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Revised Version Signed on 2/1/06
PURPOSE: To annually review the purposes and policies of the affiliation agreement between the Nebraska Methodist Hospital and the University of Nebraska Medical Center which is a partner with The Nebraska Medical Center for clarification and/or modification as necessary in order to maintain a viable, progressive, combined educational program.

The Combined Faculty Committee supports the continued cooperative effort of the two programs within the Clinical Laboratory Science Program in providing a strong academically based curriculum.

Each participating program will assess the clinical resources available to determine the optimum number of positions available for the coming year.

Presently, the optimum number of 36 positions is available:

NEBRASKA METHODIST HOSPITAL * . . . . . . . . . . . . . . . . 8

UNIVERSITY OF NEBRASKA MEDICAL CENTER * . . . . . . . . 28

Components of the affiliation agreement are implemented by working policies formally adopted by the Combined Faculty Committee.

All policies shall be reviewed annually.

*Accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 W Bryn Mawr Ave, Suite 670, Chicago, IL 60631  http://www.nacls.org
Phone: 773-714-8880
PURPOSE: To clarify the position of the UNMC Clinical Laboratory Science Program concerning affiliations.

1. Any participating program may withdraw from the affiliation at any time it may desire to do so providing that such withdrawal be timed so as not to jeopardize the education of students who are currently enrolled or who have been notified of acceptance but have not yet enrolled.

2. Requests for affiliation by other hospital programs of clinical laboratory science will be considered by the Combined Faculty Committee before being presented to the University of Nebraska and its Board of Regents.

3. Arrangements between other colleges and universities and the program at the University of Nebraska Medical Center must first be formally approved by the Board of Regents of the University of Nebraska.

4. Responses to requests for affiliation will be made on an individual basis with the approval of the Combined Faculty Committee.
UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number  AD 3.0

Subject: Organization Chart

Approved By: [Signature]

Date: 2-1-06

ORGANIZATIONAL CHART
CLINICAL LABORATORY SCIENCE PROGRAM
UNIVERSITY OF NEBRASKA MEDICAL CENTER

UNIVERSITY OF NEBRASKA MEDICAL CENTER
COLLEGE OF MEDICINE
SCHOOL OF ALLIED HEALTH PROFESSIONS
CLINICAL LABORATORY SCIENCE PROGRAM

UNMC Clinical Lab Science Program
Partner with The Nebraska Medical Center

St. Francis Medical Center
Grand Island, NE

Mary Lanning Memorial Hospital
Hastings, NE

Good Samaritan Hospital
Kearney, NE

Great Plains Regional Medical Center
North Platte, NE

Creighton University Medical Center
Omaha, NE

Medical Testing Laboratory
Casper, WY

Wyoming Medical Center
Casper, WY

Faith Regional Health Services
Norfolk, NE

Avera McKennan Hospital and University Health Center
Sioux Falls, SD

Boyce & Bynum Pathology Laboratory
Columbia, MO

Nebraska Methodist Hospital
Clinical Lab Science Program

Children’s Hospital – Enrichment Site
Omaha, NE

Veteran Affairs Medical Center – Enrichment Site
Omaha, NE

[Diagram of organizational chart]
COMBINED FACULTY COMMITTEE

PURPOSE: The purpose of the Combined Faculty Committee is to insure fulfillment of the philosophy, goals and policies of the Clinical Laboratory Science Program.

MEMBERSHIP: The committee shall consist of the Program Officials (Medical Directors, Program Directors, Assistant Program Director/Education Coordinator) from each affiliated program in the clinical laboratory science program.

Each program shall have one vote in policy matters.

Other administrative personnel involved in the Clinical Laboratory Science Program may attend committee meetings and participate in the deliberations as required by the agenda.

ORGANIZATION: The chairmanship of this committee is rotated every two years between the two programs.

This committee shall meet regularly and official minutes shall be recorded.
Combined faculty committees are designated as follows:

**Combined Faculty Committee:**

<table>
<thead>
<tr>
<th>James Wisecarver, MD, Chair</th>
<th>Linda Fell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Reyes, MD</td>
<td>Julie Richards</td>
</tr>
<tr>
<td></td>
<td>Karen Honeycutt</td>
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</tbody>
</table>

**Preclinical Liaison Committee**

<table>
<thead>
<tr>
<th>Linda Fell, Chair</th>
<th>Julie Richards</th>
<th>Janet Schmidt</th>
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<tbody>
<tr>
<td>Roxanne Alter</td>
<td>Maggie Winnicki</td>
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<tr>
<td>Brenda Kouba</td>
<td>Jan Tompkins</td>
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<tr>
<td>Carol Larson</td>
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**Duties**

- Plan and coordinate activities related to:
  - Intercampus Relations
  - Student Recruitment
  - Public Relations
  - Program Web-site

**Curriculum Development Committee**

<table>
<thead>
<tr>
<th>Sandy Latshaw, Chair</th>
<th>Christine Reyes, MD</th>
<th>Karen Honeycutt</th>
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</thead>
<tbody>
<tr>
<td>Linda Fell</td>
<td>Julie Richards</td>
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**Duties**

- Provide leadership in the development, implementation and evaluation of:
  - Combined lecture courses
  - Objectives for Combined Program
  - Educational standards
  - Course outcomes

**Student Affairs Committee**

<table>
<thead>
<tr>
<th>Julie Richards, Chair</th>
<th>James Wisecarver, MD</th>
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<tbody>
<tr>
<td>Roxanne Alter</td>
<td>Linda Fell</td>
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<tr>
<td>Carol Larson</td>
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</table>

**Duties**

- Plan and coordinate policies and procedures related to:
  - Admissions and Failures
  - Examinations
  - Scholarships and Loans
  - Grievances
  - Student health, employment
  - Graduation and honors
DUTIES OF COMBINED FACULTY COMMITTEE:

1. Formulate and implement policies for the Clinical Laboratory Science Program.
2. Approve curriculum and schedules.
3. Receive, review, and act on reports as required.
4. Other duties as assigned.

DUTIES OF CHAIR:

1. Preside at official committee meetings.
2. Appoint standing committees after consultation with the Combined Faculty Committee. There shall be representation of each program on all standing committees.
3. Appoint ad hoc committees as appropriate.
4. Represent the Clinical Laboratory Science Program at extramural and intramural functions.
5. Sign all official correspondence.
6. Appoint a secretary whose duties shall be to:
   a. Prepare and distribute agenda for meetings.
   b. Maintain a permanent record of official minutes of the Combined Faculty Committee meetings.
   c. A master copy of minutes will be maintained at the UNMC office.
UNMC Division of CLS/MT Vision Statement

Upon completion of the clinical laboratory science educational program, the graduate will be the health care team professional responsible for providing laboratory information that is timely, cost-effective and of high quality.

The laboratory professional will demonstrate a command of clinical laboratory science theory and application such that he/she develops, implements and evaluates the total laboratory process to improve patient care outcomes.

UNMC Division of CLS/MT Goals

1. Graduate technically competent practitioners who interpret, assess validity, and correlate clinical laboratory data
2. Instill the highest standards of performance and professional ethics in all graduates.
3. Provide graduates with tools that promote sound, independent judgment, successful problem-solving abilities, and essential educational and administrative skills.
4. Graduate professionals who are effective communicators with all members of the health care team.
5. Support and mentor the development of professional responsibility to include life-long learning activities, teamwork skills, and the ability to adapt to and facilitate change.
6. Graduate professionals who actively educate others regarding the integral role of clinical laboratory scientists in delivering quality patient care.
7. Prepare graduates to pass national certification examinations in order to enter professional practice.
UNMC Division of CLS Teaching Philosophy

Our role as instructors is to facilitate student learning by requiring expansion of the students’ prior knowledge and exploration of new content related to clinical laboratory science for application to professional practice.

As instructors, we accomplish this by providing:
- Expectations of student attitude and behavior
- Clear objectives
- Learning activities
- Access to resources
- Assessment and feedback

As instructors, our responsibilities are to:
- Share professional expertise
- Promote confidence and independence
- Be accessible and approachable
- Be adaptable to change
- Model professional behavior
- Encourage an environment conducive to learning
PURPOSE: To ensure equal distribution of grant monies.

Funds generated through grants or other similar sources by and/or for clinical laboratory science students which are allocated according to the number of students enrolled in the program will be dispersed to the programs involved in an equitable manner.

If a basic fund is granted for a specific program, it shall remain with the program generating the fund.
PURPOSE: To provide for a mechanism for Volunteer Faculty appointments at clinical affiliated institutions.

Personnel who have major administrative or teaching responsibilities in the clinical laboratory science programs are eligible for nomination for adjunct (volunteer) faculty appointments. Appointments for employees at Nebraska Methodist Hospital and the affiliated clinical institutions shall be adjunct (volunteer) faculty appointments.

Nominees should possess the following qualifications:

1. Baccalaureate degree or equivalent
2. A minimum of one year of clinical experience
3. Certification (or equivalent) in medical technology or related specialty
4. Major assignment to administrative or teaching responsibilities in the clinical laboratory science programs

Non-Discriminatory Clause: Discrimination is prohibited on the basis of race, color, sex, sexual orientation, national origin, age, handicap, marital status, religion, or veteran status.

The procedure for initiating the nomination is as follows:

1. Letter of recommendation from the Clinical Laboratory Science Program Director
2. The nomination curriculum vitae and proper forms will be forwarded to the Associate Dean of the School of Allied Health Professions of the University of Nebraska Medical Center for action.
PURPOSE: The responsibilities of this committee are to review and make recommendations on matters relating to pre-clinical laboratory science students.

MEMBERSHIPS: The committee shall be appointed by the chair of the Combined Faculty Committee and shall consist of:

1. A Chairperson
2. Committee members

The clinical laboratory science advisors from regional campuses may be invited to participate in meetings.

DUTIES OF PRE-CLINICAL COMMITTEE:

1. Review pre-clinical course requirements.
2. Consult with appropriate campus representatives regarding changes in the clinical laboratory science curriculum.
3. Provide current information for university/college catalogues and bulletins.
4. Advise pre-clinical laboratory science students.
5. Maintain a current file on declared clinical laboratory science majors in the University system.
6. Recruit qualified students for the Clinical Laboratory Science Program.
7. Maintain a current recruitment presentation for the Clinical Laboratory Science Program.
8. Maintain a current brochure website for the Clinical Laboratory Science Program.
9. Other duties as assigned.
PURPOSE: The responsibilities of this committee are to review and make recommendations on matters related to student affairs.

MEMBERSHIP: The committee, appointed by the Chair of the Combined Faculty Committee, shall include:

1. A chairperson
2. Committee members

DUTIES OF STUDENT AFFAIRS COMMITTEE:

1. Recommend policies on admission.
2. Receive and process applications from prospective students.
3. Make recommendations to the Combined Faculty Committee concerning action on each application received.
4. Recommend policies and procedures related to:
   a. Student Progress
   b. Scholarships
   c. Dress Code
   d. Student Health
   e. Student Employment
   f. Grievances
   g. Equivalency Examinations

5. Recommend candidates eligible to graduate.
6. Recommend candidates for graduation with honors.
7. Other duties as assigned.

DUTIES OF CHAIRPERSON

1. Preside at all meetings.
2. Delegate responsibilities as appropriate.
3. Report actions and recommendations of committee to the Combined Faculty Committee.
4. Other duties as assigned.
PURPOSE: The Clinical Laboratory Science Program shall maintain an admission policy which ensures that:

1. Qualified applicants are selected to fill the student positions in the Clinical Laboratory Science Program.
2. Admission to the Clinical Laboratory Science Program shall not be denied any person on the basis of race, color, sex, sexual orientation, national origin, age, handicap, marital status, religion, or veteran status.

APPLICATION: Each applicant shall submit the University of Nebraska Medical Center application form with the supplement for the Clinical Laboratory Science Program.

The Admissions Committee shall consider each applicant who has completed the on-line application form by November 10th (of the year prior to the June entry date) in selecting persons to fill the positions in the Clinical Laboratory Science Program. A qualified applicant, who submits their application form after November 10th, may be considered for an alternate appointment if a position becomes available. A completed application file requires:

1. **The application form and supplement** submitted with a change of campus form, if a University of Nebraska student or the application fee if a non-University student.
2. **Official high school and college transcript from each school attended.** Transcripts must be updated as appropriate. It is the applicant’s responsibility to request that an official transcript be mailed to the UNMC Registrar’s Office.
3. **Reference letters.** It is the responsibility of the applicant to request letters of reference using the form provided on-line. The on-line form listing the references names should be returned to the UNMC Registrar’s office.
4. **Personal interview.** Each applicant that meets the minimum qualifications shall be scheduled for an interview with representative(s) from the Admissions Committee.

All application papers will be duplicated for consideration by both programs. Each applicant will be notified of any application materials that have not been received by the Admissions Committee.
STUDENT SELECTION: The most qualified applicants will be selected to fill the positions in the Clinical Laboratory Science Program. In the event of equally qualified applicants, preference will be given to the University of Nebraska students and to residents of Nebraska. The following criteria shall be used for student selection:

Academic Course Requirements

1. At least 86 semester hours or 129 quarter hours from an accredited college or university. A maximum of 66 semester credit hours of transferable courses from a Community College can be considered for acceptance toward a B.S. Degree.

2. At least 16 semester hours or 24 quarter hours of Chemistry including lecture and laboratory. This must include a full year of General Chemistry with labs, and at least one semester of Organic or Biochemistry with a lab. Additional courses such as Organic II, Instrumental Analysis, or Quantitative Analysis may be completed to meet the chemistry prerequisite hours.

3. At least 16 semester hours or 24 quarter hours of Biological Sciences are required. This must include Microbiology with laboratory, Immunology, and Genetics. Additional courses such as Introduction to Hematology, Pathogenic Microbiology, Parasitology, Molecular Biology, Anatomy and/or Physiology may be completed to meet the biology prerequisite hours.

4. One semester of College Algebra or above.

5. Two semesters of English Composition.

6. One semester of Speech/Communications

7. One semester of Statistics
FOREIGN APPLICANT REQUIREMENTS:

1. All Students who took courses required for admission into the UNMC CLS Program or who obtained a Certificate of Degree from a foreign institution must have the transcript evaluated by an ASCP approved evaluation organization available from the ASCP website (www.ascp.org/bor).

2. All applicants will be required to take preadmission courses in this country. These courses will be determined by the Admissions Committee using the transcript evaluation received.

3. All applicants, whose primary language is not English, are required to take the TOEFL examination. Results must be as follows:
   a. Paper test – minimum 550
   b. Computer test – minimum 213
   c. Internet test – minimum 79
   d. Institutional testing – the Admissions Committee may accept an ITP result

The Admissions Committee recognizes the significance of the preclinical academic preparation in correlation to the student's performance during the clinical year. Therefore, it is essential that the preparation reflect current information. An applicant who has completed the academic prerequisites more than five years previous to admission will be evaluated by the Admissions Committee to determine an acceptable means of updating the prerequisites. The applicant may be asked to complete one or more of the following:

1. Successful completion of an advanced level chemistry course such as Biochemistry.

2. Successful completion of an acceptable course in Microbiology.

3. Successful completion of an acceptable course in Immunology.

4. Demonstration of competency in Biochemistry, Microbiology, and/or Immunology by a means acceptable to the Admissions Committee.

5. Current work experience in the field(s) of Biochemistry, Microbiology, or Immunology acceptable to the Admissions Committee.
NOTE: Hours by examination such as CLEP will be accepted provided the hours have been awarded on the scaled score or percentile required by the University of Nebraska. Transfer students must supply an official CLEP score report to be verified by the UNMC registrar.

It is expected that all required science courses be taken for a letter grade unless the student receives specific approval from the Admissions Committee in the Clinical Laboratory Science Program to take a required course Pass/Fail.

Courses with D grades from outside the University of Nebraska system will not be considered for transfer. However, the UNMC Division of Medical Technology may approve acceptance of a D grade in a required course under the following circumstances:

1. Overall admission cumulative GPA of at least 2.8 on a 4 point scale.
2. Admission Science/Math GPA of at least 2.5.

The Admissions Committee shall consult with the UNMC Registrar to determine acceptability of courses for transfer to the University of Nebraska.

**GRADE POINT AVERAGE:** Cumulative grade point average and the science/math grade point average shall be calculated. Generally, applicants must meet the following criteria to be considered for acceptance into the program:

1. Cumulative GPA of at least 2.5 based on a 4 point scale.
2. Science and mathematics GPA of at least 2.5.
3. ACT of at least 20 or a science GPA of at least 2.8
4. Demonstrated capability in upper division science courses.
NON ACADEMIC CRITERIA: Each applicant shall be evaluated to determine whether they possess the desirable qualities predicting success in the Clinical Laboratory Science profession. Desirable qualities include personal integrity, interest and ability in science and mathematics, manual dexterity, attention to detail, and the ability to work cooperatively with others. A detailed description of Essential Requirements of students in the Clinical Laboratory Science Program is provided in Policy SA 2.1. Evaluation of these qualities shall be made by:

1. Letters of reference from persons on the list of references supplied by the applicant.
2. Applicant's personal interview with representatives from the Admissions Committee.
3. Applicant’s self evaluation of ability to meet the Essential Requirements of the program with or without accommodation.

PREFERENCE LETTERS: Each applicant who has completed the personal interview shall be provided the opportunity to express a preference of program and/or clinical site. Consideration will be given to the stated preference in the assignment of positions.

NOTIFICATION OF ACCEPTANCE:
The Admissions Committee will review completed applications for acceptance at the November, December and January meetings. They will then make the following recommendations to the Combined Faculty Committee on each applicant to the Program as follows:

1. ACCEPTANCE to the incoming class.
2. Acceptance as an ALTERNATE to be considered should a position(s) become available.
3. HOLD for current grades/updated transcripts
4. NOT selected/approved for admission into the Program

The Chairman of the Combined Faculty Committee shall notify each applicant via letter of the status of their application.

Applicants receiving appointments will be given two weeks to notify the Committee of their intention to accept the position and return their signed Essential Requirement Forms.
ALTERNATES: Qualified applicants not selected for initial positions will be placed on the alternate list. Positions that become available will be filled from the alternate list. Any applicant who is not selected for a position must reapply, if they desire to be considered for admission to succeeding classes.
PURPOSE: To identify the essential requirements for students enrolled in the UNMC Clinical Laboratory Science Program

PROCEDURE:

1. The information in the following document entitled "Essential Requirements" will be published on the official program web site.

2. All applications for admission include the statement: "Should you desire to arrange for a disability accommodation in conjunction with completing the application process, please contact the Coordinator of Services for Students with Disabilities at the Student Life Center Room 3013, Phone: 402-559-5962.

3. Letters of acceptance in the clinical laboratory science program include the statement: "Students seeking information concerning accommodations for disabilities should contact the Coordinator of Services with Disabilities at the Student Life Center, Room 3013, 402-559-5962."

4. A copy of the essential requirements for the clinical laboratory science program is enclosed with all Acceptance Letters. Students that accept positions in the clinical laboratory science program are asked to read and sign the document as indicated.

5. Any student who wants a specific accommodation for a disability or wishes to seek information about the process must submit a written request to the Coordinator of Services for Students with Disabilities.

6. Following this, all requests are processed under the procedures established through the Disability Services Office, Student Counseling Center, at UNMC.
Introduction
The Bachelor of Science Degree in Clinical Laboratory Science is recognized as requiring the acquisition of general knowledge and basic technical performance skills in all areas of Clinical Laboratory Science, otherwise known as the clinical laboratory science profession.

Policy
The Faculty in the Clinical Laboratory Science Program has a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the program, as well as for the welfare of students in the Program. To fulfill this responsibility, the program has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the program and graduate. Discrimination is prohibited on the basis of race, color, sex, national origin, age, disability, marital status, sexual orientation, religion or veteran status.

Program
Admission and retention decisions for Clinical Laboratory Science are based not only on prior satisfactory academic achievement, but also on non-academic factors which serve to insure the candidate can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum, and for the development of professional attributes required by the faculty of each student at graduation.

The University of Nebraska Clinical Laboratory Science Program curriculum requires essential abilities in information acquisition. The student must have the ability to master information presented in course work in the form of lectures, written material, and images. Additionally, the student must have the cognitive abilities necessary to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty.

The student must be able to perform patient testing safely and accurately. He/she must be able to distinguish and identify objects both macroscopically and microscopically.
The student must have sufficient upper body muscle coordination and adequate dexterity to handle body fluid specimens, biohazards, chemical hazards and instruments safely in order to prevent harm to self or others. He/she must be able to perform delicate manipulations on specimens, instruments and equipment (such as calibrated pipettes) sufficient to meet specifications for accuracy in diagnostic testing. He/she must be able to lift and move objects, e.g., load individual tubes in an analyzer and move test tube racks from one bench to another. He/she must have fine motor control skills to carry out technical procedures, such as, isolating bacteria by smoothly moving a loop (a 6-inch wire with a looped end) over the surface of an agar (gel) culture plate without tearing the surface of the agar. The student must have sufficient touch discrimination to discern veins in order to perform venipunctures.

The student must be able and willing to work with blood and with organisms that may be infectious. He/she must be able to work safely with a wide variety of chemical reagents.

Approximately 75% of each day is spent standing or walking and 25% is spent sitting in an indoor setting. Lifting of up to 50 pounds of equipment or supplies is required. Frequent interaction with computer terminals and laboratory equipment is necessary, requiring interpretation of visual presentation on screen, repetitive hand movements and fine manipulation.

The student must possess the emotional stability required for full utilization of his/her intellectual abilities. He/she must be able to work accurately and safely under stress, e.g., work under time constraints; read and record numbers accurately; perform repetitive tasks; concentrate in distracting situations; and make subjective evaluations and decisions where mistakes may have a high impact on patient care. He/she must be able to adapt to changing environments and be able to prioritize tasks.

The student must be able to communicate effectively in verbal and written English in order to obtain and transmit information to patients and members of the health care team. The appropriate communication may also rely on the student=s ability to make a correct judgment in seeking supervisory help and consultation in a timely manner.
The student must possess attributes which include integrity, responsibility, and tolerance. He/she must show respect for self and others, work independently as well as with others, and project an image of professionalism.

These standards identify the requirements for admission, retention and graduation from the program. It is the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential functions described.

Students who wish to obtain further information regarding disability accommodations should contact:

Services for Students with Disabilities
Student Life Center, Rm 3013
University of Nebraska Medical Center
984255 Nebraska Medical Center
Omaha, NE 68198-4255
Tele: 402-559-5962
PURPOSE:

Each student is required to attend all classes, lectures, and clinical experiences. There are no allotted days for sick leave or absences. All didactic and clinical work must be completed before grades can be assigned. This may necessitate extra days being made up in the clinical department or at the end of the year. If a large number of sick days are accrued in one rotation block, the entire rotation may have to be rescheduled at a later date to complete the required material.

1. Failure to meet the program=s attendance requirements may result in corrective action, including academic probation or dismissal.

2. Absences due to special circumstances (e.g., funerals, weddings, etc.) must be approved by the department instructor and program director.

3. Attendance is required at didactic lectures and case studies.
PURPOSE: To delineate financial responsibilities and privileges for students enrolled in the Clinical Laboratory Science Program.

1. Students shall pay the tuition and fees required by the University of Nebraska Medical Center (UNMC).

2. All students are eligible to be considered for scholarship awards, loans, and grants available through the Financial Aid office at the University of Nebraska Medical Center.

3. No program shall offer scholarships or other sources of funds unless approved by the Combined Faculty Committee.

4. A student who withdraws from the Clinical Laboratory Science Program during any term for which they are registered is entitled to claim a refund according to the current schedule. The schedule for refund is published in the UNMC student handbook and the bulletin of the School of Allied Health Professions.

5. All students are enrolled as seniors in the University of Nebraska Medical Center and are eligible for all benefits and rights of UNMC students.

6. Appropriate records will be maintained on each student by the University of Nebraska Medical Center.

7. The current refund policy is published on the UNMC website.
Purpose: To clearly delineate the process of awarding scholarships to students enrolled in the Clinical Laboratory Science Program.

Membership: The Clinical Laboratory Science Program Scholarship Committee consists of the following members:

1. Program Director from UNMC
2. Assistant Program Director/Education Coordinator from UNMC
3. Program Director from Nebraska Methodist Hospital

Organization: The Chairperson's responsibilities of this committee will be assumed by the Student Affairs Committee Chairman.

Procedure:
The UNMC Financial Aid Office sends the clinical laboratory science scholarship committee the following information: (1) scholarship resource list, (2) a scholarship application list for medical technology students with the cumulative GPAs in descending order as of fall semester grades prior to enrollment and (3) a description sheet for codes.

After careful examination of the scholarship application list and the scholarship resource list, the scholarship selection is as follows:

1. Regents scholarships are awarded solely on the basis of academic excellence (GPA based on all pre-clinical hours attempted) and Nebraska residency.

2. The remaining scholarships are awarded on the basis of academic excellence (GPA based on all pre-clinical hours attempted) and financial need, while abiding by all of the specific stipulations associated with each scholarship.

3. After the scholarship funds are awarded, the information is sent to the UNMC Financial Aid Office to be reviewed for compliance with UNMC scholarship guidelines.

4. Scholarship notification letters are sent to the respective students following approval from the Financial Aid Office. Copies of scholarship notification letters are forwarded to the Financial Aid Office for student files.

5. If additional scholarships become available to the students, this committee will (1) notify the students as appropriate, and/or (2) will nominate students according to guidelines of respective scholarships.
PURPOSE: A student clinical laboratory scientist is a representative of the UNMC Clinical Laboratory Science Program. The purpose of the student dress code of the Combined Schools of Clinical Laboratory Science is to ensure that each student is attired in a manner which will comply with safety requirements and will present a professional appearance to the patient, visitor, medical staff, and hospital personnel.

Each student shall comply with the dress code, identification badge policy, and safety codes of the affiliated hospital to which they are assigned. The dress code requires that each student be clean and well groomed.

A student may choose either of the following options:

1. Appropriate street wear covered by a closed white laboratory coat* [To comply with OSHA standards, laboratory coats must be full length, moisture resistant, closed, sleeves with ribbed cuff] Appropriate street wear includes conservative dress slacks, shirts, pantsuits or dresses. Low-heeled, closed shoes with hose or socks are required. Unacceptable forms of dress include denim or denim-like pants or skirts, shorts, T-shirts, low necklines, bare backs, and sandals.

2. Scrubs, any color, covered by acceptable white laboratory coat and appropriate shoes.

*NOTE: A laboratory coat worn in the laboratory cannot be worn in other areas of the hospital.

APPEARANCE: Personal cleanliness is required of those who work in hospitals. Fresh, clean clothes and shoes are essential. Hair shall be neatly groomed and secured so that it does not fall freely when moving the head. Long, loose scarves shall not be used to secure hair. All cosmetics, perfume, after shave lotion and jewelry shall be conservative. Student dress code must be in compliance with affiliated hospital laboratory policies - scrubs are acceptable if approved by the hospital laboratory.
PURPOSE: To establish guidelines for health care, hospitalization, and safety for students enrolled in the Clinical Laboratory Science Program.

1. Each Clinical Laboratory Science Program shall provide a system of emergency out-patient health care for students.

2. Each student shall be required to pay the current University of Nebraska Medical Center fees for outpatient care. Outpatient services covered are listed in the current UNMC Student Handbook.

3. Each student shall be required to have health and accident insurance. A group hospitalization plan is available through the University of Nebraska Medical Center. Students will be required to participate in this plan, unless evidence is documented that the student is adequately covered by another plan.

4. Students shall be instructed in safe practices and standard precautions in the clinical laboratory. Students are required to comply with laboratory safety policies and procedures.

5. Each student must provide a medical history and evidence of vaccination or immunity as required by the University of Nebraska Medical Center.

6. All UNMC students who have direct contact with patients or materials in which that contact may involve blood to blood exposure, should be considered to be at high risk for exposure to Hepatitis B and other blood-borne pathogens, and must be immunized (at their own expense) against Hepatitis B before there is any opportunity for such exposure.

7. Initial tuberculosis skin testing will be administered to all students (at their own expense) entering UNMC programs as part of the orientation/matriculation program for the academic term. Entering and enrolled students who have documentation of current (within the last six months) TB test results may have the UNMC testing waived.
8. Immunization Requirements: The required tests and immunizations section of the Student Medical History form must be signed by your physician or health professional. Copies of official documents will be accepted in lieu of the signature.

Tetanus: Must be immunized within last ten (10) years.

Rubeola (Measles): All students born after 1957 must have documentation of receiving two (2) immunizations or a positive titer.

Rubella: Must show immunization or positive titer.

Mumps: Must show immunization, positive titer or date of illness.

Polio: Either oral polio virus vaccine or killed virus is acceptable.

Varicella (Chickenpox): Must indicate year of illness, positive titer, or two immunizations.

Hepatitis B: Must have first two of three immunizations series and/or a positive titer prior to the start of Program.
PURPOSE: To establish guidelines for employment of clinical laboratory science students enrolled in the Clinical Laboratory Science Program.

STIPEND: Clinical Laboratory Science Program students shall not receive stipends for any portion of the required clinical work or activities in the Clinical Laboratory Science Program.

EMPLOYMENT: Clinical Laboratory Science students may work additional hours outside the normal educational program for remuneration provided the student continues to maintain a satisfactory performance level in the educational program. Students may seek employment in the Department of Pathology for such positions as receptionist, phlebotomist, clerk, or lab assistant.

A Clinical Laboratory Science student may be employed in a technical position for which they are currently certified.

SCHEDULES: The student's work schedule shall not interfere with any class or clinical assignment as scheduled in the Clinical Laboratory Science Program.
PURPOSE: To clarify the affiliation agreement policy on awarding the Bachelor of Science degree in Clinical Laboratory Science from the University of Nebraska College of Medicine.

1. Satisfactory completion of the medical technology curriculum requires a grade of 70% or above in each of the required courses. The requirements for satisfactory completion of each course are defined in the respective course syllabus.

2. Upon successful completion of the clinical education in each of the programs in the Clinical Laboratory Science Program, and upon recommendation of the Combined Faculty Committee and approval by the University of Nebraska and its Board of Regents, the student will be eligible to receive a Bachelor of Science Degree in Clinical Laboratory Science from the University of Nebraska College of Medicine.

3. Requirements for graduation with honors are described in Policy SA 7.1.
PURPOSE: To describe guidelines for conferring degrees with Honors

In accordance with the UNMC School of Allied Health Professions, College of Medicine, students may be recommended for graduating with honors according to the following:

The student must have entered the Program with a minimum cumulative grade point average of 3.5 and must currently have a cumulative, combined grade point average at 3.5 or above.

Three categories of honors will be awarded:

- Highest Distinction
- High Distinction
- Distinction

No more than 20% of each graduating class will be eligible for graduation with honors. Within this 20%, the following percentages of students may receive the indicated designations for honors.

- 2% Highest Distinction
- 8% High Distinction
- 10% Distinction

Each Clinical Laboratory Science Program shall present an academic resume of each student expected to qualify for graduation with honors to the Student Affairs Committee. The Student Affairs Committee shall evaluate the submitted materials and forward the list of recommended students to the Combined Faculty Committee for approval.

Nominations from the Clinical Laboratory Science Program will be forwarded to the School of Allied Health Professions and the College of Medicine for approval.

This policy is included in the Clinical Laboratory Science Program’s Orientation Student Handbook.
PURPOSE: To describe the guidelines for probation for students enrolled in the Clinical Laboratory Science Program.

NOTIFICATION:

A student will be notified in a conference with a program official (followed by a written memorandum) that they have been placed on probation. The conference and subsequent memoranda should indicate the reasons for probation and the plan recommended to the student for correction of deficiencies. A copy of the memorandum will be forwarded to the Chairman of the Combined Faculty Committee and the Associate Dean of the School of Allied Health Professions. A student may be placed on probation for any of the reasons listed below.

ACADEMIC PROBATION: A student may be placed on probation for failure to maintain the minimum requirements in each course as published in the respective course syllabus.

Academic grades are based on evaluation of professional behaviors, knowledge and theory, and technical competencies. A program may recommend dismissal of a student based on failure in any one of these domains of learning. (School of Allied Health Professions Policy Manual A-4)

Each division of the School of Allied Health Professions will utilize a system of evaluations that assures fair evaluation practices will be utilized on a regular and consistent basis. (School of Allied Health Professions Policy Manual A-5)

Academic probation will be allowed for only one semester during a student’s course of study in the program. Failure of the student to raise his or her cumulative grade point average, or to earn minimum required grades and/or professional behavior competencies during the probationary semester, will result in dismissal from the program.

Grading System: The course evaluation may consist of quizzes, unit examinations, technical evaluations and lab practicals. The student’s final grade shall include an evaluation of the professional behaviors, theoretical aspects and the technical components, if applicable.

Evaluation of professional behaviors shall be structured so the faculty and the student can assess behavioral and professional traits. Results of this evaluation are used in counseling for professional development.
Academic Probation Continued:

Grading Scale:  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97.00-100.00</td>
</tr>
<tr>
<td>A</td>
<td>93.00-96.99</td>
</tr>
<tr>
<td>A-</td>
<td>90.00-92.99</td>
</tr>
<tr>
<td>B+</td>
<td>87.00-89.99</td>
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<tr>
<td>B</td>
<td>83.00-86.99</td>
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<tr>
<td>B-</td>
<td>80.00-82.99</td>
</tr>
<tr>
<td>C+</td>
<td>77.00-79.99</td>
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<tr>
<td>C</td>
<td>73.00-76.99</td>
</tr>
<tr>
<td>C-</td>
<td>70.00-72.99</td>
</tr>
<tr>
<td>Failing</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

Grade Requirements: Satisfactory completion of the course requires each of the following:

1. An overall average of 70% on written examinations.
2. An overall average of 70% on technical evaluations, achieving the minimum performance level for each skill.
3. An overall average of 70% on practical examinations.
4. A 70% on any comprehensive written final examination.
5. A 70% on any comprehensive practical examination.

In the academic schedule of the Clinical Laboratory Science Program, students have completed their first semester of Clinical Laboratory Science Program courses by the UNMC calendar ending in December of each year and the end of their second semester assignments by the scheduled last day of the program.

NON-ACADEMIC PROBATION: A student may be placed on probation for failure to comply with the University, affiliated hospital, and/or laboratory regulations or policies.

APPEAL: A student has the right to appeal probation by using the approved grievance procedures established by the University of Nebraska Medical Center. The student is entitled to see their personal file and make copies of any documents that they consider important. (See the Policy/Procedure Manual from the Division of Medical Technology # SA 10.0.)

REMOVAL OF PROBATION: Probationary status may be rescinded when the deficiencies are removed to the satisfaction of the program officials.
PURPOSE: To describe guidelines for dismissal of students enrolled in the Clinical Laboratory Science Program.

NOTIFICATION: A student will be notified in a conference with program officials that a recommendation for dismissal has been forwarded to the Associate Dean of the School of Allied Health Professions. The Associate Dean will then notify the student of his/her dismissal in writing, sent by certified mail. A copy will be forwarded to the Chair of the Combined Faculty Committee. A student may be subject to dismissal for any of the reasons listed below.

ACADEMIC DISMISSAL: (Following Probation - see Policy/Procedure Manual from the Clinical Laboratory Science Program # SA 8.0)

1. A student whose performance warrants simultaneous probation in a second course is subject to dismissal.

2. A student who fails to achieve 70% and acceptable professional behavior in any component (not an average) upon completion of a course or is not satisfactorily removed from probation, according to the requirements described in the respective course syllabus, may be subject to dismissal.

3. Dishonesty on a written examination, a laboratory test or report, or failure to meet acceptable professional behavior requirements may be grounds for failure in a course and dismissal from the program.

NON-ACADEMIC DISMISSAL: Failure to comply with University, affiliated hospital, or laboratory regulations or policies may be grounds for immediate dismissal.

APPEAL: A student has the right to appeal dismissal action by using the approved grievance procedures established by the University of Nebraska Medical Center. A student is entitled to see their personal file and make copies of any documents that they consider important. (See Policy/Procedure Manual from the Clinical Laboratory Science Program, SA 10.0)
PURPOSE: To describe the procedure available to students for handling grievance.

A clinical laboratory science student having a complaint or grievance should endeavor to resolve that problem at the lowest possible level of administration. The following sequences of administrative levels should be used in resolving a problem:

1. Person involved in problem or situation
2. Person with major educational responsibilities in that area or department
3. Program Director
4. Medical Director of program
5. Combined Faculty Committee
6. Associate Dean of the School of Allied Health Professions
7. School of Allied Health Grievance Committee

The School of Allied Health Professions’ Student Handbook and UNMC Student Handbook both address policies and procedures for academic dismissal, student discipline and the student appeal process. If an allied health student’s appeal or grievance is related to a grade or academic progress evaluation, it will be heard by the SAHP Academic Appeals Committee. If a matter related to student discipline, it will be directed to the SAHP Student Discipline Board. These procedures assure that there is a mechanism for neutral evaluation. (SAHP Student and UNMC Student Handbooks)
PURPOSE: To describe the policy of the programs in the Clinical Laboratory Science Program regarding contacts by prospective employers for recruitment of graduates.

The following guidelines will be followed should any prospective employer contact the program in Clinical Laboratory Science:

1. Written notice or electronic notification of available positions will be posted at each institution for student information.

2. Written information concerning off-campus recruitment meetings sponsored by prospective employers will be announced to the students.

3. If career opportunity days are to be scheduled on campus, employers who have expressed an interest will be notified in advance.

4. Names and addresses of students will not be furnished to any prospective employer without the student's permission.

5. Program officials will not advise a student about employment at a specific location unless specifically requested to do so by the student. It is not the intent of program officials to prejudice students about employment in a specific institution.

6. Information of a general, objective nature such as bases of writing a résumé and interviewing for employment are covered in didactic lectures with the students.
PURPOSE: The responsibilities of this committee are to review and make recommendations on matters related to the curriculum.

MEMBERSHIP: The committee shall be appointed by the Chair of the Combined Faculty Committee and shall consist of:
1. A chair
2. Committee members

DUTIES OF CURRICULUM COMMITTEE:
1. Provide leadership in the development, implementation, and evaluation of:
   a. The Combined Lecture Series.
   b. Educational standards for the clinical laboratory experiences.
2. Make recommendations regarding curriculum to the Combined Faculty Committee.
3. Enlist faculty from the participating programs for implementation of the combined lecture series.
4. Other duties as assigned.

DUTIES OF CHAIR:
1. Preside at all meetings.
2. Assign areas of responsibility for implementing combined lectures and examinations.
3. Appoint subcommittees as required.
4. Report on committee activities to the Combined Faculty Committee.
5. Communicate any significant curriculum changes to the UNMC SAHP.
6. Other duties as assigned.
The Chair of the Combined Program Curriculum Committee serves as consultant to all curriculum subcommittees. Curriculum Coordinator is Sandy Latshaw.

1. Chemistry Subcommittee
   - George Bamsey
   - Ricki Otten
   - Marcia Leise
   - Mike Valasek
   - Jan Tompkins
   - Darlene Waters

2. Hematology Subcommittee
   - Tammy Allen
   - Karen Keller
   - Linda Sykora

3. Microbiology Subcommittee
   - Karen Honeycutt
   - Michele Jurgensmeier
   - Carol Larson
   - Carol Brennan

4. Immunohematology Subcommittee
   - Julie Richards
   - Christi Bartes
   - Kathy Trudell
   - Jan Tompkins

5. Immunology/Molecular Diagnostic Subcommittee
   - Linda Fell
   - Kathy Trudell
   - Karen Honeycutt
   - Diane Siedlik
   - Julie Richards

6. Microscopy Subcommittee
   - Ricki Otten
   - Darlene Waters
   - Karen Keller
   - Mike Valasek

7. Phlebotomy Subcommittee
   - Sandy Latshaw
   - Darlene Waters
   - Julie Richards
PURPOSE: To describe course content and assign semester hour credit for courses included in the Clinical Laboratory Science Program curriculum.

The following courses are included in the Clinical Laboratory Science/Medical Technology curriculum:

**CLS412 Clinical Laboratory Science Theory, Application and Correlation** (5 sem hrs)  
This course includes the application, evaluation and correlation of laboratory procedures used in the diagnosis and treatment of common disease states. Opportunities for building critical thinking, oral communication, professional behavior and teamwork skills are provided in small group clinical case discussions.

**CLS 414 Clinical Chemistry I** (4 sem hrs)  
This course includes the introduction to the theory, practical application, technical performance and evaluation of clinical chemistry laboratory procedures. Correlation of clinical laboratory data with the diagnosis and treatment of carbohydrate, renal, liver, cardiac, protein, pancreatic and endocrine disorders is emphasized. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

**CLS 415 Clinical Chemistry II** (3 sem hrs)  
This course incorporates advanced theory, practical application, technical performance and evaluation of clinical chemistry laboratory procedures. Correlation of clinical laboratory data with the diagnosis and treatment of carbohydrate, renal, liver, cardiac, protein, pancreatic and endocrine disorders is emphasized. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

**CLS 416 Clinical Hematology I** (4 sem hrs)  
This course includes the introduction to the theory, practical application, technical performance and evaluation of hematological procedures. There is an emphasis on the correlation of clinical laboratory data with the diagnosis and treatment of anemia, leukemia, and bleeding/clotting disorders. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.
CLA 417 Clinical Hematology II (3 sem hrs)
This course incorporates advanced theory, practical application, technical performance and evaluation of hematological and hemostasis procedures. There is an emphasis on the correlation of clinical laboratory data with the diagnosis and treatment of anemia, leukemia, and bleeding/clotting disorders. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

CLA 418 Clinical Microbiology I (4 sem hrs)
This course includes the introduction to the theory, practical application, technical performance and evaluation of procedures for isolation, identification and susceptibility testing of infectious disease organisms in humans. This course includes bacteriology, mycology, parasitology, virology and serology, and emphasizes the correlation of clinical laboratory data with the patient's diagnosis and treatment. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

CLA 419 Clinical Microbiology II (3 sem hrs)
This course incorporates advanced theory, practical application, technical performance and evaluation of procedures for isolation, identification and susceptibility testing of infectious disease organisms in humans. This course includes bacteriology, mycology, parasitology, virology and serology, and emphasizes the correlation of clinical laboratory data with the patient's diagnosis and treatment. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.
UNIVERSITY OF NEBRASKA MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Subject: Description of Courses

Approved By: [Signature]
Date: 9-29-04

(Courses Continued)

CLS 420 Clinical Immunology and Molecular Diagnostics (1 sem hr)
This course includes the theory, practical application, and evaluation of immunological components, principles and methodologies used in the assessment of immunologically-related disorders, including hypersensitivity reactions, autoimmune, immunoproliferative and immunodeficiency disorders, tumors and transplantations. Theory and application of molecular diagnostic tools, such as polymerase chain reaction (PCR), nucleic acid probes, fluorescent in situ hybridization (FISH) and microarray are also addressed. Critical thinking skills are developed in the critical analysis of published written articles with resultant written report.

CLS 422 Clinical Immunohematology I (3 sem hrs)
This course includes the introduction to the theory, practical application, technical performance and evaluation of blood bank procedures required for transfusion of blood and blood components and for handling and storage of blood. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

MT 423 Clinical Immunohematology II (2 sem hrs.)
This course incorporated advanced theory, practical application, technical performance and evaluation of blood bank procedures required for transfusion of blood and blood components and for handling and storage of blood and blood components. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

MT 424 Phlebotomy (1 sem hr)
This course includes the theory, practical application, technical performance and evaluation of procedures used in collecting, handling and processing blood specimens. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.
(Courses Continued)

CLS 426 Urine and Body Fluid Analysis (1 sem hr.)

This course includes the theory, practical application, technical performance and evaluation of procedures used in the analysis of urine and other body fluids, including cerebrospinal, synovial, serous and amniotic fluids. The educational process includes mentoring and evaluation of students to assure development and practice of appropriate professional behavior, ethical decision making, leadership, teamwork, critical thinking and effective oral and written communications.

CLS 430 Clinical Laboratory Management I (2 sem hr)

This course includes the theory, practical application, and evaluation of laboratory management principles and associated models in communication, educational methodology, healthcare systems and financial resources. Opportunities for building critical thinking, problem-solving, and management/ professional leadership skills are provided.

CLS 430 Clinical Laboratory Management II (3 sem hr)

This course, a continuation of Clinical Laboratory Management I, includes the theory, practical application and evaluation of laboratory management principles and associated models in compliance and regulatory issues, human resource management, method evaluation, professionalism and laboratory quality. Opportunities for building critical thinking, problem-solving, and management/ professional leadership skills are provided.
PURPOSE: To provide for the administration of examinations in each course presented in the Combined Lecture Series

Examinations in each course in the Combined Lecture Series shall be scheduled at appropriate intervals by the Curriculum Committee. The examination schedule shall be distributed to the students with the lecture schedule.

The course coordinator shall use these guidelines for compiling examinations:

1. The format of the examination shall be suitable for computer grading.
2. Each Presenter shall approve six to eight questions per hour of lecture to the coordinator of the course for possible inclusion into the appropriate examination.
3. Questions shall be selected to provide a balanced examination based on unit objectives.
4. The examination shall be reviewed by representatives of the Curriculum Committee prior to administration.

A student who is unable to write the examination at the scheduled time shall make arrangements with the appropriate program official to take the examination according to these guidelines:

1. Arrangements to take the examination before the regularly scheduled time will be made by the appropriate program official and the coordinator of the course.
2. A student who misses the examination because of illness shall write the examination upon return to class.
3. Individual considerations shall be made for a student with a lengthy absence.
Examinations shall be graded according to these guidelines:

1. Random errors in marking score sheets represent incorrect answers. Gross errors shall be evaluated by the Curriculum Committee.

2. The grade for this course will be based on written unit examinations. Material from both lectures and case discussions will be included in the examinations. The final grade will be determined by dividing the total points earned from each exam by the total points possible from each exam.

   A+ = 97.00 - 100
   A  = 93.00 -96.99
   A- = 90.00 -92.99
   B+ = 87.00 -89.99
   B  = 83.00 -86.99
   B- = 80.00 -82.99
   C+ = 77.00 -79.99
   C  = 73.00 -76.99
   C- = 70.00 -72.99
   Failing = Below 70.00

3. Satisfactory completion of the courses requires obtaining a minimum of 70% cumulative average on written examinations.

4. Guidelines for grading the didactic courses will be provided to students each year in the course syllabi.
The Combined Lecture Series Evaluation shall be the responsibility of the Curriculum Committee. Evaluation shall address three major parameters.

**EVALUATION OF OBJECTIVES**

The topics and content of the Lecture series shall be essential or complementary to the curriculum of each of the affiliated programs.

The level of the lecture material shall depend on its placement in the series and the minimum background level of the students as identified by the Curriculum Committee.

The objectives of the lecture series shall be reviewed annually.

**EVALUATION OF LECTURE PRESENTATIONS**

An evaluation of the overall effectiveness of lectures shall be carried out by faculty in attendance and by informal communications of faculty with students.

Faculty and students shall be asked to complete a written evaluation form at appropriate intervals. Information and suggestions from these evaluations shall be evaluated and considered by the members of the Curriculum Committee for future planning.

Evaluation of lecture presentations shall include:

1. Organization of material
2. Presentation of material
3. Appropriateness of information for level of learning of the students
4. Overall achievement of objectives

**EVALUATION OF STUDENT ACHIEVEMENT**

Achievement of students in the Combined Lecture Series shall be evaluated by objective type examinations composed of questions approved by the respective Presenters. Examinations shall be reviewed and edited into standard format prior to administration by members of the Curriculum Committee.

Statistical analysis of each examination shall be reviewed by the Curriculum Committee.
Minimum guidelines for the clinical portion of the clinical laboratory science curriculum are determined by the Curriculum Committee of the Clinical Laboratory Science Program.

These guidelines specify minimum standards. Each program is required to maintain a clinical program which meets or exceeds these minimum standards.

The minimum standards for the clinical curriculum are:

1. The clinical curriculum shall include supervised clinical laboratory experiences and/or student laboratory in the following areas: clinical chemistry, hematology, microbiology, immunohematology, molecular, urinalysis and body fluids, and phlebotomy.

2. Each student shall be provided an adequate rotation in the major areas of the clinical laboratory (see above).

3. Minimum length of rotations shall meet the current standards for determining credit value for courses as approved by the School of Allied Health Professions of UNMC.

4. Clinical laboratory experience shall include representative methods, both manual and automated, applicable to that specific area.

5. An introduction to principles of supervision and education shall be included in the clinical and didactic curriculum.

6. Each student's final grade in a clinical area shall include an evaluation of the application of theory, practical laboratory performance, and professional behavior skills.

7. The student's final grade in each clinical course shall include an evaluation of the theoretical aspects (60%), the practical laboratory performance (40%). The professional behavior skills must be scored

>Pass.}}
PURPOSE: To provide for consistent and fair evaluation and grading practices in the Clinical Laboratory Science Program.

The student's final grade in each clinical course shall include an evaluation of the theoretical aspects (60%) and the technical component (40%) and the professional behavior skills (Pass).

To satisfactorily complete each course, a student must maintain at least a 70% in the technical component, a 70% in the theoretical component of the course and a >Pass= score in the professional behavior skills.

Evaluation of the professional behavior skills shall be structured in compliance with the School of Allied Health Professions policies and a grade of Pass/Fail will be given.

Each medical technology program shall use an evaluation system for clinical evaluations which provides for at least three performance levels as follows:

1. Exceeds minimal performance standards.
3. Fails to meet minimum performance standards (below 70%).
The syllabus of each clinical course will include a clear description of the requirements for passing. This syllabus will be developed by the Curriculum Committee and submitted to the Combined Faculty Committee for approval.

The syllabus will describe the following components:

1. Minimum technical competencies.
2. Acceptable performance on unit examinations.
3. Acceptable performance on final comprehensive examinations.
4. Overall grade calculations.

A minimum passing grade is as follows:

1. An overall average of 70% on written examinations.
2. An overall average of 70% on technical evaluations, achieving the minimum performance level for each skill.
3. An overall average of 70% on practical examinations.
4. A 70% on any comprehensive written final examination.
5. A 70% on any comprehensive practical examination.
6. A rating of >Pass= on the Professional behavior evaluation.

If a student has below a 70% average at the end of the course, they have failed the course and may be liable for dismissal (see policy SA 9.0 related to dismissal). After review by the Program Director, the student may be allowed to complete additional assignments to demonstrate competencies and satisfactorily pass a comprehensive and/or practical exam.

A student failing a course after this remedial action is subject to dismissal. Recommendations for any further remedial action or dismissal are made to the Combined Faculty Committee for approval.
PURPOSE: To clarify the philosophy of the Combined Faculty Committee on practical experience for medical technology students.

The Program of Clinical Laboratory Science in the Division of Clinical Sciences at the University of Nebraska Medical Center is dedicated to providing quality education for their students. Participation in the practical aspects of the laboratory is an essential portion of our educational process in order to complement our general lecture series. In a busy clinical laboratory, the best source of practical experience is the patients served by the physicians at our various institutions. To this end, we have provided supervised experiences for our students with opportunity to participate in the service aspects of our laboratory. We believe this adds a personal dimension to the educational process which we feel is essential for the development of a professional laboratorian. It is clear that some of these tasks could be classified as providing service to the patients of our institution. For this reason, we have developed these guidelines for Students in the Clinical Laboratory Science Program.

1. All service procedures required of the students will be supervised experiences and shall be to develop mastery techniques and reinforce theoretical presentations which were made in our lecture programs.

2. Reinforcement by repetition may be desirable and is encouraged.

3. Provision of services by medical technology students on nights, weekend and holidays is not encouraged unless there are specific, definable, educational objectives associated with the experience such as participation in the emergency service under the conditions that they occur. These experiences will be under the supervision of qualified personnel.
PURPOSE: To establish guidelines whereby a student accepted into the Clinical Laboratory Science Program who presents appropriate credentials might be given the opportunity to challenge selected portions of the curriculum.

A student who desires to be considered for advanced placement in the clinical curriculum must submit a written request to the Chairman of the Combined Faculty Committee and to the appropriate program officials prior to August 1 of the year the student enrolls. The request should include a documentation of credentials and a designation of the portion of the clinical curriculum the student desires to challenge.

CREDENTIALS

Appropriate credentials a student may present to challenge selected portions of the curriculum include:

1. Certification as a medical laboratory technician.
2. Documentation of completion of an accredited curriculum for medical laboratory technicians.
3. Documentation of work experience acceptable to the Combined Faculty Committee.
4. Other documented credentials acceptable to the Combined Faculty Committee.
CHALLENGE

The program officials shall review the student's credentials and shall be responsible for submitting a written plan delineating the competencies the student desires to challenge. Challenge examinations (written and/or practical) will be representative of the examinations used to assess progress in that component of the curriculum in each individual program.

The plan for challenge shall be approved by the Curriculum Committee.

SCHEDULE

Any adjustment of schedule resulting from successful challenge of competencies shall be determined by the appropriate program officials.

LIMITATIONS OF CHALLENGE

The maximum credit an individual student may earn by challenge shall not exceed 1/2 of the credit in the first semester clinical courses. Full credit may be granted for successful challenge of a course with 1 semester hour of credit.
PURPOSE: To establish a uniform policy for the retention of materials used for the evaluation of clinical laboratory science students academic performance.

COMBINED LECTURE EXAMINATIONS

The examinations in the combined lecture series will be retained by the respective program officials at least 30 days after the posting of the final grades. If an appeal has not been filed in that time, the program official may destroy the examinations.

CLINICAL COURSES EVALUATION MATERIALS

Examinations may be returned to the student or maintained by the faculty members for a period of at least thirty days after the posting of the student's final grade report. If an appeal has not been filed in that time, the faculty member may destroy the examinations.

Each student=s file shall contain the following:
1. UNMC application form with the Clinical Laboratory Science Program Supplement.
2. Copy of official college transcripts.
3. Record of transcript evaluation.
4. Summary record of course grades and clinical performance evaluations.
5. Documentation of any counseling reports/sessions.

Each student shall have access to their records. No portion of the student=s record shall be released without written approval from the student.

Student records shall be maintained within the Clinical Laboratory Science Program for a reasonable period of time.

Upon completion of the Clinical Laboratory Science Program curriculum, the academic record is maintained by the UNMC Registrar.
PURPOSE: To provide for consistent and fair grading practices in the Clinical Laboratory Science Program.

Each course in the Clinical Laboratory Science curriculum is graded separately. (See Policy CU 2.0.)

GRADING SYSTEM

The grading system employed by the Clinical Laboratory Science Program is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97.00 - 100</td>
<td>4.00</td>
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<tr>
<td>A</td>
<td>93.00 - 96.99</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90.00 - 92.99</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87.00 - 89.99</td>
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</tr>
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<td>B</td>
<td>83.00 - 86.99</td>
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<tr>
<td>B-</td>
<td>80.00 - 82.99</td>
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<td>C+</td>
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<td>C</td>
<td>73.00 - 76.99</td>
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<tr>
<td>C-</td>
<td>70.00 - 72.99</td>
<td>1.67</td>
</tr>
<tr>
<td>Failing</td>
<td>Below 70.00</td>
<td></td>
</tr>
</tbody>
</table>

WP – Withdrew Passing; WF – Withdrew Failing; I – Incomplete; NR – No report; WX – Administrative Withdrawal; W – withdrawal (good standing).

The Honors (H), Pass (P), Fail (F) grading system may be used for some courses when deemed appropriate by the instructor.

Any course for which all requirements have not been fulfilled by a student may be reported by the instructor as “Incomplete.” The instructor thereby indicates that the student’s progress in the course is satisfactory, and the student has been allowed additional time to complete a course in which a passing grade is possible. When the student does not complete the course in the allowed additional time, a failing grade is reported for the course.

The faculty of each program reserves the right to recommend that a student withdraw if health, scholastic standing, clinical or laboratory performance, or other factors make it impractical and inadvisable for the student to continue in the program.
PURPOSE: To describe career entry competencies expected of our Clinical Laboratory Science graduates.

Upon completion of the Curriculum, the graduates are able to:

1. Develop and perform procedures for collecting, processing, and evaluating specimens and to resolve problems relating to specimen handling.

2. Perform accurately analytical tests of body fluids, cells, and other substances.

3. Integrate data, correlate clinical test results to the patient’s condition, and use these skills to recognize discrepancies in patient results.

4. Follow protocol concerning confirmation of abnormal results.

5. Follow protocol concerning Quality Assurance.

6. Follow protocol concerning quality control results, troubleshoot quality control problems, and institute procedures to maintain accuracy and precision.

7. Participate in preventive and corrective maintenance on equipment and instrumentation, as well as identify appropriate sources for repair.

8. Develop, evaluate, and select new methods for implementation within laboratory resources.

9. Demonstrate professional conduct and interpersonal skills with patients, laboratory personnel, other health care professionals, and the public.

10. Establish and maintain a program of personal continuing education as a function of growth and maintenance of professional competence.
11. Provide leadership in educating other health care personnel and the community.

12. Exercise principles of management and supervision.

13. Exercise principles of laboratory safety.

14. Apply principles of educational methodology.

15. Apply principles of current information systems.
PURPOSE: To describe guidelines for the evaluation of each program in the Combined Program.

The Combined Program Curriculum Committee Chair shall appoint a sub-committee to administer evaluation tools and to maintain documentation of program evaluation.

Evaluation of the programs in the Clinical Laboratory Science Program shall address the following:

1. EFFECTIVENESS OF THE PROGRAM

   The Evaluation Committee shall have a continuing system for reviewing the effectiveness of the program including a formal Self-Study process required for continuing accreditation.

2. PERFORMANCE OF GRADUATES

   The program evaluation shall include documentation of performance by graduates on external certifying examinations, as well as graduate and employer surveys.

3. GRADUATION AND PLACEMENT RATES

   The program evaluation shall include a review of graduation rates and placement rates for all students.

4. EVALUATION REFLECTED IN THE CURRICULUM AND OVERALL PROGRAM

   The results of the program evaluation shall be documented and reflected in the curriculum and other elements of the program.

Evaluation feedback shall be obtained from students, graduates, faculty, employers of graduates, advisory groups, and clinical certification examinations, surveys, interviews, and self-evaluations for students and faculty.

Such outcomes assessment shall incorporate a plan for identifying areas of concern and documentation of the changes implemented to address such concerns.