

FLORENCE M. COOK
School of Medical
Laboratory Science

Student Handbook



Perla L. Simmons, MPA, BSMT(ASCP) SH

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I. Introduction

We welcome you to the Florence M. Cook School of Medical Laboratory Science (hereinafter FMC School) at Jersey Shore University Medical Center, Neptune, NJ, the flagship hospital of Meridian Health. We are pleased that you have chosen a field that is personally rewarding, ever evolving, and still full of potential.

This Handbook was prepared to help you become familiar with our Medical Laboratory Science program. Please take the time to read it. It contains much information regarding the institution, curriculum, resources, as well as policies and procedures that will affect the student's life while you are a student here. The policies include causes for dismissal, rules and regulation regarding behaviors to follow. They delineate the rights and responsibilities of students of FMC School.

If you have any questions with regard to these policies, please do not hesitate to contact and ask the Program Director. It is our goal to provide you with the knowledge and skills necessary to for an entry level medical laboratory scientist.

■ Short History of the Florence M. Cook School of Medical Laboratory Science

In **1947**, Florence M. Cook, Medical Technologist, and Carlos Pons, MD, Pathologist, began training two students at the Fitkin-Raleigh Hospital, now known and Jersey Shore University Medical Center. Both undertook the task of training Barbara Gosling and Joan Dunn, the first two students, at the bench. From that humble inception, our school has evolved to be the structured Medical Laboratory Science program we have today.

1949- The school received approval of our program and accredited by the Committee on Allied Health Education and Accreditation (CAHEA), assuring that all students will receive a quality education meeting national standards.

1969- The School was approved by the federal government to accept international students.

As the profession continued to grow, enrollment began to increase nationwide. Colleges saw increase in enrollment seeking affiliations with clinical sites. We forged our first affiliation in early '70's with Kean University, New Jersey. Several colleges soon followed including:

Caldwell College, Caldwell, NJ
Fairleigh Dickinson University, Madison and Teaneck campuses, NJ
Georgian Court College (now University), Lakewood, NJ
Rutgers University, New Brunswick, NJ
Jersey City State College (now University)

Florence M. Cook School of Medical Laboratory Science
Jersey Shore University Medical Center
1945 State Route 33, P.O. Box 397; Neptune, N J 07753-0397 Telephone 732-776-4603

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Never discourage anyone...who continually makes progress, no matter how slow. Plato

Lebanon Valley College, Annville, PA
Monmouth College (now University), West Long Branch, NJ
University of Sciences in Philadelphia, PA

The name Florence M. Cook School of Medical Laboratory Science has evolved, too, over the years from a somewhat nondescript generic name to a more specific name with a specific identity with specific goals, namely, Fitkin Hospital School of Medical Technology; Jersey Shore Medical Center School of Medical Technology; and Jersey Shore University Medical Center- School of Clinical Laboratory Science

2006

To kick off the School's 60th Anniversary, we had several special ways in which to honor Ms Cook who was present at the time. So, it was decided it was fitting to name the school in her honor. As a result, several Proclamations were received including from President George W. Bush, US President; Jon Corzine, Governor of New Jersey; Frank Pallone, Representative, 6th District of New Jersey; and from Thomas Catley, Mayor of Neptune, New Jersey, and lastly from Keystone College, Ms. Cook's *alma mater*. With the help of several laboratory team members, a Florence M. Cook Scholarship was at the same time established.

Our school has graduated several hundred Medical Technologists/Medical Laboratory Scientists. Many have found careers at hospitals, pharmaceutical companies, research laboratories, Information Technology, and physician laboratories

There have been several Medical Directors over the years, including Carlos Pons, MD; Elizabeth Dawson, MD; Raymond E. Conover, MD; Oscar Ross, MD; Eugene M. Sneff, MD; John V. Price, MD; Martin S. Krumerman, MD; and Theodore Matulewicz, MD.

■ Philosophy

We at FMC School, Jersey Shore University Medical Center, believe that regardless of race, color, national origin, religion, age, gender, sexual orientation, marital status, handicap unrelated to tasks for a medical laboratory scientist, or academic affiliation, the individual student has the right to receive the best in terms of teaching and clinical laboratory techniques. The school also fosters attitudes, beliefs, and professional characteristics that are appropriate for an entry-level clinical laboratory scientist to possess. We believe that-

POSITIVE ATTITUDE produces more successful endeavors

ACCURACY is the ultimate aim in clinical laboratory testing

COOPERATION builds trust and confidence

INITIATIVE is the foundation of success

ORGANIZING ABILITY clarifies one's mission and saves time

PROBLEM SOLVING abilities in the clinical laboratory will be useful in other areas of life

SPEED will follow once technique is mastered

SUPPORT of SCHOOL and ORGANIZATION is a way to build a strong and active profession

Adequate **KNOWLEDGE BASE** will prepare one for the future with confidence

■ Administration and Faculty

1. Medical Advisor: Brian S. Erler, M.D., Ph.D.
Medical Advisor, Department of Pathology;
Chief, Clinical Chemistry & Cytology
2. Medical Director: Theodore Matulewicz, M.D.
Chairman, Department of Pathology
Medical Director of Laboratories, Meridian Health Services
3. Program Consultant: Gary V. Catarella, MBA, MT (ASCP)
Corporate Director, Laboratory Services
4. Program Director: Perla L. Simmons, MPA, BSMT (ASCP) SH
5. Asst. Prog. Director: Mary Jane C. Weg, MS, MPA
6. Faculty/Student Coordinator: Nancy Jalowski, MA Ed, MT (ASCP)
7. Didactic Instructors
 - Brian Erler, PhD, MD - Chemistry, lecture
 - Mary Jane Weg, MPA, MS - Clinical Chemistry, lecture
 - Barry Elkins, PhD - Clinical Chemistry, lecture
 - Min Zheng, MD - Hematology, lecture
 - Perla Simmons - Hemo/Clin. Lab Mgmt/ Edu.,
Bioethics
 - Nancy Jalowski - Phlebotomy, Renal Function/Body Fluids
 - Mary Ellen Schaad - Clinical Chemistry, lecture/lab

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Sue Ellen Kleinman	-	Clinical Chemistry, lecture/lab
Jerry Woda	-	Hematology, lab
Rekha Jaggernauth	-	Coagulation, lecture/lab
Dolores McKeever	-	Immunology, lecture
Albert Rojtman, MD	-	Microbiology, lecture
Maralee Casey	-	Microbiology, lecture
Sudha Mate, M (ASCP)	-	Microbiology, lecture
Rassmei Son-Downey, MT (ASCP)	-	Microbiology, lecture
Anuja Wala	-	Microbiology, lecture
Diane Hilker, MT (ASCP)	-	Microbiology, lecture
Deborah Josko, PhD	-	Virology, Guest lecturer
Tracy Lorme, MPA, MT(ASCP)	-	Immunoematology, lecture
Peggy Cacioppo MT(ASCP)	-	Immunoematology, lecture
Dana Moriarty, MT (ASCP)	-	Transfusion Medicine, lecture
Eric Senaldi, MD	-	CJBC, Blood Bank, lecture
Nanette Brown, MT (ASCP)	-	CJBC, Blood Bank, lecture
Gary Catarella, MBA	-	Laboratory Management, lecture
Sherry Karpe	-	Laboratory Management, lecture
Lea Drew, MS	-	Parasitology, lecture
Peggy Janasie, RN	-	Infection control, lecture
Maria Sears, MT (ASCP)	-	Transfusion Medicine, lecture
Mary Vijim Yu, MD, MT(ASCP)	-	Transfusion Medicine, lecture

■ The Advisory Committee

The Advisory Committee is composed of individuals who are knowledgeable about the clinical laboratory education and provide input into any phase of the program. They were selected based on their experiences in clinical laboratory science as well as their involvement and levels of practice. Often, a member will have more than one level of practice, i.e. technologist, bench instructor, and manager. This makes the person provide broader perspectives on the program which are highly desirable. The role of the Advisory Committee is pivotal in the curricular and strategic planning of the school. The first year professional provides the fresh perspective of the whole program.

1. Perla L. Simmons- MPA, BSMT (ASCP) SH

Program Director

Florence M. Cook School of Medical Laboratory Science

1945 Corlies Avenue

Neptune, NJ 07753

Phone: 732-751-3565; Fax: 732- 751-3573 e-mail: psimmons@meridianhealth.com

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2. Mary Jane Schaefer-Weg, MPA, MS
Clinical Chemistry instructor and
Asst. Program Director
Florence M. Cook School of Medical Laboratory Science
1945 Corlies Avenue
Neptune, NJ 07753
732-751-3575 e-mail: mschaefer@meridianhealth.com

3. Nancy Jalowski, MA Ed., MT (ASCP)
Faculty and Student Coordinator
Florence M. Cook School of Medical Laboratory Science
1945 Corlies Avenue
Neptune, New Jersey 07753
732-751-3576 e-mail: njalowski@meridianhealth.com

4. Theodore Matulewicz, MD
Medical Director
Florence M. Cook School of Medical Laboratory Science
1945 Corlies Avenue
Neptune, NJ 07753
732-776-4335

5. Gary Catarella, MBA, MT(ASCP),
Administrative Laboratory Director
Meridian Health
1945 Corlies Ave.
Neptune, NJ 07753

6. Brian Erler, PhD, MD
Program Advisor
Florence M. Cook School of Medical Laboratory Science
Associate Pathologist
1945 Corlies Avenue
Neptune, NJ 07753
732-670-4148

7. Claire Hughes, MT(ASCP) –
New professional and Team Member
Florence M. Cook School- Class 2009-
Riverview Medical Center
Meridian Health

8. Diane Booker, MSN, NP,RN
Science & Health Sciences Division
Project Director Community Based Job Training Grant
Brookdale Community College
765 Newman Springs Road
Lincroft, New Jersey 07738

9. Susan Cummings, PhD, MT (ASCP)
OMC Laboratory Team Member
(Former Program Coordinator, Medical Technology Program and Former Chairperson, Biology Department, Georgian Court University, Lakewood, NJ)

10. Deborah Josko, PhD, CLS (M), SM (ASCP)

Associate Professor
UMDNJ
1776 Raritan Road
Scotch Plains, NJ 07076
Office: 908-889-2422;
Fax: 908-889-2487

11. Elissa Passiment, Ed.M, CLS (NCA)

Executive Vice President
The American Society for Clinical Laboratory Science
6701 Democracy Boulevard, Suite 300
Bethesda, Maryland 20817
Tel: 301-657-2768

12. Mary Martorana, MT (ASCP)

Site Manager,
Clinical Laboratory
Ocean Medical Center
Rt. 88, Brick, NJ
Tel: 732- 840-3221

13. Dolores McKeever, MT (ASCP)

Science Teacher
Academy of Allied Health and Science
Monmouth County Vocational School District
2325 Heck Avenue
Neptune, NJ 07753
Tel: (732) 861-3758

14. Albert Rojtman, MD, MT (ASCP)

Chief, Clinical Microbiology
Meridian Health
1945 Corlies Avenue
Neptune, NJ 07753
Tel: 732-775-5500- Ext 5108

15. Eric Senaldi, MD

Medical Director
Central Jersey Blood Center
494 Sycamore Ave.
Shrewsbury, NJ 07702
Tel: 732-842-5750 Ext. 246

16. Laurie Velisek, MT (ASCP),

Site Supervisor, Clinical Chemistry,
Riverview Medical Center
One Front Street
Red Bank, NJ.
Tel: 732-741-2700 x 3344

17. Theresa Wurmser, PhD, MPH, RN,
Director, Ann May Center for Nursing
Meridian Health
1945 State Route 33
Neptune, NJ 07754
732 776 2496
732 776 2398 (fax);

■ Contact Information and Phone Directory

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Gary G. Catarella, MBA, MT (ASCP)
Administrative Laboratory Director
Meridian Health
732-776-4138
gcatarella@meridianhealth.com

Laurie Velisek, MT (ASCP)
Core Lab Supervisor, RMC

732-741-2700 x 3344
lvelisek@meridianhealth.com

Peggy Cacioppo, BSMT (ASCP)
Blood Bank Supervisor, OMC

(680)-4224 or 836-4224 (external)
pcacioppo@meridianhealth.com

Clinical Sites and Contact Numbers

(1) Jersey Shore University Medical Center
Mehandru Pavilion, 3rd Floor
1945 State Route 33
Neptune, NJ 07753

School- Main Telephone	732-776-4603
Front Reception desk - Lab	732-776-4138
LIS department	732-776-4531
Pathology Department	732-776-4248

Florence M. Cook School of Medical Laboratory Science
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Microbiology, lab	732-776-4803
Transfusion Medicine	732-775-5500 Ext: 5105
Hematology, lab	732-776-4140
Coagulation, lab	732-776-4141
Specimen Processing (SPA)	732-776-4706
Chemistry, lab	732-776-4149
Laboratory Fax:	732-776-4592

(2) Riverview Medical Center

1 Riverview Plaza
Red Bank, NJ 07701
Laboratory telephone: 732-530-2350

(3) Ocean Medical Center

425 Jack Martin Blvd
Brick, NJ 08724
Laboratory Telephone: 732-836-4224

(4) Mt. Sinai School of Medicine

1 Levy Place
New York City, NY 10012-
Tel: 1-212-659-8181;
Fax: 1-212- 348-7556

II. The Medical Laboratory Science Program General Overview

The Florence M. Cook School of Medical Laboratory Science (FMC School) program is an 11-month Certificate training program fully accredited by the National Accreditation Agency for Clinical Laboratory Science (NAACLS)* consisting of with didactic lectures and clinical laboratory rotations through the various clinical laboratory departments. The students learn theories and principles in the lectures and apply the same theories into practice in the clinical setting.

Each student from affiliated colleges and universities will be granted up to 32 credits for this clinical year. Students already possessing a Baccalaureate degree prior to entering the program will receive a **Certificate** in Medical Laboratory Science upon graduation.

* *National Accrediting Agency for Clinical Laboratory Science*
5600 N. River Road; Suite 720
Rosemont, IL 60018-5119
847-939-3597; 773-714-8880
773-714-8886 (Fax) [http:// www.naacls.org](http://www.naacls.org)

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Never discourage anyone...who continually makes progress, no matter how slow. Plato

The students are selected from a pool of applicants from affiliated schools (3+1 students) and from external applicants, including international students, with a minimum of a Bachelors of Science degree. Only 10 students will be admitted per year. The program begins in September and ends 11 months later. Graduation is in the first week in August.

The students receive two days of classroom instructions (lectures) per week and three days of clinical laboratory experience. The students are assigned in individual departments, usually in pairs. The clinical laboratory is state-of-the-art and has the latest technology and instrumentation. Instructors in the classroom are generally instructors at the bench as well. This valuable experience, coupled with low student to faculty ratio, allows the students to learn valuable skills with individualized attention. The student rotates at each department one-on-one with a bench instructor. Safety is of primary concern and students are trained in all aspects of Laboratory Safety.

Upon successful completion of the program, students will receive a Certificate in Medical Laboratory Science. Those graduates coming from affiliated colleges and universities, will receive his/her Bachelor's degree in Medical Technology/Clinical Laboratory Science from his/her home institution.

It must be emphasized that the awarding of this degree is not contingent upon passing a certifying examination. Successful completion of the program coupled with completion of all requirements for a baccalaureate degree qualifies the graduate for the ASCP Board of Certification examination.

The program is also approved by The Department of Military and Veterans Affairs, State of New Jersey. For information contact (609) -530-6849;

FMC School is also approved by the federal government to accept international students. For more information regarding application and international requirements, please contact the Program Director- see Contact Information in the beginning of this manual.

- Students and Exchange Visitors Program (SEVIS)
US Department of Homeland Security
Bureau of Immigration and Customs Enforcement
425 I Street, NW
Washington DC 20536

■ **Affiliated Colleges and Universities**

Name of College/University	Address	State	Year of Affiliation
Caldwell College	Caldwell	NJ	02/25/1993
Fairleigh Dickinson University	Teaneck	NJ	02/05/1980
Georgian Court University	Lakewood	NJ	11/01/1977
Kean University	Union	NJ	12/27/1979
Monmouth University	West Long Branch	NJ	08/08/1977
Lebanon Valley College	Annville	PA	03/06/1980
New Jersey City University	Jersey City	NJ	06/17/1980
Rutgers, The State University of New Jersey	New Brunswick	NJ	11/20/1979
University of the Sciences in Philadelphia	Philadelphia	PA	2006

■ **Program Mission, Vision, and Value Statements**

MISSION STATEMENT

The mission of the Florence M. Cook School of Medical Laboratory Science is to provide a challenging educational program that will prepare students to become competent practitioners — committed to quality patient care, and service to the community.

VISION STATEMENT

We envision each graduate -

- To embody the ideals of NAACLS '(National Accrediting Agency for Clinical Laboratory Science) Clinical Laboratory Scientist of the Future.
- To perform as a collaborative member of the health care team, engage in various leadership roles, and serve as an expert resource for the clinical laboratory.
- To be an advocate and contributor throughout his/her professional career.

- We envision the Florence M. Cook School of Medical Laboratory Science to be a center of excellence through constant improvement and continuous assessments and evaluations.

VALUE STATEMENT

We are committed to meeting the needs of our community by providing high-quality, state-of-the-art, clinical laboratory education and training that is cost-efficient and cost-effective.

■ Program Goals

- To achieve up to 100% pass rate in the Board of Certification (ASCP)
- To assist graduates attain employment and/or gain entry into programs of higher education;
- To keep abreast of the latest in the field of Clinical Laboratory Science;
- To participate in scholarly and educational activities related to Clinical Laboratory Science, healthcare, and the community

■ Program Objectives

- Develop and establish procedures for collection, processing and analyzing biological specimens and samples from a variety of sources.
- Perform tests from a variety of biological sources to include body fluids, cells and other substances.
- Integrate and relate data generated from a variety of sources while making decisions regarding possible discrepancies.
- Confirm abnormal results, verifying quality control procedures, executing quality control procedures and developing solutions to problems concerning the generation of laboratory data.
- Make decisions concerning the results of quality control and quality assurance measures and institute proper procedures to maintain accuracy and precision
- Establish and perform preventive and corrective maintenance on equipments and instruments as well as identifying appropriate sources for repairs.
- Develop and evaluate 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.
- Demonstrate professional conduct and interpersonal skills with clients, laboratory personnel, other healthcare professionals and the public.
- Establish and maintain competency and continuing education as a function of growth and maintenance of professional competence.
- Exercise leadership in education of other health personnel and the community.

- Exercise principles of management, safety and supervision, educational methodology and current information systems.

(Adapted from the National Accrediting Agency for Clinical Laboratory Sciences Essentials)

■ Essential Functions

Essential Functions are sets of knowledge, motor skills, and attitudes that the student must have in order to perform to become a successful medical laboratory scientist. Some of the essential functions are described below. The accrediting agency for laboratory technology schools ([National Accrediting Agency for Clinical Laboratory Sciences](#) (NAACLS)) requires for accreditation that these essential functions must be available to the applicants and to the general public. All applicants must sign Essential Functions prior to acceptance into the program indicating that he/she understands these requirements.

Clinical/Medical Laboratory Science students must be able to perform the following functions:

A. INTELLECTUAL:

1. The student should possess a broad range of intellectual skills necessary to learn complex body of knowledge such as in clinical laboratory science programs with clinical laboratory components.
2. The student should be able to recall and comprehend materials taught in the classroom as well as in clinical areas.
3. You should be able to apply or calculate for new information given certain data, and be able to interpret those new data and apply to case studies
4. You should be able to put synthesise pieces of information as in laboratory results or problems then come up with a differential solution or diagnoses.

B. VISUAL:

1. The student should be able to read fine calibration lines on pipettes and laboratory instruments, including on computer monitors; read charts and graphs
2. The student should be able to distinguish various clarity of solutions and laboratory specimens from clear, various degree of cloudiness, to opaque or turbid
3. The student should be able to distinguish cellular components on stained and unstained smears using a compound Brightfield microscope.

4. Differentiate and contrast color reactions from very light to dark color saturations

C. MANIPULATIVE SKILLS:

The student has many uses of the hands. The hands are usually **gloved** with nitrile or similar personal protective equipment (PPE): With this PPE in place, the student must be able to do the following:

1. manipulation of dials, computer keyboards, turn on and off switches on laboratory instrumentation
2. pick up small objects such as test tubes; micro containers, capillary pipettes, glass slides, timers,
3. use rubber bulb or use air displacement pipettes to transfer liquids from one container to another and aliquot; troubleshoot instruments using micro tubings
4. work in routine Microbiology where the student has to plant specimens on primary media, work smoothly with a loop by streaking the agar plates without tearing the agar.
5. For safety purposes, the hands must be able to feel heat and cold. The student will be working with various heating blocks, water bath, and cold objects.

D. COMMUNICATION SKILLS: The student must be able to communicate verbally as well as in written form.

1. communicate effectively using written and spoken English, ask/answer questions,
2. the student should be able to respond to spoken instructions,
3. hear warning beeps, alarms, and overhead warnings,
4. converse person-to-person, by telephone;
5. appropriately assess nonverbal as well as verbal communication
6. Use the telephone and other communication devices common in healthcare

E. LOCOMOTION

1. The student must be able to move from one location to another without undue hardship,
2. The student must be able to navigate classrooms, bathrooms, hallways, and elevators with sufficient ease.

F. ATTITUDES AND BEHAVIORS

Aside from the intellectual and physical requirements, the student must be able to exhibit emotional health to be able to respond appropriately to all kinds of stimuli in the laboratory environment.

1. Accept and follow Rules and Regulations affecting the student behaviors.
2. Exercise good judgment and accept responsibility when dealing with
3. be able to treat others (patients, teachers, peers, bench instructors and other team members) with respect
4. work as a team
5. Accept constructive criticisms

G. SAFETY

Must be able to work safely with potential chemical and biologic hazards and follow prescribed guidelines for working with all potential hazards, including mechanical and electrical.

■ Specific Entry Level Competencies Expected of Graduates

A Medical Laboratory Scientist/Medical Technologist is an individual who:

- performs laboratory technical procedures with accuracy and reliability
- Can resolve pre-analytical issues
- determine acceptability of specimens
- practices laboratory safety
- supervises, teaches, delegates
- provides services in a traditional medical laboratory.
- He/she is responsible for his/her actions,
- relates effectively to people,
- exhibits a capacity for calm and reasoned judgment
- demonstrates a commitment to client requirements and
- demonstrates ethical and moral attitudes and principles.
- He/she demonstrates an attitude of respect for the client, and
- maintains confidentiality of patient information and laboratory results and other post-analytical issues
- In laboratories accredited by the CMS, the medical laboratory scientist may qualify as a laboratory director, a technical consultant, and testing personnel in a laboratory who performs moderately complex testing and as technical supervisors, general supervisors and testing personnel in a laboratory performing highly complex testing.
- Promotes a lifelong learning and supports the profession.

III. Curriculum Description

The core curriculum of the medical laboratory science program at FMC School was especially designed from multiple sources including the National Accreditation Agency for Clinical Laboratory Science's (NAACLS) requirement for accreditation, entry level competencies of Medical Laboratory scientist, ASCLS Body of Knowledge, and contents based on ASCP certification examination.

1. The scientific content consists of three (3) years preparatory in affiliated universities or BS degree that encompasses areas such as anatomy/physiology, immunology, genetics/molecular, biology, microbiology, organic/biochemistry, and statistics.
2. The clinical component that covers Pre-analytical, Analytical, and Post-analytical components of laboratory services, such as hematology, coagulation, chemistry, microbiology, urinalysis, body fluids, molecular diagnostics, immunology, phlebotomy, and immunoematology. In the laboratory, the student applies the principles and methodologies, perform assays, problem-solve, troubleshoot and learn techniques, interpret clinical procedures and results, apply statistical approaches to data evaluation, and continuous assessment of laboratory services for all major areas practiced in the contemporary clinical laboratory.
3. In lectures and in clinical laboratory rotation students learn principles and practices of quality assurance/quality improvement as applied to the pre-analytical, analytical, and post-analytical components of laboratory services.
4. Application of safety and governmental regulations and standards as applied to laboratory practice.
5. Principles of interpersonal and interdisciplinary communication and team-building skills.
6. Principles and application of ethics and professionalism to address ongoing professional career development.
7. Education techniques and terminology sufficient to train/educate users and providers of laboratory services.
8. Knowledge of research design/practice sufficient to submit a research project or to evaluate published studies as an informed consumer.
9. Concepts and principles of laboratory operations including:
 - a. Critical pathways and clinical decision making;
 - b. Performance improvement;
 - c. Dynamics of healthcare delivery systems as they affect laboratory service;
 - d. Human resource management to include position description, performance evaluation, utilization of personnel, and analysis of workflow and staffing patterns, and;
 - e. Financial management: profit and loss, cost/benefit, reimbursement Requirements, materials/inventory management
10. Use of modern Laboratory Information System

11. Basic research, research techniques involving literature research, and Institutional Research Board approval.

■ School Calendar – General

Date	Activity	Location
July-August	Individual Health Check	By Appointment- Occupational Health-Meridian Health
September, 7 th	Semester 1 Class begins	Classroom, Davis Avenue, Neptune
September (2 days) (TBA)	Team Member Orientation	Meridian Health HR Building, 1430 Hwy 34, Wall, NJ
October (1 day)- as scheduled	ASCLS-NJ Student Forum	UMDNJ- Scotch Plains campus
November 25, 26	Thanksgiving Day and Day off	
December 17 th	End Semester 1	
December 19-Dec 31	December Semestral break	
January 1st	New Year Holiday	
January 3 rd	Semester 2 begins	Classroom
January 18 th	Dr. Martin Luther King's Day	No Class
Feb 17-21, 2011	ASCLS 2011 Clinical Laboratory Educator's conference	Florida
April (1 day), as scheduled	ASCLS-NJ Clinical Management Seminars	Location varies, within NJ
April 15 th	Semester 2 ends	
April 16-April 24th	Spring Break	No classes
March-April (2 days), as scheduled and as assigned	Mini Rotation- Special Laboratory	Mt Sinai Hospital, NYC
March (1 day), as assigned	Central Jersey Blood Center	Shrewsbury- Eatontown
April 25 th	Semester 3 begins	
May, as assigned	Research Presentation in Class	
May 31 st	Memorial Day Holiday	
June , 1 st week, as assigned	Meridian Health Research Day	
July 4 th	Independence Day Holiday	
July, 4 th week, as scheduled	Student Bowl sessions	Classroom
July 29 th	Mock Certification exam, Practice Exam	Classroom

STUDENT HANDBOOK
 Knowledge is Power (*scientia potentia est - Sir Francis Bacon*)

July 29 th	End of Semester 3	
August 3 rd 5:00pm-7:30pm	Graduation	Lance Auditorium, Neptune
August 4 th -September15	ASCP Certification Exam	

▪ **CLINICAL ROTATION (MT)**

The Clinical Rotation is the laboratory component that deals with three areas- Pre-Analytical, Analytical and Post-Analytical aspects of laboratory practice. At FMC School, the Clinical Rotation is conducted in the real clinical laboratory environment working side by side with a technologist using real instruments and where real time and live testing is performed.

In the Pre-Analytical phase, it encompasses all the knowledge and skills that pertain to the numerous tasks and steps involved prior to specimen testing. This includes blood collection, anticoagulant used, patient identification, labeling, identifying, criteria for rejection of specimen, handling of plasma, centrifugation, transport of specimen, etc. The Pre-Analytical phase is critical in acquiring quality specimen and ultimately in the accuracy and reliability of test results.

The Analytical phase the student learns and applies knowledge and skills with various testing methodologies and procedures, principles of instrumentation, reference intervals, critical limits, Quality Control and Quality Assurance. Student may learn more than one procedure of the same test, such as manual procedure and automated method.

The Post-Analytical phase involves all protocols, policies and procedures that pertain to test results, patient records, and handling of data.

The Clinical Rotation is scheduled every Tuesday, Wednesday, and Thursday.

Clinical Lab Rotations are assigned by teams and are determined at the beginning of the year and are followed throughout. You will be given your rotations assignments Attendance is mandatory from 7:30AM- 3:30PM (Or as indicated by Department Supervisor). Phlebotomy rotation assignments will be provided as well.

In general, the laboratory components are divided into four (4) major sections with allotted laboratory days in each discipline.

Clinical Chemistry, including Urinalysis = 30 days

Clinical Hematology and Coagulation = 30 days

Clinical Microbiology (Routine Bacteriology, Mycology, Mycobacteriology) = 30 days

Clinical Immunohematology, Serology, Donor's Blood = 30 days

Certain rotations may be located in other sites due to the specialized nature of the topic. For example, Blood donation rotation is in a blood donor center:

1. Central Jersey Blood Center- Rte 35 Eatontown (1 day)
2. Mt. Sinai School of Medicine, New York City – 2 days- (Molecular Biology, Specialized Immunology, Toxicology, Virology, etc.)

▪ **DIDACTIC LECTURES**

The didactic lectures are given in a classroom setting with desks and chairs. Instructors are well- qualified by education and experience. Instructors are meridian health team members, and occasionally we may invite outside lecturers with excellent credentials. Lectures are conducted every Monday and Friday 8:00AM - 3:30PM with 1 hour lunch break. All lectures are conducted using the PowerPoint format and students are given a handout of each lecture.

Examinations are held on lecture days – Mondays and Fridays, usually with no more than one examination in a day.

▪ **The Year in Three Semesters**

The courses below were designed in such a way that they flow from the basics then gradually progressing to more advanced topics- from basic foundation to application. Each course does not exist in isolation; rather, they complement each other in many ways. Often, they overlap in semesters, and span several subject areas, so that knowledge gained in one area can also be applied and useful if applied in other areas. Major courses that last the entire year, (e.g. Clinical Hematology) are obviously lengthy and students are encouraged to apply previously learned knowledge to current situations and laboratory practice. For example, laboratory techniques are covered in the early part of Semester 1, yet these procedures and knowledge must remain in the memory bank until encountered again by the student in the laboratory many months later. This is especially critical when comprehensive examinations are given at the end of these courses.

SEMESTER 1 – 15 weeks September 7 th -or day after Labor Day Through Dec 17 th)	SEMESTER 2 – 15 weeks January 3- through April 16 th	SEMESTER 3 – 14 weeks April 26 th - July 29 th -
<i>Course</i>	<i>Course</i>	<i>Course</i>
Clinical Microbiology I	Clinical Microbiology II	Clinical Microbiology III
Clinical Hematology I	Clinical Hematology II	Clinical Hematology III
Clinical Chemistry I	Clinical Chemistry II	Clinical Chemistry III
Phlebotomy	Immunology/Virology	Clinical Lab Mgt/Clinical Education/Research
Immunoematology I	Body Fluids/Urinalysis	Hemostasis
	Immunoematology II	
September – December	January – April	April – July

■ Required Textbooks

1. Blaney, Kathy, Howard, Paula. Basic and Applied Concepts of Immunohematology. Mosby. Second edition.
2. Burtis, Tietz Textbook of Clinical Chemistry, Ed.6
3. Brunzel, Fundamentals of Urine and Body Fluid Analysis, Ed. 2
4. Rodak, Bernadette. Hematology Clinical Principles and Applications. W.B. Saunders. 3rd Edition.
Carr, Clinical Hematology Atlas, Second Edition.
5. Forbes, Bailey & Scott's Diagnostic Microbiology. Ed. 12
6. Zeibig, Clinical Parasitology, A Practical Approach. Latest edition
7. Kern & Blevins, Medical Mycology – A Self-instructional Text. Ed 2.

■ References and Resources

Reference materials may be found in several areas including:

FMC School office
Each Laboratory Section Offices
JSUMC Booker Health Science Library

Each laboratory section and classroom maintains ample reference materials pertinent to that area. In addition, students have access to JSUMC Booker Health Science Library that provides resources in print, non-print and electronic formats to meet the information, education and research needs. The library's collection numbers over 13,000 books and bound journal volumes, 2000 audiovisuals and 350 journal subscriptions. There are 14 computers with Internet access, bibliographical databases, and consumer health and clinical decision making software.

Students are provided with clinical specimens, Kodachrome slides, videotapes, and films. The students are also given case studies as part of their didactic material. JSUMC laboratory provides a magnitude of learning experience that annually serves more than 21,000 inpatients, over 100,000 outpatients and 40,000 emergency patients.

The laboratory has a Laboratory Information System (LIS) that is interfaced with the two sister hospitals of Meridian Health. Students receive orientation and instruction of the LIS, as part of the normal workflow and data entry. Also available are student computers for personal use, training competencies and interactive tutorial software. They are located in various areas of the clinical laboratory, the classroom and the Booker Health Science Laboratory.

IV. Students Policy Manual

■ Emergency Procedure for Exposure to Chemicals and Blood borne Pathogens

The student will receive training in Laboratory Safety. He/She must be able to work safely with potential chemical and biologic hazards and follow prescribed guidelines for working with all potential hazards, including mechanical and electrical

Each clinical laboratory has specific guidelines, procedures, and protocols to be followed for exposure to laboratory hazards including chemical, body fluids, and blood borne pathogens. These procedures are mandated by the federal government (OSHA) and will be explained to each student as they rotate to each clinical site.

■ Emergency Contact- Student's Emergency Contact Person

Each student will provide the School with an Emergency Contact Person/s with two telephone numbers, home or work and a cell phone. Any changes in these numbers must be communicated to the office immediately.

The contact information will also be verified by the school office at any time.

■ Faculty and Student Honesty, Academic Misconduct Policy

This policy aims to foster values of **honesty** and **integrity** and professionalism in the medical laboratory science student. Dishonesty is the opposite behavior, without honesty, and it hurts the individual as well as the school and the world at large. It is the responsibility of both the student and the school to develop the value of classroom honesty and integrity by enforcing those wholesome behaviors and eliminating suspect conditions that tend to promote dishonesty.

■ Academic Honesty Discussed at Orientation

On the first day of the school year, the Academic Honesty/Dishonesty policy will be discussed with the students and they will be asked to sign that he/she understands the policy.

There are certain academic misconducts that must be monitored and corrected if found. Repeated misconduct of the same offense may result in expulsion.

- **Academic Misconducts**

- **Plagiarism**

Plagiarism is the representation of words or ideas of another person and using it as one's own without giving credit to the author.

If you use someone else's words, phrases, works, or unique ideas without giving credit to the author or origin, you may be guilty of plagiarism. If you have to cite someone, use quotation marks. This will give credit to the originator and author of ideas. If you use internet references, you must also specify your source. You may do so by copying the URL address and pasting it on your References to avoid typographical error.

- **Cheating**

Generally, examinations are conducted in a controlled classroom with a proctor where the environment is quiet. Cell phones and other distracters will be turned off.

You are guilty of cheating if you seek answers from neighbors, textbooks, notes, or electronic devices. No other item should be found on the examination table other than the test Examination paper and your answer sheet, pen and approved items.

If you use an aid not previously approved you may be guilty of cheating.

- **Examination Answer Key**

An Answer Key is generally available at the end of the exam for immediate feedback. However, one should consult the Answer Key only after the paper has been submitted, in a quiet manner, without distracting other students. You may not change your answers once you have referred to the Answer Key, lest you are guilty of cheating. Questions regarding the Exam should be referred to the instructor.

- **Honesty with Online Examinations**

Certain online modules may be assigned with corresponding exams (e.g. www.medtraining.org or www.medialabinc.net). Here is a place where honesty/dishonesty is put to the test. At medtraining.org, the **Training Modules** may be reset by the student as many times as he wishes. However, the **Competency Modules** are graded and cannot be reset by the student. Only the Administrator can reset Competencies.

- **Computer Misuse**

Students have 24 hrs. access to computers (Laboratory, Medical library, computers in other labs). Students must not abuse this resource, not be disruptive, engage in illegal activity, or violate the Rules of the Medical Center with regard to the use of computers. Students must not share their passwords with others. Patient information is protected under the HIPAA law.

■ **Sanctions for Violations of Academic Integrity**

1. Talk to the student.

It is best to talk to the student as soon as the violation has occurred or knowledge of violation has come to instructor (or Program Director). The first step is to talk to the student. This may resolve the problem without further incidents.

Here, the instructor will inform the student of the alleged violation and the details.

The instructor will present evidence at this time.

The student will be provided opportunity to respond to the allegations. The student may present his/her own evidence relevant to the alleged violation. The student may acknowledge the violation or not.

If the instructor believes that the student has violated the Policy on Academic Honesty, due to the preponderance of evidence, the instructor may:

2. Give written notice, and that further violations and may result in further sanctions or expulsion.

3. Appeal or Grievance Procedure

The student may appeal the decision by going through the 3-step Grievance Procedure. See Grievance Procedure.

■ **Student Complaints and Resolution**

A. Academic Complaints

Academic complaints may begin with approaching the instructor. Often issues are resolved at the most direct and basic level. Student may approach the Program Director. Student may file a formal complaint or a Grievance Procedure if it is not resolved at this level. For the Grievance Procedure Form, see below.

B. Non-Academic Complaints

Similarly, regarding non-academic issues, student may approach the immediate supervisor or Program Director. We will endeavor to resolve the issue at the most basic level. If unresolved, student may file a formal Grievance Procedure.

1. Fill out the Grievance Appeal Procedure Form with as much detail as possible.
2. Approach the Program Consultant or Program Advisor. If no resolution is reached at this level within 10 days, a non-laboratory person will be asked to hear the Grievance. This non-laboratory person's decision will be final.

■ Standards of Conduct

The Florence M. Cook School of Medical Laboratory Science program at JSUMC is committed to the practice of ethical standards in education and health care. The policies, procedures and regulations of this Program reflect this commitment and are in compliance with JSUMC. This program expects an acceptable quality of work and mature behavior by the students and expects all students to conduct themselves in a manner which meets the accepted standards of health care professionals and the Medical Laboratory Science program.

■ Academic and Non-Academic Concerns

Necessary and appropriate corrective action may be applied for misconduct or failure to maintain established standards of academic performance. Behavior that interferes with the educational process or jeopardizes the welfare of the patient, fellow students, faculty or staff may be the basis for dismissal. Corrective action may be necessary to address problems, including but not limited to:

1. Failure to meet the Program objectives and requirements for academic standards.
2. Repeated academic failure on didactic and clinical examinations.
3. Dishonesty in assignments or examinations, or falsification or alteration of official documents.

■ Acceptable Conduct

- a. **Attendance.** Adheres to school policies regarding call out; is punctual; May not socialize in other lab areas that may cause distraction to others. Returns from meals/breaks on time; does not leave early without prior approval. Attends scheduled or assigned educational meetings/conferences
- b. **Positive attitude:** Relates positively to the institution, peers, instructors, team members, and patients. Is kind, courteous, respectful and polite; Able to inspire confidence from patients, physicians, coworkers and visitors
- c. **Cooperation:** Works well with others as a team member; recognizes need to offer assistance and willingly helps others.
- d. **Initiative/ Motivation / Interest:** Performs assigned tasks without having to be told, seeks unsolicited tasks; willingness to do more than expected. Exhibits enthusiasm; is alert and attentive, asks relevant questions; stays focused and attention to detail. Seeks out and reads relevant materials

- e. **Adaptability:** Open to new ideas; able to adjust quickly to rapid changes in the laboratory without undue hardship; exhibits self-confidence
- f. **Responsibility:** Begins work promptly; comes prepared for the day's assignment; completes required assignments; assumes personal responsibility for assigned readings; takes ownership for actions and behaviors
- g. **Good Communication Skills:** Speaks clearly and concisely; listens well, answers the telephone courteously using telephone etiquette; uses language appropriate to the profession; uses verbal and written communication effectively; listens well, investigates a problem thoroughly; takes messages accurately; informs the technologist or appropriate personnel of necessary changes.
- h. **Professionalism / Interpersonal Relationships:** Builds rapport with lab team members and with other allied health professionals; functions well with others in a teacher/student relationship; demonstrates ability to work under stressful situations without jeopardizing quantity and quality of work while maintaining professional composure; accepts constructive criticism.
- i. **Honesty and Integrity:** Is truthful; admits errors and mistakes; willingness to be corrected; follows procedures, maintains confidentiality of patients' information and test results; shows empathy
- j. **Judgment and Decision Making:** Demonstrates good judgment when interacting with all health personnel and physicians; ability to assess a situation from many perspectives, considers various alternatives and chooses the appropriate course of action.

■ Behavioral Causes for Dismissal

Generally, JSUMC's policies for dismissal will also apply to Medical Laboratory Science students. These rules will be given to the students at Orientation Days which are mandatory at the beginning of the program.

Meridian HR will explain these policies in greater detail. In addition, a student may be dismissed due to any of the following:

1. **Bad Attitude-** discourteous treatment of patients, public, fellow students, professional staff, and other team members.
2. **Poor attendance or continued tardiness-** students are expected to attend all scheduled lectures and laboratory rotations. Habitual tardiness will not be tolerated.

3. **Poor academic or laboratory performance-** See Student Policies on minimum passing, failed tests, and final examinations. He/She will maintain a passing grade in each of the clinical laboratory sections.
4. **Illness-** Illness may be of long duration that makes it impossible for the student to make up the sick days. Absence due to illness will be evaluation on a case-by-case basis. For example, it may be possible to extend the student's time.
5. **Poor Personal Habits-** Alcohol intoxication or possession of illegal substances. Poor Personal Hygiene and refusing to correct those habits.
6. **Divulging information regarding patient test results to unauthorized personnel**
7. **Accepting gratuities, theft, or cheating on tests and examinations.**
8. **Sexual harassment**
9. **Falsification of information on application or position**
10. **Destruction or defacement of property.**

■ Grievance Appeal Procedure

As any team member of Meridian Health, the student may initiate recourse, and may initiate a grievance procedure as describe below. The Grievance Appeal Procedure is the mechanism for ensuring that student issues will be addressed with objectivity, impartiality, and confidentiality. A student may bring up an issue/ problem with the Program Director who will follow through towards the resolution of the issue or problem. The Grievance Appeal Procedure Form may be found at the end of this Manual.

■ Cell phone Policy

It is the Policy of Meridian Health to not use the cell phone when near a patient. Cell phone should be used only when away from the patient and in designated areas only.

■ Confidentiality, Objectivity and Impartiality

The School's policy is to practice fairness, impartiality, and confidentiality, and strive for objective approaches in the treatment in consideration of issues of all students, and or faculty.

■ Fairness/Impartiality

- Treat students with dignity and fairness at all times.
- When talking to student, listen carefully, get the facts before responding.
- Document sessions with students
- Investigate issues before making decisions
- Maintain composure.
- Ensure that the individual understand action plans or solutions
- Follow up if resolution is reached.

■ Confidentiality and FERPA:

- The Family Educational Rights and Privacy Act mandates student records must be kept confidential. The student records may only be accessed by the student, instructor, and Program Director.
- The student may grant permission to have access to his/ her records.
- Keep records of Problems and Resolutions
- Records will be kept off site, indefinitely.

Specific issue brought up by a student will be handled in strict confidence which will be followed throughout the process. The Program Director and faculty will not divulge any information, the name of the student or issue. To further carry out confidentiality, once resolved, all memos, notes, messages with regard to the issue will be kept in the student file which is confidential, or destroyed.

In relation to student issues, the Program Director will function in various ways including:

- Providing a confidential place for students to express concerns
- Listening impartially
- Identifying and reframing issues
- Reviewing and explaining policies and procedures
- Helping develop a range of responsible options to resolve problems and facilitating discussion to identify best options
- Discussing a range of responsible options, including formal and informal processes
- Pointing students towards available services a resources
- With permission and at the Program Director's discretion, engaging in informal third-party intervention, for objectivity and impartiality.

■ Attendance Policy

Attendance in lectures and clinical areas are mandatory. He/She will be responsible for obtaining missed handouts from classmates.

In lectures and in laboratories, the student will conduct himself/herself in a manner and dress appropriate for a professional.

Each clinical area allows no more that 2 days of call outs per 30 day rotation. All major clinical areas are generally 30 days in length (Clinical Microbiology, Clinical Hematology includes Coagulation), Immunohematology, and Clinical Chemistry includes Urinalysis). Excessive call outs will not be tolerated. Students may have to make up lost clinical time as per each clinical area or department policy.

■ Protocol for Notification of Student Absence

1. LECTURE OR LAB* : Call as soon as possible:

The student is expected to attend all lectures and clinical laboratory experiences. If the student cannot attend for some reason, he/she should telephone the bench instructor out of courtesy and professionalism. If the student does not communicate with the bench instructor the day he/she is expected, this causes distress among the laboratory personnel. They usually cannot be at ease until they find out if the student is all right. This is not a good thing. This may cause stress and stress may cause errors.

If the student is out for one week or more, he/she must bring a doctor's note upon return and then check with Occupational Health before returning to class. This is to protect the rest of the team members.

- a. The department you are doing your clinical rotation in.
Give your name: identify yourself as a **STUDENT**
Obtain the name of the night technologist / or technologist accepting the call.

Jersey Shore University Medical Center- Laboratory Numbers

School's Main Number	732-776-4603
LIS department	732-776-4531
Pathology Department	732-776-4248
Microbiology	732-776-4803
Transfusion Medicine	732-775-5500 Ext: 5105
Hematology	732-776-4140
Coagulation	732-776-4141
Specimen Processing (SPA)	732-776- 4706
Chemistry Lab	732-776-4149

Riverview Medical Center

Laurie Velisek - Core Laboratory Supervisor - 732-741-2700 x3344

Ocean Medical Center

Peggy Cacioppo – (BB) General Lab supervisor - Office: 732-836-4115 Lab: 732-840-3220

Ulrike Donau – (Hemo) General Lab Supervisor – 732-840-2200 x3109

Sandra Gaskill – (Chem) General Lab Supervisor – 732-836-4243

- b. Lecture days (Monday and Friday)
732–776-4603- Perla Simmons or e-mail psimmons@meridianhealth.com
- c. Phlebotomy Rotation
Notify your clinical site – the person you are shadowing (telephone number will be provided on your Phlebotomy schedule).

■ Absence/Tardiness Policy

The clinical laboratory is your primary environment for developing good and wholesome habits throughout your professional careers. Absence and tardiness are serious and will not be tolerated and may be cause for dismissal. All team members work with one another and rely on each other's presence to perform at maximum. Absence and tardiness jeopardizes the mission of the laboratory.

Sick calls should be made as soon as possible. Whether calling out for the day, or merely late, at a minimum a phone call should be made to the technologist in charge of the student. This is part of being a professional. The technologist may then adjust his/her day's plans and objectives.

Lecture time is scheduled for 8:00AM to 3:30PM, Monday and Friday with an occasional Tuesday after a long holiday weekend. All students are expected to attend all lectures. Continued tardiness will not be tolerated and may result in disciplinary action.

Tardiness: Tardiness will not be tolerated. Consistent tardiness (more than 6 minutes late) will result in a "zero" in the affective domain attendance section of the laboratory grade. The student is expected to be on time for lecture and clinical laboratory. Continued tardiness will result in a level I infraction. If two level I infractions occur, expulsion from the program may result. Students are responsible for following their schedule and reporting to the Teaching Coordinator for that area at the correct time.

■ Special Circumstances

Time off due to special circumstances will be made only with approval by the Program Director. The laboratory instructor/supervisor/ will be notified. Significant time taken off requests will have to be reported also to the program directors of the university, when appropriate.

■ Illness /Leave of Absence during Program

Should a student discontinue studies because of devastating illness or some other extenuating circumstances, special consideration may be given to extend the time by which courses will be completed. A request to this effect will include the specific date by which the work must be completed. A student who drops out of the program due to illness or other circumstances may re-apply for the next academic year. However, acceptance is not guaranteed. Once accepted, the student must then successfully complete all requirements during that academic year.

■ Re-enrollment

In cases of leave of absence and when a student leaves in good standing, re-enrollment is an option that a student may pursue. However, acceptance cannot be guaranteed.

■ Qualified Supervision

- Students in the laboratory will be under the qualified supervision of a technologist at all times. The student may follow instructions from the bench instructors when doing technical procedures and resulting or doing other LIS functions.
- Under no circumstances will the student result or modify a live or real test alone. It must be countersigned by a qualified technologist. This is a function readily done with the Sunquest System.

■ Incomplete Grades

Incomplete grades need to be completed within reasonable time. Incomplete may turn into failure if not addressed appropriately. To complete the grade, student must work with the instructor to remove the deficiencies and to change the grade into passing.

■ Grading System and Policies- Lectures and Labs

Grades for each laboratory rotation will be compiled from written tests and quizzes, and clinical laboratory practical. A 70% minimum competency level is required in passing didactics and the minimum passing laboratory grade is 75%.

Effective 2010, students' final grades will be reported to the home Universities in % grades only. As universities have various equivalencies, only numeric grades and no letter grades will be reported on their transcripts from Florence M. Cook School.

CALCULATION OF LAB GRADES

Final grades are attained by calculating the mathematical average of the grades received in all test and final exam. Since each course has different amounts of material, there is not set number of exams per course. This is at the discretion of the instructor.

Calculation of final laboratory grades is weighted as follows:

Cognitive domain	40%
Psychomotor	50%
Affective domain	10%

REMEDIAL ACTIONS

When a student receives a grade below 70% for an exam or below 75% for a lab grade, the student will be notified of this fact and remedial action should be initiated by the student and /or student and instructor. Remedial action may consist of review of materials with the instructor, or other means approved by the instructor. The instructors will give feedback on quizzes and examinations preferably within the same week. Remedial action will be determined at the discretion of the instructor.

■ Progress Report

- A. The student may inquire at anytime regarding Progress Report throughout the program. The student will have access to their individual files including their Progress Reports.
- B. The Progress Report will reflect the most current information submitted to the office.
- C. Errors or omissions on the Progress Report should be reported immediately.
- D. A Progress Report will be submitted to the affiliated colleges sometime in January of the school year.
- E. Progress Report to the colleges will be reported as Pass/Fail only. No numeric or letter grades will be reported in a Progress Report
- F. The student will be asked to sign and return Progress Report for permanent record.

■ Examinations and Quizzes

All students are expected to take the examinations on schedule and be on time. Failure to take the examination the scheduled day will result in having 5 points deducted from the grade. If the student is late (6 minutes or more), 3 points will be deducted from the grade. Permission to take an examination on a different day may be had with valid reason from the Program Director (or instructor) in advance.

A student not showing up for a scheduled examination must have a valid reason such as:

- Personal illness
- Serious accident
- Death in the family
- Prior excused absence

MISSED EXAMINATIONS

A valid reason for missing an examination must be provided. For an absence known in advance, the student should take the examination before the scheduled time. If unable to take the exam in advance, the student will take the examination during lunchtime on the day of return. Excessive missed exams, without valid reasons, will not be tolerated.

■ Academic Warning

A student will receive an academic warning when she fails more than one examination.

■ Academic Probation

Academic Probation is necessary for the maintenance of specific standards set by the school. A student is placed in a probationary period when he /she failed more than two examinations. It is a period when the student tries to redeem himself/herself by trying to improve the grades.

Improvements may be accomplished in several ways with the approval of the instructor:

Primary:

- a. Tutoring
- b. Re-testing

Secondary:

- c. Extra Credits- Presentations
- d. Graded homework
- e. Online competencies
- f. Others or special projects with the approval of the instructor

■ Academic Dismissal

Reasons for academic dismissal:

1. failed courses
2. was not able to improve after the probation period. See also, Causes from Dismissal
3. Failed clinical laboratory rotation

■ Comprehensive Examinations

Certain Final Examinations will be comprehensive in nature. This means the Finals will cover materials from the beginning or Part 1 of the course which may be incorporated in the form of case studies. This will also be helpful in the certification examination which the student should take soon after graduation.

- Immunohematology
- Clinical Hematology
- Clinical Microbiology

■ Withdrawal and /or Dismissal from the Program

A. WITHDRAWAL - Although regrettable, a student with a valid reason may withdraw from the program. A letter addressed to the Program Director will be required. Whenever feasible, the Program Director will conduct an exit interview with the student. Every consideration will be extended to the student who is experiencing unusual circumstances. The student may re-enroll at his/her own option. However, re-acceptance is not guaranteed. Each case will be handled on a case-by-case basis.

B. DISMISSAL-

A student who does not follow the above procedure will be dropped and considered failed in the program. He /She will not be considered for re-admission. Also- See Causes for Dismissal.

A student may also be dismissed due to academic underperformance and for other non-academic reasons.

The JSUMC HR and the officials of the affiliated college/university will be notified of the withdrawal. All educational materials belonging to the FMC School or Meridian Health and sites will be returned at this time.

■ Clinical Rotation Policy and Schedule

The Clinical components of laboratory courses are integral in the understanding of clinical laboratory theories, principles and laboratory techniques. This is the environment where the student puts theory into practice and in the process gains understanding of the pre-analytical, analytical, and post-analytical components of laboratory testing.

Please keep in mind the technologists are working with real patients' samples in real time. The student is assigned a bench technologist who will be the student's bench instructor and mentor. The technologist will be teaching while at the same time working.

The student works closely and cooperatively with the bench instructor, observes laboratory safety at all times, and follows all rules and regulations of the laboratory to include Laboratory Safety, Personal Protective Equipment, Safety practices, and laboratory etiquette. The student will follow the analytical procedures according to laboratory protocol, including the use of quality control materials and the monitoring for Quality Assurance.

To maintain order and proper coordination, the student will confine himself/herself to the assigned clinical area only. Socialization while in the clinical areas is unsafe and is generally not tolerated. There are designated areas and proper time for such social activities.

■ Criminal Background Checks and Drug Screens

It is the Policy of Meridian Health to conduct a criminal background check, through a local agency at the beginning of the admission process. Based on the findings, Meridian Health HR will determine whether the student can remain as students or not.

V. Student Finances, Fees, and Refund Policy

Fee	Amount	Refund Policy
Application Fee (non-refundable)	\$35.00	No refund
Commitment Fee or Deposit (non-refundable; due upon acceptance into the Program)	\$100.00	No refund
Tuition Fee All checks /money order payable to: <i>Florence M. Cook School</i> Do not submit cash.	\$3,500.00- Effective Sept. 2010	No Refund
International Students: Notarized Affidavit of Support: Form I-134 http://www.uscis.gov/files/form/i-134.pdf		

Textbooks (estimated cost; generally ordered through the school, not returnable.)	\$800.00	Not refundable Not Returnable
International Students: Notarized Affidavit of Support: Form I-134 http://www.uscis.gov/files/form/i-134.pdf		
Proof of SEVIS Payment Fee Receipt I-901 Fee, if applicable. Mail payment to: I-901 Student/Exchange Visitor Processing Fee 1005 Convention Plaza St. Louis, MO 63101 United States Phone Number: 1-314-418-8833 (United States Country Code 011) http://www.ice.gov/sevis/i901/faq3.htm#_Toc81222002		

Tuition must be paid by the first week of classes unless prior arrangements are made.

Note: Some universities pay the tuition fee while others let the student pay for his/her tuition. Ask the office which university pays directly to us.

Textbooks (approx. \$600) may be ordered through a distributor who works with the School. The book distributor gives a discounted rate of up to 20% off the retail price. The School receives free desk copies from the distributor, but receives no monetary gains from the distributor. Students are expected to purchase the required textbooks, which once purchased and received, are not returnable.

■ Meals

JSUMC has an employee cafeteria, the Phoebe's Café that is reasonably priced, which serves a good array of hot and cold foods. It is open for breakfast, lunch and dinner. There is also a visitor's coffee shop available and offers a varied menu. In all laboratories there is a team members' lounge with a refrigerator and microwave available for use.

■ Uniforms, Dress Code, Personal Hygiene, and ID Policy

- Students are members of the health-care delivery team and representatives of Jersey Shore University Medical Center, and will need to follow the Meridian Way dress code.
- Lecture Days attire: Casual, pressed and neat. No blue jeans, tank tops, flip flops.
- Clinical Laboratory attire- Scrubs- Royal Blue
- Footwear with rubber or non-skid composition and should be of an appropriate height and width so as not to be hazardous. No platforms, moccasins, open-toed shoes are permitted.
- Team members including students involved in laboratory services shall demonstrate good personal hygiene and professional appearance at all times.
- The JSUMC identification badge is a required part of each personnel member's attire and shall be worn visibly while on duty.
- Hair, beards, sideburns and moustaches must be worn in a manner that displays tidiness and cleanliness while maintaining proper safety and infection control.
- Long hair must be tied back away from the face.
- Nails must be short or moderate in length and clean.

- Wearing apparel is to be maintained by the employee so that the attire is neat, clean, wrinkle and odor free and in proper repair.
 - Heavy use of cosmetics, colognes or after-shaves should be avoided.
 - Laboratory professionals and students in the clinical areas are required to wear the fluid resistant laboratory coats that can be closed in the front as a protective garment. The fluid resistant laboratory coats are provided clean by the laboratory. They are to be worn in the laboratory only and must be removed when stepping out of the laboratory or going into clean areas such as the employee lounge and bathrooms.
 - Personal Protective Equipment - Students who prepare reagents in which concentrated acids, alkali formaldehyde or flammable material, shall wear protective eye covering furnished by the laboratory. Protective eyewear is also required when operating some instruments. During specimen handling, if splash-guards are not available, protective eyewear will be worn.
 - All students will wear disposable gloves as necessary in performing operations where the hands may come in contact with biological materials.
-
- **Employment during Training; Service Work Outside of Regular School Hours**

After demonstrating a certain degree of proficiency, a student may be permitted to accept employment in the laboratory under qualified supervision. Service work outside of regular academic hours is non-compulsory, paid, supervised on site, and subject to employee rules and regulations. The student will be selected based on availability of positions and individual grade status.

For the student's welfare, a maximum work of 20 hours/week will be permitted. If the student's grades begin to drop and academic standing may be compromised, their hours may be scaled back. If a student calls out sick from the lectures or laboratory rotation, this information is relayed immediately to the clinical site. Therefore an alternate coverage may already be in place and the student involved may not be permitted to work that evening.

Performance Competency:

1. The student shall demonstrate quality work as judged by job performances and technical knowledge.

2. The student shall be able to demonstrate proper specimen receiving and processing procedures. (Pre-Analytical Procedures)
 3. The student shall be able to explain/understand the basic principle and the use of each piece of equipment/instrument in the laboratory section of work.
 4. The student shall demonstrate professional ethics.
 5. The student shall demonstrate professional qualities.
 6. The student shall demonstrate initiative.
 7. The student shall demonstrate reliability.
- **Advanced Standing Policy**

There is no advanced standing given at this time.

VI. Student Services

- **Lockers**

Lockers/cabinets are available in the laboratory to keep all personal belongings in a safe place. All personal items during lectures will be kept with the student in the classroom. It is best to store personal items in a carry-pack such as a backpack, canvas bag, or briefcase.

- **Housing**

Students are responsible for their own housing arrangements. Apartment complexes are located near the medical center.

- **Parking**

Parking is available in the Employee Parking Lot located on the premises, at no cost. A valid ID sticker is required.

- **Recreation**

Students may participate in the activities sponsored by the Employee Activities Committee at the same cost to employees. These include bus trips to Broadway shows,

shopping outlets, ski resorts, amusements, and sporting events. Check with the Cashiers office and window or Meridian intranet for these activities

▪ Health

All students will have a complete physical examination including blood testing and urine drug screen by the medical center Occupational Health Department before the start of classes and throughout the program. Accidents during class are covered by Meridian Health, ER.

▪ Insurance –Liability and Health

Liability insurance will be provided by Meridian Health during the time that the student is in class or laboratory session. Each student is responsible for his own health insurance.

▪ Meridian Health –Team Member Orientation

All trainees are required to participate in the orientation prior to starting the program, unless otherwise scheduled. This orientation is for an overview of the Medical Centers. It provides information concerning emergency and disaster proceedings, infection control, safety, Meridian Health systems, parking, cafeteria, and more.

▪ Emergency Health Care

Injuries occurring during laboratory rotations at JSUMC, will be treated at the JSUMC Occupational Health Services or the emergency room dependent upon the severity of the injury. The severity of the injury will be assessed and proper treatment given until such time that you can contact your physician. Liability insurance is supplied by Meridian Health. Students are responsible for their own health insurance.

▪ Counseling

The School of Medical Laboratory Science offers a comprehensive support and guidance program to all students. The confidential Meridian Health Employee Assistance Program through Carebridge (1-800-437-0911, website www.carebridge.com) is available should further counseling be required. The affiliated colleges / universities and the FMC School of MLS office are accessible by appointment for additional academic advisement if necessary.

▪ Laboratory Safety

Students are provided lecture materials at the beginning of their training on information regarding laboratory safety. Each section of the clinical laboratory's manual of safety rules and regulations regarding that laboratory area is required reading by students. Each student will be under the direct supervision by an authorized laboratory staff who is personally aware of and is available for assistance. Immediate supervision of students characterizes their clinical experiences. Supervision includes in-room presence for instruction, direction and guidance by a laboratory staff.

▪ Hepatitis B Vaccine

All students will have a complete physical examination including blood testing and urine drug screen by the medical center Occupational Health Department before the start of classes. The Hepatitis B Vaccine series is offered to all the students at no charge. It is advised that all students who are at risk because of exposure to blood and blood products take advantage of this service for their health protection, if you have not already been immunized. (See Meridian Health requirement on page 18))

▪ Scholarship Opportunities

Students are encouraged to apply for scholarships offered by organizations in clinical laboratory science as well as scholarship offered by Florence M Cook School as a means of deferring program costs. Several scholarships are available for Medical Technology/CLS students enrolled in a program. ASCLS and ASCP are just two of the many organizations offering scholarships. Applications are available from their respective websites.

ASCLS-NJ - must be a student in the final year of the Clinical Laboratory Science program. Award is \$1000. Applications will be distributed to students during the spring semester in the professional portion of the Clinical Laboratory Science program.

American Society for Clinical Pathology - must be a student in the final year of the Clinical Laboratory Science program. Students compete for a national award of \$1000. Applications will be distributed to students during the spring semester in the professional portion of the Clinical Laboratory Science program.

Alpha Mu Tau Fraternity - Alpha Mu Tau (www.alphamutau.org) is a national fraternity whose purpose is the advancement of professionals in the clinical laboratory sciences. Applicant must be a student in the final year of the Clinical Laboratory Science

program. Students compete for national awards ranging from \$1000 - \$1500. Applications will be distributed to students during the spring semester in the professional portion of the Clinical Laboratory Science program.

Florence M. Cook Scholarship- This \$500.00 scholarship has been made possible through donations from the JSUMC clinical laboratory team members. This will be used to supplement tuition fee, books or educational supply expenses. Application form will be distributed in September and due by October 15th. Award will be given in the following spring.

- **Library Facilities**

The Booker Health Science Library is a full service medical school library and students have access to it 24/7. After 5 PM, the student will need their ID badges to enter and to leave the library.

The library subscribes to several search engines that are not otherwise available outside the Meridian Health. There are desk top computers and free printers in the library. The staffs are very helpful to those who ask.

- **International Students**

Student and Exchange Visitor Program (SEVP) of the US Immigration and Customs Enforcement

Address:

Chester Arthur Building
425 I Street N.W.
Washington, DC. 20536
(202) 305 2346

- **Student Safety and Health insurance**

Safety is considered the highest priority among Meridian team members including students. From the early Orientation sessions all the way through each specific laboratory section, laboratory safety is taught to the students and they are tested for competency in all areas of laboratory safety, including fire, electrical, chemical, ergonomics, blood borne pathogens, tuberculosis, bioterrorism , etc.
Health Insurance

In the event of an accident while the student is in class or laboratory, he is covered by the hospital. However, the student must carry his/her own health insurance policy from external insurance carriers. The student may be asked proof of health insurance.

■ Americans with Disabilities Act

The American with Disabilities Act of 1009 prohibits discrimination against applicants with disabilities. The School is committed to making reasonable accommodations to applicants with disabilities. The applicant must also refer to the Essential Functions which specifies the abilities required to be successful in medical laboratory science. If the applicant has any concerns regarding the ADA, she/he must make a call to the program Director for further information. 732-776-4603.

■ Student Records and FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of education records.

All policies and practices governing the collection, maintenance, review, and release of student education records are based on the principles of confidentiality and the student's right to privacy, consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974

All faculty members will hold confidential all information that they gather in the course of their work regarding students.

The student will have the right to inspect, review, amend and restrict access to their education records.

Student records will be kept indefinitely.

■ Student Awards Certificate-

Since 1991, we have selected and given The Florence M. Cook Award Certificate to the highest achiever and who embodied the high ideals of our first Program Director Ms. Florence M Cook. The award is given during graduation.

VII. Student and Program Evaluation

■ Student Evaluations

Students are assessed on both practical and theoretical knowledge and ability as well as personal characteristics.

- At the end of each rotation an evaluation will be completed. This evaluation is composite of all comments and observations. The teaching coordinator will collate all information and observations and prepare the final evaluation for the rotation. Students are given an opportunity to review all evaluation materials and to sign the evaluation.
- The Program Coordinator or Program Director will meet with each student to discuss progress and areas of concern, during mid and end of program.

■ Program Evaluations

Program evaluations by students are important aspects of improvement for the program.

A. Clinical Rotation

- The student will be asked to complete an evaluation form at the end of each clinical rotation.
- This will be used towards improvement of the clinical experience.

B. Board of Certification- ASCP- BOR

- Each student will take the certifying examination without delay.
- The school will help support the students with review toward passing the certifying examinations.
- The certifying examination results will be used toward improvement in the program

C. Faculty Evaluation-

- Students will evaluate Faculty after each course.

D. Program and Exit Interview-

- Each student will be granted two formal interviews, one in December and one towards the end of the program.
- This will be used toward improvement of the program

E. Graduate Survey

- Six months after graduation, Employer Satisfaction Survey will be sent to the employers if known.

■ Code of Ethics

American Society for Clinical Laboratory Science (ASCLS) Code of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity, and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their

consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

PLEDGE TO THE PROFESSION

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well being of the community.

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

■ Professional Organizations and Certification Agencies

There are several organizations that serve the profession of Medical Laboratory Science and its individual disciplines. Out of many, we will only mention a few here.

ASCP

The American Society of Clinical Pathologists (ASCP) is an organization that grants national certification for medical technologists. Upon certification, registrants retain lifetime certification through a Certification Maintenance Program (CMP). Registrants may become members and obtain the journal *LABMEDICINE*TM. Student Membership is available and offers free registration in most education workshops.

Through certification, educational and functional achievements of an individual are recognized. To work in a laboratory certification is not required by law; however, institutions when hiring may require it as a demonstration of proficiency. Graduates of the program are eligible and are encouraged to take the examinations for certification by the following agencies:

Board of Registry of the American Society of Clinical Pathology (ASCP) certify in the category designated Medical Technologist (MT). The ASCP examination is based on minimum competencies for entry level medical technologist. The computerized examination is given four times throughout the year.

Contact:	ASCP Board of Certification 33 W. Monroe Street, Suite 1600 Chicago, Illinois, 60603 Phone: 312-541-4999 website: bor@ascp.org	ASCP Membership Services 33 West Monroe St., Suite 1600 Chicago, Illinois, 60603 Phone: 800-267-2727 website: Membership@ascp.org
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STUDENT HANDBOOK
Knowledge is Power (*scientia potentia est - Sir Francis Bacon*)

ASCLS

The American Society for Clinical Laboratory Science (ASCLS) is the national professional society dedicated to representing the profession of medical technology through improvement of the status of its members; promoting programs of continuing education, research and development; and advancing the ideals and principles of the profession of medical technology. Membership provides a subscription to the professional journal Clinical Laboratory Science. National Dues for students are \$25.00 plus state dues of \$5.00.

Contact:	<u>National</u>	<u>State</u>
	ASCLS	ASCLS-NJ
	6701 Democracy Blvd.	56 Gregory Lane
	Suite 300	Franklin Park, NJ 08823
	Bethesda, Md. 20817	President: Josue Quillamor, BS, MT
	Phone: 301-657-2768	
	website: www.ascls.org	Email: Quillamor@aol.com
		Phone: Cell: (732) 300-0488
		Fax: (732) 506-0819

Florence M. Cook School of Medical Laboratory Science
Jersey Shore University Medical Center

Student Policy Acknowledgement Agreement

I, _____ have received, read and understand the content and policies of the Florence M. Cook School of Medical Laboratory Science Student Handbook.

By signing this policy acknowledgement sheet, I am hereby confirming the acceptance and agreement of the policies declared, which include:

Student policies -rules/regulations, Student services, Student liability, Health and Laboratory Safety, Dress Code, Service Work, Code of Ethics, Withdrawal and Cause of Dismissal from the Program, Grading Policy, Standards of Conduct , Grievance Appeal Procedure Form, FERPA (Family Educational Rights and Privacy Act),and Academic Dishonesty. In addition, refer to the list of Institutional Polices and the reference binder (also available on the intranet).

Signature: _____ Date: _____

Florence M. Cook School of Medical Laboratory Science
JERSEYS HORE UNIVWERSITY MEDICAL CENTER
Safety Agreement for Clinical Rotation

Name: _____ Date: _____

INSTRUCTIONS: Please check each statement to indicate coverage and knowledge of the safety topic, sign and return to Director of the School.

- I understand the general safety requirements of the laboratory such as no smoking, eating and drinking, chewing gum, or applying cosmetics in the laboratory.
- I understand that eye and face protection must be worn when at risk of splashing and the handling of caustic or toxic materials.
- I understand that personal protective clothing should be worn in the laboratory and not to be worn in non-laboratory/non-patient care areas such as meeting rooms, eating areas, and outside the workplace. Proper clothing attire must be worn.
- I understand that frequent hand washing is necessary for the prevention of spreading disease to others and me.
- I understand that no mouth pipeting is allowed.
- I understand that is necessary to be aware of the laboratory safety features and can locate eye wash stations, sharps containers, spill control equipment, first aid kits, and general good house cleaning techniques.
- I understand the Electrical safety plan.
- I understand the Fire safety plan.
- I understand OSHA Safety Regulations and policies (e.g., Occupational exposure to blood-borne pathogens, chemical and physical hazards, and exposure control plan).
- I understand what Material Safety Data Sheets (MSDS) are and where to locate them.
- I understand how to recognize and identify NFPA pictographs with the large diamond divided into four smaller diamonds with the color and hazard rating system.

Signature: _____ Date: _____

Florence M. Cook School of Medical Laboratory Science
JERSEY SHORE UNIVERSITY MEDICAL CENTER

Essential Functions Acknowledgement

I, _____ have read and understood the specific requirements as described in the Essential Functions

I further confirm and check mark that I can do the following requirements:

Intellectual /Cognitive functions	Yes	No
Visual Requirements	Yes	No
Manipulative Requirements	Yes	No
Communication Abilities	Yes	No
Locomotion capabilities	Yes	No
Attitudes and behaviors	Yes	No

Signature: _____ Date: _____

Florence M. Cook School of Medical Laboratory Science Grievance Appeal Procedure Form

Step 1: Approach the Program Director regarding the problem. Write student's Statement of Concern/Problem. (You may use separate paper.)

Date: _____ Prog. Dir. Signature: _____

Prog Director's Comments:

Resolved? Yes No

Student's signature: _____

Step 2: if the problem is not resolved in Step 1, the student may approach the Medical Advisor or Administrative Lab Director regarding the problem.

Date of Meeting: _____ Medical Advisor Signature:

Medical Advisor's Comments:

Student's Comments:

Resolved? Yes No

Step 3: If the problem/concern still exists, a third party* of one or more non-laboratory officials will be called within 10 school days after the meeting with the Medical Advisor. The decision made after this meeting will be considered final.

Date of meeting: _____ Third Party: _____

A Third party from Cultural Diversity Director or HR Manager; or HR Manager

-
- Note: The decision of the third party committee will be written on a separate sheet, the original of which will be given to the student and 2 copies made. One copy will be sent to the student's advisor, and one in the student's file.
 - __ NOTES:

