

MEDICAL LABORATORY SCIENCE UNDERGRADUATE STUDENT HANDBOOK CLASS OF 2021



West Virginia University School of Medicine
Professional Programs
Department of Pathology, Anatomy, Laboratory Medicine
Division of Medical Laboratory Science

THIS HANDBOOK APPLIES TO THE WVU MLS UNDERGRADUATE CLASS OF 2021

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INTRODUCTION

This handbook is designed to serve as a guide for students enrolled in the Medical Laboratory Science Division at West Virginia University. The contents of the handbook represent an official communication of the policies and procedures of the Division. Students are expected to be familiar with this handbook and its content.

In order to reach the goals and fulfill the mission of the University, the courses, requirements, and regulations contained herein are subject to continuing review and change by the West Virginia Higher Education Policy Commission, the WVU Board of Governors, University administrators, and the faculty of the Medical Laboratory Science Division. The Division, therefore, reserves the right to change, delete, supplement, or otherwise amend the information, course offering, requirements, rules, and policies contained herein without prior notice. Official updates will be distributed by the Program Director/Vice-Chair.

The Medical Laboratory Science Division is committed to a policy of Equal Opportunity and does not discriminate on the basis of race, color, sex, age, religion, handicap, veteran status, sexual orientation or national origin in the administration of its educational program or activities or with respect to admission and employment.

Accreditation Statement

The West Virginia University Medical Laboratory Science Programs of Clinical Laboratory Science and Histotechnology Programs are accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Clinical Laboratory Science Program was awarded a ten (10) year accreditation in April, 2017.

The Histotechnology Program was awarded a ten (10) year accreditation in April, 2018.

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd.

Suite 720

Rosemont, IL 60018-5119

Phone: 847.939.3597

773.714.8880

Fax: 773.714.8886

Email : info@naaccls.org

Website: <http://www.naaccls.org>

WVU School of Medicine Mission Statement

The West Virginia University School of Medicine is a connected community of students, teachers, staff, practitioners and researchers who value health and wellness. We support a culture of purpose, accountability, honesty and gratitude that prepares our learners to be resilient and confident as they care for people, conduct research and transform lives.

<https://medicine.hsc.wvu.edu/about/>

Mission of the Program

The mission of the Clinical Laboratory Science and Histotechnology programs within the Medical Laboratory Science Division at West Virginia University is to provide a high-quality education leading to a Bachelor of Science degree that prepares graduates for their roles as members of the healthcare team in an environment of rapidly changing technology.

The Goals of the Program

The goals of the Clinical Laboratory Science and Histotechnology programs are:

1. To provide programs which meet the academic standards of the University
2. To provide graduates for medical (both urban and rural) laboratories, public health laboratories, research laboratories, and industry
3. To provide an educational background which enables graduates to assume teaching and supervisory positions in the healthcare field
4. To provide an educational background acceptable for graduate work in the medical sciences

DESCRIPTION OF THE CLINICAL LABORATORY SCIENTIST PROFESSION (CLS)

The clinical laboratory scientist is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Clinical laboratory scientists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The clinical laboratory scientist has diverse and multi-level functions in the principles, methodologies and performance of assays; problem-solving; troubleshooting techniques; interpretation and evaluation of clinical procedures and results; statistical approaches to data evaluation; principles and practices of quality assurance/quality improvement; and continuous assessment of laboratory services for all major areas practiced in the contemporary clinical laboratory.

Clinical laboratory scientists possess the skills necessary for financial, operational, marketing, and human resource management of the clinical laboratory. Clinical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education.

Clinical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Description of Entry Level Competencies of the Clinical Laboratory Scientist

Upon graduation, the clinical laboratory scientist will possess 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 clinical 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 clinical laboratory scientist will have the following basic knowledge and skills in:

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

DESCRIPTION OF THE HISTOTECHNOLOGY PROFESSION

Histotechnologists are qualified by academic and applied science education to provide service and research in histotechnology and related areas in rapidly changing and dynamic healthcare delivery systems. They have diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, and quality assurance/performance improvement wherever anatomic pathology testing is researched, marketed, developed or performed.

Histotechnologists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory testing and procedures; problem solving; troubleshooting techniques; direct and supervise anatomic pathology laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. They possess skills for financial, operations, marketing, and human resource management of the histopathology laboratory.

Histotechnologists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, health care professionals, and others in laboratory practice, as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to the patient are essential qualities. Communication skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Histotechnology professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Description of Entry Level Competencies of the Histotechnologist (HTL)

Upon graduation, the histotechnologist will possess the entry-level competencies to perform testing in the anatomic laboratory, including technical, procedural and problem-solving aspects, proper test selection, validity of results, and correlation of results to disease states. The histotechnologist will have diverse responsibilities in areas of 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 Histotechnologist will have the following basic knowledge and skills in:

- A. Application of safety and governmental regulations and standards as applied to histotechnology;
- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and members of the health care team;
- D. Principles and practices of administration, supervision, and safety as applied to histotechnology;
- E. Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
- F. Principles of anatomical pathology study design, implementation and production of diagnostic results.

Note: Medical Laboratory Science and Histotechnology profession descriptions entry level skills are from the NAACLS Standards for Accredited and Approved Programs. Adopted 2012, Revised 9/2013, 1/2014, 4/2014, 10/2014, 11/2014, 10/2015, 4/2016, 6/2016, 11/2017, 5/2018, 11/2018. National Accrediting Agency for Clinical Laboratory Sciences

MLS Curriculum

Course descriptions are available in the WVU Undergraduate Catalog. <http://catalog.wvu.edu/>

CODE OF ETHICS

All students enrolled in a program of professional study are expected to abide by professional standards of conduct. It is expected that each student will adopt the Code of Ethics of their profession and maintain a demeanor appropriate to that Code at all times.

ASCP BOC Guidelines for Ethical Behavior for Certificants

The American Society for Clinical Pathology (ASCP) is the professional association for pathologists and laboratory professionals. It provides programs in education, certification and advocacy on behalf of patients, pathologists and laboratory professionals. Board of Certification (BOC) is the gold standard in global certification for medical laboratory professionals. It is the largest certification agency setting a high standard for quality and continuing competency.

The Board of Governors approved the following Guidelines for Ethical Behavior for Certificants. These Guidelines will be published on the BOC web page, and will be sent to each new certificant with their wall certificate when they become certified.

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

- Treat patients with respect, care, and thoughtfulness.
- Develop cooperative and respectful relationships with colleagues to ensure a high standard of patient care.
- Perform my duties in an accurate, precise, timely, and responsible manner.
- Safeguard patient information and test results as confidential, except as required by law.
- Advocate the delivery of quality laboratory services in a cost-effective manner.
- Strive to maintain a reputation of honesty, integrity, and reliability.
- Comply with laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- Continue to study, apply, and advance medical laboratory knowledge and skills; and share such with other members of the healthcare community and the public.
- Render quality services and care regardless of patients' age, gender, race, religion, national origin, disability, marital status, sexual orientation, or political, social, or economic status.

ASCLS Code of Ethics

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

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 judgment 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 wellbeing 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.

National Society for Histotechnology Code of Ethics

I pledge myself to practice this profession in strict accord with the following code:

1. To conduct my professional life with dignity and integrity.
2. Place the welfare of the patient above all else, with the full realization of personal responsibility for the patient's best interest.
3. Keep inviolate the trust placed in me by patient, physician and professional investigator (veterinarian, scientist, etc.) treating as confidential all information obtained.
4. To conduct my work with integrity, objectivity, and responsibility when engaged in the practice of histotechnology applied to non-clinical research.
5. Accept responsibility for the ethical practices of our fellow members by cooperating with the Society in any efforts of investigation, counsel, or expulsion of violators.
6. Endeavor to promote and support educational and scientific programs which encourage professional growth and advancement of histotechnology professionals.
7. Pledge to uphold, and strive to improve laws and regulations affecting the public's health.

PROFESSIONALISM

To uphold the standards of the profession, students must demonstrate the qualities of a health care professional. Professionalism is a requirement of the Medical Laboratory Science Division. Professional traits include, but are not limited to:

1. Honesty and integrity
2. Assuming responsibility
3. Accountability
4. Commitment to excellence
5. Respect for others
6. Empathy and compassion
7. Competence
8. Following instruction
9. Positive attitude
10. Appearance

Professionalism will be assessed by professional development (affective behavior) forms. Refer to academic and professional standards policies.

Student Memberships

Membership and participation in professional societies is a professional expectation.

CLS and HTL

Student membership in the **American Society for Clinical Pathology (ASCP)** is free.

Applications may be completed online at <https://www.ascp.org/content/membership/become-a-member>. It includes:

- ✓ Virtual ID card
- ✓ Online and print subscription to *Critical Values*
- ✓ Online subscriptions to the *American Journal of Clinical Pathology (AJCP)* and *Lab Medicine*
- ✓ Daily Diagnosis email news, ASCP News and ePolicy News
- ✓ Exclusive discounts on annual meetings, educational products and services

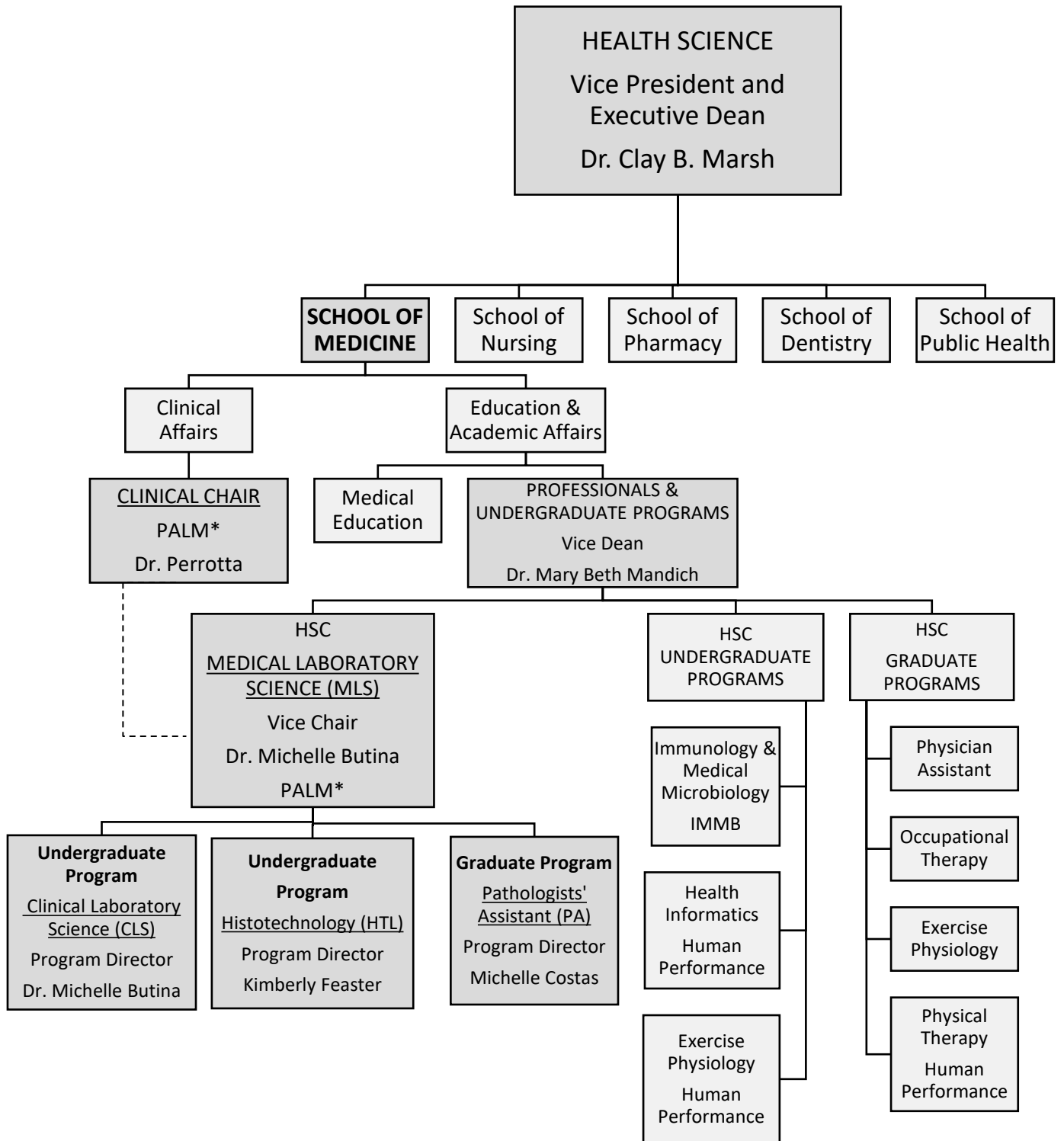
CLS

Student membership in the **American Society for Clinical Laboratory Science (ASCLS)** is available at a cost of \$26.00 per year. This includes the \$2.00 fee for membership in the West Virginia State chapter of ASCLS. Student members receive *American Journal for Clinical Laboratory Science* and a monthly newsletter. Applications may be completed online at <https://ascls.org/membership/join>.

HTL

Student membership to the **National Society for Histotechnology (NSH)** is \$40 for one year, 2-year memberships are \$80. Applications are available online at <http://www.nsh.org/membership/nsh-membership>. Student members receive a subscription to the *Journal of Histotechnology*, eligibility for awards and scholarships, a subscription to the quarterly newsletter *NSH In Action*, discounts on textbooks, access to archived webinars and other various resources.

HEALTH SCIENCE ORGANIZATIONAL CHART



* PALM = Pathology, Anatomy, and Laboratory Medicine

MEDICAL LABORATORY SCIENCE DIVISION FACULTY

Academic Year 2019-2020

PROGRAM DIRECTORS	TITLE	CONTACT
Michelle Butina, Ph.D., MLS(ASCP) ^{CM}	Vice Chair, CLS Program Director	304-293-1630 michelle.butina@hsc.wvu.edu Room 2163 E HSN
Kimberly Feaster, MA, HTL(ASCP)QIHC ^{CM}	Histotechnology Program Director	304-293-7628 kmfeaster@hsc.wvu.edu Room 2320 B HSS
Office Staff	Marty Fizer – Program Assistant I	304-293-2069 mfizer@hsc.wvu.edu Room 2163 E HSN

CLS and HTL SHARED COURSES	FACULTY	CONTACT
PALM 320 Basic Clinical Biochemistry PALM 380 Introduction to Immunology	Jason Evans, Ph.D., MLS (ASCP) ^{CM}	304-293-1632 jason.evans@hsc.wvu.edu Room 2163 C HSN
PALM 303 Laboratory Applications	Kerry Harbert, MA, MLS (ASCP)	304-293-3400 kharbert@hsc.wvu.edu Room 2163 A HSN
PALM 300 Introduction to Pathology PALM 381 Research and Education Methodologies PALM 465 Medical Laboratory Management PALM 475 Medical Relevance – Capstone	Jane Wade, BA, HT(ASCP)MLT	304-293-6547 jawade@hsc.wvu.edu Room 2287 HSS

CLS COURSES	FACULTY	CONTACT
PALM 329 Basic Clinical Chemistry PALM 430 Clinical Chemistry PALM 431 Clinical Chemistry Lab	Luisa Battistella, MS, MLS (ASCP) ^{CM}	304-293-1631 luisa.battistella@hsc.wvu.edu Room: 2163D HSN
PALM 420 Immunohematology and Blood Bank PALM 421 Immunohematology/ Blood Bank Lab PALM 470 Clinical Microscopy PALM 472 Urinalysis/Body fluid PALM 480 Clinical Immunology	Marianne Downes, Ph.D., MLS (ASCP) ^{CM}	304-293-1633 mtdownes@hsc.wvu.edu Room 2163 B HSN
PALM 310 Clinical Laboratory Mycology PALM 450 Clinical Microbiology PALM 451 Clinical Microbiology Lab	Jason Evans, Ph.D., MLS (ASCP) ^{CM}	304-293-1632 jason.evans@hsc.wvu.edu Room 2163 C HSN
PALM 340 Introduction to Hematology PALM 440 Hematology PALM 441 Clinical Laboratory Hematology	Kerry Harbert, MA, MLS (ASCP)	304-293-3400 kharbert@hsc.wvu.edu Room 2163 A HSN
PALM 401 Phlebotomy -Laboratory Instruction Specialist -Chemical Hygiene Officer	Christine Titus, MA, MLT(ASCP)	304-293-6229 christine.titus@hsc.wvu.edu Room 2169 HSN

HTL COURSES	FACULTY	CONTACT
PALM 304 Histotechnology Microanatomy PALM 305 Staining Techniques I PALM 405 Staining Techniques II PALM 407 Histology Laboratory PALM 408 Histotechnologist Practicum PALM 409 Molecular Pathology for Laboratory Professionals	Kimberly Feaster, MA, HTL(ASCP)QIHC ^{CM}	304-293-7628 kmfeaster@hsc.wvu.edu Room 2320 B HSS
PALM 306 Histotechnique 1 PALM 406 Histotechnique 2	Jane Wade, BA, HT(ASCP) MLT	304-293-6547 jawade@hsc.wvu.edu Room 2287 HSS

DISCLAIMER - Faculty assignments are subject to change.

HEALTH SCIENCES FACULTY

COURSE	FACULTY	CONTACT
PSIO 441 Physiology (Mechanisms of Body Function)	Mark Paternostro, Ph.D.	304-293-1513 mpaternostro@hsc.wvu.edu Room 3073 HSN
MICB 323 Microbiology IMMB 327 Microbial Parasitology	Valerie Watson, MS	304-293-4120 vwatson@hsc.wvu.edu Room 2073 A HSN

DISCLAIMER - Faculty assignments are subject to change.

Student Appointments with Faculty Members

Please see individual course syllabi for faculty office hours. If the student is unable to meet during posted office hours, it is the student's responsibility to schedule an appointment with the faculty member. (Faculty may not be able to accommodate unscheduled conferences.)

CLINICAL PRACTICUM

Students will be assigned to their clinical practicum sites while in the program. Upon successful completion of all required Medical Laboratory Science coursework, students are guaranteed a clinical experience; however, a specific site is not guaranteed. Students who are assigned to off-campus sites will relocate to those sites for the final semester of the senior year. Students are responsible for their own housing and transportation.

More information and policies will be provided during the senior year.

Clinical Affiliates	Address	TRACT
The Western Pennsylvania Hospital	4800 Friendship Avenue Pittsburgh, PA 15224	CLS
CAMC Memorial Hospital	3200 MacCorkle Ave. SE Charleston, WV 25301	CLS HTL
West Virginia University Hospital Laboratories J.W. Ruby Memorial Hospital	1 Medical Center Drive Morgantown, WV 26506	CLS HTL
Mon Health Medical Center	1200 JD Anderson Drive Morgantown, WV 26505	CLS HTL
Berkeley Medical Center	2500 Hospital Drive Martinsburg, WV 25401	CLS
Jefferson Medical Center	300 South Preston Street Ranson, WV 25438	CLS
WPAHS Core Laboratory	1307 Federal Street, Suite 100 Pittsburgh, PA 15212	CLS
Allegheny General Hospital	320 East North Ave. Pittsburgh, PA 15212	HTL
Excelsa Health	532 West Pittsburgh St. Greensburg, PA 15601	HTL
United Hospital Center	327 Medical Park Dr. Bridgeport, WV 26330	HTL

DISCLAIMER

Clinical affiliates are subject to change.

POLICY ON ACADEMIC AND PROFESSIONAL STANDARDS

Revised July 2019

Criteria to Remain in Good Standing

Recommendations for graduation are contingent upon the successful completion of all required courses, clinical rotations and other requirements. Graduation requires approval by the School of Medicine Faculty, including Medical Laboratory Science and Pathologists' Assistant.

Medical Laboratory Science:

A student **must**:

- 1) Maintain at least a 2.5 overall GPA and achieve a 2.5 semester GPA each semester while in the program
- 2) Pass comprehensive examination given at the end of the Spring II semester of the second year
- 3) Maintain appropriate professional behavior, demeanor, conduct, and attendance
- 4) Successfully complete all clinical rotations
- 5) Successfully complete a capstone project
- 6) Complete 50 hours of approved community service

A second attempt will be available for any student who does not pass the comprehensive examination.

Probation

3.3.1 Admissions Probation

Automatic probationary status will be assigned to any student admitted with an overall and/or science GPA less than 2.5 in the Medical Laboratory Science Programs.

3.3.2 Program Probation

Medical Laboratory Science Criteria:

Probation **will** be recommended by the Academic and Professional Standards Committee (APSC) in any case of:

- 1) A final grade of "D" during the program
- 2) Evaluations indicating serious gaps in knowledge and clinical skills and/or inadequate integration of the content of the curriculum
- 3) The appearance of a specific and serious academic deficiency, e.g., an important clinical skill has not been mastered
- 4) Failure to assume appropriate professional responsibility and behavior including demeanor, conduct, and absences/tardiness

- 5) A student's overall or semester GPA less than 2.5 in Medical Laboratory Science program
- 6) An infraction of the Student Code of Academic and Professional Integrity (Chapter III)

Probationary status can only be assigned for a maximum of two semesters throughout the student's entire matriculation in the program.

Dismissal

Dismissal **may** be recommended by the APSC for any case of:

Medical Laboratory Science Programs Criteria:

- 1) A second final grade of "D" in the first year or a final grade of "D" in the second year
- 2) Two semesters of an overall GPA less than 2.25 or a second semester GPA less than 2.25
- 3) An overall GPA less than 2.5 by the end of the Spring II semester of the second year
- 4) Failure of the comprehensive examination after two attempts given during the Spring II semester of the second year
- 5) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum
- 6) After one semester on probation for failure to assume appropriate professional responsibility, including demeanor, conduct, and absences/tardiness, dependent upon the severity
- 7) Any infractions of the Student Code of Academic and Professional Integrity Chapter III)

Dismissal **will** be recommended by the APSC for any case of:

Medical Laboratory Science Programs Criteria:

- 1) An overall GPA less than 2.0 or more than two semesters of an overall GPA less than 2.25
- 2) Two final grades of "D" in the same semester
- 3) A final grade of "F" or "UF"
- 4) Meets probationary criteria for more than two semesters (see Section 3.3.2)

DISCLAIMER

The above is the quick reference, the complete policy can be found on SOLE (in the Student Handbook, Class of 2021)

Definitions for Policy on Academic and Professional Standards

Clinical facility – a term applied to any hospital or clinic to which a student is assigned for the purpose of clinical education.

Clinical rotation – period in which a student is completing competencies in a clinical setting.

Course – a component of the program’s curriculum that can include one or a combination of the following: lecture, laboratory or clinical rotations.

Dismissal – termination from the program in which the student is enrolled

Excused absences - are not reviewed by the Division’s Academic and Professional Standards Committee unless a concerning pattern is identified.

Reasons for excused absences consist of:

- i. Serious illness, such as hospitalization
- ii. Death of a family member
 1. Students may take 3 excused absent days for bereavement of an immediate family member (parent, sibling, grandparent)
 2. Students may take 1 excused absent day for bereavement of an extended family member (aunt, uncle, etc.)
- iii. Major religious holiday – prior notification of an excused absence for a major religious holiday is required
- iv. Professional meetings or events
- v. University sanctioned absences: University activities at the request of University authorities, military training, and mandatory court appearances.
- vi. The Program Director has the right to permit or deny an excused absences for reasons not listed above

First Year - incorporates the Junior year including Fall I – Spring I within Medical Laboratory Science Tracks (Clinical Laboratory Science and Histotechnology).

Good standing – a student has not been assigned academic or professional disciplinary sanctions such as remediation, probation or dismissal.

GPA – Grade Point Average

Overall GPA incorporates all final grades in courses completed within any accredited institution of higher education.

Semester GPA incorporates all final grades completed within a specific semester, i.e. Fall, Spring or Summer.

Science GPA incorporates overall final grades in science and math courses only. (only considered upon admission)

Grade Penalty – defined by the course instructor in the syllabus

In writing – Electronic written communication (e.g., email) or written communication available for pick up or sent via postal service.

Probation – requires remediation within the program in which the student is enrolled.

Remediation – process of correcting a deficiency.

Second Year - incorporates the Senior year including Summer I – Spring II within Medical Laboratory Science Tracks (Clinical Laboratory Science and Histotechnology).

Tardiness – arriving at any point after the established class, student laboratory, or clinical rotation time as documented in the syllabus, clinical rotation materials or set by the program director.

ACADEMIC PROGRAM POLICIES

Laptop Program

Students in the Medical Laboratory Science professional education program participate in a mandatory computer lease program through the WVU School of Medicine. This program provides students with a powerful MacBook computer, software pertinent to the medical school, and on-site computer support. With this program, students will also receive warranty coverage, insurance and damage coverage, access to free training, and on-campus printing. Although the program may vary annually in terms of the type of computer leased and cost, it is anticipated that the program will continue in the future.

The program involves lease of a state of the art computer (currently a Mac Book) which is pre-loaded with basic software tools and professionally relevant education programs. The program also provides Internet service and technical assistance. The fee to students is around \$1,804*. This cost is a recognized educational requirement and is included in financial aid calculations. Please consider this required student computer program in your decisions regarding purchase of a computer if you are a pre-professional student.

All computers will remain the property of West Virginia University Health Sciences Center until the end of the two-year contract period. At that time, ownership of the computer and accessories distributed with the notebook will be transferred to the student. Software and software documentation will be transferred to the student as permitted by the software license agreements.

Students who may need financial aid should contact the WVU Health Sciences Center Financial Aid Office at (304) 293-3706 for information and/or applications.

If you have questions regarding this program, please visit the HSC Information Technology Services <https://its.hsc.wvu.edu/> or contact the department Help Desk at (304) 293-3631.

*Subject to Change

DegreeWorks

DegreeWorks is the online advising and degree auditing tool at WVU. All undergraduate students should have a completed audit for graduation. Some graduate programs also have an audit available in DegreeWorks. Please refer to this system regularly. Students can access DegreeWorks through the WVU Portal (<https://portal.wvu.edu>). More information is available at <http://registrar.wvu.edu/dw>.

DegreeWorks is NOT an official evaluation. All degree requirements must be verified by student's college or school prior to graduation. Students are responsible for complying with all academic policies published in the University catalog. If students have any questions about the information presented in this audit, they are encouraged to contact their advisor or the Office of the University Registrar at registrar@mail.wvu.edu.

Microbiology 200

All students are required to take MICB 323 Medical Microbiology or MICB 200 plus PALM 323. Students who complete Microbiology 200 prior to admission into the WVU Medical Laboratory Science Division may be eligible to take PALM 323 according to the following policy.

If the student completed Microbiology 200 with a final grade of "B" or better, it is highly suggested that the student audit the lectures for Microbiology 323 and complete PALM 323 (the laboratory portion of Microbiology 323). The student must register for PALM 323 for two hours to receive credit for the laboratory portion.

It is the student's responsibility to make the above arrangements with the appropriate Program Director in order to register for the correct courses.

Grading

The following grading scale is in effect for all PATH courses in the junior and senior year:

99-100	A+ = Exceptional
93-98	A = Excellent
85-92	B = Very Good
75-84	C = Average
70-74	D = Poor
Below 70	F = Failure

Examinations and Quizzes

Scheduled Exams: Refer to individual course syllabi for scheduled examinations.

Quizzes: It is the discretion of each instructor to give unscheduled quizzes in any course, laboratory or clinical rotation.

Final Exams: Students will be informed of the dates of Final Examinations each semester upon release by Health Sciences Facilities Scheduling. If a student misses a final examination, a grade of "I" may be used at the discretion of the instructor.

Accommodations will be made for excused absences.

Comprehensive Examination

A comprehensive examination is given near the completion of the senior year that covers all content of the Clinical Laboratory Science or Histotechnology curriculum. The examination is one criterion used to determine the student's eligibility for graduation. Successful completion of the comprehensive examination is a requirement for PALM 475 Medical Relevance.

The examination will be scheduled during the spring semester of the senior year. Students must pass the program Comprehensive Examination with a minimum score of 70% on the 1st attempt. Students will be allowed to repeat the examination once without required remediation in the case of failing the examination on their first try. The minimum passing score for subsequent attempts will be published in the course syllabus. Students must pass the program comprehensive exam to pass the course and to graduate from the program.

Failure to arrive on time for the examination will result in the student forfeiting his/her first attempt at the examination. Requests for excused absences must be in writing and reviewed by the Vice Chair. The Vice Chair will decide what, if any, penalties may be imposed. The examination will be rescheduled for any student not successful on his/her first attempt or for students who missed the first examination. Students who do not meet these standards will be referred to the Academic and Professional Standards Committee.

Capstone

The capstone experience is defined as: an academic experience in which students demonstrate, in a significant, relevant project that has an oral and a written component, their abilities to:

1. Gather material independently, as needed
2. Think critically about and to integrate the theoretical and/or practical knowledge that they have acquired throughout their undergraduate careers
3. Reflect on the ethical issues that are implicit in their project and/or their project's design

http://registrar.wvu.edu/current_students/capstone_courses

Students in the Medical Laboratory Science Program will fulfill West Virginia University's undergraduate Capstone requirement in PALM 475 Medical Relevance. This course helps the student develop scientific writing skills and methods of scientific inquiry.

Student Grievance/Complaint Policy – WVU MLS

A grievance or complaint must be submitted to the Medical Laboratory Science (MLS) Division Office within 15 working days of the incident using the form found on the next page. A conference will be held with the MLS Division vice Chair or Program Director, the student and the offending person(s) if deemed appropriate. If the grievance is not resolved or if the student does not agree with the recommendation for action, the student may appeal to the Dean of the Professional Programs. If the grievance involves the MLS Division vice Chair or Program Director, the student should address his or her concern to the Dean of Professional Programs.

WVU Medical Laboratory Science

Form for Documenting Student Conferences/Complaints/Grievances

Student Name: _____

Date: _____

Session Initiated by: _____

Nature of Session: _____

Summary of Discussion:

Resolution/Recommendation:

Recommendation for Action:

- None/Place in Student File for Future Reference
- Division vice Chair
- Academic and Professional Standards Committee
- Dean

Faculty Signature: _____

Student Signature: _____

(Student signature does not mean that the student agrees or disagrees with the decision, only that he/she was present for this conference.)

HSC STUDENT COMMUNITY SERVICE POLICY, PROCEDURE, AND GUIDELINES

Community Service

All students at the WVU Health Sciences Center must complete **50** hours of community service.

Definition of Community Service

A method under which students actively participate in organized service that is conducted in and meets the needs of a community. It is monitored by their program/school at the Health Sciences Center and the community. This service actively helps foster civic responsibility and may be integrated into and enhances the academic curriculum of the students.

General Goal

All Health Sciences Center students should have an approved community service experience.

The community service is required of **ALL** Health Science students, this includes part-time as well as full-time students and graduate students.

- Health Sciences Programs of **2 years or less** - students must complete **50** hours of community service.

Learning Objectives

1. To foster civic responsibility.
2. To enhance the hands-on learning experience of the student.
3. To assist the student in identifying and meeting health and social needs of the community.

Examples of Acceptable Community Services (Not an all-inclusive list.)

- Read-a-loud at school
- Health Education Sessions in a school or community
- Visiting the elderly (i.e., Nursing Homes, Hospitals, etc.)
- Habitat for Humanity (building homes for people without shelter)
- Hospice
- Morgantown Health Right
- Soup Kitchen, Bartlett House, Meals on Wheels, etc.
- Child Life Program in a Children's Hospital
- Ronald McDonald House
- Big Brothers/Big Sisters
- American Red Cross and Blood Donation Center
- Salvation Army

- United Way of Monongalia and Preston Counties – call 304 296-7525 or email: UnitedWay@teamunitedway.org
- Christian Help
- Health Fair
- Activities through churches, sororities, fraternities, etc. (i.e. Adopt-A-Highway)
- Working with soccer, baseball, basketball, etc.
- Asthma and Diabetic Camps
- Youth Development camps (i.e. 4-H)
- RHI-Kellogg community service experience will apply toward the 50 hours, but only the community service not the clinical or research activities.

Community Service is a Three-step Process

1. Students complete the approved community service under appropriate supervision.
2. Students record the **COMMUNITY SERVICE** activity on SOLE.
3. The designee of the program/school approves the service.

Department Guidelines and Responsibilities:

- Review and approve community service hours.
- Keep student records of approved community service hours.
- Summer time and vacation/break time are good times for students to perform community service.
- Approval of the community service activity resides with the dean or designee.

Policies

1. Students' graduation/diploma may be withheld if community service hours are not completed.
2. Community Service appeals should follow the University/HSC standard appeal procedures.
3. Academic credit is provided through a special topics course in the final semester which accumulates the student's community service components. The grade is pass or fail.
4. You can complete your community service outside of the United States; however, we require that you meet with your program director providing official documentation from the organization in which you are serving. In addition, the documentation must be translated into English before it will be accepted.

NON-ACADEMIC PROGRAM POLICIES

Personal Appearance and Hygiene Standards

The WVU MLS program wants to instill trust and respect in our students and faculty. Students are reminded to keep the school's professional appearance policies in mind. There is a relationship between professionalism, success, safety and curriculum goals.

Policy for all students: Dress and grooming must support the health, safety, and general welfare of students, staff and others supporting a positive educational environment free of threat, intimidation, and undue pressure. Any appearance that is counterproductive to the curriculum goals and objectives is prohibited.

Fragrances and Odors

- Students are required to use necessary insurances in regard to regular bathing, use of deodorants and good dental hygiene to avoid offending patients, staff, faculty, and other students. Avoid strong scented perfume, cologne and cigarette odor.

Piercings

- Piercings must be kept to a minimum and worn in a way that prevents contamination and does not present a safety hazard. Rings or studs may not be worn in or around the lips. Interpretation of potential safety hazard is at the discretion of the Program Director.

Nails

- Nails are to be kept short, less than ¼ inch beyond the end of the finger and cleanly manicured. No artificial nails should be worn in the lab. Polish if worn may not be chipped.

Tattoos

- Tattoos are acceptable: as long as they are appropriate in nature, it would not be an issue to have them exposed. Offensive tattoos that convey violence, discrimination, profanity, or sexually explicit images or messages, as determined by the WVU MLS faculty and staff, must be covered always while at the HSC.

Jewelry

- Jewelry worn in the student lab should be minimal. Avoid oversized rings that may puncture gloves. Hanging or loose jewelry can also become a safety hazard and should be avoided.

Uniforms

- Professional scrubs and footwear must be worn during all student laboratory sessions. An appropriate appearance requires scrubs to be neat, clean, wrinkle-free and in good condition. Faded and/or frayed clothing are not considered professional in appearance.

- WVU MLS students are required to wear **solid black color scrub** uniforms while at the HSC for classes, unless otherwise notified.
- Scrubs must cover undergarments and underwear must not be visible through clothing or above the waistband of pants.
- Short/long sleeve shirts or turtlenecks that are solid color white, black, or gray may be worn under scrub tops for modesty or warmth.
- Non-hooded outer garments such as sweaters and fleece in white, gray, or black can be worn in the HSC. These outer garments must be either logo free or contain WVU logos.
- Other outerwear such as coats and hoodies must be left in your locker.
- During finals week students may have “dress down” days during which the usual scrub uniform is not required. Blue jeans (no sweats, spandex, pajama bottoms or leggings) may be worn. Although there is flexibility of the dress code on these days, students are still expected to present themselves in a manner that positively represents the WVU MLS program. It is expected that students will still attend to their overall appearance and hygiene. Jeans should be clean and without holes. T-shirts with printing are allowed with appropriate text. Any student with a presentation or with scheduled clinical time must dress as described for those experiences and is NOT to “dress down” with the rest of the class.

Footwear

- Students are required to wear socks that cover any exposed part of the foot, ankle and leg in the lab.
- Shoes must be clean and in good repair. Shoes must be safe for working conditions. For safety reasons, students should wear **closed-toe, closed heel footwear in leather or other non-porous** material while in the student lab.
- Clean shoes of an appropriate **conservative color**, such as white, blue, gray, or black are acceptable when in the student laboratory.
- Footwear that violates a safety or infection control regulation is prohibited. Flip-flops and bedroom slippers are not acceptable footwear. Loose fitting shoes or boots of any style that are unsafe for the work performed are not permitted in student lab.

Lab Coats

Lab coats are provided to MLS students and are to be worn when in the laboratory. Please refer to the Lab Coat policy in the student laboratories section on page 31.

Hair

- Hair should always be secured back if longer than shoulder length to avoid coming in contact with pathogens or patients, and to prevent being caught in medical devices or equipment.
- Hair must be neatly combed/brushed and not interfere with the ability to provide safe patient care in any way.
- Braids and dreadlocks are acceptable, provided that they are clean, neat and do not cover a student’s face.
- Extreme hair colors and cuts that pose no health or safety hazard are acceptable, just so long as they do not cause distraction or offense. Offensive hair is considered

that which conveys violence, discrimination, profanity, or sexually explicit images or messages, as determined by the WVU MLS faculty and staff.

- Facial hair should always be neat and trimmed to no longer than 1 inch in length is recommended. Beard nets can be provided.

Head covering

- Coverings such as hats or caps are generally not permitted. Head coverings are permitted however, if they are worn for religious, safety, health-related reasons, or worn to protect a student while he/she is working in a hazardous area or with hazardous substances.

Identification Badges

- Identification badges or nametags are required at all times while in the HSC. Your badge should be worn above the waist. Badges worn around the neck must be on a break-away cord or a badge pull.
- Nametags will be issued for use in the student lab that will be pinned to the lab coat above the waist. These nametags are not to leave the student lab.

Violations of this policy will be reported to the appropriate Program Director and may be reviewed by the Academic and Professional Standards Committee.

Student Laboratories

Students may use the MLS Program student laboratories only when supervised by MLS Faculty. Because students share drawers and microscope cabinets in the student laboratory, no personal items are to be stored there. Personal items (backpacks, coats, etc.) must be stored in the student's locker during laboratory sessions.

For safety reasons, mobile device use is not permitted during student laboratory sessions except for emergencies with instructor approval.

Additional Policies for Student Laboratory

1. A clean, white, fluid-resistant lab coat must be worn and completely buttoned or zipped while in the laboratories. Laboratory coats are NOT to be worn to the bathroom, locker room, lounge and class/conference rooms. Laboratory coats are stored in the student laboratory between laboratory sessions.

The Division of Medical Laboratory Science will provide fluid resistant laboratory coats to all students for use in the student laboratory. When the coats are visibly soiled or at the end of the semester, the soiled coats will be collected and professionally cleaned. A clean replacement coat will be provided to the student. During the spring semester of the junior year (1st professional year), students will be issued two coats—one for the MLS student laboratory and one for the microbiology/parasitology laboratories. The cleaning fee for the coats is \$10.00 for fall and spring semester and \$5.00 for summer semester. We accept cash or checks made out to WVU.

2. Missed laboratory sessions in PALM courses may be made up at the discretion of the instructor.
3. No student is allowed to draw blood from another person except under proper faculty supervision and appropriate circumstances.

MLS Division Attendance Policy

The WVU Medical Laboratory Science Division is committed to providing the best education for future laboratory professionals; therefore, students are required to attend all classes, laboratories, events, and meetings. Students are expected to be knowledgeable professionals, provide high quality patient care, and must achieve competency in all areas which necessitates **mandatory attendance**; therefore, any unexcused absence is subject to review by the Academic and Professional Standards Committee.

All students are to notify their respective program of an absence either the day before (if known) or the morning of. Notification is made by either phone call or email. MLS students call Marty Fizer at 304-293-2069 or email her at mfizer@hsc.wvu.edu while PA students call Beth Ann McCormick at 304-293-1584 or email her at bmccormick@hsc.wvu.edu. Students must notify the program each day absent. This policy also applies during clinical rotations.

Tardiness

- a. The student should adhere to the class, student laboratory or clinical rotation time as documented in the syllabus or in the clinical rotation binder, or time set by the Program.
- b. Tardiness is defined as arriving at any point after the established class, student laboratory, or clinical rotation time (as described above).

Absences

- a. Students are expected to attend all lecture, student laboratory, or clinical rotation sessions.
- b. The Division recognizes two forms of student absences, excused and unexcused. If an absence does not fall under an excused absence (see details below) than it is considered unexcused.

Excused Absences

- a. The Division does recognize that there are legitimate circumstances under which students will miss school.
- b. Accommodations for makeup work will be made for excused absences.
- c. Excused absences are not reviewed by the Division's Academic and Professional Standard Committee unless a concerning pattern is identified.
- d. Documentation may be requested.
- e. The Division recognizes that students are entitled to an excused absence for the following reasons:
- f. Serious illness, such as hospitalization

- g. Death of a family member
- h. Students may take 3 excused absent days for bereavement of an immediate family member (parent, sibling, grandparent)
- i. Students may take 1 excused absent day for bereavement of an extended family member (aunt, uncle, etc.)
- j. Major religious holiday – prior notification of an excused absence for a major religious holiday is required
- k. Professional meetings or events.
- l. University sanctioned absences: University activities at the request of University authorities, military training, and mandatory court appearances.
- m. The Program Director has the right to permit or deny an excused absences for reasons not listed above.

Inclement Weather Policy

In the event of inclement or threatening weather, everyone should use his or her best judgment regarding travel to and from campus. Safety should be the main concern. If you cannot get to class because of adverse weather conditions, you should contact the division office as soon as possible. Similarly, if faculty are unable to reach your class location, they will notify you of any cancellation or change as soon as possible using MIX, to prevent you from embarking on any unnecessary travel. If you cannot get to class because of weather conditions, we will make allowances relative to required attendance policies, as well as any scheduled tests, quizzes, or other assessments.

Confidentiality of Student Records

Please refer to the West Virginia University Policy on the Family Educational Rights and Privacy Act, <http://ferpa.wvu.edu/> and the following Board of Governors policies:

BOG Academics Rule 2.5 <http://bog.wvu.edu/policies>

BOG Student Life Rule 6.1: Student Right and Responsibilities; Student Conduct
<https://policies.wvu.edu/finalized-bog-rules/bog-student-life-rule-6-1-student-rights-and-responsibilities-student-conduct>

Often students ask faculty members to serve as references for job applications or graduate school. Students must complete the FERPA form located at the end of the handbook on page 48 when a faculty is asked to share academic information with others.

Directory Information

Certain directory information may be released at the discretion of WVU, unless the student has completed a request for non-disclosure of Directory Information with the Office of the University Registrar, WVU, PO Box 6878, Morgantown, WV 26506. The full WVU Policy on the Family Educational Rights and Privacy Act (FERPA) is available at: <http://ferpa.wvu.edu>.

Employment and Service Work

The junior and senior year coursework is very time consuming and demands a concentrated effort from each student. It is recommended that employment be limited or not attempted during the junior and senior years of the Medical Laboratory Science curriculum.

The aim of the West Virginia University Medical Laboratory Science Division is to provide a strong educational background in the clinical laboratory sciences which includes clinical laboratory experience in each discipline. Senior students in clinical rotations may work in suitable positions that are supervised, voluntary, paid, subject to employee regulations, and outside of the hours of their educational experience.

The Standards from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) addresses students working in the clinical rotations which states:

“Service work by students in clinical setting outside of academic hours must be noncompulsory. Students may not be substituted for regular staff during their student experiences.”

Social Media Policy

We recognize that online communication through social media and networking is a form of daily communication. The WVU Division of Medical Laboratory Science has guidelines intended to protect the privacy and confidentiality of patients, fellow students, faculty and staff.

Reference to patients, clinical sites and personnel of clinical rotations is absolutely not permitted even if names are not given or you believe you have blinded the identifying information

Faculty, employees and students at West Virginia University Robert C. Byrd Health Science Center (HSC) must abide by the HSC Information Technology Service Guidelines as these guidelines contain vital information relating to the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

Please, make sure to read the policy at the following link: [Social Media Policy](#)

The division of Medical Laboratory Science will have zero tolerance for any violation of our social media policy. Any violation is considered unprofessional and will be referred to the Academic and Professional Standard Committee. The Medical Laboratory Science Social Media Policy applies to available social networks, and also to new social media as they emerge.

Mobile Devices

This includes:

- PDA- personal digital assistant
- Cell phones
- Pocket PC
- Smartphone
- Tablet computer
- Smartwatch
- Bluetooth headset
- And any other device that the instructor deems applicable

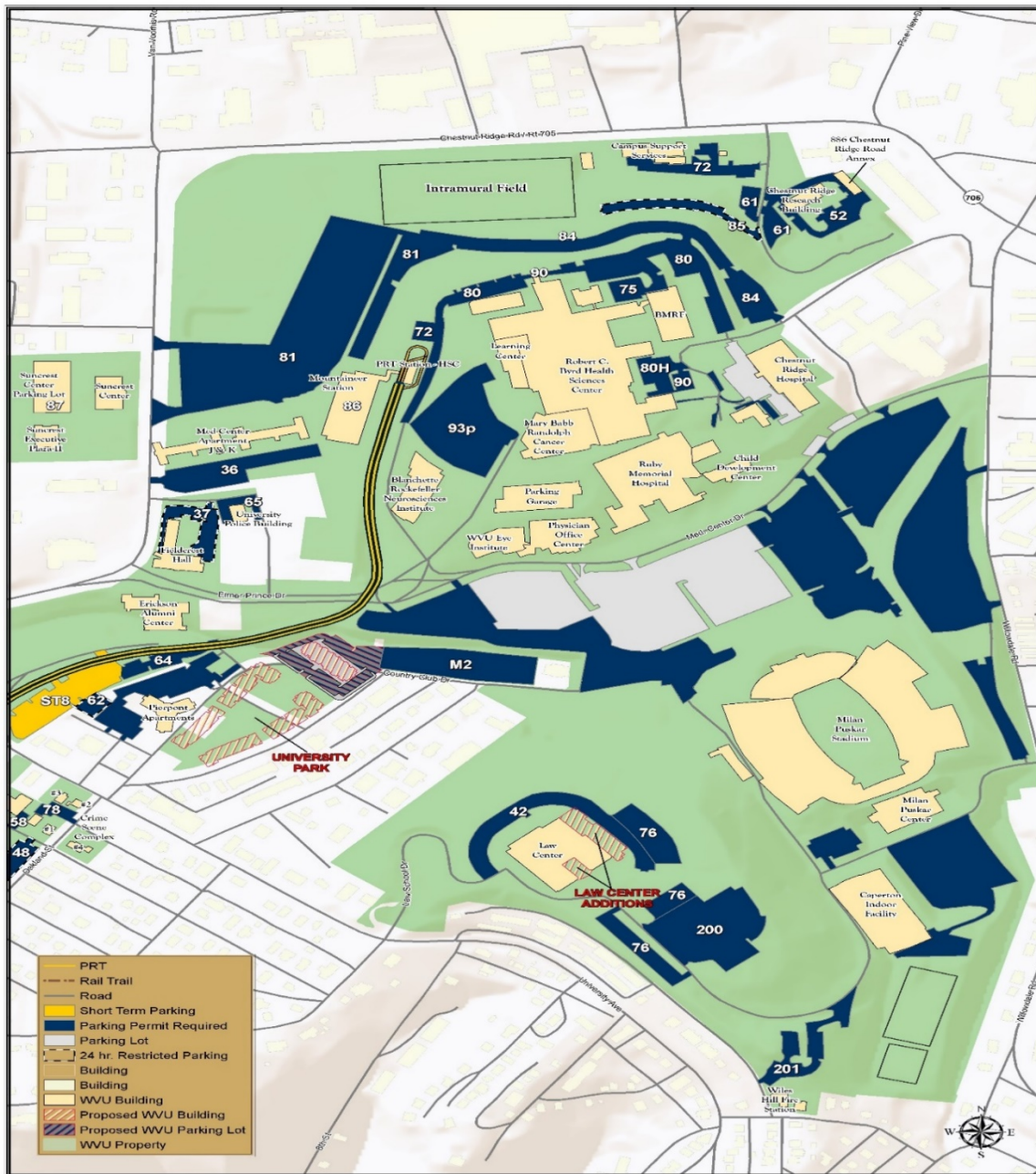
Students are NOT permitted to use their mobile devices during student **laboratory** sessions. Only with instructor approval for emergency situations should mobile devices be used in laboratories. Mobile devices that are used during student laboratory sessions may be confiscated by the instructor. Devices will be returned after the student is counseled regarding their use. **Classroom** policies will be addressed in the individual course syllabi.

HSC Parking

Parking at the Health Sciences Center is limited. Students may access parking information online at <http://transportation.wvu.edu/>.

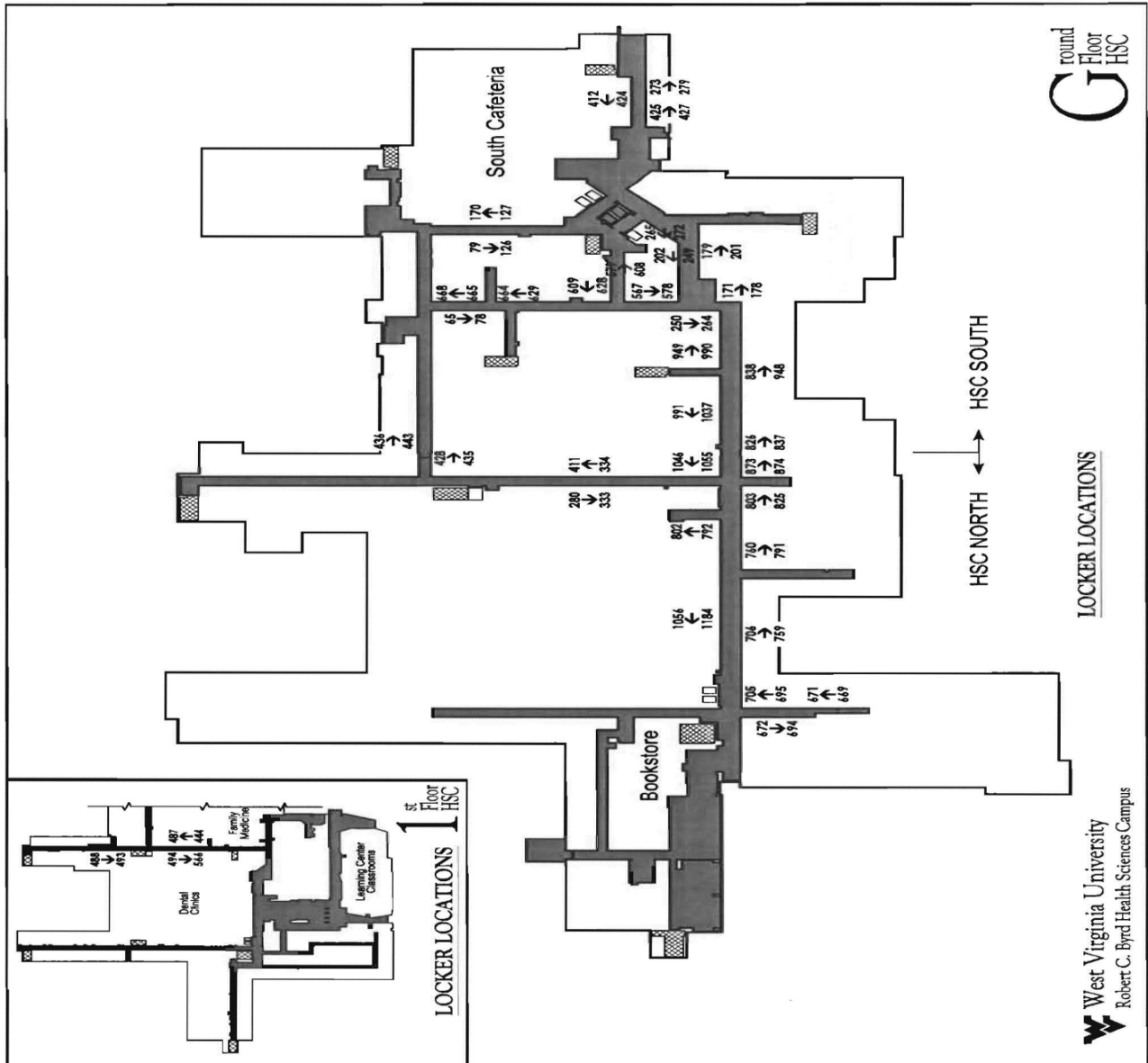
Parking in Lot 81 and Mountaineer Station is not available for football games even with a yearly permit. Free parking is available at the WVU Coliseum by riding the PRT from the Engineering station to the Health Science Center (Medical Campus).

At no time is parking permitted in the Ruby Hospital parking lots or in the parking lot reserved for patients in lot 80 in front of the HSC Learning Center.



Student Lockers

Students are assigned individual lockers in the Health Sciences Center at the beginning of the junior year. These lockers are for use until graduation. Store coats and boots in your locker during class. During student laboratories, also store backpacks, book bags and purses in your locker.



Health and Background Check Policies

Drug Screening

Students may be required by their assigned clinical site to have a drug/alcohol screen. Students who test positive for any drugs of abuse will not be allowed to begin the clinical rotation. The WVU School of Medicine, Professional Programs has compiled a comprehensive health policy designed to address the multifaceted health needs of your career.

Health Insurance

Health insurance is required of all students who matriculate at West Virginia University. If you do not have health insurance through your parents, spouse or personal policy, you will be billed for insurance through the University. Additional information may be found at <http://sio.hr.wvu.edu/>. All students must provide documentation of health insurance annually.

Immunizations and Titters

All students who utilize teaching hospitals at the West Virginia University Health Sciences Center or any other hospital or clinic must be immunized and provide verification of immunizations. This requirement has been mandated by the Occupational Safety and Health Authority (OSHA). Students must have a 2-step skin test for tuberculosis (PPD) within three (3) months of starting the program and annually thereafter. Students who have a positive PPD must have a note from a treating physician as to how the positive PPD was managed and a chest x-ray report.

Physical Examination

All students must complete and submit the following forms at or before new student orientation:

- Personal Immunization History
- Student Health Evaluation form
 - Page 1 (Medical History)
 - Page 2 (Physical Examination by Licensed Health Care Provider)

The student should take these forms, along with a printout of the MLS Program immunization/titer requirements and instructions found in the MLS Program acceptance packet, to his/her health care provider.

STUDENTS WHO HAVE NOT COMPLETED THE LISTED IMMUNIZATIONS AND TITERS WILL NOT BE PERMITTED TO BEGIN THE CLINICAL ROTATIONS.

Any student who declines immunizations for religious or other reasons must be made aware of potential personal dangers and will be required to sign a waiver, [“Student Release upon Refusal of Immunization.”](#) Please forward this completed form to the Office of Student Services/Professional Programs.

Disclaimer: Acceptance of the waiver will be up to the discretion of the clinical sites.

Questions concerning these health issues can be sent to Office of the Dean for Professional Programs, WVU, School of Medicine, PO Box 9225, Morgantown, WV 26506-9225, or by calling 304-293-1320.

Criminal Background Check

Progress and completion of the degree includes satisfactory completion of the clinical education component of the curriculum. A majority of clinical sites now require students to complete a criminal background check prior to participating in clinical education placements. Therefore, students with unacceptable criminal backgrounds may not be able to meet the academic standards of the MLS Division.

SAFETY POLICIES

HIPAA Policy and Training

HIPAA Policy

Students, faculty and staff are not permitted to access or disclose confidential health information without authorization. Violations of this policy will be reviewed by the Academic and Professional Standards Committee.

HIPAA Training

All students are required to complete training for awareness and compliance with the patient privacy regulations of the Health Insurance Portability and Accountability Act. This training will be available via SOLE (the on-line learning site) to all Health Sciences Center students and must be completed by the date established in PALM 303. Students who do not complete HIPAA training during the fall semester will not be enrolled for professional courses during the following spring semester.

Laboratory Incidents/Accidents

Student Laboratory

1. In the event of exposure, thoroughly wash the area with soap and water, unless a mucous membrane exposure, in which case flush copiously with water.
2. The course instructor must be notified immediately.
3. If it is a non-blood-borne pathogen exposure, the student is sent to Student Health or WVU Medicine Emergency Department dependent on the severity of the incident; fill out STUDENT or VISITOR ACCIDENT REPORT FORM found on page 47.
4. If it is a blood-borne pathogen exposure, fill out the BLOOD-BORNE and NON-BLOOD-BORNE PATHOGEN EXPOSURE form found on page 49; the student is sent to WVU Medicine Emergency Department
5. Copies of each form need to be returned to the MLS division office.

Student Health Services

Information for student health services may be found at <http://wvumedicine.org/ruby-memorial-hospital/services/wvu-specialty-clinics/student-health/>.

Liability Insurance

Students are protected by liability insurance when engaged in recognized, integrated programs which are a part of the course of instruction. This does not include unauthorized work away from the campus or on campus.

OSHA Training

All students must be trained in standards for preventing transmission of blood borne and other infectious agents. This training will occur during the first semester of the professional curriculum and annually thereafter. Training is to be completed by the due date established in PALM 303 Laboratory Applications. Students who have not completed this requirement will not be permitted to register for PALM courses during the following spring semester.

Universal Precautions and Laboratory Safety

The student will be collecting, processing, and working with patient and known blood, body fluids and tissue specimens, and microorganisms that could be potentially pathogenic during his/her professional education.

The student will be oriented to and understand the use of and need for Universal Precautions and will follow these guidelines both in the student and hospital laboratories.

The student will notify the Medical Laboratory Science Division office and the course instructor or clinical instructor concerning ALL incidents or accidents. Please see the policy on laboratory incidents/accidents.

Key Points to Remember

1. **FOLLOW UNIVERSAL PRECAUTIONS AT ALL TIMES.**
2. **NO** eating, drinking, smoking, mouth pipetting or application of makeup in the student or clinical rotations.
3. **NO** placing of objects (fingers, pens, pencils, etc.) in the mouth.
4. Wash hands immediately if contaminated and before leaving the laboratory area.
5. Use laminar flow hoods and other safety equipment when required.
6. **NO** coats, backpacks/book bags or personal belongings are permitted in the student or clinical practicums.

Fire Alarms

A possible fire in the Health Sciences Center will be announced with a loud intermittent horn blast. If the alarm sounds, all students, faculty and staff must evacuate the building. Before evacuation turn off all electrical, gas and oxygen equipment and hood fans in your area and take personal items with you. Close doors and windows. Proceed to the nearest exit and completely exit the building. Meet under the trees near the PRT Station. Remain outside until the All-Clear signal is announced over the loud speaker. Do not block the exit or interfere with the emergency personnel.

Safety Policy URL's

Tobacco Free Campus Policy - WVU

https://assets.ctfassets.net/udw4veezvy46/4NeB7pTXGhMfhyau2HAFy4/d7d4cff8c70460fd93fe2bccdb3c7989/Proposed_amended_-_BOG_Rule_5.6_-_Tobacco_and_Smoke_Free_Campus_-_12.14.18.pdf

Safety/OSHA Regulation

https://www.osha.gov/OshDoc/data_General_Facts/formaldehyde-factsheet.pdf

https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact02.pdf

https://www.osha.gov/OshDoc/data_General_Facts/ppe-factsheet.pdf

https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact01.pdf

<https://www.nwmissouri.edu/naturalsciences/sds/x/Xylenes.pdf>

Student or Visitor Exposure Report - WVU

<https://www.ehs.wvu.edu/files/d/dcd8f1f9-1c67-4664-8c7c-f4e0e28d7d29/student-and-visitor-accident-report-form.pdf>

Questions concerning these safety policies can be addressed to Chemical Hygiene Officer Christine Titus, MA, MLT(ASCP) by calling 304-293-6229 or sending an email.

christine.titus@hsc.wvu.edu

WVU SERVICES FOR STUDENTS

Other Important Offices

- Accessibility Services : 304.293.6700 <https://accessibilityservices.wvu.edu/>
- Academic Affairs and Research (Provost's Office): 304.293.5701
- Academic Common Market: 304.293.2641
- Academic Information Services (Computing):
 - Evansdale Computer Lab: 304.293.2900
 - White Hall Computer Lab: 304.293.-4664
- Academic Resources: Tutoring- <https://studentsuccess.wvu.edu/services/tutoring-centers>
- Admissions and Records: 304.293.2121
 - Marilyn Potts: (In and Out of State Residency) 304.293.2124 x. 1514
- Adventure WV: 304.293.5221
- Alumni Center: 304.293.4731
- Arts and Entertainment: 304.293.4406
- Athletic Facilities: 304.293.5198
- Betty Boyd Loans: <https://campuslife.wvu.edu/student-advocacy/betty-boyd-loans>
304.293.5611
- Box Offices:
 - Athletics:304.293.3541 or 800-WVU-GAME
 - Arts & Entertainment: 304.293.7469
 - Creative Arts Ticket Office: 304.293.3020
 - Movie Hotline: 304.293.8499
 - Ticketmaster: 304.292.0220
- CARE Team: <https://careteam.wvu.edu/home>
- Career Services Center: 304.293.2222
- Center for Black Culture: 304.293.7029
- Carruth Center for Psychological and Psychiatric Services: 304.293.WELL (9355)
- Conference Office: 304.293.2790
- Copy Centers:
 - B & E Building: 304.293.5593
 - Communications Building: 304.293.4566
 - Mountainlair: 304.293.2040
- Core Arboretum: 304.293.5201
- Creative Services: 304.293.6368
- Daily Athenaeum: 304.293.4141
- Department of Public Safety: 304.293.3136
- Disability Services: 304.293.6700
- Extended Learning: 304.293-2834 or 800-253-2762
- Financial Aid: Main Office: 304.293.5242 (*For appointments email Greg Goodwin, George Yanchak and Brian Hoover*)
- First Year Pathways: Joyce Wang 304.293.0168
- Honors College—304.293.2100
- Hillel House: 304.296-2660

- Human Resources: 304.293-5700
- I.D. Cards: 304.293-2273
- Institutional Analysis and Planning: 304.293-4245
- Intensive English Program: 304.293-3604
- Intramural Sports Office: Bruce Brubaker 304.293–5053
- Learning Center: 304.293-2316 or 304.293-2109
- Libraries:
 - Downtown Library Complex: 304.293-4040 x. 4040
 - Evansdale (Information): 304.293-4696 x. 5113
 - Health Sciences: 304.293-6810
 - Law (Circulation/Information): 304.293-8286
 - Math: 304.293-6011 x.2480
 - WV Collection: 304.293-4040 x.4210
 - <https://lib.wvu.edu/>
 - <https://lib.wvu.edu/databases/AtoZ/?id=E&status=>
 - Ask a Librarian: <https://westvirginia.libanswers.com/index.php>
- Medical School Admissions: 304.293-3521
- Morgantown Parking Authority: 304.284-7435
- Morgantown Visitors Bureau: 304.292-5081 (new High Street location: Kay—304-322-2916)
- Mountaineer Parents Club: 304.293-2506 Helpline: 1-800-988-0096
- Mountainlair Information: 304.293 -3701 (Lair Cell Phone: 304.216-1555)
- New Student Orientation (MVD): 304.293-2264
- New Student Services: 304.293-6871
- News and Information Services: 304.293-6997
- Nursery School: 304.293-2110
- Off-Campus Housing: 304.293-5611, www.wvu.edu/~studlife/off-camp.htm
- Office of International Programs/Study Abroad: 304.293-6955
- Office of International Students and Scholars: 304.293-3519
- Office of Student Accounts (Bursar’s Office):304.293-4006
- Outdoor Recreation Center (in SRC): 304.293-2203
- Parking Office: 304.293-5502 *for HSC validations* Robin Perry-304.293.8856
- Photography: WVU -304.293.3061, DA –304.293.3540
- Physical Plant: 304.293-4357
- Plant and Soil Sciences Greenhouse: 304.293-4480
- Printing Services: 304.293-6366
- PRT: 304.293-5011
- The Rack: Food Pantry-304.293.4397
- Radiology: 304.293-2391
- Registrar 304.293-5355
- Ruby Memorial Hospital (Information): 304.598-4400
- Scholarship Office (Undergraduate): 304.293-4126
- Social Justice Office: 304.293-5496
- Student Accounts Office: 304.293-4006
- Student Family Resources: <https://childcare.wvu.edu/>
- Student Government Association: 304.293-4403
- Student Health Services: 304.285-7200

- Student Organizations Services: 304.293-4397
- Student Recreation Center: 304.293-7529
- Student Legal Services: 304.293-4897
- Student Support Services/TRIO: G-30 Mountainlair -304.293.6629
- Technology Support Center (Help Desk and Repairs): 304.293-4444
- U-92 Radio:
 - Office: 304.293-3329
 - News/Sports: 304.293-6397
 - Request Line: 304.293-3692
- Undergraduate Academic Services Center (academic advising): 304.293-5805
- Veterans: Mountainlair Room 214
- Work Study Program: 304.293-5842
- Writing Lab: 304.293-3107 x. 33457
- WVNET: 304.293-5192
- WVU Foundation: 304.284-4000

Departmental FERPA Release

Departmental FERPA Release

West Virginia University

Division of Medical Laboratory Science

Family Educational Rights and Privacy Act Release

Please print:

Student Name: _____
Last First Middle

Address: _____ Cell Phone #: _____
Street

City State Zip

Student ID: Date of Birth: - -

Information related to FERPA at WVU can be located here: <http://ferpa.wvu.edu>

I understand that (1) I have the right not to consent to the release or disclosure of my education records; (2) I have the right to inspect and review such records upon request; (3) ***this consent to release or disclose will expire after I cease to be a student for six months or until revoked by me, in writing, and delivered to the Division vice Chair, whichever comes first.*** Any disclosure of information made by WVU prior to the receipt of written revocation is not affected by revocation. I further understand that in order for WVU to release my education records, this release must be executed. Therefore, I, the undersigned, expressly authorize the Division of Medical Laboratory to do the following:

A. Use necessary information from my education records, including grade point average obtained while attending West Virginia University, as it relates to my candidacy for employment, certification, licensure, awards, or accolades. In addition, I hereby authorize West Virginia University to use any grade point average obtained while attending West Virginia University to publicize and/or display any academic awards or recognition that I may receive.

B. Use my Directory Information and/or my photograph, as defined by the University's policy and/or procedure, to promote and market the Division of Medical Laboratory Science, the School of Medicine, and West Virginia University.

Student Signature

Date

Identity of student must be confirmed upon receipt by the Division vice Chair.

For Office Use Only:

Received by _____ Date _____

STUDENT or VISITOR ACCIDENT REPORT FORM

FOR NON BLOOD-BORNE PATHOGEN EXPOSURE ONLY

West Virginia University Environmental Health and Safety

***THE INJURED STUDENT OR VISITOR AND WVU DEPARTMENT REPRESENTATIVE SHOULD
COMPLETE THIS FORM.***

Name: _____ Status: (circle one) Student or Visitor
 _____ Phone: _____
 Date: _____ Time accident occurred: _____
 Sex: Male or Female (circle one) Age: _____
 Building/Location and Room or area in
 which accident occurred: _____

Description of Accident: Please describe how the accident happened. What was the injured person doing? List any specific acts by individuals or conditions that led to the accident. (include any tools, machinery or instruments involved)

Nature of Injury			Part of Body Injured		
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Cut	<input type="checkbox"/> Scratch	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Face Finger	<input type="checkbox"/> Leg
<input type="checkbox"/> Amputation	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Shock	<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Mouth
<input type="checkbox"/> Asphyxiation	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sprain	<input type="checkbox"/> Bac	<input type="checkbox"/> Forearm	<input type="checkbox"/> Nose
<input type="checkbox"/> Bite	<input type="checkbox"/> Laceration	<input type="checkbox"/> Splinter	<input type="checkbox"/> Chest	<input type="checkbox"/> Hand	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Bruise	<input type="checkbox"/> Poisoning	<input type="checkbox"/> Strain	<input type="checkbox"/> Ear	<input type="checkbox"/> Head	<input type="checkbox"/> Teeth
<input type="checkbox"/> Burn	<input type="checkbox"/> Puncture	<input type="checkbox"/> Fainted	<input type="checkbox"/> Elbow	<input type="checkbox"/> Knee	<input type="checkbox"/> Wrist
<input type="checkbox"/> Concussion	<input type="checkbox"/> Repetitive Stress Injury		<input type="checkbox"/> Eye		
<input type="checkbox"/> Other specify)			<input type="checkbox"/> Other (specify)		

Was first aid administered? Y or N
 Did you receive medical treatment? Y or N
 Treatment location: _____

Signed: _____
 or Student _____ WVU Department Representative
 Signed: _____
 Visitor _____

E-Mail Original to: WVUInjuryIncidentReport@mail.wvu.edu

**BLOOD-BORNE AND NON BLOOD-BORNE PATHOGEN
EXPOSURE**

**WVU DIVISION OF MEDICAL LABORATORY SCIENCE
INCIDENT/ACCIDENT REPORT**

Student Name: _____

Date of Occurrence: _____ Time: _____

Place of Occurrence: _____

Description of incident or accident: _____

Immediate action taken: _____

Student taken to health services for review, evaluation and/or testing according to laboratory policy?

Yes _____ No _____

If yes, name or description of health service: _____

Person(s) making report:

_____ Date: _____

_____ Date: _____

Program Director:

_____ Date: _____

**THIS FORM MUST BE COMPLETED AND FILED IN THE STUDENT'S FILE IN THE WVU MEDICAL
LABORATORY SCIENCE DIVISION OFFICE.**

MLS 2021 Class Student Handbook

Form to be returned

I, _____, have received the Medical Laboratory
(Printed student's name)

Science Class of 2021 Student Handbook.

I understand that these policies are effective throughout the Junior and Senior years of the Medical Laboratory Science Division and any violation of these policies will result in disciplinary action.

Date

Student's Signature

**Department of PALM Professional Programs Policy on
Academic and Professional Standards**

Form to be returned

**WEST VIRGINIA UNIVERSITY
DEPARTMENT OF PATHOLOGY, ANATOMY AND LABORATORY
MEDICINE
PROFESSIONAL PROGRAMS**

I have read and understand the Department of Pathology, Anatomy and Laboratory Medicine Professional Programs Policy on Academic and Professional Standards and agree to abide by the academic and professional standards and requirements stated within this document.

Name (Printed): _____

Signature: _____

Date: _____