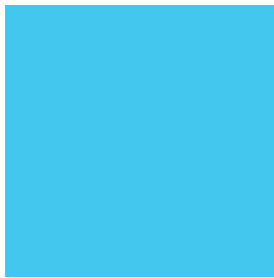


2026-2027 Student Handbook

Department of Clinical & Diagnostic Sciences

MS in Medical Laboratory Science



UAB
The University of
Alabama at Birmingham.
School of Health Professions

UAB SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES
MASTER OF SCIENCE IN MEDICAL LABORATORY SCIENCE
2026-2027 ACADEMIC HANDBOOK

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08/20/2026

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INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions where you are joining a legacy of excellence!

We are one of the six schools comprising the renowned UAB Academic Health Center. We offer more than 30 programs and 40 offerings at the certificate, baccalaureate, master's, and doctoral levels. And we are home to nearly 3,000 undergraduate and graduate students.

You came here for an outstanding education, and we provide exactly that. However, **only you** can control whether you will become an excellent professional. To do so, you must challenge yourself every day and take advantage of all our vast resources, state-of-the-art facilities and research opportunities during your academic and clinical education. You also need to make the most of your access to the world-class faculty who are here to teach and support your journey. You didn't enroll here to be to be an amateur. You came to become a professional, and not an average one. I encourage you to become a "Pro" and an excellent one at that. Own it, live it, excel at what you do, and make both us and yourself proud.

I look forward to seeing you grow in your respective fields and watching you become the leader we know you can be.

Go Blazers!

Mark Merrick, Ph.D., AT, ATC, FNATA, FNAP, FASAHP
Dean, UAB School of Health Professions

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

The UAB School of Health Professions (SHP) is one of the largest academic institutions of its type in the United States. What began in the 1950s as a collection of training programs in various para-professional disciplines has grown into an internationally recognized center of academic and research excellence.

Today, we have five academic departments – Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy – that are housed in four buildings: Susan Mott Webb Nutrition Sciences Building (WEBB), Learning Resource Center (LRC), the School of Health Professions Building (SHPB), and the Center for Biophysical Sciences and Engineering (CBSE).

We are proud of many accomplishments including:

- *U.S. News & World Report* ranks all eligible SHP programs in the nation's top 25.
- Research funding is at an all-time high of \$26+ million and growing.
- Nearly 10 of our programs you will only find in Alabama at UAB.

- Our school has never been stronger or better positioned as a national leader in health professions education. And this status will only grow stronger as we continue to welcome students like you.

DISCLAIMER

This Handbook is an overview of general academic regulations specific to SOHP programs at UAB. Although UAB will make its best efforts to abide by this handbook, UAB reserves the right to interpret and apply its procedures and policies, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the program. UAB also reserves the right to address issues not covered in this handbook and to make changes to the policy without advance notice. Changes become effective at the time the proper authorities determine so and the changes apply to both prospective students and those already enrolled. Please refer to our website for the most up-to-date version.

All students are responsible for knowing and abiding by the general University rules and regulations pertaining to studying at UAB and the specific academic requirements of their particular degree program. This Handbook is not intended to nor does it contain all policies or regulations applicable to students. Each student is responsible for familiarizing him/herself with the contents of this Handbook. Although the policies contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.

This Handbook does not constitute a contract and may not be deemed or construed as part of any contract between UAB and any student or student representative.

IMPORTANT INFORMATION YOU SHOULD KNOW

Although UAB works hard to prepare students for future careers in their desired fields, employment and salaries are not guaranteed. Employment outcomes depend on a student's efforts and market conditions. Students are responsible for understanding their financial responsibilities. [Tuition costs can be found on this UAB website](#). Scholarships are competitive and not guaranteed. Admission to other graduate or professional programs is also not guaranteed. Advisors will provide students with guidance, but students are ultimately responsible for degree completion, and timelines for completion may vary based on individual circumstances.

SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

ACADEMIC CALENDAR

All dates related to registration, payments of tuition and fees, drop/add dates, other administrative requirements, and official school holidays are recorded on the [UAB Academic Calendar](#).

ACADEMIC INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. The Academic Integrity Code process is managed by the Academic Integrity Coordinator (AIC). In the School of Health Professions, the AIC is the Associate Dean for Academic and Faculty Affairs, and the office is located in SHPB 660. [You can see the full text of the Academic Integrity Code online.](#)

ADVISING

Undergraduate student advising is provided through advisors assigned to each program as well as through the Office of Student Services. Advisor and recruiter contact information can be found on the [Office of Student Services Website](#). Graduate student advising is provided through the SHP graduate programs.

AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and its multifaceted undergraduate and graduate programs, serve as liaisons between the department and university-wide student organizations, and serve as a student voice in school and university committees. The SHP Ambassadors help to support the programs within the school that will impact recruitment and retention initiatives. [You can learn more about the SHP Ambassadors on their webpage.](#)

AskIT

AskIT is the technology help desk for faculty, staff, and students. You will be asked to supply your BlazerID when you request assistance. Contact them by phone at 205-996-5555 or [via email](#) or [visit the AskIT service portal online](#).

ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory, or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB attendance policy is as follows:

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide a reasonable accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

- Absences due to jury or military duty, provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences for students who have approved disability-related absence accommodations through Disability Support Services may follow the reasonable number of absences outlined in their flex plan or as determined by the instructor. Students are responsible for notifying instructors of these and any other approved accommodations through their Notice of Accommodations letter.
- Absences due to participation in university-sponsored activities when the student is representing the University in an official capacity and as a critical participant, provided that the procedures below have been followed:
 - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
 - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
- Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.
- Absences due to religious observances provided that students give faculty written notice prior to the drop/add deadline of the term.

In these instances, instructors must give students the opportunity to complete assignments in a way that corresponds as much as possible to the nature, scope, and format of the original. Options may include making up exams or other assignments, rescheduling student classroom presentations, or arranging for early or late submission of written assignments. The course make-up policy should be included in the syllabus.

BLAZERID / BLAZERNET / EMAIL

BLAZERID

All students receive a unique identifier, the BlazerID, established at [BlazerID Central](#). Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

BLAZERNET

[BlazerNet](#) is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus.

EMAIL

UAB student email is provided through Microsoft Office 365, a cloud-based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage. The UAB email is the official communication medium for courses, news, information, and announcements. Students should not forward their UAB account to a personal email account. UAB is not responsible for information not received by the student due to the 'redirecting' of a UAB account to another email server.

BLAZER EXPRESS

The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please [visit the Blazer Express website](#).

BOOKSTORE

There is one bookstore located on the UAB campus in the Hill Student Center. It offers a wide variety of products and services to students, including online purchasing and shipping. The bookstore stocks UAB memorabilia and college wear in addition to all required textbooks and course material. Visit [the UAB Barnes and Noble Bookstore online](#) for more details.

CAMPUS ONECARD

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and for other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available on the [UAB OneCard website](#).

CAMPUS MAP

[UAB's campus map can be found online](#).

CAMPUS SAFETY

[Campus safety procedures and resources can be accessed online](#).

CANVAS LEARNING MANAGEMENT SYSTEM

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at the [UAB Center for Teaching and Learning website](#). Students should monitor their course sites routinely for communication from faculty and to manage course assignments.

CATALOG

The UAB Catalog is published annually and includes UAB's courses, policies, and curricula. Students can [find the Undergraduate or Graduate catalog online](#).

COMMUNITY STANDARDS AND ACCOUNTABILITY

[Community Standards and Accountability](#) is responsible for upholding the integrity and purpose of the University through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. UAB Student Advocacy, Rights & Conduct (SARC) delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. More information can be found at the [UAB SARC website](#). [The UAB student conduct code may be accessed online](#).

COUNSELING SERVICES

Student Counseling Services offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. Student Counseling Services is located on the 3rd floor of the Student Health and Wellness Center at 1714 9th Avenue South. For more information, call 205-934-5816 or [visit the Student Counseling Services website](#).

DISABILITY SUPPORT SERVICES (DSS)

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act, and you require accommodations, please [contact Disability Support Services for information on accommodations, registration, and procedures](#). Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty, and staff. If you have a disability but have not contacted DSS, please call 205-934-4205 or visit [the DSS website](#).

If you are a student registered with Disability Support Services, it is your responsibility to contact the course instructor to discuss the accommodations that may be necessary in each course. Students with disabilities must be registered with DSS and provide an accommodation request letter before receiving academic adjustments. Reasonable and timely notification of accommodations for the course is encouraged and provided to the course instructor so that the accommodations can be arranged.

EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law enforcement officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

BEHAVIORAL THREAT ASSESSMENT AND MANAGEMENT (BTAM)

The UAB and UAB Medicine Behavioral Threat Assessment and Management Team (BTAM) is an interdisciplinary team dedicated to maintaining a safe, secure, and healthy campus environment for all students, employees, and visitors. BTAM uses a structured, proactive process to identify, assess, and manage behavioral threats to campus safety and well-being. Concerning behaviors—such as a significant change in academic performance or conduct, aggressive or irrational behavior, expressions of severe distress, or inability to control anger—should be reported promptly. Non-emergency situations involving students may be reported through the Division of Student Affairs at (205) 975-9509 or via the online reporting form. For more information, visit the [UAB BTAM website](#).

UAB POLICE:

For an emergency, dial 911 *from a campus phone*. For non-emergencies call: 205-934-3535 or 205-934-HELP (4357) or 205-934-4434.

Emergencies affecting campus are communicated via the following:

- UAB Severe Weather & Emergency Hotline 205-934-2165
- [UAB home webpage](#)
- [UAB Emergency Management webpage](#)
- Announcements on [BlazerNET](#)
- Cell phone messages and SMS text via B-ALERT. [Register for B-ALERT online](#).

NONDISCRIMINATION STATEMENT:

UAB is an [Equal Employment/Equal Educational Opportunity Institution](#) dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnicity, national origin, sex (including pregnancy), genetic information, age, disability, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. [The Title IX notice of nondiscrimination is located online](#).

FERPA TRAINING

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. UAB has a dedicated [FERPA website](#) with information about your rights and protection of your records. You may [email any questions or concerns about FERPA issues](#) to FERPA@uab.edu. All SHP students are required to complete FERPA Training. The course can be accessed at [THIS WEBSITE](#).

FINANCIAL AID

Financial Aid Counselors are available each day in the One Stop Student Services Office located in the Hill Student Center, [1400 University Blvd](#), Suite 103. If you have general

questions, you can contact the Office of Student Financial Aid at 205-934-8223 or [via email](#). For additional financial aid information [visit the UAB Cost & Aid website](#).

FOOD SERVICES

There are several dining facilities available on campus. The [campus dining map](#) can show you the closest to the SHP buildings. For additional information about meal plans and campus dining facilities [visit the Campus Dining website](#).

GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master's specialist programs, and master's level programs. Graduate programs in SHP are coordinated through the Graduate School, and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [the UAB Graduate School website](#). Policies and Procedures for the Graduate School can be found in the [Graduate School Catalog](#).

GRADUATION

All students must complete an application for degree six months prior to graduating and no later than the deadline in the academic calendar. The University holds commencement every semester. Check the [UAB commencement website](#) for the most current information.

HEALTH INSURANCE

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan. The plan is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the Student Health Insurance Plan, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at the [UAB Student Health Insurance Waivers website](#).

HIPAA TRAINING

The Health Insurance Portability and Accountability Act (HIPAA) includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at [UAB Online Learning](#). Compliance with the training requirement is monitored by the Office of Academic and Faculty Affairs.

HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for the Alpha Eta Honor Society. The UAB Chapter of this Society recognizes students registered in the final term

of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A) and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.

IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty, and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical & non-clinical programs, must provide proof of immunization against certain diseases, unless they have an approved medical or religious exemption. Full details can be found on the [UAB Immunizations webpage](#).

INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the [IRB website](#).

INTELLECTUAL PROPERTY

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues, as well as University Policies on Patents, Copyright, and Intellectual Property are on [the Office of Compliance & Risk homepage](#).

LACTATION CENTERS

The University has provided several lactation centers for students, faculty, and staff across the campus. Visit [the UAB Lactation Resources webpage](#) for a resource guide and a location map. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at [1675 University Blvd](#), Room 431. Lactating students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Julia Tolbert-Jackson at 205-873-5666.

LIBRARIES AND LEARNING RESOURCE CENTER

[UAB's libraries](#) house excellent collections of books, periodicals, microforms, and other media. Students have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation.

SHP LEARNING RESOURCE CENTER (LRC)

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing, and innovative learning environment. It provides audio/visual support, and information technology management of public, classroom, and testing labs. The building is at [1714 9th Avenue South](#), and the SHP student space is on the second floor. You can contact LRC staff [via email](#) or via phone at 205-934-5146.

LISTER HILL LIBRARY OF THE HEALTH SCIENCES

[Lister Hill Library](#) (LHL) is the largest biomedical library in Alabama and one of the largest in the south. It is located [across the crosswalk](#) from the School of Health Professions.

MERVYN H. STERNE LIBRARY

[Mervyn H. Sterne Library](#) has a collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences. It is located at [917 13th Street South](#).

UAB STUDENT CONDUCT CODE

The Student Conduct Code promotes honesty, integrity, accountability, rights, and responsibilities expected of students consistent with the core missions of the University of Alabama at Birmingham. This Code describes the standards of behavior for all students, and it outlines students' rights, responsibilities, and the campus processes for adjudicating alleged violations. Behavior that violates UAB standards of conduct listed within the Student Conduct Code and elsewhere will be subject to disciplinary action through the appropriate conduct process. Whether it is determined that an individual or group is responsible for the violation(s), either by direct involvement or by condoning, encouraging, or covering up the violation, appropriate response will occur with respect to the individual(s) and/or group involved.

[Undergraduate Non-Academic Policies](#)

[Graduate Non-Academic Policies](#)

ONE STOP STUDENT SERVICES

The mission of the One Stop is to provide a single point of professional integrated service to students. The One Stop serves students who need assistance with academic records, financial aid, registration, student accounting, OneCard, and other related topics. One Stop is located in the Hill Student Center, [1400 University Blvd.](#) Suite 103. You may contact the [One Stop](#) office by phone or email at 205-934-4300, 855-UAB-1STP (855-822-1787), [or via email](#).

PARKING

Student vehicles must be registered with [UAB Parking and Transportation Services](#), located at [608 8th Street South](#). Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student's account.

PLAGIARISM AND TURNITIN

Plagiarism violates the Academic Integrity Code and will be addressed in accordance with it. All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to [Turnitin](#) are added to their database of papers that is used to screen future assignments for plagiarism.

RECREATION CENTER

The [Campus Recreation Center](#) is located at [1501 University Blvd](#). A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track.

SCHOOL OF HEALTH PROFESSIONS AWARDS

All students in the School of Health Professions are eligible for consideration for [the SHP Student Awards Program](#), which includes the following awards:

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of their academic and non-academic achievements.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student's academic activities.
- Dean's Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community.

A call for nominations will be sent to program directors each year. Please refer to the program section of this handbook for awards available to students in individual programs.

SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty from each department, reviews and selects awardees. Please go to [the SHP Scholarship Application webpage](#) for a list of scholarships and instructions for application.

Application announcements are made by the Office of Academic and Faculty Affairs. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please refer to the program section of this handbook for more information.

SCHOOL OF HEALTH PROFESSIONS SHARED VALUES

- Collaboration
- Compassion & Caring
- Excellence & Achievement
- Integrity
- Respect
- Service
- Social Responsibility
- Stewardship

SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. For more information visit [the UAB Social Media Guidelines webpage](#). The school's official sites are on the following platforms:

- [Facebook](#)
- [Instagram](#)
- [LinkedIn](#)
- [Vimeo](#)
- [X/Twitter](#)
- [YouTube](#)

STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through [Student Health Services](#) (SHS) located at [1714 9th Avenue South](#). Appointments may be scheduled via [their online portal](#).

TITLE IX

In accordance with Title IX, the University of Alabama at Birmingham does not discriminate on the basis of sex in any of its programs or services. The University is committed to providing an environment free from discrimination based on sex and expects individuals who live, work, teach, and study within this community to contribute positively to the environment and to refrain from behaviors that threaten the freedom or respect that every member of our community deserves. For more information about Title IX, policy, reporting, protections, resources, and supports, please visit [the UAB Title IX webpage](#).

TUITION AND FEES

[UAB tuition and fees are published online](#). They may be paid through BlazerNET. SHP programs have specific fees attached to programs, courses, and/ or laboratories. Payment deadlines for each semester are published on the official academic calendar. Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. UAB has a dedicated [Preparedness webpage with Severe Weather Gathering Points and supply lists](#). Other information sources include the [B-ALERT System](#) (contact information must be setup and current) and the UAB Severe Weather & Emergency Hotline 205-934-2165.

WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and/or program director. Most programs in the School of Health Professions are full-time and the curricula specifically sequenced. Withdrawal from a course

may risk you having to wait to register for the class again. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. For more information [visit the UAB Add/Drop, Extended Drop and Withdrawal Policy webpage](#), which also includes a medical withdrawal policy.

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

DISMISSAL OF STUDENT FOR FAILURE TO MAKE SATISFACTORY ACADEMIC PROGRESS

[Dismissal of Student and Appeal Process](#)

EMERGENCY PLAN – SHPB/LRC/WEBB

[SHPB/LRC/WEBB Emergency Plan](#)

BACKGROUND CHECK AND DRUG SCREEN POLICY

Students in SHP programs are required to undergo a background check and drug screen using the school's approved vendor, [Disa Healthcare Technology](#), at the time of program admission, and again, prior to placement in a fieldwork placement (clinical, internship, practicum, residency, etc.). Additional checks/screens may be required by the individual sites therefore; students should work with the program to ensure compliance requirements are met. Instructions for requesting the background check and drug screens are provided to students by their programs. Students in SHP undergraduate programs must complete a module on drug screening and background checks during their first semester. The module will be located in Canvas, UAB's learning management system.

The [SHP Office of Academic and Faculty Affairs](#) is responsible for ensuring student compliance with the Background Check and Drug Screen Policy throughout the program. Students found to be non-compliant with this policy will not be allowed to matriculate in the program (orientation, attend class, fieldwork placement, etc.) until all requirements are met. Program Directors, Fieldwork Coordinators, and students will be notified of non-compliance and a hold will be placed on the students' account.

- Fees for these screenings will be the responsibility of the student.
- The rules and regulations governing individual fieldwork placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should your criminal background check contain issues, or if you fail a drug screen that may prevent you from receiving or sitting for board certification/licensure, a representative from the Office of Academic and Faculty Affairs will contact you. Depending upon the outcome, students will have a registration hold placed on their account until in compliance and this may result in being dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a criminal background check and drug screening by the end of the first semester of enrollment and again, prior to fieldwork placement (if applicable in the program requirements), are the following:

- Administration Health Services, PhD
- Biomedical Sciences to Biotechnology Fast Track
- Biomedical Sciences to Clinical Laboratory Science Fast Track

- Biomedical Sciences to Health Physics Fast Track
- Biomedical Sciences to Nuclear Medicine & Molecular Imaging Sciences Fast Track
- Biomedical and Health Sciences, MS
- Biotechnology, MS
- Biotechnology, PhD
- Dietitian Education Program, Graduate Certificate
- Genetic Counseling, MS
- Health Administration (Residential), MSHA
- Health Care Management to Healthcare Quality and Safety Fast Track
- Health Care Management to Health Informatics Fast Track
- Health Care Management to Occupational Therapy Doctorate Fast Track
- Health Physics, MS
- Medical Laboratory Science, MS
- Nuclear Medicine & Molecular Imaging Sciences, MS
- Nutrition Sciences, MS
 - Dietetic Internship Clinical Track
 - Dietitian Education Program
 - Research Track
- Nutrition Sciences, PhD
- Occupational Therapy, OTD – (entry level)
- Physical Therapy, DPT
- Physician Associate Studies, MSPAS
- Rehabilitation Science, PhD

The following students enrolled in SHP undergraduate programs will complete a learning module related to background checks and drug screens in Canvas, UAB's learning management system by the first semester of enrollment. If a fieldwork placement (clinical, internship, practicum, residency, etc.) is required, students must complete criminal background checks and drug screens prior to the first day of the semester of a fieldwork placement:

- Health Care Management, BS
- Biomedical Sciences, BS
- Nutrition Sciences, BS
- Disability Studies and Rehabilitation Science, BS

Programs waived from the Criminal Background Check and Drug Screening requirements are the following:

- Applied Mixed Methods Research, Graduate Certificate
- Biotechnology Regulatory Affairs, Graduate Certificate
- Clinical Informatics, Graduate Certificate
- Health Administration (International and Executive tracks), MSHA
- Health Informatics, MSHI
- Healthcare Finance Management, Graduate Certificate
- Healthcare Leadership, DSc

- Healthcare Leadership, Graduate Certificate
- Healthcare Quality and Safety, MS
- Healthcare Quality and Safety, Graduate Certificate
- Health Services Research, MS
- Healthcare Simulation, MS
- Healthcare Simulation, Graduate Certificate
- Nutrition for Community Health, Graduate Certificate
- Nutrition Sciences, MS
 - Clinical Track-Prior Learning
 - Lifestyle Management and Disease Prevention Track
- Low Vision Rehabilitation, Graduate Certificate
- Multi-Tiered Approach to Trauma, Graduate Certificate
- Occupational Therapy Doctorate (Post Professional)
- Physical Therapy Residencies (Neurologic, Orthopedic)
- Primary Care Physical Therapy for Underserved Populations, Graduate Certificate

Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening.

DISA HEALTHCARE TECHNOLOGY INSTRUCTIONS

[Disa Healthcare Technology](#) is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features, including document storage, portfolio builders and reference tools. Disa Healthcare Technology also allows you to upload any additional documents required by your school.

Order Summary

- Required Personal Information
 - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and email address.
- Drug Test (LabCorp)
 - Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.
- Payment Information
 - At the end of the online process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a \$10 fee and additional turn-around-time.

Place Your Order

[Visit the website](#), click “place order” and choose the Disa CB platform (see logo screenshot below).



Enter package code AHO1 – Background Check and Drug Test. You will be required to enter your program under “Student Information” classification. You will then be directed to set up your Disa/CastleBranch profile account. This package code is for the following majors:

- Health Care Management
- Biomedical Sciences
- Biotechnology
- Biomedical and Health Sciences
- Genetic Counseling
- Health Administration – Residential (MSHA)
- Health Care Quality and Safety (not employees of health care organizations)
- Health Informatics
- Health Physics
- Medical Laboratory Sciences
- Nuclear Medicine and Molecular Imaging Sciences
- Occupational Therapy
- Physical Therapy
- Physician Associate Studies
- Rehabilitation Sciences

View Your Results

Your results will be posted directly to your Disa/CastleBranch profile account. You will be notified if there is any missing information needed to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password. If you have any additional questions, you may contact the Service Desk at 888-723-4263 x 7196 or submit a question [using the online contact us form](#).

ACCIDENTS / INJURIES OCCURRING ON CAMPUS:

All accidents/injuries occurring while involved in a program associated with the School of Health Professions are to be promptly reported to the faculty member in charge of class. Incident reports for accidents and injuries must be filed with the Department Administrative Office within 48 hours of the incident. Failure to report accidents or injuries within 48 hours of the incident may impact UAB's ability to address the accident or injury.

ACCIDENT / INJURY REPORTING PROCEDURE

When a student, visitor, faculty, or staff is involved in an accident or sustains an injury while involved in a program associated with the School of Health Professions, an accident / injury report is required. The faculty member in charge of the class where the injury occurs, or who is the first point of contact following the injury should download and complete this [Incident Report Form](#).

NEEDLESTICK/ BLOOD OR BODY FLUID EXPOSURES

When a student, visitor, faculty, or staff is involved in a body fluid or needlestick exposure while involved in a program associated with the School of Health Professions, they should follow the procedures on [the UAB Human Resources website](#). The faculty member in charge of the class where the exposure occurs, or who is the first point of contact following the injury should download and complete this [Incident Report Form](#).

UNDERGRADUATE AND GRADUATE VOLUNTEER RESEARCH:

Undergraduate or graduate volunteer students wanting to conduct research in a School of Health Professions laboratory should contact [Dr. Samantha Giordano-Mooga via email](#) for requirements.

UAB POLICIES

ACADEMIC PROGRESS

[UAB ACADEMIC PROGRESS POLICY FOR GRADUATE STUDENTS](#)

[UAB ACADEMIC PROGRESS POLICY FOR UNDERGRADUATE STUDENTS](#)

HEALTH

[UAB POLICY ON IMMUNIZATIONS](#)

[UAB POLICY ON NEEDLE STICKS AND EXPOSURES](#)

EQUAL OPPORTUNITY

[UAB POLICY ON EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT](#)

POLICE AND PUBLIC SAFETY

[UAB POLICY ON CAMPUS SAFETY](#)

[UAB POLICY ON FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS](#)

RESEARCH AND SCHOLARLY ACTIVITIES

[UAB POLICY ON ACADEMIC INTEGRITY CODE](#)

[UAB POLICY ON ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES](#)

[UAB POLICY ON PATENTS](#)

SUBSTANCE USE/ABUSE

[UAB POLICY ON ALCOHOLIC BEVERAGES, USE AND CONSUMPTION](#)

[UAB POLICY AS A DRUG FREE CAMPUS](#)

[UAB POLICY ON NON-SMOKING](#)

TECHNOLOGY

[UAB POLICY ON TECHNOLOGY RESOURCES](#)

STUDENT COMPLAINTS

[UAB COMPLAINT POLICY](#)

SECTION 3: PROGRAM SPECIFIC INFORMATION

MASTER OF SCIENCE IN MEDICAL LABORATORY SCIENCE

INTRODUCTION

Welcome to the Medical Laboratory Science program. This handbook has been compiled to provide you with information to help you as you progress through your program. Where appropriate, the contact for more detailed information on various subjects has been included. If, however, you desire or need further explanation of any matter, or other types of information, please contact your faculty advisor or program director. The UAB web pages, or links, are included for some of the sections of this handbook, and you are encouraged to review the links for information you may need. The [UAB](#) and [School of Health Professions \(SHP\)](#) pages have search engines to allow you to input keywords and find information. Please also reference the [campus directory](#), [academic calendar](#), and the [M.S. in Medical Laboratory Sciences webpage](#).

FACULTY COMMITMENT TO PROGRAM

The Faculty of the Medical Laboratory Science program is committed to providing service to the community, as well as providing high-quality education to prepare students with a solid educational background and a set of skills translatable to a variety of laboratory settings, including hospital laboratories, industry, research laboratories, and many more. The faculty, in its concern for the health and safety of the general public, is committed to ensuring that each student develops knowledge, skills and values essential to the appropriate role, providing the basis for continued intellectual and professional growth.

PROGRAM HISTORY

Prior to 1992, the Medical Technology Master's degree program was with the Department of Pathology as an advanced post-professional program. The students were certified medical technologists who completed courses and projects that specialized in one of the disciplines such as clinical microbiology, chemistry, hematology, immunohematology and immunology. The program courses were offered through Pathology and taught by the Pathology/Laboratory Medicine faculty. In 1992, the program was administratively transferred to the School of Health-Related Professions and affiliated with the existing undergraduate Medical Technology Program. The Medical Technology faculty offered advanced courses to certified Medical Technologists. The program was a joint program with the Department of Pathology collaborating for graduate student projects. By 1995, the Graduate Program expanded to offer categorical tracks in management, microbiology, immunology, hematology, and immunohematology in addition to the ongoing advanced post-professional offerings. These graduates were eligible for certification categorical exams but not for the generalist Medical Technologist certification exam. By 2000, the program discontinued the offering of the categorical tracks due to market decisions by 21 employers and implemented the current Clinical Laboratory Science track for students who had baccalaureate degrees in biology and chemistry who preferred to have a master's degree rather than a second baccalaureate degree. This CLS program was developed to have

students complete all requirements for a certificate in Medical Technology and to complete course related projects at the graduate level as well as to complete either a thesis or a non-thesis project. The curriculum included the specialty disciplines in medical technology at an advanced level, as well as graduate level information management and emerging diagnostic technology courses. By 2003, the degree program was administratively managed as a graduate program in the School of Health-Related Professions and no longer identified as a joint program offering with the Department of Pathology. This decision was based on identified goals and objectives of each of the academic units as to the role of faculty and future directions for working with graduate students. The advanced post professional track courses offered during 1995 through 2007 were primarily laboratory operations management courses. With changes of direction by the CLS program it was determined that the post professional track would be discontinued by 2008. The future focus was placed on expanding the CLS track as to numbers of students and to support the tracks of medical technology. In 2024, the name was changed from Clinical Laboratory Science to Medical Laboratory Science, in keeping with the most current name of the profession and certification.

GOALS AND OBJECTIVES

MLS (Adopted 1993; Revised 2012, 2023)

The goals of the program are to prepare a student to assume the role of a health care professional in the field of medical laboratory science, to accept responsibilities as a health care team member, and to continue professional development as a Medical Laboratory Scientist.

Graduates of this program are expected to:

Demonstrate attributes desirable of a medical laboratory scientist

- **Dependable** in performance of classroom and laboratory responsibilities which may be demonstrated by:
 - Demonstrating integrity, honesty and conscientiousness in work (Essential Behavior)
 - Accepting responsibility for own actions (i.e., admits and corrects mistakes)
 - Organizing and complete work on schedule without sacrificing accuracy and reliability (i.e., requires no prodding or reminder of completion of responsibility leaves work area clean and restocked without reminding, appropriately prepares for class, lab or clinical setting, and completes assignments/work within established deadlines)
 - Following established policies and procedures (i.e., uses references, laboratory procedure manuals, adheres to policies, and adheres to safety regulations) (Essential Behavior)
 - Being punctual and in classroom or clinical workstation when required or assigned (i.e., follows attendance policy, is in class laboratory area and ready to begin activities prior to time expected and has all materials supplies needed for the activities of the session/day, does not take lengthy breaks, does not plan work or other activities during time assigned for class/clinical practice)
- **Stability** in response to work environment which may be demonstrated by

- Working effectively under conditions of stress and/or change (i.e., continues to perform at an appropriate rate without making mistakes when the workload is heavy and plans and budgets time.
- Maintaining professional demeanor under adverse conditions (i.e., continues to perform with a calm, logical, respectful and positive manner and provides competent or accurate service even when conditions are less than ideal)
- **Ability** to interact effectively with others, which may be demonstrated by
 - Influencing and contribute to a pleasant work environment
 - Accepting leadership of supervisory personnel and provide appropriate feedback
 - Offering assistance and support to co-workers
 - Communicating with other health workers in a professional and courteous manner
 - Interrelate with patients in an empathetic manner, appropriate to a health care team member.
 - Contributing willingly to the accomplishment of group endeavors
- **Professionalism** may be demonstrated by
 - Maintaining a neat, clean, personal appearance complying with existing dress codes (i.e., follows program dress code)
 - Showing initiative and interest to improve technical skills and expand knowledge (i.e., asks to learn more than minimally required, offers to start an activity without being told, reads information prior to laboratory sessions, participates in professional societies, continuing education, and self-study programs. Attends district and state ASCLS meetings, attends hospital in-service education programs).
 - iii. Investigating appropriate sources (literature and personnel) for technical and professional information (i.e., looks up information in writing before inquiring from others, utilizes faculty, teachers, rather than other students for information, uses student laboratory and clinical procedure manual).
 - Maintaining confidentiality of patient and laboratory data (i.e., does not talk about laboratory work outside of the laboratory) (**Essential Behavior**)
 - Demonstrating ethical conduct in professional endeavors (i.e., does not release inappropriate information to patient, fellow student or other individual, does not offer advice to health care workers beyond scope of practice, repeats any work in which problems are suspected) (**Essential behavior**)

Note: Students are evaluated based on the criteria listed above during the didactic courses and during the clinical practice courses using the Affective Evaluation Form. Evaluation of these affective behaviors is completed twice (Spring and Fall semesters) prior to clinical practice, and students are advised of the observations of the faculty so that changes in student behavior can occur prior to clinical practice courses. The marked criteria identified as essential behaviors are expected of all students in the classroom and in clinical practice settings. All listed behaviors will be marked as satisfactory, improvement needed, or unsatisfactory.

Analyze, quantitatively and/or qualitatively, body fluids and materials to aid in the diagnosis monitoring, treatment and/or prevention of disease.

- Obtain and process specimens using appropriate techniques and established safety measures.
- Evaluate the suitability of specimens for the analysis requested.
- Determine the priority of laboratory requests to arrange the workload to provide for optimal patient care and efficiency.
- Apply principles of assays and use the appropriate equipment and techniques to perform high volume, less difficult analytical tests in chemistry, hematology, immunology, immunohematology, and microbiology.
- Apply physical, chemical, instrumental, and physiological theories pertinent to tests to recognize and solve problems.

Interpret and correlate laboratory test data.

- Accurately determine the results of tests using the appropriate controls, standards and/or references.
- Calculate results of tests performed if necessary.
- Evaluate the validity of test results in terms of reference intervals, quality control data, and analytical system performance.
- Correlate results of tests with other test data and pertinent patient information to identify potential errors/sources of variation.
- Report all abnormal testing results to the instructor/supervisor and repeat abnormal tests or perform confirmatory or additional procedures as indicated.
- Follow institutional procedures for reporting critical values.
- Record and report results in writing, orally or by computer conforming to established procedures and institutional policies.
- Follow institutional procedures for use of referral services.

Monitor statistical quality control (SQC) protocols to optimize precision and accuracy of testing results and contribute to patient safety.

Perform quality control procedures on analytical tests, equipment, reagents, media, and products according to protocol.

- Acknowledge unacceptable control results and take corrective action if indicated.
- Perform instrument maintenance procedures and instrument checks on basic equipment and instruments according to laboratory protocol.
- Recognize instrument malfunction and communicate with instructors or supervisors.
- Following standard laboratory procedures, document all information such as quality control, maintenance, and corrective actions.
- Use the appropriate safety precautions and barriers in the performance of various tasks in order to prevent the transmission of infectious agents or other laboratory accidents and document any incidents.

Apply principles of management and leadership applicable to clinical laboratory operations.

- Practice effective written and verbal communication skills.
- Practice interpersonal skills and conflict resolution skills related to individual team and group processes.
- Practice awareness of principles of fiscal management and regulations to assure compliance with need to work in environment with limited resources to assure cost effectiveness operations and to deliver efficiency and effectiveness with IOM aims of quality.
- Apply principles of quality management to the processes and outcomes of clinical laboratory operations.
- Recognize managerial/supervisory roles/demands for cost effective clinical laboratory operations in the daily operations of service delivery.
- Apply principles of individual involvement-oriented management to enhance learning, teamwork, and the quality of products produced by clinical laboratory personnel.
- Apply personal managerial skills to improve the quality of individual, group and organization outcomes.

Develop life-long learning competencies.

- Participate in activities needed to support maintenance of certification and professional development such as reading, seminars, committee activities, professional organizations, formal courses, and other continuing education programs.
- Learn from and share knowledge with coworkers, supervisors, employees, and peers.
- Gain information about workplace expectations to improve affective behaviors for contribution to expected service behaviors in the work setting.

Apply principles of learning and methods of instruction to assist in the education of self and others.

- Deliver oral presentations using logically developed outlines.
- Identify components of behavioral objectives to write measurable objectives.
- Recognize the need for use of multiple learning styles to master different principles and practices across multiple types of courses, content, and work environments.
- Utilize appropriate delivery tools to assure appropriate messages given to audience.
- Utilize appropriate resources in development of presentation materials.

Participate in the development of skills and knowledge needed for technology assessment (statistics, scientific literature analysis, study design, presentations, and evaluation skills).

- Evaluate data for sensitivity, specificity, predictive value, and cost effectiveness.
- Evaluate tests, methods, instruments, and new technology as to medical usefulness and on patient health status.

- Evaluate systems processing for total testing for inpatient, outpatient, and point of care and referral specimens.
- Apply principles of Quality Management Systems (QMS), which includes quality control (QC), quality assessment (QA), and quality improvement (QI) for operations management in customer-oriented production of information for patient management.
- Monitor the healthcare industry to be aware of resources needed for technology assessment and internal policy compliance/external regulatory compliance (voluntary/mandated).
- Monitor current health care issues and recognize the implications for clinical laboratory services.

Practice use and applications of information management technologies including laboratory medicine informatics.

- Use databases, word processing and spreadsheet programs for processing of data to generate appropriate statistical analyses.
- Input data correctly and retrieve data accurately and efficiently.
- Recognize issues of compatibility, privacy, and limitations with information systems.
- Utilize laboratory informatics principles and connectivity standards applicable to data management for point of care testing.
- Apply principles of utilization management of all testing services to achieve efficient and cost-effective operations of clinical laboratories.
- Apply principles and practices of evidence-based laboratory medicine including outcomes management by application of laboratory information systems to improve services and assure patient safety.
- Recognize the necessity of laboratory information systems with unidirectional and bidirectional communication capabilities for auto verification and expediting of release of accurate and timely laboratory reports.

FACULTY AND STAFF

Our faculty creates a culture of innovation and collaboration that embraces social responsibility and entrepreneurial principles. UAB faculty are teachers, scholars, researchers, clinicians, and entrepreneurs who earn the highest honors in their fields, lead professional societies, and provide exceptional mentoring and training. Faculty and staff for the MLS program can be found [on our website](#).

ACCREDITATION

The University of Alabama at Birmingham is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC). The Master of Science in Medical Laboratory Science is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The contact information for both agencies is found below

SACSCOC

1866 Southern Lane
Decatur, GA 30033-4097

TEL: 404.679.4500
FAX: 404.679.4556
[SACSCOC Website](#)

NAACLS

5600 N. River Road, Suite 720 Rosemont, IL 60018-5119
TEL: 773.714.8880
FAX: 773.714.8886
[NAACLS Email](#)
[NAACLS Website](#)

CERTIFICATION

Graduates of the MLS program are eligible to take an examination for certification. Certification examinations are administered by the Board of Certification (BOC) of the American Society for Clinical Pathology (ASCP) and by the American Medical Technologists (AMT), which offer certification in the category designated Medical Laboratory Scientist (MLS) for MLS students.

ASCP

Board of Certification
33 Monroe Street, Suite 1600
Chicago, Illinois 60603
TEL: 312.541.4999
[ASCP Website](#)

AMT

10700 West Higgins Rd, Suite 150
Rosemont, IL 60018
TEL: 847.823.5169
[AMT Website](#)

CRITERIA AND REQUIRED MATERIALS

In order to successfully complete the degree requirements for the Master of Science in Medical Laboratory Science, students must complete the academic and clinical laboratory practice requirements. Students must meet the essential functions in addition to the academic requirements. "Essential functions are those physical abilities, mental abilities, skills, attitudes, and behaviors the students must evidence or perform at each stage of their education." The absence of an essential requirement would fundamentally alter the program's goals. The essential functions include categories of observation, movement, communication, intellect, and behavior:

Observation

The student must be able to:

- Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.

- Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, illustrations, and graphs displayed in print, on a projection screen, and on a video monitor.

Movement

The student must be able to:

- Move freely and safely about a laboratory.
- Perform testing at laboratory stations and be able to collect blood specimens from patients or in a simulated environment.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting, in confined spaces - over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard (i.e., 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

Communication

The student must be able to:

- Read and comprehend technical and professional materials (e.g., textbooks, magazine and journal articles, handbooks, and instruction manuals).
- Follow verbal and written instructions in order to correctly perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection (if applicable).
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests (if applicable).
- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
- Prepare papers, prepare laboratory reports, and take examinations within specified times.

Intellect

The student must:

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- Be able to exercise sufficient judgment to recognize and correct performance deviations.

Behavior

The student must:

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within faculty-defined time limits.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e., “stat” test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

Classroom & Laboratory Supplies

Students are expected to supply their own notepaper, pens, pencils, and calculators. All students are required to purchase a laboratory coat (program approved) which is fluid resistant, long sleeved, cuffed, and long long-length.

The Program will supply gloves and face shields as needed. Students are expected to have access to a computer (either personal, or borrowed from the Lister Hill Library.) Computer applications are essential for completion of course requirements, projects in courses, and the end of program project.

DEGREE REQUIREMENTS

CREDIT HOURS

The Master of Science in Medical Laboratory Science requires the successful completion of 72 credit hours and all degree requirements as outlined in the current UAB Graduate Catalog and program curriculum.

The program is designed for students to officially start Fall semester and follow the recommended curriculum sequence to ensure timely degree competition.

Students are expected to maintain continuous enrollment, make satisfactory academic progress, and work closely with their advisor to ensure completion of degree requirements. Deviations from the recommended course sequence may result in delayed graduation.

CURRICULUM OUTLINE

[Visit the UAB Catalog website for course descriptions.](#)

SEMESTER 1 – FALL: 16 CREDIT HOURS

- CLS 501: Introduction to the Clinical Laboratory, 3 credit hours
- CLS 502: Fundamentals of Phlebotomy and Body Fluid Collection, 1 credit hour
- CLS 503: Body Fluids, 1 credit hour
- CLS 504: Lab Analysis of Body Fluids, 1 credit hour
- CLS 518: Immunology, 3 credit hours
- CLS 528: Hematology I, 3 credit hours
- CLS 529: Hematology I Laboratory, 1 credit hour
- CDS 610: Research Design and Statistics, 3 credit hours

SEMESTER 2 – SPRING: 15 CREDIT HOURS

- CLS 523: Clinical Microbiology, 3 credit hours
- CLS 524: Clinical Microbiology Laboratory, 1 credit hour
- CLS 526: Instrumentation & Automation, 2 credit hours
- CLS 527: Instrumentation & Automation Laboratory, 1 credit hour
- CLS 532: Hematology II, 3 credit hours
- CLS 533: Hematology II Lab, 1 credit hour
- CDS 625: Analysis of Scientific Publications, 3 credit hours
- CLS 698: Master's Level Non-thesis Research, 1 credit hour

SEMESTER 3 – SUMMER: 14 CREDIT HOURS

- CLS 530: Immunohematology, 4 credit hours
- CLS 531: Immunohematology Laboratory, 1 credit hour
- CLS 538: Infectious Diseases, 3 credit hours
- CLS 539: Infectious Diseases Laboratory, 1 credit hour
- CLS 542: Molecular Diagnostics, 3 credit hours
- CLS 543: Molecular Diagnostics Lab, 1 credit hour
- CLS 698: Master's Level Non-thesis Research, 1 credit hour

SEMESTER 4 – FALL: 13 CREDIT HOURS

- CDS 505: Professional Skills Development, 1 credit hour
- CLS 505: Laboratory Management, 3 credit hours
- CLS 551: Clinical Chemistry, 4 credit hours
- CLS 552: Clinical Chemistry Lab, 1 credit hour
- CLS 560 Clinical Correlations, 3 credit hours
- CLS 698: Master's Level Non-thesis Research, 1 credit hour

SEMESTER 5 – SPRING 14 CREDIT HOURS

- CLS 570: Medical Laboratory Science Certification Review, 1 credit hour
- CLS 595: Clinical Practice, 12 credit hours
- CLS 698: Master's Level Non-thesis Research, 1 credit hour

CLINICAL ROTATIONS/INTERNSHIPS

Clinical Affiliates

The MLS program has approved clinical affiliate sites where MLS students are placed for their clinical practice experience. Graduate students must obtain a 3.00 GPA prior to going into their clinical practice. The approved facilities are found below.

FACILITY,	CITY/STATE
Brookwood Medical Center	Birmingham, AL
Children's of Alabama	Birmingham, AL
Coosa Valley	Sylacauga, AL
DCH Regional Medical Center	Tuscaloosa, AL
Gadsden Regional Medical Center	Gadsden, AL
Huntsville Hospital	Huntsville, AL
Lab Corp of America	Birmingham, AL
Madison Hospital	Madison, AL
Memorial Hospital	Chattanooga, TN
Piedmont,	Atlanta, GA
St Vincent's Medical Center	Birmingham, AL
St Vincent's East	Birmingham, AL
Shelby Baptist Medical Center	Alabaster, AL
UAB Hospital	Birmingham, AL
UAB Highlands	Birmingham, AL
UAB Medical West	Bessemer, AL
UF Health Shands Hospital	Gainesville, FL
University of South Alabama Medical Center	Mobile, AL
Veteran's Administration Medical Center	Birmingham, AL
WellStar Health System	Atlanta, GA

The above institutions work with the Medical Laboratory Science program as major clinical affiliates. The number and location of sites may vary depending on clinical training needs of the program.

The MLS program clinical coordinator, in conjunction with the program director, assigns students to a clinical site. Students are not permitted to select the site for their clinical rotation experience nor are they allowed to alter an already approved schedule. Requests for adjustments to a clinical practice schedule must be made to the program clinical coordinator. Adjustments made to the clinical practice schedule not approved and organized by the program clinical coordinator may lead to grade of "F" for that rotation. MLS students with dependent children under the age of 16 years will be given priority placement in a clinical site within 20

miles of UAB. It is the student's responsibility to make appropriate accommodations when a clinical site is located off the UAB campus. The clinical practice schedule for each student is prepared on an individual basis and will be given to the student. Courses and clinical practice schedules are subject to change, as circumstances require. The student will be informed of schedule changes as soon as possible.

Students are expected to spend a minimum of 35 hours per week (Monday through Friday) in clinical practice courses. The time to report will vary according to location of the assignment (hospital or section of hospital laboratory), but students are expected to spend 7 hours each day at the clinical site. If students work, their work hours must not conflict with the clinical courses.

GRADE POLICIES

Final grades and credits for each student are recorded and preserved as a permanent record at UAB. The final grades for academic courses are compiled and proportioned to develop a final course grade. The course instructor will inform the students at the beginning of each term in each course syllabus of the system of proportioning of scores used to develop the course grade. Minimum performance criteria designated by the course instructor must be achieved by the student. These criteria indicate the level of competency of the individual student.

Grades are awarded according to the level of the student's achievement in each course. The grades for academic courses are indicated by letters:

A: Excellent

B: Above Average

C: Average

F: Failure

P: Pass

W: Withdrawal, a notation (Not a Grade) assigned by the Registrar and reflects an administrative action initiated by the student in accordance with UAB regulations.

I: Incomplete, a temporary notation assigned a student who has not completed course requirements. An "I" will be given only when an emergency or unexpected event prohibits the student from meeting course objectives in a timely manner and if there is reasonable expectation that the course requirements can be satisfactorily completed by the end of the following term. The notation of "I" will convert to an "F" unless an extension is requested.

N: No Grade Submitted, a temporary notation made by the Registrar if the course instructor does not assign a grade prior to issuing of grade reports or when the course is designated to extend beyond a single term.

The student's grade point average is calculated by dividing the total quality points earned by the semester hours attempted. Semester hours attempted is defined as the total semester hours for any course in which the student was registered on a regular basis and receives an A, B, C, or F. Quality points are awarded as following:

Quality Points

Letter Grade

4	A
3	B
2	C
None	P, NP, or F

GRADUATE SCHOOL REQUIREMENTS – GOOD ACADEMIC STANDING

A student must maintain a grade point average of at least 3.00 and earn at least as many hours of P grades as the total of NP grades combined to be in good academic standing as defined by the UAB Graduate School.

SCHOLASTIC REQUIREMENTS

The MLS Program requires that students maintain an overall GPA of ≥ 3.00 to continue in the program. MLS students who do not maintain an overall GPA of ≥ 3.00 will be placed on probation by the MLS program. Thereafter, the student will have two (2) semesters in which to restore the GPA to 3.00 or higher; otherwise, they will be dismissed from the MLS program.

A student who receives a grade of “F” in one program-specific course will be required to repeat that course the next time it is officially offered and will not be able to take any courses for which that course is a prerequisite (including clinical practice) until the course is successfully completed. Only one course in the student’s curriculum may be repeated in this manner and only one repeat of the course will be allowed. If the student receives a grade of “F” when the course is repeated, they will be dismissed from the program.

A student who receives more than one “F” at any time in the curriculum will be dismissed* from the program, regardless of the student’s overall GPA. An official letter notifying the student of their dismissal will be sent to the student from the program director. Students dismissed from the program will not have the opportunity to re-apply to the program.

MEDICAL LABORATORY SCIENCE PROGRAM TEACH OUT PLAN

If a catastrophic event occurs that results in an interruption of the university’s ability to operate the MLS program or an event where the program can no longer operate, the program will continue to provide instruction on-line via UAB’s online course management system (Canvas). This system is backed up on an off-site location. Laboratory sessions will be accommodated at affiliate campuses or clinical affiliate sites. Students completing their clinical rotations in UAB’s MLS program will be relocated to other existing affiliated sites within Alabama.

If a catastrophic event halts the operation of one or more of the Program’s clinical affiliates, steps will be taken to place students at other functioning clinical sites to finish the remainder of their training.

If the Teach-Out Plan ever goes into effect, the Program Director will submit the Teach- Out Plan to NAACLS within 30 days of the official announcement of the closure of the program.

WITHDRAWING FROM THE PROGRAM

A student who wishes to voluntarily withdraw from the Medical Laboratory Sciences Program must have approval by the Program Director before the withdrawal is officially made. The

student must submit a written statement, in the form of an official business letter, of their intent to withdraw from the program including the effective date of the withdrawal and must schedule a face-to-face or phone meeting with the Program Director to discuss the withdrawal. Once approved by the Program Director, the official UAB withdrawal is made by the student through the [UAB One Stop Student services](#).

Students should refer to the [Institutional Refund Policy](#) for refunds on tuition and fees.

Those who withdraw for medical reasons may appeal to the Provost to grant an exception to the refund policy. More details regarding the exceptions may be found in the [Tuition Refund Appeals Policy](#).

NOTE: The failure to attend a class does not constitute a formal withdrawal.

PROCEDURES WHEN APPLIED EXPERIENCES CANNOT BE GUARANTEED

If, due to some unforeseen event, we cannot place all students in a clinical practice site for a given discipline during a given term, we will assign students to the available clinical sites for that discipline based on program GPA (from highest placed first on down). If a student is not placed in a clinical practice environment for a specific discipline, they will receive priority for placement in that discipline the next time clinical placements are scheduled.

PROFESSIONALISM EXPECTATIONS

Code of Ethics: The American Society for Clinical Laboratory Sciences

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

- Duty to the Patient
 - Clinical laboratory professionals *are accountable* for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.
 - Clinical laboratory professionals *maintain high standards* of practice. They exercise sound judgment in establishing, performing, and evaluating laboratory tests.
 - Clinical laboratory professionals *maintain strict confidentiality* of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.
- Duty to Colleagues and the Profession
 - Clinical laboratory professionals *uphold and maintain the dignity and respect* of our profession, and strive to maintain a reputation of honesty, integrity, and reliability. They contribute to the advancement of the profession by improving 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.

- Clinical laboratory professionals *actively strive to establish* cooperative and respectful working relationships with other health professionals with the primary objective of ensuring a high standard of care for the patients they serve.
- Duty to Society
 - As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to *contribute from their sphere of professional competence* to the general well-being of the community.
 - Clinical laboratory professionals *comply with relevant laws and regulations* pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those that do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession
- Preserve the dignity and privacy of others
- Uphold and maintain the dignity and respect of our profession
- Seek to establish cooperative and respectful working relationships with other health professionals
- Contribute to the general well-being of the community

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

ACADEMIC INTEGRITY

All students are required to complete the Academic Integrity Code (AIC) course in Canvas. Once admitted to UAB and registered for classes, students will be enrolled in the AIC Canvas course. The title of the course will include the enrollment term and “UAB Academic Integrity Code”. To access the UAB Academic Integrity Code course in Canvas, students must use their BlazerID and password to [login to Canvas](#) and locate the course on the Canvas dashboard.

The deadline for completing the Academic Integrity Code varies each semester, and the completion date will be communicated via an announcement in Canvas. Completion of the Academic Integrity Code Canvas course is required, and failure to meet the deadline will automatically result in a registration hold (coded AI) preventing students from registering for classes for the subsequent semesters. To resolve the Academic Integrity Code hold, please contact [UAB One Stop](#). Questions regarding the UAB Academic Integrity Code should be directed to the [Academic Integrity Code Coordinator](#).

SOCIAL MEDIA POLICY

Students in the Master of Science in Medical Laboratory Science are expected to use social media responsibly and professionally. Social media platforms include, but are not limited to,

Facebook, Instagram, LinkedIn, X (formerly Twitter), TikTok, YouTube, blogs, discussion forums, and other online communication platforms.

Students should exercise sound judgment when posting content online and recognize that their actions may reflect upon themselves, the Medical Laboratory Science Program, the School of Health Professions, and UAB.

Students are expected to:

- Conduct themselves in a professional and respectful manner in all online interactions.
- Protect confidential, proprietary, and sensitive information related to research activities, faculty, staff, fellow students, internship sites, industry partners, and the university.
- Comply with all applicable UAB policies regarding privacy, confidentiality, intellectual property, and information security.
- Refrain from posting content that is discriminatory, harassing, threatening, defamatory, or otherwise inconsistent with professional and ethical standards.
- Clearly distinguish personal opinions from official university positions.
- Obtain appropriate permission before using university logos, trademarks, photographs, or program-related materials in public postings.
- Respect copyright and intellectual property rights when sharing content online.

LAB & FIELDWORK SAFETY REQUIREMENTS

MEDICAL LABORATORY HEALTH & SAFETY RULES AND PROCEDURES

The administrators and faculty of the School of Health Professions are committed to the health and welfare of students enrolled in health care professions programs. Various immunizations and medical requirements must be satisfied prior to enrollment in SHP. In addition, [UAB Student Health Services](#) provides specific medical care to enrolled students. Every attempt is made to provide appropriate instruction in the utilization of universal precautions and exposure control procedures. Specific requirements vary according to the curricula of each academic program. Students are expected to comply with the standards set by the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) (29.CFR Part 1910.1030) and the MLS program policies and procedures. The policies and procedures apply to all students, faculty, and staff.

The rules and procedures described below have been developed for the protection and health of students, faculty, and staff. Noncompliance will be considered as misconduct and handled as such. These rules and procedures comply with the OSHA Standards for Occupational Exposure to Bloodborne Pathogens, CDC Recommendations for Prevention of HIV Transmission in Health-Care Settings, CDC Recommendations for Airborne Pathogens, UAB Biosafety Manual, and UAB Chemical Safety and Waste Management Manual.

General Regulations for Student Laboratory Courses

- Eating, drinking, smoking, chewing gum or tobacco, applying cosmetics or lip balm, or handling contact lens is PROHIBITED in the labs (even if the lab space is being used for class or an examination and not a lab session). No items should be placed in the mouth or near the face.

- Use of cell phones, personal computers, personal digital assistants, text pagers or other forms of technology for personal use in the student laboratory is prohibited without the approval of the instructor (refer to [UAB's policies for Technology](#)). Cell phones and other devices should be stored with other personal items.
- Dress must be professional at all times.
- Standard precautions (which combine universal precautions and body substance isolation) must be observed in the laboratory to prevent contact with blood, body fluids, and all secretions and excretions.
- All procedures involving blood or other potentially infectious materials are performed to minimize splashing, spraying, spattering, and generating droplets.
- Personal Protective Equipment
 - Long-sleeved fluid resistant (fluid barrier) lab coats (not jackets) and shoes, which completely cover the feet (not open toe, not open heel, not cloth), must be worn during all lab sessions. Lab coats must be buttoned or secured completely for protection. Students will not be admitted to lab sessions without lab coats or the appropriate clothes and shoes. Disposable laboratory coats will not be available for student use and shoe covers will not be available.
 - Gloves must be worn in ALL lab sessions. Non-latex gloves are used in the student laboratory sessions. Students must not use oil-based lotions, which decreases the integrity of gloves.
 - An eye and face protection unit must be worn when performing procedures that may generate droplets of blood, body fluids, secretions or excretions, or other infectious/harmful materials.
 - Protective goggles or safety glasses must be worn in any labs when performing procedures that may result in possible splashing of harmful chemicals or aerosols.
 - Additional requirements for personal protective equipment and/or environmental controls required for certain procedures will be designated in individual course lab manuals.
- Gloves are removed inside out aseptically (without producing aerosols) and are discarded in the biohazard container with red bag at the end of each laboratory session, or when necessary, due to gross contamination, tearing or puncturing.
- "Finger bowls" may be made by pouring disinfectant on gauze sponges in a petri dish. "Finger bowls" may be used to clean gloves when contaminated slightly (e.g., finger stuck in plate of bacteria) before touching microscopes or other equipment. Soaked gauze can also be used to cover minor spills. In the case of excessive contamination, change gloves.
- The plastic face shield should be cleaned with disinfectant spray at the end of each lab in which it is used (or when gross contamination occurs). Goggles or safety glasses should be cleaned in the same manner. If a woven nose and mouth facemask is worn, it should be discarded (in biohazard container with red bag) at the end of each lab session in which it is used (or if gross contamination occurs).

- Lab coats should be hung on the designated coat rack after each lab session. The MLS program washes laboratory coats on a regular basis for the students. Soiled lab coats must be removed immediately.
- Lab coats and other protective equipment must be removed before leaving lab for any reason.
- Hands must be washed (upon removing gloves) with an antimicrobial solution before leaving a lab session for any reason or when gross contamination occurs. After washing and drying hands, turn off faucet using a paper towel.
- Skin (other than hands) which has come in contact with blood or other potentially infectious material, must be washed immediately with antimicrobial solution and water. If eye contamination occurs, the eyewash must be used immediately.
- All operations with flammable, combustible, or toxic chemicals must be carried out under a fume hood. Material safety data sheets are located in the laboratory.
- A pipetting aid or semi-automatic pipette must be used to pipette all fluids. Mouth pipetting is prohibited.
- Food and drink must not be stored in lab refrigerators or anywhere in lab area.
- The workstation must be cleaned with disinfectant before and after each lab period and after spills of potentially contaminated material. Lamps and all objects left on the desktop must be wiped with disinfectant-soaked towels.
- The workspace should be covered with a large, white, plastic-coated absorbent towel at the beginning of each lab session. All contaminated materials should be kept on the towel. Books and papers needed for lab should be kept off the towel. The towel should be discarded (in the biohazard container with red bag) at the end of each lab session (or when grossly contaminated).
- Small spills of contaminated material may be wiped up with a disinfectant soaked gauze or towel. Wash the surface a second time with another disinfectant soaked towel. Discard towels in a biohazard (red bag) container. Never pick up broken glass with hands but use a mechanical device such as tongs, forceps, or a brush and dustpan. Broken glass must be discarded in the designated container. Large spills must be reported to the instructor or lab staff. Staff (faculty or teacher) must oversee cleanup of any spills.
- Used needles and other sharps are not bent, broken, recapped, or re-sheathed by hand. Used needles are not removed from disposable syringes. Needles and sharps are disposed of in impervious disposable containers.
- Do not remove pencils, pens, or other materials used during lab sessions because they may be contaminated. Use the materials supplied or leave your personal pencils, etc., as donations for the lab.
- Unauthorized visitors are not permitted to enter the lab. If an emergency situation requires that someone speak with a student during a laboratory session, the visitor must obtain permission from the instructor or course director to speak with student; student must remove lab coat, wash hands, and leave the laboratory. If a student is expecting someone at a designated time, the student must obtain permission from instructor or course director before leaving the laboratory area.

- A student may not leave the laboratory area during an exam unless he/she obtains permission from the instructor. Multiple students are not permitted to exit the area at the same time during an exam.
- Incidents and Injury Reporting
 - Cuts or other skin abrasions must be covered by Band-Aid(s) (available in First Aid Box) prior to putting on gloves.
 - All incidents/injuries occurring in lab regardless of severity must be reported promptly to the instructor or lab staff who will take appropriate action (i.e., send student to Student Health or Emergency Department).
 - An incident report will be completed by the student, signed by the instructor, and kept on file in the Program Office. Forms are available from MLS faculty and instructors.
 - Refer to [UAB Needle Sticks and Exposures Policy](#).

General Regulations for Clinical Practice Courses

Students are expected to follow the General Regulations for Student Laboratory Courses while in clinical practice sites. The clinical practice sites will have established protocols for safety to which all students must adhere.

Protocol for Disposal of Contaminated Materials

- Materials to be discarded in biohazard containers with red bags at students' workstations include, but are not limited to:
 - Cotton alcohol prep pads/Band-Aids
 - Gauze
 - Kimwipes
 - Gloves and face masks
 - Bibulous paper
 - Sedimentation rate tubes
 - Uni-Flex safety caps
 - Wooden applicator sticks, cotton tipped swabs, disposable glass slides, Pasteur pipettes (glass or plastic) and stained smears
 - Disposable serologic pipettes -- tip down to avoid aerosol
 - Plastic pipette tips for pipettors
 - Contaminated or used-up pencils, pens, or permanent ink markers
 - Disposable slides used for serological testing
 - Empty urine cups (urinalysis) (urine is discarded as indicated)
 - Disposable glass or plastic tubes (empty or containing small amounts, 5 mL or less, of liquid). If tubes contain more than 5 mL of liquid, the liquid should be discarded in designated containers prior to disposal.
- Materials to be placed in rigid plastic sharp keeps located on side counters during lab sessions.
 - Needles/Syringes used in venipuncture and lancets used in capillary/skin puncture.
 - Microhematocrit capillary tubes containing blood.

- Broken glass products contaminated with blood or body fluid.
- Place all glass reusable pipettes in the 7 x 18" pipette jars.
- Materials to be placed in metal containers lined with autoclave bags. Blood and/or serum samples if greater than 1mL or in an evacuated tube:
 - Contaminated media (tubes and plates)
 - Tubes or ampules containing suspensions of bacteria
 - Multi-unit I.D. Systems for bacteria (e.g., API)
 - Blood culture bottles (vented with subculture unit)
- Materials to be placed in trash cans labeled "Broken Glass" box located in each of the labs:
 - Clean broken glassware
 - Clean broken tubes
 - Clean broken pipettes
- *Glassware contaminated by patient specimens must be placed in biohazard broken glass box or sharp container. When the biohazard box or sharp container is full, it is placed in a biohazard red can.*
- Miscellaneous Material:
 - Guidelines for materials, which must have special handling prior to disposal, will be designated in specific course lab manuals. Always check with instructor or lab staff if unsure about how to dispose of contaminated items.

Protocol for Disposal of Non-Contaminated Trash

Place all non-contaminated trash paper, packing materials, and small packing boxes in waste baskets lined with clear bags that are located at the front and back of the lab area. These are discarded by housekeeping. No contaminated materials are permitted.

Chemical Hazards

1. Material Data Safety Sheets with information about the chemical, safety precautions, hazard, and treatment for exposure are located in the prep area.
2. Eyewash and shower are available in the lab.
3. The hood in the lab must be used for flammables and reagents with noxious and toxic fumes.
4. For emergencies, call: 205-934-2487 or check [the UAB Environmental Health & Safety website](#).

TRAINING & FACILITY ACCESS

FACILITIES

Students are expected to treat all university, department, and program facilities with respect. When using the spaces, the following is expected:

- Use spaces for their intended purposes, observing all applicable policies (i.e. no eating in the lab).
- Treat equipment with care and respect.
- Clean up after yourself.
- Be mindful of others in the space.

- Conduct yourself professionally and in a manner that positively reflects on the MLS program.
- DO NOT prop doors open or allow unauthorized individuals into the space.
- Secure all spaces when leaving.

PROJECTS

All UAB graduate students in the MLS program are required to complete a Plan II (Non-thesis) project prior to completion of the MLS program. During orientation to the program in August, and during fall term, the students will meet with the faculty to discuss the requirements for the CLS 698 Non-Thesis Research course [4 credits.]

In addition to meeting the MLS discipline specific goals and objectives as listed in the MLS Handbook, graduates of the MLS program track are expected to gain insight into techniques of problem posing and problem solving and to use these insights to prepare written and oral reports. In graduate courses, students are expected to write technical papers based on scientific literature research and to develop effective presentation competencies as specified in the [UAB Graduate School Catalog](#).

Plan II Non-Thesis Research Project Process

All MLS students are required to work alone or in groups (no more than 5) to complete a Plan II project prior to completing the MLS program. Plan II projects may or may not require research and may or may not require a formal thesis, but students are expected to gain insight into the techniques of problem posing and problem solving and to use these insights to prepare a final plan II project.

Selecting a Plan II Non-Thesis Project Topic

Students and student groups with their assigned advisor discuss possible topics and activities that are appropriate for non-thesis research. In most cases, the MLS program faculty advisor already has a topic that will be shared in the group. Plan II projects are flexible in nature and are designed on an individual basis between students and their assigned advisors. Plan II projects, although flexible in nature, are still rigorous regarding structure, formatting, and depth of analysis. Possible projects may include:

- State of the art/narrative review of the literature on a current topic.
- Development of a publication ready article for an MLS-related journal.
- Development of a publication ready case history.
- Literature review and comparison study proposal for error assessment of a new diagnostic assay.
- Operations management project to include performance improvement interventions/analyses.
- Instructional design and assessment of a technology-based product for training laboratory practitioners.
- Literature review to include chronology of diagnostic methods including performance. Characteristics and application characteristics with evaluation of current usage in diagnostic testing service centers.
- Preparation of a narrative review paper that analyzes the implications of major public and reimbursement policies on the delivery of diagnostic services for the past decade.

All non-thesis projects that require data collection must be approved by the IRB. Any project proposal that requires funding requires that the student prepare a budget and submit the budget to their chair and the program director. Any funding required must be approved prior to proceeding beyond the topic selection process for a non-thesis project.

Plan II Project Completion

The students and their assigned advisor will determine the format of the project and requirements for successful completion of the project.

Submission of Final Project to MLS

The student submits a completed version of the project to his/her advisor. The project is not submitted to the Graduate School. If original data was collected, the student will be encouraged to prepare a manuscript for submission to a journal. If the student decides not to do so, then the student will be asked to complete a data release form so that the faculty may use the paper for preparing a manuscript/presentation.

ADVISING & MENTORING

ADVISOR/MENTOR ASSIGNMENT PROCESS

Faculty Advising

Each student will be assigned and notified of their assigned advisor at the mandatory Program Orientation session. Students are expected to interact with their advisor on a regular basis, via email or in person.

CHANGING ADVISORS/MENTORS

If a student desires a new advisor for any reason, the student should contact the program director and request a new advisor. All requests for a change of advisor must have program director approval before the change is made.