ST. ELIZABETH HEALTHCARE

Medical Laboratory Science Student Handbook

2026-2027

Traci Kraus, Program Director

Prepared for and provided to all MLS students to explain and identify governing policies, procedures, and general process of the academic year.

Table of Contents

MISSION STATMENT

The mission of the St. Elizabeth Healthcare School of Medical Laboratory Science is to provide quality education in the subjects related to Medical Laboratory Science and to equip students with clinical experiences to aid in the knowledge and technical skills necessary for a profession in laboratory medicine.

ACCREDITATION

St. Elizabeth Healthcare Medical Laboratory Science Program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS)[1]. Established in 1973 NAACLS is a nonprofit organization sponsored by the American Society of Clinical Pathologists (ASCP) and the American Society for Clinical Laboratory Science (ASCLS). NAACLS is recognized by the Council for Higher Education Accreditation (CHEA). The purpose of NAACLS is to establish, maintain, and promote standards of quality for educational programs in the clinical laboratory sciences and to provide recognition for educational programs which meet or exceed the minimum standards as outlined in the *NAACLS Standards for Accredited Programs*.[2]

[1] National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Suite 720, Rosemont, IL 60018-5119 Phone: 773.714.8880; website: www.naacls.org
[1] *NAACLS Standards for Accredited Programs*; NAACLS, 2025

DESCRIPTION OF THE PROFESSION

The medical laboratory scientist is qualified by academic and applied science education to provide service and research in medical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical Laboratory Scientists:

- Perform, develop, evaluate, correlate, and assure accuracy and validity of laboratory information.
- Direct and supervise medical laboratory resources and operations.
- Collaborate in the diagnosis and treatment of patients.
- Has diverse and multi-level functions in the principles, methodologies, and performance of assays.
- Problem solves.
- Practice independently and collaboratively, being responsible for their own actions, as defined by the profession.
- Perform troubleshooting techniques.
- Interpret and evaluate clinical procedures and results.
- Perform statistical approaches to data evaluation.
- Principles and practices of quality assurance / quality improvement.
- Continuous assessment of laboratory services for all major areas practiced in the contemporary clinical laboratory.

- Possess the skills necessary for financial, operations, marketing, human resource management and leadership of the clinical laboratory.
- Practice independently and collaboratively, being responsible for their own actions, as defined by the profession.
- Educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.
- Demonstrate commitment to the patient.
- Communicate and consult with members of the healthcare team, external relations, customer service and patient education.
- Possess a capacity for calm and reasoned judgment.
- Demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.[3]

[3] *NAACLS Standards for Accredited Programs;* NAACLS, 2024

PROGRAM GOALS

As per the Standards, the medical laboratory scientist is an allied health professional who is qualified by academic and practical training to provide service in medical laboratory science. Within each discipline, specific course related objectives will be addressed.

Program Goals

Upon completion of the St. Elizabeth School of Medical Laboratory Science program, the medical laboratory scientist will have career entry-level competency in:

- Performing the full range of clinical laboratory tests in areas of hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, urinalysis, body fluid analysis, laboratory operations and other emerging diagnostics.
- Their responsibility in areas of analysis and clinical decision making, regulatory compliance, education, quality assurance, and performance improvement wherever laboratory testing is researched, developed, or performed.
- Demonstrate professional and ethical behavior along with effective interpersonal communication skills when engaging with various stakeholders.
- Effective interprofessional working relationships with other health care professionals, demonstrating comprehension of and respect for their roles and patient welfare.
- Recognize and appreciate the importance of engaging with an inclusive workforce through collaboration. Value and advocate for a workplace environment that fosters inclusivity, diversity, equity and accessibility.
- Comply with government regulations and accreditation standards relevant to the respective discipline.
- Adhere to prescribed protocols for overall laboratory safety, biohazard containment, and waste disposal.
- Implement quality assurance principles to ensure the validity and accuracy of laboratory generated data.
- Acknowledge and respond to individual requirements for continuing education and development to foster growth and maintain professional competence.

- Provide instruction to users of laboratory services regarding appropriate procedures, test utilization and interpretation.
- Evaluate clinical research studies and data sets to assess applicability and validity.
- Employ a logical and systematic problem-solving approach when identifying errors and/or technical issues with laboratory procedures and instrumentation.
- Apply principles of data security to safeguard laboratory and hospital information systems.
- Apply principles of quality assurance to ensure validity and accuracy of laboratory data.
- Recognize principles and practices of laboratory management as applied to clinical laboratory science.
- Evaluate specimen collection, processing, and storage procedures in accordance with standard operating procedures.
- Ensure specimen integrity is maintained throughout the sample procurement process.
- Adhere to written policies, processes and procedures for analytical testing, analysis and instrumentation maintenance.
- Evaluate and provide rationale for troubleshooting protocols in analytical testing when appropriate.
- Perform routine procedures in accordance with standard operating procedures.
- Apply quality control principles to analytical testing procedures, including instrument calibration, statistical analysis of control results, Westgard rules, and verification of reference ranges.
- Perform basic calculations, dilutions, and statistical analysis for procedures and analytical testing in the respective discipline.
- Apply theoretical principles of instrumentation to current methods of analysis.
- Perform all post-analytical procedures in accordance with quality assurance protocols and regulatory standards.
- Evaluate results for accuracy relative to quality control, patient history, specimen integrity and overall clinical correlation.
- Report test results, including abnormal, STAT, and critical values, in accordance with the laboratory's standard operating procedures.[4]

[4] *NAACLS Standards for Accredited Programs;* NAACLS, 2025

ADMISSION REQUIREMENTS

A student accepted into the Medical Laboratory Science Program is classified as a temporary associate of St. Elizabeth Healthcare. The healthcare system is committed to equal opportunity in all employment practices and will not discriminate, retaliate, or limit in any way that which could deprive an individual of employment opportunities because of sex, race, religion, color, ancestry, national origin, age, or disability. In compliance with the Americans with Disabilities Act, the Healthcare System does not discriminate against 'qualified' individuals with physical or mental disabilities with regard to applications, hiring, training or other conditions or privileges of employment. However, acceptance into and/or the completion of the program does not guarantee the student will be offered a permanent position of employment.

There are two types of students who seek entrance into the School of Medical Laboratory Science: the individual who already possesses a baccalaureate degree (4+1) and the individual who will obtain a baccalaureate degree upon completion of their final year of education in an accredited School of Medical Laboratory Science (3+1). The St. Elizabeth School of Medical Laboratory Science is currently affiliated with Miami University, Thomas More University, Western Kentucky University, and Purdue University. A student from either of these institutions can apply for entrance into the St. Elizabeth School of Medical Laboratory Science. Applicants who will obtain a baccalaureate degree upon completion of their final year at St. Elizabeth School of Medical Laboratory Science must also meet all requirements for a degree as outlined in their universities catalog. Required courses may be in progress during the application process but must be completed prior to entry into the Program. Other non-affiliated students are encouraged to apply if they meet the minimum admission criteria as the program also accepts students who already hold a bachelor's degree.

Essential Functions

The accrediting agency for the Medical Laboratory Science Program (the National Accrediting Agency for Clinical Laboratory Sciences or NAACLS) mandates that students be informed of essential functions necessary to perform activities related to the major and the practice of medical laboratory science. In addition to academic qualifications, students must meet the physical and behavioral standards of the clinical year, with or without assistive devices. These essential functional requirements that must be mastered to successfully participate in the program and profession include:

1. Visual Skills (with corrective lenses as needed) The student will be able to: read text, numbers, and graphs in print or on a computer screen; use a microscope to distinguish elements in a patient sample whether stained or unstained as to size, structure, color and intensity; characterize the color, clarity, and viscosity of biological specimens, reagents, or chemical reactions.

2. Fine and Gross Motor Skills (with assisting device if needed) The student will be able to: traverse about the laboratory and hospital corridors, including patient rooms (minimum width: 3 feet); palpate veins and perform venipunctures; lift and transport containers weighing up to 25 pounds; manipulate laboratory devices (pipettes, syringes, test tubes, specimens, reagents, and analytical equipment) with speed and accuracy without compromising patient or employee safety; streak an agar plate without tearing surface of the agar; reach instruments, bench tops, and equipment to perform duties; travel to healthcare facilities to report in a timely manner for clinical rotations and lecture; perform program functions over an 8 hour day that may include frequent standing or walking, frequent sitting, and frequent reaching, bending, kneeling and crouching each hour.

3. Communication Skills (both oral and written) The student will be able to: read, write, interpret and communicate proficiently using English so that communications can be given to and received from coworkers and patients in a confidential, effective, efficient and sensitive manner; hear (with assisting device if needed) and respond to the normal speaking voice and audible instrument alert signals; deliver oral presentations; use computer software and internet programs.

4. Cognitive Skills The student will be able to: utilize course objectives; work from written and/or verbal instructions in a timely manner; work under strict time constraints; recognize emergency situations and take appropriate actions; judge, comprehend, make calculations, reason, analyze, synthesize, integrate and apply information in the cognitive, psychomotor, and affective domains of learning to solve problems and evaluate work; complete program requirements.

5. Environmental Requirements The student will be able to: work in an environment with potentially infectious materials (HIV, Hepatitis, various microbes) and toxic or irritating chemicals that require special safety precautions, additional safety education, and health risk monitoring; receive a Hepatitis B Vaccine series; provide proof of recent immunizations against infectious diseases; pass a pre-admission physical examination by St. Elizabeth Healthcare; pass a pre-admission drug screen; submit to annual testing for tuberculosis; maintain general good health and self-care in order not to harm the health and safety of self, staff and patients; submit proof of current enrollment in a health insurance plan.

6. Behavioral Skills The student will be able to: perform the required tasks in a fast-paced, stressful environment that includes instrument noise, time constraints, emergency situations, persons working in close proximity, unpleasant odors and sights, pathogens, blood, and body fluids; recognize and respond to safety hazards to minimize the risk to self and others; demonstrate sufficient psychological stability and maturity to effectively handle the rigors of a demanding clinical internship; interact with students, staff, and patients in a professional, tactful, honest, and compassionate manner; maintain patient confidentiality at all times; follow all of St. Elizabeth School of Medical Laboratory Science and St. Elizabeth Healthcare student and employee policies; demonstrate respect to all people without showing bias or preference on the grounds of race, creed, religion, national origin, gender, sexual orientation, age, disability, or disease.

I have read the above Essential Functions and fully understand them. Any questions that I have concerning them and how they apply to me have been answered by program representatives to my satisfaction. It is my belief that I can satisfy each of the above Essential Functions based on my existing skills and abilities, or through the use of corrective devices.
I understand that the inability to meet any of these requirements in practice may result in non-admission or dismissal from the St. Elizabeth School of Medical Laboratory Science.

_____ _____

Student Signature Date

_____

Student Printed Name

Direct Patient and/or Reportable Work:

A complete description of the major activities and physical requirements are outlined in the Position Description for the Lab Assistant/Phlebotomist (see Appendix A). Please note that the description is fitting to students and Lab Assistant/ Phlebotomist outside of the statement on result entry, and any reference to unsupervised activities. **Students are forbidden to enter results into a medical record and must be supervised by a laboratory professional that maintains current competencies in respective department or activity, as determined by their supervisor**. **Students will never be substituted for regular staff during clinical rotations.** After demonstrating proficiency, students may be permitted to perform procedures under such qualified supervision.

The MLS program lacks any requirement for working as a paid Lab Assistant/ Phlebotomist. Student who opts to work as either a lab assistant or phlebotomist for St. Elizabeth Healthcare will only be scheduled outside of academic hours and is non-compulsory; supervision during such times is by way of the department supervisor (to include training, monitoring, and demonstration of all competencies)**.** Should students elect to work in the medical center as a Lab Assistant/ Phlebotomist, such job description would also describe those activities. Hours of work are provided by the laboratory if/when students elect to perform such duties but will not be compulsory Monday-Friday and cannot interfere with student's academic performance in the program. Hours are subject to availability. Students should communicate with the Supervisor of their responsibilities to the program; including requirements for completion of all program events on given day, and maintaining acceptable grades as defined in this handbook.

Academic Requirements

Applicants will be considered based on science GPA, other (not science) GPA, written essay, background, letters of recommendation, and personal interview.
The minimum overall GPA requirement is 2.8 on a 4.0 quality scale.
Only those students who have earned a "C" or better in each of the following academic prerequisites will be considered. All attempts at a course will be average into the science GPA and other GPA when assessing candidates. A grade of "D" in any required course will not be accepted. All prerequisite coursework must be completed prior to admission into the program.

- 16 semester (24 quarter) hours in chemistry which includes organic or biochemistry. The organic or biochemistry must include a lab.
- 16 semester (24 quarter) hours in biology to include immunology and a full course in microbiology. The microbiology must include a lab. The immunology may be a separate course or included as part of a microbiology course.
- At least 1 chemistry or biology course must have been completed within the last seven years.
- One course in college level mathematics. Statistics is recommended.
- Other recommended courses include quantitative analysis, physical chemistry, instrumentation, genetics, basic computer science, advanced microbiology, introduction to education, and basic management principles. A full semester course in immunology is strongly encouraged.

In addition to the official transcript to document college grades, three (3) letters of recommendation, a complete application and a personal interview with the Program Director are required for admission consideration into the program. The student must submit current/final transcripts before the program's start date for the application file to be complete. Final transcripts must meet or exceed the above criteria and could affect acceptance into the Program.

There is no advance placement, or credit for experiential learning in any portion of the MLS program. Individuals with prior phlebotomy experience may be excused from the one-week phlebotomy clinical rotation if competency can be accessed and the student receives approval from the Program Director.

Applicants must be able to read and demonstrate written and oral proficiency in the English Language. Documentation of scores from the Test of English as a Foreign Language (TOEFL) is required. A combined internet based TOEFL score of 92 is required for admission. Scores from similar agencies may be considered.

Individuals who possess a foreign baccalaureate degree must submit an official transcript of all college grades to be reviewed by a Foreign Transcript Evaluation Agency. A list of acceptable agencies may be obtained by writing to the following address:
American Society of Clinical Pathology Board of Registry
33 West Monroe, Suite 1600
Chicago, IL 60603
http://www.ascp.org

Upon acceptance to the Program, students must meet the following additional requirements: Pass a criminal background check, pass drug screen, pass physical health assessment, including completion of required immunizations and provide and maintain own health insurance for the duration of the school year. Proof of insurance is required at the start of the Program. Failure to have health insurance will result in dismissal from the program.

It is acknowledged that students shall not be entitled to employment within St. Elizabeth Healthcare upon completion of the Program. However, students are considered temporary associates during their participation as students. In accordance with the hospital's usual employment policies, temporary associates are not eligible for benefits or the accumulation of any benefit hours. While performing as students during normal program hours, students shall not be considered employees of St. Elizabeth Healthcare or the Program, and shall have no claim against for wages, vacation pay, Workers' Compensation, unemployment benefits, insurance benefits (other than concerning professional liability insurance), or other employee benefits of any kind.

ACADEMIC FACULTY

Program Director and Faculty:
St. Elizabeth Healthcare Medical Laboratory Science Program is headed by the Program Director, Traci Kraus, MA(Ed), BA, BS, MLS(ASCP), who undertakes the application and interview process, and assures that the quality standards for accreditation are met within the delivery of student instruction. Additionally, the Program Director is responsible for teaching courses, conducting and managing learning experiences, evaluating student achievement, providing input into curriculum development, formulating policies and procedures, evaluating program effectiveness, scheduling of rotations, organization and compilation of exams and objectives, and maintaining contact with the student representatives and the students.

Traci Kraus can be reached at traci.kraus@stelizabeth.com and (859) 301-9489. Traci's personal cell phone number will be given to each student at the start of the Program. If Traci cannot be reached, students should contact Alicia Graves, Laboratory Director of the PLP, at Alicia.graves@stelizabeth.com and (859) 301-2713.

Academic Review Board (ARB):
The Academic Review Board consists of administrative personnel who serve as advisors for the Program. The Medical Director of the PLP Laboratory, Program Director, Vice President of Patient Services, PLP Laboratory Director, Hematology Manager, a retired Laboratory Director, and an MLS advisor at an affiliate university, head this committee. The ARB meets to discuss individual students and to give input on the program/curriculum to assist in maintaining current relevancy and effectiveness.

Student Representatives:
The student representatives are a team of Medical Laboratory Scientist / Medical Laboratory Technicians who organize and implement the didactic and clinical instruction of the students within the departments. The representatives are liaisons between the Program Director and the departmental personnel with the responsibility to schedule guest lectures and clinical rotation activities. Representatives may also teach a lecture, supervise applied laboratory learning experiences, evaluate student achievement, provide input on curriculum, policy and procedures, and evaluate program effectiveness. They are comprised of Medical Laboratory Scientist (ASCP) / Medical Laboratory Technicians (ASCP) or they may be a Supervisor, Lead Tech, or an expert in their department.

Tre Powers, MLS (ASCP)	Hematology
Krystal Dyson, MLS(ASCP)	Chemistry
Patricia Kammer, MLS (ASCP)	Immunology
Karen Yunker, MLS (ASCP)	Immunohematology
Renee Thompson, MLS (ASCP)	Microbiology
Julia Sillis, MLS (ASCP)	Florence
Rachael Haidle, MLS (ASCP)^{CM}	Ft. Thomas

Tammy Halstenberg, MLS (ASCP) Dearborn

Personnel:
All certified lab personnel are encouraged to participate in the program. Students will encounter a variety of instructors and teaching methods during the term of MLS program.

POLICIES

Policies by Default
The MLS program will utilize the medical center's policies by default if and when appropriate (such as dress code, deviation from schedules, etc.) The student handbook is an expansion or clarification of those policies. If at any point a contradictory statement is found between hospital policy and this handbook, the most restrictive policy will be followed. If the handbook does not address an issue, the medical center's policy will control, and vice versa.

Location of Policy
All medical center policies are located on the INTRANET. Each student will be exposed to the location of Human Resources and Laboratory policies during orientation. Individual policy numbers may be provided in this handbook but should not be used exclusively as they are subject to change.

HIPAA
All students are required to hold all Protected Health Information (information related to the physical or mental health of an individual and the provision of health care to an individual) that may be shared, transferred, transmitted, or otherwise obtained pursuant to activities under this program strictly confidential, and to comply with all Hospital policies and procedures governing the use and disclosure of Protected Health Information and the confidentiality of patient health care information including, but not limited to, any policies and procedures relating to regulations, standards, or rules promulgated pursuant to the authority of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

Ethical and Religious Directives
Recognizing that Hospital is a Catholic-sponsored hospital, all students are required not to take any action while participating in the program that does or may conflict with any ethical and more directives or standards to which St. Elizabeth Healthcare is subject, including but not limited to, the Ethical and Religious Directives for Catholic Health Care Services, Sixth Edition, as promulgated by the United States Conference of Catholic Bishops, and any successor or replacement thereto or thereof.

No Right to Employment
Students shall not be entitled to employment at Hospital during or upon completion of the Program. In addition, students shall not be considered employees of Hospital and shall have no claim against Hospital under this program for wages, vacation pay, Worker's Compensation, disability or insurance benefits, unemployment benefits, Social Security or other employee benefits of any kind.

Deviation from Policy
Depending on the type and or severity of violation, any deviation from the medical center policy or statements found within the student handbook may result in academic demerit or other discipline, including removal from the program. Discipline that may result in removal will first be submitted to the Academic Review Board unless the violations is severe and a cause of immediate concern.

TUITION AND FEES

Student's Responsibility
While enrolled in the program, the student shall be responsible for all costs and expenses which shall include, but not be limited to, all tuition, student professional liability insurance, room and board, ASCP BOC fees and clothing expenses. Tuition cost is Eight Thousand Dollars ($8000.00) per academic year. Items paid for by St. Elizabeth Healthcare during the student's participation in the program are program related: textbooks, student laboratory reagents and certain equipment, and exam simulation fees.

Payment Timeline and Designation
Half of the tuition payment is due to the program no later than the first day of the MLS program. The remaining half of the tuition payment is due no later than 90 days after the first of the MLS program, unless other arrangements are agreed upon by the Program Director. All checks are made payable to "St. Elizabeth Healthcare" and are to be presented to the Program Director.

Failure to Make Payment
Failure to make payment within the herein described timeline, on owing tuition, may result in removal from the program. In such cases, all monies received will be non-refundable. A certificate of completion and transcript will not be generated for any student who fails to make full payment.

Refund Policy
Students who withdraw after the first day of class are not entitled to a refund. If registration is cancelled in the first 90 days, the remaining balance is due upon withdraw. Student College/University refunds may vary. This policy does not reflect the refund procedure for individual universities. This policy is subject to change.

No Refund when:
No refund will be made if the student is terminated from the program. No refund will be made if the student's withdrawal occurs while student is on academic probation. No refund will be made if the student is being considered for termination for any reason including, but not limited to, academic or disciplinary concerns. In summary, student must be in good standing for refund to occur.

Student Voluntary Withdraw

A student may voluntarily withdraw from the program at any point during the year, upon two (2) weeks advance notice given to the Program Director. Prior to the decision to withdraw, the student will be counseled by the Program Director on the consequences of this action. After this discussion, if the student still decides to withdraw from the program, he/she must submit their resignation in writing within one week of verbal notification, at which time it is then placed in his/her student file. A certificate of completion will not be issued to any student who fails to complete the program. Tuition reimbursement will not be distributed as described above.

PROFESSIONAL INSURANCE

Students are forbidden to enter results into a medical record (verify results in EPIC). However, at all times while Student is participating in this program, it is required that all students obtain and maintain professional liability insurance coverage in minimum amounts of $1 million dollars per occurrence and $3 million dollars annual aggregate covering Student. Proof of such insurance coverage must be provided prior to beginning of Student's participation in the MLS program, and such documentation will be maintained in the student's file. Students are recommended[3] to visit one of the following sites to obtain insurance: Health Provider Service Organization: Malpractice insurance for Healthcare Providers | HPSO ; CM&F Group: https://www.cmfgroup.com/professional-liability-insurance ; Marsh: Professional Liability (marsh.com). Student shall immediately notify St. Elizabeth Healthcare of any material change, cancellation, or expiration of such coverage.

MEDICAL TREATMENT

Students are advised that it is their responsibility to obtain health insurance coverage at their own sole cost for the entire time they are participating in the program. Students are further advised that St. Elizabeth Healthcare is not obligated nor shall be responsible to provide any students under this program with such health insurance coverage or otherwise. Proof of insurance is required at the start of the Program. Failure to have health insurance will result in dismissal from the program.

St. Elizabeth Healthcare will provide emergency health care for a student if needed while the student is on-site at St. Elizabeth Healthcare in the performance of site program activities. St. Elizabeth Healthcare shall not be responsible for costs related to such emergency care, follow-up care or hospitalization associated with such care. The student may be responsible for payment of services such as testing and prophylactic treatment.

For injuries or exposures to blood/or other potentially infectious materials (OPIM), students should contact Program Director, Traci Kraus, and in the event of her absence, Alicia Graves, Laboratory Director of the PLP. The Program Director will follow the Exposure to Blood or

[3] Hospital and Program are not affiliated with either agency. Student may elect to obtain insurance from another source so long as the same coverage is met.

Other Potentially Infectious Material (OPIM) policy, HR-HS-12, located on the St. Elizabeth Shortcuts Internet under Policy Stat SEH. Students will be given instructions on these forms and processes during lab orientation during the first days of the Program.

CLINCAL EDUCATION

CURRICULUM

Curriculum at St. Elizabeth Healthcare Medical Laboratory Science Program consists of an 11-month program of both didactic and supervised clinical training, Monday – Friday, 7 -8.5 hours per day. Experienced personnel provide instruction at St. Elizabeth Healthcare Edgewood, KY, which includes St. Elizabeth Edgewood and Preferred Lab Partners, and Preferred Lab Partners Microbiology in Hebron, KY. Other locations in St. Elizabeth Healthcare are used as enrichment sites to experience diverse laboratory environments. Curriculum may include(s) but is not limited to classroom presentations, discussions, demonstrations, laboratory exercises, computer aided instruction, and supervised practice. Clinical rotations will occur for all students enrolled; enrollment in the program is limited to guarantee placement for clinical rotations.

The Program utilizes other clinical sites for enrichment within St. Elizabeth Healthcare. Enrichment sites included are St. Elizabeth Dearborn in Greendale, IN, St. Elizabeth Florence, Florence, KY, and St. Elizabeth Ft. Thomas, Ft. Thomas, KY. Outside of St. Elizabeth Healthcare, the school year includes a visit to our regional blood center, Hoxworth Blood Center, Cincinnati, OH, and UC Medical Center, Cincinnati, OH, for AFB culture work-up exposure. Didactic instruction, when possible, will be held at the Edgewood location. Clinical rotations will occur at Edgewood, Florence, Ft. Thomas, Dearborn, Hebron, Preferred Lab Partners, and Medical Office Buildings with experienced laboratory personnel providing clinical instruction. Departmental objectives, evaluations, and assessments will be generated through the Program Director. No additional books are required by alternative sites. A weekly summation may be held to allow students to discuss their respective clinical experience, to review objectives, and to perform supplemental exercises or assignments.

The department rotations are as follows:

Microbiology — Ten Weeks Combined Lecture & Classroom Exercise – Three Weeks Clinical Training

Basic principles of medical bacteriology, mycology, virology, parasitology, mycobacteriology, and molecular techniques are covered. Experience in safely culturing and identifying microorganisms and conducting antibiotic sensitivity testing is provided. Molecular theory and molecular testing are part of the rotation. Students will receive lectures covering Microbiology materials concurrent with classroom exercises. Three weeks of clinical learning will occur at the conclusion of lectures in each rotation.

Clinical Chemistry-Three and a half Weeks of Lectures – Five Weeks of Clinical Training

Qualitatively and quantitatively analyze blood and other body fluids for chemical constituents such as proteins, carbohydrates, enzymes, electrolytes, therapeutic drugs, and drugs of abuse. A

wide range of sophisticated instrumentation is utilized during clinical rotations. The five weeks of clinical learning will occur at the conclusion of lectures in each rotation.

Hematology — Four Weeks of Lectures – Four Weeks of Clinical Training

Identify the physiology and pathophysiology of erythrocytes, leukocytes, and platelets. Differentiate White Blood Cells and Red Blood Cell Morphology of peripheral blood and bone marrow cells as they relate to cellular disease. Practice and evaluate automated and manual determinations of cell counts. The four weeks of clinical learning will occur at the conclusion of lectures in each rotation.

Immunohematology — Six Weeks Combined Lecture & Classroom Exercise, One Week Clinical Training

Theory and practice of procedures related to the selection of donors, antigen and antibody identification, compatibility testing, blood processing, and component therapy are covered. Experience in pre-natal and post-natal testing is also provided. Most of the clinical experience is provided in our student laboratory. However, a week of direct field experience will occur after student laboratory and lectures are complete.

Urinalysis — One Week Lecture – One Week Clinical Training

Students will gain information and experience in the physical, chemical, and microscopic analysis of urine. The one week of clinical learning will occur at the conclusion of lectures in each rotation.

Immunology/Serology — Two Weeks of Lectures – One Week Clinical Training

Theory and practice of precipitation, agglutination, complement fixation, hemagglutination inhibition testing, and fluorescent microscopy for the diagnosis of diseases such as syphilis, infectious mononucleosis, and rheumatoid arthritis. The one week of clinical learning will occur at the conclusion of lectures in each rotation.

Coagulation: One Week of Lecture – One Week of Clinical Training

Students obtain knowledge as to the coagulation cascade and bleeding disorders that may develop in the coagulation system. Laboratory evaluation of the hemostatic process and the correlation of laboratory findings with disease states will be emphasized. The one week of clinical learning will occur at the conclusion of lectures in each rotation.

Management (Lab Operations): One Week

Students will be given information regarding management within a Clinical Laboratory. This includes budgeting, accreditation, education and communication, interview process, human resource management, supervision, clinical study design, safety, quality assurance and improvement, ethics and professionalism, decision making, performance improvement, healthcare delivery system, and federal laws impacting healthcare. Some topics of Management may be included within other rotations and within the formal week of lecture.

Phlebotomy Training

As part of the MLS program, students will be trained to obtain blood specimens through venipuncture and capillary skin puncture. After basic phlebotomy techniques are introduced during orientation, students work to develop their skills by observing and performing phlebotomy for a minimum of 20 successful sticks.

Individuals with prior phlebotomy experience may be excused from this rotation if competency can be accessed and the student receives approval from the Program Director.

After demonstrating proficiency, the student may be allowed to assume a position as a phlebotomist within the Medical Center. Employment is not mandatory to fulfill academic requirements and the paid position hours must be outside of the regular academic hours and are subject to limitations by the discretion of the Program Director.

Clinical Training – 16 Weeks

At the conclusion of all lectures, students begin rotating through each department. Students are exposed to a variety of medical laboratory practices, such as quality control and interpersonal and interdisciplinary communication. Students observe the correlation of medical laboratory results with medical conditions. This four-month period also further emphasizes students' critical thinking skills and classroom developed concepts and practices. To assist in this process, each week students present case study materials to their colleagues and provide dialogue. Clinical training is also the period when all materials are reviewed. Each department, when appropriate, will highlight quality assurance and improvement, safety, communication and team building, and ethics and professionalism. Also, each area of the curriculum, during clinical rotations, emphasizes pre-analytical, analytical, and post-analytical components of laboratory services.

St. Elizabeth Healthcare School of Medical Laboratory Science
Program Schedule 2026-2027

JULY	
Program Orientation	July 6-7
Lab Orientation Lectures	July 8-9
Phlebotomy Training	July 10-17
Chemistry Lectures	July 20-Aug
AUGUST	
Chemistry Lectures	August 1-11
Hematology Lectures	August 12-Sept
SEPTEMBER	
Holiday	September 7
Hematology Lectures	September 1-8
Coagulation/Urinalysis	September 9-18
Immunology Lectures	September 21-Oct
OCTOBER	

Immunology Lectures	October 2
Blood Bank Lectures/Student Lab	October 1-Nov
NOVEMBER	
Blood Bank Lectures/Student Lab	November 1-17
Microbiology Lectures/Student Lab	November 18-Dec
Holiday	November 26-27
DECEMBER	
Microbiology Lectures/Student Lab	December 1- 18
Holiday	December 21-Jan 1
JANUARY	
Microbiology Lectures/Student Lab	January 4-Feb
FEBRUARY	
Microbiology Lectures/Student Lab	February 1-Feb 10
Lab Operations Lectures (continued)	February 11–Feb 19
FEBRUARY/MARCH/APRIL/MAY/JUNE	
Clinical Rotations Begin	February 22-June 11
Student Presentation Day	April 2
Holiday	May 31
JUNE	
Program Comprehensive Exam	June 17
Graduation Ceremony	June 18

EVALUATION

Written Exam and Practical:
Written and practical examinations are administered at intervals determined by the individual department curriculum. The student will be appropriately isolated or proctored while taking all examinations. This step is taken to protect the integrity of the students' work and guarantees that the requirements for becoming a medical laboratory scientist have been achieved independently.

Examination Grading:
Examinations will be graded and returned to the student in a timely fashion, usually within 1 day. Exams scores must be equal or greater than seventy percent (70%). Students may request a summation of course grade at any time.

Comprehensive Exam:
In select departments, a comprehensive exam will be given covering all aspects of the rotation. The comprehensive exam may be a written or computer-based exam and/or a practical exam (or combination thereof). A failure of either type of departmental comprehensive may result in a re-test for competency assessment. The combination of an individual comprehensive scores must result in a passing grade (≥70%).

Program Comprehensive Exam:
At the conclusion of the year of training a final comprehensive exam will be administered. It is a tool used to prepare the student for the certification exams and to help monitor the effectiveness of the training the student has received. Granting of the degree or certificate is not contingent upon passing any type of external certifying or licensure examination. Students are required to pass the Program Comprehensive Exam with a minimal 65% score. Failure of the comprehensive final may result in additional test and notation on student references.

Cheating
St. Elizabeth School of Medical Laboratory Science has a zero-tolerance policy for cheating. Students are expected to complete exams and projects independently, unless otherwise instructed. Students are prohibited from plagiarism, copying of answers from another student, or referencing materials during a closed book exam. For more details, please see Academic Integrity statement found under the "Conduct" topic in this handbook.

Program Graduation Requirements
If students have maintained the required percent scores, received acceptable evaluation grades, and completed all program requirements, they will receive a certificate of completion. Appropriate credits will be transferred to our affiliated schools for 3+1 students as per affiliation agreements.

Credentialing Eligibility
Upon successful completion of the St. Elizabeth School of Medical Laboratory Science, graduates are eligible to sit for a certifying examination. The most widely recognized examination is through the American Society for Clinical Pathology Board of Certification. The certification is in medical laboratory science with the credential MLS (ASCP)^{CM}. Graduates who become certified must maintain their certification through continuing education activities.

Although not a graduation requirement of the Program, the School recommends that the graduate take the ASCP MLS exam. **Graduation is not contingent upon passing any certification examination.** Guidelines for application to certification examinations are available to students through the web site for the respective agencies. It is the student's responsibility to apply for, pay the fee, and set a date to sit for the exam. Completion of the application process does not verify admission to the examination unless all requirements as defined by the Student Handbook have been fulfilled. Requirements for graduation include successful completion of all medical technology courses, completion of didactic, clinical, and programmatic evaluations, and attending graduation. If a student does not complete ALL requirements, the Program Director will be required to notify the agency that the student is not eligible to sit for a certification exam

as the student has not completed the program. Upon completion of all requirements of the Program, the Program Director will notify the credentialing agency that the student has or will successfully complete the Program and may schedule a date to sit for the certifying agency's examination. The certification agencies will not allow any student to schedule their exam until the day after graduation. This policy gives program directors the necessary time to notify the agency if a student fails to graduate. Graduates that violate the honor code with a current or future St. Elizabeth medical laboratory science student are subject to having their certificate and certification revoked.

Program Evaluations and Grievances

Students are requested to evaluate the MLS program at the completion of each rotation. Students are also requested to evaluate the entire program upon graduation. Such evaluation is not a requirement for graduation. However, student feedback is essential to determine effectiveness of each rotation, and the program. Students are encouraged to express both positive and negative comments during any portion of the program. **If the student should have any grievances (academic or otherwise), students are encouraged to utilize the appeal procedure as contained herein**.

Computations of Department Grades:

Extra credit opportunities may be provided within each rotation. When provided, extra credit will be added to the respective sections (extra credit for a practical will be added to the practical computation, etc.). ***Exam grades include any quizzes that are given.***

Chemistry, Hematology, Coagulation, Serology, Urinalysis, Microbiology, and Immunohematology:

Exams/Practical (when applicable): 75%
Final Written/Practical (when applicable): 25%
Clinical Rotation: Evaluation (Pass/Fail)

Lab Operations (includes Orientation and Phlebotomy)

Exams & Clinical Case Studies: 75%
Presentation: 25%

Affective Domain Objectives

In addition to written exams and practical testing, students will also be evaluated on affective domain objectives. These objectives must be met to complete each rotation (if and when they are applicable). They include:

1. Demonstrate initiative while performing the objectives and functioning within the clinical department.
2. Follow directions and instructions by clinical instructors and remain acceptable to criticism and feedback regarding those directives.

3. Interact with instructors and staff members in a manner that demonstrates your attentiveness to their instruction.
4. Report to each location, on a day-to-day basis, when requested to arrive if such timing differs from the 7:00 AM default start time.
5. Demonstrate integrity and honesty.
6. Accepts responsibility for their own actions.
7. Maintains confidentiality of patient and/or laboratory data.
8. Treats patients, families, colleagues and other health professionals with respect and dignity.
9. Maintains professional demeanor under adverse conditions.
10. Influences and contributes to a pleasant work environment.
11. Is an effective team player and supports colleagues as needed.
12. Adheres to dress and personal hygiene code. Wears appropriate PPE at all times.
13. Takes initiative to grow professionally.
14. Is able to organize, multitask and prioritize assignments/duties.
15. Takes initiative to be independent practitioner while being aware of limitations.

Grading: Evaluation (Pass/Fail). Disciplinary action will be decided by the Program Director, and if needed, the Academic Review Board, depending upon the severity or the continuation of unsatisfactory performance.

GRADING SCALE

The following scale is used for ALL grading:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	F	≤69
B	83-86		
B-	80-82		

Quality Points

A+	4.3	C+	2.3
A	4	C	2
A-	3.7	C-	1.7
B+	3.3	F	0
B	3		
B-	2.7		

INDIVIDUAL COURSE CREDIT:

Immunohematology 5
Clinical Chemistry 5
Clinical Microbiology, Mycology, Parasitology, Molecular 10
Hematology & Coagulation 7
Urinalysis 3
Immunology/ Serology 3
Laboratory Operations 1

FAILING GRADE & DEMERIT SYSTEM

Exams:

Exams are often comprised of several individual lecture topics. Students are required to maintain a greater-or-equal to seventy percent (≥70%) on the accumulative exam scores. An exam grade that is below such score will be considered failed. In such a case the student is required to perform one of the two options below (in the first numbered paragraph) for lecture exams and bench and clinical exams is addressed by paragraph 2. Students must meet deadline assigned by the program director.

1. Gain ten percent (10%) to fifteen (15%) of the total score of the lecture exam available by writing a lecture over the failed material covering each question, and/or specifically addressing the questions missed addressing each wrong answer and explain the correct answer. Ten percent of available points will be awarded for covering materials missed and providing minimal material outside of those questions. Fifteen percent of available points will be provided for lectures that cover all material of a topic in a manner that is so sufficient that the lecture could be provided back to other students, or covering each question of the exam beyond those that are missed. The number of points received will be added to the total points received from the exam.
2. Student Microbiology laboratory bench exam and clinical rotations exam corrections will earn half credit of points missed by turning in responses to all cognitive objectives plus corrections to the exam. If no answer given, supply the answer. If incorrect answer given, supply the answer and address why the given response was incorrect.
3. If the increase does not result in a passing grade, student will be subject to a demerit and a process of counseling. Such counseling may constitute meetings with the Program Director and/or Student Representative(s). Extra study material and assignments may be provided in these counseling sessions. Compliance with the remediation process is mandatory. Failure to comply may result in disciplinary action, up to and including termination from the program.
4. This process will be repeated unless or until student maintains acceptable examination scores, or if student achieves three demerits in the subject.
5. **Optional**: Students may elect to perform the extra credit on individual lecture topics found within each exam. In which case, the same percent score will follow as previously described, not to exceed a 100%.

Comprehensive Exam:

Students are expected to maintain a greater-or-equal to seventy percent (≥70%) average on a final comprehensive (written or clinical) exam. If student fails to score in such a percent, student will:

1. Gain twenty five percent (25%) of the point missed of the total score of the question by writing a response to each missed question, describing the correct answer and reason why selected answer is incorrect. Such percent will then be added back to the exam score.
2. If the increase does not result in a passing grade, student will receive one demerit. In addition, student will be given a remediation exam one week post the subject's comprehensive exam, or upon return from break if the exam is before a holiday.
3. If student fails the remediation exam, another demerit will be assigned, and student's grades will be provided to the Academic Review Board. The Academic Review Board will set clear expectations to the student's future examination scores, or what results may cause termination from the program. The Academic Review Board has the option of termination from the program if student has three total demerits in this subject.

Subject Final Score:

Students are required to pass each subject with no less than a seventy percent (70%) score. If student has received a total score less than 70%:

- Student's grades will be provided to the Academic Review Board, with the total number of demerits received during this subject (if any).
- The Academic Review Board will solicit student's defense as consideration for remaining in the program. A remediation may be assigned, or the student may be dismissed from the program.

Students receive graded exams in a timely manner, usually within 1 day. Students may request a summation of their grades at any time. All students will be given subject grades during the final week of the program when all examinations are complete. A transcript will be issued to student during the final week of the program.

Demerits:

If student obtains three (3) demerits in any one subject, or six (6) demerits total within the program:

1. Student will immediately be placed on academic probation. The student's grades will be presented to the Academic Review Board and an action plan will be devised.
2. The Academic Review Board will set clear expectations to the student's future examination scores.
3. Sanctions may be provided, which may include Academic Probation or termination from the program.

Academic Probation:

If student fails a subject or gains another demerit while on Academic Probation:

1. The Academic Review Board will be provided the student's grades in each subject.
2. Sanctions may be provided, which may include termination from the program.

3. Academic Probation status will remain until student reaches a greater-or-equal to seventy percent (≥70%) average in the subject, or if such grade is achieved prior to being placed on probation (due to time of meeting with the Academic Review Board), until student passes the next exam.

Pass/Fail Grading

A passing score with a Pass-Fail evaluation is a rating of "meets minimum expectation." If the student receives a lower score, a make-up of the material may be required, and/or the student may be subject to the demerit system.

COUNSELING

Students are encouraged to talk to the Program Director at any time concerning program policies, performance, or personal problems that may affect performance. Student may do so by appointment or impromptu. All discussions will be kept confidential at the discretion of the student unless medical facility policy requires otherwise. For problems outside the expertise of the laboratory professionals, students are encouraged to use the services of the EAP, Social Service, Pastoral Care, Employee Health, Business Health, or Security Departments found within St. Elizabeth Healthcare.

Counseling may also take place if student receives a demerit, is placed on probation, or is subject to counseling due to a conduct related event. In such cases, a Discussion Planner may be used. (See Appendix B).

Conduct

Student's conduct is subject to the demerit system as described in this handbook. Any and all infractions may – however – result in a bypass of this system if the level of violation is severe in terms defined by a hospital policy (example, confidentially and Protected Health Information). All policies of conduct default to hospital code of conduct with additions added by program policy.

Behavior:

Students are expected to perform in a professional and courteous manner while attending the School of Medical Laboratory Science and refrain from committing infractions that are considered detrimental to Medical Center patients, personnel, or proper hospital management. These infractions or unethical behaviors are defined as, but not exclusive of, the following:

- All forms of sexual harassment
- Any breach of patient confidentiality
- Disregard for Medical Center regulations, policies, or property
- Verbal or physical abuse of any Medical Center patient, visitor, or employee
- Jeopardizes the health and safety of Medical Center patients, visitors, or employees.
- Cheating on any examination administered throughout the academic year or plagiarism.

Academic Integrity

The student is expected to possess personal honesty and integrity of written work. Falsification

of results, cheating, and plagiarism will not be tolerated. All work submitted must be the student's own. If academic dishonesty is suspected, students will be brought before the Academic Review Board. Penalties may include the Grade of 0 or F for the test, assignment, or paper without the opportunity to repeat (and no extra credit) or removal from the program. The Academic Review Board reserves the right to contact the affiliated university to report the infraction.

Dress Code

Students will be required to adhere to the St. Elizabeth Healthcare Dress Code policy. See HR-ER-05. As a summary, the following items of dress are not permitted:

- Blue jeans
- Outfits with plunging necklines
- Tights or leggings
- Sweatpants
- Overalls
- T-shirts/sweatshirts with concert, alcohol, tobacco, etc. advertisements
- Open-toed shoes

The hospital identification badge is to be always worn.

Cell Phone Use

Cell phone use by students while in didactic lecture or in clinical rotation is prohibited. For safety reasons, cell phones are **not** permitted in the bench areas. It is permissible to use the cell phone when on break or at lunch.

Cell phones, iPods, or other electronic devices are not to be used during tests. You may be asked/required to submit such devices to the Program Director prior to written or practical examinations.

APPEAL PROCEDURE

The student is eligible to appeal the conditions of the Academic Review Board, and/or program director, through a process involving written documentation of the grievance and suggested remedy (See Appendix C). This document will then be forwarded on to Human Resource that will act as an Appeal Board for all decisions that the student appeals. Student may also appeal Human Resources decisions to the Vice President for Professional Services. However, the decision to hear this appeal is at his/her discretion.

DEVIATION FROM SCHEDULE:

HOSPITAL POLICY

The MLS program will follow the hospital policy in regard to absences and tardiness. Under such policy, accumulation of points results from missed days or tardiness that may result in disciplinary action. **See HR policies: HR-AA 04**.

HOLIDAYS
Students will be allowed seven (7) holidays: Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Day, New Year's Day, and Memorial Day.

SICK OR MISSED DAYS
The laboratory office and/or the current department along with the Program Director must be notified at least one (1) hour prior to the scheduled starting time on each day of absence. The student is responsible for all work missed during an illness: A) If during lectures, student must secure the materials provided; B) If during clinical rotation, student must make up the work by either adding more time to the day, or scheduling a day they would have otherwise had off.

TARDIES
Students are expected to arrive on time as scheduled for each rotation. **Flexibility in start time is required**. The department will determine the start time and may alter it weekly or daily. Default student lecture hours are 9 am to 4:30 pm Monday through Friday. Clinical rotation default time is 7:00 am to 3:30 PM. A student is considered tardy if he/she arrives more than one (1) minute past the requested start time.

EXCESSIVE ABSENTEEISM/TARDINESS:
Attendance Records are maintained by the Program Director. Reaching a Level 1 in either absences or tardiness in accordance with hospital policy will result in submission of records to the Academic Review Board and may result in disciplinary action. Continued tardiness or absenteeism may result in removal from the program.
Students that obtain the necessary points for Level 1 will receive a counseling session in accordance with Human Resources Policy with record of such counseling provided to the Academic Review Board. Upon receiving enough points to obtain a level 2, student will be provided a demerit, and the Academic Review Board will be notified. Should student obtain a level 3, the Academic Review Board will again be provided with notice, another demerit will be provided, and other disciplinary action may occur, up to and including termination from the program. **See HR-AA-04**

TEACH OUT PLAN
During a time when the hospital is under conditions and practices related to a disaster in the community, efforts will be made to assist affected students so that a minimal amount of disruption to the program of study is experienced. The school will resume operation as soon as possible, utilizing other locations within St. Elizabeth Healthcare, such as the St. Elizabeth Training and Education Center, if necessary. If the Teach-Out Plan ever goes into effect, the Program Director will submit the Teach-Out Plan to NAACLS within 30 days of the official announcement of the closure of the program. If a disaster in the community is called prior to student's arrival at a St. Elizabeth Healthcare facility, student should remain at home. In all cases, missed material will be recovered in the same manner as a sick or missed day. Assistance to students may include access to course materials through online educational delivery systems.

FULL SUSPENSION OF PROGRAM

In the event the St. Elizabeth School of Medical Laboratory Science closes, students will be permitted to finish their educational/clinical experience, but no new students will be permitted. Students who are currently enrolled are guaranteed completion of internships as scheduled. If St. Elizabeth Healthcare terminates the school, the Program Director will immediately notify affiliate's university advisors in writing of the closure of the St. Elizabeth School of Medical Laboratory Science.

Student Voluntary Withdraw

A student may voluntarily withdraw from the program at any point during the year, upon two (2) weeks advance notice given to the Program Director. Prior to the decision to withdraw, the student will be counseled by the Program Director on the consequences of this action. After this discussion, if the student still decides to withdraw from the program, he/she must submit their resignation in writing within one week of verbal notification, at which time it is then placed in his/her student file. A certificate of completion will not be issued to any student who fails to complete the program.

Program Outcomes

NAACLS outcome measures, for the years 2025, 2024, and 2023.

Program Year Number of Students	ASCP Pass Rate within 1 year of Graduation	Graduation Rate	Attrition Rate for students who began the final Half of the Program	Placement Rate
2025 4 students	50%	100%	0%	100%
2024 5 students	100%	100%	0%	100%
2023 5 students	100%	100%	0%	100%

Student Agreement

Upon review of the Medical Laboratory Science Program Handbook, student will document their understanding of the terms of this agreement, as it relates to them with full understanding. Such

documentation will demonstrate the student agrees to abide by conduct, tuition payment, and other terms as more fully described in this handbook. See Appendix D.

APPENDIX A

JOB DESCRIPTION

New Position		**Exempt**	
Revised Position	x	**Non-Exempt**	x

POSITION TITLE:	Lab Assistant/Phlebotomist		**JOB CODE:**	180126
			SALARY GRADE:	
DEPARTMENT:	Laboratory		**REPLACED POSITION DESCRIPTION DATED:**	
DATE PREPARED:			**OLD POSITION TITLE:**	
DATE REVISED:	5/4/16		**WHAT SECTIONS CHANGED?**	

SECTION I – PURPOSE OF POSITION

State briefly, in one or two sentences, the principal purpose of this position. Why does it exist? What is it paid to accomplish? Under the direction of the General or Section Laboratory Supervisor, performs phlebotomy and specimen processing functions, waived and moderate complexity testing as defined by (Clinical Laboratory Improvement Amendments) CLIA Section 493.1421 and as approved by the Medical Director, and other non-technical duties as assigned.

Demonstrate respect, dignity, kindness and empathy in each encounter with all patients, families, visitors and other employees regardless of cultural background.

SECTION II – KNOWLEDGE, SKILLS & EXPERIENCE – Include Desirable Section

List the minimum knowledge and skills required to begin working in this position and the additional knowledge and skills that are desirable, but not essential.

MINIMUM	DESIRABLE
• Must comply with the CLIA Section 493.1421 Requirements for Personnel performing waived and/or moderate complexity testing as Laboratory Assistant • High School graduate or GED • Valid Driver' License/Meet Medical Centers Insurance requirement (necessary to work at the Edgewood facility due to the need for phlebotomists to cover nursing home draws and drive a laboratory vehicle) • Experience including customer service.	Phlebotomy training and/or certification
Specialized Knowledge: • Computer skills • Human relations and communication skills • Customer Service skills	

Kind and Length of Experience:	

SECTION III – MAJOR ACTIVITIES AND END RESULTS

List, in brief statements, the major activities and end results for which this position is accountable. Most positions will have between five and eight major activities/end results. Describe the position so that someone unfamiliar with your position will understand what is done, and why it is done. Weigh each major activity/end result based on its importance relative to the total job (i.e.: 10%, 20%, 45%).

	Job Duties	Insert "*" to classify Essential Function	% of Time (must total 100%)
1	Receives, processes and transports specimens to laboratory sections and reference labs. Locates specimens that have "add-on tests" as well as other specimen processing duties.		15
2	Centrifuge blood and urine specimens for analysis. Aliquot specimens and prepare for analysis. Checks work lists and reports for efficient specimen analysis.		15
3	Performs waived and moderately complexity testing as defined by CLIA. Reports testing according to established protocols including evaluation of specimen acceptability		15
4	Provides support functions to technologist including the loading and maintaining of instruments, assist in re-constituting reagents, thawing, pooling, of blood products, assists in maintenance and repair of clinical equipment.		10
5	Completes all mandatory competencies and training modules along with review of all departmental policies and procedures and must adhere to all safety policies and procedures.		10
6	Greets patients using AIDET, evaluates orders for types of specimens and appropriate handling requirements and uses hospital and laboratory computer systems to obtain information and handle requests		10
7	Safely collects quality samples according to laboratory policies and procedures (for the accurate and timely completion of testing). Uses a variety of devices to collect specimens, organizes and maintains supplies		10
8	Enhances professional growth and development of self, department staff, other hospital personnel, community and students by participation in continuing education and in-service training and the School of Medical Technology		5
9	Implements ICARE principles using communication skills and human relations to promote quality patient care and productive work environment		5
10	Performs other duties as assigned.		5

	Job Duties	Insert "*" to classify Essential Function	% of Time (must total 100%)
		Total	**100**

NOTE: Remove blank rows and use mouse to right-click on total amount above. Click "update field" from list for auto-sum~

The associate shall follow the applicable safety steps required to perform their duties to ensure safety for themselves and their patients, and be in compliance with Medical Center, State, and Federal safety standards. Examples of such steps may include: performing proper safety procedures and precautions; reporting safety concerns and incidents; using correct lifting techniques and disposing of sharps and infectious waste properly.

For Clinical and related positions - The associate must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on their assigned unit. The associate must demonstrate knowledge of the principles of growth and development over the life span focused on the assessment, treatment and care of the newborn, infant, pediatric, adolescent, adult, and geriatric patients.

Required: *Employee must successfully complete an orientation process that identifies skills needed to practice in their position and in their job assignment. Skill requirements must be met and maintained to ensure employee competency. This is achieved through an annual review of those particular skills and a work improvement plan for any non-compliant area.*

SECTION IV – PROBLEM SOLVING

Briefly describe two or three typical problems this position must resolve to achieve the end results listed in Section III.

1. Decides if performance of instrument, reagent, and technique and control system is satisfactory.
2. Determines acceptable samples based upon criteria of collection.
3. Recognizes abnormal results and notifies appropriate personnel.

SECTION V – SCOPE OF POSITION

1	Who (by title) does this position report to?	Laboratory Supervisor
	- Indicate type of supervision provided (Direct or Indirect?)	Direct- Refers all unusual activities to medical technologists for approval Checks with supervisor or in charge tech on a daily basis
2	Who (by title) reports directly to this position?	N/A
	- Indicate type of supervision provided (Direct or Indirect?)	N/A
3	Total number of FTE's reporting to this position:	N/A
4	Annual operating budget (if applicable):	N/A
5	Other dollar measures of accountability?	N/A

SECTION VI – WORKING CONDITIONS

Describe unusual working conditions such as physical effort, exposure to environmental conditions and exposure to hazards. Phlebotomists are required to use sharps in order to obtain blood specimens and are exposed to blood and blood borne pathogens as a routine part of their job.

SECTION VII – ADVANCEMENT TO NEXT POSITION

Identify the most likely future position(s) of advancement. This position(s) may be a higher level or equivalent level job within or outside the department. Advancement criteria, such as required technical knowledge (skills, education, experience), managerial capabilities, and problem solving skills should also be noted.

Next Likely Position(s):	Medical Technologist
Advancement Criteria:	Meets or exceeds performance standards Vacant position Meet or exceed minimum qualifications for next level Completion of School of Medical Technology Certification as Medical Technologist

SECTION VIII – GENERAL

Describe anything else which is important to this position, such as unique aspects which make it different from similar positions.

SECTION IX – APPROVALS

Marianne Otte	Director, Laboratory Services	/	5/4/16
Prepared By	*Title*		*Date*
Marianne Otte	Director, Laboratory Services	/	5/4/16
Approved By Director	*Title*		*Date*
Jennifer Zmurk	Compensation & Benefits Analyst	/	5/4/16
Human Resources Review	*Title*		*Date*
		/	
Authorization for Job (Re)– Evaluation (Vice President)	*Title*		*Date*

BI-ANNUAL REVIEW WITH NO CHANGE

		/	
Approved By Director	*Title*		*Date*
		/	
Human Resources Review	*Title*		*Date*

1. **Work Levels / Frequency Codes** - Defined as the percentage of time this particular activity is required in the performance of the job. Use one of the following letters: C, F, O, I, or R as defined above.

C	Constant	61-100%
F	Frequent	31-61%
O	Occasional	15-30%
I	Infrequent	11-15%
R	Rare-Never	0-10%

2. **Intensity Codes (Lifting/Carrying) -** Defined as the level of importance of this particular requirement. Used more often in lifting or carrying section. Use one of the following letters S, L, M, H, or V.

S	Sedentary	Sitting up to 6 hrs/8 hr day; lifting up to 10lbs occasionally
L	Light	Standing up to 6 hrs/8 hr day; lifting 20lbs occasionally, lift/carry up to 10lbs frequently;
M	Medium	Standing up to 6 hrs/8 hr day; lifting 50lbs occasionally, lift/carry up to 25lbs frequently
H	Heavy	Standing up to 6 hrs/8 hr day; lifting 100lbs occasionally, lift/carry up to 50lbs frequently
V	Very Heavy	Standing up to 6 hrs/8 hr day; lifting in excess of 100lbs; lift/carry 50lbs frequently

3. **Intensity Codes (Push/Pull Forces)** - Defined as the level of importance of this particular requirement. Used more often in determining push/pull abilities. Use one of the following letters L, M, or H.

L	Light	0-25 lbs; frequent push/pull up to 15 lbs.
M	Medium	26-50 lbs; frequent push/pull up to 40 lbs.
H	Heavy	51-100 lbs; frequent push/pull up to 80 lbs.

Physical Requirements	1 - Work Level (C, F, O, I, or R)	2 - Intensity Code Lifting / Carrying (S, L, M, H, or V)	3 - Intensity Code Push / Pull (L, M, or H)
Sitting	F		
Standing with little movement	F		
Walking	F		
Hearing	C		
Talking	C		
Lifting objects up to waist	O	L	
Lifting objects overhead	O	L	

Carrying objects	F	L	
Pushing/pulling objects	F		L
Filing	O		
Finger dexterity/handling/ feeling	C		
Typing/keying data	C		
Eye-hand coordination	C		
Near vision	C		
Color vision	F		
Far vision	O		
Night vision	R		
Driving	F		
Reaching	R		
Ascending/descending stairs	C		
Climbing/balancing	R		
Bending/stooping	C		
Kneeling/crouching/crawling	O		
Others, please list:			

Mental Requirements	**1 - Work Level (C, F, O, I, or R)**
Writing	C
Spelling	C
Reading	C
Remembering	C
Recognition/identification	C
Understanding instructions, information and/or concepts	C
Math Skills	F
Analysis of information	C
Problem Solving	C
Communicating instructions, information and/or concepts	C
Decision making	C
Learning new tasks	C
Drawing	R
Originality/creativity	O

Working Conditions (Environment)	**Place an (X) if these apply to the position**

Normal office environment	X
Patient Care areas	X
Medical (non-patient) areas	X
Alone in department or shift	
Low lighting	
Low ventilation	
Tight work space	
Potential exposure to disease	X
Potential exposure to chemicals	X
High noise levels	
Potential electrical hazards	X
Potential mechanical hazards	X
Potentially dangerous equipment	X
Wet environment	
Heights	
Outdoors	
Potential exposure to dust/dirt	
Other possible safety risks, please list:	
- OSHA Training for TB	X
- OSHA Training for Bloodborne Pathogens	X

Work Schedule	**Place an (X) if these apply to the position**
Varying shifts	X
Overtime work	
Weekend work	X
On-Call work	X
Travel	X
Others, please list:	
Holidays	

Work Demands	**Place an (X) if these apply to the position**
Handles highly confidential data	X
Productivity demands (identified)	X
Accuracy demands (identified)	X
Extended visual concentration	X

Others, please list:	
Tools, Equipment Used:	
Please list:	

SECTION XI – PROTECTED HEALTH INFORMATION: ROLE BASED ACCESS FORM

Department: Laboratory

Position: Lab Assistant/ Phlebotomist

Date: 5/4/16

Does access need to be restricted by location? Yes☐ No ☒

TYPE OF ACCESS

Enter one of the following for each box below: **R** = Required **I** = Incidental **N** = Not Applicable

	Demographic	Insurance	Financial	Clinical	Coding	All
Create						N
Modify						N
Use						N
View						N
Disclose						N
Transport						N
Maintain						N
Destroy						N

Legend

Type of Access:

Create: Primary source documentation. (Dictated reports, nurses' notes, notations on the MAR)

Modify: Change incorrect data (according to policy)
Use: Read and view the information to make decisions appropriate for your position.
View: Employee may view certain information, but not expected to make decisions based on what they know.
Disclose: Conveyance of the information to persons or entities outside the organization.
Transport: Moving information from one place to another. (Should not view)
Maintain: To retain documents/files within office/department.
Destroy: Final legal disposition of our business records.

What Information:
Demographic: Information to identify a person (name, address, race, marital status, religion)
Insurance: Information used to identify payers and insured.
Financial/Claims: Payments rates, account balances, payer analysis, etc.
Coding: Clinical information that is in (alpha) numeric format (ICD-9CM, CPT, Rev. Codes)
Clinical: Information that describes a patient's health status.
All: All of the above

APPENDIX B
Student Counseling Session

School of Medical Laboratory Science

Student Counseling Session

Student Name: _____ Date: _____

Purpose of Counseling:

- ☐ Orientation
- ☐ Student Complaint
- ☐ Staff Complaint
- ☐ Grades
- ☐ Coaching
- ☐ Other:_____

Subject Covered:

_____

_____

_____

_____

Program Director Recommendation:

_____

_____

_____

_____

Student to Perform:

_____

_____

_____

Outcome:

- ☐ Warning
- ☐ Demerit
- ☐ Probation
- ☐ Termination
- ☐ Other:_____

Counseling Session To:

- ☐ Repeat:_____
- ☐ Discontinue
- ☐ Other:_____

Student Comment:

_____

_____

_____

Program Director:_____ Student:_____

APPENDIX C
GRIEVANCE/APPEAL PROCEDURE FORM
ST. ELIZABETH ST. ELIZABETH HEALTHCARE
MEDICAL LABORATORY SCIENCE PROGRAM

In the event that a student enrolled in the Medical Laboratory Science Program requires documentation for a grievance or appeal, the following form will be utilized.

STEP 1: To be completed by student and returned to the Program Director.
Statement of Appeal/Grievance:

_____
_____
_____
_____
_____

Remedy Requested:

_____
_____
_____
_____
_____

_____
Student Signature/Date

STEP II: To be completed by Program Director within three (3) days of appeal/grievance notice.
Response:_____
_____
_____
_____
_____

_____
Program Director/Date

_____Accepted by _____
Student/Date

_____Appealed by _____
Student/Date

If STEP II is appealed by student, the Grievance form is immediately forwarded to Human Resources.

STEP III: Completed by the Human Resources within three (3) days.
Response:

_____
_____
_____
_____
_____

_____
Human Resources Representative/Date

_____Accepted by_____
Student/Date

_____Appealed by _____
Student/Date

If STEP III is appealed by the student, then the grievance is forwarded to Vice President of Patient Services at the Medical Center, where the final decision will be made. However, he/she had the right to not hear the appeal – in such cases, the HR decision will control.

STEP IV: Completed by the Vice President of Patient Services within three (3) days; **may use discretion to hear appeal**.
Final Decision:

_____
_____
_____
_____
_____

Signature:

Academic Review Committee:

_____
_____
_____
_____
_____

Student:

_____

_____
Vice President Patient Services

APPENDIX D
STUDENT AGREEMENT

ST. ELIZABETH HEALTHCARE MEDICAL LABORATORY SCIENCE PROGRAM

The policies and procedures set forth in the Medical Laboratory Science handbook have been reviewed and discussed.

I, _____, understand and can meet the
Print Student Name
Academic Standards and Essential Functions as listed. I agree to comply with the course requirements and objectives. I also agree to follow all policies as stated within the St. Elizabeth Healthcare Medical Laboratory Science Program Handbook and those provided by the medical center.

I agree to hold all Protected Health Information (information related to the physical or mental health of an individual and the provision of health care to an individual) that may be shared, transferred, transmitted, or otherwise obtained pursuant to the Agreement strictly confidential, and to comply with all Hospital policies and procedures governing the use and disclosure of Protected Health Information and the confidentiality of patient health care information including, but no limited to, any policies and procedures relating to regulations, standards, or rules promulgated pursuant to the authority of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

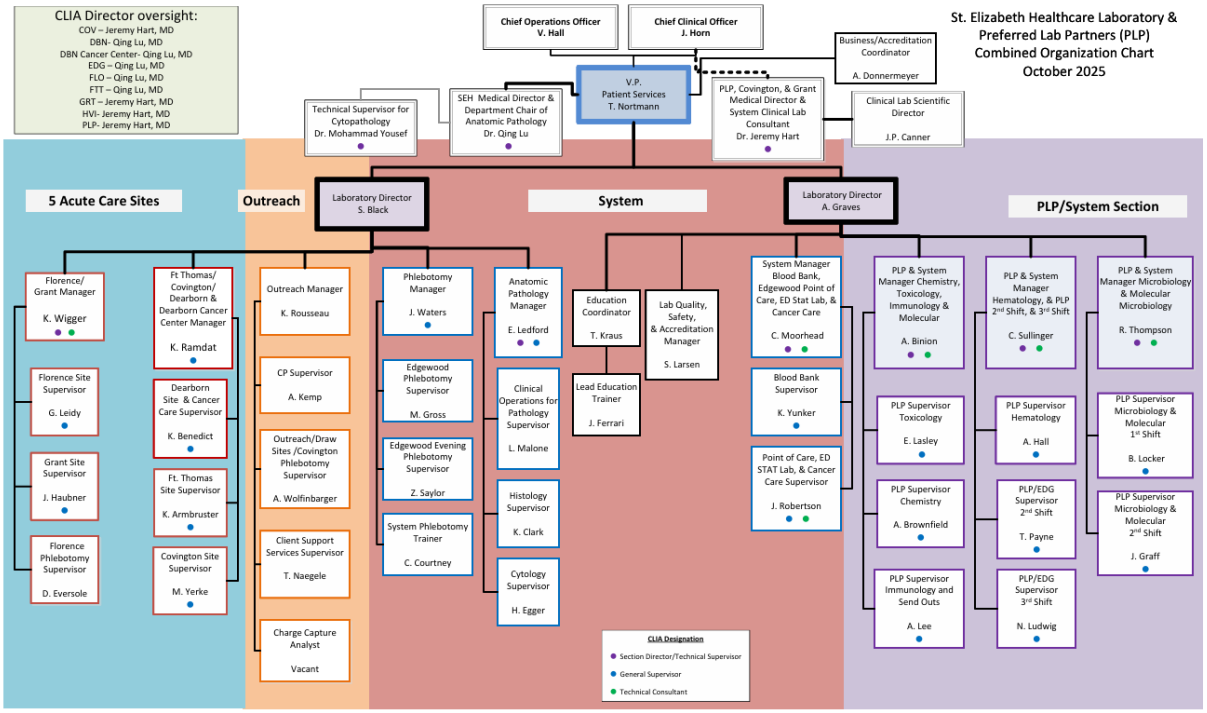
I understand that failure to make tuition payments, as described in the timeline, may result in my removal from the program, and a hold on all program related records. I understand that I may be removed from this program for academic or conduct reasons as described in the MLS Student Handbook. I also understand the role of the Academic Review Board and Appeals procedure that I am permitted to use in cases when sanctions are delivered.

I agree that I am signing this agreement free of coercion. I submit that this signature is given only after careful consideration and the availability of time to discuss this agreement with outside counsel.

_____ _____
Student Signature Date

_____ _____
Program Director Date

APPENDIX E
St. Elizabeth Healthcare Organization Chart



St. Elizabeth Healthcare Medical Laboratory Science Program Personnel