

LINCOLN MEMORIAL UNIVERSITY
Harrogate, Tennessee



2018 – 2019 MEDICAL LABORATORY SCIENCE
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 (MLS) PROGRAM

In conjunction with mission statements of Lincoln Memorial University and the School of Allied Health 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 MLS 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 MEDICAL LABORATORY SCIENCE PROGRAM

As a member of Allied Health, 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 MLS 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 MEDICAL LABORATORY SCIENCE 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). 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

LEARNING SITES OF THE MLS PROGRAM

The MLS Program currently accepts new cohorts of students at two different locations. Each fall semester, a new cohort of MLS students is admitted into the MLS Program at the Harrogate site, which is located at 6965 Cumberland Gap Parkway in Harrogate, Tennessee. Each spring semester, a new cohort of MLS students is admitted into the MLS Program at the Kingsport site, which is located at 300 West Market Street in Kingsport, Tennessee.

It should be noted that MLS students are admitted into a particular cohort at one of the two program offering sites and that they are not allowed to enroll in MEDT courses at the other site. In other words, Harrogate MLS students take all of their MEDT lecture courses at the Harrogate location and Kingsport MLS students must take all of their MEDT lectures courses at the Kingsport site. If a MLS student desires to switch to a different cohort site, he/she 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 MEDT courses, namely MEDT 301, 310, 320, and 391.

ADMISSION PROCEDURE FOR THE LMU MLS PROGRAM

Students must first be admitted to the University before formally applying for admission to the Medical Laboratory Science (MLS) Program. Admission to the University, however, does not guarantee admission to the MLS 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 MLS Admissions Committee comprised of faculty members of the Medical Laboratory Science Department 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 MLS program.

REQUIRED LABORATORY TESTS PRIOR TO ENTRY INTO THE LMU MLS 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 or chest X-ray. Please see the LMU Medical Laboratory Science Program Health History & Physical Form provided by the Program Director.

ADMISSION APPLICATION REQUIREMENTS FOR THE LMU MLS 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 MLS 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 would be administered at the student's expense.

CURRENT CLINICAL AFFILIATES OF THE MLS PROGRAM

1. American Esoteric Laboratories (Strawberry Plains, Tennessee)
2. Blount Memorial Hospital (Maryville, Tennessee)
3. Covenant Health Claiborne County Hospital (Tazewell, Tennessee)
4. Covenant Health Fort Loudoun Medical Center (Lenoir City, Tennessee)
5. Covenant Health Fort Sanders Medical Center (Knoxville, Tennessee)
6. Covenant Health LeConte Medical Center (Sevierville, Tennessee)
7. Covenant Health Methodist Medical Center (Oak Ridge, Tennessee)
8. Covenant Health Morristown Hamblen Medical Center (Morristown, Tennessee)
9. Covenant Health Parkwest Medical Center (Knoxville, Tennessee)
10. East Tennessee Children's Hospital (Knoxville, Tennessee)
11. Mountain States Health Alliance Franklin Woods Community Hospital (Johnson City, Tennessee)
12. Mountain States Health Alliance Indian Path Medical Center (Kingsport, Tennessee)
13. Mountain States Health Alliance Johnson City Medical Center (Johnson City, Tennessee)
14. Mountain States Health Alliance Sycamore Shoals Hospital (Elizabethton, Tennessee)
15. Molecular Pathology Laboratory (Maryville, Tennessee)
16. Summit Medical Group (Knoxville, Tennessee)
17. Tennova Health Physician's Regional Medical Center (Knoxville, Tennessee)
18. Wellmont Health System Holston Valley Medical Center (Kingsport, Tennessee)
19. Wellmont Health System Bristol Regional Medical Center (Bristol, Tennessee)

COLLATERAL SCIENCE REQUIREMENTS OF THE MLS 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 MLS PROGRAM

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

| Letter Grade: | Final Grade % | Total Quality Points |
|----------------------|----------------------|-----------------------------|
| 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 MLS students must earn a letter grade of "B" or higher in order to be considered as being successful in that course. If the student does not achieve a "B" average as their final grade, that course must be repeated. Please see the Academic Requirements of the MLS Program.

ACADEMIC REQUIREMENTS OF THE MLS PROGRAM

1. The minimum grade of B (80%) is required to pass each MEDT course.
2. Medical Laboratory Science students must meet University requirements for the baccalaureate degree in medical laboratory science, which consists of a minimum of 128 semester hours of general education, collateral science, and MEDT 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

| Course | Title | Credit Hour |
|---------------|----------------------------------|--------------------|
| MEDT 301 | Introduction to Lab Methods I | 1 |
| MEDT 310 | Hemostasis | 1 |
| MEDT 320 | Hematology | 4 |
| MEDT 391 | Intermediate Clinical Practice I | 2* |

*MEDT 391 consists of 10 - 12 hours of clinical laboratory experience per week in hematology (MEDT 320), hemostasis (MEDT 310), and phlebotomy (MEDT 301) at an approved clinical affiliate of the program.

2nd Semester, Junior Year

| Course | Title | Credit Hour |
|---------------|-----------------------------------|--------------------|
| MEDT 302 | Introduction to Lab Methods II | 1 |
| MEDT 330 | Serology and Immunology | 3 |
| MEDT 340 | Immunochemistry | 4 |
| MEDT 340X | Junior Writing Requirement | 0 |
| MEDT 392 | Intermediate Clinical Practice II | 2* |

*MEDT 392 consists of 10 - 12 hours of clinical laboratory experience per week in immunochemistry (MEDT 340) at an approved clinical affiliate of the program.

1st Semester, Senior Year

| Course | Title | Credit Hour |
|---------------|------------------------------------|--------------------|
| MEDT 400 | Urinalysis and Body Fluid Analysis | 2 |
| MEDT 410 | Laboratory Management | 2 |
| MEDT 451 | Clinical Chemistry I | 3 |
| MEDT 461 | Medical Microbiology I | 3 |
| MEDT 491 | Advanced Clinical Practice I | 2* |

*MEDT 491 consists of 10 - 12 hours of clinical laboratory experience per week in microbiology (MEDT 461) at an approved clinical affiliate of the program.

2nd Semester, Senior Year

| Course | Title | Credit Hour |
|---------------|-------------------------------|--------------------|
| MEDT 452 | Clinical Chemistry II | 3 |
| MEDT 462 | Medical Microbiology II | 3 |
| MEDT 492 | Advanced Clinical Practice II | 3* |
| MEDT 497 | Senior Review | 3 |
| MEDT 497Z | Senior Writing Requirement | 0 |

*MEDT 492 consists of 12 - 18 hours of clinical laboratory experience per week in clinical chemistry (MEDT 452), urinalysis (MEDT 400), and serology (MEDT 330) at an approved clinical affiliate of the program including approximately 30 - 40 hours of 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 chair 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. Note: In order to graduate in four years (eight regular semesters) the student must average passing 16/17 hours per semester.

Freshman Year

| | | | |
|--|----------|---|----------|
| BIOL 111 General Biology I ^{ac} | 4 | BIOL 112 General Biology II ^{ac} | 4 |
| CHEM 111 General Chemistry I ^c | 4 | CHEM 112 General Chemistry II ^c | 4 |
| MATH 115 College Algebra ^a | 3 | Fine Arts Requirement ^a | 3 |
| History Requirement ^a | 3 | History Requirement ^a | 3 |
| LNCN 100 Lincoln’s Life & Legacy ^a | 1 | <u>ENGL 110 Freshman Composition ^a</u> | <u>3</u> |
| <u>UACT 100 Strategies of College Success ^d</u> | <u>2</u> | | 17 |
| | 17 | | |

Sophomore Year

| | | | |
|--|----------|---|----------|
| COMM 200 Fund of Speech Comm ^a | 3 | BIOL 230 or 336 Microbiology w/Lab ^c | 4 |
| BIOL 261 Human Anatomy & Physio I ^c | 4 | BIOL 262 Human Anatomy & Physio II ^c | 4 |
| CHEM 221 Organic Chemistry I ^c | 4 | MATH 270 Probability and Statistics | 3 |
| ENGL 210 Writing about World Lit. ^a | 3 | <u>CHEM 222 Organic Chemistry II ^c</u> | <u>4</u> |
| <u>CIS 100 Computer Literacy ^a</u> | <u>2</u> | | 15 |
| | 16 | | |

Junior Year

| | | | |
|--|----------|--|----------|
| ENGL 310 American Literature ^a | 3 | Social/Behavioral Science Requirement ^a | 3 |
| Social/Behavioral Science Requirement ^a | 3 | LNCN 300 American Citizenship ^a | 1 |
| Ethics, Fine Arts or Humanities ^a | 3 | MEDT 302 Intro to Lab Methods II ^b | 1 |
| MEDT 301 Intro to Lab Methods I ^b | 1 | MEDT 330 Serology & Immunology ^b | 3 |
| MEDT 310 Hemostasis ^b | 1 | MEDT 340 Immunohematology ^b | 4 |
| MEDT 320 Hematology ^b | 4 | MEDT 34X Junior Writing Requirement ^a | 0 |
| <u>MEDT 391 Inter Clinical Practice I ^b</u> | <u>2</u> | MEDT 392 Inter Clinical Practice II ^b | 2 |
| | 17 | <u>Elective</u> | <u>2</u> |
| | | | 16 |

Senior Year

| | | | |
|--|----------|---|----------|
| MEDT 400 UA & Body Fluids Analysis ^b | 2 | MEDT 452 Clinical Chemistry II ^b | 3 |
| MEDT 410 Laboratory Management ^b | 2 | MEDT 462 Medical Microbiology II ^b | 3 |
| MEDT 451 Clinical Chemistry I ^b | 3 | MEDT 492 Advanced Clinical Practice II ^b | 3 |
| MEDT 461 Medical Microbiology I ^b | 3 | MEDT 497 Senior Review ^b | 3 |
| MEDT 491 Advanced Clinical Practice I ^b | 2 | MEDT 497Z Senior Writing Requirement ^a | 0 |
| <u>Elective</u> | <u>3</u> | <u>Elective</u> | <u>3</u> |
| | 15 | | 15 |

Total Hours: 128

a = General Education Requirement

b = Major Requirement

c = Collateral Major Course Requirement

d = Recommended Elective

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.

ENTRY-LEVEL COMPETENCIES OF A MEDICAL LABORATORY SCIENTIST

1. The baccalaureate graduate in Medical Laboratory Science is qualified by academic education and clinical training to provide laboratory service in healthcare systems. The goal of the LMU Medical Laboratory Science Program is that graduates will demonstrate entry-level competency in the following areas of professional practice (*NAACLS Guide to Accreditation, 2003, pp. III-1, 2*):
2. Proficiency in performing the full range of clinical laboratory tests in areas of hematology, hemostasis, blood bank, clinical chemistry, microbiology, urinalysis, serology/immunology, and phlebotomy.
3. Practice principles of laboratory safety.
4. Develop, evaluate, correlate, and assure validity of laboratory tests.
5. Possess basic knowledge of regulatory compliance (e.g., HIPAA, OSHA, etc.), quality assurance, performance improvement, and laboratory management and supervision.
6. Demonstrate effective written and oral communication skills to interact with patients, members of the health care team, and customer service representatives.
7. Possess basic knowledge of information management to enable effective, timely, accurate, and cost-effective reporting of laboratory-generated information.
8. Apply principles of research and statistics to evaluate published studies as an informed consumer.
9. Possess basic knowledge for financial operations and human resource management of the clinical lab to enable high-quality, cost-effective laboratory services.
10. Demonstrate ethical and moral principles, which are necessary for gaining the confidence of patients, professional associates, and the community.
11. Demonstrate knowledge of molecular techniques in the clinical lab.
12. Interpret laboratory results to recognize health and disease states.

III. Policies & Procedures of the Medical Laboratory Science Program

NONDISCRIMINATORY POLICY OF LINCOLN MEMORIAL UNIVERSITY

Lincoln Memorial University and its Medical Laboratory Science Program 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.

HARASSMENT, DISCRIMINATION, AND SEXUAL MISDONDUCT POLICY OF LINCOLN MEMORIAL UNIVERSITY

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.

LMU is committed to providing an environment free of all forms of discrimination, including gender or sex based discrimination. All LMU employees are Mandatory Reporters; this means that if you inform any LMU employee of a situation that may involve sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, dating violence, or any other form of prohibited gender or sex based discrimination, the employee is required to report the information to the Title IX Coordinator. If you would like to speak with an individual who does not have this obligation, confidential counseling is available to students free of charge through the LMU Office of Mental Health Counseling, Duke Hall 202. For more information, call (423) 869-6277, or schedule an appointment online at <https://www.lmunet.edu/student-life/counseling/schedule-an-appointment>.

If you have experienced discrimination and would like make a report to the University, contact Jeana Horton, Title IX Coordinator/Institutional Compliance Officer, by email at titleix@lmunet.edu, or by phone at (423) 869-6618. The Title IX Coordinator/Institutional Compliance Officer's office is located at D.A.R.-Whitford Hall, Room 210, and the Duncan School of Law, Room 249. The Harassment, Discrimination, and Sexual Misconduct Policies are located in the Student Handbook.

Help and support is available. LMU offers support to help individuals navigate campus life, access health and counseling services, and obtain academic and/or housing accommodations.

PROGRESSION POLICIES OF THE MEDICAL LABORATORY SCIENCE PROGRAM

1. If a student earns one final grade below a "B" in any 300 level MEDT course, the student will be automatically academically dismissed from the MLS 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 MEDT courses, namely MEDT 301, 310, 320, and 391.
2. Any student who fails to earn the minimum grade of "B" in *two* or more MEDT prefixed courses during the first semester is not eligible for readmission to the Medical Laboratory Science Program.
3. If a student earns a final grade below a "B" in any singular 400 level MEDT course, the student is placed on academic probation in regards to the MLS program and that particular course must be repeated BEFORE the student is allowed to continue to the next sequence of MEDT courses.
4. If a student earns two or more final grades below a "B" in the 400 level MEDT courses whether in the same semester or different semesters, the student will be automatically academically dismissed from the MLS 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 MEDT courses, namely MEDT 301, 310, 320, and 391.
5. No student will be readmitted into the MLS Program more than once.
6. In order to progress in the program, students must successfully complete the Medical Laboratory Science courses in sequence as specified in this handbook.
7. If the student chooses to interrupt their MLS course sequence for any reason (withdrawal from any MEDT course, withdrawal from LMU, failure to enroll in the next MLS course sequence, etc.), this will be considered as an automatic withdrawal from the MLS 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 MEDT courses, namely MEDT 301, 310, 320, and 391.
8. Any student with an Incomplete "I" in any MEDT prefixed course(s) will not be allowed to enroll in subsequent MLS 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 accordantly.

READMISSION POLICY OF THE MLS PROGRAM

Consideration for readmission to the MLS 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 MLS Application for Readmission* form.
2. Provide evidence of extenuating circumstances at the time of dismissal from the MLS Program during a scheduled interview with the LMU MLS Program Admission Committee, composed of the faculty of the LMU MLS Department.
3. Provide evidence of academic success, i.e., improved GPA and/or in the interim between the last semester of enrollment in the MLS 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 class 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 (including text messaging) during any exam, quiz, lecture, or clinical experience is strongly 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 MEDT 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 MEDT 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 Clinical Supervisor must also be notified via 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 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 at 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 constitute an excused absence: severe illness (accompanied by a physician'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 (i.e. tour of the blood processing facilities at MEDIC in Knoxville, Tennessee). 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 CLOCK HOUR POLICY

All MLS students are required to complete a minimum 120 clinical clock hours for each 2 credit hour clinical MEDT course. Because clinical competency is the ultimate goal for each clinical rotation, additional clinical clock hours may be required.

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. It may not extend below the top of the conventional collar or below the ear on the side.
10. Facial hair is discouraged. If a beard, mustache or goatee is worn, it must be neatly trimmed and never extend below the lip line.
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 efforts 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 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. Dangling hair ribbons and elaborate hairstyles must be avoided.

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 we obtain from physicians, 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 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.

CLINICAL ASSIGNMENT WHEN PLACEMENT CANNOT BE IMMEDIATELY GUARANTEED POLICY

Prior to admitting each new Medical Laboratory Science class, the Program Director consults with the clinical affiliates to determine how many students can be placed into clinicals on a timely basis upon entry into the program. The MLS Program only admits the number of students that it can guarantee clinical placement. If some unforeseen event takes place in which a student is not able to be placed into clinicals on time, the student will be required to perform that clinical rotation in the next available term, which may be a summer term. It should be noted that the Program Director makes every effort possible for timely clinical placement and that since the program’s inception in 1987, ALL MLS students have been placed into their appropriate clinical rotations on time.

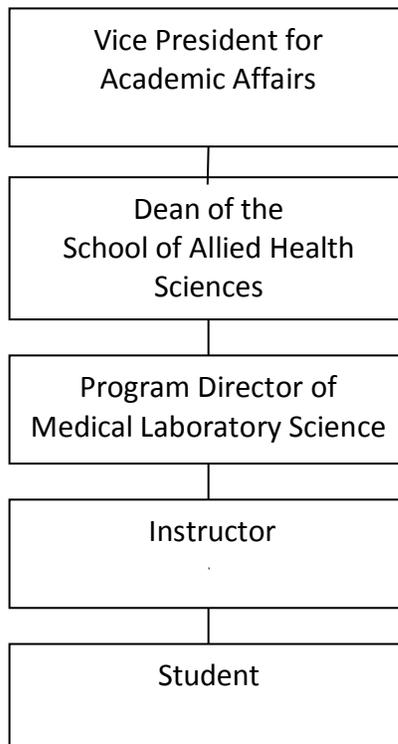
VACATION POLICY

In compliance with the State of Tennessee Medical Laboratory Board, the LMU MLS Program Vacation Policy is as follows: The MLS 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 & NONACADEMIC GRIEVANCE POLICY AND PROCEDURE

Grievances concerning any aspect of academic setting should first be taken to the instructor of the class if a classroom situation is in dispute. If a student feels he/she needs 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 chair of the department 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 course (MEDT), 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 Allied Health Sciences, and finally the Vice President for the Division of Health Sciences. Any complaint that is submitted in writing will be investigated and a resolution will be attempted. Please see the Academic and Nonacademic 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 in 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.

CAUSES FOR IMMEDIATE DISMISSAL FROM THE MLS 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.

TEACH OUT PLAN IN EVENT OF PROGRAM CLOSURE

In the event that a catastrophic event occurs, or another circumstance arises which results in an interruption of the Lincoln Memorial University to operate the MLS program, the program will attempt to continue to provide instruction via the online course delivery system in BlackBoard available to all LMU MLS students under *myLMU*. Should the online delivery system also be incapacitated, attempts will be made to accommodate courses at one of LMU's extended sites via the following Plan of Action:

Plan of Action:

- Step 1: The Program Director will immediately contact the MLS faculty and staff either in person or on the phone to assess the circumstances and to create a priority of concerns.
- Step 2: The Program Director will create a plan to use existing resources to meet the existing needs. The possibility of utilizing one of LMU's extended sites will be explored.
- Step 3: If necessary, the Program Director will contact local clinical affiliates for additional resources.
- Step 4: Submit the entire detailed plan of action to NAACLS within 30 days of program closure.

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.

SERVICE WORK POLICY

Following completion of the first semester in the professional program, 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.

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 salutarian 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 Department and is given during the Pinning Ceremony each spring semester to recognize the academic achievement of a senior medical laboratory science student who has maintained a 4.0 GPA in all of their MEDT 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 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 MLS 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 and the faculty in 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 MLS 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. The medical information from my physical examination form, documenting that I am free of communicable disease, to each clinical affiliate to any or all clinical affiliates 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

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

LMU MEDICAL LABORATORY SCIENCE PROGRAM

JUNIOR MLS PHYSICAL EXAM - INSTRUCTIONS FOR COMPLETION

Last Name _____ First Name _____ MI _____

Date of Birth _____ SS# _____

Instructions:

The attached immunization status report **MUST** be completed and signed by your personal physician and returned to the attention of Dr. Bill Engle, Program Director of Medical Laboratory Science. **All fields on the forms MUST be completed entirely. You will not be allowed to matriculate without the completed, health care provider-signed forms, including all lab reports.**

For your protection, as well as the protection of patients, it is imperative that your immunization status be current and complete at all times. Many hospitals have developed strict immunization standards for all of their health care personnel, including medical students.

Some individual clinical sites and preceptor's offices may have their own requirements to rotate in their clinical settings. You will be responsible to meet these requirements if requested by the facility/preceptor.

NOTE: It is important that immediate action is taken with regard to titers as they may prove negative and therefore vaccines will be required which have to be administered over several months. All information provided will be given the appropriate confidentiality.

Proof of Immunizations and Immunity

Proof will be established by your physician's signature/certification on the **Immunization Status Report**. If extra documentation is supplied, it must be signed by a physician, physician assistant, or nurse practitioner; i.e. childhood record; immunization given, documented on script or letterhead. **ALL** information must be recorded on the report. Blank fields will result in the report and attached documents being returned. It is the student's responsibility to ensure that the report is completed correctly.

Chicken Pox (Varicella)

If there is a history of varicella or herpes zoster, the vaccine will not be required. If there is no history of varicella or herpes zoster, a titer will be required. Lab documentation is required for this titer. If the titer is negative, you will need to proceed with the Varicella vaccines (a two-step vaccine; initial and 4 month lapse for the second dose), followed one month later by another titer with lab documentation showing proof or immunity (positive/immune result).

PPD

A PPD is required within 6 months of matriculation and clinical rotations. If results are positive, a chest x-ray is required along with the radiology report. An annual PPD or chest X-Ray is required.

Drug Screening Panel

A "**URINE 10 PANEL**" drug screening is required prior to matriculation into the LMU Medical Laboratory Science Program and before the start of clinical rotations. Lab documentation for all the drugs tested is required showing a negative result for all. A "Urine 10 Panel" test can measure marijuana, cocaine, amphetamines /methamphetamines, opiates, PCP, barbiturates, benzodiazepines, methaqualone, methadone, and propoxyphene.

MMR

Evidence of one of the following: (A.) Proof of 2 doses of MMR vaccine or (B.) Positive titers for Measles (Rubeola), Mumps, and Rubella. If any of the Titers are negative, an MMR vaccine plus another titer with lab documentation showing proof of immunity (positive/immune result) is required.

Hepatitis B

Doses are required for three (3) doses of Hepatitis B vaccine as indicated on the form.

Lincoln Memorial University-Medical Laboratory Science Program:

Last Name _____ First Name _____ MI _____

Immunization Status Report

1. Varicella (Chickenpox): Evidence of ONE of the following:

A. Date of Illness: _____ No Titer Required.

OR

B. Proof of Positive Titer: _____ Date: _____

Note: If there is no history of illness and the Varicella titer is negative, proceed with the Varicella vaccines (a two-step vaccine; initial and 4 month lapse for the second dose), followed one month later by another titer with lab documentation showing proof or immunity (positive/immune result).

2. PPD **Positive / Negative** **Date Read:** _____

Required within 6 months of matriculation and clinical rotations. *A chest x-ray is required if results are positive. If previous positive, chest x-ray is required. Provide copy of radiology report if x-ray is completed due to a positive PPD.

3. Drug Screening **Positive / Negative** **Provide date and lab documentation.**

Identified Drugs in Specimen: _____

4. Measles, Mumps, Rubella

A. MMR Vaccine Dates: 1. _____ 2. _____

OR

B. Proof of Positive Titers for:

Measles (Rubeola): _____ Date: _____

Mumps: _____ Date: _____

Rubella: _____ Date: _____

Note: If any of the titers are negative, an MMR vaccine plus another titer with lab documentation showing proof of immunity (positive/immune result) is required.

5. Hepatitis B: Provide dates of immunization.

1. _____ 2. _____ 3. _____

As a licensed health care provider, I certify the above information is true and accurate to the best of my knowledge. I understand that misleading or false statements could lead to the student's dismissal from the LMU MLS Program as well as present a serious health risk to the student and clinical contacts.

LMU MEDICAL LABORATORY SCIENCE PROGRAM

Student Health History

To be completed by the student and reviewed with your physician, PA, or NP at the time of your physical

Last Name _____ First Name _____ MI _____

Check and list year of illness after any of the following that you have had. Describe any complications or effects still present under remarks.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> German Measles | <input type="checkbox"/> Infectious mononucleosis | <input type="checkbox"/> Measles |
| <input type="checkbox"/> Mumps | <input type="checkbox"/> Scarlet Fever | <input type="checkbox"/> Infectious hepatitis | <input type="checkbox"/> Encephalitis |
| <input type="checkbox"/> Meningitis | <input type="checkbox"/> Amebiasis | <input type="checkbox"/> Anemia | <input type="checkbox"/> Arthritis |
| <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Nervous Breakdown | <input type="checkbox"/> Intestinal Parasitic Infection | <input type="checkbox"/> Pneumonia |
| <input type="checkbox"/> Pleurisy | <input type="checkbox"/> Tonsillitis | <input type="checkbox"/> Venereal Disease | <input type="checkbox"/> Rheumatic Fever |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Any Other Illness | | | |

Check the following conditions and complaints you have had, or are subject to at present time, and describe further under remarks.

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Head injury | <input type="checkbox"/> Heart Murmur | <input type="checkbox"/> Disease or injury of joints | <input type="checkbox"/> Frequent Colds |
| <input type="checkbox"/> Frequent Headaches | <input type="checkbox"/> Swelling feet or ankles | <input type="checkbox"/> Hernia | <input type="checkbox"/> Convulsions |
| <input type="checkbox"/> Visual Difficulty | <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Jaundice | <input type="checkbox"/> Paralysis |
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> Asthma | <input type="checkbox"/> Chronic Diarrhea | <input type="checkbox"/> Severe Anxiety |
| <input type="checkbox"/> Sinus trouble | <input type="checkbox"/> Chronic cough | <input type="checkbox"/> Difficulty with urination | <input type="checkbox"/> Hay Fever |
| <input type="checkbox"/> Loss of weight | <input type="checkbox"/> Sugar or albumin in urine | <input type="checkbox"/> Depression | <input type="checkbox"/> Fainting Spells |
| <input type="checkbox"/> Frequent Sore Throat | <input type="checkbox"/> Digestive upsets | <input type="checkbox"/> Skin Disease | |
| <input type="checkbox"/> Abdominal Cramps | <input type="checkbox"/> Difficulty Sleeping | <input type="checkbox"/> Any unusual bleeding | |
| <input type="checkbox"/> Persistent Backache | <input type="checkbox"/> Menstrual problems | <input type="checkbox"/> Any Psychiatric Treatment | |

Remarks: _____

List surgical operations you have had, with dates: _____

List any serious accidents or injuries, with dates: _____

List any allergies to drugs or foods: _____

List any medications you are taking at present: _____

Please describe any physical, mental, or emotional problems not mentioned above: _____

Family History:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Migraine | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Mental Illness |
| <input type="checkbox"/> Blood Diseases | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> High blood Pressure | <input type="checkbox"/> Stomach trouble | | |

LMU MEDICAL LABORATORY SCIENCE PROGRAM
Student Health History

TO THE PHYSICIAN: Please review the history filled in by the students and add/or complete anything of significance.

Last Name _____ **First Name** _____ **MI** _____

Height: _____ Weight _____ Blood Pressure _____ Pulse _____

| <u>Conditions</u> | <u>Normal</u> | <u>Abnormal</u> | <u>Comments</u> |
|------------------------------------|---------------|-----------------|-----------------|
| General Appearance | N | A | _____ |
| Eyes, Pupils, Lids | N | A | _____ |
| Fundi | N | A | _____ |
| Ears | N | A | _____ |
| Nose, Throat | N | A | _____ |
| Teeth, Gums | N | A | _____ |
| Thyroid, Neck | N | A | _____ |
| Lymph Nodes | N | A | _____ |
| Thorax | N | A | _____ |
| Heart | N | A | _____ |
| Lungs | N | A | _____ |
| Abdomen, Hernia | N | A | _____ |
| Back, Spine | N | A | _____ |
| Extremities | N | A | _____ |
| Circulation & Peripheral Pulses | N | A | _____ |
| Neurological | N | A | _____ |
| Skin, Lymphatics | N | A | _____ |

Synopsis/Comments:

To the best of my knowledge, the student examined is found to be currently free from all communicable diseases.

Physician's Signature _____

Print Name _____

Address, Phone, & Fax Numbers _____

Date Completed: _____

LMU MEDICAL LABORATORY SCIENCE PROGRAM
SENIOR MLS PHYSICAL EXAM - INSTRUCTIONS FOR COMPLETION

Last Name _____ First Name _____ MI _____

Date of Birth _____ SS# _____

Instructions:

Take this form to the healthcare provider of your choice to document your TB skin test results. A chest X-ray is required when any TB skin test is positive.

Tuberculin Skin Test or Chest X-Ray

Date TB Skin Test Given: _____ By Whom: _____

Date TB Skin Test Read: _____ By Whom: _____

Results of TB Skin Test: _____

Name, Address, and Telephone Number of Facility Performing TB Skin Test:



STATE OF TENNESSEE
 MEDICAL LABORATORY
 BOARD
 METRO CENTER COMPLEX
 SECOND FLOOR
 665 MAINSTREAM DRIVE
 NASHVILLE TN 37243

Fee: No Cost

**TRAINING PERMIT
 APPLICATION**
 Tennessee Medical Laboratory Board

Category (Check Applicable Category)

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------------------------------------|-------------------------------------|---------------------------------------|---|-------------------------------------|---|--|---|--|-----------------------------------|---------------------------------------|--|------------------|--------------|-----------|---------------|----------------|-------------|--------------|-----------------|---|--|---|--|-----------------------------------|
| <input type="checkbox"/> Technologist - General | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Hematology | <input type="checkbox"/> Microbiology | <input type="checkbox"/> Immunohematology | <input type="checkbox"/> Toxicology | <input type="checkbox"/> Technician - General | <input type="checkbox"/> Special Analyst | <input type="checkbox"/> Histocompatibility | <input type="checkbox"/> Molecular Diagnostics | <input type="checkbox"/> Cytology | <input type="checkbox"/> Cytogenetics | Other specify: _____ | <u>Last Name</u> | <u>First</u> | <u>MI</u> | <u>Maiden</u> | <u>Address</u> | <u>City</u> | <u>State</u> | <u>Zip Code</u> | <u>Sex (Optional)</u> <input type="checkbox"/> Male <input type="checkbox"/> Female | <u>Race (Optional)</u> <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Other (specify) _____ | <u>Clinical Dates of Rotation</u> _____ thru _____ | <u>Birthdate (month/day/year)</u> _____ | <u>Social Security #</u> _____ |
| Citizenship <input type="checkbox"/> U.S.A. <input type="checkbox"/> Other (specify) _____ | | | | | | | | | | | | Telephone Number Home () _____ Work() _____ | | | | | | | | | | | | | |

| | | |
|--|--------------------------------|--|
| Are you currently in good physical and mental health? | If no, explain: Explanation(s) | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

| EDUCATION INFORMATION | | | | | | |
|-----------------------|--------------------|---|--------------|----------------|----------------|--|
| Name of High School | Address of School: | Dates of Attendance | Year Awarded | Degree/Diploma | Major | |
| College/University | Address of School: | Dates of Attendance | Year Awarded | Degree/Diploma | Major | |
| Laboratory School | Address of School: | Science/Math Course Descriptions (use back if necessary): | | | Semester Hours | |
| | | Chemistry | Biology | Math | Chem | |
| | | | | | Biology | |
| Clinical Internship | Address of School: | | | | Math | |

| | | |
|--|---|----------------------------|
| Signature and Date/Medical Director | Office Use Only: Consultant approval and notes | Signature and Date/Trainee |
| Signature and Date/Teaching Supervisor | | |
| Permit Becomes Null And Void Upon Graduation Of Trainee JAG Training Permit Application (8/2014) | | |

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