

# THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

## COLLEGE OF HEALTH PROFESSIONS

Medical Laboratory Science Program

2023 Orientation Handbook



**Department of Diagnostic and Health Sciences**

930 Madison Ave, Suite 604

Memphis, TN 38163

[cls@uthsc.edu](mailto:cls@uthsc.edu)

Ph: 901.448.6304

Fax: 901.448.7545

# Introduction

Welcome to the University of Tennessee Health Science Center (UTHSC)! We are pleased that you will be a part of our Medical Laboratory Science program, and it is our sincere wish that your educational experience at UTHSC will be a pleasant and rewarding one. This handbook will provide you with important information about our program.

The College of Health Professions (COHP) is one of six colleges on the UTHSC campus including Dentistry, Medicine, Pharmacy, Nursing and Graduate Health Sciences. The following health professions programs are part of the COHP: Health Informatics and Information Management, Medical Laboratory Science, Cytotechnology and Histotechnology, Physical Therapy, Occupational Therapy, and Audiology and Speech Language Pathology. An overview of these programs can be found on the website: <http://www.uthsc.edu/health-professions/>

The COHP has a health professions student government organization that is part of the campus student government association, and they host periodic student activities involving the entire College. Students in the Bachelor of Science in Medical Laboratory Science program will elect a student representative (class president) to represent them as part of the health professions student government association.

The COHP Office of the Dean and the Department of Diagnostic and Health Sciences are comprised of the following administrative individuals:

| Title   | Name                    |
|---|-------------------------|
| <b>Dean</b>   | Stephen Alway, PhD      |
| <b>Associate Dean, Student Affairs</b>                                    | Neale R. Chumbler, PhD  |
| <b>Executive Associate Dean for Academic, Faculty and Student Affairs</b> | Neale R. Chumbler, PhD  |
| <b>Associate Dean, Faculty Affairs</b>                                    | Patrick Plyler, PhD     |
| <b>Associate Dean, Research</b>   | James Carson, PhD       |
| <b>Assistant Dean for Finance and Operations</b>                          | Chermale Casem, MBA, PH |
| <b>Student Services Manager</b>   | Terri Fought            |
| <b>Program Coordinator</b>  | LaToya Chavers          |

The College of Health Professions offices are located at 930 Madison, Suite 600, (901) 448-5588.

You will need to refer to the information contained within this handbook throughout your time as a Medical Laboratory Science Student at UTHSC.

# Mission

The mission of the University of Tennessee Health Science Center Medical Laboratory Science program is to graduate highly competent medical laboratory science professionals with the theoretical knowledge, technical skills, and ethical standards necessary to provide quality patient care.

# Contents

| Section   | Page No. |
|---|----------|
| FACULTY & STAFF   | 4        |
| PHILOSOPHY  | 5        |
| APPEARANCE / DRESS CODE   | 6        |
| ATTENDANCE  | 7        |
| CALCULATORS, MOBILE PHONES, AND DEVICES                         | 7        |
| STUDENT ADVISING  | 7        |
| STUDENT EVALUATION  | 8        |
| SAFETY  | 8        |
| CAMPUS ALERT SYSTEM   | 9        |
| HEALTH  | 9        |
| IMMUNIZATIONS   | 9        |
| STUDENT ASSISTANCE PROGRAM (SAP)                                | 10       |
| CAMPUS CARES  | 10       |
| CLASS OFFICERS  | 10       |
| HONOR CODE  | 10       |
| INCLEMENT WEATHER STATEMENT                                     | 11       |
| SERVICE/WORK POLICY   | 11       |
| COMMUNICATION   | 11       |
| PRINTING ACCESS   | 12       |
| MEMBERSHIP PROFESSIONAL SOCIETIES                               | 12       |
| OTHER GENERAL INFORMATION                                       | 12       |
| LIBRARY FACILITIES  | 13       |
| ACCREDITATION   | 13       |
| General Education Competencies                                  | 13       |
| ANTICIPATED SCHEDULE OF EVENTS                                  | 14       |
| ACCOMMODATIONS for RELIGIOUS BELIEFS, PRACTICES AND OBSERVANCES | 15       |
| BACHELOR OF SCIENCE CURRICULUM                                  | 16       |
| TECHNICAL STANDARDS   | 18       |
| COMPETENCIES EXPECTED OF GRADUATES AT CAREER ENTRY              | 20       |
| CLINICAL ROTATIONS  | 23       |
| PLEDGE TO THE PROFESSION  | 25       |
| AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE CODE OF ETHICS | 24       |
| MEDICAL LABORATORY SCIENCE PROGRAM GOALS                        | 25       |
| PROPER CHANNELS OF COMMUNICATION                                | 27       |
| STATEMENT ACKNOWLEDGING TECHNICAL STANDARDS                     | 28       |
| HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)     | 29       |

## Faculty and Staff Directory

| Faculty/Staff   | Title  | Email              | Phone        |
|---|--|--------------------|--------------|
| Neale Chumbler PhD  | Professor and Chair,<br>Diagnostic and Health<br>Sciences  | nchumb1@uthsc.edu  | 901.448.3574 |
| Terri Fought  | Academic Support Manager                                   | tfought@uthsc.edu  | 901.448.3256 |
| LaToya Chavers  | Academic Support<br>Coordinator                            | lchavers@uthsc.edu | 901.206.5003 |
| Keisha Burnett,<br>EdD,<br>SCT(ASCP)MB  | Associate Professor and<br>MCP Program Director            | kbrook13@uthsc.edu | 901.448.2718 |
| Sheila Criswell,<br>PhD,<br>CT(ASCP),<br>HTL <sup>CM</sup> , MLS <sup>CM</sup> ,<br>MB <sup>CM</sup> , SH <sup>CM</sup> | Assistant Professor  | scriswel@uthsc.edu | 901.448.7545 |
| Robert Hatfield, MS,<br>MLS(ASCP)   | Instructor   | rhatfie2@uthsc.edu | 901.448.4968 |
| Junaith Mohamed,<br>PhD   | Assistant Professor  | jmohamed@uthsc.edu | 901.448.8560 |
| Jacen Moore,<br>PhD, MA,<br>MT(ASCP)  | Associate Professor and<br>Interim MLS Program<br>Director | jmaiermo@uthsc.edu | 901.448.3355 |
| Chelsea Peeler, MCP,<br>HTL(ASCP),<br>CT <sup>CM</sup>  | Instructor   | chenpeel@uthsc.edu | 901.448.2678 |
| Wes Williamson,<br>MS, MT(ASCP)   | Associate Professor  | twillia@uthsc.edu  | 901.448-2135 |
| Alex Ryder,<br>MD, PhD  | Medical Director of MLS<br>Program                         |                    |              |

# PHILOSOPHY

A medical laboratory scientist must possess certain characteristics to be a functional healthcare professional, an aid to society, and a fulfilled human being. Medical laboratory scientists must have the theoretical knowledge and the technical skills necessary to provide quality laboratory care consistent with nationally accepted standards. Embodied in this expertise is the ability to adjust to changes required by medical advances, such as newly developed technologies and the changing needs of society. Additionally, the scientist must be capable of communicating with colleagues, other health care professionals, patients and their families, and the general public.

Medical Laboratory Scientists should be cognizant that high quality health care is the right of every individual. Pursuant to this, scientists must strive for continuing competence and integrity in all endeavors. As an integral part of society, they should also be willing to lend their expertise to those groups, professional and public, while striving to improve the quality of health services for all.

In addition to professional activities, each medical laboratory scientist should be encouraged to maximize personal potential and social awareness. Complete and balanced personalities are based on the development of knowledge and participation in activities consistent with one's individual interests and talents. Likewise, as citizens, all people should be concerned with the needs and potential of the communities in which they live and of the world in general.

Finally, individuality and competence combine to enhance one's sense of self-worth and self-confidence, which are desirable traits both personally and professionally. Individuality is also a desirable adjunct to professional competence by enabling scientists to approach problems creatively. The competencies developed by this program embody this philosophy and should help the students to develop professional competence, while avoiding undue restriction of their obligation for personal development and social awareness.

To develop medical laboratory science graduates possessing these qualities and competencies, the faculty is committed to an educational process which is conducive to learning yet challenging to the individual in accord with their own abilities. Such a process is characterized by faculty who clearly define their expectations of students, who provide appropriate guidance, direction, and resources to enable students to meet and even exceed these expectations, and who fairly measure and evaluate student progress. Additionally, the faculty recognizes and accepts responsibility to serve as effective role models so that the precepts of the profession will have meaning and relevance for student scientists as well as others. Such precepts include the recognition that obligations to patients may supersede obligations to self and others, a commitment to continuing self-improvement, and a realistic view of the limits of their discipline as well as themselves.

**Students, as partners in the educational process, must accept responsibility for their own learning. This involves recognizing that their teachers may only facilitate this process, and that each is a resource to the other. Student professionals must also recognize that every course of action, professional or personal, has a consequence for which responsibility must be accepted. While others such as faculty may assist in identifying alternatives, the individual must ultimately make the choice for himself.**

# APPEARANCE / DRESS CODE

The purpose of a stated appearance/dress code is for the student's understanding of faculty expectations while a part of the medical laboratory science program. As professionals, we have a responsibility to present an appropriate appearance and always ensure the safety of all individuals. Good taste and common sense will serve as a guide in most instances. An even more important purpose for a strict dress code is to protect students and their peers in the classroom, laboratory personnel at the clinical affiliate sites, and patients. Violations of the dress code will be considered a serious violation of program policy. A faculty/student committee has developed the following guidelines:

While in didactic classes, students must wear street clothes or scrubs and closed toed shoes. Street clothes should consist of nice slacks or jeans, blouses, skirts or dresses for women and men should wear nice slacks or jeans and shirts. Leather tennis/athletic shoes in good repair are allowed for all students. Scrubs are recommended for laboratory sessions.

## Students may not wear:

- **T-shirts or accessories with logos,**
- **Shorts, halter tops, mini-skirts, or short dresses,**
- **Leggings, yoga pants, midriff blouses, frayed and/or faded jeans or sandals,**
- **Perfumes and colognes,**
- **Hats and sunglasses, which should be removed in class and lab sessions**

**This is not a fully inclusive list and students who are inappropriately attired will be asked to correct the situation before entering classes or laboratory sessions.**

During student laboratory sessions, a disposable laboratory coat will be provided for each student. Disposable lab coats are always to be worn buttoned during laboratory sessions and should be worn until visibly soiled, at which time the laboratory instructor will issue a new one. Disposable lab coats should not be shortened. Laboratory coats must not be worn outside of the laboratory area to prevent the spread of any potentially infectious agents. The coat must cover the student's knees and lap area when in a sitting position.

During the clinical laboratory assignments, students will follow the dress code of the laboratory in which they are rotating. This information is provided to you before clinical assignments begin. Some sites may provide disposable lab coats and/or other safety apparel such as scrub suits. The dress code of most labs is usually consistent with the code for our didactic classes; however, it is very important to note any differences and follow the specific dress code of each institution. Be warned that most of our clinical affiliates **DO NOT** allow students to wear jeans while on their rotations. You will be given a rotation handbook before your clinical assignments begin that will cover the dress code in detail.

You will be required to purchase a three-quarter length white laboratory coat for specific activities on campus and in the clinical sites off campus. More information about this will be provided at orientation. A UTHSC identification badge will be provided and must be always worn while on campus and on clinical assignments.

Hair must be neatly groomed and pulled off the face. Long hair must be confined so that it does not fall across the face or shoulders while working with patients, specimens, or equipment. Beards and/or

mustaches must be neatly trimmed. Nails must be kept neat and clean with no extreme length, color, or design. Acrylic or artificial fingernails are not permitted. Jewelry, including earrings, should be kept at a minimum and in good taste. No visible body piercings other than the ears is acceptable. Long necklaces, large bracelets, or any other items that might pose a danger while working with laboratory equipment or clinical specimens may not be worn.

Students may be required to wear face masks and practice social distancing based on CDC or State of Tennessee guidelines.

## **ATTENDANCE**

You are expected to be in class and on time unless you are ill and have notified the Medical Laboratory Science Office at 901.448.6304 or you have been excused by your instructor. **ATTENDANCE IN LECTURE, STUDENT LABS, AND IN CLINICAL LABS IS MANDATORY.** You are expected to schedule routine medical appointments and personal business outside of class and student lab times. If an absence is necessary, you will be expected to make up any time missed at a time which is agreed upon by you and your instructor; however, it is not always feasible to make up student lab sessions. Each instructor will inform you of any special attendance rules which apply to a specific class. Students who have missed two or more days of class or rotations will be required to provide a doctor's note to return.

Official UTHSC holidays include New Year's Day, Martin Luther King, Jr. Day, Spring Holiday (Good Friday), Memorial Day, Juneteenth Day, Independence Day, Labor Day, Thanksgiving (Thursday & Friday), and Winter Holiday. Medical laboratory science students on rotation also receive the same holidays as the labs where they are on rotation at that time. A schedule of anticipated events is provided to you but is subject to change if unusual circumstances occur.

## **CALCULATORS, MOBILE PHONES, AND DEVICES**

To prevent disruption in the lecture rooms, student laboratories, and clinical rotation settings, cell phones and electronic devices must be placed on silent mode or turned off and stowed out of sight. Phone calls and responses to text messages and social media, etc. can be made during breaks between classes. Cell phones, laptops, and tablets may not be used in place of a traditional calculator. The use of any audio and/or visual recording device is at the discretion of the course instructor and students must obtain permission to record any class time activity.

## **STUDENT ADVISING POLICY**

The months here at UT Health Science Center will hold many new experiences for you. Aside from adjusting to the UT campus and the city of Memphis, you will have to learn to use your time wisely.

You will be assigned to a faculty advisor soon after you are enrolled, and you are urged to meet with this individual at least once a semester. Your advisor will be an individual whom you can contact when you need advice or just someone to talk to. You are not limited to your assigned advisor, and we hope that you will feel free to go to anyone on the faculty whom you feel can help you. Don't wait until your problem is at the crisis stage before you come to one of us; often we can identify several resources available to you if we know about your difficulty in time. Faculty are committed to maintaining confidentiality and impartiality while advising students throughout the program.

# STUDENT EVALUATION

Written and practical examinations, as well as performance evaluations, will be part of your educational program. You must pass each term's work before being allowed to progress to the next term. The evaluation methods in each of your courses will be described to you by your instructors. Exams may be administered through a service such as Proctor U.

The grading scale in all courses is as follows:

| Grading Schema | Grading Scale | Quality Points |
|----------------|---------------|----------------|
| A              | 94-100        | 4.0            |
| A-             | 92, 93        | 3.67           |
| B+             | 89-91         | 3.33           |
| B              | 85-88         | 3.0            |
| B-             | 83, 84        | 2.67           |
| C+             | 80-82         | 2.33           |
| C              | 75-79         | 2.0            |
| C-             | 73, 74        | 1.67           |
| D+             | 71, 72        | 1.33           |
| D              | 65-70         | 1.0            |
| F              | Below 65      | 0              |

Students earning a **C** in any course will be carefully evaluated by the program's Progress and Promotion Committee to determine the course of action that will be best. Students earning an **F** in any course **cannot be promoted**. Please refer to the UTHSC catalog for more detailed information.

A Comprehensive Examination is given during the last semester of the program, and students must perform satisfactorily on this exam before being allowed to graduate.

## SAFETY

Within the MLS program, we are often working with potentially infectious materials as part of the laboratory experience. Therefore, smoking, eating, and drinking are **not allowed** in the laboratories. Gloves and protective eyewear must be worn when working with specimens. You will be advised of specific safety rules for each class by your instructor. Students must follow all guidelines outlined in the safety manual, on campus, and at rotation affiliates. We comply with all federal regulations concerning safety and failure to adhere to these rules will have serious consequences. In addition, as professionals, you must also be concerned with the safety of others who may not be aware of the potential hazards; therefore, there will also be rules for the safe disposal of materials and specimens used in class for your own safety as well as others such as housekeeping personnel.

Fire is always a potential hazard in a laboratory. For your protection, you must become familiar with the fire rules posted on all Bulletin Boards in the General Education Building and those in effect in the clinical laboratories. As a class, you will learn and practice fire safety.

All students must adhere to all UTHSC COVID policies.

# UTHSC CAMPUS ALERT SYSTEM

All active students and employees are automatically registered to receive UTHSC Alert messages via their UTHSC email and the mobile number listed in Banner. A UTHSC Alert message will be sent when there is a situation on campus that can impact safety and disrupt regular campus operations. For more information about this system and how family members and others can be added to the system, see the following link: <http://www.uthsc.edu/alert/index.php>

The UTHSC Campus Police Department maintains a staff of uniformed campus police officers on duty 24 hours daily, seven days a week. They provide security and police services including crime prevention activities, investigation of accidents and incidents, traffic control, parking on campus, and general patrol activities. They also offer safety escort services on campus and within the immediate area from dusk to dawn. The contact information for Campus Police is: 448-4444 (campus phones 8-4444).

The link <http://www.uthsc.edu/alert/index.php> also has information about the **Rave Guardian Safety App** for Android and iOS devices that helps enhance personal safety and communication with UTHSC Campus Police.

## HEALTH

Student health is monitored by the University Health Services, which is described in a brochure given to all new students. It is imperative that you become familiar with and follow the procedures outlined in the brochure should you become ill so that your hospitalization insurance will be valid, and we can be certain you have been properly cared for.

If you wish to be covered by your personal health insurance policy and decline participation in the University Student Insurance Plan, **you must complete the online waiver to opt out**. You will be able to print a confirmation once the waiver has been submitted. If your waiver is not completed online within the first 14 days of the semester, your student account may be billed for health insurance which is non-refundable. The cost of health insurance has been added to your fee sheet and can only be removed when proof of insurance has been received.

Link to waiver: <https://studentcenter.uhcsr.com/uthsc>

## IMMUNIZATIONS

The University of Tennessee Health Science Center Policy on Infection Control approved in August 2004 states all entering students must document prior immunity to measles, mumps, rubella, diphtheria, polio, and tetanus by one of three methods: by serological titer evidence, previous provider-diagnosed disease, or by validated immunization. A recent tuberculin skin test must be documented.

Students in the **medical laboratory sciences** program must be vaccinated with meningococcal vaccine. Students entering medicine, dentistry, nursing, pharmacy, social work, **medical laboratory science**, cytopathology, and dental hygiene must document immunization against Hepatitis B or must begin their series of immunizations before orientation.

Students are not required to obtain vaccination for Influenza; however, this may be a requirement for clinical rotation sites. Students without an annual Influenza vaccination may not be able to attend certain clinical sites which could potentially delay completion of the clinical rotation.

While students are not required to be vaccinated for, or provide proof of COVID-19 at UTHSC, students may be required to provide proof of vaccination to attend clinical rotations or to go on tours at certain clinical sites. Students who have not received their second vaccination 14 days prior to the attendance at clinicals/tours may be delayed from starting their rotation or not allowed to attend. While every effort will be made to accommodate students at clinical rotation experiences without COVID-19 vaccinations, rotations cannot be guaranteed for all clinical areas which could delay the student's graduation.

**Students are required to upload documentation of immunizations and other health requirements to Qualified First, the immunization management system used by UTHSC. Documentation must be kept current for students to attend clinical facilities and to prevent holds on registration.**

## **STUDENT ASSISTANCE PROGRAM (SAP)**

UTHSC has a Student Assistance Program (SAP) that offers brief, short term, professional counseling for academic troubles, marital and family concerns, substance and alcohol abuse, stress, anxiety, and depression. Accessing assistance is easy. Simply call the SAP at 1-800-327-2255 to be referred for an appointment.

Link to the website: <https://uthsc.edu/univheal/student-services/SAP.php>

## **CAMPUS CARES**

The CARE Team is a multidisciplinary group whose primary goal is to effectively identify students that are in or heading toward distress. Through an established protocol, the CARE Team receive and tracks reports of distressing or disruptive behaviors, collects and reviews information, and determines the best responses to support, intervene, and/or warn. The team then responds with resources and coordinates follow-up.

Link to the website: <https://uthsc.edu/care-team/index.php>

## **CLASS OFFICERS**

During the month of September, your class will elect officers. You will elect a President, Vice-President, Secretary, an honor council representative, and an honor council representative alternate. You may elect other officers if desired. A class president has the important responsibility of officially representing their classmates on various university and college committees and to such individuals as the Dean of the College, etc. A few weeks after you enroll, you must elect officers for the coming academic year.

## **HONOR CODE**

All new UT Health Science Center students are required to sign a pledge indicating they understand and agree to abide by the UT Health Science Center Honor Code. The Honor Code, available in the UTHSC *Centerscope*, is available to you before you arrive so that you can be prepared to sign the pledge once you are here.

The importance of your thorough understanding of this Code cannot be over-emphasized. It should go without saying that health professionals must adhere to the highest ethical and moral principles as they

render their services to those who need them. The Honor Code is merely an expression of this same obligation translated into expectations appropriate for student professionals.

A violation of the Honor Code is a matter of extreme gravity and penalties can go so far as dismissal; therefore, it is in your own best interest to be certain that you are clear about how to comply throughout your enrollment at UT Health Science Center.

Link to honor code: <https://uthsc.edu/saes/honor-code.php>

## **INCLEMENT WEATHER STATEMENT**

If inclement weather occurs, UTHSC students, faculty, and staff may stay informed of the campus' status by:

- 1) Calling 44UT ICE (448-8423). Since the hotline can provide the most up-to-date information, it will be the official source of information;
- 2) The UTHSC website - [www.uthsc.edu](http://www.uthsc.edu);
- 3) Local television and radio stations;
- 4) Email alerts sent to UTHSC email accounts.

*Medical laboratory science students are not expected to meet clinical assignments when the University is closed due to inclement weather. Extra effort will be made to reach students known to be a distance from UTHSC during a weather emergency.*

In the rare event that class is canceled even if the University is still open, faculty will notify the class of the cancellation via UTHSC email. Faculty may also phone the class president to initiate phone calls or text messages.

## **SERVICE/WORK POLICY**

Medical Laboratory Science students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. A clinical affiliate that employs a currently enrolled MLS student in a student assistant position will schedule the student for work during non – instructional hours.

The student *is not* to be “pulled” from their instruction to perform the duties they normally perform as an employee, even temporarily. The student is to report such practice to the MLS Program faculty. A student who also works as an employee may not count their paid hours as clinical time as the student is performing the duties of an employee, not a student in training.

## **COMMUNICATION**

Each student is provided with a UTHSC email address during the enrollment process and must check it regularly. A minimal recommendation is that students should check their UTHSC email at least once daily. Should you desire, you can forward email from your official University email account to any account you choose. Please note, however, that if you elect to forward your email and that process fails, you will still be responsible for reading and responding to any information

sent to your official University account. Email is the official means of communication between students, faculty, and other offices on campus.

## PRINTING ACCESS

Printing kiosks are available on the A wing of the GEB lobby, on the second and third floors of the GEB, and on the concourse level of the 910/920/930 Madison building at the bottom of the escalators. For assistance while in the lab, there are phones located between every 4 computers that dial directly to the Help Desk.

## MEMBERSHIP IN PROFESSIONAL SOCIETIES

An important part of becoming a professional is involvement in a professional organization. **The American Society for Clinical Laboratory Sciences (ASCLS)** is the national professional society for clinical laboratory scientists. Students are required to become student members of ASCLS and to maintain membership during the course of the program. The Medical Laboratory Science program will provide the students with memberships while enrolled at UTHSC.

Link to ASCLS: <https://www.ascls.org>

Students are also encouraged to join the **American Society of Clinical Pathology (ASCP)**. Membership is complimentary for students who intend to meet the Board of Certification (BOC) eligibility requirements. Students will have online access to Laboratory Medicine and American Journal for Clinical Pathology. In addition, students will be eligible to apply for ASCP scholarships.

Link to join: <http://www.ascp.org/services/Member/JoinMember>

## OTHER GENERAL INFORMATION

Most of your first two semesters will be spent in the General Education Building (GEB) and the Molecular Science Building (MSB). A map and tour of these buildings will be provided during your orientation sessions. Because many other students are also utilizing these buildings, noise during class changes should be kept to a minimum.

Most of your expenses aside from room and board will be books. Your final booklist will be available during the orientation session. Each student must have access to all textbooks (digital copies or hard copy). Unless otherwise notified, students are responsible for printing their own lecture notes, lab manuals, or Power Points. Many students have found large binders very useful for taking notes.

Students must have access to a laptop computer with audio and video capabilities. Students may be required to bring the laptop to campus for test taking purposes.

Listed below is an approximate cost of books per semester. Not all semesters require the purchase of textbooks.

## Cost of Books for the Entire Program:

| Semester      | Approximate Cost |
|---------------|------------------|
| Fall          | \$550            |
| Winter/Spring | \$550            |
| Summer/Fall   | \$210            |
| Winter/Spring | \$0              |
| <b>Total*</b> | <b>\$1300</b>    |

\* Semester cost is approximate: The estimated cost of textbooks was based upon online prices and are subject to modification.

## LIBRARY FACILITIES

The University has an excellent medical library on campus. There is access to databases for electronic journals and several other resources that are available to all UTHSC students. You will be given an orientation/tour of this facility.

Link to the library: <http://library.uthsc.edu/>

## ACCREDITATION

The Medical Laboratory Science Program is fully accredited for the maximum accreditation length by the **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)**: 5600 N. River Rd., Suite 720, Rosemont, IL 60618-5119; 773-714-8880; [www.naacls.org](http://www.naacls.org). The next accreditation review will occur in 2024.

The University of Tennessee Health Science Center is fully accredited by the **Southern Association of Colleges and Schools (SACS)**: 1866 Southern Lane, Decatur, GA 30033; 404-679-4500 ext 566.

As a requirement of SACS accreditation, the following General Education Competencies are required for all UTHSC students who are enrolled in a Bachelor of Science degree program. General education competencies will be measured through tools and strategies such as student performance on oral presentations, written critiques of research papers, papers written in capstone courses, and performance during clinical rotations.

## General Education Competencies

### Critical Thinking

Students will demonstrate their ability to solve problems, construct, and present cogent arguments in support of their views and understand and evaluate arguments presented by others.

## Communication

Students will demonstrate appropriate skills in planning, preparing, and presenting effective oral and written presentations.

## Interprofessionalism

Students will be able to explain interprofessional practice to patients, clients, families, and/or other professionals, describe the areas of practice of other health professions, and express professional opinions competently, confidently, and respectfully while avoiding discipline specific language.

# ANTICIPATED SCHEDULE OF EVENTS

(All dates are subject to change)

Class Entering August 2023

| <b>MLS: Year 1</b>                 |                            |
|------------------------------------|----------------------------|
| <b>Fall Term 2023</b>              |                            |
| August 8-10                        | Orientation                |
| August 10                          | Program Orientation        |
| August 14                          | Classes begin              |
| September 4                        | Holiday                    |
| November 10                        | Classes End                |
| November 13-17                     | Exam Week                  |
| November 20-24                     | Holiday                    |
| November 27-December 15            | Clinical Rotation (1 week) |
| December 16 to Jan 1               | Begin Winter Break         |
| <b>Spring Term 2024: Block I</b>   |                            |
| January 2                          | Classes Begin              |
| January 15                         | Holiday                    |
| March 1                            | Classes End                |
| March 4-8                          | Exam Week                  |
| March 11-15                        | Spring Break               |
| <b>Spring Term 2024: Block II</b>  |                            |
| March 18                           | Classes Begin              |
| March 29                           | Holiday                    |
| May 24                             | Classes End                |
| May 27                             | Holiday                    |
| May 28 – May 31                    | Exam Week                  |
| <b>Spring Term 2024: Block III</b> |                            |
| June 3                             | Clinical Rotations Begin   |
| June 28                            | Block III Ends             |

|                         |  |
|-------------------------|--|
| MLS: Year 2             |  |
| <b>Fall Term 2024</b>   |  |
| July 4                  | Holiday  |
| <b>Fall Term 2024</b>   |  |
| September 2             | Holiday  |
| November 20-24          | Holiday  |
| <b>Spring Term 2025</b> |  |
| January 2               | Classes Begin  |
| January 19              | Holiday  |
| March 29                | Holiday  |
| May TBA                 | Clinical Rotations End   |
| May TBA                 | Research & Case Presentations<br>Structured Reviews<br>Comprehensive Examination |
| May TBA                 | Graduation   |

### **Accommodations for Religious Beliefs Practices and Observances.**

Students who wish to request academic accommodation for a religious observance should complete and download the form accessible at <http://uthsc.edu/oed/documents/religious-accommodation-request-form.pdf> and submit the completed form within 30 days or as defined by the college to the Assistant/Associate Dean of Student/Academic Affairs. If you have questions or concerns about your request, you can contact the Office of Equity and Diversity (OED) at [hsc-oed@uthsc.edu](mailto:hsc-oed@uthsc.edu) or 901-448-2112. Accommodations do not relieve you of the responsibility for completion of any part of the coursework/clinical rotation you miss as the result of a religious observance.

## BACHELOR OF SCIENCE CURRICULUM

| Fall Term 2023                              |                                    |                      |
|---|------------------------------------|----------------------|
| August - November                           |                                    |                      |
| Course                                      | Credit Hours<br>(lect-lab contact) | Instructor           |
| MT 427 Cell Biology                         | 2 (30-0)                           | Junaith Mohamed      |
| MT 415 Urinalysis                           | 2 (20-20)                          | Wes Williamson       |
| MT 419 Introduction to Clinical Lab Science | 4 (40-60)                          | Multiple Instructors |
| MT 416 Parasitology/Virology                | 3 (40-20)                          | Robert Hatfield      |
| MT 425 Urinalysis: Clinical Practicum       | 1 (1 week)                         | Wes Williamson       |
| <b>Total</b>                                | <b>12 hours</b>                    |                      |
| Spring Term 2024                            |                                    |                      |
| January - May                               |                                    |                      |
| Course                                      | Credit Hours<br>(lect-lab contact) | Instructor           |
| <b>January - March</b>                      |                                    |                      |
| MT 434 Basic and Clinical Immunology        | 3 (30-40)                          | Wes Williamson       |
| MT 422 Clinical Chemistry I                 | 3 (30-40)                          | Jacen Moore          |
| MT 431 Hematology I                         | 3 (30-60)                          | Sheila Criswell      |
| MT 432 Clinical Microbiology I              | 5 (40-110)                         | Robert Hatfield      |
| <b>Total</b>                                | <b>14 hours</b>                    |                      |
| <b>March-May</b>                            |                                    |                      |
| MT 430 Molecular Diagnostics                | 3 (30-40)                          | Jacen Moore          |
| MT 433 Clinical Chemistry II                | 3 (30-40)                          | Wes Williamson       |
| MT 432 Clinical Microbiology I (cont.)      |                                    | Robert Hatfield      |
| MT 431 Hematology I (cont.)                 |                                    | Sheila Criswell      |
| <b>Total</b>                                | <b>6 (+8 above)<br/>hours</b>      |                      |

| <b>Spring Term 2024</b>                    |  |                   |
|--|--|-------------------|
| <b>June - July</b>                         |  |                   |
| <b>Course</b>                              | <b>Credit Hours<br/>(lect-lab contact)</b> | <b>Instructor</b> |
| MT 441 Hematology II: Clinical Practicum   | 2 (2 weeks)                                | Sheila Criswell   |
| MT 443 Chemistry III: Clinical Practicum   | 2 (2 weeks)                                | Jacen Moore       |
| MT 442 Microbiology II: Clinical Practicum | 2 (2 weeks)                                | Robert Hatfield   |
| MT 440 Molecular Practicum                 | 1 (1 week)                                 | Jacen Moore       |
| <b>Total</b>                               | <b>7 hours</b>                             |                   |
| <b>Fall Term 2024</b>                      |  |                   |
| <b>August-December</b>                     |  |                   |
| <b>Course</b>                              | <b>Credit Hours<br/>(lect-lab contact)</b> | <b>Instructor</b> |
| MT 511 Hematology III                      | 4 (40-60)                                  | Sheila Criswell   |
| MT 513 Clinical Chemistry IV               | 2 (30-0)                                   | TBA               |
| MT 518 Introduction to Research            | 1 (20-0)                                   | Jacen Moore       |
| MT 512 Blood Bank I                        | 5 (60-40)                                  | Wes Williamson    |
| MT 532 Clinical Microbiology III           | 2 (20-20)                                  | Robert Hatfield   |
| <b>Total</b>                               | <b>14 hours</b>                            |                   |

| Spring Term 2025                                |                                   |                 |
|---|-----------------------------------|-----------------|
| January - May                                   |                                   |                 |
| Course  | Credit Hours<br>(lec-lab contact) | Instructor      |
| MT 515 Basic Education and Management           | 2 (25-0)                          | Wes Williamson  |
| MT 516 Principles in Laboratory Utilization     | 2 (30-0)                          | Robert Hatfield |
| MT 522 Hematology IV: Clinical Practicum        | 2 (2 weeks)                       | Sheila Criswell |
| MT 523 Clinical Chemistry V: Clinical Practicum | 2 (2 weeks)                       | Jacen Moore     |
| MT 531 Off Campus Experiences                   | 1 (1 week)                        | Wes Williamson  |
| MT 535 Research Practicum II                    | 2 (2 weeks)                       | Junaith Mohamed |
| MT 542 Microbiology IV: Clinical Practicum      | 2 (2 weeks)                       | Robert Hatfield |
| MT 544 Blood Bank: Clinical Practicum           | 4 (4 weeks)                       | Wes Williamson  |
| <b>Total</b>                                    | <b>17 hours</b>                   |                 |
| <b>GRAND TOTAL: 70 SEMESTER HOURS</b>           |                                   |                 |

## TECHNICAL STANDARDS

### Medical Laboratory Science Students

For admission to the Bachelor of Science in Medical Laboratory Science degree programs or the Master of Science in Clinical Laboratory Science at the University of Tennessee Health Science Center (UTHSC), students are expected to be able to successfully meet the Technical Standards outlined below. Students are required to sign the Technical Standards Commitment form indicating their understanding and ability to meet these standards either with or without accommodation (for persons with documented disabilities). Any questions about these technical standards should be directed to the program director of the MLS programs.

UTHSC receives applications from a diverse body of potential students including those with disabilities. Reasonable accommodations will be provided to help students meet these technical standards when appropriate, in accordance with the Americans with Disabilities Act (ADA). Any student wishing to seek accommodation should contact the Student Academic Support Services and Inclusion (SASSI) for further information. Information regarding accommodations can be found by calling 901-448-5056 or visiting the SASSI website page:

[https://uthsc.edu/sassi/disability\\_services.php](https://uthsc.edu/sassi/disability_services.php)

In addition to ensuring that students can meet the intellectual, emotional, and physical criteria for medical laboratory science, the student must also be capable of providing for the welfare and

safety of their patients. This is the foundation of all Technical Standards. In the event a student cannot fulfill the Technical Standards of the program with or without reasonable accommodations at any time, the student will be ineligible for continued enrollment in the program.

Once enrolled in the BS MLS or MS CLS Program, students must meet all the curriculum requirements including the demonstration of the technical skills described herein to progress through the program and meet the requirements for graduation.

## **General Standards**

The students must have the ability to:

- Assess and make appropriate judgements regarding lab services and patient outcomes.
- Prioritize and perform laboratory testing.
- Adapt to a variety of patient care situations, including crises.
- Communicate effectively in English, orally, and in writing.
- Participate in discussions in the classroom, the clinical arena, and with colleagues and patients.
- Acquire information developed through didactic instruction and clinical experiences.
- Comprehend reading assignments, search, and evaluate literature.
- Prepare written assignments and maintain written records.
- Perform duties and assignments in a timely fashion while under stress and in a variety of settings.
- Meet deadlines and manage time.
- Utilize the computer for instructional assignments and patient care activities.

## **Physical and Motor Skills**

The student must possess:

- Dexterity with both wrists, hands and arms, and dexterity with all fingers.
- Motor skills to grasp, pinch, push, pull, finger, hold, extend, rotate, and cut.
- Ability to obtain and/or verify patient samples.
- Sufficient stamina to tolerate physically taxing workloads.
- Ability to operate/manipulate and effectively evaluate the status of laboratory instruments and equipment.

## **Sensory Skills**

The student must possess:

- Visual acuity (corrected to 20/40) and visual perception with respect to depth and color.
- Ability to palpate.

## **Cognitive, Integrative, Quantitative Skills**

The student must possess the:

- Ability to measure, calculate, analyze, interpret, synthesize, and evaluate as applicable to clinical practice.
- Ability to solve one or more problems within specific time frames that are often short.
- Ability to comprehend spatial relationships.

## **Affective, Behavioral and Social Skills**

The student must be able to:

- Function as part of a team (communicate effectively in English, consult, negotiate, share, and delegate).
- Delegate to and supervise others.
- Adhere to safety guidelines for self and others.
- Comply with standards and regulations required by external agencies.
- Follow instructions/procedures with accuracy and precision.
- Maintain intellectual and emotional stability and maturity under stress, while also maintaining appropriate performance standards.
- Learn and exhibit professional attributes.

Adopted: 12/08/94 Revised: 05/2018

## COMPETENCIES EXPECTED OF GRADUATES AT CAREER ENTRY

- I. **AWARENESS** - Full development of competency requires experience in daily work with moderate direction and additional instruction.
- II. **SEMI-PRODUCTIVE** - Full development of the competency requires experience in daily work with moderate direction.
- III. **PRODUCTIVE** - Full development of the competency requires only the usual orientation needed by any new employee.

### Competency Level

- III 1) **IS COGNIZANT OF THE ROLE OF THE TECHNOLOGIST, THE PHYSICIAN AND OTHER MEMBERS OF THE HEALTH CARE TEAM IN PROVIDING PATIENT CARE OF THE HIGHEST QUALITY.**
  - Conveys necessary clinical laboratory information to members of the health care team directly responsible for patient care. Maintains effective communication with these individuals so that they know how to access appropriate laboratory services.
  - Maintains professional attitudes toward patients and health care professionals. Keeps all information concerning the patient confidential. Demonstrates professional attributes in the workplace.
- III 2) **UNDERSTANDS PRINCIPLES AND TECHNIQUES OF CLINICAL LABORATORY METHODOLOGY IN ORDER TO RECOGNIZE PROBLEMS, IDENTIFY CAUSES, AND FORMULATE SOLUTIONS.**
  - Assumes responsibility for identification of unexpected as well as frequently occurring problems and ensures that corrective action is taken.
  - Conveys information, which will aid other laboratory personnel in the recognition of problems.

**Competency  
Level**

- III 3) **VERIFIES LABORATORY RESULTS IN LIGHT OF AVAILABLE INFORMATION AND PREVIOUS LABORATORY DATA ON THE PATIENT, PROCEDURAL LIMITATIONS AND THE POSSIBILITY OF TECHNICAL ERROR.**
- Has in-depth knowledge of techniques, principles, and instruments and their interrelationships.
  - Recognizes the interdependency of tests and has knowledge of physiological and clinical conditions affecting test results.
  - Assumes responsibility and accountability for accurate results.
- III 4) **FACILITATES THE PERFORMANCE OF LABORATORY TESTS WITH ACCURACY AND WITHIN AN APPROPRIATE TIME FRAME.**
- Recognizes the need to set priorities related to the needs of the patient, the consequences of a delay in time of performance or reporting analyses, and the elements of effective workflow.
- III 5) **UNDERSTANDS CONCEPTS OF QUALITY ASSURANCE AND EFFECTIVELY UTILIZES SUCH PROGRAMS IN THE INTERPRETATION OF DATA AND IN PROBLEM SOLVING.**
- Has the ability to establish a quality assurance program compatible with that of the institution to all areas of the laboratory testing process. This includes protocols for monitoring utilization appropriateness of tests, detection and documentation of laboratory errors, determination of the source of errors and the development of steps to reduce such errors. Is also able to establish a protocol for assessment of quality laboratory results through proficiency testing or other appropriate means.
  - Has the ability to establish and monitor quality control programs and to perform preventive maintenance. Able to determine the limits of accuracy and precision for any given laboratory method. Recognizes, based on quality control data, problems, their causes, and possible solutions to the problems and works to see that solutions are implemented, including setting guidelines for others to follow.
  - Able to establish a record keeping system of quality assurance and quality control data for immediate referral in problem solving and in keeping with requirements of regulatory and accrediting bodies.

**Competency  
Level**

- III 6) **UNDERSTANDS AND MAINTAINS LABORATORY INFORMATION SYSTEMS**
- Has the communication skills to relay laboratory data to a variety of persons both within and beyond limits of the laboratory. Is aware of the needs of other areas (nursing, X-ray, etc.) so that the graduate can assist in the design and selection of an information system which would allow the most efficient and accurate scheduling and reporting of laboratory test results.
  - Has a basic understanding of the use of computerization in the laboratory related to data input, retrieval, and output. Has the ability, once oriented to a particular system, to use the computer for such purposes.
- III 7) **IS MOTIVATED TO CONTINUE SELF EDUCATION**
- Recognizes the necessity for continuing medical technology education to maintain high standards of technical and managerial proficiency and participates in such activities.
- III 8) **HAS INITIATED DEVELOPMENT OF BOTH TECHNICAL AND ADMINISTRATIVE SUPERVISORY SKILLS**
- Has a knowledge of basic supervisory and management functions to include planning, organization, direction, coordination, and evaluation. Understands the role of all individuals within the organization structure of the laboratory and how this relates to the structure of the institution as a whole.
- III 9) **HAS INITIATED DEVELOPMENT OF BOTH BENCH AND FORMAL TEACHING SKILLS**
- Has knowledge of basic education principles enabling the graduate to instruct new employees and students.
- III 10) **HAS ABILITY TO MODIFY AND/OR EVALUATE NEW PROCEDURES**
- Utilizes basic investigative skills and scientific acumen in the evaluation, modification, and design of test methodologies.
- III 11) **COMPLIES WITH SAFETY GUIDELINES AND PROCEDURES AS REQUIRED BY EMPLOYERS AND REGULATORY AGENCIES**
- Adheres to CDC guidelines for health care workers (i.e., Standard Precautions) and has knowledge of OSHA/TOSHA Standards (i.e., Right to Know Laws).

Revised 1976-1977; 1984; 1987; 1989; 1990; 1998; 1999; 2007

## CLINICAL ROTATIONS

Nineteen of the credit hours you will earn during the program are spent as clinical assignments in actual hospital laboratories. You will work directly with bench technologists who are volunteer faculty members of the Department of Diagnostic and Health Sciences. It is not necessary for you to identify your own rotation sites as the schedules for clinical assignments are prepared in advance by program faculty and are designed to give you the best experience possible.

The current list of our clinical affiliates is below. You will note they are located within Memphis and throughout Tennessee. Due to limitations in the number of clinical sites in Memphis, it may become necessary for students to accept the financial impact of traveling and living out of town for a portion of their clinical assignments. In the rare event a rotation cannot be completed during the scheduled time, graduation may be delayed.

All students should be aware that clinical sites, certification committees, and state licensure boards may require drug screening and criminal background checks including fingerprinting for comparison against state and federal criminal records. Information discovered in criminal background searches may delay or prevent clinical education opportunities and entry into the profession. You will be required to have a criminal background search prior to admission and possibly prior to clinical rotations and assignments. If a student needs further information about criminal background searches, the student should contact the program director or department chair.

| <b>Affiliate</b>   | <b>Location</b>              |
|--|------------------------------|
| American Esoteric Laboratory   | Knoxville, TN<br>Memphis, TN |
| Baptist Health Care Corporation: <ul style="list-style-type: none"> <li>• Baptist Memorial Hospital</li> <li>• Baptist Women’s Hospital</li> <li>• Baptist Desoto</li> <li>• Baptist Tipton</li> <li>• Baptist Collierville</li> </ul>   | Memphis, TN Metro Area       |
| Baptist Memorial Hospital  | Union City, TN               |
| Erlanger Medical Center  | Chattanooga, TN              |
| Jackson Madison County General Hospital  | Jackson, TN                  |
| Maury Regional Healthcare System   | Columbia, TN                 |
| <b>Affiliate</b>   | <b>Location</b>              |
| Methodist Le Bonheur Healthcare: <ul style="list-style-type: none"> <li>• Le Bonheur Children’s Hospital</li> <li>• Methodist University Hospital</li> <li>• Methodist Le Bonheur Germantown Hospital</li> <li>• Methodist North Hospital</li> <li>• Methodist South Hospital</li> <li>• Methodist Olive Branch</li> </ul> | Memphis, TN Metro Area       |
| Path AI/Previously known as Poplar Health Care   | Memphis, TN                  |
| Regional One Health  | Memphis, TN                  |
| St. Francis Healthcare <ul style="list-style-type: none"> <li>• St. Francis Hospital – Memphis</li> </ul>  | Memphis, TN                  |

|                                       |             |
|---------------------------------------|-------------|
| St. Jude Children's Research Hospital | Memphis, TN |
| Veterans Affairs Medical Center       | Memphis, TN |

## **AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE CODE OF ETHICS**

### **Preamble**

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession. The profession conduct of clinical laboratory professionals is based on the following Duties and Principles:

### **I. Duty to the Patient**

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

Clinical laboratory professionals maintain high standards of practice and promote the acceptance of such standards at every opportunity. They exercise sound judgment in establishing, performing, and evaluating laboratory testing.

Clinical laboratory professionals perform their services with regard for the patient as an individual, respecting his or her right to confidentiality, the uniqueness of his or her needs, and his or her right of timely access to needed services. Clinical laboratory professionals provide accurate information to others about the services they provide.

### **II. Duty to Colleagues and the Profession**

Clinical laboratory professionals accept responsibility to individually contribute to the advancement of the profession through a variety of activities. These activities include contributions to the body of knowledge of the profession, establishing and implementing high standards of practice and education, seeking fair socioeconomic working conditions for themselves and other members of the profession, and holding their colleagues and the profession in high regard and esteem.

Clinical laboratory professionals actively strive to establish cooperative and insightful working relationships with other health professionals, keeping in mind their primary objective to ensure a high standard of care for the patients they serve.

### **III. Duty to Society**

Clinical laboratory professionals share with other citizens the duties of responsible citizenship. As practitioners of an autonomous profession, they have the responsibility to contribute from their sphere of professional competence to the general well-being of the community, and specifically to the resolution of social issues affecting their practice and collective good.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory sciences, and to change those which do not meet the high standards of care and practice to which the profession is committed.

## **PLEDGE TO THE PROFESSION**

As a clinical laboratory professional, I strive to:

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

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

<https://www.ascls.org/>

## **MEDICAL LABORATORY SCIENCE PROGRAM GOALS**

Revised: February 2004; July 2013

### **GOAL 1**

**The University of Tennessee Health Science Program in Medical Laboratory Science will graduate clinical laboratory practitioners who are professionally competent and in whom high ethical standards have been instilled, with appropriate emphasis on under-represented groups and on meeting the work force needs of Tennessee.**

- Maximize recruitment opportunities by continuing to develop relationships with university career counselors, faculty, and advisors.
- Assess clinical laboratory manpower needs in the state of Tennessee.
- Increase enrollment in the programs consistent with available funding, space, clinical rotation spaces, and projected state work force needs.
- Provide advisory service to students to facilitate their progress, broaden and enrich their educational experience, and anticipate and solve problems. Emphasize retention of students by early identification of students with academic or personal difficulties and ensure that they receive appropriate assistance.
- Provide focus for recruitment and retention of underrepresented minority students.
- Coordinate student clinical rotation activities including exploration and development of new rotation sites and alternative means to provide students with clinical rotation experiences.

- Maintain program accreditation through the various national accrediting agencies for the maximum length of accreditation.
- Maintain Medical Laboratory Scientist Training Program licensure with the state of Tennessee Department of Health Medical Laboratory Board.
- Sustain an updated curriculum to assure that graduates gain national certification and state licensure.
- Evaluate student competency through specified outcome measures.
- Ensure students receive an excellent overall education.

## **GOAL 2**

**The University of Tennessee Health Science Center Program in Medical Laboratory Science will maintain a distinguished, respected, and productive faculty.**

- Explore all opportunities for professional growth.
- Encourage and support active participation in professional organizations.
- Provide the resources necessary to increase faculty productivity and development.
- Participate in grant writing activities.
- Continue existing and explore new faculty practice opportunities.

## **GOAL 3**

**The Program in Medical Laboratory Science will promote clinical laboratory science scholarly activity as part of the mission of the University of Tennessee Health Science Center.**

- Contribute to the professional body of knowledge through research, publications, and presentations.

## **GOAL 4**

**The Program in Medical Laboratory Science will maintain and offer public and professional community service to demonstrate the value of the teaching, research, and patient care activities by providing appropriate outreach services.**

- Encourage faculty and students to volunteer for community activities that enhance professional visibility while also providing needed services.

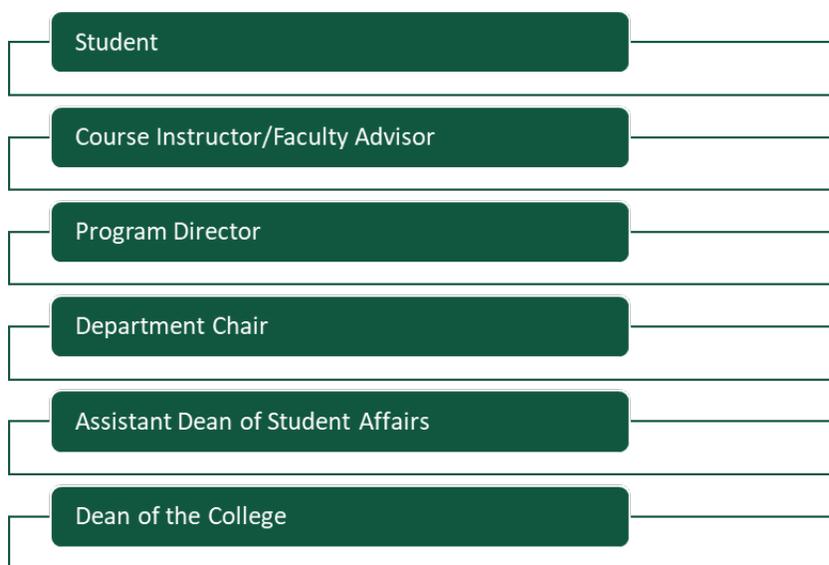
## **GOAL 5**

**The Program in Medical Laboratory Science will establish and maintain partnerships that increase the financial resources of the program.**

- Explore, direct, and develop mechanisms to bring funding into the program by development opportunities, continuing education offerings, grantsmanship, and faculty practice.
- Increase involvement of alumni throughout the state.

## PROPER CHANNELS OF COMMUNICATION

If a problem arises involving any medical laboratory science course, the student should initially consult the course instructor. Should the problem not be resolved at this point, the student should consult the course director or the faculty advisor. If the problem remains unresolved, the student should contact, in sequence, the Program Director of Medical Laboratory Science, the Department Chair, then the Assistant Dean of Student and Alumni Affairs. Finally, any problem still not resolved after following the chain of command should contact the Dean of the College of Health Professions. Any complaints submitted in writing will be investigated and resolution will be attempted. Please see the UTHSC catalog for more information.



## COLLEGE OF HEALTH PROFESSIONS

### **Statement Acknowledging Technical Standards**

PROGRAM: Medical Laboratory Science

I have carefully read and understand the technical standards for admission to the College of Health Professions, Program in Medical Laboratory Science. My signature indicates my understanding and the fact that I believe myself to be capable of fulfilling these technical standards (either with or without reasonable accommodation).

---

Signature

Date

---

Print your name

# Health Insurance Portability and Accountability Act (HIPAA)

PL 104-91

## HIPAA defines Health Information as:

Any information, whether oral or recorded in any form or medium that is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and relates to the past, present, or future health or condition of an individual; or relates to the past, present, or future payment for the provision of health care.

## Confidentiality:

The practice of permitting only certain authorized individuals to access information, with the understanding that they will disclose it only to other authorized individuals.

## Privacy:

The individual's right to keep certain information to him or herself, with the understanding that the information will only be used or disclosed with his or her permission.

## Security:

How records should be protected from inappropriate access and the means by which privacy and confidentiality are ensured.

## #1 Rule:

Any person to whom health information is communicated must have a need to know and be authorized to receive the information- that is, have the right to know.

## Failure or wrongful disclosure of confidential information:

Civil monetary penalties of up to \$25,000 per person, per year, per standard.

Criminal penalties of \$50,000 to \$250,000 and one to ten years in jail for wrongful disclosure (knowingly).

## CONFIDENTIALITY STATEMENT

I am aware of my responsibility to maintain confidentiality of all patient and facility information. This includes verbal, written, and/or computer information pertaining to patients, students, faculty, staff, physicians, other persons interacting with the institution. I further understand that computer access identifier, password, and/or secret code are not to be disclosed to any other person. I further understand and agree that legal action may be taken to enforce this obligation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date