

LINCOLN MEMORIAL UNIVERSITY
Harrogate, Tennessee



2023 - 2024
MEDICAL LABORATORY SCIENCE Program
STUDENT HANDBOOK

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I. Missions, Goals, and Philosophy Statements

MISSION STATEMENT OF LINCOLN MEMORIAL UNIVERSITY

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission.

MISSION STATEMENT OF THE MEDICAL LABORATORY SCIENCE (MEDLS) PROGRAM

In conjunction with mission statements of Lincoln Memorial University and the School of Medical Sciences, the faculty of the Medical Laboratory Science Program strives to instill the highest professional responsibility, moral, and ethical standards in the preparation of quality medical laboratory scientists (medical technologists) through a superior academic program at the undergraduate level. Specifically, the mission of the Medical Laboratory Science Program to prepare medical laboratory scientists with the Bachelor of Science in Medical Laboratory Science that demonstrates professional competency in the clinical laboratory science field, including but not limited to the clinical areas of hematology, immunohematology, clinical chemistry, clinical microbiology, urinalysis, immunology/serology, and laboratory management.

PHILOSOPHY STATEMENT OF THE MEDLS PROGRAM

It is the philosophy of the program that Medical Laboratory Scientists are essential members of the health care team, and that they provide a valuable diagnostic service to physicians. We believe that the patient is an individual member of society with rights and privileges, worthy of respect—regardless of age, color, creed, disability, ethnic/national origin, gender, military status, race, religion, or sexual orientation. It is the educational goal of the Medical Laboratory Science Program to provide students with up-to-date medical information and competency skills, to stimulate them to think for themselves, and to give them professional ideals on which to base their future careers.

GOALS OF THE MEDLS PROGRAM

As a member of the School of Medical Sciences, the Medical Laboratory Science Program seeks to fulfill the following goals:

1. Provide a baccalaureate program in Medical Laboratory Science that meets the academic standards of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the State of Tennessee, and Lincoln Memorial University.
2. Provide conscientious, caring, skilled medical laboratory scientists who are highly capable of comprehending and practicing the science of laboratory medicine.
3. Provide an educational background that enables graduates to accept supervisory and teaching positions in the Medical Laboratory Science field.

II. The Medical Laboratory Science Program

CULMINATION OF THE BACHELOR OF SCIENCE DEGREE IN MEDICAL LABORATORY SCIENCE

The Medical Laboratory Science Program culminates in the Bachelor of Science Degree in Medical Laboratory Science being awarded by Lincoln Memorial University. Granting of the degree is not contingent upon the student passing any external certification or licensure examination.

GRADUATION REQUIREMENTS FOR THE BS MEDLS DEGREE

Graduation requirements for the Bachelor of Science Degree in Medical Laboratory Science include all general studies requirements of the University (as listed in the *Lincoln Memorial University Undergraduate Catalog*) with an intense concentration of biology, chemistry, and professional Medical Laboratory Science courses and clinicals.

ACCREDITATION OF THE LMU MEDLS PROGRAM

Lincoln Memorial University maintains accreditation by the Southern Association of Colleges and Schools (SACS). In addition, the Medical Laboratory Science Program is fully accredited by the State of Tennessee and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The address and telephone number of NAACLS are given below:

NAACLS
5600 N. River Road, Suite 720
Rosemont, IL 60018-5119
1-847-939-3597, 1-773-714-8880, 1-773-714-8886 (Fax)
<http://www.naacls.org> or info@naacls.org

ADMISSION PROCEDURE FOR THE LMU MEDLS PROGRAM

Students must first be admitted to the University before formally applying for admission to the Medical Laboratory Science (MEDLS) Program. Admission to the University, however, does not guarantee admission to the MEDLS program.

Admission to the program is competitive and admission consideration factors include cumulative grade point average (GPA), chemistry and biological science cumulative GPA, history of academic success such as the completion of an Associate or Bachelor of Science degree, etc.

The MEDLS Admissions Committee comprised of faculty members of the Medical Laboratory Science Program will review all applicants' materials and will make the admission recommendations to the Program Director, who will then in turn notify each applicant of their admission status. It should be noted that any omission, false or misleading information in the application process will preclude the student from being considered for admission and will result in a previously admitted student being dismissed from the MEDLS program.

REQUIRED LABORATORY TESTS PRIOR TO ENTRY INTO THE LMU MEDLS PROGRAM

All students entering the Medical Laboratory Science Program must have a complete physical examination that includes a negative drug screen, immunization records, and TB skin test, chest X-ray or Quantiferon Gold Test for TB.

ADMISSION APPLICATION REQUIREMENTS FOR THE LMU MEDLS PROGRAM

1. Submission of official academic transcripts from all postsecondary schools attended.
2. Admission to Lincoln Memorial University.
3. Formal application for admission to the LMU MEDLS Program.
4. Submission of the medical profile physical form and official evidence of a negative urine drug screen.
5. Satisfactory completion of a minimum of 65 credit hours of general education and collateral science requirements with a cumulative grade point average (GPA) of 2.5 or higher.
6. Completion of 16 credit hours in chemistry including organic chemistry with laboratory and 8 credit hours of the biological science prerequisite requirements. Please note that, in accordance with the State of Tennessee Medical Laboratory Board, survey, audit, remedial, college level examination program, advanced placement, and clinical courses do not qualify as fulfillment of the chemistry or biology collateral science requirements.

Note: Please be aware that in certain academic programs requiring internship or placement in a medical facility, (including Medical Laboratory Science) a criminal background check and/or an additional chain-of-custody urine drug screen may be required by affiliate agencies and organizations. If required, these tests will be administered at the student's expense.

CURRENT CLINICAL AFFILIATES OF THE MEDLS PROGRAM

1. American Esoteric Laboratories (Strawberry Plains, Tennessee)
2. Ballad Health Bristol Regional Medical Center (Bristol, Tennessee)
3. Ballad Health Franklin Woods Community Hospital (Johnson City, Tennessee)
4. Ballad Health Holston Valley Medical Center (Kingsport, Tennessee)
5. Ballad Health Indian Path Medical Center (Kingsport, Tennessee)
6. Ballad Health Norton Community Hospital (Norton, Virginia)
7. Ballad Health Johnson City Medical Center (Johnson City, Tennessee)
8. Ballad Health Sycamore Shoals Hospital (Elizabethton, Tennessee)
9. Blood Assurance, Inc. (Chattanooga, Tennessee)
10. Blount Memorial Hospital (Maryville, Tennessee)
11. Covenant Health System Claiborne Medical Center (Tazewell, Tennessee)
12. Covenant Health System Fort Loudoun Medical Center (Lenoir City, Tennessee)
13. Covenant Health System Fort Sanders Regional Medical Center (Knoxville, Tennessee)
14. Covenant Health System LeConte Medical Center (Sevierville, Tennessee)
15. Covenant Health System Methodist Medical Center (Oak Ridge, Tennessee)
16. Covenant Health System Morristown Hamblen Medical Center (Morristown, Tennessee)
17. Covenant Health System Parkwest Medical Center (Knoxville, Tennessee)
18. East Tennessee Children's Hospital (Knoxville, Tennessee)
19. Erlanger Baroness Hospital (Chattanooga, Tennessee)
20. Erlanger Bledsoe Hospital (Pineville, Tennessee)
21. Erlanger East Hospital (Chattanooga, Tennessee)
22. Erlanger North Hospital (Chattanooga, Tennessee)
23. Healthstar Physicians Laboratory (Morristown, Tennessee)
24. Molecular Pathology Laboratory (Maryville, Tennessee)
25. Starr Regional Medical Center (Athens, Tennessee)
26. Summit Medical Group (Knoxville, Tennessee)
27. Tennova Jefferson Memorial (Jefferson City, Tennessee)
28. Tennova North Knoxville Medical Center (Knoxville, Tennessee)
29. Tennova Turkey Creek Medical Center (Knoxville, Tennessee)

COLLATERAL SCIENCE REQUIREMENTS OF THE MEDLS PROGRAM

In compliance with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the State of Tennessee Medical Laboratory Board, and national certification agencies such as the American Society for Clinical Pathology (ASCP), the following collateral science courses are required for completion of the BS degree in Medical Laboratory Science:

1. Biol 111 or 112: General Biology I or II with labs (4 hours)
2. Biol 230 or Biol 336: Microbiology with lab (4 hours) or General Microbiology with lab (4 hours)
3. Plus one of the following biology sequences:
 - A. Biol 261 & 262: Human Anatomy & Physiology I & II (8 hours total)
 - B. Biol 311 & 312: Integrated Vertebrate Anatomy & Physiology I & II (8 hours total)
4. Chem 111: General Chemistry I with lab (4 hours)
5. Chem 112: General Chemistry II with lab (4 hours)
6. Chem 221: Organic Chemistry with lab (4 hours)
7. Plus one of the following chemistry courses:
 - A. Chem 222: Organic Chemistry II with lab (4 hours)
 - B. Chem 331 or 332: Quantitative and Instrumental Analysis with lab (4 hours)
 - C. Biol 441: Biochemistry (4 hours)

Please note that, in accordance with the State of Tennessee Medical Laboratory Board, survey, audit, remedial, college level examination program, advanced placement, and clinical courses do not qualify as fulfillment of the chemistry or biology collateral science requirements.

GRADING SCALE OF THE LMU MEDLS PROGRAM

All MEDLS prefixed courses will adhere to the following grading scale:

<u>Letter Grade:</u>	<u>Final Grade %</u>	<u>Total Quality Points</u>
A	90-100	4.00 quality points
B+	87-89	3.33 quality points
B	80-86	3.00 quality points
C+	77-79	2.33 quality points
C	70-76	2.00 quality points
D+	67-69	1.33 quality points
D	60-66	1.00 quality points
F	Below 60	0 quality points

It should be noted that all MEDLS students must earn a letter grade of "B" or higher in order to be considered as being successful in that course. Please see the Academic Requirements of the MEDLS Program.

ACADEMIC REQUIREMENTS OF THE MEDLS PROGRAM

1. The minimum grade of B (80%) is required to pass each MEDLS course.
2. Medical Laboratory Science students must meet University requirements for the baccalaureate degree in medical laboratory science, which consists of a minimum of 122 semester hours of general education, collateral science, and MEDLS courses.
3. Extensive reading outside of class is required in Medical Laboratory Science courses. As with any professional program, there is much information to assimilate in a limited amount of time. Therefore, students are responsible for promptly completing all reading assignments.
4. Applicants who possess a foreign baccalaureate degree with a major in either biology or chemistry may be accepted in the Medical Laboratory Science Program. All international students must meet criteria as outlined in the *Lincoln Memorial University Catalog*.

CURRICULUM PLAN FOR MEDICAL LABORATORY SCIENCE COURSES

1st Semester, Junior Year

<u>Course</u>	<u>Title</u>	<u>Credit Hour</u>
MEDLS 301	Introduction to Lab Methods I	1
MEDLS 310	Hemostasis	1
MEDLS 320	Hematology	4
MEDLS 391	Intermediate Clinical Practice I	2*

*MEDLS 391 consists of two days of clinical laboratory experience per week in hematology (MEDLS 320), hemostasis (MEDLS 310), and phlebotomy (MEDLS 301) at an approved clinical affiliate of the program.

2nd Semester, Junior Year

<u>Course</u>	<u>Title</u>	<u>Credit Hour</u>
MEDLS 302	Introduction to Lab Methods II	1
MEDLS 330	Serology and Immunology	3
MEDLS 340	Immunohematology	4
MEDLS 340X	Junior Writing Requirement	0
MEDLS 392	Intermediate Clinical Practice II	2*

*MEDLS 392 consists of two days of clinical laboratory experience per week in immunohematology (MEDLS 340) at an approved clinical affiliate of the program.

1st Semester, Senior Year

<u>Course</u>	<u>Title</u>	<u>Credit Hour</u>
MEDLS 400	Urinalysis and Body Fluid Analysis	2
MEDLS 410	Laboratory Management	2
MEDLS 451	Clinical Chemistry I	3
MEDLS 461	Medical Microbiology I	3
MEDLS 491	Advanced Clinical Practice I	2*

*MEDLS 491 consists of two days of clinical laboratory experience per week in microbiology (MEDLS 461) at an approved clinical affiliate of the program.

2nd Semester, Senior Year

<u>Course</u>	<u>Title</u>	<u>Credit Hour</u>
MEDLS 452	Clinical Chemistry II	3
MEDLS 462	Medical Microbiology II	3
MEDLS 492	Advanced Clinical Practice II	3*
MEDLS 497	Senior Review	3
MEDLS 497Z	Senior Writing Requirement	0

*MEDLS 492 consists of two days of clinical laboratory experience per week in clinical chemistry (MEDLS 451), urinalysis (MEDLS 400), and serology (MEDLS 330) at an approved clinical affiliate of the program including an extra day in supplemental clinicals in molecular diagnostics.

THE FOUR YEAR PLAN FOR THE BS MEDICAL LABORATORY SCIENCE DEGREE

The following is a suggested four year plan of study for freshmen entering LMU. Transfer students should contact the Program Director to determine how their credits will apply. This plan is to be used in conjunction with the university catalog and advisement from the faculty advisor. General education courses on the plan may be taken during semesters other than the one listed, based on availability and course placement. The plan meets LMU's Lincoln Liberal Arts Common Core requirements, major requirements and 300/400 level course requirements.

Freshman Year

BIOL 111 General Biology I	4	BIOL 112 General Biology II	4
CHEM 111 General Chemistry I	4	CHEM 112 General Chemistry II	4
MATH 115 College Algebra	3	ISYS 100 Computer Literacy	2
ENGL 101 Composition I	3	Fine Arts Requirement	3
LNCN 100 Lincoln's Life & Legacy	1	ENGL 102 Composition II	<u>3</u>
UACT 100 Strategies of College Success	<u>1</u>		16
	16		

Sophomore Year

COMM 200 Fund of Speech Comm	3	BIOL 230 or 336 Microbiology w/Lab	4
BIOL 261 or 311 Human Anat. & Physio I	4	BIOL 262 or 312 Human Anat. & Physio II	4
CHEM 221 Organic Chemistry I	4	CHEM 222 Organic Chemistry II	4
HIST 121/131 World or American I	3	History 122/132 World or American II	<u>3</u>
Social/Behavioral Req #1	<u>3</u>		15
	17		

Junior Year

Social/Behavioral Science Req #2	3	CIVS 300 American Citizenship	2
ENGL 240, 250, or 260	3	MEDLS 302 Intro to Lab Methods II	1
MEDLS 301 Intro to Lab Methods I	1	MEDLS 330 Serology & Immunology	3
MEDLS 310 Hemostasis	1	MEDLS 340 Immunohematology	4
MEDLS 320 Hematology	4	MEDLS 340X Junior Writing Req	0
MEDLS 391: Interm Clinical Practice I	<u>2</u>	MEDLS 392 Interm Clinical Practice II	2
	14	Ethics, Fine Arts or Humanities	<u>3</u>
			15

Senior Year

MEDLS 400 UA & Body Fluids Analysis	2	MEDLS 452 Clinical Chemistry II	3
MEDLS 410 Laboratory Management	2	MEDLS 462 Medical Microbiology II	3
MEDLS 451 Clinical Chemistry I	3	MEDLS 492 Advanced Clinical Practice II	3
MEDLS 461 Medical Microbiology I	3	MEDLS 497 Senior Review	3
MEDLS 491 Advanced Clinical Practice I	2	MEDLS 497Z: Senior Writing Req	0
Elective	<u>3</u>	Elective	<u>2</u>
	15		14

Total Hours: 122

ESSENTIAL FUNCTIONS OF A MEDICAL LABORATORY SCIENTIST

Applicants must be physically able to accomplish certain functions that are essential for Medical Laboratory Science training. Examples of these technical standards include the ability to (a) see through a microscope and discern colors, (b) stand, walk, and carry small objects, (c) demonstrate manual dexterity, and (d) communicate with patients and other medical staff. Qualities that are essential to a medical laboratory scientist include the “ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to the patient” (*NAACLS Guide to Accreditation*, 2003, p. III-1). For optimum achievement in this program, applicants should be able to read, write, and comprehend the English language at the college level.

DESCRIPTION OF THE MEDICAL LABORATORY SCIENTIST PROFESSION

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

Medical laboratory scientists possess the skills necessary for financial operations, marketing, and human resource management of the clinical laboratory. Medical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public. The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communication skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Medical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

DESCRIPTION OF ENTRY LEVEL COMPETENCIES OF THE MEDICAL LABORATORY SCIENTIST:

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

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

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

III. Policies & Procedures of the Medical Laboratory Science Program

NONDISCRIMINATORY POLICY OF LINCOLN MEMORIAL UNIVERSITY

Lincoln Memorial University does not discriminate in its programs and activities such as student recruitment, admission and matriculation on the basis of race, creed, color, national or ethnic origin, gender, sexual orientation, age, disability, or religion. Such policy is in compliance with all applicable federal, state, and local regulations.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AND NONDISCRIMINATION POLICY

Lincoln Memorial University is an Equal Opportunity and Affirmative Action educational institution. In support of its Mission Statement, LMU is committed to equal opportunity in recruitment, admission, and retention for all students and in recruitment, hiring, training, promotion, and retention for all employees. In furtherance of this commitment, Lincoln Memorial University prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. Lincoln Memorial University prohibits retaliation against any individual for 1) filing, or encouraging someone to file, a complaint of discrimination; 2) participating in an investigation of discrimination; or 3) opposing discrimination. "Retaliation" includes any adverse action or act of revenge against an individual for filing or encouraging someone to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination. The Office of Institutional Compliance investigates allegations of prohibited discrimination, harassment, and retaliation involving members of the LMU community.

This policy is widely disseminated in University publications, including the employee handbook and all LMU student catalogs and handbooks. All members of the University community bear responsibility for compliance with this policy. Compliance is monitored and reported annually through the offices of the Vice President for Academic Affairs; the Vice President for Enrollment, Athletics, and Public Relations; the Vice President for Academic and Student Support Service; the Office of Human Resources; and the Institutional Compliance Office.

This policy is in compliance with federal and state law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Vietnam Era Veterans Readjustment Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, the Genetic Information Nondiscrimination Act of 2008, and the Tennessee Human Rights Act.

PROGRESSION POLICIES OF THE MEDLS PROGRAM

1. If a student earns one final grade below a "B" in the first sequence of MEDLS courses, namely MEDLS 301, 310, 320, or 391, the student will be automatically academically dismissed from the MEDLS program. The student may reapply for admission into the program, but it is clearly understood that readmission is not guaranteed. If admitted, the student must repeat the entire first sequence of MEDLS courses, namely MEDLS 301, 310, 320, and 391.

2. If a student earns one final grade below a "B" in the second sequence of MEDLS courses, namely MEDLS 302, 330, 340, or 392, the student will be placed on academic probation in regards to the MEDLS program and that particular course must be repeated in the next semester BEFORE the student is allowed to continue to the next sequence of MEDLS courses. If the student fails to achieve a final grade of a "B" or higher in the repeated MEDLS course, the student will be automatically academically dismissed from the MEDLS program. The student may reapply for admission into the program, but it is clearly understood that readmission is not guaranteed. If admitted, the student must repeat the entire the first sequence of MEDLS courses, namely MEDLS 301, 310, 320, and 391.

3. If a student earns two or more final grades below a "B" in the second sequence of MEDLS courses, namely MEDLS 302, 330, 340, or 392, the student will be automatically academically dismissed from the MEDLS program. The student may reapply for admission into the program, but it is clearly understood that readmission is not guaranteed. If admitted, the student must repeat the entire first sequence of MEDLS courses, namely MEDLS 301, 310, 320, and 391.

4. If a student earns a final grade below a "B" in any singular 400 level MEDLS course, the student is placed on academic probation in regards to the MEDLS program and that particular course must be repeated BEFORE the student is allowed to continue to the next sequence of MEDLS courses.

5. If a student earns two or more final grades below a "B" in the 400 level MEDLS courses whether in the same semester or different semesters, the student will be automatically academically dismissed from the MEDLS program. The student may reapply for admission into the program but it is clearly understood that readmission is not guaranteed. If admitted, the student must repeat the entire program beginning with the first sequence of MEDLS courses, namely MEDLS 301, 310, 320, and 391.

6. No student will be readmitted into the MEDLS Program more than once.

7. In order to progress in the program, students must successfully complete the Medical Laboratory Science courses in sequence as specified in the LMU Medical Laboratory Science Student Handbook.

8. If the student chooses to interrupt their MEDLS course sequence for any reason (withdrawal from any MEDLS course, withdrawal from LMU, failure to enroll in the next MEDLS course sequence, etc.), this will be considered as an automatic withdrawal from the MEDLS Program. In this case, the student must begin the application process again and readmission is not guaranteed. If admitted, the student must repeat the entire program beginning with the first sequence of MEDLS courses, namely MEDLS 301, 310, 320, and 391.

9. Any student with an Incomplete "I" in any MEDLS prefixed course(s) will not be allowed to enroll in subsequent MEDLS courses until the incomplete "I" has been removed from the transcript. "Incompletes" are only given to students who are unable to complete their MEDT courses due to a properly documented medical illness or injury. If a student is deemed appropriate to receive an "incomplete", all of the required course and/or clinical work must be completed by no later than 30 days after the conclusion of the current term. If the student fails to complete the requirements of that particular course, the student will receive zeros on all missed assignments and their final grade will be calculated accordingly.

READMISSION POLICY OF THE MEDLS PROGRAM

Consideration for readmission to the MEDLS program is given on an individual, space-available basis and it should be noted that no student will be readmitted more than once and that all new, first time applicants will be given priority in terms of admission consideration over readmission applications.

All readmission applications must do the following:

1. Complete the required *LMU MEDLS Application for Readmission* form.
2. Provide evidence of extenuating circumstances at the time of dismissal from the MEDLS Program during a scheduled interview with the LMU MEDLS Program Admission Committee, composed of the faculty of the LMU MEDLS Program.
3. Provide evidence of academic success, i.e., improved GPA and/or in the interim between the last semester of enrollment in the MEDLS Program and the semester that they are seeking to be readmitted.

CRIMINAL BACKGROUND RECORD CHECK POLICY

If a student is assigned for clinical experiences/practicum at a clinical affiliate, other affiliate agency, organization, or school requiring a criminal background check, the student will be required to provide the requested information. Students are allowed in the facility at the clinical affiliates, other affiliate agency, organization, or school's discretion. If the agency denies the student's acceptance into the facility, the student will not be able to complete the clinical/practicum/field experience and will be withdrawn from the program. In certain situations, investigative background reports are ongoing and may be conducted at any time. Access to the program may be denied at any time by Lincoln Memorial University.

ACADEMIC INTEGRITY POLICY

It is the aim of the faculty of Lincoln Memorial University to foster a spirit of complete honesty and a high standard of academic integrity. The attempt to present the work of others as one's own work is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension.

1. Cheating: dishonesty of any kind on examinations or written assignments, unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating.

2. Plagiarism: offering the work of another as one's own without proper acknowledgment is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, web sources or other reference works, or from the themes, reports, or other writing of a fellow student has committed plagiarism.

LECTURE ATTENDANCE POLICY

The Medical Laboratory Science Program is a professional program and regular, punctual in-person class attendance and/or *Collaborate* virtual attendance is expected and this responsibility rests upon the individual student. In the event that a student is not able to attend a lecture, the student is responsible to notify the instructor ahead of time. The use of cell phones (text messaging, placing a phone call, looking at photographs, taking photographs, etc) during any exam, quiz, lecture, or clinical experience is strictly prohibited.

QUIZ / EXAM ATTENDANCE POLICY

Exams must be taken as scheduled. A valid written excuse (such as a physician's excuse) is required if a quiz or exam is missed. It is the responsibility of the student to make arrangements to take an alternate makeup exam as soon as possible. The format of the makeup exam is at the instructor's discretion and will differ significantly from the format of the original exam. For example, if the original exam was in the "multiple-choice" format, the make-up may be in an essay format.

CELL PHONE USAGE POLICY

The use of cell phones (talking, texting, etc.) during any MEDLS class period or during the clinical rotation at one of the approved clinical affiliates of the program is strictly prohibited. Students who are caught violating this policy will immediately be told to leave the classroom and/or clinical affiliate. The use of a cell phone during any exam in any MEDLS course will be considered as an act of cheating and a violation of the Academic Integrity Policy and is grounds for immediate dismissal from the program.

CLINICAL ATTENDANCE POLICIES

The Medical Laboratory Science Program at Lincoln Memorial University has very strict policies governing the student's attendance and conduct at their assigned clinical site. These policies are enforced without exception and are defined as follows:

1. Tardiness is defined as being 5 minutes late for the assigned clinical start time.

2. Two incidences of tardiness will constitute one unexcused absence.

3. Upon the third unexcused absence, the student is automatically dismissed from the Medical Laboratory Science Program. The student will receive an "F" in their clinical rotation, and will not be allowed to continue their clinical rotation at their assigned hospital.

4. The student who is going to be late or absent from clinicals must personally notify the instructor and the hospital site at least one hour before the start of the assignment. The LMU MEDLS clinical instructor must also be notified via email or office phone after the clinical site has been notified on the day of the absence. Violation of this policy will constitute grounds for dismissal from the program.

5. The "No Call, No Show" Policy: If a student misses any clinical day without notifying both the clinical site and the LMU MEDLS clinical supervisor, the student is automatically dismissed from the program, an "F"

will be recorded as their final grade in their clinical rotation, and the student is permanently ineligible for readmission to the program.

6. Any student whose appearance is deemed inappropriate or unprofessional, as determined by the written Uniform Policy, will be asked to leave the hospital. This will constitute one unexcused clinical absence.

7. Unprofessional conduct at the clinical site such as, but not limited to, failure to heed instruction the clinical site, incompetence by reason of negligence, fraud, deceit, or falsification of any records, use of a cell phone (including text messaging), etc. will not be tolerated. All of these scenarios are grounds for immediate dismissal from the program.

8. The following reasons constitute an excused absence: severe illness (accompanied by a healthcare provider's written excuse), death in the family, and/or participation in a LMU varsity sport. In addition, the Program Director may grant an excused absence in cases of adverse weather conditions (snow days) or participation in an activity related to the Medical Laboratory Science Program. Excused absences are made up at the discretion and the convenience of the clinical instructor and the training facility. All make up clinical days must be pre-approved by the Program Director in advance.

9. In accordance with the standards by the State of Tennessee Medical Laboratory Board, all clinical laboratory experience (internships) must not exceed a ratio of two students to one (2:1) qualified instructor in any rotation area.

CLINICAL UNIFORM POLICY

1. Medical Laboratory Science students who are working in the clinical laboratory are representatives of the hospital and the University. Therefore, it is expected of them to present a professional appearance by reporting to work clean, neat, and suitably dressed.
2. Each student in the clinical laboratory must be dressed in a conservative-colored scrub suit.
3. The LMU student identification badge is to be worn at the hospital.
4. Lab coats that are worn in the laboratory must be removed before going to other areas of the hospital.
5. Poor personal hygiene will not be tolerated. Students should shower or bathe daily.
6. Professional appearance in uniform is of utmost importance.
7. Shoes must be close-toed and must cover the heel. Uniforms and lab coats must be clean and neatly pressed, not wrinkled.
8. Long hair must be secured back and not falling loosely around the face.
9. Men's hair must be clean and neatly groomed.
10. Facial hair is discouraged. If a beard, mustache or goatee is worn, it must be neatly trimmed.
11. With the exception of modest earrings, all body piercing (e.g., tongue, eyebrow, nose, lip, etc) must be removed prior to entering the clinical site.
12. All reasonable effects should be made to conceal all tattoos and body markings.
13. Fingernails should be kept short and clean. Long nails pose a health and safety risk in the clinical lab and are not appropriate.
14. When in uniform, remember the following guidelines:
 - A. Wearing lots of jewelry is not appropriate in the clinical lab. Wedding or engagement rings may be worn, but long earrings and long necklaces pose a safety risk and are not allowed.
 - B. Excessive makeup, brightly colored fingernail polish, and strong perfume are all considered unprofessional in the hospital environment.
 - C. Non-consecutive hair styles and colors discouraged.
 - D. You are expected to comply with all of the clinical sites' uniform and appearance policies.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

Effective April 14, 2003, the US Department of Health and Human Services, as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), requires compliance with the section titled "Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule)".

The Privacy Rule provides Federal protection for the privacy of protected health information (PHI). PHI includes personal and medical information (such as a patient's name, address, date of birth, tests ordered, etc.) that

is obtained from healthcare providers, hospitals, other laboratories. PHI also includes the laboratory testing results that we create. Federal civil penalties for noncompliance may amount to \$100 per violation, not to exceed \$25,000 per calendar year. However, for knowing or willful violations, the law allows for criminal penalties; these may range from \$50,000 and/or one year in prison all the way up to \$250,000 and/or 10 years in prison.

PROFESSIONAL LIABILITY INSURANCE POLICY

All students are required to have liability insurance before going to the hospital for clinical experience. LMU carries a blanket malpractice insurance policy to cover all Medical Laboratory Science students.

CLINICAL TRAVEL POLICY

Transportation to and from clinical sites is at the expense of the student. Car-pooling is encouraged. Parking fees, when applicable, are also at the expense of the student.

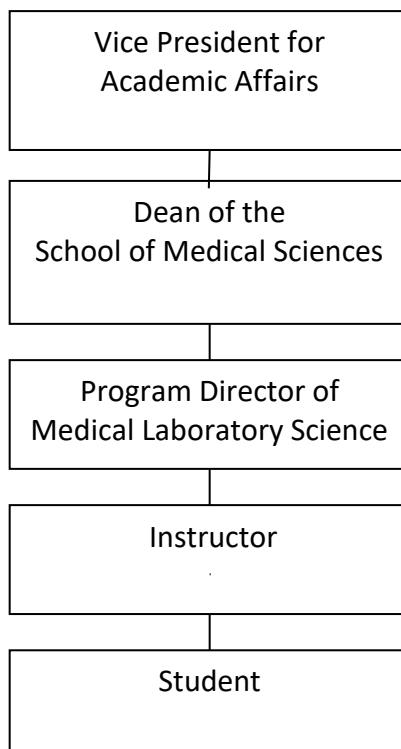
VACATION POLICY

In compliance with the State of Tennessee Medical Laboratory Board, the LMU MEDLS Program Vacation Policy is as follows: The MEDLS Program operates in compliance with the Lincoln Memorial University academic calendar. This calendar clearly states the dates in which the university is not in session such as Thanksgiving holiday, Christmas holiday, Spring Break, etc. These dates on the university’s academic calendar are the only acceptable dates for students to take vacation time. No other time during the regularly scheduled semesters will students be allowed to miss lectures and/or clinical time for vacation purposes.

ACADEMIC GRIEVANCE POLICY AND PROCEDURE

Grievances concerning any aspect of academics should first be taken to the instructor of the class if a classroom situation is in dispute. If a student feels the need to take the matter further, the program director should be consulted no later than two weeks following the first day of classes for the next semester (including summer terms). The next appeal source is the dean of the applicable school. A final decision may be rendered by the Vice President for the applicable division. If the dispute involves an academic program, the academic advisor or the Program Director of the program should be consulted first. All academic and grade appeals must be submitted in writing.

ORGANIZATIONAL CHART



ACADEMIC APPEAL PROCEDURE

If a problem arises involving any Medical Laboratory Science (MEDLS) course, the student should initially consult the faculty member involved. If the problem is not resolved, the student should contact the Program Director of Medical Laboratory Science next, followed by the Dean of the School of Medical Sciences, and finally the Vice President for Academic Affairs. Any complaint that is submitted in writing will be investigated and resolution will be attempted. Please see the academic grievance policy and procedure for further details.

SICK LEAVE POLICY

If a student becomes ill during the course of the semester to such a degree that a significant amount of lecture and clinical experience time has been missed, the Program Director will evaluate the situation on a case-by-case manner and will do one of the following:

1. If the student has recovered in a timely manner so that make-up work is possible within the given semester, the Program Director will coordinate with the assigned clinical affiliate so that all academic work and clinical experience will be completed in a time so that the final grade can be issued to the student as scheduled by the university's academic calendar.
2. If the student has not recovered in a timely manner so that make-up work is not possible, the Program Director will contact the Student Services department to arrange an academic leave for the student.

THE USE OF STUDENTS AS SUBSTITUTES FOR LICENSED MEDICAL LABORATORY PERSONNEL POLICY

In accordance with the standards of the State of Tennessee Medical Laboratory Board, students (trainees) are never substituted for licensed medical laboratory personnel in any area of the laboratory. During the student's clinical rotations, the clinical affiliate takes the required responsibility to monitor and to adequately supervise all Medical Laboratory Science students at all times.

SERVICE WORK POLICY

A student may be permitted to work part-time at the clinical affiliate as a Phlebotomist/Lab Assistant, if there is a mutual need between the student and the clinical site. Service work by students in clinical settings must be noncompulsory, paid, supervised on site, subject to employee regulations, and occur outside of regular academic hours.

CAUSES FOR IMMEDIATE DISMISSAL FROM THE MEDLS PROGRAM

1. Violation of the Academic Requirements of the Medical Laboratory Science Program.
2. Violation of the Academic Integrity Policy (Cheating in any form on any quiz, exam, or written assignment).
3. Violation of the University's policy on alcohol and/or narcotic prohibition.
4. Violation of the Medical Laboratory Science Student Code of Ethics.
5. Violation of HIPAA requirements as related to the confidentiality of the patient's medical records.
6. Violation of the Clinical Attendance Policy and/or Clinical Uniform Policy.
7. Legal infraction (felony or misdemeanor other than a traffic ticket).

Notes:

A. The Program Director reserves the right to remove and/or expel any student from the program that poses a threat to the safety and security of any patient under the care of any clinical affiliate of this program.

B. Each clinical hospital site reserves the right to remove and/or expel from the premise any student that poses a threat to the safety and security of any patient under the care of the clinical affiliate.

C. The University reserves the right in its discretion to require the withdrawal of a student due to physical or emotional reasons.

LMU COVID-19 Vaccination/Booster Policy: Matriculating and enrolled students in the LMU Medical Laboratory Science Program are not required but are encouraged to provide proof of COVID-19 vaccination/booster. Students may apply for an exemption to the COVID-19 vaccine/booster through LMU. The Program will make every reasonable effort to accommodate clinical site placement for students who do not have proof of COVID-19 vaccination/booster or who have an exemption to the COVID-19 vaccine/booster through LMU; however, since clinical sites may require proof of COVID-19 vaccination/booster and may not accept an exemption to the COVID-19 vaccine/booster, this may result in a delay in graduation or failure to complete the Program.”

LMU Missing Person Policy: The University’s Missing Person Policy can be found here:
<https://www.lmunet.edu/campus-police-and-security/documents/MissingPerson.pdf>.

IV. Student Information

COUNSELING AND TUTORING SERVICES

Free counseling and tutoring services are available upon request through the Office of Student Services and the Tagge Center for Academic Excellence.

LINCOLN MEMORIAL UNIVERSITY HONORS

A. DEAN’S LIST:

Students carrying a course load of twelve or more semester credit hours (beyond any declarations under the “Pass/Fail Grade Option”), with LMU earning a semester GPA of 3.5, with no grades of I, IP, D, F, or NC, are named to the Dean’s List for that semester.

B. CUM LAUDE, MAGNA CUM LAUDE, & SUMMA CUM LAUDE

Upon completion of the undergraduate degree requirements, students receiving the associate degree who have earned 30 semester hours at LMU, as well as students receiving the baccalaureate degree with 60 semester hours earned at LMU, will be considered for graduation with the following honors: students achieving a cumulative GPA of 3.50 may graduate *cum laude*; with a GPA of 3.75, *magna cum laude*; and with a GPA of 3.95, *summa cum laude*.

C. VALEDICTORIAN & SALUTATORIAN

The valedictorian and salutatorian are selected from those students receiving a baccalaureate degree with at least 100 semester hours earned at LMU.

MEDICAL LABORATORY SCIENCE HONORS

A. The Bill Engle, Sr. Award of Academic Excellence in Medical Laboratory Science

This award is the highest award offered by the LMU Medical Laboratory Science Program and it is given to the medical laboratory science student who has maintained a 4.0 GPA in all of their MEDLS courses.

B. The Ramsey Award of Clinical Excellence in Medical Laboratory Science

This award is offered to one medical laboratory science senior per cohort class who has upheld the highest professional standards in the clinical field as documented by their clinical evaluations.

C. J. Kermit Bailey Award of Leadership in Medical Laboratory Science

This award is offered to one medical laboratory science senior who has demonstrated exceptional leadership skills in the MEDLS Program.

LMU MEDICAL LABORATORY SCIENCE STUDENT CODE OF ETHICS:

- I recognize that healthcare is a comprehensive service provided to patients by a team of trained professionals, and each member of the team has a vital function.
- I acknowledge that high moral character is expected of medical laboratory scientists. There is no place for fraud, deceit, cheating, or falsification of any results.
- I respect the ethics of the medical profession and specifically pledge my compliance to confidentiality. I will not reveal any information pertaining to patients to my family, friends, or the public in general.
- I will regard each patient as a valuable, unique, individual—worthy of respect, regardless of race, creed, color, national or ethnic origin, gender, sexual orientation, age, disability, or religion.
- I realize that my appearance and behavior in the clinical lab must be professional at all times. Otherwise, I may be promptly removed from the laboratory.
- I accept that those supervising my work at the clinical site are due my utmost consideration and respect.
- The work that I perform is regarded as extremely important, and I will exert every effort to accomplish it accurately, considering it a vital part in the patient’s diagnosis. I will never report any lab result of which I am unsure.
- I will conserve supplies and materials used in the performance of laboratory tests and exercise care and caution when working with expensive lab instruments.
- I will conscientiously finish my daily assignments, and willingly offer to help a coworker.
- I will not offer personal excuses for problems or shortcomings in the performance of duty.
- I know that careless, indifferent work will not be tolerated and I will not expect forgiveness for attempts to “cover up” mistakes. I realize that when errors occur and are recognized immediately, correction can usually be made.
- I will be polite and cooperative with everyone at the hospital—above all with patients, doctors, visitors, and hospital personnel.
- I acknowledge that suggestions for improvement of the program are always invited, and it is my duty to present and discuss them with the Program Director of the Medical Laboratory Science Program.
- The University acknowledges that I will be judged fairly and according to my merits by those responsible for my training.
- I recognize that it is obligatory that I adhere to the standards and policies of the MEDICAL LABORATORY SCIENCE PROGRAM. I understand that failure to do so will result in my dismissal from this program.

STUDENT CONSENT FORMS

I. RECEIPT OF THE CURRENT EDITION OF THE LMU MEDLS STUDENT HANDBOOK.

I hereby certify that I have received the current edition of the *LMU Medical Laboratory Science Student Handbook* and I have read every page thoroughly. I indicate by my signature below that I understand the contents of this handbook, and I agree to abide by all of the rules and regulations contained therein.

Student's Signature

Date

II. PERMISSION TO RELEASE INFORMATION

I hereby grant permission to release:

- A. Information to prospective employers about my work habits, attendance, and performance in the Medical Laboratory Science Program.
- B. Information from my physical exam documentation, including lab work, vaccination records, etc. to each clinical affiliate to which I am assigned.
- C. The results of my criminal background record check to any or all clinical affiliates to which I am assigned.

Student's Signature

Date

III. HIPAA CONFIDENTIALITY

As a student in this medical professional program, I understand that the patient's personal and medical information (such as a patient's name, address, date of birth, tests ordered, test results, etc.) are protected under the Privacy Rule which provides Federal Protection under the U.S. Department of Health and Human Services as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that willful violation of HIPAA will result in criminal penalties and immediate dismissal from this program. I hereby agree to keep confidential any patient information to which I may be exposed to at the clinical affiliates of this program.

Student's Signature

Date

IV: Receipt of published LMU COVID-19 Vaccination / Booster Policy:

"LMU COVID-19 Vaccination/Booster Policy: Matriculating and enrolled students in the LMU Medical Laboratory Science Program are not required but are encouraged to provide proof of COVID-19 vaccination/booster. Students may apply for an exemption to the COVID-19 vaccine/booster through LMU. The Program will make every reasonable effort to accommodate clinical site placement for students who do not have proof of COVID-19 vaccination/booster or who have an exemption to the COVID-19 vaccine/booster through LMU; however, since clinical sites may require proof of COVID-19 vaccination/booster and may not accept an exemption to the COVID-19 vaccine / booster, this may result in a delay in graduation or failure to complete the Program."

I hereby certify that I have read this LMU COVID-19 Vaccination / Booster Policy. I indicate by my signature below that I have read and fully understand the contents of this policy.

Student's Signature

Date

PROGRAM DIRECTOR'S REVIEW

As of the indicated date below, this form was reviewed by the Program Director and was placed into the student's permanent file.

Program Director of Medical Laboratory Science

Date