Cincinnati Children’s Hospital Medical Center
School of Clinical Laboratory Science

Student Handbook
2023

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Barbara Brown, Program Director for MLT/MLS
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Prepared for and provided to all students to explain and identify governing policies, procedures, and general process of the academic year.
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Introduction

Welcome to the Cincinnati Children’s Hospital Medical Center Clinical Laboratory Education Programs. We are excited that you have chosen to take this step in furthering your clinical laboratory education and skills. The intent of our educational programs is to provide the foundational knowledge, clinical skills, and technical skills that you will need to be successful as you enter the laboratory profession. Our faculty team is committed to supporting you through your educational journey and looks forward to learning with you!

This student handbook will serve as a guide for you as you begin your program. It is especially important that you review the entire handbook to ensure you are familiar with the program requirements, policies, and learning objectives.

Mission, Vision, and Values

Mission: Our program is dedicated to providing students with a comprehensive, innovative, and high-quality learning experience that provides them with a strong foundation of clinical laboratory knowledge and technical skills that they can build upon for years to come.

Vision: The Cincinnati Children’s Hospital Medical Center School of Clinical Laboratory Science will help build students into proficient and successful laboratory professionals and leaders to sustain the clinical laboratory profession now and into the future.

Cincinnati Children’s Hospital Medical Center Core Values: Our core values are the foundation of who we are, are touch points for excellence and professionalism, and they are our beacon when we question what choices to make.

- Respect Everyone: Treat others as you would like to be treated
- Tell the Truth: Be honest and transparent
- Work as a Team: Inspire, challenge and support colleagues, patients, and families
- Make a Difference: Recognize that a service culture starts with me

Program Core Values: In addition to our Cincinnati Children’s Hospital core values, we believe in:

- Diligence: Maintain persistent and consistent effort to accomplish goals. Be inspired and engaged in learning and in your work.
- Accountability: Meet deadlines and obligations, admit mistakes without placing blame on circumstances or others.
- Collaboration: Be open-minded and assume positive intent. Share ideas and be open to the thoughts, ideas, and perspectives of all members of the healthcare team.
- **Lifelong Learning and Development:** Never stop learning. View failures and shortcomings as opportunities to learn and grow.

## Accreditation Statement

Cincinnati Children’s Hospital Medical Center Clinical Laboratory is accredited by: **College of American Pathology (CAP).**

325 Waukegan Road  
Northfield, IL 60093-2750  
www.cap.org

The Cincinnati Children’s Medical School for Clinical Laboratory Science is not currently accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS) however, the school has submitted program applications to NAACLS and is awaiting confirmation of “Serious Applicant” status.

Laboratory education programs must be in “Serious Applicant” status to allow its students to take the Board of Certification exam for the American Society of Clinical Pathology (ASCP). Upon completion of the program, all students will be eligible to complete their national certification(s) through ASCP. The ASCP Board of Certification requirements can be reviewed at [www.ascp.org](http://www.ascp.org).

If serious applicant status is not in place when PBT/ MLA students are ready to take the board of certification exam, an alternate and equivalent certifying agency will be available.

For more information regarding the accreditation process, please ask a faculty member or you can review the NAACLS required competencies.

## NAACLS

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Suite 720  
Rosemont, IL 60018-5119  
Phone: (773) 714-8880  
Fax: (773) 714-8886  
Faculty

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Medical Director
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Medical Laboratory Assistant and Phlebotomy Technician Certificate Program

The Medical Laboratory Assistant and Phlebotomy Technician program is a 12-week program. The program includes didactic (classroom) instruction, laboratory, and clinical experience. The intent of this program is to provide the foundational knowledge and technical skills in both phlebotomy and the clinical laboratory as you begin your laboratory career here at Cincinnati Children’s as a Laboratory Support Technician.

The program curriculum includes:

- Basic medical terminology
- Basic anatomy and physiology
- Blood sample collection procedures
- Safety and Infection Control
- Laboratory and Hospital accreditation and compliance
- Waived Testing and Quality Control
- Patient and Specimen Requirements
- Specimen Handling and Processing
- Pre-Analytic complications and variables

Expected Student Learning Outcomes:

Upon successful program completion students will meet the outlined NAACLS Entry Level Phlebotomist Competencies and Clinical Assistant Competencies.

Students will be able to:

1. Demonstrate knowledge of the health care delivery system and medical terminology.
2. Demonstrate knowledge of infection control and safety.
3. Demonstrate basic understanding of anatomy and physiology of body systems and anatomic terminology to relate major areas of the clinical laboratory to general pathological conditions associated with the body systems.
4. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
5. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere with clinical analysis of blood constituents.
6. Follow standard operating procedures to collect specimens.
7. Demonstrate understanding of requisitioning, specimen transport, and specimen processing.
8. Demonstrate understanding of quality assurance and quality control in phlebotomy.
9. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.
10. Define the role of the MLA / PBT and the relation to the healthcare delivery system.
11. Follow standard operating procedures to perform point-of-care and other clinical assistant appropriate level testing and quality control.
12. Collect and record patient vital signs.
13. Prepare blood and body fluid specimens for analysis according to laboratory standard operating procedures.
14. Demonstrate appropriate level knowledge regarding laboratory department specific collections testing, and troubleshooting workflows for chemistry, hematology, immunology, microbiology, and urinalysis.

Students will be awarded the following certificates upon successful program completion:

- Phlebotomy Technician (PBT)
- Medical Laboratory Assistant (MLA)

Upon completion, the student will be eligible to sit for the certification examination(s) through the American Society of Clinical Pathology (ASCP) for the Phlebotomy Technician (PBT) and Medical Laboratory Assistant (MLA). The ASCP certification is a nationally recognized credentialing process. Passing the exam and earning credentials demonstrates to patients and colleagues that the student is a highly skilled and knowledgeable laboratory professional. Students will have the option to complete both exams, however, are only required to take one examination applicable to their area of hire.

**Position Description and Job Duties**

**Phlebotomy Technician:** The Phlebotomy Technical (PBT) is responsible for collection of blood samples via venipuncture and capillary methods on patients of all ages. The PBT may also collect additional body fluid and other non-blood samples from patients. The PBT may also perform laboratory sample processing and analysis of waived testing in the clinical laboratory. The PBT must be knowledgeable regarding specimen collection procedures and must be able to collect samples in a safe and efficient manner. The PBT will work alongside the healthcare team, including doctors, nurses, and other laboratory professionals in their day-to-day work. Please see the CINCINNATI CHILDREN’S (Cincinnati Children’s Hospital Medical Center) job description for more information.

**Medical Laboratory Assistant:** The Medical Laboratory Assistant (MLA) plays an integral role in the clinical laboratory. The MLA assists the laboratory technicians and scientists and is responsible for specimen processing, which includes sample intake and reviewing to ensure that the sample was collected appropriately and that it meets the quality standards required for testing. The MLA is also responsible for centrifugation and separation of laboratory samples for analysis. They must be knowledgeable regarding testing and stability requirements for laboratory specimens. The MLA may also operate laboratory testing instruments, perform quality control, and sample analysis and report...
outpatient results. Please see the CINCINNATI CHILDREN’S job description for more information.

**Required Skills**

**Interpersonal Communication**: Demonstrate effective verbal, written, and interpersonal communication skills.

**Diversity**: Demonstrate ability to relate to diverse age and demographic backgrounds.

**Professional Knowledge**: Demonstrate professional knowledge sufficient to perform routine specimen collection procedures and/or laboratory processing procedures.

**Independence and Teamwork**: Demonstrate ability to work both independently and in a team environment.

**Physical Ability**: Capable of bending, lifting, and standing; demonstrate physical ability to perform necessary tasks.

**Organization**: Possess strong organizational skills and attention to detail.

**Customer Service**: Demonstrate ability to respond to basic customer requests with patience and enthusiasm; understands the needs of customers and escalates issues when appropriate.

**Certificate Program Admission Criteria**

To be eligible for the MLA / PBT certificate program you must be eligible to be or already employed by Cincinnati Children’s Hospital.

**This includes**:

- Successful interview and reference check
- High school diploma or GED
- Pass required CINCINNATI CHILDREN’S background check
- Pass the CINCINNATI CHILDREN’S Employee Health Screen (this includes drug screening and immunizations)

**Current CINCINNATI CHILDREN’S Employee Requirements**:

- For non-laboratory personnel, they must be employed at CINCINNATI CHILDREN’S for a minimum of 6 months
- No active warnings (EWNs)
- 2 years of performance evaluations with a rating of “Meets Expectations” OR if employed less than 2 years, 2 letters of recommendation are required; one of which must be from a current supervisor or manager.
Program Tuition and Fees

All costs associated with the program and applicable fees will be provided by the Cincinnati Children's Hospital Medical Center Tuition Reimbursement Program. Fees for the ASCP Board of Certification exam will also be paid on the student’s behalf for one exam attempt. If the student is not successful in completing their board of certification examination, they will be responsible for any fees related to future test attempts.

Please see General Education Program Guidelines section for more detailed information (pg. 16).

Program Outline

<table>
<thead>
<tr>
<th>Week</th>
<th>Course Content</th>
<th>Classroom &amp; Lab</th>
<th>Clinical Working Hours</th>
<th>Total Weekly Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Healthcare and the Clinical Laboratory</td>
<td>8 hours</td>
<td>32 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>2</td>
<td>Cardiovascular System and Pre-Procedure Essentials</td>
<td>8 hours</td>
<td>32 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>3</td>
<td>Blood Collection Procedures</td>
<td>8 hours</td>
<td>32 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>4</td>
<td>Blood Collection Procedures</td>
<td>8 hours</td>
<td>32 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>5</td>
<td>Introduction to Medical Terminology &amp; Anatomy/Physiology of the Human Body</td>
<td>8 hours</td>
<td>32 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>6</td>
<td>Blood Specimen Handling &amp; Quality Assurance</td>
<td>8 hours</td>
<td>32 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>7</td>
<td>Special Collection and Processing Procedures</td>
<td>8 hours</td>
<td>32 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>8</td>
<td>Waived Testing</td>
<td>8 hours</td>
<td>32 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>9</td>
<td>Professional Practicum/Exam Prep</td>
<td>8 hours</td>
<td>32 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>10</td>
<td>Classroom Skills Competency Assessments/Final Exam</td>
<td>8 hours</td>
<td>32 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>11</td>
<td>Clinical Practice</td>
<td></td>
<td></td>
<td>40 hours</td>
</tr>
<tr>
<td>12</td>
<td>Clinical Practice</td>
<td></td>
<td></td>
<td>40 hours</td>
</tr>
<tr>
<td></td>
<td>TOTALS</td>
<td>80 hours</td>
<td></td>
<td>400 hours</td>
</tr>
</tbody>
</table>

Credit Hours:

Classroom/Laboratory Didactic Instruction | 8 Credit Hours
Clinical Practice | 7 Credit Hours
Program Total Credit Hours = 15 Credit Hours

2023 Sessions

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>February - April</td>
<td>December 1</td>
</tr>
<tr>
<td>Session 2</td>
<td>June - August</td>
<td>April 1</td>
</tr>
<tr>
<td>Session 3</td>
<td>October - December</td>
<td>September 1</td>
</tr>
</tbody>
</table>
Medical Laboratory Technician and Medical Laboratory Scientist Program

The Medical Laboratory Technician (MLT) and Medical Laboratory Scientist (MLS) program are 12-month programs. Each program includes didactic (classroom) instruction as well as laboratory and clinical experience. The intent of this program is to provide the essential foundational knowledge and technical skills required for a MLT or MLS to proficiently perform their job functions in the clinical laboratory. The MLT or MLS will work alongside other laboratory professionals as well as communicate with members of the patient care team, including physicians, nurses, and pharmacists.

The program curriculum includes:

- Laboratory Bootcamp: An Introduction to Clinical Laboratory Science
- Clinical chemistry
- Diagnostic microbiology
- Hematology
- Urinalysis and body fluids
- Immunology and immunohematology (Blood Bank)
- Coagulation
- Laboratory administration and quality assurance

Expected Student Learning Outcomes

Upon successful program completion the student will be able to:

1. Proficiently perform sample analysis in the clinical laboratory, including the chemistry, urinalysis, coagulation, hematology, microbiology, immunology/serology, and blood bank departments.
2. Explain the basic analytical principles for common laboratory diagnostic procedures.
3. Troubleshoot and solve instrument and patient sample issues.
4. Understand the specimen collection process and pre-analytical variables in relation to the outcome of patient test results.
5. Demonstrate understanding of laboratory accreditation and compliance standards.
6. Perform quality control analysis and troubleshooting in compliance with standard operating protocols.
7. Perform laboratory microscopy and accurately identify common microbial pathogens, hematological cells, urine sediment, and body fluid structures.
8. Interpret laboratory testing results and identify abnormal values.
9. Correlate patient results to patient condition and/or treatment.
10. Identify questionable laboratory results and bring them to the attention of the clinician.
11. Understand the process for testing platform validations and quality assurance requirements.
Students will be awarded one of the following applicable certificates upon successful program completion:

- Medical Laboratory Technician (MLT): This certificate will be awarded to students that possess an associate degree.
- Medical Laboratory Scientist (MLS): This certificate will be awarded to students that possess a bachelor's degree or higher.

Upon completion, the student will be eligible to sit for the certification examination(s) through the American Society of Clinical Pathology (ASCP) for the Medical Laboratory Technician (MLT) or Medical Laboratory Scientist (MLS). The ASCP certification is a nationally recognized credentialing process. Passing the exam and earning credentials demonstrates to patients and colleagues that the student is a highly skilled and knowledgeable laboratory professional.

**Position Description and Job Duties**

In the clinical laboratory, the MLT and MLS are responsible for sample analysis for the diagnosis and treatment of patients via various testing methodologies. They may assist with specimen collection and processing duties where applicable. The MLT or MLS may work in one specific area of the clinical laboratory or may be generalists, rotating through multiple laboratory departments. The MLT and MLS are also responsible for performing routine maintenance and troubleshooting on laboratory instrumentation, running quality controls and calibrations, as well as proficiency testing samples.

**Required Skills**

**Interpersonal Communication:** Demonstrate effective verbal, written, and interpersonal communication skills.

**Diversity:** Demonstrate ability to relate to diverse age and demographic backgrounds.

**Professional Knowledge:** Demonstrate professional knowledge sufficient to perform routine specimen collection procedures and/or laboratory processing procedures.

**Independence and Teamwork:** Demonstrate ability to work both independently and in a team environment.

**Physical Ability:** Capable of bending, lifting, and standing; demonstrate physical ability to perform necessary tasks.

**Organization:** Possess strong organizational skills and attention to detail.
Customer Service: Demonstrate ability to respond to basic customer requests with patience and enthusiasm; understands the needs of customers and escalates issues when appropriate.

MLT / MLS Certificate Program Admission Criteria

To be eligible for the MLT or MLS certificate program you must be eligible to be or already employed by Cincinnati Children’s Hospital.

This includes:

- Successful interview and reference check
- Associate degree or higher in a chemical, physical, or biological science
- Pass required CINCINNATI CHILDREN’S background check
- Pass the CINCINNATI CHILDREN’S Employee Health Screen (this includes drug screening and immunizations)

Current CINCINNATI CHILDREN’S Employee Requirements:

- For non-laboratory personnel, they must be employed at CINCINNATI CHILDREN’S for a minimum of 6 months
- No active warnings (EWNs)
- 2 years of performance evaluations with a rating of “Meets Expectations” OR if employed less than 2 years, 2 letters of recommendation are required; one of which must be from a current supervisor or manager.

MLT Certificate Program Education Requirements:

- Associate degree with 60 semester hours (90 quarter hours) of academic credit from a regionally accredited college/university.
  - 60 semester hours that comprise of 24 semester hours of science courses that include -
    - 6 semester hours of chemistry
    - 6 semester hours of biology; and
    - 12 semester hours of chemistry, biology, or medical laboratory technology in any combination

MLS Certificate Program Education Requirements:

- Baccalaureate degree or higher in a chemical, physical or biological science from a regionally accredited college/university.
Program Tuition and Fees

All costs associated with the program and applicable fees will be provided by the Cincinnati Children's Hospital Medical Center Tuition Reimbursement Program. Fees for the ASCP Board of Certification exam will also be paid on the student’s behalf for one exam attempt. If the student is not successful in completing their board of certification examination, they will be responsible for any fees related to future test attempts.

Please see General Education Program Guidelines section for more detailed information (pg. 16).

Program Outline and Course Descriptions

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Course Length</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Bootcamp: Introduction to the Clinical Laboratory</td>
<td>3 Hours</td>
<td>5 Weeks</td>
<td>This course will introduce students to the clinical laboratory profession. The course covers basic hospital and laboratory departments and workflows, laboratory instrumentation and equipment, safety, infection control, professionalism, quality control, as well as basic accreditation and compliance requirements. Students will learn specimen collection procedures, including venipuncture and capillary collection. Students will also learn collection procedures for non-blood samples, as well as laboratory processing and specimen handling protocols. Students will participate in clinical training including performing blood and non-blood sample collections in the hospital setting as part of their training and course requirements.</td>
</tr>
<tr>
<td>Clinical Chemistry</td>
<td>4 Hours</td>
<td>6 Weeks</td>
<td>This course will introduce students to the theory and applications of biochemistry in the clinical laboratory. Students will learn laboratory biochemical tests and their relation to the pathophysiology of the patient as well as common instrumentation and testing methodologies utilized in the chemistry laboratory setting.</td>
</tr>
</tbody>
</table>

*Pre-Requisites: None*
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Course Length</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic Microbiology</td>
<td>6 Hours</td>
<td>12 Weeks</td>
<td>This course will introduce students to the theory and applications of diagnostic microbiology in the clinical laboratory. Students will learn about microbial pathogens and their relation to the pathophysiology of patients. Students will learn how to identify pathogens via traditional plating and/or molecular diagnostic methodologies in the clinical laboratory.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Pre-Requisites:</strong> Lab Bootcamp</td>
</tr>
<tr>
<td>Hematology</td>
<td>4 Hours</td>
<td>6 Weeks</td>
<td>This course will introduce students to the theory and applications of hematology in the clinical laboratory. Students will learn about common hematological disorders and how to identify in relation to a patient’s blood sample and pathophysiology. Students will learn hematopoiesis and cell line differentiation in addition to common tests performed in the hematology laboratory.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Pre-Requisites:</strong> Lab Bootcamp</td>
</tr>
<tr>
<td>Urinalysis and Body Fluids</td>
<td>3 Hours</td>
<td>3 Weeks</td>
<td>This course will introduce students to the urinary system and the theory behind urinalysis testing performed in the clinical laboratory. Students will learn how to perform the physical, chemical, and microscopic examination of urine samples and how results relate to the condition of the patient. Students will also learn about common body fluid samples that may be seen in the clinical laboratory and how to perform common testing, including fluid cellular counts and microscopy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Pre-Requisites:</strong> Lab Bootcamp</td>
</tr>
<tr>
<td>Immunology / Immunohematology (Blood Bank)</td>
<td>5 Hours</td>
<td>8 Weeks</td>
<td>This course will introduce students to the theories and principles of immunology as well as immunohematology. Students will learn about the immune system processes as well as different blood components and their usage in relation to transfusions. Students will learn about common blood group antigens and how to identify abnormal antibody presence in the patient’s blood. Students will also learn common blood bank testing and the methodology including blood typing, antibody screening, antibody identification and cross matching.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Pre-Requisites:</strong> Lab Bootcamp</td>
</tr>
<tr>
<td>Course Name</td>
<td>Credit Hours</td>
<td>Course Length</td>
<td>Course Description</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--------------</td>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Coagulation</td>
<td>3 Hours</td>
<td>3 Weeks</td>
<td>This course will introduce students to the theories and principles of hemostasis. Students will learn about the hemostatic process as well as common laboratory tests performed in the coagulation department and their relation to the pathophysiology of the patient.</td>
</tr>
<tr>
<td>Pre-Requisites: Lab Bootcamp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Administration and Quality Assurance</td>
<td>3 Hours</td>
<td>4 Weeks</td>
<td>Pre-Requisite: This course may not be taken until all other program courses have been completed. This course is offered multiple times throughout the year.</td>
</tr>
</tbody>
</table>

**2023-2024 Cohorts***

*MLT / MLS program provides two cohort start dates annually. *Course order may change based on faculty availability.*

<table>
<thead>
<tr>
<th>Session</th>
<th>Program Start Months</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohort 1</td>
<td>January</td>
<td>November 1</td>
</tr>
<tr>
<td>Cohort 2</td>
<td>July</td>
<td>May 1</td>
</tr>
</tbody>
</table>
General Education Program Guidelines

**Tuition and Fees:** All costs associated with the program and applicable fees will be covered by the Cincinnati Children’s Hospital Medical Center Tuition Reimbursement Program. Fees for the ASCP Board of Certification exam will also be paid on the student’s behalf for one exam attempt. If the student is not successful in completing their board of certification examination, they will be responsible for any fees related to future test attempts.

**Program Tuition Repayment Agreement:**

This investment of tuition provided to the student is subject to the Cincinnati Children’s Tuition Reimbursement policy. Due to the internal provision nature of this program, there have been modifications made to the standard Cincinnati Children’s tuition reimbursement guidelines:

- The standard 6-month wait to apply for tuition reimbursement has been waived for these programs.
- The Phlebotomy and MLA program employment commitment upon completion is 12 months.
- The standard 12-month post completion employment commitment for tuition reimbursement has been extended for the MLT/MLS Cohort Program to 24 months.

Due to the level of investment in their education being provided by Cincinnati Children’s:

- If a student/employee separates employment from Cincinnati Children’s Hospital (leaves the organization or is terminated for any reason other than position elimination) prior to the specified tuition repayment period, they will be required to repay all tuition paid towards their education by Cincinnati Children’s.

- This employment commitment is not an employment contract and does not change nor does it affect the student/employee’s or Cincinnati Children’s ability to terminate the employment relationship.

- The student must make repayment arrangements within fourteen (14) days of their separation date. A deduction for any repayment balance may be applied against their final paycheck to satisfy all or a portion of any outstanding payment obligation.

- Failure to repay tuition in full after separation prior to the specified employment commitment requirement will result in the student account being sent to a collection agency.
Students/employees will be required to review and sign a Tuition Repayment and Participation agreement as outlined in EdAssist prior to starting the program.

**Student Recruitment and Admission:** CINCINNATI CHILDREN’S School of Clinical Laboratory Science students are current or incoming new hires at Cincinnati Children’s. The Cincinnati Children’s School of Clinical Laboratory Science will follow the institutional Equal Employment Opportunity policy DOE-00 in the recruitment and acceptance of students.

- Cincinnati Children’s *affirmatively seeks to attract people of diverse backgrounds*. Cincinnati Children’s *will not discriminate against a qualified employee (student) or applicant based upon race, color, creed, ancestry, national origin, citizenship, religion, age, genetic information, weight, height, physical or mental disability, marital or family status, sex, pregnancy, sexual orientation, gender identity/expression, military, veteran, or disabled veteran status, or other protected status in accordance with applicable federal, state, or local laws and regulations.*

**Student Conduct:** Students are expected to follow the Cincinnati Children’s and School of Clinical Laboratory Science values in their interaction with program faculty, other students, patients, families, and organizational personnel.

Failure to adhere to the Cincinnati Children’s workplace expectations, values and Cincinnati Children’s School of Clinical Laboratory Science values may result in dismissal from the program and/or separation of employment.

**Materials:** Books and testing fees are included in the program tuition. Books will be provided as a rental during the program with an option to purchase after course completion. Students will need access to a computer to complete school assignments.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
</tr>
<tr>
<td>E</td>
<td>&lt; 60%</td>
</tr>
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Students must receive a grade of “C” or better in all Cincinnati Children’s Hospital Medical Center School of Clinical Laboratory Science courses to graduate from the program.

**Late Work Policy:** All course work should be submitted on time, by the specified due date. Work may be accepted late for full credit if approval is granted by the course instructor in advance of the due date or if a student has an excused absence and provided adequate documentation of such. Unexcused late work is subject to the following point deductions unless otherwise specified in the specific course syllabus.
- 5 % if submitted late, on the same day the assignment was due.
- 15 % for each additional day the assignment is past due.

Clinical Competencies: In addition to a grade of “C” or better, students must successfully pass all required course skill competencies, if applicable. Failure to complete the required competencies will require students to repeat the course. If the student does not successfully complete the course on the second attempt, they will be removed from the program.

Academic Honesty: Work submitted must be the original work of the student completing the assignment. If plagiarism or cheating is suspected, the student will receive a grade of “0” and will be required to repeat the assignment. No points will be awarded for the repeat assignment. Students with repeated academic dishonesty will be removed from the program and are subject to disciplinary action up to and including termination of employment.

Academic Progress: Students must complete all program classes and skill assessments with a grade of “C” or better. Students will have access to assistance and tutoring if applicable. If a student does not successfully complete a course, they have the option to repeat the class.

If a student is unable to successfully complete a course or there are faculty concerns regarding student competency and/or the ability to perform the required job functions, they will be removed from the program and may be subject to position re-allocation within the CINCINNATI CHILDREN’S medical center and/or possible discharge. Faculty and laboratory administration will consult and work with Human Resources in these circumstances.

Should a student require an approved leave of absence via medical leave or family medical leave, they will receive an “IP” for the course and will have the option to re-take the course the next time that it is offered. Students must take the course upon the next course offering or they will be withdrawn from the program. Leave approvals must be submitted and be approved by Hartford and Human Resources.

Graduation Requirements: Once the student has successfully completed all required coursework and skill assessments, they will be eligible to graduate from the program and sit for their applicable credentialing examination through ASCP. The student must successfully complete all courses with a grade of “C” or better and pass all required skills examinations to graduate.

Credentialing Examination: All students are required to take the applicable ASCP examination for their program of study upon completion. The Cincinnati Children’s School of Laboratory Science will pay for each student to take the exam once. If the student receives a failing grade on their first attempt, they are responsible for any examination
fees for future attempts. Inability to pass the certification examination may lead to discharge, this is specific to the department and should be discussed with departmental leadership.

**Bloodborne Pathogens – Exposure Control:** Students will be exposed to blood and bodily fluids as part of their training program. Students should adhere to safety protocols by following dress code requirements, wearing applicable personal protective equipment (PPE), and utilizing work practice and engineering controls when appropriate. If a student is exposed to bloodborne pathogens, the student should follow bloodborne pathogen exposure procedures including washing or flushing the site then immediately contacting 803-SAFE for further guidance.

**Attendance Policy:** Just as positive attendance is essential to the work environment; it is also extremely important to the academic success of the student. Students are subject to the CINCINNATI CHILDREN’S attendance guidelines outlined in WE-01. Instructors may implement additional point deductions into their course structure if desired. This information will be outlined in the course syllabus. Students with a pattern of poor attendance will be discharged from the program and may be subject to further disciplinary action as outlined in WE-01.

**Dress Code:** In accordance with laboratory dress code policy, students should wear clothing that is comfortable but professional; scrubs are appropriate attire. Hair, including beards, must be worn in a way that will not allow for potential contact (patients or specimens) or entanglement (instrumentation). Students should wear rubber soled, comfortable shoes that are fluid-impermeable and cover the entire foot with closed toes and heels. Jewelry should be minimal and does not have the potential to become entangled in laboratory equipment, come in contact with specimens or within reach of patients during specimen collection. Nails should be natural and remain short and clean and if polished, must be maintained without chips or cracks. Artificial nails or enhancements (anything glued to natural nails) must not be worn by healthcare workers who have direct patient contact or patient supplies. Students should wear their lab coat whenever they are working in the laboratory.

**Clinical Documentation:** Students are expected to complete and submit all required program clinical documents. These documents include clinical evaluations, skill assessments, etc.

**Student Disability Statement:** Cincinnati Children’s Hospital Medical Center School of Laboratory Science will grant students reasonable accommodations as appropriate. If a student has a documented disability and needs classroom accommodation, they must submit documentation to human resources for approval. Once classroom accommodations are granted, the student must make arrangements with the course instructor or an approved proctor (if applicable) for any assignment or testing assistance in advance of the test or assignment due date.
**Education Development:** Academic advising will be made available to all Cincinnati Children’s clinical laboratory students and employees.

**Grievance Process:** Students may communicate grievances to the dean of students in writing. Grievances will be reviewed by the academic steering team, clinical laboratory leadership, and/or Cincinnati Children’s Human Resources where applicable.
Employee/ Student Emergency Contact Form

Name | Department

Personal Contact Information:

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<tr>
<th>Home Address</th>
<th>Home phone</th>
<th>Cell phone</th>
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Emergency Contact Information:

Primary:

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<th>Work phone</th>
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Secondary:

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Other Personal Notes/Important Information (Allergies, etc.):
Employee & Student Statement of Understanding

When working in the student laboratory, I understand that there are risks and safety expectations that I must follow:

1. When participating in the student laboratory I will be exposed to potentially infectious blood and/or bodily fluids.
2. I will voluntarily submit to and participate in the performance of collection procedures in the classroom including: finger sticks, venipuncture, urine, throat swabs, nasal swabs for the purpose of clinical exploration and evaluation.
3. Classroom samples collected by students will occur under the supervision of a CINCINNATI CHILDREN’S School of Laboratory Science faculty member or an approved designee.
4. Classroom samples are to be collected for education and practice purposes only. Any testing performed will not and cannot be reported back to you or your physician. Samples will be de-identified whenever possible.
5. Any samples obtained for the purpose of clinical education become the exclusive property of the CINCINNATI CHILDREN’S Laboratory. After the specific tests requested have been completed, the Laboratory may dispose of, retain, or preserve these specimens for future educational use. Your identity will not be linked to any of these samples.
6. I understand that samples obtained may be collected by students under the supervision of a CINCINNATI CHILDREN’S School of Clinical Laboratory Science faculty member or designee.
7. I will uphold all safety guidelines and follow the applicable policies and procedures when working in the student laboratory setting.
8. I understand that the following adverse reactions may occur following blood sample collection procedures: pain, hematoma, inadvertent arterial stick; syncope, fainting, nausea, vomiting, convulsions.
9. I understand that the collection of a nasal sample could result in discomfort, sneezing, coughing, or bloody nose.
10. I understand that I must abide by HIPAA regulations when performing testing in the student laboratory.

I have read or have had explained to me and understand the risks of participation in the student laboratory setting. I agree to participate and submit to collection procedures for educational purposes:

Employee/Student Signature:_______________________________ Date:_____________