SCHOOL OF HEALTH PROFESSIONS
CLINICAL LABORATORY SCIENCES PROGRAM
2013-2014 ACADEMIC HANDBOOK

[Signatures and dates]

Program Director

Department Chair

Harold P. Jones, Ph.D
Dean, School of Health Professions

Date

Date

Date
TABLE OF CONTENTS

INTRODUCTION
Dean’s Welcome Message
Overview of the School of Health Professions
Office of Student Success
Clinical and Diagnostic Sciences Information

SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION
Academic Calendar
Academic Honor Code (UAB)
AskIT
Attendance
Awards and Honor Societies
Background Check
Blackboard Learning System
BlazerID / BlazerNET / Email
Bookstores
Campus Card
Campus Map
Counseling Services
Direction Student Handbook
Disability Support Services
Drug Screening
Emergencies
Equity and Diversity Office
Escort Services
FERPA
Financial Aid
Food Services
Graduate School
Graduation
Health Insurance
Health Services and Medical Clearance
HIPAA Training
Institutional Review Board for Human Use (IRB)
Intellectual Property
Libraries and Learning Resources Center
OneStop Student Services
Parking
Patient Care Partnership
Plagiarism and Turn-it-In
Recreation Center
Scholarships
Social Media
Tuition and Fees
Weather
Withdrawal from Course / Program

SECTION 2 – POLICIES
School of Health Professions Policies
Background Check and Drug Screen
Grievance Procedures for Violations of Academic Standards
SHP Health Immunization Check
Impairment and Substance Abuse
Plagiarism
UAB Policies
AIDS and HIV Infection
Alcoholic Beverages, Use and Consumption
Attendance / Absence (Undergraduate)
Body Fluid Exposure

Computer and Network Resources (Acceptable Use)
Computer Software Copying and Use
Drug Free Campus (General Policy)
Equal Opportunity and Discriminatory Harassment
Ethical Standards in Research and Other Scholarly Activities
Firearms, Ammunition, and Other Dangerous Weapons
Immunization
Nonsmoking
Patent (Intellectual Property)

CDS Policies
Academic Progress
Attendance and Excused Absences
Consensual Romantic Relationships
Course Examinations
Data Protection and Security
Dress Code
Food and Drink in the Classroom
Grading Policy
Incomplete & Deferred Credit Policy
Infection Control
Liability Insurance
Non-Academic Student Conduct
Non-Resident Tuition Policy
Pregnancy Policy
Probation and Dismissal
Professional Conduct
Remediation and Readmission
Student Records Policy

SECTION 3 - PROGRAM INFORMATION
Welcome
Program Mission Statement
Program History
Faculty & Staff
Curriculum
Accreditation
Certification
Code of Ethics
Goals and Objectives
Essential Functions
Classroom & Laboratory Supplies
Class Schedule
Documentation of Course Completion
Application for Degree & Certificate
Clinical Affiliates
Procedures when Applied Experiences Cannot be Guaranteed
Faculty Advising
Grades
Scholastic Requirements
Graduate Student Requirements
Technology Use in the Classroom
Student Organizations & Activities
Clinical Laboratory Safety Rules and Procedures
Withdrawing from the Program
Performing Service Work Policy
INTRODUCTION

Dean’s Welcome Message

Welcome to the University of Alabama at Birmingham School of Health Professions, one of the nation’s leaders in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 20 programs at the baccalaureate, master’s, and doctoral levels with nearly 2,000 undergraduate and graduate students enrolled. The School of Health Professions is part of UAB’s thriving academic health center. As one of our students, you will have the opportunity to work side-by-side with world-renowned researchers and faculty, utilize the most advanced technologies and experience the most cutting-edge approaches to clinical treatment.

All of our programs are fully accredited by their respective professional organizations, which means you will be eligible for licensure, national certification or registration, and enjoy mobility in the job market. Our first-time student pass exam rate on credentialing exams is an astounding 98 percent.

Several of our programs rank in the nation’s top 30 by U.S. News and World Report including our master’s in Health Administration ranked at number five, entry level Physical Therapy at number 19, Physician Assistant program at number 25 and Occupational Therapy at number 29. We continue to rank at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both a NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

What this means to you is that you will graduate with a degree with an esteemed reputation, job opportunities in the health care industry that will continue to grow in the next decade, and a chance for you to make a difference in your field.

Our alumni give advice to current students that’s worth repeating: be a sponge, learn your craft to be a better professional for your patients, be open minded to all future possibilities, and remember to have life balance. I look forward to seeing you grow in your respective field and watch as you become the professional we know you can be in the next few years.

Harold Jones, Ph.D.
Dean
UAB School of Health Professions
Overview of the School of Health Professions

A leader in federally funded research, the UAB School of Health Professions (SHP) is the largest academic institution of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950s as a collection of courses in various paraprofessional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the Medical School. An innovative organization designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970s, ‘80s, and ‘90s, the school’s offerings were expanded to reflect the changing and growing health care industry. As a result of those changes, SCAHR became SPAH (the School of Public and Allied Health), before becoming SCAH (the School of Community and Allied Health), and then SHRP (the School of Health Related Professions). During that time, the school added several new areas of study including the nationally ranked Nutrition Sciences program.

In 2001, Dr. Harold Jones was recruited to become the school’s dean. Through his visionary leadership and guidance the school has experienced a period of unparalleled success beginning with the school’s reorganization and physical relocation. Up to that point in time, the SHRP’s programs had been housed in various locations throughout the UAB campus but during the spring of 2002, many of the classrooms, laboratories and faculty offices moved into the newly completed School of Health Professions Building (SHPB), the first such building dedicated to housing those programs since their original grouping more than 30 years before. In the summer of 2013, two additional floors were completed to provide additional office and classroom space and a new executive learning center in the SHPB.

Today, the School of Health Professions is comprised of more than 20 programs – at the baccalaureate, master's and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the SHPB.

With more than 2,100 faculty, staff and students, the SHP is one of the six schools comprising the world-renowned UAB Academic Health Center. Students are exposed to vast intellectual and physical resources, state-of-the-art facilities, and progressive research during their academic and clinical education at UAB.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranking of several SHP programs in the nation’s top 25
- Total research funding rapidly approaching the $11 million level
- National Institutes of Health research funding at either first or second rank for schools of its type since 1969
- Full programmatic accreditation for all eligible school programs

The School of Health Professions continues to be strong and vibrant, sponsoring health professions programs delivered by nationally-recognized faculty committed to providing “education that will change your world.”
Office of Student Success

The SHP Office of Student Success supports UAB’s mission and values with a focus on achievement, collaboration and diversity. Guided by our commitment to student achievement and dedication to excellence, the Office of Student Success provides academic counseling and advising support to all students through a number of programs including:

- Academic and professional advising and counseling
- Peer tutoring services
- ADA accommodations
- Campus resource referral
- Professional development programming

At the Office of Student Success, we understand that undergraduate and graduate studies can be challenging and we provide students with a network of services specifically designed to address those challenges and explore the many opportunities of attending an internationally renowned research university. We have created a series of seminars, available in person and on-line to assist students with:

- Test taking strategies
- Time management
- Resume preparation
- Interview skills and techniques
- Professionalism in health care

Additionally, the Office of Student Success team recognizes that with classes and labs, internships and studying, students’ in the health professions can have particularly demanding schedules. In response we have created a number of programs specifically to address our students’ limited availability:

- The OSS Information Coffee House
- OSS Brown Bag Lunch Seminars
- OSS Virtual Seminars
- OSS’s own, in-office, liaison to the UAB Office of Career Services
- The OSS Finals Week Breakfast Fiesta

The advising and professional team at the Office of Student Success is here to support individual students and student groups, contributing to the University’s strong sense of community. We have an open-door policy and encourage students to connect on a personal basis with advisors and mentors. To that end, students should feel free to drop-by, no appointment needed – but if they prefer, they can call, email or arrange a meeting with one of our advisors through the OSS website. We are here to help students make the most of their UAB experience and will assist in any way we can.

Our Goal is Student Success!

Check us out!

www.uab.edu/shp/home/about-shp/student-services
CLINICAL AND DIAGNOSTIC SCIENCES INFORMATION

Welcome
The Department of Clinical and Diagnostic Sciences is comprised of academic programs essential to today’s healthcare system. Our programs provide training for future health care professionals in a variety of disciplines ranging from the diagnosis of illness and disease, the administration of advanced treatment therapies, and the performance of vital roles in surgical suites and in outpatient and inpatient healthcare settings. Graduates of our programs are well poised for a wide variety of job opportunities due to the outstanding education received at UAB.

About the Department
Comprised of seven academic programs, the Department of Clinical & Diagnostic Sciences provides training for tomorrow’s health care professionals from surgical physician assistants, genetic counselors to nuclear medicine technologists. Students receive hands-on training from renowned faculty while using the tools to prepare them for a career in the health care industry.

The accrediting agencies for programs offered by the Department include:

- Accreditation Review Committee on Education Programs for the Physician Assistant, Inc.
- Commission on Accreditation of Allied Health Education Programs in collaboration with
  - Committee on Accreditation for Respiratory Care
- Joint Review Committee on Educational Programs in Nuclear Medicine Technology
- National Accrediting Agency for Clinical Laboratory Sciences
- American Board of Genetic Counseling
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 available at www.uab.edu/academiccalendar

ACADEMIC HONOR CODE (UAB)
The University expects the highest ethical and professional behaviors from the academic community. The code, including penalties for violations, is published on the UAB website at http://www.uab.edu/graduate/area-3/online-orientation/227-the-uab-academic-honor-code

The UAB Academic Honor Code

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person’s ideas.

FABRICATION means presenting falsified data, citations, or quotations as genuine.

MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment to an F in the course to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student’s performance prior to withdrawal if the violation is substantiated.
AskIT
AskIT is the technology help desk for faculty, staff, and students. AskIT staff provides free support via telephone, email, or in-person. AskIT is physically located in the Center for Teaching and Learning in the Education Building, room 238. You can make contact through the website at https://ask.it.uab.edu/ or by telephone at 205-996-5555. Questions or problems can also be submitted by email to ASKIT@uab.edu. You will be asked to supply your BlazerID when you request assistance.

Attendance
Class attendance is expected in all SHP programs. Specific program requirements for class, laboratory, and clinical site attendance may be more stringent than those established by the University. Please refer to the program requirements elsewhere in this handbook and in individual course syllabi for program attendance policies. The UAB policy for undergraduates follows. Please note the categories of excused absences; they typically apply to both undergraduates and graduates.

UAB Attendance and Excused Absence Policy

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 an 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 of students registered with Disabilities Services for disabilities eligible for “a reasonable number of disability-related absences” provided students give their instructors notice of a disability-related absence in advance or as soon as possible.
- 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. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/ quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.
Awards and Honor Societies

All students in the School are eligible for consideration for following awards or society memberships.

Alfred W. Sangster Award for Outstanding International Student – One award is made annually to an international student in recognition of academic and non-academic achievements.

Alpha Eta 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.

Cecil Clardy Satterfield Award for Humanism in Health Care – One award is made annually to recognize an outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may be made faculty, students, patients, or preceptors.

Charles Brooks Award for Creativity – One award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student’s academic activities. Nominations are made by program directors.

Dean’s Leadership and Service Award – This award is made to a maximum of three outstanding SHP students annually, and recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.

Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Who’s Who Among Students in American Colleges and Universities – Membership in this national organization is open to outstanding college juniors, seniors, and graduate students. Criteria include scholarship, leadership, and service to the School and community. Applications should be submitted in spring term to the Office of Student Success.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

Background Check

By policy, SHP students are required to undergo a background check using the school’s approved vendor, CertifiedBackground, at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the background check and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

Blackboard Learning System

The platform used for managing instructional materials online is Blackboard Learn. Blackboard course sites can be accessed through BlazerNET or at www.uab.edu/bblearn. Students should monitor their course sites routinely for communications from faculty and to manage course assignments.
BlazerID / BlazerNET / Email
All students are assigned a unique identification, their BlazerID, which is established by the student at www.uab.edu/blazerid. BlazerNET is the official portal to the UAB information networks. The portal can be accessed from any Internet-accessible computer, on- or off-campus at https://blazernet.uab.edu/cp/home/displaylogin. Your BlazerID is required to access BlazerNET and other campus information resources, such as the UAB email accounts. Your UAB email is the official communication medium and should be monitored routinely.

Bookstores
Two bookstores are located on the UAB campus, both offering a wide variety of products and services to students, including online purchasing and shipping. Both bookstores stock UAB memorabilia and college wear in addition to all required textbooks and course material.

UAB Barnes and Noble Bookstore
Location: Food Fair Building, 6th Avenue South and 14th Street (Relocation during HUC reconstruction)
Hours: M – Th 7:30 a.m. – 6:00 p.m.; Fri 7:30 a.m. – 5:00 p.m.; Sat 10:00 a.m. – 2:00 p.m.; Sun - Closed
Telephone: (205) 996-2665
Email: Through website Contact page
Website: http://uab.bncollege.com

Snoozy's Bookstore
Location: 1321 10th Avenue South
Hours: M – F 7:45 a.m. – 6:00 p.m.; Sat 10:00 a.m. – 2:00 p.m.; Sun - Closed
Telephone: (205) 328-2665       Fax: (205) 933-2229
Email: info@snoozysbookstore.com
Website: www.snoozysbookstore.com

Campus Card
The UAB ONE Card is the official university identification card. It is used for personal identification, for entry to residence halls, campus events, and recreation center, for the library check-out, and other UAB services. It is also serves as a declining balance card for the UAB meal plans and for the Blazer Bucks accounts. Students should wear the ONE Card visible on a clip or lanyard while in the SHP buildings, labs, and classrooms. Additional information is available at https://campuscard.uab.edu.

Campus Map
A downloadable campus map is available at http://www.uab.edu/map/images/Campus%20Map.pdf.

Counseling Services
The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in the Holley-Mears Building, 924 19th Street South. For more information, call 205-934-5816 or visit http://www.uab.edu/handbook/student-services/c-counseling

Direction Student Handbook
**Disability Support Services**
The UAB Office of Disability Support Services (DSS) is staffed to make UAB’s programs and services accessible to students with disabilities. Students must be registered with DSS and be assessed for type of disability and need for accommodations. It's best to register with DSS upon application to UAB. A request for assessment and accommodations can be made at any time, but accommodations are not granted retroactively. For more information about DSS, contact the office directly or visit their website.

Disability Support Services
1701 9th Ave. South / 9th Avenue Office Bldg. / Birmingham, AL 35294
(205) 934-4205 (Voice)  (205) 934-4248 (TDD)
Fax: (205) 934-8170            Email: dss@uab.edu
Website: [http://www.uab.edu/handbook/student-services/c-disability](http://www.uab.edu/handbook/student-services/c-disability)

**Drug Screening**
By policy, SHP students are required to undergo a routine drug screen using the school’s approved vendor, CertifiedBackground, at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements related to drug use and substance abuse.

**Emergencies**
Any suspicious or threatening activity should be reported to the UAB Police Department immediately. In addition to calling via a regular telephone, more than 300 emergency blue light telephones connected directly to the police dispatcher are located throughout the campus. Police are staffed 24 hours, seven days a week.

UAB Police Numbers: 911 from a campus phone; 934-3535; 934-HELP (4357); 934-4434.

Emergency situations affecting the campus are communicated to students in several ways:
- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- University home web page ([www.uab.edu](http://www.uab.edu))
- Cell phone messages and SMS text – register to receive these notices with the UAB Emergency Notification System (B-ALERT) via [www.uab.edu/balert](http://www.uab.edu/balert); text short code will be 23177 or 63079; cell phone calls will come from 205-975-8000. Store these numbers and codes in your cell as B-ALERT.
- Mass emails – uses the official [xxx@uab.edu](mailto:xxx@uab.edu) email system
- Announcements on the BlazerNET portal
- Facebook and Twitter – B-Alert integrates with these media at [www.facebook.com/UABALERT](https://www.facebook.com/UABALERT) and @UABALERT: [www.twitter.com/uabalert](https://www.twitter.com/uabalert)
- Weather and Emergency Hotline: 205-934-2165
**EQUITY AND DIVERSITY OFFICE**

The mission of the UAB Office of Equity and Diversity is to “increase, retain and enhance faculty, student, and staff diversity at all levels of the University and to ensure equity.” UAB defines diversity as “the full range of human difference and potential...”. This administrative office supports faculty recruitment, provides scholarships for graduate and undergraduate students, and promotes programs to enhance the campus diversity experience. The office provides a diversity awareness training program for employees. A key component of this Office is the Commission on the Status of Women, which is charged with assuring the best possible conditions for women who work and study at UAB. Additional information is available at [http://www.uab.edu/equitydiversity/](http://www.uab.edu/equitydiversity/). Dr. Louis Dale is the Vice President responsible for the activities of this Office.

**ESCORT SERVICES**

The UAB Escort service provides students and employees with after-dark escort to or from any point on campus, including parking facilities. The escort will accompany the customer to the on-campus destination in a marked vehicle. The service is available Monday through Friday from 5:15 p.m. to 10:15 p.m. After hours calls are directed to the UAB Police department. White escort telephones are located throughout campus, or you may call 205-934-8772. Website: [http://www.uab.edu/handbook/student-services/escort-service](http://www.uab.edu/handbook/student-services/escort-service)

**FERPA**

The Family Educational Rights and Privacy Act of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites: [https://sa.uab.edu/enrollmentservices/ferpa/](https://sa.uab.edu/enrollmentservices/ferpa/); [https://sa.uab.edu/enrollmentservices/ferpa/FERPA_students.asp](https://sa.uab.edu/enrollmentservices/ferpa/FERPA_students.asp). If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu, or contact the SHP Office of Student Success.

**FINANCIAL AID**

The Office of Financial Aid provides students with resources and guidance in seeking 3rd party funding for their college expenses. Students should complete the Free Application for Federal Student Aid (FAFSA), available at [www.fafsa.gov](http://www.fafsa.gov), as the first step. The FAFSA is required to apply for school scholarship as well as loans.

Location:  Ground floor of the Lister Hill Library, University Boulevard (temporary location during reconstruction of the Hill University Center)

Hours:  8:00 a.m. – 5:00 p.m., Monday – Friday

Telephone:  (205) 934-8223

Fax:  (205) 934-8941

**FOOD SERVICES**

UAB offers seven meal plans for students that are billed to the student account. All students, even commuters, are required to purchase a meal plan. Up to 25% of dining fees not used by the end of the school year are converted to Blazer Bucks, which can be used to shop at campus bookstores, local restaurants, and the campus CVS. Several dining facilities that accept the meal plans are available on campus. Those closest to the SHP buildings include:
• Commons on the Green – located on the Campus Green, just south of 9th Avenue and the Campus Recreation Center. Multiple serving stations of various food options, from deli to international to homestyle, are available. Open 7 days a week, offering three meals Monday – Friday, and two meals Saturday and Sunday.
• Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Open Monday – Thursday, 8:00 a.m. – 5:00 p.m., and Friday 8:00 a.m. – 3:00 p.m.

There are soda and snack vending machines available in the basement of the Learning Resource Center, on the 6th floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at www.uab.edu/dining.

**Graduate School**
The UAB Graduate School offers doctoral programs in 37 areas, eight post-master’s specialist programs, and master’s level programs in 45 areas. Most 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 http://www.uab.edu/graduate/

**Graduation**
SHP students are encouraged to participate in graduation exercises, held at the end of spring and fall terms. Students must apply for graduation one academic term prior to the expected graduation date. The application for degree can be found at https://www.uab.edu/students/one-stop/item/890-application-for-degree.

**Health Insurance**
All SHP students are required to have adequate health insurance. Registration holds are automatically placed on all student accounts until proof of coverage is provided. Insurance may be purchased through the university, or through another carrier. Proof of insurance coverage from another carrier results in a waiver of billing for university-sponsored insurance. This waiver process must be completed annually. Additional information is available at http://www.uab.edu/studenthealth/insurance-and-waivers.

**Health Services and Medical Clearance**
The University provides prevention, counseling, and treatment services to students through the UAB Student Health Services (SHS) clinic located at 930 20th Street South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday and 8:00 a.m. - 4:30 p.m. on Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at www.uab.edu/studenthealth. Appointments may be scheduled by calling 205-934-3581.

SHP students are required to receive medical clearance at the time of program admission. A secure web-based process using CertifiedBackground, an external vendor, is used to document medical information and immunization records. Each student will have a personal account with CertifiedBackground for storage of required documents. More information is available on the SHS website at http://www.uab.edu/studenthealth/medical-clearance. An instruction sheet and access code are provided to students by programs or the Office of Student Success.
HIPAA Training
The Health Insurance Portability and Accountability Act 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 http://www.uab.edu/learningsystem. Students who do not complete the training are reported by name to the Office of Student Success for follow-up with the appropriate program director. Registration holds are placed for failure to complete the training.

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 (www.uab.edu/irb), including resources and services specifically for students. The brochure “IRB Guidance for Student Research and Class Projects” may be downloaded from this site as a PDF document.

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. A training module defining inventor status, patent criteria, and other intellectual property issues is available at http://www.uab.edu/ethicscenter/educational-materials/rcr-materials/intellectual-property.

Libraries and Learning Resources Center
UAB’s libraries house excellent collections of books, periodical, microforms, and other media. The libraries have online remote access to catalogs and online collections. Customer services are extensive. All facilities have computers available for student use during regular hours of operation.

Birmingham Public Library
In addition to the main library facility, there are 17 branch libraries. The library holdings include print and digital media. Library services are described on the website.

Location: 2100 Park Place
Hours: M – Tu 9:00 a.m. – 8:00 p.m.; W – Sat 9:00 a.m. – 6:00 p.m.; Sun 2:00 p.m. – 6:00 p.m.
Telephone: (205) 226-3600 Website: http://www.bham.lib.al.us/

Learning Resource Center
The Learning Resource Center (LRC) comprises the electronic media center for the School of Health Professions (SHP), the School of Nursing (SON), and the Clinical Simulation and Skills Labs. Some of the services and resources available here include:
- Room reservations
- Packets of articles placed on reserve for various courses
- CD-ROMS, and DVDs for viewing in-house
- Reference books and clinical skills handbooks
- Physical assessment equipment for checkout
http://www.uab.edu/lrc/index.php
Lister Hill Library of the Health Sciences
This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.

Location: 1700 University Boulevard
Hours: M – Th 7:00 a.m. – 9:00 p.m.; Fri 7:00 a.m. – 5:00 p.m.; Sat 9:00 a.m. – 4:00 p.m.; Sun 12:00 p.m. – 8:00 p.m.
Telephone: (205) 934-2230 Website: [www.uab.edu/lister/](http://www.uab.edu/lister/)
SHP library liaison is Susan C. Smith, MPA, MLIS, a reference librarian at the Lister Hill Library. She can be contacted by email at susanc@uab.edu, or by phone at 205-934-2230.

Mervyn H. Sterne Library
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.

Location: 913 13th Street South
Hours: M – Th 7:30 a.m. – 2:00 a.m.; Fri 7:30 a.m. – 7:00 p.m. Sat 9:00 a.m. – 5:00 p.m.; Sun 1:00 p.m. – 2:00 a.m.
Telephone: (205) 934-6364 (Reference) (205) 934-4338 (User Services) Website: [www.mhsl.uab.edu](http://www.mhsl.uab.edu)

Reynolds Historical Library
A collection of rare and important books, manuscripts and artifacts in the medical sciences. The Reynolds historical collection is located on the top floor of the Lister Hill Library.

OneStop Student Services
If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Residence Life Center, 2nd floor meeting room. You may contact the OneStop office by phone or email at 205-934-4300; 855-UAB-1STP (toll-free); onestop@uab.edu. Additional information is available at [http://www.uab.edu/onestop](http://www.uab.edu/onestop).

Parking
Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South. The office is open Monday – Friday from 7:30 a.m. – 4:30 p.m. Parking is allocated on a first-come, first-served basis. Commuter student lots are designated as Lot 15, Deck 12, and Deck 16. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at [http://www.uab.edu/parking/](http://www.uab.edu/parking/).

Patient Care Partnership
Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) ([www.aha.org](http://www.aha.org)) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays. [http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html](http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html)
Plagiarism and Turn-it-In
Plagiarism is academic misconduct that will result in a grade of zero on the plagiarized assignment and may result in dismissal from the School of Health Professions and the University (see DIRECTION Student Handbook or SHP Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. Please note that all documents submitted to Turnitin.com are added to their database of papers that is used to screen future assignments for plagiarism.

Recreation Center
The campus Recreation Center, located on University Boulevard at 15th Street, is open to faculty, staff, students, and their families. 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. Check the website at http://www.uab.edu/campusrecreation/ for information about hours and services.

Scholarships
Many programs in the School have scholarships available to students currently enrolled in those programs. Please see the program section of this handbook for that information. The following scholarships are available to students enrolled in any program in the School.

Dean’s National Alumni Society Scholarship – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student. One student per program is nominated by the program director for consideration by the School’s Scholarship Committee.

Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship – Funding for baccalaureate students with GPA 3.0 or above and unmet financial need. Students apply to the UAB Office of Student Financial Aid. Awards are made by the University General Scholarship Committee.

Lettie Pate Whitehead Foundation Scholarship – Funding for Christian women students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need. Students apply to Mr. Bernard Harris in the SHP Office of Student Success.

Matthew F. McNulty Jr. Health Services Emergency Loan – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need. Students apply to Mr. Bernard Harris in the Office of Student Success.

SHP General Scholarship – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need. Program directors apply for funding on behalf of qualified students. Awards up to $4500 over the length of the student’s duration in the program are made by the School’s Scholarship Committee.

Social Media
Social media such as Facebook and Twitter are useful communication tools, but health professions students should use these forums judiciously. In addition to the School’s official sites listed below, individual programs and student organizations may have networking sites.

- Website: http://www.uab.edu/shp/
Twitter:  http://twitter.com/#!/UAB_SHP
Facebook: http://www.facebook.com/UABSHP
LinkedIn: http://www.linkedin.com/
Vimeo: http://vimeo.com/uabshp
YouTube: http://www.youtube.com/uabshp

The School’s Academic Affairs Committee published the following guidelines related to use of social media:

UAB School of Health Professions
Guidelines for Social Networking

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like Facebook, MySpace, Flickr and Twitter provide opportunities for faculty, staff, and students to share and explore interests that enrich the higher education learning experience. However, using these mediums with discretion is advised. UAB online community members are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, sensibilities, and property of others.

Professional Use
Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy 1, the authorized employee may post on a social network profile: the University’s name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.

General Use
The following guidelines are strongly suggested:
1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.
2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.
5. Do not post any confidential or sensitive information online.
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

___________________________
1 The Official UAB Web Policy >> http://www.uab.edu/brand/web/planning/policies-and-standards
TUITION AND FEES
Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition for all lecture-based courses. Non-resident tuition is charged for clinical practicums, independent study courses, and project courses.

SHP programs may have specific fees attached to courses or laboratories. These fees will be addressed in the program section of this handbook. Questions about program-specific fees should be addressed with your program director. Current standard tuition and fees for the School, and links to program cost estimations, are posted at http://www.uab.edu/shp/home/admissions-tuition/tuition/tuition-fees.

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at http://www.uab.edu/whentopay/. Please note that failure to meet payment deadlines can result in administrative withdrawal from courses.

Tuition and fees may be paid through BlazerNET (tutorial available at http://www.uab.edu/images/stuaff/pdf/Making_a_payment_in_BlazerNET.pdf).

WEATHER
Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at http://www.uab.edu/emergency/severe-weather/precautions. Other information sources include:

- Webpage: www.uab.edu/emergency
- B-ALERT system: Register to email, cell phone, and text notices with the UAB Emergency Notification System via www.uab.edu/balert;
- Hotline: 205-934-2165
- WBHM Radio (90.3 FM): Announcements about University closings or delayed openings are made on the UAB radio station.

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 are full-time and the curriculums are specifically sequenced. Withdrawal from a course may put you at risk for being required to wait for a full year before resuming courses in the program. Course withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Program withdrawal should be made in writing to the program director. Please refer to the program section of this handbook for additional information.
SECTION 2 – POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

BACKGROUND CHECK AND DRUG SCREEN

With the exceptions noted below, students admitted to programs in the School of Health Professions will complete a routine drug screen and criminal background check using the vendor(s) with whom the School has a current agreement for those services. These screens should be completed prior to the conclusion of the voluntary add/drop period of the first term of enrollment. A second routine drug screen and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in a clinical rotation. Any required additional screens, and those desired for waived programs, will be at the discretion of the program. School-negotiated fees for these screens will be the responsibility of the student. **If either the criminal background check and/or drug screen is unfavorable, the student may not be able to complete degree requirements and therefore not be able to graduate from the program.**

Programs Waived from the Policy:
- Master of Science in Health Administration – International Track
- Master of Science in Health Administration – Executive Track
- Master of Science in Occupational Therapy – Post-professional Track
- Graduate Certificate in Low Vision Rehabilitation – Occupational Therapy

Procedure for Criminal Background Check and Drug Screen:

1. Program directors (or designees) provide all accepted students with the Student Instructions form (attached), the Consent to Release of CBC Results form (attached), and the Consent to Release Drug Screen Results form (attached).
2. Students sign and return the consent forms, which are placed in the student’s program file.
3. Students go to the designated website, request the specified background check and drug screen, and pay for the service.
4. Program directors access the secure website to view a student’s background check and drug screen results.
5. Program directors discuss with individual students the implications of any information in their background report or drug screen that might prevent them from being placed in a clinical rotation or that would make them ineligible for professional certification. If such information exists, the student must acknowledge in writing his or her decision to continue in the program’s didactic phase with the understanding that a degree cannot be awarded without completion of required clinical practice.
6. Prior to clinical placement, program directors (or designees) provide students with the Student Instructions form to request a repeat background check and drug screen. If the vendor is specified by the clinical site, instructions are provided to the program director and/or the student by the preceptor.
7. Students go to the designated website, request the specified background check and drug screen, and pay for the service.
8. Program directors access the secure website to view a student’s background check and drug screen results.
9. Program directors discuss with individual students the implications of any information in the background report that might prevent them from being placed in a clinical rotation.
10. Program directors (or designees) provide students with necessary contact information to release background check and drug results to their assigned clinical preceptor.
11. Should any clinical site require drug testing or a background check beyond those specified by the School, the student will follow the facility’s procedures for those screens.
UAB School of Health Professions
Consent to Drug Testing and Release of Drug Test Results

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to drug testing as a prerequisite to my assignment to a clinical site. I hereby consent to be tested for drugs and consent to the release of any such drug test results to my Program Director, and the subsequent release of such drug test results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional drug testing as a condition of my placement. I hereby consent to any facility-required drug testing and consent to the release of such drug test results to my Program Director.

____________________________________________  _________________________
Student’s Signature     Date

____________________________________________
Signature of parent/ legal guardian
(required only if student is under 19)
UAB School of Health Professions
Consent to Criminal Background Check and Release of Results

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to a criminal background check as a prerequisite to my assignment to a clinical site. I hereby consent to have a criminal background check and consent to the release the results to my Program Director, and the subsequent release of the results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional background check as a condition of my placement. I hereby consent to any facility-required background check and consent to the release of the results of the check to my Program Director.

____________________________________________  ___________________________
Student’s Signature     Date

____________________________________________
Signature of parent/ legal guardian
(required only if student is under 19)
Student Instructions

CertifiedBackground.com

Background Checks Are Required
This school requires that each student purchase a background check through CertifiedBackground.com.

What is CertifiedBackground.com?
CertifiedBackground.com is a background check service that allows you to purchase your own background check. The results of a background check are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as the school can view the results.

How do I order my background check?
IT’S EASY!
1. Go to www.CertifiedBackground.com and click on “Students”.
2. In the Package Code box, enter the package code listed below.

Your Package Code is:
AH01
**Grievance Procedures for Violations of Academic Standards**
http://www.uab.edu/shp/home/images/PDF/grievance%20procedures.pdf

**SHP Health Immunization Check**
http://www.uab.edu/shp/home/admissions-tuition/health-immunization-check

**Impairment and Substance Abuse**

**Plagiarism**
http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf
Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.

**UAB Policies**

**AIDS and HIV Infection**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=252

**Alcoholic Beverages, Use and Consumption**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=71

**Attendance / Absence (Undergraduate)**
http://catalog.uab.edu/undergraduate/academicstudentresources/progresstowardadegree/#enrollment
text

**Body Fluid Exposure**
http://www.uab.edu/studenthealth/emergencies/blood-a-body-fluid-exposure

**UAB Blood/Body Fluid Exposure Guidelines**

Updated 8-24-2012

This guideline outlines recommended actions following any blood/body fluid exposure to a UAB enrolled student or visiting scholar. For purposes of these guidelines, “student” is defined as “any student enrolled in UAB in a clinical, research, or classroom setting.” A “visiting scholar” is any student, graduate student, post-doctoral student, instructor, or practitioner participating in UAB clinical, research, or classroom activities for a short-term period.

Students and scholars may be exposed to blood/body fluids in the course of their clinical and/or research duties at a UAB facility or at a non-UAB facility where a student is involved in a practical experience for credit at UAB. As all blood and body fluids are considered infectious, regardless of the perceived status of the source individual, all students and scholars must follow OSHA guidelines for universal precautions to prevent contact with blood or body fluids in classroom settings and clinical rotation sites. This includes use of gloves, eyewear, and protective clothing, as well as proper care of sharp objects and other precautionary
measures. These guidelines are printed on UAB Medicine safety cards; students should keep a safety card with them and consult it in the event of exposure.

An “exposure” is generally defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin with blood, tissue, or body fluids, whether or not there is visible blood.

In the case of any needlestick injury or other accidental blood/body fluid exposure, students and scholars should immediately take appropriate measures as follows:

- **Remove and properly dispose of all contaminated personal protective equipment.** Wash the exposed area thoroughly with soap and running water. Use antibacterial soap if possible. If blood/body fluid is splashed in the eye or on a mucous membrane, flush the affected area with running water for 15 minutes.
- **Report all exposures to a preceptor or clinical supervisor.**
- **Request that an incident report be filed at the host institution (if applicable) and at UAB.**
- **Gather the following information:**
  - a) Hepatitis and HIV status of the source patient. If a source patient’s serological status is unknown, the student, scholar, or preceptor/clinical supervisor should contact the source patient’s attending physician and request that the physician obtain a specimen for serologic testing. Recommended testing of the source patient includes a **Rapid HIV, HBsAg, and HCV antibody.** Be sure that the hosting institution draws labs from the source patient.
  - b) Baseline serologic evaluation of the student or scholar, including the following:
    - HBV history and vaccination status
    - HCV history
    - Serology for **HBsAg and HBsAb, HIV Antibody, and HCV Antibody**

After taking appropriate immediate measures as outlined above, students or scholars should seek further evaluation and care based on where the incident occurred:

For exposures occurring on the UAB campus (UAB Hospital, Kirklin Clinic, UAB outpatient clinics, classrooms, research labs):

- During the day (7:00 a.m. to 5:00 p.m.) go to UAB Employee Health, UAB Spain Wallace 123 (extension 205-934-3675).
- After 5:00 p.m. and on weekends and holidays, call Hospital Paging (205-934-3411) and ask the operator to page the needlestick team member on call, who should then page the needlestick team.
- Continue to communicate with Employee Health regarding all follow-up care.

For exposures occurring at a non-UAB hospital or clinic:

- Inquire about the institution’s exposure policy. If the hosting institution or physician’s office offers to provide medical care and recommended testing, have an initial evaluation and follow-up performed there.
- If the hosting institution refuses to provide medical care and recommended testing, report to a local emergency room for initial treatment.
- If the hosting facility provides initial treatment, but refuses to provide long-term follow-up care, gather all serologic results from post-exposure, including the patient’s lab work, and notify UAB Employee Health. UAB Employee Health will provide the long-term follow-up care at no charge.
All students or scholars in a clinical, classroom, and/or research placement will be covered for costs incurred in assessing and/or treating potential or actual exposures. This includes costs incurred for any appropriate services rendered (e.g., ER evaluation, including but not limited to lab work, post-exposure prophylactic therapy, immunizations provided onsite or at follow-up at UAB Employee Health), whether on campus or at a non-UAB hospital or clinic.

For treatment costs incurred outside of a UAB facility, please forward all invoices and/or proof of payment to:

UAB Hospital Employee Health  
Suite SW123  
619 19th Street South  
Birmingham, AL 35249  
Phone: 205-934-3675  
Fax: 205-975-6900

For questions, UAB Employee Health may be reached by phone at 205-934-3675 during normal business hours or by email at employeehealth@uabmc.edu (This e-mail address is being protected from spambots. You need JavaScript enabled to view it).

**Computer and Network Resources (Acceptable Use)**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=4

**Computer Software Copying and Use**

**Drug Free Campus (General Policy)**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=71

**Drug-free Campus Policy for Students -Attachment A**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=632

**Drug-free Campus Policy for Students -Attachment B**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=626

**Drug-Free Campus/Workplace Policy-Attachment B.1**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=627

**Drug-free Campus Policy for Students -Attachment C**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=628

**Equal Opportunity and Discriminatory Harassment**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=52

**Ethical Standards in Research and Other Scholarly Activities**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=263
CDS Policies

Academic Progress

Academic Progress Review is implemented to promote, assist, and maintain student performance. The main purpose is to provide feedback to students regarding their performance and to identify areas of strength and/or weakness in performance or behavior.

Generally speaking, program faculty and/or the program director may academically counsel students on a semester-by-semester basis to assess progress in the curriculum and to provide students counseling regarding deficiencies as needed. These meetings may be documented and the student may be required to sign the documentation of the academic progress sessions with associated notes placed in the students file.

In cases regarding deficiencies, suggestions and/or action plans may be developed in conjunction with the student so as to provide a plan for reversing the deficiencies by a specified timeframe. Such suggestions and/or action plans will be documented and signed (by both faculty and the student) and will be placed in the students file. If a student does not comply with the suggestions and/or action plan and/or does not meet the deadlines as specified, the student may be dismissed from the program.

Attendance and Excused Absences

CDS Attendance Policy
Attendance is mandatory for all classes, lectures, labs, program-related seminars, clinical practice, internships, etc.
Absences are either excused or unexcused and both require timely notification to the course instructor. Students who are absent during clinical practice or an internship must notify both the program clinical practice coordinator/internship coordinator and the clinical practice instructor/clinical internship instructor as soon as possible. Time missed during clinical practice or the internship must be made up and this may result in a delay in graduation.
Below is a list of excused absences recognized by the Department of Clinical and Diagnostic Sciences and UAB.
• Absences due to jury or military duty, provided that official documentation has been provided to
the instructor in a timely manner in advance.
• Absences of students registered with Disabilities Services for disabilities eligible for “a reasonable
number of disability-related absences” provided students give their instructors notice of a disability-
related absence in advance or as soon as possible.
• 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 absence schedule occurs, students are responsible for providing their
instructors with advance 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 observations provided that students give faculty written notice prior to
the drop/add deadline of the term.

In instances resulting in unavoidable absence(s), a student is expected to inform the program office and
the affected course instructor in advance of the planned absence. For unforeseen events (car accident or
breakdown, injury), the student is expected to notify the program office at the earliest possible time.

Make-up of missed class information or assignments is the student’s responsibility. Make-up of class
activities and projects is at the discretion of the course faculty – refer to individual course syllabi for
more detailed attendance policies pertaining to the course.

*NOTE: The program cannot guarantee that all work missed for an excused absence can be made up. Some
activities (including laboratories) due to their complex, time intensive, and/or cost intensive nature will
not be able to be made up. Similarly, when students arrive to laboratories late they risk missing important
information/directions that may adversely affect their grade. Instructors are not obligated to repeat directions
for students when they are tardy.

Attendance Infractions
For each unexcused absence, there will be a 1% overall grade reduction for that course or lab per absence.
Two tardies will equal one unexcused absence. A tardy is considered being more than 10 minutes late to
class. Faculty may choose to include attendance and timeliness in grading criteria and may implement a
more restrictive attendance policy. The attendance policy for each course will be described in all course
syllabi. The Department of Clinical and Diagnostic Sciences also reserves the right to institute an attendance
policy for official program/department activities.

Consensual Romantic Relationships
COURSE EXAMINATIONS
In each course, examinations are given and are of a written, oral, practical, or clinical format. The frequency, scoring, weighing of questions and passing score of each examination will be announced by the instructor for that course.

Unit exams will be given only on the date announced in class. The only excuses that will allow for a make-up exam are: being hospitalized or sick; being in court or jail; or death of an immediate family member. In each instance, the excuse must be verified by a note from a physician, judge, law enforcement officer, or member of the clergy as is appropriate for the occasion.

DATA PROTECTION AND SECURITY

DRESS CODE
Guidelines for professional attire require consideration for patients, visitors, and coworkers, as well as personal safety. Therefore, CDS students are expected to promote a professional image by following these guidelines.

Clothing:
• Clothing should be clean, neat, in good repair, and appropriate for the profession.
• Casual or athletic wear such as sweat suits or warm-up pants are not acceptable.
• Shorts are not acceptable.
• Skirt length shall be no shorter than two inches above the top of the knee and may not be tight fitting.
• Undergarments shall be worn and shall not be visible, even when in stretching or bending positions.
• Shoes shall be appropriate for the work environment and compliant with professional attire. Flip flops are not appropriate.
• Caps or head coverings are not acceptable unless they are for religious purposes or are part of a uniform.
• Sunshades (or hand-tinted, non-prescription glasses) shall not be worn unless they are required for medical purposes.
• Identification badges shall be worn at all times.

Grooming:
Piercings
• Facial and/or body adornments are not permitted other than in the ear lobe.
• No more than two pairs of earrings may be worn. Earrings will be no longer than one inch in diameter or length.

Hair
• Hair should be clean and neat.
• Hair may not be dyed unnatural colors and/or have patterns.
• Hair ornaments should be moderate and in good taste.
• Hair should be well-groomed, closely trimmed beards, sideburns, and mustaches are allowed.
Daily Hygiene
• Daily hygiene must include clean teeth, hair, clothes, and body, including use of deodorant.

In addition to these basic guidelines, students are expected to follow any additional provisions of a facilities dress code while in clinical practice.

Dress Code Infractions:

Failure to comply with the above dress code requirements will result in removal from program activities until requirements are met. Students will be counted as absent (unexcused) and will receive a grade of zero for any missed work during that time with no opportunity to make-up the missed work.

*Note- The above Dress Code is a minimum standard set forth by the Department of Clinical and Diagnostic Sciences. Each program and/or course within CDS has the liberty to set forth and enforce a stricter dress code. Similarly, clinics also have their own dress codes that must be followed precisely.

Food and Drink in the Classroom
Food or drinks in laboratories is prohibited. Food and drink in classrooms is allowed at the discretion of faculty.

Grading Policy
In each CDS course, the instructor will announce the grading criteria and publish it in the course syllabus. The following policy relating to the I (incomplete) grade or deferred credit supplements the School of Health Professions’ policy.

Incomplete & Deferred Credit Policy
The awarding of an “I” (incomplete) grade is not done lightly. An “I” will be given only when an emergency or unexpected event prohibits the student from meeting course objectives in a timely manner. A student receiving a grade of “I” (incomplete) must arrange with the instructor to complete the course requirements as soon as possible, and in order to progress within the program the student must arrange to complete the requirements prior to the final day of registration for the next term. A grade of “I” not changed by the instructor by the beginning of the next regular term will automatically convert to an “F.”

Infection Control
Because students are working with patients having low immunities, the clinical supervisor reserves the right to send any student to UAB Student Health Services if the need arises. The clinical supervisor will call UAB Student Health Services and request that the student be sent off duty if he/she has an infection of any kind. The student must then acquire a doctor’s written permission to return to clinical education. Students are required to adhere to the policy of the clinical affiliate for working with patients with local infections or infectious diseases. Students are required to inquire about this policy at the beginning of rotation through a clinical affiliate.

Liability Insurance
Liability insurance is provided by the University for all students registered for clinical education courses. The coverage protects students in any assigned clinical site to which they are assigned as a student.
Non-Academic Student Conduct
https://www.uab.edu/students/current-student-life/item/817-non-academic-student-conduct

Non-Resident Tuition Policy

Pregnancy Policy
All students are encouraged to inform the program director immediately in writing once pregnancy has been confirmed. If students choose not to inform the program of their pregnancy, the program will not consider them pregnant and cannot exercise options that could protect the fetus.

For students who voluntarily disclose pregnancy the program director will discuss factors to be considered in cases of pregnancy with the student based on acceptable professional guidelines.

A student is offered three alternatives after the consultation with the program director. These are:

1. Immediate withdrawal in good standing from the program. Readmission to the program after the pregnancy will be in accordance with the Readmit Policy.
2. Continuation in the program after being given specific instruction regarding safety practices, safety monitoring, and specific clinical and laboratory assignments.
3. Continuation in the program with additional safety monitoring but without modification of assignments.

The student must be able to progress in her educational experiences, both clinical and academic. If the student cannot, she will be strongly advised to withdraw as in alternative number 1.

If there are any questions regarding any aspect of the above statements, please call the Program Director.

Probation and Dismissal
Assignment of grades in the didactic curriculum is the responsibility of the individual instructor, and appeal of the grade can be made according to the grade appeal process (refer to the Grievance Procedures for Violations of Academic Standards). The Program Director’s decision will be final. If the Program Director is the course instructor, appeal can be made to the Department Chair. This decision will be final.

Graduate Students admitted in good academic standing who fail to obtain a minimum 3.0 GPA during any semester will be placed on probation. These students must re-establish good academic standing by bringing their overall GPA to at least 3.0 within two subsequent semesters or they will be permanently dismissed from the School of Health Professions and the UAB Graduate School.

Professional Conduct
The Department of Clinical & Diagnostic Sciences expects that all students:

1. Attend Class.
2. Be on-time for all commitments (class, clinics, appointments, etc).
3. Thoughtfully complete and submit all assignments by the due date.
4. Use proper grammar in written and oral assignments.
5. Use proper grammar and email etiquette in all emails to faculty, clinics, classmates, etc. Do not use “text speak”.

32

STUDENT HANDBOOK 2013
6. Present an appearance that is not distracting to others and reflects a professional image as defined in the CDS Dress Code.

7. Are courteous in the use of electronic devices: pagers, cell phones, laptops. Your device should be on silent/vibrate when in lecture, lab, and clinic.

8. Treat individuals with respect. Comply with applicable laws, regulations, and policies.

9. Profanity is not allowed at any time.

10. Use confidential information responsibly and do not violate a patient’s rights.

11. Acknowledge and appropriately manage conflicts of interest.

12. Conduct and present yourself in such a manner that reflects the high professional standard set forth by the Department of Clinical and Diagnostic Sciences and the School of Health Professions.

**Remediation and Readmission**

Didactic year students will be eligible for personal leave in the event of individual illness, death or severe illness in an immediate family member, jury duty, military duty, or a similar personal crisis resulting in more than three consecutive days of absence. With the exception of personal illness, students must obtain prior written approval for personal leave from the CDS program and the course instructor. The following rules apply to personal leave, remediation, and withdrawal from the CDS program:

1. Students may be granted up to one week of personal leave.

2. Absences greater than one week may require Remediation or Withdrawal from the Program.

3. Remediation should be completed within the same semester. If this is not possible, an “I” will be reported to indicate that the student has performed satisfactory in the course but, due to unforeseen circumstances, has been unable to finish all course requirements. Students who receive an “I” for a course should note that in many instances, the student will not be allowed to register for the following semester’s courses because many courses in the didactic curriculum have pre-requisites that require successful completion of the previous semester’s courses. Students should also note that because of the limited resources of the program, many courses cannot be repeated until the following year when they are normally scheduled. Students are referred to this manual’s section on “Didactic Course Prerequisites” for a listing of course pre-requisites.

4. Students who return after Remediation or Withdrawal and readmission to the Program will have to demonstrate continued proficiency in the courses they have previously completed in the Program. In most cases, this will be accomplished by sitting-in on these courses and passing a comprehensive exam with a grade of 70% or better. Exam content and timing will be determined by the course instructor. To be re-admitted after Dismissal from a CDS program, students will have to present convincing evidence to the faculty and the Graduate School that the reason for the dismissal has been completely resolved and the student is now likely to perform at the level required by the Department of Clinical & Diagnostic Sciences and the Graduate School. Readmission will only occur after a year of absence from the CDS program. The student will be required to register as a new student and complete the entire curriculum from the beginning.

5. To be re-admitted after Dismissal from a CDS program, students will have to present convincing evidence to the faculty that the reason for the dismissal has been completely resolved and the student is now likely to perform at the level required by the Department of Clinical & Diagnostic Sciences. Readmission will only occur after a year of absence from the CDS program. The student will be required to register as a new student and complete the entire curriculum from the beginning.
Student Records Policy

The Department of Clinical and Diagnostic Sciences defers to the official UAB Student Records Policy found in, Direction, the student handbook as well as the Graduate School Student Handbook.
SECTION 3 - PROGRAM INFORMATION

Welcome
Welcome to the Clinical Laboratory Sciences 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. Also, the campus directory and calendars are located on the main UAB page: www.uab.edu. Students should regularly refer to the web site for their specific program for updates.

B. S. in Medical Technology (MT)
http://www.uab.edu/shp/cds/academic/undergrad/mt

M.S. in Clinical Laboratory Sciences
http://www.uab.edu/shp/cds/academic/graduate/cls

Program Mission Statement
The Faculty of the Clinical Laboratory Sciences program is committed to service to the community and to 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 continuing intellectual and professional growth.

Program History
MT
The program of study in Medical Technology (MT) at The University of Alabama at Birmingham was established in 1945 when the Medical College was located in Birmingham. The first medical director of the Program was Roy Kracke, M.D., who was also Dean of the Medical College. The first MT Program director was Mary Frances James. Administration of the program was transferred to the director of the Clinical Laboratories of the Jefferson-Hillman Hospital (now University of Alabama Hospital) during the 1950s. In 1967, the College of General Studies was established and the Medical Technology Program became one of the units affiliated with the Department of Allied Health Sciences of the College. It became possible, at this time, for academic credit to be awarded for the course of study in Medical Technology. In 1970, the Medical Technology program became part of the University of Alabama at Birmingham’s School of Health Professions (SHP). Currently, the Program is one of six academic programs in the Department of Clinical and Diagnostic Sciences.

CLS
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, immuno-hematology 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 employers and implemented the current CLS 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 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 technologies 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 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 MT/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 and medical technology articulation for MLT students seeking a baccalaureate degree. Since 2008, the CLS program’s medical technology and CLS tracks have offered concurrent courses at the 500 level for graduate students and with graduate students completing graduate level requirements in each of the medical technology courses. Additionally, the CLS students have completed 600 level courses in biostatistics, scientific publication analyses, advanced technology assessment and a four credit non-thesis project. In 2012, the CLS students’ study plan was modified related to the non-thesis project to include activities across the curriculum time period that would culminate in a student presentation on a defined topic and the development of a portfolio for evaluation by the faculty including selected products from identified courses that meet defined objectives. The CLS faculty continue to revise and strengthen the curriculum to prepare graduates for the current and emerging workforce.
The faculty and staff of the Clinical Laboratory Sciences program are prepared to deliver high quality education to all laboratory science students, and are committed to the growth of future professionals. The Clinical Laboratory Sciences program faculty and staff include:

Janelle M. Chiasera, PhD  
Professor and Chair  
1705 University Blvd, SHPB 431  
205.975.3111  
chiasera@uab.edu

Brianna Miller, MS, MLS(ASCP)CM  
Assistant Professor  
1705 University Blvd, SHPB 477  
205.934.5995  
bvimiller@uab.edu

Michelle Brown, MS, MT(ASCP)SBB CM  
Assistant Professor and Clinical Coordinator  
1705 University Blvd, SHPB 474  
205.934.5987  
michellebrown@uab.edu

Jeffery Miller, MLT(ASCP)  
Teacher  
1705 University Blvd, SHPB 140  
205.934.5996  
millerj@uab.edu

The Department of Clinical & Diagnostic Sciences has a centralized staff team that supports all CDS programs. For student questions, please contact the CDS Receptionist:  
205.975.4CDS (4237)  
ASKCDS@uab.edu
**Curriculum**

**Medical Technology Prerequisite Courses:**

<table>
<thead>
<tr>
<th>UAB/Program Core Curriculum (UAB Equivalents)</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area I. Written Composition (6 Hours)</strong></td>
<td></td>
</tr>
<tr>
<td>English Composition I, II (EH 101,102)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Area II. Humanities and Fine Arts (12 hours)</strong></td>
<td></td>
</tr>
<tr>
<td>Literature(^1)</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective(^1)</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area III. Natural Sciences and Mathematics (11 hrs)</strong></td>
<td></td>
</tr>
<tr>
<td>Pre-Calculus Algebra (MA 105)</td>
<td>3</td>
</tr>
<tr>
<td>General Chemistry I (CH 115/116, 117/118)(^2)</td>
<td>8</td>
</tr>
<tr>
<td><strong>Area IV. History, Social, &amp; Behavioral Sciences (12 hrs)</strong></td>
<td></td>
</tr>
<tr>
<td>History (^1)</td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Elective(^1)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Area V. Pre-professional, Major, &amp; Elective Courses (19-23 hours)</strong></td>
<td></td>
</tr>
<tr>
<td>Computing Fundamentals (CS 101)</td>
<td>3</td>
</tr>
<tr>
<td>Statistics (MA180/PY 214)</td>
<td>3</td>
</tr>
<tr>
<td>Organic Chemistry (CH 235/236)(^2)</td>
<td>4</td>
</tr>
<tr>
<td>Biology (BY 123)</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology (BY 271 or BY 261)</td>
<td>4</td>
</tr>
<tr>
<td>Genetics (BY 210)</td>
<td>3</td>
</tr>
</tbody>
</table>

\(^1\)A 6-semester hour sequence either in literature or in history is required; if a second literature is chosen, it will apply as 3 of the elective hours in Area II, Humanities and Fine Arts; if a second history is chosen, it will apply as 3 of the elective hours in Area IV, History, Social, and Behavioral Sciences.

\(^2\)Course must be those required for a major and include laboratory.
# Medical Technology Curriculum Courses:

**FALL: 14 Semester Hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 400</td>
<td>Health and Safety Management</td>
<td>1</td>
</tr>
<tr>
<td>MT 403</td>
<td>Body Fluids</td>
<td>1</td>
</tr>
<tr>
<td>MT 404</td>
<td>Body Fluids Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MT 405</td>
<td>Laboratory Management</td>
<td>3</td>
</tr>
<tr>
<td>MT 406</td>
<td>Laboratory Techniques</td>
<td>2</td>
</tr>
<tr>
<td>MT 418</td>
<td>Immunology</td>
<td>4</td>
</tr>
<tr>
<td>MT 419</td>
<td>Immunology Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

**SPRING: 11 Semester Hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 423</td>
<td>Clinical Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>MT 424</td>
<td>Clinical Microbiology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MT 426</td>
<td>Instrumentation &amp; Automation</td>
<td>2</td>
</tr>
<tr>
<td>MT 427</td>
<td>Instrumentation &amp; Automation Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MT 442</td>
<td>Molecular Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>MT 443</td>
<td>Molecular Diagnostics Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

**SUMMER: 14 Semester Hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 428</td>
<td>Hematology I</td>
<td>4</td>
</tr>
<tr>
<td>MT 430</td>
<td>Immunohematology</td>
<td>4</td>
</tr>
<tr>
<td>MT 431</td>
<td>Immunohematology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MT 438</td>
<td>Infectious Diseases</td>
<td>3</td>
</tr>
<tr>
<td>MT 439</td>
<td>Infectious Diseases Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

**FALL: 14 Semester Hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 432</td>
<td>Hematology II</td>
<td>4</td>
</tr>
<tr>
<td>MT 451</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MT 452</td>
<td>Clinical Chemistry Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MT 455</td>
<td>Research Principles</td>
<td>2</td>
</tr>
<tr>
<td>MT 460</td>
<td>Clinical Correlations</td>
<td>3</td>
</tr>
</tbody>
</table>

**SPRING: 13 Semester Hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 470</td>
<td>Certification Review</td>
<td>1</td>
</tr>
<tr>
<td>MT 495</td>
<td>Clinical Practice</td>
<td>12</td>
</tr>
</tbody>
</table>

**TOTAL 65**
Clinical Laboratory Sciences

Curriculum Courses

<table>
<thead>
<tr>
<th>FALL: 16 Semester Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS 500 Health and Safety Management</td>
<td>1</td>
</tr>
<tr>
<td>CLS 503 Body Fluids</td>
<td>1</td>
</tr>
<tr>
<td>CLS 504 Body Fluids Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CLS 505 Laboratory Management</td>
<td>3</td>
</tr>
<tr>
<td>CLS 506 Laboratory Techniques</td>
<td>2</td>
</tr>
<tr>
<td>CLS 518 Immunology</td>
<td>4</td>
</tr>
<tr>
<td>CLS 519 Immunology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CDS 610 Research Design and Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING: 15 Semester Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS 523 Clinical Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>CLS 524 Clinical Microbiology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CLS 526 Instrumentation &amp; Automation</td>
<td>2</td>
</tr>
<tr>
<td>CLS 527 Instrumentation &amp; Automation Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CLS 542 Molecular Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>CLS 543 Molecular Diagnostics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CDS 625 Scientific Publications</td>
<td>3</td>
</tr>
<tr>
<td>CLS 698 Non-Thesis Research</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER: 14 Semester Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS 528 Hematology I</td>
<td>4</td>
</tr>
<tr>
<td>CLS 530 Immunohematology</td>
<td>4</td>
</tr>
<tr>
<td>CLS 531 Immunohematology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CLS 538 Infectious Diseases</td>
<td>3</td>
</tr>
<tr>
<td>CLS 539 Infectious Diseases Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL: 13 Semester Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS 532 Hematology II</td>
<td>4</td>
</tr>
<tr>
<td>CLS 551 Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CLS 552 Clinical Chemistry Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>CLS 560 Clinical Correlations</td>
<td>3</td>
</tr>
<tr>
<td>CLS 698 Non-Thesis Research</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING: 15 Semester Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS 570 Certification Review</td>
<td>1</td>
</tr>
<tr>
<td>CLS 595 Clinical Practice</td>
<td>12</td>
</tr>
<tr>
<td>CLS 698 Non-Thesis Research Hours</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL** 73
**ACCREDITATION**

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

**SACS**

1866 Southern Lane  
Decatur, GA 30033-4097  
TEL: 404.679.4500  
FAX: 404.679.4556  
http://www.sacs.org/

**NAACLS**

5600 N. River Road, Suite 720  
Rosemont, IL 60018  
TEL: 773.714.8880  
FAX: 773.714.8886  
info@naacls.org  
http://www.naacls.org

**Certification**

Graduates of the CLS and MT programs 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), which offers certification in the category designated Medical Laboratory Scientist (MLS) for CLS and MT students.

**ASCP**

Board of Certification  
33 Monroe Street, Suite 1600  
Chicago, Illinois 60603  
TEL: 312.541.4999  
http://www.ascp.org/default.aspx
**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.

1. **Duty to the Patient**
   
   a. 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.
   
   b. Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing, and evaluating laboratory tests.
   
   c. 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.

2. **Duty to Colleagues and the Profession**
   
   a. 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.
   
   b. 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.

3. **Duty to Society**
   
   a. 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.
   
   b. 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 which 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.
Goals and Objectives
CLS & MT (Adopted 1993; Revised 2012)

The goals of the program are to prepare a student to assume the role of a health care professional in the field of clinical laboratory sciences, to accept responsibilities as a health care team member and to continue professional development as a clinical laboratory scientist. Graduates of this program are expected to:

1. Demonstrate attributes desirable of clinical laboratory scientists.
   a. Dependability
      i. Demonstrate integrity, honesty and conscientiousness in work.
      ii. Accept responsibility for own actions.
      iii. Organize and complete work on schedule without sacrificing accuracy and reliability.
      iv. Follows established policies and procedures.
      v. Be punctual and in classroom or clinical work station when required or assigned.

   b. Stability
      i. Work effectively under conditions of stress and/or change
      ii. Maintain professional demeanor under adverse conditions.

   c. Ability to interact effectively with others
      i. Influence and contribute to a pleasant work environment.
      ii. Accept leadership of supervisory personnel and provide appropriate feedback.
      iii. Offer assistance and support to co-workers.
      iv. Communicate with other health workers in a professional and courteous manner.
      v. Interrelate with patients in an empathetic manner, appropriate to a health care team member.
      vi. Contribute willingly to the accomplishment of group endeavors.

   d. Professionalism
      i. Maintain a neat, clean, personal appearance complying with existing dress codes.
      ii. Participate in professional societies, continuing education, and self-study programs.
      iii. Show initiative and interest to improve technical skills and expand knowledge.
      iv. Investigate appropriate sources (literature and personnel) for technical and professional information.
v. Maintain confidentiality of patient and laboratory data.

vi. Demonstrate ethical conduct in professional endeavors.

Note: Students are evaluated based on the criteria listed above during the didactic courses and during the clinical practice courses using the following Affective Evaluation Form. This form is completed twice (SP 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 are identified as essential behaviors that are expected of all students in the classroom and in clinical practice settings.

**AFFECTIVE EVALUATION**

<table>
<thead>
<tr>
<th>S = Satisfactory; I = Improvement Needed; U = Unsatisfactory; E = Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Dependable in performance of classroom and laboratory responsibilities which may be demonstrated by:</strong></td>
</tr>
<tr>
<td>1. Demonstrating integrity, honesty and conscientiousness in work.</td>
</tr>
<tr>
<td>2. Accepting responsibility for own actions. (eg, admits and corrects mistakes)</td>
</tr>
<tr>
<td>3. Organizing and completing assignments or work on schedule without sacrificing accuracy and reliability. (eg, 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, completes assignments/work within established deadlines)</td>
</tr>
<tr>
<td>4. Following established policies and procedures of program. (eg, uses references, laboratory procedure manuals, adheres to policies, adheres to safety regulations)</td>
</tr>
<tr>
<td>5. Being punctual and in class when required or assigned. (eg, 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)</td>
</tr>
<tr>
<td><strong>B. Stable in response to work environment which may be demonstrated by:</strong></td>
</tr>
<tr>
<td>1. Working effectively under conditions of stress and/or change. (eg, continues to perform at an appropriate rate without making mistakes when the workload is heavy and plans and budgets time)</td>
</tr>
<tr>
<td>2. Maintaining professional demeanor under adverse conditions. (eg, continues to perform with a calm, logical, respectful and positive manner and provides competent or accurate service even when conditions are less than ideal)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S</th>
<th>I/U</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
C. Able to interact effectively with others, which may be demonstrated by

1. Influencing and contributing to a pleasant work environment.

2. Accepting leadership of supervisory personnel and providing appropriate feedback.

3. Offering assistance and support to co-workers.

4. Communicating with other healthcare workers in a professional and courteous manner.

5. Interrelating with patients in an empathetic manner, appropriate to a healthcare team member.

6. Contributing willingly to the accomplishment of group endeavors.

D. Demonstrates Professionalism which may be demonstrated by:

1. Maintaining a neat, clean, personal appearance complying with existing dress codes.  
   (eg. follows program dress code)

2. Showing initiative and interest to improve technical skills and expand knowledge.  
   (eg. 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 ASSCLS meetings, attends hospital in-service education programs)

3. Investigating appropriate sources (literature and personnel) for technical and professional information.  
   (eg. 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)

4. Maintaining confidentiality of patient and laboratory data.  
   (eg. does not talk about laboratory work outside of the laboratory)

5. Demonstrating ethical conduct in professional endeavors.  
   (eg. 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)

Note: The following program objectives are integrated into the curriculum courses, and students are expected to achieve competencies at the entry-level for each of the following objectives before the end of the program curriculum.
2. Analyze, quantitatively and/or qualitatively, body fluids and materials to aid in the diagnosis, monitoring, treatment and/or prevention of disease.
   a. Obtain and process specimens using appropriate techniques and established safety measures.
   b. Evaluate the suitability of specimens for the analysis requested.
   c. Determine the priority of laboratory requests to arrange the workload to provide for optimal patient care and efficiency.
   d. 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.
   e. Apply physical, chemical, instrumental, and physiological theories pertinent to tests to recognize and solve problems.

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

4. Monitor statistical quality control (SQC) protocols to optimize precision and accuracy of testing results and contribute to patient safety.
   a. Perform quality control procedures on analytical tests, equipment, reagents, media, and products according to protocol.
   b. Acknowledge unacceptable control results and take corrective action if indicated.
   c. Perform instrument maintenance procedures and instrument checks on basic equipment and instruments according to laboratory protocol.
   d. Recognize instrument malfunction and communicate with instructor or supervisors.
e. Following standard laboratory procedures, document all information such as quality control, maintenance and corrective actions.

f. 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.

5. Apply principles of management and leadership applicable to clinical laboratory operations.
   a. Practice effective written and verbal communication skills.
   b. Practice interpersonal skills and conflict resolution skills related to individual team and group processes.
   c. 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
   d. Apply principles of quality management to the processes and outcomes of clinical laboratory operations.
   e. Recognize managerial/supervisory roles/demands for cost effective clinical laboratory operations in the daily operations of service delivery.
   f. Apply principles of individual involvement-oriented management to enhance learning, teamwork, and the quality of products produced by clinical laboratory personnel.
   g. Apply personal managerial skills to improving the quality of individual, group and organization outcomes.

   a. 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.
   b. Learn from and share knowledge with coworkers, supervisors, employees and peers.
   c. Gain information about workplace expectations to improve affective behaviors for contribution to expected service behaviors in the work setting.

7. Apply principles of learning and methods of instruction to assist in the education of self and others.
   a. Deliver oral presentations using logically developed outlines.
   b. Identify components of behavioral objectives to write measurable objectives.
   c. Recognize the need for use of multiple learning styles to master different principles and practices across multiple types of courses, content and work environments
   d. Utilize appropriate delivery tools to assure appropriate message given to audience.
e. Utilize appropriate resources in development of presentation materials

8. Participate in the development of skills and knowledge needed for technology assessment (statistics, scientific literature analysis, study design, presentations, and evaluation skills).
   a. Evaluate data for sensitivity, specificity, predictive value, and cost effectiveness.
   b. Evaluate tests, methods, instruments and new technology as to medical usefulness and potential impact on patient health status.
   c. Evaluate systems processing for total testing for inpatient, outpatient, point of care and referral specimens.
   d. 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.
   e. Monitor the healthcare industry to be aware of resources needed for technology assessment and internal policy compliance/external regulatory compliance (voluntary/mandated).
   f. Monitor current health care issues and recognize the implications for clinical laboratory services.

9. Practice use and applications of information management technologies including laboratory medicine informatics.
   a. Use data bases, word processing and spreadsheet programs for processing of data to generate appropriate statistical analyses.
   b. Input data correctly and retrieve data accurately and efficiently.
   c. Recognize issues of compatibility, privacy and limitations with information systems.
   d. Utilize laboratory informatics principles and connectivity standards applicable to data management for point of care testing.
   e. Apply principles of utilization management of all testing services to achieve efficient and cost-effective operations of clinical laboratories.
   f. 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.
   g. Recognize the necessity of laboratory information systems with unidirectional and bidirectional communication capabilities for autoverification and expediting of release of accurate and timely laboratory reports.

**Essential Functions**

In order to successfully complete the degree requirements for the Bachelor of Science in Medical Technology and the Master of Science in Clinical Laboratory Sciences, 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:

1. 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.

2. Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.

3. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.

4. 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:

1. Move freely and safely about a laboratory.

2. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.

3. Travel to numerous clinical laboratory sites for practical experience.

4. Perform moderately taxing continuous physical work, often requiring prolonged sitting, in confined spaces - over several hours.

5. Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.

6. Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.

7. 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:

1. Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).

2. Follow verbal and written instructions in order to correctly perform laboratory test procedures.

3. Clearly instruct patients prior to specimen collection (if applicable).

4. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests (if applicable).
5. Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).

6. Prepare papers, prepare laboratory reports, and take examinations within specified times.

**Intelect**

The student must:

1. Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.

2. Be able to exercise sufficient judgment to recognize and correct performance deviations.

**Behavior**

The student must:

1. 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.

2. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.

3. 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).

4. Be flexible and creative and adapt to professional and technical change.

5. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.

6. Adapt to working with unpleasant biologicals.

7. 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.

8. 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).

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

Class Schedule
At the beginning of each term, class schedules will be posted on course websites on Blackboard Learn indicating dates, times, location, lecture topics, laboratory sessions, examinations, assignments, etc. The class schedules are subject to change, as circumstances require. The students will be informed of any necessary schedule changes as soon as possible.

• The program requires 5 terms of full-time enrollment to complete.

• Students will typically have class Monday through Friday each week, however, the exact days and times of class sessions will vary from day to day and term to term.

• During spring term, students will be assigned to clinical practice and will be expected to be in the laboratories 35 hours/week. The exact times in which they will be present at each site will vary depending on the site.

• For students that work, work schedules must be planned around class/clinical practice schedules. Students may not leave early or arrive at class, lab sessions, or clinical practice late because of work.

• Attendance is mandatory at all assigned classes (lectures, labs, clinical practicum, etc.) (refer to Attendance Policy).
# Documentation of Course Completion

## CLS Course Completion Checklist

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CR HRS</th>
<th>GRADE</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLS 500</td>
<td>Health and Safety Management</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 503</td>
<td>Body Fluids</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 504</td>
<td>Body Fluids Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 505</td>
<td>Laboratory Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 506</td>
<td>Laboratory Techniques</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 518</td>
<td>Immunology</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 519</td>
<td>Immunology Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDS 610</td>
<td>Research Design and Statistics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 523</td>
<td>Clinical Microbiology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 524</td>
<td>Clinical Microbiology Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 526</td>
<td>Instrumentation and Automation</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 527</td>
<td>Instrumentation and Automation Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 542</td>
<td>Molecular Diagnostics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 543</td>
<td>Molecular Diagnostics Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDS 625</td>
<td>Scientific Publications</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 528</td>
<td>Hematology I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 530</td>
<td>Immunohematology</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 531</td>
<td>Immunohematology Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 538</td>
<td>Infectious Diseases</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 539</td>
<td>Infectious Diseases Laboratory</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 532</td>
<td>Hematology II</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 551</td>
<td>Clinical Chemistry</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 552</td>
<td>Clinical Chemistry Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 560</td>
<td>Clinical Correlations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 570</td>
<td>Professional Development</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 595</td>
<td>Clinical Practice</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 698</td>
<td>Non-Thesis Research</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# MT Course Completion Checklist

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CR HRS</th>
<th>GRADE</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 400</td>
<td>Health and Safety Management</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 403</td>
<td>Body Fluids</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 404</td>
<td>Body Fluids Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 405</td>
<td>Laboratory Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 406</td>
<td>Laboratory Techniques</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 418</td>
<td>Immunology</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 419</td>
<td>Immunology Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 423</td>
<td>Clinical Microbiology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 424</td>
<td>Clinical Microbiology Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 426</td>
<td>Instrumentation and Automation</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 427</td>
<td>Instrumentation and Automation Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 442</td>
<td>Molecular Diagnostics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 443</td>
<td>Molecular Diagnostics Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 428</td>
<td>Hematology I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 430</td>
<td>Immunohematology</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 431</td>
<td>Immunohematology Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 438</td>
<td>Infectious Diseases</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 439</td>
<td>Infectious Diseases Laboratory</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 432</td>
<td>Hematology II</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 451</td>
<td>Clinical Chemistry</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 452</td>
<td>Clinical Chemistry Laboratory</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 455</td>
<td>Research Principles</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 460</td>
<td>Clinical Correlations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 470</td>
<td>Certification Review</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 495</td>
<td>Clinical Practice</td>
<td>12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPLICATION FOR DEGREE & CERTIFICATE

Application for Degree
Upon successful completion of all program requirements students will be awarded either a B.S. or an M.S. degree. All students must apply for their degrees at least 6 months prior to their anticipated graduation date. The application for degree forms are in the online format and may be accessed from the following websites:

Application for a B.S. degree
http://www.uab.edu/commencement/degree-applications/undergraduate
http://www.uab.edu/appfordegree

Application for an M.S. degree
http://www.uab.edu/graduate/images/acrobat/forms/app-for-degree-masters.pdf

NOTE: The issuing of the BS or MS degree is not contingent upon the student passing any type of external certification or licensure examination. Students having successfully completed the program are eligible to sit for certifying and licensing examinations.

Application for Certificate
In addition to the awarding of a B.S. or M.S. degree, each student, regardless of the curriculum completed, is eligible to apply for a certificate in Medical Technology awarded from the University of Alabama at Birmingham. Students must complete an application for certificate at least 6 months prior to their expected graduation date.

http://www.uab.edu/graduate/images/acrobat/forms/certificate-app.pdf

UAB Policy on a Second B.S. Degree
After graduating with a B.S. degree, a student may earn a second B.S. degree by completing in residence, with an average of C or better, at least 30 semester hours of work taken subsequent to awarding of the first degree. Work done for the second B.S. degree must include any necessary prerequisites for the new major and all major requirements. The first degree, whether earned at UAB or another regionally accredited institution, must be based on at least 120 semester hours of fully accredited work. No minor is required for the second degree. The residency requirement must be met for the second degree. Thus, students who already have a BS degree may be eligible to earn a second degree in MT. These students should consult with a MT advisor to determine if they have met all the prerequisite requirements.
**Clinical Affiliates**
The CLS program has approved clinical affiliate sites where MT and CLS students are placed for their clinical practice experience. The approved facilities are found below.

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>CITY/STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s of Alabama</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>DCH Regional Medical Center</td>
<td>Tuscaloosa, AL</td>
</tr>
<tr>
<td>Huntsville Hospital</td>
<td>Huntsville, AL</td>
</tr>
<tr>
<td>Lab Corp of America (Brookwood, Coosa Valley)</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>Brookwood Medical Center</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>Gadsden Regional Medical Center</td>
<td>Gadsden, AL</td>
</tr>
<tr>
<td>St Vincent’s Medical Center</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>St Vincent’s East</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>Trinity Medical Center</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>UAB Hospital</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>UAB Highlands</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>Veteran’s Administration Medical Center</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>Jackson Hospital</td>
<td>Montgomery, AL</td>
</tr>
<tr>
<td>Medical West</td>
<td>Bessemer, AL</td>
</tr>
<tr>
<td>Memorial Hospital</td>
<td>Chattanooga, TN</td>
</tr>
<tr>
<td>Princeton Baptist Medical Center</td>
<td>Birmingham, AL</td>
</tr>
<tr>
<td>Walker Baptist Medical Center</td>
<td>Jasper, AL</td>
</tr>
<tr>
<td>Coosa Valley</td>
<td>Sylacauga, AL</td>
</tr>
<tr>
<td>Pickens County Medical Center</td>
<td>Carrolton, AL</td>
</tr>
</tbody>
</table>

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

The CLS 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. CLS 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 of the UAB campus. The clinical practice schedule for each student is prepared on an individual basis and will be given to the student the first spring of the semester where students will be notified as to whether or not they will rotate within or outside 60 miles of Birmingham. Please note the schedule is usually not complete and ready for distribution until near the end of the semester. 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.

**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.
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.

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

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
- **D** = Inadequate (undergraduate only)
- **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.
- **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.
- **X** = Absent from Final Exam

* 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 specifying the date the student will complete the course requirements. Refer to the department policy for awarding a grade of Incomplete.

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, D, or F. Quality points are awarded as follows:

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td>C</td>
</tr>
<tr>
<td>1</td>
<td>D</td>
</tr>
<tr>
<td>None</td>
<td>P, NP, or F</td>
</tr>
</tbody>
</table>

**Graduate School Requirements – Good Academic Standing**

A student must maintain a grade point average of at least 3.0 (B average) 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 Graduate School.
**Scholastic Requirements**
The MT program requires that students maintain an overall “C” average, to continue in the program.

The CLS Programs (graduate programs) require that students maintain an overall “B” average (GPA ≥3.0) to continue in the program. CLS students who do not maintain an overall “B” average will be placed on probation by the Graduate School. Thereafter, the student will have two (2) semesters in which to restore the GPA to 3.0 or higher; otherwise, they will be dismissed by the Graduate School.

A student who receives a grade of “D” or “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 “D” or “F” when the course is repeated, they will be dismissed from the program.

A student who receives more than one “D” or “F” at any time in the curriculum will be dismissed* from the program, regardless of the students 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.

*Exceptions may be granted to students who do not successfully complete the certification review/professional development course.

**Graduate Student Requirements**

**Introduction**
All UAB graduate students in the CLS program are required to complete Plan II (Non-thesis) project prior to completion of the CLS 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 CLS discipline specific goals and objectives as listed in the CLS Handbook, graduates of the CLS 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 and Student Handbook.

The attainment of objectives addressing these competencies will be demonstrated by the preparation of a portfolio containing materials developed during affiliated courses in the CLS curriculum and an end of program oral presentation focusing on a topic relevant to clinical laboratory sciences, which has been researched throughout the curriculum and documented in the portfolio.

**Plan II Non-Thesis Research Project Process**
All UAB graduate students are required to complete a Plan II project prior to completing the CLS program. Plan II projects may or may not require research and may or may not require a formal thesis, but student 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.
The following research process will be completed after a decision by the student and their advisor that a Plan II non-thesis project has been selected.

**Selecting A Plan II Non-Thesis Project Topic**

Students will be assigned an advisor no later than the end of the first fall semester. The student and assigned advisor discuss possible topics and activities that are appropriate for non-thesis research. 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 with regard to 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 an publication ready article for a CLS-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.

The student must do a preliminary literature search to determine if sufficient and current information will be available to complete the type of research project under consideration. The information must be current and of sufficient quality and quantity to support the development of a paper with scientific rigor.

**Plan II Project Completion**

The format of the project and requirements for successful completion of the project will be determined by the student and their assigned advisor. If deemed an oral defense may be required of students. In such a case, the topic and type of project will determine the outline and the format for the oral defense. The student must be prepared to respond to questions. Changes may be requested and these changes must be made according to the recommendations before the student will get credit for completion of the project.

**Submission of Final Project to CLS**

The student submits a completed version of the project to his/her advisor. One copy of the project is entered into the CLS graduate student papers database and maintained in the CLS library. 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 chair may use the paper for preparing a manuscript/presentations. A second copy of the paper is given to the Program Director and the Chair of the Study Committee should retain an electronic copy of the paper.
**Technology Use in the Classroom**

**UAB’s Policy**

The use of any personal computational or communications devices in the classroom, not otherwise governed by UAB or course policies, is subject to the approval of the instructor. This includes (but is not limited to) the use of calculators, computers, personal digital assistants, text pagers, and cell phones. Any use of such devices without instructor approval is not permitted. The use of such devices without permission of the instructor may be considered a violation of UAB’s non-academic conduct policies. The use of such devices to facilitate an act of academic misconduct (such as cheating or plagiarism) will be considered a violation of the UAB Academic Honor Code and will be sanctioned as outlined in the Code.

[http://www.uab.edu/graduate/graduate-catalog/200-academic-ethics-and-co](http://www.uab.edu/graduate/graduate-catalog/200-academic-ethics-and-co)

The CLS programs prohibit the use of electronic devices during didactic, laboratory and clinical practice without the approval of the instructor. Students are expected to use technology in the classroom according to and in compliance with directions included in each course syllabus. **Cell phones must be turned off during all class related activities including class sessions, laboratory sessions, clinical practice and any other program related activities.** Text-messaging (retrieving, responding) is prohibited. During graded activities, instructors will request students to leave the electronic devices in the front of the classroom. Students will be allowed to retrieve his/her electronic device once all students in the classroom have completed the graded activity or when the individual student has completed the test, etc. and is dismissed from the classroom.

A student must notify and get the approval of the instructor if there are circumstances that may require him/her to have access to a cell phone while in the classroom. In such cases, if permission is granted, the student must have the phone in silent mode (vibrate) and will need to exit the classroom to answer the call or respond to the text.
Student Organizations & Activities

CLS Student Association (CLSSA)

Purpose and Goals

1. Promoting HIGH ACADEMIC ACHIEVEMENT among its members and peers;

2. PROVIDING STUDENT INPUT and REPRESENTING STUDENT INTERESTS to faculty and administration regarding student needs or concerns related to the MT or CLS program and/or the field of Clinical Laboratory Sciences;

3. Supporting a network for SHARING INFORMATION regarding professional organizations such as the American Society for Clinical Laboratory Sciences (ASCLS), American Society of Clinical Pathologists (ASCP), Certification class offerings, conferences and other seminars on topics of interest;

4. Establishing a FORUM FOR DISCUSSION among students about current issues in the field of Clinical Laboratory Sciences and the UAB MT/CLS Program of study;

5. RETAINING current pre-MT students and RECRUITING future students into the field of Clinical Laboratory Sciences;

6. Promoting a supportive environment for FRATERNIZATION and SOCIALIZATION among its members.

Membership and Dues

1. The University of Alabama at Birmingham and the CLSSA administers its educational programs and activities, including admission, without regard to race, color, religion, sex, national origin, disability unrelated to the performance of essential job function or an essential eligibility requirement, veteran status, or Vietnam era veteran status. Membership is open to all students who satisfy membership criteria listed herein and pays membership dues. The UAB CLS Student Association will ensure that all meetings, programs, services, or other activities are accessible to individuals with disabilities and that reasonable accommodations are made as necessary.

2. Interested students should contact any association officer or the faculty sponsor to obtain an application for membership.

   a. Requirements for membership include submitting an application and paying any membership dues, which are due no later than the 2nd meeting of each semester (or at the time of application). Applications can be submitted to an officer or faculty advisor.

   b. New members shall be inducted into the organization during the second meeting of the academic year or the semester in which he/she applies for membership.

   c. Membership of the Association shall consist of active, associate, and emeritus members.

      i. Active Member: Any student who is classified as a Pre-MT, MT, or CLS major; or any interested student attending the University of Alabama at Birmingham shall be eligible for Active Membership in this Association.

      ii. Emeritus Associate Member: Any faculty member in the MT/CLS program may become an Emeritus Associate member. Emeritus Associate members may not vote, hold office, or chair a committee but are encouraged to advise and assist with activities of the Association as requested.
d. A new Active member may not vote until the application and dues have been received and his/her name has been placed on the active membership roster.

3. Students are required to pay dues to be considered active membership on a yearly basis. Membership dues should be submitted when the application is submitted or by the second meeting of the semester in which the person applies. Membership is applicable for one academic year and must be renewed to partake in organizational activities. Membership dues are nonrefundable, and late-payment or non-payment of dues shall result in suspension of the right to vote and suspension from organizational activities.

CLSSA Class Officers

1. President

Each program should elect a president (other officers if deemed appropriate) to help coordinate class projects and other activities. The duties of the President should include

• Presiding at program student meetings. Meetings may be held as often as needed, however, it is suggested that at least one per term be held.

• Conducting elections for program representatives to CLSSA and other groups/organizations as necessary.

• Serving as program representative for MT projects, social events and other activities as appropriate.

• Coordinating or appointing individual(s) to assist with SHRP or program projects.

• Serving on MT Advisory Committee.

• Keeping program director/faculty posted on activities.

2. Other Officer(s)

Other officers (vice-president, secretary, etc.) may be elected if desired. Small committees or task groups may be appointed or elected for specific projects.

ASCLS - ASCLS-Alabama

The American Society for Clinical Laboratory Science (ASCLS) is a national professional society dedicated to:

• Establishing, developing and maintaining the highest standards in clinical laboratory methods and research.

• Creating mutual understanding and co-operation between those in the laboratory and all health professionals working in the interest of individual and public health.

• Promoting programs of primary and continuing education, research and development.

• Representing the profession of clinical laboratory science through improvement of the status of its members.

• Advancing the ideals and principles of the profession of clinical laboratory science.
Student membership in ASCLS includes:

- Subscriptions to the Journal of Clinical Laboratory Sciences and the newsletter “ASCLS Today”.
- Opportunities to attend the Annual Meeting and participate in workshops and seminars at reduced prices.
- Voluntary participation in group insurance programs at reduced rates and special graduate degree programs.
- Opportunities for leadership development.

Student membership in the American Society for Clinical Laboratory Science-Alabama is automatically included in the ASCLS student membership fee. The state society holds scientific sessions and business meetings periodically, which include sessions of interest to students. Students are welcomed and encouraged to attend these meetings.

For more information or to join ASCLS please refer to the website at: [http://www.ascls.org/?page=Join](http://www.ascls.org/?page=Join)

The mission of the American Society for Clinical Pathology is to provide excellence in education, certification, and advocacy on behalf of patients, pathologists, and laboratory professionals. ASCP’s primary objectives are:

- To promote the practice of scientific medicine by a wider application of clinical laboratory methods to the diagnosis of disease
- To stimulate original research in all branches of clinical laboratory work
- To establish from time to time uniform standards for the performance of various laboratory examinations
- To elevate the scientific and professional status of those specializing in this branch of medicine
- To encourage a closer cooperation between the practitioner and the clinical pathologist

**ASCP**

ASCP Membership is complimentary for students who intend to meet the ASCP Board of Certification eligibility requirements for certification and have been accepted or are currently enrolled in a regionally accredited college/university science program or a laboratory science program approved by an appropriate accrediting agency. ASCP membership benefits include:

- Online subscription to Critical Values quarterly news magazine;
- Online access to LabMedicine and American Journal for Clinical Pathology (AJCP);
- ASCP email newsletters, Daily Diagnosis, eNewsBriefs, and ePolicyNews; and
- Member-only discounts on books, online CE and educational products, and free domestic shipping on all online orders.

More information and an application form is available at:

[http://www.ascp.org/Functional-Nav/Laboratory-Science-Students/Membership-for-Lab-Students#tabs-1](http://www.ascp.org/Functional-Nav/Laboratory-Science-Students/Membership-for-Lab-Students#tabs-1)
Clinical Laboratory 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. Various immunizations and medical requirements must be satisfied prior to enrollment in SHP. In addition, the UAB Medical Center Student Health Service 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 CLS 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 are in compliance 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

A. 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.

B. 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 policy for Technology Use in the Classroom). Cell phones and other devices should be stored with other personal items.

C. Students have access to lockers on a first come, first served basis. These lockers are located on the 4th floor of the School of Health Professions Building. Students interested in a locker should contact a department support staff via email (askCDS@uab.edu) or may visit any staff member located on the 4th floor of the School of Health professions Building. Personal items MUST be stored in day lockers or in the designated space in the laboratory, not around or on the laboratory work space. Students must have a lock for use with the day lockers.

D. Dress must be professional at all times and in compliance with the department dress code.

E. 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.

F. All procedures involving blood or other potentially infectious materials are performed to minimize splashing, spraying, spattering, and generating droplets.

G. Personal Protective Equipment
   1. 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;
2. 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 decrease the integrity of gloves.
3. 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.
4. 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.
5. Additional requirements for personal protective equipment and/or environmental controls
required for certain procedures will be designated in individual course lab manuals.

H. 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.
I. “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.
J. 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).
K. Lab coats should be hung on the designated coat rack after each lab session. The CLS program washes
laboratory coats on a regular basis for the student. Soiled lab coats must be removed immediately.
L. Lab coats and other protective equipment must be removed before leaving lab for any reason.
M. 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.
N. 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.
O. 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.
P. A pipetting aid or semi-automatic pipette must be used to pipette all fluids. Mouth pipetting is prohibited.
Q. Food and drink must not be stored in lab refrigerators or anywhere in lab area.
R. 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.
S. 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).

T. 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 should 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.

U. 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.

V. 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.

W. 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 teacher or course master 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 teacher or course master before leaving the laboratory area.

X. A student may not leave the laboratory area during an exam unless he/she obtains permission from the teacher or instructor. Multiple students are not permitted to exit the area at the same time during an exam.

Y. Incidents and Injury Reporting
   1. Cuts or other skin abrasions must be covered by Band-Aid(s) (available in First Aid Box) prior to putting on gloves.
   2. All incidents/injuries occurring in lab regardless of severity must be reported promptly to the instructor or lab staff who will take appropriate action (e.g., send student to Student Health or Emergency Department).
   3. An incident report will be completed by the student, signed by the instructor and kept on file in the MT Program Office. Forms are available from CLS faculty and teachers.
   4. Refer to UAB Body Fluid Exposure 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

A. Materials to be discarded in biohazard containers with red bags at students’ work stations (not exclusive).
   1. cotton alcohol prep pads/Band-Aids
   2. gauze
3. kimwipes
4. gloves and face masks
5. bibulous paper
6. Sedimentation rate tubes
7. Uni-Flex safety caps
8. Wooden applicator sticks, cotton tipped swabs, disposable glass slides, Pasteur pipettes (glass or plastic) and stained smears.
9. Disposable serologic pipettes -- tip down to avoid aerosol.
11. Contaminated or used-up pencils, pens and china or permanent ink markers.
12. Disposable slides used for serological testing.
13. Empty urine cups (urinalysis) (urine is discarded as indicated)
14. 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.

B. Materials to be placed in rigid plastic sharp keeps located on side counters during lab sessions
1. Needles/Syringes used in venipuncture and lancets used in capillary/skin puncture.
2. Microhematocrit capillary tubes containing blood.
3. Broken glass products contaminated with blood or body fluids.

C. Place all glass reusable pipettes in the 7 x 18” pipette jars

D. Materials to be placed in metal containers lined with autoclave bags
1. Blood and/or serum samples if greater than 1mL or in an evacuated tubes
2. Contaminated media (tubes and plates)
3. Tubes or ampules containing suspensions of bacteria
4. Multi unit I.D. Systems for bacteria (e.g., API)
5. Blood culture bottles (vented with subculture unit)

E. Materials to be placed in trash cans labeled “Broken Glass” box located in each of the labs.
1. Clean broken glassware
2. Clean broken tubes
3. Clean broken pipettes

Glassware contaminated by patient specimens must be placed in biohazard broken glass box or
sharpkeeps. When the biohazard box or sharpkeep is full it is placed in a biohazard red can.

F. Miscellaneous Material

1. 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, hazards
and treatment for exposure are located on the door of the reagent room 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: 4-3797 or check the web site http://www.healthsafe.uab.edu/.

WITHDRAWING FROM THE PROGRAM

A student who wishes to voluntarily withdraw from the Clinical Laboratory Science 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 registration system via the Student Resources tab in
BlazerNET.

Students should refer to the Institutional Refund Policy for refunds on tuition and fees. The institutional
refund policy may be found at the following website: https://www.uab.edu/students/paying-for-college/
current/first-professional/policies/item/230-institutional-refund-policy.

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 at the following website: https://www.uab.
edu/students/academics/item/899-exceptions-to-academic-policy

NOTE: The Failure to attend a class does not constitute a formal withdrawal.
Performing Service Work Policy

Students in the programs are not required to perform service work as part of the curriculum nor do they receive any academic credit for work outside of assigned classes. The students are not permitted to work in place of professional or staff personnel at the clinical site during scheduled clinical practice times. Student activities are to be exclusively directed to learning and they must not be diverted to assisting in completing the laboratory workload at any time. Students may never work completely unsupervised and therefore are never to be placed in a position of independence in carrying out laboratory responsibilities.