



# **Medical Laboratory Science**

## **Program Handbook**

AY 2024-2025

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Program Director

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# Medical Laboratory Science Mission and Vision

## **Saginaw Valley State University Mission Statement**

The University creates opportunities for individuals to achieve intellectual and personal development through academic, professional, and cultural programs. By fostering an environment of inquiry and openness that respects the diversity of all whom it serves, the University prepares graduates whose leadership and expertise contribute to the advancement of a pluralistic society. The University serves as a cultural and intellectual center dedicated to the pursuit and propagation of knowledge.

## **Program Mission and Philosophy**

In harmony with the university mission statement, the Medical Laboratory Science (MLS) program is a professional program that best serves individuals seeking healthcare careers that cultivate their naturally scientific, analytical, and inquisitive nature. The curriculum consists of basic science, general education, and profession specific courses that include critical pathway and critical decision-making exercises. With strong community support, the MLS program seeks to contribute academically prepared graduates with entry level technical competency and professional behaviors, as a solution to the national shortage of clinical laboratory professionals.

## **Accreditation Information**

Saginaw Valley State University is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

NAACLS Address:

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Rd.  
Suite 720  
Rosemont, IL 60018-5119

Phone: 773-714-8880

FAX: 773-714-8886

E-mail: [info@naacsl.org](mailto:info@naacsl.org)

WEB: <http://www.naacsl.org>

## SVSU MLS Program Description

The Medical Laboratory Science Program at SVSU prepares students for a career in Laboratory Medicine. Graduates are eligible for employment in clinical pathology laboratories in hospitals across the nation. A nationwide shortage of clinical laboratory personnel suggests that employment opportunities are abundant.

### **About the Career**

Medical Laboratory Scientists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; they direct and supervise clinical laboratory resources and operations; and they collaborate in the diagnosis and treatment of patients. Medical Laboratory Scientists practice independently and collaboratively as defined by the profession. The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. They demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

At career entry, the Medical Laboratory Scientist will be proficient in performing the full range of clinical laboratory tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, 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 responsibilities in areas of analysis as well as clinical decision-making, regulatory compliance, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. The Medical Laboratory Scientist will also possess basic knowledge, skills, and relevant experiences in financial operations, information management and research design/practice.

### **About the Program**

The program consists of two and one-half years of general education and medical laboratory science program prerequisites, including supporting courses in the biology and chemistry. The last semester of the third year and the entire fourth year of study consist of the professional phase courses of the program. A 22-week clinical field experience at a facility affiliated with the SVSU program is required and will provide the student with the necessary 'real-world' professional practice that is needed to become competent and confident to function effectively in a clinical pathology laboratory. Upon completion of the baccalaureate degree in Medical Laboratory Science, the student is eligible to take an entry-level national examination for certification as a Medical Laboratory Scientist.

### **Who should consider this program?**

Students inclined towards medicine or who excel in biology or chemistry. Students who desire a meaningful career immediately upon graduation; who can seek employment in labs of all types; clinical/hospital, forensic, biotechnology, reference/regional laboratories and more. Students who support the mission of the SVSU MLS program.

## **MLS Essential Functions**

Essential Functions represent non-academic requirements of the profession that all students must possess to become successful in the clinical laboratory environment and to become employable. Students considering the program should be able to ascertain their ability to function successfully in the program and profession after reading the Essential Functions below, taking MLS 200 (or equivalent), and meeting with the Program Director. By submitting an application to the program with a signed Verification of Policy form, students acknowledge an understanding of the requirements and a belief that they have the essential functions to succeed in the MLS Program. Once admitted to the program, failure to meet any of the Essential Functions may result in dismissal from the program.

### Essentials Functions:

1. Possess sufficient vision to easily read charts, graphs, instrument panels, printouts, small graduated scales, etc.
2. Be able to discriminate colors in order to identify reagents, select proper tube types, distinguish physical properties of various body fluids and prepare and identify cells and tissues.
3. Be able to read, write and communicate in the English language to facilitate effective communication with patients, physicians, and all other members of the health care team.
4. Possess sufficient hearing ability with or without auditory aides to understand the normal speaking voice and discern audible instrument alert signals and timing devices.
5. Demonstrate sufficient manual dexterity to safely and accurately perform required tasks such as phlebotomy, operating delicate instruments, manipulating tools, handling small containers of potentially bio-hazardous specimens (one by one-half inch), and utilizing sample measuring devices.
6. Be sufficiently mobile to traverse about the laboratory, hospital corridors, patient's rooms, offices and patient examining rooms, (minimum width approximately three feet).
7. Possess the emotional health and psychological stability required to fully utilize their intellectual abilities under stressful conditions thus allowing them to be able to recognize emergency situations, take appropriate action, and be an effective problem solver.
8. Be able to sit for extended periods of time at computer stations, read information from a monitor, and use the keyboard.

NOTE: Corrective devices and reasonable accommodations may be utilized to satisfy these essential functions.

## **Goal of the Program**

The goal of the SVSU MLS Program is to educate the student so that their knowledge of Medical Laboratory Science, technical competency, and professional behaviors are consistent with career entry expectations allowing them to contribute to the national clinical laboratory workforce.

## **MLS Competencies and Learning Outcomes**

At the conclusion of the MLS practicum, the student will be able to:

1. Perform (independently) routine and specialized laboratory procedures found in a typical full service clinical pathology laboratory. Performing these procedures include all of the QA/QC requirements, setting up reagents and equipment, and managing problems.
2. Apply principles and practices of quality assurance/quality improvement to the pre-analytical, analytical, and post-analytical components of laboratory services utilizing statistical analyses.
3. Apply safety and governmental regulations and standards to laboratory practice.

4. Analyze and/or evaluate laboratory findings to incorporate critical pathways and clinical decision-making activities, such as;
  - a. Verifying patient results and QA for a given test
  - b. Correlating findings with health and disease states
  - c. Prescribing course of action for discrepancies
  - d. Recognizing possible inconsistent results
  - e. Developing algorithms
5. Apply acceptable principles of teaching and learning to a selected activity.
6. Apply basic principles of management in select activities.
7. Practice the ethics of the profession.
8. Apply concepts and principles of laboratory operations to include:
  - a. Critical pathways and clinical decision making;
  - b. Performance improvement

#### **Eligibility for Certification Exam**

Current eligibility requirements for the National Certification Exam may be reviewed on the American Society for Clinical Pathology website: [www.ascp.org](http://www.ascp.org).

Granting of the degree in Medical Laboratory Science is not contingent on passing the national MLS certification exam. Program Director recommendation for the national certification exam shall be contingent upon successful completion of the field experience with a final grade of no less than a B-.

#### **Distribution of MLS Program Handbook**

The MLS Program Handbook shall be discussed with all students interested in the program at the first advising session with the Program Director. The manual is available on the MLS website and is studied in MLS 200 Introduction to Medical Laboratory Science. A hard copy is available upon request.

#### **Distribution of MLS Practicum Manual**

The MLS Practicum Manual shall be made available to those students registered for MLS 491-495 fieldwork courses.

#### **SVSU MLS Advisory Board**

The MLS Program shall have an Advisory Board established for the purposes listed below:

1. To review the curriculum and make recommendations
2. To review outcomes data and make recommendations
3. To review applicable student complaints and make recommendations
4. To assist in program development, modification and improvement
5. To communicate to the program on the status of; employment, student placement capacity, changes at the affiliate site that might impact students, and future trends of the profession

The MLS Advisory Board shall consist of program affiliates, employers, graduate member(s), and department and program faculty. The Board shall meet at least annually.

## Suggested Sequence for Prerequisite Courses for Admission

### Medical Laboratory Science Program- Plan A & Plan B

*Students following Plan A may be eligible for MLS Fieldwork Courses in the Winter/Spring semesters.*

*Students following Plan B may be eligible for MLS Fieldwork Courses in the Summer/Fall semesters.*

(Students are also responsible for completing General Education Categories 1, 2, 6, 7, 8 and 9. Make sure that the courses you choose satisfy these categories.)

#### Freshman Year – Fall Semester

Courses	Credits/Offering
BIOL 111A – Principles of Biology	4/FWSu
ENGL 111 – Composition 1	3/FW
Math 132A – Statistical Methods*	4/FWSp
(*Math 132B also acceptable)	
Gen Ed Electives	<u>6</u>
<b>Total =</b>	<b>17</b>

#### Freshman Year – Winter Semester

Courses	Credits/Offering
CHEM 111 – Gen Chemistry Lec	4/FWSpSu
CHEM 111L – Gen Chem Lab	1/FWSpSu
ENGL 212 – Topics in Crit Writing	3/FWSpSu
Gen Ed Electives	<u>6</u>
<b>Total =</b>	<b>14</b>

#### Sophomore Year – Fall Semester

BIOL 232 – Phys & Anatomy I	4/FWSp
CHEM 112 – Gen Chem II Lec	4/FWSu
CHEM 112L – Gen Chem II Lab	1/FWSu
PHYS 150 – Physics for Hlth Sci	4/F
Gen Ed Electives	<u>3</u>
<b>Total =</b>	<b>16</b>

#### Sophomore Year – Winter Semester

BIOL 233 – Phy & Anatomy II	3/FWSu
PHIL 205B – Prof Ethics:Hlth Care	3/FWSp
BIOL 237 - Intro to Micro	4/FWSp
CHEM 230 – Organic Chem I lec	4/FWSp
<b>Total =</b>	<b>14</b>

#### Sophomore (or Junior) Spring Semester

\*CHEM 250 – Survey of Biochem 3/Sp

#### Junior Year – Fall Semester

MLS 200 – Intro to MLS (no lab)	3/F
HS 201 – Intro to Health Research	3/F
HS 430 Pathophysiology	4/FSp
HS 250 – Health Regs & Policy	<u>3/FWSp</u>
Gen Ed Elective	<u>3-6</u>
<b>Total =</b>	<b>16</b>

#### Junior Year – Winter Semester

MLS 320 – Clin Hem I (lab)	3/W
MLS 330 – Clin Immunochem I (lab)	3/W
MLS 340 – Clin Micro I (lab)	3/W
MLS 350 – Clin Chem I (lab)	4/W
MLS 360 - Molecular Lab Diag	2/W
<b>Total =</b>	<b>15</b>

#### Spring Semester

MLS 300 – Analysis Bdy Flds (lab)	2/Sp
*CHEM 250 – Survey of Biochem	3/Sp
MLS 460 – Prin of Lab Ops	2/Sp

#### Senior Year – Fall Semester

MLS 410 – Clin Immunology	3/F
<b>Courses</b>	
MLS 420 – Clin Hem II	3/F
MLS 430 – Clin Immunochem II	2/F
MLS 440 – Clin Micro II	2/F
MLS 450 – Clin Chem II	2/F
MLS 470 – Clinical Lab I	1/F
MLS 475 – Clinical Lab II	1/F
<b>Total =</b>	<b>16</b>

#### Senior Year – Winter/Spring Semesters (A) Or Summer/Fall Semesters (B) Fieldwork

MLS 491 Minor Rotations	3
MLS 492 Clinical Hematology	3
MLS 493 Clinical Immunochem	3
MLS 494 Clinical Microbiology	3
MLS 495 Clinical Chemistry	<u>3</u>
<b>Total =</b>	<b>15</b>

\*CHEM 250 is not required for admission to the MLS Program. It is only offered in Spring semester and may be taken prior to admission or during the professional courses. Chem 412 (Biochemistry I) is an acceptable substitute.

**Total Credits Required for Degree = 128; GPA Requirements for Admission to the Professional Sequence = 2.75**

## Medical Laboratory Science Faculty and Instructors

### Program Director

Margot M. Alvey, MS, MLS(ASCP)<sup>CM</sup>  
Assistant Professor of Medical Laboratory Science  
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### Department Chair of Health Science

Maureen Muchimba  
Associate Professor of Health Science  
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### Assistant Dean of Health and Human Services

Jeremy Knous  
Professor of Kinesiology  
[jknous@svsu.edu](mailto:jknous@svsu.edu)

### Adjunct Faculty

Amanda (Rosie) Lovejoy, MLS(ASCP)<sup>CM</sup>  
[arlovejo@svsu.edu](mailto:arlovejo@svsu.edu)  
Clinical Immunohematology

Jessica McLeod, MLS(ASCP)<sup>CM</sup>  
[jllabean@svsu.edu](mailto:jllabean@svsu.edu)  
Clinical Immunology, Clinical Chemistry Lab II,  
Laboratory Operations

Alkiviadis Koutrouvidas, MLS(ASCP)<sup>CM</sup>  
MLS(ASCP)<sup>CM</sup>  
[akoutrou@svsu.edu](mailto:akoutrou@svsu.edu)  
Molecular Diagnostics

Bethanie Smith, MLS(ASCP)<sup>CM</sup>  
[basmith3@svsu.edu](mailto:basmith3@svsu.edu)  
Clinical Microbiology

### Clinical Support and Laboratory Staff

Sarah Duquette, MS, MLS(ASCP)<sup>CM</sup>  
[scduquet@svsu.edu](mailto:scduquet@svsu.edu)

Jacklyn Tkaczyk, MLS(ASCP)<sup>CM</sup>  
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Shameka Marek, MLS(ASCP)<sup>CM</sup>  
[skbutter@svsu.edu](mailto:skbutter@svsu.edu)

Sean Suitor, MLS(ASCP)<sup>CM</sup>  
[smsuitor@svsu.edu](mailto:smsuitor@svsu.edu)

## Clinical Affiliates and Clinical Coordinators

- |   |  |
|---|--|
| <p>1. McLaren Bay Region<br/>1900 Columbus Ave.<br/>Bay City, Michigan 48708<br/>Clinical Coordinator: Dennis Dugan, MLS(ASCP)<sup>CM</sup><br/>MT (ASCP)</p>   | <p>9. Henry Ford Hospital<br/>2799 W Grand Blvd<br/>Detroit, MI 48202<br/>Clinical Coordinator: Dense Smith,</p>           |
| <p>2. Covenant HealthCare<br/>1000 Houghton Ave.<br/>Saginaw, Michigan 48602<br/>Clinical Coordinator: Danielle Miller, MLS(ASCP)<sup>CM</sup><br/>MLS(ASCP)<sup>CM</sup></p>                           | <p>10. Bronson Healthcare Group, Inc.<br/>601 Joh St<br/>Kalamazoo, MI 49007<br/>Clinical Coordinator: Kellie Latesky,</p> |
| <p>3. Ascension Genesys Health System<br/>One Genesys Parkway<br/>Grand Blanc, MI 48439<br/>Clinical Coordinator: Lynn Jeffrey, MT(ASCP)<br/>Schroeder, MT(ASCP)</p>                                    | <p>11. Hurley Medical Center<br/>One Hurley Plaza<br/>Flint, MI 48503<br/>Clinical Coordinator: Angela</p>                 |
| <p>4. McLaren Thumb Region<br/>Alma/Mount Pleasant<br/>1100 S Van Dyke Rd<br/>Bad Axe, MI 48413<br/>Clinical Coordinator: Heather Hennessey, MLS(ASCP)<sup>CM</sup><br/>MLS(ASCP)<sup>CM</sup>, CIC</p> | <p>12. MyMichigan Medical Center-<br/><br/>300 E. Warwick Dr<br/>Alma, MI 48801<br/>Clinical Coordinator: Dina Aper,</p>   |
| <p>5. MyMichigan Medical Center-Midland<br/>4005 Orchard Dr.<br/>Midland, Michigan 48670<br/>Clinical Coordinator: Maria Rockafellow, MLS(ASCP)<sup>CM</sup><br/>MLS(ASCP)<sup>CM</sup></p>             | <p>13. McLaren Port Huron<br/>1221 Pine Grove Ave<br/>Port Huron, MI 48060<br/>Clinical Coordinator: John Flasher,</p>     |
| <p>6. Ascension St. Mary's Hospital<br/>800 S. Washington Ave.<br/>Saginaw, Michigan 48601<br/>Clinical Coordinator: Annie Conrad, MLS(ASCP)<sup>CM</sup></p>   |  |
| <p>7. MyMichigan Medical Center – West Branch/Gladwin<br/>2463 S. M-30<br/>West Branch, MI 48661<br/>Clinical Coordinator: Karen Mercer, MLS(ASCP)MSA</p>   |  |
| <p>8. McLaren Medical Laboratory<br/>4000 S. Saginaw Street<br/>Flint, MI 48507<br/>Clinical Coordinator: Jennifer Bruski, MLS(ASCP)<sup>CM</sup></p>   |  |

## MLS Program: Admission Procedures and Criteria

Declaration of a Pre-Medical Laboratory Science major is open to students who meet general requirements for admission to Saginaw Valley State University. Formal application for admission to the upper division (professional phase) courses of the Medical Laboratory Science program is required prior to registering for MLS professional courses.

The professional phase of the medical laboratory science program begins formally each Winter semester. Preparation for admission to the MLS program consists of completing the required general education courses and the program prerequisites.

Admission to SVSU is required for, but does not guarantee, acceptance into the MLS program. The program is planned to accommodate approximately 20-30 students each year; this number may vary depending on available resources. Prospective students must submit an application for admission to the professional program by October 15 preceding the winter semester admission.

### Admission Criteria

The following admission criteria are required of all applicants and will be used to rank applicants to determine acceptance to the program:

- Complete a minimum of 4 semesters of credits or prerequisite course work prior to admission to the program.
- Achieve a minimum cumulative GPA of 2.75 for all pre-professional coursework
- Meet all MLS Essential Functions
- Submit a completed application available from the program director.
  - Ranking as follows (Maximum points is 5):

#### 1. Overall GPA

2.6-2.74 =	.25
2.75-2.99 =	.50
3.0-3.49 =	.75
3.5-4.0 =	1.0

#### 2. Science GPA (to include required Math, Biology, Chemistry, Physics, and previous MLS courses)

2.00-2.49 =	.25
2.50-2.74 =	.50
2.75-2.99 =	.75
3.0-4.0 =	1.0

#### 3. Quantity of Science Courses (Does not include courses with D, F, W, or I)

(Includes relevant Math, Biology, Chemistry, Physics, and MLS courses)

<10 =	0
10-12 =	.25
13-15 =	.5
16-18 =	.75
19-21 =	1.0

#### 4. Recommendations or Experience – Since experience is related to recommendations, these are averaged for one number.

Recommendations:	None = 0
	Poor = .25
	Ave. = .5

Good = .75

Exc. = 1.0

Experience:

None = 0

Health setting exp = .25

Non-clinical but biotech/research/lab = .5

Clinical Lab 6 months PT = .75

PT-FT recent clin lab exp (>1yr) = 1.0

5. Performance in MLS 200 (cognitive and affective)

Cognitive: Final grade or grade at midterm

A = .50

B = .25

C = 0

Affective evaluation by instructor based on acceptable performance in the following categories (0.10 each):

Attendance & Punctuality

Professionalism

Assignments submitted on time

Enthusiasm

Participation

6. Evaluation of Essay

Meets content requirements, supports SVSU MLS Mission, and demonstrates appropriate writing skills.

7. Personal Interview with MLS and HS faculty (*may be conducted based on number of applicants*)

**Note: International Students must also submit:**

- International transcript/degree evaluation by World Education Service (or equivalent) and SVSU
- Official results of the TOEFL; criteria: (580 paper/ 92 internet) or IELTS test (band 7.0)

***COVID-19 Pass/No Credit Grade Policy for Pre-MLS Students***

Pre-MLS students, including transfer students, applying to the SVSU MLS program are advised NOT to select the pass/no credit option for Winter (January – April) 2020 grades. If a student does opt for a “Pass” grade for any MLS prerequisite course, the grade which will be used for MLS application calculations will be a “C” or 2.0 for the purpose of admission to the SVSU MLS program.

**Transfer of Credits**

Transfer students are eligible to apply to the MLS Program under the same criteria as described in this manual. Student interested in transferring to SVSU are encouraged to contact a transfer advisor. For information on transferring courses to SVSU, refer to the following webpages:

<http://www.svsu.edu/apply/undergraduate/transfer/> and <http://apps.svsu.edu/transfer/> (for transfer equivalencies).

**Acceptance into Program**

Students shall be notified of acceptance status by the end of that Fall semester. Acceptance is contingent upon successful completion of Fall semester courses, and students are expected to provide updated transcripts once the semester is completed.

Once accepted, and prior to the start of the program, students must start the immunization series for the Hepatitis B vaccine and provide documentation to the Program Director. MLS students must complete the series according to recommended schedule. The University Health Center offers the vaccinations for approximately \$30 per injection and will not bill insurance.

**Late Applicants/Re-activation Applicants**

Applications received after October 15<sup>th</sup> will be considered for acceptance only if an opening is available after on-time applicants are ranked.

**Seven Years Dated Transcript**

Students who have completed formal medical laboratory sciences courses seven years before application will need to have their transcripts evaluated by the Medical Laboratory Sciences Program Director (after the transcript evaluation office). Students may need to re-take the MLS courses depending on recent experience, continuing education, etc.

**International Students**

International transcripts and/or foreign degrees must be evaluated by the World Education Services (or equivalent) and University Transcript Evaluation Office. MLS Prerequisite courses must be evaluated by the appropriate department prior to presentation to the MLS Program Director. Once evaluated and documented, the student must meet with the MLS Program Director to finalize a schedule of courses.

Students must demonstrate effective English language skills by submitting official results of the TOEFL with minimum requirements of 580 paper/ 92 internet or IELTS test band 7.0. Online testing results may be subject to revised criteria.

## MLS Program: Professional Phase

### Progression and Retention Policies

Following admission to the professional phase of the program, three semesters of full time academic coursework with integrated field experiences are required. The field experience of the medical laboratory science program is an integral component of the student's education and a minimum of 840 hours of supervised practice or educational sessions is required. Fieldwork may be scheduled for a Winter/Spring session or a Summer/Fall session. Placements are subject to faculty approval and assignment at a specific facility cannot be guaranteed.

### Current Criteria for Progression

Following admission to the professional phase of the program, three semesters of full time academic medical laboratory science course work with integrated field experiences are required. The field experience of the medical laboratory science program is an integral component of the student's education and a minimum of 840 hours of supervised practice or educational sessions is required. Placements are subject to faculty approval and assignment at a specific facility cannot be guaranteed.

Once admitted to the MLS Professional Phase, students must:

- Achieve a "C" or better in all MLS courses
- Maintain an overall GPA of 3.00 in the MLS courses
- Demonstrate the ability to meet the MLS Essential Functions

Students who fail to meet the minimum GPA (3.0) requirement will be placed on MLS program probation and must meet the requirement in the subsequent semester. Two semesters below the 3.0 GPA minimum will result in dismissal from the program.

Students who earn a grade less than a "C" in an MLS course will not progress in the major until the failed course has been repeated successfully. An MLS course may be repeated one time. If a grade of "C" or better is not achieved after repeating the course, the student will be dismissed from the program.

Students who earn a grade less than a "C" in two or more MLS courses at any time during the professional sequence will be dismissed from the program.

Students demonstrating a failure to meet any of the MLS Essential Functions may be dismissed from the program at any time.

Minimum exam and lab scores may be defined for successful completion of each professional course.

MLS courses are offered once during each academic year, following a sequential design. Therefore, part-time and probationary students will have to continue under an adjusted curriculum plan. This will result in extending the time for achievement of all program requirements.

### Clinical Placement Policy

To be eligible for clinical placement, students must have completed all prerequisite courses and must have met the criteria for the professional phase of the program. Placement slots are divided between two semesters in the year; one starting in Winter semester and one starting in Summer semester. The student's placement slot will be determined by the Program Director.

MLS students are continuously reviewed for initial and continued placement at a clinical facility. Students may be withheld from initial placement if the following conditions exist: documented unprofessional conduct or behavior, academic standing, health status that would hinder performance in the clinical setting, unacceptable lab/clinical practice or other documented reasons that indicate that the student may not succeed in a practicum. Additionally, a student may be removed from a practicum at any time for the conditions listed above, as well as failure to comply with university or facility policies and procedures, excessive absence, or a final grade less than a B- in any department rotation. Failure to complete a practicum will result in dismissal from the program.

### **Guarantee of Clinical Placement**

The program admits only the number of students for which there is an adequate number of clinical placement slots annually; however, should a situation exist where there are more students than available clinical places in a semester or year, the following criteria will be used to rank the students for placement. Those students who were denied placement for that period will be offered a placement slot in the very next period.

- a. Completion of all prerequisite courses
- b. GPA in professional courses
  - 2.75-2.99 = .25
  - 3.00-3.49 = .50
  - 3.50-3.79 = .75
  - 3.8-4.0 = 1.0
- c. Laboratory performance in MLS courses
  - Psychomotor Objectives
  - Affective Objectives
- d. Overall SVSU GPA
  - 2.75-2.99 = .25
  - 3.00-3.49 = .50
  - 3.50-3.79 = .75
  - 3.8-4.0 = 1.0

### **Clinical Placement Procedure**

1. In the second semester of professional courses, students will be asked to submit their top 3 preferences for placement. There is no guarantee that these requests can be honored, however every effort will be made to do so.
2. During this same semester, students subscribe to the CertifiedBackground.com Immunization Tracker and upload documentation required by SVSU and/or the clinical affiliate, such as:
  - a. Proof of Health Insurance
  - b. Immunization history
  - c. Certified background check
  - d. Drug screen as required
  - e. Applicable Orientation program(s) based on clinical affiliate requirements

### **COVID-19 Placement Considerations**

Due to the evolving guidelines and regulations regarding the COVID-19 pandemic, the clinical placement procedure may be modified to best fit the needs of the both the clinical sites and the students.

## **Certified Background Check and Immunization Tracker**

SVSU provides access to a certified background check and immunization tracker program for the students. A Certified Background check and updated immunization record must be provided prior to the start of the clinical practicum. It is the student's responsibility to order the background check and immunization tracker based on the time frame communicated by the Program Director. All fees associated with the background check and immunization tracker are the student's responsibility.

Upon acceptance to the formal MLS program in the Fall semester, students are required to assess their legal history to determine if any relevant misdemeanors or felonies exist. Any concern must be communicated to the Program Director immediately, so that a preliminary background check can be performed prior to the start of the program. Any misdemeanor and/or felonies reported shall be evaluated based on MCL code for the conviction, time frame, and relevance to a laboratory fieldwork experience. Any student that fails to disclose convictions to the program director in advance of starting the professional program may not be placed in a clinical fieldwork and may be dismissed from the program regardless of academic status.

## **Immunizations**

Students are required to have immunizations up to date based on the following:

### MMR (2 Vaccines OR 3 Titers)

One of the following is required: 2 vaccinations or positive antibody titer for all 3 components (lab report required). If the titer is negative or equivocal, student must receive 1 booster shot.

### Varicella (2 vaccines or Titer or History of Disease)

One of the following is required: 2 vaccinations or positive antibody titer (lab report required) or medically documented history of disease. If the titer is negative or equivocal, student must have 1 booster shot.

### Hepatitis B (Series in process or Titer)

One of the following is required: 3 vaccinations or positive antibody titer (lab report required) If the titer is negative or equivocal, student must provide 1 booster shot. Declinations/waivers are acceptable in lieu of vaccinations or titers.

Need: Administered date for each vaccine.

### TB (1 step, 2 step, or chest x-ray or blood test as required by clinical affiliate)

One of the following is required: 1 or 2 step TB skin test or Quantiferon Gold blood test or if positive results provide a clear chest x-ray.

### Tetanus, Diphtheria & Pertussis (Tdap)

Documentation of Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.

### Health Insurance

Provide a copy of your current health insurance card or proof of coverage

### Polio

Documentation of the completed primary series. There must be a record of at least 3 vaccinations.

Titers acceptable in lieu of vaccination. Declination waiver acceptable.

### Influenza

One of the following is required: documentation of a flu shot administered during the current flu season or a declination waiver. The renewal date will be set for 1 year from administered date of vaccine.

Immunization requirements may change based on affiliation requirements.

To access Certified Background and Immunization Tracker:

Type [www.castlebranch.com](http://www.castlebranch.com) in the address bar

Click Students

Enter **SF44** in the Package Code field and enter payment information. Follow instructions.

### **Drug Screens**

Scheduled or random drug screens may be required, at the student's expense, by SVSU or the clinical affiliate at any time prior to or during the clinical experience. SVSU MLS Program affiliates are drug free facilities and require the following policy prohibiting drug use:

- Possession, use, manufacture, distribution, dispensation, diversion or transportation or sale of any illegal drug (or its metabolite) or any controlled substance without a prescription or beyond the scope of a prescription. Note: the term "illegal" includes any drug that is illegal under either state or federal law (this includes medical marijuana).
- Having a detectable level of any illegal drug in a student's system at any time above Department of Transportation (DOT) established cutoff levels.
- Using, possessing, storing or distributing alcohol while on duty.
- Arriving at work under the influence of alcohol, with a detectable level of alcohol in the student's system, or with the odor of alcohol or an illegal drug on the student's breath or body.
- Arriving at work impaired by any over-the-counter medication or any controlled substance, including prescription medication.

### **Affiliate Orientation Fees**

Individual affiliate sites may require additional orientation modules for additional fees. All fees will be at the student's expense.

### **Advance Placement for Experiential Learning**

Students with current medical laboratory credentials may be given advance placement credit for a portion of the professional curriculum, as determined by the Program Director. Certification must be documented.

### **Student Laboratory Safety**

All laboratory testing using chemicals, reagents, control material, and/or biological specimens shall be performed only under supervision of qualified faculty. Students shall complete [Medtraining.org](http://Medtraining.org) safety modules in: Biosafety, Fire Safety, Chemical Safety, and Electrical Safety, and review and sign the [Lab Safety Precaution](#) form prior to performing lab activities.

### **Professional Policies and Appearance**

The following list provides guidelines for appropriate appearance and behavior for the students in the professional phase of the MLS Program. Once placed at an affiliate laboratory, the clinical facilities also have policies that may be more stringent than the ones listed below, and their policies take precedence over these guidelines and must be adhered to throughout the duration of the practicum.

Any infractions of the facility and/or the following policies could result in disciplinary action including:

- Program documentation of concern or disciplinary action,
- Documentation with SVSU Office of Student Conduct Programs,
- Zero on a quiz or exam,
- Removal from a course,
- Removal from the program,
- Suspension for a week with its consequences, or
- Granting of an “F” grade.

## **Professional Appearance**

### **On Campus**

SVSU Medical Laboratory Science scrubs are available for purchase through the MLS Organization. Scrubs may be worn during on-campus courses and during clinical fieldwork courses. SVSU MLS scrubs are to be worn only while serving as an MLS student and may not be worn in public other than during transportation to and from school or clinical sites.

### **During Practicum (*discussed in more detail in Clinical Practicum Manual*)**

SVSU Medical Laboratory Science Student identification badges are required for purchase from the Cashier’s Office prior to the start of clinical fieldwork courses.

1. You must follow the dress code of your clinical site.
2. Visible body piercing jewelry may be worn as long as jewelry/piercings do not interfere with work capability or hand hygiene, mask wearing etc., and do not go against clinical site dress code policy.
3. No artificial fingernails (wraps, acrylics, tips, tapes and nail piercing jewelry of any kind) may be worn. Also, natural fingernails may not be more than ¼ inch past the tip of the finger (as these have been shown to harbor microorganisms). Nail polish is generally prohibited.
4. No open-toed shoes may be worn in the clinical site. Shoes must appear clean and not be scuffed.
5. Stockings must be worn to cover the ankles.
6. Long hair must be pulled away from the face.
7. Hats, scarves or long necklaces are prohibited.
8. No excessive jewelry may be worn. Rings on the traditional ring fingers are acceptable as long as they are not so big to cause a problem with gloving.
9. No cargo pants or jeans are to be worn unless permitted by the clinical site. Some clinical facilities will require a lab coat or maybe scrubs. If street clothes are acceptable, shirts or blouses with a collar are preferred. If the shirt does not have a collar, it must not be a low cut neck.
10. Hair color and cosmetics: follow site dress code policy.
11. Personal hygiene must include deodorant, mild (or no) cologne scent, and daily showering. Smoker’s breath or body odor is not tolerated.

Attendance at Mandatory Program Events

## Medical Laboratory Science Program Required Attendance Outside of Class

Throughout the professional phase of the program, students are required to attend formal or informal sessions, tours, and activities not tied to grades (*see two exceptions with \* below*). These are listed below with approximate timeline. At the beginning of each semester, the dates will be confirmed in writing and given to students as early as possible. Excused absences may be approved only in certain circumstances, including extreme illness, family member death, etc. Missing event(s) may result in disciplinary action as stated above. Additional meetings may be scheduled in between two consecutive MLS courses per instructor discretion (advance notice will be given).

Event	Approx. Day/Time
<b>Winter Semester</b>	
Program Orientation	First day of class, early morning; 2 hours
Open labs	Wednesday 2:30-4:00pm (before micro lab; not required, recommended) <i>Will influence decision for/against academic probation if borderline 80% in exams/quizzes AND/OR labs of one or more MLS courses</i>
Automation and hospital tour	4/15/24, time to be determined Bronson Methodist Hospital, Kalamazoo (schedule 6-7 hour block)
HHS Showcase* ( <i>required for MLS 350</i> )	Weds April 17th: 11:30am-12:30pm or Thurs April 18th: 11:30a-12:30p
Mid-Semester Progress Reports (may occur in Spring)	Mid-semester, sign up options will be available to meet individually
One volunteer event outside of class* ( <i>for MLS program, Health Science/Public Health Dept, or College of HHS; required for MLS 350</i> )	To be determined
<b>Spring-Summer Semester – can continue to Fall</b>	
Lab Tours – ALL REQUIRED UNLESS MARKED  Covenant (Saginaw) Ascension St. Marys' (Saginaw) MyMichigan Midland MyMichigan West Branch MyMichigan Alma McLaren Bay (Bay City) McLaren Medical Laboratory (Flint) Hurley (Flint) Ascension Genesys (Grand Blanc) Henry Ford Hospital (Detroit)  Optional: McLaren Central Michigan (Mt. Pleasant) McLaren Port Huron	Assign student to organize tours as a group; decide and plan together  If you cannot attend as a group you must arrange an individual tour  If you work at the hospital laboratory you do not need to tour there. If you work at the hospital but not the laboratory, please see the program director to discuss.
<b>Fall Semester</b>	
Finish lab tours	Complete by mid-October
Open Labs	Tuesdays 3:00pm-4:20pm (between MLS classes; not required, recommended) <i>Will influence decision for/against academic probation if borderline 80% in exams/quizzes AND/OR labs of one or more MLS courses</i>
Mid-Semester Progress Reports	October-December, sign up options will be available to meet individually
Fieldwork Meeting 1	In person 1.5 hours; near end of semester
Fieldwork Meeting 2	Virtual 2 hours; near start of Winter fieldwork
<b>Fieldwork</b>	
Last day of fieldwork and White Coat Ceremony	White Coat Ceremony (all) - Mid-June, Friday evening Last Day (Winter fldwk) - Mid-June, Friday all day Last Day (Summer fldwk) - Mid-December, Friday all day

## **Medical Laboratory Science Affective Objectives**

### **Professional Behavior for Virtual, Classroom, and Laboratory Use**

Professional behavior is expected once a student starts the professional phase of the program.  
The student will demonstrate professionalism by modeling the cue affective behaviors as listed below:

Affective Objective #1: Perform laboratory procedures with Accuracy and Precision by:

- a. Reading all instructions and labels thoroughly
- b. Following procedures as written and as instructed
- c. Seeking assistance from the instructor on concepts that are not completely understood or when procedures are unclear
- d. Referring to instructions and procedures
- e. Verifying and maintaining identification of samples, reagents, etc.
- f. Properly documenting results, to include corrections
- g. Re-checking results and/or calculations
- h. Reporting correct results based on results obtained
- i. Performing and evaluating QC as instructed
- j. Completing all assignments/exercises accurately and thoroughly

Affective Objective #2: Value Efficiency by:

- a. Keeping workspace clean, neat and orderly
- b. Listening to instructions/answers and taking notes appropriately
- c. Locating all supplies and materials
- d. Having, at hand, textbook, necessary paperwork, pen, markers, graphs, etc.
- e. Labeling, handling, storing and/or disposing of reagents and specimens as directed
- f. Staying on task and focused to maintain efficiency and limit distractions
- g. Completing work in a timely fashion or in the time allotted
- h. Multitasking

Affective Objective #3: Value balance of Teamwork and Independent work by:

- a. Attempting to complete tasks on your own prior to seeking assistance from others
- b. Reviewing procedures and instructions prior to asking questions of instructors or fellow students
- c. Accepting instructions, assistance, and criticism graciously and objectively
- d. Helping your peers appropriately and allowing them to work independently (without enabling)
- e. Assisting the instructor as needed
- f. Offering suggestions, opinions, and recommendations in a cordial and clear manner
- g. Accepting each other's differences by demonstrating patience, tolerance, and respect
- h. Discussing problems or concerns with fellow student or instructor respectfully
- i. Being honest always
- j. Communicating clearly
- k. Not exhibiting temper, anger or abuse towards others but rather discussing the problem with the fellow student or instructor calmly
- l. Maintaining a climate of mutual respect

Affective Objective #4: Value the Importance of the Laboratory and Lecture Session by:

- a. Meeting affective objectives 1, 2, and 3
- b. Attending lecture and lab sessions
- c. Preparing ahead of time for classroom and lab activities
- d. Reporting on-time (at bench ready to go) with proper PPE
- e. Arriving prepared by staying current on lecture and lab objectives and assignments
- f. Following proper safety procedures and donning appropriate lab attire as required
- a. Demonstrating curiosity and interest in lecture and lab purpose and content
- b. Asking questions when your own 'research' has failed
- m. Exhibiting behaviors which are not distracting to fellow students and/or instructors
- n. Using appropriate language always

## **Inappropriate Behavior**

The following behaviors may be met with the strictest of discipline:

1. Chronic absences or tardiness without approval and/or advance notification.
2. Dishonesty of any kind including breach of code of conduct (cheating, plagiarism).
3. Violation of clinical facility or SVSU policies or procedures.
4. Violation of confidentiality
5. Arriving at the clinical site, lecture, or laboratory session with impaired functional abilities (under the influence of alcohol or illegal drugs, with lack of sleep).
6. Any instance of misidentification of patient, specimen, reagent, etc.

## **Liability Insurance**

SVSU provides liability coverage for all students who are admitted into the MLS Program. SVSU liability insurance does not cover a student while they are working for pay.

## **Health Risks/Health Insurance**

The two most important health risks to laboratory professionals are AIDS and Hepatitis B. Observing lab safety precautions appropriate for these two risks will generally eliminate any other potential health risks.

Refer to SVSU BloodBorne Infections Diseases Exposure Control Plan (<http://www.svsu.edu/campusfacilities/ehs/>) and SVSU Crystal M. Lange College of Health and Human Services Policy on Blood Borne Pathogens for more information.

### AIDS

The AIDS virus (HIV) is not easily transmitted. Generally direct contact with contaminated material and a break in the skin is required for transmission. A positive test for the antibody to HIV that develops into AIDS may eventually be fatal.

However, due to the precautionary measures observed by health care workers, health professionals actually have a much lower incidence of AIDS than the general public.

### Hepatitis B

This virus is much more stable or "hardy" outside of the body than the AIDS-causing virus. Consequently, it is easier to contract this virus "second hand". Counters, test tubes, etc. that were soiled with contaminated fluids can carry the hepatitis virus for long period of time (6 months) at room temperature. Therefore, it is very important that these surfaces be decontaminated with appropriate cleaning agents frequently. Hepatitis B is usually not fatal.

### Vaccine

The Hepatitis B vaccine this is available for purchase at the Health Center. It is relatively inexpensive and requires three (3) separate inoculations. All health professionals receive the Hepatitis B vaccine.

### Health Insurance

As per the affiliation agreements with each clinical facility, the clinical site will make available emergency medical care to students and faculty who may become ill or injured while on duty. Reports of each event will be sent to the MLS Program Director. It is understood that the clinical site will be reimbursed by the student or faculty at standard rates established for such service. Therefore, students must carry health insurance.

### **Post-Exposure Evaluation and Follow-Up**

In the event of an exposure to blood or body fluids by needlestick, splash to mucous membranes, eyes, nose or mouth, or contact with broken skin, immediately wash the site with soap and water. For eyes, flush with water or use an eye wash facility.

If the exposure happens on-campus:

- Notify your instructor at once
- Seek medical attention at a local Emergency Care Center or your medical provider within 1-2 hours of exposure
- Complete an Exposure Incident Form and submit to the Program Director within 48 hours of exposure

If the exposure happens at a clinical facility:

- Notify your preceptor and/or clinical coordinator at once
- Seek medical attention within 1-2 hours of exposure. Depending on the facility's protocol, they may send you to Employee Health or the Emergency Care Center.
- Notify your Program Director as soon as possible after treatment
- Complete an Exposure Incident Form and submit to the Program Director within 48 hours of exposure

**Note that any costs incurred for medical treatment is the responsibility of the student.**

**For information regarding treatment for blood borne pathogen exposures, refer to the PEP Quick Guide for Occupational Exposures at <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide/>**

### **Service Work**

Student's work in each rotation shall be signed/co-signed by the appropriate laboratory professional. Students shall not be used as substitutes for laboratory employees (i.e. the laboratory staffing plan must not rely upon student work).

Upon completion of a rotation or specific competencies, and at the student's discretion, students may perform service work for compensation outside of training hours required by the program, as dictated by laboratory policy and without jeopardizing performance in the clinical practicum. Depending on lab policy, students may be eligible for performing phlebotomy as compensated service work according to the service work policy statement.

### **Student Advising and Student Concerns**

The Program Director serves as an academic advisor for all students with a declared MLS major, including those formally admitted to the program. General Education requirements are best discussed with SVSU Academic Advisors.

Students are ensured confidentiality of their academic records by the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA): <http://www.svsu.edu/officeoftheregistrar/recordspolicy/ferpapolicy/index.html>. All MLS faculty review and sign the FERPA form, and are required to adhere to these confidentiality policies as a term of

employment. Additionally, as pre-professionals, students are discouraged from discussing fellow students with others, especially clinical affiliates, potential employers, faculty, or other students.

All MLS Majors are treated impartially and are advised on MLS policies and procedures during advising meetings, in MLS 200, and throughout the professional program.

Students are encouraged to communicate suggestions, concerns, and complaints to the Program Director, MLS faculty, or to the Dean of Health and Human Services (HHS), for investigation and resolution. Issues shall be handled in a confidential and impartial manner by following the MLS policies and procedures, as well as the SVSU code of conduct guidelines and advisement of the Dean of HHS. In the event of unsatisfactory resolution of concerns or complaints, students have the right to follow the Appeals process as documented in the SVSU Code of Conduct:

Code of Conduct and Appeals: <http://www.svsu.edu/studentconductprograms/>

### **Student Records**

Students admitted to the MLS program will have a student file on record in the Program Director's office. Such records shall contain: application to program and letter of acceptance, transcripts at start of program, any advising checklist/session notes, checklist of: lab safety, review of MLS Handbook, orientation, Academic Integrity, Hep B immunization, and student progress/counseling records. Students have the right to view their MLS student file by requesting an appointment with the Program Director.

Upon graduation, student files may be reduced to transcript (Registrar's office), current address on record, and current known employment for long term storage (7 years).

### **Teach Out Plan**

In the event that the program or department faculty, college administration, or academic affairs determines that the MLS Program should be permanently terminated (closed), procedures required by the Curriculum and Academic Policies Committee (CAPC) bylaws shall be followed. Students currently enrolled in the professional sequence of courses for the MLS major would be allowed to complete the program prior to closure. A more detailed teach out plan is available from the Program Director.

## MLS Professional Opportunities

Medical Laboratory Science is a science profession of Laboratory Medicine; particularly clinical pathology. Therefore, the knowledge base and technical competency derived from this discipline provides graduates ample opportunities for employment in a wide variety of settings as well as position them well for advanced education in science related fields; PhD, Medicine, Specialization, etc. Refer to the following links for more information regarding career opportunities or visit the SVSU MLS Web site and/or Program Director for further information.

ASCP Career Center: <https://www.ascp.org/content/careers>

### Professional Memberships

Students enrolled in the MLS program are encouraged to seek membership with clinical laboratory science professional organizations.

#### American Society for Clinical Laboratory Science (ASCLS)

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

7910 Woodmont Avenue, Suite 530

Bethesda, MD 20814

Phone: 301-657-2768

**ASCLS Mission:** The mission of the ASCLS is to promote the profession of clinical laboratory science and provide beneficial services to those who practice it. To enable its members to provide quality services for all customers; the society is committed to the continuous quest for excellence in all its activities.

#### Core Values

- Promoting the value of the profession to healthcare and the public;
- Uniting the profession to speak with one voice;
- Advocating on behalf of the profession;
- Promoting professional independence;
- Enhancing quality standards and patient safety;
- Ensuring workplace safety;
- Providing professional development opportunities;
- Promoting expanded roles and contributions of clinical laboratory professionals to the healthcare team;
- Increasing the diversity in the profession and expanding the voice and role of under-represented individuals and groups.

#### American Society for Clinical Pathology (ASCP)

<http://www.ascp.org>

2100 West Harrison Street

Chicago, IL 60612

Phone: 773-738-1336

#### Board of Certification (BOC)

<https://www.ascp.org/content/board-of-certification>.

**BOC Mission Statement:** The mission of the Board of Certification is to provide excellence in certification of laboratory professionals on behalf of patients worldwide.

## University Information

### **SVSU Academic Calendar**

The current academic calendar (2013-2017) may be accessed from the SVSU Website:

<https://www.svsu.edu/academicandstudentaffairs/academiccalendar/>

### **SVSU Tuition and Fees**

Current SVSU Tuition and Fee schedule and Refund policy may be accessed from the SVSU Website using the following addresses:

<https://www.svsu.edu/cfsc/tuitionfees/tuitionfees2020-21/>

<http://www.svsu.edu/cfsc/refundoftuitionfees/>

### **SVSU Organizational Chart**

A current University Organizational Chart is located at <http://www.svsu.edu/find/organizationalchart/>

### **SVSU Student Handbook**

The SVSU Student Conduct Program contains policies concerning student conduct, responsibilities, academic integrity and the appeals process. The following policies may be accessed from the SVSU Student Conduct website at <http://www.svsu.edu/studentconductprograms/>:

Code of Student Conduct

Policies

Procedures

### **SVSU Fair Practices**

The SVSU Operations manual contains policies regarding discrimination and harassment of students and employees. The following link may be accessed from the SVSU website:

<http://www.svsu.edu/operationsmanual/>

### **University Health Center**

All students are eligible for student health services. Information regarding the University Health Center may be accessed using the following link:

<http://www.svsu.edu/universityhealthcenter/>

## **ADDENDUM: MLS Program Forms**

## MLS LABORATORY SAFETY PRECAUTIONS

To minimize the risk of contamination and accidents, the following rules apply to all courses taught in the Clinical Laboratory Sciences laboratory. Please read them and sign the copy provided by the instructor. Keep your individual copy for reference. Additional copies are posted in the lab.

- A. Read the laboratory procedures prior to coming to the lab for any special handling precautions which apply to the procedure.
- B. Store all personal items not required for the lab in a locker during the lab. Cell phones are not allowed in the lab.
- C. Wash your hands often – after removing gloves, prior to any specimen procurement, and whenever leaving the laboratory.
- D. Adhere to dress code and wear a laboratory coat (long sleeve, full length) while in the laboratory; between labs this may be hung on the hooks in the laboratory.
  - No open-toed shoes
  - No hats, scarfs, hoods or bulky clothing that prevent lab coat from being closed or increase risk of contamination
- E. Wear protective gloves when in the laboratory for all procedures.
- F. Wear face shields and/ or use bench top shields whenever using biological specimens or whenever splashing or aerosol is possible.
- G. Clean your work area with disinfecting cleanser at the end of each laboratory session. Notify your instructor immediately of any spills and clean up as directed.
- H. Handle all specimens as if contaminated with the worst imaginable contagious diseases:
  - centrifuge only covered samples;
  - minimize aerosols by covering the stopper with a tissue when opening;
  - open blood samples away from other laboratorians.
- I. Dispose of needles, syringes and contaminated material in the appropriate biohazard containers. Needles should not be recapped or clipped. Do not dispose of the biohazard containers; your instructor will do so upon request.
- J. NPO! Do not allow any substance in the laboratory to contact oral or nasal mucosa, ie., no smoking, drinking, eating, chewing of pencils or fingernails, licking of fingers, etc. No mouth pipetting.
- K. Long hair must be tied back to minimize contact with reagents/open flame.
- L. Venipunctures are to be performed only under the supervision of the instructor or instructor's designee.
- M. Inform your instructor immediately of any injury occurring in the laboratory.
- N. Follow instructions provided in the laboratory procedures/instructions for the disposal of reagents and samples.
- O. Know the location of the emergency shower, eyewashes, fire extinguishers, fire alarm, first aid kit, and exits.
- P. Chemicals should be discarded in designated container. Chemical spill kits are available for accidents.
- Q. Blood or body fluids should be discarded in a biohazard container for autoclaving or incineration. Urines can be discarded in the sink.
- R. Locate MSDS file.

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_



# Medical Laboratory Science Program Application

## Program Application for Start Term: *Winter 2024*

Type application info in the form below. Applications for admittance into the *Winter 2024 Start Term* may be submitted between September 15<sup>th</sup>, 2023 and October 15<sup>th</sup>, 2023. In addition to the application form, applicants must submit a professional essay explaining why they want to be a Medical Laboratory Scientist and how they will support the SVSU MLS mission. The essay should effectively demonstrate an understanding of the profession, the qualities required of a laboratory professional, and the applicants' plans once the degree is obtained. The essay should also describe the applicant's own personal characteristics that support their selection for the MLS program. Essays are limited to 4 double-spaced pages. Writing center assistance is not allowed. Please save your electronic application as:

LASTNAME\_FIRSTNAME Application 2024. Email all application documents to Professor Margot Alvey at [mmlondon@svsu.edu](mailto:mmlondon@svsu.edu).

### Applicant Information

SVSU ID#: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ *Email* \_\_\_\_\_

Current GPA \_\_\_\_\_ *Expected Semesters of MLS*  
*(Minimum 2.75):* \_\_\_\_\_ *Fieldwork Courses:*  *Winter/Spring*  *Summer/Fall*

Are you a citizen of the United States?  YES  NO *If no, are you a permanent US resident*  YES  NO  
*authorized to work in the U.S.?*

### Recommendations

You must request submission of two professional and/or academic recommendations (3 max) on the forms provided. Select references that are familiar with your work and will be comfortable submitting a reference on your behalf. Recommendations should be emailed to the program director from the reference or mailed to the program director by the reference to the address supplied on the form and remain confidential. List the persons who will be submitting academic or professional references:

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Education**

List all schools, other than SVSU, that you have attended and from which SVSU has received official transcript. You must submit WES evaluation of any foreign transcripts.

College: \_\_\_\_\_ Address (City/State): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address (City/State): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address (City/State): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address (City/State): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

List all courses you are currently taking:

Course: \_\_\_\_\_ SVSU course? YES NO  
  Notes \_\_\_\_\_

List any general education and/or program prerequisite courses remaining after the start of the professional program and the semester in which you plan to complete them (all science and math courses with the exception of CHEM 250 must be completed by the start of the program):

Course: \_\_\_\_\_ SVSU course? YES NO  
  Notes \_\_\_\_\_

## Previous Employment

List and describe any work experience obtained in a healthcare or laboratory profession (attach a separate sheet if necessary):

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Length of service:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Length of service:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Length of service:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Length of service:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

## Military Service

**Branch:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to admittance in the MLS program, I understand that false or misleading information in my application or interview may result in my dismissal.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Margot Alvey, Program Director**  
Medical Laboratory Science, BA207  
College of Health and Human Services  
Saginaw Valley State University  
7400 Bay Road, Saginaw, MI 48710

Please fill out and return electronic copy to Program Director Margot Alvey at [mmlondon@svsu.edu](mailto:mmlondon@svsu.edu) (preferred) or mail to the above mailing address.

**CONFIDENTIAL RECOMMENDATION CONCERNING:**

First Name	Last Name
Major	Expected Graduation Date

Check the box which best describes your relationship with the candidate on the left. Check the box which best describes your knowledge of the candidate on the right.

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Employer    | <input type="checkbox"/> Know candidate well            |
| <input type="checkbox"/> Professor   | <input type="checkbox"/> Limited knowledge of candidate |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Do not remember candidate      |

The traits listed below are of importance to employers in selecting college graduates. Please rate this individual with respect to other students of comparable age and experience. Check the box corresponding to the number which best represents each characteristic of the candidate. Leave blank those characteristics which you have no basis for rating.

	<u>OUTSTANDING</u>		<u>AVERAGE</u>			<u>BELOW AVERAGE</u>	
	1	2	3	4	5	6	7
1. Personality	<input type="checkbox"/>						
2. Attitude	<input type="checkbox"/>						
3. Maturity	<input type="checkbox"/>						
4. Originality and Initiative	<input type="checkbox"/>						
5. Mastery of subject matter	<input type="checkbox"/>						
6. Dependability	<input type="checkbox"/>						
7. Written expression	<input type="checkbox"/>						
8. Oral expression	<input type="checkbox"/>						

Please write any additional comments below. You may discuss any outstanding qualities, possible weaknesses or overall impression.

**Rater's Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Last First M.I.*

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Employer:** \_\_\_\_\_  
*Position Department*

**:** \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

**Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

Please email form to [mmlondon@svsu.edu](mailto:mmlondon@svsu.edu).

Thank you for serving as a reference for this student. If you would like to learn more about the MLS program or how you could help enrich our students' experiences in the program, please reach out to Program Director Margot Alvey at [mmlondon@svsu.edu](mailto:mmlondon@svsu.edu).

**End of MLS Application**

## Medical Laboratory Science Program Verification of Policies

(Must be submitted with the application to the program)

I have read the **MLS Program Handbook** that describes the policies of the program, have taken or are currently taking at least one MLS course or equivalent and **fully understand**:

The function/job description/duties (**essential functions**) of the lab profession I have chosen to pursue and believe I can meet these standards:

- Based on my existing skills and abilities or using typical corrective devices
- With reasonable accommodation and I have contacted the ADA Office.

The safety precautions associated with the on-campus laboratory and profession practice;

That I am **required** to have health insurance coverage for clinical placement;

That I am **required** to obtain HBV vaccination prior to the start of the MLS program;

That I am **required** to provide vaccination history and receive updated immunizations as described in the Certified Background Check Immunization Tracker section of the Program Handbook and as required by the clinical facility;

The Criteria, Policies and Procedures for Program application, Program progression, clinical site placement and Program completion;

That I am **required** to submit to a background check and release this information to the clinical agency prior to placement and that based on this information and/or failure to disclose concerns at this time, I may be denied placement and hence completion of the program;

That I may be required to submit to drug screening at any time prior to or during my clinical fieldwork.

Any questions that I may have had about the above requirements and policies have been answered by program faculty or by the Program Director to my satisfaction.

Please sign in front of a Witness:

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Medical Laboratory Science Clinical Placement Preference Form

Student's Name: (Print) \_\_\_\_\_

Enter Semester and Year of Placement: \_\_\_\_\_

### Disclaimers:

- Providing the student continues to meet the criteria for continuation in the program, the Program Director and Faculty will determine each student's placement. Assignments are non-grievable and final. However, we ask each student to provide us with their preferences (if any) in rank order. We will do our best to satisfy everyone.
- Clinical Site availability may vary from semester to semester. Contact the Program Director to confirm which sites are available for your scheduled placement period.
- Students are encouraged to secure an interview with the clinical affiliations before placement.
- Students will not be allowed to rank sites by preference if not toured.

### Directions:

Rank your top three choices for clinical fieldwork placement. List only those sites for which you have toured/interviewed.

### Preferences:

0. \_\_\_\_\_ No Preference.

1. \_\_\_\_\_ Date of Tour: \_\_\_\_\_

2. \_\_\_\_\_ Date of Tour: \_\_\_\_\_

3. \_\_\_\_\_ Date of Tour: \_\_\_\_\_

### Comments:

## SVSU MLS Exposure Incident Investigation Form

In the event of an exposure incident, complete this form and submit to the MLS Program Director as soon as possible. The information provided below is intended to assist in evaluating the control methods used and to prevent future exposures.

Name: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Incident Date: \_\_\_\_\_

Incident Time: \_\_\_\_\_

**Description of Incident** *Mark in each column, as appropriate*

Incident	Injury type	Body Part Injured
Cut _____	Abrasion _____	Finger _____
Exposure _____	Laceration _____	Hand _____
Body Fluids _____	Puncture/Needlestick _____	Arm _____
Infectious Material _____	Mucous Membrane _____	Eye _____
Other _____	Other _____	Other _____

**Description of Incident**

**Protective equipment used**

Gloves \_\_\_\_\_ Goggles \_\_\_\_\_ Face Mask/shield \_\_\_\_\_ Lab coat \_\_\_\_\_ Other \_\_\_\_\_

**Medical Care received by:**

Emergency Care Center \_\_\_\_\_ Employee Health \_\_\_\_\_ University Health Center \_\_\_\_\_

Family Physician \_\_\_\_\_ No medical attention needed \_\_\_\_\_ Other \_\_\_\_\_

**What changes need to be made to prevent reoccurrence?**

Report submitted by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Report reviewed by: \_\_\_\_\_ Position: \_\_\_\_\_

## Medical Laboratory Science Student Concern Form

**Date:**

**Student:**

**Faculty present:**

**Concern initiated by:**

**Purpose of this form:**

This form serves as documentation of a concern with a student or from a student. This form may detail need and plans for student or faculty counseling, additional remediation outside of the syllabi, learning accommodations, or any other issue as determined concerning by the program director.

**Concern:**

**Discussion:**

**Developmental Plan:**

## Medical Laboratory Science Academic Probation Form

**Date:**

**Student:**

**Faculty present:**

### **Purpose of this form:**

This form serves as documentation that you are in Academic Probation status for the Medical Laboratory Science program at SVSU starting \_\_\_\_\_ (semester) \_\_\_\_\_ (year).

### **Reason for Academic Probation status:**

MLS course syllabi include the following requirements for successful completion of courses. If not met, the student is automatically placed in academic probation:

#### Final Grades

A minimum average of 75% on Exam and Quiz scores and a minimum average of 80% on all lab related grades is required for successful completion of each MLS course. Failure to achieve these averages may result in a maximum of 74% (D) grade for this course, therefore placing the student in a probationary status in the MLS program. However, the MLS Program Director may further evaluate the student's exam/lab performance in all MLS courses to date and use her discretion to determine the next course of action.

Furthermore, the MLS Handbook details other causes of placing students on Academic Probation and causes of dismissal. These include:

Once admitted to the MLS Professional Phase, students must:

- Achieve a "C" or better in all MLS courses
- Maintain an overall GPA of 3.00 in the MLS courses
- Demonstrate the ability to meet the MLS Essential Functions

Students who fail to meet the minimum GPA (3.0) requirement will be placed on MLS program probation and must meet the requirement in the subsequent semester. Two semesters below the 3.0 GPA minimum will result in dismissal from the program.

Students who earn a grade less than a "C" in an MLS course will not progress in the major until the failed course has been repeated successfully. An MLS course may be repeated one time. If a grade of "C" or better is not achieved after repeating the course, the student will be dismissed from the program.

Students who earn a grade less than a "C" in two or more MLS courses at any time during the professional sequence will be dismissed from the program.

Students demonstrating a failure to meet any of the MLS Essential Functions may be dismissed from the program at any time.

You have been placed on Academic Probation due to (highlight correct option(s)):

- <75% on average exam and quiz scores in an MLS course
- <80% on average lab assignment scores in an MLS course
- Received less than a C course grade in one MLS course
- Received less than a C course grade in more than one MLS course
- MLS GPA of 3.0 was not maintained
- MLS Essential function(s) not met

**Discussion:**

**Developmental Plan:**

**Follow-up:**