

Fall 2017-2018

Student Handbook

Medical Laboratory Science Program
Department of Diagnostic & Therapeutic Sciences

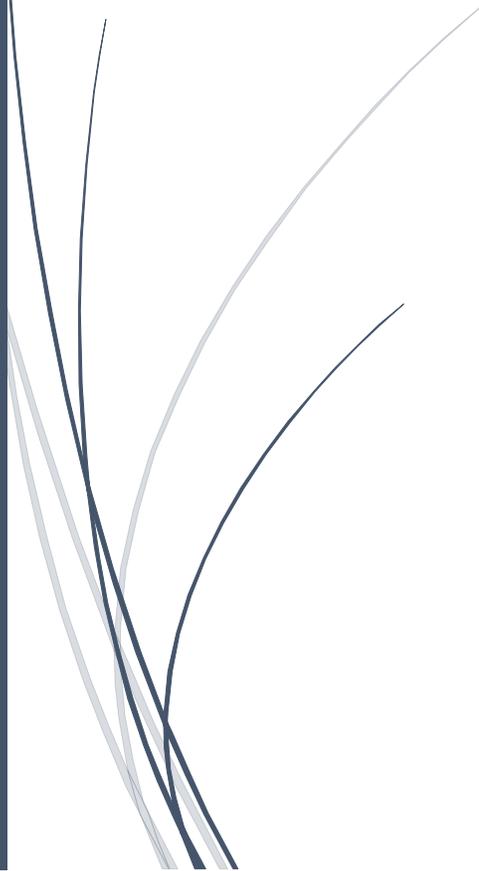


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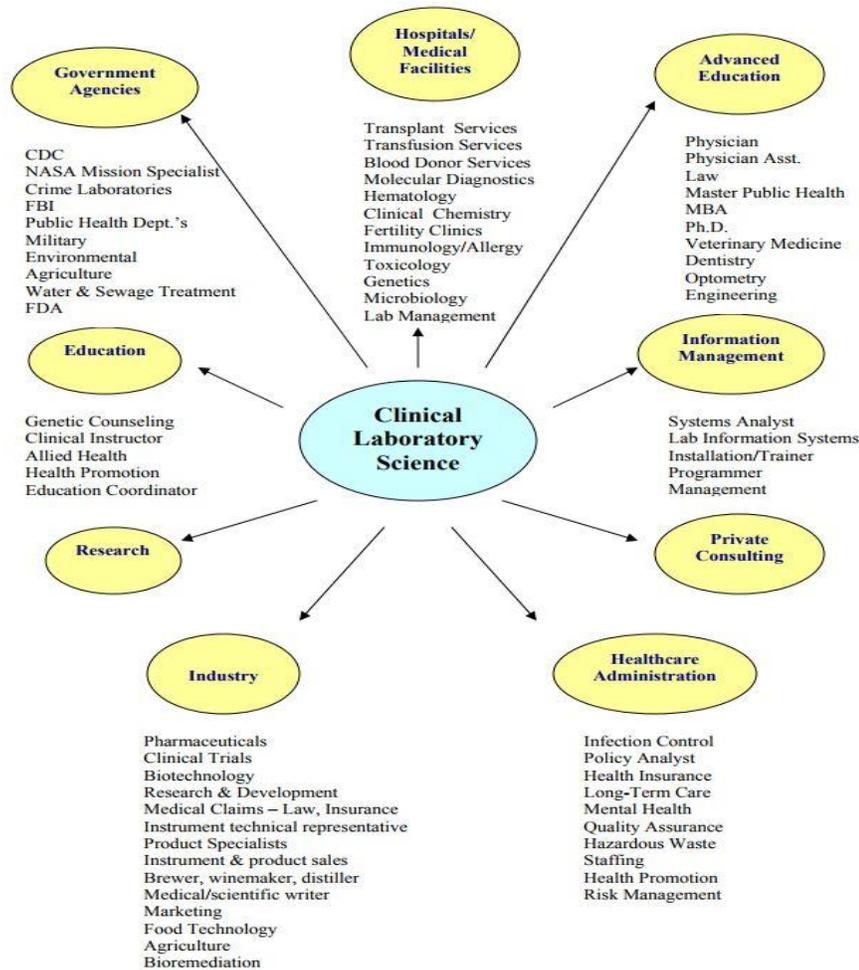
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Welcome

The Medical Laboratory Science (MLS) Program at Armstrong State University (ASU) is pleased to welcome you to an exciting and dynamic profession. It is critically important for you to realize that health care providers and employers require graduates who are not only technically competent but who are also excellent communicators, critical thinkers, and problem solvers.

Upon successful completion of this four semester program, you will have gained the minimum knowledge, skills, and abilities to function as a competent medical laboratory scientist in a job entry level position. We, the faculty, desire to assist you in becoming a successful medical laboratory scientist by enhancing your critical thinking and communication skills. We also want you to be proud of your accomplishments, abilities, and potential and we want to be able to say that we are pleased to have you as a colleague. Our reward is your success.

Your education in Medical Laboratory Science will prepare you directly for a job in a wide variety of laboratory settings. About half of all Medical Laboratory Technologists are employed in hospitals. Others work in blood donor centers, research laboratories, public health laboratories, veterinarian laboratories, and industry.



http://www.kumc.edu/Documents/shp/clinical-lab-sci/career_pathways.pdf

ASCLS Code of Ethics

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

- ***Duty to the Patient***

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

- ***Duty to Colleagues and the Profession***

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

- ***Duty to Society***

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek to change those laws and regulations that do not meet the high standards of care and practice.

Armstrong State University Medical Laboratory Science Program

Introduction

This handbook was prepared to provide you a quick reference to certain Medical Laboratory Science (MLS) program information, policies and laboratory safety procedures. This information is updated on an annual basis. This document is to be used in conjunction with the policies and procedures presented in the Department of Diagnostics & Therapeutic Sciences (DDTS) handbook, as well as the ASU catalog and Student Handbook. While the provisions of this document will generally be applied as stated, the Armstrong State University (ASU) MLS Program reserves the right to change any provision.

In the MLS program you will learn how to perform and interpret results for tests carried out in hematology, chemistry, coagulation, urinalysis, molecular pathology, microbiology, immunology and immunohematology of the clinical laboratory. After completion of the didactic portion of the program you will spend two semesters in your clinical rotations where you will perfect your technical skills and further your knowledge with real world experiences.

This is not an easy program. Plan on spending **at least** twice the amount of hours per credit hour per class studying each week. This is the minimum recommended amount of time and does not include the time you are spending in the student laboratory or classroom. If you are having trouble with a course do not fall behind, make an appointment to meet with the professor.

History

The Armstrong State University Medical Laboratory Science Program was established in April 1982. In September 1982, the first class was accepted for enrollment into a "2 + 2" curriculum. In April 1985, the program was granted full accreditation for 5 years (1985-1990) by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA). The program received continuing accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) for four consecutive periods of seven years (1990-1997, 1997-2004, 2004-2011, and 2011-2018).

Mission Statement

The Department of Diagnostic and Therapeutic Sciences, as part of the College of Health Professions at Armstrong State University, exists to educate students, and to provide our culturally diverse communities with competent, team-oriented, and compassionate healthcare professionals.

Accreditation

The Medical Laboratory Science Program at Armstrong State University is accredited by:
National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd. Suite 720

Rosemont, IL 60018-5119

Telephone: (773)714-8880

FAX: (773)714-8886

email: info@naacls.org

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

State Licensure Requirements

Some states require that Medical Laboratory Scientists be licensed in the state in order to work in the medical laboratory in that state. Georgia does not license Medical Laboratory Scientists. The Medical Laboratory Science program at Armstrong State University satisfies requirements for certification by the American Society for Clinical Pathology Board of Certification and complies with the standards of accreditation established by the National Accrediting Agency for Clinical Laboratory Sciences, but may not satisfy the licensing requirements for some states. Students who intend on moving to a state that has licensure after completion of the program are encouraged to check with the requirements for state licensure before starting the program to make sure that the Armstrong State University curriculum will satisfy the requirements for licensure in that state.

Goals

The overall purpose of the Medical Laboratory Science Program is to provide students with a high quality academic and professional environment allowing for the development of their intellectual and manipulative competencies and attainment of professional values and characteristics. Inherent to this purpose is the goal to prepare a competent clinical laboratory general practitioner. Continued assessment of the educational program permits revision to meet professional needs and assure the best in patient care.

Student Learning Outcomes

The Medical Laboratory Science Program is designed to assist students in their achievement of job entry-level competencies within the profession and provide a foundation for their future professional goals. Therefore, the program will maintain the necessary resources, qualified faculty and structured educational experience to prepare the graduate to be able to:

1. Train graduates to integrate theory and practice by effective use of campus laboratories and clinical sites.
2. Prepare graduates who can not only generate data to be used in patient care but also evaluate the validity of that data and assure its reliability before reporting results.
3. Prepare graduates who function as laboratory professionals by respecting the confidentiality of patient information, maintaining neatness in personal habits, work areas, and laboratory reports; performing to the best of their abilities; and assuming responsibility for their conduct as well as their work.
4. Satisfy eligibility requirements to sit for and pass a professional certification examination.
5. Qualify for employment in a variety of settings; i.e., urban or rural hospital laboratories, commercial laboratories, physician office laboratories.
6. Progress within clinical laboratory science to education, supervision, or management positions

Essential Functions

Students enrolling in and graduating from a Medical Laboratory Science Program must meet the essential function requirements of the academic program and the profession. Essential functions are the non-academic standards that a student must be able to master to participate successfully in the MLS program and become employable. Examples of this program's essential functions are provided below. If you are not sure that you will be able to meet these essential functions, please consult with the program director for further information.

- ***Essential Visual and Observation Skills for Medical Laboratory Science***

The Medical Laboratory Science student must be able to:

- Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections) and cellular specimens are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Utilize a clinical grade binocular microscope to discriminate between the fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- The student must also be able to withstand long hours at the microscope
- Vision related requirements include, but are not limited to, interpretation of color reactions, reading measuring devices, reading instrument read-outs, written and illustrated material, observing slides and overheads, discrimination of microscopic structures within a cell, interpretation of staining methodologies, observing anatomic structures, and discriminating numbers and patterns associated with diagnostic tests.

- ***Essential Motor and Mobility Requirements for Medical Laboratory Science***

The Medical Laboratory Science student must be able to:

- Perform laboratory-testing adhering to existing laboratory safety standards.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting and/or standing, over several hours.
- Travel to assign clinical laboratory Practicum sites.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Grasp, hold, transport, and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
- Obtain patient specimens in a timely, safe, and professional manner (e.g. perform phlebotomy).
- Use laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and instruments to perform laboratory procedures according to established laboratory guidelines.
- Use computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
- Troubleshoot and correct basic equipment malfunctions.

- ***Essential Communication Requirements for Medical Laboratory Science***

The Medical Laboratory Science student must be able to:

- Read and understand technical and professional materials, (i.e. textbooks, journal articles, handbooks and instruction manuals).
- Follow oral and written instructions independently.
- Clearly instruct patients regarding specimen collection.
- Demonstrate sensitivity, confidentiality and respect when speaking with patients.
- Communicate clearly, accurately and tactfully with faculty members, student colleagues, staff and other health care professionals orally and in a recorded format (writing, typing, graphics, or telecommunications).

- ***Essential Intellectual Requirements for Medical Laboratory Science***

The Medical Laboratory Science student must be able to:

- Comprehend, measure, calculate, reason, integrate, analyze, evaluate, correlate, problem-solve and compare.
- Recognize abnormal laboratory results (e.g. patient and QC) and take appropriate action.
- Demonstrate critical-thinking and judgment skills appropriate to a given situation.
- Independently prepare papers, prepare laboratory reports, and take paper, computer and laboratory practical examinations.

- ***Essential Behavioral Requirements for Medical Laboratory Science***

The Medical Laboratory Science student must be able to:

- Organize work and perform multiple tasks within given time constraints and under stressful conditions while maintaining the ability to communicate clearly.
- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test order, ambivalent test interpretation), emergent demands (i.e. “stat” test order) and distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self and nearby individuals.
- Adapt to working with unpleasant biologicals
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept and act on constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities).
- Show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.
- Exercise independent judgment and accept responsibility for own work.
- The student must follow all established policies and procedures of the program and clinical affiliate sites.

Medical Laboratory Science Program Administration and Faculty

Position	Name	Education
Medical Director	Dr. J. Raph Edgar, M.D., Ph.D.	M.D., Duke University Ph.D. Duke University B.S., MIT
Program Director	Dr. Keith Belcher, Ph.D., MLS(ASCP)SM	Ph.D., Medical College of Georgia B.S.Ed., MST Georgia Southern University B.S. MLS, Auburn University
Administrative Assistant	Katina Starks, B.S.	B.S. BA/CIS, DeVry University
Faculty	Charlotte Bates, M.Ed., MLS(ASCP)	M.Ed., Georgia Southern University B.S. MLS, Medical College of Georgia
Clinical Coordinator Faculty	Carol Jordan, M.Ed., MLS(ASCP) SM ^{CM}	M.Ed., Armstrong State University B.S. MLS, Georgia Southern University
Faculty	Amy Chall, B.S. MLS(ASCP)	B.S. MLS. Austin Peay State University
Part-Time Faculty	Wendy Arneson, M.S. MASCP, MLS(ASCP) ^{CM}	M.S. Clinical Pathology, University of Nebraska Medical Center B.S. MLS, University of Nebraska Medical Center
Lab Faculty	Ashley Yow, B.S., MLS(ASCP)	B.S. MLS, Armstrong State University
Lab Faculty	Robbie Wylie, B.S., MLS(ASCP)	B.S. MLS, Armstrong State University

Current Program

Medical Laboratory Science Program Traditional Track

The Medical Laboratory Science program offers a Bachelor of Science in Medical Laboratory Science. The four semester professional phase of this program begins each Fall Semester. Medical Laboratory Scientists (also known as Medical Technologists) perform and/or supervise the testing of blood, urine, spinal fluid, and other body specimens. Applying knowledge of chemistry, mathematics, and biology, the medical laboratory scientist uses both manual and automated techniques to provide diagnostic data to physicians. The program graduate will be able to satisfy eligibility requirements for a professional certification exam at the MLS level. Graduates of the Medical Laboratory Science Program will qualify for employment in a variety of settings and can progress within the clinical laboratory science field to education, supervision, or management positions. Students in this track must maintain training support at an approved clinical facility while enrolled in the program.

Medical Laboratory Science Program Online Career Ladder Track

The online Career-Ladder Track is offered to enable certified Medical Laboratory Technicians (MLT) to advance their education. The online track is limited to those with MLT credentials with a current working experience in an approved clinical site. It provides students with a high quality academic and professional environment allowing for the development of their intellectual and manipulative competencies and attainment of professional values and characteristics. The program graduate will be able to satisfy eligibility requirements for a professional certification examination at the “scientist” level, to qualify for employment in a variety of settings, and to progress within clinical laboratory science to education, supervision, or management positions. Students in this track must maintain employment at an approved clinical facility while enrolled in the program. The clinical rotation and the didactic portion will run concurrently.

Medical Laboratory Science Program BS Fast Track

The Fast Track option is available to students who have a Bachelor’s degree in biology, chemistry, or a related science field. This program consists of an online didactic components and a training experience in a clinical laboratory. The clinical rotation and the didactic portion will run concurrently. It provides students with a high-quality academic and professional environment. Students in this track must obtain a statement of support with an approved clinical facility while enrolled in the program.

Medical Laboratory Science Program Course Offerings

- MEDT 3100 URINALYSIS AND BODY FLUIDS 2-2-2
Only open to Medical Laboratory Science majors. Qualitative and quantitative study of the physical and microscopic constituents of urine and other body fluids. Includes practice of manual and automated procedures and their relationship to diagnosing disease.
- * MEDT 3110 URINALYSIS AND BODY FLUIDS 2-0-2
Prerequisite: admission to MLS program
Qualitative and quantitative study of the physical and microscopic constituents of urine and other body fluids.
- MEDT 3200 CLINICAL BACTERIOLOGY 4-4-5
Open only to Medical Laboratory Science majors. The relationship of bacteria, mycobacteria, spirochetes, and mycoplasmas to human disease with an emphasis on the isolation and identification of pathogenic bacteria.
- * MEDT 3210 CLINICAL BACTERIOLOGY 4-0-4
Prerequisite: admission to MLS program
The relationship of bacteria, mycobacteria, spirochetes, and mycoplasmas to human disease. Emphasis on the isolation and identification of bacteria responsible for human disease.
- MEDT 3300 CLINICAL HEMATOLOGY AND HEMOSTAIS 4-4-5
Only open to Medical Laboratory Science majors. Study of pathology and physiology of the formed elements of blood with an emphasis on clinical correlation. Study of the principles of hemostasis and blood coagulation including interpretation of results. Manual and automated laboratory procedures are performed based on principles of hematology and hemostasis.
- * MEDT 3310 CLINICAL HEMATOLOGY AND HEMOSTASIS 4-0-4
Prerequisite: admission to MLS program
Study of pathology and physiology of the formed elements of blood with an emphasis on clinical correlation. Study of the principles of hemostasis and blood coagulation including interpretation of results.
- MEDT 3400 CLINICAL IMMUNOHEMATOLOGY 4-3-5
Open only to Medical Laboratory Science majors. Basic immunohematologic principles and their application to the preparation and administration of whole blood and blood components including the selection and processing of donors, cross matching procedures, and antibody identification.
- * MEDT 3410 CLINICAL IMMUNOHEMATOLOGY 4-0-4
Prerequisite: admission to MLS program
Basic immunohematologic principles and their application to the preparation and administration of whole blood and blood components. Includes the selection and processing of donors, cross matching procedures and antibody identification.

- MEDT 3500 CLINICAL CHEMISTRY** 4-3-5
 Open only to Medical Laboratory Science majors. Focus on physiological principles and concepts, methodologies and clinical significance of biochemical and elements found in blood and other body fluids. Manual and automated laboratory procedures are performed with an emphasis on quality control and quality assurance. Clinical chemistry case studies are presented to aid in clinical correlation and problem solving.
- * **MEDT 3510 CLINICAL CHEMISTRY** 4-0-4
 Prerequisite: admission to MLS program
 Focus on physiological principles and concepts, methodologies and clinical significance of biochemical and elements found in blood and other body fluids. Clinical chemistry case studies are presented to aid in clinical correlation and problem solving.
- MEDT 3600 CLINICAL LABORATORY METHODOLOGIES AND MOLECULAR DIAGNOSTICS** 3-2-3
 Open only to Medical Laboratory Science majors. The course serves as a basic introduction to the clinical laboratory focusing on topics in laboratory safety, microscopy, phlebotomy, general laboratory equipment, quality assurance, laboratory mathematics, and principles and methodologies of clinical laboratory instrumentation.
- * **MEDT 3610 CLINICAL LABORATORY METHODOLOGIES AND MOLECULAR DIAGNOSTICS** 3-0-2
 Prerequisite: admission to MLS program
 The course serves as a basic introduction to the clinical laboratory focusing on topics in laboratory safety, microscopy, phlebotomy, general laboratory equipment, quality assurance, laboratory mathematics, and principles and methodologies of clinical laboratory instrumentation.
- MEDT 3700 CLINICAL IMMUNOLOGY** 2-2-3
 Open only to Medical Laboratory Science majors. Principles and procedures used in the isolation, identification, and quantifications of diagnostically significant antigens and antibodies. This course will also familiarize students with the basics of molecular diagnostics technology and the types of tests available.
- * **MEDT 3710 CLINICAL IMMUNOLOGY** 2-0-2
 Prerequisite: admission to MLS program
 Principles and procedures used in the isolation, identification, and quantifications of diagnostically significant antigens and antibodies. This course will also familiarize students with the basics of molecular diagnostics technology and the types of tests available.
- MEDT 3800 CLINICAL MICROBIOLOGY** 2-2-3
 Only open to Medical Laboratory Science majors. Pathogenesis and laboratory identification of human parasites and clinically significant fungi and viruses.
- * **MEDT 3810 CLINICAL MICROBIOLOGY** 2-2-3
 Prerequisite: Admission to MLS program

Only open to Medical Laboratory Science majors. Pathogenesis and laboratory identification of human parasites and clinically significant fungi and viruses.

MEDT 4000 DIRECTED STUDY

0-V

Prerequisite: permission of instructor or program

Selected Medical Laboratory Science topics. Credit varies by topic. Offered with permission of the instructor.

✓ **MEDT 4115 CLINICAL PRACTICUM**

0-V-15

Prerequisite: MEDT 3100, MEDT 3200, MEDT 3300, MEDT 3400, MEDT 3500, MEDT 3600, MEDT 3700, MEDT 3800, or admission to a Medical Laboratory Science Online program. For online students this is taken simultaneously with these prerequisites. For the online tracks, the curriculum is presented in a module format and runs concurrently with the didactic classes and structured clinical laboratory experiences. Rotations will include clinical microbiology, clinical chemistry, immunohematology, hematology, coagulation, immunology/serology, urinalysis, phlebotomy and molecular diagnostic testing.

✓ **MEDT 4600 CLINICAL PATHWAYS & CRITICAL DECISION MAKING**

5-0-5

Prerequisite: MEDT 4115

Advanced topics in clinical laboratory science, emphasizing analysis and presentation of multidisciplinary case studies.

✓ **MEDT 4900 LABORATORY MANAGEMENT AND EDUCATION**

3-0-3

Prerequisite or co-requisite: MEDT 4115

Fundamental concepts of laboratory management, operation, finance, managerial leadership, personnel administration, and educational principles for laboratory scientists.

✓ **MEDT 4990H HONORS THESIS IN MEDICAL LABORATORY SCIENCE**

0-3-3

Prerequisite: MEDT 3000-3900 and acceptance into the Honors Program

A research project under the supervision of a program faculty committee. Project must include a thesis and oral presentation.

* Open only to Career Ladder Track students

✓ Available online only

Recommended Schedules

Traditional Track

FALL	SPRING	SUMMER
MEDT 3200 (5)	MEDT 3100 (2)	MEDT 4115 (9)
MEDT 3300 (5)	MEDT 3400 (5)	
MEDT 3600 (3)	MEDT 3500 (5)	
MEDT 3700 (3)	MEDT 3800 (3)	
16 CREDIT HOURS	15 CREDIT HOURS	9 CREDIT HOURS

FALL
MEDT 4600 (5)
MEDT 4900 (3)
MEDT 4115 (9)
17 CREDIT HOURS

Fast Track

FALL	SPRING	SUMMER
MEDT 3100 (2)	MEDT 3400 (5)	MEDT 3200 (5)
MEDT 3500 (5)	MEDT 3300 (5)	MEDT 3800 (3)
MEDT 3600 (3)	MEDT 4115 (6)	MEDT 4115 (6)
MEDT 3700 (3)		
MEDT 4115 (6)		
19 CREDIT HOURS	16 CREDIT HOURS	14 CREDIT HOURS

FALL
MEDT 4600 (5)
MEDT 4900 (3)
MEDT 4115 (6)
14 CREDIT HOURS

On-Line Career-Ladder Track

FALL	SPRING	SUMMER
MEDT 3110 (2)	MEDT 3310 (4)	MEDT 3210 (4)
MEDT 3510 (4)	MEDT 3410 (4)	MEDT 3810 (3)
MEDT 3610 (2)	MEDT 4115 (6)	MEDT 4115 (6)
MEDT 3710 (2)		
MEDT 4115 (6)		
16 CREDIT HOURS	14 CREDIT HOURS	13 CREDIT HOURS

FALL
MEDT 4600 (5)
MEDT 4900 (3)
MEDT 4115 (6)
14 CREDIT HOURS

Budgeting Student Anticipated Expenses

Students may expect to have additional expenses in excess of regular university tuition.

1. *Uniforms:* Each student is responsible for meeting uniform standards. Students have a choice where to buy uniforms and shoes.
2. *Books:* Required textbooks must be obtained by the beginning of each semester. All courses have current syllabi posted on the Internet.
3. *Transportation:* Students are responsible for their own transportation for all clinical experiences and assigned field trips.
4. *Liability Insurance:* All students must show proof of purchase of liability insurance. Students must participate in a group policy provided by Armstrong State University that can be purchased for a nominal fee. Information and sources of liability insurance may be obtained from the Medical Laboratory Science program.
5. *Health and Safety Requirements:* All students accepted into the program are required to submit complete health history forms, evidence of health insurance, and evidence of liability insurance prior to participation in clinical experiences. Students must maintain health insurance while enrolled in the program. All health and safety requirements must be current for each academic year (e.g. August 15 of current year to August 14 of next year). An annual physical exam and tuberculin test is required. The University System of Georgia requires that students have in-force health insurance. Each student in the program will be automatically enrolled in the insurance plan each semester and your student account will be charged for this insurance. If you currently have your own health insurance, you **MUST** apply through the online system for a waiver. If your waiver is approved, the insurance charge will be removed from your student account. If you do not apply for the waiver by the deadline or your waiver is not approved, you will be responsible for payment of the insurance charge on your student account.
6. *Criminal Background Checks:* All students are required to complete a criminal background check before being granted entry into the clinical internship. Clinical agencies utilized by the program of Medical Laboratory Science require criminal background checks and/or drug testing prior to acceptance of the student into clinical facilities. Students who do not pass the criminal background check and/or drug test may be unable to attend clinical courses and therefore may be unable to complete their program of study. Any fees or cost associated with background checks and/or drug testing are the responsibility of the student.
7. *Exit Exam:* The MLS students are required to take a program exit exam.
8. *Graduation Fees:* Regular university graduation fees.
9. *Miscellaneous:* Throughout the program students may incur expenses related to assigned course projects.

Estimated Expense Schedule (Just an estimate and not inclusive of all cost)

Item	Fee	Due
Traditional Tuition	\$154.40/credit hr	Each Semester
Online tuition	\$220.00/credit hr	Each Semester
Student Fees	\$335.00-541.00	Each Semester

Books	\$800.00	Junior Year
Laboratory Fees	\$350.00	Each Semester
Criminal Background Check	\$74.00	Before entering clinical rotations
Liability Insurance	\$16.00 Each	First Semester (Junior & Senior Years)
Uniform, Shoes, etc.	\$200-250.00	First Semester (Junior Year) and as necessary
Graduation fee(cap & gown)	\$63.00	Semester before graduation semester
Expenses related to certification	\$225.00	After Graduation

Medical Laboratory Science Program Course Expectations

1. **Active Learners:** Students enrolled in the MLS Program are expected to be active learners and participants. Evidence of active learning includes:
 - Engagement in online assignments (e.g., discussion boards, journal, and blog)
 - Engagement in on-campus assignments (e.g., individual and group activities and Collaborate Sessions).
 - Completing readings and watching media content prior to class.
 - Completing Assignments, Quizzes, Blogs, Journals, and Exams in the given time frame. More information about the times for each item is located further in the syllabus under the section Graded Assignments & Activities Overview.
 - Providing undivided attention during class and labs. Students who are working on other course assignments, checking email, or engaged in other activities will be dismissed from the lecture or lab.
 - Use of electronic devices, including cell phones, will be defined in individual course syllabi.

2. **Attendance and Punctuality:** Students are expected to follow a policy of regular attendance and punctuality for lectures and labs.
 - a. Attendance at each scheduled class and participation in the classroom is expected. Students are expected to adhere to the course policies related to attendance and are responsible for all activities associated with each class.
 - b. MLS students are expected to attend every scheduled lab
 - i. Please note there will be no make up for student labs that are missed.
 - c. If you will be late or absent, notify the instructor in advance or call the Program Administrative Assistant at 912-344-2549.
 - d. In accordance with ASU academic policy, instructors may drop students from any course with a grade of W or WF, if in their judgment; absences have been excessive.
 - e. Students are expected to take exams and quizzes at the schedule time.
 - i. Exams will be scheduled in the computer labs on campus
 1. No electronic devices will be allowed in the computer labs. This includes, but not limited to, cell phones, blue tooth, pagers, recorders, computers, tablets, nor laptops.
 - f. Please refer to individual course syllabi for specific attendance policies.

3. **Appearance:** Students are expected to maintain a professional appearance in the classroom, laboratory and clinical setting. This includes, but is not limited to the following:
 - Traditional students will be required to wear “scrubs” or uniforms on days when laboratory sessions are held. On other days students should wear conservative clothing befitting a professional health care provider. The program reserves the right to interpret the dress code and make decisions regarding professional appearance.
 - Fast Track and On-line Career Track students will follow the guidelines set forth by their clinical sites.
 - No shorts or revealing shirts or tops will be worn at any time.
 - Proper undergarments must be worn and must not be visible.

- No head dress is allowed unless for medical or religious purposes.
- Sandals, open toed or open heeled shoes are not permitted in the laboratory. This includes “clogs”.
- All students will bathe regularly and wear an effective deodorant.
- Strong aromatic scents should not be used.
- Fingernails should be of a length that will not puncture gloves. This means that nails should not be longer than 1/8 inch. Acrylic nails are discouraged due to the possibility of fungal or bacterial contamination.
- For men, beard and/or moustache must be neatly trimmed. Otherwise, face must be clean-shaven.
- In reference to jewelry, only a wedding band, watch, and/or one small pair of post earrings are permitted. No other jewelry is permitted.

4. ***Affective Professional Behavior:*** Students are expected to demonstrate professional conduct and interpersonal skills with patients, fellow classmates, faculty, and administration.
- a. Students are adults and are responsible for their own behavior and learning. Guidance and support are provided by faculty for students who seek assistance related to academic improvement.
 - b. Students are expected to exhibit appropriate professional conduct in class, lab and clinical situations. Civility in the classroom/laboratory will be maintained. Students causing disruption will be dismissed from the classroom/clinical environment.
 - c. All students are expected to abide by the Armstrong State University Code of Student Integrity.
 - d. Students are considered representatives of ASU when in classes conducted by guest lecturers or on field trips and, therefore, are expected to dress and behave with consideration for the image they project to the general community.
 - e. Students must demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals in the classroom, laboratory, and clinical setting. A student may be denied permission to progress in the Program if, in the opinion of the faculty, the student’s behavior, character, mental, or physical capacity cast grave doubt upon the student’s potential to function.
 - f. Students must respect and protect the legal and personal rights of patients they treat, including the right to privacy, informed consent and refusal of treatment.
 - g. Students will divulge no protected information regarding any patient or family unless disclosure is required for responsible performance of duty, or required by law.
 - h. Students must refuse to participate in illegal or unethical acts, including, but not limited to, academic integrity.

Affective Professional Behavior will be assessed each semester for the Traditional Track and following each clinical rotation within MEDT 4115 for all MLS tracks using the following criteria:

Appearance	Expectations: Arrives in a clean and neat uniform, maintains acceptable personal grooming and hygiene.
Attendance	Expectations: Arrives to assigned area on time; consistently present in assigned area; keeps absences to a minimum
Attitude	Expectations: Demonstrates a willingness to learn; receptive to constructive criticism; respectful toward staff, visitors, and patients; positive attitude
Preparedness	Expectations: Arrives with all items needed including pens, site specific ID badge, etc.
Communication	Expectations: Uses appropriate terminology with staff; communicates effectively; gathers sufficient information before attempting new tasks
Professionalism	Expectations: Consistently demonstrates confidentiality, respect and accountability for ones actions.
Follows Directions	Expectations: Consistently follows directions; adheres to policy/procedure guidelines
Listening	Expectations: Actively listens to staff and asks for clarification as needed
Initiative	Expectations: Does not require prompting for routine tasks such as daily QC, daily temperature checks, etc.
Perseverance	Expectations: Demonstrates follow-through with assigned tasks; does not require reminding to complete assigned tasks
Cooperation	Expectations: Works well with staff as a team player; fosters an environment of acceptance and team work
Self Confidence/ Composure	Expectations: Displays an appropriate level of self-confidence; recognizes strengths And weaknesses; remains composed throughout stressful situations.
Safety	Expectations: Consistently operates equipment in a safe manner, follows safety protocols, and wears required personal protective equipment (PPE)
Independence	Expectations: Displays a level of independence appropriate to his/her entry level competency

5. **Armstrong State University Expectations:** MLS students are expected to follow the current Armstrong State University policies found in the ASU catalog and student handbook.

Please familiarize yourself with the following policies:

- a. Code of Student Integrity
- b. Academic Integrity
 - i. Plagiarism
 - ii. Cheating
 - iii. Fabrication
 - iv. Facilitating Academic Dishonesty
 - v. Coursework Copyright Infringement
- c. Behavioral Integrity
 - i. Drugs
 - ii. Alcohol

- iii. Sexual misconduct
- iv. Interference with Student Integrity Proceedings
- v. Disorderly conduct
- vi. Falsification of Records

Academic Guidelines

Advisement

All MLS students are assigned a faculty advisor. It is expected that students make appointments with assigned advisor during the advisement period each semester. Students must be advised and have registration “Hold” released by faculty in order to register. Faculty are also available during office hours for consultation and assistance. Students are encouraged to schedule appointments when necessary. Each student has final responsibility to ascertain that he or she has complied with all applicable catalog requirements for graduation.

Communication

To maintain effective communication, you are to keep the Medical Laboratory program officials informed as to your current address and phone number and provide the name and phone number of a parent and/or relative to be notified in case of emergency. All students must have an email address and are expected to check email on a periodic basis. If it appears that you will not be able to attend class (lecture, lab or clinical rotation), call the Medical Laboratory Science office. If necessary, leave a message.

Academic Progression

Students must earn a “C” or better in each Medical Laboratory Science course. A student may repeat a single MLS course only one time (at the next offering, provided space is available). Please note that certain courses will be required to be taken in sequential order. If a student is required to repeat such a course, then a reduced modified schedule may be required in order to obtain courses in their correct series.

Students who fail to earn a “C” or better in repeated MLS course or who fail to earn a “C” in a subsequent MLS course, will be dismissed from the program with no possibility of readmission.

Students must complete the professional course work within three consecutive years from the date of initial admission to the Medical Laboratory Science Program. Students who do not complete the program within this time limit must apply for readmission, meet current criteria for admission, and have their previous credits evaluated. Students who are granted readmission must meet course requirements in effect at the time of evaluation.

Academic Probation

Students must maintain an overall adjusted grade point average of 2.0 or higher. A student who falls below this will be placed on academic probation for one semester. If the student’s grade point average is not raised by the end of the next semester, the student will be dismissed from the program.

Readmission Procedures

Readmission to the MLS may be allowed for extended leaves of absences as defined in the Department of Diagnostic and Therapeutic Student Handbook.

1. The student must complete the application for the MLS program and Armstrong State University. Readmission to Armstrong State University is required if the student does not enroll in classes for three consecutive semesters.

2. The student will be required to meet admission and curriculum requirements in effect at the time of readmission.
3. The student's admission will be based upon space availability and recommendation by the MLS Admission Committee.

Exams and Grading of Exams

In the MLS program courses, students are not allowed to keep exams or tests. Exams/tests may be reviewed in the classroom or by appointment with the instructor. It is considered a violation of the ASU Student Code of Integrity for exams to be photocopied or for questions to be copied in any manner unless approved by the course instructor. Other evaluation and exam policies are explained in individual course syllabi.

It is also the responsibility of the student to bring to the attention of the respective course instructor any grading errors within 48 hours after the receipt of the graded assignment or test. Grades will not be changed due to error after this 48-hour time period.

Course Grades (70% Rule)

For program courses in which a laboratory component exists, successful completion of the course includes making at least 70% in the lecture component and the laboratory component.

- ***Student Laboratory***

The Medical Laboratory Science (MLS) student laboratory courses provide an opportunity for students to practice techniques in a nonthreatening environment.

The faculty and lab associates will assess laboratory skills and techniques of each student. Professional behavior and performance skills we will be observing will include, but are not limited to:

- Prompt arrival to lab
- Prepared for lab activity for the day
- Works independently
- Completes work in timely manner
- Follows safety protocol
- Follows oral directions given
- Communicates effectively with instructor and peers
- Performs well under stress
- Demonstrates good eye-hand fine motor coordination
- Demonstrates ability to hear and see well to perform testing.

Failure to achieve these basic laboratory skills may result in laboratory failure, resulting in dismissal from the program.

- ***Practicum Courses***

For program practicum courses (MEDT 4115), successful completion of the course includes making a grade of “C” or higher in all rotations within the practicum.

Practicum Rotation Assignments

Traditional Track Students:

Due to the limited number of clinical sites and laboratory personnel in Savannah, it will be necessary to assign students to clinical sites outside of Savannah. Every effort is made to facilitate a mutual arrangement between students and various clinical sites.

Full-time enrolled students have top priority assignment to the practicums at the clinical sites. Thus, assignment to rotations cannot be guaranteed in a timely manner if one is enrolled on a part-time basis and such action may delay completion of the program and graduation.

Online Career Track Students:

All students entering the online programs are required to obtain and maintain clinical training support from an approved clinical site. The training support must be documented by completion of the Statement of Support form. Suitability of clinical sites is based on test volume and lab accreditation and is at the discretion of the program director in collaboration with the clinical coordinator.

Fast Track Students:

All students entering the Fast Track programs are required to obtain and maintain clinical training support from an approved clinical site. The training support must be documented by completion of the Statement of Support form. Suitability of clinical sites is based on test volume and lab accreditation and is at the discretion of the program director in collaboration with the clinical coordinator.

Additional Information

Awards

Each year the Medical Laboratory Science program presents two types of awards: (Both awards may be presented to the same student)

- Medical Laboratory Science Clinical Excellence Award
 - Presented to the graduates chosen by the faculty, who have demonstrated exemplary performance in the clinical area
 - The Clinical Excellence Award is only awarded to an individual who had no laboratory experience before entering the program, but excelled in clinical rotations.
- Medical Laboratory Science Award for Academic Excellence.
 - Presented to the graduates chosen by the faculty, who have achieved an outstanding GPA in all of the MLS courses.
 - The Academic Excellence is offered to one student in each track

Certificate Ceremony

A formal ceremony for awarding the "Certificate of Completion" from the Medical Laboratory Science program will be held prior to the ASU graduation ceremony. All graduates and their family are strongly encouraged to attend. The date, time, and place are announced during the final Fall Semester.

Certification

In the medical laboratory sciences, achieving certification includes 3 steps:

1. Basic education (e.g. bachelor's degree)
2. Professional practicum (either as part of the bachelor's degree or afterwards)
3. Successful completion of a national certification examination.
 - a. In order to be eligible for the examination at the Medical Laboratory Scientist level, you must possess a bachelor's degree and complete a professional practicum accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
 - i. Armstrong State University program is NAACLS accredited and graduates are eligible for national certification.
 - b. There are a variety of agencies that offer generalist certification for baccalaureate laboratory professionals. The most common is the Board of Certification of the American Society of Clinical Pathology (ASCP).
 - i. Most graduates choose to be certified by ASCP. Graduates are eligible for the Medical Laboratory Scientist (MLS) certification. Issuing of the BS degree or the post BS certificate is not contingent upon the students passing any type of external certification or licensure examination.
 - c. Students should plan to take the exam as soon as they complete the program. The cost is approximately \$225. Students should plan this expense into their finances for the clinical experience.

Extracurricular Activities

Medical Laboratory Science has traditionally been an "unseen profession". To improve the assessment of our profession, this program and its faculty expect students to be actively involved in extracurricular activities which promote the profession, the school, and/or the program.

The Medical Laboratory Science Club is a student run club that promotes social and intellectual fellowship among its members, encourages research, development of professionalism, and to raise the prestige of medical technologists. It is open to all Medical Laboratory Science and Pre-Medical Laboratory Science Students.

The American Society for Clinical Laboratory Science (ASCLS) provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education and management to ensure excellent, accessible cost-effective laboratory services for the consumers of health care. Student membership is open to persons enrolled in a structured program of training or academic instruction in clinical laboratory science, or to full-time graduate students in related science area. National Dues: \$25.00, State Dues: \$2.00.

You can apply for ASCP Student Associate Membership if you intend to meet the ASCP Board of Registry eligibility requirements for certification and you have been accepted or are currently enrolled in a regionally accredited college/university science program or a laboratory science program approved by an appropriate accrediting agency. You can be an ASCP Student Associate member until you become certified by the ASCP Board of Registry and eligible for ASCP Associate membership or 5 years from the date of application, whichever occurs first. This application must be signed by your program director. Annual Dues: Free

Pledge to the Profession

As a clinical laboratory professional, I strive to:

Maintain and promote standards of excellence in performing and advancing the art and science of my profession;

Preserve the dignity and privacy of patients;

Uphold and maintain the dignity and respect of our profession;

Seek to establish cooperative and respectful working relationships with other health professionals;

And

Contribute to the general well - being of the community.

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

Student Handbook

Forms



**ARMSTRONG STATE UNIVERSITY
MEDICAL LABORATORY SCIENCE PROGRAM**

CERTIFICATION STATEMENT

I do hereby acknowledge that I have received a copy of the current Medical Laboratory Science Program Student Handbook and that I have read and understood the content therein. I agree to abide by the stipulations set forth in the Student Handbook while I am a student in the program. I have also read and understood the Essential Functions and policies for progression in and completion of the Medical Laboratory Science Program. I have also been provided an opportunity to question the Medical Laboratory Science Director, Clinical Education Coordinator, or ASU Faculty about content which I do not understand and I realize that failure to return this form prevents me from entering the program.

Signature

Date

HONOR CODE

I have read and understood the Armstrong State University Honor Code and pledge to abide by it in all courses.

Signature

Date

ASU CATALOG

I have obtained or have access to a current copy of the ASU Catalog and I have access to the ASU Student Handbook and realize that it is my responsibility to be apprised of pertinent ASU policies and procedures, which may supersede policies and procedures in the Medical Laboratory Science Program.

Signature

Date

Print Name

**ARMSTRONG STATE UNIVERSITY
MEDICAL LABORATORY SCIENCE**

Acceptance / Agreement for Distance Program

1. I understand that I must complete an orientation session during the first week of the program and am responsible for all expenses incurred (including lodging).
2. I understand that throughout the program, I must have access to high speed internet, word processing (e.g. Microsoft Word) and presentation (e.g. PowerPoint) software.
3. I will not share my password or allow others to print information that will be accessible by me.
4. I will keep all lecture materials, lecture objectives and exam materials confidential.
5. I am on my own honor regarding examinations, practical and other materials that must be completed for this program.
6. I will take all tests by the due date unless prior approval is obtained from the appropriate faculty.
7. I will ensure that all required documentation is obtained and turned in to the appropriate faculty.
8. If I change employment during this year, I will notify the Medical Laboratory Science program and will complete all the required paperwork.
9. I will adhere to policies and procedures of Armstrong State University and the Medical Laboratory Science program.
10. I am responsible for completing all requirements for graduation including all prerequisites, and all Medical Laboratory Science classes.
11. I understand that I may be terminated from the program or be put on academic probation for any of the following: If I fail to pay the required fee; if I am not able to achieve a minimum passing score of 70% in any Medical Laboratory Science class; if I deviate from program policy; if I have inappropriate or unprofessional behavior as determined by the clinical facility; or if I fail to submit paperwork in a timely manner.

Signature: _____ Date: _____

Printed Name: _____

TRADITIONAL STUDENTS ONLY
ARMSTRONG STATE UNIVERSITY
MEDICAL LABORATORY SCIENCE PROGRAM

Informed Consent for Blood Collection

For effective phlebotomy (blood collection) training it is necessary for students to voluntarily serve as patients. In other words, enrollment in this program also includes informed consent for another student to collect blood samples via venipuncture and/or finger stick technique. The instructional program includes carefully planned instructional communication to minimize the risks (e.g., hematoma, fainting) associated with blood collection. Thus, your participation in this program includes your informed consent to have blood collected via venipuncture and/or finger stick technique and that you will not hold the University, the Program, or any clinical site affiliate responsible for associated complications.

Printed Name

Signature

Date

Clinical Site Acknowledgement Form

In accepting a seat in the Medical Laboratory Science Program, I understand and accept that I may have to relocate/move from Savannah in order to complete practicum courses.

Printed Name

Signature

Date

ONLINE STUDENTS ONLY

**ARMSTRONG STATE UNIVERSITY
MEDICAL LABORATORY SCIENCE PROGRAM**

AUTHORIZATION FOR RELEASE OF RECORDS AND INFORMATION

TO:

The Board of Regents of the University System of Georgia on behalf of Armstrong State University (hereinafter referred to as the “Institution”), and any Facility where I participate in or request to participate in an applied learning experience, including but not limited to any Georgia Hospital Association Member Facility (hereinafter referred to as the “Facility”)

RE: _____ (Print Name of Student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the “Facility”). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this “Authorization for Release of Confidential Records and Information”.

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me providing notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this “Authorization for Release of Records and Information”.

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this “Authorization for Release of Records and Information” may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this “Authorization for Release of Records and Information”; and that I, or my parent and/or guardian, have read carefully and understand the above “Authorization

for Release of Records and Information”; and that I have freely and voluntarily signed this “Authorization for Release of Records and Information”.

This the _____ day of _____
Month, Year

_____	_____
Participant Signature	Witness Signature
Name: _____	Name: _____
(Please Print)	(Please Print)

_____	_____
Parent/Guardian Signature (If applicable)	Witness Signature
Name: _____	Name: _____
(Please Print)	(Please Print)

ONLINE STUDENTS ONLY

**ARMSTRONG STATE UNIVERSITY
MEDICAL LABORATORY SCIENCE PROGRAM**

STUDENT APPLIED LEARNING EXPERIENCE AGREEMENT

In consideration for participating in an applied learning experience (hereinafter referred to as the “A.L.E.”) at any Georgia Hospital Association Member Facility or any other Facility where I may participate in such as an A.L.E. (hereinafter referred to as the “Facility”), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Georgia Hospital Association, the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Blood borne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control, and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a name tag that clearly identifies me as a student.

Further, I understand and agree, otherwise to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.

Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, the Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and therefore, I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.

I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility’s patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and agree to show proof of professional liability insurance in amount satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this Applied Learning Agreement; and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this “Applied Learning Experience Agreement”.

This the _____ day of _____
Month, Year

_____	_____
Participant Signature	Witness Signature
Name: _____	Name: _____
(Please Print)	(Please Print)

_____	_____
Parent/Guardian Signature (If applicable)	Witness Signature
Name: _____	Name: _____
(Please Print)	(Please Print)