



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

Student Handbook
2024-2025

Phlebotomy (RPT) /Medical Laboratory Assistant (CMLA): Danielle Arrasmith, Program Director

Medical Laboratory Scientist (MLS): Barbara Brown, Program Director

All Program Inquiries: ClinicalLabEducation@cchmc.org

Prepared for and provided to all current and prospective students to explain and identify governing policies, procedures, and general processes 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 currently not fully accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS) however, the school is actively pursuing NAACLS accreditation. All three programs, Phlebotomy, Medical Laboratory Assistant, and Medical Laboratory Scientist have successfully passed all steps for NAACLS accreditation. Formal award letters are pending receipt.

Upon completion of a program, students will be eligible to complete their national certification(s) through ASCP (American Society of Clinical Pathologists), AMT (American Medical Technologists), or equivalent.

- The ASCP Board of Certification requirements can be reviewed at www.ascp.org.
- The AMT Board of Certification requirements can be reviewed at www.americanmedtech.org.

For more information regarding the accreditation process, please ask the Program Director or you can review the NAACLS required competencies at www.naacls.org.

NAACLS

5600 N. River Rd.
Suite 720
Rosemont, IL 60018-5119
Phone: (773) 714-8880
Fax: (773) 714-8886
<http://www.naacls.org/>

Faculty



Danielle Arrasmith, M.S., MLS (ASCP), AHI (AMT)
Program Director: Phlebotomy & Medical Laboratory Assistant
Faculty: Phlebotomy and Medical Laboratory Assistant; Bootcamp, Coagulation – MLS Program
(513) 636-0891
Danielle. arrasmith@cchmc.org



Barbara Brown, MEd, MLS (ASCP)
Program Director: Medical Laboratory Scientist
Faculty: Phlebotomy and Medical Laboratory Assistant; Bootcamp, Coagulation – MLS Program
(513) 803-1676
Barbara_i.brown@cchmc.org



Kathy Good, MBA, MLS(C-ASCP), MLT (ASCP)
Dean of Students
(513) 803-1872
Kathleen.good@cchmc.org



Joel Mortensen, PhD, MLT (AMT), SM (NRM), AHI (AMT)
Medical Director
Faculty: Microbiology – MLS Program
(513) 636-5310
Joel.mortensen@cchmc.org



Stephanie Kinney, MD
Faculty: Immunohematology, Immunology – MLS Program
(513) 636-3182
Stephanie.Kinney@cchmc.org



Alex Drach, MD
Faculty: Urinalysis and Body Fluids – MLS Program
(513) 517-8179
Alex.Drach@cchmc.org



Kristina Prus, MD
Faculty: Hematology – MLS Program
(513) 636-8878
Kristina.Prus@cchmc.org



Erin Schuler, PhD
Faculty: Chemistry – MLS Program
(404) 313-4143
Erin.Schuler@cchmc.org



Adam Timmerman, MBA, MLS (ASCP)
Faculty: Lab Administration & Quality Assurance – MLS Program
(513) 517-8186
Adam.Timmerman@cchmc.org

Phlebotomy Technician and Medical Laboratory Assistant Certificate Programs

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. Students will complete the Foundations of Clinical Laboratory Science course in addition to the applicable required clinical experience for their respective program of study.

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

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.

Please see the listed **Essential Functions** for all programs for more detailed information (pg. 27).

Phlebotomy and Medical Laboratory Assistant Courses:

Class Number	Class Name	Required for Certificate	Total Classroom Hours	Total Credit Hours
FCLS - 001	Foundations of Clinical Laboratory Science	Phlebotomy Medical Laboratory Assistant	80 Hours	7
PBT - 001	Phlebotomy Clinical Experience	Phlebotomy	400 Hours	8
MLA - 001	Medical Laboratory Assistant Clinical Experience	Medical Laboratory Assistant	400 Hours	8
PBT – 002	Independent Study/Clinical Experience for Dual Certification	Phlebotomy	200 Hours	4
MLA – 002		Medical Laboratory Assistant	200 Hours	

Course Requirements for Phlebotomist Certificate:

- FCLS – 001: Foundations of Clinical Laboratory Science
 - PBT – 001: Phlebotomy Clinical Experience
- Total Credit Hours: 15
Examination: Phlebotomy Technician (PBT, ASCP)

Course Requirements for Medical Laboratory Assistant Certificate:

- FCLS – 001: Foundations of Clinical Laboratory Science
 - MLA – 001: Medical Laboratory Assistant Clinical Experience
- Total Credit Hours: 15
Examination: Medical Laboratory Assistant (MLA, ASCP)

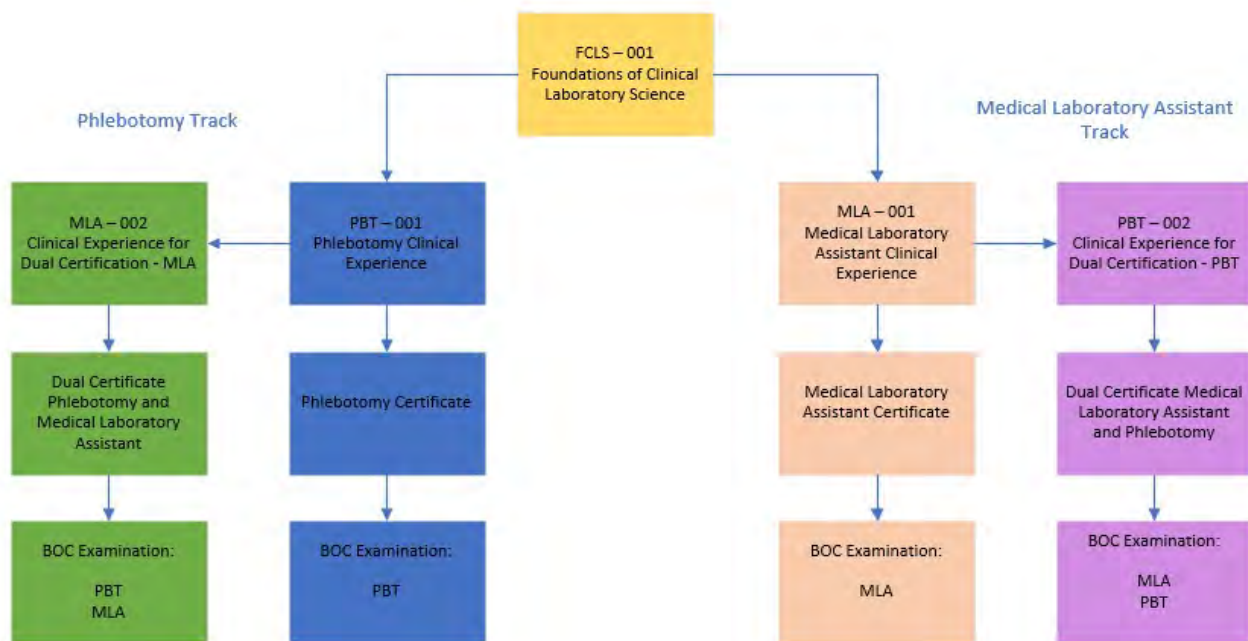
Course Requirements for Combined Certificate in Phlebotomy and Medical Laboratory Assistant:

- FCLS – 001: Foundations of Clinical Laboratory Science
 - PBT – 001 or MLA – 001: Clinical Experience
 - PBT or MLA – 002: Independent Study Clinical Experience for Dual Certification
- Total Credit Hours: 19
Examination: Phlebotomy Technician (PBT, ASCP) AND Medical Laboratory Assistant (MLA, ASCP)

Course Descriptions

Class Number	Class Name	Required for Certificate	Description
FCLS - 001	Foundations of Clinical Laboratory Science	Phlebotomy Medical Laboratory Assistant	<p>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, and 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, laboratory processing, and specimen handling protocols. Students will also learn and perform basic laboratory testing procedures. This course includes classroom and laboratory components.</p> <p>Pre-Requisites: None</p>

Class Number	Class Name	Required for Certificate	Description
PBT - 001	Phlebotomy Clinical Experience	Phlebotomy	<p>This course will allow students to practice specimen collection skills learned in the classroom in a professional clinical setting under direct supervision. Students will perform venipuncture and capillary collection procedures in the patient care setting and other skills within the scope of practice for a phlebotomist. The clinical course grade is incorporated into the final FCLS – 001 grade.</p> <p>Pre-Requisites: Must be taken in conjunction with FCLS - 001</p>
MLA- 001	Medical Laboratory Assistant Clinical Experience	Medical Laboratory Assistant	<p>This course will allow students to practice specimen processing, handling, and testing skills learned in the classroom in a professional clinical setting under direct supervision. The clinical course grade is incorporated into final FCLS – 001 grade.</p> <p>Pre-Requisites: Must be taken in conjunction with FCLS - 001</p>
PBT - 002 MLA - 002	Independent Study/Clinical Experience for Dual Certification	Phlebotomy Medical Laboratory Assistant	<p>This independent study clinical rotation can be completed for students who wish to complete a dual certificate/certification in phlebotomy and medical laboratory assistant. The student would complete these additional clinical hours to satisfy the course requirements for PBT- 001 and MLA - 001.</p> <p>Pre-Requisites: Must have completed FCLS – 001 and applicable clinical experience (PBT – 001 or MLA – 001)</p>



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 the clinical laboratory, including organization, quality assurance, accreditation, and compliance.
2. Demonstrate infection control and safety knowledge by following infection control and safety protocols, including using appropriate personal protective equipment (PPE).
3. Demonstrate a basic understanding of medical terminology, anatomy and physiology of body systems, and anatomic terminology to relate significant areas of the clinical laboratory to general pathological conditions associated with the body systems.
4. Demonstrate a basic 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. Perform capillary heel and finger sticks in accordance with standard operating procedures.

7. Perform venipuncture procedures utilizing various collection techniques, including a winged collection set with a tube holder and winged collection set and syringe in accordance with standard operating procedures.
8. Demonstrate understanding of requisitioning, specimen transport, and specimen processing.
9. Communicate (verbally and nonverbally) effectively and appropriately in the workplace with peers, patients of all age groups, and families/caregivers.
10. Demonstrate knowledge of age-appropriate patient communication, distraction, pain management, safety protocols, and coping mechanisms to be utilized during patient interactions.
11. Demonstrate knowledge of appropriate de-escalation and customer service techniques during difficult patient and/or caregiver interactions.
12. Define the role of the phlebotomist and medical laboratory assistant and their relation to the healthcare delivery system.
13. Follow standard operating procedures to perform CLIA waived testing, including the performance of quality control procedures.
14. Prepare blood and body fluid specimens for analysis according to laboratory standard operating procedures.
15. Demonstrate understanding of collection procedures for non-blood samples, including stool, urine, sputum, nasopharyngeal swabs, and throat swabs.
16. Demonstrate appropriate entry-level knowledge for a phlebotomist and medical laboratory assistant regarding laboratory department-specific sample requirements, testing, workflows, and troubleshooting.

Upon completion of their respective program, 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) or 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.

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.

Student Admission Process:

1. An open position within the clinical laboratory must be available for the prospective student to transfer into from their current role within the organization.
2. Informational sessions will be held for interested parties to attend prior to opening the application for the programs.
3. Prospective students will complete an application for the School of Clinical Laboratory Science. The prospective student will indicate FTE and desired shift(s) as well as their program of interest.
4. Student applications will be reviewed by school administration and departmental leadership and matched up with open positions within the laboratory support and phlebotomy areas in the clinical laboratory.
5. School administration will confirm with human resources that potential candidates are eligible for departmental transfer.
6. Applicants eligible for transfer will be contacted by departmental leadership to schedule position interviews.
7. Applicants will submit letters of recommendation to clinicallabeducation@cchmc.org. The letters must be sent from the author via email and may not be submitted by the applicant.
8. The departmental supervisors will conduct candidate interviews.
9. Students will be selected based on their seniority, historical performance/disciplinary history, letters of recommendation, and interview performance.
10. The human resources recruiter will contact potential students to discuss the position offer.

11. Those who accept will move through the traditional departmental transfer process.
12. Students who meet the requirements but may not be selected due to position preference/availability or because more qualified candidates are selected may opt to remain on a waitlist for upcoming program cohorts.

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. 21).

2023 Sessions

Class Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	
Phlebotomy/Medical Lab Assistant																																																					

Session	Dates	Application Deadline
Session 1	February - April	December 1
Session 2	June - August	April 1
Session 3	October – December	September 1

Medical Laboratory Scientist Program

The Medical Laboratory Scientist (MLS) program is a 12-month program and includes didactic 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 MLS to proficiently perform their job functions in the clinical laboratory. The 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
- Immunology
- Diagnostic microbiology
- Urinalysis and body fluids
- Coagulation
- Hematology
- Clinical chemistry
- Immunohematology (Blood Bank)
- Laboratory administration and quality assurance

Expected Student Learning Outcomes

Upon successful program completion, the student will be able to:

1. Comply with safety, infection control, quality, accreditation, and compliance standards applicable to the clinical laboratory.
2. Explain the basic principles and methodologies for common laboratory testing in all major laboratory areas.*
3. Proficiently perform common laboratory test procedures in all major laboratory areas.*
4. Identify, troubleshoot, and solve instrument and patient sample issues.
5. Explain the significance of pre-analytic, analytic, and post-analytic variables that may impact the quality of laboratory test results.
6. Evaluate test results and correlate them to the patient condition.
7. Perform specimen collection procedures including venipuncture, capillary puncture, and collection of common non-blood samples in accordance with standard operating procedures.
8. Explain the clinical significance of laboratory testing in the healthcare maintenance, diagnosis, and treatment of patients.
9. Perform quality control(QC) and evaluate results utilizing appropriate quality control (QC) statistical concepts to ensure the quality of test results.
10. Maintain and operate common clinical laboratory instrumentation.
11. Describe the principles and practices of quality assurance and quality improvement activities in the clinical laboratory.

12. Demonstrate professional conduct and interpersonal skills with patients, laboratory personnel, and other health care professionals.
13. Demonstrate effective oral and written communication with laboratory personnel, healthcare providers, patients, and caregivers.
14. Describe the importance of inter-departmental and inter-professional collaboration and communication as well as the role that the medical laboratory scientist plays in the care of patients.
15. Participate in the research, evaluation, and validation of new testing methodologies, reference ranges, and standards of performance in the clinical laboratory.
16. Practice medical and professional ethics.
17. Apply principles of management including budgeting, instrument selection, test utilization, human resource management, and compliance with accreditation and regulatory agencies.
18. Participate in laboratory research including the design, implementation, and dissemination of research results.
19. Apply educational methodology and terminology in the training and education of users and providers of laboratory services.

Students will be awarded certificates upon successful program completion:

Upon completion, the student will be eligible to sit for the certification examination(s) through the American Society of Clinical Pathology (ASCP), or equivalent. Passing a nationally recognized credentialing 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 MLS is 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 MLS may work in one specific area of the clinical laboratory or may be generalists, rotating through multiple laboratory departments. The 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.

MLS Certificate Program Admission Criteria

To be eligible for the MLS certificate program you must be eligible to be, or already, employed by Cincinnati Children's Hospital Clinical Lab.

This includes:

- Currently employed in the clinical lab as a Laboratory Technologist
- 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.

MLS Certificate Program Education Requirements:

- Baccalaureate degree or higher in a chemical, physical or biological science from a regionally accredited college/university. Degree coursework must include at least:
 - 6 credit hours in biology
 - 6 credit hours in Chemistry
 - 12 additional science credit hours

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 unsuccessful 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. 21).

Program Outline and Course Descriptions (MLS)

Course Name	Credit Hours	Course Length	Course Description
Lab Bootcamp: Introduction to the Clinical Laboratory	3 Hours	5 Weeks	<p>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.</p> <p>Pre-Requisites: None</p>
Immunology	3 Hours	5 weeks	<p>These courses will introduce students to the theories and principles of immunology. Students will learn about the immune system processes</p> <p>Pre-Requisites: Lab Bootcamp</p>
Diagnostic Microbiology	10 Hours	10 Weeks	<p>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 setting.</p> <p>Pre-Requisites: Lab Bootcamp</p>
Urinalysis and Body Fluids	3 Hours	3 Weeks	<p>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.</p> <p>Pre-Requisites: Lab Bootcamp</p>

Course Name	Credit Hours	Course Length	Course Description
Coagulation	3 Hours	4 Weeks	<p>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.</p> <p><i>Pre-Requisites:</i> Lab Bootcamp</p>
Hematology	5 Hours	9 Weeks	<p>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.</p> <p><i>Pre-Requisites:</i> Lab Bootcamp</p>
Clinical Chemistry	5 Hours	9 Weeks	<p>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.</p> <p><i>Pre-Requisites:</i> Lab Bootcamp</p>
Immunohematology (Blood Bank)	5 Hours	9 Weeks	<p>These courses will introduce students to the theories and principles of immunology as well as immunohematology. Students will learn about the 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.</p> <p><i>Pre-Requisites:</i> Lab Bootcamp, Immunology</p>
Laboratory Administration and Quality Assurance	3 Hours	4 Weeks	<p>This course will introduce students to the theories, principles, and processes of laboratory management including laboratory operations, quality management, leadership principles, human resource management, and financial management.</p> <p><i>Pre-Requisite:</i> <i>This course may not be taken until all other program courses have been completed.</i></p>
Clinical Rotations	284 hours		Required hours will be determined based on the individual competency status of students in each area.
Totals	40 Hours	46 Weeks	

2024-2025 Cohorts*



*The MLS program provides two cohort start dates annually. *Course order may change based on program needs.*

Session	Program Start Months	Application Deadline
Cohort 1	January	November 1
Cohort 2	July	May 1

**Once accepted, students may apply for credit for advanced placement when the following criteria are met.

- Student maintains either an advanced degree or ASCP certification in a specific subject AND
- Passes the program's course final exam with a score of $\geq 70\%$.

General Education Program Guidelines – All Programs

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'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 the Total Rewards portal prior to starting the program.

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.

Program Progression Policies

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.*

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.

Student Conduct: Students must follow the CINCINNATI CHILDREN'S and School of Clinical Laboratory Science values and all departmental and organizational policies in interacting with program faculty, other students, patients, families, and organizational personnel.

1st Offense: Verbal warning from instructor and/or faculty member

2nd Offense: Meeting with Dean and/or Medical Director – Students will be placed on probation for the remainder of their program of study.

3rd Offense: Dismissal from the program

Students who fail to adhere to the CINCINNATI CHILDREN'S workplace expectations, values, and CINCINNATI CHILDREN'S School of Clinical Laboratory Science values are

subject to disciplinary action in accordance with CINCINNATI CHILDREN'S human resource policies.

Student Clinical Training: The Cincinnati Children's School for Clinical Laboratory Science programs will not accept more students than there are open/available clinical training slots. Because students are also employees of the Cincinnati Children's Clinical Laboratory, clinical training will be available to all students, however, under certain circumstances this training may be delayed.

In the event that clinical training is delayed, this will be communicated to the student by the applicable program director in writing. The program director will provide the student(s) an estimated alternative timeframe for clinical completion. The student will receive a course grade of IP until the clinical requirements for the course have been met.

Student Service Work: Students will not be required to complete clinical hours outside Cincinnati Children's. Students performing clinical training will not be substituted for clinical staff in any area. Steps will be taken to identify and separate student clinical time and departmental work time. These steps may include student lab coats to be worn during clinical time only and departmental schedules updated with student clinical rotation shifts included. Flexibility is required for student clinical rotations and may require students to come in before and/or after their regularly scheduled shift(s). Overtime should not result from student completion of clinical hours.

Academic Progress: Students must complete all program classes, proctored midterm/comprehensive exams, and skill assessments with a "C" or better grade ($\geq 70\%$). If a student does not meet the minimum grade standard for proctored exams, a remediation plan will be agreed upon. Students can repeat the class at the program director's discretion if they do not successfully complete a course.

1st Academic Concern Notification: A student coaching/counseling meeting with the course instructor and/or applicable program director will be held to discuss the concern(s). A tutoring or remediation plan may be developed if applicable.

2nd Academic Concern Notification: A student coaching/counseling meeting with the academic dean and/or medical director will be held to discuss the concern(s). A remediation plan will be developed and required for the student. The student will be placed on probation for the remainder of their program of study.

3rd Academic Concern Notification: The student will be dismissed from the program.

Remediation Plan: In the event that a student experiences academic progress delays or there are other concerns related to their academic success, a formal remediation plan will be developed by the instructor and/or applicable program director. The course instructor and/or applicable program director will meet with the student to discuss these concerns as outlined under "Academic Progress." The student's work submitted per the remediation plan must meet the minimum requirements outlined in the plan; however, the grade book

will reflect the initial grade. Failure to complete the remediation plan will result in dismissal from the program. The minimum remediation requirements for any midterm or final exam below minimum grades will be to submit documentation of missed questions including corrections with discussion to the program director within 2 weeks of exam completion. Skill assessment remediation will be determined based on individual occurrence.

Dismissal from Program: School administration will follow the protocols outlined in the Student Conduct and Academic Progress section to address concerns with student performance and/or conduct. The final step in the progression of student coaching/counseling will be dismissal from the program. In these circumstances, the program director will consult with laboratory leadership and human resources. A formal meeting will be scheduled to discuss the dismissal with the student. Depending on the circumstances for program dismissal the student may also be subject to disciplinary actions outlined by organizational human resource policies.

If a phlebotomy student is unable to complete a course successfully 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.

Students who continue to display poor academic performance despite intervention efforts, including but not limited to remediation or tutoring, may be placed on academic probation for the remainder of their program. Continued poor academic performance may result in discharge from the program. Students will be notified in person and in writing of any academic concerns.

Student Leave of Absence: Should a student require an approved leave of absence via medical 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 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.

Student Withdraw: Students may choose to withdraw from the program at any time. Program completion is not a condition of hire for students enrolled in the MLA and MLS programs. If a phlebotomy student must withdraw from the program, the student/employee will 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.

Academic Advising: Confidential and impartial academic advising will be available to all CINCINNATI CHILDREN'S clinical laboratory students and employees. Students may request advising in writing by emailing the applicable program director.

Grievance Process: In the event that a student experiences an academic-related grievance they must follow the outlined grievance process steps.

1. Notify the instructor in writing regarding the concern. The instructor is expected to respond to the student within five working days. The instructor may request to meet with the student to discuss the concern(s) in person.
2. If the student is unsatisfied with the response and/or suggested resolution from the course instructor, they may escalate the concern to the applicable program director in writing or by requesting to meet with the program director. The program director may request to meet with the student to discuss the concern(s) in person. Students should expect a response within five working days.
3. If the student is unsatisfied with the response and/or suggested resolution from both the instructor and program director, they may escalate the concern to the academic dean in writing. The academic dean may consult with human resources if applicable. Students should expect a response within 5 working days.
4. If the student is unsatisfied with the response and/or suggested resolution after escalation to the academic dean, they may escalate the issue to the human resources department by emailing: hr4u@custhelp.com or by calling (513)803-4748 (HR4U Service Center). A formal meeting will be held with the student, applicable school administration, and human resources. Cincinnati Children's human resources will make a final determination/ruling on the matter in accordance with school and organizational policies. The student will be provided with documentation of the meeting and the human resources determination.

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 or equivalent accrediting agency. The student must successfully complete all courses with a grade of "C" or better and pass all required skills examinations to graduate. MLA and MLS students are not required to graduate from the program as a condition of employment. Due to the nature of their position, phlebotomy students cannot retain their phlebotomist position. Please see the Program Dismissal section above for details regarding these situations.

Graduation is **not** contingent upon national certification and/or licensure. Program certificates of completion will be granted upon successful completion of all coursework and/or required skills competencies. These requirements can be found in the student handbook and in each course's syllabi.

Clinical Documentation: Students must complete and submit all required program clinical documents. These documents can include clinical evaluations, skill assessments, etc.

Credentialing Examination: All students should take the applicable ASCP examination for their program of study within 6 months of completion of their program. 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. If a phlebotomy or MLA student is interested in dual credentialing, Cincinnati Children's will pay for the exam related to their primary program of interest and the student will be responsible for the cost of the secondary exam.

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 before the test or assignment due date.

Grading Practice Policies:

Grading Scale:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
E	< 60%

To graduate from all programs, Students must receive a "C" or better in all Cincinnati Children's Hospital Medical Center School of Clinical Laboratory Science courses.

Late Work Policy: All coursework should be submitted on time by the specified due date. Work may be accepted late for full credit if the course instructor approves 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 specified in the course syllabus.

- - 5 % if submitted late, on the same day the assignment was due.
- - 15 % for each additional day the assignment is past due.

Academic Honesty: Work submitted must be the original work of the student completing the assignment. Plagiarism or cheating can be assumed for any of the below examples:

- Failing to cite unoriginal work
- Copying/pasting answers from eBooks or the internet
- Students may utilize artificial intelligence for research purposes, however, all work submitted must be in their own words
- Sharing course assignments or quiz/exam questions

If plagiarism or cheating is suspected, the student will receive a grade of “0” for the assignment. An alternate assignment/assessment may be required, at the discretion of faculty or the Program Director. Students with repeated academic dishonesty will be removed from the program and are subject to disciplinary action up to and including termination of employment. If termination occurs, the student will be expected to pay back tuition per CCHMC’s tuition reimbursement guidelines.

Student Safety Practice Policies:

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.

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, fluid-impermeable shoes and cover their 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 be 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 coats whenever they are working in the laboratory.

Essential Function Guidelines – All Programs

The National Accrediting Agency for Clinical Laboratory Science (NAACLS) requires laboratory education programs to provide students with a list of essential program functions. These functions are required to perform the job duties of a phlebotomist, medical laboratory assistant, medical laboratory technician, or medical laboratory scientist. These essential functions are listed within the job description for these laboratory positions at Cincinnati Children’s Hospital Medical Center and are required for all student interns and laboratory personnel.

Visual Ability:

The student must be able to observe and distinguish morphological and biological identification of organisms. This may include the ability to distinguish color or other

identifying characteristics to determine test results macroscopically and/or microscopically or in utilizing laboratory materials. Students must be able to observe computer screens and printed materials to comprehend text, graphs, and/or numbers. These tasks may be accomplished with the use of corrective lenses.

Motor Skills:

The student must be capable of bending, lifting, and walking distances greater than three feet in the laboratory and/or throughout the hospital. Students must have adequate dexterity to operate laboratory equipment and perform specimen collection procedures safely. This includes but is not limited to the ability to grip or carry objects as well as palpate veins for venipuncture procedures. The student must be able to reach instrumentation on laboratory benches and patient beds or collection chairs for sample collection procedures. Students must be able to operate computers and other laboratory instrumentation and can stand for several hours as needed.

Communication Skills:

The student must be able to communicate clearly and effectively via verbal and/or non-verbal and written means with patients, providers, and other hospital personnel. Students must be able to comprehend technical documents or professional materials.

Cognitive Skills:

The student must be able to independently comprehend and display competence in laboratory-related procedures and theory. Students must have the ability to perform and comprehend mathematical computations and measurements. Students must be able to analyze and interpret data and apply cognitive, psychomotor, and affective learning domains in educational and departmental work.

Behavioral Requirements:

The student must be able to manage time effectively to complete assignments and other educational requirements in conjunction with laboratory-related duties. Students must be able to manage multiple tasks simultaneously and maintain productivity in a laboratory setting that may be fast-paced and stressful at times. Students must be professional, mature, and demonstrate the psychological stability and capability to think critically. Students will be exposed to unpleasant odors, laboratory noise, and biological samples including but not limited to blood, urine, feces, and tissue. Students must be able to recognize safety risks and maintain a safe atmosphere for themselves and others. Students must be able to respond to coaching and feedback in a calm and respectful manner and provide objective feedback as requested.