

STUDENT HANDBOOK

2008-2009



CLINICAL LABORATORY SCIENCE PROGRAM

Andrews  University

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(ALPHABETIZED)

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PURPOSE OF THE STUDENT HANDBOOK

The purpose of the Clinical Year Student Handbook is to bring together the various policies and procedures that will serve as guidelines during the Clinical Laboratory Science (formerly Medical Technology) Clinical Year. It contains an overview of policies and procedures that particularly apply to the students participating in the Clinical Year. These policies can be found and reviewed in detail in other Andrews University publications.

The Department of Clinical and Laboratory Sciences does not intend, nor claim, that this book supersedes any official University policy, publication or procedure. It is the responsibility of the student to be familiar with and to follow all rules and regulations of the University. It is also the student's responsibility to complete all materials required for the successful completion of this Program as well as all forms, applications and requirements for graduation. The Department of Clinical and Laboratory Sciences cannot and will not be responsible for the student meeting all requirements and deadlines.

***Note:** The content of this Student Handbook may change at anytime. The department faculty reserves the right to make changes and give public notification of such as deemed necessary.*

**PROGRAM
FOR
CLINICAL LABORATORY SCIENCES**

ANDREWS UNIVERSITY
PROGRAM FOR CLINICAL LABORATORY SCIENCES

ESSENTIAL FUNCTIONS

1. Professional skills:

- Must be emotionally stable.
- Must be able to deal with stress and maintain emotions under pressure and time constraints in a socially acceptable manner.
- Must be able to maintain professional decorum and composure in a wide variety of situations.
- Must be able to maintain confidentiality and absolute integrity.
- Must be able and willing to follow directions.
- Must be able to make decisions, prioritize tasks, and work on multiple tasks simultaneously.
- Must be able to both work independently and in cooperation with others.
- Must be able to apply acquired learned skills and knowledge to new situations.
- Must be able and willing to work with potential biologic, chemical, radiologic, mechanical and electrical hazards.
- Must maintain personal hygiene and neatness appropriate to the professional work place.

2. Communication skills:

- Must be able to communicate effectively in spoken and written English.
- Must be able to comprehend and respond to both formal and colloquial English in person-to-person interactions, in written communications, and in telephone conversations.

3. Physical requirements:

- Locomotion: Must have the coordination to allow free movement from one location to another in such areas as clinical and student laboratories, patient rooms, stairways and elevators. Must be able to stand (or sit) for extended periods of time.
- Motor skills: Must have the ability to lift and move objects of at least twenty pounds. Must have the fine motor coordination to perform delicate manipulations of clinical specimens and instruments.
- Tactile requirements: Must have a sense of touch, pressure and temperature discrimination.
- Visual acuity: Must be able to distinguish major colors, identify and distinguish objects and fine details both macroscopically and microscopically. Must have depth perception.

Essential Functions - continued

4. Requirements for Clinical Placement

- Transportation: Must have available independent transportation to clinical practicum rotations. (Public transportation is not available at all clinical sites.)
- Student Trainee License: Must be willing to submit an application and pay fee for trainee license if required by the state where clinical practica experience is assigned.
- Social Security Number: Must have a United States Social Security Number.
- Criminal Background Check: Must provide an acceptable criminal background check.
- Drug Screen: Must provide an acceptable drug screen.
- Medical Clearance: Must submit the "*Statement of Medical Clearance*" form signed by a health care provider.
- Immunizations: Must submit the "*Documentation of Immunizations/Immune Status*" form.

Goals

The Andrews University Program for Clinical Laboratory Sciences summarizes its goals as follows:

1. To qualify the student to write the certification examinations offered by the American Society for Clinical Pathology (ASCP) and the National Credentialing Agency for Laboratory Personnel (NCA) sponsored by the American Society for Clinical Laboratory Science (ASCLS).
2. To prepare the student to possess entry-level skills in diagnostic laboratory analysis in harmony with established laboratory procedures and professional standards of practice in clinical laboratory sciences. These sciences include clinical chemistry, clinical immunology/serology, clinical microbiology, clinical microscopy, hematology/hemostasis, and immunohematology.
3. To prepare the student for life-work in Christian service in the clinical science field or in advanced studies.

Mission Statement

Service to others is an integral part of the Seventh-day Adventist Christian philosophy. Thus, the development of programs in health care by Andrews University is a natural outgrowth of the institutional thrust. This concept finds its fulfillment through the education of students who develop excellence in the skills necessary for quality health care and dedication to improving the human condition.

The Department of Clinical and Laboratory Sciences, through its various degree programs, is committed to assisting students in acquiring the academic foundation necessary for life-work in health care. The various degree programs draw on the strengths of the University departments in the sciences, business, education, social studies, the humanities, and religion.

The Bachelor of Science in Clinical Laboratory Science provides the opportunity for students to prepare for professional lifework in Christian service as Clinical Laboratory Scientists. In addition, the Clinical Year Program accepts post-baccalaureate individuals with appropriate prerequisite preparation who are seeking career changes.

Mission Statement Continued

The faculty endeavors to prepare students who are committed to preserving and protecting the dignity of life and death. They seek to promote the values and attitudes consistent with the Seventh-day Adventist Christian lifestyle and strive to instill, in the students, a lifelong personal quest for the individual growth, fulfillment and continual excellence in health care practice.

Pin

Students enrolled in the Clinical Year of the Andrews University Program for Clinical Laboratory Sciences are eligible to purchase the official Program pin. Arrangements for purchase are made through the Department Office during Spring Semester.



AUCLS PIN

Actual size: 3/4 of an inch.

CLS
Clinical Year

Attendance: Andrews Campus

The *Andrews University Bulletin* states:

Class Absences

"Regular attendance at all classes, laboratories, and other academic appointments is required of each student ... Whenever the number of absences exceeds 20% ...of the total course appointments, the teacher may give a failing grade. Merely being absent from campus does not exempt the student from this policy. Absences recorded because of late registration, suspension, and early/late vacation leaves are not excused. The class work missed may be made up only if the teacher allows. Three tardies are equal to one absence. Registered students are considered class members until they file a *Change of Registration* form in the Academic Records Office." –Page 28
See "*Holiday Travel*," page 19.

Absences Due to Illness

"Excuses for absences due to illness are granted by the teacher. Proof of illness is required. Residence-hall students are required to see a nurse on the first day of any illness which interferes with class attendance. Non-residence- hall students should show written verification of illness obtained from their own physician..."
–Page 28

Decisions regarding tardiness and absences are ultimately left to the discretion of each teaching faculty member in the Program for Clinical Laboratory Sciences.

Attendance: Chapels, Forums and Co-Curricular Choices

Students in the CLS Program are expected to meet the University's Chapels, Forums and Co-curricular Choices requirements established for all students during the Fall Semester. Please refer to:

http://www.andrews.edu/Services/StudentLife/chapels/assemblies/attendance_accountability.html.

During the on-campus portion of Spring Semester CLS Program, senior/clinical year students who are not exempted from attending Chapels, Forums and Co-curricular Choices are required to attend eight (8) programs prior to the beginning of clinical practica.

Attendance: Clinical Practica

See "Attendance During Practicum" page 48.

CLINICAL-YEAR CALENDAR

2008-2009

ACTIVITY	DATES
CLS Clinical Year Fall Semester Classes	August 25 - December 11
Fall Recess	October 13 & 14
Thanksgiving Vacation	November 26 - 30 (begins after last scheduled class on Tuesday)
Christmas Vacation	December 12 - January 4 (begins after last examination on Thursday)
CLS Clinical Year Spring Semester (Didactic)	January 5 - February 26
CLS Clinical Year Spring Break	February 27 - March 8
CLS Clinical Year Spring Semester (Clinicals)	March 9 - May 1
CLS Clinical Year Summer Semester (Clinicals)	May 4 - July 24
Registry Review	July 27 - July 31
Certificate Ceremony	August 1
Graduation	August 2

Important: Frequently students encounter difficulties arranging travel schedules if these are left to last minute planning. Students **MUST** plan for their holiday travel. Advanced planning will ensure that desired traveling dates are available. The only changes to the above dates would be at institutional prerogative.

Class Schedule Fall Semester 2008

Time	Monday	Tuesday	Wednesday	Thursday	Friday			
8:00		Micro/Chem Exams			Heme/BB Exams			
8:30 - 9:20	CLSC431 Microbiology	⇕	CLSC451 Chemistry	CLSC411 Hematology	⇕			
9:30 - 10:20	⇕	CLSC441 Immunohematology	⇕	⇕	CLSC451 Chemistry			
10:30 - 11:20	CLSC441 Immunohematology	CLSC411 Hematology	CLSC431 Microbiology	CLSC421 Immunology	CLSC421 Immunology			
11:30 - 12:20	⇕	ASSEMBLY	Seminar	CHAPEL				
12:30 - 1:20	LUNCH							
1:30 - 3:55	CLSC 451 CHEM A	CLSC 431 MICRO B	CLSC 441 BB A	CLSC 431 MICRO B	CLSC 411 HEMAT A	CLSC 421 IMMUNO B	Integrated Studies	
4:05 - 6:20	B CLSC 451 CHEM	A CLSC 431 MICRO	B CLSC 441 BB	A CLSC 431 MICRO	B CLSC 411 HEMAT	A CLSC 421 IMMUNO		

Subject to change at discretion of instructor.

	CLASS DESCRIPTION	CR	INSTRUCTOR
CLSC401	Clinical Year Seminar I	0	Marcia A. Kilsby
CLSC411	Hematology	3	Al McMullen
CLSC421	Clinical Immunology	2	Karen Reiner
CLSC431	Clinical Microbiology	4	Karen Reiner
CLSC441	Immunohematology	3	Marcia A. Kilsby
CLSC451	Clinical Chemistry	4	Richard Show

CLINICAL EXAMS

CLSC431/451 Tuesday, 8:00 - 9:20 a.m.
CLSC411/441 Friday, 8:00 - 9:20 a.m.

Class/Lab Schedule: Andrews Campus

Because of program requirements, the Clinical Year is rigorous. Students may begin class or laboratory as early as 7:00 a.m. and work as late as 6:30 pm. Schedule variances may occur and are left to the discretion of the teaching faculty. Therefore, students need to be flexible and available during class hours.

Students are not permitted to take any additional course work during the Clinical Year. A copy of the Fall Semester Class Schedule is included in this Handbook (*see page 14*). The Spring Semester Class Schedule will be available later.

Class/Lab Schedule: Clinical Practica

The order in which each student's clinical practicum schedule occurs is based on the following:

1. Information from the assigned clinical affiliation in accordance with their needs.
2. Strengths and weaknesses of the student as perceived by the Andrews faculty. Clinical rotation schedules are established by the Clinical Affiliate Education Coordinators. The rotation schedule for a given clinical site will be provided to the appropriate student/s as soon as available, which may be upon arrival at the clinical site.

COMMITMENTS FOR THE CLINICAL YEAR

Application for Financial Aid

Financial Aid applications must be completed before or during registration. Remember to include the Summer Semester.

Clinical Year Pictures

Will be arranged through the Program office. All students will be asked to sit for a portrait for inclusion in the class picture to be displayed in the Department. Charges for these photographs are covered by the Department. Additional pictures for personal use may be purchased at the student's expense.

Senior Exit Test

Must be taken Fall Semester of the Clinical Year. Applications must be filed with the Counseling and Testing Center at the time of Fall Semester registration. Second Baccalaureate degree and guests students from affiliated schools are exempt from this requirement.

Transfer Credits (if applicable)

Must be sent to the Records Office no later than two weeks before graduation. Forms are available from the Records Office.

Requirements for Clinical Affiliation Placement

- United States Social Security number.
- Have independent transportation.
- Student Trainee License if required by state where clinical practica is assigned.

The following documents must be submitted to the Department of Clinical and Laboratory Sciences Office. Due date: January 31, 2009.

- Statement of Medical Clearance
- Documentation of Immunizations/Immune Status Form
- Criminal Background check
- Drug Screen

Students who do not submit the required documents will not be able to attend class until this is taken care of.

Financial Clearance

Financial arrangements for the Spring and Summer Clinical Semesters **must** be made with the Student Finance Office **prior** to departure to affiliated sites.

Application for Graduation*

Must be submitted to the Records Office before leaving for clinicals. Application forms are available from the Records Office. Students who fail to complete the graduation application before leaving for clinicals and then request assistance by the Department to rectify this, will be charged \$25 for this service.

Regalia Order*

Request cap and gown "Blue" order slip from the Records Office when applying for graduation. Cap and gown orders are processed by the Bookstore. Allow enough time for pick-up before graduation weekend.

Graduation Announcements*

May be purchased through the Andrews University Bookstore. Order graduation announcements in May or June to ensure on-time delivery.

Housing Arrangements at Clinical Site

Student housing facilities and availability vary from one clinical affiliate to another. The Program Office will assist the student in the initial contact for housing at the clinical site. Further coordination and financial arrangements are the responsibility of the student.

Application for Certification Exams

Applicants must successfully finish the Clinical Year Program to be eligible to sit for certifying examinations.

ASCP: Apply on-line for the Medical Technologist (MT) Exam by route 1 at the ASCP website located at <http://www.ascp.org>.

NCA: Applicants must inform the Program Director, Dr. Kilsby, of their intent to take the NCA exam. Once Dr. Kilsby informs NCA of the applicants graduation date, instructions will be provided for applying on-line.

NOTE: This information is provided for your convenience. It is intended to aid the student in completing the necessary steps toward graduation. It does not supersede the requirements as listed in the *Andrews University Bulletin*. It is the responsibility of the student to meet all requirements and obligations as outlined in the *Bulletin*.

*Guest students from affiliated schools must make all graduation arrangements with their home college/university.

COURSES/CLASSES FOR THE CLINICAL YEAR

Course Number	Course Title	Cr
CLSC401-001	Seminar I	0
CLSC411-001& L01	Hematology & Lab	3
CLSC421-001 & L01	Clinical Immunology & Lab	2
CLSC431-001 & L01	Clinical Microbiology & Lab	4
CLSC441-001& L01	Immunohematology & Lab	3
CLSC451-001& L01	Clinical Chemistry & Lab	4
Total Credits		16
CLSC402-001	Seminar II	0
CLSC412-001	Hemostasis	1
CLSC432-001& L01	Special Microbiology & Lab	2
CLSC442-001& L01	Transfusion Medicine & Lab	1
CLSC452-001& L01	Clinical Chemistry & Body Fluids & Lab	2
CLSC460-001	Clinical Laboratory Systems	2
CLSC400-001& L01	Specimen Procurement & Processing & Lab	2
CLSC433-001	Clinical Microbiology Practicum	5
CLSC463-001	Clinical Microscopy Practicum	1
Total Credits		16
CLSC413	Clinical Hematology & Hemostasis Practicum	4
CLSC423	Clinical Immunology Practicum	1
CLSC443	Clinical Immunohematology Practicum	4
CLSC453	Clinical Chemistry Practicum	5
CLSC495	Practicum Project	1
Total Credits		15

Criminal Background Check

Federal and state laws require a criminal background check. Students must provide an acceptable criminal background check to the CLS department office by January 31. Cost for this service is the responsibility of the students. Those students who refuse to or do not have an acceptable report may be denied participation in the clinical practica.

Disability Accommodation

If you have or think you have any disability that may interfere with your learning, please contact the department chair.

Drugs of Abuse Screening

Clinical affiliates require mandatory testing for the presence of drugs of abuse. Students must provide an acceptable drug screen to the department office by January 31. The student is responsible for the cost of the test. Students who refuse to be tested may be denied participation in a clinical practica. Andrews is committed to a zero tolerance for drugs of abuse. See *Student Handbook*.

Health/Immunization Documentation

A copy of the student's Statement of Medical Clearance form signed by a health care provider must be submitted to the departmental office by January 31. The Documentation of Immunization/Immune Status form for the following must also be submitted on the same date:

- < Tuberculosis (TB; X-ray or skin test)
- < Mumps
- < Tetanus/Diphtheria
- < German Measles/Rubella
- < Measles/Rubeola
- < Chickenpox/Varicella
- < Hepatitis B
- < Influenza (annual Vaccine recommended)
- < Syphilis may be required

Other Health/Immunization forms required before advancement into clinical rotations include:

- < Hepatitis B Vaccine Consent/Waiver form

Holiday Travel

If for some reason a student departs early or returns late, for a scheduled University holiday, each day of absence will count as TWO absences with the consequent affect on the student's grade. It is the student's responsibility to obtain missed material(s) from classmates. It is at the teacher's discretion to allow makeup of assignments, quizzes, exams or labs. Typically, makeup of missed assignments, quizzes, exams, labs and other class material(s) is not allowed.

Registration: Andrews Campus

On-line registration will follow standard procedures as listed in the *Andrews University Bulletin*. Registration for coursework only will be handled departmentally.

Registration: Clinical Practica

Spring Semester: Registration ***must*** be completed by the student ***before*** leaving for clinical practica.

Summer Semester: The Department of Clinical and Laboratory Sciences Office will process the academic registration for each student that has obtained financial clearance ***prior*** to the academic registration by the Department.

Important: *If the student is unable to register, he/she will be suspended from clinical practica until the registration process is completed. Unregistered students are **NOT** permitted to participate in any clinical activity. Should the length of suspension compromise the quality of the clinical education experience, graduation may be delayed. This will be determined by the Department of Clinical and Laboratory Sciences Faculty in consultation with the Education Coordinator of the clinical affiliate where the student is assigned. The decision of this group is binding.*

Social Security Number

Students must have a United States social security number prior to going to the clinical practica.

Student Dress

At Andrews University

For both male and female students, the style of dress should reflect principles of modesty and appropriateness rather than current fashion trends. During Fall and Spring semester, while attending classes on campus, CLS students are required to dress according to the Andrews University dress code.

When reflecting on what to wear, remember simplicity, taste, function and appropriateness. Items such as shorts/skirts, “spaghetti” straps, tight clothing, low cut, strapless or midriff blouses as well as extremes in cosmetics are not acceptable for the Andrews student. In addition, shorts and open-toe shoes are not allowed in student laboratories. All students must also wear a knee length laboratory coat with long sleeves while attending laboratory sessions.

Students who choose to disregard safety and dress codes will be asked to leave the class or laboratory sessions. Persistent dress and safety violations will be documented, placed in the student’s citizenship file, and may jeopardize continuance in the CLS Program and at Andrews University.

During Clinical Practicums

Health care workers must take particular care of their appearance. No one cares to be around someone who looks or smells objectionable. Patients who are ill or anxious are even more susceptible to their environment; therefore, Clinical Laboratory Scientists must be careful not to offend patient’s sensitivities. Cleanliness is required, but the use of any type of fragrances, whether it be cologne, perfume or perfumed soaps or lotions is strongly discouraged.

In general, clinical affiliates’ dress codes follow the same standards required by Andrews University. In addition to the styles of clothing already mentioned above as inappropriate, blue jeans are not allowed. During clinical practica, students must conform to the institution’s dress code to which he or she is assigned. A good rule to follow is to check with the Education Coordinator on the first day of clinical practica.

Student Trainee License

Some states require a student trainee license for participation in the clinical practica. If you are assigned to a site that requires a trainee license, the Department will provide contact information where you can submit the request for licensure. Note that you will not be able to begin your clinical experience until the state has issued a trainee license. Therefore, it is important to begin this process as soon as you are notified of the requirement.

ACADEMICS

Admissions Criteria to Clinical-year Studies

Admission to the Clinical-Year studies is based on grade-point average, the recommendation of the faculty, and acceptable personal references. See “*Admissions Criteria to Senior-Year Clinical Studies,*” page 46.

Advisors: Andrews Campus

At the time of admission to Andrews University, academic advisors are assigned to all students by the Student Success Center. The student will receive the name of his/her advisor at registration. If a student wishes to change the academic advisor from whom he/she has been assigned, a request may be submitted to the Student Success Center.

Advisors function to advise and assist students in achieving their academic goals. The *Andrews University Bulletin* states:

"Responsibility for meeting degree requirements rests upon the student. Each student is expected to be aware of all relevant requirements published in the *Bulletin* under which he/she plans to graduate." -Page 26

Advisors: Before Clinical Practica

Advising/Orientation - Before the student leaves for clinical practica, he/she will meet with the Andrews Campus Program Faculty in an orientation session. At this time, the student will be given information such as clinical site and program policies, practicum schedules and syllabi. A question and answer period will be held. Attendance is mandatory. Failure to comply with this requirement may jeopardize the student's ability to satisfactorily complete the clinical practica.

Advisors: During Clinical Practica

The Education Coordinator at the clinical site will serve as an additional advisor. The Program faculty at Andrews University will communicate frequently with the student regarding matters related to his/her particular rotation.

Class Load

During the Clinical Year, a student must enroll for the required courses each semester, which total at least 16 semester credits per term. It is not permitted to enroll for less than the specified credits. In other words, the student must complete the required courses within the specified time frame. The Clinical Year consists of three consecutive semesters: one and a half semesters of didactic and student laboratories followed by one and a half semesters (20 weeks) of clinical practica . If for any reason this sequence is not followed, the entire year may have to be repeated.

Competency Examinations

The Andrews University Program for Clinical Laboratory Sciences makes provision for students who seek to have work experience or other professional education considered in lieu of course work within the curriculum as outlined in the Program. See *“Competency Examination,” page 53.*

Continuance in the Clinical-Year Studies

The Program in the Clinical Year consists of three contiguous semesters. Fall and the first part of Spring Semesters are taught on the Andrews campus with extensive coverage of theory and laboratory exercises. During this period, the student must demonstrate a clinical cumulative grade-point average of 2.50 or above with no class grade less than a “C-.”

After successful completion of the Fall and first part of Spring Semesters, students may be advanced to selected clinical affiliations for the second half of the Spring and the Summer Semesters. A student who does not meet the above requirements during his/her first one and a half semesters may be allowed to advance to clinicals if the Program faculty perceive exceptional circumstances.

The second term of the Spring Semester and the Summer Semester consist of 20 weeks of clinical practica. At this time the student will gain clinical experience as he/she rotates through the various laboratory departments. A student may only continue clinical studies conditional upon acceptable ethical department, exemplary practices in patient care and satisfactory academic performance as established by program policy.

See *“Student Code of Professional Conduct,” page 56.*

Grades

Grading is at the discretion of the instructor and is defined in each course syllabus.

Graduation

Providing all degree requirements have been satisfactorily completed, graduation with a Bachelor of Science in Clinical Laboratory Science is scheduled for August, at the end of the Clinical Year.

It is the responsibility of the student to make necessary arrangements regarding graduation. The student must ensure that the following are met, together with any other graduation requirements stated in the *Andrews University Bulletin*.

1. A *Graduation Application and Agreement Form* must be completed by the student and returned to the Academic Records Office no later than the date specified in the Academic Calendar.
2. Transcripts for transfer credits must be submitted to the Academic Records Office a minimum of 15 days before graduation.
3. All *Incompletes* and *Deferred* grades must be changed to a satisfactory grade in the Academic Records Office a minimum of 15 days before graduation.
4. Must obtain Financial clearance from the Student Financial Services Office in order to participate in graduation exercises or receive a diploma.

Graduation in absentia:

See the Andrews University Bulletin.

FINANCIAL INFORMATION

Certification Exams

When registering for a certification examination, the student must submit an application to the certification agency. In addition, an application fee must be remitted. The cost of each examination is determined by the agency and is currently as follows:

*ASCP \$200.00

*NCA \$145.00

**Fees may increase, confirm on actual application*

Criminal Background Check

To be eligible for clinical practica, students are required to have a criminal background check. Cost for this service is the student's responsibility.

Financial Aid

The Student Financial Services Office handles all financial aid information and processing.

Graduation Fee

For more information, consult the *Andrews University Bulletin*.

Health Status Documentation & Drug Screen

To be eligible for clinical practica, students are required to have a drug screen, a physical examination and updated immunizations. Costs for these services are the student's responsibility.

International Transcript Evaluation Fees

Students who hold degrees from international institutions must have transcripts evaluated by a foreign transcript evaluation agency. The student is responsible for the cost of this service. The Department Coordinator/Secretary will provide the necessary information for contacting the transcript evaluation service. See "*Transcript Evaluation of all non-USA Degrees*," page 65.

Medical Insurance

Students enrolled in the Program for Clinical Laboratory Sciences are required to have medical insurance coverage provided either by Andrews University or equivalent coverage through a personal carrier. Documentation of this coverage is required before the student is permitted to enroll.

Professional Education Fees and Syllabi Charges

Professional programs such as The Program for Clinical Laboratory Sciences have additional expenses above and beyond those covered by tuition. Therefore, the University charges a fee of \$375 for Fall & Spring Semesters and \$275 for Summer Semester of the Clinical Year, which are billed to each student's account. These fees do not cover syllabi charges, which are billed separately.

Students Holding a Valid Baccalaureate Degree

The *Andrews University Bulletin* states:

“Students who have earned a baccalaureate degree from Andrews University may receive a 33% reduction for courses taken for a second baccalaureate degree in the College of Arts and Sciences, the College of Technology, the School of Business and the School of Education.” –Page 75.

The 33% reduction in tuition may also apply to post-baccalaureate students entering the Clinical Program or to students completing the prerequisite course work for the Master of Science in Clinical Laboratory Science. This tuition reduction plan is available only on a space-available basis and does NOT apply to Masters level course work. *For more information, consult the Andrews University Bulletin.*

Student Trainee License

Some states require a student trainee license for participation in clinical practica. A student assigned to a state that requires a trainee license is responsible for the cost of the trainee license.

Tuition for Clinical Year

Tuition is charged at the standard University rate. *See the Andrews University Bulletin for more information.*

**DEPARTMENTAL SERVICES
AND
GUIDELINES**

Bulletin Boards

Students wishing to post announcements may submit requests to the department's office. No announcements may be posted without approval from the Department of Clinical and Laboratory Sciences Office.

Certificate Ceremony

The Department of Clinical and Laboratory Sciences Faculty hosts a Certificate Ceremony on Sabbath afternoon of the Summer Graduation weekend. At this ceremony, students who have successfully completed the Clinical Program are awarded a certificate of completion from the Andrews University Program for Clinical Laboratory Sciences. The families, out of town guests and close friends of the graduates are invited to attend. Invitations are sent by the department to those individuals. A light supper is served after the presentation of certificates.

Departmental Assemblies

Departmental assemblies are regularly scheduled throughout the semester. Attendance is required. Information concerning date, time, location and topic content will be posted.

Departmental Office

Departmental office hours may vary from semester to semester. Please refer to posted schedule.

Department's Copier

Students are encouraged to use the library duplicating services. Under special circumstances, a student may be permitted to use the department's copier at the discretion of the department's Coordinator/Secretary. The student must pay cash (10 cents per sheet) at the time the copies are made.

Faculty Office Hours

Students should consult each faculty member's posted office hours regarding faculty schedules.

Mailboxes

Student mailboxes are provided for the return of assignments and for departmental notices. These are located in the hallway adjoining the HH333 classroom. An authorization form to place graded material in the mail boxes will be distributed at the beginning of the year. At no time will examinations be placed in the mailboxes. If a student declines use of the mailbox for return of materials, the faculty will return the materials directly to the student. It is expected that students respect the privacy of other individual's boxes.

Phones

A courtesy telephone is available in the student lounge (Halenz Hall 328) for student use. The telephone in Price Hall 339 (laboratory) is primarily for faculty and emergency use.

Use of Equipment

Student use of equipment is restricted to Department of Clinical and Laboratory Sciences classes and accompanying laboratory assignments. Use of the department's computers and printers is limited to the computers and printers located in the Student Lounge. Due to concerns regarding the potential transfer of computer viruses, the faculty and department's Coordinator/Secretary will NOT correct or print documents from students' computer disks.

Use of Laboratories

Students may use the laboratories during regularly scheduled sessions or by making special arrangements with the faculty. Students and other individuals who are not participating in sessions with scheduled lab time are denied access into the laboratories. Appropriate safety protocol must be followed at all times.

Use of Personal Electronic Equipment

Cell phones, laptops, and all other personal electronic devices must be turned off during class and laboratory sessions. Text messaging is not permitted.

If maintaining cell phone contact is imperative, prior approval for cell phone use from the respective instructor must be made and the incoming call signal set to "vibrate".

CLINICAL SITE INFORMATION

Assignment to a Clinical Site

The process for clinical site assignments is generally initiated during late Fall Semester. Students are given a form on which to rank clinical site preferences. While consideration is given to student preferences, assignments also depend on recommendations from the teaching faculty and the education coordinators of the clinical affiliates. Students are not guaranteed their first choice in clinical assignments. The decision of the faculty is final. Students will be informed of their clinical site assignment before the Christmas vacation.

General Information

Information about the Clinical Affiliates is available in the department's office. Students must not contact clinical sites directly. Such contacts are considered annoying and detrimental, thus not in the best interest of the student.

Housing

Housing facilities vary from one clinical affiliation to another. Locating housing is the student's responsibility, however the Department of Clinical and Laboratory Sciences will assist the student in the initial contact for housing at the clinical site. Further coordination and financial arrangements are also the responsibility of the student.

Transportation

Transportation to the assigned clinical site is the responsibility of each student. Although every student is assigned to a primary clinical site, many sites will include rotations at another facility. Thus, students must plan to travel to other locations. The clinical site is not responsible for providing transportation. This is not expected and should not be requested as there are liability concerns the affiliates will not undertake.

Requirements by Clinical Affiliates

In order to participate in the practicum portion of the Clinical Year Program, all students must provide:

- an acceptable criminal background check
- a statement of medical clearance (physical) signed by a healthcare provider
- documentation of updated immunizations or immune status for required vaccines (see page 18 for a list of immunizations)

These documents must be obtained within specified time intervals. During orientation, on the first day of the Clinical Year, students will be instructed on the time line for procuring the documents.

In addition to the above general requirements, some clinical affiliates have further requirements, as specified in the table below. In order to attend clinicals, students must provide the required documentation for the site they are assigned to and are responsible for paying the necessary fees.

Site Name	State License	Drug Screen	Special Immunizations
Adventist Health Systems, Midwest Regions, Hinsdale Hospital, Hinsdale, IL			
Eliza Coffee Memorial Hospital, Florence, AL		T *	
Florida Hospital, Orlando, FL	T	T *	
Grandview Medical Center, Dayton, OH			T Varicella titer or 2 doses Varivax
Huguley Memorial Medical Center, Fort Worth, TX		T **	
Lakeland Regional Health System, St. Joseph Hospital, St. Joseph, MI			
La Porte Hospital, La Porte, IN			
Leesburg Regional Medical Center, Leesburg, FL	T		
Memorial Health Care Systems, Chattanooga, TN	T		
Porter Adventist Hospital, Denver, CO		T **	
Saint John's Health System, Anderson, IN			
Saint Elizabeth Regional Medical Center, Lincoln, NE			
South Bend Medical Foundation, South Bend, IN			

**Drug testing can be done at clinical site.*

*** Drug testing must be done and results received by clinical affiliate prior to beginning of practicum.*

PERFORMANCE EVALUATIONS

PERFORMANCE EVALUATIONS

During the Clinical Year the student will be evaluated on a regular basis by the faculty. These evaluations will be informal as well as formal and will be based on the following objectives:

Performance Evaluation Objectives: Affective, Psychomotor & Cognitive

WORK HABITS

1. Demonstrate neatness by making the work area/records presentable.
2. Economize in order to conserve reagents and/or time.
3. Take initiative, actively seeking unassigned work when time permits.
4. Come prepared and perform procedures according to set protocol.
5. Comply with safety rules in an exemplary manner.

PERSONAL TRAITS

1. Maintain institutional and patient confidentiality as well as absolute integrity.
2. Ask for clarification and communicate problems to others in a professional manner.
3. Use mature discretion in interpersonal communication.
4. Interact in a positive way demonstrating courtesy and tactfulness to others.
5. Model punctuality arriving at the section on time.
6. Dress in a professional manner which represents the image of the institution, always complying with the dress code.
7. Maintain appearance and personal hygiene appropriate to the professional work place.

TECHNICAL ABILITY

1. Demonstrate organizational ability by handling multiple tasks efficiently.
2. Execute tasks quickly, efficiently and with dexterity.
3. Maintain clerical accuracy demonstrating good understanding and quality of records.
4. Learn new procedures quickly with little repetition.
5. Keep ahead of the workload by doing more than expected.
6. Exceed expected efficiency and maintain composure under stress.
7. Demonstrate good technical reasoning, making correct interpretations.
8. Apply theory in problem solving situations.

CERTIFICATION EXAMS

Application Forms

Applicants are encouraged to submit the application for the ASCP examination online at <http://www.ascp.org/FunctionalNavigation/certification/GetCertified.aspx> Alternatively, the application form may be downloaded.

Applicants to the NCA examination must inform the Program Director of their intent to take the exam. Once the Program Director informs NCA of the applicants graduation date, instructions will be provided for applying on-line.

Fees

An application fee for each certification examination must be remitted by each student applicant. When registering for a certification examination, the student must remit an application fee to the certification agency. The cost of each examination is determined by the agency and is currently as follows:

*ASCP \$200.00 *NCA \$145.00

**Fees may increase. Confirm on actual application. See "Certification Exams" page 27..*

International Certification and State Licensures

Some states require a license to work which may require successful completion of additional coursework, clinical practicum time, or a state-administered examination. The Program does not guarantee provision of appropriate course work/experience/practica to meet certification or licensure requirements other than those of the American Society for Clinical Pathology and the National Credentialing Agency for Laboratory Personnel. It is the student's responsibility to meet additional requirements if he/she plans to work in one of these areas. Failure to plan to meet these additional requirements in advance will jeopardize the feasibility of exploring any possible assistance by the Program to meet additional requirements. See "Student Preparation for Certification Examinations," page 64.

Philosophy

The Clinical Laboratory Sciences Program is designed to meet the certification exam requirements for both the Medical Technologist of the American Society for Clinical Pathology - MT(ASCP) and the Clinical Laboratory Scientist of the National Credentialing Agency for Laboratory Personnel - CLS (NCA). Upon successful completion of the Program, the student will be eligible to sit for either of these examinations. Students are expected to write ONE or BOTH of these examinations.

Schedules

Both the ASCP and NCA examinations are offered as computer examinations through the year.

Students' Responsibility

The student is responsible for all aspects pertaining to certification exams. These student responsibilities include: getting an application, filling the application and submitting it before the deadline, payment of application fees, transportation to testing site, consequences for tardiness or absenteeism, and retakes if he/she fails an exam.

PROFESSIONAL MEMBERSHIPS

Professional Memberships

Students in the Andrews University Clinical Laboratory Sciences Program are encouraged to enroll as student members in one or several professional agencies. The student is entitled to all privileges and benefits designated to the student member. This includes the receipt of professional journals, announcements of local, regional and national meetings, and bulletins. Following is a list of membership agencies and phone numbers:

ASCP

American Society for Clinical Pathology

33 W. Monroe

Suite 1600

Chicago, IL 60603

Telephone: 312-541-4999

www.ascp.org

ASCLS

American Society for Clinical Laboratory Science

P. O. Box 15945-289

Lenexa, KS 66285

Telephone: 301-657-2768

Fax: 301-657-2909

www.ascls.org

WORK OPPORTUNITIES

Workload: Andrews Campus

During Fall and Spring Semesters the Clinical Program is intensive. The student is encouraged to maintain his/her grade-point average by establishing daily study habits. Suggested study time will vary from one student to the next; nevertheless, 2-4 hours/day may be needed. In view of this, each student should use discretion if and when work schedules are established.

Workload: Clinical Rotations

See “*Student Employment at Clinical Affiliates*,” page 59-60.

Work Opportunities: Andrews Campus

Students wishing to work while attending Andrews University may consult with personnel at the Office of Student Labor. Job opportunities are posted on the web at <http://www.andrews.edu/HR>.

Work Opportunities: Clinical Rotations

After school hours work opportunities may be available at a clinical affiliate. This is not guaranteed, cannot be expected or demanded.

Work Opportunities: Clinical Rotations For International Students

International students must follow federal law outlining work eligibility. Typically employment is limited to on-campus only at the school issuing the I-20. Although clinical students are engaged in learning activities during the clinical practica under the direction of Andrews University, the affiliate site is not an extension of the Andrews campus. Our clinical affiliates are separate institutions and are therefore not considered part of Andrews University itself. Depending upon the type of visa held, working for pay after hours during clinical practica may not be allowed.

APPENDIX A

For your convenience the following Departmental and Program policies and procedures are listed in alphabetical order. The signed originals are available for reference in the department's office.

Please note that the format and fonts used may have been changed to be consistent with the rest of this document.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: ACADEMIC DISHONESTY AND/OR PLAGIARISM
AREA:
EFFECTIVE DATE: September 3, 1997
POLICY NUMBER: 98-05-01 Revised 01, 6-11-02; 02, 09-16-03

PHILOSOPHY:

Health care professionals are expected to exemplify ethical deportment and integrity. In conjunction with the student's academic development, Christian character development is an integral part of this Program's educational experience. Students are expected to demonstrate honesty and personal integrity at all times.

POLICY:

Examinations: Cheating is considered to be, but is not limited to: using unauthorized aids, copying from another's work on in-class examinations and quizzes, discussing exams or examination questions with students who have not yet written the exam (the student who discusses examinations with a student who has not taken the exam will be treated the same as the one who was helped), or unauthorized collaborating on take-home or clinical exams. If a violation of ethical conduct occurs, one or more of the following will be imposed:

1. A score of zero on the examination or quiz will be given.
2. A failing grade (F) for the course.
3. Probationary status in the Clinical Year Program.
4. Dismissal from the Program.
5. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.

Laboratory Reports: "Dry labing" is considered to be copying another's laboratory report/s or falsifying data. One or more of the following will be imposed:

1. All culpable individuals will receive a score of zero for the report.
2. All culpable individuals may receive a score of zero for the entire laboratory grade.
3. Probationary status in the Clinical Year Program.
4. Dismissal from the Program.
5. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.

Plagiarism: Plagiarism is considered to be presenting another's work as one's own. One or more of the following will be imposed:

1. The material must be re-written to receive credit.
2. Probationary status in the Clinical Year Program.
3. Dismissal from the Program.
4. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.

The policy on Academic Dishonesty as published in the *Andrews University Bulletin* is also applicable.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: ADMISSIONS CRITERIA TO SENIOR-YEAR CLINICAL STUDIES
AREA: Minimum Grade Point Average (G.P.A.)
EFFECTIVE DATE: August 1, 1990
POLICY NUMBER: 90-06-01 Revised: 01, 01-05-98; 02, 09-16-03; 03, 12-07-04.

PHILOSOPHY

The cumulative grade-point average may be used as an indicator of a student's ability to successfully complete the senior-year clinical studies as well as an indicator of the amount of individualized attention that will need to be given the student.

POLICY

Admission to senior-year clinical studies requires an overall grade-point average of 2.50 or greater and an admission interview may be necessary. In the admissions process, the grade-point average for the cognate science courses and Clinical Laboratory Science content courses are computed together. This combined grade-point average must be a minimum of 2.50 or greater. An individual with a grade-point average of less than 2.50 but greater than 2.25 may be admitted if there are extenuating circumstances and it is the professional judgement of the Program for Clinical Laboratory Sciences Admission Committee that the student exhibits reasonable prospects for successful completion of the program. No more than 10% of the admitted class will be comprised of these special-case admissions. No Clinical Laboratory Science or cognate science courses may count toward the Bachelor of Science in Clinical Laboratory Science unless the grade is equal to or greater than a C-.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: ADMISSIONS TO SENIOR YEAR CLINICAL LABORATORY SCIENCE CLINICAL STUDIES
AREA: Admission Process
EFFECTIVE DATE: May 19, 1988
POLICY NUMBER: 88-05-01 Revised: 01, 3-4-95; 02, 01-05-98; 03, 4-30-99; 04, 09-16-03; 05, 05-27-04; 06, 12-07-04.

PHILOSOPHY

The philosophy and goals of the Clinical Laboratory Science Admissions Committee are as follows:

1. A realistic expectation on the part of the student for successful completion of the Clinical Laboratory Science courses and the passing of certification examinations.
2. A minimum grade-point average of 2.50 is desirable for students entering the senior-year clinical studies.
3. No preferential treatment will be shown to any students based on religion.

POLICY:

An independent admissions process is required for university students who wish to enter senior year clinical studies. Application forms may be obtained from the Department of Clinical and Laboratory Sciences office. These applications should be completed by the student and returned to the departmental office by the last day of January prior to the year in which senior clinical studies are desired.

Admission to senior-year clinical studies requires an overall grade-point average of 2.50. In the admissions process, the grade-point average for cognate science courses and for Clinical Laboratory Science content courses are computed together. This combined grade-point average must be a minimum of 2.50. No Clinical Laboratory Science or cognate science courses may be counted toward the Bachelor of Science in Clinical Laboratory Science unless the grade is equal to, or greater than a C-.

The senior year of Clinical Laboratory Science clinical studies is comprised of one and a half semesters of lectures and student laboratories on the Berrien Springs campus and twenty weeks of hospital practicum at an affiliated clinical site. Students may enter hospital practicum only upon satisfactory completion of the semesters taught at Andrews University. Satisfactory completion is defined as a senior year cumulative grade-point average of 2.50 and the recommendation of the faculty. A student receiving a cumulative grade-point average of less than 2.50 may be allowed to advance if the Department of Clinical and Laboratory Sciences faculty perceives exceptional circumstances and makes a recommendation to allow the student to continue in the program. A student enrolled in the hospital practicum may only continue those studies conditional upon acceptable ethical department and exemplary practices in patient care. The hospital supervisors and the Clinical Laboratory Science faculty are final arbiters in determination of student continuance.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: ATTENDANCE DURING PRACTICUM
AREA: Attendance
EFFECTIVE DATE: October 4, 1989
POLICY NUMBER: 89-10-02 Revised: 01, 01-05-98; 02, 9-16-03

PHILOSOPHY:

The primary purpose of the Clinical Laboratory Science practicum is to provide the student an educational experience in the professional environment. To maximize this experience, it is necessary for the student to be at the appointed place at the appointed time. The student must complete the required material content and contact time before graduation and the writing of certification exams.

POLICY:

1. A student not at his/her assigned place at the designated time will be considered tardy.
2. A student more than one hour tardy will be considered absent.
3. In the event of an emergency or illness, the student is to contact the education coordinator and/or the section supervisor before the scheduled starting time, report the reason for the tardiness/absence and the expected time of return.
4. The student is required to keep a daily log of his/her attendance documenting the name of the person contacted when tardy or absent.
5. The student may have one day's absence during a rotation. A maximum of five such absences is allowed during the one and a half semesters of clinical experience. The following guidelines apply:
 - a. The student is responsible for all material content missed during the absence.
 - b. If the absence is for two or more consecutive school days, the student is responsible for all the missed material content and must make up the missed contact time for all days after the first day.
6. Absences for personal matters must be approved before hand by the education coordinator or designee and the section supervisor.
7. Three tardiness will be counted as one absence.
8. If the student leaves his/her assigned place before the normal quitting time without permission, the student will be considered absent for that day.
9. In the event of an illness or emergency resulting in an extended absence, the Andrews faculty and the clinical education coordinator will work with the student to arrange make up of missed material and contact time if at all possible.
10. Excessive tardiness and/or absences will jeopardize the student's educational experience and may lead to his/her dismissal from the program.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: CLINICAL YEAR SEMINAR
AREA: Clinical Laboratory Science
EFFECTIVE DATE: May 19, 1995
POLICY NUMBER: 95-05-01 Revised: 01, 01-05-98; 02, 4-30-99; 03, 07-02-02;
04, 09-16-03

Page 1 of 4

PHILOSOPHY:

The Clinical Laboratory Science profession has always been faced with an explosion of new technologic advances and dynamic changes in the work-place. Being a professional clinician is not limited to inward cognitive knowledge, but involves additional skills in the area of teamwork, communication and education. To enable each student to face these challenges, the Andrews University Program for Clinical Laboratory Sciences includes a Seminar to foster professional growth.

POLICY:

Students are required to attend and participate in the weekly clinical Seminar series. A pass/fail score will be assigned. Students who fail the Seminar series will not be allowed to advance to the next semester of clinical studies.

PROCEDURE:

ORAL PRESENTATION

During the first one and a half semesters on the Andrews University campus, a scheduled time period will be set aside each week for clinical Seminar. Faculty and students will convene to exchange ideas which are current and relevant to the profession.

The policy and procedure will be reviewed with the students during the Clinical Year orientation. Each student will randomly select topics from various disciplines identified by the faculty. A sign-up sheet to schedule presentation dates will be circulated and posted.

Each presentation should not exceed 15 minutes in length. Topics are to be well prepared and organized. Preparations must include representative audience handouts with current references. A brief question and answer period will follow each presentation. Speakers are encouraged to use visual aids to enhance their topics.

At the end of the presentation, the audience will evaluate the speaker. These evaluations will be gathered and given to the Seminar coordinator who will then compile an evaluation summary/feedback report to be given to the Seminar speaker.

Continued...



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: CLINICAL YEAR SEMINAR
AREA: Clinical Laboratory Science
EFFECTIVE DATE: May 19, 1995
POLICY NUMBER: 95-05-01 Revised: 01, 01-05-98; 02, 4-30-99; 03, 07-02-02
04, 09-16-03

Page 2 of 4

A sample of this peer and faculty evaluation form is found at the end of this document.

During the first few seminar sessions, faculty will give presentations to model outlined expectations.

EVALUATION PROCESS

Each faculty member will assign a pass/fail grade for each presentation. In order to receive a passing grade, the majority of faculty grading the presentation must give a passing grade. If the student fails, then an acceptable paper over the topic must be submitted to the instructor in that discipline. An overall pass/fail grade will be based on the following criteria:

1. Attendance:

Attendance is required. Students will be allowed one (1) unexcused Seminar per semester. For each subsequent absence, submission of acceptable journal reports from the bibliographies of the topics presented during the absence, will be required. The journal reports will be graded by the instructor for that subject area.

2. Outline:

The outline MUST:

- a) be typed, and clearly legible after copies are made for the group.
- b) be submitted to the department's coordinator/secretary at least 3 working days prior to presentation.
- c) meet the distributed guidelines for the outline format/content.
- d) list a minimum of 3 current (within 5 years) references

3. Delivery:

The speaker is to speak audibly, enunciate clearly, and maintain eye contact with the audience. He/she must avoid reading, speaking too fast, gum chewing, distracting movements, and a monotone voice. Difficult terms or words should be practiced in advance to instill confidence. Students are to dress in a professional manner, keep their speeches within the allotted time, use appropriate audio-visual materials, and encourage interaction with their peers by providing a question and answer period.

Continued...



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: CLINICAL YEAR SEMINAR
AREA: Clinical Laboratory Science
EFFECTIVE DATE: May 19, 1995
POLICY NUMBER: 95-05-01 Revised: 01, 01-05-98; 02, 4-30-99; 03, 07-02-02
04, 09-16-03

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WRITTEN REPORTS

If a student must submit a paper/journal report, due to excessive absences or failure to pass the oral presentation, a typewritten paper/journal report must be prepared. The format to be used is published in the *Andrews University Standards for Written Work*, available in the University's Bookstore.

EVALUATION PROCESS

The written report will be evaluated by the professor in the relevant discipline. The evaluation process encompasses the following criteria:

1. Appearance:

- a) format followed
- b) typed, double spaced
- c) neatness

2. Mechanics:

- a) spelling
- b) grammar and punctuation
- c) organization

3. Content and Miscellaneous

- a) current in the field
- b) stimulated thought
- c) minimum of 3 current (within 5 years) references
- d) met the deadline

A sample of the peer and faculty evaluation form is located at the end of this document.

Continued...

PROGRAM FOR CLINICAL LABORATORY SCIENCES

**STUDENT EVALUATION OF
CLINICAL YEAR SEMINAR PRESENTATION**

Presenter's Name: _____ Date: _____

Topic: _____

*Please record your evaluation of the presentation by placing an X on the scales below. Write comments next to the category.
1=Poor (needs significant improvement), 2=Fair (needs improvement), 3=Adequate, 4=Good, 5=Excellent, NA=Not applicable*

Category	Comments	1	2	3	4	5	NA
1. Knowledge about subject _____ _____		•-----•-----•-----•-----•-----•					
2. Kept attention of audience _____ _____		•-----•-----•-----•-----•-----•					
3. Voice intonation & articulation _____ _____		•-----•-----•-----•-----•-----•					
4. Appropriate use of visual aids or illustrations _____ _____		•-----•-----•-----•-----•-----•					
5. Adequate research _____ _____		•-----•-----•-----•-----•-----•					
6. Overall quality of presentation _____ _____		•-----•-----•-----•-----•-----•					
6. Professional appearance _____ _____		•-----•-----•-----•-----•-----•					
7. Eye contact _____ _____		•-----•-----•-----•-----•-----•					
8. Coherent organization _____ _____		•-----•-----•-----•-----•-----•					
9. Topic presented at appropriate level for audience _____ _____		•-----•-----•-----•-----•-----•					
10. Avoided distracting behavior _____ _____		•-----•-----•-----•-----•-----•					
11. Answered questions knowledgeably _____ _____		•-----•-----•-----•-----•-----•					
12. Quality of handout _____ _____		•-----•-----•-----•-----•-----•					

General Overall Impressions: _____



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: COMPETENCY EXAMINATIONS
AREA: Clinical Laboratory Science
EFFECTIVE DATE: October 10, 1989
POLICY NUMBER: 89-10-01 Revised: 01, 01-05-98; 02, 4-29-02; 03, 9-16-03

PHILOSOPHY

The curriculum, encompassing both didactic and clinical components of the Clinical Laboratory Science Program, is designed to prepare students to meet certification requirements for both the American Society for Clinical Pathologists (ASCP) and the National Credentialing Agency for Laboratory Personnel (NCA). Upon successful completion of the entire program as outlined in the *Andrews University Bulletin*, students will be eligible to sit for either of these examinations.

A student, who seeks to have work experience or other professional training considered in lieu of course work within the curriculum as outlined in the program, must adequately demonstrate knowledge and proficiency equivalent to or greater than that which would be achieved through the required program educational experience. Therefore, a competency examination is required before any exception can be made from the established program.

POLICY

Requests for exceptions to the established program must follow the steps outlined below:

1. a) Validate the request to write the competency examination by providing ample documentation. (i.e., a letter from the laboratory manager and/or section supervisor describing the scope of responsibilities and experience of the individual, the syllabus from the course in question, recognized certification, etc.)
b) Successfully pass a competency examination provided by the instructor of the course being challenged.
2. If academic credit is desired or necessary, all requirements of the Credit by Examination section of the *Andrews University Bulletin* apply.
3. Competency examinations or work-experience waivers for clinical practica are not permitted.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: HEALTH AND IMMUNIZATION REQUIREMENTS
AREA: Documentation
EFFECTIVE DATE: February 27, 1996
POLICY NUMBER: 96-02-27 Revised: 01, 01-05-98; 02, 9-16-03; 03, 7-24-07

PHILOSOPHY

To ensure the health and well being of students for interaction with colleagues, staff and patients.

POLICY

Health Examination	Students must complete a physical examination prior to entering clinical practica.
Hepatitis B immunization	Students must have received a minimum of two of the three injections prior to entering clinicals or sign a waiver form. If students are unable to provide documentation of a claimed completion of the Hepatitis B series, documentation of a titer indicating immunity must be provided.
Immunization/drug testing and other site related requirements	Additional health-related testing is required by state laws. Students will be informed of, and MUST meet, the specific requirements of the clinical affiliate where they are assigned.
Infectious conditions	Faculty have the right to mandate receipt of a physician's written evaluation that the student is not a health risk to patients/co-workers before permission will be granted for the student to enter the clinical practica.
Sickness/absence	Five days during the entire clinical practica. Only one day can be missed during a particular rotation without making up the time missed.
All health status related expenses	Students are financially responsible.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: SCHOLARSHIP AWARDS
AREA: Scholarships
EFFECTIVE DATE: August 29, 1990
POLICY NUMBER: 90-08-01 Revised: 01, 01-05-98; 02, 09-16-03

PHILOSOPHY:

Scholarship monies funded through special contributions to and designated for Clinical Laboratory Science students will be awarded by the faculty of the Department of Clinical and Laboratory Sciences. All declared majors regardless of race, creed, religion or personal background will be eligible.

POLICY:

Assigning departmentally-awarded scholarships will be based upon the following criteria:

1. Evidence of exemplary character and citizenship.
2. Good scholarship, equal to or exceeding that which is required for entrance into the senior Clinical Year.
3. Commitment to the profession of Clinical Laboratory Science.
4. Financial need.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: STUDENT CODE OF PROFESSIONAL CONDUCT
AREA: Clinical Studies
EFFECTIVE DATE: January 12, 1989
POLICY NUMBER: 89-01-02 Revised: 01, 01-05-98; 02, 09-16-03

Page 1 of 2

PHILOSOPHY

As a professional in the health care environment, high standards of conduct are expected by patients and colleagues. While in the educational stages of the professional career, the student is expected to demonstrate these types of conduct in school and clinical settings.

POLICY

Upon being accepted into the Program for Clinical Laboratory Sciences, the student is to receive a copy of the attached agreement. After thorough study and understanding, the student is to sign, date and return the agreement to the Program Director.

The student may be dismissed from the program for any of the following:

1. Refusal to sign the agreement.
2. Failure to abide by the agreement.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: STUDENT CODE OF PROFESSIONAL CONDUCT
AREA: Clinical Studies
EFFECTIVE DATE: January 12, 1989
POLICY NUMBER: 89-01-02 Revised: 01, 01-05-98; 02, 09-16-03

Page 2 of 2

Agreement of Understanding and Commitment to Uphold the Code for Professional Conduct of the Andrews University Program for Clinical Laboratory Sciences

The professional conduct required for all Clinical Laboratory Science students in the year of clinical studies is an important aspect of the student's development.

These requirements include the following:

1. Confidential patient information shall not be disclosed to unauthorized persons.
2. Strict integrity shall be maintained in all matters of personal and professional relationships.
3. Safety procedures shall be maintained at all times.
4. An incident report shall be filed and the course/clinical instructor notified whenever there is an accident involving any potentially contaminated item.
5. Chemical substances shall not be misused.
6. Courtesy shall be practiced in all dealings with all.
7. Attendance at all program appointments shall be met with punctuality.
8. Equipment shall not be misused.
9. Compliance with the Andrews University and clinical site codes of deportment and dress which include the following:
 - a. Impeccable personal grooming
 - b. Shoes and socks or stockings are required to be worn at all school and hospital appointments. Shoes must be sturdy, no open toes.
 - c. Jeans, shorts, or T-shirts are not appropriate attire.
 - d. Full or three-quarter length laboratory coats are required in the hospital laboratory and in all student laboratories.

I have been fully advised concerning the professional conduct expected and I understand that deviation from these requirements may result in counseling, grading penalties and/or other disciplinary measures including expulsion from the program.

Student's Signature: _____

Date: _____



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: STUDENT DRESS
AREA: Clinical Laboratory Science
EFFECTIVE DATE: August 30, 1993
POLICY NUMBER: 89-09-01 Revised: 01, 01-05-98; 02, 07-02-02; 03, 09-16-03; 04, 07-09-07

PHILOSOPHY

The Andrews University Program for Clinical Laboratory Sciences will prepare each student for a professional environment in the clinical setting. In addition to portraying a professional attitude, student dress must also meet with safety requirements in the work place.

POLICY

Student attire for lecture and general school activities is expected to follow the standard as outlined in the *Andrews University Student Handbook*. Shorts or short skirts, “spaghetti” straps, tight clothing, low cut, strapless or midriff blouses as well as extremes in cosmetics are not acceptable.

Laboratory Sessions On Campus:

Students will observe and practice all safety precautions during laboratory sessions. In addition to the attire listed above, open-toe shoes will not be allowed during laboratory sessions. All CLSC labs require students to wear knee-length lab coat.

Senior/Clinical Year Practica:

Each clinical site has a dress code. Students are expected to follow the standards set forth by the institution to which they are assigned. Although blue jeans are considered acceptable attire on campus, they are not during the clinical practica portion of the Clinical Program.

Students who choose to disregard safety and dress codes will be asked to leave the class or laboratory session. Dress and safety violations will be documented, placed in the student’s file, and may jeopardize continuance in the CLS Program.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: STUDENT EMPLOYMENT AT CLINICAL AFFILIATES
AREA: Student Employment
EFFECTIVE DATE: January 23, 1989
POLICY NUMBER: 89-01-03 Revised: 01, 09-09-89; 02, 01-05-98; 03, 04-29-02; 04, 09-16-03 Page 1 of 2
05, 7-24-07

PHILOSOPHY

Students may seek employment at an affiliated clinical institution as long as it does not interfere with their studies. The following policy is intended to assist the student in determining when and how much work is acceptable.

POLICY

The following criteria apply to student employment:

1. The student shall have completed the clinical education for the activities in which the student will be asked to perform or be judged acceptably proficient by the supervisor of the laboratory area in which the work will be performed.
2. The student shall have maintained a clinical education GPA of 2.50 or greater and shall not be on academic probation at the time of employment. All tests, quizzes, reports, and homework shall be up to date.
3. The student shall have completed all clinical hours expected and prescribed as a part of the clinical education assignments up to the time of employment.
4. The student shall have completed all class work other than clinical assignments which are required to be completed prior to the end of the Clinical Year.
5. It is not obligatory for a clinical institution to provide employment for any student nor is it required that any student shall agree to work, either part time or full time, during the term of clinical education or subsequently. Employment arrangements may be entered into by the students and a clinical facility when it is perceived by both parties to be advantageous to do so. The affiliated clinical institution may place the student(s) on its part-time payroll and may grant to each the reimbursement and benefits in accordance with that institutions policy governing part-time employees. It is the responsibility of the affiliated hospital's supervising personnel to monitor the student-employee's work performance and enforce compliance with usual hospital practices and standards.
6. The liability insurance of the clinical facility shall apply as primary for student coverage during the hours he/she is employed by the hospital and to the exclusion of University insurance coverage of his/her employed activities.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: STUDENT EMPLOYMENT AT CLINICAL AFFILIATES
AREA: Student Employment
EFFECTIVE DATE: January 23, 1989
POLICY NUMBER: 89-01-03 Revised: 01, 09-09-89; 02, 01-05-98; 03, 04-29-02; 04, 09-16-03 Page 2 of 2
05, 7-24-07

7. Students shall not be employed for service work during scheduled clinical education hours.
8. Students may be employed during hours which are not scheduled times for clinical education but the times of employment shall not include the hours between 11:00 p.m. and 5:00 a.m. Sunday through Thursday.
9. If the student receives from the clinical institution (hospital) a scholarship or other financial aid with attendant expectations that the student will work at the hospital following graduation, those arrangements should be clearly understood by both parties to the agreement and each shall have a written copy of the same including authorized signatures.
10. Students shall be assigned phlebotomy duties as a part of their clinical rotations. The time of these assignments shall vary with the particular hospital to which the student is assigned and is considered school time for which pay will not be expected or received. The phlebotomy assignments will be terminated when the student has attained proficiency as defined in the learning objectives.
11. Other periods of assigned clinical experiences outside regular weekly day shifts shall be for the purpose of experiencing laboratory operations as they are unique to a different time of the day. In any event, these assignments shall be limited to not more than ten percent of the time assigned for any one laboratory rotation, i.e. immunohematology, hematology, etc. The times assigned may be for early morning phlebotomy and evening shift experience. Students shall not be assigned for non-employed clinical experience between the hours of 11:00 p.m. and 5:00 a.m. on any day of the week as a part of their student rotations.
12. International students must follow federal law outlining work eligibility. Typically employment is limited to on-campus only at the school issuing the I-20. Although clinical students are engaged in learning activities during the clinical practica under the direction of Andrews University, the affiliated site is not an extension of the Andrews campus. Our clinical affiliates are separate institutions and are therefore not considered part of Andrews University itself. Depending upon the type of visa held, working for pay after hours during clinical practica may not be allowed.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: STUDENT GRIEVANCE PROCEDURES
AREA: Student Grievance
EFFECTIVE DATE: January 23, 1989
POLICY NUMBER: 89-01-01 Revised: 01, 09-05-89; 02, 09-06-96; 03, 01-05-98; 04, 09-16-03

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PHILOSOPHY

Whenever individuals have a close association, there is the possibility of misunderstandings and disagreements. In the event of such a situation, the student is expected to conduct himself/herself in a professional manner. The following policy is to assist the student in this process.

POLICY

On-campus Students:

Should a student have a grievance against the Program for Clinical Laboratory Sciences, its policies, actions, faculty or staff, the following are the steps that should be taken by the student:

1. The grievance should be discussed factually with the Instructor. This individual will treat any grievance with dignity and respect and will give a specific answer within three working days of the time the problem is brought to his/her attention.
2. If for any reason the answer does not satisfy the student, the grievance is to be submitted in writing to the Program Director. The nature of the grievance may necessitate the Program Director consulting one or more faculty members. This person has the authority to settle problems relating to the program and will give an answer within three working days. In the case where the Program Director is also the Instructor, the student is to select another departmental faculty member to act in place of the Program Director in settling the issue.
3. If for any reason this answer does not satisfy the student, the grievance should be taken to the Academic Dean who will give an answer within three working days.
4. If for any reason the student has not received satisfaction from the Instructor, the Program Director, or the Academic Dean, the student may request the grievance be considered and arbitrated by a panel consisting of the following:
 - a. A Clinical Laboratory Science faculty person appointed by the Program Director.
 - b. The Dean of the College of Arts and Sciences.
 - c. A faculty or staff or administrative member chosen by the first two members (a. and b.) in consultation with the student.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: STUDENT GRIEVANCE PROCEDURE
AREA: Student Grievance
EFFECTIVE DATE: January 23, 1989
POLICY NUMBER: 89-01-01 Revised: 01, 09-05-89; 02, 09-06-96; 03, 01-05-98; 04, 09-16-03

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If the student needs help in preparing the presentation, he/she may enlist the help of a fellow student, a Clinical Laboratory Science faculty person, or the ombudsman. This individual will have the responsibility of helping the student effectively present the position as the student sees it. Specifically these responsibilities include:

1. Assisting in the preparation of the presentation
2. Arranging to present the problem to the supervisor or director, or the panel
3. Assisting in the verbal presentation of the problem

The panel will hear the complaint within five working days of the request and will give a written statement of the decision within five working days of hearing the complaint. It is understood that the decision of the grievance panel is final and the student must abide by its decisions. The student's educational program will not be jeopardized as a result of initiating the grievance procedure.

Off-campus Students:

Should a student have a grievance against the laboratory or hospital, the clinical program or policies or actions, the following action should be taken by the student (in the following order):

1. The grievance should be discussed factually with the clinical instructor. This individual will treat any grievance with dignity and respect and will give a specific answer within three working days of the time the problem is brought to his/her attention.
2. If for any reason the answer does not satisfy the student, the grievance should be taken to the Education Coordinator who, in consultation with the Administrative Director of the laboratory, has the authority to settle problems relating to the clinical rotation program and will give an answer within three working days.
3. If for any reason the answer does not satisfy the student, the grievance should be taken to the Program Director. This person has the authority to settle problems relating to the program and will give an answer within three working days.
4. If for any reason this answer does not satisfy the student, the grievance should be taken to the Academic Dean who will give an answer within three working days.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: STUDENT GRIEVANCE PROCEDURE
AREA: Student Grievance
EFFECTIVE DATE: January 23, 1989
POLICY NUMBER: 89-01-01 Revised: 01, 09-05-89; 02, 09-06-96; 03,01-05-98; 04, 09-16-03

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5. If for any reason the student has not received satisfaction from the Instructor, the Program Director, or the Academic Dean, the student may request the grievance be considered and arbitrated by a panel consisting of the following:
 - a. A Clinical Laboratory Science faculty person appointed by the Program Director
 - b. The Dean of the College of Arts and Sciences
 - c. A faculty or staff or administrative member chosen by the first two members (a. and b.) in consultation with the student
 - d. The education coordinator from the corresponding clinical affiliate

If the student needs help in preparing the presentation, he/she may enlist the help of a fellow student, a Clinical Laboratory Science faculty person, or the ombudsman. This individual will have the responsibility of helping the student effectively present the position as the student sees it. Specifically these responsibilities include:

1. Assisting in the preparation of the presentation
2. Arranging to present the problem to the supervisor or director, or the panel
3. Assisting in the verbal presentation of the problem

The panel will hear the complaint within five working days of the request and will give a written statement of the decision within five working days of hearing the complaint. It is understood that the decision of the grievance panel is final and the student must abide by its decisions. A student's educational program will not be jeopardized as a result of initiating the grievance procedure.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: STUDENT PREPARATION FOR CERTIFICATION EXAMINATIONS
AREA: Clinical Laboratory Science
EFFECTIVE DATE: May 5, 1989
POLICY NUMBER: 89-05-01 Revised: 01, 01-05-98; 02, 04-29-02; 03, 09-16-03

PHILOSOPHY

The Clinical Laboratory Science program is designed to meet the certification requirements for both the American Society for Clinical Pathology (ASCP) and the National Credentialing Agency for Laboratory Personnel (NCA). Upon successful completion of the program, students will be eligible to sit for either of these examinations.

POLICY

1. ASCP and NCA certification examinations: Upon successful completion of the program the student will be eligible to sit for these certification examinations.
2. State licensure: It is the responsibility of the student to contact the state in which they will be working to determine the eligibility requirements for taking the state licensing examination.
3. Non-USA certification requirements: It is the responsibility of the student to contact the certification agency of the country in which they will be working to determine the eligibility requirements for becoming certified in that country.

The Clinical Laboratory Sciences Program does not guarantee accommodations to any or all additional requirements imposed beyond those of the NCA and ASCP.



POLICY AND PROCEDURE

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

SUBJECT: TRANSCRIPT EVALUATION OF ALL NON-USA DEGREES
AREA: Clinical Laboratory Science
EFFECTIVE DATE: March 3, 1989
POLICY NUMBER: 89-03-01 Revised: 01, 01-05-98; 02, 09-16-03

PHILOSOPHY

The Clinical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and as such must meet the requirements of this agency. NAACLS requires that all degrees obtained outside of the United States be evaluated by an authorized transcript service.

POLICY

All students holding a non-USA baccalaureate degree or equivalent, or higher degree, and wanting to enter the clinical studies and sit for the Clinical Laboratory Science registry must have their transcripts evaluated by an authorized transcript service.

Personal Injury for Student on Clinical Assignments
Andrews University
May 14th, 2001

Who: This procedure is for students in the following departments: Nursing, Clinical and Laboratory Sciences, Physical Education.

Procedure: If you are injured while practicing at an Andrews University off-campus clinical assignment, please use the following procedure:

- 1. Seek medical treatment right away if:**
 - a. You have had contact with blood or body fluids to an open wound, to mucous membranes or as an invasive exposure, (Or if)
 - b. You have been injured; for example, a fall, sprain, over-stretch, fracture, etc. (And if)
 - c. Your on-site supervisor or campus instructor/coordinator ask you to seek medical evaluation/treatment, (Or if)
 - d. You, personally, feel that medical evaluation/treatment is needed.

- 2. Report the incident to your on-site supervisor.** Also fill out the:
 - a. Incident report form required by your clinical site **AND**
 - b. Andrews University incident report.

- 3. Report the incident to your on-campus instructor/coordinator.** Send her/him copies of each completed incident report form listed in 2 - a & b.

- 4. Follow all instructions** given by your on-site supervisor, your on-campus instructor/coordinator, and your medical care providers.

Note: Each student is responsible for making sure that copies of the **University's Incident Report Forms** are included in the materials they take with them to the clinical site.

DEPARTMENT OF CLINICAL AND LABORATORY SCIENCES

ANDREWS UNIVERSITY

INCIDENT REPORT FORM

A. EMPLOYEE INFORMATION

NAME: _____

ADDRESS: _____

DATE: _____

POSITION: _____

PHONE, HOME: _____

PHONE, WORK: _____

PHONE, OTHER: _____

B. INCIDENT DESCRIPTION

DATE: _____ TIME: _____ PLACE: _____

WITNESS: _____

DESCRIPTION OF INCIDENT:

C. DESCRIPTION OF EMPLOYEE ACTION FOLLOWING INCIDENT (such as flushing with water)

Was medical attention initiated? ___ Yes, ___ No. If yes, complete section D.

D. DESCRIPTION OF MEDICAL TREATMENT

PHYSICIAN: _____ PHONE: _____

DIAGNOSIS: _____

TREATMENT: _____

DATE EMPLOYEE MAY RETURN TO WORK: _____

WORK RESTRICTIONS: _____

PHYSICIAN SIGNATURE: _____ DATE: _____

E. ANALYSIS OF INCIDENT

1. DESCRIBE SPECIFIC UNSAFE ACT:

2. WHAT COULD HAVE BEEN DONE TO PREVENT INCIDENT:

F. CORRECTIVE ACTION

DESCRIBE STEPS TAKEN TO PREVENT A RECURRENCE OF INCIDENT:

G. INCIDENT REVIEW

This incident has been reviewed by the department chairperson and chemical hygiene/safety officer.

RECOMMENDATIONS:

Department Chair: _____ Date: _____

Chemical Hygiene/Safety Officer: _____ Date: _____

H. DISPOSITION OF FORM

COPIES OF FORM TO:

- Personnel Office
- Department Office
- Employee File

rev. 1.1