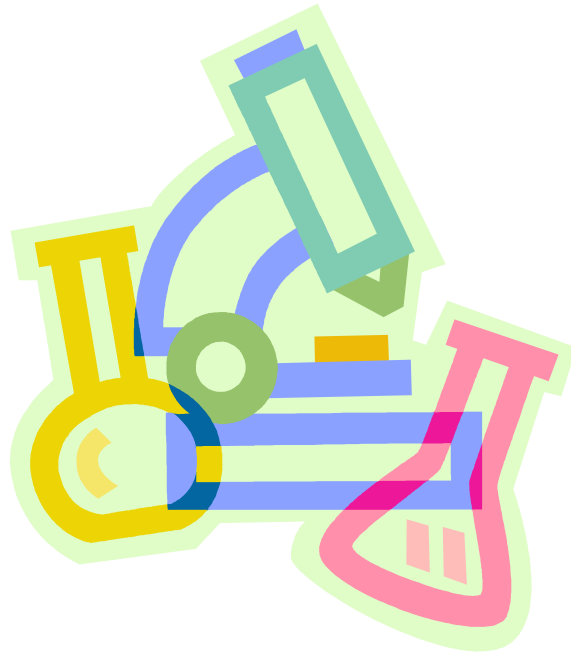


TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

SCHOOL OF HEALTH PROFESSIONS

DEPARTMENT OF LABORATORY SCIENCES AND PRIMARY CARE



CLINICAL LABORATORY SCIENCE PROGRAM

SECOND DEGREE/LABORATORY CERTIFICATE PROGRAM

MOLECULAR PATHOLOGY PROGRAM

STUDENT HANDBOOK 2018-2019

August 21, 2018

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Notice

The Student Handbook is an important document intended to provide information to help you become acquainted with the Clinical Laboratory Science and Molecular Pathology Programs. The Texas Tech University Health Sciences Center (TTUHSC), the School of Health Professions and the Clinical Laboratory Science and Molecular Pathology Programs reserve the right to change, modify, amend, or rescind, in whole or in part, this Handbook at any time. This Handbook supersedes all previous editions published by the Clinical Laboratory Science and Molecular Pathology Programs and applies to all conduct and activities. The provisions of this Handbook do not constitute a contract, express or implied, between any student or faculty member and Texas Tech University System, TTUHSC, the School of Health Professions or the Clinical Laboratory Science and Molecular Pathology Programs. TTUHSC, the School of Health Professions or the Clinical Laboratory Science and Molecular Pathology Programs reserve the right to publish this Handbook in an electronic version.

SHP Ethical School Standard

As a student of the School of Health Professions at the Texas Tech University Health Sciences Center, I will use my knowledge and skills responsibly to improve the quality of life for those we serve. I will seek in all academic, professional and personal endeavors to demonstrate ethical behavior, honesty, integrity and respect for others.



It is our pleasure to welcome each of you to the Texas Tech University Health Sciences Center School of Health Professions! You have been accepted into the Department of Laboratory Sciences and Primary Care which is comprised of programs in Clinical Laboratory Science, Molecular Pathology and Physician Assistant Studies.

Enclosed are the Department and Program policies and procedures. This handbook will be reviewed with you during orientation and a copy will be provided for you to have as a resource. An electronic copy will be available at the SHP website as well. Please be aware that as the institution, school, and programs continually review and update policies, updates will be posted on the SHP website. Should you ever have a question or concern regarding a policy, please do not hesitate to contact us for clarification.

On behalf of the faculty, we each look forward to working with you as you obtain your educational goals. Our role is to serve as a facilitator to your learning and to provide support and guidance as you embark on this education journey!

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Assistant Professor

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*The Texas Tech University Health Sciences Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, doctoral, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of the Texas Tech University Health Sciences Center. The commission should be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement standard.

A member of the Texas Tech University System, TTUHSC has been accredited by the Southern Association of Colleges and Schools Commission on Colleges as a separate institution from Texas Tech University since 2004. TTUHSC received its reaffirmation of accreditation from SACSCOC in 2009. The next reaffirmation is scheduled for 2019.

**Philosophy of Texas Tech University Health Sciences Center and
School of Health Professions**

Mission Statement

The mission of the TTUHSC School of Health Professions is to provide a high quality, inclusive and diverse, student-centered learning environment for graduate and undergraduate education in the health professions; advance knowledge through scholarship and research; and provide clinical services that improve health and quality of life in Texas and the nation.

Texas Tech University Health Sciences Vision

To be recognized as a top-ranked health sciences university

School Mission Statement

The mission of the TTUHSC School of Health Professions is to provide a high quality, inclusive and diverse, student-centered learning environment for graduate and undergraduate education in the health professions; advance knowledge through scholarship and research; and provide clinical services that improve health and quality of life in Texas and the nation.

As part of a state-supported university system, we serve the people of Texas, with particular emphasis on developing regional solutions to meet the educational and clinical needs of rural communities of West Texas.

Code of Ethics

Preamble

Faculty and students of the School of Health Professions, believing in the dignity and worth of each individual, respect an individual's right to receive the highest quality of health care. To this end, the following commitments are made:

1) Commitment of the Faculty

- a) Our faculty is committed to assisting individuals in meeting their health care needs through the medium of teaching students in the various health fields. In fulfillment of this commitment, each student, as a member of the health care delivery system, is encouraged and aided in realizing their potential.
- b) The Faculty:
 - i) Shall strive for mastery of subject material to be presented;
 - ii) Shall use a variety of teaching methods;
 - iii) Shall serve as role models for students;
 - iv) Shall avoid intentionally embarrassing any student;
 - v) Shall be non-discriminating in relationships with students;
 - vi) Shall hold in confidence privileged information unless disclosure is professionally or legally required;
 - vii) Shall share with students the basis for evaluation;

viii) Shall strive to attain excellence in instruction.

2) **Commitment of Students**

- a) Inherent in acceptance of a place in the School of Health Professions is acceptance of the ethics of the profession for which the student is preparing and a commitment to learning. Certain ethics are basic to all health professions. Students abiding by these:
- (1) Shall be self-disciplined and morally responsible;
 - (2) Shall show respect and concern for other individuals;
 - (3) Shall take the responsibility for learning the materials, information, etc., as identified by the course instructor;
 - (4) Shall present a personal appearance which will inspire confidence in all clients;
 - (5) Shall hold in confidence privileged information unless disclosure is professionally or legally required;
 - (6) Shall undertake without supervision only those procedures involved in patient care in which competency has been determined by the instructor;
 - (7) Shall perform only those functions which lie within the realm of the individual's profession;
 - (8) Shall make every effort to uphold the code of ethics of the individual's chosen profession.

Overview of Rights and Responsibilities

Departmental Organizational Structure

Chairperson

The Chairperson is directly responsible for departmental functions including: serving as a liaison between the departmental personnel and the university administration, conducting performance evaluations, determining merit salary, assigning staff (secretaries and clinic coordinators) duties; mediating all personnel and/or student grievances; assigning and determining space utilization; coordinating faculty meetings; administering all departmental budgets and accounts payable with recommendation from the Program Directors; determining course instructors; appointing committees; coordinating tenure and/or promotion applications; executing disciplinary actions per the University Operating Procedures Handbook; and reports to the School of Health Professions Dean.

Program Director

The Program Directors are responsible for the day-to-day operations of the academic programs and clinical operations. Duties include serving as the first point of contact for grievances, course scheduling, and facilities management; participating with the chairperson in annual performance appraisals; monitoring curricular requirements in accordance with NAACLS maintaining outcome data for the academic and clinical programs; managing the department's Quality Improvement processes; reviewing students' academic records; and monitoring budgetary matters. Other duties may be assigned by the Chairperson.

Assistant Program Director

The Assistant PD assists the Program Director in duties associated with oversight of the program curriculum including assessment and evaluation of effectiveness. The APD also assists the Program Director in monitoring requirements in accordance with NAACLS. Additional duties include recruitment activities, student advisement, and the admissions process.

Clinical Education Coordinator

The Clinical Education Coordinator assists the Program Director with matters regarding the affiliates. Duties include developing clinical affiliation agreements (i.e., contracts), making clinical assignments to students, maintaining immunization records, meeting regularly with affiliates and their education coordinator. Other duties may be assigned by the Program Directors or Chairperson.

Laboratory Manager

The Laboratory Manager is responsible for setting up student laboratory sessions, phlebotomy instruction, instrument maintenance and troubleshooting, and managing day to day operations of the laboratory. The Lab Manager also assists the students in

technique and theory behind individual laboratory sessions. Other duties may be assigned by the Program Director.

Admissions Committee

The committee serves to review all undergraduate and graduate applications into the respective programs of study (i.e., pre-professional and graduate), coordinate graduate applicant interviews; recommend admission or denial to the Chairperson; maintain statistical information relative to student indices (e.g. grade point averages, etc.); execute all admission policies per faculty approval; and report to the Chairperson at each faculty meeting.

Advisory Committee

The Clinical Laboratory Science and Molecular Pathology advisory committee meets as needed to review curriculum and discuss evaluation of each program's effectiveness. Evaluation of program effectiveness includes student course evaluations, employer's surveys, national certification scores, and faculty input regarding curriculum and the admissions criteria for each program. The committee provides a unique perspective in the field of laboratory medicine.

Responsibilities of Clinical Laboratory Science and Molecular Pathology Faculty and Clinical Supervisors

Faculty

Faculty members in the Clinical Laboratory Science and Molecular Pathology Programs have specific responsibilities assigned to them on a daily basis. The five major responsibilities include:

- Academic instruction,
- Clinical supervision and practice,
- Scholarly research;
- Departmental, school, institutional, and community service
- Advising students

Faculty members are assigned teaching responsibilities each semester by the Program Director. These assignments are based in part upon the faculty member's expertise, professional interest, and research. On occasion, a faculty member may be instructed to teach a course that he or she has not taught in the past due to scheduling problems or a faculty shortage in one or more areas of our program. Nevertheless, every effort is made to ensure the quality of instruction.

Near the end of each semester, the faculty members are assessed by their students in every class and in every supervisory relationship. These assessments are reviewed by the respective Program Directors, Chairperson, and the Dean relative to teaching effectiveness, promotion, tenure, retention, and merit pay. The students' assessments are important to the department and are taken seriously. All assessments are anonymous.

The importance of research cannot be underestimated. Each faculty member is expected to contribute to a scholarly profession through publications, presentations, workshops, consultations, and reviews.

Each faculty member is also assigned numerous service responsibilities. These include regular departmental faculty meetings and committee meetings within the department, school, and institution. On the average, faculty members attend at least two of these meetings per month and spend considerable time outside of the meetings working on assigned projects. Other service roles are demonstrated through participation in professional organizations on local, regional, or national levels.

Another important aspect of each faculty member's position is advising. Each faculty member counsels students on topics such as career opportunities, research, comprehensive examinations, post graduate education, certification, or any other topic related to academia. Faculty members are also sometimes very helpful in advising students in nonacademic areas. If you are experiencing problems adjusting to the demands of being a student you can obtain help by contacting the Office of Student Services at (806) 743-2300 or www.ttuhscl.edu/student-services.

The faculty are also responsible for informing students about their legal rights at Texas Tech University Health Sciences Center. These include the rights of the disabled student as stated below and on each course syllabus.

Students with disabilities: *The University is committed to the principle that in no aspect of its programs, shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability and that equal opportunity and access to facilities shall be available to all. If you require special accommodations in order to participate, please contact your instructor. Students should present appropriate verification from the Office of Student Services each semester. No requirement exists that accommodations be made prior to completion of this approved university process.*

The faculty are also obligated to protect each student's privacy. Posting of grades by the students' names is strictly forbidden by federal law (i.e., Buckley Amendment). Grades will therefore be posted by code numbers or some other method which maintains the students' confidentiality. Faculty are also prohibited from discussing grades and/or performance with a student's family members or anyone else without the student's written permission.

Expectations, Policies and Responsibilities of the Students in the Clinical Laboratory Science and Molecular Pathology Programs

General

The majority of this handbook is devoted to explaining your responsibilities as a student in the Clinical Laboratory Science and Molecular Pathology Programs. This handbook was designed as a reference guide and should be consulted whenever you have a question. If, after reading the handbook, you cannot find an answer to your problem, please feel free to discuss it with your Program Director.

In essence, your responsibility to the program is first to be an outstanding scholar and second to be a good citizen. In the course of your studies at Texas Tech University Health Sciences Center the faculty will do their very best to educate you as a scholar in one of the nation's most respected professions. They will also teach you by example what it means to be a good citizen. Likewise, you will teach those who follow you into the program. In this way the program will reflect your attitudes and contributions. If you want a good program, then you too must make the appropriate contributions while becoming an active participant in your education.

The Texas Tech University Health Sciences Center and the School of Health Professions have a responsibility to provide an orderly atmosphere conducive to intellectual development and to discipline those who violate its rules and policies. Enrollment requires students to share this responsibility and abide by the following policies and procedures.

Handbooks that describe academic and non-academic policies and procedures for Texas Tech University Health Sciences Center (TTUHSC), the School of Health Professions (SHP) and this handbook are available online at the following website addresses:

- The TTUHSC Institutional Student Handbook: Code of Professional and Academic Conduct is available at: www.ttuhs.edu/student-services
- The School of Health Professions Student Policies are available at: www.ttuhs.edu/shp/current/policies.aspx
- The Departmental Student Handbook is available at: www.ttuhs.edu/shp/current/handbooks.aspx

1. Equal Opportunity Employment and Affirmative Action The Texas Tech University Health Sciences Center School of Health Professions is open to all persons regardless of race, color, religion, sex or national origin who are otherwise eligible for admission as students. No student or potential student will be discriminated against because of physical or mental handicaps which do not obstruct professional performance.

Texas Tech University and Texas Tech University Health Sciences Center adhere to the principles of affirmative action. Both institutions have affirmative action plans. Texas Tech University's and Texas Tech University Health Sciences Center's equal employment opportunity and affirmative action policies prohibit discrimination based on race, color,

religion, national origin, sex, age, handicap, Vietnam Era or special disabled veteran status.

It is also a policy of Texas Tech University and the Health Sciences Center to maintain an environment free from sexual harassment and intimidation. Such conduct on the part of any employee is expressly prohibited and the offenders will be subject to disciplinary action.

2. Regulations of Institution It is the responsibility of the student to become familiar with the various regulations of the Health Sciences Center, the School of Health Professions and the university and to comply with them. In addition to keeping the departmental office informed of changes of address, the individual student is responsible for being informed of general and special notices conveyed by mail or e-mail, or posted on the departmental bulletin board. It is the student's responsibility to make arrangements for the completion of all work including examinations, clinical experiences and requirements for removal of conditional and incomplete grades.

3. Academic Integrity It is the aim of the faculty of the School of Health Professions to foster a spirit of complete honesty and high standards of integrity. The attempt of students to represent as their own any work which they have not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, including suspension and, for any second offense, dismissal.

a. Cheating: Examples of cheating include dishonesty of any kind on examinations and quizzes or on written assignments; illegal possession of examinations; the use of unauthorized notes during an examination or quiz; obtaining information during an examination from the examination paper or otherwise from another student; assisting others to cheat; alteration of grade records or illegal entry; or unauthorized presence in an office. These examples are not intended to constitute the specifics of situations; rather, they convey the nature of this offense.

Complete honesty is required of students in the presentation of any and all phases of coursework as their own. This applies to quizzes of whatever length, as well as to final examinations, to daily reports, to term papers and to clinical performance.

b. Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism.

Any student is guilty of plagiarism who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, films and other reference works, or from the themes, reports or other writings of a fellow student.

4. Assumptions About Student Performance The following assumptions apply to the manner in which each student is expected to meet the objectives of every course. Since each of these expectations applies to each course, these standard expectations are not repeated in each course document. These assumptions are as follows:

The student demonstrates a systematic, safe, accurate, timely and efficient approach to the accomplishment of each objective and demonstrates the efficient use of materials in each activity.

- Adequate time is devoted to class and clinical activities and to preparation for each of those to meet the stated objective (i.e., 3 hrs. per credit hr.). Academic integrity is demonstrated in each element of the student's performance.
- Ethical behavior appropriate to the standards of a developing professional is maintained at all times, particularly in relation to maintaining the confidentiality of information regarding patients or clients.
- Each student maintains appropriate personal health status to accomplish the expectations of the program.

5. Attendance Policy

a. For face-to-face classroom: students are expected to attend all lectures, laboratory exercises, and exams. Students are expected to notify the coordinators (for CLS 806-743-4316 lauren.mahrous@ttuhsc.edu or for MP 806-743-9005 dina.barhorst@ttuhsc.edu) by e-mail or telephone PRIOR to missing a lecture, laboratory experience, or exam. Notification of other faculty, staff, or friend is NOT acceptable.

In addition, a student who arrives to lecture or lab more than 5 minutes late and has NOT contacted the appropriate program coordinator prior to class will be considered to have an unexcused absence. A student who arrives to an exam more than 5 minutes late and has NOT contacted the appropriate program coordinator prior to that exam will receive a grade of zero on that exam.

Each unexcused class and/or absence will result in a grade of no higher than 70% on the integrative review for the missed class following the period of absence. For each question missed, points will be deducted from the starting grade of 70%.

Excused absences will be granted for illness or a crisis situation involving the student or the student's immediate family. Written documentation as evidence for the crisis incident is required. The Program Director will evaluate other situations that may constitute a valid excuse for absence on a case-by-case basis. Unexcused absences do not warrant an excuse and may include the following: oversleeping, time conflicts with work schedules, family reunions, vacations, and other types of social events.

Excessive tardiness or absences are considered when issues of professionalism and/or remediation arise. When absences jeopardize a student's standing in a class, it is the responsibility of the instructor to report that fact to the student and to the Program Director. Excessive absences, 20% of class, may constitute cause for dropping a student from class; in such a case the grade of WF will be given (withdraw/failing).

b. For online courses: students are expected to complete all lectures, assignments, projects, and exams by the due date as stated in the course syllabus. Students are expected to notify the course director and coordinator (for CLS face-to-face call or email Lauren Mahrous 806-743-4316 lauren.mahrous@ttuhsc.edu ; for CLS Online call or email Lea Davidson 806-746-9003 lea.davidson@ttuhsc.edu ; for MP call or email

Dina Barhorst 806-743-9005 dina.barhorst@ttuhsc.edu PRIOR to missing a quiz or exam.

FOR ALL STUDENTS in ALL CLS and MP PROGRAMS, PLEASE NOTE:

If a student cannot take an exam at the scheduled time and place, the student must notify the appropriate program coordinator prior to the scheduled exam start time in order to be eligible to be granted an excused absence and thereby be allowed to make up the exam. A grade of “zero” will be given if an examination is missed due to an unexcused absence. Make-up for a missed exam will be determined by the course instructor.

6. Tracking Absences of F-1 Visa Students The U.S. Department of Homeland Security requires universities to know the whereabouts of students with an F-1 visa (student visa). Out of town travel may include long weekends, business or personal travel, or any other travel for periods of four days or more. If a student with an F-1 visa will be absent from campus class attendance for four or more days, the student must fill out an “International Student Travel” form, which can be obtained from the program director. See below for specific actions for absences of different durations:

a. Absent four to ten days. F-1 visa students who will be away from campus for four to ten days, including holidays and weekends, must complete an “International Student Travel” form. The student will indicate where they will be during the time away and will provide a contact number where they can be reached. The form is given to the program director prior to the absence. The program director will forward a copy to the Office of Admissions and Student Affairs and the department chair. In the case of sickness or injury the student should call the program director and provide details as to the reason(s) for being away from campus. The program director will fill out an “International Student Travel” form with the information provided by the student and forward a copy to the Office of Admissions and Student Affairs and the department chair.

b. Absent longer than ten days. In addition to the procedures outline above for absences from four to ten days, University officials will be contacted by the Office of Admissions and Student Affairs. In the case of sickness or injury that results in an absence of four or more days, the student should call the program director and provide details as to the reason(s) for the time away from campus. The program director will fill out an “International Student Travel” form with the information provided by the student and forward a copy to the Office of Admissions and Student Affairs and the department chair. University officials will be contacted by the Office of Admissions and Student Affairs.

If a student with an F-1 visa is away for four or more days and does not complete a “International Student travel” form or call the program director to explain the reason for the time away from campus, the program director will, at the beginning of the fifth day, notify the Office of Admissions and Student Affairs and the Department Chair in writing of the time away from campus. University officials will be contacted by the Office of Admissions and Student Affairs.

7. TTUHSC SHP International Student Travel

Eligibility – Students must be eligible to participate in the international program at the time of travel. Students must be enrolled in School of Health Professions’ courses the semester of travel. Eligibility requirements include, but are not limited to, the student’s professional conduct and academic standing. If a student has failed a course in the

semester immediately prior to travel; is failing a course during the semester of travel; or is on probation for any reason, the student will not be allowed to travel as a part of the TTUHSC team. If a student has received a Complaint of Misconduct and the complaint has not been resolved prior to the travel date, the student is not eligible to participate in that specific trip. Each student shall verify eligibility requirements with the Program Director and Office of Global Health prior to participation.

Cancellation/Refunds – TTUHSC and the School of Health Professions are not responsible for reimbursement for any and all losses as a result of a student cancelling travel or losing eligibility to participate in the international program. These losses may include but are not limited to airline fares, payment to country host, or any other expenses incurred for student international travel.

8. TTUHSC School of Health Profession Grade Policy

It is the policy of the Texas Tech University Health Sciences Center School of Health Professions to use the following grading criteria:

GPA of	4.0 =	A	>=90-100
	3.0 =	B	>=80-<90
	2.0 =	C	>=70-<80
	1.0 =	D	>=60-<70
	0.0 =	F	<60.0

The grade you earn is the grade you receive.

PR – The grade of “PR” is given only when the work in a course (to include: preceptorship, clinical internship, fieldwork or research) is planned to extend beyond the semester or term, which requires Program Director approval.

The School of Health Professions does not grade replace. In the event that you are required to retake a course, the original grade you received for that course is not removed. It will still average into your GPA.

9. Probation

a. CLS

Causes for academic probation are:

- 1) Failure to maintain a cumulative GPA of 2.5 in any semester in the program,
- 2) A student accepts remediation due to failure of a component in a single course,
- 3) A grade of “D” or “F” in any one course. The course must be repeated at the next course offering. A core course may be repeated only once. A student will not be allowed to matriculate into the next course in the sequence, or to the senior curriculum, or clinical preceptorship, until all courses have a grade of “C” or above.
- 4) Failure to attain minimal skill levels in required clinical competencies as determined by the clinical instructor and clinical education coordinator

*CLS Core Courses: HPCS 3400, HPCS 3405, HPCS 3455, HPCS 3470, HPCS 3450, HPCS 3460, HPCS 3465, HPCS 4480, HPCS 3310, HPCS 4105, HPCS 4405, HPCS 4420, HPCS 4455, HPCS 4640, HPCS 4741, HPCS 4842

*CLS Second Degree/Laboratory Certificate Core Courses: HPCS 4341, HPCS 4343, HPCS 4345, HPCS 4450, HPCS 4242, HPCS 4144, HPCS 4145, HPCS 4146, HPCS 4147, HPCS 4153, HPCS 4348, HPCS 4451, HPCS 4752, HPCS 4149

b. MP

Causes for academic probation are:

- 1) Failure to maintain a cumulative GPA of 2.7 in the initial semester of the program,
- 2) Failure to attain minimal skill levels in required clinical competencies as determined by the clinical instructor.
- 3) A grade of “C” in one course in the curriculum.

10. Dismissal of Students A student enrolled in the CLS and MP programs is subject to dismissal for any of the following reasons:

- a. Complaint of misconduct as stated in the TTUHSC code of conduct
http://www.ttuhsu.edu/student-services/documents/HSC_Institutional_Student_Handbook.pdf
- b. The student does not meet the competencies in clinical practicum in the specified manner and time.
- c. The student in any clinical practicum acts in any manner detrimental to the safety or well-being of a client, patient, other students, or faculty.
- d. The student does not maintain minimum academic performance requirements of the program.

a. CLS

Dismissal procedures will occur in compliance with the dismissal policy established by the School of Health Professions. In addition a student enrolled in the CLS program is subject to dismissal for any of the following reasons:

- 1) Poor academic performance:
 - a) Failure to raise cumulative GPA to 2.5 upon completion of the semester of probation,
 - b) A grade of “D” in a core course (see above) while on probation.
 - c) A grade of “D” or below in a repeated course.
 - d) A grade of “D” or below in two or more core courses in the same semester.
- 2) Violation of the academic and non-academic policies of the School of Health Professions.
- 3) Failure to successfully complete remediation as assigned.

- 4) Removal from a preceptorship (academic or non academic reasons) may result in a dismissal.

b. MP

Dismissal procedures will occur in compliance with the dismissal policy established by the School of Health Professions. In addition a student enrolled in the MP program is subject to dismissal for any of the following reasons:

- 1) Poor academic performance:
 - a) Failure to raise cumulative GPA to 2.7 upon completion of the semester of probation,
 - b) A grade of “C” in 2 or more courses in the curriculum
 - c) A grade of “D” or “F” in any course
- 2) Violation of the academic and non-academic policies of the School of Health Professions.
- 3) Removal from a preceptorship (academic or non academic reasons) may result in a dismissal.

11. Audit Policy

a. CLS Traditional student: A student allowed to recycle is required to audit all core courses for which they have received prior credit in their specific program of study. A student auditing a class is required to adhere to the program attendance policy and participate in class assignments, integrative review exams, and comprehensive final examinations. If a student auditing a class does not pass the comprehensive final examination with a 70% or higher, that student will correct the examination by including a reference that corrects each incorrect question. Failure to comply with the terms of the revised curriculum plan, which includes auditing courses, may result in loss of preceptorship assignment until the terms of the plan are deemed complete.

b. CLS Online student: A student allowed to recycle is required to audit all courses for which they have received prior credit in the program. A student auditing a class is required to participate in class assignments, weekly exams, midterm exams and comprehensive final examinations. If a student auditing a class does not pass the comprehensive final examination with a 70% or higher, that student will correct the examination by including a reference that corrects each incorrect question. Failure to comply with the terms of the revised curriculum plan, which includes auditing courses, may result in loss of preceptorship assignment until the terms of the plan are deemed complete.

c. MP: A student allowed to recycle is required to audit all core courses for which they have received prior credit in their specific program of study. A student auditing a class is required to adhere to the program attendance policy and participate in class assignments, integrative review exams, and comprehensive final examinations (determined by course director). If a student auditing a class does not pass the comprehensive final examination with a 70% or higher, that student will correct the examination by including a reference that corrects each incorrect question. Failure to comply with the terms of the revised curriculum plan, which includes auditing courses, may result in loss of preceptorship assignment until the terms of the plan are deemed complete.

12. Leave of Absence Request Policy

- a. All Leaves of Absence (LOA) must be approved by the program director or designee in the absence of the program director.
- b. Any student requesting a Leave of Absence is required to:
 1. Submit a LOA Formal Request Form to the program director **before 50% of the semester is completed (approximately 6 weeks for all semesters except summer I, which will be 3 weeks)** for the semester in which they are enrolled (See Appendix J). Exceptions may be made by the program director for emergency reasons
 2. Provide documentation supporting the need for the LOA.
 - i. Medical documentation from the students physician
 - ii. Military deployment papers
- c. Once the LOA Formal Request form and the supporting documentation is submitted, the program director will determine the approval status and contact the student. If approved, the program director will then discuss the LOA process and expectations with the student.
- d. Failure to properly request the LOA can result in the student receiving a grade of “F” for the courses in which they are enrolled and may be subject to a complaint of misconduct.

13. Withdraw Request Policy

- a. Any student requesting to withdraw from the program must submit a Formal Request to Withdraw Form (See Appendix K) to the program director **by the scheduled “Last day to drop a course or withdraw”** stated in the SHP Course Catalog.
- b. Failure to submit the Formal Request to Withdraw Form by required date will result in the student receiving a grade of “F” for the courses in which they are enrolled.

Note: The LOA and Withdraw procedures may be subject to change per OASA policies and procedures.

14. Grievance/Complaint Procedure Contact the Office of Admissions and Student Affairs (806-743-3220) for information about filing academic and non-academic grievances. http://www.ttuhschool.edu/studentservices/Student_Grievances.aspx

15. Performance

All students are expected to demonstrate high standards of performance and integrity during classroom, and laboratory activities. As a health care student in the Texas Tech University Health Sciences Center, your personal and professional conduct represents your chosen profession and personal values. Being a student in a health sciences center

environment, where clinical services are offered, is different from the typical university or college classroom.

16. Academic Advising Each student will meet with his/her academic advisor as stated in the advising syllabus. Additional meetings with a student's academic advisor will be scheduled on an as needed basis.

The student's responsibilities as an advisee in the advising process are:

- To give thoughtful consideration to personal career goals so that academic and professional goals can be coordinated and discussed with advisor (or other faculty member) as appropriate.
- Schedule appointments and/or contacts during each semester
- Come to appointments on time and prepared
- Accept responsibility for your decisions and actions
- Be open to developing and clarifying your personal values and goals

** CLS Second Degree/Lab Certificate students only: There is a course on The HUB called PAC (Preceptorship, Advising and Correspondence) where you will receive information regarding your preceptorship, advising and other correspondence related to the program as well as being able to email with questions. You will not register for this course; it will appear in The HUB at the beginning of the semester and continue through the year in the online program.

17. Student Email

Students are REQUIRED to use their school-assigned TTUHSC email addresses to receive official communications from the Department of Laboratory Sciences and Primary Care and the Health Sciences Center and are required to check their TTUHSC email daily. Students are responsible for responding promptly to any official emails and are also responsible for any information transmitted via official email. Technical questions concerning email may be directed to the Information Technology Help Desk (806-743-1234).

18. Address/Telephone Changes

It is the responsibility of each student to maintain a current residential address and phone number with the department (whether the student is on or off campus for a clinical affiliation), and the appropriate address with the Registrar, Bursar, and the School of Health Professions Student Affairs office to receive notices of grades, semester bills, and all other correspondence sent out by these offices (which includes the Bursar's office). The school will not be held responsible for consequences incurred with the Registrar, Bursar, student affairs or departmental offices due to address changes which are not reported within five (5) working days. **Communication via email will only be sent to your ttuhsc.edu email account.**

19. Certification

After graduation, you will be eligible to take a national certification examination offered by the American Society of Clinical Pathologists (ASCP) Board of Certification: Medical Laboratory Scientist (MLS) or Technologist in Molecular Biology (MB).

- Granting of the Bachelor of Clinical Laboratory Science degree is not contingent upon the student passing the certification exam.
- Granting of the Master of Science in Molecular Pathology degree is not contingent upon the student passing the certification exam.

Application for the exam is provided well in advance of the application deadline. The Affiliate Coordinator will provide reminders of the deadline. The ASCP exam fee can be found on the website.

For more information on ASCP, visit their Website at <http://www.ascp.org>

20. Confidentiality

Each student must sign a Confidentiality Statement which is placed in his/her permanent file. The purpose of this statement is to ensure the confidentiality of our patients, students, faculty, staff, and other personnel at Texas Tech University Health Sciences Center.

21. Honor Code

There is a mutual trust between you and the faculty. You promise integrity in work submitted and the faculty presume your honesty. All work submitted to the faculty is assumed and expected to be your own unless credit is given using proper footnoting and bibliographic techniques. Cheating, plagiarizing, falsifying results of study or laboratory results, or any action designed to deceive any member of the faculty are prohibited. This applies not only to examinations but also to all work handed in such as papers, laboratory reports, solutions to problems, practical exams, and computer materials, etc. Instructors have the right to include or exclude what will be covered by the Honor Code in their course. Violations of provisions of the Honor Code are cause for disciplinary action imposed as determined by the School of Health Professions Academic Misconduct Policy. It is also your duty to behave in a manner that will discourage other students from violating the Honor Code.

22. Course Loads and Additional Course Work Policy

Students will not be allowed to do outside course work during scheduled class lecture, lab, or preceptorship hours without the permission of the Program Director. A student must have permission of the Program Director each and every semester to be concurrently enrolled in another program or course in this institution or any other institution.

23. Class Hours

TTUHSC Campus classes may be scheduled anytime from 7:30 a. m. until 5:30 p.m. Monday through Friday.

24. Student Employment Policy

Students often work outside of class time. In this capacity you are an employee of the institution who hired you and have no affiliation with the Clinical Laboratory Science and Molecular Pathology Programs during work hours. We realize that such work may be essential in order to meet financial obligations. However, ***IN NO CASE SHOULD THE WORK TIME BE SCHEDULED SUCH THAT IT WILL INTERFERE WITH YOUR EDUCATION.*** This also includes the amount of time you work. There will be no latitude given by the program or any instructor for you to leave class or laboratory early or to miss classes or exams to meet an outside work schedule.

**Students are STRONGLY encouraged NOT to exceed more than 20 hours per week during the program.

25. Criminal Background Check

Students are required to obtain a Criminal Background Check (CBC) as part of the SHP admissions process. Affiliated sites for clinical rotations may establish more stringent standards than those required as part of the TTUHSC SHP admissions process. Affiliated sites may require students, among other things, to undergo and satisfactorily pass additional background checks just prior to preceptorship, fingerprinting, and/or drug screenings. Students ineligible to participate in clinical rotations due to inability to meet clinical site requirements may be unable to fulfill the requirements of the degree program. The cost of the requirements for clinical rotation sites are the responsibility of the student. These may include, but are not limited to, additional background checks, fingerprinting, health screenings and/or drug screening.

You are responsible for the cost of the background investigation and any additional fees. HireRight, Inc. must conduct the investigation. Additional charges could be incurred if you resided in certain states or U.S. territories.

A registration hold may be placed on your academic record during the first semester you will participate in a clinical/preceptorship/externship experience. The registration hold will be removed once the SHP Office of Admissions and Student Affairs receives your CBC from HireRight, Inc.

Your program will advise you when to initiate your background clearance prior to beginning your preceptorship. Follow the instructions given by the Affiliate Coordinator. The profile information you input will be sent directly to Texas Tech University Health Sciences Center upon completion.

The following searches are required for students attending facilities for clinical/preceptorship/externship through Texas Tech University Health Sciences Center and will be conducted by HireRight, Inc.:

- Social security number trace
- Criminal felony and misdemeanor search, 7 years, unlimited number of counties as revealed by SSN trace
- Healthcare sanctions check, federal plus all states, FACIS level 3
- Widescreen plus national criminal search

**Students may incur additional background check costs depending on their state of residence.

If you have any questions about the criminal background check procedure, please contact the SHP Admissions and Student Affairs Office, (806) 743-3220.

26. Dress Code

Members of the faculty and staff have the authority and responsibility to maintain responsible standards of student dress and grooming within their respective classrooms, laboratories, offices, and other areas of public presentations. The dress code reflects professional integrity and special needs of the individual classes. Professional dress is expected of students at all times. Example of *unacceptable* attire includes, but is not limited to, the following:

- halter tops
- spaghetti straps
- midriffs
- short shorts
- short skirts
- clothing items with excessive rips and tears

Student's hair shall be clean and well-groomed. It is recommended that long hair be pulled back while in the lab. All hair colors shall be natural hair colors. Bright or neon colors and extreme hairstyles are prohibited.

Any tattoos or body piercing on a student must not be visible to others. Female and male students may wear earrings or studs. This prohibition on visible body piercing includes, but is not limited to, facial studs, facial rings, clear spacers, tongue bars, ear gauges or plugs.

Note: Specific laboratory attire (scrubs or long pants) is required by the course instructor. Students are REQUIRED to wear the provided lab coat over street attire or scrubs. Form fitting clothing, sandals, open-toed shoes, and heels (3 inches or higher) must NOT be worn because of potential foot injury from breakage of glassware or spills of corrosive materials. Failure to comply will result in immediate removal from the lab and will result in an unexcused absence.

The student should check with the faculty member regarding appropriate attire prior to the activity or special event. *Shorts, old jeans, T-shirts, and similar casual attire are not appropriate for trips off campus or when a guest speaker has been invited to campus for a laboratory or classroom presentation.*

For clinical observations and preceptorship, information regarding specific dress codes of the clinical sites will be provided by the clinical education coordinator.

Since the HSC is a public institution in which there are large numbers of patients and visitors present in many areas of the building, standards of dress should reflect good judgment as to the appropriate clothing that is comfortable, professional and that, particularly in the laboratory area, meets safety standards.

At all times students must wear name badges. Failure to do so may result in a request to leave the grounds and will result in an unexcused absence.

27. Communication and Student Relationships

To maintain an environment that supports the department's educational goals, the relationship between faculty and students should be that of teacher and scholar. The Clinical Laboratory Science and Molecular Pathology Programs discourage unprofessional relationships which may cause or create the appearance of favoritism or unfairness, or are exploitive in nature. Such behavior includes, but is not limited to dating, cohabitation, and sexual contact, on or off campus.

It is prohibited for any School of Health Professions Student to interact with any patient or client outside of the scope of clinical practice, while the student is enrolled, recycling or on a leave of absence from any program. This includes any and all social networking sites, including but not limited to Facebook, Twitter, Instagram, LinkedIn, Snapchat, text messaging and email.

Consensual relationships between a student and a supervisor, patient or other persons at clinical experience sites constitutes (1) conflicts of interest; (2) unprofessional conduct; (3) breach of trust; (4) appearances of impropriety; and (5) questions the validity of consent, any of which impairs the integrity of academic and clinical decisions. Such relationships also have the potential for (1) undermining the atmosphere of trust and objectivity essential to the educational process and clinical experience relationship; (2) exploiting subordinate faculty, staff, employees or students and the possible professional or academic disadvantage of third parties; and (3) subjecting both TTUHSC, the clinical sites and the individuals to the risk of liability.

Therefore, the CLS and MP programs strictly prohibit any type of such relationship as described above whether consensual or not. Violation of this prohibition may result in dismissal from the program. Should such relationships develop, faculty, staff, Preceptors and CLS/MP students who become aware of the relationship have the obligation to disclose the existence of the relationship to the Program Director. Furthermore, a relationship between a CLS/MP student and a high school student or minor at any clinical site with whom the CLS/MP program has a clinical contract is strictly prohibited during the entire time that the CLS/MP student is enrolled in the CLS/MP programs; violation of this prohibition may result in dismissal from the program.

Adapted from TTUHSC OP 70.55 Consensual Relationships - Faculty, Staff, and Residents.

A faculty member is required to participate in teaching, scholarship/research, and clinical/professional service. When a faculty member is not in the classroom or student laboratory session, they are generally participating in scholarship/research, clinical service, or service to the school or university. Due to this type of schedule, it is rare that a faculty member will be in their office until 5:00 p.m. each day anticipating a student coming to their office for assistance, concerns, or questions. Therefore, ALL students are encouraged to contact the program or faculty members via email or phone to schedule an appointment to meet. This information is also included in your student handbook, course syllabi, and online at the TTUHSC web address.

Please note that faculty members are not required to have access to TTUHSC email after work hours (week days) or on the weekend. If you send an email to the program or faculty member during this period of time, the response may be delayed until they return to work. Also, some faculty do not have access to email while performing clinic duties, this may delay responses as well.

28. Health Insurance

TTUHSC and the School of Health Professions **REQUIRES** that each student maintain health insurance to cover major medical, emergency care, and specialty care and pharmacy services. Students should note that **all** of the facilities where students receive their clinical training require each student to be covered by health insurance. Hospital or clinic personnel may ask you for proof of coverage at any time. Students may be denied access to clinical experience, at the discretion of the facility, if not covered by health insurance.

****Proof of current health insurance must be provided to the department by the deadline established by the Affiliate Coordinator PRIOR to leaving on your preceptorship and must be in effect throughout the duration of your assigned preceptorship.**

The HSC Office of Student Services can provide information on insurance for students or you can visit www.ttuhschool.edu/student-services/studenthealth.aspx for further information.

Students are required by TTUHSC to pay a Medical Service Fee each semester. With this fee you can access healthcare for minimal or limited minor problems. Access to this healthcare is through a TTUHSC Family Practice clinic or a regional contracted provider (when available) for our distance students. This fee is *only* waived for those distance students located in regions with no medical provider.

29. Interprofessional Practice and Education (IPE) Core Curriculum

All TTUHSC students, regardless of school affiliation, will be required to complete the IPE core curriculum prior to graduation. The IPE core curriculum is composed of two components including successful completion of a non-credit online course (>70% accuracy on the knowledge post-test) and successful participation in at least one registered IPE learning activity. Failure to complete the IPE core curriculum will result in delayed graduation. Students should consult their academic/program advisor and/or school catalog for additional information.

30. Liability coverage:

The School of Health Professions provides professional liability coverage for students that work or study in a clinical environment with limits of \$1,000,000/\$3,000,000. This coverage only applies to activities which are part of and a requirement of students' curriculum. Depending on each student's personal financial situation, this may or may not be adequate coverage. It is recommended that you meet with a financial advisor or attorney of your choice to determine whether or not you need to purchase additional coverage.

31. CLS Honors Courses

Some of the courses in the Clinical Laboratory Science (CLS) Program are designated as "Honors Courses" so students can continue their contract agreement with the Honors College to enroll in at least six to nine hours of honors credit at the junior and senior levels. Basic prerequisites include enrollment in Honor's College with intent to graduate with honors. Honors students enrolled in the Clinical Laboratory Science Program and needing additional honors hours through the honors college will complete a research project involving the investigation of a unique clinical subject such as autopsy, physician shadowing and instruction, or in an advanced area of laboratory science. The project will include library research, reading assignments, observation, reporting of findings, writing a paper, and presentation of the student's work.

32. Illegal Drugs and Intoxicants

The use of illegal drugs or intoxicants by students attending state-supported institutions of higher education is strictly forbidden by the State of Texas under House Resolution (HR) 253. Any student found guilty of drug-related activity or the use of intoxicants will be subject to immediate suspension from the university.

33. Immunizations

All students are required to show proof of the following current immunizations PRIOR to being enrolled in the School of Health Professions:

- Varicella (Chickenpox) – Documentation of positive varicella titer
- Measles – Mumps – Rubella (MMR): Documentation of positive MMR titer
- Hepatitis B Series: Documentation of positive Hepatitis B surface antibody
- Tdap (Tetanus, Diphtheria and Acellular Pertussis): Adult (one time dose)
- Meningococcal (MCV): Adults 22 years of age or younger (within past 5 years)
- Recent 2-step TB skin test

Failure to provide proof of all valid immunizations may result in forfeiture of assigned affiliate site. Remember to keep personal immunization records in a safe place as they are required for all healthcare workers. Never supply original documents. All copies of immunization records provided to the Office of Institutional Health (OIH) become the property of Texas Tech University Health Sciences Center.

34. Integrative Curriculum

The Clinical Laboratory Science and Molecular Pathology Programs utilize a curriculum that is focused upon integrative, comprehensive learning. This type of curriculum is developed in such a manner that learners are evaluated in a frequent and comprehensive manner that encourages application of skills across multiple disciplines and provides weekly or biweekly evaluation of comprehensive knowledge and skills.

35. Professional Conduct

Professional Behavior in the Classroom, Laboratory and Clinical Setting

According to the Nonacademic Misconduct Policy of the School of Health Professions, all students are expected to exhibit professional conduct in all academic and clinical settings. Students are expected to conduct themselves in a manner that insures all students have the opportunity to learn and participate. Course instructor, lab manager, staff or safety officer may dismiss a student due to non-compliance. There will be no make up on course or lab work.

Students shall behave in a way that is respectful to the instructor and to fellow students. Students shall conduct themselves in a way that facilitates learning for all students. Any behavior that interferes with these opportunities is considered inappropriate.

Inappropriate behavior may result in a request for the student to leave the class, lab or clinic setting. After the first incident of inappropriate behavior the instructor will discuss the behavior with the student. The behavior and behavioral counseling will be documented utilizing the student counseling form and will become a part of the student's file. A second occurrence of inappropriate behavior will invoke the procedure for resolution of an incident of nonacademic misconduct as outlined in the SHP policy, which begins with referral of the incident to the Program Director. Unprofessional behavior may lead to dismissal from the program. In addition, eating or drinking is not allowed in the student laboratories.

Students will participate in laboratory sessions in a variety of circumstances. In most instances you will work individually, but you may also work as part of a pair or a team. In some instances, a team leader or supervisor will direct student work with faculty supervision. The purpose of team assignments is to prepare you for cooperative efforts in the clinical laboratory and to give supervisory experience. You are encouraged to discuss any problems that may arise with the individual faculty member and/or Program Director. These discussions will be held in confidence and with the intent of helping you to meet your potential.

36. Classroom and Laboratory Guests

Students are encouraged to tour prospective students and family through the institution. If a student invites a guest to the classroom during a lecture period or into the CLS/MP clinical laboratories, he/she MUST have the permission of the instructor, laboratory

manager, or Program Director. All guests (including children) entering the laboratories must adhere to the safety regulations of the institution, school, and programs.

37. Office Hours and Appointments

Faculty office hours by appointment only.

38. Electronic Devices

- a) Students are required to bring their personal PC laptop computers to take exams, i.e. Integrative Review (IR) exams that will be taken through The HUB
- b) Utilization of laptops during lecture sessions is determined by faculty in each course
- c) General Recommendations For Laptop Computers

Processor:	Intel or AMD processor, 2.0 GHz or greater
Operating System:	Windows 7 or later; Mac OSX10.6 or higher
Memory (RAM):	4 GB RAM or greater
Storage:	120 GB hard drive or greater
Network:	Built-in LAN and 802.11n Wi-Fi
Optical Drive:	DVD+/-RW optical drive (optional)

- d) All students are responsible for ensuring that his/her laptop is in good working order. A student may contact our IT department at (806) 743-6009 for assistance.
- e) Do not rely on wireless connection during an exam. Ethernet cables must be used during exams.
- f) Student laptop carrying cases will not be allowed near the student's seat but will be placed at the back of the room prior to the start of the exam. Please make sure your laptop case is labeled with your name.
- g) TTUHSC is not responsible for the security of any electronic items.
- h) PC users with known computer problems must contact our IT department.
- i) **Cellular phone/electronic device** (not including laptops) use is **not permitted during class, lab (unless approved by instructor in the lab), or exams**. This includes use of such devices for speaking, texting, instant messaging, and/or internet use. This does not include use of computers for taking notes in class. As a student and a future professional, use of such devices is unprofessional behavior in class, lab and clinical situations. Please be advised that you can be subject to disciplinary actions as defined by the instructor.
- j) All electronic devices including but not limited to Phones, MP3 players, iPods, and watches must be **turned off** and placed in backpack/bag when students are in class, lab, or exams

Computers and Software

Computers are located in several areas of the department. Those located in the instructional lab are for student use during regular operating hours (M-F, 8:00 a.m. - 4:30 p.m.). Priority is given to students who are using the computers to complete assignments

etc. Students are further reminded that they are responsible for the computers and will be held liable for any damage or theft due to their negligence. **Copying departmental software is strictly forbidden and a violation of federal copyright laws.**

Most of the department's computers have a virus detector installed. Do not attempt to alter this system. In the event of a computer malfunction, please contact the lab manager immediately.

**Instructor computers in the classrooms or lab are for instructional purposes only and are for faculty use only unless approved by faculty member.

39. Title IX – Safe campus commitment

The University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with [Title VII](#), [Title IX](#), the [Violence against Women Act \(VAWA\)](#), the [Campus Sexual Violence Elimination Act \(SaVE\)](#), and other federal and state law, the University prohibits discrimination based on sex and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence, sexual violence, and any other misconduct based on sex. Any acts that fall within the scope of this policy hereinafter are referred to as Sexual Misconduct. Refer to [HSC OP 51.02](#) and [HSC OP 51.03](#) for further information and direction on Title IX and equal employment concerns <http://www.ttuhs.edu/title-ix/>.

Sexual harassment of any kind is prohibited by law. It includes, but is not limited to, unwelcome behavior such as sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature. If you are sexually harassed, state your objections to the offending party at the time that the behavior occurs. Express your objections about the undesirable behavior clearly and firmly and then report the incident to your Program Director, the Chairperson, the Dean of School of Health Professions, or the Associate Dean of Admissions and Student Affairs. The Clinical Laboratory Science and Molecular Pathology Programs do not tolerate sexual harassment and will use its full authority to dismiss **anyone** found guilty of sexual misconduct.

40. Student Success

Students should be mentally and physically prepared to cope with a rigorous curriculum in laboratory sciences. Students should carefully organize their activities in order to succeed. ***The faculty fully expects that each student will devote no less than three hours per week for every academic credit hour they have enrolled for in the department.*** For example, a student taking twelve hours of course work will need to spend thirty-six hours per week studying! That's a full-time job for anyone and students would be well advised to consider it as such. Those unable to master the program in a healthy manner are encouraged to contact the Program for Assistance for Students (PAS) at (806) 743-1327 or make an arrangement for counseling through the Office of Student

Services (806) 743-2300. The department also works with students to develop remediation plans designed to supplement knowledge or skill areas.

The faculty and staff truly want you to succeed. There is no greater satisfaction to the faculty and staff than to hear about the excellent contributions made by our graduates. While we recognize the rigor (and in fact foster it), we know too that a well-earned degree is far more valuable than a token degree from a less challenging program.

41. Tobacco Policy

The use of tobacco products in a TTUHSC facility or anywhere on the grounds of any TTUHSC facility is strictly prohibited by the HSC OP: 10.19, Tobacco-Free Environment Policy. This includes but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and vaping. Violations will be treated seriously and violators will be subject to disciplinary action. A Tobacco Intervention Program sponsored by the TTUHSC Southwest Institute for Addictive Diseases is available to students who request assistance in quitting tobacco products.

42. Graduation Requirement

Students must be enrolled at Texas Tech University Health Sciences Center in the term in which they plan to graduate. Students planning to graduate must complete an Intent to Graduate form. A student may not have more than 6 hours remaining after the spring commencement date to be eligible to submit an Intent to Graduate form and participate in commencement ceremonies.

43. Campus Carry

Texas Senate Bill 11 (SB 11) was signed into law June, 2015, and is often referred to as “Campus Carry.” It permits individuals with a concealed handgun license (CHL) to carry a concealed weapon on public university campuses in Texas beginning August 1, 2016.

The law requires university presidents to develop policies and guidelines for their institutions. They may consult with students, staff and faculty and may consider the nature of the student population, specific safety concerns, and the uniqueness of the campus environment.

In April 2016, the Texas Tech University System Board of Regents reviewed the TTUHSC campus carry policy as part of efforts to implement the provisions of Senate Bill 11. The TTUHSC campus carry policy was developed with input from various stakeholders and through the efforts of the TTUHSC Campus Carry Working Group, which sought to balance the needs of our widely distributed campuses and diverse campus body.

Please visit the campus carry website at <http://www.ttuhscc.edu/campuscarry/>. This website will serve as a centralized source of information related to campus carry at TTUHSC. As a university, TTUHSC will continue to strive for an environment of collective safety as we undertake our mission of education, service and research.

General Information for Students in the Clinical Laboratory Science and Molecular Pathology Programs

1. Emergencies

In the event of an emergency, students should contact the department as soon as possible. Students should become familiar with the codes used to announce emergencies over the public address system (e.g., Code Red means fire). The faculty and staff have been trained to respond to emergencies (e.g., tornado, fire, etc.). If you are instructed by a faculty or staff member to vacate the building, please do so immediately. Instructions will also be provided in regards to exit procedures or any other appropriate safety measures. Please enroll in the State Alert system at: www.ttuhschool.edu/emergencyalert

*****For Emergencies on the Lubbock HSC Campus, call (806) 743-2000**

2. Parking

Students, staff and faculty on the Lubbock campus are required to have valid parking stickers on their vehicles and must park in the appropriately designated areas. Violators will be ticketed. Students should remember that one of the Health Sciences Center's primary purposes is to provide health care. Many patients who visit the HSC clinics are unable to walk long distances. It is very important that the parking areas designated for patient parking remain available for patients.

3. Financial Aid and Scholarships

Financial aid information may be obtained from the TTUHSC financial aid office (806) 743-3025. A general information brochure is available in the financial aid office. Check for deadlines.

An emergency loan fund for students enrolled in the School of Health Professions is available. Please call TTUHSC Financial Aid for more information.

Students who fail to complete a Student Financial Responsibility Agreement may have a hold placed on their record preventing them from future registration and the release of official transcripts. Further, students who fail to complete an Agreement by date designated may be cancelled from their courses for the current semester/term (see HSC OP 77.09)

Scholarships

Scholarship information is available through the Office of Admissions and Student Affairs at (806) 743-3220. Watch for deadlines.

4. Library

The Libraries of the Health Sciences, located in Lubbock, Amarillo, El Paso, and Odessa, serve the Schools of Biomedical Sciences, Medicine, Nursing, Pharmacy, and Health Professions, as well as health professionals throughout the 108-county West Texas region. On-site use of the collection is available to the public. For summer and Holiday hours check with the individual library.

Circulation/Document Delivery

- Books circulate for two weeks and may be renewed twice, either online, in person or by phone
- Materials may not be renewed or self-renewed if the item is overdue, if a hold is placed on the item, or if the patron has library fines or other overdue materials.
- Renewed items may be recalled by the library personnel at any time. The item must be returned immediately.
- Journals, reference materials, and models do not circulate.
- Reserve items are available at the Circulation Desk or the Learning Resource Center (LRC) Desk
- Fines accrue for overdue items at the rate of \$.50/day for regular items and \$.50/hr. for Class Reserve items. Check-outs will be suspended until the charge is cleared.
- All completed library service requests including literature searches and document delivery are available for pick-up at the Circulation counter.
- PaperCut accounts for printing are setup by Circulation.

The Collection

Over 394,674 bound volumes comprise the combined collections of the TTUHSC libraries; of this number over 60,265 are print books. Over 50,400 eBooks are also available. Koha, the online library catalog, lists materials within the TTUHSC Libraries system. Call number, specific locations, and the availability of items are given. Check with a Reference Librarian or Circulation staff member if you have a problem in locating an item.

The TTUHSC Libraries system has 434 print journal subscriptions and approximately 28,960 eJournals are available online. Print journals are shelved alphabetically by title. Use Gold Rush to determine specific journal holdings and campus location.

Online Databases

Numerous online databases are available from the TTUHSC Libraries' home page (<http://www.ttuhs.edu/libraries>). An HSC eRaider is required for accessing library resources. Some of the more frequently used databases include: PubMed, CINAHL Plus with Full Text, Anatomy.tv, LEXICOMP, MICROMEDEX, Scopus, OVID full-text, Science Direct eJournals, as well as general and academic TexShare databases.

Interlibrary Loan

Items unavailable from the Libraries of the Health Sciences are requested through Interlibrary Loan (ILL) from other libraries throughout the U.S. Materials can be requested using the online ILL request form (<http://www.ttuhs.edu/libraries/ILL>).

Materials requested from another TTUHSC Library are received within 2-5 business days. Materials requested from other libraries take approximately 5-10 business days for books and 1-2 business days for articles. A rush request option (\$10.00 per item) will speed delivery time. Cost for regular delivery of articles and books from other libraries is \$4.00 per item. Cash or check is accepted. An invoice will be mailed to Distance Education students. Fines for overdue ILL books accrue at the rate of \$.50/day.

Reference

Reference Librarians can assist in the identification of appropriate library resources and provide training on how to effectively use the resources. Students are welcome to stop by the Reference Department or email mylibrary@ttuhsc.edu for assistance. The TTUHSC Reference Librarians provide a download called "TeamViewer" that enable the librarians to provide remote assistance. Step-by-step guides on more frequently used resources are also available at <http://www.ttuhs.edu/libraries/guides>.

Patron Ethics and Responsibilities

1. Those persons using the collections and services of the TTUHSC Libraries of the Health Sciences are reminded that violations of Copyright law (Title 17, United States Code) are criminal activities. This includes the "pirating" or illegal copying of software. Violators run the risk of arrest, substantial fine, and incarceration. Students discovered in such activities will be reported to their Deans and will be denied library privileges.

2. Attempts by patrons to coerce or otherwise force library staff to violate copyright law are similarly criminal activities, and will result in the suspension of library privileges for those involved. This library system strictly adheres to copyright guidelines and is a member of the CCC (Copyright Clearance Center, Inc.).

3. Failure to cooperate with Library policies regarding circulation, overdues, payment for library services, and recalled or lost materials will result in suspension or cancellation of all library privileges.

5. Picture Identification Badge (TTUHSC ID BADGE)

All students shall wear identification badges. During your admission and orientation process, you will have your picture taken. You should receive your I.D. badge during the first week of classes. Your picture I.D. badge is permanent and will be used from year to year. If your I.D. badge is damaged, lost, stolen, or if your name changes, a replacement can be obtained by reporting it to Admissions Office at 806-743-3220. Failure to wear your ID badge will result in removal from the premises.

6. Student Organizations

Student Associations

Clinical Laboratory Science Student Association (CLSSA). The purpose of the CLSSA is to promote professionalism among students majoring in Clinical Laboratory Science to promote awareness of the CLS profession to other students, healthcare professionals, and the general public. The organizations provide services to the community by participating in various service projects (both on and off campus) throughout the year. Education outside the classroom, recruitment, and fund raising are other important activities in which this association participates.

The officers of the CLSSA include a President, Vice President, Social Chair, Treasurer and two Student Senators. A faculty advisor is appointed by the CLS Program Director. The officers for the 1st year students will be elected by their classmates during November of the first semester and will begin to serve in the elected positions in January of the first year until January of the 2nd year.

Molecular Pathology Student Association (MPSA). The purpose of the MPSA is to promote professionalism among students majoring in Molecular Pathology to promote awareness of the MP profession to other students, healthcare professionals, and the general public. The organizations provide services to the community by participating in various service projects (both on and off campus) throughout the year. Education outside the classroom, recruitment, and fund raising are other important activities in which this association participates.

The officers of the MPSA include a President, Vice-President, Secretary and Treasurer. A faculty advisor is appointed by the MP Program Director. The officers will be elected by their classmates during June of the first semester and will continue in this position throughout the year. Other officers including Historian, Volunteer Organizer and Recruitment Organizers are also elected for the year.

Two professional organizations, the American Society of Clinical Laboratory Science (ASCLS) and the American Society of Clinical Pathology (ASCP), encourage student memberships. These organizations are dedicated to representing laboratory personnel and advancing their interests through advocacy, standards setting, education, professional and personal development. CLS students are encouraged to join the ASCLS with a student membership. Visit <http://www.ascls.org> to join and learn more about member benefits. The ASCP student membership is complimentary for students who intend to meet the ASCP Board of Certification eligibility requirements for certification are currently enrolled in an accredited laboratory science program. Visit <http://www.ascp.org> to learn more about membership benefits.

7. Research Activity by Students

The policies and procedures are contained within for student research activity conducted by any program within the Department of Laboratory Sciences and Primary Care.

Procedure:

Students may conduct research projects as part of their academic curriculum. Such research must be relevant to the student's program of studies. The research projects are

intended to acquaint the students with proposal development, research design, ethics, identification of resources, and compliance with applicable TTUHSC policies and procedures.

All research projects will have faculty supervision, and the Program Director will be responsible for the review and approval of all student research project proposals. A faculty member will be designated as the Principal Investigator (PI), and it is expected that the PI and students will strive to produce a research project that is worthy of consideration for publication and/or public presentation.

Responsibilities:

1) Principal Investigator (PI) must:

- a) have successfully completed a facility mandated research training program;
- b) be a designated faculty member who is responsible for supervising student research;
- c) obtain approval of the student research proposal by the Department Chair and the Institutional Review Board (IRB);
- d) establish a budget for the project (to be paid from course fees);
- e) ensure that the budget for the project is reviewed by the Program Director;
- f) approve all purchases. As student research may be funded through course fees, the PI will ensure that when such funds are used to support student research activity, only Program Purchasing Cards or Purchase Orders are used. Expenditures must cover only authorized expenses, and direct reimbursement of student research activities is not authorized;
- g) ensure research integrity;
- h) ensure that there is neither a conflict of interest nor inappropriate research activity performed using the resources of the Texas Tech University Health Sciences Center, as defined under HSC Operating Policies and Procedures.
- i) identify research projects for public presentation and/or publication, and suggest possible venues or publishing opportunities.
- j) have successfully completed IRB and HIPAA Training.

2) Student(s) Research Team must:

- a) have successfully completed a facility mandated research training program;
- b) select the research activity and develop a proposal and budget with the supervision of the PI;
- c) initiate and conduct research activity in a professional manner;
- d) be held accountable and responsible for any expenditures exceeding the budgeted funds;
- e) disseminate the results in an appropriate scholarly manner.
- f) have successfully completed IRB and HIPAA training.

3) Course Director must:

- a) ensure that course research requirements are in compliance with the Institutional Review Board (IRB) policies/procedures and accreditation standards, HIPAA training.

- b) ensure that the PI understands the use of funding such as course fees, grants, etc.; and coordinate with the Office of Sponsored Programs when provided external funding, equipment, or supplies.

Review

Student research activity is reviewed on a weekly basis. The review will address whether the research activities are meeting the course objectives and are proceeding in a timely fashion.

8. Student Center

The F. Marie Hall Synergistic Center, located on the 2nd floor West wing, is a smoke-free lounge with ping-pong tables, pool tables, foosball, exercise equipment, shower facilities, TV area, telephones, refrigerators, and microwaves.

9. Student Government

Students may run for election to the Texas Tech University Health Sciences Center Student Senate. Senators are elected based on enrollment.

10. Student Health

The TTUHSC Lubbock Family Medicine Center is located in the Medical Pavilion on the first floor. The clinic operates on an appointment basis. Those students currently enrolled, and who have paid the Student Health Fee as part of tuition and fees, are eligible to receive care. Hours 8-5, Monday through Friday, phone 806-743-2757. For emergencies, please go to UMC Emergency Center.

****Personal/Psychological Counseling**

The Health Sciences Center provides FREE, CONFIDENTIAL COUNSELING through the Program of Assistance for Students. HSC Students in Lubbock may self-refer to this program by calling (806) 743-1327 or 800-327-0328. The HSC office is located in 1A122. Also, a daily walk-in clinic is available through the University Counseling Center on the TTU campus (806) 742-3674. Information can also be obtained through HSC Student Services Offices at (806) 743-2300. Student Health Services on the TTU campus also provides services and more information can be obtained at (806) 743-2860.

11. Student Identification Card

Your TTUHSC I.D. is permanent and will be used from year to year. The I.D card can be used at many locations on campus such as the Bookstore, University Center, Library, Health Service and Recreational Sports, depending on what Student Service Fees have been paid.

If you currently have a TTUHSC I.D., it is not necessary to retake your picture each year. If your I.D. card is damaged, lost, or stolen between semesters, during the summer, or

during the school year, a replacement must be purchased. Replacement of lost, stolen, or damaged cards can be handled through the Office of Admissions and Student Affairs.

12. Student Services

Students should contact Student Services (806) 743-2300 for more information on these topics:

- ADA compliance
- HSC Facilities use – Contact classroom support at (806) 743-2288 to reserve study rooms
- Graduation
- HSC Student Senate
- Legal advice
- Student events
- Student insurance
- HSC announcement page (<http://www.ttuhsoc.edu/announce/>)
- Questions about Robert Ewalt Recreation center on TTU campus
- Questions about athletic events
- Bulletin board postings

13. Equipment Use

The laboratory manager and faculty members will determine and implement the proper procedures for the use of all equipment (including computers) and supplies in the laboratories, as well as the amount of supervision needed for the students. This applies to teaching and research.

Students will use only equipment and supplies entrusted to them, and those needed for class assignments, research purposes, or clinical practice.

****No equipment or supplies may be used by a student without prior approval and instruction from the faculty.**

Any equipment used will be returned to its designated location in clean, sanitary, and good working condition. It is the student's responsibility to learn the proper use of the equipment and take the initiative to report equipment malfunctions. Loss, abuse, theft, or suspected theft of equipment or supplies should be reported to the faculty immediately.

Use of departmental equipment by students is confined to TTUHSC, with one exception. A student's removal of departmental equipment may be allowed when the removal is related to official class operations and activities. This removal may be conducted only after expressed permission is granted by the Program Director, and in accordance with the TTUHSC Operating Policy (HSC OP 61.01).

With the above stated removal of departmental equipment, the student will be financially responsible for the entire replacement cost of the item(s) in the event of damage, loss or theft.

Students will not remove any program equipment from university facilities for personal use.

14. Academic Standards

It is the policy of the TTUHSC School of Health Professions Clinical Laboratory Science and Molecular Pathology Programs to use the SHP grading criteria. Please refer to **SHP grading criteria**

Within the Clinical Laboratory Science and Molecular Pathology Programs, it is each instructor's responsibility and right to assign weight to assignments, exams and laboratory exercises in the appropriate manner to determine that the level of mastery of the subject indicates the specified number of percentage points out of 100. Your final grade will be calculated from your performance in lecture, laboratory (when appropriate), and "other" assignments. You must pass each component with a 70% or higher to pass any core course. *Any component having a grade of less than 70% will result in a grade assignment of "D" for the course. Any component having a grade of less than 60% will result in a grade assignment of "F" for the course. Please refer to **Attendance Policy** regarding unexcused absences and tardiness.

15. In Progress (PR)

The Clinical Laboratory Science and Molecular Pathology Programs follow the policy of the School of Health Professions regarding application of the grade "PR". Refer to the SHP policy for information located in the TTUHSC SHP policy and procedures section of this manual.

16. Pass/Failure

All Preceptorships are graded on a pass/failure. The Preceptorship Manual indicates what constitutes passing or failing of the clinical experience.

17. Warning for Poor Academic Performance

A student who is failing in any didactic/clinical course will be notified in writing by the Program Director and/or advisor at the midterm of the academic period. A student who is failing any clinical experience will be notified in writing by the Clinical Education Coordinator and co-signed by the Program Director. Copies of all warning letters will be placed in the student's file.

18. Academic Advising

Each student will meet with his/her academic advisor as stated in the advising syllabus. Additional meetings with a student's academic advisor will be scheduled on an as needed basis. Refer to the Advising Syllabus provided at orientation.

19. Remediation

a) Remediation plans will be developed for students placed on academic probation. Options for remediation will be determined by the faculty and approved by the Program Director or designee include but are not limited to:

- Individual tutoring with a program faculty member.
- Individual tutoring with a student who is performing well in the program.
- Repeating clinical experiences.
- Participating in faculty directed group study.
- Preparing a research paper or project.
- Completing assignments pertinent to areas needing remediation.
- Repeating examinations

All meetings with the student regarding remediation must be documented, to include the student's understanding of the problem, willingness to cooperate and compliance with the plan. Routine follow-up counseling with the student is scheduled to assess and document the progress and outcome of the remediation plan. Failure to successfully complete remediation as assigned will result in dismissal.

b) Online CLS student are allowed to remediate HPCS 4450 (Clinical Laboratory Practice I) with a grade of less than 70% in a single module. The student may be required to return to Lubbock to demonstrate proficiency in the remediated module will do so at their own expense. If there is a grade of less than 70% in two or more modules, then the course must be repeated at the next offering. NOTE: Remediation for HPCS 4451 (Clinical Laboratory Practice II) is NOT offered.

20. Disabilities

Students with disabilities: *The University is committed to the principle that in no aspect of its programs, shall there be differences in the treatment of persons because of a disability and that equal opportunity and access to facilities shall be available to all. If you require special accommodations in order to participate, please contact the office of student services. No accommodations will be made prior to completion of the approved university process.*

21. Clinical Preceptorship

The student is responsible for ALL costs associated with clinical preceptorship experiences, including transportation, housing, meals, uniforms (scrubs, if required), drug screens, additional criminal background checks required by the facility, and other incidental expenses associated with relocation and/or preceptorship requirements. **This could include additional immunizations and titers to check immunity.

TTUHSC Office of Institutional Health (OIH) reviews all immunization records submitted by students after admittance to our programs. Each student is responsible for complying with requests from OIH regarding facility specific requirements that could include titers, annual TB testing, annual flu shots, boosters, etc.

Facilities throughout the United States are used for clinical experiences. Students select clinical education sites utilizing information provided by the facilities and input from faculty, as well as considerations regarding their personal educational goals and objectives, and their financial and family needs. Detailed information for the selection procedure is provided.

The Clinical Education Coordinator reserves the right to place the student at a specific site for reasons including but not limited to:

- 1) The student's academic standing.
- 2) The student's performance at a previous clinical experience was below expectations for the level of training.

Students recycling through the program will receive their assignment based on availability first, preference second.

CLINICAL LABORATORY SCIENCE TRADITIONAL PROGRAM

The Program accepts one class per year, beginning in the fall semester. Students are required to complete a two-year curriculum. This curriculum consists of:

- (1) On-campus classes and laboratory sessions in the TTUHSC student laboratories. These courses are taught by Clinical Laboratory Science faculty and are intended to prepare you for the clinical preceptorship.
- (2) Clinical Preceptorships in affiliated laboratories. The Education Coordinator in cooperation with the clinical teaching staff direct the education of the students at an affiliate site. Clinical faculties are certified medical technologists who will serve to instruct students in the application of theory and principles to patient testing procedures.

The clinical preceptorship begins in January and ends in May of the student's 2nd year. Students are assigned their senior clinical preceptorship site after completion of the first semester of the 1st year. This assignment is made in advance to make the necessary arrangements for moving from Lubbock if required. It is the student's responsibility to find housing, meet all financial obligations, arrange for transportation, and seek employment (if desired).

Mission Statement

The mission of the Clinical Laboratory Science program is to improve the health of people by producing competent and compassionate laboratory scientists by providing a high quality and relevant education with an emphasis on scholarly activity, research, patient care and service, in order to meet the educational and clinical needs of the communities of West Texas, Texas, and the United States.

Vision Statements

The vision of the Program in Clinical Laboratory Science is to earn regional and national recognition for excellence in undergraduate education. We will progress toward achieving this vision by:

- providing students with a broad educational background by utilizing a variety of education resources and experiences,
- providing a strong curriculum based on current needs,
- maintaining the level and quality of instruction in the clinical laboratory science courses by including the latest in technological advances,
- developing in students the professional attitudes and ethics required of clinical laboratory professionals,
- educating students on the merits of continuing professional development,
- providing the region and the State of Texas with graduate clinical laboratory scientists who can function at career entry level and who can assume leadership roles as health professionals.

CLS Program Affective Objectives

The student shall:

1. Follow biosafety regulations by practicing proper disposal of biohazardous material, as evidenced by complying with established safety regulations.
2. Exhibit interest in the laboratory assignments and lecture discussions through participation.
3. Help maintain a neat, clean, and orderly work area in all laboratories without being asked.
4. Demonstrate proper care and use of laboratory equipment, as evidenced by lack of breakage.
5. Attend classroom and laboratory sessions regularly and punctually.
6. Demonstrate preparedness for the laboratory by following directions and completing the tasks assigned with little need for additional instructions.
7. Cooperate by communicating with and helping other students.
8. Exhibit assurance and confidence in performing laboratory tasks.
9. Demonstrate integrity by recognizing and repeating questionable tests.
10. Act responsibly.
11. Accept instruction and constructive criticism maturely.
12. Show respect for other students, instructors, and patients.
13. Comply with the stated dress codes.
14. Demonstrate interprofessionalism through respect, collaboration and appropriate communication with other healthcare professionals.

CLS Career Entry Competency Goals of the Program

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

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

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

- A. Application of safety and governmental regulations and standards as applied to clinical laboratory science;
- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and members of the health care team.
- D. Principles and practices of administration and supervision as applied to clinical laboratory science;

- E. Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
- F. Principles and practices of clinical study design, implementation and dissemination of results.

*Adapted from the *Standards for Accredited and Approved Programs for the Medical Laboratory Scientist*, 11/2014 NAACLS.

Accreditation

The CLS program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) 5600 N. River Road, Suite 720, Rosemont, IL 60018

The Texas Tech University Health Sciences Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, doctoral, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of the Texas Tech University Health Sciences Center. The commission should be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement standard.

A member of the Texas Tech University System, TTUHSC has been accredited by the Southern Association of Colleges and Schools Commission on Colleges as a separate institution from Texas Tech University since 2004. TTUHSC received its reaffirmation of accreditation from SACSCOC in 2009. The next reaffirmation is scheduled for 2019.

Clinical Laboratory Science – Traditional Program

SHP Academic Calendar

<http://www.ttuhscc.edu/health-professions/calendar.aspx>

**** TTUHSC SHP reserves the right to make calendar changes in the best interest of the faculty, students and academic programs.*

Clinical Laboratory Science Course Sequence

The following courses are offered once each year in the semester listed and must be taken in sequence unless granted permission by the course director and Program Director.

CLS Curriculum

<i>Fall I</i>		<i>Credit Hours</i>
HPCS 3400	Clinical Chemistry I	4
HPCS 3405	Clinical Bacteriology I	4
HPCS 3455	Principles of Immunology	4
HPCS 3110	Professional Issues in CLS	1

		Total Hours	13
<i>Spring 1</i>			
HPCS 4405	Molecular Diagnostics		4
HPCS 3450	Clinical Chemistry II		4
HPCS 3460	Clinical Bacteriology II		4
HPCS 3470	Hematology I		4
		Total Hours	16
<i>Summer 1</i>			
HPCS 3310	Urinalysis/Body Fluids		3
HPCS 4300	Applied Statistics and Research		3
HPCS 4420	Laboratory Management		4
HPCS 4455	Parasitology/Mycology		4
		Total Hours	14
<i>Fall 2</i>			
HPCS 4185	Clinical Correlations		1
HPCS 3465	Immunohematology		4
HPCS 4640	Clinical Preceptorship I		6
HPCS 4480	Hematology II		4
		Total Hours	15
<i>Spring 2</i>			
HPCS 4741	Clinical Preceptorship II		7
HPCS 4842	Clinical Preceptorship III		8
HPCS 4105	Senior Seminar		1
		Total Hours	16

Courses in Clinical Laboratory Science

HPCS 3110 Professional Issues in CLS (1:1:0,H) An overview and introduction to the profession.

HPCS 3310 Urinalysis and Body Fluids I (3:3:2, F) Analysis of the physical, chemical, and microscopic parameters of urine and body fluids. Special emphasis is placed on understanding kidney function and pathology.

HPCS 3400 Clinical Chemistry I (4:3:6,F) an introduction to the basic principles methodologies, and physiology of clinical chemistry.

HPCS 3405 Clinical Bacteriology I (4:3:6,F) Study of the isolation, cultivation, identification, and susceptibility testing of pathogenic bacteria. The taxonomy, physiology, and pathogenesis of medically important bacteria are covered.

HPCS 3450 Clinical Chemistry II (4:3:6,F) Prerequisite: HPCS 3400. The qualitative and quantitative chemical analysis of blood and other body fluids. Correlation of test results to health and disease states.

HPCS 3455 Principles of Immunology (4:3:4,F) Fundamentals of immunology and the human immune system. An introduction to the theory, practical application, and

technical performance of immunologic and serologic procedures used in diagnostic laboratory medicine.

HPCS 3460 Clinical Bacteriology II (4:3:6,F) Prerequisite: HPCS 3405. A continuation of HPCS 3405 with an emphasis in clinical virology, clinical correlations and case studies and bio-terrorism.

HPCS 3465 Immunohematology (4:3:4,F) Prerequisite: HPCS 3455. The theory, practical application, and technical performance of blood bank procedures required for transfusion of blood, blood components, and the handling and storage of blood components. Correlation of test results to normal and abnormal physiology.

HPCS 3470 Hematology I (4:3:4,F) An introduction to the study of coagulation, blood cells, blood forming organs, and related diagnostic laboratory procedures.

HPCS 4105 Senior Seminar (1:1:0;O) A comprehensive review of topics in clinical laboratory science.

HPCS 4185 Clinical Correlations (1:1:0,H) Review of current topics and case studies in clinical laboratory science.

HPCS 4300 Applied Statistics and Research (3:3:0,O) Introduction to descriptive, inferential, and non-parametric statistics related to basic and clinical science. Introduction to the process of basic and clinical research and research design. Application of statistical analysis to assigned research projects.

HPCS 4405 Molecular Diagnostics (4:4:4,F) Introduction to basic genetics and genetic testing techniques used in molecular and forensic pathology.

HPCS 4420 Laboratory Management (4:4:0,O) An introduction to management with emphasis upon management issues and concerns specific to the clinical laboratory.

HPCS 4455 Clinical Parasitology, Mycology (4:3:6,F) Prerequisite: HPCS 3405, 3460. Study of medically significant protozoan and helminthic parasites and their vectors, and pathogenic fungi. Emphasis is placed on laboratory methods and isolation and identification of these agents of disease.

HPCS 4480 Hematology II (4:3:4,F) Prerequisite: HPCS 3470. The study of blood cells and their abnormalities with emphasis on disease processes.

HPCS 4640 Clinical Preceptorship I (6:6:0,H) A course designed for the senior student to begin preparation for supervised clinical practicum in an affiliated laboratory

HPCS 4741 Clinical Preceptorship II (7:7:40,F) An intermediate supervised clinical practicum in an affiliated clinical laboratory.

HPCS 4842 Clinical Preceptorship III (8:8:40,F) An advanced supervised clinical practicum in an affiliated clinical laboratory.

HPCS 3X15 Special Problems in Clinical Laboratory Science (1-3;1-3:0,H) Variable hour Independent Study class which will address a special topic in Clinical Laboratory Science.

Philosophy of Clinical Education

All academic preparation is directed towards the acquisition of the knowledge, technical skills, and attitudes necessary for the practice of the laboratory sciences. Clinical Education is an intrinsic part of the preparation process. For this reason, extensive integration of classroom learning with experiences in the clinical setting must occur. This integration develops in two environments: (1) clinical classroom preparation to the maximum extent possible, and (2) education which occurs in the clinical settings must be responsive to the student's individual level of academic preparation and readiness. Students are offered clinical rotations in their professional education, allowing them the opportunity to continuously integrate their clinical skills with didactic work.

In selection of clinical sites, the quality of patient care, the enthusiasm of the staff for working with students and the size of the department or laboratory are all factors carefully considered.

Clinical Affiliates - **Affiliate availability is subject to change

Clinical Laboratory Science Affiliates*
Revised May 2017

Abilene Regional – Abilene, TX
<http://www.abileneregional.com>

Hendrick Medical Center-Abilene, TX
<http://www.ehendrick.org>

Phoebe Putney-Albany, GA
<http://phoebehealth.com/>

Baptist St. Anthony-Amarillo, TX
www.bsahs.org

Northwest Texas HCS-Amarillo, TX
<https://www.nwtexashealthcare.com/>

Veterans Affairs Hospital-Amarillo, TX
<http://www.amarillo.va.gov>

UC Health- Aurora, CO
<https://www.uchealth.org/>

Clinical Pathology Laboratories**-Austin, TX
<https://www.cpllabs.com/>

UMC Brackenridge-Austin, TX
<https://www.seton.net/locations/dell-seton/>

Seton Medical Center-Austin, TX
<https://www.seton.net/locations/smc/>

St. David's South Austin Medical Center**-Austin, TX
<http://stdavids.com/location/st-davids-south-austin-medical-center>

Harris Methodist HEB-Bedford, TX
<http://www.texashealth.org/hospitals/>

St. Joseph Health Regional-Bryan, TX
<http://www.chistjoseph.org/>

Cheyenne Regional MC-Cheyenne, WY
<http://www.cheyenneregional.org/>

Plains Regional MC**-Clovis, NM
<https://plains-regional-medical-center.phs.org/>

College Station MC-College Station, TX
<http://www.csmedcenter.com/>

Conroe Regional MC-Conroe, TX
<http://conroeregional.com/>

Charlton Methodist**-Dallas, TX
<http://www.methodisthealthsystem.org/charlton>

Children's Medical Center-Dallas, TX
<https://www.childrens.com/location-landing/locations-and-directions/childrens-health-dallas>

Covance**-Dallas, TX
<https://www.covanceclinicaltrials.com/en-us/clinical-locations/dallas-texas.html>

Labcorp**-Dallas, TX
<https://www.labcorp.com/>

Medical City**-Dallas, TX
<http://medicalcityhospital.com/>

Methodist Hospital-Dallas, TX
<http://www.methodisthealthsystem.org/dallas>

Parkland-Dallas, TX

<http://www.parklandhospital.com>

UTSW/William P. Clements Hospital-Dallas, TX

<http://www.utsmedicine.org/hospitals-clinics/clements/>

Veterans Affairs Hospital-Dallas, TX

<http://www.va.gov/vanthcs/dallasgeninfo.htm>

Wise Regional-Decatur, TX

<https://www.wisehealthsystem.com/>

THR Presbyterian**-Denton, TX

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

Providence East-El Paso, TX

<https://www.thehospitalsofprovidence.com/our-locations/east-campus>

Providence Memorial-El Paso, TX

<https://www.thehospitalsofprovidence.com/>

Sierra Providence-El Paso, TX

<http://www.sphn.com/CWSContent/sphn/aboutus/>

Fairbanks Memorial-Fairbanks, AK

<https://www.foundationhealth.org/fmh>

William Beaumont Army MC-Ft. Bliss, TX

<https://www.wbamc.ammed.army.mil/>

St. David's-Georgetown, TX

<http://stdavids.com/location/st-davids-georgetown-hospital>

Hunt Regional-Greenville, TX

<https://www.huntregional.org/>

Lea Regional MC-Hobbs, NM

<http://www.learegionalmedical.com/>

Moanalua MC-Honolulu, HI

<https://healthy.kaiserpermanente.org/>

Texas Children's Hospital-Houston

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

HCA Research MC-Kansas City, MO

<http://researchmedicalcenter.com/>

medfusion**/**-Lewisville, TX

<http://medfusionservices.com/>

Covenant Health System-Lubbock, TX

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

University MC-Lubbock, TX

<https://www.umchealthsystem.com/>

West Shore MC-Manistee, MI

<http://www.munsonhealthcare.org/manistee/>

Mansfield Methodist**-Mansfield, TX

<http://www.methodisthealthsystem.org/mansfield>

Medical Center of McKinney-McKinney, TX

<http://medicalcitymckinney.com/>

Midland Memorial-Midland, TX

<http://www.midland-memorial.com/>

North Hills Hospital**-North Richland Hills, TX

<http://medicalcitynorthhills.com/>

Medical Center-Odessa, TX

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

Odessa Regional-Odessa, TX

<http://www.odessaregionalmedicalcenter.com/>

Paris Regional MC-Paris, TX

<http://parisregionalmedical.com/>

Renown Health-Reno, NV

<https://www.renown.org/>

Richardson Methodist-Richardson, TX

<http://www.methodisthealthsystem.org/Richardson>

Baylor Scott & White Lake Pointe MC**-Rowlett, TX

<https://www.bswhealth.com/locations/lake-pointe/>

Veterans Affairs Hospital**-Salt Lake City, UT

<https://www.saltlakecity.va.gov/>

Shannon Medical Center-San Angelo, TX

<http://www.shannonhealth.com/>

Gov. Juan F. Luis Hospital-St. Croix, V.I.

<http://jflusvi.org/>

Trinity Mother Frances-Tyler, TX

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

Bay Area Regional MC-Webster, TX

<http://www.barmc.us/>

*Depending on affiliate availability, this list is subject to change

**up to 2 departmental rotations are completed in a different facility

***Content specific to single departmental rotation only; used for facilities that lack a specific department;
i.e., reference lab

****Affiliate availability is subject to change**

CLS Clinical Preceptorship Assignment Policy and Procedure

1. Policy:

It is the intent of the CLS program to provide each student with a meaningful clinical laboratory preceptorship experience. The activities of the clinical preceptorship will include but are not limited to:

- Bench work under supervision
- Participation in the quality control program
- Attendance at lectures or seminars at the institution
- Observation of other departments in the institution

To provide each student with a meaningful experience, students must be assigned a “preceptorship slot” months in advance to accommodate the needs of the student and the CLS program. The availability of preceptorship slots for the CLS program is based on a contractual agreement between the facility providing the preceptorship (usually a hospital) and the TTUHSC Department of Laboratory Sciences and Primary Care.

Procedure:

1. Each applicant interviewed will be informed of the preceptorship assignment procedure.
2. Each applicant accepted into the CLS program will be provided an example of the Clinical Preceptorship Assignment Form (CPAF, Appendix B) and Policy in the orientation packet in August of the junior year.
3. A current up to date CPAF is provided to the student in the summer following the completion of the junior year.
4. The completed CPAF is returned, **along with any documentation the student wants to be considered during the preceptorship assignment process**, by the deadline determined by the clinical education coordinator.
5. The clinical education coordinator will review the CPAF and assignments will be based on the following:
 - a. Available contracted clinical slots
 - b. Needs of the CLS program
 - c. Needs of the affiliate
 - d. Needs of the student

The clinical education coordinator reserves the right to place the student at a specific site for reasons including but not limited to:

- The student’s academic standing.
- The student’s performance at a previous clinical experience was below expectations for the level of training.

Students recycling through the program will receive their assignment based on availability first, preference second.

6. Each student will receive two copies of a contract during the summer semester informing them of their clinical preceptorship assignment. The student will have five working days to sign and return one of the provided copies of the contract to the Affiliate Coordinator. A student failing to return the contracts within five working days will forfeit their clinical preceptorship slot.
7. Proof of health insurance must be presented to Affiliate Coordinator by deadline assigned.

NOTE: Based on their contracts, each facility has the right to terminate their affiliate with the CLS program up until the student enters their clinical preceptorship. On occasion, a facility will terminate a contract anytime prior to the beginning of the clinical preceptorships. The CLS program will make every effort to find the student another preceptorship slot in that location; however, be aware that the only available preceptorship slot may be located in another city or another preceptorship slot may not be available at that time. Any and all expenses in changing a preceptorship site are the responsibility of the student.

Students who are not placed in a preceptorship will go on a waiting list (in order of class rank) and will be placed if, and when, a preceptorship site becomes available.

2. Appeal of the Preceptorship Assignment:

Upon receiving the contract, the student has five working days to appeal in writing the preceptorship assignment. The written appeal with the CPAF and attached documentation will be submitted to the Clinical Coordinator and will be forwarded to the Preceptorship Assignment Appeal Committee. The committee will meet within seven working days to review the appeal. Upon reviewing the appeal(s), the committee will provide a written report within three working days to the Program Director. The Program Director will inform the student of the final decision.

3. Clinical Preceptorship Grade Policy

Clinical Preceptorship I will be on campus in the fall of the 2nd year. Students must score at least a 70 on each pretest. Assignments will be done online and the course will end in a comprehensive exam. Successful completion of this course will allow the student to matriculate to Clinical Preceptorship II and III.

The student must score at least a 70 on each post-test and practical, if appropriate, and a 60 or above on the professional evaluation; and demonstrate all tasks at the PAS level to successfully complete HPCS 4741, and HPCS 4842 (Clinical Preceptorship II, and III).

If any student fails a **post-test** that student must notify the clinical education coordinator. All incorrect questions must be corrected (reference required for each incorrect question) and submitted to the clinical educational coordinator within one week of being notified of the failing grade.

The student is allowed one retake of the **post-test** and practical (if appropriate). Clinical instructors should notify the clinical education coordinator and university immediately. Re-take exams are maintained at the university. Documentation of student counseling and retake schedule will be noted on the Student Counseling Report. A 70 or above must be made on the retake exam in order to pass that particular rotation. If a 70 or above is made, the grade that is recorded on the grade form for the post-test is a 70. If the student fails the second attempt of a post-test, a remediation plan will be developed by the clinical education coordinator, educational coordinator, Program Director, and university and clinical faculty. An extension of the clinical rotation may be required. This could prevent or delay a student's graduation from the program.

*****If a student fails one post-test in a rotation they will receive a verbal warning from the clinical coordinator. The failure of a second post-test in another rotation will result in counseling and a written warning from the Program Director. Failure of a third post-test in another rotation may result in required remediation or dismissal from the program.***

4. Student Counseling

In the event that the Education Coordinator and/or clinical instructor deems an event necessary of disciplinary action, a Student Counseling Report must be completed and signed by the student, clinical instructor, and Education Coordinator. The original is forwarded to the university and the Education Coordinator retains a copy. The following are examples of events that would require counseling: tardiness, unexcused absences, demonstration of poor professionalism, retake of an exam, and poor didactic/preceptorship application.

5. Student Employment and Service Work Policy

Students often work outside of class time and scheduled preceptorship work. In this capacity the student is an employee of the institution that hired them and they have no affiliation with the Molecular Pathology program. In **NO** case should work time be scheduled such that it will interfere with scheduled class time or preceptorships. In addition, participation in service work (health fairs and screenings) is strictly a student volunteer service and not a requirement of the program. The clinical affiliates are committed to teaching and are adequately staffed for service without student assistance. Students are under supervision at all times. If the clinical supervisor feels that the department cannot adequately teach a student due to a temporary shortage of personnel or other reason, no student is scheduled in that department. Students must not be substituted as regular staff during their Preceptorship.

6. Attendance Policy

The department and program affiliates are required to document attendance. Daily attendance and promptness are absolute requirements of the program. Absence is excused only by permission of the Clinical Education Coordinator or Education

Coordinator. All absences must be made up. For example, if a student is assigned 15 days in a department, he/she must complete those fifteen days. An "I" for incomplete will be given for the final grade until the entire 15 days is completed. Make-up days can occur during student holiday periods such as Thanksgiving, Christmas, and Spring Break. In the case of multiple absences or extended absence due to medical reasons, a physician's statement will be required. Document absences and the make-up schedule on the Student Absence Report Form.

CLINICAL LABORATORY SCIENCE PROGRAMS (HPCS) SECOND DEGREE (SD) /LABORATORY CERTIFICATE (LC)

The program accepts one class per year, beginning in the fall semester, culminating at the end of the following summer after a clinical preceptorship at an affiliate site. Students are required to complete a one year curriculum. This curriculum consists of:

(1) Didactic material is delivered online and laboratory sessions are conducted via one, six-day session per semester. These courses are taught by Clinical Laboratory Science faculty and are intended to prepare you for the clinical preceptorship.

(2) Clinical Preceptorships in affiliated laboratories. The Clinical Education Coordinator in cooperation with the clinical teaching staff direct the education of the students at the affiliate site. Clinical faculties are certified medical technologists who will serve to instruct students in the application of theory and principles to patient testing procedures.

The clinical preceptorship begins in May. Students are assigned their clinical preceptorship site after completion of the first semester. This assignment is made in advance to make the necessary arrangements for moving if required. It is the student's responsibility to find housing, meet all financial obligations, arrange for transportation, and seek employment (if desired).

There will be a course on The HUB called PAC (Preceptorship, Advising and Correspondence) where you will receive information regarding your preceptorship, advising and other correspondence related to the program as well as being able to email with questions. You will not register for this course; it will appear in The HUB at the beginning of the semester and continue through your year in the online program and should be checked daily.

Mission Statement

The mission of the Clinical Laboratory Science program is to improve the health of people by producing competent and compassionate laboratory scientists by providing a high quality and relevant education with an emphasis on scholarly activity, research, patient care and service, in order to meet the educational and clinical needs of the communities of West Texas, Texas, and the United States.

Vision Statements

The vision of the Program in Clinical Laboratory Science is to earn regional and national recognition for excellence in undergraduate education. We will progress toward achieving this vision by:

- providing students with a broad educational background by utilizing a variety of education resources and experiences,
- providing a strong curriculum based on current needs,
- maintaining the level and quality of instruction in the clinical laboratory science courses by including the latest in technological advances,

- developing in students the professional attitudes and ethics required of clinical laboratory professionals,
- educating students on the merits of continuing professional development,
- providing the region and the State of Texas with graduate clinical laboratory scientists who can function at career entry level and who can assume leadership roles as health professionals.

CLS Program Affective Objectives

The student shall:

1. Follow biosafety regulations by practicing proper disposal of biohazardous material, as evidenced by complying with established safety regulations.
2. Exhibit interest in the laboratory assignments and lecture discussions through participation.
3. Help maintain a neat, clean, and orderly work area in all laboratories without being asked.
4. Demonstrate proper care and use of laboratory equipment, as evidenced by lack of breakage.
5. Attend classroom and laboratory sessions regularly and punctually.
6. Demonstrate preparedness for the laboratory by following directions and completing the tasks assigned with little need for additional instructions.
7. Cooperate by communicating with and helping other students.
8. Exhibit assurance and confidence in performing laboratory tasks.
9. Demonstrate integrity by recognizing and repeating questionable tests.
10. Act responsibly.
11. Accept instruction and constructive criticism maturely.
12. Show respect and confidentiality with other students, instructors, and patients.
13. Comply with the stated dress codes.
14. Demonstrate interprofessionalism through respect, collaboration and appropriate communication with other healthcare professionals.

CLS Career Entry Competency Goals of the Program

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

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

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

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

*Adapted from the *Standards for Accredited and Approved Programs for the Medical Laboratory Scientist*, 11/2014 NAACLS.

Accreditation

The CLS program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) 5600 N. River Road Suite 720, Rosemont, IL 60018

The Texas Tech University Health Sciences Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, doctoral, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of the Texas Tech University Health Sciences Center. The commission should be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement standard.

A member of the Texas Tech University System, TTUHSC has been accredited by the Southern Association of Colleges and Schools Commission on Colleges as a separate institution from Texas Tech University since 2004. TTUHSC received its reaffirmation of accreditation from SACSCOC in 2009. The next reaffirmation is scheduled for 2019.

Midterm and Final Examination Policy

Online students must find a proctor to administer midterm and final examinations. To protect the integrity of the testing procedure, the proctor must be above reproach. The proctor must be one of the following: a full-time assistant professor, associate professor, or professor at a college or university; a professional librarian; a person assigned to a testing center or a professional with [Consortium of College Testing Centers](#). The proctor may not be a relative, close friend, employer, or any person who may have a conflict of interest.

The proctor must agree to:

- Receive the examination and keep it in a secure place until it is administered.
- Verify your identity by examining a valid driver's license or state ID with your photo on it and at least one other form of identification, such as a credit card, birth certificate, or passport.
- Review test procedures listed on the coversheet of the test:
 - The student may use a simple calculator but memory devices that could hold notes or other data are not allowed. Cell phones are not allowed.
 - The student may not use books, notes, or any other aids. Blank paper is allowed.
 - The student may not ask questions about the examination.
- Provide a comfortable and a distraction-free testing environment.
- Provide supervision and observation.
 - Time limits are dependent on the number of exams taken which vary per semester.
- Report irregularities when they occur.
- Seal your test in the stamped addressed envelope that is provided.
- Mail the examination in the FedEx envelope. (See directions below)

Once you have decided upon a possible proctor, email the **proctor's name, position, phone number, email address, and complete physical mailing address to the Coordinator, lea.davidson@ttuhsc.edu** . The Program Director approves the proctors. Home addresses will not be accepted. After verification that the person is represented correctly, an examination(s) will be sent to the proctor. Upon completion of the examination(s) proctors must call Fedex. A self addressed envelope for returning the examination is provided to the proctor.

FedEx PRE-PAID LABEL INSTRUCTIONS

When ready to return pre-paid shipment, affix label to packaging provided.

For a list of nearest drop off locations, visit <http://www.fedex.com/Dropoff/start>
Enter information requested.

For a scheduled pick-up call FedEx at **1-800-463-3339 (1-800-GO-FEDEX)**

Items causing problems for some students are:

1. The verification of the proctor and the time for the examination to reach the proctor may take several weeks, so make sure you allow a minimum of four weeks. Call the proctor 2 days before the exam to verify that the proctor has the examination. You are responsible for any payment of fees to the proctor and/or site depending on their requirements each time an exam needs to be proctored;
2. Bring a valid drivers license or state ID with your photo and at least one other form of identification, such as a credit card, birth certificate, or passport.
3. Waiting until the last available day to take the examination(s) may not leave enough time for delivery to meet deadline.

FOR ALL STUDENTS in CLS and MP PROGRAMS, PLEASE NOTE: If a student cannot take an exam at the scheduled time and place, the student must notify the appropriate program coordinator prior to the scheduled exam start time in order to be eligible to be granted an excused absence and thereby be allowed to make up the exam. A grade of “zero” will be given if an examination is missed due to an unexcused absence. Make-up for a missed exam will be determined by the course instructor.

Second Degree (SD) and Laboratory Certificate (LC)

SHP Academic Calendar

<http://www.ttuhschool.edu/health-professions/calendar.aspx>

**** TTUHSC SHP reserves the right to make calendar changes in the best interest of the faculty, students and academic programs.*

Second Degree/Laboratory Certificate Course Sequence

The following courses are offered once each year in the semester listed and must be taken in sequence unless granted permission by the course director and Program Director.

Second Degree/Laboratory Certificate (HPCS) Curriculum

Fall

HPCS 4341	Foundations of Hemostasis
HPCS 4343	Foundations of Clinical Chemistry
HPCS 4345	Foundations of Clinical Microbiology
HPCS 4450	Clinical Laboratory Practice I
HPCS 4147	Clinical Immunology

Spring

HPCS 4242	Advanced Hematology
HPCS 4144	Analysis of Body Fluids
HPCS 4145	Principles of Molecular Diagnostics
HPCS 4146	Advanced Microbiology
HPCS 4348	Foundations of Immunohematology
HPCS 4451	Clinical Laboratory Practice II

Summer

HPCS 4752	Clinical Preceptorship
HPCS 4149	Principles of Laboratory Management
HPCS 4153	Seminar

Courses in Second Degree/Laboratory Certificate program

HPCS 4144 Analysis of Body Fluids (1:1:0,O) A concise review of analysis of the physical, chemical, and microscopic parameters of urine and other body fluids. Some emphasis is placed on understanding kidney function and pathology.

HPCS 4145 Principles of Molecular Diagnostics (1:1:0,O) An introduction to the basic principles of genetics and the practice genetic testing techniques with an emphasis on human genetic disease

HPCS 4146 Advanced Microbiology (1:1:0,O) Prerequisite: HPCS 4345. A study of pathogenic mycobacteria, viral agents, fungi, and medically significant protozoan and helminthic parasites. Study includes overview of transmission and associated diseases and emphasis on laboratory isolation and identification of these pathogens.

HPCS 4147 Clinical Immunology (1:1:0,O) Fundamentals of immunology and the human immune system. An introduction to the theory, practical application, and technical performance of immunologic and serologic procedures used in diagnostic laboratory medicine.

HPCS 4149 Principles of Laboratory Management (1:1:0,O) An introduction to management with emphasis upon management issues and concerns specific to the clinical laboratory.

HPCS 4153 Seminar (1:1:0,O) A comprehensive review of topics in clinical laboratory science.

HPCS 4242 Advanced Hematology (2:2:0,O) Prerequisite: AHSD/AHLC 4341. A concise review of hematological disorders. The diagnostic implications and laboratory diagnosis of anemias, polycythemias, leukemias and, lymphomas is included.

HPCS 4341 Foundations of Hemostasis (3:3:0,O) A concise review of the process of coagulation, platelet hemostasis, and the structure and related function of red and white blood cells.

HPCS 4343 Foundations of Clinical Chemistry (3:3:0,O) An introduction to the principles and practice of clinical chemistry. Correlation of chemistry test results to health and disease states is included.

HPCS 4345 Foundations of Clinical Microbiology (3:3:0,O) A study of medically important bacteria and associated diseases. Emphasis is placed on laboratory diagnosis, including cultivation, isolation, identification, and susceptibility testing of bacterial pathogens.

HPCS 4348 Foundations of Immunohematology (3:3:0,O) Prerequisite: HPCS 4147. The theory, practical application, and technical performance of blood bank procedures required for transfusion of blood, blood components, and the handling and storage of blood components. Correlation of test results to normal and abnormal physiology.

HPCS 4450 Clinical Lab Practice I (4:0:48,F) A laboratory experience that exposes students to basic procedures and skills needed to satisfactorily perform testing in a clinical lab setting. Topics include pre-analytical, analytical, and post-analytical components of Hemostasis, Clinical Chemistry, and Clinical Microbiology testing. Lunch and Learn sessions will be conducted during the noon hour.

HPCS 4451 Clinical Lab Practice II (4:0:48,F) Prerequisite: HPCS 4450. A laboratory experience that exposes students to procedures and skills needed to satisfactorily perform testing in a clinical lab setting. Topics include preanalytical, analytical, and post-analytical components of: Advanced Hematology, Analysis of Body Fluids, Molecular Diagnostics, Advanced Microbiology, Clinical Immunology, and Immunohematology testing. Lunch and Learn sessions will be conducted during the noon hour.

HPCS 4752 Clinical Preceptorship. (7:0:52,F) Prerequisites: HPCS 4341, HPCS 4242, HPCS 4144, HPCS 4147, HPCS 4348, HPCS 4345, HPCS 4146, HPCS 4450, HPCS 4451, HPCS 4343, HPCS 4145. An advanced supervised clinical practicum in an affiliated clinical laboratory.

General information on Second Degree/Laboratory Certificate Affiliates

Please refer to page 50 for affiliate descriptions.

****Affiliate availability is subject to change**

Secondary Degree/Laboratory Certificate Preceptorship Assignment Policy and Procedure

It is the intent of the CLS Online program to provide each student with a meaningful clinical laboratory preceptorship experience. The activities of the clinical preceptorship will include, but are not limited, to:

- Bench work under supervision
- Participation in the quality control program
- Attendance at lectures or seminars at the institution
- Observation of other departments in the institution

To provide each student with a meaningful experience, students must be assigned a “preceptorship slot” months in advance to accommodate the needs of the student and the CLS program. The availability of preceptorship slots for the CLS program is based on a contractual agreement between the facility providing the preceptorship (usually a hospital) and the TTUHSC Department of Laboratory Sciences and Primary Care.

TTUHSC guarantees preceptorship placements at a current affiliate associated with TTUHSC. Preceptorship experiences at alternate sites are not guaranteed.

Procedure:

1. Each applicant interviewed will be informed of the preceptorship assignment procedure.

2. Each applicant accepted into the CLS program will be provided an example of the Clinical Preceptorship Assignment Form (CPAF, Appendix C) and Policy in the departmental handbook distributed with online orientation information.
3. A current up to date CPAF is provided to the student during the winter lab week following the completion of the fall semester.
4. The completed CPAF is returned, **along with any documentation the student wants to be considered during the preceptorship assignment process**, by the deadline determined by the clinical education coordinator.
5. The clinical education coordinator will review the CPAF and assignments will be based on the following:
 - a. Available contracted clinical slots
 - b. Needs of the CLS program
 - c. Needs of the affiliate
 - d. Needs of the student

The clinical education coordinator reserves the right to place the student at a specific site for reasons including but not limited to:

- The student's academic standing.
- The student's performance at a previous clinical experience was below expectations for the level of training.

Students recycling through the program will receive their assignment based on availability first, preference second.

6. Each student will receive two copies of a contract during the spring semester informing them of their clinical preceptorship assignment. The student will have five working days to sign and return one of the provided copies of the contract to the Affiliate Coordinator. A student failing to return the contracts within five working days are at risk of forfeiting their clinical preceptorship slot.
7. Proof of health insurance must be presented to Affiliate Coordinator by deadline assigned.

We will have a brief preceptorship meeting during your assigned December lab week.
Affiliate request deadline TBA.

****If you are interested in an alternate affiliate site for your summer rotation, you must follow the procedure and use the criteria below. ****(Alternate affiliate sites are defined as a site not currently an affiliate associated with TTUHSC CLS program).

1. The lab must be a full service laboratory, which includes each major department: chemistry, hematology, microbiology, blood bank and immunology. The alternate site must be approved by the clinical education coordinator
2. The student must contact the laboratory director for pre-approval and submit their name and contact information to the clinical education coordinator by submitting Alternate Affiliate Request form (Appendix D) in the PAC course.
3. Placement at potential alternate affiliate sites are not guaranteed

4. Students will be placed at current affiliate sites unless an alternate preceptorship site has been fully established according to TTUHSC policy prior to the start of the preceptorship
5. The deadline for submission of alternate sites to the clinical education coordinator TBA

NOTE: Based on their contracts, each facility has the right to terminate their affiliate with the CLS program up until the student enters their clinical preceptorship. On occasion, a facility will terminate a contract anytime prior to the beginning of the clinical preceptorships. The CLS program will make every effort to find the student another preceptorship slot in that location; however, be aware that the only available preceptorship slot may be located in another city or another preceptorship slot may not be available at that time. Any and all expenses in changing a preceptorship site are the responsibility of the student.

Students who are not placed in a preceptorship will go on a waiting list (in order of class rank) and will be placed if, and when, a preceptorship site becomes available.

Appeal of the Preceptorship Assignment:

Upon receiving the contract, the student has five working days to appeal in writing the preceptorship assignment. The written appeal with the CPAF and attached documentation will be submitted to the Clinical Coordinator and will be forwarded to the Preceptorship Assignment Appeal Committee. The committee will meet within seven working days to review the appeal. Upon reviewing the appeal(s), the committee will provide a written report within three working days to the Program Director. The Program Director will inform the student of the final decision.

1. Clinical Preceptorship Grade Policy

The student must score at least a 70 on each post-test and practical, if appropriate, and a 60 or above on the professional evaluation; and demonstrate all tasks at the PAS level to successfully complete HPCS 4752 (Clinical Preceptorship).

If any student fails a post-test that student must notify the clinical education coordinator. All incorrect questions must be corrected (reference required for each incorrect question) and submitted to the clinical educational coordinator within one week of being notified of the failing grade.

The student is allowed one retake of the post-test and practical (if appropriate). Clinical instructors should notify the education coordinator and university immediately. Re-take exams are maintained at the university. Documentation of student counseling and retake schedule will be noted on the Student Counseling Report. A 70 or above must be made on the retake exam in order to pass that particular rotation. If a 70 or above is made, the grade that is recorded on the grade form for the post-test is a 70.

If the student fails the second attempt of a post-test, a remediation plan will be developed by the clinical education coordinator, educational coordinator, Program Director, and

university and clinical faculty. An extension of the clinical rotation may be required. This could prevent or delay a student's graduation from the program.

*****If a student fails one post-test in a rotation they will receive a verbal warning from the clinical education coordinator. The failure of a second post-test in another rotation will result in counseling and a written warning from the Program Director. Failure of a third post-test may result in required remediation or dismissal from the program.***

2. Student Counseling

In the event that the Education Coordinator and/or clinical instructor deems an event necessary of disciplinary action, a Student Counseling Report must be completed and signed by the student, clinical instructor, and Education Coordinator. The original is forwarded to the university and the Education Coordinator retains a copy. The following are examples of events that would require counseling: tardiness, unexcused absences, demonstration of poor professionalism, retake of an exam, and poor didactic/preceptorship application.

3. Student Employment and Service Work Policy

Students often work outside of class time and scheduled preceptorship work. In this capacity the student is an employee of the institution that hired them and they have no affiliation with the Molecular Pathology program. In **NO** case should work time be scheduled such that it will interfere with scheduled class time or preceptorships. In addition, participation in service work (health fairs and screenings) is strictly a student volunteer service and not a requirement of the program. The clinical affiliates are committed to teaching and are adequately staffed for service without student assistance. Students are under supervision at all times. If the clinical supervisor feels that the department cannot adequately teach a student due to a temporary shortage of personnel or other reason, no student is scheduled in that department. Students must not be substituted as regular staff during their Preceptorship.

4. Attendance Policy

The department and program affiliates are required to document attendance. Daily attendance and promptness are absolute requirements of the program. Absence is excused only by permission of the Clinical Education Coordinator or Education Coordinator. All absences must be made up. For example, if a student is assigned 15 days in a department, he/she must complete those fifteen days. An "I" for incomplete will be given for the final grade until the entire 15 days is completed. A student may be required to register for a fall course (at student cost) to make up excused absences and complete requirements for the program. In the case of multiple absences or extended absence due to medical reasons, a physician's statement will be required. Document absences and the make-up schedule on the Student Absence Report Form.

Clinical Laboratory Science

Master of Science in Healthcare Administration Track

Rationale: The continued shortage of qualified laboratory personnel is resulting in clinical laboratory scientists with less experience and fewer qualifications being moved into supervisor and management positions within the clinical laboratory. The Master of Science in Healthcare Administration (MSHA) tract within the clinical laboratory science program will prepare graduates for entry level practice in the clinical laboratory with a strong foundation in management theories and practices specifically related to leading and managing a clinical laboratory.

Qualifications: A candidate for the MSHA program must meet prerequisite requirements for the standard option within the CLS program and have been accepted into the CLS program. The minimum overall GPA for a candidate to be considered for the CPM tract is an overall 3.0 GPA on a 4.0 GPA scale. The candidate will apply to the MSHA program in the spring semester of their first year enrolled in the CLS program.

Curriculum: Students accepted into the MSHA program will be required to complete 36 semester hours to meet degree requirements. This will include 27 hours of core requirements within the MSHA program, 6 credit hours of requirements within the Clinical Laboratory Science program, and 3 credit hours within the Molecular Pathology program.

MSHA CORE COURSES

HPHA 5306 Healthcare Delivery System

HPHA 5307 Human Resource Management in Healthcare

HPHA 5310 Health Law and Ethics

HPHA 5311 Healthcare Finance

HPHA 5312 Strategic Planning & Marketing in Healthcare

HPHA 5313 Healthcare Economics and Policy

HPHA 5314 Healthcare Administration Capstone (final course in the program)

HPHA 5330 Health Informatics and Data Analytics

Choose one of the following electives:

HPHA 5318 Organizational Behavior in Healthcare

HPHA 5320 Health Insurance and Reimbursement

HPHA 5321 Healthcare Operations & Supply Chain Management

HPHA 5322 Quality, Patient Safety & Risk Management

CLS CORE COURSES

HPCS 4420 Laboratory Management

HPCS 4300 Applied Statistics & Research

MP CORE COURSE

HPMP 5301 Management of the Molecular Clinical Laboratory

Matriculation of the CLS to MSCPM program

FIRST YEAR and SECOND YEAR, are spent completing prerequisites for CLS program as well as completing Texas Common Core curriculum.

THIRD YEAR (1st Year in CLS program)

Fall Semester

HPCS 3400	Clinical Chemistry I	4
HPCS 3405	Clinical Bacteriology I	4
HPCS 3455	Principles of Immunology	4
HPCS 3110	Professional Issues in CLS	1
	TOTAL	13

Spring Semester

HPCS 4305	Molecular Diagnostics	3
HPCS 3450	Clinical Chemistry II	4
HPCS 3460	Clinical Bacteriology II	4
HPCS 3470	Hematology I	4
	TOTAL	16

APPLY TO TTUHSC MSHA PROGRAM (April 1 deadline)**FOURTH YEAR (2nd Year in CLS program)**

Summer Semester

HPCS 3110	Urinalysis and Body Fluids	3
*HPCS 4300	Applied Research and Statistics	3
*HPCS 4420	Laboratory Management	4
HPCS 4455	Parasitology/Mycology	4
HPHA 5313 (Summer 2)	Healthcare Economics and Policy	3
	TOTAL	17

Fall Semester

HPCS 4185	Clinical Correlations	1
HPCS 3465	Immunohematology I	4
HPCS 4480	Hematology II	4
HPCS 4640	Clinical Preceptorship	6
	TOTAL	15 hours

Spring Semester

HPCS 4741	Clinical Preceptorship II	7
HPCS 4842	Clinical Preceptorship III	8
HPCS 4105	Senior Seminar	1
	TOTAL	16 hours

COMPLETE REQUIREMENTS FOR BSCLS
FIFTH YEAR (100% CPM courses)

Summer Semester

HPHA 5306 (Summer 1)	Healthcare Delivery System	3
HPHA 5307 (Summer 2)	Human Resources Management	3
HPHA 5310 (Summer 2)	Health Law and Ethics	3
	TOTAL	9 hours

Fall Semester

HPHA 5311	Healthcare Finance	3
HPHA 5312	Strategic Planning & Marketing	3
HPHA 5330	Health Informatics & Data Analytics	3
	TOTAL	9 hours

Spring Semester

HPMP 5301	Management of the Molecular Lab	3
HPHA 5314	Healthcare Administration Capstone	3
and <u>one</u> of the following:		3
HPHA 5318	Organizational Behavior in Healthcare	
HPHA 5320	Health Insurance and Reimbursement	
HPHA 5321	Healthcare Operations & Supply Mgmt	
HPHA 5322	Quality, Patient Safety & Risk Mgmt	
	TOTAL	9 hours

COMPLETE REQUIREMENTS FOR MSHA

Course Descriptions for Professional Curriculum in CLS AND CPM

HPCS 3110 Introduction to Clinical Laboratory Science An overview and introduction to the profession.

HPCS 3310 Urinalysis and Body Fluids I Analysis of the physical, chemical, and microscopic parameters of urine and body fluids. Special emphasis is placed on understanding kidney function and pathology.

HPCS 3400 Clinical Chemistry I An introduction to the basic principles, methodologies, and physiology of clinical chemistry.

HPCS 3405 Clinical Bacteriology I Study of the isolation, cultivation, identification, and susceptibility testing of pathogenic bacteria. The taxonomy, physiology, and pathogenesis of medically important bacteria are covered.

HPCS 3450 Clinical Chemistry II Prerequisite: HPCS 3400. The qualitative and quantitative chemical analysis of blood and other body fluids. Correlation of test results to health and disease states.

HPCS 3455 Principles of Immunology Fundamentals of immunology and the human immune system. An introduction to the theory, practical application, and technical performance of immunologic and serologic procedures used in diagnostic laboratory medicine.

HPCS 3460 Clinical Bacteriology II Prerequisite: HPCS 3405. A continuation of HPCS 3405 with an emphasis in clinical virology, clinical correlations, and case studies and bio-terrorism.

HPCS 3465 Immunohematology I Prerequisite: HPCS 3455. The theory, practical application, and technical performance of blood bank procedures required for transfusion of blood, blood components, and the handling and storage of blood components. Correlation of test results to normal and abnormal physiology.

HPCS 3470 Hematology I An introduction to the study of coagulation, blood cells, blood forming organs, and related diagnostic laboratory procedures.

HPCS 4105 Senior Seminar A comprehensive review of topics in clinical laboratory science.

HPCS 4185 Clinical Correlations Prerequisites: HPCS 3400, 3405, 3450, 3455, 3460, 3465, 3470, 4480. Review of current topics and case studies in clinical laboratory science.

HPCS 4300 Applied Statistics and Research Introduction to descriptive, inferential, and non-parametric statistics related to basic and clinical science. Introduction to the process of basic and clinical research and research design. Application of statistical analysis to assigned research projects.

HPCS 4305 Molecular Diagnostics Introduction to basic genetics and genetic testing techniques used in molecular and forensic pathology.

HPCS 4420 Laboratory Management An introduction to management with emphasis upon management issues and concerns specific to the clinical laboratory.

HPCS 4455 Clinical Parasitology and Mycology Prerequisite: HPCS 3405, 3460. Study of medically significant protozoan and helminthic parasites and their vectors and pathogenic fungi. Emphasis is placed on laboratory methods and isolation and identification of these agents of disease.

HPCS 4480 Hematology II Prerequisite: HPCS 3470. The study of blood cells and their abnormalities with emphasis on disease processes.

HPCS 4640 Clinical Preceptorship I An introductory supervised clinical practicum in an affiliated clinical laboratory.

HPCS 4741 Clinical Preceptorship II An intermediate supervised clinical practicum in an affiliated clinical laboratory.

HPCS 4842 Clinical Preceptorship III An advanced supervised clinical practicum in an affiliated clinical laboratory.

HPMP 5301 Management of the Molecular Laboratory Business and management principles relative to laboratory management and administration will be presented. The purpose, function, and utilization of laboratory services. Specimen procurement, patient education and consent, and quality assurance are discussed. Specific requirements regarding certification of molecular pathology clinical laboratories will be reviewed and discussed.

HPHA 5306 Healthcare Delivery System (3:3/6:0,O) This course provides an introduction to healthcare services, offering students an overview of the U.S. healthcare delivery system and the important components of the system. The course will examine the healthcare delivery system broadly and explore contemporary issues affecting the institutions that provide healthcare and are designed to protect the health of the American public. The course will cover the historical development of the U.S. healthcare system, the changing roles of healthcare providers, major health programs, determinants of health, disparities in health, and healthcare finance. The goal of the course is to provide students with the necessary skills to be effective participants in efforts to improve the U.S. healthcare system. ISBN-13: 978-0826106872; ISBN-13: 978-1449683740; ISBN-13: 978-1442248472

HPHA 5307 Human Resources Management in Healthcare (3:3/6:0,O) This course introduces students to the principles of managing human resources in healthcare organizations. Concepts presented include supervision, teamwork, recruitment and selection, performance management and evaluation, compensation and benefits, motivation, training and development, and employment and labor law. Students will learn effective methods of strategically managing human resources and incorporating these within the overall strategic plan of the organization. ISBN-13: 978-1567937084

HPHA 5310 Health Law & Ethics (3:3/6:0,O) This course provides an overview of legal, regulatory, and ethical issues in healthcare. Topics include patient consent, privacy, confidentiality, torts, contract law, corporate liability, malpractice, antitrust, fraud and abuse, and key federal regulations. Students will analyze and discuss legal and ethical considerations in providing health services and learn to apply these considerations in decision making as a healthcare administrator. ISBN-13: 9781284065923

HPHA 5311 Healthcare Finance (3:3:0,O) This course introduces students to the core concepts of financial management in healthcare, including interpretation of financial reports, financial ratio analysis, cost and profit analysis, planning and budgeting, time value analysis, financing, investments, capital budgeting, and current accounts management. The purpose of this class is to assist the student in developing the necessary

analytical ability, attitudes, and decision making skills required of a healthcare manager in a changing environment. ISBN-13: 978-1-56793-741-1

HPHA 5312 Strategic Planning & Marketing in Healthcare (3:3/6:0,O) The purpose of this class is to integrate key aspects of strategic planning and marketing in healthcare. The class examines strategic planning techniques, concepts, and practices, as well as leadership responsibilities regarding the creation of mission, vision, goals, and objective statements. The course integrates marketing with strategic planning such that the key elements of marketing and the complementary roles of public relations, advertising, and sales are captured in the organizational analysis. ISBN-13: 978-1-56793-791-6; ISBN-13: 978-1-56793-678-0

HPHA 5313 Healthcare Economics and Policy (3:3/6:0,O) The course introduces the concepts of economic theory and analysis within the health services industry, focusing on healthcare consumption, supply and demand, healthcare resource allocation, and the impact of health policy on the delivery of healthcare in the U.S. ISBN-13: 978-1567936964; ISBN13: 978-1285758497

HPHA 5314 Healthcare Administration Capstone (3:3:0,O) This course provides students the opportunity to integrate and apply key competencies and skills learned in the MSHA program to a healthcare setting. MSHA students will work with the course instructor to develop and structure a project to be completed over the course of a semester. This final project will allow the student to demonstrate the ability to analyze and propose solutions to healthcare issues, as well as to exhibit proficiency in business writing, research, and project development and implementation skills common among senior healthcare executives. Prerequisite: This course may only be taken in the student's last semester of the program. Students must have approval from the Program Director in order to register for this course. No textbook is required.

HPHA 5318 Organizational Behavior in Healthcare (3:3/6:0,O) The purpose of this course is to help students gain an appreciation of the theory of organizations and how this theory shapes the way healthcare administrators come to think about their administrative responsibilities and the range of options available to them through the literature. Understanding the attitudes and behaviors of individuals and groups in healthcare organizations will also be emphasized. Students will learn about organizational strategy that draws from and integrates a number of disciplines, including organization theory, finance, planning, and marketing. Course concepts will be applied in a series of cases. ISBN-13: 978-1-418-00189-6; ISBN-13: 978-0-066620992

HPHA 5320 Health Insurance and Reimbursement (3:3/6:0,O) This course provides an overview of health insurance, including public and private payers, self-funded insurance, managed care, health insurance markets, and policy changes that impact these areas. In addition, the course will cover healthcare payment systems and reimbursement methods of various payers in the health services marketplace. ISBN-13: 978-1284026122

HPHA 5321 Healthcare Operations & Supply Chain Management (3:3/6:0,O) This course examines operational issues in healthcare management. Healthcare operations

topics include systems analysis, forecasting, facility location and design models, decision analysis techniques, inventory control, CQI and statistical quality control. The course also integrates key components of supply chain management, including strategic sourcing and purchasing, acquisition, logistics, inventory management, and point of use applications, providing understanding, knowledge and evaluation models to operate and manage an organization's enterprise resource planning and management system. ISBN-13: 9781284081855; ISBN-13: 978-1567934441

HPHA 5322 Quality, Patient Safety, & Risk Management (3:3/6:0,O) This course introduces the concepts of health care risk and quality management and how these domains go hand in hand with patient safety. Class work addresses the major elements of a risk management program including claims management, risk financing, risk reduction, and emergency preparedness. A "systems" approach to health care quality is provided including performance improvement methodologies, tools, and strategic initiatives to address continuous quality improvement. Appropriate standards, laws, and regulatory requirements are covered with special emphasis on compliance with Joint Commission accreditation. ISBN-13: 978-0470300176

HPHA 5330 Health Informatics & Data Analytics (3:3/6:0,O) This course will introduce the student to the uses of information technology and data analytics as they apply to healthcare, including the basic structure and function of computers, information retrieval, electronic health records, physician order entry, telemedicine, consumer health informatics, security, privacy, and confidentiality in the electronic environment, HIPAA regulations, ethics, computerized medical imaging, decision support, and the use of data analytics in healthcare. The course will provide the student with the fundamental knowledge necessary to practice within the modern healthcare environment and communicate with information technology (IT) personnel. ISBN-13: 978-1-4471-4473-1

Clinical Laboratory Science
Master of Science in Healthcare Administration Track

Student Agreement Form

Failure to comply with the CLS/MSHA dual degree plan will result in the loss of dual credits for HPCS 4420 and HPCS 4300. Examples of noncompliance include failure to maintain a minimum GPA of 3.0 (CLS classes), setting out a semester, or not taking the allotted number of hours.

Student Name (Please print) R# _____ _____
Date

Student Signature

MOLECULAR PATHOLOGY PROGRAM

The Program accepts one class per year, beginning in the summer semester. Students are required to complete a one-year curriculum. Completion of the curriculum according to the policies set forth by the State of Texas and the School of Health Professions will culminate in the award of the Master of Science in Molecular Pathology. This curriculum consists of:

1. On-campus classes and laboratory sessions in the TTUHSC student laboratories. These courses are taught by Molecular Pathology faculty and guest speakers and are intended to prepare students for the clinical preceptorship. Some classes are delivered online and taught by Molecular Pathology faculty.
2. Online classes. Several courses will be administered online. These courses will be marked with an *.
3. A graduate level research project. This project is designed to give students the experience of performing diagnostic molecular research and presenting the data in various forms.
4. Clinical Preceptorships in affiliated laboratories. The Clinical Education Coordinator in cooperation with the clinical teaching staff direct the education of the students at the affiliate site. Clinical faculty will serve to instruct students in the application of theory and principles to patient testing procedures. The clinical preceptorship begins in March and ends in May. Students are assigned their clinical preceptorship site in the middle of the fall semester. This assignment is made in advance so students can make arrangements for moving. It is the student's responsibility to find housing, meet all financial obligations, arrange for transportation, and seek employment (if desired).

Mission Statement

The mission of the Molecular Pathology program is to improve the health of people by producing competent and compassionate molecular scientists by providing a high quality relevant education with an emphasis on scholarly activity, research, patient care and service, in order to meet the educational and clinical needs of the communities of West Texas, Texas and the United States.

Vision Statement

The vision of the Program in Molecular Pathology is to earn regional and national recognition for excellence in graduate education. We will progress toward achieving this vision by:

- providing students with a specific educational background in molecular testing by utilizing a variety of education resources and experiences,
- providing a strong curriculum based on current needs,

- maintaining the level and quality of instruction in the molecular science courses by including the most recent technological advances,
- developing in students the professional attitudes and ethics required of laboratory professionals,
- educating students on the merits of continuing professional development,
- providing the region and the State of Texas with molecular scientists who can function at career entry level and who can assume leadership roles as health professionals.

Program Goals

It is the primary goal of the TTUHSC Molecular Pathology program to provide excellent graduate professional education in molecular pathology; it is the ultimate goal of the Molecular Pathology program to prepare students for career entry positions as diagnostic molecular laboratory professionals. The Molecular Pathology preceptorship will enhance a student's knowledge in the clinical aspect of molecular diagnostics and in the application of laboratory theory and technique. The program goals are as follows:

1. To provide students with a broad educational background by using a variety of educational resources and experiences.
2. To provide a strong graduate curriculum based on current needs.
3. To maintain the level and quality of instruction in the molecular science courses by including the latest in technological advances.
4. To develop in students the professional attitudes and ethics required of molecular scientists.
5. To educate students in the merits of continuing professional development.
6. To provide the region served by the program with graduate diagnostic molecular scientists who can function at career entry levels and who can assume leadership roles as health professionals.

Program Affective Objectives

The student shall

1. Follow biosafety regulations by practicing proper disposal of biohazardous material, as evidenced by complying with established safety regulations.
2. Exhibit interest in the laboratory assignments and lecture discussions through participation.
3. Help maintain a neat, clean, and orderly work area in all laboratories without being asked.
4. Demonstrate proper care and use of laboratory equipment, as evidenced by lack of breakage.
5. Attend classroom and laboratory sessions regularly and punctually.
6. Demonstrate preparedness for the laboratory by following directions and completing the tasks assigned with little need for additional instructions.
7. Cooperate by communicating with and helping other students.
8. Exhibit assurance and confidence in performing laboratory tasks.
9. Demonstrate integrity by recognizing and repeating questionable tests.
10. Act responsibly.
11. Accept instruction and constructive criticism maturely.
12. Show respect for other students, instructors, and patients.
13. Comply with the stated dress codes.

14. Demonstrate interprofessionalism through respect, collaboration and appropriate communication with other healthcare professionals.

Career Entry Competency Goals of the Program

It is the ultimate goal of the program to prepare students for career entry positions as molecular scientists. Thus specific professional competencies focused on preanalytical, analytical, and post-analytical knowledge are expected of graduates. The program strives, through educational methods, to incorporate all facets of quality laboratory practice into the students' professional development. At career entry, the Diagnostic Molecular Scientist will be able to demonstrate entry level competencies such as:*

- A. Evaluating and monitoring methods of collection, transport and handling of various specimen types for molecular analysis;
- B. Applying principles, practices and applications of molecular based testing for clinical laboratory testing purposes;
- C. Performing appropriate techniques utilizing instrumentation for molecular analysis and correlating results with acquired, inherited and infectious diseases;
- D. Complying with and performance of preventive and corrective maintenance programs for instruments and equipment, as well as troubleshooting and evaluating appropriate actions for problem resolution;
- E. Investigating and implementing procedures as a result of studies on new technologies, procedures or diagnostic correlations in molecular science;
- F. Applying principles of quality control which evaluate data for necessity of repeat analysis, correlation with disease states, organism identification and disease diagnosis;
- G. Applying principles of quality assurance and performing measurements to assure validity and accuracy of laboratory data generated;
- H. Complying with laws, regulations and accrediting standards as well as guidelines of relevant governmental and non-governmental agencies;
- I. Utilizing resource management strategies to maintain optimal laboratory efficiency;
- J. Exercising established procedures for general laboratory safety, biohazard containment and waste disposal;
- K. Demonstrating leadership, professional and ethical conduct and interpersonal skills for clients, healthcare professionals and the public;
- L. Formulating a strategic plan for professional career development.

*Adapted from the *Standards for Accredited and Approved Programs for the Diagnostic Molecular Scientist*, 11/2014 NAACLS.

Accreditation

The MP program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) 5600 N. River Road Suite 720, Rosemont, IL 60018.

The Texas Tech University Health Sciences Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, doctoral, and professional degrees. Contact the

Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of the Texas Tech University Health Sciences Center. The commission should be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement standard.

A member of the Texas Tech University System, TTUHSC has been accredited by the Southern Association of Colleges and Schools Commission on Colleges as a separate institution from Texas Tech University since 2004. TTUHSC received its reaffirmation of accreditation from SACSCOC in 2009. The next reaffirmation is scheduled for 2019.

Molecular Pathology Academic Calendar and Curriculum

SHP Academic Calendar

<http://www.ttuhscc.edu/health-professions/calendar.aspx>

**** TTUHSC SHP reserves the right to make calendar changes in the best interest of the faculty, students and academic programs.*

MP Curriculum

Summer		Credit Hours
HPMP 5100	Issues in Molecular Pathology	1
HPMP 5400	Research Design and Statistical Analysis/Lab	4
HPMP 5406	Molecular Biology of the Cell	4
	Total Hours	9
Fall		
HPMP 5309	Human Molecular Genetics	3
HPMP 5805	Applied Molecular Techniques I	8
HPMP 5407	Pathophysiology/Clinical laboratory	4
HPMP 5341	Graduate Research I	3
	Total Hours	18
Spring		
HPMP 5102	Graduate Seminar	1
HPMP 5301	Management of the Molecular Laboratory	3
HPMP 5408	Applied Molecular Techniques II	4
HPMP 5342	Clinical Preceptorship	3
HPMP 5441	Graduate Research II	4
	Total Hours	15

Courses in Molecular Pathology (courses with * are taken online)

HPMP 5098 Special Topics in Diagnostic Molecular Science (v.1-6,F/O) Prerequisite: Permission of the Program Director. This course involves an independent project designed to meet the individual student's needs and/or interests. This may include, but is not limited to, a research project, or course/skill review.

HPMP 5100 Issues in Molecular Pathology (1:2:0,F) Presentation of current topics regarding the biomedical application of genetic information. Ethical issues and professionalism will also be discussed.

HPMP 5102 Graduate Seminar (1:1:0,H) Career preparation and independent study and prep for external certification in Molecular Pathology.

***HPMP 5301 Management of the Molecular Laboratory** (3:6:0,O) Business and management principles relative to laboratory management and administration will be presented. The purpose, function, and utilization of laboratory services. Specimen procurement, patient education and consent, regulatory issues, and quality assurance are discussed. Specific requirements regarding accreditation of molecular pathology clinical laboratories will be reviewed and discussed.

***HPMP 5309 Human Molecular Genetics** (3:3:0,O) Advanced human molecular genetics with an emphasis on the causative factors and diagnosis of human disease. The fundamental principles of medical genetics, including basic Mendelian genetics, the molecular and biochemical basis of genetics, developmental genetics, genetics of complex diseases, cancer, genetics and epigenetics will be studied. Genetic counseling, carrier screening and prenatal diagnosis will be discussed.

HPMP 5341 Graduate Research I (3:3:0,H) Prerequisite: HPMP 5400. Independent research projects with mentor. Topics include writing a scientific article, critical evaluation of scientific literature, peer review, and an introduction to primary research in molecular biology. Writing intensive.

HPMP 5342 Clinical Preceptorship (3:3:40,F) Supervised advanced molecular clinical practicum in an affiliated laboratory with emphasis on patient testing, quality assurance, and case studies assessment.

HPMP 5400 Research Design and Statistical Analysis (4:4:4, F) Introduction to the process of basic and clinical research design. Critical evaluation of the scientific literature will be a focus, including writing a literature review paper on a topic in molecular pathology. Introduction to descriptive, parametric, and non-parametric statistics. Includes a laboratory component covering fundamental laboratory skills, proper equipment usage, and laboratory math. Writing Intensive.

HPMP 5406 Molecular Biology of the Cell (4:8:0,F) Comprehensive survey course in eukaryotic molecular cell biology. Course covers the fundamental concepts of DNA and RNA structure and function, gene replication, transcription and expression, cell-cell

communication and cell death in the eukaryotic system. A strong background in biology is assumed.

***HPMP 5407 Pathophysiology/Clinical Laboratory** (4:4:0,H) Presentation of the basis of human disease with regard to the major determinants of disease in human organ systems with discussion of normal anatomy and physiology. Survey of the clinical laboratory that includes common laboratory assays (Hematology, Clinical Chemistry, and Microbiology) addresses the purpose, function, and utilization of laboratory services. Specimen procurement, patient education and consent, and quality assurance are discussed.

HPMP 5408 Applied Molecular Techniques II (4:4:16,F) Prerequisite: HPMP 5405. Continuation of Applied Molecular Techniques I with advanced training and technical experience in the use of DNA and RNA technologies applied to the clinical setting.

HPMP 5441 Graduate Research II (4:4:0,H) Prerequisite: HPMP 5341. Advanced independent research projects. Topics include a hypothesis-driven primary research project in molecular diagnostics and biomedical science. Project comprises of assay design and validation, and culminates in a public research presentation. A secondary project includes application of molecular techniques in the design and creation of clinical procedures. Writing intensive.

HPMP 5805 Applied Molecular Techniques I (8:4:16,F) Introduction to basic genetic testing techniques used in molecular and forensic pathology with discussion of quality laboratory practice including quality control, quality assurance, and quality improvement. Lab component will focus on the use of DNA technologies in clinical settings.

Philosophy of Clinical Education

All academic preparation is directed towards the acquisition of the knowledge, technical skills, and attitudes necessary for the practice of the laboratory sciences. Clinical Education is an intrinsic part of the preparation process. For this reason, extensive integration of classroom learning with experiences in the clinical setting must occur. This integration develops in two environments: (1) clinical classroom preparation to the maximum extent possible and (2) education which occurs in the clinical settings must be responsive to the student's individual level of academic preparation and readiness. Students are offered clinical rotations in their professional education, allowing them the opportunity to continuously integrate their clinical skills with didactic work.

In selection of clinical sites, the quality of patient care, the enthusiasm of the staff for working with students, the testing menu offered, and the size of the department or laboratory are all factors carefully considered.

MP Clinical Affiliates

**There is an application and interview process for some affiliates. Additional criminal background checks and urine drug screens are required for some affiliates.

****Affiliate availability is subject to change**

Albuquerque, New Mexico

TriCore

<http://www.tricore.org/about>

Austin, Texas

Clinical Pathology Laboratories (CPL)/Sonic Reference Laboratory (SRL).

<http://www.sonichealthcareusa.com/about-us/howweare.aspx>

Chantilly, Virginia

Quest-Nichols Institute

<https://www.questdiagnostics.com/home.html>

Dallas, Texas

University of Texas Southwestern Medical Center at Dallas-Veripath

www.utswnmedicine.org/

ProPath

<http://www.propath.com/>

Texas Medical Specialty

<https://texasmedicalspecialty.com/>

Denver, CO

Unipath

www.unipathllc.com

Houston, Texas

The Methodist Hospital, Houston, Texas

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

Baylor College of Medicine

<http://www.bcm.edu/>

University of Texas M.D. Anderson Cancer Center

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

Texas Children's Hospital

<http://www.texaschildrens.org/about-us>

Lewisville, Texas**med fusion**info@medfusionsvs.comwww.medfusionservices.comLubbock, Texas**MicroGen Dx**<https://microgendx.com/>Minnesota**Mayo Clinic**<http://www.mayoclinic.org/rochester/>Nashville, Tennessee**PathGroup**<http://www.pathgroup.com/>San Antonio, Texas**Methodist Hospital**<https://sahealth.com/>Temple, Texas**Baylor Scott and White Healthcare**<http://www.sw.org/location/temple-hospital>

** Additional mandatory costs to the student are incurred for expenses at Mayo Clinic which could include an additional criminal background check.

Molecular Pathology Clinical Preceptorship Assignment Policy and Procedure**1. Policy:**

It is the intent of the MP program to provide each student with a meaningful molecular laboratory preceptorship experience. The activities of the clinical preceptorship may include but are not limited to:

- Bench work under supervision
- Participation in the quality control program
- Attendance at lectures or seminars at the institution
- Observation of other departments in the institution

To provide each student with a meaningful experience, students must be assigned a “preceptorship slot” months in advance to accommodate the needs of the student and the

MP program. Currently, the preceptorship slots are located throughout the United States. The availability of preceptorship slots for the MP program is based on a contractual agreement between the facility providing the preceptorship (usually a hospital, reference laboratory, or university laboratory) and the TTUHSC Department of Laboratory Sciences and Primary Care.

Procedure:

1. Each applicant interviewed will be informed of the preceptorship assignment procedure.
2. Each applicant accepted into the MP program will be provided an example of the Clinical Preceptorship Assignment Form (CPAF, Appendix F) and Policy in the orientation packet.
3. A current up to date CPAF is provided to the student in the summer semester.
4. The completed CPAF is returned, **along with any documentation the student wants to be considered during the preceptorship assignment process**, by the deadline determined by the clinical education coordinator.
5. The clinical education coordinator will review the CPAF and assignments will be based on the following:
 - a. Available contracted clinical slots
 - b. Needs of the MP program
 - c. Needs of the affiliate
 - d. Needs of the student

The clinical education coordinator reserves the right to place the student at a specific site for reasons including but not limited to:

- The student's academic standing.
- The student's performance at a previous clinical experience was below expectations for the level of training.

Students recycling through the program will receive their assignment based on availability first, preference second.

6. Each student will receive two copies of a contract during the fall semester informing them of their clinical preceptorship assignment. The student will have five working days to sign and return one of the provided copies of the contract to the Affiliate Coordinator. A student failing to return the contracts within five working days will forfeit their clinical preceptorship slot.
7. Proof of health insurance must be presented to Affiliate Coordinator by deadline assigned.

NOTE: Based on their contracts, each facility has the right to terminate their affiliate with the MP program up until the student enters their clinical preceptorship. On occasion, a facility will terminate a contract anytime prior to the beginning of the clinical preceptorships. The CLS program will make every effort to find the student another preceptorship slot in that location; however, be aware that the only available

preceptorship slot may be located in another city or another preceptorship slot may not be available at that time. Any and all expenses in changing a preceptorship site are the responsibility of the student.

Students who are not placed in a preceptorship will go on a waiting list (in order of class rank) and will be placed if, and when, a preceptorship site becomes available.

2. Appeal of the Preceptorship Assignment:

Upon receiving the contract, the student has five working days to appeal in writing the preceptorship assignment. The written appeal with the CPAF and attached documentation will be submitted to the Clinical Coordinator and will be forwarded to the Preceptorship Assignment Appeal Committee. The committee will meet within seven working days to review the appeal. Upon reviewing the appeal(s), the committee will provide a written report within three working days to the Program Director. The Program Director will inform the student of the final decision.

3. Clinical Preceptorship Grade Policy:

The student must score at least a 70 on the professional evaluation and demonstrate or have observed all tasks at the PAS level. Additionally, students must complete seven (7) disease case reports on molecular tests scoring at least a 70 on each report, submit 7 journal entries at the PAS level, and complete the Program Exit Paperwork to successfully complete HPMP 5342.

Mandatory Program Exit paperwork will be conducted online via E*Value and The Hub, HPMP 5342. Each student will need to complete the following: Exit Survey and Affiliate Evaluations/Student Evaluation of Clinical Preceptorship. Additionally, for each affiliate site, students will need to agree on the best teaching tech at their affiliate site. These items are to be completed by the date designated by the instructor. A reminder will be sent. Any student that does not complete these requirements will receive a PR for preceptorship and will not receive their diploma until all requirements are met. **By May 1, each student is responsible for checking that their mailing address is correct in WebRaider since this is where their final transcript and diploma (if necessary) will be mailed.

4. Student Counseling:

In the event that the Education Coordinator and/or clinical instructor deems an event necessary of disciplinary action, a *Student Counseling Report* must be completed and signed by the student, clinical instructor, and Education Coordinator. The original is forwarded to the university and the Education Coordinator retains a copy. The following are examples of events that would require counseling: tardiness, unexcused absences, demonstration of poor professionalism, and poor didactic/preceptorship application.

5. Student Employment and Service Work Policy:

Students often work outside of class time and scheduled preceptorship work. In this capacity the student is an employee of the institution that hired them and they have no affiliation with the Molecular Pathology program. In **NO** case should work time be scheduled such that it will interfere with scheduled class time or preceptorships. In addition, participation in service work (health fairs and screenings) is strictly a student volunteer service and not a requirement of the program. The clinical affiliates are committed to teaching and are adequately staffed for service without student assistance. Students are under supervision at all times. If the clinical supervisor feels that the department cannot adequately teach a student due to a temporary shortage of personnel or other reason, no student is scheduled in that department. Students must not be substituted as regular staff during their Preceptorship.

6. Attendance Policy:

The department and program affiliates are required to document attendance. Daily attendance and promptness are absolutely requirements of the program. Absence is excused only by permission of the Clinical Coordinator or Education Coordinator. All absences must be made up. For example, if a student is assigned 15 days in a department, he/she must complete those fifteen days. An "I" for incomplete will be given for the final grade until the entire 15 days is completed. Make-up days can occur the week after the rotations end and weekends. In the case of multiple absences or extended absence due to medical reasons, a physician's statement will be required. Document absences and the make-up schedule on the *Student Absence Report* form.

APPENDIX A**Clinical Laboratory Science Programs
Molecular Pathology Program
Student Handbook****Department/Student Agreement**

The Student Handbook is an important document intended to provide information to help you become acquainted with the Clinical Laboratory Science and Molecular Pathology Programs. It is not to be considered a contract. The contents of this handbook may be changed at any time at the discretion of the Program. The program maintains the right to make and change departmental policies as necessary. The most current edition of this publication is available on the School of Health Professions website. Students are responsible for periodically accessing any revisions to the publication online.

Please read the following statements and sign below.

- I am aware that the Clinical Laboratory Science and Molecular Pathology Programs' Student Handbook is available on the School of Health Professions website. I understand that the policies, rules and benefits described in it are subject to change at the discretion of the program at any time.
- I am aware that during the course of my enrollment, confidential information may be made available to me (e.g., student information, and other related data). I understand that this information is critical to the success of the Programs and must not be disseminated or used outside of the program premises. Upon leaving the program, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or agency.
- I understand that, should the content of this Handbook be changed in any way, the Program may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I agree that my signature below indicates that I understand the above statements and acknowledge my responsibility to read the Clinical Laboratory Science and Molecular Pathology Program's Student Handbook and be familiar with its contents.

Academic and Clinical Behavior

Students are expected to conduct their behavior in accordance with the following regulations:

- 1) The use of unauthorized written or oral references during examinations (cheating) is prohibited.
- 2) The inadequate citation of references or assistance on papers or class presentations (plagiarism) is prohibited.

Appendix A - Department/Student Agreement – page 2

- 3) Habitual tardiness, unexcused absences and lack of participation in assigned class activities is prohibited.
- 4) Students will behave in accordance with the Code of Ethics set forth by the School of Health Professions and respective program/professional organizations in an actual clinical setting or in a simulated or demonstration setting in the classroom.
- 5) Students will comply with all rules and regulations of the clinical facilities to which they are assigned.

I certify that I have received a copy of the Clinical Laboratory Science and Molecular Pathology Programs' Student Handbook for my personal use and reference.

I assume responsibility to read, review, and thoroughly understand the rules, regulations, code of ethics and honor code as outlined in the Student Handbook. I agree to abide by all rules, regulations and codes while I am a student in the Clinical Laboratory Science or Molecular Pathology programs at Texas Tech University Health Sciences Center

Within one week after receipt of this manual, I agree that I am responsible to write an inquiry to the Program Director for clarification of any information in this handbook, including inquiry about consequences for my failure to comply. If I do NOT write an inquiry within one week after receipt, I am declaring that I fully understand my responsibilities and any consequences for my failure to meet those responsibilities.

Student Printed name

Student Signature

Date

Person Representing the Department

APPENDIX B**EXAMPLE ONLY****Clinical Laboratory Science Traditional Student****2017 – 2018****Clinical Preceptorship Assignment Form (CPAF)**

CLS Clinical preceptorship begins in January and ends in May of the student's senior year. Clinical preceptorship sites include but are not limited to the sites listed below. Students may be required to relocate to one of these areas for their clinical preceptorship. Students are assigned their clinical preceptorship site after completion of the first semester of the junior year. This assignment is made in advance to accommodate students who may need to make arrangements for moving from Lubbock. It is the student's responsibility to find housing, meet all financial obligations and arrange for transportation. The preceptorship assignment is based on the information below and the program's available contracted sites.

Student Name (Please print)

Date

Indicate your order of preference for each of the sites listed below; (1 being your first choice). Please be aware that at each location there is a limited number of sites available and that the students' needs, the affiliates' needs, and the program's needs are considered when making the assignment. **Please attach any documentation that you would like to have considered regarding your clinical preceptorship assignment.**

Abilene, Texas

Amarillo, Texas

Bedford, Texas

Dallas, Texas

Denton, Texas

El Paso, Texas

Lubbock, Texas

McKinney, Texas

Midland, Texas

Odessa, Texas

Tyler, Texas

****Affiliate availability is subject to change**

Student Signature

~ Students will be given an up-to-date CPAF later for official use; this is for informational purposes only

APPENDIX CEXAMPLE ONLY**Second Degree and Laboratory Certificate Programs**

2017 – 2018

Clinical Preceptorship Assignment Form (CPAF)

HPCS Clinical preceptorship begins in May. Assignments are made in advance to accommodate students who may need to make arrangements for moving. It is the student's responsibility to find housing, meet all financial obligations and arrange for transportation. The preceptorship assignment is based on the information below and the program's available contracted sites.

 Student Name (Please print)

 Date

Indicate your order of preference for each of the sites listed below (1 being your first choice). Please be aware that at each location there is a limited number of sites available and that the students' needs, the affiliates' needs, and the program's needs are considered when making the assignment. **Please attach any documentation that you would like to have considered regarding your clinical preceptorship assignment.**

Affiliates to be announced and distributed at a later date

****Affiliate availability is subject to change**

 Student Signature

~ Students will be given an up-to-date CPAF later for official use; this is for informational purposes only

APPENDIX D**EXAMPLE ONLY**

**Second Degree and Laboratory Certificate (HPCS) Students
Alternate Affiliate Request Form
2017 – 2018**

Name of student _____ Program: Second Degree Lab Cert

Hospital in which you work at this time:

Name of hospital _____

City _____ State _____

Name of contact person in the clinical laboratory that could be reached to discuss an affiliate contract _____

Phone number of contact person _____

Email of contact person _____

****Alternate Affiliates if you don't currently work in a hospital. You must make contact with a laboratory director who is willing to take you as a student:**

* Name of hospital: _____ City _____ State _____

Name of contact person in the clinical laboratory that could be reached to discuss an affiliate contract _____

Phone number of contact person _____

* Name of hospital: _____ City _____ State _____

Name of contact person in the clinical laboratory that could be reached to discuss an affiliate contract _____

Phone number of contact person _____

* Name of hospital: _____ City _____ State _____

Name of contact person in the clinical laboratory that could be reached to discuss an affiliate contract _____

Phone number of contact person _____

* Potential alternate affiliate sites are not guaranteed

APPENDIX F**EXAMPLE ONLY**
Molecular Pathology**2018 – 2019****Clinical Preceptorship Assignment Form (CPAF)**

MP Clinical preceptorship begins in mid-March and ends in mid-May. Clinical preceptorship sites include but are not limited to the sites listed below. Students are required to relocate to one of these areas for their clinical preceptorship. Students are assigned their clinical preceptorship site during the fall semester. This assignment is made in advance to accommodate students who need to make arrangements for moving from Lubbock. It is the student's responsibility to find housing, meet all financial obligations and arrange for transportation. The preceptorship assignment is based on the information below and the program's available contracted sites.

Student Name (Please print)

Date

Indicate your order of preference for each of the sites listed below (1 being your first choice; you must rank all sites). Please be aware that at each location there is a limited number of sites available and that the students' needs, the affiliates' needs, and the program's needs are considered when making the assignment. **Please attach any documentation that you would like to have considered regarding your clinical preceptorship assignment.**

- _____ TriCore (Albuquerque, New Mexico)
- _____ *Mayo Clinic (Rochester, Minnesota)
- _____ M.D. Anderson Cancer Center (Houston, Texas)
- _____ The Methodist Hospital (Houston, Texas)
- _____ Baylor College of Medicine (Houston, Texas)
- _____ Texas Children's Hospital (Houston, Texas)
- _____ med fusion (Lewisville, Texas)
- _____ Unipath (Denver, Colorado)
- _____ CPL/SRL (Austin, Texas)
- _____ Methodist Hospital (San Antonio, Texas)
- _____ Scott and White (Temple, Texas)
- _____ MicroGen Dx (Lubbock, Texas)
- _____ Quest Diagnostics Nichols Institute (Chantilly, Virginia)
- _____ ProPath (Dallas, Texas)
- _____ Pathgroup (Nashville, Tennessee)
- _____ Texas Medical Specialty (Dallas, Texas)
- _____ UTSW-Veripath (Dallas, Texas)

*Mayo Clinic requires separate application and interview

****Affiliate availability is subject to change**

Student Signature

~ Students will be given an up-to-date CPAF later in summer for official use; this is for informational purposes only

APPENDIX G**Clinical Laboratory Science and Molecular Pathology Programs
Student Agreement Honor Code**

There is a mutual trust between you and the faculty. You promise integrity in work submitted and the faculty presume your honesty. All work submitted to the faculty is assumed and expected to be your own unless credit is given using proper footnoting and bibliographic techniques. Cheating, plagiarizing, falsifying results of study or laboratory results, or any action designed to deceive any member of the faculty are prohibited. This applies not only to examinations but also to all work handed in such as papers, laboratory reports, solutions to problems, practical exams, and computer materials, etc. Instructors have the right to include or exclude what will be covered by the Honor Code in their course. Violations of provisions of the Honor Code are cause for disciplinary action imposed as determined by the School of Health Professions Academic Misconduct Policy. It is also your duty to behave in a manner that will discourage other students from violation of the Honor Code.

The addendum is a pledge by the students who are taking an on-line course or will be using on-line testing. The pledge states:

1. I will not divulge my username or password to anyone.
2. I and only I will post answers to course assignments using my username and password
3. I and only I will take the on-line exams using my username and password.
4. I understand the on-line exams are closed book and I will not refer to my textbook, or any other references, while taking the exams unless indicated by the professor.
5. I will not print all or part of any exam.
6. I will not divulge the content of the on-line exams to any other student, whether enrolled in the course or not.
7. I understand that work submitted to meet the requirements of one course cannot be submitted to meet the requirements of a second course without the permission of both instructors.
8. I will not leave the testing room until all my examinations have been submitted and verified by the proctor.
9. I understand that violation of this code will constitute an honors violation and that I will be subject to the appropriate sanctions as described in the Texas Tech University Health Sciences Center Institutional Student Handbook 2018-2019.

 Printed name

 Date

 Student signature

APPENDIX H

ESSENTIAL FUNCTIONS

Clinical Laboratory Science Programs

Traditional, Second Degree and Post Baccalaureate Certificate

The Clinical Laboratory Science Programs (CLS), to include traditional as well as second degree & post baccalaureate certificate, at Texas Tech University Health Sciences Center, are vigorous and intense programs that place specific professional, intellectual, physical and social requirements and demands on the students enrolled in the programs. An objective of these programs is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals with physical and psychosocial impairments. The essential functions set for by the CLS programs establish the essential qualities considered necessary for students admitted to these programs to achieve the knowledge, skills, and competencies for entry-level practice. Ability to meet these essential functions is required for admission to the CLS programs and must be maintained throughout the terms a student is enrolled in the respective program. These standards are subject to amendment based on changes in health care /scope of practice.

Accepted applicants for CLS' education programs will be required to verify that they understand and meet these essential functions, or that they believe that with reasonable accommodations they can meet the standards.

In keeping with applicable federal and state law regarding disabilities, we are committed to making reasonable accommodations for individuals with disabilities to enable them to perform successfully in our program. Any student with a disability who is accepted to the CLS program must contact the 504 coordinator in the TTUHSC Office of Student Services as soon as possible. The coordinator will evaluate the student, confirm that the stated condition qualifies as a disability under applicable laws, and determine what accommodations are reasonable.

There are three separate and distinct components in the curriculum for the CLS programs. There is an academic didactic (classroom) component, a laboratory component, and a clinical/fieldwork/preceptorship/ component. Accommodations in place for the didactic component may not be available for the laboratory component, and clinical/fieldwork/preceptorship/ components in the curriculum.

To successfully complete didactic, laboratory, and clinical/fieldwork/preceptorship portions in the CLS programs, an individual must meet the following essential functions:

1. **Mobility:**

1. The student **must** have adequate gross mobility in order to maneuver in a timely and safe fashion throughout the department.
2. The student **must** be able to lift his or her arms above shoulder height in order to place or remove items of ten pound or less from shelves.
3. The student **must** be able to bend over at the waist or squat (waist and knees) in order to place and remove items of ten pounds or less from drawers and cabinets.

2. **Manual Dexterity:** The student **must** have adequate fine motor skills to be able to manipulate small objects in a safe and precise manner. Examples would include (but are **not** limited to) being able to operate a computer keyboard; dial a telephone; handle cuvettes, sample cups, pipette tips, and reagent vials; pick up glass slides from table top, manipulate tools and instruments used in the clinical laboratory (including a microscope); collect specimens, and use a pen or pencil in order to communicate effectively in writing for coursework and clinical/fieldwork/preceptorship to ensure patient/client safety.

3. **Auditory Acuity:** The student **must** be able to hear well enough to respond to significant sounds in a clinical lab. Examples would include (but are **not** limited to) being able to hear signals generated from instrumentation that may indicate normal operating status, critical sample value, or equipment malfunction, and being able to hear and follow verbal instruction from a coworker or supervisor in order to ensure patient safety. (National Patient Safety Goals NPSG)

4. **Verbal Communication Skills:** The student must be able to orally communicate professionally to persons on the telephone or other health care workers listening specifically to the student in person to ensure patient safety. (National Patient Safety Goals NPSG)

5. **Visual Acuity to read, write, discern colors, and use a microscope:** The student **must** have adequate eyesight such that he/she can recognize and distinguish gradients of color (such as on a urine reagent strip and special stains), read numbers and words either on a video display screen, computer printout, or legible handwriting, and interpret lines and points on graphs and charts to ensure patient safety.

6. **Intellectual, Conceptual, Integrative, and Quality Skills:** The student **must** possess the ability to develop and exhibit organizational problem solving skills. Specifically, the student must have the ability to measure, calculate, analyze, interpret, synthesize and evaluate data in a short period of time; have the ability to learn to perform duties and assignments in a timely manner while under stress in a variety of settings; exhibit the maturity to accept feedback and demonstrate professional conduct in the classroom, laboratory, and at the preceptorship site.

7. **Social Behavior Skills:** Demonstrate respect for individual, social, and cultural differences in fellow students, faculty, staff, patients, clients, and patients'/clients' families during clinical/fieldwork/ preceptorship/ and academic interactions. Demonstrate flexibility and the ability to adjust to changing situations and uncertainty in academic and clinical/fieldwork/preceptorship situations. Conduct oneself in an ethical and legal manner, demonstrating honesty, integrity, and professionalism in all interactions and situations.

Printed name

Date

Student signature

APPENDIX I

ESSENTIAL FUNCTIONS **Molecular Pathology Program** **Master of Science**

The Molecular Pathology Program (MP) at Texas Tech University Health Sciences Center is a vigorous and intense program that place specific professional, intellectual, physical and social requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals with physical and psychosocial impairments. The essential functions set for by the MP program establish the essential qualities considered necessary for students admitted to the program to achieve the knowledge, skills, and competencies for entry-level practice. Ability to meet these essential functions is required for admission to the MP program and must be maintained throughout the terms a student is enrolled in the program. These standards are subject to amendment based on changes in health care /scope of practice.

Accepted applicants for the MP education program will be required to verify that they understand and meet these essential functions, or that they believe that with reasonable accommodations they can meet the standards.

In keeping with applicable federal and state law regarding disabilities, we are committed to making reasonable accommodations for individuals with disabilities to enable them to perform successfully in our program. Any student with a disability who is accepted to the MP program must contact the 504 coordinator in the TTUHSC Office of Student Services as soon as possible. The coordinator will evaluate the student, confirm that the stated condition qualifies as a disability under applicable laws, and determine what accommodations are reasonable.

There are three separate and distinct components in the curriculum for the MP program. There is an academic didactic (classroom) component, a laboratory component, and a clinical/fieldwork/preceptorship/ component. Accommodations in place for the didactic component may not be available for the laboratory component, and clinical/fieldwork/preceptorship/ components in the curriculum.

To successfully complete didactic, laboratory, and clinical/fieldwork/preceptorship portions in the MP program, an individual must meet the following essential functions:

1. **Mobility:**

1. The student **must** have adequate gross mobility in order to maneuver in a timely and safe fashion throughout the department.
2. The student **must** be able to lift his or her arms above shoulder height in order to place or remove items of ten pound or less from shelves.
3. The student **must** be able to bend over at the waist or squat (waist and knees) in order to place and remove items of ten pounds or less from drawers and cabinets.

2. **Manual Dexterity:** The student **must** have adequate fine motor skills to be able to manipulate small objects in a safe and precise manner. Examples would include (but are **not** limited to) being able to operate a computer keyboard; dial a telephone; handle cuvettes, sample cups, pipette tips, and reagent vials; pick up glass slides from table top, manipulate tools and instruments used in the clinical laboratory (including a microscope); collect specimens, and use a pen or pencil in order to communicate effectively in writing for coursework and clinical/fieldwork/preceptorship to ensure patient/client safety.

3. **Auditory Acuity:** The student **must** be able to hear well enough to respond to significant sounds in a clinical lab. Examples would include (but are **not** limited to) being able to hear signals generated from instrumentation that may indicate normal operating status, critical sample value, or equipment malfunction, and being able to hear and follow verbal instruction from a coworker or supervisor in order to ensure patient safety. (National Patient Safety Goals)

4. **Verbal Communication Skills:** The student must be able to orally communicate professionally to persons on the telephone or other health care workers listening specifically to the student in person to ensure patient safety. (National Patient Safety Goals)

5. **Visual Acuity to read, write, discern colors, and use a microscope:** The student **must** have adequate eyesight such that he/she can recognize and distinguish gradients of color (such as on an ELISA assay), read numbers and words either on a video display screen, computer printout, or legible handwriting, and interpret lines and points on graphs and charts to ensure patient safety.

6. **Intellectual, Conceptual, Integrative, and Quality Skills:** The student **must** possess the ability to develop and exhibit organizational problem solving skills. Specifically, the student must have the ability to measure, calculate, analyze, interpret, synthesize and evaluate data in a short period of time; have the ability to learn to perform duties and assignments in a timely manner while under stress in a variety of settings; exhibit the maturity to accept feedback and demonstrate professional conduct in the classroom, laboratory, and at the preceptorship site.

7. **Social Behavior Skills:** Demonstrate respect for individual, social, and cultural differences in fellow students, faculty, staff, patients, clients, and patients'/clients' families during clinical/fieldwork/ preceptorship/ and academic interactions. Demonstrate flexibility and the ability to adjust to changing situations and uncertainty in academic and clinical/fieldwork/preceptorship situations. Conduct oneself in an ethical and legal manner, demonstrating honesty, integrity, and professionalism in all interactions and situations.

Printed name

Date

Student signature

APPENDIX J**Formal Request for LOA**

Student Name: _____
SHP Program: _____

Date of Request: _____
Student ID Number: _____

Justification for the Leave of Absence:

I formally request a Leave of Absence from the SHP program listed above. I understand that this form must be completed prior to the scheduled Midterms for the semester in which I am currently enrolled.

Students Signature:

Date: _____

Program Director Signature:

Date: _____

Department Chair Signature:

Date: _____

For program use only

Official start date of LOA: _____

Return Date from LOA:

APPENDIX K**Formal Request to Withdraw**

Student Name: _____
SHP Program: _____

Date of Request: _____
Student ID Number: _____

Justification of Withdraw:

I formally request to withdraw from the SHP program listed above. I understand that I must submit this form and have it approved prior to the University's Last Day to Withdraw date. Failure to meet this deadline will result in an "F" for the courses in which I am currently enrolled.

Student's Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

Department Chair Signature: _____

Date: _____