

# Medical Laboratory Science Program Student Handbook

2022 – 2023 Academic Year



Centenary University  
400 Jefferson Street  
Hackettstown, NJ 07840

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## WELCOME

Welcome to the Centenary University Medical Laboratory Science (MLS) Program. The MLS program is a four-year course of study culminating in a Bachelor of Science in Medical Laboratory Science degree and in eligibility for certification through the American Society for Clinical Pathology (ASCP).

The purpose of this Student Handbook is to compile the various policies and procedures that specifically apply to the students in the Medical Laboratory Science (MLS) program. Centenary University policies can be found and reviewed in detail in other University publications such as the Student Handbook and the Undergraduate Catalog. The MLS Student Handbook does not supersede any official University policy, publication, or procedure. The student is responsible to review and follow all rules and regulations of the University and the MLS program.

Centenary University Student Handbook:

<https://www.centenaryuniversity.edu/student-life/residence-life/>

Centenary University Catalog:

<https://www.centenaryuniversity.edu/academics/university-catalog/>

Centenary University Medical Laboratory Science Program handbooks:

<https://www.centenaryuniversity.edu/MedLabScience>

Note: The MLS program director and faculty reserve the right to make changes to the content of this Student Handbook at any time and provide public notification of the changes as deemed necessary.



## **CENTENARY UNIVERSITY ADMINISTRATION**

**Dr. Bruce Murphy**, President

**Claudia Izzi**, Assistant to the President & Assistant Secretary to the Board

**Dr. David P. Dauwalder**, Interim Vice President of Academic Affairs, Chief Academic Officer

**Dr. Robert L. Miller, Jr.**, Vice President for Enrollment Management

**Kerry Mullins**, Vice President for Student Life and Dean of Students

**Denton Stargel**, Vice President for Business & Finance, Chief Financial Officer

**Karen DiMaria**, Vice President for University Advancement

**Sharon Ainsley**, Chief Information Officer

**Dr. Lauren Bergey**, Dean, School of Natural, Health, Social and Behavioral Sciences

## MEDICAL LABORATORY SCIENCE PROGRAM FACULTY

### **MLS Program Director, Director of Health Sciences, Assistant Professor of Health Science:**

Craig L. Fuller, PhD, MT(ASCP)

[craig.fuller@centenaryuniversity.edu](mailto:craig.fuller@centenaryuniversity.edu)

Office: Trevorrow T-224

Phone: (908) 852-1400 ext. 2409

### **Clinical Coordinator:**

Tammy Quasius, BS, MLT (ASCP)

[tammy.quasius@centenaryuniversity.edu](mailto:tammy.quasius@centenaryuniversity.edu)

Laboratory Manager

Office: Trevorrow T-225

Phone: (908) 852-1400 ext. 2765

### **Adjunct Instructors:**

Vicki Wille, BB(ASCP) SBB(ASCP)

[vicki.wille@centenaryuniversity.edu](mailto:vicki.wille@centenaryuniversity.edu)

Blood Bank Supervisor

Hackettstown and Newton Medical Centers, Atlantic Health System

Edwina Cariati, MS, MLS(ASCP)<sup>CM</sup>

[edwina.cariati@centenaryuniversity.edu](mailto:edwina.cariati@centenaryuniversity.edu)

Laboratory Outreach Manager

CentraState Medical Center

## MEDICAL LABORATORY SCIENCE PROGRAM ADVISORY BOARD

**Janice Craig, MS, BS, MT(ASCP), SC**

Supervisor, Clinical Laboratory, Atlantic Consolidated Laboratory

**Drew J. Minardi, MPA, MA, MT(ASCP)BB, PBT, MLA, DPT, CQA(ASQ)**

Assistant Manager, Laboratory Education and Research, Atlantic Health System

**Joann Rittersbach, MT(ASCP)**

Educational Liaison Manager, Department of Laboratory Medicine, Memorial Sloan Kettering Cancer Center

**Norine A. Schenck, BS, MT(ASCP), SM**

Lab Administrative Director, St. Luke's University Health Network – Easton Hospital

**Lisa Shave, MS, MLS (ASCP)<sup>CM</sup> SBB<sup>CM</sup>**

Medical Laboratory Technology Program Coordinator and Assistant Professor,  
Mercer County Community College

**Evonne Scott, MLS - *Centenary University Alumna***

MLS II, Blood bank, Overlook Medical Center, Atlantic Health System

### **Ex Officio Members**

**Lauren Bergey, PhD**, Dean of the School of Natural, Health, Social and Behavioral Sciences,  
Centenary University

**Tammy Quasius, BS, MLT (ASCP)**, Laboratory Manager, Centenary University

## MEDICAL LABORATORY SCIENCE PROGRAM CLINICAL AFFILIATES

Contact information for these clinical facilities will be provided to the students when they enroll in clinical practicum courses.

### **Atlantic Health Systems:**

Atlantic Consolidated Laboratory, Morris Plains, NJ  
Hackettstown Medical Center, Hackettstown, NJ  
Newton Medical Center, Newton, NJ

### **St. Clare's Health System/Prime Healthcare:**

St. Clare's Denville Hospital, Denville, NJ  
St. Clare's Dover Hospital, Dover, NJ

### **St. Luke's University Health System**

St. Luke's Core Laboratory, Bethlehem, PA



## ACCREDITATION STATEMENT

The Medical Laboratory Science program at Centenary University is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Initial accreditation was received in April 2022 for 5 years.

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

5600 N. River Road #720 Rosemont, IL 60018

Phone: (773) 714-8880

Fax: (773) 714-8886

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

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

## DESCRIPTION OF THE MEDICAL LABORATORY SCIENTIST PROFESSION (NAACLS)

The medical laboratory scientist is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory scientists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory scientist has diverse and multi-level functions in the principles, methodologies and performance of assays; problem-solving; troubleshooting techniques; interpretation and evaluation of clinical procedures and results; statistical approaches to data evaluation; principles and practices of quality assurance/quality improvement; and continuous assessment of laboratory services for all major areas practiced in the contemporary clinical laboratory. Medical laboratory scientists possess the skills necessary for financial, operations, marketing, and human resource management of the clinical laboratory.

Medical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education.

Medical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Details obtained from: <https://www.naacls.org/NAACLS/media/Documents/2012Standards.pdf>

## PROGRAM OVERVIEW

### Program Mission

The mission of the Medical Laboratory Science Program at Centenary University is to educate, to develop and to prepare the next generation of laboratory professionals. The curriculum of this program will emphasize foundational and clinical experiences to ensure that these graduates will be able to serve effectively in managerial, educational and research roles within their institution. The overarching theme of this program is to provide a dedicated program for the knowledge and skills for practicing professionals and to promote life-long learning and a culture of service.

### Program Goals

The goal of the Medical Laboratory Science Program at Centenary University is to provide a comprehensive undergraduate program, which will prepare technically and scientifically competent graduates to enter the clinical laboratory profession. MLS Program faculty and clinical educators are dedicated to:

- Provide exceptional quality academic and clinical experiences that ensures high quality patient care and respect of patient's rights
- Provide a learning environment to promote service within the community and the profession and to promote a mindset of continuous education and mentorship
- Provide educational and growth opportunities in the classroom, in the laboratory and in the public domain

### Program Outcomes

Upon the completion of the Medical Laboratory Science Program at Centenary University, the graduates will be able to:

- Describe and perform appropriate specimen collection and processing, testing and evaluation, appropriate reporting of results and corrective actions, if warranted
- Describe and perform appropriate analytical testing on all body fluids or cells
- Correlate laboratory values with health and disease states, discern testing errors and provide effective corrective measures
- Illustrate quality control and quality assurance measures to determine the validity and reliability of current testing methodology and to evaluate new techniques, instruments, and methodologies
- Demonstrate professional behavior and proper interpersonal skills with patients, laboratory personnel and other health care professionals
- Practice applicable governmental regulations and laboratory procedures to ensure laboratory compliance
- Demonstrate principles of operational, financial, and human resource management
- Appraise research design strategies and published studies
- Discuss the components of educational methodologies and recognize the importance of continual professional development in the role of a laboratory professional

### NAACLS Program Assessment Data

- Students are expected to meet or exceed the national pass rate of national MLS certification examination. (ASCP BOC Exam Pass Rate)
- Program graduates are expected to be employed within 12 months of graduation. (Placement Rate)

NAACLS Program Assessment data can be found on the Centenary University Medical Laboratory Science website at: <https://www.centenaryuniversity.edu/MedLabScience>.

## ENTRY LEVEL COMPETENCIES OF THE MEDICAL LABORATORY SCIENTIST (NAACLS)

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.

Details obtained from: <https://www.naacls.org/NAACLS/media/Documents/2012Standards.pdf>

## **AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE (ASCLS) CODE OF ETHICS**

### **PREAMBLE**

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

### **I. DUTY TO THE PATIENT**

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

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

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

### **II. DUTY TO COLLEAGUES AND THE PROFESSION**

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

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

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

### III. DUTY TO SOCIETY

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

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

### PLEDGE TO THE PROFESSION

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

Details obtained from: <https://www.ascls.org/about-us/code-of-ethics>

## PROFESSIONALISM

Medical Laboratory Science students will conduct themselves in a manner consistent with the ideals of clinical laboratorians and with professionalism. Examples of this behavior include:

1. Honoring the confidentiality of the patient\*
2. Complying with all University and clinical affiliate policies and regulations
3. Willingness to work with others in a positive manner
4. Supporting continuing education
5. Demonstrating ethical and moral attitudes and principles

Because of the nature of laboratory work, laboratory personnel must maintain high ethical standards. If a student is found cheating or conducting himself/herself in a manner, which is not appropriate to the profession, he/she will be terminated from the program.

\* All MLS students will be required to complete a training course on The Health Insurance Portability and Accountability Act (HIPAA) of 1996 and be required to follow all regulations under this legislation.



## PROGRAM CURRICULUM

The Medical Laboratory Science program curriculum was designed to be completed in four years and prepare students to pass the American Society of Clinical Pathology (ASCP) Board of Certification (BOC) exam.

### BACHELOR OF SCIENCE IN MEDICAL LABORATORY SCIENCE REQUIRED COURSES

<b>University Core Requirements Prerequisites*</b>		<b>Credit Hours</b>
CORE 1105	CU Value I: First Year Seminar	4
BIO 1205	CU Value I: Nature of Work in the Sciences	2
CORE 1305	CU Value I: Wellness	2
COM 2001	CU Value II: Public Speaking	4
WRI 1001/2	CU Value II: Composition and Rhetoric	2
WRI 2200	CU Value II: Intensive Research Writing I	2
WRI 2210	CU Value II: Intensive Research Writing II	2
BIO 1150	CU Value IV: General Biology I	†
MTH 1501	CU Value III: Statistics I	†
CORE	CU Value IV: Arts – History/Appreciation	4
BIO 4300	CU Value IV: Bioethics	†
CORE	CU Value IV: Global Culture	4
<b>Medical Laboratory Science Prerequisites</b>		<b>Credit Hours</b>
BIO 1301/1101	CU Value III: General Biology I and Lab	3/1 <sup>†</sup>
BIO 2300	Medical Terminology	2
BIO 2302/2102	Anatomy & Physiology I and Lab	3/1
BIO 2303/2103	Anatomy & Physiology II and Lab	3/1
BIO 3301/3101	Genetics and Lab	or
BIO 3310/3110	Cellular and Molecular Biology and Lab	3/1
BIO 3304/3104	Microbiology and Lab	3/1
BIO 4300	CU Value IV: Bioethics	4 <sup>†</sup>
CHM 1302/1102	General Chemistry I and Lab	3/1
CHM 1303/1103	General Chemistry II and Lab	3/1
CHM 2300/2100	Organic Chemistry I and Lab	3/1
CHM 4200	Biochemistry	4
MTH 1501	CU Value III: Statistics I	4 <sup>†</sup>
MTH 1600	Pre-Calculus	4

\*CU Value are the Centenary University Core Courses

<sup>†</sup>Credit for these Core courses are assessed in the MLS prerequisite category.

<b>Medical Laboratory Science Required Courses</b>		<b>Credit Hours</b>
MLS 2000	Clinical Laboratory Operations	2
MLS 3100	Body Fluids	2
MLS 3201/3101	Hematology I	2/1
MLS 3202/3102	Clinical Chemistry I	2/1
MLS 4000	Lab Management and Education	2
MLS 4201/4101	Hematology II	2/1
MLS 4202/4102	Clinical Chemistry II	2/1
MLS 4303/4103	Clinical Immunology	3/1
MLS 4304/4104	Immunochemistry	3/1
MLS 4405/4205	Clinical Microbiology	4/2
MLS 4600	Molecular Diagnostics	2
MLS 4800	Clinical Competency Review	1
MLS 4910	Topics in Medical Lab. Science	1
MLS 4920	Clinical Practicum - Hematology	3
MLS 4930	Clinical Practicum - Chemistry	3
MLS 4940	Clinical Practicum - Immunochemistry	3
MLS 4950	Clinical Practicum - Microbiology	3
Total MLS credits		48
<b>Total Degree credits</b>		<b>126</b>

## FOUR-YEAR SEQUENCE FOR BACHELOR OF SCIENCE IN MEDICAL LABORATORY SCIENCE

Term	Course #	Title	Credits
<b><u>YEAR 1 (FALL)</u></b>			
	BIO 1301/1101	General Biology I (CU Value III)	3/1
	CHM 1302/1102	General Chemistry I**	3/1
	BIO 1205	Nature of Work in the Sciences (CU Value I)	2
	CORE 1305	Wellness (CU Value I)	2
	MTH 1600	Pre-Calculus**	4
<b><u>YEAR 1 (SPRING)</u></b>			
	BIO 2300	Medical Terminology	2
	CHM 1303/1103	General Chemistry II	3/1
	CORE 1105	First Year Seminar (CU Value I)	4
	COM 2001	Public Speaking (CU Value II)	4
	WRI 1001/2	Composition and Rhetoric (CU Value II)	4
<b><u>YEAR 2 (FALL)</u></b>			
	BIO 2302/2102	Anatomy & Physiology I	3/1
	CHM 2300/2100	Organic Chemistry I	3/1
	MTH 1501	Statistics I (CU Value III)	4
	WRI 2200	Intensive Research Writing I (CU Value II)	2
<b><u>YEAR 2 (SPRING)</u></b>			
	BIO 2303/2103	Anatomy & Physiology II	3/1
	BIO 3301/3101	Genetics	3/1
	BIO 4300	Bioethics (CU Value IV)	4
	MLS 2000	Clinical Laboratory Operations	2
	WRI 2210	Intensive Research Writing II (CU Value II)	2
<b><u>YEAR 3 (FALL)</u></b>			
	BIO 3304/3104	Microbiology	3/1
	CHM 4200	Biochemistry	4
	CORE	Global Culture (CU Value IV)	4
	CORE	Arts – History or Appreciation (CU Value IV)	4
<b><u>YEAR 3 (SPRING)</u></b>			
	MLS 3100	Body Fluids	2
	MLS 3201/3101	Hematology I	2/1
	MLS 3202/3102	Clinical Chemistry I	2/1
	MLS 4303/4103	Clinical Immunology	3/1
	MLS 4600	Molecular Diagnostics	2

**YEAR 4 (FALL)**

MLS 4201/4101	Hematology II	2/1
MLS 4202/4102	Clinical Chemistry II	2/1
MLS 4304/4104	Immunochemistry	3/1
MLS 4405/4205	Clinical Microbiology	4/2
MLS 4800	Clinical Competency Review	1

**YEAR 4 (SPRING)**

MLS 4000	Lab Management and Education	2
MLS 4910	Topics in Medical Laboratory Science	1
MLS 4920	Clinical Practicum - Hematology	3
MLS 4930	Clinical Practicum - Chemistry	3
MLS 4940	Clinical Practicum - Immunochemistry	3
MLS 4950	Clinical Practicum - Microbiology	3

*Students are strongly advised to adhere strictly to this course sequence. This sequence is designed to ensure that the pace of your training is manageable and practicum opportunities are available when needed. Any deviation from this sequence may result in not completing the program on time and may impact your full-time status and financial aid.*

*ALL students will be required to sign a statement of responsibility indicating that they are aware of all possible outcomes for not adhering to the sequence and that they accept all programmatic and financial responsibilities for making alterations to this sequence or any specially made program for them by the University.*

**CATALOG**

Students are governed by the catalog in the year they were admitted to Centenary University. This applies to first-time students and readmitted students (readmit date determines the catalog year). If a student feels that a subsequent catalog would provide them with an advantage, they may request to the Registrar's Office to be moved to a more recent catalog. A student may not request to be governed by a previous, or older, catalog.

## ADMISSIONS POLICIES

### **Centenary University Nondiscrimination Policy**

Centenary University is committed to maintaining an academic and workplace environment free from all forms of unlawful sexual, sex-based and gender-based harassment, discrimination, or retaliation. Centenary University is an Equal Opportunity and Affirmative Action Employer. Centenary adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Centenary does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, creed, color, religion, disability, veteran status, gender, age, marital status, sex, sexual orientation, gender identity or expression, pregnancy, genetic information, citizenship, ethnic or national origin, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any resolution process on campus, within the Equal Employment Opportunity Commission, or other human rights agencies. The Director of Human Resources and Title IX Coordinator coordinates Centenary's efforts to comply with any and all federal and state laws that prohibit discrimination on the basis of one or more of the protected characteristics listed above. Contact information, applicable laws, and complaint procedures are included on Centenary University's statement of nondiscrimination available at: <https://www.centenaryuniversity.edu/human-resources/title-ix-webpage/> .

### **Title IX Policy**

Centenary University complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Centenary University has designated Christine Rosado, Director of Human Resources, to serve as the Title IX Coordinator, and Susan Dunham, Senior Human Resources Generalist to serve as the Deputy Title IX Coordinator. Both individuals are available to any student, faculty, or member of the staff seeking additional information, support, or wishing to file a complaint related to sexual harassment, discriminatory harassment, dating and domestic violence, sexual assault and stalking. The Director of Human Resources also serves as the Equal Employment Opportunity officer for the University, and is the resource available to anyone seeking additional information or wishing to file a complaint.

The Title IX Coordinator and Deputy Coordinator are located in the Human Resources Office and can be reached at 908-852-1400 x2334 and at 908-852-1400 x2364, respectively.

A person may also file a complaint with the Department of Education's Office for Civil Rights (<https://www2.ed.gov/about/offices/list/ocr/know.html?src=ft>) regarding an alleged violation of Title IX by visiting the U.S. Department of Education's website or calling 800-421-3481. The Title IX Policy, contact details and student brochure are available at: <https://www.centenaryuniversity.edu/human-resources/title-ix-webpage/>

## **Technical Standards and Essential Functions**

The MLS Program curriculum requires students to participate in diverse, complex and specific experiences critical to the acquisition and practice of essential laboratory professional skills and functions; all culminating in eligibility for certification and licensure as a medical laboratory scientist. Unique combinations of cognitive, psychomotor, affective, physical, and social abilities are required to perform these functions satisfactorily. These standards and functions are necessary to safeguard the health and safety of self, patients, and colleagues. The Technical Standards are knowledge, skill, and attitude/behavioral requirements necessary for successful matriculation through the MLS program. These skills also necessary to establish and demonstrate competence in a discipline as complex as diagnostic laboratory medicine. The National Accrediting Agency for Clinical Laboratory Sciences (<http://www.naacls.org>) be made available to prospective students and to the public. The Technical Standards and Essential Functions for the Medical Laboratory Science program are:

### Psychomotor Skills (Gross and Fine Motor Skills)

Students must be able to:

- Move freely from one location to another in physical settings, including classrooms, laboratories, medical laboratories and healthcare facilities
- Operate equipment in the laboratory or healthcare facility
- Lift and move objects of at least 20 pounds
- Demonstrate adequate coordination to perform delicate and controlled manipulations of specimens, instruments, and tools
- Demonstrate the ability to grasp and release small objects safely, such as microscope slides or test tubes
- Perform fine motor movements, such as twisting and turning dials on a microscope
- Manipulate other laboratory materials using pipettes and forceps in order to complete tasks successfully

### Cognitive Skills (Knowledge, Understanding and Acuity)

Students must be able to:

- Apply knowledge, skills, and values previously learned to new situations
- Measure, calculate, analyze, and evaluate information
- Apply theory to practice and test performance to ensure quality outcomes
- Demonstrate satisfactory cognitive (mental) abilities and effective learning practices to integrate the detailed and complex material presented in the MLS curriculum
- Learn through a variety of modalities including, but not limited to, classroom instruction, small group, collaborative activities, individual study, and the use of computer technology
- Demonstrate capacity to perform these problem-solving skills in a timely fashion
- Comprehend three-dimensional relationships and to understand the spatial relationships of structures

- Identify and distinguish objects macroscopically and microscopically
- Read charts, graphs, and instrument scale
- Distinguish specific details, including structure, texture and color
- Demonstrate sufficient depth perception and spatial awareness and temperature discrimination to perform laboratory tasks efficiently and safely
- Work safely with mechanical, electrical, chemical, radiologic, and biological hazards
- Follow prescribed procedures for working with hazards
- Recognize and respond to safety issues appropriately
- Identify emergency situations and take appropriate actions

### Affective Skills (Attitudes, Communication and Emotions)

Students must be able to:

- Show respect for self and others
- Project an image of professionalism, including appearance, dress, and self-confidence
- Demonstrate personal integrity and honesty
- Examine and adjust personal behavior when it interferes with productive individual or peer relationships
- Possess skills and experience necessary for effective and harmonious relationships in diverse academic and work environments
- Demonstrate the physical and emotional stamina to function in a professional manner in the hospital, classroom and laboratory settings
- Perform physically and mentally taxing tasks during long work hours
- Contribute to collaborative learning situations
- Accept constructive feedback from others and make appropriate positive modifications
- Adapt to changing environments
- Communicate effectively and tactfully in English (written and spoken)
- Comprehend and respond to both formal and colloquial English, by person-to person, telephone, and written communication by electronic mail
- Assess appropriately nonverbal and verbal communication with patients, healthcare professionals and faculty
- Communicate respectfully and in a productive manner in stressful conditions
- Respond to others in a collegial and respectful manner
- Identify emergency situations and take suitable actions
- Maintain appropriate, respectful, and effective relationships with patients, colleagues, faculty and other healthcare professionals in all situations, including highly stressful times
- Demonstrate emotional stability to perform tasks effectively under stress and to adapt to a rapidly changing environment without warning

## Professional skills

Students must be able to:

- Follow written and verbal directions
- Work independently and with others, as directed, and under time constraints
- Maintain composure under stressful circumstances or during heavy workload
- Prioritize requests and work concurrently on at least two different tasks
- Maintain alertness and concentration during a normal work shift
- Abide by professional standards of practice
- Possess qualities that include compassion, empathy, integrity, honesty, responsibility and tolerance
- Engage in patient care delivery in all settings and deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients and vulnerable children or adults
- Accept responsibility for learning, exercising good judgment, and promptly complete all responsibilities efficiently and accurately
- Take corrective action based on instructor or preceptor feedback and guidance

Students with documented disabilities who may require accommodations to meet these Technical Standards should contact the Disability Services Office for assistance.

### **ADA Accommodations**

Disability Services Office (DSO) is responsible for coordinating support services for students who experience disabilities. To access support services, students must contact DSO and provide current disability documentation that supports the requested services. All documentation must be submitted electronically to the DSO ([dso@centenaryuniversity.edu](mailto:dso@centenaryuniversity.edu)) in a timely manner; this documentation should not be sent to the faculty on record. Additional information may be accessed online at: <https://www.centenaryuniversity.edu/academics/disability-services/>.

### **Admission Requirements for Medical Laboratory Science Program**

Students who apply to the baccalaureate medical laboratory science major and who qualify for admissions to Centenary University at the baccalaureate level are admitted as medical laboratory science majors. Only students who successfully complete all Medical Laboratory Science prerequisites and courses/clinical rotations in accordance with university policy and Medical Laboratory Science Student Handbook and Clinical Practicum handbook will be eligible to graduate with Bachelor of Science in Medical Laboratory Science and be eligible to become certified through ASCP. Graduation is not dependent on passing the ASCP Board of Certification Exam.



## **Selection Process in Admissions**

Centenary University requires first-time freshman to have a minimum high school GPA of 2.4 or above and a university-preparatory curriculum. SAT or ACT scores may be submitted to support the application decision, but are not required. All incoming freshmen must take a math and chemistry placement test prior to the first courses in order to place students in the appropriate level math and chemistry class.

A student wishing to transfer to Centenary University should have a cumulative GPA of 2.00 or above. For students who hold degrees beyond a bachelor's degree, the GPA from the last degree earned will be considered for admission. In addition to following the regular admissions procedure, the transfer applicant must arrange to have official transcript(s) of college/university grades and course descriptions forwarded to the Transfer Admissions Office for evaluation of transfer credit. Transfer course equivalencies for New Jersey community colleges can be viewed at: [www.njtransfer.org](http://www.njtransfer.org).

Once the student has been admitted into the University, the admissions counselor will help the student declare a major and the student is informed of any technical standards for that program. The MLS program technical standards are published here in the Centenary University MLS Student Handbook and are available on the Centenary University MLS webpage.

## **Withdrawal, Leave of Absence, and Readmission**

### *Leave of Absence*

Students may be granted a leave of absence for justifiable reasons, including:

- (a) service in the United States Armed Forces;
- (b) education or research at another institution, or
- (c) personal or medical reasons.

All leaves of absence will not exceed a twelve-month period.

Any student requesting a leave of absence must visit or contact the Academic Success and Advising Center. A Student Success Specialist will guide the student through the process and process all of the necessary paperwork. More details can be found in the University Catalog, Student Handbook or on the Centenary website:

<https://www.centenaryuniversity.edu/academics/academic-resources-advising/leave-of-absence-and-withdrawal-faqs/> .

A Medical Laboratory Science student can only take a Leave of Absence for one year. If a student does not return after one year, the student will be dismissed from the Medical Laboratory Science program and will need to reapply to the Medical Laboratory Science program. If a student returns to the University the following year, a student does not have to repeat any Medical Laboratory Science course with a B or better. Any courses completed 2 years or more prior must be retaken regardless of the grade.

### *Withdrawal from the University*

Students who wish to withdraw from the Centenary University must contact the Academic Success and Advising Center. Students are required to complete a withdrawal form in order for their withdrawal to be processed and made official. Non-attendance for courses in which you are enrolled does not equate to a withdrawal from the University. If a student would like to withdraw from the Medical Laboratory Science program and pursue a new major, this can be done using the *Change of Major/Minor Form* on the Registrar's webpage:

<https://www.centenaryuniversity.edu/academics/registrar/registrars-forms/>.

If a student returns to the University within 1 academic year, a student is not required to repeat any Medical Laboratory Science course with a B or better. Any courses completed 2 years or more prior must be retaken regardless of the grade.

### *Readmission to the University*

Any student interested in being readmitted to the Medical Laboratory Science program must re-apply to the University as a transfer applicant and the student must have the official transcript evaluated by the MLS Program Director. The Admissions Committee will evaluate candidates asking for readmission. If a student returns to the University within 1 academic year, a student is not required to repeat any Medical Laboratory Science course with a B or better. Any courses completed 2 years or more prior must be retaken regardless of the grade.

The Medical Laboratory Science program will not consider readmission of any candidate who has been admitted on two (2) previous occasions.

### **Centenary University Admissions Inclusion Statement**

At Centenary University, we value different viewpoints, identities, and histories among our students. We believe this diversity contributes to the institution's strong sense of open discussion and engagement with ideas and issues, as well as fostering an inclusive environment.

We encourage all students, regardless of citizenship status, race, creed, color, religion, handicap/disability, veteran status, gender, age, marital status, sex, sexual orientation, gender identity, or expression, genetic information, ethnic or national origin to apply for admission to Centenary University.

The University does not discriminate on the basis of any of the aforementioned protected bases in the recruitment and admission of students.

<https://www.centenaryuniversity.edu/about-centenary/about-centenary/general-information/admissions-inclusion-statement/>

**Due to the ethical standards of a Medical Laboratory Science professional, a student convicted of a felony or moral depravity will be immediately dismissed from the Medical Laboratory Science program. This decision is not subject to appeal.**

## ACADEMIC ADVISING

Academic advising process begins with a student's enrollment at Centenary University and continues throughout their academic career at Centenary University. Incoming first-year students are advised during Advising Days, typically held in preceding summer. Each student is invited to schedule an appointment to discuss their life goals, academic aspirations, course selection and to create a class schedule for their first semester. During Advising Days, new students meet with faculty advisors to discuss their first semester course of study and, if not already registered, to register for those courses. During the summer, the student is required to complete the Chemistry and Math Placement exams for appropriate course level.

After the initial registration, any student who has identified a major will now be advised within that major. All MLS students are currently assigned to the MLS Director. If a student does not select a major, the student will be advised by the Academic Success and Advising Center until a major is selected.

The responsibilities of all Academic advisors include:

- Acting as a mentor to students and discussing their interests and goals.
- Serve as a guide to planning students' academic programs at Centenary University.
- Be knowledgeable about the curriculum and course requirements and options.
- Refer students to appropriate resources on campus when necessary.
- Maintain confidentiality and impartiality

The responsibilities of the Advisee (Student) include:

- Set up meetings with your advisor to discuss your goals or any concerns you may have
- Become knowledgeable with university resources and policies.
- Plan proactively their courses and ultimate responsibility for selected courses each semester

Maintaining timely appointments with your advisor will ensure appropriate course selection and prevent a delay in the completion of your degree.

## ACADEMIC STANDARDS

Grades in didactic and clinical rotations will be recorded in the Centenary University Moodle learning management system. The grades will be based on assignments, quizzes, practical tasks and examinations. Students have access to their grades and are aware of their progress in each course. In order to pass a lecture or lab successfully, a student must obtain an average grade of “C-” or higher ( $\geq 70$ ) for the entire course. Students that do not receive a “C” or higher may take the course one additional time, if space is available. Any student who receives two C-level course grades (defined as C+, C, or C-) in an MLS course will be immediately advised on their progress. A third C-level course will result in the student being ineligible to partake in the clinical practicum courses. The Medical Laboratory Science program follows the University’s policy on Academic Standing, Probation and Dismissal policies in the University Catalog.

Grades in all courses from previous semesters are available to all Centenary University students through the Centenary University Colleague Self-Service website found at: <https://selfservice.centenaryuniversity.edu/Student/Account/Login>. Each student can view their degree plan through the webpage under the tabs: Progress, Grades or the Unofficial Transcript.

When the number of students admitted into this program exceeds the number of clinical rotations available with our clinical affiliates, the student’s grade point average may be used as a tool to determine prioritization. Students are placed on an alternate list until a placement becomes available. The waitlisted student will be given priority to complete the clinical rotation the following semester. A student can opt to wait for a subsequent semester; however, this delay may impact the degree completion, student status and financial aid. Students will receive a letter stating their alternate status and will be required to sign the letter for acknowledgement to hold their position.

### **Programmatic Attendance Policy**

Any student in Medical Laboratory Science program who is absent more than 15% of lectures, laboratory sessions or other mandatory didactic activities combined will be dismissed from the course and will receive an “F” grade. During the clinical practicum, attendance is required for all scheduled days. Any student with more than 1 unexcused absence in a clinical practicum rotation may be dropped from the clinical rotation with a failing grade.

## CLINICAL EXPERIENCE

Clinical affiliates of the Centenary University Medical Laboratory Science (MLS) Program provide practical and experiential clinical training for MLS students. These institutions strive to facilitate a variety of legitimate and tangible activities in the clinical laboratory and to provide exposure to professional, academic, and business environments. Clinical affiliates assure that students perform procedures under the supervision of individuals deemed to be qualified by the clinical affiliate and that students will not be substituted for regular qualified staff in the workplace.

Many of our clinical partners have notified us that all students must present documentation of full vaccination for COVID-19 to participate in any clinical or practicum experience in their facilities. If a student cannot show proof that they are fully vaccinated against COVID-19 at least 30 days prior to starting a clinical practicum, the University cannot guarantee that the student will be able to find appropriate clinical placement and successfully complete your program of study.

### **Clinical Rotation Assignments**

Upon successful completion of all MLS didactic courses and campus courses, students will be eligible to register for the clinical rotations (practicum) based on MLS Director approval, completion of coursework, availability of rotations, academic standing in the MLS Program and student professionalism. A student survey requesting personal information and the student's employment intent will be submitted to students approximately 2 months prior to the clinical practicum commencing. These surveys are used by the Program Director and Clinical Coordinator to match the appropriate student to each clinical site. It is important that students provide accurate and reliable information in this survey process. Once the clinical placements have been assigned, the assignments cannot be modified.

Every opportunity will be taken to provide students with timely clinical assignments so the students may graduate on time. If an insufficient number of clinical sites is available, there may be a delay in the clinical schedule for a student. Students need to be aware that clinical rotations can be assigned with any affiliate within the Skylands region in addition to the eastern portion of Pennsylvania or New York. Travel and housing expenses are the responsibility of the student. If a student needs to secure supplemental funding or financial aid, the student should discuss with the program director, Student Life and the Financial Aid office.

The MLS Program guarantees that students will be placed in all required clinical rotations as long as the student is in good academic standing and meets appropriate professional behaviors. However, there are a limited number of available slots for clinical rotations and due to the constraints of the clinical labs, there may be a delay in their schedule. Delays or changes in the clinical placements are rare.

Students are not permitted to find their own clinical sites. Based on our accreditation standards, all clinical sites must be affiliated with the University, specifically for our Medical Laboratory Science program.

### **Clinical Grade and Evaluation**

The clinical faculty in each clinical experience will provide feedback about each student to the MLS program director. Students will undergo knowledge and performance assessments. Rating forms will be used to evaluate student performance, knowledge, behavioral and professional skills during their clinical rotation. The clinical faculty may also use the rating forms to provide individual counseling and employment recommendations for the success of the student. Students must successfully complete a final assessment or multiple assessments within each clinical rotation to demonstrate competency in that particular MLS discipline. Satisfactory performance for each clinical experience will be indicated by a numerical grade; all students must obtain an 80% or greater in all areas to complete the clinical rotation satisfactorily. A grade below 80% will require remediation or potentially repeating the course. A course syllabus for each clinical rotation will have more specific details.

### **Clinical Schedules**

Students are required to attend all assigned days on a full-time basis at the clinical site and must be punctual, complete daily checklists and participate in any assigned activities for that day. Specific times for arrival and departure will be determined by the clinical site and specific department clinical preceptors. Hours may be assigned during any shift at the preceptor's discretion. The student should note that the time for arrival will vary by clinical site and rotation area. Most clinical rotations will be Monday through Friday from 7:00 am to 4:00 pm.

### **Clinical Rotation Placement and Disclaimer**

The MLS Program Director and Clinical Coordinator will make every effort to organize and assign clinical rotations for every student to be placed in a clinical practicum. Students will be informed in advance if there is not a suitable clinical rotation is not available. During this increased workload in clinical laboratories due to the pandemic, clinical rotations may be modified or delayed, possibly extending into a subsequent semester. Clinical rotations will be planned in advance and will be assigned according to GPA, affective characteristics and availability. Clinical sites may be scheduled outside of the Hackettstown area; students should be aware that these rotations might require travel, and may require housing accommodations. Students are responsible for planning accordingly.

### **Clinical Site Requirements**

All students must meet the internship/employee requirements set forth by the clinical sites. These requirements include criminal background checks, drug screening and immunizations. Students who do not pass the criminal background check, drug test or do not have proper immunization records may be unable to attend the clinical courses and may be unable to complete their program of study. Any fees or costs associated with background checks, drug testing or immunizations are the responsibility of the student.

**Confidentiality and HIPAA**

All patient and institutional information will be kept strictly confidential. The discussion of any patient information outside of the classroom or practicum setting is not permissible.

Confidential information concerning the institution or patient's test results are not to be discussed with any unauthorized individuals. Students may be required to sign a confidentiality statement or complete additional HIPAA training at the hospitals. Violation of this policy and/or of other hospital or laboratory policies will result in the dismissal of the student from the hospital and the MLS program.

**Acceptable Clinical Practicum Progression**

Students are expected to complete the clinical rotations as prescribed by the MLS program. Failure to follow the organized schedule may result in a delay of degree completion or may result in an inability to complete the program.

At the request of clinical sites, students may be removed from a clinical rotation due to failure to progress in a satisfactory manner based on lack of skill, knowledge, or professionalism. Depending on the severity and validation of the clinical site's request, one of two actions will occur. Either an attempt will be made to find another site for the student, or the student will be dismissed from the program. If a second practicum site is obtained and the student is asked to be removed from the second site, the student will be dismissed from the program and readmission will not be granted.

## ACADEMIC INTEGRITY

Disciplinary action may be imposed against any student found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty. The disciplinary action can be initiated by the MLS program faculty, School and/or the University and the infraction is reported to the Academic Review Board. These sanctions may include dismissal from the program. Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

Please review the University Student Handbook for more details on the following topics:

- Code of Citizenship and Ethical Behavior
- Code of Student Conduct: Student Responsibilities
- Code of Student Conduct: Complaint Process
- Code of Student Conduct: Process
- Procedural Advocate
- Violations of Code of Student Conduct
- Code of Student Conduct: Sanctioning

The University Student Handbook can be found at:

<https://www.centenaryuniversity.edu/student-life/residence-life/>

The following are examples of academic dishonesty prohibited by the Student Code of Conduct. This is not a comprehensive list, but are merely examples for appropriate and inappropriate behavior:

- Presenting work obtained from others or other sources without proper citation of sources
- Using materials or sources not authorized by the faculty member (sources including, but not limited to, textbooks, computers, images, audio or video files)
- Aiding another student without the faculty member's permission, or receiving assistance from anyone not authorized by the faculty member
- Submitting work done for in a previous course, without the advanced permission of the faculty member
- Misleading or lying to the faculty members or university representatives to influence a grade or to gain admission into a program or course;
- Misrepresenting or fabricating data;
- Possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;



## MINIMIZING HEALTH HAZARDS

To minimize health hazards in the student laboratory and at the clinical facilities, each student is required to comply with all safety regulations established by the Centenary University MLS Program, the School of Natural, Health, Social and Behavioral Sciences and when present at any of the clinical affiliates. All students are required to provide specific health records to Health Services and must follow all current University policies to ensure health and safety of all students, faculty, staff and visitors.

Each student will review and agree to the Lab Safety Guidelines for each laboratory at the beginning of each laboratory course.

### **SPECIAL NOTICE DURING SARS-CoV-2 PANDEMIC**

***During the pandemic and until further notice, all clinical sites are requiring all persons to wear appropriate personal protective equipment (PPE) in the clinical laboratory, including lab jacket or gown, surgical masks and gloves. Shoe covers, goggles/safety glasses or face shields may be required when specific tasks are being performed in the laboratory.***

**Some institutions may have additional requirements. Students and staff of Centenary University are guests at the clinical sites and will follow the specific requirements for the clinical site.**

Neither the Medical Laboratory Science (MLS) program nor Centenary University assumes any responsibility for illness or injuries experienced by students in conjunction with student labs or practicum. Students should maintain personal medical insurance while enrolled in the MLS program. The clinical facilities require proof of medical insurance coverage; therefore, students are required to maintain personal medical insurance while enrolled in practicum courses, if not already covered. Liability insurance is purchased by Centenary University to cover students during practicum courses.

## Program and Practicum Safety

These safety rules apply to all students:

- Wash hands when entering and before leaving the laboratory.
- Laboratory counters must be decontaminated at the end of laboratory session or shift. Spray the towel with the disinfectant not the counter.
- Lab coats and gloves will be worn while in the laboratory. Additional protective covering such as goggles and face shields will be provided by the facility if needed. Personal protective equipment is never worn outside the laboratory.
- No open-toe shoes or open heeled shoes without a back strap in the laboratory.
- Long hair must be tied back while in the laboratory.
- No eating, drinking, gum chewing, application of cosmetics, lip balm or eye saline is allowed in the laboratory.
- *Recapping of needles and mouth pipetting is prohibited.*
- Use of personal electronic devices is prohibited in the laboratory.
- Distinguish between biohazard trash and regular trash and dispose in the proper containers. Dispose of trash on the laboratory benches when full.
- Backpacks and jackets should be kept in designated areas, not at the work benches.
- Minimal jewelry should be worn. Avoid dangling bracelets, necklaces, and earrings.

## Program and Practicum Etiquette

The following etiquette practices apply to all students:

- Familiarize yourself with the shelves and drawers in your assigned area. Items used from a shelf or drawer must be returned to the same place at the end of the lab session or shift. If an item is empty refill or replace before returning it to its designated location.
- If you do not know how to use an item or piece of equipment, ask for assistance.
- Microscopes must be cleaned after use.
- Do not pipette from stock bottles unless otherwise instructed.
- Use of printers in the student laboratory for personal needs is prohibited.
- Most facilities are fragrance free. Students will refrain from wearing fragrances, including after-shave, perfume, and scented lotions.
- No ragged clothes, sleeveless shirts or facial jewelry during clinical practicum.
- Students should look neat and clean. Pay special attention to hands and fingernails, especially when in venipuncture rotations.
- Comply with the dress code(s) of the hospital(s) to which the student is assigned. In order to make the most professional appearance, students are encouraged not to wear jeans, even if permitted by the hospital. Normally the hospital dress code involves wearing street clothes or uniforms with a lab coat or jacket. Elmendorf AFB dress code will conform to the civilian dress code. Uniforms may be either colored or white.

**Student Injury on Campus**

If a student is injured on campus, a first aid kit is available in all student laboratories for immediate treatment. The student will be referred to the Centenary University Wellness Center for follow-up care. Students are responsible for any costs associated with their follow-up care. Following the immediate treatment of the injury, an incident report will be completed by the student and faculty member; this report will be kept on file in the program director's office.

**Student Injury at Clinical Site**

If a student is injured during their clinical practicum, the clinical facility will provide emergency care. The student will be financially responsible for the emergency care and any follow-up treatment needed. The Clinical Liaison will notify the MLS program director of the injury. The student must also contact the program director. The student will complete both the clinical facility and the University incident report forms. An incident report will be completed by the student and faculty member; this report will be kept on file in the program director's office.

## SERVICE WORK

Any service work performed by students in clinical settings outside of regular academic hours is non-compulsory. Students are not required to work as part of their clinical practicum/rotations. Some students elect to work outside of the practicum hours. During practicum hours, students will be supervised by a medical laboratory professional, and students are not permitted to be used as regular staff during these times. Students are not reimbursed during the assigned practicum hours. In special circumstances, some students, who have demonstrated competency, are permitted to perform procedures with supervision.

## TEACH OUT PLAN

NAACLS requires the MLS program to have a “teach out” plan in case the program closes. Intentional closure of the Centenary MLS program will be communicated to all students immediately.

### Prospective students:

- Students will be informed that the program will not take a new cohort due to program closure.
- Students will be advised about other Centenary degrees.
- Program closure information will be posted on university website, including a link to NAACLS webpage of other accredited MLS programs.

### Current students:

- Students will be informed of program closure via email and FAQs posted on the website.
- Students will be allowed to complete current coursework.
- MLS faculty will work with clinical sites and other MLS programs to facilitate completion of the clinical practicum.
- A university official will be designated to clear students applying for the certification exam.

In case of disaster the University will inform students of a plan for continuation of their education as soon as that information is available. One example of a possible resolution may include transitioning on-campus students to an online learning environment to complete their courses.

## NATIONAL CERTIFICATION

The Medical Laboratory Science program at Centenary University was awarded “serious applicant status” by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) on April 1, 2021. According to the NAACLS Standards, once a program is awarded “serious applicant status”, graduates of the program are eligible to sit for the American Society for Clinical Pathology Board of Certification Examination for Medical Laboratory Science.

Application forms, examination content guidelines, practice tests and additional details are available on the ASCP website. Obtaining a Bachelor of Science degree in Medical Laboratory Science is not contingent on passing the national certification or licensure examination.

American Society of Clinical Pathologists (ASCP)  
Board of Certification (BOC)  
33 W. Monroe St., Suite 1600  
Chicago, IL 60603-5617  
(312) 541-4999  
1-800-257-2727

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

## STATE LICENSURE

Certain states have laws or regulations governing the practice of Clinical Laboratory Science. Licensure or certification is provided to qualifying persons based on the state’s regulations. Certain states have additional and specific requirements centered around training and/or certifying agencies.

For the specific state in which you plan to work, please contact the state’s Department of Health. Additional information about state licensure can be found on the ASCP’s BOC webpage.

NOTE: In order to work as a medical laboratory scientist in the state of New Jersey, a person is preferred to have a national licensure. There is no state licensure in New Jersey.



**Academic Integrity at Centenary University Acknowledgement**

I have reviewed this MLS Student Handbook; the Centenary University Student Handbook and the MLS program details in the University Catalog. I understand that if I am found to have committed, attempted to commit, or intentionally assisted in the commission of academic dishonesty that I may be dismissed from the Medical Laboratory Science (MLS) program and prevented from readmission into the MLS program.

I acknowledge that the Centenary University Student Handbook is available to me:

<https://www.centenaryuniversity.edu/student-life/residence-life/>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



### Confidentiality Statement

While enrolled in the Medical Laboratory Science program at Centenary University, I will have access to patient information on occasion. I understand that any patient information accessed during the Medical Laboratory Science program at Centenary University is private and should be kept confidential in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Any unauthorized release of information is punishable by fine and/or imprisonment and dismissal from the program.

Additionally, I will adhere to The American Society for Clinical Laboratory Science (ASCLS) Code of Ethics. I understand that the intentional or unintentional release of unauthorized patient information will result in immediate expulsion from the Centenary University Medical Laboratory Science program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_ has successfully completed the HIPAA course.

Objectives listed for the course are:

- Define HIPAA.
- Define "covered entities" and "business associates" and list which individuals, groups, or organizations are included in each category.
- Explain what is meant by protected health information, who is authorized to view this information, and safeguards to prevent unauthorized access.
- Be able to apply HIPAA privacy and security requirements to your daily clinical responsibilities.

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



### Documentation of Safety Training

I have completed the following Centenary University Medical Laboratory Science Program Safety tutorials:

1. Biosafety
2. Blood Borne Pathogens Training
3. Chemical and Electrical Safety

I have been familiarized with right to know laws and standard precautions, located and learned operation of safety equipment in the student lab, and received and reviewed a copy of the safety policies for the UAA student Laboratory.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_ has successfully completed the Centenary University Medical Laboratory Science Program Safety Tutorials.

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date





### Permission for Scores

I grant permission to the Medical Laboratory Science program to obtain and use my scores on the American Society for Clinical Pathology (ASCP) MLS national exams for program quality assessment. I understand that my identity will be protected, and only aggregate data will be reported.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



**Acknowledgement of Receipt of  
Medical Laboratory Science Program Student Handbook  
Fall 2021**

I, \_\_\_\_\_, certify that I have access to the MLS Program Student Handbook Fall 2021. I have reviewed this information carefully and understand that I am accountable for all of the information in this Handbook and all other relevant University policies. I further understand that I am responsible for clarifying with the MLS Program Director any areas that I do not understand.

- ✓ I have been given the opportunity to ask any questions that I have about the MLS Program Student Handbook.
- ✓ I have read, understand, and agree to the details as described in the handbook.
- ✓ I have been advised that changing my schedule and not following the sequence outlined by the MLS program and its director may cause a delay in the completion of this program and may impact my full-time status and financial aid.
- ✓ I have been advised that the information in the MLS Program Student Handbook is valid for the period beginning August 2021 and ending May 2022.

**Centenary University Medical Laboratory Science Program handbooks:**

<https://www.centenaryuniversity.edu/MedLabScience>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date