



BioMedical Sciences Department

BioMedical Sciences

Policies & Procedures

for the

Professional Training Year

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Memorandum to Students on Clinical or Field Education Programs

Congratulations! You have been accepted by one of the many institutions and facilities affiliated with the University of Wisconsin-Milwaukee to provide practicum experience for its students.

Insurance coverage is one of the aspects of your practicum of which you should be aware. The insuring position of the University with respect to your participation in a practicum is as follows:

I. Liability Protection

General, professional and medical malpractice is extended to you, while participating at a facility/institution, as afforded by Wisconsin State Statutes under the following conditions:

- A. The program must be sanctioned by the Dean of the College.
- B. Liability protection is extended only for the time specified by the agreement between the affiliate and the School or College.
- C. The program provides credit and is a requirement for your graduation.
- D. You are a registered student in good standing.
- E. If an accident occurs, you were acting within the scope of the program at the time of the incident.
- F. You report any incident which may give rise to a claim to the Program Coordinator or Dean of your School or College. (The Coordinator or Dean will advise UWM's Risk Manager).
- G. Should the incident result in a claim or legal action naming you or UWM staff, you must cooperate fully and follow instructions given to you by the UWM's Legal Affairs or Risk Management staff. (If legal action is needed, legal representation will be assigned by the State of Wisconsin Attorney General.)

II. Health and Accident Insurance

Neither health nor accident insurance is provided for you by the University of Wisconsin-Milwaukee or the facility/institution providing your practicum. Be proactive -- make sure that your personal health insurance is in effect and will cover you when you are on location at the facility/institution.

NOTE: The University does not provide insurance for personal property which may be damaged or stolen while you are at a facility or institution. To protect yourself against a potential loss, verify what types of protection you may have under a homeowner's, renters or automobile policy.

III. Workers' Compensation Insurance

Workers' Compensation Insurance is NOT available for you because you are not an employee of the University of Wisconsin-Milwaukee or the facility/institution providing your practicum. Should you become ill or injured as the result of the field training program, **THERE IS NO COVERAGE FOR THE COSTS OF MEDICAL INSURANCE.** Again, protect yourself by making sure that you have personal health and accident insurance.

IV. Additional Requirements

Many facilities and institutions, regardless of the discipline for which you are taking a practicum, are requiring additional health and safety training, including examinations, immunizations, and criminal background checks. Some facilities also require additional professional liability insurance above the limits provided by Wisconsin State Statutes.

Additional fees and out-of-pocket costs may be required for providing these assurances to the facility/institution. In all cases, you should verify what is required by each facility/institution with the Program Coordinator or Dean of your School or College. Examples include:

- A. Proof that health and accident insurance are in effect.
- B. Health record and proof of immunizations.
- C. A University of Wisconsin-Milwaukee photo I.D. card to be worn while on duty at facility/institution.
- D. Criminal background history may be checked.
- E. Evidence of competency in:
 1. Regulatory Requirements of the Joint Commission on Accreditation of Health Care Organizations (JCAHO) CPR Certification
 2. Fire and Life Safety
 3. Chemical Safety
 4. Infection Control
 5. Training in the OSHA Blood borne Pathogens Standard
 6. Training in the OSHA TB Standard (under development)

NOTE: Check with your Program Coordinator to determine if any of the above may be required. In many cases, you may not be allowed to begin clocking hours on your practicum until all the facility's requirements are met. Should you have any questions regarding these matters, please call your Program Coordinator or the Risk Management Office. We wish you well in your clinical internship or field training experience!

Vision

We envision the BioMedical Sciences Department as a nationally recognized leader in the generation, dissemination, and application of knowledge that advances the science and practice of diagnostic disciplines through our graduate and undergraduate programs.

Mission

The mission of the BioMedical Sciences Department is threefold:

Research Excellence

Our faculty and staff will produce recognized basic and applied research that influences the science and practice of medical sciences. To build upon our recognition as a leader in the generation of knowledge, we will recruit, develop, and maintain high quality researchers and facilities.

Teaching Excellence



Our faculty and staff will produce professional practitioners, managers, educators, and researchers that are uniquely prepared for the dynamic environment of healthcare and are recognized by employers as being of the highest quality. To this end, our academic programs will be flexible, innovative, and responsive to the changes in our areas of practice. This will be accomplished, in part, through partnerships with health care providers and industry.

Service Excellence

Our faculty and staff members will commit themselves to providing service that enhances the missions of our College and of the University by addressing the educational, environmental and economic needs of the local, state, and national healthcare community.

Values

The BioMedical Sciences Department is committed to achieving its vision and mission by:

-  Respecting and valuing a diverse faculty, staff, and student body
-  Valuing an interdisciplinary focus of its programs that reflect the nature of the healthcare environment.

GOAL

The goal of the BioMedical Sciences Department is to prepare competent entry-level biomedical scientists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

OBJECTIVES

As part of our educational commitment to the student and with continuous quality improvement as our basis, the BMS Department is designed to:

1. Provide a program of instruction that will produce BioMedical Scientists capable of meeting the health care needs of the community and society.
2. Provide the necessary practical and didactic education that will enable the student to compete in the job market.
3. Prepare future BioMedical Scientists to work in a wide variety of settings by educating them in sound principles and techniques in all areas of the laboratory.
4. Provide the fundamental knowledge of disease processes which makes their performance of laboratory determinations meaningful.
5. Provide practice in laboratory testing and phlebotomy so that the student develops confidence in their abilities.
6. Provide instruction, evaluation and counseling in order that the student can achieve the objectives as defined for each laboratory section.
7. Provide safety guidelines to be followed, including universal precautions, for the safe handling of specimens and body fluids.
8. Develop an understanding of professional ethics.
9. Develop the foundation for the student to advance on the career ladder and continue professional growth, if desired.
10. Provide an understanding that the patient is the primary reason for the existence of the laboratory and laboratory personnel.

COMPETENCY STATEMENTS

MEDICAL LABORATORY SCIENTIST

DESCRIPTION OF THE MEDICAL LABORATORY SCIENTIST PROFESSION (NAACLS)

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

Medical laboratory scientists possess the skills necessary for financial, operations, marketing, and human resource management of the clinical laboratory. Medical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Medical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

DESCRIPTION OF ENTRY LEVEL COMPETENCIES OF THE MEDICAL LABORATORY SCIENTIST (NAACLS)

At entry level, the medical laboratory scientist will possess the entry-level competencies necessary *to perform* the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

At entry level, the medical laboratory scientist will have the following basic knowledge and skills in:

- Application of safety and governmental regulations and standards as applied to clinical laboratory science;
- Principles and practices of professional conduct and the significance of continuing professional development;
- Communications sufficient to serve the needs of patients, the public and members of the health care team;
- Principles and practices of administration and supervision as applied to clinical laboratory science;
- Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
- Principles and practices of clinical study design, implementation and dissemination of results.

COURSES - PROFESSIONAL YEAR

I. INTRODUCTION

The professional (senior) year consists of twelve (12) months of education and practical training and is offered through the combined resources of the University and its clinical affiliates. The first ten weeks of the clinical year consist of senior summer courses conducted at the University. The overall objective for this year of professional study is to help the senior student to develop into a knowledgeable, competent, caring, professional BioMedical Scientist.

II. POLICY

All students will register for classes following the regular University policies.

II. GUIDELINES

A. MEDICAL LABORATORY SCIENCE students should enroll in the following courses (BMS):

<u>Senior Summer</u>		<u>Credits</u>
521	Applied Clinical Hematology	1
522	Hemostasis	2
536	Applied Clinical Microbiology	2
537	Medical Parasitology / Mycology	2
541	Urinalysis	1
542	Applied Clinical Chemistry	<u>2</u>
Total Credits		10

<u>Semester I - Fall</u>		<u>Credits</u>
523	Lectures in Advanced Hematology	1
529	Intro to Immunohematology	3
530	Blood Bank Lab	1
547	Clinical Laboratory Diagnosis	5
548	Clinical Laboratory Practice*	5
555	Toxicology & TDM	<u>1</u>
Semester Total		16

<u>Semester II - Spring</u>		<u>Credits</u>
524	Advanced Clinical Hematology Practicum*	3
531	Advanced Lectures in Clinical Laboratory Sciences	1
532	Advanced Clinical Immunohematology and Immunology*	3
538	Advanced Clinical Microbiology Practicum*	3
544	Advanced Clinical Chemistry Practicum*	3
549	Professional Development in CLS	<u>3</u>
Semester Total		16

Note: * Enroll in Laboratory sections of the courses according to clinical training sites.

COURSES - PROFESSIONAL YEAR

- B. **BIOMEDICAL SUBMAJORS** (non-clinical) students should consult with their advisor and enroll in the following courses (BMS):

<u>Semester I - Fall</u>		<u>Credits</u>
517	Experimental Methods	1
518	Laboratory Techniques	2
547	Clinical Laboratory Diagnosis	3
555	Toxicology & TDM	1
599	Advanced Independent Study or electives	<u>9</u>
Semester Total		16

<u>Semester II - Spring</u>		<u>Credits</u>
531	Advanced Lectures in Clinical Laboratory Sciences	1
549	Professional Development in CLS	2
599	Independent Study	2
	Electives	<u>11</u>
Semester Total		16

- C. **PUBLIC HEALTH MICROBIOLOGY** students should enroll in the following courses (BMS):

<u>Senior Summer</u>		<u>Credits</u>
536	Applied Clinical Microbiology	2
537	Medical Parasitology / Mycology	2
	Electives	<u>4</u>
Summer Total		8

<u>Semester I – Fall</u>		<u>Credits</u>
539	Public Health Microbiology	2
540	Public Health Microbiology Lab	2
555	Toxicology & TDM	1
547	Clinical Diagnosis	2
BioSci 350	Human Parasitology	3
BioSci 405	General Virology	3
	Electives	<u>3</u>
Semester Total		16

<u>Semester II - Spring</u>		<u>Credits</u>
531	Adv. Lectures in CLS	2
538	Adv. Clinical Microbiology Practicum	3
548	Clinical Lab Practice	5
549	Professional Development in CLS	2
	Electives	<u>3</u>
Semester Total		15

ESSENTIAL FUNCTIONS (TECHNICAL STANDARDS) for a BIOMEDICAL SCIENTIST

Essential functions (Technical Standards) include the knowledge, skills, and attitude/behavioral requirements necessary for successful admission and continuance by students in the Biomedical Sciences (BMS) Department. In addition to the academic requirements, students must be able to meet the following Essential Functions (Technical Standards) to be admitted and continue in the BMS Programs:

- **Locomotion and Gross Motor Skills**—Students must
 - move freely from one location to another in physical settings of the student classrooms and laboratories, medical laboratories, and healthcare facilities.
 - operate equipment in the laboratory or healthcare facility and must be able to lift and move objects of at least 20 pounds.
- **Fine Motor Skills**—Students must
 - demonstrate sufficient coordination to allow delicate and controlled manipulations of specimens, instruments, and tools.
 - demonstrate the ability to safely grasp and release small objects (e.g., test tubes, microscope slides); perform fine movements such as the ability to twist and turn dials/knobs (e.g., for a microscope, balance, or spectrophotometer); and manipulate other laboratory materials (e.g., reagents and pipettes) in order to complete tasks.
- **Communication Skills**—Students must
 - communicate effectively and sensitively in written and spoken English.
 - comprehend and respond to both formal and colloquial English, by person-to-person, telephone, and written communication.
 - appropriately assess nonverbal as well as verbal communication with other students, faculty, staff, patients, family, and other professionals
- **Visual Acuity and Sensory**—Students must
 - identify and distinguish objects macroscopically and microscopically; read charts, graphs, and instrument scales as well as discern fine details of texture and color.
 - demonstrate sufficient depth perception and spatial awareness to perform laboratory tasks efficiently and safely.
 - discern fine details of structure, texture, and color.
 - demonstrate a sense of touch and temperature discrimination sufficient to perform laboratory testing.
 - possess sufficient hearing ability with or without auditory aids to understand the normal speaking voice and discern audible instrument alert signals and timing devices.
- **Cognitive Application Skills** — Students must
 - apply knowledge, skills, and values learned from previous coursework and life experiences to new situations.
 - measure, calculate, reason, analyze, integrate and synthesize information.
 - Apply theory to practice and test performance to ensure quality outcomes.
- **Safety**— Students must
 - work safely with mechanical, electrical, thermal, chemical, radiologic, and biological hazards and follow prescribed guidelines for working with hazards.
 - recognize and respond to safety issues appropriately.
 - recognize emergency situations and take appropriate actions.
- **Stability**— Students must
 - possess the psychological health required for full use of abilities and respond to others in a collegial manner.
 - recognize emergency situations and take appropriate actions.

- maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including highly stressful situations.
- demonstrate the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and in unpredictable ways.
- **Affective (valuing) Skills**— Students must
 - show respect for self and others and project an image of professionalism, including appearance, dress, and confidence,
 - demonstrate complete personal integrity and honesty.
 - adhere to appropriate professional behavior.
 - know that his/her values, attitudes, beliefs, emotions, and experiences affect personal perceptions and relationships with others.
 - examine & correct personal behavior when it interferes with productive individual or team relationships.
 - possess skills and experience necessary for effective and harmonious relationships in diverse academic and work environments.
 - demonstrate the physical and emotional stamina and capacity to function in a professional manner in the hospital, classroom and laboratory settings, including settings that may involve heavy workloads, long hours, and stressful situations.
 - tolerate physically and mentally taxing workloads and long work hours, to function effectively under stress, and to display flexibility and adaptability to changing environments.
- **Professional skills**— Students must
 - follow written and verbal directions.
 - work independently and with others and under time constraints.
 - maintain composure under stressful situations or during heavy workload.
 - prioritize requests and work concurrently on at least two different tasks.
 - function in an environment that demands working quickly & accurately while multi-tasking due to the clinical need for timely results.
 - maintain alertness and concentration during a normal work period.
 - learn and abide by professional standards of practice.
 - possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
 - engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients, and vulnerable adults.

Note: Corrective devices and reasonable accommodations may be utilized to satisfy these Essential Functions.

Reference citation:

1. Details Report for: 29-2011 Medical and Clinical Laboratory Technologists. O*Net Online (US Department of Labor, Employment and Training Administration), 2013 update, <http://www.onetonline.org/link/details/29-2011.00>
2. National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) <http://www.naacls.org>

A signed copy of this form is submitted along with the Professional Training Application materials during the initial program application in the fall semester.

GRADES

I. POLICY

The senior year is made up of three components: student laboratory, university senior lectures, and professional clinical training. Separate grades are given for each. The student laboratory grades will be determined by written and practical examinations given by University instructors. The senior lecture grades will be based upon the examinations given at the University. Grades for the clinical portion of the courses are determined by the personnel at the clinical sites. They are based on the results of laboratory performance and examinations. Criteria for these grades are based upon specific academic objectives provided.

II. GUIDELINES

- A. Senior BMS students must obtain a grade of **C** (2.0) or better and meet minimum competency requirements in all required senior year courses in order to graduate.
- B. A lower grade will stay on the student's record until the work is satisfactorily completed. At the discretion of the course instructor, the student may be allowed to perform make-up work and appeal for a change in grade, otherwise the course must be repeated.
- C. Although a deficient grade (less than C or 2.0) in an academic subject may be allowed to be made up by written examination or repetition of the course, it is very difficult to allow a student to make up deficient grades in the clinical training. Deficient grades will be discussed by the Program Director, Clinical Coordinator, and the Clinical Instructor(s). The recommendations of the clinical staff will be sought; the final decision resides within the BMS Department. The following options may be suggested by the BMS faculty/staff:
 - 1. The student may be allowed to extend the period of clinical training in order to become proficient in deficient area.
 - 2. The student may be allowed to obtain a degree from the University in the Biomedical submajor, but will be ineligible to take the ASCP-BOC Medical Laboratory Scientist (MLS) certification exam.
 - 3. The student may be required to withdraw from the program.
 - 4. The student may be advised to repeat the entire year of practical training at another institution.

III. PROCEDURES

- A. Clinical training course grades for the Medical Laboratory Science submajor are determined as follows:

- a. Fall: BMS-548 - Clinical Lab Practice:
Average of all the Clinical Lab Practice Professional Evaluation scores provided by the clinical instructors (BMS 532, 538, 542, & 544).

This grade is calculated at the completion of the clinical training in the spring semester. The grade for this course will appear as an "Incomplete" on the fall transcript.

- b. Spring : Grades are calculated using the Clinical Lab Practice Professional Evaluation scores provided by clinical instructors (50%) and the comprehensive clinical exam scores (50%) for each of these courses:

BMS 532 - Advanced Clinical Immunohematology & Immunology
BMS 538 - Advanced Clinical Microbiology
BMS 542 - Advanced Clinical Hematology
BMS 544 - Advanced Clinical Chemistry

All clinical course grades will be reported to the University Office of the Registrar at the end of Semester II by the Program Director.

SERVICE WORK

After demonstrating competency, students, with qualified supervision, may be permitted to perform procedures. Students should always be performing testing under the supervision of a clinical instructor. Students cannot be used in the laboratory to perform testing in place of professional or staff personnel. Any service work that may be performed by students should be noncompulsory and take place outside of the regular academic hours.

CLINICAL PLACEMENTS

All clinical sites affiliated with UWM MLS Program ensure that each MLS student is provided an experience that meets the learning objectives of the program. UWM does not guarantee clinical placement. Placement is based on a number of factors such as site preference, student preference, and the student's academic record. Students must complete their clinical practicum at one of the available affiliated sites, they are not allowed to complete their clinical practicum at clinical sites who are not currently affiliated with UWM MLS Program.

ATTENDANCE

I. POLICY

During the professional year, which includes the senior summer and the academic senior year, students are required to attend all lecture and laboratory sessions and comply with to the clinical site attendance policies.

The clinical sites will provide a clinical training schedule at the start of the clinical rotation. While participating in the clinical training, students will follow the academic calendar for the senior lectures, and will follow the clinical rotation schedule for the clinical training (i.e. no spring break). Attendance during severe weather will be determined by the clinical training site.

II GUIDELINES

- A. If you are sick for a campus course, call or e-mail the course instructor, PRIOR to the start of class.
- B. During the clinical rotation, students are required to follow the policies and procedures provided by the Clinical Coordinators.
- C. Absence due to illness requires a written medical excuse from a physician.

III. PROCEDURES

- A. Students who do not comply with the attendance policy (including tardiness) will receive a verbal warning. The next attendance violation will result in a written warning that will be placed in the student's file. A third warning may result in expulsion from the BMS Program.

- B. **Leave of Absence Policy**

Students who are in good academic standing and must temporarily withdraw from the major due to unavoidable circumstances such as medical problems or military duty should request a leave of absence from the program.

Documentation of the reason for the leave request will be required and will be considered by the Biomedical Sciences Department. If the reasons for the leave request are deemed appropriate, the student will receive a letter indicating that the Leave of Absence has been granted. These students are not dismissed from the program and will be placed in the first available space once they are able to return. NOTE: If the Leave of Absence is extremely lengthy, a condition of readmission may be that some or all prior coursework is repeated to insure academic success.

HEALTH / BACKGROUND CHECK

I. POLICY

The University recognizes its responsibility to provide a safe and healthy environment for students and faculty. Each student is required to comply with the following guidelines:

II. GUIDELINES

A. Students are required by the clinical affiliates to carry **health insurance** during the clinical rotation. Each student must complete a form indicating the name, policy number, and expiration date of their health insurance carrier. This form will be kept in their student file.

B. Students are required to have a **physical examination** including:

- History, height, weight, blood pressure.
- TB skin test (or chest x-ray) within 2 months of starting the clinical training.
- MMR Booster shoot
- Tetanus immunization within past 10 years
- Rubella & Varicella titers
- Vision screen and test for color blindness
- Hepatitis B vaccines
- Drug Screen (10 panel)

This physical examination can be obtained through the University Norris Health Center or a private physician.

Health Status Assessment forms are available from the Program Director.

These forms must be completed by the physician and submitted by the student to CastleBranch.com. Results of this physical examination are confidential.

A form must be signed by the student before this information will be released.

C. A **Background Check** is required by the clinical site prior to clinical placement. This will be performed through CastleBranch.com

D. Students needing personal counseling should be referred to the University Norris Health Center / Mental Health Services or should seek help from a private physician.

SAFETY

I. POLICY

The University recognizes its responsibility to provide a safe and healthy environment for students and faculty. Each student is required to comply with all guidelines.

II. GUIDELINES

A. Student Responsibilities

It is the responsibility of each student to be concerned about their safety and the safety of others. Students have the responsibility to assure a safe working environment for everyone by:

1. Following the ***BMS Department Biosafety Manual*** policies & procedures: <https://uwm.edu/bms-labs/policies-and-procedures/bms-labs-biosafety-manual/>
2. Recognizing the hazards of the profession and following Universal Precautions to assure the safety of themselves and others.
3. Maintaining a clean work environment and good working habits.
4. Cell phones & other electronic devices are NOT allowed in clinical areas. They must be kept in a locker or other safe area...not in your pocket. Cell phones may be used on break or lunch but in an area away from the lab and away from patient care areas.

B. Accident Prevention

Students are encouraged to report any unsafe practice or condition and all accidents occurring on the premises to their instructor

C. Protective Devices and Safety Equipment

Students shall utilize all protective devices and safety equipment provided and observe all safety policies established by the BMS Department.

D. Accident / Incident Reports

It is the responsibility of each student to fill out the ***BMS Accident /Incident Report Form*** after any accident or injury occurring on the UWM premises. In the event that the student is unable to complete the report, the instructor shall complete it for them.

E. Safety Violations

Those who do not comply with the safety policies will receive a verbal warning. The next safety violation will result in a written warning that will be placed in the student's file. A third warning may result in expulsion from the clinical site and / or the BMS Program.

- F. All students are required to read and abide by the safety procedures outlined in the ***BMS Department Biosafety Manual***. Each student must sign a statement attesting to this.

ACCIDENT / INJURY

I. POLICY

The University recognizes its responsibility to provide treatment in the event of an on-site accident or injury. All on-site accidents and injuries will be reported and treated in accordance with the following:

II. GUIDELINES

- A. Students must inform their instructor immediately of an injury.
- B. A ***BMS Accident / Incident Report Form*** and all appropriate forms listed in the ***Accident, Incident and Injury Reporting*** policy must be filed by the student for any injury, signed by the instructor, and submitted to the Program Director. A copy of the report and the treatment will be placed in the student's file.
- C. All campus accidents or injuries requiring first aid must be treated in the emergency room of Columbia-St. Mary's Hospital or at the UWM-Norris Health Center depending on the severity. A ***BMS Accident / Incident Report Form*** and other required forms must be submitted to the Program Director.
- D. Students requiring follow-up treatment of on-site injuries or illnesses will be referred to their private physicians.
- E. Students receiving billing statements for services rendered as a result of an on-site injury or illness must pay them or submit them to their insurance company.

III. PROCEDURE

Report and treatment of Accidents or Injuries:

Responsibility Action:

- | | |
|------------|--|
| Student | <ol style="list-style-type: none">1. Inform instructor of injury or illness2. Complete a <i>BMS Accident / Incident Report Form</i> and all other appropriate forms.3. Should a follow-up referral be necessary, the student must contact the designated agency. |
| Instructor | <ol style="list-style-type: none">1. If immediate treatment is necessary, arrange for transportation of the student to the UWM Norris Health Center or to the emergency room at Columbia St. Mary's Hospital. Medical assistance or an ambulance can be obtained through campus police by DIALING 414-229-9911.2. Verify that the student fills out a <i>BMS Accident / Incident Report Form</i> and all other appropriate forms. |

STUDENT FILES and RELEASE of INFORMATION

I. POLICY

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 that may directly relate to that student. The student has the right to challenge the content of such records to ensure their accuracy and fairness.

II. GUIDELINES

A. The BMS student file will contain the following:

1. Application Form
2. Autobiographical Statement
3. Transcripts
4. Evaluations
5. Counseling/Advising Conferences documentation
6. The following documentation will be submitted to CastleBranch.com and will be available to the BMS Program Director & Clinical Coordinators, if requested:
 - Health Status Assessment
 - Background Check
 - Health Record Release Authorization
 - Acknowledgment of Professional Year Policies & Procedures
 - Lab Safety Policies / Blood borne Pathogens acknowledgment
 - Health Insurance Verification
 - Record Release Authorization
 - HIPAA acknowledgment

B. Students may submit a position statement of rebuttal for inclusion in their file if there is disagreement with any documentation.

III. PROCEDURES

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

1. Instructors, clinical affiliate personnel, and officials of the University who have a legitimate educational interest in such information.
2. When there has been a federal request for submission of student records in connection with a student application for financial aid.

3. Program review officials by accrediting organizations in carrying out their accrediting function.
4. Disclosure ordered in a legal action or arbitration.
5. When the student has signed a records release authorization.

STUDENT FILES - continued

- B. Students may review their file in the presence of the Program Director.
- C. Students may request copies of information from their file by submitting a request to the Program Director.
- D. Information excluded from student review:
 1. Letters of reference when students have waived their right to review.
 2. Information that could infringe upon another individual's privacy.

IV. RELEASE OF INFORMATION PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
Student	<ol style="list-style-type: none"> 1. Submit request to the Program Director to review the file. 2. Authorize records release to any external source.
Program Director	<ol style="list-style-type: none"> 1. Set up a time for a review of the file. 2. Prepare copies of the requested documents. 3. Be present during the review by the student.

V. RELEASE OF INFORMATION TO THIRD PARTIES:

The University and BMS Department will request a Records Release Authorization from each student prior to graduation to legalize the release of evaluation data to perspective employers requesting it. The student's own statement of disagreement shall also be released to third parties.

UWM Academic Misconduct

The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for the respect of others' academic endeavors. University policy prohibits and punishes such misconduct, which is any act by which a student seeks to claim credit for the work or efforts of another without authorization, forges or falsifies documents, falsely represents one's own academic performance, engages in unauthorized collaboration with other students on papers or projects, or assists other students in any of these acts. **Students engaging in academic misconduct are subject to a range of sanctions including, but not limited to: a failing grade on an assignment or test, a failing grade in the course, and suspension or expulsion from the university as set forth in the UWS Chapter 14 (https://docs.legis.wisconsin.gov/code/admin_code/uws/14/) and UWM Faculty Document 1686.**

Plagiarism in any form will not be tolerated. If it can be demonstrated that your work is plagiarized, disciplinary action will be pursued, in accordance with UWS Chapter 14 and UWM Faculty Document 1686. **It is the responsibility of the student to learn, understand, and avoid that which constitutes plagiarism.** It is also the responsibility of the student to understand and accept the consequences of plagiarism. No excuses, including ignorance, will be tolerated. Furthermore, it is the responsibility of the student to understand or ask for clarification of this policy prior to a potential event of plagiarism occurring. **Please contact your instructor if you have any questions about this.**

It is unacceptable to use a paper or project prepared for another class for an assignment. Remember to cite any and all sources used. Please note that excessive "rewording" of others' work, despite giving credit for the ideas, demonstrates a lack of independent thought and may result in a reduced grade. It is highly recommended that you use the Writing Center on campus for assistance, as necessary (<http://www4.uwm.edu/writingcenter>).

A signed copy of this form is submitted along with the Professional Training Application materials during the initial program application in the Fall semester.



College of Health Sciences

College of Health Sciences Honor Code

The Honor Code provides a framework for moral, ethical, and professional behavior for all members of the College of Health Sciences, including students, faculty, and staff. With all members of the College committed to upholding and promoting the tenets of the Honor Code, we will continue to work and learn in a supportive and stimulating environment. Commitment to this Honor Code supports the mission of the College of Health Sciences to prepare future health professionals and conduct nationally recognized research in the health sciences.

Honor Code

As a member of the University of Wisconsin–Milwaukee, College of Health Sciences community of scholars and professionals, I will abide by the following tenets of this honor code:

I will demonstrate respect for the dignity of others by:

- Understanding and respecting that social and cultural differences exist among students, classmates, and colleagues.
- Respecting others expectations of confidentiality and privacy.
- Not engaging in intimidating, harassing, violent, or discriminating behavior or language.

I will demonstrate respect for the rights and property of others by:

- Actively working to promote a positive learning, work, and research environment.
- Allowing other individuals to express their opinions, even if they are different from my own.
- Not committing theft, vandalism, destruction, or desecration of another’s physical or intellectual property.

I will take responsibility for my learning, teaching, research, and service by:

- Demonstrating enthusiasm and being prepared for classes, labs, meetings, and other activities.
- Being prompt in completing duties and assignments, and punctual in attending classes, labs, meetings, and other activities.
- Communicating promptly and making suitable arrangements if a scheduled conflict arises.
- Contributing equitably in discussion and group work.
- Providing fair and constructive feedback when asked to evaluate others.

I will practice personal, professional, and academic integrity by:

- Being reliable, honest, and ethical.
- Following through on commitments.
- Avoiding bias and conflicts of interest.
- Adhering to the policies and procedures of organizations with which I am involved.
- Not misrepresenting or falsifying information and/or actions, including acts of plagiarism.
- Not engaging in self-destructive behavior, such as misuse of alcohol, drugs, or tobacco, that would compromise my learning, teaching, research, and service.

I will follow the Professional Codes of Ethics relevant to my profession by:

- Knowing and upholding the Professional Codes of Ethics that is set forth by my professional governing body.
- Upholding the ethical standards set forth by the professional and governing bodies associated with the performance and dissemination of research.
- Knowing and upholding relevant local, state, and federal laws and regulations.

Adopted by the College of Health Sciences on 05/04/07.

ASCLS CODE of ETHICS

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 judgment 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 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 service 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 socio-economic working conditions for members of the profession. Clinical laboratory professionals actively strive to establish cooperative and respectful relationships with other health professionals with the primary purpose 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 conscience, to change those that do not meet the high standard of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession
- Preserve the dignity and privacy of patients
- Uphold and maintain the dignity and respect of our profession
- Seek to establish cooperative and respectful working relationships with other health professionals
- Contribute to the well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

GRIEVANCE / APPEALS PROCEDURES

College of Health Sciences Policy

Follow these steps if you wish to file an appeal/grievance.

1. In cases concerning academic matters, such as a disputed grade for a course, the student must file the grievance/appeal to the course instructor within 15 business days from the date the grade is posted on the students' transcript. The student who has a grievance/appeal which does not concern an academic matter should go immediately to Step 2, within 30 business days.
2. If dissatisfied with the Step 1 decision, the student may appeal to the Program Director within 10 business days from the date of the Step 1 decision. If still dissatisfied, the student proceeds to Step 3. If the director is also the chairperson of the department, the student proceeds immediately to Step 4.
3. The student meets with the Department Chairperson within 10 business days from the date of the Step 2 decision. If still dissatisfied with the decision, the student proceeds to Step 4.
4. The student may appeal to the Scholastic Appeals Committee, which is a subcommittee of the Faculty/Student Affairs Committee, within 10 business days from the date of the Step 3 decision. In the case of a grade appeal, if the Committee concludes that the student's grade was based on arbitrary or capricious grounds, it shall recommend to the Dean of the College of Health Sciences that the grade be changed. The Dean has the authority to implement the recommendation as per Faculty Document 1243.
5. If the Scholastic Appeals Committee does not recommend a grade change, the student may appeal to the Dean within 10 business days from the date of the Scholastic Appeals Committee's decision. The Dean's decision is final.

Clinical Affiliate Policy

When the grievance involves a clinical affiliate, the following procedures are to be considered:

1. If the clinical affiliate Program Officials believe that a student's performance is unsatisfactory, the student will be warned and eventually dropped from the program if his/her performance does not improve. Written documentation of actions taken at the clinical site and prior consultation with the Program Director are necessary before dismissing a student from the clinical rotation. As a general rule, students whose performance in the clinical laboratory is judged deficient, is dropped from the program without recourse. Students, who are dropped from the clinical component of the program, must consult with the Program Director.

GRIEVANCE / APPEALS - continued

2. A student, who has been dismissed from the clinical rotation, may be permitted to attend the UWM lectures provided his/her work in the lectures has been satisfactory.
3. Students whose performance in the hospital is satisfactory but whose performance on the campus is unsatisfactory, may be required to repeat all or part of the academic portion of the program before a degree is granted.

Decisions reached jointly by the Program faculty at UWM and the Program Officials at the clinical affiliate site must be regarded as final.

4. Student's Right to Appeal:

Students are urged to discuss any problem promptly with the Program Director.

A student may appeal action for failures or for unprofessional conduct. Please refer to the student grievance procedure. Students should be informed that the grievance procedure at the clinical site does not follow established University policy. The decisions of the Program Officials are final.

PATIENT'S BILL of RIGHTS

The following is presented by the American Hospital Association (AHA).

1. The patient has the right to considerate and respectful care.
2. The patient has the right to obtain from their physician complete current information concerning his diagnosis, treatment, and prognosis in terms the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person in their behalf. The patient has the right to know by name the physician responsible for coordinating their care.
3. The patient has the right to receive from their physician information necessary to give informal consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include but not necessarily be limited to the specific procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to know the name of the person responsible for the procedures and/or treatment.
4. The patient has the right to refuse treatment to the extent permitted by law, and to be informed of the medical consequences of their action.
5. The patient has the right to every consideration of their privacy concerning his own medical program. Care discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in the patient's care must have the permission of the patient to be present.
6. The patient has the right to expect that all communications and records pertaining to their care should be treated as confidential.
7. The patient has the right to expect that within its capacity a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically permissible a patient may be transferred to another facility only after they has received complete information and explanation concerning the needs for the alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.

PATIENT'S BILL of RIGHTS - continued

8. The patient has the right to obtain information as to any relationship of the hospital to other health care and educational institutions insofar as their care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name, who are treating them.
9. The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting their care or treatment. The patient has the right to refuse to participate in such research projects.
10. The patient has the right to expect reasonable continuity of care. They have the right to know in advance of what appointment times and physicians are available and where. The patient has the right to expect that the hospital will provide a mechanism whereby they are informed by their physician or a delegate of the physician of the patient's continuing health care requirements following discharge.
11. The patient has the right to examine and receive an explanation of their bill regardless of source of payment.
12. The patient has the right to know what hospital rules and regulations apply to his conduct as a patient.

No catalog of rights can guarantee for the patient the kind of treatment they have a right to expect. A hospital has many functions to perform, including the prevention and treatment of disease, the education of both health professionals and patients, and the conduct of clinical research. All these activities must be conducted with the over-riding concern for the patient and, above all, the recognition of his dignity as a human being. Success in achieving this recognition assures success in the defense of the rights of the patient.

PROFESSIONAL COURTESY and CONDUCT

I. Overview

Courtesy and kindness are basic principles of good health care and are essential to maintain good hospital/community relations. The patient is our primary concern. The Laboratory's major aim is to provide excellent services to the patient and thus to the community.

II. GUIDELINES

- A. You are to be neatly dressed and groomed at all times while at the clinical site and especially when having contact with patients. You are required to follow the established dress code.
- B. Be prompt. Tardiness will not be tolerated.
- C. Do not discuss:
 - hospital patients and hospital affairs when off duty
 - one patient with another
 - hospital personnel with patients
 - personal affairs with patients
 - doctors or their ability with patients
 - patients' conditions with family or visitors
 - hospital affairs in the presence of patients or visitors
 - hospital affairs in elevators, halls or dining areas
- D. Report any unusual happening to patients or yourself to your direct supervisor immediately.
- E. Report any sudden changes in patient's condition to the head floor nurse.

III. POLICY

- A. The student must meet the BMS Professional Objectives. The BMS Standards of Professional Conduct Evaluation Form and Clinical Professional Evaluation Forms will be used to assess student compliance.
 1. If a student does not meet the BMS Professional Objectives and the unmet objective does not warrant immediate dismissal:
 - a. For the student not currently on probation:

The student will be placed on professional probation; The student will receive documented notification outlining the unmet behavior/standard, and a written plan of corrective action. Failure to meet the requirements specified in the written plan will result in program dismissal.
 - b. For the student that is currently on professional probation: The student is dismissed from the program.
 2. All instances of unmet Objectives/Standards of Professional Conduct, including probation status and program dismissals, are reviewed and approved by the BMS Program Director and Clinical Education Coordinator.

PROFESSIONAL OBJECTIVES

During the professional clinical training and coursework, the student is expected to demonstrate:

- **Initiative**
 - Prepares adequately for the days laboratory activities; reads assignments
 - Actively participates in performing assigned tasks
 - Follows instructions & asks appropriate questions
 - Works independently to perform assigned laboratory tasks
 - Works without prompting; offers to help others; looks for additional responsibilities
 - Acts in accordance with established protocols & asks pertinent questions
 - Assists others in busy moments
- **Organization**
 - Completes assigned tasks within an acceptable time frame
 - Prioritizes the work flow
 - Adjusts work flow appropriately in emergency situations
- **Quality work**
 - Adheres to established protocols & regulations
 - Complies with institutional safety policies & procedures
 - Produces consistently accurate results
 - Reports only test results that are reasonable & validated by quality control
 - Recognizes own errors & corrects mistakes; notifies supervisor
 - Maintains patient confidentiality
- **Quantity of work**
 - Demonstrates ability to complete assigned tasks in reasonable time
 - Moves onto additional tasks
- **Problem solving**
 - Identifies problems, errors, or malfunctions appropriate at entry level
 - Correlates test results with other data & clinical findings
 - Recognizes discrepancies / problems; double-checks questionable data
 - Demonstrates appropriate entry-level trouble-shooting skills
 - Uses sound judgment; asks appropriate questions
 - Performs basic instrument / procedure troubleshooting when appropriate
 - Accomplishes tasks with minimal supervision
- **Preparation & study skills**
 - Demonstrates an understanding of basic theoretical concepts
 - Demonstrates ability to transfer skills & knowledge into practical work
 - Correlates pathological significance of test results with laboratory results
 - Shows evidence of outside study related to assigned work

- **Retention of knowledge & skills**
 - Demonstrates knowledge of laboratory medicine
 - Can explain principle / theory / rationale for a given procedure
 - Correlates test results with other patient data
 - Applies knowledge & skills from prior experiences to existing situation
- **Safety**
 - Follows established safety guidelines & protocols
 - Adheres to blood borne pathogen guidelines
 - Maintains a neat & orderly work area
 - Keeps supplies & reagents well stocked
- **Data entry / LIS / written reports**
 - Follows guidelines for reporting results
 - Reports results accurately & efficiently
 - Enters patient results & quality control data into LIS correctly
 - Produces legible worksheets & reports
- **Communication skills**
 - Expresses self clearly & concisely; uses correct medical & technical terms
- **Ethics / Trustworthiness**
 - Accountable for work assigned
 - Handles confidential information in an appropriate manner
 - Reports only results known to be accurate
 - Recognizes and admits errors; corrects error; contacts supervisor
- **Skills with instructor**
 - Actively seeks and positively accepts guidance
 - Uses feedback & incorporates suggested changes
 - Accepts constructive criticism & modifies behavior accordingly
- **Skills with laboratory staff & others**
 - Cooperative and helpful
 - Works well with all health care providers
- **Professional Appearance**
 - Complies with institutional dress code; neat, clean, well-groomed
- **Pleasant Attitude / demeanor**
 - Promotes a cordial working atmosphere
 - Is willing, helpful, courteous, and maintains an even disposition
 - Is alert & attentive while performing daily laboratory activities
 - Self-confident, positive, pleasant attitude
 - Works well under stress; keeps emotions under control
- **Dependability**
 - Reports to lab at the designated time
 - Ready to work at assigned time
 - Adheres to policy concerning lunch & breaks
 - Does not leave before the designated time
 - Follows the guidelines for reporting illness or absences

PROFESSIONAL CERTIFICATION

Graduates from the Medical Laboratory Science (MLS) and Public Health Microbiology (PHM) Programs are eligible to take a national certification exam offered through the American Society for Clinical Pathology Board of Certification (ASCP-BOC). Application forms, examination guidelines, and practice tests are available online through the ASCP web site:

www.ascp.org/Board-of-Certification . Many employers require certification for employment.

Obtaining the UWM Biomedical Sciences Bachelor of Science degree is not contingent on passing any type of national certification or licensure exam.

PROFESSIONAL LICENSURE

Some states have laws or regulations governing the practice of Medical Laboratory Science. Licenses or “certificates” are issued to qualifying persons. In order to obtain a license, state require that the individual has passed a national certification exam. In some states, the exam must be from a particular certifying agency and there may be additional conditions that must be met. Additional information regarding state licensure can be found at:

<https://www.ascp.org/content/board-of-certification/state-licensure>

PROGRAM ACCREDITATION

The UWM Medical Laboratory Science Program is proud to be fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) since 1987.

NAACLS accreditation is a voluntary process to ensure the quality of laboratory education programs throughout the United States and internationally and assures that the MLS Program at UWM has met or exceeds specific national Standards. These Standards guide the development of the curriculum and include such topics as the scientific content required for current practice in laboratory medicine, program sponsorship, administration, assessment and continuous quality improvement, resources, operational policies, professional communication, evaluation, and service delivery.

The Standards are used for the development and evaluation of Medical Laboratory Science programs. Paper reviewers and site visit teams assist in the evaluation of the program’s compliance with the Standards. Lists of accredited MLS programs are published for the information of students, employers, and the public. All NAACLS accredited programs are required to publish their program outcomes including graduation rates, certification pass rates, and job placement rates for the information of students and the public.

NAACLS

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