLS 4184 (Body Fluids) & CLLS 4189: **Urinalysis and Body Fluids**
Susan King Strasinger
F.A. Davis, 6th ed., 2014

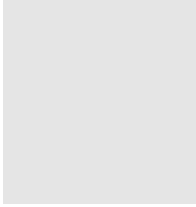
CLLS 4186: **Modern Blood Banking and Transfusion Practices**
Denise Harmening
F.A. Davis, 7th ed., 2019

CLLS 4187: **Clinical Immunology and Serology**
Christine Dorresteyn Stevens
F.A. Davis, 4th ed., 2016

CLLS 4188: **Medical Mycology: A Self-Instructional Text**
M.E. Kern & K.S. Blevins
F.A. Davis, 2nd ed., 1997

Patricia M. Tille,
Elsevier, 13th ed., 2014

Lab manuals are provided to the students at the start of each discipline. There is no charge for these manuals. Course lecture outlines, powerpoints and additional resources are available on the course d2L website. Students will have access to d2L through August of their year of graduation.



- < Professional behavior expectations for the clinical year are outlined in the University Student Code of Conduct: http://www.marquette.edu/osd/policies/conduct/community_expectations.shtml#Standards_of_Conduct and in the Affective Objectives, Essential Functions and Professional Attitudes on the following pages.
 - < Academic honesty and integrity regulations will be followed as outlined by the University: <http://bulletin.marquette.edu/undergrad/academicregulations/>
 - < Professional behavior issues will be addressed by the CLS department Promotion and Progress Committee (see Appendix-A).
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During the Professional Clinical Year, both in summer/fall and at the clinical site, students are responsible for displaying and demonstrating professional characteristics and attitudes by:

1. Adopting laboratory safety policies, obeying all laboratory safety rules and precautions and promoting laboratory safety at all times.
 2. Asking questions and volunteering for special assignments.
 3. Keeping work areas clean and orderly.
 4. Investigating the clinical findings on a patient with elevated or unusual laboratory results within his/her capabilities.
 5. Reading additional material, not only what has been assigned.
 6. Organizing daily assignments without being directed by instructors.
 7. Advocating good public relations with nursing personnel, physicians, employees and patients.
 8. Showing empathy during all patient interaction including phlebotomy.
 9. Recommending solutions to problems that may arise that are of technical nature or those involving interpersonal relationships.
 10. Participating actively in the laboratory and in lectures.
 11. Suggesting methods that would improve the educational experience.
 12. Evaluating the teaching effectiveness of each department.
 13. Attending inservice education programs that are held in the laboratory or off-site.
 14. Complying with all laboratory policies and procedures.
 15. Communicating to a supervisor/instructor that an error was made and providing suggestions for correction.
 16. Seeking consultation in a timely manner when data is questionable.
 17. Cooperating when situations arise that change the daily routine.
 18. Complying with all quality control procedures and not falsifying patient or quality control data.
 19. Organizing and completing procedures accurately and within a reasonable time.
 20. Realizing the importance of not having excessive tardiness/absenteeism and being in the appropriate place at the proper time.
 21. with possible pathological conditions.
 22. Accepting and complying with objectives, policies, procedures, rules and regulations of the Clinical Laboratory Science/Medical Technology Programs at your respective assigned clinical site.
 23. Keeping confidential all patient related information.
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Certain essential functions represent the non-academic requirements of the program that a student must possess to successfully complete the program and become employable. These include the ability to distinguish colors, the ability to learn how to perform and interpret highly complex testing methods, the ability to disseminate information in an accurate and confidential manner and the ability to become a competent phlebotomist. Students must have good tactile skills, possess adequate physical and emotional health to work under stress and time constraints and demonstrate respect and care for others. Students must also be able to work efficiently and accurately in a clinical laboratory environment which often includes:

- < Loud noises
- < Strong odors
- < Biohazardous materials
- < Repetitive motions
- < Standing for long periods of time

_____:

The senior year in the Clinical Laboratory Science/Medical Technology program is one of clinical instruction involving close contact with patients, laboratory staff and other clinical site employees. Students are expected to be aware of and to demonstrate those qualities essential to a Clinical Laboratory Scientist/Medical Technologist:

- < A sense of ethics -- the principles of conduct governing an individual or a group.
- < Integrity -- adherence to a code of moral values.
- < Self-discipline -- correction or regulation of oneself for the sake of improvement.
- < Honesty -- a fairness and straightforwardness of conduct; it implies a refusal to lie, cheat, steal, or deceive in any way.
- < Compassion -- together with a desire to alleviate it.
- < Discretion -- the quality of having or showing discernment or good judgment in conduct or speech.

The position of Clinical Laboratory Scientist carogecc8 EMC /P A/CID 3>G[(t)2 792 re492 reW*nu1g 612 7

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. The professional conduct of clinical laboratory professionals is based on the following duties and principles:

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes continuing competence in both judgment and performance as individual practitioners, as well as in striving to safeguard the patient from incompetent or illegal practice by others. Clinical laboratory professionals maintain high standards of practices and promote the acceptance of such standards at every opportunity. They exercise sound judgment in establishing, performing and evaluating laboratory testing. Clinical laboratory professionals perform their services with regard for the patient as an individual, respecting his or her right to confidentiality, the uniqueness of his or her needs, and his or her right to timely access to needed services. Clinical laboratory professionals provide accurate information to others about the services they provide.

II. Duty to Colleagues and the Profagues2hcmdETT@.00000912 0 612 792 reW*BT/F4 10 Tf11 0 0 1 159.58 623.2 Tm

Senior year grading in each scientific discipline is divided as follows:

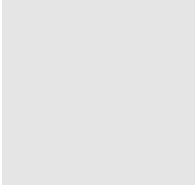
- 1) CCCC (student lab and lecture on campus)
- 2) Clinical Practicum
- 3) Clinical Core Exam

Assignment of the final grade in the course follows these guidelines:

1. A make up grade must meet the above stated criteria for satisfactory grades.
2. The final grade is derived from an averaging of the first grade earned, regardless of what that grade is. Rationale: The purpose of the make up examination is to make certain the student has learned all of the essential material before she/he can proceed. The purpose is not to arrive at a grade. Thus, the second grade, although it must meet the criteria, is not used to determine the final grade.

Determination of Grades

Discipline	CCCC	Clinical Core Exams	Practicum Evaluations
Chemistry	40%	27%	33%



During the senior year, the academic actions taken are varied in severity depending upon the scholastic and/or professional deficiency. The following policies are based on the specific criteria for satisfactory performance during the clinical year as delineated on pages 8 and 9 of this document.

◁ **Written Academic Warning**

A student will be notified that he/she is performing below minimal expectations when the student earns below a 70% on CCCC Unknowns, Practicals, or Exams or below 70% on a single Clinical Core Exam. Remedial work will be determined on an individual basis and may include any action including repeat of a departmental rotation.

◁ **Clinical Academic Warning**

A written notification given to a student when the student receives any of the following:

1. A cumulative CCCC grade less than 70% in any one discipline.
2. A cumulative grade (CCCC, Core Exam & Practicum Evaluation) less than 70% in any one discipline.
3. A grade of less than 70% on any two Core Exams or on any one Practicum Evaluation.

Remedial work will be determined on an individual basis and may include any action including repeat of a departmental rotation.

◁ **Clinical Academic Censure**

A written notification given to a student when the student receives any of the following:

1. A cumulative CCCC grade less than 70% in any two disciplines.
2. A cumulative grade (CCCC, Core Exam & Practicum Evaluation) less than 70% in any two disciplines.
3. A grade of less than 70% on any three Core Exams or on any two Practicum Evaluations.

Remedial work will be determined on an individual basis and may include any action including repeat of a departmental rotation.

Approximately nine months is required for the successful completion of the clinical program. This time includes the clinical assignments and campus laboratory and lectures. Attendance records are kept at the clinical site and at campus lectures. Marquette students should refer to the Undergraduate Bulletin and Departmental Attendance Policies for further information on attendance.

Attendance during CCCC in the Summer/Fall:

All students in CLLS 4180-4189 or 7180-7189 must attend every lecture and laboratory for which they are scheduled. Students are expected to arrive on time for the start of class and to stay for the full time scheduled. Since all of the material presented in every course is essential to professional practice, every absence **MUST** be made up regardless of whether or not an excused absence was granted. A student who is tardy for any exam/quiz/test will normally not be granted any extra time for completing the exam. If work is missed, make for any exam/quiz/test wil Qq0. to profession

Student files (availability and disclosure) are governed by regulations established by the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380). Any student 18 years of age and over shall have the right to examine the official records, files and any other pertinent material, which may directly relate to that student. The student has the right to challenge the content of such records to ensure their accuracy and fairness.

No records, files or data directly relating to an individual student may be made available to anyone without the consent and notification of the student except:

- < Instructors and officials of the Universities or Clinical Programs who have a legitimate educational interest in such information.
- < When there has been a federal request for submission of student records in connection with a student application for financial aid.
- < Program review officials by accrediting organizations in carrying out their accrediting function.
- < Disclosure ordered in a legal action or arbitration.
- < When a student has signed a records release authorization.

Students may review their file in the presence of the Program Director. Students may request copies of information from their file by submitting a request to the Program Director. Information excluded from student review includes letters of reference when students have waived their right

The Universities and the Clinical Programs will request a Records Release Authorization from each student prior to graduation to legalize the release of

Check off the following indicating that you understand the content of those items contained in this Policies and Procedures for the Professional 2018-19 Clinical Year guidebook. If you do not fully understand any item, please get clarification from any of the faculty before checking off the item and signing this form.

- < Program Goals _____
- < Career Entry Level Competencies _____
- < Professional Year Courses _____
- < Faculty _____
- < Textbooks and Manuals _____
- < Professional Affective Objectives _____
- < Essential Functions _____
- < Policies for the Professional Year _____
- < Grading Policies _____
- < Policies Regarding Student Status _____
- < Attendance Policies _____
- < Policies on Dress _____
- < Policies on Electronics and Social Media _____
- < Regulations at the Clinical Site _____
- < Policies on Service Work _____
- < Student Files and Release of Information _____
- < Student Safety _____
- < Code of Ethics _____

I, the undersigned, have read and agree to abide by all of the aforementioned policies set forth
