



**COLLEGE OF NATURAL SCIENCES
AND MATHEMATICS**

THE UNIVERSITY OF TOLEDO

Medical Laboratory Science Program Policies and Procedures 2024–2025

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COLLEGE OF NATURAL SCIENCES
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WELCOME

Welcome to the Medical Laboratory Science (MLS) Program at the University of Toledo (UToledo MLS).

We are delighted that you choose a curriculum which will prepare you to become a member of the health care team. Did you know that approximately 75% of the decision, diagnosis, treatment and evaluations, are based on the interpretations of laboratory test results? That is how important our work is to healthcare.

In addition to the medical laboratory setting, graduates of this program are qualified to work in a variety of other laboratory facilities such as research, environmental, biomedical or forensic laboratories. Other former students have continued on in graduate degree programs ie. Molecular Biology or Business Administration.

Through scientific analysis of body fluids, tissues and cells, medical laboratory scientists play an integral role in the detection, diagnosis and treatment of disease and helping people stay healthy.

The Bureau of Labor Statistics recently stated that “employment of clinical laboratory technologists and technicians is projected to grow 5 percent from 2022 to 2032, faster than the average for all occupations.” These projections are based on the volume of laboratory testing increasing sharply in the coming years and on advances in technology serving to create new tests and laboratory procedures. Let’s get started!

Lisa Jordan MS, MLS(ASCP)SMcm

MLS Program Director

Medical Laboratory Science Program

University of Toledo

Toledo, Ohio

Office: (1-419-530-1901) Lisa.Jordan2@utoledo.edu

<https://www.bls.gov/ooh/healthcare/clinical-laboratory-technologists-and-technicians.htm>

I. Educational Philosophy and Competencies

1. Introduction:

The information provided in this handbook exists for the student, faculty and administration of the policies and procedures of the Medical Laboratory Science Program, College of Natural Science and Mathematics, and the University of Toledo.

The Medical Laboratory Science Program is committed to a policy of Equal Opportunity and does not discriminate based on race, color, sex, age, religion, handicap, veteran status, sexual orientation or national origin in the administration of its educational program, activities or with respect to admission.

2. Accreditation Statement:

The University of Toledo Medical Laboratory Science Program is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Medical Laboratory Science was awarded a three (3) year accreditation in April 2022 with 6-month extension in August 2023.

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd.
Suite 720
Rosemont, IL. 60018-5119
Phone: 847-939-3597 or 773-714-8880
Fax: 773-714-8886
Email: info@naacsl.org
Website: <http://www.naacsl.org>

3. Vision, Mission Statement, Goals & Student Learning Outcomes

A. University of Toledo: Vision, Mission and Value Statement:

Vision: The University of Toledo will impact the present and shape the future through our actions and discoveries.

The **mission** of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery and engagement; and to serve as a diverse, student-centered public metropolitan research university.

<https://www.utoledo.edu/campus/about/mission.html>

B. Medical Laboratory Science Program

Vision: The vision of the Medical Laboratory Science program is to prepare students from Northwest Ohio and beyond with the skills and knowledge to achieve successful careers as certified Medical Laboratory Scientists.

Mission:

The mission of the Medical Laboratory Science program is to prepare students through excellence in education and training to become the next generation of healthcare professionals and improve the health and human condition of our local, national and global communities.

MLS Program Goals and Student Learning Outcomes (SLO):

I. Upon completion of the MLS program graduates will be prepared as entry level Medical Laboratory Scientists.

SLO 1. Graduates will demonstrate didactic proficiency expected for an entry level Medical Laboratory Scientist.

- a. Measured by meeting the program outcome pass rate of 75%.
- b. Measured by passing rate in all MLS courses of 70% and above.

(University Goals: Broad integrative knowledge and Specialize knowledge.)

SLO 2. Be able to correlate clinical laboratory data with patient disease processes.

- a. Measured by MEDT 4500 case study project and presentation.

(University Goals: Broad integrative knowledge)

II. Upon completion of the MLS program graduates will be continue to contribute to their profession and society.

SLO 3. Abide by the code of ethics for the profession outlined by the American Society of Clinical Laboratory Scientists <https://ascls.org/code-of-ethics/>

- a. Measure by signing at the point of application.

(University Goals: Civic and global learning.)

SLO 4. Demonstrate commitment to continued education growth within the profession to ensure progress toward professional competence.

- a. Measured by the number of graduates getting advanced degrees or certifications.
 - i. Action: post-graduation surveys

(University Goals: Applied and collaborative learning)

SLO 5. Students will demonstrate ethical scientific and academic conduct.

- a. Measured by all MLS courses in affecter behavior.
 - ii. Action: each syllabus had measurement of affecter behaviors.

(University Goals: Intellectual skills)

III. MLS students will continue to develop critical thinking skills and communicate in effective ways to insure patient safety in accurate and prompt reporting.

SLO 6. Students will demonstrate communication skills by oral and written expression of ideas and facts.

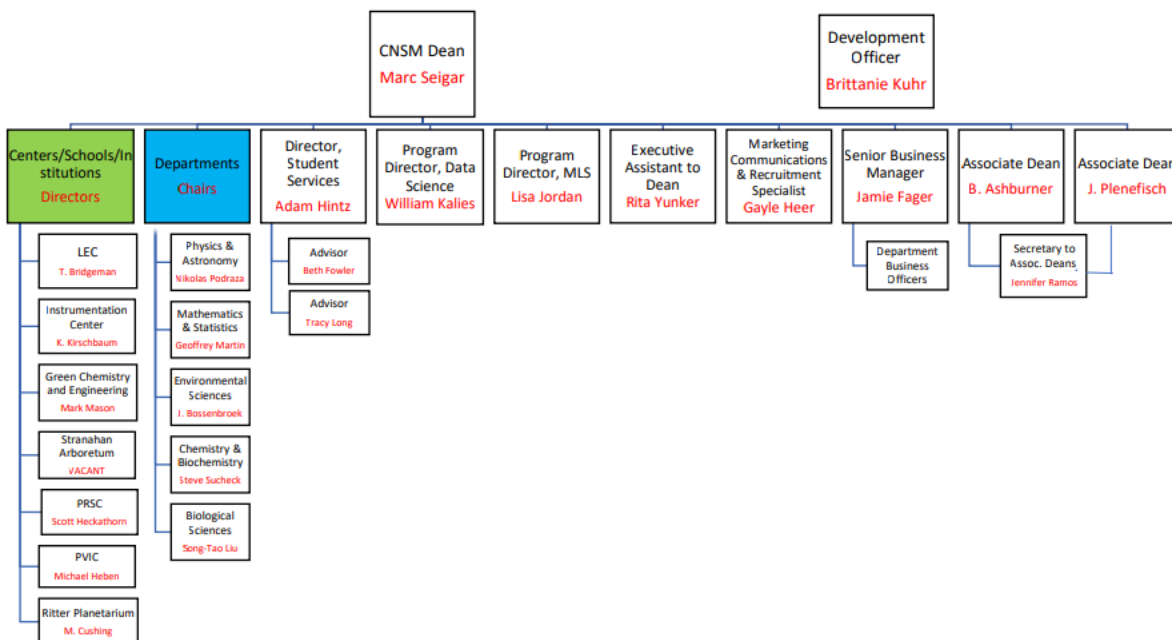
- b. Measured by reporting of accurate and effective reports.
- c. Measured by record of maintenance and quality control.
 - i. Action: clinical externship MEDT 4951, 4952, 4953, 4954
(University Goals: Intellectual skills)

SLO 7. Demonstrate critical thinking in evaluating patient results to ensure accurate patient testing (pre-analytical, analytical phase) and reporting of results (post-analytical phase).

- d. Measured by clinical externship courses.
 - i. Action: Clinical externship and post-6-month affiliate survey.
(University Goals: Specific knowledge)

4. The University of Toledo College of Natural Science & Mathematics Organizational:

Natural Sciences & Mathematics



5. Description of Entry Level Competencies of the Medical Laboratory Scientist

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, 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, 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 the Clinical Laboratory. ***Preamble** *Unique Standards Medical Laboratory Scientist (MLS)*, National Accrediting Agency for Clinical Laboratory Sciences, 2012.

6. Affective Domain Objectives:

Characteristics needed by an MLS professional which are evaluated throughout the program.

- 1) **Dependability.** The student will attend every class. Rare, unavoidable absences are called or e-mailed to the instructor in advance. The student arrives, leaves and hands in assignments on time. The student follows through on commitments.
- 2) **Communication Skills.** The student displays appropriate nonverbal and verbal communication. The student uses effective written communication.
- 3) **Organization Skills.** The student manifests skill in prioritizing work under time constraints. The student keeps an orderly notebook. The student keeps an orderly work area. The student follows written and verbal directions.
- 4) **Safety Awareness.** The student follows established safety rules.
- 5) **Teamwork.** The student cooperates with others to reach group goals. The student deals with conflict in a professional manner.
- 6) **Character.** In hypothetical and real situations, the student uses independent judgment to make decisions based on moral and ethical implications. The student shows respect for others regardless of culture/religion/race/sex.
- 7) **Positive Attitude.** The student displays initiative. The student seeks help when needed, accepts constructive criticism and attempts to improve professional skills. The student stays alert give the task his/her full attention and participates in class.

7. Essential Functions/Technical Standard

The Medical Laboratory Science Program is committed to diversity and educating students who will make the population of health care professionals a true representative of our diverse community.

The following essential functions/technical standards are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Program applicants and admitted students with disabilities are confidentiality reviewed to determine whether there are any reasonable accommodations that would permit the individual to satisfy the program standards. The following essential functions/technical standards are required of all students enrolled in the Medical Laboratory Science Program:

Theme	Essential Functions	Example of Required Activities Expected either on campus or at your Clinical Rotation. (Not all inclusive)
Observation	Candidates must be able to observe demonstration and participate in hands-on learning in the classroom, laboratory, and clinical settings. Candidates must be able to acquire information from written documents and computer systems.	<ul style="list-style-type: none"> • Read small, fine print in all environments, including low-light conditions for accurate patient identification. • Read and interpret charts, graphs and labels. • Acquire information from various equipment such as alarms and emergency signals. • Read and interpret instrument panels and printouts and record results. • Differentiate basic colors and their hues, shading or intensity and clarity in relation to distinguishing tube types and equipment choices. • Assess point of care testing such as pH litmus paper by comparing test-strip results to a value chart. • Use a microscope to read biological material and identify elements microscopically.
Communication	Candidates must be able to communicate effectively, sensitively, and efficiently with patients, families, health care professional and faculty. Candidates must be able to acquire the patient's medical history in a timely manner, interpret non-verbal information, and establish a therapeutic rapport with patients. Candidates are also required to record information accurately and clearly; and communicate efficiently in English with other health care professionals.	<ul style="list-style-type: none"> • Sufficiently communicate in English to retrieve information from literature, computerized databases and lectures to communicate concepts on written exams and patient charts. • Communicate effectively and efficiently with patients, students, staff, faculty, and all members of the healthcare team during all learning experiences. • Fluently read and comprehend the English language necessary to understand caregiver's written and/or electronic orders and understand any signage related to safety and patient care. • Interact with healthcare faculty, patients and family in person and via the telephone.

<p>Motor Skill & Mobility</p>	<p>Candidates must have sufficient motor functions that they are able to execute movements required to provide general care and treatment to patients in all health care settings within a specified amount of time.</p>	<ul style="list-style-type: none"> • Maintain full range of motion allowing for gross movements within confined spaces such as bending, stooping, squatting, lifting (up to 20 pounds), pushing or prolonged sitting or standing. • Use fine motor skills, steady hand function and hand-eye coordination. • Position and operate typical equipment found in the laboratory environment including manipulation of tools, microscopes and instruments. • Carry out diagnostic procedures including those that utilize fine motor skills, repetitive hand movements, turning and dialing knobs (such as for a microscope). • Handle potentially infectious biological materials, flammable and hazardous chemicals, and electrical equipment. • Manipulate laboratory materials to complete tasks (such as pipette, measure and aliquot liquids). • Safely grasp and release small objects. • Handle needles and syringes and perform phlebotomy safely and accurately.
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<p>Interpersonal Behavior & Social Skills</p>	<p>Candidates must exhibit the emotional stability required for full utilization of their intellectual abilities, which includes, but is not limited to, the exercise of good judgment, and the prompt completion of responsibilities associated with the care of patients. Candidates are expected to exhibit integrity, honesty, professionalism, compassion, and display a spirit of cooperation and teamwork.</p>	<ul style="list-style-type: none"> • Tolerate physically, mentally and emotionally demanding workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients. • Concentrate under pressure, multi-task, and complete assigned work within time constraints. • Express compassion, integrity, concern for others, interpersonal skills, interest, and motivation when working with patients, staff and faculty. • Manage apprehensive patients with a range of moods and behaviors in a tactful, culturally sensitive, congenial, personal matter so as not to alienate or antagonize them. • Accept feedback and respond by appropriate modification of behavior. • Show genuine empathy, understanding, interest and professionalism while interacting with patients. • Maintain emotional stability to adapt to rapidly changing environments.
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<p>Cognitive & Intellectual</p>	<p>Candidates must be able to assimilate detailed and complex information presented in both didactic and clinical coursework. Candidates are expected to possess the ability to measure, calculate, reason, analyze, synthesize, and transmit information. Candidate must also command the ability to think critically, possess</p>	<ul style="list-style-type: none"> • Learn through a variety of methods including, but not limited to, classroom instruction, small group, problem-based learning groups, team and collaborative activities, individual study, preparation, and presentation of reports simulations, and through the use of technology. • Organize time independently and manage multi-faceted demands and schedules. • Comprehend three-dimensional relationship and to understand spatial relationships of anatomic structures.
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	<p>problem-solving and organizational skills necessary the classroom, laboratory, and clinical setting.</p>	
<p>Environment</p>	<p>Candidate must have sensory and physical well-being that will allow an individual to tolerate occasional distressing and/or disturbing conditions that may be present in a clinical setting.</p>	<ul style="list-style-type: none"> • Tolerate smells associated with disease states and infections. • Tolerate sights such as open incisions, invasive procedures during code situations and injuries/deformities. • Acclimate to various noises which may range from distractions to annoyances. • Emotional strength to understand patient and/or family disturbances, death and dying. • Function effectively (by completing the given task) in emergent and stressful situations.
<p>Computer & Technological Skills</p>	<p>Candidate must be able to utilize electronic technology in didactic, laboratory and clinical environment.</p>	<ul style="list-style-type: none"> • Demonstrate basic computer functions such as data entry, printing, and ability to function in multiple screens simultaneously. • Learn and understand the software technology utilized in the health setting. • Demonstrate the ability to fully utilize computer equipment such as keyboard, mouse, and bar-code scanner necessary to process orders and document any discrepancies.
<p>Problem Solving/ Organizational Skills</p>	<p>Candidates must think critically and demonstrate problem-solving and organizational skills necessary in providing quality patient care.</p>	<ul style="list-style-type: none"> • Understand the relationship between patient health status/condition and requested collections. • Demonstrate the skills necessary to prioritize collections especially in emergent situations. • Effectively troubleshoot/adapt when necessary. • Understand additional resources available, where to locate them and how to use them. • Perform complex interpretive testing. • Apply knowledge, skills, and values used in previous coursework and life experiences in new situations.

<p>Ethics</p>	<p>Candidates must adhere to the University of Toledo’s mission, vision and value statements.</p>	<ul style="list-style-type: none"> • Recognize the importance of performing duties in accordance with policies and standard operating procedures. • Accept the expectation of maintaining patient confidentiality, both from a legal standpoint and a humanitarian perspective. • Understand the Patient Bill of Rights and perform care in a manner that exhibits respect, dignity and empathy for the patient and family members.
<p>Safety</p>	<p>Candidates must be able to recognize and respond to safety issues.</p>	<ul style="list-style-type: none"> • Follow the prescribed guidelines for working with hazardous materials and work with them safely, including mechanical, electrical thermal, chemical, radiologic, and biologic hazards. • Take appropriate actions to emergency situations and safety issues.

8. Professional Ethics Policy

If a student is found in violation of the university policy on academic dishonesty, receives an “F” for any such course. The student will be dismissed for violation of professional ethics and will **not be** reinstated into the program. The policies, rules and regulations regarding academic student rights are contained in the academic portion of this handbook. If a student wishes to appeal any faculty committee decision about dismissal, the appeal must be submitted in accordance with the student appeals procedure.

<https://www.utoledo.edu/dl/students/dishonesty.html>

9. Professionalism

To uphold the standards of the profession, students must demonstrate the qualities of a health-care professional. Professionalism is a requirement of the Medical Laboratory Science Program.

SLO 3. Abide by the code of ethics for the profession outlined by the American Society of Clinical Laboratory Scientists <https://ascls.org/code-of-ethics/>

1. Professional traits include, but are not limited to:

1. Honesty and integrity
2. Assuming responsibility
3. Accountability
4. Commitment to excellence
5. Respect for others
6. Empathy and compassion
7. Competence
8. Following instruction
9. Positive attitude
10. Appearance

2. **Professionalism will be assessed** by professional development (affective behavior) forms. Refer to Affecter Behaviors page 8 for further details.

3. **Student Memberships:**

Membership at one or all of these professional institutions are **required** to document professionalism.

- a. American Society for Clinical Laboratory Science (ASCLS) is available for \$28/year.
<https://ascls.org/join/>
- b. American Society for Clinical Pathology (ASCP) has **free** membership.
<https://www.ascp.org/content/membership/become->

II. NSM Administration, Faculty and Staff

1. Dean, College of Natural Science and Mathematics

Marc S. Seigar, Ph.D.
marcus.seigar@utoledo.edu

2. Associate Dean, College of Natural Science and Mathematics

John D. Plenefisch, Ph.D.
john.plenefisch@utoledo.edu

3. Program Director

Lisa Jordan, MS, MLS(ASCP)SMcm
lisa.jordan2@utoledo.edu

4. Faculty

Adjunct:

- | | Courses taught: |
|---|------------------------|
| 1. Alec Bennett, MLS(ASCP)cm
Alec.Bennett@UToledo.edu | MEDT 2010 |
| 2. Robert Fischbach, MLS(ASCP)cm
Robert.Fischbach@UToledo.Edu | MEDT 4030, 4040 |
| 3. Adelle Rodriguez, MBA, MLS(ASCP)cm
Adelle.Rodriguez@utoledo.edu | MEDT 4080 |
| 4. Scott McCellan MLS(ASCP)cm
swmcclel@med.umich.edu | TBD |
| 5. Brian Harrington, PhD
Brian.Harrington@utoledo.edu | MEDT 4050 Spring |
| 6. Frankie Medina Jr.
Frankie.Medina@utoledo.edu | MEDT 4030 Spring |

Full time: TBD

5. Biological Sciences Secretary

Anna Woodward
anna.woodward@utoledo.edu

III. Program Curriculum

Program courses that are created or modified must process through series of committees until it is signed by the Provost. Every step of the process must be justified economically and academically, first by the NSM Associate Dean through the committees.

<https://www.utoledo.edu/offices/provost/curriculumtracking/>

1. The University of Toledo (UToledo) Medical Laboratory Science Curriculum:

- Core curriculum consists of 29-32 credit hours of coursework that provides the educational foundation for all undergraduate degree programs
 - 44 credits of Science and Math foundation courses,
 - 45 credits in Medical Laboratory Science courses.
- Students successfully completing this degree will receive a 4-year Bachelor of Science degree in Medical Laboratory Science, an accredited program through the NAACLS accrediting agency.

2. MLS Bachelor of Science: 4-year schedule



College: COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Major: Medical Laboratory Sciences Department:

Academic year 2024 to 2025 NEW cohort SU 2024

Year :	Semester 1 Fall	Hours	Year :	Semester 2: Spring	Hours
I					
	MATH 1320 College Algebra	3		BIOL 2170 Fundamentals of Life Science	4
	NSM 1000	2		BIOL 2180 Fundamentals lab	1
	CHEM 1230 Gen Chem	4		CHEM 1290 Gen Chem II lab	1
	CHEM 1280 Gen Chem lab	1		CHEM 1240 Gen Chem II	4
	ENGL 1110 College Comp I	3		EXSC 2510 Human Anatomy	3
	Core Elective (Multicultural)	3		EXSC 2520 HA lab	1
				Arts/Humanities Core	3
	Semester hours	16		Semester hours	17
Year	Semester 3: Fall	Hours	Year	Semester 3 Spring	Hours
II					
	BIOL 3030 Cell Biology	3		BIOL 3010 Molecular Genetics	3
	CHEM 2410 Organic Chem I	3		Core Elective (Multicultural)	3
	CHEM 2460 Organic Chem non majors	1		CHEM 2420/2470 O Chem	4
	Social Science Core	3		MATH 2600 intro to STATS	3

	BIOL 3070 Human Physiology (or EXC 2570)	3		ENGL 2951 Science and Tech writing	3
	MEDT 2010 Intro MLS	2			
				APPLY to MLS program for Fall	
	Semester hours	15		Semester hours	16
SU24	MEDT 4030 UA/BF/Hemostasis	3*			
	MEDT 4040 CI Chem	5			
	MEDT 4050 CI Micro	5*			
	*old curriculum	13			
Year:	Semester 7 Fall	Hours	Year	Semester 8 Spring	Hours
IV				MEDT 4951 Micro Externship	4
2024	MEDT 4020 Heme I	4	2025	MEDT 4952 Chem Externship	2
	MEDT 4120- Clinical Micro II & lab	3		MEDT 4954 BB Externship	3
	MEDT 4080 Clinical Immunohematology	3		MEDT 4953 Heme Externship	2
	MEDT 4950 Lab mgt	1		MEDT 4500 Clinical Res/Corr	3
	MEDT 4060 Immunology	3			
Soph	MEDT 2010	2			
	Semester hours	14		Semester hours	14
	TOTAL Earned Credit Hour	121			

3. MLS Certificate in Microbiology and Schedule: TBD

4. Textbooks Policy

"The University meets the following requirements applicable to student textbooks. These requirements are a result of the Higher Education Opportunity Act (HEOA). Please see specific references listed after each section or review the "Dear Colleague Letter (DCL)" [DCL GEN 08-12](#) for more information:"

https://www.utoledo.edu/facsenate/docs/Textbook-Affordability_guidance_FINAL.pdf

Textbooks are required in all courses.

The MLS program has contacted each of the publishers for discounts in bundling books to save money. A coupon is used in this bundling process for discounts. The UToledo bookstore is a place to buy textbooks as well.

However, the MLS program will provide opportunities for used books from MLS library in the BO 1001. The University of Toledo Library can find textbooks to be used for this program. Please consult with the MLS Program Director or MLS faculty in time to help with textbook issues.

5. Catalog course descriptions: coming soon

6. Admissions

- Pre-MLS student status does not guarantee acceptance into the MLS program. Process into the program starts with a submitted application, successful completed course work, and a minimum 2.5 or greater GPA.
- “Upon successful completion of all course requirements, as outlined in the University Catalog, students are awarded the BS degree in Medical Laboratory Science. However, graduating from UT MLS program **does not guarantee passage** of the American Society Clinical Pathology Board of Certification exam (ASCP BOC). “

7. American Society of Clinical Pathology Board of Registry Exam (BOC):

- **MLS BS degree:** upon graduation, students can take the American Society of Clinical Pathology (ASCP) Board of Registry Exam (BOC) via “**Route 1**” to obtain their required MLS certification.
- **MLS Certificate in Microbiology** will use **Route 3** to obtain their required “M” certification - M(ASCP)cm
Both pathways will use UT MLS BOC number (MLS-034095) when applying to take the ASCP BOC Exam.

WHY be certified? Federal Legislation in 1988, (CLIAA '88) requires persons that want to work in the field of Clinical Laboratory Science need to be certified by a crediting body (ASCP or AMT). Other certifications besides the American Society of Clinical Pathology (ASCP), such as the American Medical Technology (AMT) are also recognized to work in the Clinical Laboratory. In addition, there are States that require licensure in addition to being AMT or ASCP certified. International careers may have licensure requirements.

Credentialing:

American Society of Clinical Pathology (ASCP) is a credentialing agency. Board of Certification Exam is the exam needed to obtain the credentials of MLS (ASCP)cm or M(ASCP)cm.

ASCP Board of Certification is accredited by the Accreditation Council for Continuing Medical Education (ACCME) and awarded Accreditation with Commendation status. Refer to:

<https://www.ascp.org/content/learning/ascp-reach#>

Application for the ASCP certification examination should be completed online during the first week in May of the year in which you plan to graduate.

The application can be found on the ASCP website https://www.ascp.org/content/board-of-certification/get-credentialed#study_resources .

You will receive specific information January of your graduating year about the specifics on applying to sit for the BOC. Here are a couple of tips in the meantime:

- Within 10 business days following receipt of the application, ASCP will begin processing your application. Upon determination of examination eligibility, you will receive an admission letter with a three-month window to take the examination, beginning the first day of the following month.
- Once the degree has been posted on the student's transcript, the student is responsible for requesting an official transcript by logging into "myUT", official transcript, order online <https://www.utoledo.edu/offices/registrar/transcripts.html>. Make sure you select the ASCP on the order form so your transcripts can go directly to the appropriate certification agency. Please note that examination scores will not be released by BOC until they receive an official transcript with the degree posted.

8. Transfer students

- "Completion of the transfer module at UToledo requires students complete courses approved by ODHE as OT36 general education courses. [The Ohio Transfer 36 Approved Courses Reporting System](#) will help identify approved courses that are *guaranteed* to transfer and apply toward the above-mentioned general education subject areas at any of Ohio's public colleges and universities."

<https://catalog.utoledo.edu/general-section/university-undergraduate-core-curriculum/>

<https://www.transferology.com/index.htm>

9. Prior Learning Assessment:

This is for persons that worked in areas of **TESTING** in the clinical laboratory ie. Clinical Chemistry and Urinalysis, who was hired with a BS in Biology and worked in a non-waived testing area. This is a case by case evaluation involving the MLS PD and Associate Dean of the College of Natural Science and Mathematics.

"Students have the opportunity to get credit by examination either by standardize tests or departmental testing." [Getting Started with PLA \(utoledo.edu\)](#)

III. General Policies

1. Student Wellness:

Student Wellness is the priority of the University of Toledo and its MLS program. Student Services such as counseling, support groups, sexual/domestic violence support, Title IX, assistance for housing, food, childcare, crisis support and managing grief/loss are available. For more information: <https://www.utoledo.edu/studentaffairs/counseling/> or <https://www.utoledo.edu/success/>

2. Absence, Student Leave Policy

Leave of Absence:

Students may request an unanticipated leave of absence for a variety of reasons. Types of absences include emergency, parental, personal, funeral, military and jury duty leave. All request for a leave of absence must be approved by the program director. Students must be informed when considering an extended leave because of program requirements. Students who are absent for a period of time that is disruptive to completion of the curriculum may be required to take a leave of absence and re-enter the program depending on the circumstances.

Unscheduled Absence

Students are expected to follow the MLS policy for unscheduled absence notification. Students must notify the program (Program Director). Unscheduled absences (including late arrival) by phone within 30 minutes of the class/lab rotation start time. During the didactic section of the curriculum, the student must also notify their course instructor. During the clinical externship, the student must also notify their preceptor during their clinical rotations.

MLS Program Director, Lisa Jordan MS, MLS(ASCP)SMcm

Email: lisa.jordan2@utoledo.edu

Phone: 419-530-1901 (leave message – email is preferred)

Scheduled Absences

Time off request are approved by the Program Director and can be request by email. This would include participating in university sport events, surgery, etc.

Note: Due to the unique nature of the clinical placements, students enrolled in the MLS Program are required to be available for their scheduled externship assignments during Spring break

3. Attendance Policy

Students enrolled in the program will receive didactic and clinical education Monday through Friday. During the academic schedule (August- May), students must be present in the teaching laboratory as scheduled (with some exceptions, as noted on didactic schedules or syllabi). During the clinical externship (January – May) students must be present Monday – Thursday from 7:00/8:00 am – 3:30/4:30 pm daily, unless otherwise arranged.

All students are expected to complete all aspects of the program, including web-based assignments and attend all laboratory sessions, seminars, small group discussion sessions, conferences, and clinical externship. The successful completion of the program is based on a wide range of learning experiences for the student. Unexcused absences; tardiness; failure to complete web-based assignments; missing teaching laboratories or clinical externship is not tolerated and may result in academic probation and dismissal.

<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-27-classroom-attendance-policy.pdf>

<p>PERSONAL LEAVE</p>	<p>Due to the academic rigors of the MLS program, and probability of failure if classes are missed.</p> <p>However, there is University and state law that provide religious accommodations. This means that students need to provide information within 14 days of the start of the semester of any religious accommodation to avoid any penalty of absenteeism.</p> <p>https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-30%20Religious%20accommodations.pdf</p>
<p>EMPLOYMENT</p>	<p>Due to the academic rigors of the MLS program, and probability of failure if classes are missed, employment beyond 12-16 hours/week is discouraged. Students will not be allowed to leave their program academic courses early to arrive at a place of employment on time. On occasion, if students need to leave their assigned clinical rotations early to get to their job on time, they must have permission from the program director; students will only be allowed a reasonable amount of time to leave early (i.e., 15-30 minutes), and only on an occasional (rare) basis.</p> <p>In addition: students in clinical rotations may work in suitable positions that are supervised, voluntary, paid, subject to employee regulations, and outside of hours of the educational experience. Refer to the <i>Clinical Handbook</i> for further information.</p> <p>NAACLS standards states: “service work by students in clinical setting outside of academic hours must be noncompulsory. Students may not be substituted for regular staff during their student experiences”.</p>
<p>TARDINESS</p>	<p>Tardiness and unexcused absences will be tracked by academic faculty and clinical instructors as a behavioral deficiency and may result in probation if it interferes with academic and clinical performance. For unplanned absences, such as weather, oversleeping, or car trouble, students are expected to notify their instructor that they will be late and explain the reason.</p>
<p>HOLIDAYS/BREAKS</p>	<p>The MLS program will follow all university academic calendar. Refer to Clinical Handbook for policy of holidays and break while in the clinical rotations.</p>

4. Lockers

Lockers in the hallway can be used to store personal supplies while on campus. Notify the Program Director if you would like to use one. Bringing your own lock assures the locker’s security. Personal supplies should not be in the laboratory do to risk of contamination of organisms.

5. Mobile Devices: social media, calls, texting, emailing

Phones are an important part of our communication. However, they can be equally disruptive. Students on campus are NOT permitted to use their mobile device during student’s laboratory sessions unless instructor has approved it. This also applies at the clinical laboratory externship. Examples of phone use: Kahoot in lecture, some laboratory use i.e. performing differentials, or when important call/text is expected (this needs pre-approval).

6. Professional Appearance and Hygiene Standards

Rationales:

1. Maintaining a professional appearance.
2. Controlling infection (related to the student, student's contacts).
3. Providing for safety.

Policy:

- 1) **Women & Men:**
Students on campus are encouraged (**not required**) to wear dark blue "scrub-type" uniforms or comparable apparel. However, casual business attire is **required** at clinicals if scrubs are not worn.
 - a. No shorts or partial tops permitted in the campus laboratory or at the clinical affiliate. Considered a safety risk if skin is not covered.
 - b. No offensive lettering or logos on shirts including political or otherwise. I think this goes without saying in our society.
- 2) **Hair:** long or loose hair is not permitted but can be tied back for safety reasons.
- 3) **Cologne/Make-up:** Are to be used conservatively so as not to be offensive when in contact with patients at clinicals. Note: it can trigger migraines in some people.
- 4) **Shoes:** Must be clean. It is recommended that shoes be worn only in the hospital for infection control reasons and not outside. Sandals, clogs, or open toe shoes cannot be worn in the student lab nor at the clinical laboratory for clinicals.
- 5) **Personal Possessions:** is the student's responsibility and not the MLS Department.
- 6) **Acceptable Attire in summary:**
 - a. Scrubs/Ts jeans must be clean, neat, in good repair (no holes as in style) and an appropriate fit.
 - b. Tops must be long enough to cover backside when bending over.
 - c. Long or short sleeve tee shirts may be worn under the uniform. Tees that are white, navy, grey or black may be worn and must be plain with no design or logos.
 - d. Undergarments should be worn and should be white or neutral and not be visible.
- 7) **Infection Control/Cleanliness/Neatness:** All students are expected to make personal cleanliness and neatness a basic habit. It is your individual responsibility to take every possible precaution to protect patients, co-workers, and visitors against infection by utilizing all basic techniques of cleanliness previously learned in preparation for your career. Cleanliness should include clothing, food, equipment, supplies, and environment.
- 8) **Fingernails:** Should be neat, clean, well kept, and of professional length (1/4 inch beyond the fingertip). "*wearing artificial nails may contribute to transmission of certain healthcare-associated pathogens.*" Guideline for Hand Hygiene in Health-care Settings. MMWR 2002; vol. 51, no. RR-16.

STUDENTS: You must be aware and remember that due to the nature of the program, you will be exposed to contagious diseases and dangerous substances. You must follow all laboratory safety procedures and conform to all applicable regulations.

7. Safety:

The University of Toledo takes safety seriously. The MLS program is not any different, especially with the blood, microbes and body fluids that can be found in the laboratory at any one time.

Public safety: <https://www.utoledo.edu/publicsafety/>

Emergency Procedures: “This site discusses the appropriate responses to a wide range of situations, including fire, evacuation, weather-related emergencies, and other situations that may impact the operations of the University. Please familiarize yourself with the contents of this website.” <https://www.utoledo.edu/depts/emergency/>

Fire Alarms: Familiarize yourself with this web page.

<https://www.utoledo.edu/depts/emergency/WhatToDo/WTDFire.html>

Accident and Injury Investigation Report form refer to

<https://www.utoledo.edu/depts/safety/docs/Misc/EmployeeInjuryIllnessForm.pdf>

Infection Control:

The University of Toledo is committed to providing a safe and healthy work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne Pathogens”. This plan will be referred to as ECP in this document.

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>

UNIVERSAL PRECAUTIONS:

The MLS program practices universal precautions in all laboratory experiments. Lab coats, gloves, disinfectants are used in each laboratory. **Lab benches are cleaned with bleach before and after every lab.** All students and instructors will comply with this policy. Laboratory specimens such as body fluid and cultures are used in laboratory experiments. Universal Precautions is taught in **each** course and all persons are expected to comply. Biological waste is stored in proper containers and processed on the 4th floor for removal from campus. Glass slides are disposed in Biohazard plastic containers – not in biohazard waste.

“Effective prevention includes the use of Universal Precautions, also known as Standard Precautions. Standard precautions is an approach to infection prevention to treat all human blood and certain human body fluids as if they were known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV) and other bloodborne pathogens, (Bloodborne Pathogens Standard definitions under OSHA standards).”

https://www.utoledo.edu/policies/utmc/infection_control/pdfs/Bloodborne%20Pathogens%20Exposure%20Control%20Plan.pdf

8. Student Laboratory Policy

All students **before** starting MEDT 4000 level courses (**before May 13, 2024**) must complete a safety training course – **lab safety #100 & lab bloodborne pathogens (225)**. After completion of the training, the certificate must be emailed to the program director.

Instructions:

It assigns the training once taken. They have to select the test. The general lab safety training is test#100 & bloodborne pathogens (225) and the instructions for taking a test are located at [Instructions for Taking a Test \(utoledo.edu\)](#)

Universal Precautions and Laboratory Safety

The student will be collecting, processing, and working with patient and known blood, and body fluids, and microorganisms that could be potentially pathogenic during his/her professional education.

The student will be oriented to and understand the use of and need for Universal Precautions and will follow these guidelines both in the student and hospital laboratories.

The student will notify the Program Director and the course instructor or instructor concerning ALL incidents or accidents. Please see the policy on laboratory incidents/accidents.

Key Points to Remember

1. FOLLOW UNIVERSAL PRECAUTIONS AT ALL TIMES.
2. NO eating, drinking, smoking, mouth pipetting or application of makeup in the student or clinical rotations.
3. NO placing objects (fingers, pens, pencils, etc.) in the mouth.
4. Wash hands immediately if contaminated and before leaving the laboratory area.
5. Use laminar flow hoods and other safety equipment when required.
6. NO coats, backpacks/book bags or personal belongings are permitted in the student laboratory with the only exception would be along wall in lab on a hook acceptable. However, at the clinical externships no personal belongings are permitted in Clinical Lab. Campus lockers are used for this purpose if hooks on wall are not acceptable. A place will be provided at your clinicals for your personal belongings either way.

General Student Laboratory guidelines.

1. In the event of exposure, thoroughly wash the area with soap and water, unless a mucous membrane exposure, in which case flush copiously with water.
2. Copies of all three pages of the exposure form need to be returned to the Program Director's office. <https://www.utoledo.edu/depts/safety/docs/Misc/EmployeeInjuryIllnessForm.pdf>

<https://www.utoledo.edu/depts/safety/docs/Misc/EmployeeInjuryIllnessForm.pdf>

9. HIPAA Review & Training

HIPAA Policy:

- All students, faculty and staff are not permitted to access or disclose confidential health information without authorization.
- HIPAA Training:
All students are required to complete training for awareness and compliance with the patient's privacy regulations of the Health Insurance Portability and Accountability Act. This online training will be available to all students **during** their clinical rotations.
 - Refer to [HIPAA Self-Registration.pdf](#)

10. Student Health Services

Information for student health services may be found <https://www.utoledo.edu/health/>

Liability Insurance

All students are provided professional liability insurance through the University of Toledo. Professional liability insurance covers their activities as a medical laboratory science student in the classroom, laboratory educational experiences and clinical education experiences. Student professional liability insurance does not cover the student in activities outside the domain of the Medical Laboratory Science Program (e.g. while employed by a clinical affiliate) or during unsupervised practice of psychomotor skills. Proof of professional liability insurance by clinical sites is available upon request through the Office of Risk Management and Workers' Compensation.

<https://www.utoledo.edu/depts/risk/pdfs/generic-liability-certificate.pdf>

Immunizations

Required to begin Program courses (Summer 2024) including at our clinical affiliates (Spring 2025). All expenses are expected to be covered by the student. Immunizations and drug screens can be completed through our Rocket Wellness at <https://www.utoledo.edu/health/immunizations.html>.

Exception: Students that are currently employed at ProMedica & UTMC Health Systems will not need to have immunizations repeated unless they are needed for the institution. Please be ready to provide documentation if the need arises. Documentation will be needed for lab safety, bloodborne pathogens, and HIPAA done either online at the university site or hospital certificate that is sent to the Program Director by email.

Program Immunizations:

1. Immunity: Vaccine will be required if no immunity.
 - a. Rubella
 - b. Rubeola
 - c. Mumps
 - d. Varicella
 - e. Hepatitis
2. Vaccines - annually
 - a. Influenza

3. TB skin test or T-Spot

Clinical affiliate requirements:

1. All immunization required by the MLS Program
2. ProMedica requires physical exam that must be signed by provider (PCP). Termed "Fitness for Duty"
3. University Hospitals require a background check but no drug screen.
4. ProMedica requires a 10- panel drug screen but no background check.

11. Blackboard Technical Support <https://www.utoledo.edu/dl/helpdesk/blackboard.html>

12. Tuition: cost of tuition:

Information on tuition and fees can be obtained at <https://www.utoledo.edu/financialaid/cost-of-attendance/>. Many of the MEDT courses require laboratory sessions for which lab fees are charged. Specific course fees are listed in the class schedules. Students are required to wear a lab coats (this is provided by the MLS program), to have health insurance, to submit an official documentation of having had immunizations, vaccinations or proof of immunity to MMR, Varicella, and hepatitis B, adult DPT booster shot within the past 10 years and current Flu vaccination. Students may also be asked to submit to a 7-drug panel drug screen and subjected to a criminal background check, if required by a clinical affiliate. Students who decide not to attend or stop attending any or all classes for which they have registered must drop or withdraw from the course(s). Drops and withdrawals can be processed online through the <http://myut.utoledo.edu/> portal (provided there are no holds), and can also be processed at Rocket Solution Central (RSC) located in Rocket Hall, Room 1200. Please refer to <http://www.utoledo.edu/offices/registrar/registration.html> for additional information.

13. SCHOLARSHIP AND FINANCIAL AID

For more information on the Medical Laboratory Science scholarships listed below, contact MLS Program Director. For additional scholarships and financial aid information, contact the University's Office of Financial Aid at <http://www.utoledo.edu/financialaid/>

- 1) Alpha Mu Tau Fraternity (AMTF) Scholarships and ASCLS Education and Research Fund, Inc. available through the American Society for Clinical Laboratory Science (AMTF Grants). Alpha Mu Tau Fraternity is a national laboratory fraternity whose purpose is the advancement of professionals in the clinical laboratory sciences. One of the prime activities of the fraternity is the granting of graduate and undergraduate scholarships. Scholarship recipients are announced at the ASCLS Annual Meeting in July. Additional information is available at <http://www.ascls.org/>

ASCLS Education and Research Fund, Inc. is administered by AMTF. Several Undergraduate Scholarships up to \$1,500 are awarded to deserving students in NAACLS accredited MLS/MT programs. Additional information is available at <http://www.ascls.org/>

- 2) ASCLS-Ohio/Stella Griffin Memorial Scholarship

One \$1,000 scholarship, sponsored by the American Society of Clinical Laboratory Science Ohio, is awarded to a student enrolled in a clinical laboratory science curriculum in Ohio. Additional information is available at <http://www.ascls.org/>

3) American Society for Clinical Pathology (ASCP)

ASCP partners with Siemens Healthcare Diagnostics annually to award scholarships to students in their final year of study in a NAACLS accredited program. More information is available at <http://www.ascp.org/>

4) Dade Behring Legacy Scholarship

Established for the children, grandchildren and siblings of clinical laboratory professionals, the Dade Behring Legacy Scholarship recognizes the outstanding heritage of clinical laboratory technologists and technicians across the U.S. The Legacy Scholarship program awards \$25,000 in the form of five scholarships of \$5,000 each to eligible students enrolled in accredited MLS programs. The scholarship is administered by ASCP. Additional information is available <http://www.ascp.org/> or <http://www.dadebehring.com/>

IV. Academic Program Polices

1. Advising

Students are responsible for scheduling time each semester for advising. An email will be sent out to all MLS students that advising sessions are available.

Students are responsible for complying with all academic policies published in the University catalog. If students have any questions about the information presented in this audit, they are encouraged to contact their advisor.

2. Student Records

The Family Education Rights and Privacy Act (FERPA)

Student records:

FERPA establishes the rights of the parents and students of any school which receives federal educational funds. It requires that a written institutional policy complying with the act be established and that a statement of the adopted procedures be published. Our official publication is the "[Confidentiality of Student Records](#)" and is available for review in the University Policy website.

The University of Toledo and MLS program abides by the policy for retention for:

[Records Retention | Inter-University Council of Ohio \(iuc-ohio.org\)](#)

“Academic Grievance Files IUC-EDU-40-10 Files documenting grievances of students against faculty members. Review for continuing administrative and historical value and potential transfer to institutional Archives”

Student records are maintained in a digital document locker permanently. These records will be assessable through the MLS Program Director, or through the Dean's office with restricted password.

Records may include the MLS student's application, program orientation completion, any academic action plans, clinical externship grades, evaluations (including student performance evaluations), and advising, are maintained by the Medical Laboratory Science Program.

Students in the medical laboratory science program are guaranteed their rights to confidentiality and impartiality, as outlined in this policy. Any release of this information can only be authorized by the student.

Letters of Recommendation

"Statements made by a person making a recommendation are made from that person's personal observation or knowledge do not require a written release from the student.

However, if personally identifiable information obtained from a student's educational record is included in the letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which (1) specifies the records that may be disclosed, (2) states the purpose of the disclosure, and (3) identifies the party or class of parties to whom the disclosure can be made.

If this letter is kept on file by the person writing the recommendation, it would be part of the student's education record and the student has the right to read it unless he or she has waived that right to access." https://www.utoledo.edu/offices/registrar/FERPA_faculty_staff.html

3. MLS Program Academic Standard requirements:

Criteria:

Graduation is contingent upon the successful completion of all required courses, clinical rotations, and other requirements.

MLS Department requires the following to graduate:

- 1) Maintain at least a 2.5 overall GPA and achieve a 70% minimum in **each** course in the program.
- 2) Check your transcripts to make sure you have met all of the requirements before applying for graduation.
- 3) Active graduation application on file. Note: this is usually completed the semester before graduation. Be aware of the date, usually sent out by email.
- 4) Maintain appropriate professional behavior, demeanor, conduct and attendance.
 - a. Refer to Affecter Domain at the beginning of this handbook and found in each syllabus.
- 5) Successfully (greater or equal to a 70%/C) complete all clinical rotations.
If a successful grade cannot be obtained for whatever reason, the student may "walk" in graduation BUT will need to successfully (>70%) repeat the clinical course to graduate.

"The student must have an active graduation application on file or email graduation@utoledo.edu directly to RSVP for the ceremony. The student's diploma will be

sent to the address indicated on their graduation application. Diplomas are mailed out after degrees are conferred which is about 45 days after the term ends.” Registrar

4. Academic Alert, Suspension and Reinstatement

Minimum Academic Standards

Because MLS courses are sequenced and are taught only one semester per year, successful completion of all MLS professional courses is a prerequisite to entering the following semester.

A student must maintain a “C” or higher in all Medical Laboratory Science and (C-) science courses included in the Medical Laboratory Science curriculum.

<https://www.utoledo.edu/nsm/bio/undergraduate/BS-medical-technology.html>

Failure to meet Academic Standards

1. When minimal academic standards are not met by the Midterm grades, the student & faculty will complete an “Action Plan” to try to mitigate a failing grade in the course(s).
2. Failure in a Medical Laboratory Science course: A grade of D, F, WF, in any of the MLS courses will result in **temporary suspension** from the program until the grade in that course is resolved.
3. In order for a student to be considered for reinstatement, the course must be repeated with a grade of “C” or higher during the next regular semester the course is offered. If a course grade of “D” or lower is subsequently repeated, the original grade will remain and be counted as an unsatisfactory grade. Upon earning a second unsatisfactory grade (D, F, WF) in any MLS course, the student is immediately and permanently dismissed from the MLS Program.

Refer to:

<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-01-1%20Academic%20standing%20procedure.pdf>

<https://www.utoledo.edu/hhs/student-services/reinstatement.html>

4. Students with any academic deficiencies such as a D, F or I; must be resolved before going to their clinical rotation.

Note: If it is determined that probation or dismissal from the program is warranted based on failure to meet academic standards, the MLS student may elect instead, to resign from the MLS program.

Readmission Policy Following Suspension

Following suspension, a student must repeat the course deficiency that resulted in the suspension during the next semester in which the course is offered. When the deficiency is corrected, the student will be allowed to continue.

5. Grading

Purpose: Students will receive letter grades reflecting their academic performance in the program.

Policy: Letter grades correspond to the 4-point, grade point average system according to the number of credit hours. Percentage grades for didactic classes are based on the scale below.

Grading Scale

A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	65-69%	1.0 (failure)
F	<65%	0.0 (failure)

Eligible candidates will be distinguished at commencement based on all academic work completed prior to the term preceding commencement and will be notified by mail. The actual honors awarded at the time a degree is posted will be based on the final cumulative GPA.

Scholastic Distinction is accorded candidates for graduation as follows:

Summa Cum Laude 3.90- 4.00

Magna Cum Laude 3.60- 3.89

Cum Laude 3.30-3.59

<https://www.utoledo.edu/offices/registrar/graduation.html>

6. General policy on Examinations (Tests) and Quizzes

Scheduled Exams: Refer to individual course syllabi for scheduled examinations.

Quizzes: It is the discretion of each instructor to give unscheduled quizzes in any course, laboratory, or clinical rotation.

Final Exams: Students will be informed of the dates of Final Examinations each semester upon release by the provost's office Final Schedule. However, if the students wish to schedule their finals as a class to promote a better outcome, it can be arranged per the instructor discretion. If a student misses a final examination, a grade of "I" may be used at the discretion of the instructor. As with the other exams, final exams will be proctored, or arrangements will need to be made.

Accommodation for missed exams will be made for excused absences.

7. Special Accommodations

A. Accommodations in the class room:

Students in the Medical Laboratory Science program will be given every opportunity to succeed in their academic setting. If any student has a *special need for testing arrangements*, note taking, or other accommodations, they should work with the Office of Accessibility and Disability Resources (ADR) to request accommodation (<https://www.utoledo.edu/offices/accessibility-disability/>), in addition they must notify the program director as soon as possible.

Program officials will consider each request individually. Note that any requested accommodations must be within the minimum essential functions required for the program.

SPECIAL ACCOMODATIONS	Notify the program director as soon as possible of any special needs related to the academic classroom. Contact ADR with any questions or to schedule an appointment. 419-530-4981 studentdisability@utoledo.edu
TESTING ARRANGEMENTS	Any special testing arrangements must be discussed prior to the scheduled examination date. https://www.utoledo.edu/uc/testing/services/accommodations.html

B. REASONABLE ACCOMMODATIONS

Reasonable Accommodations are modifications made to the learning environment to create equal educational opportunity for individuals with disabilities. Accommodations are individual and pertinent to the disability. Students with disabilities are defined by the Americans with Disabilities Act (ADA) as persons who have a physical or mental impairment that substantially limits one or more of the major life activities: caring for oneself, hearing, speaking, breathing, learning and working. Accommodating the disability within the clinical site is the responsibility of the student, the program director, the clinical coordinator, the clinical preceptor(s) and in conjunction with the Office of Accessibility and Disability Resources (ADR).

Accommodations must still allow the student to perform essential functions of the profession.

Essential Functions of the program comprise of five abilities and skills, including observation; movement; communication; intellectual and conceptual; and behavioral and social.

a. **Essential Observational Requirements:** The applicant must be able to: observe laboratory demonstrations of techniques and procedures; discriminate color reactions; read text, numbers, and graphs displayed in print or on a video monitor; and differentiate cells and tissues in normal and pathologic states using a microscope.

b. **Essential Movement Requirements:** The applicant must be able to: bend, reach, sit and move freely and safely about a laboratory and in patient rooms; perform delicate manipulations which require good eye-hand coordination; tolerate prolonged standing and/or sitting for several hours; lift and handle objects weighing less than 10 pounds; and travel to clinical laboratory sites for practical experience.

c. **Essential Communication Requirements:** The applicant must be able to: read and comprehend technical and professional materials; effectively communicate with faculty, classmates, patients, physicians and other health care personnel in a professional, positive, and tactful manner; follow verbal and written instructions in English in order to correctly and independently perform laboratory test procedures; and exhibit legible penmanship in English.

d. **Essential Intellectual and Conceptual Abilities:** The applicant must be able to: recall, apply and evaluate laboratory data; prioritize tasks; exercise critical thinking skills to solve problems; and exercise sufficient judgment for appropriate corrective actions.

e. **Essential Behavioral and Social Attributes:** The applicant must be able to: maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability and accountability in the performance of one's laboratory responsibilities; perform laboratory tests carefully while maintaining efficiency and organization; function effectively under stress and adapt to changing technology and environments; maintain personal hygiene and wear garments appropriate to the work setting; and function as a supportive member of the health care team.

Student Responsibilities:

Students establish eligibility for accommodations by:

- contacting the Office of Accessibility and Disability Resources (ADR) to request accommodation.
- Following the process for obtaining ADR accommodations.
[ADR Student Handbook \(utoledo.edu\)](#) • Adhere to the University Student Code of Conduct (Student Code of Conduct). rev 12-2022 22 Table
- Inform ADR of any difficulties in utilizing academic accommodations.
- Meeting with the program's clinical coordinator prior to attending the clinical site where accommodations have been requested.

Students with disabilities are expected to take an active role in talking with faculty and staff members about their disability, adaptation, and accommodation needs. Open and comfortable lines of communication are essential and the key to effective problem solving of adaptation and accommodation issues.

Faculty Responsibilities:

Following notification of a student's disability, academic and clinical faculty must insure that learning is accessible by implementing accommodations established through the University's Office of Accessibility and Disability Resources.

For more details, please refer to UT Office of Academic Access Student Handbook found at <https://www.utoledo.edu/offices/accessibility-disability/student/handbook.html>

8. Student Grievance Policy:

Academic Grievance

If an issue arises concerning a grade, an evaluation, or the course itself, the student should discuss the situation with the course instructor. If an issue arises concerning a program policy or procedure, the MEDT Program Director should be consulted. If the problem involves the Program Director, the Chair of the Department of Biological Sciences should be contacted. If resolution is still not achieved, the student may, if the student wishes, seek informal counsel from the president of student government and shall then discuss the problem with the Dean of the College of Natural Sciences and Mathematics or the College representative responsible for dealing with student academic grievances. If resolution is not achieved at the college level, the student can file a grievance petition with the chair of the student grievance council. If the issue involves a clinical affiliate, the student is instructed to consult the MEDT Program Director.

The UToledo Academic Grievance Policy (Policy Number 3364-71-05), which can be found at <https://www.utoledo.edu/offices/provost/academicgrievance/undergraduate.html> will be followed. In addition, the following form should be used to assist with documenting the grievance procedure: <https://www.utoledo.edu/nsm/pdfs/NSM%20Greivence.pdf>

Non-academic Grievances

The University of Toledo provides several means by which student complaints and grievances may be addressed. In all cases, students are advised to put their concerns in writing and carefully document the events that led to the complaint or grievance. Because it is sometimes confusing as to which of the routes listed below should be followed, students are advised to contact the Center for Advocacy and Student Experience (419.530.HELP) or email case@utoledo.edu or advice on which procedure to follow. In addition, specific information on reporting incidents is provide on the CASE Student resources website: <https://www.utoledo.edu/studentaffairs/case/student-resources.html>

Concerns should be expressed as soon as possible after the event occurs; some of the procedures below have specific deadlines for filing grievances or complaints.

a. Complaints regarding discrimination or harassment:

See CASE website: <https://www.utoledo.edu/title-ix/sexual-misconduct/> or contact CASE (419.530.HELP), in order to determine the appropriate procedure and reports to file.

Also read Policies #3364-50-01 "Title IX Policy" <https://www.utoledo.edu/policies/administration/diversity/pdfs/3364-50-01.pdf> where you will find a

comprehensive list of definitions, policies, and procedures, and Policy 3364-50-02
"Nondiscrimination" <https://www.utoledo.edu/policies/administration/diversity/pdfs/3364-50-02.pdf>

Appeals of student conduct recommendations and actions:

The procedure for appealing actions or recommendations stemming from a conduct board hearing can be found in the Student Code of Conduct web page (<https://www.utoledo.edu/studentaffairs/conduct/>)

b. Grievances related

The determination of eligibility for reasonable accommodations and/or the provision of disability-related services and/or accommodations is done through the Office of Accessibility: See the procedures outlined on the Office of Accessibility website

c. Allegations of misconduct by other students:

Follow the procedures outlined in Article V, section A of the Student Code of Conduct.

d. Appeals of state residency classification for tuition purposes

Follow the Ohio In-state Residency Procedures of the Office of Registrar.

e. Other Complaints

For complaints that do not fall into the categories above, the following procedure should be followed:

- Attempt to resolve the matter directly with the person against whom the complaint is directed.
- If a resolution is not reached, submit the complaint in writing to the program director. If you are unsure whom to contact, call the office of the Dean of Students for advice. The program director will investigate the matter and work with you toward a resolution of your complaint.
- If you are not satisfied with the resolution, submit your complaint in writing to the department chair.
- If the issue is still not resolved, contact the Office for the Student Experience at 419.530.2471.

f. Suggestions

Here are some tips that may help you in the process of resolving your complaint:

- Whoever is investigating your complaint will want to hear all sides of the story before making a recommendation and may ask you to meet with the person against whom your complaint is directed.
- Your confidentiality will be protected within reason, but officials of the university may require access to your "educational record," which includes most of the information that the university has about you. However, most people outside the university do not have access to your educational record without your written permission.
- Except in certain emergency situations, and unless your parents have established that they claim you as a dependent for income tax purposes, we obtain your written permission before discussing your educational record with your parents. For more information on the confidentiality of student records, see FERPA and Confidentiality policy.
- You have the right to retain legal counsel, but if you do, all communication with the university about your complaint will be handled through the Office of the Legal Affairs

9. Grade appeal:

“The University recognizes a student's right to due process. An academic grievance is a complaint brought by a student regarding the university's education and academic services. Academic grievances must be based on a violation of a university rule, policy, or established practice.” <https://www.utoledo.edu/offices/provost/academicgrievance/>

V. MLS Program/University Closure Plan

If the decision to reduce the size or to close the Medical Laboratory Science Program is made, the Dean of the College of Natural Sciences and Mathematics will notify the Associate Dean of the decision and the projected closure date at the earliest possibility. Subsequently, the Associate Dean will immediately notify the Program Director, students and the affiliate of the decision to close the Program. This notification will be in writing and with the approval and direction of the Dean.

Every effort will be made to permit a program phase-out period when program closure is decided upon. The phase-out period will be of a duration long enough to permit all students in the program to complete their education. When circumstances prevent continuing the education program, The University of Toledo will make every effort to assist students to enroll in a NAACLS accredited program in which the student can continue his or her education.

Should a student choose to leave the program after notification of impending closure, the student may do so with the full support of The University of Toledo, and no malice will be held by the University.

As long as students remain in the program, The University of Toledo is committed to provide an educational experience in full compliance with NAACLS standards. Notification of reduction or closure to NAACLS will be done by the Program Director.

NAACLS requires the UToledo MLS program to have a “teach out” plan in case the program closes. Intentional closure of the UToledo MLS program will be communicated to all students immediately.

Prospective students:

- Students will be informed that the program will not take a new class due to program closure.
- Students will be counseled regarding alternative majors.
- Students will be counseled in applying to other local MLS programs.
- Program closure information will be posted on college website.
- Students will be assisted in applying to other local MLS programs.

Current students:

- Students will be informed of program closure.
- If closure is announced mid-academic year of the program students will be allowed to complete all MEDT courses.
- MLS faculty and program director will work with clinical sites and other universities to facilitate completion of the clinical practicum.
- A college official will be designated to clear students applying for the certification exam. rev 12-2022 17 Table
- In case of disaster the college will inform students of a plan for continuation of their education as soon as that information is available.

VI. Clinical Externship Policies/Guidelines and UToledo MLS Affiliates

1. What is the Clinical Externship?

The Clinical Externship is the “hands-on” application of the didactic curriculum in the context of the job of a Medical Laboratory Scientist and is an important component of your education. This experience provides a practical form of learning and contributes to professional development.

Cognitive (knowledge) and performance (psychomotor) objectives related to each discipline will be provided to the student. Evaluations and grading will be based on these objectives as well as professional behavior (Affective Evaluation).

Students may be performing tasks performed by other professional technologists. The purpose of these tasks is educational to reinforce knowledge as well as master laboratory techniques. Repetition is encouraged as it reinforces skills.

Students will be informed of their expectations and how their final grade is determined at the beginning of each clinical rotation.

The faculty reserves the right to recommend dismissal from the program if clinical laboratory performance, unethical or unprofessional behavior, or poor academic standing makes it inadvisable or impractical for the student to complete the program.

Upon successful completion of all required Medical Laboratory Science coursework, students are guaranteed clinical externship; however, a specific site is not guaranteed. The selection of clinical sites will start with the student with the highest GPA and continue.

In avoid any confusion on whether a student is working as an employee or student, students will not be at the institution (clinical lab) where they are employed.

The program guarantees that students who have successfully completed their junior year will be assigned to one of more affiliates for the clinical externship.

- In the event one of more clinical affiliates chooses to end their affiliation with us, we will follow the statement in the agreements that says if the decision to end it occurs at least three months before the beginning of the start of the practicum the agreement will dissolve.
- Next, the Program will make every effort to place the student with the remaining affiliates.
- However, if an affiliate cannot be secured for our students in our Spring Externship, a Summer Externship will be considered.

- Still if that isn't acceptable between the student and the Program, a new agreement will be established with a new affiliate.

When does the Clinical Externship occur?

The Clinical Externship Spring 2025 semester of your senior year. General policies can be found in the **Clinical Handbook**.

Preparing for your Clinical Externship may take time, so by the end of Summer semester (2024) **ALL** immunizations (if not already completed), health records must be completed.

Some affiliates will desire background checks (University Hospital in Cleveland) cannot be left at the last moment. This **MUST** be done in October 2024.

Some affiliate will require drug screens and these must be done by the end of Fall semester 2024 (before Fall finals are done). ProMedica requires drug screens.

Congratulations you are almost done!!

2. The University of Toledo MLS Clinical Affiliates

CONTACT PERSONNEL			
AGENCY	CONTACT PERSON	ADDRESS	PHONE
Fulton County Health Center	Amanda Clark	Fulton County Health Center 725 S. Shoop Ave. Wauseon, Ohio 43567	Phone: 419-330-2631
ProMedica Health System	Kristy Short, MPH, CSSGB (ASQ) MLS(ASCP)^{CM} Director, Regional Laboratories	ProMedica Flower Hospital Laboratory 5200 Harroun Road Sylvania, OH 43560	Office: 419-291-4167
University Hospital Cleveland	Mary Legg, MBA, CHS(ACHI), MLS(ASCP)^{CM} Manager, Core Lab Operations University Hospitals of Cleveland		Phone: 216-286-7893 Fax 216-844-1840 Email: Mary.Legg@UHhospitals.org
The Toledo Clinic	De-Lite Carson-McKee Director of Laboratory Service	4235 Secor Road Toledo, Ohio 43623	dmckee@toledoclinic.com O: 419.479.5466 F: 419.473.2510

Bon Secors Mercy Health St Rita's New Vision Medical Laboratories	Jamie Lauf MLS(ASCP)SBB cm Assistant Operations Manager	750 W. High St Suite 400 Lima, OH 45801	Phone: 419-996-5104 Fax: 419-996-5416 jslauf@mercy.com
The University of Toledo Medical Center	Joshua Otiso, MBA, MPH, MLS (ASCP) Administrative Laboratory Director	Pathology - Clinical Laboratory 3000 Arlington Ave. Toledo, Ohio 43614-2598	419-383-5251 joshua.otiso@UToledo.Edu

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UToledo

MLS Policy and Procedure Handbook Acknowledgment

Student initials and signature needed.

I have read, understand and agree to comply with the MLS Policy and Procedure Handbook of the University of Toledo Medical Laboratory Science Program. Please **initial each line** to acknowledge you have read, understand and will comply with information in the Handbook (year 2025).

1. _____ I agree to abide by the **Affective Domain Objectives**
2. _____ I am able to meet **the Essential Function/Technical Standards**.
3. _____ I understand the **Professional Ethics Policy- concerning academic dishonesty**. Cheating and/or helping others to cheat is violation of this policy.
4. _____ I understand the **Attendance Policy** – leave, scheduled and unscheduled absence.
5. _____ I understand during my clinical rotations I will not taking Spring Break.
6. _____ I understand that using my phone in lecture or in the laboratory is disruptive and will keep them silenced until it is needed.
7. _____ I will follow the **Professional Appearance and Hygiene Standards**.
8. _____ I have completed **the Safety and HIPAA training module**.
9. _____ I will comply with the need to obtain the required immunizations for my safety and others in the program.
10. _____ I agree to seek advising and advice for my registration needs.
11. _____ I read and understand the **FERPA** form.
12. _____ I read and acknowledge the **MLS Program Academic Standard** requirements.
13. _____ I read and acknowledge a **Student Grievance Policy** exist for my benefit.
14. _____ I acknowledge there is a policy concerning the MLS Program Closure to protect me and my academic interest.
15. _____ I acknowledge that I am guaranteed a clinical externship upon successful completion of my MLS courses. However, due to limited clinical externship availabilities I acknowledge that it will depend on my GPA that I get the one that I want.

Student name (print & signed):

Date:

Witness:

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