

# Weber State University

Dumke College of Health Professions

Clinical Laboratory Sciences

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<http://departments.weber.edu/cls>

## CLS ONLINE STUDENT HANDBOOK

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## **FOREWORD**

This handbook is a compilation of the philosophies and policies adopted by the Weber State University Clinical Laboratory Technician (CLT) and Clinical Laboratory Scientist (CLS) programs. It is a guide--a sort of survival training manual--that describes what is expected of students, university faculty, and clinical faculty. **It is the individual responsibility of both students and faculty to familiarize them with the information presented in the handbook.**

The policies in this handbook have evolved through a continual process of feedback, discussion, and exchange among students, faculty, and administrators. Although no policy is considered totally inflexible, the present policies will be supported and adhered to by both students and faculty until changed or amended through appropriate channels.

## **INTRODUCTION**

The CLS department utilizes a ladder concept in curriculum planning. The first years lead to an Associate of Applied Sciences degree (AAS) as a Medical Laboratory Technician (MLT), also known as Clinical Laboratory Technician (CLT). The baccalaureate program is a continuation of the associate program and leads to a Bachelor of Sciences degree (BS) as a Medical Technologist (MT), also known as Clinical Laboratory Scientist (CLS). Students are eligible to take national certification examinations offered through the American Society of Clinical Pathology (ASCP), the National Credentialing Agency (NCA), and other equivalent certification agencies upon completion of either degree. AAS graduates are eligible to certify as Medical Laboratory Technicians, Clinical Laboratory Technicians, and BS graduates are eligible to certify as Medical Technologists/Clinical Laboratory Scientists.

## **AFFIRMATIVE ACTION POLICY**

The CLT/CLS program's policy is to provide equal opportunities in accordance with all regulations supported by the Weber State University policy as stated in the current university bulletin.

Acceptance into either the CLT or CLS program is made with no discrimination based upon race, age, color, religion, sex, national origin, handicap, veterans, or marital status.

The CLT/CLS program neither looks for, nor turns away, any individual seeking training or employment based upon any criteria other than performance.

## **DISABILITY POLICY**

The CLT/CLS programs support the philosophy of Weber State University in recognizing the rights of all persons to gain a post-secondary education. Admission into either program will not be denied to anyone based solely by reason of disability. Counsel is provided to any individual identified as having a disability regarding services available and performance criteria of the programs.

One disability has been identified as of such nature as to preclude successful completion of the CLT/CLS program. In spite of modifications of the training or testing, the seriously visually impaired would not be able to successfully complete the program. This is because of the great number of critical skills that require visualization in order to be accomplished. Even though the training would not be denied to the seriously visually impaired, a realistic counseling identifying the requirements for completion of the program would be provided for the student.

## TRANSFER AND SECOND DEGREE STUDENTS

The CLT/CLS program recognizes the need to accommodate students transferring from other colleges and universities. In general, each transfer student's academic record is examined on an individual basis, and the student is counseled accordingly.

Course waivers for prior experience will require demonstration of proficiency for major course objectives prior to being granted a waiver. All CLS courses may be challenged for credit; however, demonstration of proficiency for course objectives will require successful completion of written and practical examinations.

International transfer students must have all transcripts evaluated by an agency acceptable to the WSU Admissions office and must also have any transferred major or support courses approved by the CLT/CLS program. Students with existing degrees are treated in a similar manner, but in addition the student must contract in accordance with the WSU policy for second-degree students.

## SAFETY POLICY

The CLT/CLS program requires that all laboratory training be as safe as possible. The very nature of the profession requires students to come in contact with potentially hazardous materials and situations. Students will be working with possible infective organisms, potentially toxic chemicals, and will be performing procedures that are invasive to the body (i.e. drawing blood, etc.). Recognizing that all appropriate methods of dealing with the great variety of potential hazards cannot be written in policy, the programs provide the following general policy:

The Clinical Laboratory Sciences programs comply with all current standards set forth by Occupational, Safety, and Health Administration (OSHA) and the Center for Disease Control (CDC). Universal precautions are mandatory in any laboratory setting in which contact with human blood, blood products, and related fluids may occur. Formal training to comply with these standards is provided in all CLS courses.

The student agrees to comply with all the employer/sponsor safety policies.

Training that requires any invasive procedures, i.e., phlebotomy, will occur only under the direct supervision of a mentor. Once a student has demonstrated appropriate proficiency, the student may perform additional procedures under the indirect supervision of a mentor. Safety equipment and procedures for each area will be identified and explained by each respective mentor.

## ADVISEMENT

Once accepted into the program, it is recommended that all students meet with a CLS faculty advisor at least once each semester to assess the student's progress in completing program requirements. E-mail is usually the preferred method of contact.

## General Requirements

**All online applicants *must* be employed (or supported by) a clinical laboratory.** All applicants must be accepted to Weber State University. Official transcripts from all other colleges and universities attended need to be on file with the university's records office by application deadline to be included in the selection evaluation.

## CLT (2-Year Degree) Requirements

**Prior to taking CLS classes, the CLT student must complete with a C- or better:**

CHEM 1110

HTHS 1110

MICR 1113

## CLS (4-year degree) Requirements

All CLS applicants are required to demonstrate CLT equivalency by providing evidence of having MLT/CLT national certification and an associate degree in Medical Technology/Clinical Laboratory Sciences or equivalent. Transfer students demonstrating CLT equivalency will still be required to fulfill all requirements of the WSU CLS program for graduation (i.e., chemistry, microbiology, and other support courses transferred for credit must be equivalent to the WSU required support courses.). Additionally, **grades received in CLT courses at other institutions must be equivalent to grades expected of WSU CLS students.**

If you graduated from WSU's CLT **on campus** program, there is a three year waiting period requirement prior to being allowed to be accepted into the online program

## REGISTRY INFORMATION

After a student has successfully completed all CLS and WSU requirements for the AAS or BS degree, the student is urged to become registered or certified as a MLT/CLT or credentialed MT/CLS by the American Society of Clinical Pathologists (ASCP) and/or the National Credentialing Agency for Medical Laboratory Personnel (NCA). Most employers in the field of Clinical Laboratory Sciences require one of these credentials.

**Please Note: Receipt of the degree is not contingent upon passing an external certification examination.**

Both the ASCP and the NCA offer registry/certification examinations several times each year. Both tests cover topics in all disciplines of Clinical Laboratory Sciences (microbiology, immunohematology, immunology, chemistry, hematology, hemostasis, and general laboratory practice).

Each agency requires registry candidates to make formal application for the examinations, and each agency has application deadlines. Generally, applications are due three to four months prior to the examination date. Applications for either registry examination are available online.

In order for the registry examination application and the results of the examination to be properly processed, students must follow and comply with the following criteria:

1. Once the *degree* has been posted on the student's transcript, the student is responsible for requesting that an *official* transcript be sent from the WSU Records office *directly* to the appropriate registry/certification agency.
2. Examination scores will not be released by the registry agency until completion of training has been acknowledged by having the degree posted on the student's transcript.

## COMPETENCY-BASED EDUCATION

The CLT/CLS program is based on a philosophy of education described as *competency-based* education. In this system, competencies, abilities, and skills that students must acquire and demonstrate to become exemplary technicians and technologists are stated as behavioral objectives with a specific minimum competency level. Laboratory objectives are usually written with a 95% competency level, and didactic (i.e. classroom objectives and comprehension) objectives are set at 80% competency.

An example of a laboratory objective is as follows:

*The CLS 1123 student will be able to perform microhematocrit determinations on each of ten blood specimens with at least 95% accuracy compared to the known values.*

To accomplish this objective, the student performs (the specific tests named above) ten specimens within a reasonable number of times to achieve at least 95% accuracy on all specimens.

An example of a didactic objective is as follows:

*The CLS 1123 student will be able to define the structure, function, and properties of the hemoglobin molecule.*

To accomplish this objective, the student may utilize various learning experiences, such as the instructor's lecture, textbook, handout materials, colored slides, CD ROM images, etc. The student must demonstrate his/her proficiency of this objective by scoring at least 80% on a written examination covering the unit of objectives. Written examinations for **each unit** of every CLS course must be passed with at least 80%. If the student does not attain at least 80% proficiency on the written examination, the student will be allowed to take a parallel examination to achieve the required 80% proficiency. If the student achieves the required 80% minimum proficiency on the parallel examination, the student has demonstrated satisfactory proficiency with the unit's objectives.

Failure to achieve an 80% on a retake exam will result in a final letter grade for the course being no greater than a "C." If during the course of the semester, a student is required to retake more than two examinations, the final letter grade for the course will be no greater than a "C." Instructors for each class have discretion for extraordinary circumstances.

Additionally, for the laboratory competency portion of each CLT/CLS class, students must maintain at least an overall 80% proficiency; otherwise the final letter grade for the course will be no greater than a "C."

All of the CLS courses are based on this philosophy and format. The end result of this type of educational system is that each student must demonstrate specified competencies before receiving credit for a particular course and/or graduating from the program.

On the following two pages, is a list of “Essential Requirements” which is meant as a guideline for both student and faculty in the Clinical Laboratory Sciences Program. If for any reason during the course of the Program the student is unable to perform any of these functions, the student is aware he/she will be academically withdrawn from the program.

I \_\_\_\_\_ on this date \_\_\_\_\_ fully read and understand these essential functions. I am aware that I will be withdrawn from the Clinical Laboratory Sciences Program, if found unable to perform any of these functions.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**NOTE: A copy of this form must be signed by the student upon admission to the CLS program. The signed copy will be placed in the students file.**

**ESSENTIAL REQUIREMENTS**  
**(Functional Expectation itemized by NAACLS)**  
**CLS PROGRAM**  
**WEBER STATE UNIVERSITY**

The CLS student must be able to:

1. Observe laboratory demonstrations in which biologicals (i.e. body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological and histochemical components.
2. Characterize the color, characteristics, clarity, and viscosity of biologicals, reagents or chemical reaction products.
3. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
4. Read and comprehend text, numbers and graphs displayed in print and on a video monitor.
5. Move freely and safely about a laboratory.
6. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
7. Travel to clinical laboratory sites for practical experience.
8. Perform moderately taxing continuous physical work, often requiring prolonged sitting over several hours.
9. Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
10. Control laboratory equipment (pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
11. Use an electronic keyboard to operate laboratory instruments and to calculate, record, evaluate and transmit laboratory information.
12. Read and comprehend technical and professional materials (textbooks, magazine and journal articles, handbooks, and instruction manuals)
13. Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
14. Clearly instruct patients, nurses and other non-laboratory personnel prior to specimen collection.

15. Effectively confidentially and sensitively converse with patients, and other non-laboratory personnel regarding laboratory tests.
16. Communicate with faculty members, fellow students, staff and other health care professionals verbally and in a recorded format.
17. Independently prepare papers, prepare laboratory reports and take paper, computer and laboratory practical exams.
18. Possess the following skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression and criticism.
19. Be able to exercise sufficient judgment to recognize and correct performance deviations.
20. Be able to manage the use of time and to systemize actions in order to complete professional and technical tasks within realistic constraints.
21. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgement.
22. Be flexible and creative and adapt to professional and technical change.
23. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
24. Adapt to working with unpleasant biologicals.
25. Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care.
26. Be honest, compassionate, ethical and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for a way to improve (participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

## **DESCRIPTION OF THE PROFESSION AND ENTRY LEVEL COMPETENCIES**

The clinical laboratory scientist/medical technologist is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science. The clinical laboratory scientist/medical technologist must also be responsible for his/her own actions, as defined by the profession.

The ability to relate to people, a capacity for calm and reasoned judgement and demonstration of commitment to the patient are qualities essential for clinical laboratory scientist/medical technologist. They must demonstrate ethical and moral attitudes and principles, which are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnoses must be maintained.

Clinical laboratory scientists/medical technologists are competent in:

- a. developing and establishing procedures for collecting, processing, and analyzing biological specimens and other substances;
- b. performing analytical tests of body fluids, cells, and other substances;
- c. integrating and relating data generated by the various clinical laboratory departments while making decisions regarding possible discrepancies;
- d. confirming abnormal results, verifying quality control procedures, executing quality control procedures, and developing solutions to problems concerning the generation of laboratory data;
- e. making decisions concerning the results of quality control and quality assurance measures, and instituting proper procedures to maintain accuracy and precision;
- f. establishing and performing preventive and corrective maintenance of equipment and instruments as well as identifying appropriate sources for repairs;
- g. developing, evaluating, and selecting new techniques, instruments and methods in terms of their usefulness and practicality within the context of a given laboratory's personnel, equipment, space, and budgetary resources;
- h. demonstrating professional conduct and interpersonal skills with patients, laboratory personnel, other health care professionals, and the public;
- i. establishing and maintaining continuing education as function of growth and maintenance of professional competence;
- j. providing leadership in educating other health personnel and the community;
- k. exercising principles of management, safety, and supervision;
- l. applying principles of education methodology, and
- m. applying principles of current information systems.

Upon graduation and initial employment, the clinical laboratory scientist/medical technologist should be able to demonstrate entry-level competencies in the above areas of professional practice.

## GRADING POLICY

In keeping with the grading policy of Weber State University, final course letter grades, based upon the total possible points, will be assigned to the following schedule:

<u>Letter Grade</u>	<u>Descriptor</u>	<u>Grade Points</u>	<u>% of Total Points</u>
A	Excellent	4.0	93 - 100%
A-	Excellent	3.7	90 - 92%
B+	Good	3.3	86 - 89%
B	Good	3.0	83 - 85%
B-	Good	2.7	80 - 82%
C+	Standard	2.3	76 - 79%
C	Standard	2.0	73 - 75%
C-	Standard	1.7	70 - 72%
D+	Substandard	1.3	66 - 69%
D	Substandard	1.0	63 - 65%
D-	Substandard	0.7	60 - 62%
E	Failure	0.0	Below 60%

This schedule is based on the total number of possible points earned by the student at the end of the semester. Grades are assigned based upon written tests, laboratory objectives, laboratory practical examinations, and comprehensive examinations. The minimum passing grade for CLS courses for students in the CLT program is "C+." For students in the CLS program, the minimum passing grade for *all* CLS courses is "B-." Students who are completing the CLT program and desire to apply for admission into the CLS program are cautioned that a course grade less than "B-" in *any* CLS course is **not** considered to be a minimally acceptable grade in the CLS program. These students will not be allowed to register for junior or senior CLS courses because of their inability to meet prerequisite skill requirements. Students in this situation must repeat the deficient courses and attain course grades of at least "B-" before the student will be considered for admission into the CLS program.

For a description of competency-based education and the departmental policy of achieving minimum of 80% proficiency on each and every examination and unit of study, see page 8.

All CLT and CLS students are required to achieve a grade of at least "C-" in any and all support courses. Support courses are specific courses other than CLS courses, which are required for the CLT and CLS programs. Examples of support courses are college Algebra, Inorganic Chemistry, Organic Chemistry, Microbiology, etc. These courses are listed in the Weber State University Bulletin under "Support Courses Required."

## **CLT AND CLS PROGRAM AFFECTIVE OBJECTIVES**

(Revised Spring Semester 2005)

The CLT and CLS student will demonstrate attainment of the following professional affective behavioral skills according to the qualifying descriptions:

### **Honesty**

The student will demonstrate honesty by accepting quality control values only when within acceptable limits, and will properly record the results in accordance to the lab's established QC protocol.

The student will demonstrate honesty in all areas of laboratory work, to include performing and documenting daily, weekly, and monthly preventative maintenance procedures, temperature checks, etc.

The student will demonstrate honesty by maintaining strict patient confidentiality regarding laboratory test results, diagnosis, and treatment.

The student will demonstrate honesty by personally completing and reporting all laboratory tests in strict adherence to the laboratory's SOPs, taking no shortcuts or unauthorized modifications in those SOPs.

### **Personal Interactive Skills**

The student will demonstrate appropriate professional behavior by working with co-workers in a productive, positive, non-aggressive and non-combative manner that will promote a smooth and productive workflow.

The student will demonstrate appropriate professional behavior by refraining from making statements or actions, or encouraging the same from others, which represent sexual, racial, ethnic, or homophobic harassment.

### **Organization**

The student will demonstrate a high degree of organizational skills by being able to work on multiple tasks in a logical fashion without detrimentally affecting the timely reporting of patient results or the quality of the test results.

## **Professional Demeanor**

The student will demonstrate appropriate professional demeanor by promptly and consistently attending all laboratory sessions and following all safety and other procedural guidelines for performance and behavior consistent with OSHA, CAP, and other University requirements.

The student will demonstrate appropriate professional demeanor by consistently remaining in the work area during scheduled lab times and completing all required work in willing and thorough manner.

The student will demonstrate appropriate professional demeanor by adhering to the current dress and appearance codes while in the laboratory setting.

The student will demonstrate appropriate professional demeanor by willingly and consistently using all appropriate personal safety devices required by OSHA, CAP, and JCAHO when handling caustic, infectious, or hazardous materials.

The student will demonstrate a high degree of professional demeanor by consistently cleaning his/her work area when leaving the laboratory, returning all supplies, glassware, and reagents to their appropriate storage locations, and disinfecting all necessary work areas used by, or assigned to the student.

The student will demonstrate a high degree of professional demeanor by consistently correctly notifying all coworkers in the event of chemical, radiation, physical, or biohazard spills or accidents, and then correctly following the appropriate clean-up and decontamination procedures specified by the laboratory.

## **Professional Responsibility**

The student will demonstrate appropriate professional affective behavior by correctly reporting all patient test values, as well as recognizing and correctly reporting all patient critical test values.

The student will demonstrate appropriate professional affective behavior by correctly recognizing erroneous test values that represent serious pre-analytical error, such as hemolyzed, lipemic, or icteric specimens, or specimens that were obtained using an incorrect anticoagulant.

The student will demonstrate appropriate professional affective behavior by refraining from switching patient results, or reporting patient results when there is a discrepancy in specimen labeling or handling, incorrect specimen handling, incorrect times of collection, incorrect medical record (or accession - requisition) numbers.

## **Critical Incidents**

**The following Critical Incident examples will impede or disqualify students from attaining their professional affective behavioral skills and also may affect their program standing and/or program acceptance:**

- Falsifying laboratory data in any way "sink-testing". Automatic **dismissal** from the course and the program.
- Reporting test results on the wrong unknown or switching values on patients or unknowns.
- Unauthorized disclosure of patient (unknown) information.
- Changing test value (from unacceptable to acceptable results).
- Testing to compliance with controls.
- Repeatedly entering fictitious values in the computer until one is acceptable by the computer program.
- Failing to identify and correctly report a **Critical Patient Value**.
- Failing to properly clean-up spills of reagents, biological specimens, or broken glass.
- Reporting test values incorrectly (i.e. decimal errors, inaccurate units, etc.).
- Failure to follow standard Universal Safety Precautions or OSHA regulations (i.e. not wearing lab coat, safety glasses, gloves when required, etc.).
- Bringing food and/or drink in the lab, or storing food in any laboratory refrigerator or freezer.
- Unexcused absence or tardiness to scheduled laboratory class periods or Practicums.
- Leaving work or lab area messy and failing to properly wash hands, glassware or equipment.

## **Cheating Policy**

### **Dumke College of Health Professions Cheating Policy Weber State University**

Students will maintain academic standards, ethics, and honesty; including Institutional, School/Department/Program, and individual course standards. The following policy statement does not replace, but rather defines the WSU cheating policy (WSU Student Code No. 6-22) as it relates to all students using the WSU DCHP building and resources. WSU DCHP faculty equate unethical and/or dishonest behavior as demonstration of a potential for harmful and life-threatening behavior in the clinical setting. Therefore, cheating in any of its forms will not be tolerated. To this end, the following activities are specifically prohibited and will warrant a warning, reprimand, failure or reduction of grade on exam, probation, temporary or prolonged suspension, or permanent expulsion from the WSU DCHP programs (WSU Student Code No. 6-22).

a. Cheating, which includes but is not limited to:

1. Copying from another student's test paper;
2. Copying from another student's assignment without faculty approval for collaboration;
3. Using materials, or inappropriate procedures, during a test not authorized by the person giving the test;
4. Collaborating with any other person during a test without faculty approval for collaboration;
5. Knowingly obtaining, using, buying, selling, voluntarily revealing, transporting, or soliciting in whole or in part the contents of any test without authorization of the appropriate official;
6. Bribing any other person to obtain any test;
7. Soliciting or receiving unauthorized information about any test;

8. Substituting for another student or permitting any other person to substitute of oneself to take a test.
- b. Plagiarism, which is the unacknowledged (uncited) use of any other person or group's ideas or work. This includes purchased or borrowed papers.
- c. Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit.
- d. Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process.
- e. Giving, selling, or receiving unauthorized course or test information.
- f. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise, or activity.
- g. Infringing on the copyright law of the United States which prohibits the making of reproduction of copyrighted material except under certain specified conditions.
- h. Falsifying clinical laboratory values and submitting as true "patient data."
- i. Altering test response(s) after test is corrected and stating that altered response was actually misread by the faculty or staff reviewing the test responses.

### **Clinical Laboratory Sciences**

CLS students are subject to cheating policies, codes, definitions, and sanctions established by Weber State University (PPM 6-22), by the Dr. Ezekiel R. Dumke College of Health Professions, by other departments and by the CLS program. Specific Health Sciences sanctions that typically apply to cheating during test-taking or to cheating on class assignments are listed below.

1. Warning. A warning will be issued if the incident cannot be verified beyond a reasonable doubt. A warning is a verbal or written notice to a student that his or her conduct may be in violation of WSU rules and regulations and that the continuation of such conduct or actions may result in further disciplinary action.
2. Grade Reduction. Reduction by one full letter grade of the student's grade for the course (for example A- to B-, B to C, etc.) will be implemented if the student has previously committed no verifiable acts of cheating.
3. Failure of course. A failing grade for the course will be implemented if the student has previously participated in at least one verifiable act of cheating. Incidents of cheating may be reported to programs within the Dumke College of Health Professions.

## STUDENT DUE PROCESS POLICY

The purpose of due process is to afford students all rights guaranteed to citizens by the Constitution and laws of the United States of America and the State of Utah. Students are obliged to obey these laws as well as the rules and regulations of Weber State University and the recognized standards of the program and profession for which they are training.

Problems between a student and the university generally are in the areas of academic performance or misconduct. Students should refer to the Weber State University Rights and Responsibilities Handbook when concerned about their rights and the due process procedure. This handbook furnishes information, which provides students the opportunity to appeal decisions concerning misconduct or academic performance.

**Students are encouraged to consult with their instructors when they feel they are having problems meeting program goals, objectives, or academic standards.** The following provides a summary of the student due process procedure, which should be followed.

### Appropriate Process of Review

- STEP 1: Individual conference with the clinical or academic instructor.
- STEP 2: If unsatisfactory progress is made or no resolution can be reached, makes referral to the director or program coordinator for review and resolution.
- STEP 3: If the findings by the program director/coordinator are not acceptable, an appeal may be made to the College of Health Professions Student Performance and Review Committee. Misconduct charges will be reported to the Office of Student Affairs and will be reviewed by the University Student Performance and Review Committee.
- STEP 4: If the decisions of the school committee are not acceptable, an appeal may be made to the University Standards Committee.

## **DISMISSAL POLICY**

Students may be dismissed from the CLT/CLS program for failure to meet the program's stated academic standards or for any inappropriate conduct as defined by Weber State University, College of Health Professions, and/or the program or profession for which the student is training.

### **Misconduct Warning**

This refers to warning regarding improper conduct. Any improper conduct may result in dismissal. A misconduct warning may remain in the student's file indefinitely, or it may be removed as per contract agreement or at the discretion of the instructor and program director. A misconduct warning may be given at the sole discretion of the instructor and is not prerequisite to filing a formal charge.

### **Academic Probation**

When it appears a student is not meeting the academic requirements necessary to satisfy the program's standards, the student may be placed on probation. If the student corrects the problem and the student's grades continue to meet program standards, there will be no cause for academic dismissal.

### **Suspension**

Whenever an instructor has reasonable grounds to believe a student poses an immediate threat to the health and safety of others, the student may be suspended from classes and/or clinical participation, pending the outcome of a hearing to determine what, if any, disciplinary sanctions are appropriate.

## **CAUSES FOR DISMISSAL**

Since dismissal from the CLT/CLS program is a very traumatic situation, each student's problem will be evaluated on an individual basis. However, the established dismissal policy adopted by the CLT/CLS program warrants dismissal from either program when any of the following conditions are present: (This list is not meant to be all inclusive.)

1. A CLT program student attains two (2) CLS course grades, which are less than "C+."
2. A CLS program student attains two (2) CLS course grades, which are less than "B-."
3. A CLT/CLS student demonstrates dishonesty on a written examination, laboratory exercise, or practical examination.
4. A CLT/CLS student fails to meet time deadlines to correct deficiencies pursuant to academic probation matters.
5. A CLT/CLS student schedules a practicum at his/her own discretion.
6. A CLT/CLS student fails to attend a scheduled practicum.
7. A CLT/CLS student fails to successfully complete a practicum with minimum proficiency after two attempts.
8. A CLT/CLS student fails to consistently follow established guidelines for protection of self and other in matters regarding health and safety.

## EVALUATION AND FEEDBACK

Evaluations and feedback are important parts of the CLT/CLS program. The faculty needs to know how well they are functioning as teachers. This information is used to update, revise, and improve the methods of teaching, learning, and communicating with students.

While the student is in the CLT/CLS program, he/she will be asked to complete evaluation. The first is the Faculty Evaluation form. If you would like to see a copy of the form prior to the evaluation time, please see CLS secretary. During the end of each CLS course, the student may be asked to evaluate the CLT/CLS instructor. These evaluations are administered online and are completely confidential. The faculty will receive reports reflecting student assessment and comments, rather than the actual evaluation forms. Information gained from this evaluation is useful to the instructor in determining the effectiveness of his/her current teaching methods. Often times, the instructor can use this evaluation to learn about problems that are not apparent.

**Incident/Problem/Complaints Report Form**  
**Clinical Laboratory Sciences**  
**Dumke College of Health Professions**  
**Weber State University**

**Incident/Problem/Complaint reported by:** \_\_\_\_\_

**Incident/Problem/Complaint reported to:** \_\_\_\_\_

**Date of the report:** \_\_\_\_\_

**Description/Nature of the Incident/Problem/Complaint:**

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**Suggestion/Solutions for the Incident/Problem/Complaint:**

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**Date of the Resolution/Action Taken:** \_\_\_\_\_

**Resolved by: Signature** \_\_\_\_\_

**Student Signature (If applicable):** \_\_\_\_\_



Name \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone Number ( ) \_\_\_\_\_  
 Work Phone Number ( ) \_\_\_\_\_ Student ID # \_\_\_\_\_

- **CLS Departmental Advisor:** (contact for questions regarding the CLS program)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

- Original Contract Date: \_\_\_\_\_ Updated On: \_\_\_\_\_

Catalog Year: \_\_\_\_\_ Transfer/WSU GPA: \_\_\_\_\_

- Number of Credit Hours Transferred to WSU as of Contract Date:

Total Credits: \_\_\_\_\_ WSU Credits: \_\_\_\_\_  
 (63 required) \_\_\_\_\_ (20 required) \_\_\_\_\_

- **WSU's General Education Requirements:** (<http://weber.edu/catalog>)  
 (For Questions regarding transfer credits contact the Transcript Office at (801) 626-6751)

<p><b>Composition</b></p> <p>___ Complete    ___ Incomplete</p> <p>EN1010 (3) and EN2010 (3) Or equivalent</p> <p>6 credits / C or above</p>	<p><b><u>Humanities/Creative Arts</u></b></p> <p>___ Complete    ___ Incomplete</p> <p>CA (3) or HU (3) or Or Equivalent Do not duplicate departments.</p> <p>3 credits / D- or above</p>
<p><b>Social Sciences</b></p> <p>___ Complete    ___ Incomplete</p> <p>SS (3) Or Equivalent</p> <p>3 credits/ D- or above</p>	<p><b>Physical/Life Sciences</b></p> <p>___ Complete    ___ Incomplete</p> <p>PS (3) or LS (3) Or equivalent Choose from listed support classes</p> <p>3 credits / C- or above</p>

• **CLS Required Support Courses / C- or above**

<u>Course Credit/Grade</u>	<u>Semester completed</u>	<u>Course Name/Number</u>	<u>Credit Hours</u>
		CHEM 1110 Elementary Chemistry (Inorganic) or equivalent	5
		CHEM 1120 Elementary Organic/Biochemistry or equivalent	5
		HTHS 1110 Biomedical Core (Anatomy) or equivalent	4
		HTHS 1111 Biomedical Core (Physiology) or equivalent	4
		MICR 1113 General Microbiology or equivalent	3

• **CLS AAS CLASSES / C+ or above (B- required if continuing on for BS)**

<u>Course Credit/Grade</u>	<u>Semester Completed</u>	<u>Course Name/ Number</u>	<u>Semester Offered</u>	<u>Credit Hours</u>
		CLS 1001 Online Orientation for A.A.S. Degree	Fall/Spring Summer	1
		CLS 1113 Introduction to Laboratory Practices Prereq: strongly suggested CLS 1001	Spring/Summer	4
		CLS 1123 Principles of Clinical Hematology and Hemostasis Prereq or Co-req: CLS 1113	Spring/Summer	5
		CLS 2003 Applied Lab Math & Lab Statistics (need higher math for BS degree) or above	Fall	3
		CLS 2211 Principles of Clinical Chemistry I Prereq: CLS 2003 or higher math course	Fall	5
		CLS 2212 Principles of Clinical Microbiology I Prereq or Co-req: MICRO 1113	Fall	4
		CLS 2213 Principles of Clinical Chemistry II Prereq: CLS 2211	Spring	5
		CLS 2214 Principles of Clinical Microbiology II Prereq: CLS 2212	Spring	4
		CLS 2215 Principles of Clinical Immunohematology Prereq: CLS 1113	Spring/Summer	4
Work Experience	Upon Graduation	CLS 1154 Supervised Clinical Experience I Credit given prior to graduation	Credit Given	1
Work Experience	Upon Graduation	CLS 2256 Supervised Clinical Experience I Credit given prior to graduation	Credit Given	1
Work Experience	Upon Graduation	CLS 2257 Supervised Clinical Experience II Credit given prior to graduation	Credit Given	1

The student has received program information and assumes responsibility for completion of all graduation requirements. It is the student's responsibility to inform the Program Director of the Department of Clinical Laboratory Science of circumstances that may affect the completion of this contract.

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CLS Student Signature

Date

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Program Director, Department of Clinical Laboratory Sciences  
Kara Hansen-Suchy, M.Ed, MT(ASCP) SH

Date



Name \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone Number ( ) \_\_\_\_\_  
 Work Phone Number ( ) \_\_\_\_\_ Student ID # \_\_\_\_\_

- **CLS Departmental Advisor:** (contact for questions regarding the CLS program)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

- Original Contract Date: \_\_\_\_\_ Updated On: \_\_\_\_\_

Catalog Year: \_\_\_\_\_ Transfer/WSU GPA: \_\_\_\_\_

- Number of Credit Hours Transferred to WSU as of Contract Date:

Total Credits: \_\_\_\_\_ Upper-Division Credits: \_\_\_\_\_ WSU Credits: \_\_\_\_\_  
 (120 required) \_\_\_\_\_ (40 required) \_\_\_\_\_ (30 required) \_\_\_\_\_

- **WSU's General Education Requirements:** (<http://weber.edu/catalog>)

(For Questions regarding transfer credits contact the Transcript Office at (801) 626-6751)

<p><b><u>Composition</u></b></p> <p>___ Complete ___ Incomplete</p> <p>EN1010 (3) and EN2010 (3) Or equivalent</p> <p>6 credits / C or above</p>	<p><b><u>American Institutions</u></b></p> <p>___ Complete ___ Incomplete</p> <p>AI1100 (3) <i>or</i> AI1700 (3) <i>or</i> AI1740 (3) Or Equivalent</p> <p>3 credits / C or above</p>	<p><b><u>Quantitative Literacy</u></b></p> <p>___ Complete ___ Incomplete</p> <p>QL1030, <i>or</i> QL1040, <i>or</i> QL1050, <i>or</i> QL1080 Or Equivalent</p> <p>3 credits / C or above</p>
<p><b><u>Computer/Information Literacy</u></b></p> <p>___ Complete ___ Incomplete</p> <p>TBE 1700 A-D (1 x 4) <i>or</i> TBE 1500 A-D (0.5 x 4)* <i>or</i> Or equivalent</p> <p>*exam course(s)</p> <p>2 to 4 credits / C- or above</p>	<p><b><u>Diversity</u></b></p> <p>___ Complete ___ Incomplete</p> <p>DV (3)**</p> <p>**can fulfill humanities or social science requirement as well</p> <p>3 credits / D- or above</p>	<p><b><u>Humanities/Creative Arts</u></b></p> <p>___ Complete ___ Incomplete</p> <p>CA (3) and HU (3) and CA/HU/DV (3) Or Equivalent</p> <p>Do not duplicate departments. D- or above</p> <p>9 credits w/ 3 from CA and 3 from HU</p>
<p><b><u>Social Sciences</u></b></p> <p>___ Complete ___ Incomplete</p> <p>SS (3) and/or SS/DV (3) Or Equivalent</p> <p>6 credits/ D- or above</p>	<p><b><u>Physical/Life Sciences</u></b></p> <p>___ Complete ___ Incomplete (choose from listed support classes)</p> <p>PS (3) and LS (3) and LS/PS (3) Or equivalent</p> <p>Do not duplicate departments. C- or above</p> <p>9 credits w/ 3 from PS and 3 from LS</p>	<p><b><u>Scientific Inquiry</u></b></p> <p>___ Will be Completed by CLS program</p> <p>CLS 3302 (4) and CLS 3314 (3)</p> <p>7 credits / B- or above</p>

• **CLS Required Support Courses (Lower and Upper Division) / C- or better required**

Course Credit	Semester completed	Course Name/Number	Credit Hours
		CHEM 1110 Elementary Chemistry (Inorganic) or equivalent	5
		CHEM 1120 Elementary Organic/Biochemistry or equivalent	5
		HTHS 1110 Biomedical Core (Anatomy) or equivalent	4
		HTHS 1111 Biomedical Core (Physiology) or equivalent	4
		HTHS 3328 Pathophysiology of Cells/Tissues	2
		HTHS 3329 Pathophysiology of Organs/Systems	2
		MICR 3603* or HIM SI 3200 *recommended if not currently working in microbiology	3

• **Required CLS BS CLASSES / B- or above required**

Course Credit	Semester Completed	Course Name/ Number	Offered	Credit Hours
		CLS 3301 Online Orientation for B.S. Degree	Fall/Spring Summer	1
		CLS 3302 Advanced Laboratory Practices Prereq: Computer Literacy (spreadsheet section) TBE 1703 or 1503	Fall/Spring	4
		CLS 3311 Advanced Clinical Immunohematology	Fall/Spring	4
		CLS 3313 Advanced Clinical Hematology and Hemostasis	Fall/Spring	4
		CLS 3314 Advanced Clinical Chemistry Prereq: CLS 3302	Fall/Spring	3
		CLS 3316 Advanced Clinical Microbiology Prereq: MICR 3603 or currently working in microbiology	Fall/Spring	4
		CLS 4401 Working Laboratory Theory I Prereq: CLS 3302 CLS 4442 must be taken concurrently	Fall	1
		CLS 4442 Working Laboratory Application I Prereq: CLS 3302 CLS 4401 must be taken concurrently	Fall	3
		CLS 4405 Working Laboratory Theory II Prereq: CLS 4401 CLS 4446 must be taken concurrently	Spring	1
		CLS 4446 Working Laboratory Application II Prereq: CLS 4442 CLS 4405 must be taken concurrently	Spring	3
		CLS 4409 Clinical Correlation Prereq: CLS 4401	Fall/Spring Summer	1
		CLS 4414 Laboratory Teaching and Supervision I Prereq: CLS 3302	Fall/Spring Summer	2
		CLS 4417 Teaching and Supervision II Prereq or Coreq: CLS 4414	Fall/Spring Summer	1
		CLS 4801 Senior Research Project Prereq: CLS 3302	Fall/Spring	1
Work Experience	Upon Graduation	CLS 4454 and CLS 4453 Supervised Clinical Experience I and II Credit given prior to graduation	Credit Given	2

The student has received program information and assumes responsibility for completion of all graduation requirements. It is the student's responsibility to inform the Program Director of the Department of Clinical Laboratory Science of circumstances that may affect the completion of this contract.

CLS Student Signature

Date

Program Director, Department of Clinical Laboratory Sciences  
Kara Hansen-Suchy, M.Ed, MT(ASCP) SH

Date

WEBER STATE UNIVERSITY  
DEPARTMENT OF CLINICAL LAB SCIENCES

3905 University Circle  
Ogden, UT 84408-3905

**DISTANCE LEARNING AFFILIATION AGREEMENT**

**HEALTH CARE FACILITY:** \_\_\_\_\_

Hereinafter known as Health Care Facility.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

**I. General Statement:**

This agreement is made between Weber State University, the Health Care Facility and any Clinical Laboratory Science Online Student of Weber State University that is employed or sponsored by the Health Care Facility.

And will be for the purpose of establishing terms and conditions under which the student(s) may obtain clinical experience within the Health Care Facility. The student will be scheduled by the clinical laboratory department of the Health Care Facility to obtain clinical observation and supervised experience on an as needed basis.

This agreement may be amended at any time upon written mutual agreement between all parties, the student, the Weber State University (University), and the Health Care Facility.

**II. Responsibilities of the Students:**

- A. The student must be currently enrolled in clinical education/preceptorship course program in Department of Clinical Laboratory Sciences, Weber State University.
- B. The student(s) will undergo a physical examination performed by a licensed physician on an annual basis, if required by the Health Care Facility.
- C. The student(s) will support and comply with the policies and procedures of the Health Care Facility. Noncompliance may result in withdrawal of clinical education privileges for the student.
- D. The student(s) will review the specific laboratory policy and procedure prior to observing or performing a new or unfamiliar task.
- E. The student(s) will maintain the confidentiality of patient's records and will abide by the professional code of ethics. While acting in the capacity of a student they shall not replace any Health Care Facility Staff, report patient laboratory values or results, or give service to patients except as provided for within the clinical program offered by the parties to this agreement.

- F. The student acknowledges that **time spent gaining clinical experience to meet competency requirements is a non-wage experience.**
- G. The student(s) agrees to pursue the prescribed course of study and take advantage of every opportunity to improve his or her skills, knowledge, efficiency and professional attributes necessary to achieve the standards of practice and performance expected of a professional health care worker.
- H. The student(s) will be courteous, honest, maintain a cooperative attitude and demonstrate the integrity of a health care professional, especially during interactions with patients and in concern for the patient's security and welfare.
- I. The student will assist in procuring the 'Clinical Facility Fact Sheet' and the 'Faculty Fact Sheet' for each of the staff with teaching, tutorial, and/or supervision responsibilities for students as required by WSU's accreditation agency (NAACLS).

### **III. Responsibilities of the Health Care Facility:**

- A. The Health Care Facility will make available for use by the student(s), for educational purposes, such supplies and equipment as are commonly available for patient care and/or services.
- B. With the student's help the Health Care Facility will validate the 'Fact Sheet' and the 'Faculty Fact Sheet(s)' for each of the staff with teaching, tutorial, and/or supervision responsibilities for the student(s). This is an accreditation requirement component for the WSU Clinical Laboratory Science program .as required by NAACLS
- C. The Health Care Facility shall maintain the standards which makes it eligible for approval as a clinical area for instruction in accredited educational programs
- D. The Health Care Facility shall assume the responsibility for negligent acts or omissions of its staff, agents, and employees, as provided by law.
- E. The Health Care Facility will designate an individual to the role of clinical coordinator/preceptor, who will provide mentoring for the student(s), when appropriate and needed, and information on procedures, equipment operation and responsibilities within the department. The clinical coordinator/preceptor will provide the student(s) with the needed opportunities to fulfill the course requirements, both observational and supervised hands-on experience.
- F. The clinical coordinator/preceptor will evaluate and/or assign other qualified professional to assist in the evaluation of the student's competency level in performing assigned tasks and/or procedures as needed.
- G. In the event of the OSHA defined occupational blood borne pathogen incident experienced by the University student(s), the health care facility will ensure that initial follow-up services (medical and counseling) are made available to the student(s) as quickly as possible, as recommended by the U.S. Center of Disease Control and Prevention (CDC). The Health Care Facility also agrees to notify the Environmental Health and Safety Office (801) 626-7233 in the event of the exposure. The University

Environmental Health and Safety Office will reimburse the health facility for reasonable costs accrued for follow-up testing.

- H. The Health Care Facility reserves the right to discontinue the affiliation of any student should a breach in patient rights or confidentiality occur, or should the facility believe that the student's actions present a risk to the health and safety of the facility's patient. The University has the right to appeal this decision to the CEO of the Health Care Facility.

#### **IV. Responsibilities of the University:**

- A. The university, as governmental entity, is subject to the terms and limits of the Governmental Immunity Act, Section 63-30-1, et seq., Utah Code Ann. (1953, as amended). Nothing contained in this Agreement is intended to waive any defense or limit of liability as set forth in said Act. Furthermore, nothing herein is intended to expand the scope of liability as set forth in said Act.
- B. The University assumes full responsibility for the administration of the educational program and is responsible for issuing academic grades, based on the evaluation and information provided by the clinical coordinator/preceptor.
- C. The University shall maintain student records and correspondence.
- D. The University shall assure that student(s) assigned to the Health Care Facility meet the Health Care Facility standards of health and have the ability to perform and profit from the experience.
- E. The University shall provide the student and Health Care Facility a copy of the clinical laboratory program policies.

This agreement is subject to annual review and is in effect until terminated by Weber State University or the Health Care Facility. Notice of termination shall be in writing and shall be accompanied by personal service or by certified or registered mail upon the Dean of the College of Health Professions and/or the administrator the receiving party, provided that the student(s) then enrolled in an ongoing program under this agreement shall be permitted to complete their program of study.

HIPAA Compliance – The parties acknowledge that in the performance of this agreement, each may have access to patient medical records and other protected health information, the confidentiality of which is protected by law. Neither party nor its employees shall disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the other party in writing, any patient or medical record information. Both parties shall comply with all federal and state laws and regulations, and all rules, regulations and policies regarding the confidentiality of such patient information. The parties further acknowledge that each may be a “covered entity” and/or “business associate” under the Health Insurance Portability and Accountability Act (HIPAA). Each party represents and warrants to the other that it is or will be in compliance with the privacy provisions of HIPAA as found under 45 CFR, parts 160 and 164: Standards for privacy or Individually Identifiable Health Information, commonly known as the “Final Privacy Rule” and each party shall cooperate with the other in implementing such business associate agreements or other agreements as HIPAA may require.

**HEALTH CARE FACILITY:**

**WEBER STATE UNIVERSITY:**

\_\_\_\_\_  
Health Care Facility Administrator

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Yasmien Simonian, Dean  
College of Health Professions

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott Wright, Department Chair  
Clinical Laboratory Sciences

\_\_\_\_\_  
Date