

Clinical Laboratory Sciences Student Handbook

2025-2026 ACADEMIC YEAR

University of Kansas Medical Center
SCHOOL OF HEALTH PROFESSIONS | DEPARTMENT OF CLINICAL LABORATORY SCIENCES

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Accreditation Statement

The Department of Clinical Laboratory Sciences' Medical Laboratory Science (MLS) Program and Diagnostic Molecular Science (DMS) Program are accredited by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

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Rosemont, IL 60018

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Clinical Laboratory Sciences Department

School of Health Professions

University of Kansas Medical Center

Department of Clinical Laboratory Sciences Vision

The vision of the Department of Clinical Laboratory Sciences and its Academic Programs is to produce exemplary clinical laboratory science professionals qualified to provide safe and competent services to the public.

Department of Clinical Laboratory Sciences Mission

The mission of the KU Department of Clinical Laboratory Sciences is to provide undergraduate and graduate programs in a setting where qualified students can prepare themselves for careers in the clinical laboratory sciences and molecular biotechnology. An integral part of the University of Kansas Medical Center, the department subscribes to and supports the mission of the campus and institution.

The department is to be responsive to current workforce needs in the life science and health care systems, and, when appropriate, provide leadership in developing programs to meet those needs. The department strives to provide the best possible resources for the attainment of the stated mission.

MLS and DMS Program Mission

The mission of the Programs is to provide a setting where qualified students can prepare themselves for a career in the clinical laboratory sciences. The opportunities provided are to be such that students can obtain a sound education and develop the manual and intellectual skills needed for career entry into clinical and research laboratories. The program strives to develop in the student an understanding of, and an appreciation for, the patient's needs and concerns and for the needs and concerns of other members of the health care team.

University of Kansas Medical Center Mission Statement

[Link to University of Kansas Medical Center Mission](#)

School of Health Professions Vision

[Link to School of Health Professions Vision](#)

University of Kansas Medical Center Nondiscrimination Statement

[Link to Nondiscrimination, Equal Opportunity, and Affirmative Action Policy](#)

School of Health Professions Impact and Belonging

[Link to Impact and Belonging Information](#)

Program Goals

To fulfill these missions as well as meet the needs of the clinical laboratory community, the Department's programs will:

- Provide an exceptional curriculum that allows graduates to perform as competent career entry professionals.
- Promote transfer of knowledge and skills relevant to the current and evolving scope of practice.
- Promote the development of critical thinking, clinical reasoning, and creative problem-solving skills.
- Explore, cultivate, and integrate innovative educational methods in clinical laboratory science education.
- Promote the profession through innovative education and engagement.
- Promote interprofessional education and practice between medical laboratory scientists, diagnostic molecular scientists, and other healthcare professionals.
- Promote opportunities to develop communication, teamwork, and leadership skills that will enable graduates to function as integral members of the healthcare team.
- Cultivate an environment of active participation in professional organizations.
- Model professional, ethical practice, and leadership.

Code of Ethics for CLS Students

We, as students in the Department of Clinical Laboratory Sciences, will apply the following Code of Ethics to our actions toward patients, physicians, and hospital personnel in our clinical program and in our future work. This code will apply to our personal as well as professional attitudes and conduct.

As Professionals we will:

- Assume a professional manner in attire and conduct.
- Treat our fellow humans with care, dignity, and patience.
- Establish a rapport with hospital staff, supervisors, and physicians.
- Hold in confidence information relating to patients.
- Strive for increased efficiency and quality through organization.
- Be willing to accept responsibility for our own work and results.
- Strive to learn the theories of laboratory determinations.
- Establish confidence of the patient through kindness and empathy.

In Personal conduct we will:

- Achieve the highest degree of honesty and integrity.
- Maintain adaptability in action and attitude.
- Establish a sense of fraternity among fellow students.
- Strive to have a pleasant manner in the laboratory and with the patients.
- Remember that we are University as well as Clinical Laboratory Science students; therefore, we should strive to be educated individuals outside our technical field and uphold the highest standards of respect to our fellow man.

Pledge to the Profession for CLS Students

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.

- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

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

Adapted from the ASCLS Code of Ethics: <https://www.ascls.org/about-us/code-of-ethics>

The University of Kansas School of Health Professions – Organizational Structure

Dean

Abiodun Akinwuntan, PhD, MPH, MBA, MIH, FASAHP, FACRM, FAMedS

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Clinical Affiliates

Medical Laboratory Science Program

AdventHealth – Shawnee Mission; Merriam, KS

Children’s Mercy Hospital; Kansas City, MO

Heartland Regional Medical Center; St. Joseph, MO

LMH Health, Lawrence, KS

Olathe Medical Center; Olathe, KS

Quest Diagnostics; Lenexa, KS

Research Medical Center; Kansas City, MO

Stormont Vail Health; Topeka, KS

University of Kansas Health System; KS, KS

University of Kansas Health System – St. Francis Campus; Topeka, KS

Veterans Administration Medical Center; Kansas City, MO

Via Christi; Wichita, KS

Wesley Healthcare; Wichita, KS

Diagnostic Molecular Science Program

CEVA – Biomune; Lenexa, KS

Children's Mercy Hospital; Kansas City, MO

Clinical Reference Laboratory; Lenexa, KS

Eurofins – Viracor; Lenexa, KS

Johnson County Sheriff's Office Criminalistics Laboratory; Olathe, KS

Kansas City Police Crime Lab; Kansas City, MO

Midwest Transplant Network; Westwood, KS

Quest Diagnostics; Lenexa, KS

Sinochips Diagnostics; Olathe, KS

Stowers Institute for Medical Research; Kansas City, MO

University of Kansas Health System; Kansas City, KS

Technical Standards for Admission and Retention

Because a Bachelor of Science Degree in Clinical Laboratory Sciences signifies that the holder is eligible to sit for the Board of Certification examination at the medical laboratory scientist and/or molecular biologist level, and signifies that the holder is prepared for entry into the profession of clinical laboratory science, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical, research, and industrial laboratory situations and to demonstrate entry level competencies at all levels of professional practice. Therefore, the following abilities and expectations must be met by all students admitted to the program.

Essential Observational Requirements for Clinical Laboratory Sciences

The CLS student must be able to:

- Observe and perform laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
- Employ a clinical grade binocular microscope to discriminate between fine structural and color (hue, shading, and intensity) differences of microscopic specimens.

- Read and comprehend text, numbers, and graphs displayed in print and on electronic devices (computer, video, phone, etc.).

Essential Movement Requirements for Clinical Laboratory Sciences

The CLS student must be able to:

- Move freely and safely about a laboratory.
- Reach laboratory bench-tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting and standing, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Safely control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard (i.e., 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

Essential Communication Requirement for Clinical Laboratory Sciences

The CLS student must be able to:

- Read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instruction manuals).
- Follow verbal or written instructions in order to correctly and independently perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection.
- Effectively, confidently, and sensitively converse with patients regarding laboratory tests.
- Communicate with faculty members, fellow students, staff, and other health care professionals verbally, non-verbally, and in a recorded format (writing, typing, graphics, or telecommunication).
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

Essential Intellectual Requirement for Clinical Laboratory Sciences

The CLS student must:

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, problem solving, reasoning, integration, analysis, comparison, self-expression, and criticism.
- Be able to exercise sufficient judgment to recognize and correct performance deviations.

Essential Behavioral Requirements for Clinical Laboratory Sciences

The CLS student must:

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment. Demonstrate appropriate affective behaviors and mental attitudes to not jeopardize the emotional, physical, mental, and behavioral safety of patients and other individuals with whom there is interaction in the academic and clinical settings.
- Possess the mental and emotional rigor to demonstrate respect to all people, including fellow students, faculty, patients and medical personnel, without showing bias or preference on the basis of race, color, age, sex, religion or creed, national origin or ancestry, gender expression, gender identity, disability, veteran status, sexual orientation or genetic testing and screening;
- Be able to provide professional and technical services while experiencing the stresses of heavy workloads (i.e., ordering, ambivalent test interpretation), emergent demands (i.e., “stat” test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with unpleasant biological materials.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

Accommodation of Individuals with Disabilities

KU Medical Center is committed to equal opportunity for students with disabilities. All students admitted to the KU Medical Center Clinical laboratory Sciences program must be able to meet the preceding requirements and expectations with or without accommodation(s). Reasonable accommodations will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program or significantly affect the safety of patient care. Students who disclose that they have a disability are considered for the program if they are otherwise qualified.

Students with Disabilities Policy

It is the mission of the Office of Academic Accommodation Services (AAS) of the University of Kansas Medical Center (University) to provide reasonable accommodations to qualified students with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question. Pursuant to federal and state laws, all qualified students with disabilities are protected from discrimination on the basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them to enjoy equal access to academic programs, services, or activities. The University is fully committed to complying with the laws regarding equal opportunity for all qualified students with disabilities; promoting the full participation of all qualified students in all aspects of campus life; and making reasonable accommodations as are necessary and appropriate to eliminate discrimination or disadvantage on the basis of disability in its programs and activities.

Procedure for Requesting Accommodation

The University of Kansas Medical Center is committed to a culture of inclusion and equal access for students with disabilities. Any student who believes they may need an academic accommodation due to a disability should contact the Office of Academic Accommodation Services (AAS) to request reasonable accommodations. Students will be required to complete a New Application for Academic Accommodations. A member of AAS will work with you to explore your options.

For online information about academic accommodations, please visit <https://www.kumc.edu/office-of-integrity-and-compliance/ada-compliance/academic-accommodation-services.html>. Online appointments may also be made at <https://medconsult.kumc.edu>.

1040A Dykes Library

Ada-kumc@kumc.edu

(913) 945-7035

Students may also discuss their need(s) for accommodation with faculty or the school's Disability Officer.

Description of the Profession

Medical Laboratory Scientist (MLS)*

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

Medical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education.

Medical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Diagnostic Molecular Scientist (DMS)*

Diagnostic molecular scientist professionals are qualified by academic and applied science education to provide service and research in the molecular diagnosis of acquired, inherited, and infectious diseases. They have diverse and multi - level functions in the areas of analysis and clinical decision - making, information management, regulatory compliance, education, and quality assurance/performance improvement. Diagnostic molecular scientists perform, develop, evaluate, correlate, and assure accuracy and validity of laboratory testing and procedures; direct and supervise laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. They possess skills for financial, operations, marketing, and human resource management of the molecular pathology laboratory. Diagnostic molecular 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, 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. Diagnostic molecular scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnosis must be maintained.

** NAACLS Standards for Accredited Programs, The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), Adopted 2012, Revised 9/2013, 1/2014, 4/2014, 10/2014, 11/2014, 10/2015, 4/2016, 6/2016, 11/2016, 11/2017, 5/2018, 11/2018, 5/2019, 10/2019, 5/2020, 11/2020, 5/2021, 10/2021, 06/2022, 10/2022, 04/2023, 09/2023, 05/2024.*

Educational Goals of the Program

The Goal of the programs in Clinical Laboratory Sciences is to provide graduates with lecture, student laboratory and applied educational experiences such that they can develop the competencies needed at career entry.

Career Entry Competencies

Medical Laboratory Scientist*

At career entry, the Medical Laboratory Scientist will be able to demonstrate entry level competencies such as:

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

Diagnostic Molecular Scientist*

At career entry-level, the diagnostic molecular scientist will have the following professional competencies. They will have the ability to:

- Demonstrate professional and ethical behavior along with effective interpersonal communication skills when engaging with various stakeholders.
- Establish effective interprofessional working relationships with other health care professionals, demonstrating comprehension of and respect for their roles and patient welfare.
- Recognize and appreciate the importance of engaging with an inclusive workforce through collaboration.
- Value and advocate for a workplace environment that fosters inclusivity, diversity, equity, and accessibility.
- Comply with government regulations and accreditation standards relevant to the respective discipline.
- Adhere to prescribed protocols for overall laboratory safety, biohazard containment, and waste disposal.
- Implement quality assurance principles to ensure the validity and accuracy of laboratory generated data.

- Acknowledge and respond to individual requirements for continuing education and development to foster growth and maintain professional competence.
- Provide instruction to users of laboratory services regarding appropriate procedures, test utilization and interpretation.
- Evaluate clinical research studies and data sets to assess applicability and validity.
- Employ a logical and systematic problem-solving approach when identifying errors and/or technical issues with laboratory procedures and instrumentation.
- Apply principles of data security to safeguard laboratory and hospital information systems.
- Apply principles of quality assurance to ensure validity and accuracy of laboratory data.
- Recognize principles and practices of laboratory management as applied to clinical laboratory science.
- Evaluate specimen collection, processing, and storage procedures in accordance with standard operating procedures.
- Ensure specimen integrity is maintained throughout the sample procurement process.
- Adhere to written policies, processes, and procedures for analytical testing, analysis, and instrumentation maintenance.
- Evaluate and provide rationale for troubleshooting protocols in analytical testing when appropriate.
- Perform routine procedures in accordance with standard operating procedures.
- Apply quality control principles to analytical testing procedures, including instrument calibration, statistical analyses of control results, Westgard rules, and verification of reference ranges.
- Perform basic calculations, dilutions, and statistical analyses for procedures and analytical testing in the respective discipline.
- Apply theoretical principles of instrumentation to current methods of analysis.
- Perform all post-analytical procedures in accordance with quality assurance protocols and regulatory standards.
- Evaluate results for accuracy relative to quality control, patient history, specimen integrity, and overall clinical correlation.
- Report test results, including abnormal, STAT, and critical values, in accordance with the laboratory's standard operating procedures.

** NAACLS Standards for Accredited Programs, The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), Adopted 2012, Revised 9/2013, 1/2014, 4/2014, 10/2014,*

11/2014, 10/2015, 4/2016, 6/2016, 11/2016, 11/2017, 5/2018, 11/2018, 5/2019, 10/2019, 5/2020, 11/2020, 5/2021, 10/2021, 06/2022, 10/2022, 04/2023, 09/2023, 05/2024.

Program Affective Objectives

Following appropriate instruction, students in the programs offered by Clinical Laboratory Sciences are expected to:

1. Adhere to all laboratory safety regulations.
2. Adhere to all pre-analytical, analytical, and post-analytical laboratory policies, procedures, and practices.
3. Actively participate in the student laboratory assignments, clinical rotations, and lecture discussions.
4. Maintain a clean, orderly work area in student laboratories and clinical rotations without being asked.
5. Demonstrate proper care and use of laboratory equipment, as evidenced by proper operation, storage, and care of equipment.
6. Attend assigned lectures, student laboratories, and clinical rotations with punctuality.
7. Notify the instructor and the CLS office prior to an absence or late arrival to scheduled student lecture, laboratory, or clinical rotation. (Also notify clinical sites during clinical rotations.)
8. Comply with the stated dress code for the program and the clinical sites.
9. Demonstrate personal and professional integrity by abiding by the Code of Ethics previously stated in this handbook. Also refer to the KUMC Student Handbook specifically regarding the policies on sexual and other forms of harassment.
10. Demonstrate professional communication skills, as evidenced by appropriate interaction with faculty, other students, other health care professionals, and patients.
11. Accept instruction and constructive criticism maturely.
12. Demonstrate preparedness for student laboratories and clinical rotations by reading assigned materials ahead of time and completing the tasks with little need for additional instructions.

Program Psychomotor Objectives

Following appropriate instruction, students in the programs offered by Clinical Laboratory Sciences are expected to demonstrate the skills listed below.

Specimen Collection and Processing

1. Determine the type and amount of sample needed for an assay.
2. Recognize appropriate versus inappropriate procedures for specimen collection and be able to establish appropriate procedures for specimen collection.
3. Perform venous or capillary punctures to obtain a blood specimen.
4. Instruct patients on fasting requirements.
5. Instruct patients on proper collection of timed urine samples.
6. Appropriately accept or reject a specimen for testing and appropriately handle and store the specimen between collection and analysis.
7. Demonstrate proper handling of infectious material.

Initiation and Maintenance of Quality Assurance Procedures

1. Prepare and store reagents in a proper manner.
2. Prepare and analyze control materials, evaluate the results, and maintain records of reagent quality control (QC).
3. Discuss how QC is monitored, recorded, and evaluated and take appropriate action to correct situations when control results do not meet specifications; documenting all such actions.
4. Using appropriate references, evaluate and select appropriate control materials for specific tests and write a protocol to establish a quality control program.
5. Purchase quality control materials.
6. Recognize sources of random errors in testing.

Instrument Utilization and Evaluation

1. Recognize proper instrument function.
2. Calibrate and standardize instruments.
3. Maintain inventory of replaceable parts for the instruments.
4. Establish and perform preventative maintenance procedures.
5. Establish an instrument performance monitoring system and recognize simple instrument malfunction.
6. Contribute comments and opinions when a new instrument, technique, or procedure is being evaluated for introduction into the laboratory.

Test Performance and Interpretation

1. Organize samples and perform procedures in all clinical areas as indicated by course and practicum objectives.
2. Convert raw data into appropriate units.
3. Recognize normal and abnormal test results.
4. Suggest alternate or additional tests if abnormal results are obtained.
5. Recognize results as being consistent or inconsistent with usual patterns.
6. Recognize when test results should be investigated.
7. Recall the clinical significance of abnormal test results and recognize when this test is contradicted by results in other clinical laboratory areas.
8. Order work lists from the computer.
9. Report and verify all results either manually or using appropriate computer programs.

Note: Any duties performed by the students at the clinical site are under the supervision of an employee of the site and the employee is responsible for final verification of the data and releasing it to the LIS (laboratory information system).

Professionalism

1. Recognize appropriate professional conduct and practice such conduct when dealing with patients, physicians, and other health care professionals.
2. Recognize the need to and practice the regular reading of journal articles.
3. Attend professional meetings, continuing education programs and seminars, and encourage others to attend also.
4. Maintain professional memberships and actively recruit new members.
5. Demonstrate knowledge of management and education theory and realize that application of this theory increases with work experience.

Academic and Grievance Policies

The sixty-six (66) hours of credit offered in the Clinical Laboratory Sciences Program at the University of Kansas Medical Center provide an opportunity for the student to acquire competence of a high standard in laboratory practice. The clinical laboratory science student must develop psychomotor and problem-solving skills. The courses demand time, effort, high standards of accuracy, and precision, all to be accomplished in a prescribed period.

The basis for evaluation of student performance in each course will be included in the course syllabus and provided to the student at the beginning of the course.

The Clinical Laboratory Sciences student is required to take a comprehensive examination over all professional coursework in CLS 650 Clinical Laboratory Science Review (Clinical Concentration) and/or CLS 655 Molecular Biotechnology Review (Molecular Biotechnology Concentration). The examination is given after the completion of all other CLS courses for the respective Concentration. The examination is similar to a national certifying examination both in content and number of questions per subject. A grade of 60% on the comprehensive exam is required for successful completion of the course of study.

Post-graduation assessment of competency is measured by a national certifying examination. Successful completion of the exam is recommended for employment and to assure the patient and health care providers the highest quality of laboratory service. Passing the certifying exam is not required for graduation from the program or degree award.

The rules and regulations of the School of Health Professions of the University of Kansas pertaining to academic policies, grade, tests, examinations and final examinations are published in the [SHP Student Handbook](#). It is the student's responsibility to read these policies as well as the policies for the Clinical Laboratory Sciences department. Specific academic standards for students in the Clinical Laboratory Sciences department follow below. Read "[The Grading System](#)" for the University of Kansas policy on Incompletes.

Academic Standards

Students in good standing will achieve the following during both years of the professional programs:

1. Maintain a minimum cumulative grade point average (GPA) of 2.30 in all CLS courses. Failure to maintain this academic standard will result in academic probation.
2. Earn a minimum grade of "C" or better in all courses.

Students will be notified in writing when they have failed to maintain the above Academic Standards.

Policy on Immunology and Biochemistry

If Immunology and Biochemistry are not completed prior to starting the program, CLS 538 Immunology and CLS 600 Biochemistry must be passed in the first semester of the program with a grade of "C" or above. This requirement has been set because these two

courses consist of core knowledge that is required for success in the remaining CLS courses. If this requirement is not met, the student will not be allowed to continue in the program and will be suspended until both classes have been successfully completed. If this requirement is not met, these courses must be successfully completed (either by retaking the failed course or completing an acceptable equivalent course) within one (1) calendar year. Failure to earn a grade of “C” or better on the retake will result in dismissal from the program. Following successful completion of the course the student will be readmitted to the program (most likely Spring semester the year following successful completion of the failed course). It is possible that the student may be on probation when readmitted to the program. If on probation at the time of readmission, the student would have to achieve a program cumulative GPA of at least 2.30 by the end of that semester in order to remain in the program.

Policy on all other CLS Courses

CLS Courses (except CLS 538 and CLS 600, see above) for which the student receives a “D” or “F” must be repeated the next semester in which the course is scheduled, provided the cumulative GPA in the professional program is at least 2.30. The student will not be allowed to take the next course in the content series. For example, CLS 546 cannot be taken after obtaining a grade of “D” or “F” in CLS 536 until CLS 536 has been repeated with a grade of “C” or better. There is one exception to this policy: a student who receives a “D” or “F” in CLS 532 or CLS 533 can advance to CLS 542 or CLS 543. Students can repeat a course only one (1) time and must achieve a grade of “C” or better on the second try or they will be dismissed from the program. If a course must be repeated, both attempts are included in GPA calculations.

A student cannot begin clinical practicums until all lecture and laboratory courses have been successfully completed.

Practical Exam Minimum Requirement

For laboratory courses in which practical exams are offered, a minimum average of 70% is required on the practical exams to earn a passing grade in the course (i.e., C or higher). If the practical exam average is less than 70%, the maximum grade for the course will be a “D” and the entire laboratory course must be repeated the next time it is offered.

Probation

A student will be allowed to enroll on a probationary status for one semester only. Good standing will be achieved by attaining a cumulative grade point average of 2.30 or above in the Clinical Laboratory Sciences coursework upon completion of the probationary

semester. A student not meeting academic requirements for two semesters (including summer session) are subject to dismissal. If a student who was on probation returns to regular status, a second probation will result in dismissal.

Students being placed on probation will be notified in writing.

Grounds for Dismissal Due to Academic Performance

Students will be dismissed from the program(s) due to academic performance if one or both of the following occur.

1. Failure to maintain a cumulative program GPA of at least 2.30 for more than one semester.
2. Earning two (2) grades less than a “C” in the same course.

Academic Accountability Procedure

Part A

A student who scores 70% or less on any exam must meet with the instructor to identify academic obstacles that may interfere with their success.

The student must schedule an appointment with a learning specialist in the Counseling and Educational Support Services office in Dykes Library, if available, to address their academic challenges and develop an action plan to improve their performance.

NOTE: These two actions, if available, are required for the student to be eligible for the Intervention/Remediation Process outlined in Part B of this policy Statement.

Part B

Intervention/Remediation (I/R) Process

Initiated when students receive a course grade lower than “C” in any CLS lecture course. Laboratory courses and clinical practicum courses cannot be remediated. For CLS lecture courses, the following remediation procedures apply:

1. Faculty will assign an Incomplete for the course at the end of the semester.
2. The Program Director will communicate with the student regarding the Intervention/Remediation process and plan.
3. The student will spend the interval between semesters independently studying the course material for which they did not receive an acceptable grade (i.e., “C” or better).

4. No later than three (3) working days before the start of the next semester the student will take a multiple-choice comprehensive exam and score at least 70% to pass the test. The maximum grade the student will then receive for the course will be a "C." The number of questions on the exam will be a function of the number of credit hours for the course (35 questions for each credit hour). Upon successful passage of a remediation exam, the Incomplete will be replaced with a C regardless of the remediation exam score.
5. If the student fails to successfully pass the remediation exam, the student will retain the grade originally earned for the course (e.g., "D" or "F"). If this is the first "D" or "F" earned in the course, the student must then retake the course the next time it is offered. If a course is repeated and a grade of less than "C" is earned, that course cannot be remediated a second time, and the student will be dismissed from the program.
6. Students cannot begin any clinical practicums until all lecture and laboratory classes are successfully completed.

Comprehensive Examination Policies

The Clinical Laboratory Sciences student is required to take a comprehensive examination over all professional coursework in CLS 650 Clinical Laboratory Science Review or CLS 655 Molecular Biotechnology Review. The examination is given after the completion of all other CLS courses, including practicum courses.

The Clinical Laboratory Science student must earn a minimum score of 60 percent on the comprehensive exam to graduate from the program. If a student does not achieve an overall score of 60% or greater, the student is required to take a repeat exam within 96 hours. The repeat exam will include only the content areas for which the student achieved a subject score of less than 60%. If required to take a repeat exam, a student must receive at least an overall 60% average (including the passed content areas from the prior attempt) to pass the comprehensive exam. Failed sections of the comprehensive exam can be retaken only one time. The highest grade that can be earned by someone who must take a repeat exam is a "C". Failure to achieve a passing score on the comprehensive exam will result in dismissal from the program.

Academic Misconduct

As cited in the SHP Student Handbook, academic misconduct includes, but is not limited to:

- Giving, receiving, or utilizing unauthorized aid on examinations, assignments, preparation of notebooks, themes, reports, projects, and/or other assignments or undertakings.
- Misrepresenting the source of academic work.
- Plagiarism.
- Copying from a textbook or class notes during a closed book exam.
- Taking a test or writing a paper for another student.
- Securing or supplying in advance a copy of an exam without the knowledge and consent of the instructor.
- Using non-approved technology during an exam.
- Falsifying clinical hours or student data
- During clinical education, engaging in any unprofessional behavior, inappropriate acts or omissions which place the patient in jeopardy.
- During clinical education, concealing and not reporting any illegal, unethical, fraudulent, or incompetent acts of others.
- During clinical education, committing any breach or violation of the confidence of a person being served.
- Committing unethical practices in conducting and/or reporting research.

Failure to abide by regulations or acts of academic misconduct may result in admonition, warning, or censure and, in addition, may subject the student to reduction of grade, disciplinary probation, suspension, or expulsion in accordance with School of Health Professions policies.

Electronic Devices Policy

Examination policies

- Students will be required to use the calculators provided by the program during examinations. A mobile phone, smart watch, or similar device cannot be used as a calculator.
- Any electronic device that is capable of recording, copying, imaging, playing back, or recovering data are to be turned off and out of sight during examinations. Electronic devices used inappropriately for the purposes of cheating or academic dishonesty will cause the student to be penalized appropriately under the Academic Misconduct policy of the School of Health Professions.
- In addition, students will be required to place phones, smart watches, backpacks, or other totes in the front of the classroom, remove hats and/or bulky clothes, and have their drink containers checked before examinations.

Laboratory Courses

- Because of the risk of contamination with biological materials, all personal electronic devices must be left in your locker or placed in a lock box during laboratory classes unless the instructor indicates otherwise. The instructor may give a student permission to keep his or her mobile phone turned on, but set outside the lab, if extenuating circumstances exist where it is necessary for a student to be contacted by an outside party.

Lecture Courses

- Personal computers/tablets/etc. may be restricted during certain class activities.

Plagiarism

The Dykes Library page on “Plagiarism” states that plagiarism involves one or all the following:

- Using other people’s text or ideas in writing without citation of the original source
- Submitting a paper written by someone else, either downloaded on-line or from a friend who took the same class.
- Paraphrasing sources with an inadequate citation
- Failing to provide a citation when information is not common knowledge.

Students must be aware that plagiarism is a very serious form of academic misconduct that can result in immediate dismissal from the program. Students should familiarize themselves with the various forms of plagiarism by visiting sites such as:

- [Plagiarism Website](#)
- [KU Med Library guide to Plagiarism](#)

Non-Academic Misconduct

Students and student organizations are expected to conduct themselves as responsible and professional members of the university community. Nonacademic misconduct includes any violation of the university policy on prevention of alcohol abuse and drug use on campus and in the workplace as well as any other published University policies applicable to School of Health Professions students.

While on University premises or at university-sponsored or supervised events, students and organizations are subject to disciplinary action for violations of published policies,

rules, and regulations of the university and Kansas Board of Regents, and for the following offenses:

1. Failure to comply with CLS Program Affective Objectives stated previously in this handbook.
2. Offenses Against Persons that include, but are not limited to, when a student:
 - Threatens the physical health of another person; places another person in serious bodily harm; uses physical force in a manner that endangers the health, welfare, or safety of another person; or willfully, maliciously, and repeatedly follows or attempts to make unwanted contact with another person (students, patients, visitors, faculty, staff, co-workers).
 - Exhibits inappropriate sexual behaviors with students, patients, visitors, faculty, staff, or co-workers.
 - Possesses or carries any firearm, weapon, or explosive on University premises.
 - Falsely reports a bomb, fire, or other emergencies.
 - Is convicted of a misdemeanor or felony involving crimes against persons (e.g., assault, battery, physical or sexual abuse). *
 - Is convicted of a misdemeanor or felony related to moral turpitude (e.g., prostitution, public lewdness/exposure, etc.). *

*In this context, “conviction” is intended and understood to include pleas of guilty, pleas of nolo contendere, and diversion agreements.

3. Offenses Against Property that include, but are not limited to, when a student:
 - Knowingly and without proper consent or authorization has in their possession the property of another person, the University, or any clinical site.
 - Knowingly and without proper consent or authorization removes, uses, misappropriates, or sells the property of another person, the University, or any clinical site.
 - Willfully or maliciously damages or destroys property owned or in the possession of another person, the university, or any clinical site.
 - Obtains the property of another person by misrepresentation or fraudulent means.
 - Misuses, damages, or alters any firefighting or other safety equipment.
 - Enters the facilities of, or uses the property of another person, the University, or any clinical site without proper consent or authorization.
 - Knowingly, and without proper payment, uses the services of the University or any clinical site that require payment of a charge.

4. Offenses Against the Orderly Process of The University may be committed, but are not limited to, when a student:
 - Intentionally causes or attempts to cause a substantial disruption or obstruction of classroom or clinical teaching, research, administration, disciplinary proceedings, other University learning activities, or other authorized, permitted, or constitutionally protected activities on University premises, including employment, recruitment, and public service functions.
 - Knowingly furnishes false information to the University, faculty, or staff; or a student, applicant, or former student forges, alters, misrepresents, or misuses University documents, records, or instruments of identification.
 - Misuses computing resources in violation of university policy

5. Offenses by a Student Organization or Campus Organization
 - Organizations may be held responsible for conduct in accordance with guidelines applicable to individual students. Organizations may be held responsible for their conduct determined to be a recognized group activity regardless of location (on or off University premises) or University supervision or sponsorship. Organizations may be sanctioned in a manner suitable to circumstances, similar to those outlined for individual students.

6. Other offenses include, but are not limited to, when a student:
 - Is convicted of a misdemeanor or felony for the sale, possession, distribution, or transfer of narcotics or controlled substances. *
 - Is impaired or under the influence of alcohol or other drugs while in clinical settings or on University premises.
 - Displays unprofessional dress.
 - Misses a clinical experience without notice and a valid reason or leaves a clinical experience without notice and a valid reason.
 - Uses University broadcast email for personal purposes (e.g., to sell a personal item or promote a non-KUMC event. (Per the University of Kansas Medical Center Operational Protocol: Email)
 - Commits any other acts or omissions which, if the student were a credentialed practitioner, could result in discipline by the credentialing agency.

*In this context, “conviction” is intended and understood to include pleas of guilty, pleas of nolo contendere, and diversion agreements.

Actions Related to Academic and Non-Academic Misconduct

If, following the program policies and procedures regarding due process, a student is found to have violated regulations or to have engaged in academic or nonacademic misconduct, the student may receive admonition, warning or censure and/or be subject to reduction of grade, academic or disciplinary probation, suspension, or dismissal.

Sanctions for academic misconduct or non-academic misconduct should be determined and imposed to maintain the integrity of the academic program and the rights of all individuals; maintain the mission of the University and its intellectual environment and to assist in the education of the student responsible for the academic or non-academic misconduct.

Types of sanctions include:

1. Warning: A formal written warning for the student's acknowledgment and signature; the signed warning to be placed in the student's department or program record.
2. Probation: Probationary status imposed with or without restrictions for a definite period of time not to exceed one calendar year. A student is subject to suspension or dismissal if involved in any academic or non-academic misconduct, including violations of the terms of the probation, while on probation.
3. Suspension: Involuntary separation of the student from the university for a definite period of time after which the student is eligible to return. The student is subject to immediate dismissal if involved in any subsequent act of misconduct after the suspension has been imposed and/or lifted.
4. Dismissal: Involuntary separation of the student from the University.

The Program Director shall obtain an acknowledgement for the student's file that verifies that the student has been informed of these regulations and conditions. The statement shall be signed and dated.

Guidelines for Circumstances of Academic or Non-Academic Misconduct

Each department defines the expectations of that department's students through the components of its written policies and the written statements of academic and non-academic misconduct. The department monitors each student's performance relative to these expectations.

Should students jeopardize their status in the department by not performing at the level expected and defined by the department, the student will be notified in writing that their student status is in jeopardy. This notification will take place within seven (7) working days from the time the department first becomes aware of the circumstances. This official written notification shall include the following information:

- The reason the student is being so notified.
- The potential consequences of the circumstances.
- The timeframe in which the student may attempt to rectify the situation.
- The steps necessary to rectify the situation.
- The consequences of the successful or unsuccessful attempt to resolve the matter in the specified timeframe.

Grievance Procedure

Clinical Laboratory Sciences Department

If the student has, or anticipates, a problem relating to status in the program, the student should consult the student's advisor.

1. If the problem is of a general nature and is serious, the student (and the student's advisor, if appropriate) should meet with the Program Director.

If the problem is with an individual faculty member, the student should communicate with the faculty member involved and together they should try to solve the problem.

1. If the problem is not resolved within a week, the student, the student's advisor, the involved faculty member, and the Program Director shall meet within the next week and work to resolution. (Note: at the discretion of the department, an extension may be granted. Documentation of this arrangement must be attached to the original notifications). It is within the discretion of the Program Director to talk to the student, the student's advisor, and the faculty member (alone or in a group) to reach a resolution before the scheduled meeting.
2. At the time of the scheduled meeting within the second week, the student and the involved faculty member shall provide written documentation setting out problems and providing factual information in support of statements.
3. If more time is needed, all parties may meet again at a specified date within a week.
4. If all parties agree to a resolution the decision will be binding, and settlement will be without prejudice.
5. If the problem cannot be resolved among the parties, the Program Director will decide the issue.

6. If the student or faculty member is dissatisfied with the resolution, either may seek the involvement of the Dean of the School of Health Professions.

Note: It is the School of Health Professions policy that grievance procedures for grade disputes do not proceed beyond the department level.

School of Health Professions

The grievance procedure may not be used as an appeal for a grade. Grades should be appealed at the department or program level. Appeals from the decision of a department or program regarding matters of academic or non-academic misconduct can be appealed to the School of Health Professions.

Appeals procedures apply to situations in which the student wishes to appeal a proposed suspension or dismissal due to alleged misconduct. Procedures may only be pursued after all departmental procedures have been exhausted.

Proposals to suspend or dismiss a student for misconduct shall be sent from the department chair or program director, in writing, to the dean of the School of Health Professions, the vice chancellor for academic affairs, and to the student. The letter shall specifically recite those facts and circumstances relied upon by the program for recommending the proposed discipline. To access the SHP appeals procedure, the student must file, in writing, a Notice of Appeal to the dean of the School of Health Professions within two (2) weeks of the date of the chair's or program director's recommendation of discipline.

Please refer to the [SHP Student Handbook](#) for school-level performance and appeals processes.

English Language Requirements for Degree Program

These requirements must be met prior to beginning the Professional Program. Official documentation of scores must be provided to the admissions committee.

All students must satisfy at least one of the following requirements.

- Be a natural born citizen of a country where English is the native language, e.g., United States, Great Britain, Australia, New Zealand, or English-speaking provinces in Canada.
- Earned a baccalaureate degree or higher from an institution in one of the countries listed above.

- Successfully passed (within the last two years) the academic format of the International English Language Testing System (IELTS).
 - Minimum requirements: overall band score of 7.5 and no part score lower than 7.0.
- Successfully passed (within the last two years) the Internet Based TOEFL.
 - Minimum requirements: at least 23 or higher on the Reading and Listening Sections; a score of 5.0 or 23 or higher on the Writing Section; a score of 26 or higher on the Speaking Section.
- Successfully passed (within the last two years) the Paper-based TOEFL.
 - Minimum requirements: at least 57 on each section with a 5.0 or higher on the Test of Written English.
- Earned a minimum score of 50 or the TSE (Test of Spoken English) exam or a minimum of 50 on the Speak Test (available at the AEC, Lawrence campus).

Credit by Examination and Waived Courses

Credit by examination for CLS Program courses is not available.

CLS 520 Phlebotomy may be waived if a student:

- Currently works, or has worked, as a phlebotomist and has their supervisor complete the attestation form; or
- Holds an ASCP PBT certificate.

Phlebotomy Requirements

Students will not be excused from phlebotomy practice for disabilities or health reasons. Their participation in phlebotomy practice may be modified to fit their disability. Each student request will be handled on an individual case basis. If the student is restricted for health reasons by the KUMC student health physician, the student will complete a comparable project that has been approved by the Curriculum Committee.

Student Exposure Protocol

KU Medical's procedures for students who are injured or exposed (mucous membranes or open skin) to blood, body fluids or other infectious material via needle stick or splash can be found at [this site](#).

Students, if injured or exposed (on mucous membranes or open skin) to blood, body fluids, or other infectious material via needle stick or splash while performing duties at an Outside Facility should:

- Follow procedures consistent with the institution and report to nearest emergency room, if applicable.
- Call Student Health (913-588-1941), leave a message regarding the incident (student name, date, and time), and fill out Student Incident Form.
- A student health representative will work with the outside agency to assess risk factors and plan follow-up care.

Program Policies

Informed Consent

Clinical laboratory professionals are 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. As part of the educational process to become qualified to perform the full range of clinical laboratory tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, immunology, coagulation, molecular, and other emerging diagnostics, students will be exposed to blood, blood products and body fluids of others. Additionally, blood may be collected from students for use in the performance of laboratory tests. Students may give consent for their blood samples to be used by the University of Kansas Hospital Clinical Laboratory for normal range determinations. Information regarding universal precautions is included in the program curriculum. The program will make every attempt not to use infectious specimens as part of the educational process.

Attendance

Students in the Clinical Laboratory Science programs should become thoroughly knowledgeable with each course and professional criterion in preparing for a career in the clinical laboratory sciences.

Class attendance is required because the complex material presented is essential for the development of the student in the professional program. Lab and practicum assignments require actual performance of procedures and/or application of principles. The manner or method of performance needs reinforcement. All assignments and course objectives must be completed to the satisfaction of the instructor.

Tardiness

- The student should adhere to the time set by the Department for class attendance. More than 15 minutes late shall constitute an absence.
- If the student realizes that they may be tardy to lecture, lab, or practicum site they should attempt to inform the instructor before class begins by phone call (leaving a message if no answer), email, or by contacting the department's Administrative Assistant. This notification may prevent the tardiness being recorded as an unexcused absence. If the student is unable to notify the instructor before class begins, they should inform the instructor at the end of the class period, giving the reason for the tardiness.

Absence

If a student must be absent for three days or less because of extenuating circumstances, they must notify the Instructor and the CLS department prior to the time the class(es) are scheduled to begin. If a student must be absent for greater than three days, they must submit a petition to the clinical Laboratory Science Program Director prior to the date the leave would commence. In addition, prior to starting the leave, the student must have received written approval from the program director and all faculty affected by the student's absence. After approval of the leave, the faculty and student will arrange a mutually agreeable schedule for the student to complete the material missed due to the absence. This could include weekends and/or student vacation times.

Provision for make-up is at the discretion of the instructor. Appeals for special consideration may be addressed to the instructor involved and, if the appeal is not resolved, to the Program Director.

If a student must be absent for three (3) consecutive days due to an illness or injury they must submit to the Clinical Laboratory Sciences Program Director a resume slip from Family Practice or a private physician before attending classes.

A student having excessive absences may be withdrawn from the course by the Dean and assigned a grade of "F." In the Clinical Laboratory Sciences department excessive absence is defined as absence in excess of the number of credit hours in the course. Faculty members will file a report with the Program Director whenever a student has been absent without explanation for a consecutive number of days greater than the number of credit hours in the course. The Program Director will bring this continued absence to the attention of the KUMC Registrar's Office. The presumption will be that the student has withdrawn from the course.

Lectures

Students are expected to attend all lectures sessions; in the event of serious illness or family emergency, they must inform the instructor before class begins by phone call (leaving a message if no answer), email, or by contacting the department's Administrative Assistant. Five percent (5%) may be deducted from the final grade each time absences are equal to the number of credit hours for that class. For example, CLS 540 is 2 credits; if two (2) classes are missed a 5% deduction will occur, if four (4) classes are missed a 10% reduction will occur. As stated in the Student Handbook, being more than 15 minutes late will be considered an absence. Generally, there are no make-ups for quizzes or exams. Should a quiz or exam be missed, a separate exam may be allowed. At the discretion of the instructor, proper documentation for the absence may be required. The instructor will determine if the exam can be taken, (meaning the cause for absence is acceptable) and which proper documentation is required. This will be dependent upon the cause for the absence. The exam will be scheduled at the convenience of the instructor. Excused absences will only be granted when a student follows policy and are given at the discretion of the instructor.

Student Labs

Students are expected to attend all student lab sessions; in the event of serious illness or family emergency, they must inform the instructor before class begins by phone call (leaving a message if no answer), email, or by contacting the department's Administrative Assistant. Upon returning to class, it is the student's responsibility to contact the faculty member to determine if that lab can be made-up (not all labs can be made up). In most courses, material covered in early lab sessions teach principles needed by the student in later labs, but many labs are impossible to repeat.

Practicum Rotations

Students are expected to attend all practicum sessions. If you are ill and cannot attend a day during practicum rotations, you must:

1. Call the practicum rotation site first thing in the morning to let them know you will not be present, and
2. Email the CLS instructor for that practicum.

This notification is important since your practicum site will have specific activities planned for you. Students should remember that off-site experiences are part of the practicum rotations. The student must be there. In the practicum rotations, the maximum number of excused absences (illness or family emergency) permitted in a class is equal to the number of credit hours for that class (e.g., CLS 643 is 3 credits so there are no more than 3

excused absences permitted). Any number of absences (whether due to illness or not) greater than the number of credit hours is expected to be made up on weekends, breaks or staying at the end of the school year for the additional time. Failure to make up time will result in a grade reduction of 5% for every day not made up. No excused absences will be allowed on practicum rotations of less than 10 days; this includes absences occurring during off-campus rotations. No employment interviews should be scheduled during these rotations.

Spring Break and ASCLS-KS Meeting

Spring Break

- CLS3 (First Year) Students: Spring break for CLS3 students follows the published spring break schedule for the University.
- CLS4 (Second Year) Students: Due to the clinical practicum rotation schedule, CLS4 students do not receive Spring Break.

ASCLS-Kansas Annual Meeting

This professional meeting occurs during the spring semester at a date determined by the ASCLS-Kansas. The department strongly encourages all CLS4 students to attend this meeting while enrolled in the program. Students will be responsible for the cost of attending the meeting, including registration and travel. CLS4 students are excused from their clinical practicum site to attend the meeting. Students not attending the meeting are to report to their clinical practicum site as regularly scheduled.

Leave of Absence

A student desiring to interrupt the professional curriculum with maternity/medical leave may submit an application for a Leave of Absence to the Program Director. A leave of absence shall not exceed 12 months in length. The student may resume the program the next semester in which courses are scheduled, provided that the student meets the course prerequisites. Visit the [Change Enrollment webpage](#) for more information about the University leave of absence policy.

A student desiring to interrupt the professional curriculum for any reason other than maternity/medical, may submit a petition to the Program Director.

Note:

- Individual course requirements regarding attendance may be more restrictive.

- Refer to the [SHP Student Handbook](#) for policies specific to the school. It is the student's responsibility to review the School of Health Professions policies.

JayDoc and Interprofessional Education Activities

Changes in the organization and delivery of health services are happening nationwide. Increased team-based care and communication practices are central to the effective delivery of patient-centered care in an environment of expanding access. These changes impact every aspect of the health care system, including the clinical laboratory. Therefore, as part of the KUMC campus-wide initiative to prepare health care practitioners who can deliver care as members of a collaborative team, the Department requires Clinical Laboratory Science students to participate in various interprofessional activities. These required activities include three campus-wide interprofessional education (IPE) events. Campus-wide IPE events occur during weekdays. The specific dates for these events will be announced as soon as the dates are set.

ALL CLS students are highly encouraged to participate in the staffing of the laboratory in the student-run JayDoc clinic for the duration of the program. The [JayDoc clinic](#) operates in the evening (6PM-10PM), Monday through Wednesday, throughout the year. The CLS student JayDoc Coordinators facilitate CLS student staffing of the clinic's laboratory.

Student Lockers

Lockers for student use are in the CLS department hallway, or elsewhere on the KUMC campus as required. Students may have to share a locker with another student. The policy regarding use of the lockers located inside the CLS Department is as follows:

1. Two students may be assigned to each locker. Each student will have a key.
2. If the key is lost, the student must pay the department \$10.00 for a key replacement.
3. All keys must be returned to the CLS office according to the following schedule:
 - CLS3 students – keep the key the whole year.
 - CLS4 students:
 - Clinical concentration students turn in their key prior to starting clinical rotations unless performing rotations at TUKHS (in which case, the key is turned in at the end of rotations).
 - Molecular concentration students turn in their key at end of clinical rotations.
 - Students completing both concentrations turn in their key prior to starting rotations associated with the second concentration (unless performed at TUKHS, see above).

4. No liquids that aren't in sealed containers.
5. No food or liquids are to be left in the lockers overnight.
6. No decorating the outside of the lockers.
7. Nothing should be placed on top of the lockers (fire marshal policies).
8. Students are responsible for always keeping their locker clean.

Housing during Practicum Rotations

There are multiple clinical affiliates where students complete their practicum rotations. Students need to be aware that they may be assigned to clinical rotation sites outside of the Kansas City Metropolitan area. Students are responsible for their own housing and meals during the clinical rotation semester no matter the location of the clinical rotation. Students need to consider this possibility when making their housing arrangements during the final year of the program. Students may want to obtain a lease that can be terminated or extended without penalty in the semester preceding the clinical rotation.

Grooming and Dress Standards

Students are expected to maintain cleanliness and dress standards that contribute to an image of professionalism and respect on our campus and in our community. Students will not be allowed to wear any clothing imprinted with objectionable language or offensive imagery. Visible tattoos must not be offensive, vulgar, profane, or intimidating, and must not violate the University's anti-discrimination or harassment policy.

In our student laboratory students will be expected to meet additional dress and grooming standards for the purposes of safety this may include but is not limited to:

- Fingernails should be clean, well-groomed, and of a reasonable length.
 - o According to the Association for Professionals in Infection Control (APIC), artificial nails or extenders have been found to harbor pathogenic organisms and have been implicated in the transmission of organisms to patients.
 - o In keeping with APIC standards, students may not wear fingernails more than ¼ inch long, chipped nail polish, nail jewelry or artificial fingernails of any kind, including but not limited to tips, overlay wraps, extenders, and press-on nails. Gel and shellac nails are also prohibited.
- Hairstyles as well as mustaches and beards should be clean, neatly groomed, and moderate length; long hair must be tied back away from the face.
- Navy solid-colored scrub pants and navy solid-colored scrub tops are to be worn in the student labs and in clinical settings (including practicum).
- Shoes with open-toes or heels are prohibited.

- Laboratory coats are worn over scrubs during student labs and during other designated activities. Lab coats are provided for student use.
- No baseball caps or other non-religious headwear.

The preceding standards are not all inclusive. The Program Director(s) and each instructor has the option to implement specific additional guidelines within the framework of this policy. If there is a question as to the appropriateness of a particular item, it should not be worn without consulting your instructor. A student may be asked to return home to change clothing on their own time. Failure to follow standards may result in disciplinary action.

Some clinical sites may have more stringent requirements than the CLS Department. When performing practicum rotations, students are expected to conform to the grooming and dress requirements of the supervisory setting.

Health

All students at KUMC are required to maintain health insurance coverage throughout their enrollment. The Kansas State Employees Health Care Commission endorses a policy for students at Kansas Regent Institutions. The plan is underwritten by United HealthCare Insurance Company and is better known as the Student Resources Plan. To reach Student Resources by telephone, call 1-800-237-0903. The policy may be downloaded from the [Office of Academic and Student Affairs webpage](#). All questions relating to student health and health insurance should be directed to KUMC Student Health Services, not the Clinical Laboratory Sciences department.

A student must maintain physical, emotional, and mental health (well-being), which will permit them to meet the course and program objectives. Since accuracy and speed in performing laboratory procedures are critical in the care and treatment of patients, programs must act, at all costs, to protect the health and safety of patients.

Students will not be excused from the clinical practicums for disabilities or health reasons. Their participation in the educational experience may be modified to fit their disability. Each student's request will be handled on an individual case basis. If the student is restricted for health reasons by the KUMC student health physician, the student will complete a comparable project that has been approved by the curriculum committee.

Direct Patient and/or Reportable Work by Students

Students are prohibited from performing work or substituting for (compensated or uncompensated) any regular qualified staff employee at the clinical affiliate during the

scheduled clinical practicum rotation (approximately 8:00AM – 5:00PM Monday through Friday). Any duties performed by the students at the clinical site are under the supervision of an employee of the site and the employee is responsible for final verification of the data and releasing it to the LIS (laboratory information system). At each clinical affiliate site, students shall perform duties, and demonstrate procedural competencies, as established by the given clinical rotation objectives and under the supervision of a certified technologist.

Occasionally, a student chooses to be hired by a clinical site for jobs that do not require a certified MLS or MLT and the employment is outside the scheduled class hours (e.g., evenings or weekends). In such cases, the student is a bona fide employee of the site, and the work is not considered to satisfy any part of the student's clinical practicum rotation.

HIPAA and Related Confidentiality Issues

Students are required to complete the online HIPAA course offered at KU Medical Center (KUMC). Prior to participating in the clinical practicum rotations, the student is required to sign a form whereby they agree to abide by the rules and regulations of the clinical sites utilized by the program while on their premises during any assigned clinical, research or enrichment rotations. Clinical sites other than KUMC may require the student to satisfy their specific HIPAA policies.

Required Annual Training

All new and continuing students campus-wide are required to take (and complete at the level of competency indicated on each) the following SABA training modules annually:

- Information Security
- HIPAA
- Occupational Safety
- Equal Opportunity
- Sexual Assault and Prevention

New students must complete the modules between 30 days before the start date of their program and not later than two weeks after classes begin. New students must click the blue "register" button, then complete all courses on the list to complete the curriculum. For continuing students, the window to do the annual re-training on these modules starts in late September. Students who do not comply will not be allowed to enroll the following semester and will lose access to KUMC electronic resources.

To access SABA, students should log onto “myKUMC” using their Outlook user ID and password and go to the “The KUMC Learning Management System - Saba” link to complete these modules.

Background Check

On January 1, 2004, The Joint Commission (TJC) instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires that all persons who are involved in patient care activities, i.e., employees, volunteers, and students, must have criminal background checks and other healthcare-related checks. Most public/private school systems require background checks as well.

Acceptance into the School of Health Professions academic programs is conditional, pending the results of a criminal/healthcare-related background check. Acceptance into the Clinical Laboratory Sciences Programs, School of Health Professions, will not be final until the School receives the student’s background check information. The School of Health Professions requires only one background check prior to final acceptance and subsequent enrollment.

While most health care facilities with whom the School of Health Professions has affiliation agreements will accept the school’s verification that a background check has been performed on a student, some may require a more current report and a drug screen. The cost of any additional screening will be the responsibility of the student.

Policies and Procedures when Applied Experience Cannot be Guaranteed

The CLS Program diligently coordinates with clinical affiliates in the applied education of students enrolled in the Program. In the event that a site cannot participate in instruction, an acceptable, alternative site is identified, and the student is placed at that institution. The CLS Program guarantees that students will be placed in all required clinical rotations as long as the student is in good academic standing. However, when there are limited clinical rotations available because of clinical site constraints, there may be a delay in their schedule.

Course Evaluations

Course evaluation by students is part of the continuing course improvement process. Therefore, your participation is very important. The availability of course evaluations will be distributed by email the week prior to final examinations and are completed on-line by the

last day of class. Participation is tracked; however, all student responses are anonymous and will only be presented to faculty as aggregate data. Due to accreditation requirements and the value that the CLS department places on these evaluations, your course grade will be withheld until the course evaluation is completed. All students are required to submit course evaluations for every course. No points are associated with the course evaluation in the determination of final course grades

Failure to complete a course evaluation may result in a grade of “I” (incomplete) being assigned until the course evaluation has been submitted. Once the instructor has been notified that a student has submitted their evaluation form, the grade will be changed.

Printing

Visit the KUMC [Printing, Copying, Scanning & Faxing webpage](#) for information on printing availability on campus for students. The CLS Department copier is not for student use.

Examination and Grading Policies

All grades given in the CLS numbered courses are competency-based and not norm-referenced grades. This means that students are expected to achieve, at a minimum, a defined level of knowledge/competency in each course. Grades for exams and courses may be curved at the discretion of the instructor.

Examination questions are categorized according to Taxonomy Level. Taxonomy refers to the cognitive processes required to answer the question item. The construction of the stem and responses, utilization of visual materials as well as the process and content of the item all contribute to the classification of an item by taxonomy level. The following three (3) taxonomy levels are utilized by the CLS Program.

Taxonomy 1: Recall

Ability to recall or recognize previously learned (memorized) knowledge ranging from specific facts to complete theories.

Taxonomy 2: Interpretive Skills

Ability to utilize recalled knowledge to interpret or apply verbal, numeric, or visual data.

Taxonomy 3: Problem Solving

Ability to utilize recalled knowledge and the interpretation/application of distinct criteria to resolve a problem or situation and/or make an appropriate decision.

Valuable Web Links

[KUMC Student Handbook – General Information](#)

[School of Health Professions Student Handbook](#)

[KUMC Office of Civil Rights and Title IX](#)

[Student Health Services](#)

[Chemical Hygiene Plan/Hazardous Material Management Plan](#)

[KUMC No-Smoking Policy](#)

[Guidelines for Soliciting and Selling](#)

[SHP Social Media Policy](#)

[KUMC Weapons Policy](#)