

MEDICAL LABORATORY SCIENCE

DIVISION

STUDENT HANDBOOK

I. INTRODUCTION

This curriculum is designed for those who wish to acquire knowledge and skills in clinical laboratory science. The program provides students with expertise in pathobiology and laboratory applications in the following content areas: hematology, immunology, microbiology, immunohematology, clinical chemistry, and body fluid analysis. Upon successful completion of the program, students either become professional medical laboratory scientists (MLS) or move on to graduate and/or professional programs. The program is well suited to meet the needs of any student who enjoys the natural and/or physical sciences and is interested in the medical/health care applications of these fields.

Before enrolling in Medical Laboratory Science the student typically completes the university general education curriculum in natural sciences, social sciences and humanities plus additional science courses chosen by the division as pre-requisites to provide the basic knowledge needed before beginning the MLS courses.

Students enrolled in the MLS Division learn to understand the theory involved in laboratory testing procedures and the interpretation of test results, in addition to the correlation of results with various disease states. Those students planning to become a certified MLS will also learn to perform many different laboratory tests. Included within the courses are units on instrument maintenance, quality assurance programs, evaluation of new procedures, and various kinds of problem solving. Courses within the division will add to the student's knowledge of management, education, and clinical applications.

After entry in the field, many medical laboratory scientists take on additional responsibilities in the work site including such activities as: laboratory management, supervision of personnel, establishment of quality assurance programs, development and standardization of methods, provision of educational programs, and research.

Most graduates of this division accept positions in medical (hospital, clinic, research or private) laboratory settings soon after graduation. After gaining some experience, they frequently advance to supervisory positions, become instructors in MLS programs, become technical or sales representatives for some of the scientific supply and equipment companies, or go on to specialize in a particular clinical area or graduate/professional school to prepare for further advancement or advanced careers in medicine.

II.	FACULTY/ INSTRUCTIONAL STAFF	ROOM NUMBER	TELEPHONE
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III. INTRODUCTION

The information in this handbook is written in conjunction with the School of Health and Rehabilitation Service's Student Handbook. All SHRS students (including MEDLBS) are responsible for understanding and complying with the Policies outlined in the SHRS Handbook in addition to the following program policies.

IV. REGISTRATION

The MLS program courses scheduled may vary based on the track of the program and full or part-time status. Students should follow the current version of their track's curriculum plan (provided in your admissions packet) and plan any deviations with their advisor so that correct courses are scheduled every term.

Students should follow registration procedures as outlined in the material they receive from the university each term. If students experience any difficulty in registering for classes, they should contact the School of Health of Rehabilitation Services (SHRS) Student Services Office at 614-292-1706.

V. FINANCIAL and HEALTH INFORMATION

A. Fees and Expenses

Students enrolled in the MLS Division pay the usual undergraduate/graduate fees whether working toward a degree or a post baccalaureate certificate. Students are also subject to lab fees each term and miscellaneous fees specific to SHRS. Details on current tuition and fees can be found at <http://registrar.osu.edu/FeeTables/MainFeeTables.asp>

Other Expenses May Include:

- Safety laboratory coat*
- Textbooks
- Class Notes
- Laboratory Manuals*
- Felt Markers*
- Safety Manual*
- Safety Glasses*
- Student Memberships to Professional Societies
- National Certifying Examination Fees*
- Hepatitis Vaccine, TB test, other immunizations as required
- Drug Screening
- Travel and Relocation expenses for clinical practicum*

* For certification students only or other students taking lab courses.

B. Financial Assistance:

Students enrolled in Medical Laboratory Science may apply for scholarships and loans through the [University Student Financial Aid Office](#). In addition,

there are a limited number of scholarships/loans available through the Ohio Society for Clinical Laboratory Science (ASCLS-OHIO) and the American Society of Clinical Pathology (ASCP). Visit each organizations web site for the most current information.

The MLS program also offers a senior year Janet K. Wilson scholarship to a certification student that is partially based on financial need. No application is required for consideration of this award.

C. **Student Health:**

Students enrolled in the MLS Certification or Coordinated Graduate track must complete the following health requirements:

Immunization record and history of past infection

Measles immunity

Documentation of two live measles/MMR vaccines after age one
AND copy of a positive measles titer

Mumps immunity

Documentation of two live mumps/MMR vaccines after age one
AND copy of a positive mumps titer

Rubella immunity

Documentation of one live rubella vaccine/ MMR after age one
AND copy of a positive rubella titer

Tetanus/Diphtheria/Pertussis

Documentation of one Tdap booster within the last ten years

Varicella (chicken pox) immunity

Positive varicella titer
AND documentation of two doses of varicella vaccine

Hepatitis B immunity

Documentation of the three dose Hepatitis B series (should have two doses prior to start of classes) AND documented positive Hepatitis B surface antibody test 1 to 2 months following completion of vaccine series (If the antibody status is nonimmune, a booster is required, followed by another titer)

****Tuberculosis Test (PPD)**

One two-step Mantoux (intradermal) PPD skin test during the senior year, prior to internships for Certification track students

Seasonal flu vaccine

For current laboratory test costs including charges for completion of venipuncture and titers for immunity, please contact Student Health Center, Preventive Medicine at 247-2387.

Health exams and immunization documentation must be completed and submitted by the first day of classes.

VI. PROFESSIONAL CURRICULUM

A. Introduction:

The required MLS courses are offered only **once each year**.

Students are admitted to the division and typically begin the program each Autumn term. Although a limited number of general education curriculum and pre-major courses can be completed concurrently with the MLS courses, certain pre-major courses must be completed prior to some of the major courses including Chem 1210/1220, Math 1150, Bio 1113, Stats 1450, Micro 4000.01. Please contact the division with specific questions.

Students must show satisfactory completion of all pre-major courses. The faculty of this division considers a **C-** to be the lowest acceptable grade in all MLS major coursework for those in the certification, graduate and MLT tracks. All students are expected to make reasonable progress in the MLS major coursework. The lowest acceptable grades in pre-major and major coursework are based on the academic standards below.

HRS Academic Standards: Students may be given an official warning or placed on probation as a result of not meeting these academic standards. Academic action such as official warning or probation will be based on review of the student's record by a committee in SHRS according to the Policies 3-5 of the SHRS Student Handbook. If conditions of a student's probation are not met the student will be disenrolled from the program. Information on the school's academic misconduct policy can be found in the SHRS Handbook Policy 2.

MEDLBS Academic Standards: In cases where a student receives less than acceptable grades in multiple courses in a single term, or incurs multiple causes of probation (per HRS Handbook) in a single term, or is a candidate for both academic and professional probation in a single term, the probation step may be eliminated and the student will immediately be up for disenrollment.

B. Academic Standards:

1. All required pre-requisite courses must be completed with a **C-** or better for **the Cert and Coordinated Grad** tracks before progressing in divisional or other sequential courses:

Biology 1113

Mathematics 1150

Microbiology 4000

Statistics 1450

Chemistry 1210, 1220

Second Chem Series (Biophrm 3311/3312 OR Chem 2510/Biochem 4511)

Molecular Genetics 4500

2. Required courses for the **MED SCI and MLT** tracks which must be passed with a **C-** or better:

Biology 1113
Mathematics 1150 (1148 for MLTs)
Microbiology 4000 (clinical MLT program Micro for MLTs)
Statistics 1450 (1350 for MLTs)
Biochemistry 2210 (MLTs only)
Chemistry 1210, 1220
Molecular Genetics 4500
Chemistry 2510 (Med Sci only)
Biochemistry 4511 (Med Sci only)

3. Required courses that must be completed with a C- or better in *the Certification and Coordinated Grad Tracks*:

Med Lab Sci	4400 Lab Intro Lecture
Med Lab Sci	4405 Lab Intro Lab
Med Lab Sci	4500 Phlebotomy Lecture
Med Lab Sci	4505 Phlebotomy Lab
Med Lab Sci	5000 Microbiology I Lecture
Med Lab Sci	5005 Microbiology I Lab
Med Lab Sci	5050 Hematology Lecture
Med Lab Sci	5055 Hematology Lab
Med Lab Sci	5100 Microbiology II Lecture
Med Lab Sci	5105 Microbiology II Lab
Med Lab Sci	5200 Immunology Lecture
Med Lab Sci	5205 Immunology Lab
Med Lab Sci	5150 Microscopy Lecture
Med Lab Sci	5155 Microscopy Lab
HTHRHSCH	5900 Research Design
Med Lab Sci	5300 Chemistry Lecture
Med Lab Sci	5305 Chemistry Lab
Med Lab Sci	5250 Immunoematology Lecture
Med Lab Sci	5255 Immunoematology Lab
Med Lab Sci	5350 Professional Issues
Med Lab Sci	5400 Molecular Tech. Lecture
HTHRHSCH	5300 Management and HR

* Graduate student must also achieve a C- in the graduate level courses selected to fulfill their M.S. degree requirements.

4. Required courses in which students must achieve an **S** in order to receive a degree or certificate in *the certification and graduate*

tracks:

Med Lab Sci	5089 Clinical Practice
Med Lab Sci	5600 Interdisciplinary Studies/Comp Final

5. Required courses that must be completed with a C- or better in *the MLT Articulation track:*

Med Lab Sci	5000 Microbiology I Lecture
Med Lab Sci	5050 Hematology Lecture
Med Lab Sci	5100 Microbiology II Lecture
Med Lab Sci	5200 Immunology Lecture
HTHRHSCH	5900 Research Design
Med Lab Sci	5300 Chemistry Lecture
Med Lab Sci	5250 Immunohematology Lecture
Med Lab Sci	5350 Professional Issues
Med Lab Sci	5400 Molecular Tech. Lecture
HTHRHSCH	5300 Management and HR

6. Required courses in which students must achieve an **S** in order to receive a degree or certificate in *MLT Articulation track:*

Med Lab Sci	5600 Interdisciplinary Studies/Comp Final
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7. Required courses that must be completed with a D or better for the *Medical Science track:*

Med Lab Sci	5000 Microbiology I Lecture
Med Lab Sci	5050 Hematology Lecture
Med Lab Sci	5100 Microbiology II Lecture
Med Lab Sci	5200 Immunology Lecture
Med Lab Sci	5150 Microscopy Lecture
HTHRHSCH	5900 Research Design
Med Lab Sci	5300 Chemistry Lecture
Med Lab Sci	5250 Immunohematology Lecture
Med Lab Sci	5400 Molecular Tech. Lecture
HTHRHSCH	5300 Management and HR
Med Lab Sci	5690 MLS Seminar

C. Curriculum Plans

Sample curriculum guides can be found on the Student Services website:
<https://hrs.osu.edu/academics/academic-resources/online-services-and-academic-support>

In addition, all students are provided a personal curriculum plan for the professional portion of the program in their MLS admissions packet. Any deviations from this plan WILL result in a delay in graduation term in most instances. All variations must be approved by the Program Director. For student who are part time or “off-track” a curriculum plan can be obtained from the MLS office.

D. Class Attendance:

ATTENDANCE IS EXPECTED (see SHRS Handbook Policy 6) at all lectures, laboratories, clinical rotations and examinations in courses for which the student is registered. When a student has missed class for any reason, it is the student's responsibility to notify the instructor in IN ADVANCE and to contact the instructor about the work missed. Every effort will be made to help a student who has missed time for an **acceptable** reason (refer to individual course syllabi). However, it is not possible to meet the minimum objectives without being present at most sessions. Lab courses have strict attendance requirements, sometimes including a maximum number of excused absences allowed. See each course syllabus for details. Instructors must be notified of absences prior to the class start time except in extenuating circumstances.

The SHRS handbook also has details about professional expectations and the possibility for Professional Probation (for issues such as truancy, etc.). Please refer to that handbook (Policy 6) for details on that process and the expectations.

Professional Probation:

The MEDLBS division may place students who do not meet expectations and standards for professionalism and appropriate class conduct on professional probation. Students who do not meet the terms of their professional probation are eligible for disenrollment. Examples of issues leading to professional probation: missed classes/no-shows, cheating/plagiarizing, failed drug screen, abusive language/behavior, failure to follow safety protocols, etc.

E. Program Goals and Objectives/Competencies:

Please see the following website for the MLS Goals and Objectives:

<https://hrs.osu.edu/academics/undergraduate-programs/medical-laboratory-science/program-details>

VII. NON-ACADEMIC REQUIREMENTS

A. Essential Functions:

Essential functions are those knowledge, skills, and attitudes that are necessary for success in the profession of medical technology/clinical laboratory science.

Please see the following website for the list of essential functions:

<https://hrs.osu.edu/-/media/files/hrs/academics/undergraduate-programs/medical-laboratory-science/program-details/essential-functions.pdf?la=en&hash=FA2981DFA4AC76E690ADB63624944C5E3D03CF5>

If you have any concerns regarding your ability to perform these functions, please contact the Medical Laboratory Science Division at 614-366-7677.

*References:

Laudicinia RJ, LeGrys VA, Beck SJ. Legal issues relevant to clinical laboratory education program admissions. CLS. 1995;8(4):212-218.

Contois L. Clarification of Essentials regarding technical standards. NAACLS News. 1993;54:1-2

Fritsma GA, Fiorella BJ, Murphy M. Essential requirements for clinical laboratory science. CLS. 1996;9(1): 40-43.

Moewe C. Functional expectations for students. Proceedings of the 1998 ASCLS Clinical Laboratory Educators' Conference, Minneapolis, MN, Feb. 28, 1998.

Essentials of Accredited Educational Programs for the Clinical Laboratory Scientist/Medical Technologist, NAACLS, 1999.

B. Ethics:

Preamble

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.

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgement and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

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.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community. Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those 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 and performing in 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.

Professionalism and Ethics

Students should re-read the Student Code of Ethics established by the School of Health and Rehabilitation Sciences which is printed in the front of your Student Handbook.

Although it is hoped that all students have conducted themselves in an honest ethical manner in all previous college experiences, it is essential that students understand the extreme importance of such conduct in a professional setting.

Work in the MT/MLS courses is to be treated as though a patient is directly involved.

You should work carefully to assure the greatest accuracy possible in all written lecture and laboratory assignments. You should have confidence in your own ability and always depend on your own results without being influenced by the results obtained by your classmates.

Dishonesty will not be tolerated. Any evidence that a student has not done his or her own work will be investigated. Depending on its gravity, a first offense may result in only a warning. A more serious first offense, and most certainly any second offense, will be dealt with severely.

You will receive two copies of this statement. Please sign both copies to affirm that you have read and understand it. Return one copy to be maintained in your permanent record.

I have read the preceding statement and understand that dishonesty, in any form, is unacceptable.

Signature _____

VIII. PROFESSIONAL APPAREL

To maintain an atmosphere of respect and professionalism, students are expected to wear appropriate attire for lecture and laboratories in the medical laboratory science division. Students assigned to the clinical laboratories of The Ohio State University Medical Center or to any other laboratory facility, or to any area where patients are present, are expected to conform to the rules of that facility.

An I.D. badge must be worn at all times at the clinical sites (e.g. hospital, reference labs, etc.). An intern dress code policy will be read and signed prior to

clinical rotations. Refer to SHRS Handbook Policy 10 for further information.

IX. PROFESSIONAL ACTIVITIES

A. Professional Associations:

1. The American Society for Clinical Laboratory Science (ASCLS):

ASCLS is a professional society organized to promote the profession and to provide services to those involved in the profession. More information about this organization is available at the ASCLS web site: www.ascls.org.

Student memberships are open to all persons enrolled in a structured program of training or academic instruction in laboratory science and to all graduate students in related fields.

2. American Society of Clinical Pathologists (ASCP):

The American Society of Clinical Pathologists is a professional organization comprised of pathologists (and other physicians), and medical laboratory scientists (medical technologists/clinical laboratory scientists). The society serves as a national resource to improve the quality of pathology and laboratory medicine primarily by developing comprehensive educational programs. The Board of Registry of the ASCP certifies individuals in medical laboratory science both as generalists and in specialty categories. More information about this organization is available at the ASCP web site: www.ascp.org. Student associate memberships are open to all individuals enrolled in accredited college/university science program or laboratory science program.

B. Certification:

Only graduates of the certification track qualify for national certification. Graduates students will qualify after their first 2 years of the program. Students enrolled in the MLT track will qualify **if they have met the appropriate professional experience requirements** as determined by the certifying agency. This will likely require you to work with your current employer to get the appropriate generalist experience.

National certification is expected for practice in the field of medical laboratory science (medical technology/clinical laboratory science). The American Society of Clinical Pathologists (ASCP) will provide certification.

C. Licensure:

Ohio State academic programs are designed to prepare students to sit for

applicable licensure or certification in Ohio. If you plan to pursue licensure or certification in a state other than Ohio, please review state educational requirements for licensure and certification and state licensing board contact information at <http://go.osu.edu/disclosures> for online programs and <http://go.osu.edu/onground> for on-campus programs. Ohio State makes every effort to ensure state licensure and certification information is current; however, state requirements may change. Please contact the applicable licensing board(s) in the state where you may want to pursue licensure or certification before beginning an academic program to verify whether a program meets educational requirements for licensure or certification in the state.

D. Accreditation:

The Medical Laboratory Science Program of The Ohio State University is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Rd.
Suite 720
Rosemont, IL 60018-5119

X: CLINICAL INTERNSHIP

The completion of the Medical Laboratory Science program (in the certification and graduate tracks) requires the satisfactory completion of a clinical practicum. Students will be placed at a clinical laboratory for a practical rotation during which they are able to apply the theoretical knowledge and technical skills gained in the program to the clinical environment in a supervised setting. All students will be required to read and sign an acknowledgment statement regarding the following:

A. Student Placement at Clinical Sites:

Policy Governing Student Placement at Clinical Sites (8/2018)

Clinical practicum placement for the Spring Semester of the Senior year will be determined beginning in Spring Semester of the Junior year, with final confirmation of assignments in the Autumn Semester of the Senior year. Clinical practicum will be scheduled only at sites that have a current, signed educational agreement with The School of Health and Rehabilitation Sciences for MLS division. Rotations will last for a minimum of 6 weeks/half semester (including potentially over OSU spring break).

Students will be assigned **randomly** to sites and semester session by a departmental faculty committee. Most sites are considered to be within a commutable distance from the OSU campus

with the exception of MedCentral in Mansfield, MetroHealth in Cleveland, University Hospitals in Cleveland, Clinton Memorial Hospital in Wilmington, Ashtabula County Medical Center and Cincinnati Children's Hospital. Since clinical sites within commutable distance from Columbus are limited, **PLACEMENT AT SITES WITHIN COMMUTABLE DISTANCE FROM OSU CANNOT BE GUARANTEED. Relocation may be necessary.** All students entering the MLS program must be prepared to spend a large portion of the last semester in the program outside of the Columbus area if necessary. Plans should be made well in advance to secure the finances to complete this requirement of the program. Students should keep in mind the fact that it may be necessary to spend at least 6 weeks away from Columbus when signing leases, accepting jobs or making personal plans. *Those students serving as the primary caregiver of dependent children under the age of 18 will be given preference for a local site whenever possible.* Graduate students may also be given local placement preference if their graduate project is such that they are required to be in Columbus during the weeks of assignment. Current employment and marital status will NOT be considered during placements. Student employees of local hospitals may also be selected by their employers to intern there but only AFTER the random placements have been made. Sites are also allowed to select their students in cases where they offer scholarships.

OSU and our clinical affiliates are obligated to Spring term rotations only. If you miss your original internship term for ANY reason (failing a course, changing tracks, personal emergency, etc.) you should expect to wait one full year to complete your internship experience. If a site chooses to dismiss you during the clinical rotation OSU is NOT obligated to find you another placement until at least the following spring term if you are still academically eligible for program enrollment at that time.

The student is required to attend the internship for 40 hours a week – no exceptions. The site may schedule the student any shift (day, evenings, or nights). Students are discouraged from maintaining employment during this time. Student jobs must not interfere with the 40 required hours of the internship. An employment policy will be signed by the student. Confirmation of immunization status including a current annual PPD (2 step unless there is a history of prior 2 step) and flu shot is also required prior to beginning the practicum. Some sites may have additional requirements (background checks, drug screen, etc.) that will be paid for by the student. Professional liability insurance will be provided by Ohio State.

While we make a conscious effort to only accept the number of student we are able to place, we cannot guarantee that we will have enough facilities to accommodate all students. In this very rare circumstance, the student (following random assignment) who does not have a placement can expect to wait until a future term to complete their internship. Students are NOT permitted to contact any facility under contract with SHRS directly. Doing so will result in ineligibility for clinical placement. The one exception is attempts to recruit new facilities not currently under an OSUMC contract which must be completed AT LEAST 6 months prior to internship start date.

XI. COMPREHENSIVE FINAL (MLS 5600)

Certification, Graduate and MLT Articulation students will be required to take AND PASS a final exam that covers all material covered in the professional program. This exam will be taken during Spring Semester of the second year. Students will get 2 attempts during the semester to pass the exam. Students who do not pass will NOT be allowed to graduate as a certification/MLT major and will NOT be eligible for national certification. Students who do not receive a grade of “S” in MLS 5600 will be allowed to register for the course 2 additional times in the future (allowed to attempt exam 2 times each time registered).

XII. ENROLLMENT STATUS IN THE PROGRAM

- A. Students who wish to change enrollment status (part-time vs. full-time or change of program track) MUST meet with Jessica Mantini and receive approval from a faculty committee.
- i. Students who wish to move from part time to full time are typically allowed but must seek approval prior to changing. Sometimes the move affects the number of students in a given laboratory course and may exceed our limit of 30 students in the laboratory classroom and the request may be denied.
 - ii. Part time students are allowed only one additional year to the full time track curriculum to complete the program.
 - iii. Students wanting to change tracks MUST meet with Jessica Mantini. Approval for changing tracks is NOT guaranteed. Particularly for students wanting to move into the certification/graduate tracks it can be difficult to be approved for transition. We have limited availability in these courses and wanting to move into these tracks will require an “application” process and the student will have to compete against all new incoming applications for an available spot. It is typically approved to move into the medical science track as long as the student is in good academic standing in the school.
- B. Disruptions in Enrollment:
- i. Students who are missing from enrollment for more than 1 consecutive term will be automatically withdrawn from the program. A letter notifying student of this change will be sent via OSU email. If the student wished to return to the program they must submit an application through Professional Admission. If a student needs to take an approved leave of absence from the program they will need to seek approval from the Division Director.
 - ii. Students who leave the program (even if for an approved reason) must repeat any courses when it has been two full academic years since the course has been taken. Example: if a course is taken Autumn 2013, the course must be repeated beginning in Autumn 2015. This policy does not

apply to the medical science track.

** Please be sure to review the COVID addendum at the end of the HRS Handbook (2020)