



CLINICAL LABORATORY SCIENCE PROGRAM 2017 – 2018 STUDENT HANDBOOK

Main Hall, Room 208A
555 Broadway
Dobbs Ferry, New York 10522
Telephone: (914) 674-7820
Fax: (914) 674-7683
CLS office e-mail: mnaylor@mercy.edu



Table of Contents

| | |
|---|----|
| Introduction | 4 |
| History and Structure of Program | 4 |
| Organization of Program | 5 |
| Program Mission, Goals, Outcomes | 6 |
| Program Faculty | 8 |
| Tuition/Withdrawals/Refunds | 8 |
| Technical Standards | 8 |
| Entry Level Competencies (NAACLS) | 10 |
| Professional Code of Ethics (ASCLS) | 10 |
| Professional Behaviors | 11 |
| Pledge to the Profession (ASCLS) | 12 |
| Professional Certification | 12 |
| Licensure | 13 |
| Program Accreditation | 13 |
| Communication | 13 |
| Program Schedule | 13 |
| Progression Criteria | 14 |
| Advising | 15 |
| Core Curriculum | 16 |
| Grading Scale | 19 |
| Program Policies | 20 |
| a. Attendance Policy | 20 |
| b. Examination, Quizzes and Practicals | 20 |
| c. Appeals | 21 |
| d. Academic Honesty | 21 |
| e. Social Media Rules | 23 |
| f. Use of Recording and/or Electronic Devices | 24 |



Table of Contents Cont'd

| | |
|---|----|
| g. Probation/Dismissal from the Program | 24 |
| h. Students with disabilities | 25 |
| i. HIPAA | 26 |
| a. Student Health | 26 |
| b. Safety Training | 27 |
| c. Security | 27 |
| d. Other Mercy Resources | 28 |
| e. Inclement Weather | 28 |
| Clinical Sites | 29 |
| Student Records | 29 |
| Service Work | 30 |
| Professional Societies | 31 |
| Disclaimer | 31 |
| Student Forms | 32 |
| a. Student Handbook Acceptance | 33 |
| b. Grades and GPA Requirements | 34 |
| c. Technical Standards | 35 |
| d. Health Concerns Release Form | 37 |
| e. Ethical and Professional Behavior | 38 |
| f. Lab Safety Guidelines | 39 |
| g. Program Progression Criteria Form | 41 |



Introduction

This Handbook has been prepared to provide general information and protocols for the Clinical Laboratory Science Program. All Clinical Laboratory Science Majors enrolled in CLS Laboratory Operations are responsible for knowing the contents of this Handbook, for following its procedures, and for understanding its policies. Students should also read the Mercy College Undergraduate Catalogue as it pertains to Clinical Laboratory Science requirements and course descriptions. Students should consult the College website, including the Mercy College Student Handbook, for additional information regarding the College's academic standards and requirements. Keep in mind that there are other rules and regulations that are not listed herein, provided by way of materials like course outlines, for which students are also held accountable. Any questions regarding this information should be addressed to the clinical laboratory science faculty.

History and Structure of the Program

The College first offered a major in this field under the name of "Medical Technology" in 1966, after obtaining a letter of agreement from Northern Westchester Hospital to consider applications to their School of Medical Technology from our students who had completed their basic science and humanities courses. The addition of this major led the Department of Biological Sciences to change its name to the Department of Natural Sciences.

In 2008, the New York State Board of Regents took final action on a law passed by the New York State (NYS) legislature in 2006 to regulate the profession of clinical laboratory technology by mandating curriculum requirements, requiring registration of curricula for licensure-qualifying programs, and requiring clinical laboratory personnel to obtain a license in order to work in New York State. The American Society for Clinical Pathology (ASCP) Board of Certification (BOC) exam was adopted as the licensing exam. The Mercy College Clinical Laboratory Science (CLS) program was one of the first programs in NYS to register with the New York State Education Department (NYSED) to become a licensure-qualifying program in an application that included changing some course requirements to meet NYS requirements and changing the name of the program from Medical Technology to Clinical Laboratory Science. The College received notice of approval in June 2009.

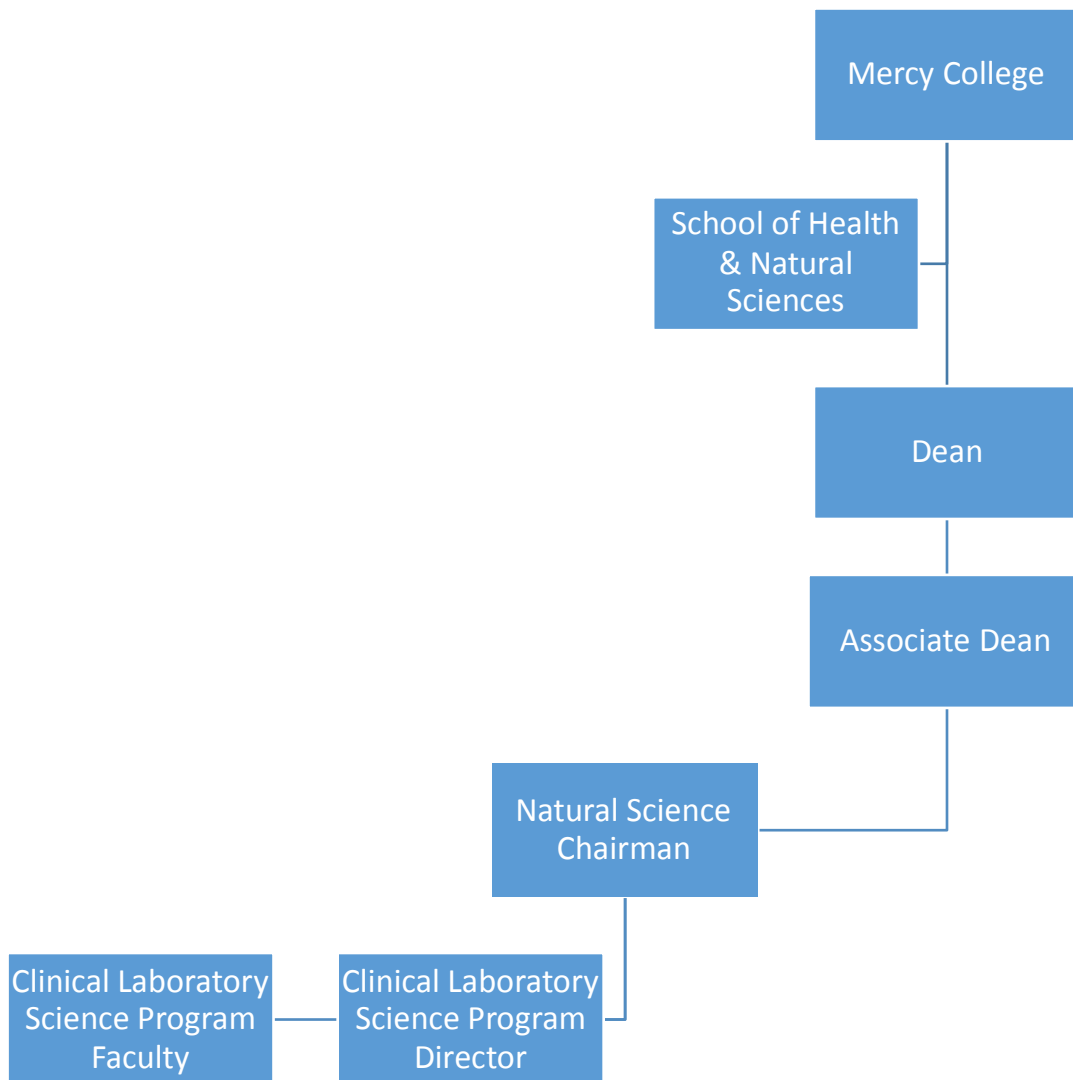
There is a close relationship between the biology and CLS majors that reflects the history of their development at Mercy College. 77% of the required pre-clinical courses are also required in the biology major and another 15% of these courses are biology major electives. However, the most dramatic difference between these majors is that the CLS major includes a year of professional training and leads to a defined, licensed profession that is currently experiencing a strong job market. The transition between student and professional is seamless.



Graduates of the Mercy College Clinical Laboratory Science Program are eligible to sit for the Board of Certification (BOC) Examination administered by the American Society for Clinical Pathology (ASCP). Successful completion of this examination is required for licensure as a Clinical Laboratory Technologist by the New York State Education Department (NYSED). Licensure information can be found at <http://www.op.nysed.gov/prof/ct/clp-technologistsoptions.htm>

NOTE: A felony conviction may affect a graduate's ability to attain state licensure.

Organization of the Clinical Laboratory Science Program





Clinical Laboratory Science Program Information

Mercy College Mission Statement

Mercy College is committed to providing motivated students the opportunity to transform their lives through higher education by offering liberal arts and professional programs in personalized and high quality learning environments, thus preparing students to embark on rewarding careers, to continue learning throughout their lives and to act ethically and responsibly in a changing world.

Mercy College School of Health and Natural Sciences Mission Statement

The School of Health and Natural Sciences is committed to providing motivated students the opportunity to transform their lives by preparing them to achieve or enhance a rewarding career in the health and science professions. The School is dedicated to providing a high quality learning environment that fosters a spirit of scientific inquiry, life-long learning, and ethical behavior for all students.

Mercy College Clinical Laboratory Science (CLS) Program Mission Statement

The Clinical Laboratory Science Program at Mercy College is dedicated to providing our graduates with the knowledge, skills and attitudes necessary to function effectively in any laboratory setting thus preparing them to continue learning throughout their careers and to act ethically and responsibly while meeting current and future challenges in the field of Clinical Laboratory Science.

CLS Program Goals

At the completion of the Clinical Laboratory Science program, students are expected to:

Program Goal 1 (PG1)

Master the requisite core concepts and competencies necessary to achieve entry-level proficiency in clinical laboratory science.

Program Goal 2 (PG2)

Comprehend, analyze and synthesize scientific and/or clinical information to guide clinical, professional and scientific decision-making.

Program Goal 3 (PG3)

Perform diagnostic laboratory analysis in accordance with established laboratory procedures while collaborating with all members of the healthcare team.



Program Goal 4 (PG4)

Comprehend the application of safety and governmental regulations and standards as it applies to clinical laboratory science.

Program Goal 5 (PG5)

Enter the workforce and employ professional and ethical conduct while working in a clinical setting.

Program Goal 6 (PG6)

Demonstrate a commitment to the development of the medical laboratory profession and the significance of continuing professional development.

Program Outcome Measures

| Program Outcome (PO) | Aligns with Program Goal (PG) | Program Outcome | Key Assessment and Frequency |
|-----------------------------|--------------------------------------|---|---|
| PO1 | PG1, PG2, PG4 | Students show competency in entry level curriculum including pre-analytical, analytical and post-analytical components of all clinical courses within the clinical laboratory science program. At least 75% of Students pass the ASCP BOC exam within the first year of graduation. | Scores from ASCP BOC standardized exam for Medical Laboratory Science. (MLS). Clinical evaluation of student performance. At the end of each clinical rotation & Annually |
| PO2 | PG3, PG4 | Students perform diagnostic analysis in accordance with established laboratory procedures while collaborating with all members of the healthcare team. | Clinical evaluation of student performance. At the end of each clinical rotation. |
| PO3 | PG5 | At least 70% of the students that have completed the final half of the clinical laboratory science program have graduated as calculated by the most recent three years. | Data from report run from College Banner system. Annually |
| PO4 | PG5, PG6 | At least 70% of the clinical laboratory science graduates have found employment within the field (or a closely related field) or continued their education within a year of graduation as calculated by the most recent three years. | Graduate survey sent out to students post-graduation. Annually |
| PO5 | PG1 | The attrition rate of the clinical laboratory science program is less than or equal to 5% | Data from report run from College Banner system. Annually |



Program Faculty

Program Director
Michelle Naylor, MS, MT(ASCP)
Assistant Professor

Clinical Education Coordinator (Fulltime Core Faculty)
Linda Sherman Atkins MS, MT(ASCP)SH
Assistant Professor

Tuition/Withdrawals/Refund Policies

See the Mercy College Website for the most current information regarding tuition, refunds and withdrawal dates. The undergraduate academic calendar can be accessed through Mercy connect under Academics , Catalogs and Bulletins , Undergraduate Bulletin Fall 2017 the website: [Mercy College Undergraduate Bulletin 2017](#)

CLS Student Technical Standards

Students enrolling in and graduating from the Clinical Laboratory Science program **must** meet the Technical Standards requirement of the academic program and the profession. Technical Standards are the non-academic standards that a student must be able to master to participate successfully in the program and become employable. Examples of the program's essential functions are provided below:

- Observe laboratory demonstrations in which biological i.e. body fluids, culture materials, tissue sections and cellular specimens are tested for their biochemical, hematological, immunological, microbiological and histochemical components.
- Characterize color, odor, clarity and viscosity of biological samples, reagents or chemical reaction products.
- Utilize a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, intensity) differences of microscopic specimens.
- Read and comprehend text, numbers and graphs displayed in print and/or on video monitor.
- Recognize alarms.
- Check labels on biological specimens for acceptability.
- Perform laboratory testing adhering to existing laboratory safety standards.
- Perform moderately taxing continuous work, often requiring prolonged sitting and/or standing for several hours.
- Reach laboratory bench tops and shelves and patients lying in hospital beds or seated in blood collection furniture.
- Grasp, hold, transport and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
- Obtain patient specimens in a timely, safe and professional manner (i.e. perform phlebotomy and skin punctures).

- Use laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and instruments to perform laboratory procedures according to established laboratory guidelines.
- Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate and transmit laboratory information.
- Troubleshoot and correct basic equipment malfunctions.
- Read and understand technical and professional materials (i.e. textbooks, journal articles, handbooks and instruction manuals).
- Follow oral and written instructions independently.
- Clearly instruct patients regarding specimen collection, using terminology they will understand.
- Demonstrate sensitivity, confidentiality and respect when speaking with patients.
- Communicate clearly, accurately and tactfully with faculty members, student colleagues, staff and other health care professionals orally and in a recorded format (writing, typing, graphics or telecommunications).
- Possess good eyesight or good corrected vision in order to read typewritten test and data from computer terminals.
- Exercise sufficient judgement to recognize and correct performance deviations.
- Be able to effectively read, write and communicate using the English language.
- Maintain composure under stressful situations or during heavy workload.
- Be able to differentiate color in order to identify reagents and other materials such as culture media, stained cell preparations and physical properties of body fluids.
- Possess good manual dexterity as required in such tasks as: performing phlebotomy, operating delicate instruments, handling small containers of potentially biohazardous materials, utilizing sample measuring devices and adequately focusing and manipulating a microscope.
- Possess enough hearing ability with or without auditory aids to understand the normal speaking voice.
- Be able to traverse hospital corridors, passageways and doorways (minimum width-three feet).
- Be flexible and able to adapt to changes in the environment such as moderate noise and activity.
- Accept responsibility for learning, exercising good judgement and promptly complete all responsibilities efficiently and accurately.
- Be able to sit for examinations, complete written assignments, deliver presentations and perform required laboratory practice with or without supervision.

All CLS students will be required to read and acknowledge that they understand the Technical Standards and believe that they are capable of satisfying them with corrective devices and /or reasonable accommodations. If you need accommodations please contact the Office of accessibility at (914) 674-7523, or visit their website at www.mercy.edu/student-affairs/access. Students who have identified themselves to the Office of Disability Services (ODS), must supply the instructor or program director with current documentation from the ODS in support of their disability in order to receive their required accommodations.



Entry Level Competencies of the Medical Laboratory Scientist (NAACLS)

At entry level, the medical laboratory scientist will possess the entry level competencies necessary to *perform* the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

At entry level, the medical laboratory scientist will have the following basic knowledge and skills in:

- Application of safety and governmental regulations and standards as applied to clinical laboratory science.
- Principles and practices of professional conduct and the significance of continuing professional development.
- Communications sufficient to serve the needs of patients, the public and members of the health care team.
- Principles and practices of administration and supervision as applied to clinical laboratory science.
- Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services.
- Principles and practices of clinical study design, implementation and dissemination of results.

Professional Code of Ethics (ASCLS)

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgement and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.



Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Professional Behaviors

Students in the Clinical Laboratory Science Program are required to behave in an ethical, professional and mature manner at all times when on-campus or in a classroom, clinical rotation or other educational environment.

Violations of this requirement include, but are not limited to, cheating (or any other form of academic dishonesty), lying, failure to follow reasonable directions, rudeness, disrespectful statements or behavior, misrepresentation or fraudulent behavior, theft or destruction of equipment or other property, misuse of supplies or equipment, inappropriate treatment of patients, insulting or aggressive words or actions, disruptive words or actions, and/or use of cell phones, smart phones or other electronic equipment during classes (unless authorized by the instructor), clinical courses, laboratories or clinical rotations.

Students shall accept and learn from constructive criticism in a positive, polite and respectful manner. Students shall work with instructors, fellow students, colleagues and co-workers in a cooperative, collegial and helpful manner.



Students shall be punctual and reliable. Lateness or absence, without documentation of an emergency, is a violation of the Program's requirement for professional behavior.

Students shall not use or be under the influence of alcohol or other any drug or other controlled substance, except for prescription medications taken in accordance with the prescribing physician's instructions, at any time when the student is a classroom, clinical rotation or other educational environment.

Violation of any of the above requirements may be grounds for failure of the course, probation or dismissal from the CLS Program.

Pledge to the Profession (ASCLS)

As a clinical laboratory professional, I strive to:

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

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

Professional Certification

Graduates from the CLS program at Mercy College are eligible to take the Board of Certification (BOC) national examination that is administered by the ASCP. Certification is required for eligibility for the New York State license and for employment. Application forms, guidelines, practice tests are all available online through the ASCP website.

American Society for Clinical Pathology (ASCP)

Board of Certification

33 W. Monroe Street, Suite 1600

Chicago, Illinois 60603-5617

312-541-4999

800-257-2727

<http://www.ascp.org/BOC>



Professional Licensure

In order to be eligible for New York State licensure graduates must hold a BS in Clinical Laboratory Science and pass the BOC national certification examination. For more information on licensure in New York State as a Clinical Laboratory Technologist, visit the website for the New York State Office of the Professions <http://www.op.nysed.gov/prof/clt/>

Program Accreditation

The Mercy College Clinical Laboratory Science Program is currently seeking accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The CLS program at Mercy College is now in “Serious Applicant Status”, which allows the students to sit for the ASCP-BOC certification examination. The program is due for its final step in the accreditation process which is the accreditation site visit in the Fall of 2017.

Program Communication

Each student is required update their contact information each semester, if there is a legal name change, new address, email or telephone number. The information on file in the CLS office must be verified by the student each semester. As alumni of the program, students are asked to continue to keep their contact information current.

Program Schedule

1st Semester

Students in the CLS program will take the following classes once they have completed all the Natural Science and General Education requirements for the major.

- CLSC 402 Laboratory Operations – 1 Credit
- CLSC 406 Urinalysis I – 2 Credits
- CLSC 410 Hematology I – 3 Credits
- CLSC 415 Diagnostic Microbiology I – 3 Credits
- CLSC 420 Clinical Chemistry I – 3 Credits

2nd Semester

Student will be completing internships in clinical laboratories Monday – Thursday 32 hours per week for a total of 15 weeks. On Fridays students will be back on campus at Mercy for didactic lectures.

Lecture (Friday)

- CLSC 421 Clinical Chemistry II – 3 Credits
- CLSC 430 Immunohematology I -3 Credits
- CLSC 411 Hematology II/ Hemostasis – 3 Credits



Clinical Rotations (Mon- Thur)
CLSC 412 Hematology III – 2 Credits
CLSC 417 Diagnostic Microbiology III – 2 Credits
CLSC 411 Urinalysis II –1 Credits

3rd Semester

Student will be completing internships in clinical laboratories Monday – Thursday 32 hours per week for a total of 15 weeks. On Fridays students will be back on campus at Mercy for didactic lectures.

Lecture (Friday)
CLSC 416 Diagnostic Microbiology II – 3 Credits
CLSC 440 Professional Practice in CLS – 3 Credits

Clinical Rotations (Mon-Thur)
CLSC 426 Coagulation – 1 Credits
CLSC 422 Clinical Chemistry III – 2 Credits
CLSC 431 Immunohematology II – 2 Credits
CLSC 435 Clinical Immunology – 1 Credits

Students must receive a grade of C or higher in each course and clinical rotation and maintain a GPA of 2.5 or higher in the major in order to progress in the program.

Clinical Laboratory Science Program Progression Criteria

1. Students must be at the level of English 111 when enrolling in all Natural Science courses.
2. Students enrolling in Natural Science courses must earn a letter grade of “C” or higher in all prerequisite courses in order to progress.
3. Students in the clinical laboratory science major may not repeat any science course more than once, without permission of the program director.
4. Students must maintain a GPA of at least 2.5 or higher in the major CLS courses in order to enroll in any clinical courses with the prefix “CLSC” and in any clinical rotations.
5. Students who receive a grade of “D” or lower in clinical courses or clinical rotations will have their records reviewed by the program director and CLS program faculty. The faculty will determine if the student will be given the opportunity to repeat the course or experience in a future semester, and/or be placed on probation, or be recommended for dismissal from the program.



6. Students who are dismissed from any clinical rotation site will have their records reviewed by the program director and CLS program faculty. The faculty will determine if the student will be given the opportunity to repeat the experience in another facility and/or be placed on probation, or be recommended for dismissal from the program. Failure to meet the program requirements may result in dismissal from the CLS Program (not dismissal from Mercy College).
7. Students who violate the Program's requirements for affective skills or professional behaviors will have their records reviewed by the program director and CLS program faculty. The faculty will determine if the student will be given the opportunity to repeat the experience in a future semester, and/or be placed on probation, or be recommended for dismissal from the program. Failure to meet the program requirements may result in dismissal from the CLS Program (not dismissal from Mercy College).
8. A student in good standing may request a leave of absence from the program and the College, for a maximum of two consecutive semesters, without prejudice to his/her standing. If the student does not return for the third semester, he/she must re-apply to the College for admission and follow the rules and regulations of that catalog year.

Once a student has successfully completed all General Education requirements, Natural Science pre-requisites and Clinical Laboratory Clinical Courses and Rotations they are eligible for graduation. Passing of the ASCP-Board of Registry Certification is not a requirement for completion of the program, however, it is a requirement for eligibility for licensure in New York State.

Failure to meet the program requirements may result in dismissal from the CLS Program (not dismissal from Mercy College).

Advising

Students accepted to Mercy College as freshman or transfers are all assigned a personal mentor called a PACT mentor. These mentors help the students reach their full potential. The PACT mentor helps the students with financial aid, choose the right major, navigate degree requirements, register for classes, track academic progress and develop leadership skills. These PACT mentors are the go to person for students within the program and the college. With the help of academic curriculum maps developed by the CLS program faculty the PACT mentors help to advise the CLS students.

Faculty within the department are also available to the PACT mentors and students within the program for advising and mentorship while maintaining confidentiality and impartiality. Once students are in their final clinical year they meet regularly throughout the semesters with faculty advisors to discuss progress and the clinical rotations.



Core Curriculum

CLSC 402 Laboratory Operations

This course will introduce students to the organization of all aspects of the clinical laboratory to include management, governmental and voluntary regulating agencies, safety in the laboratory, quality assurance and continuous quality improvement. Students will also learn basic phlebotomy, laboratory, educational and research techniques and the professional expectations of the clinical laboratory profession.

CLSC 406 Urinalysis I

This course will focus on renal anatomy and the urinary system. It will include discussions of renal physiology and disease and qualitative and quantitative urinalysis testing. Processing of urine specimens and discussions on how renal function is assessed and renal calculi are defined. Determination of the clinical significance of other body fluids such as Cerebrospinal Fluid (CSF) & Synovial fluids and how to perform examinations on such fluids.

CLSC 407 Urinalysis II

This course will focus on giving the students practical hands-on experience in the principles of urinalysis that were introduced in didactic lectures and further develop discipline specific competency. Use of instrumentation, interpretation and accuracy of results and application of theory to clinical situations is emphasized. Supervised full-time (30-35 hours per week) 2 week internship in a clinical laboratory setting.

CLSC 410 Hematology I

This course will focus on the theory of basic blood cell and bone marrow development, differentiation and morphology. Identification of each cell type focusing on abnormal changes associated with hematologic disorders.

CLSC 411 Hematology II/Hemostasis

This course will focus on various diseases of erythrocytes and leukocytes including anemias, leukemias, lymphomas, myelodysplastic syndromes and neoplastic disorders. Identification of the mechanism and factors involved in hemostasis and the coagulation cascade. Analysis and interpretation of laboratory data and any specialized molecular testing utilized in the diagnosis of hematologic diseases as well as in bleeding and clotting disorders

CLSC 412 Hematology III (Clinical Rotation)

This course will focus on giving the students practical hands-on experience in the principles of hematology that were introduced in didactic lectures and further develop discipline specific competency. Use of instrumentation, interpretation and accuracy of results and application of theory to clinical situations is emphasized. Supervised full-time (30-35 hours per week) 6 week internship in a clinical laboratory setting.



CLSC 415 Diagnostic Microbiology I

This course will focus on the taxonomy, morphology, and pathogenesis of bacteria, mycobacteria, viruses and other pathogens, determination of specimen acceptability and the role the microbiology laboratory plays in infection control.

CLSC 416 Diagnostic Microbiology II

This course will focus on the taxonomy, morphology, and pathogenesis of human parasites and fungi, the determination of specimen acceptability and the role of the microbiology laboratory in infection control.

CLSC 417 Diagnostic Microbiology III (Clinical Rotation)

This course will focus on giving the students practical hands-on experience in the principles of diagnostic microbiology that were introduced in didactic lectures and further develop discipline specific competency. Use of instrumentation, interpretation and accuracy of results and application of theory to clinical situations is emphasized. Supervised full-time (30-35 hours per week) 6 week internship in a clinical laboratory setting.

CLSC 420 Clinical Chemistry I

This course will focus on routine, special and automated methods used in the clinical laboratory to determine the concentrations of analytes, such as glucose, proteins and lipids in blood and other body fluids. Evaluation of the clinical significance of these analytes and how they are affected by specific disease states will be discussed.

CLSC 421 Clinical Chemistry II

This course will focus on routine, special and automated methods used in the clinical laboratory to determine the concentrations of analytes, such as Electrolytes, Enzymes, Hormones, Vitamins and Trace Elements in blood and other body fluids. Evaluation of the clinical significance of these analytes and how they are affected by specific disease states.

CLSC 422 Clinical Chemistry III (Clinical Rotation)

This course will focus on giving the students practical hands-on experience in the principles of clinical chemistry that were introduced in didactic lectures and further develop discipline specific competency. Use of instrumentation, interpretation and accuracy of results and application of theory to clinical situations is emphasized. Supervised full-time (30-35 hours per week) 6 week internship in an outside clinical laboratory setting.

CLSC 426 Coagulation (Clinical Rotation)

This course will focus on giving the students practical hands-on experience in the principles of coagulation that were introduced in didactic lectures and further develop discipline specific competency. Use of instrumentation, interpretation and accuracy of results and application of theory to clinical situations is emphasized. Supervised full-time (30-35 hours per week) 2 week internship in a

CLSC 430 Immunohematology I

This course will focus on routine and special procedures in blood banking including but not limited to ABO/Rh typing, antibody detection and identification and also compatibility testing. Donor screening, testing and component preparation. Maternal screening for antibodies and testing for hemolytic disease of the fetus and newborn. This course will also focus on problem solving skills, transfusion protocols and transfusion reactions.

CLSC 431 Immunohematology II (Clinical Rotation)

This course will focus on giving the students practical hands-on experience in the principles of immunohematology that were introduced in didactic lectures and further develop discipline specific competency. Use of instrumentation, interpretation and accuracy of results and application of theory to clinical situations is emphasized. Supervised full-time (30-35 hours per week) 6 week internship in a clinical laboratory.

CLSC 435 Clinical Immunology (Clinical Rotation)

This course will focus on giving the students practical hands-on experience in the principles of Clinical Immunology that were introduced in didactic lectures and further develop discipline specific competency. Use of instrumentation, interpretation and accuracy of results and application of theory to clinical situations is emphasized. Supervised full-time (30-35 hours per week) 2 week internship in a clinical laboratory setting.

CLSC 440 Professional Practice in CLS

This course will consist of review of all clinical laboratory science sections including: Laboratory Operations, Urinalysis, Hematology/Hemostasis, Diagnostic Microbiology, Clinical Chemistry and Immunohematology and an analysis of current topics in clinical laboratory science. The course offering may vary term to term, allowing for the coverage of new subject matter or the opportunity to make available an instructor's special expertise.



Grading Scale

The grading scale for the Clinical Laboratory Science Program (and School of Health and Natural Sciences) is as follows:

| LETTER GRADE | EQUIVALENT NUMERICAL GRADE | |
|--------------|----------------------------|--|
| A | 93-100 | |
| A- | 90-92 | |
| B+ | 87-89 | |
| B | 83-86 | |
| B- | 80-82 | |
| C+ | 77-79 | |
| C | 73-76 | Note: minimum course grade required in lecture and clinical rotation. |
| C- | 70-72 | |
| D | 65-69 | |
| F | below 65 | |

Incomplete Grades

Requests for an incomplete grade in the course must be discussed with the faculty or clinical instructor on or before the day of the Final exam or practical. Students are required to complete the **Request for a Grade of Incomplete Form** available on Mercy Connect. If you fail to submit the request by the deadline, you will receive the grade that you have earned for the entire course, including work completed and penalties for work not completed. No retroactive "Incomplete" grades are permitted. You will be required to complete the missing course work and submit it to the instructor by the designated date. If the work described by the Instructor is not completed by the designated date, the "Incomplete" will automatically be converted to a grade of F. The instructor **CANNOT** allow more than 30 days after the end of the term in which the Incomplete is assigned. Adequate time is required for the Instructor to grade the assignment(s) and submit a change of grade for the course to the Registrar.



Program Policies

Attendance Policies

Punctual clinical rotation attendance is mandatory. Lateness is inconsiderate, highly disruptive to the learning process and diminishes needed clinical time. **More than four late appearances will automatically result in an absence.** Arrival at a clinical site an hour or more late will be considered an absence. Similarly, leaving early without permission from the clinical instructor will be considered an absence.

Students **must** call the clinical instructor/clinical site and email the CLS program office whenever they are going to be absent or late.

For an absence to be excused, the student is required to present the clinical instructor with official documentation of an emergency that prevented the student's attendance, such as a physician's note, subpoena, death certificate for an immediate family member, etc., which covers the date(s) of the absence. Such documentation must be given to the course or clinical instructor within 5 (five) business days of returning to class or the rotation. For lecture courses and clinical rotations, **more than three unexcused absences will automatically result in a failing grade.**

Quizzes, exams and practicals will be announced. **There will be no make-up exams/practicals without official documentation of an emergency.**

Students are not required to attend rotations on major holidays observed by the clinical site.

Examinations, Quizzes and Practical

Immediately prior to any examination, quiz or practical, all students are required to place all of their belongings, including but not limited to cell phones, smart phones, tablets, laptops, books and papers, in an area designated by the instructor. Students will be permitted to retrieve their belongings after the test period is over.

Please note that only basic, four-function calculators with **no programmable memory** will be permitted during exams, practicals or quizzes. It is up to the discretion of the instructor as to whether a calculator is acceptable. Therefore, please have your instructor check your calculator on a day prior to the exam. If a student does bring an unacceptable calculator to an exam, the student is required to put it into a receptacle designated by the instructor. The student will be permitted to retrieve it after the exam is over.

Students will not be permitted to leave the room before handing in a test for any reason, including but not limited to using the restroom. It is strongly recommended, therefore, that students use the restroom prior to beginning exams. **Any student who leaves the classroom during an examination or quiz will not be permitted to resume taking the test.**



Examinations are reviewed in class by the instructor. Questions may not be copied during the review or at any other times. Students must return all exams to the instructor immediately at the end of the review. Failure to do so constitutes unethical behavior and is subject to the same disciplinary action as other forms of unethical behavior noted in this Handbook.

Exams and quizzes also may be reviewed by appointment in the Clinical Laboratory Science Program Office (room 300, Main Hall) under the supervision of the instructor, or a designated area under the supervision of the clinical instructor. Under no circumstances are students permitted to copy or photograph questions or remove examinations from the Clinical Laboratory Science Program Office. Violation of this regulation constitutes unethical behavior and is subject to the same disciplinary action as other forms of unethical behavior noted in this Handbook.

Plagiarism or cheating on an examination will lead to automatic failure of the course. **Any student who has been found with a substantiated incident of cheating and/or plagiarism may be dismissed from the Program. Any such incidences will be reviewed by the faculty in order for a decision to be made.**

Appeals Process

The purpose of the Academic Appeals Policy is to provide a process for the equitable resolution of formal complaints made by a student, faculty member or administrator over academic issues including grade disputes, cheating, plagiarism and the application of academic policies, except for dismissal review. Refer to the Mercy College Academic Appeals policy found in the undergraduate catalog at <https://www.mercy.edu/academics/bulletins-catalogs>

Academic Integrity Policy

Academic integrity is the pursuit of scholarly activity in an honest, truthful and responsible manner. Students are required to be honest and ethical in carrying out all aspects of their academic work and responsibilities. Dishonest acts in a student's academic pursuits will not be tolerated. Academic dishonesty undermines the College's educational mission as well as the student's personal and intellectual growth. In cases where academic dishonesty is uncovered, the College imposes sanctions that range from failure of an assignment to suspension and expulsion from the College, depending on the severity and reoccurrence of the case(s). Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, obtaining unfair advantage, and falsification of records and official documents.

Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise. Examples of cheating include, but are not limited to:

- Copying from another student during an examination or allowing another to copy your work
- Providing assistance to acts of academic misconduct
- Unauthorized collaboration on a take-home assignment or examination
- Using notes during a closed book examination
- Submitting another's work as your own
- Unauthorized use during an examination of any electronic device, such as cell phones, computers, or internet access to retrieve or send information
- Allowing others to research or write assigned papers for you or to complete your assigned projects



Plagiarism is the act of presenting another person's idea, research or writings as your own. Examples of plagiarism include, but are not limited to: Copying another person's actual words or images without the use of quotation marks and citations attributing the words to their source

- Presenting another person's ideas or theories in your own words without acknowledging the source
- Engaging in plagiarism, via the Internet or other web-based or electronic sources, which includes (but is not limited to) downloading term papers or other assignments and then submitting that work as one's own, or copying or extracting information and then pasting that information into an assignment without citing the source, or without providing proper attribution.

Obtaining unfair advantage is any action taken by a student that gives that student an unfair advantage, or through which the students attempts to gain an unfair advantage in his/her academic work over another student. Examples of obtaining an unfair advantage include, but are not limited to:

- Gaining advance access to examination materials by stealing or reproducing those materials
- Retaining or using examination materials which clearly indicate the need to return such materials at the end of the examination
- Intentionally obstructing or interfering with another student's work

Falsification of Records and Official Documents include, but are not limited to, acts of forging authorized signatures, or falsifying information on an official academic record.

Consequences for Policy Violation

A student who is found to be dishonest in submission of his or her academic assignments or other work, or in carrying out his or her academic responsibilities may, at minimum, receive a zero for the submitted assignment, may receive a failing grade for the course, or may be subject to further suspension or expulsion from the College depending on the severity of the offense(s). Regardless, all incidents of academic dishonesty will be reported to the Academic Unit Head and School Dean, and may be retained by the College in the student's records.

Reporting

A faculty member who suspects that a student has committed a violation of the Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on the Student Violation of the Academic Integrity Policy Form (located on Mercy Connect under the faculty tab) and submit it to the Dean of the appropriate School. The Dean shall update the Student Violation of the Academic Integrity Policy Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, the Student Violation of the Academic Integrity Policy Form shall be placed in a confidential academic integrity file created for the purposes of identifying repeat violations, gathering data, and assessing and reviewing policies.

Academic Sanctions

If a faculty member believes that the appropriate sanction is academic in nature (e.g., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade that the faculty member has chosen, then the student shall be given the reduced grade, unless the Dean decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment where the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F", or another grade that is lower than the grade that the student would have earned but for the violation. If a faculty member determines that a student has committed an act of cheating or plagiarism, and the student withdraws from the course, that student will receive an "FW" for the course regardless of the time of withdrawal. The faculty member shall inform the Dean of the resolution via email and the Dean shall update



the applicable Student Violation of the Academic Integrity Policy Form to reflect that resolution.

In a case where a student admits to the alleged academic dishonesty but contests the academic sanction imposed by the faculty member, or in a case where a student denies the academic dishonesty, the student may appeal to the College's Undergraduate Academic Appeals Committee.

Judicial Sanctions

In a case where the allegation of cheating or plagiarism is severe, or where the student has a history of violations of the Academic Integrity Policy which conduct warrants suspension or expulsion from the College, the school Dean shall impose a sanction in addition to or in lieu of academic sanctions, as he/she deems is warranted under the circumstances. If the student contests the judicial sanction imposed, he/she may appeal to the Undergraduate Academic Appeals Committee.

Appeals

Appeals to the Undergraduate Academic Appeals Committee shall be made within 7 business days of receipt of notice of the academic or judicial sanction. All parties will be permitted to participate and are permitted to submit any documentation they believe is necessary including written statements and documentary evidence. The Undergraduate Academic Appeals Committee shall convene within two weeks of the filing of the appeal submission. The Undergraduate Academic Appeals Committee shall issue a written decision of its finding within 7 business days of convening and shall send copies of its decision to the accused student, the faculty member and the appropriate Dean for archiving in the student's confidential academic integrity file.

If the Academic Appeals Committee finds that no violation occurred, the Dean shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

Social Media Rules

Your studies contain confidential patient information and sometimes proprietary information. You may not discuss your internships or other experiences related to the Program on any social network (such as Facebook or Twitter) or other public resource. This prohibition includes release of information, images or documentation, as well as discussing patients, procedures, cases or studies in off-campus facilities. You are expected to act professionally and maintain the confidentiality of information. In addition to being ethically unacceptable, breaches of confidentiality may violate privacy laws. Internship sites have the right to dismiss a student if any breach of conduct is discovered. Any breach of confidentiality in dealing with Program or internship settings constitutes grounds for dismissal from the Program.

During clinical courses, laboratories or clinical rotations, audio- and/or video-recording equipment, cameras, cellular and smart phones are strictly prohibited and will incur penalties from failure of the course up to and including dismissal from the Program. Smart phones and cell phones are a major distraction and could result in injury to you, others, or a patient. The use of MP3 players or iPods with

or without headsets is strictly prohibited as well. These devices present a significant safety hazard and a major distraction.

All class materials, including but not limited to PowerPoints and lectures, are the property of the College. They are not to be posted on the internet, social media or any other public resource. Violation of this policy constitutes grounds for dismissal from the Program.



Use of Recording and/or Electronic Devices

During clinical classes, laboratories or clinical rotations, audio- and/or video-recording equipment, cameras, cellular, smart phones and watches are strictly prohibited (unless the instructor gives permission for such use for a classroom activity) and will incur penalties from failure of the course, probation and/or dismissal from the Program. Smart phones and cell phones are a major distraction and a significant safety hazard. Their use, or even their presence, could result in injury to you, others, or a patient. The use of MP3 players or iPods with or without headsets is strictly prohibited as well.

Use of any electronic device, including texting, reading text messages, emailing, and reading emails is prohibited during class, laboratory class, and clinical rotations. Use of these devices is distracting to your classmates, disrespectful to the instructor, and unlikely to improve your classwork. The use of laptops/iPads/electronic tablets for the purpose of taking notes must be cleared with the instructor. If cleared for use by the instructor, these devices may only be used for class activity. Any student using cell phones or other electronic communication or entertainment device during class will be required to surrender it to the instructor for the rest of the class. Infractions associated with the use of cellphones, smart phones or other electronic equipment constitute unprofessional behavior and incur penalties from failure of the course, probation and/or dismissal from the Program. Voice recorders can only be used in the classroom by permission of the instructor.

Food, gum chewing, eating and drinking are prohibited in all laboratories. Mercy College is a smoke-free campus and all clinical sites are smoke free facilities.

Probation or dismissal from the Program

A student may be placed on probation or dismissed from the CLS program based on the criteria below:

1. Failure to get a grade of "C" or higher in one or more clinical courses will result in a student being placed on probation. The course has to be retaken, with permission from the program director, before the student can progress in the program.
2. Failure to get a grade of "C" or higher in one or more clinical courses a second time, will result in the student being dismissed from the CLS program but not from the college.
3. Student who has failed to complete coursework under extenuating circumstances, must request an incomplete grade in the course with the CLS faculty/clinical instructor on or before the day of the Final exam/practical. Students are required to complete the **Request for a Grade of Incomplete Form** available on Mercy Connect. If you fail to submit the request by the deadline,

you will receive the grade that you have earned for the entire course, including work completed and penalties for work not completed. No retroactive "Incomplete" grades are permitted. You will be required to complete the missing course work and submit it to the instructor by the designated date. If the work described by the Instructor is not completed by the designated date, the "Incomplete" will automatically be converted to a grade of "F". The instructor CANNOT allow more than 30 days after the end of the term in which the Incomplete is assigned.



- If the student receives a grade of "F" they will be placed on probation.
4. Any student not able to meet the programs technical standards will be placed on probation. The clinical instructor will document what standards the student is not meeting. The student will be required to meet the standards before the clinical rotation is complete or they could be dismissed from the program but not the college.
 5. Any student that violates the safety protocols of the student labs on campus or the labs when on clinical rotation will be placed on probation. If the student continues to violate the safety protocols they will be dismissed from the program but not the college. A record of the safety violations will be kept on file in the program directors office.
 6. Any student that does not meet the professional standards of the program in clinical courses or when on clinical rotations will be placed on probation. The student will not be able to continue in the program until corrective action has been taken. If the unethical, unprofessional or dangerous behavior persists the student will be dismissed from the program but not the college.
 7. Any student who is dismissed from or fails a clinical rotation will have his/her records reviewed by the Clinical Laboratory Science Program faculty. It is the prerogative of the Program to determine if the student will be given the opportunity to repeat the experience in a future semester, and/or be placed on probation, or be dismissed from the Program. Students may ONLY repeat a clinical rotation with permission from the Program Director and the Clinical site coordinator.

Failure to meet the program requirements may result in dismissal from the CLS Program (not dismissal from Mercy College).

Students with Disabilities

Students whose disabilities may require some type of accommodation must self-identify, complete an "Application for Accommodations" and provide supplemental documentation, as requested. Applications can be obtained from the office ACCESSibility and should be returned to the office of ACCESSibility. Contact the Office at (914) 674-7523, or visit their website at www.mercy.edu/student-affairs/access. Students who have identified themselves to the Office of Disability Services (ODS), must supply the instructor or program director with current documentation from the ODS in support of their disability in order to receive their required accommodations.

With regards to off-campus clinical rotations, the clinical site will decide if they can reasonably accommodate the student.

If the student has been approved by the Office of ACCESSibility for special accommodations to take an examination, practical or quiz the student must submit the relevant form to the course or clinical instructor no later than one week before each examination. The student must inform the Office of ACCESSibility when the examination is to be taken, and must arrange for a time and place to take the



examination if a separate testing area and/or extra test-taking time is approved.

HIPAA (Health Insurance Portability and Accountability Act)

In 1996, the Health Insurance Portability and Accountability Act or the HIPAA was endorsed by the U.S. Congress. The HIPAA Privacy Rule, also called the Standards for Privacy of Individually Identifiable Health Information, provided the first nationally-recognizable regulations for the use/disclosure of an individual's health information. Essentially, the Privacy Rule defines how covered entities use individually-identifiable health information or the PHI (Personal Health Information). 'Covered entities' is a term often used in HIPAA-compliant guidelines.

This definition of a covered entity is specified by [45 CFR § 160.102] of the Privacy Rule. A covered entity can be a:

- Health plan
- Healthcare clearinghouse
- Healthcare provider

Mercy College is committed to protecting the privacy of an individual's health information, therefore students are required to complete at least one online course about privacy and data security. Students **must** abide by HIPAA while in the program and throughout their professional careers.

Health and Safety

Student Health

Students enrolling in clinical course and rotations should be aware that they may come into contact with a wide range of substances and potential pathogens. If a student has or suspects that a medical condition or health problem exists or may come to exist which might be affected by being in a laboratory or clinical facility (eg, allergies, chemical sensitivities, pregnancy, fainting, etc.), the student should consult his or her personal physician. Your laboratory instructor or clinical instructor cannot give health care advice, but should be informed appropriately of concerns and potential problems.

Students also should be aware of the potential risk for injury inherent in contact with potential biohazardous materials. Any medical costs related to activities in on- or off-campus courses, including but not limited to clinical rotations, are solely the responsibility of the student.

Written documentation from a physician regarding the safety and advisability of a student with a relevant medical condition to continue in a class or clinical rotation, as well as their ability to perform the activities, duties and responsibilities of Clinical Laboratory student, may be required in order to permit the student to continue in the class or clinical rotation. Students will also be asked to sign a waiver indicating their understanding of any personal safety risk due to their continuation in the Program.



Students are required to have the following before they go off-campus for clinical rotations:

- Health Insurance
- Liability Insurance
 - American Society for Clinical Pathology (ASCP)
www.ascp.lockton-ins.com Select “Laboratory & Pathology” from the menu and “Get Started.” Complete the step-by-step questions (profession: Medical Technologist). You must be a member of ASCP (free for students) to acquire this insurance – first, go to www.ascp.org and across the top, select “students” and “laboratory science students,” then select “membership” from page icons.
 - Healthcare Providers Service Organization (HPSO)
You can apply for the insurance on-line (www.hpso.com, select “Individuals”, then “Get My Quote” (profession: Clinical Lab Technologist), after you obtain the quote, you can purchase.
- Annual Physical
- Annual TB Test (PPD or TB Gold)
- Hepatitis B Vaccine/Declination form or Titers
- Hepatitis C Antibody titers
- Flu Vaccine
- Drug Screen
- Background Check

The clinical site will decide if they will accept a student if there is an issue with any of the requirements listed above. Copies of all requirements must be given to the Clinical Laboratory Science Program office where they will be stored in a secure location.

Safety Training

Due to the biohazard nature of the clinical laboratory, CLS students **must** complete mandatory safety training at the beginning of the CLSC clinical courses. This training will be incorporated within CLSC 402 Laboratory Operations curriculum. Students will complete online and/or in-person training including blood borne pathogens, Chemical hygiene, Fire safety, TB and any other required content.

Students **must** comply with the safety rules and training requirements, failure to do so can result in probation status within the CLS program. Any incident that violates safety rules will result in a written warning and/or probation. Repeat violations of safety policies on campus or off campus during clinical rotations will result in program dismissal.

Security

If at any time you need to contact the security office when on campus use the number below:

MERCY COLLEGE SECURITY OFFICE NON-EMERGENCY: 914-674-7225

MERCY COLLEGE SECURITY OFFICE EMERGENCY: 914-674-9999



When off campus at a clinical site, contact the security office for the facility in an emergency.

Other Mercy College Resources

Students are expected to be familiar with all pertinent material in the Mercy College Student Handbook and Undergraduate Catalogue.

Mercy College offers counseling services to its students, please use the link below to find out more information about the services offered.

<https://www.mercy.edu/student-affairs/counseling-services>

Inclement Weather

Mercy College severe weather hotline - 914-674-7777

In the event of severe weather or any emergency situation, the College may close or delay classes and/or other operations, in whole or in part. This decision may affect one or more campuses. The decision to close or delay day classes will be made by 6 am, and for evening classes by 2 pm. In the event of a delayed opening, students assigned to an off-campus clinical site **must** inform the site if they cannot make it in on time. Every effort should be made to arrive at the clinical site as close to the expected time as possible.

In addition to calling the Emergency Phone Number, information regarding closure and delay can be obtained at:

Mercy Mavericks – campus announcements

Email – refer to Outlook and Mercy Mavericks accounts www.mercy.edu

Media – Radio stations WFAS (1230 AM and 103.9 FM), WHUD (100.7 FM), WOR (710 AM) and WCBS (880 AM). Also, information can be obtained from the News 12 cable television station. The College does have an emergency notification system, which may be implemented in cases of imminent emergency conditions.

When off campus at a clinical site students are not required to attend if the college campus is closed due to a weather related emergency. **Clinical rotation instructors and supervisors have been informed of this policy. However, students should call the clinical instructor/clinical site to communicate the cancellation due to weather as soon as possible after the announcement has been made.**



Clinical Sites

The College will make reasonable efforts to place all CLS students in clinical rotations taking into consideration the delicate balance of availability and variety of placements and accreditation requirements. In the event that there are not enough placements for students due to unforeseen circumstances the student will be on the waitlist for the next available clinical rotation. As part of the clinical rotations students may be permitted to perform procedures under supervision after demonstrating proficiency.

Mercy College has agreements with the following clinical facilities:

1. Nyack Hospital, 160 North Midland Avenue, Nyack, NY 10960, www.nyackhospital.org
2. White Plains Hospital, 41 East Post Road, White Plains, NY 10601, www.wphospital.org
3. St. John's Riverside Hospital, 967 N. Broadway, Yonkers, NY 10701, www.riversidehealth.org
4. Bon Secours Health System –
 - a. Good Samaritan Hospital, Suffern, NY 10901, www.goodsamhosp.org
 - b. St. Anthony Community Hospital, Warwick, NY 10990, www.stanthonycommunityhosp.org
 - c. Bon Secours Community Hospital, Port Jervis, NY 12771, www.bonsecourscommunityhosp.org
5. NYP-Lawrence Hospital, 55 Palmer Avenue, Bronxville, NY 10708, www.nyplawrence.org
6. Saint Joseph's Medical Center, 127 S. Broadway, Yonkers, NY 10701, www.saintjosephs.org.
7. Westchester Medical Center, 100 Woods Road, Valhalla, NY 10595, www.westchestermedicalcenter.com
8. Lincoln Hospital, 234 E 149th Street, Bronx, NY 10451, www.nychealthandhospitals.org/Lincoln
9. Orange Regional Medical Center, 707 E. Main Street, Middletown, NY 10940, www.ormc.org
10. NYP-Columbia Medical Center, 630 West 168th street, New York, NY 10030, www.cumc.columbia.edu
11. St. Luke's Cornwall Hospital, 70 Dubois Street, Newburgh, NY 12550, www.stlukescornwallhospital.org
12. Montefiore Hospital, 111 East 210th Street, Bronx, NY 10467, www.montefiore.org

Student Records

The federal Family Educational Rights and Privacy Act of 1974, as amended ("FERPA" or the "Act") and its implementing federal regulations affords to persons who are currently, or were formerly, in attendance at the College as registered students a right of access to their "educational records".

Persons who unsuccessfully applied for admission to the College or who are offered admission but never attended the College are not covered by the Act.

The Act also restricts the persons to whom the College may disclose a student's education records without the student's written permission and affords the student an opportunity to see amendment of records that the student believes are inaccurate or violate the student's privacy rights.



For detailed policies regarding FERPA please refer to the Mercy student handbook.

The following student records will be maintained for two (2) years:

1. Student Forms

- Acceptance of CLS handbook
- Grade and GPA requirements Form
- Essential Standards Acknowledgment
- Health Concern Release Form
- Requirements for Ethical and Professional Behavior Form
- Laboratory Safety Guidelines Form

2. Safety Training Records

3. Documentation of any Complaints or Incidents

4. Records required for clinical site placement (Liability Insurance, Immunizations, etc)

5. Evaluation Sheets from Clinical Year will be kept electronically

6. Student transcripts are maintained by the registrar of the College

Service Work by Students

Students are placed at clinical sites for education purposes only, not to replace laboratory staff. Students attend clinical rotations to develop knowledge and experience in specific subject area competencies. If at any time a student feels this policy is being violated they must contact the program director as soon as possible. Students may perform clinical work only under the supervision of a clinical instructor. If a student accepts a job in the laboratory at a clinical site, their working hours must be outside of their schedule clinical rotations.



Professional Societies

ASCP

CLS students are encouraged to join the American Society for Clinical Pathology (ASCP) as a student member. ASCP student membership provides you BOC study guides, certification information, networking opportunities, career information, scholarships and awards, custom publications, and more. You can find more information at <http://www.ascp.org/Students>

ASCLS

CLS students are also encouraged to join the American Society for Clinical Laboratory Science (ASCLS) and are eligible for student membership while enrolled in the program. Benefits include MLS journal, ASCLS Today newsletter, placement services, seminars and participation in national, state and local meetings. You can find more information at <http://www.ascls.org/join-ascls/join>

Disclaimer

This Student Handbook is a compilation of the policies, practices, and procedures of the Mercy College Clinical Laboratory Science Program. Please read it and become familiar with its content. Together with major College publications, such as the Undergraduate Catalog and the Mercy College Student Handbook, it provides answers to many questions, informs students of their rights and responsibilities, and establishes the Program's expectations of its student community.

The Program reserves the right to modify, change, or eliminate any policy, practice or procedure described in this guide and to promulgate new policies and procedures as needed or in response to changes in applicable laws, regulations and/or requirements of the Program and the Program's accrediting body. Such changes may be of any nature, including but not limited to, the modification or elimination of policies, procedures, activities, services or programs. Students will be advised of changes as practical.

By declaring a major concentration in Clinical Laboratory Science, attending classes within the curriculum, payment of tuition or fees, or participating in Program activities, students consent to comply with the policies, procedures, and practices described in this Handbook and are required to sign the following requisite forms. Failure to do so will disqualify the student from entering the final year of the program and will lead to immediate dismissal from the Clinical Laboratory Science Program.



INSTRUCTIONS FOR STUDENT FORMS:

The following pages contain CLS student forms which must be read carefully, signed and returned to the program director or clinical education coordinator as documentation of receipt of this handbook. These forms will be kept in the students file within the Clinical Laboratory Science Program office.



**STUDENT ACCEPTANCE FORM
MERCY COLLEGE CLINICAL LABORATORY SCIENCE PROGRAM
STUDENT HANDBOOK**

I have reviewed the Clinical Laboratory Science Program Student Handbook and understand that I am fully responsible for the knowledge and implementation of all policies, procedures and requirements contained herein.

Name (Print) _____ Date: _____

Signature: _____

Witness (Print) _____ Date: _____

Witness Signature: _____



**GRADE AND GPA REQUIREMENTS
CLINICAL LABORATORY SCIENCE PROGRAM**

Students enrolled in the Clinical Laboratory Science Program must earn a minimum letter grade of "C" or better and maintain a 2.5 cumulative index in all CLSC courses for admittance into clinical rotations and to continue within the program.

Failure to meet these requirements will result in dismissal from the Program (not dismissal from Mercy College).

Signature: _____ Date: _____

Print name: _____



TECHNICAL STANDARDS CLINICAL LABORATORY SCIENCE PROGRAM

The following essential standards are required for continuation and graduation from the Mercy College Clinical Laboratory Science Program. These standards serve to ensure that the student possesses all of the necessary attributes required for graduation. They serve to protect the student and patient and are deemed essential for performance as a competent clinical laboratory professional. **Failure to meet the following essential standards constitutes grounds for dismissal from the Program.**

- Observe laboratory demonstrations in which biological i.e. body fluids, culture materials, tissue sections and cellular specimens are tested for their biochemical, hematological, immunological, microbiological and histochemical components.
- Characterize color, odor, clarity and viscosity of biological samples, reagents or chemical reaction products.
- Utilize a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers and graphs displayed in print and/or on video monitor.
- Recognize alarms.
- Check labels on biological specimens for acceptability.
- Perform laboratory testing adhering to existing laboratory safety standards.
- Perform moderately taxing continuous work, often requiring prolonged sitting and/or standing for several hours.
- Reach laboratory bench tops and shelves and patients lying in hospital beds or seated in blood collection furniture.
- Grasp, hold, transport and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
- Obtain patient specimens in a timely, safe and professional manner (i.e. perform phlebotomy and skin punctures).
- Use laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and instruments to perform laboratory procedures according to established laboratory guidelines.
- Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate and transmit laboratory information.
- Troubleshoot and correct basic equipment malfunctions.
- Read and understand technical and professional materials (i.e. textbooks, journal articles, handbooks and instruction manuals).
- Follow oral and written instructions independently.
- Clearly instruct patients regarding specimen collection, using terminology they will understand.
- Demonstrate sensitivity, confidentiality and respect when speaking with patients.
- Communicate clearly, accurately and tactfully with faculty members, student colleagues, staff and other health care professionals orally and in a recorded format (writing, typing, graphics or telecommunications).
- Possess good eyesight or good corrected vision in order to read typewritten test and data from computer terminals.
- Exercise sufficient judgement to recognize and correct performance deviations.
- Be able to effectively read, write and communicate using the English language.
- Maintain composure under stressful situations or during heavy workload.



- Be able to discriminate color in order to identify reagents and other materials such as culture media, stained cell preparations and physical properties of body fluids.
- Possess good manual dexterity as required in such tasks as: performing phlebotomy, operating delicate instruments, handling small containers of potentially biohazardous materials, utilizing sample measuring devices and adequately focusing and manipulating a microscope.
- Possess enough hearing ability with or without auditory aids to understand the normal speaking voice.
- Be able to traverse hospital corridors, passageways and doorways (minimum width-three feet).
- Be flexible and able to adapt to changes in the environment such as moderate noise and activity.
- Accept responsibility for learning, exercising good judgement and promptly complete all responsibilities efficiently and accurately.
- Be able to sit for examinations, complete written assignments, deliver presentations and perform required laboratory practice with or without supervision.

_____I am capable of performing the essential standards listed above.

| | | |
|----------------------|-----------|------|
| Student Printed Name | Signature | Date |
|----------------------|-----------|------|

_____I am not capable of performing all of the essential standards, listed above and will need to request accommodations from the Office of Students with Disabilities. I understand that it is up to the Program to determine if accommodations can be made that do not alter the academic integrity of the Program or the authenticity of required clinical experiences.

| | | |
|----------------------|-----------|------|
| Student Printed Name | Signature | Date |
|----------------------|-----------|------|

Please note: If you think you may need accommodations of any kind, you need to register with the Office of ACCESSibility. Mercy College is committed to achieving equal educational opportunities and full participation for persons with disabilities. Persons with disabilities who may need classroom accommodations are encouraged to contact the Office of ACCESSibility before the semester begins to learn about the different accommodations available and the process for obtaining reasonable accommodation(s). Please contact the Office at (914) 674-7523, or visit their website at www.mercy.edu/student-affairs/access. Students who have identified themselves to the Office of Disability Services (ODS), must supply the instructor with current documentation from the ODS in support of their disability in order to receive their required accommodations.



HEALTH CONCERNS IN CLINICAL COURSES AND ROTATIONS

Release Form

Mercy College Clinical Laboratory Science Program

Students enrolling in clinical courses and rotations should be aware that they may come into contact with a wide range of substances and potential pathogens. If a student has or suspects that a medical condition or health problem exists or may come to exist which might be affected by being in a laboratory or medical facility (eg, allergies, chemical sensitivities, pregnancy, fainting, etc.), the student should consult his or her personal physician. Your laboratory/clinical instructor or program director cannot give health care advice, but should be informed appropriately of concerns and potential problems.

Students also should be aware of the potential risk for injury inherent in contact with patients and/or specimens. Any medical costs related to injuries due to patient contact in on- or off-campus courses are solely the responsibility of the student.

I have read and understand the above. I hold Mercy College and all off-campus training sites harmless and free of any and all claims which may arise as a result of my laboratory and/clinical activities.

Student Name (Print) _____ Signature _____

Date _____



REQUIREMENTS FOR ETHICAL AND PROFESSIONAL BEHAVIOR IN THE CLINICAL LABORATORY SCIENCE PROGRAM

The policies and regulations of the Clinical Laboratory Science Program are aimed at developing and reinforcing all facets of professional behavior in order to prepare the student for professional practice.

Students in the Clinical Laboratory Science Program are required to behave in an ethical, professional and mature manner at all times when on-campus or off campus in a classroom, clinical rotation or other educational environment.

Violations of this requirement include, but are not limited to, cheating (or any other form of academic dishonesty), lying, failure to follow reasonable directions, rudeness, disrespectful statements or behavior, misrepresentation or fraudulent behavior, theft or destruction of equipment or other property, misuse of supplies or equipment, inappropriate treatment of animals, insulting or aggressive words or actions, disruptive words or actions, and/or use of cell phones, smart phones or other electronic equipment during classes (unless authorized by the instructor), and clinical rotations.

Students shall accept and learn from constructive criticism in a positive, polite and respectful manner. Students shall work with instructors, fellow students, colleagues and co-workers in a cooperative, collegial and helpful manner.

Students shall be punctual and reliable. Lateness or absence, without bona fide documentation of an emergency, is a violation of the Program's requirement for professional behavior. (See section on Attendance Policies above.)

Students shall not use or be under the influence of alcohol or other any drug or other controlled substance, except for prescription medications taken in accordance with the prescribing physician's instructions, at any time when the student is a classroom, clinical rotation or other educational environment.

Violation of any of the above requirements may be grounds for failure of the course up to and including immediate dismissal from the Clinical Laboratory Science Program.

Name (Print) _____ Signature _____

Date _____

Witness (Print) _____ Signature _____

Date _____



LABORATORY SAFETY STATEMENT

Labs in the School of Health and Natural Sciences in Mercy College are operated in accordance with Occupational Health and Safety Administration (OSHA; OSHA Laboratory Standards 29 C.F.R. 1910.1450 and OSHA Blood Borne Pathogen standard 29 C.F.R. 1910.1030) and the Center for Disease Control and Prevention (CDC) regulations regarding Laboratory Safety Standards. It is prohibited to eat, drink, chew gum, apply cosmetics, take medications or handle contact lenses, or similar activities while in the laboratories, because such activities may result in the accidental ingestion of/exposure to hazardous materials (chemical, radiological, biological). These activities are strictly prohibited from all Mercy College laboratory spaces including the teaching, research and preparatory laboratories.

In addition students must comply with the following rules and regulations:

- Under NO circumstances should students enter the laboratory or attempt to work in the absence of an instructor.
- Personal protective equipment including safety goggles, lab coat and gloves must be worn at all times when involved in laboratory activities. The PPE is lab space specific and will be described by the instructor according to the below table. Instructors will ask you to leave the lab should you be missing proper PPE or wearing clothing unfit for safe laboratory learning.
- No open toe shoes and shorts are allowed
- Long hair must be tied back
- No loose and baggy clothing are allowed
- Shorts are never permitted in labs
- You MUST follow any lab specific operating procedures provided to you by the instructor or any other Mercy College designee at all times when present in the laboratories.
- You MUST notify the instructor of any spills.
- You MUST dispose of products, by-products, and waste (chemical, biological, pathological etc.) as directed by the instructor
- Know the location of safety showers and eyewash stations. Every lab is equipped with eyewash apparatus, and most labs with safety showers. These equipment are to be used by any individuals who have suffered an extreme or acute exposure to chemicals in the eye or on their body. The professor MUST be notified IMMEDIATELY if a student believes that either of these apparatus must be used.
- Know the location of the Fire extinguisher. All labs will contain one. Under normal circumstances, most fires will be small and easily contained. Unless there is clearly an immediate danger, students should notify the professor of a fire before attempting to extinguish it themselves.

There are other good laboratory practices which Mercy College strongly encourages to follow:

- Keep benchtops clear of unnecessary items. Only approved apparatus and your notebook and/or lab manual should be on the working surface.
- Do not sit on laboratory bench tops.
- Always be prepared for each day's work in the laboratory by reading and making sure of the experimental procedure that will be utilized that day.
- Hands must be washed once you leave the lab, even if you had gloves on.
- Laboratory faucets are not to be used for drinking. It is not safe due to possible contamination.
- Familiar compounds like salt, sugar, bicarbonate, alcohol found in the lab are not for human consumption.



- Laboratory glassware cannot be used as a food or beverage container.
- Food and drinks cannot be stored in the laboratory refrigerators. Lab refrigerators are contaminated with pathogenic microorganisms.
- Ice from the ice machine in the lab (used for the lab) is not for human consumption.

The course syllabi for ALL lab courses are supposed to include the following statements:

1. Eating, drinking, smoking, applying cosmetic and handling contact lenses are strictly prohibited in ALL Mercy College laboratory classrooms, regardless of whether or not a laboratory class is in session.
2. The first breach of lab safety rules and regulations will result in a verbal warning. The second offence will cause the student to be removed from the class, and result in a grade “0” or F for that particular lab/recitation/lecture. Additional consequences for repeated offences are defined in the particular course outline.
3. Refusal to comply with laboratory rules and regulations as indicated by faculty (i.e. course instructor), staff (i.e. lab manager and assistant lab manager) and/or recitation leader will result in the incident being reported to security, the students ejection from the laboratory by security and the incident being reported to the course coordinator, program director, departmental chair and the Dean’s Office.

STUDENT AGREEMENT ON LABORATORY SAFETY

I have read the course syllabus and Laboratory Safety Statement of the School of Health and Natural Sciences, Mercy College and I understand its content. I agree to abide by all laboratory rules set forth by the instructor and enforced by all School of Health and Natural Sciences faculty and staff. I understand that my safety is entirely my own responsibility and that I may be putting myself and others in danger if I do not abide by all the rules set forth by the instructor. I am aware that any violation of this safety contract, that results in unsafe conduct in the laboratory, including but not limited to, consuming food and beverages, wearing inappropriate attire and refusal to wear PPE, and misbehavior on my part may result in my being removed from the classroom with negative grading consequences and disciplinary actions. This applies for ANY use of the Mercy labs when I am physically present inside the lab, either for the lab course, the lecture, open labs or a lecture/lab break. I also understand, that if I do not follow the lab rules as requested by instructor or staff, my name and CWID may be reported to security, the program director/chairperson and the Dean’s office.

NAME OF STUDENT (PRINT): _____

SIGNATURE OF STUDENT: _____

DATE: _____



PROGRAM PROGRESSION CRITERIA

Intent:

The following are the criteria that must be met in order to proceed through the program and to the clinical rotations.

Procedure:

1. Students must be at the level of English 111 when enrolling in all Natural Science courses.
2. Students enrolling in Natural Science courses must earn a letter grade of "C" or higher in all prerequisite courses in order to progress.
3. Students in the clinical laboratory science major may not repeat any science course more than once, without permission of the program director.
4. Students must maintain a GPA of at least 2.5 or higher in the major CLS courses in order to enroll in any clinical courses with the prefix "CLSC" and in any clinical rotations.
5. Students who receive a grade of "D" or lower in clinical courses or clinical rotations will have their records reviewed by the program director and CLS program faculty. The faculty will determine if the student will be given the opportunity to repeat the course or experience in a future semester, and/or be placed on probation, or be recommended for dismissal from the program.
6. Students who are dismissed from any clinical rotation site will have their records reviewed by the program director and CLS program faculty. The faculty will determine if the student will be given the opportunity to repeat the experience in another facility and/or be placed on probation, or be recommended for dismissal from the program. Failure to meet the program requirements may result in dismissal from the CLS Program (not dismissal from Mercy College).
7. Students who violate the Program's requirements for affective skills or professional behaviors will have their records reviewed by the program director and CLS program faculty. The faculty will determine if the student will be given the opportunity to repeat the experience in a future semester, and/or be placed on probation, or be recommended for dismissal from the program. Failure to meet the program requirements may result in dismissal from the CLS Program (not dismissal from Mercy College).
8. A student in good standing may request a leave of absence from the program and the College, for a maximum of two consecutive semesters, without prejudice to his/her standing. If the student does not return for the third semester, he/she must re-apply to the College for admission and follow the rules and regulations of that catalog year.

Once a student has successfully completed all General Education requirements, Natural Science pre-requisites and Clinical Laboratory Clinical Courses and Rotations they are eligible for graduation. Passing of the ASCP-Board of Registry Certification is not a requirement for completion of the program, however, it is a requirement for eligibility for licensure in New York State.



Failure to meet the program requirements may result in dismissal from the CLS Program (not dismissal from Mercy College).

I have read and understood the progression criteria for the CLS program.

Student Name: _____ Date: _____

Student Signature: _____

Witness Name: _____ Date: _____

Witness Signature: _____