

# **Allen College**

## **Medical Laboratory Science (MLS) Student Clinical Rotation Handbook**

**2025-2026**



Approved: 4/18/25

# Allen College Medical Laboratory Science (MLS)

## Student Handbook

Welcome to the Allen College MLS Program. To facilitate your entrance to our program, the Allen College Student Handbook is provided to inform and serve as a reference concerning regulations and outcomes. Feel free to ask for explanations if you are concerned about anything or have questions.

### **Mission**

The mission of the Medical Laboratory Science (MLS) track of the Bachelor of Health Sciences (BHS) program is based on the BHS program mission and the mission of Allen College. The MLS mission is to provide a baccalaureate-level educational program that prepares individuals for a career in the MLS profession.

### **Accreditation**

Allen College Medical Laboratory Science Program is accredited by [The National Accrediting Association of Clinical Laboratory Sciences](#) (NAACLS).

#### **National Accrediting Agency for Clinical Laboratory Sciences**

5600 N. River Rd., Suite 720

Rosemont, IL 60018-5119

(773) 714-8880

Fax: (773) 714-8886

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

<http://www.naaccls.org>

Allen College is also accredited by the Higher Learning Commission.

#### **Higher Learning Commission**

230 S. LaSalle Street, Suite 7-500

Chicago, IL 60604

(800) 621-7440

(312) 263-0456

Fax: (312) 263-7462

Email: [info@hlcommission.org](mailto:info@hlcommission.org)

[www.hlcommission.org](http://www.hlcommission.org)

## EDUCATIONAL PROGRAM POLICY

**The Educational Program may change procedures and policies regulating the program at any time. These changes take effect immediately as the program authorizes them and will apply to all students.**

If a student does not develop satisfactory qualities essential to personal and professional growth, the tenure in the program may be terminated at any time. Scholastic failure, continued absence, unsatisfactory performance, undesirable attitudes, falsification of documents, and negligence of duty are specific factors that are cause for dismissal from the program. Serious violations of program policy may also result in temporary suspension or dismissal.

## GENERAL INFORMATION

1. Per Allen College requirements, students must have a reliable internet connection, an up-to-date personal computer or laptop, and Microsoft 365 (provided by Allen College).
2. Students with a hold on their account due to missing required student information (per SOP 2-S-800-03) or unmet waiver conditions at the end of a 6-week summer session or fall/spring semester are not allowed to progress to the next session or semester without permission from the program director. Students whose progression stops because of a hold or unmet waiver may enroll in courses the next time they are offered if the hold has been cleared or the waiver conditions have been met. Students are not allowed to audit any courses that have already been completed due to changes in their plan of study because of missing required student information or unmet waiver conditions.
3. Clinical rotations will be attended regularly and on time. Attendance and promptness for all assigned rotations are imperative and will be reflected in the course grade. Each student must also provide the clinical coordinator with a clinical schedule prior to completing rotation hours at the clinical site. Any clinical time completed without prior notification will not count toward total rotation time completed.
4. Clinical rotations may be assigned at various clinical sites. Students are responsible for their own transportation.
5. When not busy in assigned clinical areas, students will study, practice clinical skills, work on computer-based competencies, or work in the Blackboard courses at the discretion of the clinical site. Cell phone use should be limited to breaks or upon approval of your supervisor. Follow the policies of your clinical site regarding use of a cell phone in the laboratory or clinical areas.
6. Parking in unauthorized areas at your clinical site may result in a fine that is the responsibility of the student. Follow parking policies of any clinical site attended.

7. Students may have food and beverages in the Allen College classrooms, as designated. If this privilege is taken advantage of and the room is littered with food wrappings, bottles, etc., all students will no longer be allowed to have food or beverages in the room. Please check with your clinical site regarding rules on food and beverages.
8. All Allen College buildings are areas shared by various education programs. An environment of sharing and respect is expected. All students will keep noise to a minimum.

### PROGRAM INFORMATION

1. Upon successful completion of the MLS program, the graduate is eligible to take the American Society for Clinical Pathology-Board of Certification (ASCP-BOC) certification exam and/or the American Medical Technologists (AMT) exam. Please check the eligibility requirements for other exams. Granting of the degree from Allen College is not contingent upon any type of external certification or licensure examination.
2. Prior to graduation, the MLS program will provide the student with the necessary information to complete the application for the ASCP-BOC and AMT certification exams.
3. The student is responsible for all certification exam fees.
4. Students may obtain National Accrediting Agency for Clinical Laboratory Science (NAACLS) standards to review for program compliance with accreditation standards. The NAACLS standards are available via the [NAACLS website](#).

### **CERTIFICATION EXAM ELIGIBILITY**

- [ASCP-BOC](#)
- [AMT](#)

## PROGRAM OPERATION

### Program Director

- Role Model
- Educator
- Advisor
- Evaluator

The program director shall be full-time and is responsible for the organization, administration, instruction, evaluation, continuous quality improvement, curriculum planning and development, directing other program faculty/staff, and general effectiveness of the MLS program. The program director evaluates and assures clinical education effectiveness. The program director also has regular and consistent contact with students, faculty, and program personnel

### Clinical Coordinator

- Role Model
- Educator
- Advisor
- Evaluator

The clinical coordinator is responsible for coordinating teaching and clinical education, evaluating program effectiveness, and maintaining appropriate communications with the program director. Other responsibilities include didactic education, clinical scheduling, and visits to clinical sites.

### Professor/Instructor

- Role Model
- Educator
- Advisor
- Evaluator

Professors and instructors are responsible for coordinating teaching and didactic education, evaluating program effectiveness, and maintaining appropriate communications with the program director.

### Clinical Liaison

- Role Model
- Educator
- Advisor
- Evaluator

Each clinical site must have a designated clinical liaison, employed by the site, who coordinates clinical experience for students. The clinical liaison is responsible for coordinating and ensuring effectiveness of clinical instruction at the site, evaluating effectiveness of clinical instruction, monitoring and evaluating students' clinical performance, and maintaining effective communication with the program director and clinical coordinator.

### Students

Students are expected to fulfill the practicum objectives and complete all assignments. Students are responsible for their own behaviors and are expected to always behave professionally and ethically.

## CURRICULUM FOR MEDICAL LABORATORY SCIENCE PROGRAM

	Credit Hours
Summer Session	
MLS 304: Urinalysis and Body Fluids	2
MLS 310: Phlebotomy and Pre-Analytical Variables	1
MLS 428: Cell Morphology	2
MLS 413: Clinical Immunology	2
MLS 437: Laboratory Math and Operations	1
Total Credits	8
Fall Semester	
MLS 441: Clinical Hematology and Hemostasis Didactic	5
MLS 441C: Clinical Hematology and Hemostasis Clinical	2
MLS 446: Clinical Chemistry Didactic	5
MLS 446C: Clinical Chemistry Clinical	2
MLS 451: Educational Development and Research Techniques	2
Total Credits	16
Spring Semester	
MLS 456: Immunohematology Didactic	5
MLS 456C: Immunohematology Clinical	2
MLS 461: Clinical Microbiology Didactic	5
MLS 461C: Clinical Microbiology Clinical	2
MLS 470: Laboratory Management	1
MLS 475: Medical Laboratory Science Review	1
Total Credits	16

The [MLS webpage](#) includes information on full-time and part-time plans.

## Curriculum

The program requires a course of study with a minimum of 40 semester credit hours delivered in summer, fall, and spring semesters. Introductory and orientation courses are initially presented. Courses covering all sections of the laboratory are followed by more interactive clinical instruction. The courses are delivered appropriately to address pre-analytical, analytical, and post-analytical components of laboratory services.

Affective, cognitive, and psychomotor domain objectives are evaluated throughout the didactic and clinical aspects of the program.

## Clinical Placement

Clinical site placement close to student's home base cannot be guaranteed. For instances when a site does not offer clinical experience necessary for student learning, accommodations will be made to:

- Place the student at an alternate clinical site
- Offer a simulation of the clinical experience

## Clinical Areas

Appropriate student clinical supervision is ensured by adhering to faculty: student ratios determined appropriate for this program.

The laboratory is conducive to learning and the clinical liaisons provide a positive influence.

1. The length of time students spend at a clinical site is scheduled to give them an adequate amount of time in all areas.
2. The students are supervised, evaluated, and provided instruction in the clinical setting which may include the program faculty and clinical liaison.
3. After demonstrating competency, students, with qualified supervision, may be permitted to perform procedures.
4. The program collaborates with a variety of clinical sites. Students will be assigned to specific clinical site(s) for the clinical rotations. It is the responsibility of the student to schedule the required number of clinical hours with the site. **If the clinical coordinator is not notified of the student's schedule prior to the student arriving at the clinical site, those clinical hours will not apply toward that rotation's tally.**
5. If a student is asked to not return to a clinical site, they may be dismissed from the program.

## **Clinical Code of Conduct**

Students have the opportunity to work in several clinical settings and with numerous patients as students at Allen College. As professionals, students are expected to keep all information entrusted to them by patients and peers in all clinical settings confidential. Patient information cannot be replicated.

During orientation, students will sign a confidentiality statement. The statement will include information specific to the legal and ethical issues related to confidentiality and will be filed in the students' academic folder at Allen College. If specific institutions request a copy of the statement, it will be duplicated and sent to the institution. Students are expected to behave in a professional manner in all clinical settings. Students are responsible for their own behavior. Examples of unacceptable behaviors include, but are not limited to: breach of confidentiality, unsafe practices, falsification of records or documentation of hours, unexcused absences, improper/unethical clinical conduct, or sexual misconduct.

Any student with evidence of clinical misconduct shall be subject to disciplinary action by Allen College. Disciplinary action shall include, but not be limited to, assignment of a failing grade for submitted work and/or an entire course, reprimand, probation, suspension or dismissal from the institution.

## **Academic Counseling**

It is the responsibility of the program faculty to guide and direct students individually or in group orientation.

Written documentation of all conferences shall be kept in the student files.

Academic guidance is facilitated by program faculty and personal counseling may be available through the Employee Assistance Program at UnityPoint Health – Allen Hospital.

## **Professional Conduct**

Professional behavior is expected of all students, both in didactic courses and during clinical rotations. Professional behavior is especially important in the presence of patients. Smoking, chewing gum, whistling, clowning, and horseplay are prohibited during clinical hours.

The AIDET model highlights what and how we need to talk with patients to help them feel safe.



# Always AIDET

## ACKNOWLEDGE

Make eye contact, smile, show a positive attitude, make the customer feel welcomed.

## INTRODUCE

Introduce yourself and manage up your co-workers.

## DURATION

Explain how long it will take.  
Keep informed of changes or delays.

## EXPLANATION

Explain what you will be doing and why.

## THANK YOU

Let the customer know you have enjoyed working with them.

*Is there anything else I can do for you?*



Always remember the five fundamentals of communication:  
Acknowledge, Introduce, Duration, Explanation, Thank You.

**Every time. Every encounter.**

**Always AIDET**



## Communication

To maintain and ensure confidentiality with students on education-based matters and to protect student identity, program faculty will only use Allen College issued email accounts or ancillary programs initiated by the program to communicate with students in an electronic medium. Please refrain from using a personal email account for communication purposes.

## Ethics and Confidentiality

The students will not divulge information relevant to the patient's medical affairs or privileged communication relative to the department or hospital affairs. The student shall judiciously protect the patient's right to privacy. The student shall not diagnose but shall provide the physician or pathologist with all information relative to the diagnosis or management of the patient. The student will need to sign a patient confidentiality statement before clinical rotations begin. Students should not discuss exams/procedures/test results in public areas. Students are not allowed to print any portion of a patient's medical record as this is a violation of HIPAA.

### **Rotation Evaluations**

Within each course with clinical hours, students are formally evaluated by at least one clinical instructor and provided with feedback regarding progress and affective behaviors. If the clinical instructor has any areas of concern, the clinical coordinator and/or the program director should be notified so remediation can begin, if necessary.

Students are encouraged to discuss any grading concerns with the faculty. At any time, students may make appointments to discuss concerns with the faculty.

### **Clinical Instructor/Site Evaluations**

The student completes course/instructor and clinical facility evaluations, as directed. These evaluations include all clinical sites. The evaluations are reviewed by the program chair to address any concerns or needs mentioned by the students. The summary evaluations are then given to the clinical liaison for review and discussion. These evaluations are completed at the end of the semester.

### **Pregnancy Policy**

The pregnancy policy is to ensure proper safety for the declared pregnant student. (Refer to the [Pregnant Student Policy](#) located on the Allen College website.)

## **Student Injuries or Exposures to Blood-Borne Pathogens**

Students who are injured or exposed to blood-borne pathogens in a clinical setting should follow the policies governing such injuries or exposures of the clinical agency. If a student is injured or exposed to blood-borne pathogens during the clinical experience, the student must report the injury or exposure immediately to the faculty member supervising the clinical experience.

### **PROCEDURE:**

- Promptly contact the faculty and/or preceptor in charge of the clinical or laboratory setting if an injury or exposure to a blood-borne pathogen occurs.
- Follow the policy of the clinical site in regards to reporting and follow up of injuries or accidents.
- The student shall be responsible for follow up examination and/or treatment after the initial evaluation. A student may refuse treatment. If treatment is refused, the "Refusal of Treatment Form" (see next page) must be signed and submitted to the Program Director as soon as possible after the event.
- Follow the policy of the clinical site in regard to evaluation of the source of an infection as appropriate for the nature of the incident.

**NOTE:** The entire "Student Injuries or Exposures to Blood-borne Pathogens in Clinical Settings" standard operating procedure is provided electronically as a separate file to the clinical sites. Please refer to it and complete the form within the procedure in the event of an injury or exposure to a blood-borne pathogen.

## **Refusal of Treatment Form**

### **Student Injuries or Exposures to Blood-borne Pathogens in Clinical Settings**

Students may refuse treatment. When the student refuses treatment they will still be required to submit a statement from a physician; a) clearance to continue clinical experiences b) resolution of the injury or plan of follow-up as warranted.

**Student's Name:**\_\_\_\_\_

**Clinical Site:**\_\_\_\_\_

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

**Clinical Liaison:**\_\_\_\_\_

## **Attendance**

Clinical rotation hours are essential to develop the necessary skills for completion of the program. Attendance is recorded to evaluate the student's skills, knowledge, and professionalism.

**The expectation for clinical rotation hours is:**

- **80 hours per course = at minimum**

**Sites may request students complete more hours than minimally required based upon student progression and performance.**

**The clinical coordinator must have written notice of clinical rotation hours prior to student completing hours.**

Lunch/Dinner times are not included on the clinical schedule. Students who wish to take a 30-minute lunch/dinner may do so; however, they need to spend an additional 30-minutes in the clinical setting. Each student will receive a 15-minute break for every 4 hours they are scheduled in the clinical setting.

**If students leave the clinical area outside of scheduled hours, they must notify an immediate site supervisor/clinical liaison. Students must e-mail the clinical coordinator if they leave clinical for any reason outside of scheduled hours. Examples – leaving early, leaving late, or leaving because you are sick. Failure to notify the clinical coordinator on the same day of departure from the site during scheduled hours will be counted as a tardy.**

If a clinical liaison or MLS faculty requests the student leave clinical due to illness or inappropriate behavior, the student must comply. The time missed will be deducted from the allotted hours for the semester.

Students who are absent 3 consecutive days or more due to illness will need to provide a medical provider's note to the clinical coordinator and the clinical site prior to resuming rotation hours.

Attendance is monitored and verified through a cloud-based software program. Students must clock in/ clock out using a computer at their clinical site. If students do not have access to a device for clocking in/out, notify a supervisor/clinical liaison immediately to verify your arrival/departure time. Students shall not use a personal electronic device to clock in/clock out.

## **Tardy and Missing Time Records**

Being tardy or missing clinical time affects the student's chances for gaining valuable clinical knowledge and demonstrating professional behaviors. A tardy is a late arrival without permission or early departure without proper notification. To receive prior permission, the student must submit a notification of absence via email to the clinical coordinator **before midnight prior to scheduled time**. Please notify the clinical site

immediately if you will be late, and then email the clinical coordinator. Failure to provide notification to the clinical site and the clinical coordinator of a late arrival will result in a tardy. Fifteen minutes is a late arrival for your rotation time.

**Example:** *If you are scheduled to be in clinical at 7:00 a.m. and clock in at 7:15 a.m., you are considered late.*

Failure to clock in or clock out are each considered as an instance of missing time records for each occurrence. Using a personal electronic device for clocking in or out is considered as an instance of missing time records for each occurrence.

**Example:** *You arrive at your clinical site and depart according to your scheduled time but fail to clock in or out. This is considered two instances of missing time records.*

Tardy instances and missing time records will be determined based on clocking in/clocking out records posted within the online timekeeping software. If a student disputes an instance of a tardy or missing time records, documentation will need to be sent by the clinical liaison providing information about the situation that caused the tardy or missing time record instance.

**Tardy instances and/or missing time records will affect the student's clinical rotation hours grade in the applicable course as listed below:**

On your **third tardy or missing time records instance** your grade will be lowered **5 points**.

On your **fourth tardy or missing time records instance** your grade will be lowered **7 points**.

On your **fifth tardy or missing time records instance** your grade will be lowered **10 points**.

On your **sixth tardy or missing time records instance** your grade will be lowered **12 points**.

On your **seventh tardy or missing time records instance** your grade will be lowered **15 points**.

**Eight or more tardy or missing time records instances will result in a 20 point reduction in grade and the student must meet with the MLS program director.**

## **Absence**

Being absent affects the student's chances for gaining valuable clinical knowledge and demonstrating professional behaviors.

If you are ill or cannot attend clinical, it is the student's responsibility to notify the clinical site and the clinical coordinator. Leaving a voice mail is acceptable, but e-mail is preferred. If the clinical site and the clinical coordinator are not notified within the first two hours of your scheduled time, this will be counted as a no call/no show. **Failure to notify**

the clinical site and the clinical coordinator will result in a No Call/No Show Penalty of a reduction of three percentage points per incident on the total course grade.

The allotted hours are recommended to be used for illness and emergency situations. Any time missed may be rescheduled at the discretion of the clinical coordinator and the clinical site. The clinical rotation hours grade in the applicable course will be affected as follows:

Over <b>8 hours</b>	will lower the grade	<b>10%</b>
Over <b>10 hours</b>	will lower the grade	<b>20%</b>
Over <b>12 hours</b>	will lower the grade	<b>30%</b>
Over <b>14 hours</b>	will lower the grade	<b>40%</b>
Over <b>16 hours</b>	will lower the grade	<b>50%</b>

**Absences resulting in over 16 hours of time missed from a clinical time may result in dismissal from the program.**

Students who are absent 3 consecutive days or more due to illness will need to provide a medical provider's note to the clinical coordinator and the clinical site prior to resuming rotation hours.

Unusual circumstances may be individually evaluated by the Admission, Progression and Graduation Committee upon the student's written request.

### **Time off**

Time will not be deducted from student time if documentation is provided in the form of a signed letter on formal letterhead/stationary form for the following situations:

1. Military obligations- requires documentation of orders, extended absences will need to be reviewed by the MLS faculty.
2. An attorney, judge or police official in the case of a legal emergency.
3. 1 day is allowed for jury duty/court appearances.

The **bereavement policy** is as follows:

1. Five consecutive clinical days are allowed for the funeral of your spouse/domestic partner, mother, father, or child. One of these days must include the day of the funeral.
2. Three consecutive clinical days are allowed for the funeral of your brother, sister, stepbrother, stepsister, stepparent, stepchild, grandparents, grandchildren, mother- or father-in-law, brother- or sister-in-law, son- or daughter-in-law, foster children, or any relative who resides with you at the time of death. One of these days must include the day of the funeral.
3. One day is allowed to attend the funeral of your nephew, niece, uncle or aunt, great grandparents, step-parent-in-law, or grandparent-in-law.
4. Documentation showing attendance at the funeral may be required at the discretion of the MLS Program Director.

If bereavement leave occurs during a clinical rotation, rotation hours may need to be rescheduled depending on the number of involved hours.

### **Internet Connection**

Per Allen College requirements, students must have a reliable internet connection while in the MLS program. If a student is traveling for personal reasons, they are expected to make arrangements to have access to a reliable internet connection. Personal travel with unreliable internet access should be limited to no more than a week. If a student is traveling for personal reasons for more than a week and reliable internet access cannot be guaranteed, the student should consider the following suggestions to determine the appropriate action:

- Contact the Allen College Instructional Designer for questions about learning management system access
- Contact UnityPoint Health (UPH) Information Technology about email and UPH network access
- Take any affected class(es) the next time they are offered (e.g., changing to part-time or taking a leave of absence)

Unreliable internet access is not considered a valid excuse for missing course deadlines. For unexpected situations, waiving grading policies and deadlines may be considered with supporting documentation.

### **Holidays**

Clinical rotation days should not be scheduled during holidays observed by Allen College. These include, but are not limited to:

Martin Luther King, Jr. Day  
Spring Break (week of)  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving (week of)

Check with the program director if you have any questions about scheduling hours on college holidays.

### **Weather Attendance Requirements**

When severe weather is upon us and Allen College is not canceled there are three options available to you:

- Arrive and depart at your normal hours.



- Adjust your schedule to make up the time you miss.
- If the time is not made up, it will go toward your absent time.

If you plan on making up the time you missed **you must document in writing to the clinical coordinator** that you intend to make up the time and when you will make up the time. If you do not inform the clinical coordinator of the intent of making up time, in writing (by e-mail preferred), this will go toward your absent time.

If you depart early/arrive late to/from the clinical site due to bad weather, please inform the clinical site and the clinical coordinator (state that the weather is the reason). Failure to notify the clinical site and the clinical coordinator within the first two hours will be considered a no call/no show, and the clinical rotation grade will be adjusted according to the no call/no show policy previously mentioned. Failure to notify the clinical coordinator of early departure on the same day will be counted as a tardy. We expect you to use your best judgment when it comes to bad weather.

### **Weather Delays/ Cancellations**

Late starts, cancellations, and early dismissals for the Allen College MLS program will be posted on the Allen College website: [www.allencollege.edu](http://www.allencollege.edu). It is the student's responsibility to check the weather announcement icon on the Allen College Website for late starts, cancellations, and early dismissals any time there is inclement weather.

Once the delay, dismissal, or cancellation has been posted on the Allen College website, the student is responsible for accessing this notification. Weather delays, dismissals, and closings by the MLS Faculty are designed for the student's safety in mind and those students who leave or do not come will not have the time count against them.

### **Religious or Spiritual Practice Accommodations**

Students may request breaks at specific times during rotations to perform religious or spiritual practices. Such requests will be considered by the clinical site(s) based on their policies. Allen College cannot guarantee that all requests will be granted.

### **Guidance for Clinical Training**

#### *Clinical Laboratory Experience*

According to the Body of Knowledge<sup>1</sup>, at entry level, a medical laboratory scientist is expected to be able to:

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<sup>1</sup> ASCLS Body of Knowledge, Clinical Laboratory Science, 2015

- Perform the full range of clinical laboratory tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics, and play a role in the development and evaluation of test systems and interpretive algorithms
- 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
- Possess basic knowledge, skills, and relevant experiences
  - Application of safety and governmental regulations and standards as applied to clinical laboratory science
  - Principles and practices of professional conduct and the significance of continuing professional development
  - Communications sufficient to serve the needs of patients, the public, and members of the health care team
  - Principles and practices of administration and supervision as applied to clinical laboratory science
  - Educational methodologies and terminology sufficient to train / educate users and providers of laboratory services
  - Principles and practices of clinical study design, implementation, and dissemination of results

In cases where a student has laboratory experience (i.e., MLT certification, work history in a clinical laboratory), the [Granting Academic Credit for Prior Learning](#) (CPL) policy may be used. The CPL process is directed to prospective or admitted students who currently work in a laboratory setting or have obtained medical laboratory technician (MLT) certification prior to attending the Allen College MLS program. The CPL process involves evaluating current and/or post-degree work experience against specific program objectives. Students with current experience and/or MLT certification can earn credit for the Phlebotomy and Pre-Analytical Variables course, and student with MLT certification may also be eligible to earn credit that satisfies clinical rotation requirements in hematology, clinical chemistry, microbiology, and immunohematology.

The MLS ASCP-BOC<sup>2</sup> exam must be passed to be certified. Students who plan to work in states with licensure should review the licensure requirements for that state. The main objective of any MLS program is to prepare an entry level laboratory professional capable of both working and passing the certification exam.

### *Payment*

NAACLS<sup>3</sup> Standards state, “Students may not be substituted for regular staff during their student experiences.”

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<sup>2</sup> American Society of Clinical Pathology – Board of Certification

<sup>3</sup> National Accrediting Agency for Clinical Laboratory Science, May 2024

This means that students are not allowed to replace paid employees while in clinical rotations, nor should a clinical site decrease paid staff FTEs with the expectation that students will perform service work.

If a student is an employee at the clinical training facility, there should be clear lines between service work and paid work if for no other reason than liability and compliance with accreditation (NAACLS) standards. When a student is a student, liability is carried by the college. When a student is working for an employer, the liability is carried by the employer.

If a student is employed by a clinical site, the Allen College MLS program recommends that the student work in the capacity of a phlebotomist, a lab assistant, or a clerical support position outside of the hours allotted for clinical practical experience. If a student has successfully completed both the didactic and rotation coursework for a specific department, the student could be hired to work in that department as an uncertified, entry level MLS; as long as this meets the guidelines of the hiring institution and service work hours do not interfere with rotation hours. While there is no NAACLS Standard regarding the number of hours a student can work while attending a MLS program, recommendations from other programs indicate 20-25 hours is reasonable; however, this is a decision that rests with the student.

## **Dress Code**

### **General Information**

All students shall exhibit dress that is appropriate and professional by adhering to the uniform and dress code set by Allen College and affiliating agencies. If at any time, the affiliating institution policy and the Allen College policy seem in conflict, the student shall adhere to the clinical site's policy.

### **Uniform – Clinical Site Attire**

- Scrubs of any color are allowable, but it is recommended to follow the dress code of the clinical affiliate if a scrub color is designated. Business casual is allowed (no jeans, shorts, or capris), if it meets the dress code of the clinical affiliate.
- Scrubs must be in good repair at all times and be replaced before evidence of wear detracts from the overall general appearance of the student.
- Scrubs must fit in a manner that allows freedom of movement without evidence of excessive pulling or wrinkling.
- Undergarments must be worn but must not be visible or identifiable by outline or color.
- Hoodies or hooded sweatshirts are not allowed.
- Shoes and socks must comply with the dress code policy at the clinical site. Shoes shall be kept clean and in good repair. Canvas shoes are not allowed. Crocs are allowed only if they do not have holes.
- The students' I.D. Badge must be worn at all times when in the hospital/clinical area and be clearly visible. It must be replaced immediately if it is lost or there is a name change.

### **Jewelry/Tattoos –Clinical Sites**

- Earrings/Piercings: Earrings must be button-style in patient care areas. Facial piercings are allowed if they don't pose a risk to patient or team member safety.
- Necklaces, rings, and additional jewelry: All jewelry worn must not interfere with patient or team member safety
- Tattoos: Tattoos containing inappropriate or discriminatory content must be covered. Clinical Site – Follow the policy on jewelry and tattoos as dictated by the clinical site. Speak to your clinical liaison for guidance.

### **Hairstyles – Clinical Sites**

Hair must be neat and clean. Hair should not obstruct the student's view or come in contact with patients. Mustaches, sideburns, and beards must be short and neatly trimmed.

### **Cosmetics – Clinical Sites**

Cosmetics shall be used in moderation. Excellent personal hygiene is an expectation of all team members. To avoid offensive body odors and accumulation of bacteria, frequent bathing/showering and use of effective deodorant is essential. Body odor is

unacceptable. Clothing, uniforms, scrubs, and hair should not smell of smoke, chemicals, or strong perfume. Strong perfumes/colognes/lotions are not permitted.

Fingernails shall be kept short and clean. Artificial nails are not permitted in any patient area. The hand hygiene policy may apply at certain clinical sites.

### **Gum Chewing**

Gum chewing is prohibited.

Students who do not meet the criteria for proper dress code will be suspended from the facility until compliance with dress code is established. A minimum of 2 hours will be deducted from the rotation course (clinical). If a student cannot find their Allen Student Name badge, they will need to request a new one, in person, in the Human Resources Department at Allen Hospital.

### **Teach-Out Plan**

#### Partial Closure (e.g., Dissolution of a Track of Study)

If a track of study is dissolved, existing students within the track will be allowed to complete their course of study within the program. No additional students will be admitted to the track once it has been dissolved.

#### Total Closure

In the event of program closure, admissions will be suspended. Students admitted to the program but who have not started will be notified and advised of alternative programs. Students within the program will be allowed to complete program requirements according to their existing plan of study.

#### Catastrophic Event

Since the didactic portion of the program is delivered online with the content housed on a server external to the Allen College – UnityPoint Health campus, a catastrophic event to the campus should not significantly affect course delivery. Should the online delivery system be incapacitated, the disaster plan of the college will be followed. In the event a catastrophic event occurs that results in an interruption of the college's ability to operate the campus, the program will move any scheduled labs to the facility that houses the free clinic operated by the college.