

# **MEDICAL LABORATORY SCIENCE PROGRAM STUDENT HANDBOOK**

Clinical Cohort Location:  
RADFORD UNIVERSITY CARILION  
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ROANOKE, VIRGINIA  
24013



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## **MEDICAL LABORATORY SCIENCE DESCRIPTION**

The medical laboratory scientist is qu

**RADFORD UNIVERSITY  
MEDICAL LABORATORY SCIENCE MISSION STATEMENT**

Faculty members are responsible for transfer of the aggregate of acquired knowledge, skill, judgment and integrity necessary to develop well-trained medical laboratory scientists.

Educational, professional and personal growth is achieved by the student using initiative and self-motivation under the leadership of qualified practitioners having adequate facilities and resources.

Those medical laboratory scientists who receive carefully planned instruction in a progressive hospital will be prepared for their role in the clinical laboratory and will contribute to the promotion and conservation of the health of the community.

That the philosophy should be reviewed and revised periodically as changes occur in Medical Laboratory Science education, or as the needs of society change and the practice of medical care evolves.

## **MEDICAL LABORATORY SCIENCE PROGRAM PROGRAM GOALS**

To prepare ethically and technically competent medical laboratory scientists to perform as entry-level staff in clinical laboratories and related job markets

To prepare students for certification as Medical Laboratory Scientists

Students will achieve entry-level clinical competency in each area of the clinical laboratory

To provide technical training with modern instrumentation and manual methodologies to allow graduates the flexibility to work in a variety of environments after program completion

## **MEDICAL LABORATORY SCIENCE PROGRAM ESSENTIAL FUNCTIONS**

Essential functions are a set of requirements that students must meet for admission, retention and graduation from the program. Prior to admission, each student must agree that they are able to meet these requirements with or without reasonable accommodation. It is the responsibility of the student with disabilities to request accommodations that he/she feels are reasonable and are necessary to execute the essential function requirements described below. The Medical Laboratory Science student must possess the following skills:

**Observation:** Distinguish objects macroscopically and microscopically; read and comprehend text, numbers, and graphs displayed in print and on video display monitors.

**Movement:** Maneuver safely and efficiently in the workspace in order to perform assigned tasks.

**Communication:** Read and comprehend educational and technical materials; communicate clearly, accurately, and professionally, both verbally and in a written format; and follow verbal and written instructions provided in English.

**Intellect:** Receive, process, and utilize information in order to achieve satisfactory performance in all tasks; demonstrate judgment and critical-thinking skills.

**Behavior:** Work independently or in a team; manage time efficiently; demonstrate respect to all regardless of individual values and opinions; adapt to working with unpleasant biologicals; and maintain sound psychological health and emotional stability.

**Safety:** Recognize potentially hazardous materials, equipment, and situations; proceed safely to minimize risk of injury to self and nearby personnel.

## **MEDICAL LABORATORY SCIENCE PROGRAM 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

## **MEDICAL LABORATORY SCIENCE PROGRAM OPERATING GUIDELINES**

Students are subject to all policies and procedures of Radford University, as well as the policies and procedures set forth in this handbook.

### **Clinical Rotation**

The Program Director is responsible for the education of students during their clinical rotations. Students will work with various members of the laboratory staff who will mentor and instruct the students in technical skills. Requested changes to the clinical rotation schedule must be made in advance and students must receive approval in advance from the Program Director. Students are responsible for reporting any changes in schedule (including illness, injury, or unexpected events) to the Program Director.

### **Appropriate Attire**

Students are expected to always present themselves in a professional manner, to include dress,



## **Daily Schedules**

## **MEDICAL LABORATORY SCIENCE PROGRAM ATTENDANCE POLICY**

All students are expected to attend each scheduled day of the school year, including all lectures, unless approval is given in advance. Acceptable reasons for absence may include appointments, job interviews, or other events as approved by program faculty. The student must notify program faculty at least 24 hours prior to the scheduled absence to obtain approval.

The student must bring an excuse from the physician who treated him/her for each illness that extends beyond two days. Absences from the program due to extended illness may necessitate rotation schedule changes or an extension of the graduation date to complete program requirements.

A student who becomes ill or injured during a clinical rotation must notify the Program Director. (It is acceptable to leave a message for the Program Director; you do not have to wait for a call back. You may have another student, family member, or laboratory staff member call for you in the event that you are sick or injured.)

**IF ANY ILLNESS, INJURY, OR EMERGENCY OCCURS OVERNIGHT WHICH WILL KEEP THE STUDENT FROM ATTENDING CLASS, THE STUDENT MUST NOTIFY PROGRAM FACULTY. IF SCHEDULED FOR CLINICAL ROTATIONS, THE STUDENT MUST ALSO NOTIFY THE APPROPRIATE CLINICAL DEPARTMENT. DURING YOUR CLINICAL ROTATIONS, YOU ARE RESPONSIBLE FOR KNOWING TO WHOM YOU REPORT.**

Students who suffer illness or injury, or have an emergency, should communicate this information to program faculty as soon as possible. Accommodations, if granted, will be determined on an individual basis by program faculty.

Students who miss lecture time are responsible for all material covered during the absence. All exams/tests/quizzes are to be taken on the scheduled date. If a lecture exam is missed, it must be made up within 5 class/working days of the originally scheduled date. The make-up exam must be scheduled in advance with the instructor of that subject. Failure to do so will result in a grade of zero for that exam/test/quiz. Assignments due during approved student absences must be turned in within 24 hours of the student's return. A student who misses clinical time and is unable to complete the clinical competency due to this absence, will be required to make up this clinical rotation time. The Program Director will schedule any make up clinical rotation time with the student and the clinical staff.

## **MEDICAL LABORATORY SCIENCE PROGRAM SERVICE WORK POLICY**

Students enrolled in the following courses will be required to complete clinical rotations in the clinical laboratory of one of our clinical partners:

MLAB 421C

MLAB 431C

During these required clinical rotations, students will never be used as a replacement for paid staff.

During these required clinical rotations, students will never be expected to perform any diagnostic testing nor release results independently.

Students may seek or be offered employment in the clinical laboratory of our clinical partners.

This employment must be on a voluntary/non-compulsory basis.

The student must be paid for this employment, according to the policies of the clinical laboratory.

This employment must be restricted to non-instructional hours.

This employment will not be considered as part of the course requirements.

Students must meet applicable clinical competencies, according to the policies of the clinical laboratory.

Students will be supervised by clinical laboratory staff, according to the policies of the clinical laboratory.

Neither the Medical Laboratory Science Program Director nor Faculty will be involved in any hiring decisions, disciplinary actions, or evaluations related to the student's employment.

## **MEDICAL LABORATORY SCIENCE PROGRAM EXPECTATIONS FOR CLINICAL ROTATIONS**

- Students are required to record attendance at clinical rotations. Failure to do accurately may result in disciplinary action. If a mistake occurs when entering time, or a correction needs to be made, the student should notify the Program Director in writing as soon as possible so the records will be correct.
- Students are expected to arrive at the assigned clinical area at the appointed time, ready to work. Arrival on time does not mean flying out of the elevator, being at your locker, or wheeling into the parking lot, but **IN THE DEPARTMENT**, ready to work.
- While on clinical rotations, students are under the supervision and guidance of the clinical instructors. Breaks (if the workload permits) and lunch time are assigned by these people. You will return to the bench at the appointed time, ready to work.
- You are expected to remain in your assigned department on the scheduled date and time. Evidence that you left the department before completing the shift, without appropriate documentation from clinical staff or contacting the Program Director, can result in disciplinary action.
- The use of cell phones, pagers, tablets, computers, and other personal electronic devices is prohibited during clinical rotations.
- Should you become ill during your clinical rotation, your clinical instructor may send you home. You should not leave the clinical area without first contacting the Program Director. You should leave a message that you are going home because of illness if you are unable to speak with the Program Director. Someone (laboratory preceptor, for example) may call on your behalf if you are too sick to do this on your own.
- There may be times when the workload has a quiet spell, or there may be tasks that you are not asked to complete during your clinical rotation. During this time, you may be assigned study time by your clinical instructor. Should this occur, you are not to leave the clinical area, and should remain alert and ready to assist in the completion of any tasks.
- When instrumentation is undergoing maintenance or repair, you should take this opportunity to learn. Ask the clinical instructor if you can be of assistance. If instructed otherwise, stay out of the way, and remain ready to assist.
- Take the initiative to review skills or concepts when you have a break in the workload. For example: do differentials and ask the tech to check your counts, repeat a crossmatch and compare your results to the tech, or read gram stains and review the plates in microbiology to see if you can determine the organism.
- Students will be evaluated by their clinical instructors and these evaluations will be forwarded to program faculty. Evidence that the student has failed to meet expectations may result in a counseling session with program faculty, disciplinary action, and/or a reduction in grades.



## **MEDICAL LABORATORY SCIENCE PROGRAM ACADEMIC GRADING POLICIES**

Students enrolled in the Medical Laboratory Science Program must achieve a passing average of at least 80%. Students must also be able to perform at the acceptable level in laboratory practice, as evidenced by completion of clinical competency in each clinical rotation. The grading scale for all courses will be published in the course syllabi. Students who miss lecture time are responsible for all material covered during the absence. All exams/tests/quizzes are to be taken on the scheduled date. If a lecture exam is missed, it must be made up within 5 class/working days of the originally scheduled date. The make-up exam must be scheduled in advance with the instructor of that subject. Failure to do so will result in a grade of zero for that exam/test/quiz. Assignments due during approved student absences must be turned in within 24 hours of the student's return.

Successful completion of the Medical Laboratory Program is not contingent upon any external examination or certification.