



**Clinical Laboratory
Science**

Student Handbook

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Welcome from the Program Director

On behalf of the faculty and staff at Nazareth College, I would like to welcome you to our program in Clinical Laboratory Science. This field sits at the intersection between medicine and science, an ideal career for those interested in using analytical and critical thinking to provide excellent healthcare. We believe that the liberal arts foundation provided by our Uncommon Core guides a student's education in the clinical sciences, resulting in graduates committed to patient centered care of the highest quality.

Clinical laboratories have an increasingly desperate need for trained clinical scientists, driven by a combination of the growing healthcare market, new instrumentation, and a demographic need as many clinical scientists approach retirement. Job opportunities are not limited to the clinical lab; industries including biotechnology, forensics, toxicology, and environmental and safety testing place high value on trained laboratory scientists. If you are interested in a career that combines scientific analysis, state of the art technology, and direct contributions to the well being of your community, Clinical Laboratory Science provides an extremely fulfilling career.

If I can provide any information, please contact me by phone or email. It will be my pleasure to help show you what a Clinical Laboratory Science career can offer.

Dr. Matthew C. Schoell
Program Director, Clinical Laboratory Science
Assistant Professor of Chemistry
Nazareth College
585-389-2587
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Mission Statement and Program Goals

The Clinical Laboratory Science Program at Nazareth College prepares students for a career in medical technology with all the scientific knowledge and hands-on skill a new graduate needs to enter the field. Built on the foundation of a liberal arts education, we train our students in the highest ethical standards, and instill a deep and abiding commitment to patient-centered care.

In order to fulfill our mission, we seek to provide students with the entry-level competencies, communication skills, problem solving skills, technical expertise, and ethical principles necessary for them to succeed in Clinical Laboratory Science careers. The program will prepare students to use independent judgment while performing laboratory analyses, evaluating data, and resolving technical, analytical, and ethical issues. We will prepare our graduates to serve as leaders, whether they work in healthcare providing laboratories or related careers.

In furtherance of our mission and goals, we are pursuing accreditation with the National Accrediting Agency for Clinical Laboratory Science (NAACLS), which can be contacted at:

5600 North River Road, Suite 720

Rosemont, IL, 60018-5119

(773)-714-8880

www.naacls.org

Entry-Level Competencies

“At entry level, the medical laboratory scientist will possess the entry level competencies necessary to perform the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

At entry level, the medical laboratory scientist will have the following basic knowledge and skills in:

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

National Accrediting Agency for Clinical Laboratory Sciences, “NAACLS Standards for Accredited and Approved Programs”, January 2014, page 10

Faculty

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Clinical Affiliate List

F.F. Thompson Hospital, Inc.
350 Parrish St.
Canandaigua, NY 14424

Highland Hospital
1000 South Ave.
Rochester, NY 14620

Nicholas Noyes Memorial Hospital
111 Clara Barton Street
Dansville, NY

Wyoming County Community
Health System
400 N Main St.
Warsaw, NY 14569

United Memorial Medical Center
127 North St.
Batavia, NY 14020

University of Rochester Medical
Center
601 Elmwood Ave.
Rochester, NY 14642

General Policies

The Clinical Laboratory Science program abides by all policies set forth in the Nazareth College Course Catalog, which can be located at www.naz.edu/registrar/catalogs, except for any additional policies specific to the program. Any such additional policies will be documented in this handbook.

Non-Discrimination Policy

It is the policy of Nazareth College not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition, or any other protected status in the admission of students to the College; in any of the rights, privileges, programs, and activities generally accorded or made available to students at the College; in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other programs administered by the College; or in the employment practices of the College.

Inquiries concerning the application of this policy prescribed by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, may be directed to the director of human resources at Nazareth College, 4245 East Avenue, Rochester, N.Y. 14618, 585-389-2060. The director of human resources has been named to coordinate the responsibilities under Title IX and Section 504.

Harassment

It is the policy of Nazareth College of Rochester, in keeping with the efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when the behavior falls within the following definition:

Sexual harassment of employees and students at Nazareth College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct is used as the basis for employment or other decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Harassment or intimidation of another person, limiting another person's right to equal opportunity, or otherwise denying another person equal treatment because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition, or any other protected status is prohibited.

Faculty, staff, and students who want further information or assistance in discussing or filing a complaint of harassment or discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition, or any other protected status should contact any of the Advisors for Concerns of Discrimination and Victimization. Advisors will assist in trying to resolve the problem informally and/or explain the steps of the formal grievance procedure. You may also contact the department of human resources for assistance.

Admission Criteria for Upper Division Students

All incoming and current students can select Clinical Laboratory Science as their major on a space-available basis (consult the Program Director concerning availability). Students pursuing upper division courses in the program must meet the following criteria.

- Upper-division students must possess an overall GPA of 2.7 or higher as well as a science and math specific GPA of 2.7 or higher.
- All necessary pre-requisite courses, including the Bloodborne Pathogen training and HIPAA training available on Moodle, must be completed. Students must provide the Program Director with certificates of completion for the Bloodborne Pathogen and HIPAA training courses. Acceptance into upper division courses without completion of all pre-requisites is solely at the Program Director's discretion.
- Completion and signature of the Notification and Consent Form located at the end of this handbook. This signifies the student is aware of policies specific to the upper division courses, including service work, transportation to clinical sites, attendance and professional conduct at clinical sites, and requirement for vaccination and health insurance.
- Students must be able to understand and perform all of the Essential Functions.

Essential Functions

Cognitive Skills: Essential functions in this category include those that allow the student to synthesize information, use critical analysis in problem solving, and communicate effectively with students, faculty, and patients.

- Work independently and in groups, including appropriate management of time and workload.
- Comprehend written material, including following written and/or technical directions in assignments and laboratory activities.
- Use and develop critical thinking skills, covering the analysis of data, identify and resolve problems, and consistently use good judgment.
- Identify hazards in the lab, such as chemical or infectious hazards, and demonstrate respect for self and others by using appropriate safety procedures to minimize risk.
- Utilize sufficient mathematical skills necessary for laboratory tasks.
- Communicate effectively and clearly, verbally and in writing, in academic and clinical settings.
- Utilize sensory information, including discrimination of visual, somatic, and olfactory information.

Psychomotor Skills: Essential psychomotor skills include the gross and fine motor skills necessary for working in clinical settings, such as those involved in testing or in working with automated instrumentation.

- Move freely and safely around the lab, including accessing of laboratory benches, instrumentation, and performing of specimen collection.
- Safely use all automated equipment, including performing appropriate maintenance and troubleshooting activities.
- Operate laboratory information systems including computer hardware and touchscreens.
- Use gross motor skills including stooping, reaching, or lifting up to 50 lbs.

- Use visual acuity in areas of microscopic and colorimetric interpretations.
- Use fine motor skills when operating precision instrumentation or performing procedures, such as pipetting or culturing, and when working with patient samples.
- Travel to and from clinical rotation sites.

Affective and Behavioral Skills: Essential skills in this area cover emotional maturity, professionalism, and commitment to patient care.

- Demonstrate respect for one self and others at all times, including respecting fellow learners and clinical faculty.
- Maintain professional standards of empathy, respect, and confidentiality in all communications with patients.
- Maintain the highest ethical standards, especially by protecting patient privacy in all laboratory activities.
- Project professional standards in manner and appearance, including meeting all clinical site policies in appearance, dress, and conduct.
- Display emotional maturity by adapting to the fast-paced stresses of the clinical laboratory and cooperating with all health care team members.

Board Examination Policy

Completion of the Clinical Laboratory Science Program at Nazareth College does not require a student to register for or pass any national certification licensure exam. The program does recommend that students consider taking the national board examination offered by the American Society for Clinical Pathology Board of Examination. This exam is necessary for ASCP certification and New York State licensure, required credentials for clinical laboratory positions in New York State.

Advance Placement/Transfer Credits/Experiential Learning

Credits from Advance Placement coursework or transferred from another institution will not be applicable for any upper division (300 or 400 level) course in the CLS program. Experiential learning, including work in clinical laboratories, will also not be applicable for credit for any upper division course in the program.

Student Grievances

The following procedures should be followed for any grievances, either concerning grades or any other academic issues:

- Discuss any concerns with the faculty member who assigned the grade or is responsible for the course.
- If not resolved, contact the Department Chair in which the course resides about the grievance. Courses with the CLS code reside in the Department of Chemistry.
- If dissatisfaction persists, the student is to submit a letter outlining the specific outstanding issues and make an appointment to see the Dean of the College of Arts and Sciences.
- If discussions at this level do not resolve the grievance, the student should make an appointment with the Vice President of Academic Affairs at Nazareth College. The decision of the VPAA is final.

Appeals for grading errors must be made by the last Monday of September for the previous spring/summer grades and the last Monday of January for the previous fall grades. Any appeals for a grading error in a course in which an incomplete grade was given must be made within six weeks of the posting of the new grade.

Probation and Dismissal Procedures

Academic probation is a formal warning that a student is not making appropriate progress toward fulfilling all requirements of the CLS program. A student may be placed on academic probation for any of the following reasons:

1. GPA (total or science/math) falls below 2.7.
2. Failure to show improvement in personal or professional conduct or behavior following issuing of a formal warning by the Program Director.

Students on academic probation due to grades in the upper division CLS courses are subject to dismissal from the program if suitable progress is now shown in raising the GPA. Students on academic probation due to conduct or behavioral reasons must show immediate improvement or may be subject to dismissal from the program.

Clinical probation is a formal warning that a student is not meeting expected standards of performance during rotations at clinical affiliate facilities (such as independence, good judgment, effective communication, attendance, safety, appearance, behavior, integrity, or any other failure to meet the rules of the clinical affiliate sites.)

The Clinical probation process entails the following steps:

1. The clinical preceptor at the affiliate site places the student on clinical probation when performance is deemed unsatisfactory.
2. The CLS program director is notified.
3. The clinical preceptor and program director meet with the student to discuss the unsatisfactory performance and the clinical probation process.
4. The student signs a contract prepared by the program director agreeing to a remediation plan, including steps for removing the clinical probation. The timetable for resolution of the probation is by the end of the semester if not sooner, regardless of whether a future rotation is at an alternative clinical site.

Clinical preceptors can also elect to dismiss students from a clinical rotation at any time following deficits in conduct or judgment more severe than those that warrant probation. Such dismissal will result in a final grade of "F" for that course, and the student will not be allowed to continue in that course that semester. The clinical preceptor will notify the program director, who may refer to the CLS Executive Committee to render an opinion about whether the student will be dismissed from the Clinical Laboratory Science Program.

Dismissal from the program can occur when academic or clinical probationations are not resolved, following serious violations of academic integrity, or following serious conduct or judgment deficits during clinical rotations.

Academic dismissal can occur for any of the following reasons:

1. Failure to resolve academic or clinical probationations.
2. Conduct that violates any Nazareth College general policies, such as harassment, academic integrity, or the Student Code of Conduct.
3. Dismissal from clinical rotation by preceptor.

Some violations of conduct may result in immediate dismissal from the program, including inappropriate sharing of patient data, release of patient results by students, using clinical facilities to obtain medical results on one's self or one's family members, and other HIPAA violations or gross breaches of duty to patients' care and rights to confidentiality.

Clinical Rotations

Students participate in four rotations at clinical affiliate sites. These rotations generally take place during the fall semester of the student's final year. These rotations include sections in each major clinical discipline, as well as an elective rotation covering a topic of interest to the student, such as molecular diagnostics, histology, laboratory operations and quality control, and specimen management and collection. Students will be given opportunity to indicate preferred sites for their rotations, however final determination of rotation sites will be done based on availability.

In the event that a clinical rotation site can not be guaranteed (for example, due to the unexpected inability of an affiliate to receive students), every effort will be made to obtain alternate clinical placements, including contacting additional potential affiliates and making temporary agreements. Should insufficient placements still be an issue, students will be assigned placements based first on their capacity to reach geographically distant sites and based on overall GPA if necessary.

Attendance

Students are expected to attend each day of their clinical rotations, Monday through Friday, approximately 8 AM – 4PM. For any missed clinical rotation days, students are expected to notify their clinical preceptor and/or clinical laboratory site before the start of the session. The instructor will determine how clinical objectives will be met by the student based on the student's need and the number of clinical hours missed.

In cases of clinical illness where the student's function is impaired or they represent a communicable disease threat to others, the student should not report to clinical. The instructor should be notified according to instructions provided in the course syllabus. In the case of a personal emergency, the student should notify the clinical preceptor/ laboratory site according to instructions provided in the course syllabus. More than two days of clinical absence, for whatever reason, jeopardizes one's ability to meet the requirements of the clinical rotations.

If Nazareth College is closed due to inclement weather, students are excused from clinical lab experiences. If Nazareth College is not closed but the clinical lab site is closed, students are excused from the clinical lab experience and should follow notification instructions per the course syllabus. If a student is unable to reach the clinical lab site due to inclement weather, the student should contact the clinical preceptor/laboratory site and follow instructions per the course syllabus.

Failure to contact the clinical site regarding an absence can be deemed “No Call, No Show” and can lead to a student being dismissed from the clinical rotation at the clinical site’s discretion, as per the Probation and Dismissal Policies.

Transportation

Students shall solely be responsible for their transportation to clinical affiliates during their rotations. Nazareth College and the clinical affiliate sites will not be responsible for transportation to clinical sites, with the possible exception of shuttles from parking lots to the sites proper (on a case by case basis for clinical affiliates).

Appearance and Dress Code

Students are responsible for maintaining an appropriately professional appearance and for meeting the dress code standards of the clinical sites to which they attend. A general rule of thumb is that students should expect to wear business casual clothing (scrubs may be acceptable for some sites, at their discretion). The laboratory environment (both academic and clinical) presents hazards including biological specimens and automated equipment. In order to maintain appropriate personal protection, open toed shoes or sandals and jewelry or hairstyles that could become entangled in automated instrumentation are not acceptable in the laboratory. The clinical sites have the final word on dress code and appearance requirements in their facilities.

Service Work

Students in their clinical rotations are not employees of their clinical sites, and may not be used in lieu of practicing bench scientists. Students do not receive any compensation or benefits as part of their clinical rotations.

While students may, of their own accord, obtain employment with a clinical affiliate site in another capacity (e.g. specimen management), time spent on clinical rotations must be kept distinctly separate from that employment. That is to say, during the clinical rotation hours, a student may not perform the duties associated with their employment. Any employment with a clinical affiliate is absolutely noncompulsory and is never a requirement for completion of clinical rotations or the clinical laboratory science program.

Health Requirements

Students scheduled to take their clinical rotation courses are required to meet personal health requirements. These requirements are set by the clinical affiliate sites and are non-negotiable. In addition to meeting these requirements, students are responsible for insuring that documentation of their health status reach Nazareth Health Services before their clinical rotations begin. Lack of documentation will be interpreted as meaning that health requirements have not been met, and access to clinical instruction will be denied as a result. The deadline for submission of health requirement for students taking clinical rotation courses in the fall semester is **August 15**. In the event that a clinical rotation takes place in a spring or summer semesters, students should contact the Program Director for an alternate deadline.

All students enrolled in CLS clinical rotations must comply with the following requirements. Failure to comply will delay registration and participation in clinical rotation courses.

1. All students entering Nazareth College for the first time are required to complete the Nazareth College Student Health Services Immunization and Health form and submit it to Student Health Services. If it is not received in the admissions packet, the form may be obtained on-line at www.naz.edu/dept/health_services/forms.cfm
2. Proof of measles, mumps, and rubella immunity demonstrated by receipt of two MMR vaccinations after the first birthday and 30 days apart OR laboratory receipt of adequate titers (copies must be submitted).
3. Hepatitis B series of 3 immunizations.
4. Tetanus-diphtheria booster (Td) within the previous ten years.
5. Students are expected to receive the annual influenza vaccine by October 1, or as required by their clinical rotation sites, whichever is sooner. Only students with direct medical contraindications shall be excused from this requirement, and clinical rotations may require the wearing of additional protective gear at their discretion.
6. A tuberculosis skin test (PPD/Mantoux) is required. A 2 step Mantoux is required **OR** if a student can submit proof of a negative PPD within the past year, only one PPD must be placed. If the student has a positive PPD, a chest x-ray report must be submitted.

7. Each student must have health insurance. Information about the college's plan is available at the Student Health Services website.

Questions regarding immunizations may be directed to the Student Wellness Center at (585)-389-2500. Once forms are submitted to the Student Wellness Center, students will be able to print submitted immunizations from their NazNet Accounts. Other concerns should be directed to the CLS Program Director at (585)-389-2587.

CLS Required Courses

The following required courses and training programs comprise the foundational science and math courses necessary for entry into the upper division courses. Full course descriptions are available on the Nazareth College Course Catalog website at: www.naz.edu/registrar/catalogs

BIO 103/L – Biological Systems I – Credits: 3 lecture, 1 lab
 BIO 150/L – Human Anatomy and Physiology I – Credits: 3 lecture, 1 lab
 BIO 151/L – Human Anatomy and Physiology II – Credits: 3 lecture, 1 lab
 SCI 090 – Laboratory Safety Workshop – Credits: 0
 Bloodborne Pathogen Training available on Moodle
 HIPAA Training available on Moodle
 CHM 140/L – Molecules, Matter, and Mayhem – Credits: 3 lecture, 1 lab
 CHM 225/L – Analytical Chemistry – Credits: 3 lecture, 1 lab
 CHM 221/L – Fundamentals of Organic and Biochemistry – Credits: 3 lecture, 1 lab
 CLS 201 – Introduction to Clinical Laboratory Science – Credits: 3
 MTH 113 – Calculus I – Credits: 4
 MTH 208 – Statistics for Scientists – Credits: 3

The following required courses comprise the upper division coursework in the CLS program. Entry into upper division courses is subject to the prerequisites listed under Admissions Policies. Courses marked with "*" are clinical rotations.

BIO 318/L – Clinical Microbiology – Credits: 3 lecture, 1 lab (CLS specific section)
 BIO 325 – Immunology – Credits: 3 lecture
 BIO/CHM 422 – Biochemistry II/Molecular Biology – Credits: 3 lecture, 1 lab
 CLS 301/L – Clinical Chemistry – Credits: 3 lecture, 1 lab
 CLS 303 – Clinical Mycology and Parasitology – Credits: 1
 CLS 305/L – Clinical Immunohematology – Credits: 3 lecture, 1 lab
 CLS 306/L – Clinical Hematology – Credits: 3 lecture, 1 lab
 CLS 307L – Urinalysis and Body Fluids – Credits: 1 lab
 CLS 401* – Clinical Chemistry II – Credits: 3
 CLS 402* – Clinical Microbiology II – Credits: 3
 CLS 405* – Clinical Immunohematology II – Credits: 3
 CLS 406* – Clinical Hematology II – Credits: 3
 CLS 431 – Clinical Laboratory Management and Operations – Credits: 1
 CLS 450 – Capstone in Clinical Laboratory Science – Credits: 2

Sample CLS Program Schedule

First Year – Fall Semester		First Year – Spring Semester	
ENG 101 – College Writing I	3	ENG 102 – College Writing II	3
ACS 101 – Academic College Skills	1	BIO 150/L - Anat & Phys I	4
PEQ	3	SCI 120 – Intro to Sci Comm.	1
BIO 103/L - Biol Systems I	4	CHM 225/L – Analytical Chem	4
CHM 090 – Lab Safety Workshop	0	MTH 113 – Calculus I	4
CHM 140/L Mol, Matter, Mayhem	4		
Total Credits	15	Total Credits	16
Second Year – Fall Semester		Second Year – Spring Semester	
PEQ – Health/Wellness Elective	1	PEQ	3
PEQ	3	Integrative Studies	3
PEQ	3	BIO 325 - Immunology	3
BIO 151/L – Anat & Phys II	4	CHM 221/L – Fund Org/Biochem	4
SCI 220 – Intermed Sci. Comm	1	MTH 208 – Stats for Scientists	3
CLS 201 – Intro to CLS	3		
Total Credits	15	Total Credits	17
Third Year – Fall Semester		Third Year – Spring Semester	
PEQ	3	PEQ	3
Integrative Studies	3	Integrative Studies	3
CLS 301/L – Clinical Chemistry	4	Core Milestone Experience	0
CLS 306/L – Clinical Hematology	4	BIO 318/L* - Clinical Micro	4
		CLS 305/L – Clinical Immunohem	4
		CLS 303 – Clinical Mycology	1
		CLS 307L – Urine/Body Fluids	1
Total Credits	14	Total Credits	16
Fourth Year – Fall Semester		Fourth Year – Spring Semester	
CLS 401 – Clinical Chemistry II	3	Elective	3
CLS 402 – Clinical Micro II	3	Elective	3
CLS 405 – Clinical Immunohem II	3	Elective	3
CLS 406 – Clinical Hematology II	3	CHM 422/L - Biochem II/Mol Bio	4
		CLS 431 - Lab Mgmt and Ops	1
		CLS 450 – Capstone in CLS	2
Total Credits	12	Total Credits	16

Notification and Consent Form

This form indicates that you have read the policies and procedures contained in the Nazareth College Clinical Laboratory Science Student Handbook. Please initial next to each item, and sign and date at the bottom.

_____ I have read and understand the Admission Criteria for 300 and 400 level coursework including maintenance of GPA and completion of Bloodborne Pathogen and HIPAA training.

_____ I have read the Essential Functions and understand I must be able to complete these functions to complete the program.

_____ I have read and understand the policies regarding Student Grievances and Probation and Dismissal. I understand that Clinical Preceptors have the ability to dismiss me from clinical rotations at their discretion.

_____ I have read and understand the attendance requirements for clinical rotations.

_____ I have read and understand the policies regarding transportation, and that I am solely responsible for providing or securing transportation for clinical rotations.

_____ I have read and understand the policies regarding necessary immunizations for clinical rotations, and that only medical contra-indication will be deemed acceptable to not meet these requirements.

Print Name: _____

Signature: _____

Date: _____