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A Brief Message from the Faculty

We are pleased to welcome you MLS Class of 2019! The DSU MLS Program is committed to establishing a legacy of excellence in teaching and to preparing its students for the dynamic and demanding work in the contemporary medical laboratory environment.

Each member of the faculty is excited that you have chosen to embark on this journey toward a meaningful career as a Medical Laboratory Scientist. You are here because you have demonstrated the personal attributes and scholarly abilities to meet the challenges of this rigorous program of study. Rest assured we are committed to working with you to meet your academic and professional goals.

We look forward to having each of you counted among the caring and competent graduates of the program who are the Medical Laboratory Science workforce in demand!
Preface

This handbook serves as the user’s source of policy and procedure information specific to the Dixie State University Medical Laboratory Science program. Additionally, program students will find that it complements the information in the DSU 2017–2018 General Catalog (accessible from URL http://catalog.dixie.edu/programs/medicallaboratoryscience/#text and the DSU Student Code of Rights and Responsibilities accessible via URL http://catalog.dixie.edu/codeofstudentrightsresponsibilities). Each student is strongly encouraged to stay informed about program policies and procedures by frequently referring to the program handbook and institutional resources.

Every effort is made to ensure the accuracy and currency of the information contained in this handbook. Nevertheless, the program reserves the right to make changes at any time as circumstances warrant, including those required by legal contract obligations or mandates of our sponsoring institution and/or our accrediting agency. When changes occur, students and affected parties will be informed in as expedient a manner as possible.

It is the policy of DSU and the program that all persons shall be treated equally and fairly and that an environment free of discrimination and harassment shall be maintained. Dixie State is committed to providing an environment free from harassment and other forms of discrimination based on race, color, religion, gender, national or ethnic origin, age, pregnancy, disability, or veteran status. Such harassment or discrimination undermines the sense of the human dignity and belonging of all people in the environment. This commitment includes promoting discourse and activity which seeks to enhance campus diversity and which mirrors the pluralism of our society; ensuring prompt and impartial consideration of any discrimination complaint; and equitably resolving any such complaint found to have merit.

The nationally accredited DSU Medical Laboratory Science program is an admission-limited course of study leading to a baccalaureate of science degree. Those who complete the program are eligible to take the Medical Laboratory Scientist (MLS) certification examination administered through the American Society for Clinical Pathology (ASCP) Board of Certification (BOC). The granting of the BS degree is not contingent upon a student passing the ASCP BOC certification exam or any type of licensure examination.

The program welcomes and encourages feedback regarding all aspects of program operations and effectiveness. A number of mechanisms are used to insure continuous and systematic review of program effectiveness and to guide ongoing curriculum development and program improvement. Those mechanisms include but are not limited to:

- Surveys of students, graduates, faculty, and employers
- Faculty and course evaluations
- Graduate exit interviews and ASCP BOC certification exam results
- Analysis of student achievements (e.g., graduation rates, job placement, ASCP Board of Certification exam results)
SECTION I PROGRAM ATTRIBUTES

Program Background

In 2010, the Dixie State College Board of Trustees, with approval of the Utah System of Higher Education (USHE) Board of Regents, established the Bachelor of Science (BS) in Clinical Laboratory Science (CLS). In 2012, the College approved a name change to Medical Laboratory Science (MLS) and a short year later, the Utah State Legislature approved a name change for the college to Dixie State University. The MLS program at DSU received its accreditation from the National Accrediting Agency for Clinical Laboratory Science (NAACLS) in April of 2015.

Today the program is administered through the Department of Healthcare and Diagnostic Therapeutics located in the Russell C. Taylor Health Sciences building. Here students admitted to the last two years of the bachelor’s degree in MLS take coursework that combines a rigorous competency-based medical laboratory science curriculum with community-supported clinical training.

DSU College of Health Sciences • Department of Healthcare and Diagnostic Therapeutics
Medical Laboratory Science Program

Administration

1. Eliezer Bermudez, PhD, CP-FS • Dean, College of Health Sciences
2. Drew Wilcox, BS • Chair, Department of Healthcare & Diagnostic Therapeutics
3. Cara Calvo, MS, MLS(ASCP)SH • Program Director, Medical Laboratory Science Program
4. Esther Pugmire, MEd • Health Science Advisor
5. Kathryn Preiss • Administrative Assistant

Faculty

1. Cara Calvo, MS, MT(ASCP)SH • Associate Professor
   *Teaches: Hematology, Hemostasis, Immunohematology, Laboratory Management, Urinalysis, and Body Fluids*
2. John Rasmussen, PhD, M(ASCP) • Assistant Professor
   *Teaches: Clinical Chemistry, Clinical Immunology, Diagnostic Microbiology, Research, Molecular Diagnostics*
3. Adjunct teaching staff: as needed, the program utilizes medical laboratory professionals at community medical, research, and public health laboratories

Advisory Committee

Gayle Husselbee, MLS(ASCP), DRMC Microbiology Supervisor
Kirby Karkalla, MLS(ASCP), DRMC Laboratory Manager
Cindy Knudsen, MBA, DRMC Sr. Human Resource Consultant
Troy Krogh, MHA, MLS(ASCP), DRMC Chemistry, Hematology, & Blood Bank Supervisor
David Loughmiller, MBA, MLS(ASCP)SC, DRMC Genomics Lab Supervisor
Vivian McMullin, MS, MLS(ASCP), CQA(ASQ), DRMC Lab QA & Education Coordinator
Greg Peterson, MBA, BB(ASCP), Cedar City Hospital Laboratory Manager
Esther Pugmire, MEd, DSU Health Science College Advisor
Cara Wand, MPH, MLS(ASCP), DRMC Laboratory Director
PROGRAM DESCRIPTION

The nationally accredited Medial Laboratory Science professional program at Dixie State University is an admission-limited, two-year course of study comprising a competency-based medical laboratory science curriculum that includes a capstone 16-week community-supported clinical internship.

Accreditation: National Accrediting Agency for Clinical Laboratory Sciences
5600 North River Road • Suite 720 • Rosemont, Illinois 60018
TEL: (773) 714-8880 • FAX: (773) 714-8886 http://www.naacls.org

Faculty & Staff Commitment

We, the faculty and staff of the DSU Medical Laboratory Science program, as professionals and educators, are committed to providing our students with exceptional experiences that prepare them to be academically accomplished Medical Laboratory Scientists.

Program Vision

Our vision is that the Dixie State University Medical Laboratory Science Program be a model of excellence in medical laboratory science education, graduating MLS who meet the workforce demands of today and tomorrow.

Program Mission Statement

The mission of the Dixie State University Medical Laboratory Science Program is to graduate professionally accomplished MLS scholars, committed to life-long learning and prepared to meet current and future workforce needs in medical laboratory science.

Program Goals
The goals of the DSU MLS program are to:

1. Provide a curriculum that meets current and emergent pedagogical and professional development needs of students,
2. Establish and sustain partnerships with local and regional community medical laboratories that provide exceptional learning experiences for our MLS students,
3. Innovate learning experiences and provide opportunities that maximize every program student’s potential to achieve MLS career entry-level competencies,
4. Graduate knowledgeable and skilled MLS that meet the workforce needs of our local community, Utah, and the underserved regions of the country, and
5. Help advance MLS pedagogy and growth of the MLS profession.
Program Learning Outcomes (PLOs)*
Upon completion of the DSU MLS program, graduates will with:

1. **Technical Skill**: Competently perform a full range of testing encompassing the pre-analytical, analytical, and post-analytical components of contemporary laboratory services in areas that include clinical chemistry, hematology/hemostasis, immunology, immunohematology/transfusion medicine, microbiology, urine and body fluid analysis, and emerging diagnostics;

2. **Responsive Leadership**: Apply management concepts and leadership skills, taking responsibility for analysis and decision-making, and the effective communication of valid test information wherever laboratory testing is researched, developed or performed;

3. **Innovative Purpose**: Actively participate in the development, implementation, and evaluation of test systems and interpretive algorithms;

4. **Practiced Scholarship**: Possess relevant experience in research design and practice.

5. **Strength of Character**: Demonstrate ethical and moral attitudes, principles of lawful conduct, and commitment to continuing professional development necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

6. **Heuristic Knowledge**: Adhere to safety, governmental regulations and standards as applied to medical laboratory practice; and,

7. **Nonpartisan Decorum**: Project an image of professionalism, respecting the feelings and needs of others, protecting the confidence of patient information, and never allowing personal concerns and biases to interfere with the welfare of patients nor the work of colleagues and members of the healthcare team caring for patients.

*Modified to align with the NAACLS Standards for Accredited & Approved Programs, Unique Standards for MLS: “Description of the Medical Laboratory Scientist Profession” and “Curricular Requirements”, revised 11/2016.

**Essential Requirements**
The DSU MLS program has established non-academic standards of performance defined as essential requirements. Through their conduct, MLS students represent Dixie State University and importantly the MLS profession and the MLS program. Accordingly, DSU MLS program students must possess knowledge, skills, and attitudes to work in a wide-ranging variety of settings where laboratory testing is performed. Consequently, to be admitted and maintain enrollment, participate in, and successfully complete the MLS program, a student must meet the program’s essential requirements. They are as follows:

**Expectations of Mastery and Skill in Information Acquisition and Communication**

A MLS professional program student must demonstrate the ability to acquire and to effectively communicate information in written and in spoken English. Specifically, a MLS program student must be able to:

1. Read for comprehension and follow verbal and written instructions, and thus demonstrate mastery of MLS coursework content at a level expected of a career-entry MLS.

2. Competently utilize technology to research, investigate, acquire and present information obtained by observation and experimentation.

3. Use strategies that minimize miscommunication.

4. At all times and in all circumstances, follow established procedures to safeguard protected patient information communicated by non-electronic and electronic means.
Expectation of Motor and Sensory Functions

A MLS professional program student must demonstrate sufficient motor and sensory function to execute movements required to carry out work assignments in the preanalytical, analytical, and postanalytical phases of laboratory testing. Specifically, a MLS program student must be able to:

1. Distinguish the physical attributes, including color, shape, and size, of objects both macroscopically and microscopically.
2. Demonstrate sufficient dexterity to manipulate specimens, laboratory tools, equipment and instrumentation including but not limited to computer touch-screens, keyboards and handheld calculators, necessary to obtain and to report test results by non-electronic and electronic means.
3. Show adequate mobility to attend to duties in the various locations of the medical laboratory work environment.
4. Use sensory skills to acquire and apply information presented by various means and media, including but not limited to tactile, visual and non-visual.
5. Perform sustained, often repetitive physical activity that may require sitting, standing and/or walking for prolonged periods of time.
6. Accurately read and record numbers, letters and symbols displayed in print whether transmitted through non-electronic, electronic or other technological media.
7. Demonstrate proficiency performing a wide range of tests in areas of the contemporary medical laboratory including but not limited to hematology, clinical chemistry, immunohematology, microbiology, molecular and emerging diagnostics.

Expectations of Professionalism

A MLS professional program student must be able to demonstrate an image of professionalism through behavior, speech, and grooming. Specifically, a program student must be able to:

1. Always adhere to medical laboratory safety protocols when working with various sample types including blood, urine, and other body fluids and tissues, with infectious organisms, and with hazardous chemicals.
2. Demonstrate the ability to work with focused attention on safety and accuracy whatever the work environment circumstances, and to objectively evaluate information and take responsibility for subsequent decisions when mistakes may have a high impact on patient care.
3. Adapt to changing work environments, maintain a professional demeanor, and remain focused despite distracting situations.
4. Demonstrate attributes that include integrity, responsibility, and tolerance.
5. Speak, act and perform all work in an ethical manner.
6. Show respect for self and others.
7. Work independently as well as actively engage cooperatively with others, performing professional obligations in a timely, responsible manner.
8. Prioritize tasks and accept responsibility for work performed independently and as a team member.
9. Assess his or her work performance, willingly accept constructive criticism, and look for ways to improve both knowledge and skill.
## CLINICAL AFFILIATES

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<tr>
<th>Intermountain Healthcare (IMH)</th>
<th>Mesa View Regional Hospital</th>
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<tr>
<td>• Dixie Regional Medical Center River Road Campus 1380 East Medical Center Drive St. George, Utah 84790</td>
<td>1299 Bertha Howe Ave. Mesquite, Nevada 89027</td>
</tr>
<tr>
<td>• Dixie Regional Medical Center 400 East Campus 544 South 400 E St. George, Utah</td>
<td>Mountain Star Healthcare (MSH)</td>
</tr>
<tr>
<td>• Cassia Regional Hospital 1501 Hiland Ave Burley, Idaho 83318</td>
<td>St. Mark’s Hospital 1200 E 3900 S Salt Lake City, Utah 84124</td>
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<tr>
<td>• Cedar City Hospital 1303 N Main Street Cedar City, Utah 84721</td>
<td>Navajo Area Indian Health Service (NAIHS)</td>
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<tr>
<td>• Delta Community Hospital 126 S White Sage Ave. Delta, Utah 84624</td>
<td>Gallup Indian Medical Center, Gallup NM</td>
</tr>
<tr>
<td>• Fillmore Community Hospital 674 S Highway 99 Fillmore, Utah 84631</td>
<td>N. Navajo Medical Center, Shiprock, NM</td>
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<tr>
<td>• Garfield Memorial Hospital 200 North 400 East Panguitch, Utah 84759</td>
<td>Crownpoint Health Care Facility, Crownpoint, NM</td>
</tr>
<tr>
<td>• Heber Valley Hospital 1485 S Highway 40 Heber City, Utah 84032</td>
<td>Chinle Comprehensive Healthcare, Chinle, AZ</td>
</tr>
<tr>
<td>• Sevier Valley Hospital 1000 N Main Richfield, Utah 84701</td>
<td>Kayenta Health Center, Kayenta, AZ</td>
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<tr>
<td>• Intermountain Medical Center 5121 Cottonwood Street Murray, Utah 84107</td>
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Dixie State University offers a course of study leading to a Bachelor of Science in Medical Laboratory Science degree. During the first two years or pre-professional phase of study a student completes a minimum of 59 semester hours of coursework. The coursework includes but is not limited to: a) general education courses, including a statistic course; b) biology requisites that must include a course in microbiology and courses in human anatomy and physiology; c) cognates in chemistry; and, d) the institutional requirement in computer literacy. After completion of the pre-professional phase of study and, through a competitive application process, a student may be selected to enter the final two years of study or the MLS professional program. Admission selection decisions are made without regard to race, ethnicity, color, national origin, age, status as a person with a disability, religion, sexual orientation, gender identity/expression, and protected veteran’s status.

The MLS professional program is admission-limited meaning that, through a competitive application process, one cohort of no more than 12 students is admitted to the professional program per year. The start date for the program is the first day of classes of the DSU fall semester.

Requirements to Apply to the MLS Professional Program

Students intending to apply to the MLS professional program must meet the following minimum requirements:

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<th>Minimum Requirements</th>
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| Current DSU student working on first college degree | 1. Submission of a completed MLS program application by the March 31 due date; application packets are available from the MLS program office or on-line during the application period: mid-December through March 31.  
2. Minimum GPA of 2.50 with a grade of "C" (GPA equivalent of 2.00) or higher in all math and science courses  
3. Provide either official transcripts or a written plan showing that institutional requirements in computer literacy, general education and program prerequisites are or will be completed before the fall term start date of the MLS professional program |
| Transfer# student              | 1. Admitted to DSU as a degree-seeking student; Go to URL http://catalog.dixie.edu/campusresources/admission/#text for more information  
2. Submission of a completed MLS program application by the March 31 due date  
3. Minimum GPA of 2.50 with a grade of "C" (GPA equivalent of 2.00) or higher in math and science courses  
4. Provide either official transcripts or a written showing that: a) program prerequisites are or will be completed before the fall term start date of the MLS professional program; and, b) graduation requirements for the BS in MLS degree can be met. |
| International student         | 1. Admitted to DSU as a degree-seeking student; Go to URL http://catalog.dixie.edu/campusresources/admission/#internationaladmission#text for more information  
2. See requirements 2-4 for transfer student |

#includes those who have attended another college or university after graduating from high school and/or have earned a college degree.
Application Process and Timeline

Applying for admission to the MLS professional program is a process that is competitive and criterion-based, and admission is ultimately decided by the program’s admission committee. The committee evaluates each application based on several factors, including the applicant’s: academic record, statement of intent, recommendations, life and work experiences, and personal interview.

DSU students should complete the application for admission to the MLS professional program and submit it along with all required documents by the March 31st due date. Non-Dixie State University students should first apply for DSU admission then complete the application for admission to the MLS professional program and submit it along with all required documents by the March 31st deadline.

Prospective students may apply to DSU on-line and everything one needs to know about applying to DSU is found at URL http://admissions.dixie.edu/all-you-need-to-be-admitted/. Though admission to DSU is a prerequisite for admission to the professional MLS program, importantly, admission to Dixie State University is not a guarantee of nor does it mean a student has been admitted to the MLS professional program!

All applications received by the March 31st deadline are reviewed for completeness and to make sure applicants have met minimum requirements. Incomplete applications and/or those that do not meet minimum requirements are disqualified and removed from further consideration and the applicants notified. Qualified applications are further evaluated and scored based on criteria for academics, statement of intent, recommendations, and life and work experiences. Additionally, those applicants whose completed application is received by the March 31st deadline and who meet minimum application requirements may be offered an interview with the MLS Program Admissions Committee. Interviews are completed by the end of April and all candidates are notified of admission decisions in writing by the Program Director.

To be eligible for admission, candidates for the MLS professional program must meet the following minimum eligibility requirements:

1. Have a cumulative GPA of 2.50 for all college courses,
2. have a GPA of 2.00 for all math and science courses taken,
3. Be admitted to DSU as a degree-seeking student and have completed a minimum of 59 semester credits, and
4. Complete all MLS professional program prerequisites BEFORE the fall term start date. The prerequisites are as follows:
   
a. Completed DSU general education requirements; 
   NOTE: A previously earned degree may fulfill the DSU general education requirements, but per Utah Board of Regents policy, courses must be equivalent to DSU’s minimum General Education standards in English, Mathematics, and American Institutions. For a complete list of courses that complete these requirements please refer to the GE Checklist in the current DSU catalog accessible from URL http://catalog.dixie.edu/programs/generaleducation/#gerequirementstext;
Application process and timeline – continued

b. Completed the DSU computer literacy requirement unless the student has previously completed a BS, BA, AS, AA, or AAS from a regionally accredited institution;

c. Completed two college-level math classes one of which must be statistics;

d. Completed 16-semester credits (or 24-quarter credits) in college-level Biology classes which must include at a minimum: 1) a microbiology course; the microbiology course must include a laboratory component either integral to the course or taken separately; and 2) a human anatomy and/or physiology course; the course(s) must include a laboratory component either integral to the course(s) or taken separately; and,

e. Completed a minimum of 10-semester credits (or 15-quarter credits) in college-level chemistry classes which must include one course in organic or biochemistry with a lab component either integral to the course or taken separately.

Prerequisite course work does not need to be completed to apply, but official transcript(s) documenting completion of all outstanding prerequisite coursework with grades of ‘C’ or better must be on file with the MLS Department office before any offer of admission is finalized.

PROFESSIONAL PROGRAM COURSE OF STUDY

Program students spend three semesters completing MLS-specific courses (Table 1) on the DSU campus. Upon successful completion of these courses, students are then assigned to one or more program-affiliated medical laboratories to complete a semester-long clinical externship. During this externship, students spend 40-hours per week for sixteen weeks advancing their knowledge and skills performing a wide variety of medical lab tests in a contemporary accredited medical laboratory under the supervision of professionally credentialed Medical Laboratory Scientists. Graduates are eligible to take the Medical Laboratory Scientist (MLS) national certification examination offered by the American Society for Clinical Pathology (ASCP). Currently, the program maintains affiliations with accredited laboratories in Idaho, Nevada, Utah, Arizona and New Mexico.

Table 1 MLS Professional Program Curriculum Map (Total Credits = 62)

<table>
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<td>MLS 4110 Lab. Management/ Educ. (2)</td>
<td>MLS 4330 Clinical Chemistry Practice (4)</td>
</tr>
<tr>
<td>MLS 3850 Urinalysis &amp; Body Fluids (2)</td>
<td>MLS 3555 Research Seminar (2)</td>
<td>MLS 4400 Immunohematology II (4)</td>
<td>MLS 4414 Clinical Microbiology Practice (4)</td>
</tr>
<tr>
<td>MLS 4320 Hemostasis (4)</td>
<td>MLS 4300 Clinical Hematology (5)</td>
<td>MLS 4600 Diagnostic Microbiology II (4)</td>
<td>MLS 4423 Clinical Hematology Practice (4)</td>
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POLICY ON SELECTION AND PLACEMENT OF STUDENTS FOR CLINICAL TRAINING

Students are admitted into the MLS Program with the understanding that they are placed for clinical training upon successful completion of on-campus coursework and after demonstrating that all essential requirements are met during the first three quarters of the program. In the
unlikely event that the program cannot place a student with an assigned clinical affiliate due to events beyond its control - such as natural disasters, labor disputes, etc., the program will work with other affiliates and rely upon all resources available to identify and place the student at an alternate training site.

When selecting students for externship placement, every consideration is given first to the clinical affiliates’ needs and preferences and second to the needs and preferences of the students. Due to the nature of contractual agreements between DSU and clinical affiliates, the program can make no guarantee that a student will be assigned to a specific clinical training site. Consequently, students admitted to the MLS professional program are guaranteed placement for their clinical training subject to the following policies and procedures:

1. Due to the variable availability of training sites year to year and the nature of contractual agreements with affiliated training sites, student placement at a specific site may not be possible. Therefore, placement of students for clinical training is determined by the program in consultation with clinical affiliate training sites.

2. Before beginning clinical training, students must comply with all training site and DSU MLS Program standardized administrative requirements including but not limited to immunizations, screening (e.g., background check, drug screen, etc.), trainings (e.g., safety, HIPAA, CPR, etc.), and proof of health insurance coverage valid for the entire clinical training period.

3. All academic and non-academic requirements and deadlines for completing administrative requirements must be met before a clinical training assignment is made and a student is permitted to start clinical training.

4. Students are solely responsible for transportation and housing needs associated with their clinical training placement.

At times, there may be difficulties or special needs (e.g., remediation) when matching clinical sites with students. If this occurs, the MLS Program Director makes every reasonable effort, working with clinical affiliates to place students. Final decisions are mutually agreed upon between the clinical site(s) and the Program Director.
PROGRESS, PROMOTION, AND GRADUATION
Dixie State University-Specific Academic Standards

- Students are in good standing with the institution as long as the student’s cumulative GPA remains above 2.0. If a student’s cumulative GPA is below 2.0, s/he will be placed on Academic Warning, Academic Probation, or Academic Suspension. Therefore, it is vital for students’ academic success that they keep or return their GPA to at least a 2.0 or higher.
- A student with a cumulative GPA below 2.0 cannot graduate from Dixie State University and may have holds placed on his/her accounts. Students should contact the Academic Advisement Center at (435) 652-7690 if their GPA falls below 2.0 to develop a plan of action for academic success.
- Low academic status is a warning that a student’s GPA must be improved to remain at Dixie State University. It should also suggest that aid in course selection, better study habits, or personal counseling may be necessary. Categories of Low Academic Status:
  - Academic Alert: This occurs when a student’s semester GPA is below 2.0 but still cumulative GPA remains above a 2.0.
  - Academic Warning: This status will occur when a student’s semester GPA is below a 2.0 and their cumulative GPA falls below a 2.0.
  - Academic Probation: If a student on Academic Warning fails to raise his/her cumulative GPA above a 2.0, s/he is placed on Academic Probation. Students who find themselves on Academic Probation are be required by the institution to meet certain requirements to remain eligible for enrollment at Dixie State University.
  - Academic Suspension: If a student on Academic Probation does not achieve a 2.0 the semester or semesters following their probation, the student is suspended for at least one regular semester (fall or spring) and is required to petition the University for readmission.

MLS Program Performance Standards

At a minimum, to progress through and successfully complete the MLS program, and to be eligible to graduate, a MLS program student must:

1. Meet all Dixie State University graduation requirements including completing all BS degree and most current MLS curriculum requirements. (The minimum credits required for graduation with a BS MLS degree are 120);
2. Achieve a final grade of 80% or better in all MLS courses;
3. Meet all essential requirements (pages 8 & 9 of this handbook) in each of the 4 semesters of the program.

If a student is unable to achieve these requirements of progress, promotion and graduation, he/she is not permitted to continue in the program and is dismissed from the program. In the event a student is dismissed from the program, the Program Director, in consult with the Health Science academic advisor, will provide the student with options for remaining at DSU to complete his/her education if the student so desires.
**Dismissal from the MLS Program**

Implicit in the progress through the MLS professional program and the graduation of every student from the Medical Laboratory Science Program is the faculty’s endorsement that the student has demonstrated competence, behavior, and judgment deserving of public trust. Consequently, any student’s academic performance and/or patterns of behavior that are judged by the faculty to be unacceptable and/or egregious results in dismissal from the program. Specifically, any student is dismissed from the program (i.e., not permitted to register for program classes and not permitted to maintain program enrollment) if/when he or she:

1. Receives a final MLS course grade of < 80% during any one of the four terms comprising the professional program; or
2. Fails to demonstrate mastery of any *essential requirement* at any time during the four terms of the MLS program; or
3. Fails to meet the terms of an action plan for an approved leave-of-absence; or
4. Violates the program honor code, inappropriately and/or indiscriminately discusses and/or releases patient health information, and/or demonstrates unacceptable behavior(s) including engaging in or demonstrating the prohibited behaviors described in the 2017-18 DSU catalog accessible from URL [http://catalog.dixie.edu/codeofstudentrightsresponsibilities](http://catalog.dixie.edu/codeofstudentrightsresponsibilities); Or
5. Is suspended or expelled from DSU or removed from a clinical training site for any validated reason.

**Acceptable Conduct**

An expectation of professional education is that students comply with all policies and procedures of the University, the program, and the clinical training sites. At a minimum, students are expected to conduct themselves in a professional manner at all times while enrolled in the program. Students are also expected to be well informed and to possess a working knowledge of their rights and responsibilities while students of Dixie State University. To that end, students are referred to the Dixie State Code of Student Rights and Responsibilities accessible from URL [http://catalog.dixie.edu/codeofstudentrightsresponsibilities/](http://catalog.dixie.edu/codeofstudentrightsresponsibilities/)

Both the University and the program have the right and responsibility to sever the relationship with any student whose behavior and lack of professionalism makes him or her unfit for a career in the health-related professions. Specific examples of prohibited and unacceptable DSU student behaviors are listed at URL [http://catalog.dixie.edu/codeofstudentrightsresponsibilities/#Student Behavior](http://catalog.dixie.edu/codeofstudentrightsresponsibilities/#Student Behavior). At the very least, when any student’s behavior violates university and/or program policies and procedures, or a student’s behavior demonstrates *a pattern of willful neglect* of student responsibilities, or a student engages in prohibited conduct, the student is dismissed from the program.

**Program Leave of Absence (LOA)**

The MLS professional program is an admission-restricted, 2-year long program of study, beginning in August of the academic year in which a student is admitted and ending in May the second year following admission. Admitted students spend three semesters completing medical laboratory science-specific coursework on the DSU campus. Upon successful
completion of the on-campus work, students are assigned to one or more program-affiliated laboratories to complete the fourth semester (16 weeks) of clinical training. Students are expected to graduate at the end of fourth term of the program after successful completion of all MLS BS degree requirements, including all MLS courses. The program courses build on one another, so courses must be taken in sequence. In addition, all courses are offered only once per academic year.

If, at any time, an admitted student desires to voluntarily withdraw from the program for a finite time-period (leave of absence – LOA), he or she may do so. However, in each case there are only four valid reasons a leave of absence will be granted. These reasons are:

1. Documentable personal or immediate-family health hardship issues
2. Military service obligation;
3. University-endorsed recommendation; and,

In all cases of LOA, the requesting student must be in good academic standing and the student’s professional development must meet or exceed program expectations as defined by the Professional Development Assessment form.

Procedure: Request for Leave of Absence (LOA)

1. A student considering LOA must first consult with his or her faculty advisor and/or course faculty who is/are best acquainted with and can attest to the need for the student’s leave of absence prior to filing the request.
2. Except in extraordinary circumstances (e.g., immediate military unit activation, life-threatening emergency, etc.) the student must submit both a letter of request and a corrective action form to the MLS Program Director within 3-weeks before the end of the term preceding the term in which the LOA is scheduled to begin. The letter should be addressed to the Program Director and it must clearly, but briefly explain the reason for the request. The corrective action plan must be written in consultation with and be endorsed by signature of the student’s academic advisor and/or course(s) faculty. In extraordinary circumstances, the filing deadline may be waived; however, the request must still be filed as soon as is feasible under the circumstances.
3. Without exception, any letter not accompanied by a completed corrective action plan form or any form not accompanied by a letter of request will be returned to the student without further action.
4. The student will be notified in writing by the Program Director within 5 working days of receipt of the request. NOTE: Receipt of a student’s letter of request and corrective action plan does not mean that the student has been granted LOA approval.

Limitations of LOA Status

- LOA students are subject to dismissal from the program if he/ or she fails to meet the terms of the LOA action plan.
- A student granted LOA remains a student in the MLS Program while on leave but may not engage in any program-related activities, including coursework.
Limitations of LOA status – continued

- Any MLS program student granted LOA remains subject to and is solely responsible for meeting the DSU policies and procedures governing University admissions and registration, including but not limited to payment of applicable tuition and fees.
- **LOA TIME LIMITS:** LOA status is granted for no less than three (3) weeks and no longer than 1 full, academic year (includes summer term). Decisions regarding missed coursework and/or remediation of coursework are made by the course faculty of record, and when appropriate, in consultation with other faculty, the program director and appropriate clinical affiliate(s) if necessary.
- Any returning LOA student is required to file a letter of request for re-entry with the MLS program office at least two (2) weeks prior to the anticipated date of return from LOA. The date of re-entry must be identical to the one described in the original LOA corrective action plan filed with the MLS Program. Failure to file this request on-time may result in further delay of the student's re-entry and subsequent progress, promotion, and graduation from the program.

**Voluntary Withdrawal from the Program**

A student may voluntarily withdraw from the Medical Laboratory Science Program whenever he or she no longer wishes to be a student in the Program. To withdraw from the program, a student should submit a written request to the Program Director. Additionally, the student should notify the DSU Registrar's Office. Students who withdraw from the program but later change their mind must re-apply following the customary application process. Therefore, before withdrawing from the Program, a student should carefully consider available alternatives and seek faculty counsel before requesting withdrawal from the program.

**Grades**

The MLS program curriculum is designed to provide every student with learning experiences to make gains in the three major learning domains: cognitive (knowledge), psychomotor (technical skill), and affective (professional behavior). At the beginning of each course, students are provided learning objectives that describe expected achievement in all three learning domains. Students are also provided with the grading standards used to assess academic achievements. Students will receive grades that reflect the level of their performance. An assessment of the professional conduct may be considered in determination of all grades earned while in the program.

The grade scale used in the program is shown in table 3.

<table>
<thead>
<tr>
<th>Scaled Score (%)</th>
<th>Letter Grade</th>
<th>Scaled Score (%)</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 93</td>
<td>A</td>
<td>70-72.99</td>
<td>C-</td>
</tr>
<tr>
<td>90-92.99</td>
<td>A-</td>
<td>67-69.99</td>
<td>D+</td>
</tr>
<tr>
<td>87-89.99</td>
<td>B+</td>
<td>63-66.99</td>
<td>D</td>
</tr>
<tr>
<td>83-86.99</td>
<td>B</td>
<td>60-62.99</td>
<td>D-</td>
</tr>
<tr>
<td>80-82.99</td>
<td>B-</td>
<td>&lt;60</td>
<td>F</td>
</tr>
<tr>
<td>77-79.99</td>
<td>C+</td>
<td></td>
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<tr>
<td>73-76.99</td>
<td>C</td>
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</tbody>
</table>
Academic Grievances
It is the policy of the MLS Program to provide students with a means for resolving academic grievances. This policy is written and implemented in accordance with DSU’s policies governing student conduct and academic grievances. These policies are described within the DSU Code of Student Rights and Responsibilities accessible at URL http://catalog.dixie.edu/codeofstudentrightsresponsibilities and DSU policies governing student academic standards and rights. These policies are accessible from URL https://dixie.edu/policylibrary/cat500/. Any program student who has an academic grievance should follow the steps described in the Academic Grievance policy to achieve resolution.

A generalized approach to resolving grievances is shown in Figure 1.

Figure 1 – Generalized approach to resolving academic grievances

Step 1
• Student confers with the faculty instructor of record
• If no resolution is reached, proceed to step 2

Step 2
• Student submits written appeal to the Department Chair with a copy to the faculty
• If no resolution is reached at the program level, proceed to step 3

Step 3
• The student requests an appointment with the Dean of HSC
• If no resolution, the student may seek a hearing by the Academic Appeals Committee

MLS PROGRAM: STUDENT LIFE, HEALTH, AND SAFETY

Attendance, Classroom Conduct, and Final Exams
Being in class and participating in program activities is vital to the scholarship and professional development of each DSU MLS program student. On occasion, throughout the time in the program, students are required to attend pre-scheduled functions or events. It is the policy of the program that, in all instances that require students to be in attendance at these functions or events, students are notified well in advance of the date, time and place where they need to be.

Arriving late to class, leaving class early, or missing class minimizes the opportunity to learn. Absences result in diminished lab skill development and missed opportunities to acquire needed information. In all cases, academic performance and professional demeanor suffers. Consequently, because of the rigor and accelerated nature of the program curriculum, attendance is mandatory for all classes, labs, and supervised clinical experiences unless the faculty instructor of record notifies students to the contrary. Individual course faculty determines whether attendance and participation is considered in course grade determination.
Attendance, classroom conduct, and final exams - continued

Class schedules are determined by the program faculty and made available to students when they register for classes. During the first three semesters of the program, students should be prepared to be in classes on a Monday through Friday, 8:00 a.m. – 5:00 p.m. schedule. Federal regulations require course faculty to verify attendance/non-attendance for every student.

The few exceptions when students are not expected to be in class include but are not limited to scheduled, officially authorized DSU holidays and school closures including those due to adverse weather. Also, students in clinical courses are not expected to be in training during official school holidays or holidays observed by their assigned clinical site.

If a student requires time off from classes for religious purposes, he or she must submit a written request to the course instructor of record at least two weeks prior to the anticipated date(s) of absence. The request must include the dates and times the student anticipates absence from class. The instructor will prepare an action plan. A copy of the plan is provided to the student and a copy is placed in the student’s program file. If the student is taking a clinical practice course, a copy of the plan is also provided to the appropriate training site(s).

**Regarding absences:**

1. Absences will be considered excused only if due to:
   - Illness/injury (the Program reserves the right to request a health care provider’s note absence due to illness beyond two consecutive days’ duration) or
   - Personal or immediate family emergency or
   - Anticipated absence pre-approved in advance by a program faculty instructor
2. If an emergency or illness arises, students are required to notify the course instructor, via e-mail or voicemail, as soon as possible and leave a message when necessary.
3. Students’ employment and elective personal obligations (e.g., doctor’s appointments) are not to be planned for or engaged in during scheduled class time and are not viable excuses for missing class. Program faculty will make the final determination as to whether an absence will be considered "excused."
4. Students remain accountable for all information and skills presented during their absence from class. Missed assignments and/or examinations may or may not be "made up" and/or remediated at the discretion of the course faculty. The make-up of certain lab “performance” tests may not be feasible. Resolution of these situations is handled on a case-by-case basis by the faculty of record in consultation with the program director.
5. Unexcused absences are not tolerated and, as a professional development issue, such incidences are addressed in the professional development evaluation form.
6. Absence due to inclement weather: students are strongly encouraged to sign-up for Dixie Alert; directions to do so are found via URL https://helpdesk.dixie.edu/emergency-alert-system/. Students are not expected to be in class whenever campus is closed due to inclement weather or to travel to clinical training site(s) when it is not safe to do so because of adverse weather conditions.
7. For additional information regarding attendance during clinical training, refer to the program clinical practice handbook.
Classroom Conduct

Projecting a professional image means that each student should come to class prepared to learn and participate in the activities of the class. Accordingly, at the very least this requires that:

- During a presentation, common courtesy is expected. Students should refrain from unnecessary conversation while a lecturer is speaking.
- Students are expected to arrive on time and not delay or disrupt class by reason of tardiness. Tardiness is unacceptable. Chronic tardiness will not be tolerated and will be viewed as a behavioral development issue. **NOTE:** Lectures lasting more than an hour generally allow a break midway through. Break periods, however, are not “guaranteed” at a specific time and, at the discretion of the instructor, may vary in length of time. Students should not disrupt class to leave in the event a break is not granted.
- Following a break, students are expected to return to class promptly without summons from faculty. After the class begins, tardy students should enter the classroom quietly to avoid disrupting class activities.
- Disruption of class due to audible cell phone notifications is not acceptable class behavior. During all class situations (lectures and labs), cell phones and other computing technology, if used, must be maintained either in “vibrate” or “silent” mode. In addition, it is expected that students will wait for an appropriate break in class or between classes to respond to any messages received, unless such messages are determined to be of an urgent nature or concern a family/personal emergency.
- Eating and drinking during class is at the discretion of the instructor and only if permitted in designated classrooms. Students will maintain all classrooms in a clean and orderly fashion. NO EATING OR DRINKING IS ALLOWED IN THE MLS STUDENT LAB CLASSROOMS (221 and 222)

Final Exams

**Final examinations** are scheduled for the end of each academic term. The date and time for fall term final exams is published and accessible from URL [https://academics.dixie.edu/calendar/final-exam-schedule-fall-2017](https://academics.dixie.edu/calendar/final-exam-schedule-fall-2017). Spring 2018 final exams begin April 27 and continue through May 3, 2018. All teaching faculty are required to specify in respective course syllabi the date, time and place of final exams and to distribute this information to students the first week of class.

**DSU Policy:** The final exam period for each semester is posted online and in each semester’s schedule. Instructors are required to have a graded class activity during the final exam period for each class. Students are strongly discouraged from requesting early final exams, and such requests will only be granted in extreme circumstances. Permission to take an early final examination requires completion of the Early Final Exam request form, including documentation of severe circumstance requiring the accommodation, and must be approved by the course instructor and the appropriate Dean or his/her designee.

Books and Supplies

Textbooks for MLS courses are available through the Dixie Campus Bookstore. For more information, contact the store via URL [http://campusstore.dixie.edu/Contact.aspx](http://campusstore.dixie.edu/Contact.aspx) or conduct a search from URL [http://campusstore.dixie.edu/SelectTermDept.aspx](http://campusstore.dixie.edu/SelectTermDept.aspx), call the store at 435-652-7644 or visit the store located in the Gardner Building at 225 South 700 East, St. George, UT 84770
Communication

- Students are responsible for regularly and frequently checking their DSU email. It is the primary means of electronic communication between faculty and students. Additional means used to reach students and to provide program and courses' information and materials include: a) student mailboxes located in the MLS lab classrooms – Taylor 221 and Taylor 222, respectively; b) marker boards and/or bulletin boards in the MLS student lab classrooms; and, c) Canvas accessible via https://students.dixie.edu; d) Media Lab, Inc., accessible via https://www.medialabinc.net (requires instructor-provided username and password), and e) Medical Training Solutions (MTS) accessible via http://www.medtraining.org/ (requires instructor-provided username and password).

- Students are responsible for notifying the Program Director ASAP of changes in address, telephone numbers, e-mail address, and other directory information.

Compliance Issues

All students of the DSU MLS professional program are subject to specific program compliance policies that require each student to provide documentation of completed mandatory trainings, immunizations, and screenings. The DSU Medical Laboratory Science program has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation, to provide a secure account to order drug and background screenings, and to manage compliance documentation. The specifics of these compliance issues are as follows:

1. **Trainings**
   In accordance with federal law, to meet contractual obligations between DSU and clinical affiliates, and to comply with the programmatic accreditation standards, the program is required to ensure that all MLS students have completed training for the following: a) the Health Insurance Portability and Accountability Act (HIPAA), b) OSHA Fire Safety; c) OSHA Electrical Safety, d) OSHA Bloodborne Pathogens, and e) OSHA Hazard Communication and Chemical Hygiene.
   The DSU MLS program uses Media Lab, Inc. to provide compliance training. Following admission to the program, an email is sent to each student with directions to complete the 5 on-line courses by a date prior to the start of the academic school year. Additionally, individual Media Lab, Inc. account user name and passwords are sent in separate emails.
   At orientation, each student is provided with documentation showing that he/she completed the required training. It is each student's responsibility to upload this documentation to their CastleBranch account.

2. **Immunizations**
   Using their CastleBranch account, each student uploads documentation that demonstrates compliance with the following immunization requirements:
   
a. Hepatitis B (HepB B): 3 vaccinations and a positive antibody titer demonstrated by a lab report. If your vaccination series is in process, submit documentation indicating where you are in series. If your titer was negative or equivocal, CastleBranch will alert you via your account to repeat the series and provide a 2nd titer.
Compliance issues - continued

b. Influenza (seasonal flu): a flu vaccine administered during the current flu season (September 2017 – March 2018) or a declination waiver signed by healthcare provider.

c. Measles, mumps and rubella (MMR): 2 vaccinations or a positive antibody titer demonstrated by a lab report. If your series is in process, submit documentation indicating where you are in series. If your titer was negative or equivocal, you must provide documentation of receiving a booster and provide a 2nd titer.

d. Tetanus, diphtheria, pertussis (Tdap): a Tdap vaccination, administered within the past 10 years.

e. Varicella: 2 vaccinations or a positive antibody titer demonstrated by a lab report. If your titer was negative or equivocal, you must provide documentation of receiving a booster and provide a 2nd titer.

3. Screenings
All DSU College of Health Professions students upon admission to their respective professional programs are required to submit to a drug screen, a background check, a physical examination – completed within the last 6 months before beginning the MLS professional program, and TB testing. Any one of the following TB tests performed within the past 12 months is acceptable:

a) a 2-step TB skin test, b) a Quantiferon Gold blood test (lab report required), or c) T-Spot blood test (lab report required). In cases of positive TB test results, submit a clear chest x-ray (lab report required) and a physician clearance documented on letterhead within the past year. Note: it is the responsibility of each MLS student to upload appropriate screenings documentation to his/her CastleBranch account.

To order a background check and a drug screen, and to establish a CastleBranch account, each student accesses the Castle Branch site by going to: https://portal.castlebranch.com/DH41/package-selection and selecting Medical Laboratory Science from the pulldown tab. When asked, the package code is “DH42”. The cost for the background check, drug screen and the compliance tracking account is $131.

Computer Access
Students have access to computers and the internet, and printing services within designated classrooms, the library, and student lounge areas located within the Taylor building and around the DSU campus. Students may connect with the University via Twitter, Facebook, and Instagram. Information about DSU IT services is available at URL http://catalog.dixie.edu/campusresources/it_services/. When connectivity, software, and/or hardware issues arise, contact the DSU helpdesk at https://helpdesk.dixie.edu.

Counseling and Tutoring
Students who are experiencing academic and/or personal difficulties are urged to seek assistance as early possible. There are multiple ways for students to obtain help with academic and/or personal matters. Program faculty are available to assist students in understanding program policies and practices, for advising on professional and career issues, and for providing counseling or referral for personal and financial problems that may interfere with a student’s progress in the program. DSU also provides students help with personal, educational and career concerns through its Student Success Center. Assistance is also available:
Counseling and tutoring - continued

- By asking questions in class, working and studying with classmates, talking with the course instructor either at the conclusion of class or by appointment, and/or
- By scheduling an appointment with the Health Science advisor, the MLS program director, or any program faculty, and/or
- By taking advantage of the resources available through: 1) the DSU Health & Counseling Center located at 1037 E 100 S, St. George, Utah. TEL: 435-652-7756 and 2) the Academic Performance and Tutoring Center located in the DSU Holland building room 431. More information on these resources is also available via URLs https://wellness.dixie.edu/ and https://tutoring.dixie.edu/ respectively.

More information is available from URL https://dixie.edu/student-success-center/

Faculty Academic Advisors
All students are assigned a MLS Program faculty advisor who is available to counsel them regarding curriculum, career options, letters of recommendation and other matters of student concern. Students are given the name of their faculty advisor during orientation. All students are encouraged to seek assistance from their advisors regarding any academic/professional concerns. Either the student or the advisor may request a change in the advisor assignment by notifying the Program Director.

Addressing Student Problems and Concerns

- Program faculty and staff serve as student advocates. To do this most effectively, faculty and staff should be notified in a timely manner of any significant incident, problem, or error that affects students.
- During the academic year, individual student problems or concerns should be directed to program personnel who are in the best position to assist the student. Therefore, students should contact: 1) course faculty/instructors for specific course issues, including grades, 2) assigned faculty advisors with personal and/or professional concerns or issues of program progress and promotion, 3) the Health Science advisor (Esther Pugmire) when faculty are not available to answer questions or the student seeks help regarding university and student services and applying for graduation, and, 4) the Program Director with questions about program operation, policy and procedures.
- When students have concerns and issues that may be more appropriately resolved through University Student Services, program personnel are able to provide students with referrals as may be required.

Financial Matters: Financial aid and Scholarships
Information regarding financial aid for the 2017 – 2018 school year is available at URL https://financialaid.dixie.edu/. Information regarding scholarship opportunities is accessible from URL https://financialaid.dixie.edu/scholarships/. Additionally, the MLS Program notifies students about profession-specific scholarship opportunities available through various profession organizations including but not limited to the American Society for Clinical Pathology (ASCP), the American Society for Clinical Laboratory Sciences (ASCLS), and through industry leaders (e.g., Siemens). Students may read more about scholarships available through ASCLS and ASCP by visiting the following websites:
Financial matters: financial aid and scholarships – continued

1. ASCLS via URL http://www.ascls.org/about-us/awards-and-scholarships
2. ASCP via URL https://www.ascp.org/content/functional-nav/laboratory-science-students

Program costs
Program students are solely responsible for all costs associated with their attendance at DSU. These costs include but are not limited to:

- Required and recommended textbooks. Students may find out what books they need by going to the bookstore's textbook search site (URL http://campusstore.dixie.edu/SelectTermDept.aspx). Students do not have to purchase those books listed as ‘recommended’.
- Health insurance, immunizations, drug screening, background checks, and a CastleBranch compliance tracking account;
- Housing and transportation costs while attending DSU and when assigned to clinical training site(s).
- Lab and associated program fees.

Health Insurance and Health Services
While Dixie State University does not require students to have health insurance, MLS program students are strongly urged to acquire comprehensive health insurance coverage. This is because during any student’s tenure in the MLS program he/she will work with patient samples and be in close contact with patients who may be ill. This means MLS program students are at high risk for exposure to certain infections. Additionally, during clinical training, should a MLS student become injured and/or suffer a blood borne pathogen exposure, the student is responsible for all costs associated with the injury/exposure treatment and care.

Located at 1037 E. 100 S in St. George, the DSU Health and Counseling Center encourages the campus community to strengthen their health and well-being through educational opportunities, and self-improvement with a staff of nurse practitioners and therapists available for appointments as needed. Students are invited to visit the Health & Counseling Center where they have resources full of the latest health information regarding sexual responsibility, alcohol and other drugs, tobacco cessation, nutrition, and other basic health issues. Condoms are also available for free at the front desk. Currently, the DSU Health & Counseling Center does not accept insurance payments and requires that medical health charges ($20 per visit) to be paid at the time of services. A $10 fee is assessed for missed medical appointments. For more information on the Health and Counseling Center services, visit URL https://wellness.dixie.edu/ or call 435-652-7756 for an appointment.

Professional Issues
Guarantee of Clinical Training
The DSU MLS program does not admit more students into the program on an annual basis than can be placed with program clinical affiliates for clinical training. Only students who meet academic standards and essential requirements may progress to clinical training.
Professional issues - continued

**Liability Insurance**
While enrolled in the DSU MLS Program at, students are covered by general liability. Additionally, during the clinical training DSU covers MLS students by general and professional liability policies.

**Professional Certification**
By definition, certification is a process of external peer review and examination in which a non-governmental agency or association grants public recognition to an individual who meets established experiential qualifications, and educational as well as functional standards. Participation in professional certification is voluntary, but there are factors that make it an invaluable last step to a successful professional career. These factors include professional identity, fulfillment of licensure obligations in states that require a professional licensure, continued professional development, and increased employment opportunities.

The American Society for Clinical Pathology (ASCP) is the world's largest society of laboratory professionals including pathologist and non-physician professional laboratorians like medical laboratory scientists. Its Board of Certification (BOC), is the gold standard for certification of pathologists’ assistants and laboratory professionals. As a certification agency, the BOC prepares relevant standards and develops procedures that ensure the competence of non-physician medical laboratorians.

DSU MLS Program students who complete the program are eligible to take the Medical Laboratory Scientist (MLS) certification examination administered through the American Society for Clinical Pathology (ASCP).

**Professional Organization Memberships and Resource Links**

**American Society for Clinical Laboratory Science (ASCLS)**
“The American Society for Clinical Laboratory Science (ASCLS), provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education and management.” Student membership information is available at URL [http://www.ascls.org/join-ascls/join](http://www.ascls.org/join-ascls/join)

**American Society for Clinical Pathology**
“The American Society for Clinical Pathology (ASCP) is the world’s largest professional membership organization for pathologists and laboratory professionals. Our mission is to provide excellence in education, certification and advocacy on behalf of patients, pathologists and laboratory professionals across the globe. With more than 100,000 members, the society’s influence has guided the application and evolution of the pathology and laboratory medicine specialty since 1922.” Student membership information is available at [http://ascp.org/Students](http://ascp.org/Students)
Safety: DSU Emergency Procedures

Adverse Weather and Disaster Emergencies

Students are expected to monitor radio and TV stations and or contact campus security (435-652-7515) regarding access to and the status of the campus during severe/adverse weather (i.e., flooding, earthquake, fire or other like emergencies).

Importantly, all students are urged and responsible to update their emergency contact information in the My Dixie Banner System in order to receive emergency notifications issued when there is a significant emergency or a dangerous situation occurring on the DSU campus that involves an immediate threat endangering the health or safety of students or employees. Emergency and dangerous situations may include but are not limited to fire, earthquake, flood, building collapse, weather-related situations, power outages, water emergencies, threat of violent crime, situations where the identity or location of a suspect is not known, Clery Act crimes, and crimes not covered under the Clery Act. For more information and for directions to register to receive cell phone notifications via the Dixie Emergency Alert System go to URL https://safety.dixie.edu/emergency/dixie-alert-system/.

Taylor Building: Access, Safety, and Security

The Russell C. Taylor Health Science Center is accessible Monday through Friday between the hours of 7 AM – 9 PM. DSU police officers regularly patrol the campus by vehicle, bike patrol, and by foot. All buildings, including the Taylor HSC building, are monitored during the night and all external doors are checked every night by DSU officers to make sure that they are secure. In case of an emergency, students, faculty, staff, and visitors can reach the DSU police by calling 911. If a situation does not actually rise to the level of an imminent emergency they may speak to one of the police officers by calling the office; 435 652-7515, or calling the duty phone: 435 619-1144. For more information regarding DSU emergency procedures, consult the Procedures guide accessible via URL https://publicsafety.dixie.edu/wp-content/uploads/sites/46/2015/07/Emergency-Procedures-booklet4.pdf or visit the DSU public safety website at URL https://publicsafety.dixie.edu/.

Student Records

The Program creates and maintains files on each program student. These files contain applications, transcripts, and other demographic information furnished by the student or by others at the student’s or the program’s request. Additional information that may be found in a student’s program record includes but is not limited to grade reports, information concerning discipline and counseling, clinical performance, and other individual student behavioral records. Records are housed in locked cabinets in the Program Director’s office.

Official academic records and original University application documentation is maintained by Dixie State University’s Office of the Registrar.

Student records are protected by the Family Educational Rights and Privacy Act (FERPA), a federal regulation which assigns rights to students and responsibilities to educational institutions regarding students’ education records. The Act governs the maintenance and release of information from those records.

Anyone may learn more about FERPA regulations by visiting the DSU website at https://drcenter.dixie.edu/privacy-and-confidentiality, selecting the correct visitor type, and following the links to the information. Additional information is also available from the DSU academic policies and procedures webpage at URL http://catalog.dixie.edu/academicpoliciesandprocedures/#ferpatext
**Student Service Work and Employment Issues**
The MLS Program curriculum is fast-paced and rigorous, and successful completion requires full attention of students. Students are strongly discouraged from working while enrolled in the program. The program does not make accommodations – excused absence or tardiness - for students who choose to work. MLS program students are prohibited from working for the program in any capacity while enrolled in the program.

During clinical rotations, students learn to perform clinical testing procedures. They are under close supervision of a teaching MLS and do not report patient values without supervision. Most students begin by performing these procedures slowly; but over time as the procedures are repeated, students become more proficient and efficient, until they approach entry level competency. However, this does not mean that they are expected to carry out routine procedures and to report patient results independently, even though they may have attained entry-level competencies. Clinical rotations are intended to be learning experiences and students will not be expected to work in lieu of a training site's regular staff. At no time under any circumstance during regularly scheduled school time will any program student be substituted for regular laboratory staff or scheduled to work as a paid employee of any clinical affiliate.

**Student Dress Code**
To project an image of professionalism and to comply with safety standards, each student is expected to adhere to the student dress code. Any student found not in compliance, will be asked to leave and return appropriately dressed. The code is as follows:

- Clothing, including medical scrubs, should be worn fitted for size, clean and free of holes, tears, fringe and excessive wrinkling. T-shirts with vulgar and/or offensive words and/or graphics, see-through or low cut tops, shorts, strapless or spaghetti strapped garments are not acceptable.
- Shoes are to be closed-toe and low-heeled. Sandals of any kind are not acceptable.
- The wearing of jewelry (including nose, ear, lip, and other types of body ornaments), perfume and lotions should be minimized for personal safety and concern for others.
- Hair, including beards, sideburns and mustaches, is expected to be worn in a neat, clean and combed manner. Long hair, including bangs, is to be tied or pinned back away from the face when in the student laboratory.
- Laboratory coats are provided to student. The coats are worn only in the student laboratory and left hanging in the student lab atrium anytime a student leaves lab class. Lab coats are replaced if soiled, ripped, or torn.
- Fingernails are to be neatly manicured and of length not to exceed 1/4 inch beyond the fingertip. Nail enhancements (as recommended by the Centers for Disease Control and Prevention) are not permitted. This includes but is not limited to the following: artificial nails, acrylics, tips, wraps, appliqués, gels, or any additional items applied to the nail surface with the exception of nail polish. Nail polish should be smooth and not chipped. Extremes in color are not permissible.
- During clinical training, students will comply with dress codes of assigned medical labs.
**Transportation**

It is the responsibility of each program student to provide transportation to and from campus and to his/her assigned clinical training site(s) throughout the student’s tenure in the program.

*St. George Public Transit System*

Dixie State University students may ride the SunTran for FREE. The SunTran is the City of St. George’s public transit system. Students simply need to show their student card in order to utilize this service. The SunTran is a good option for students to get around town for shopping and/or going to/from part-time jobs. More information about the SunTan can be found at URL https://www.sgcity.org/transportationandengineering/sunran

*DSU-Enterprise Car share Rental Program*

Dixie State University has partnered with Enterprise to provide a CarShare program allowing students to rent a car for a low hourly rate (gas and insurance included). Students 18 years or older with a valid driver’s license can set up an account and then reserve a car when they want to use it. The car will have gas in it when they leave, and someone else will fill it up when they return. More information about the CarShare program can be found at URL https://www.enterprisecarshare.com/us/en/programs/university/dixie-state.html?mcid=print:873

*Bicycles*

Students are welcome to bring a bicycle to campus. There are various outside locations where students may chain their bike in between use. Students at Campus View Suites may also pay $25 a semester to utilize a secure indoor bike-storage room.

*Parking and Parking Permits*

For those bringing a vehicle to campus, parking permits are required to park in all campus lots, including on-campus student housing. The cost is $50 for a regular parking permit (good at any campus parking lot) and $20 for an economy parking permit (good at limited locations). Additional information on purchasing permit is found at URL https://parking.dixie.edu/parking-permitspurchase-a-permit/. Students may park in any parking lot during the day while attending classes, but at night are restricted to certain parking lots (students will be notified which lots they may use when they receive their “Check-In” information”).
APPENDIX A

Table 4 MEDICAL LABORATORY SCIENCE ♦ Program Curriculum

1. MLS 3310 Immunohematology I (3-2-4)
   Required course for students in the Bachelor of Science Medical Laboratory Science Professional Program. Comprehensive study of the science and applied concepts of blood banking and transfusion service practices. The study of blood groups, their antigens and antibodies, is discussed in detail as are test methods, protocols, including donor selection, component preparation, and quality management and compliance issues. In lab, students learn to perform a variety of tests that are prerequisite to the transfusion of blood and blood products. Lab fee required. Prerequisite: Admission to the Dixie State University Bachelor of Science in Medical Laboratory Science professional program. *Lab fee: $500* (F)

2. MLS 3312 Clinical Immunology (3-2-4)
   Required course for students admitted to the Bachelor of Science in Medical Laboratory Science professional program. A comprehensive study of the human immune system and the medical laboratory techniques used to assess immune responsiveness in health and during times of illness and disease. Lectures focus on innate and adaptive immunity, antibody structure and function, and the role of the complement system and cytokines in immune responsiveness. The immunologic manifestation of infectious disease, hypersensitivity, autoimmune diseases, transplantation immunity, tumor immunology, and immunodeficiency diseases are discussed in detail. Using serological methods, electrophoresis, and molecular techniques, students test samples and correlate results with states of health and disease. Lab fee required. Prerequisite: Admission to the Dixie State University Bachelor of Science in Medical Laboratory Science professional program. *Lab fee: $300* (F)

3. MLS 3314 Diagnostic Microbiology I (3-4-5)
   Required course for students in the BS in Medical Laboratory Science professional program. Comprehensive topical study introduces students to clinically significant bacteria including epidemiology, pathogenicity, and procedures for the traditional laboratory identification of pathogens by traditional laboratory identification and antimicrobial testing. Clinically significant pathogens of interest include: Staphylococcus, Streptococcus, Neisseria, Gram-Positive Bacilli, Enterobacteriaceae, Gram-Negative non-fermenters and other miscellaneous bacteria. The laboratory exercises focus on traditional and evolving methods of identification of bacteria of medical interest. Lab fee required. Prerequisite: admission to the Dixie State University Bachelor of Science in MLS professional program. *Lab fee: $500* (F)

4. MLS 3330 Clinical Chemistry (3-4-5)
   Required course for students in the Bachelor of Science Medical Laboratory Science professional program. Basic concepts and techniques in clinical chemistry and quality control utilizing manual and automated laboratory procedures. Instrumentation background and use will be discussed. Emphasis on blood and body fluid assessments of carbohydrates, bilirubin, non-protein nitrogen testing, electrolytes, acid/base balance, lipids, hemoglobin, and electrophoresis. Laboratory section will facilitate student learning by students applying theory to laboratory assays. Lab fee required. Prerequisite: admission to the Dixie State University Bachelor of Science in MLS professional program. *Lab fee: $500* (Sp)
Appendix A Table 4 – continued

5. **MLS 3555 Research Seminar (2-0-2)**
   Required course for students in the Bachelor of Science program in Medical Laboratory Science. Addresses research methods in the clinical sciences and reviews accepted policies from the National Institutes of Health on informed consent, institutional review boards, and clinical trials. Students will read and interpret studies in the clinical laboratory sciences, comment on problems with studies, and note the further work needed in the respective area of research. Students will present a study, highlighting the research questions answered, methods employed, and relevance to other studies. *(Sp)*

6. **MLS 3850 Urinalysis and Body Fluids (1-2-2)**
   Required course for students admitted to the Bachelor of Science in Medical Laboratory Science professional program. In-depth study of the physiology, formation and composition, and medical laboratory analysis of urine and other body fluids, including cerebrospinal fluid, seminal fluid, serous fluids, synovial fluid, amniotic fluid, bronchoaveolar lavages and bronchial washings, and vaginal secretions. In lab, students learn to perform physical, chemical and microscopic analysis on clinical samples, interpret test results, and correlate results with states of human health and disease. Lab fee required. Prerequisite: Admission to the Dixie State University Bachelor of Science in Medical Laboratory Science professional program.  
   *Lab fee: $500 (F)*

7. **MLS 4020 Medical Laboratory Science Capstone (1-0-1)**
   Required course for students admitted to the BS in Medical Laboratory Science professional program. Students will learn resume writing and take a mock registry examination in preparation for Board of Certification Exam by the American Society for Clinical Pathology. Prerequisite: admission to the Dixie State University BS in MLS professional program.  
   *(F)*

8. **MLS 4110 Laboratory Management & Education (2-0-2)**
   Required course for students admitted to the BS in Medical Laboratory Science professional program. Students will learn managerial problem solving, finance, and budgeting, Lean and Six Sigma techniques, leadership styles, and education/training relevant to the clinical laboratory. Prerequisite: admission to the Dixie State University BS in MLS professional program.  
   *(F)*

9. **MLS 4200 Clinical Chemistry and Molecular Diagnostics (3-2-4)**
   Required course for students admitted to the BS in Medical Laboratory Science professional program. Second of two courses covering essential practices related to the pre-analytical, analytical, and post-analytical components of the clinical chemistry laboratory service. Lectures focus on the pathophysiology of a variety of diseases including diabetes, liver disease, kidney disease, various endocrine disorders including thyroid disease, and on the specialized services of the clinical chemistry lab including toxicology, therapeutic drug monitoring, and molecular diagnostics. The use of molecular techniques with interest in instrumentation and evolving technology are discussed in detail. Laboratory exercises facilitate student skill development performing assays and correlating test results to states of health and disease. Lab fee required. Prerequisite: admission to the Dixie State University BS in MLS professional program.  
   *Lab fee: $500 (F)*
Appendix A Table 4 – continued

10. MLS 4300 Clinical Hematology (3-4-5)
Required course for students admitted to the Bachelor of Science in Medical Laboratory Science professional program. Lecture and laboratory coverage of the theories, concepts and practical aspects central to the study of blood and blood forming tissues by medical laboratory methods. Lectures topics of focus include hematopoiesis, blood cells’ structure, function, kinetics, senescence and destruction. Hematologic diseases including the etiology and pathophysiology of anemia, and neoplastic and nonmalignant leukocyte disorders discussed in detail. In lab, students use manual methods and automation to analyze clinical samples and correlate results with states of health and disease. Lab fee required. Prerequisite: Admission to the Dixie State University Bachelor of Science in Medical Laboratory Science professional program. Lab fee: $500 (Sp)

11. MLS 4320 Hemostasis (3-2-4)
Required course for students admitted to the Bachelor of Science in Medical Laboratory Science professional program. Theories and concepts of hemostasis are presented, including plasma and cell-based models of normal coagulation and fibrinolysis. Hemorrhagic diseases and thrombotic disorders will be covered and laboratory tests critical to the diagnosis, prognosis, and to monitoring treatment of these conditions are discussed in detail. In the lab, students use manual methods and technology to analyze clinical samples to detect, differentiate, and quantify coagulation abnormalities. Lab fee required. Prerequisite: Admission to the Dixie State University Bachelor of Science in Medical Laboratory Science professional program. Lab fee: $500 (F)

12. MLS 4330 Clinical Chemistry Practice (4)
Students will rotate through the chemistry laboratory of a hospital and perform analyses and quality control on a variety of automated instruments. Students will also enter results on a laboratory information system. (Sp)

13. MLS 4400 Immunohematology II (3-2-4)
Required course for students admitted to the Bachelor of Science in Medical Laboratory Science professional program. Continued study of the science of antigen and antibody reactions and blood group systems, emphasizing decision-making and problem-solving skill development with application to blood banking practices and transfusion therapy services. Lab fee required. Prerequisite: Admission to the Dixie State University Bachelor of Science in Medical Laboratory Science professional program. This course will be taught for the first time fall 2018. Lab fee: $500 (F)

14. MLS 4410 Clinical Immunohematology Practice (4)
Students will rotate through a hospital blood bank performing blood typing, antibody identification, crossmatching, fetal screens, and elutions and will observe blood components being issued for transfusion. Students will enter results into a laboratory information system. Quality control tasks will also be performed. (F)
Appendix A Table 4 – continued

15. MLS 4414 Clinical Microbiology Practice (4)
Students will rotate through a medical center/hospital microbiology department performing identification of organisms from a variety of specimens and body fluids. Students will enter results into a laboratory information system and perform quality control tasks. (F)

16. MLS 4423 Clinical Hematology Practice (4)
Students will rotate through a hematology laboratory in a hospital where they will analyze samples using both automated and manual methods. Analyses in coagulation will also be covered. Students will enter results into a laboratory information system. Quality control tasks will also be carried out by students. (F)

17. MLS 4600 Diagnostic Microbiology II (3-2-4)
Comprehensive study of clinical and diagnostic microbiology. Clinically significant pathogens of interest include: Anaerobes, Spirochetes, Chlamydia, Mycobacteria, Mycology, Virology and Parasitology. Laboratory methods will include identification of pathogens by traditional manual and evolving molecular methods. Lab fee: $500 (Sp)

Table 5 MLS Professional Program Curriculum Map (Total Credits = 62)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 1st Term (15)</strong></td>
<td><strong>Spring 2nd Term (17)</strong></td>
</tr>
<tr>
<td>MLS 3312 Clinical Immunology (4)</td>
<td>MLS 3310 Immunohematology I (5)</td>
</tr>
<tr>
<td>MLS 3850 Urinalysis &amp; Body Fluids (2)</td>
<td>MLS 3555 Research Seminar (2)</td>
</tr>
<tr>
<td>MLS 4320 Hemostasis (4)</td>
<td>MLS 4300 Clinical Hematology (5)</td>
</tr>
</tbody>
</table>
APPENDIX B

REFERENCES AND RESOURCES

Program Contact Information

Dixie State University ♦ College of Health Sciences

Mail: 225 South University Avenue, St. George, UT 84770
Physical: 1526 E. Medical Center Drive, St. George, UT 84770
TEL: (435) 879-4971 ♦ FAX: (435) 879-4828
WEB: https://health.dixie.edu/health-department/mls/

College of Health Sciences ♦ Department of Healthcare Diagnostics and Therapeutics

Eliezer Bermudez  Dean, Health Sciences  435-879-4817  Office Taylor 308
Drew Wilcox  Department Chair  435-879-4861  Office Taylor 202
Cara Calvo  MLS Program Director  435-879-4971  Office Taylor 257
Esther Pugmire  Health Science Advisor  435-879-4809  Office Taylor 258

On-line Accessible Resources

UNIVERSITY
1. Academic calendars accessible from URL https://academics.dixie.edu/academic-calendars/
2. DSU 2017-18 General Catalog on-line at URL http://catalog.dixie.edu/
4. DSU Policy Library at URL https://dixie.edu/policylibrary/
5. Housing at URL https://housing.dixie.edu/

DSU SAFETY & SECURITY
8. Public safety: https://publicsafety.dixie.edu/ or TEL: 435-652-7515 or Duty phone 435-619-1144 (after 4 PM)

PROGRAM
   b. Membership http://www.ascls.org/membership/join
12. American Society for Clinical Pathology: Students https://www.ascp.org/content/students
14. MTS http://www.medtraining.org/
APPENDIX C

CORRECTIVE ACTION FORM
Page 1 of 2

Student Name: ___________________________________________ Date: _______________

DIRECTIONS: Faculty/Instructor/Advisor completes the form and distributes a signed copy to: 1) the student’s program file, 2) the student, and 3) the student’s Faculty advisor/Instructor.

SECTION I - Identify the problem(s)/issue(s) (Check all that apply) and briefly explain:
• ___ Academic (e.g., earned grade of I, D, or F, etc.)

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

• ___ Non-academic (e.g., failure to meet essential functions, received a score of 1 on professional performance, or failed to meet requirements of LOA request/plan)

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

• ___ OTHER (Specify)

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

SECTION II: Briefly describe the performance expectations relative to the problem(s).

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________
SECTION III: Briefly describe the actions being taken, including the time frame for actions to resolve the problem(s)/issue(s). Identify person(s) responsible for monitoring completion of actions.

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

_________________________________________________________________________________________________________

Placement of signatures in acknowledgement and implementation of the plan herein described.

CLS FACULTY/INSTRUCTOR/ADVISOR

DATE

SITE CLINICAL EDUCATION COORDINATOR

DATE

PROGRAM DIRECTOR

DATE

STUDENT SIGNATURE

DATE

☐ I acknowledge that this corrective plan has been discussed with me. (Attach any supporting documentation)
APPENDIX D

DSU MLS Professional Program
Student Professional Development Evaluation Form

Student Name: ________________________________

Course: ________________________________ Term / Year ________________________________

Objective: The primary objective of this assessment is to ensure that each student
completes the program with career
entry competencies (knowledge, skills abilities, and attitudes).

Instructions: The student will be evaluated after selected didactic courses and upon completion of each clinical practice
course.

Evaluator: Select the description which most closely matches the student’s performance.

A score of 3 indicates the student exceeds expectations of competency for a CLS student entering the clinical externship.
A score of 2 indicates the student meets expectations of competency for a CLS student entering the clinical externship.
A score of 1 indicates minimal competency has not been met. Scores of 1 require additional comments documenting why
the score was chosen. Place comments in the evaluator comments section.

Knowledge and Skills

Students are expected to receive scores of 2’s and 3’s. If a student receives a score of 1 in this section it is
considered unsatisfactory performance and will be referred to the faculty and program director for follow-up
and resolution.

<table>
<thead>
<tr>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
<th>Not Applicable or Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle score of 3</td>
<td>Circle score of 2</td>
<td>Circle score of 1</td>
<td>Circle NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application of Knowledge</th>
<th>1. Readily able to answer theory and practical questions with little prompting</th>
<th>3 2 1 NA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Applies previous knowledge to new procedures with minimal instruction</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td>Laboratory Performance</td>
<td>3. Follows laboratory and institutional safety policies</td>
<td>2 NA</td>
</tr>
<tr>
<td></td>
<td>4. Follows written procedures / verbal instruction</td>
<td>2 NA</td>
</tr>
<tr>
<td></td>
<td>5. Uses proper laboratory technique</td>
<td>2 NA</td>
</tr>
<tr>
<td></td>
<td>6. Makes minimal errors</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td></td>
<td>7. Performs appropriate quality control / quality assurance procedures</td>
<td>2 1 NA</td>
</tr>
<tr>
<td></td>
<td>8. Maintains work quality and quantity under stress</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td></td>
<td>9. Able to work independently; requires minimal supervision</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td>Laboratory Results</td>
<td>10. Obtains accurate and precise results</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td></td>
<td>11. Records completely, clearly and accurately</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td>Utilization of Time</td>
<td>12. Reasonable pace of work; able to keep up with workflow</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td></td>
<td>13. Utilizes time effectively</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td></td>
<td>14. Usually completes work load or assignments in normal amount of time</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td>Organization</td>
<td>15. Organizes material and work</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td></td>
<td>16. Establishes priorities</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td>Problem Solving Skills</td>
<td>17. Recognizes errors in technique, results and/ or instrument malfunction</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td></td>
<td>18. Shows logical thinking and resourcefulness in dealing with problems</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td></td>
<td>19. Determines course of action after careful analysis of all available data</td>
<td>3 2 1 NA</td>
</tr>
<tr>
<td></td>
<td>20. Perseveres, reluctant to abandon a problem without resolution</td>
<td>3 2 1 NA</td>
</tr>
</tbody>
</table>

7/12/17
### Habits and Attitudes

Students are expected to receive scores of 2’s and 3’s. If a student receives a score of 1 in this section it is considered unsatisfactory performance and may be referred to the program director and faculty at the discretion of the course instructor(s).

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
<th>Not Applicable or Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Circle score of 3</td>
<td>Circle score of 2</td>
<td>Circle score of 1</td>
<td>Circle NA</td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Perform routine assigned tasks</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>22.</td>
<td>Seeks unsolicited tasks</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>23.</td>
<td>Works on improving skills</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Asks relevant questions</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>25.</td>
<td>Alert and attentive</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Completes required assignments / tasks</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>27.</td>
<td>Accepts responsibility as delegated</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>28.</td>
<td>Is rarely absent</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>29.</td>
<td>Notifies appropriate personnel when late or absent</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>30.</td>
<td>Reports out when leaving</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>Interpersonal Relations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>Maintains good working relationship with co-workers and peers</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>32.</td>
<td>Functions well in a teacher / student setting</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>33.</td>
<td>Helps others willingly</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Professional Performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td>Accepts constructive criticism, open to suggestions</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>35.</td>
<td>Maintains professional composure in stressful situations</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36.</td>
<td>Demonstrates integrity and ethical behavior</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>37.</td>
<td>Admits to errors or mistakes</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>38.</td>
<td>Follows procedures without shortcuts</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>Cleanliness/Orderliness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39.</td>
<td>Leaves work area clean and in good order</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>40.</td>
<td>Replenishes supplies and reagents</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>Promptness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41.</td>
<td>Arrives on time</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>42.</td>
<td>Begins work promptly</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>43.</td>
<td>Returns from break when directed</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>Confidence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44.</td>
<td>Displays confidence after appropriate time and instruction</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>45.</td>
<td>Recognizes limitations and asks for help when needed</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Institutional &amp; Laboratory policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46.</td>
<td>Adheres to general policies</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>47.</td>
<td>Follows dress code</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>48.</td>
<td>Maintains patient confidentiality and dignity</td>
<td>2</td>
<td>1</td>
<td>NA</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49.</td>
<td>Listens well</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>50.</td>
<td>Receives/ gives information to others effectively &amp; courteously</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
Evaluator Comments (Please use additional paper if needed)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Evaluator ________________________________ (Date)

Evaluator: Please review this evaluation with the student.

Student Comments: (if desired, please use additional paper if needed)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I have reviewed this evaluation: ________________________________ (Date)

Signature of Student ________________________________ (Date)

7/12/17
APPENDIX E

Waiver Release of Liability, Indemnification, & Consent to Medical Attention Form

This is a Waiver release of liability, indemnification, and consent to medical attention

In exchange for my being allowed to participate in the educational program or activity of the ("University") identified as the______________________, that is scheduled to occur during the period from______ through______ (the "Activity"), I and, if I am not yet 18 years old, my parent or legal guardian (individually and collectively referred to below in the first person singular) agree to be bound by each of the following:

1. Assumption of Risk. I expressly acknowledge that I am not required to participate in the Program or Activity. Accordingly, I voluntarily accept personal responsibility for any liability, injury, loss, or damage in any way connected with my participation in the Program and/or Activity.

2. Identification of Risks. I understand that there are certain dangers, hazards, and risks inherent in travel and the activities included in the Program or Activity. I understand that such dangers, hazards, and risks may involve risk of injury and loss, both to person and property. I further understand that the risk of injury may include the possibility of permanent disability and death. I understand that the premises, facilities, and equipment used in conducting the activities of the Program and Activity are owned, maintained, or controlled by someone other than the University. The University does not own, maintain, or control the premises, facilities, or equipment. There may be other risks not known to the University or not reasonably foreseeable at this time. I understand that these risks of injury and loss might result from the actions, inactions, negligence, or conduct of the University or others, the rules of the Program and/or Activity, or the condition of the premises, the facilities, or any equipment used in the Program and/or Activity. I further understand that the University cannot and does not assume responsibility for any such injury or loss.

3. Waiver and Release. I waive and release the University, and their directors, officers, sponsors, employees, agents, volunteers, successors and assigns, if any, from all claims for any liability, injury, loss, or damage in any way connected with my participation in the Program and/or Activity, whether or not caused in whole or part by the negligence of any of the organizations or individuals mentioned above.

4. Indemnification. I agree to indemnify and hold harmless (in other words reimburse and be responsible for) the University, the Premises Owner, and their directors, officers, sponsors, employees, agents, volunteers, successors, and assigns from all claims for any liability, injury, loss, or damage in any way connected with or arising out of my participation in the Program and/or Activity, whether or not caused in whole or in part by the negligence of any of the organizations or individuals mentioned above.

5. Consent to Medical Treatment. I agree that the University or Premises Owner may provide to me, through medical personnel of their choice, customary medical assistance, transportation, and emergency medical services. I understand and agree that the University assumes no responsibility for any injury or damage that might arise out of or in connection with such authorized medical treatment. I further agree that any expense resulting from the provision of such medical services is my responsibility. This consent does not impose a duty upon the University or Premise Owner to provide such assistance, transportation, or services.
6. **Binding Effect.** This instrument shall be binding upon my relatives, personal representatives, heirs, beneficiaries, next of kin, or assigns and shall inure to the benefit of the University, the Premises Owner, and their respective successors and assigns.

7. **Invalidity/Unenforceability.** If any provision of this instrument is held to be invalid or unenforceable, this instrument shall be construed as if such valid or unenforceable provision was not contained herein.

8. **Applicable Law.** Because the University is a state institution located in St. George, Utah, this instrument shall be governed, construed and enforced in accordance with the laws of the State of Utah.

I HAVE READ THIS WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION, AND CONSENT. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. I AM SIGNING THIS WAIVER, RELEASE OF LIABILITY, INDEMNIFICATION, AND CONSENT VOLUNTARILY.

_____________________________
DATE

_____________________________  ______________________________
PRINTED NAME                       SIGNATURE
## Dixie State University Incident/Injury Report

Any risky, unsafe act or condition, lack of organization preparedness or training, management deficiencies or policy infractions that potentially or does result in injury, property damaged, and/or harm to the University or its stakeholder need to be reported and documented using this Incident/Injury Report as soon as possible. Fill out all blocks. Be as specific and detailed including drawings, photos, additional narratives or any other pertinent information.

### Person Reporting Incident*

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>Email:</td>
</tr>
<tr>
<td>Occupation/Position</td>
<td>Department:</td>
</tr>
<tr>
<td>Date Reported (yyyy-mm-dd):</td>
<td>Time of Reporting:</td>
</tr>
</tbody>
</table>

### Person(s) Involved or Affected*

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>Email:</td>
</tr>
</tbody>
</table>

### Incident Details

<table>
<thead>
<tr>
<th>Date of Incident (yyyy/mm/dd):</th>
<th>Time of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus:</td>
<td>Incident Location/Parking Lot</td>
</tr>
<tr>
<td>Room:</td>
<td>Other:</td>
</tr>
</tbody>
</table>

Incident Narrative: Describe what happened: (What, who, when, why, how, property damage, costs, additional witnesses, etc.)

### Classification/Treatment (Please select level and check one item below)

- □ Level 1 - Near misses, preventative, and minor first aid injuries treated and released.
- □ Level 2 - Significant injuries requiring emergency medical transportation and/or emergency room treatment short term.
- □ Level 3 - Over night in-patient hospitalization of injured party, long term hospitalization or death

### Type of Incident (Choose all that apply)

<table>
<thead>
<tr>
<th>Nature of Illness</th>
<th>Body Part(s) Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Injury/Illness</td>
<td>None</td>
</tr>
<tr>
<td>Bruising</td>
<td>Head</td>
</tr>
<tr>
<td>Open Wound</td>
<td>Chest/Shoulde</td>
</tr>
<tr>
<td>Fracture</td>
<td>Hip/Pelvis</td>
</tr>
<tr>
<td>Dislocation</td>
<td>Eyes</td>
</tr>
<tr>
<td>Threat</td>
<td>Elf/Sides</td>
</tr>
<tr>
<td></td>
<td>Ears</td>
</tr>
<tr>
<td></td>
<td>Nose</td>
</tr>
<tr>
<td></td>
<td>Abdomen</td>
</tr>
<tr>
<td></td>
<td>Mouth</td>
</tr>
<tr>
<td></td>
<td>Arms</td>
</tr>
<tr>
<td></td>
<td>Buttocks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nature of Illness</th>
<th>Body Part(s) Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>Head</td>
</tr>
<tr>
<td>Foreign Body</td>
<td>Chest/Shoulde</td>
</tr>
<tr>
<td>Inflammation</td>
<td>Hip/Pelvis</td>
</tr>
<tr>
<td>Electrical Shock</td>
<td>Eyes</td>
</tr>
<tr>
<td>Respiratory</td>
<td>Elf/Sides</td>
</tr>
<tr>
<td>Cardiac/Circulatory</td>
<td>Ears</td>
</tr>
<tr>
<td>Blood born/Infection Exposure</td>
<td>Nose</td>
</tr>
<tr>
<td>Policy Violation</td>
<td>Abdomen</td>
</tr>
<tr>
<td>Disease</td>
<td>Mouth</td>
</tr>
<tr>
<td>Concussion</td>
<td>Arms</td>
</tr>
<tr>
<td>Loss of Conscious</td>
<td>Buttocks</td>
</tr>
<tr>
<td>Amputation</td>
<td></td>
</tr>
<tr>
<td>Death</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Incident Narrative:

Describe what happened: (What, who, when, why, how, property damage, costs, additional witnesses, etc.)
Possible Causes/Why did it happen? (Choose all that apply)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Environment</th>
<th>Policies/Procedures</th>
<th>Human Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defective or Improper Tools/Equipment</td>
<td>Slippery Uneven Surfaces</td>
<td>Failure To Follow Procedures/Policies</td>
<td>Failure To Follow Procedures/Guidelines</td>
</tr>
<tr>
<td>Poor Material</td>
<td>Hazardous Substance</td>
<td>Lack Of Procedures/Policies</td>
<td>Poor Performance</td>
</tr>
<tr>
<td>No/Inadequate/Altered Safety Devices</td>
<td>Inadequate Ventilation</td>
<td>Insufficient Training/Knowledge</td>
<td>Improper/No PPE</td>
</tr>
<tr>
<td>Improper Work Technique</td>
<td>Insufficient/Excessive Illumination</td>
<td>Lack Of Proper Supervision</td>
<td>Safety Rules Not Enforced</td>
</tr>
<tr>
<td>PPE Used Improperly/Not Used</td>
<td>Extreme Temperatures</td>
<td>Management System Deficiencies</td>
<td>Safety Violation</td>
</tr>
<tr>
<td>Failure To Worry/Secure</td>
<td>Air Contaminants</td>
<td>Inadequate Inspections</td>
<td>Hazards Not Identified</td>
</tr>
<tr>
<td>Lack Of Service/Maintenance</td>
<td>Excessive Noise</td>
<td>Unrealistic Scheduling</td>
<td>Lack of Maintenance</td>
</tr>
<tr>
<td>Un-Safe Design/Construction</td>
<td>Congested Work Area</td>
<td>Inadequate Planning/Preparedness</td>
<td>Poor Housekeeping</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
<td>No Support/Assistance</td>
<td>Improper Lifting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td>Inattention/Rushing</td>
</tr>
</tbody>
</table>

Suggested Corrective Actions By the Affected Party

What was the root of the incident? (i.e., actual cause of the incident, near miss, illness, injury, or accident?)

Witness Statements

What did you see happen?

Management Review

Recommendations/Preventive Measures:

Supervisor or University Representative

Corrective/Improvement Action Target Date (mm/dd/yyyy): Corrective/Improvement Actions Complete Date (mm/dd/yyyy):

Name: Phone Number: Email:

Comments:

Copies of the Incident/Injury Report should be kept for yourself, supervisor/Department, Police Department if needed and a copy sent to The Office of Risk Management & Safety.

Contact RM&S at 435-652-7855

Phlebotomy Informed Consent Form

General Information
During your tenure in the DSU MLS Professional Program, you will be participating in classroom, laboratory, and clinical activities in which learning requires human volunteer subjects as part of the learning/training procedures, demonstrations and/or experiments. As part of your learning activities you may be asked to be the volunteer subject of specific phlebotomy skills practiced by other students. At no time will any DSU MLS professional program student be required to be a human subject as part of learning/training procedures, demonstrations and/or experiments.

In all circumstances, learning activities that use volunteer human subjects will be conducted under the supervision of an instructor or other authorized designee.

Benefits: The learning experiences listed below have been identified as activities that require a volunteer human subject. These activities are so identified because they are skills essential to the MLS student’s competency and the program faculty believe that realistic practice is essential for optimal learning. Participation will enhance the learning process and the acquisition of technical skills.

Risks/Discomforts: Participation as a volunteer in the activities identified below may create some anxiety for you. Some of the procedures may create minor physical discomfort. Specific risks/discomforts are listed.

A Volunteer’s Rights: As a prospective volunteer for the activities identified below, you have the right to withhold consent for participation in the activities identified below and to withdraw consent after it has been given. You may ask questions about participation and expect a clarifying explanation of any point that is unclear.

<table>
<thead>
<tr>
<th>Learning Activities</th>
<th>Specific Benefits</th>
<th>Specific Risks/Discomforts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Venipuncture using both syringe and vacutainer system</td>
<td>Student gains experience needed prior to performing actual procedure on patients in clinical setting.</td>
<td>Possibility of hematoma and/or pain with venipuncture</td>
</tr>
<tr>
<td>• Capillary puncture using finger</td>
<td></td>
<td>Minimal possibility of infection when area is kept clean and pain with puncture.</td>
</tr>
</tbody>
</table>

CONSENT STATUS: I have read the Phlebotomy informed consent document and understand the risks/discomforts and benefits described. My questions have been answered. Check one:

- __ I decline to volunteer as a human subject for the learning activities identified above.

_________________________  ________________________  __________________
Printed Name  Signature  Date

- __ I volunteer as a human subject for the learning activities identified above.

_________________________  ________________________  __________________
Printed Name  Signature  Date
APPENDIX H

Policy on Self-testing in the DSU MLS Professional Program Student Laboratories

During laboratory classes, students may be invited to participate as subjects as part of the training procedures, demonstrations and/or experiments in the laboratory. This participation may include but is not limited to the testing of their blood. In all cases, participation is strictly voluntary and subject to the following criteria:

1. No student is required to consent to any testing of their blood or body fluids as part of a course training procedure, demonstration and/or experiment and at no time is a student to be coerced to give consent for his/her blood or body fluids to be collected and/or tested.
2. Students are permitted to test their own blood and urine during any student laboratory in which the MLS course instructor gives permission for such testing to occur.
3. Student samples are labeled in a manner to preserve the anonymity of the student’s sample(s).
4. Student samples are discarded in the student laboratory biohazard waste containers once testing is completed and the samples are never to be taken out of the student laboratory under any circumstances.
5. Any results obtained from the testing of a student’s blood or urine are used for educational purposes only and not released or used for diagnostic purposes. The reagents and test systems used in student laboratory are often outdated and are to be used for educational purposes only. We cannot and will not verify the accuracy of any results obtained from the testing of a student’s blood or urine.
6. Students only permitted to test their own sample(s): student samples will not be used/tested by other students for any reason.
7. A student’s test results are not required to be shared with any student or instructor.
8. Under no circumstance is a student’s friends or family members permitted to submit blood or body fluid(s) to be tested in the student’s MLS lab course.

I have read and fully understand and agree to abide by the above policy.

__________________________________________________
Printed name

__________________________________________________
Signature

__________________________________________________
Date
APPENDIX I ♦ Statements of Compliance

1. **Statement of Agreement**
   Initials__________
   With the placement of my signature at the bottom of this page and my initial in the space indicated, I certify that I have received, read and understand, and agree to abide by the policies, practices, and protocols documented in this 2017-2018 Medical Laboratory Science Professional Program handbook.

2. **Confidentially Policy Agreement**
   Initials__________
   With the placement of my signature at the bottom of this page and my initial in the space indicated, I commit to protecting the confidentiality, privacy and security of protected health information (PHI). This commitment to confidentiality applies in all settings where I create, receive, use, process, maintain or furnish PHI including but not limited to MLS classrooms, clinical, research, administrative, telemedicine and telehealth settings. Furthermore, under no circumstance will I access, discuss, review, disclose, transmit, alter or destroy PHI, except as required by my educational or volunteer responsibilities. I understand that the scope of any disclosure, access, use or transmittal of PHI is limited to that appropriate for my MLS education and within the scope of my educational responsibility. I also understand that the DSU MLS Professional Program protects the confidentiality of PHI as required by the US Health Insurance Portability and Accountability Act (HIPAA), rights to privacy, any Utah state policy concerning confidentiality of medical records (e.g., Utah code 78B-5-628 and 78B-1-137), federal research regulations and Codes of Professional Ethics. OBJECTIVE OF THIS POLICY: Confidentiality of all information as describe above is an obligation of all DSU MLS Professional Program faculty and students. Information must not be released to any individual, organization or agency without proper authorization. Inappropriate, indiscriminate discussion or release of PHI by me will result in immediate dismissal from the program.

3. **Essential Requirements for Admission and Retention Agreement**
   Initials__________
   Essential requirements identify the non-academic standards for admission, retention and graduation of applicants and students respectively. Graduates are expected to be qualified to enter the field of Medical Laboratory Science. With the placement of my signature at the bottom of this page and my initial in the space indicated, I certify that I have read and understand the DSU MLS Professional Program’s Essential Requirements and that I meet each of them, with or without reasonable accommodation.

4. **Consent to Use Photograph**
   Initials__________
   With the placement of my initials, I authorize the DSU MLS Professional Program to take photos and/or videos of me and/or that include me, to use for the following purposes: 1) recruiting materials: Posters, Flyers, Handouts and, 2) to provide the program faculty, staff and affiliated clinical training site personnel to use a recognition tool during coursework and clinical training.

5. **Clinical Training Placement Policy Agreement**
   Initials__________
   The DSU MLS Program does its best to place students at the student’s choice location for the clinical training portion of their professional program. However, the program makes no guarantee of placement at any particular site nor does the program guarantee placement within St. George or the state of Utah. All students are placed with clinical site(s) that best match the needs and experience of both the student and the clinical site. Additionally, there may be expenses associated with individual clinical sites that will be the responsibility of the students assigned to that site. With the placement of my signature at the bottom of this page and my initial in the space indicated, I certify that I have read and understand the DSU MLS Professional Program’s policy regarding clinical training placement and that I agree to the terms.

__________________________  ___________________________  ____________
Printed Name                Signature                Date