# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and historical background</td>
<td>2</td>
</tr>
<tr>
<td>Accreditation and program officials</td>
<td>2</td>
</tr>
<tr>
<td>Faculty &amp; Staff</td>
<td>3</td>
</tr>
<tr>
<td>Program objectives</td>
<td>5</td>
</tr>
<tr>
<td>Technical standards</td>
<td>6</td>
</tr>
<tr>
<td>Academic regulations &amp; procedures</td>
<td>8</td>
</tr>
<tr>
<td>Appeal process</td>
<td>9</td>
</tr>
<tr>
<td>Readmission process</td>
<td>9</td>
</tr>
<tr>
<td>Part time matriculation</td>
<td>10</td>
</tr>
<tr>
<td>MLT to MLS pathway</td>
<td>10</td>
</tr>
<tr>
<td>Attendance policies</td>
<td>11</td>
</tr>
<tr>
<td>Professional behavior</td>
<td>14</td>
</tr>
<tr>
<td>Professional curriculum</td>
<td>16</td>
</tr>
<tr>
<td>Clinical education</td>
<td>17</td>
</tr>
<tr>
<td>Financial aid sources</td>
<td>18</td>
</tr>
<tr>
<td>Adviser assignments/student conferences</td>
<td>19</td>
</tr>
<tr>
<td>Expenses</td>
<td>19</td>
</tr>
<tr>
<td>Laboratory dress code</td>
<td>19</td>
</tr>
<tr>
<td>Student employment</td>
<td>20</td>
</tr>
<tr>
<td>Health Sciences (HSB) building safety, security &amp; facilities</td>
<td>21</td>
</tr>
<tr>
<td>Severe weather information</td>
<td>22</td>
</tr>
<tr>
<td>Disability support services</td>
<td>22</td>
</tr>
<tr>
<td>Professional development</td>
<td>23</td>
</tr>
<tr>
<td>Biological exposure control plan.</td>
<td>25</td>
</tr>
<tr>
<td>CAHS emergency procedures</td>
<td>29</td>
</tr>
<tr>
<td>CAHS evacuation plan</td>
<td>30</td>
</tr>
<tr>
<td>Appendix I: Academic regulations &amp; code of conduct</td>
<td>31</td>
</tr>
<tr>
<td>Appendix II: Professional behavior evaluation rubric</td>
<td>39</td>
</tr>
<tr>
<td>Appendix III: ECU Society for Clinical Laboratory Science</td>
<td>43</td>
</tr>
<tr>
<td>Appendix IV: Biologic exposure control plan &amp; incident report form</td>
<td>45</td>
</tr>
<tr>
<td>Appendix V: ECU CLS Department evacuation plan</td>
<td>49</td>
</tr>
<tr>
<td>Forms to be completed, signed and returned</td>
<td>55</td>
</tr>
</tbody>
</table>
INTRODUCTION

This fall you are beginning your professional education in Clinical Laboratory Science, also referred to as Medical Laboratory Science or Medical Technology. You will be learning theory and technical skills that will enable you to succeed in a career whose primary objective is to contribute in a positive way to patient care. During your professional career you will work with many other health care professionals. These experiences will allow you to contribute to their knowledge of the medical laboratory, as well as educate you to the interaction between the laboratory and other health care providers.

As a student in the clinical laboratory science program you are responsible for, and must abide by, all guidelines and regulations contained in this handbook. It also serves as a reference during your junior and senior years. **Note: this handbook may be changed or revised at any time per the CLS department chair and faculty.**

HISTORICAL BACKGROUND

The East Carolina University College of Allied Health Sciences (CAHS) was established in 1968, and is the largest College of Allied Health in the state of North Carolina. The CAHS offers degrees in Addictions and Rehabilitation Services, Clinical Laboratory Science, Communication Sciences & Disorders, Health Services and Information Management, Nutrition Sciences, Physical Therapy, and Physician Assistant Studies. The Division of Health Sciences also includes the College of Nursing and the School of Dentistry.

The Department of Clinical Laboratory Science graduated its inaugural class of in May 1972.

The Department's educational program is constructed based on the accreditation standards of the National Accrediting Agency for Clinical Laboratory Science (NAACLS). The program is fully accredited, and ECU CLS graduates are eligible to sit for the American Society of Clinical Pathologists (ASCP) national certification exam for generalist medical laboratory scientists upon graduation from the program.

Contact information:

National Accrediting Agency for Clinical Laboratory Science (NAACLS)
5600 N. River Rd
Suite 720
Rosemont, IL 60018-5119
Phone: 773-714-8880
Fax: 773-714-8886
E-mail: info@naacls.org
Website: www.naacls.org

PROGRAM OFFICIALS
Program Director/Interim Chair
Ann McConnell, MAEd, MLS (ASCP)CM

Medical Advisor
John Christie, MD, PhD

Education Coordinator
Specific to individual clinical affiliate laboratory
FACULTY

Ms. Ann C. McConnell, MAEd, MLS (ASCP)CM- Interim Chair & Program Director

Office: Room 3410B, Phone 744-6063 email: mcconnella@ecu.edu

BHS Medical Technology; University of Florida, Gainesville
Medical Technology Education: University of Florida - Shands Teaching Hospital & Clinics, Alachua General Hospital, VA Hospital, Gainesville, FL
MAEd Adult Education East Carolina University, Greenville, NC
ECU staff member since 1995, Adjunct Faculty August 2002-May 2012, Faculty June 2012 – present, interim chair and program director July 2014 – present.

Courses taught: Hematology I & II (CLSC 3410/3411, CLSC 3420/3421); Immunohematology (CLSC 4210/4211); Molecular Diagnostics I & II (CLSC 4991/4992), Introduction to Clinical Laboratory Science (CLSC 2000); Hematology Clinical Rotation (CLSC 4992), Immunohematology Clinical Rotation (CLSC 4994)

Dr. Ann Mannie, Clinical Assistant Professor

Office: Room 3410D, Phone: 744-6060 e-mail: manniea14@ecu.edu

BA Biology, Lawrence University, Appleton, WI
PhD Microbiology and Immunology, Northwestern University, Chicago, IL
Employment / Research:
Teaching Instructor, Department of Clinical Laboratory Science, College of Allied Health Sciences, East Carolina University, Greenville, NC
Research Instructor/Research Assistant Professor, Department of Surgery Brody School of Medicine, East Carolina University, Greenville, North Carolina
Postdoctoral Fellow, Immunodermatology Unit, Department of Dermatology University of Michigan, Ann Arbor, Michigan

Courses taught: Clinical Chemistry I & II (CLSC 4430/4431, CLSC 4440/4441), Clinical Immunology (CLSC 3430), Professional Practice Issues I & II (4801/4802), & Molecular Diagnostics I & II (CLSC 4991/4992), Clinical Chemistry Clinical Rotation (CLSC 4993)
TEMPORARY INSTRUCTORS

**Dr. Guyla Evans, MLS (ASCP)\textsuperscript{CM}, SC (ASCP)\textsuperscript{CM}**

Office: Room 3410C, Phone 744-6061  
e-mail: evansg15@ecu.edu

BSMT, Medical Technology, East Carolina University, Greenville, NC  
MAEd, Adult Education, East Carolina University, Greenville, NC  
PhD, Rhetoric Writing and Professional Communication, East Carolina University, Greenville, NC

Courses taught: Clinical Microbiology I (CLSC4460/4461)

**Ms. Jessica Clemmons, MLS (ASCP)\textsuperscript{CM}**

Office: Room 3410A  
e-mail: clemmonsj15@ecu.edu

B.S. Clinical Laboratory Science, UNC Chapel Hill 2013  
Medical Technologist II (June 2013-current)  
Vidant Medical Center, Greenville NC

Medical Laboratory Technician  
UNC Health Care, Chapel Hill NC (May 2012-May 2013)

Courses taught: Clinical Chemistry Lab (CLSC 4431), Urinalysis (CLSC 3440/3441)

STAFF

**Cheryl Binkley, MT (ASCP), SH (ASCP)**  
CLS Student Laboratory Manager

Office: Room 3410E, Phone 744-6062  
e-mail: binkleyc@ecu.edu

**Tierney Godfrey, BS in Health Education, East Carolina University**  
CLS Department Administrative Assistant

Office: Room 3410, Phone: 744-6064  
email: godfreyti14@ecu.edu
PROGRAM OBJECTIVES
Upon completion of the CLS program, the graduate should be able to perform the following with entry-level competence:

1. Develop, establish, and carry out collection and processing of biological specimens for analysis.
2. Perform simple and complex analysis on body fluids, cells, and other specimens as required.
3. Establish and monitor systems which verify the accuracy of laboratory results and accept the responsibility for producing accurate results.
4. Integrate and relate the data generated by various laboratory tests to make judgments regarding possible discrepancies, confirm abnormal results, and develop solutions to problems encountered taking into account both technical and physiological variables.
5. Establish and perform function verification and preventive maintenance on equipment and instruments used in the clinical lab.
6. Utilize principles of electronic acquisition of information and contemporary information systems.
7. Participate in the evaluation of new techniques and procedures in terms of usefulness and practicality within the context of a given laboratory's personnel, equipment, space and budgetary resources.
8. Demonstrate professional conduct and appropriate interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
9. Apply the basic principles of management and supervision and build upon these skills.
10. Demonstrate professionalism in laboratory practice to include complying with safety regulations, participating in continued learning, and practicing discretion, confidentiality, honesty and integrity.
11. Assist health care providers and students in acquisition of knowledge, skills, and attitudes.
12. Pass a national certification exam for medical laboratory scientist generalist (Ex: American Society for Clinical Pathology Board of Certification (ASCP-BOC) exam).
13. Recognize the role and importance of laboratory profession organizations; actively participate.
14. Apply basic knowledge of research design and statistics to method comparison and other research endeavors applicable to and encountered in clinical laboratory science practice.
15. Apply basic knowledge of laboratory information systems; utilize and evaluate.
Technical Standards
In order to perform at an acceptable level in both the academic and clinical portion of the educational program in medical laboratory science, students in the Clinical Laboratory Science program must be able to:

Possess adequate communication skills in order to:
- Comprehend and communicate conversational and written technical information in English.
- Communicate effectively and with sensitivity in oral and/or written form with patients, laboratory staff, and other health care personnel.

Possess adequate visual skills to:
- Read dials, analog or digital displays, switches, etc., on a variety of laboratory instruments.
- Read calibration lines on pipettes and laboratory instruments that are one millimeter apart.
- Distinguish between solutions that are clear, opaque or particulate in test tubes and on glass slides.
- Identify stained and unstained cellular components in the range of one micrometer using a binocular brightfield microscope.
- Discriminate colors in order to differentiate stained cells under a microscope or colored chemical reactions.
- Distinguish between positive and negative agglutination reactions of cellular components.
- Differentiate characters/letters on computer screen or sample tubes of ~ 1.5 mm.

Possess adequate manipulative skills to:
- Turn dials, press keypads, move switches, and utilize equipment commonly found in a clinical laboratory.
- Use a rubber bulb to draw liquid into a marked pipette and control release of that liquid to within one millimeter of a fixed point on the pipette.
- Isolate an individual bacterial colony on the surface of transparent agar gel without tearing the surface of the agar.
- Pipette small volumes of samples into test tubes (~ 10 x 75 mm) and recognize errors.
- Perform phlebotomy.

Possess adequate quantitative and conceptual skills to:
- Carry out calculations needed in the laboratory such as dilutions and conversion of units.
- Solve problems in clinical laboratory situations using reasoning, analysis and synthesis.

Possess adequate occupational skills to:
- Sit at a microscope and concentrate for an extended period of time.
- Perform multiple tasks quickly and accurately within the time frames required in a clinical setting.
- Tolerate physically taxing workloads and function effectively under stress and while working with unpleasant materials.
Possess the emotional health required to:

- Fully utilize intellectual abilities, and exercise good judgment.
- Complete all responsibilities with maximal attention to safety of self and others in dealing with potentially hazardous equipment and materials.
- Adapt to changing environments, display flexibility, and function effectively in presence of the uncertainties inherent in the clinical problems that come to the laboratory.

Possess the maturity, judgment, and socialization to:

- Demonstrate respect for all people (students, professors, patients, and medical personnel) without bias on the grounds of age, race, gender, sexual preference, disease, mental status, lifestyle, opinions or personal values.
- Acknowledge and respect individual values and opinions in order to foster harmonious working relationships with colleagues, peers, and patients.
- Demonstrate appropriate affective behaviors and mental attitudes so as not to jeopardize the emotional, physical, mental, and behavioral safety of patients/clients and other individuals with whom one interacts in the academic and applicable clinical settings.
- Sustain the mental and emotional rigors of a demanding educational program in Clinical Laboratory Science, which includes didactic, laboratory, and clinical settings that occur within set time constraints, and often concurrently.
Academic Regulations and Procedures
In addition to the general academic regulations stated in the University Catalog, the policies and procedures described below apply to all students in the Department of Clinical Laboratory Science.

A. Continuation in the Program

1. All students will be required to maintain a minimum cumulative C (73%) average for CLS courses in order to graduate.

2. During the junior year (fall, spring, and summer), a student who earns one C minus, D plus, D, or D minus in any CLS course will, upon approval of the CLS department chair and CLS faculty, be allowed to continue in the program on probationary status. Any future CLS course grade below C (73%) will result in dismissal from the program.

3. A student who earns more than one C minus, D plus, D, D minus or one F in any of the CLS courses will be dismissed from the program.

4. Student professionalism, appropriate conduct, and academic integrity are assessed for each lecture and laboratory course in the CLS program per the rubric in Appendix II. A student who breaks the ECU Student Code of Conduct, College of Allied Health Sciences Student Conduct Code (Appendix I, p.30), violates Clinical Laboratory Science department behavioral regulations, or earns less the 73% for any individual course professional assessment may be dismissed from the program at any time per the discretion of the CLS department chair.

5. A student may appeal dismissal from the program by the process described in section B on page 9. For a student allowed to continue upon appeal, any future grade below C (73%) in any CLS course will result in permanent dismissal from the program without appeal. Students dismissed without appeal may apply for readmission to the program by the process described in section C on page 9.

4. No student will be allowed to do a clinical rotation in immunohematology (blood bank/transfusion services) until a grade of C (73%) or better has been earned in both CLSC 4210 and CLSC 4211.

5. Student performance in clinical courses must be acceptable to the clinical instructors, and meet rotational objectives outlined academic and clinical faculty. Students must earn a score of at least 73% on the comprehensive written final exams in CLSC 4992, 4993, 4994, and 4997. Students will have two opportunities to achieve this score. If the 73% score is not achieved after the second attempt, additional work will be required as determined by the CLS faculty. The first score achieved on the written final will be used in the grade calculation for each clinical course.

Students who earn an overall grade of below 73% in any of the clinical rotation courses must repeat that clinical rotation, or portions of it, as mutually determined by the academ-
ic faculty and clinical instructors on a space-available basis and at the convenience of the clinical affiliate.

6. A student who repeats any CLS course must earn a grade of at least C (73%) in the course or be dismissed from the program without appeal.

Appeal process

1. A student who wishes to appeal dismissal from the program must do so in writing to the CLS Department Chair. This written request must include reasons for poor academic/behavioral performance, and a plan for academic and/or behavioral improvement in order to successfully complete the program.

2. In evaluating the written appeal, the CLS chair and faculty will consider the severity of the poor academic/behavioral performance and any extenuating circumstances in the semester in which the poor performance occurred. A student who is dissatisfied with the decision at the department level may request a review of the decision by the Dean of the College of Allied Health Sciences.

Readmission process

1. A student who has been dismissed without appeal from the program may re-apply in writing by August 1, for readmission to the CLS program for the upcoming Fall semester. Readmission will depend, in part, on space availability. New program applicants have priority over students seeking readmission.

2. Readmission requests will be reviewed by the CLS chair and faculty; a decision letter will be sent to the student by August 15.

3. Students readmitted to the CLS program after dismissal must:
   - Repeat all CLS courses in which a C minus, D plus, D, D minus, or F was previously earned, and achieve a grade of at least C (73%)
   - Demonstrate continued competency in each CLS course in which a grade of C (73%) or better was earned according to specifications in the readmission letter
   - Maintain a cumulative CLS course average of at least C (73%)

4. A readmitted student who earns a grade of C minus, D plus, D, D minus, or F in any CLS course, or fails to demonstrate continued competency as required above will be dismissed from the program without appeal and without the option of any further readmission.
D. Part-time matriculation

1. The ECU CLS program does **not** support part-time students. In **rare** instances, a student in the junior year may be enrolled on a part-time basis. This will be applicable only to students who have been admitted to the program with acceptable academic performance in the pre-professional phase curriculum, but who have extreme extenuating circumstances. If a situation arises that jeopardizes a student’s ability to succeed in the program on a full time basis, it is recommended the student withdraw from the program and re-apply when personal issues have been resolved.

2. A student who wishes to matriculate on a part-time basis must request this option via **written letter** to the CLS Department Chair. The letter must include a valid need for attending the CLS junior year on a part-time basis. Acceptance or rejection of this request will be determined by the CLS department chair and faculty. Students must request the part-time course load **prior to** the drop/add deadline for the junior year Fall semester.

3. Only the first two semesters of the junior year in the CLS program can be pursued on a part-time basis. Summer school sessions and the last two clinical rotation semesters must be pursued on a full-time basis.

4. Students must achieve a grade of C (73%) or better in all CLS courses to continue in the CLS program. Failure to do so will result in dismissal from the program.

E. Medical laboratory technician (MLT) to medical laboratory scientist (MLS) track

1. It is strongly recommended that MLT students complete the full two years of the CLS program. MLT education does not include the depth of theory covered in MLS programs. Second semester MLS courses are a continuation of content taught during the first semester. History has shown that students are most successful when they complete all courses in the program.

2. Students who graduated with a MLT degree from an accredited program who are accepted into the CLS program, have the option to request exclusion from select courses during the fall semester of the junior year depending on educational and work-related experience.

3. **The student must present this request to the department chair in writing by July 1 prior to the start of the Fall semester of their junior year**; the CLS department chair and faculty will evaluate the request.

4. A student wishing to bypass courses must demonstrate continued competency in the subject areas for which MLT transfer credit was awarded. Competency in each area must be demonstrated by passing a comprehensive written final exam with a minimum of 73% for each lecture course, and passing a comprehensive written final exam and laboratory practical for each laboratory course. The department chair and related faculty, in consultation with the student, will determine the appropriateness of this request.
EAST CAROLINA UNIVERSITY
DEPARTMENT OF CLINICAL LABORATORY SCIENCE

Lecture and Laboratory Attendance and Punctuality Regulations for CLS Juniors

Attendance and punctuality for all lecture and laboratory class sessions in CLS is mandatory! Unlike your freshman and sophomore years of coursework, the CLS program is designed to prepare you to become a competent medical laboratory professional. CLS faculty will assist you to learn the body of cognitive knowledge, psychomotor skills, and professional behaviors, attitudes, and values necessary for success in the medical laboratory profession. Plan to be on-campus in lecture, lab, or doing individual activities from 8:30a.m. to 4:30p.m. Monday through Friday (with the exception of one free afternoon a week during the junior year fall and spring semesters). You will have approximately one hour for lunch. You must not make any outside appointments or plans during these times. We strongly discourage students from working during the junior year, and it is prohibited before 5:00p.m. Monday through Friday.

TARDINESS

Lecture
Tardiness is arriving at a CLS lecture session more than 5 minutes after the scheduled starting time. At 5 minutes after starting time, the class door will be shut and students not present will be marked absent. It is the student’s responsibility to provide the instructor (at a break or after class) with the reason for the tardiness. The instructor will determine whether the excuse is valid or invalid (examples of valid and invalid excuses are listed below), and has the discretion to determine whether or not other excuses are acceptable.

Laboratory
Laboratory sessions begin at 1:00p.m. The first 15 minutes are to be used by students to dress appropriately in personal protective equipment (PPE), have the laboratory handout and other course materials ready for use, and set-up any equipment necessary for that day’s lab exercise. During this time, the instructor may give unannounced or announced quizzes; either on the reading material for the given lab session or over material from previous lab session(s). Promptly at 1:15, lab session instructions, demonstrations, and other activities will begin. Students arriving after the first 15 minutes will have a quiz grade of zero recorded if a quiz was administered. After the laboratory exercises/activities have started, the instructor will discuss the reason for tardiness with the student to determine its validity. Until then, the student must wait in the hall outside the laboratory. If the excuse is not valid, a grade of zero will be recorded for lab participation and all lab activities and assignments. The student must submit all assignments, exercises, homework, etc. for the missed lab session to ensure that the content (theory, procedures, interpretation, etc.) for the session has been reviewed.

Tardiness will be documented, and affect the professionalism part of the course grade. At the faculty member’s discretion, an additional penalty of up to 3% may be deducted from the student’s FINAL COURSE AVERAGE if the tardiness issue is chronic and ongoing.
East Carolina University
DEPARTMENT OF CLINICAL LABORATORY SCIENCE
Lecture and Laboratory Attendance and Punctuality Regulations for CLSC Juniors (cont.)

ABSENCE

Lecture and Laboratory
Written confirmation of the reason for absence from any lecture or laboratory session must be provided to the course instructor. If the instructor deems the reason to be a valid excuse, the student will be allowed to make-up missed course activities and assignments. The make-up material must be completed prior to the next scheduled lecture or lab session, or at the convenience of the instructor. If the reason for absence is determined to be invalid, the student will receive a zero on any missed quizzes, and/or lab activities and assignments, and make-up of missed work will not be allowed. The student should complete the assignments, exercises, homework, etc. for the missed class/session and submit to the instructor/professor to ensure that the content has been learned.

Students who have a prolonged absence (longer than 1 week) due to illness or personal reasons are strongly encouraged to withdraw from all CLS courses, as successful completion of the large amount of missed work is highly unlikely. The student may then apply for re-admission the following Fall semester if his or her academic progress has been satisfactory to date.

ALL unexcused absences will be documented, and affect the professionalism part of the course grade. At the faculty member’s discretion, an additional penalty of up to 5% may be deducted from the student’s FINAL COURSE AVERAGE if absences are chronic and ongoing.
TARDINESS/ABSENCE EXCUSES

Valid Excuses

Acceptable excuses for tardiness or absence are listed below. **Written confirmation should be given to the instructor of each lecture/lab missed, in order to have the excuse deemed acceptable.** All excused reasons, with the exception of emergency illness, require the student to **directly notify the involved instructor(s) prior to the start of class.**

- Illness requiring emergency medical treatment for self, spouse/significant other, or a dependent (ED physician note required).
- Illness of self or dependent requiring treatment by ECU Student Health Services, a private physician, or clinic (note from health care provider required).
- Surgery, including oral, that cannot be delayed until a semester holiday or break.
- Death of an immediate family member (obituary notice required)
- Observance of an official religious or cultural holiday (copy of holiday observance ceremony required).
- Court-ordered appearance for self (copy of court order required).
- Rare or infrequent transportation problem.
- Other excuse deemed valid by the instructor (with prior notification).

Invalid Excuses:

Tardiness or absences for reasons other than the ones listed above are considered invalid. Listed below are a few common, invalid excuses for missing CLS lecture or lab time:

- Absence from class/lab due to working on assignments or studying for other courses
- Oversleeping; feeling tired
- **Working** (Including part-time)
- **Family events**
- **Personal vacations**
- Business with ECU offices or personal errands
- Other excuse deemed invalid by the instructor
Department of Clinical Laboratory Science: Professional Behavior Expectations

The following professional behaviors/attitudes should be *clearly demonstrated* by each student in the Clinical Laboratory Science program. The professionalism grading rubric is located in Appendix I.

Lecture:

- Maintains a respectful attitude toward instructor and other students at all times.
- Arrives to class on time and is prepared when class begins
  - Comes to class with appropriate course materials (textbooks, handouts, etc.)
  - Has reviewed the day's course materials
  - Turns in assignments on time
- Is alert and actively engaged in learning
- Is not disruptive to instructor or classmates
- **Cell phones**
  - Are not allowed to be used during CLS lectures
  - Must be muted and put in book bag or purse (*not* on the table top)
  - May only be used between classes, during lunch, or while on break
  - The CLS main office number, 252-744-6064, may be given to anyone who may need to contact you in case of emergency during lecture
  - Are not allowed during review of, or taking exams
- **Laptop computers**
  - May be used during class if approved by the instructor
  - Must only be used for following lecture or researching topics per instructor request
  - Using computer to check e-mail, search the internet, or play games will result in a permanent ban of laptop use during all CLS courses
- **Music players or other electronic devices are not appropriate for use during lecture**

Lab:

*All* CLS laboratory space is designated by ECU as Biosafety Level II, due to the presence of potentially biohazardous materials. Both the University and the CLS department have strict guidelines that *must be followed at all times* by everyone who uses this space.

- Comes to lab properly attired: long pants that cover the entire leg, shirt (preferably with sleeves; no tank tops), shoes that cover the entire foot (preferably fluid resistant), long hair tied back, minimal jewelry, no head gear (hats, scarves, etc.)
- **No cell phones are allowed in the CLS student laboratories at any time, including in lab coat pockets or book bags. Non-compliance will result in the student receiving a grade of zero for that day’s laboratory assignments.**
- Appropriately uses personal protective equipment (PPE) at all times while in the laboratory space.
- Arrives to class on time and is prepared when class begins
- Comes to class with appropriate course materials (textbooks, handouts, etc.)
- Has reviewed the day’s course materials
- Turns in assignments on time

- Keeps all paperwork on pull-out shelf at work station...**NO papers are allowed on the bench top** where they may be contaminated with potentially biohazardous materials
- Maintains a respectful attitude toward instructor and other students at all times.
- Is alert and actively engaged in learning
- Is not disruptive to instructor or classmates
- Interacts with classmates, as appropriate, regarding group activities and sharing of laboratory supplies
- Limits conversation to the day’s laboratory-related activities; no discussion of personal/general topics
- Lab exercises are designed to add to or reinforce information discussed in class. They also provide the opportunity to develop psychomotor skills and proficiency required in a MLS. Students should take advantage of “hand on” opportunities during lab, and not use a classmate’s results as their own.
- Remains in lab until dismissed by instructor. Is able to discuss and demonstrate procedures and results obtained during the laboratory session.
- Performs lab exercises as instructed, and in an organized and timely manner:
  - Follows both written and verbal instructions
  - Properly records results; patient and quality control
  - Repeats tests, as necessary
  - Is able to interpret and explain results of the laboratory exercise
  - Correlates laboratory exercise results/reactions to information provided in lecture and textbook
  - Demonstrates organization and efficiency (with practice), but does not rush through procedures with no evidence of processing results or repeating exercises to improve psychomotor skills
  - Turns assignments in on time, reviews instructor comments, and asks instructor for assistance, if needed
- At the end of lab:
  - Thoroughly cleans and puts away laboratory equipment
  - Properly discards laboratory waste
  - Places dirty glassware where instructed for cleaning
  - Cleans and disinfects work bench using proper technique
  - Puts away PPE; washes hands before leaving lab

I, ____________________________, understand the above policies related to CLS department professional behavior expectations, have had a chance to have my questions answered, and agree to comply with these policies and accept the consequences of non-compliance.

_________________________________________  _________________
Student Signature  Date

_________________________________________  _________________
Department Chair  Date
PROFESSIONAL CURRICULUM

<table>
<thead>
<tr>
<th>Junior Fall Semester</th>
<th>Junior Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSC 3410/3411</td>
<td>Hematology I</td>
</tr>
<tr>
<td>CLSC 3430</td>
<td>Clinical Immunology</td>
</tr>
<tr>
<td>CLSC 4430/4431</td>
<td>Clinical Chemistry I</td>
</tr>
<tr>
<td>CLSC 4460/4461 (Bacteriology)</td>
<td></td>
</tr>
</tbody>
</table>

Semester Credit Hours: 16  Semester Credit Hours: 13

Summer Session I & II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSC 4210/4211</td>
<td>Immunohematology</td>
<td>4</td>
</tr>
<tr>
<td>CLSC 3440/3441</td>
<td>Serology &amp; Clinical Microscopy</td>
<td>3</td>
</tr>
<tr>
<td>CLSC 4480/4481</td>
<td>Clinical Microbiology III</td>
<td>3</td>
</tr>
</tbody>
</table>

(Parasitology)

Session I, II, & eleven week: 10

Block Scheduling
Academic courses taken during the summer of the junior year are taught one at a time using a "block schedule" format. The classes meet the same total number of hours as in a regular semester, but in a compressed time period.

Senior Fall and Spring Semesters

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSC 4992</td>
<td>Clinical Education: Hematology/Coagulation/Urinalysis</td>
<td>4</td>
</tr>
<tr>
<td>CLSC 4994</td>
<td>Clinical Education: Immunohematology (blood Bank/transfusion services)</td>
<td>4</td>
</tr>
<tr>
<td>CLSC 4993</td>
<td>Clinical Education: Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CLSC 4997</td>
<td>Clinical Education: Microbiology &amp; Serology</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSC 4801</td>
<td>Professional Practice Issues I (Fall)</td>
<td>3</td>
</tr>
<tr>
<td>CLSC 4491</td>
<td>Molecular Diagnostics I (Fall)</td>
<td>1</td>
</tr>
<tr>
<td>CLSC 4802</td>
<td>Professional Practice Issues II (Spring)</td>
<td>3</td>
</tr>
<tr>
<td>CLSC 4492</td>
<td>Molecular Diagnostics II (Spring)</td>
<td>1</td>
</tr>
</tbody>
</table>

Fall semester: 2 clinical education courses plus CLSC 4801 and 4491: 12 semester credit hours

Spring semester: 2 clinical education courses plus CLSC 4802 and 4492: 12 semester credit hours

Note:
- The order of clinical rotation courses vary according to scheduling arrangements.
- Students will be assigned to clinical sites based on availability. An attempt will be made to accommodate student preferences, but students must attend the site assigned to them by the CLS Department Chair.
- Seniors are on clinical rotation Tuesday through Friday at their assigned clinical site. **Students should plan to be on campus all day each Monday, as time is allowed for working on senior research projects and other assignments.**
CLINICAL EDUCATION

During the senior year, students are required to complete a two-semester clinical affiliation rotation through the four major clinical areas in one of the program’s affiliated hospitals.

Decisions regarding rotation schedules and student placement at the clinical affiliates are made by the CLS Department Chair. Student preference, place of residence, professional and personal needs, along with the availability of space and current clinical site laboratory situation will be taken into account. Note that NO student is guaranteed assignment to a particular clinical affiliate. The final decision regarding clinical rotation assignments rests with the CLS Department Chair.

Students spend 4 days a week, 8 hours per day in each clinical area, and one day a week at the Health Sciences building doing on-campus senior course work. The clinical rotation will include the University final exam period; rotation comprehensive final exams will be given as students complete each rotation. Transportation and associated expenses related to assigned clinical affiliate sites is the responsibility of the student.

All clinical sites have pre-rotation requirements that must be completed by the student prior to the start of Fall semester of the senior year. The CLS department chair will provide information regarding these requirements during the summer of the student junior year. All students are required by the clinical affiliates to have a criminal background check prior to entering the clinical laboratory. Certain felony or misdemeanor convictions may prevent a student from being allowed on the hospital grounds. If this occurs, the student would not able to complete the clinical education component of the CLS program, and therefore not graduate with a CLS degree. Most sites also require urine drug screens, documentation of immunizations (including hepatitis B), and completion of various training modules.

A portion of the senior year Professional Issues I & II courses includes an introduction to research. CLS students conduct group research projects over the Fall and Spring semesters. Upon completion in late spring, each group will present their projects to the faculty, staff and junior CLS students.

ECU CLS Clinical Laboratory Affiliates

<table>
<thead>
<tr>
<th>Vidant Medical Center (VMC)</th>
<th>Nash Health Care Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenville, North Carolina</td>
<td>Rocky Mount, North Carolina</td>
</tr>
<tr>
<td>Number of students: 6 to 8</td>
<td>Number of s: 1 to 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cape Fear Valley Medical Center (CFVMC)</th>
<th>Wayne Memorial Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fayetteville, NC</td>
<td>Goldsboro, NC</td>
</tr>
<tr>
<td>Number of students: 2 to 3</td>
<td>Number of students: 1 to 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carolina East Medical Center (CMC)</th>
<th>Wilson Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Bern, North Carolina</td>
<td>Wilson, NC</td>
</tr>
<tr>
<td>Number of students: 1 to 2</td>
<td>Number of students: 1 to 2</td>
</tr>
</tbody>
</table>
Financial Aid Sources:

Financial aid sources available to CLS students, outside federal and state financial aid grants and loans are listed below.

The three $1000 each departmental scholarships are typically awarded in May, with the funds to be given at the start of the fall semester of the student’s senior year. The Bamberg scholarship is given during the summer of the student’s junior year.

1. **W. James & Susan T. Smith Clinical Laboratory Science Student Scholarship**

   Provided by Dr. Susan Smith and her late husband Dr. W. James Smith. Dr. Susan Smith was the first CLS department chair; her husband was tenured ECU biology faculty. They both taught students and served ECU in numerous ways for over 30 years. Dr. Smith also wishes to acknowledge the many years of dedicated service by other CLS retired faculty, Ms. Madge Chamness and Mr. Frank Rabey.

2. **Stas and Brenda Humieny Scholarship**

   Both Mr. and Mrs. Humieny are alumni of ECU CLS program. Mr. Humieny taught a laboratory information systems (LIS) course as an adjunct instructor in the CLS department for many years, and assisted with clinical chemistry when the need arose. To show their appreciation of obtaining financial assistance while in the CLS program, they offer this scholarship as a way to “pay it forward”.

3. **W. Richard Bamberg Memorial Scholarship in Clinical Laboratory Science**

   Dr. Bamberg served as professor and chair for 10 years. The scholarship that bears his name recognizes his contributions to the CLS department.

4. **College of Allied Health Sciences Scholarships**

   Various scholarships are available to students in the College of Allied Health Sciences, although some are restricted to specific programs. A listing of scholarships can be accessed at: www.ecu.edu/cs-dhs/ah/scholarship.cfm

5. **American Society for Clinical Laboratory Science**

   ASCLS is the predominant national professional organization for the clinical laboratory science profession. Scholarships are offered by ASCLS annually to undergraduate CLS students. Information on these scholarships can be found on the ASCLS website: www.ascls.org.

6. **North Carolina Society for Clinical Laboratory Science**

   The NCSCLS awards one scholarship each July to a MLS/CLS/MT student. Scholarship information can be found on the NCSCLS website in the “announcement/application” section at: www.ncscls.org
STUDENT ISSUES

Advisor Assignments/Student Conferences
Students are assigned a faculty advisor for their duration in the CLS program. Students are encouraged to meet with their advisor at regular intervals, especially during their first semester in the program. The purpose of these conferences includes: review of academic progress to date, suggestions for improvement of study habits, management of course loads, stress reduction techniques, and resolution of any non-academic program-related problems. All CLS faculty are willing to assist you. Please schedule an appointment, preferably during the faculty member’s posted office hours. Note that adjunct faculty are only on campus the days they teach. All faculty can also be reached via e-mail.

Expenses
Tuition, fees, and dormitory costs (if applicable) are paid by the student directly to East Carolina University. Other expenses paid by CLS students are described below.

1. Textbooks and supplies: textbooks may be purchased through the East Carolina University bookstore, online, or at the store of your choice. Lecture and laboratory materials will either be available on Blackboard or provided by your instructor. Course materials may be printed in any of the ECU libraries or on your home computer. The Laupus Health Sciences library is located on the second floor of the Health Sciences Building. Note that as of the Fall 2015 semester, the number of pages is limited by semester. Additional money can be paid to continue to print at the library at a cost of 2¢ per page.

2. Hepatitis B vaccination, or a signed waiver, is required for all students. Immunization requires a series of three doses and is available from the Student Health Service (252-328-6841). Hepatitis B immunization, if not previously obtained, should be initiated as early as possible in Fall semester of the junior year.

3. All transportation costs related to the CLS program are the responsibility of the student. This includes transportation to all campus classes and clinical rotations. Note that “B4” parking permits are required to park at the Health Sciences building; there are no “C” parking spaces.

4. Pre-rotation requirements by clinical affiliates must be paid by the student. These expenses may include: criminal background check, urine drug screen, hepatitis B titer, etc.

5. For students who wish to participate in the ECU Society for Clinical Laboratory Science (SCLS) student organization, a membership fee of $15.00 per year is required.

Laboratory Dress Code
Proper dress for CLS Biosafety Level 2 student labs is discussed on pages 14 and 15 of this handbook, and is also presented during bloodborne pathogen training during orientation. Additional information and requirements are included in each laboratory course syllabus. Note that students must also comply with the dress code of the clinical laboratory in which they do their clinical rotations.
**Student Employment during Professional Education**

1. The ECU CLS program is academically rigorous and time-consuming. Successful completion of the program requires true commitment as a full time student. Therefore, students are **strongly** advised to financially prepare for expenses related to college, and avoid employment if at all possible.

2. Students who deem employment to be necessary, are advised that work hours **must not infringe on their regularly scheduled classes and clinical rotations**. It is advised that students no work more than 10 – 12 hours a week.

3. Depending on hospital policy, some students are offered part-time employment once they have completed portions of the clinical rotations. The CLS department has requested that students not be given more than 10 – 12 work hours per week. Working as a student does not reduce the number of hours required in clinical rotation for completion of the program and graduation with a CLS degree.

3. Participation in outside employment is **not a valid excuse** for poor academic performance in the classroom or attendance issues during clinical rotations. Additionally, working is not justification for progressing through the CLS program on a part-time basis. Students will be counseled whenever their performance is not consistent with competency at the generalist medical laboratory scientist level and/or with program matriculation standards.
HEALTH SCIENCES BUILDING (HSB) SAFETY, SECURITY, & FACILITIES

Building Hours
Monday to Friday: 7:30 am – 8:00 pm

After hours building access for CLS students may be provided by responsible faculty. Students may not be in the CLS laboratories, office suite, research lab, or media room without faculty supervision.

Individuals working in the building after hours should practice common sense with regard to their own personal safety, and be certain doors remain locked. Suspicious activity should be reported immediately to campus security at 744-2246 or 2247 (BSOM Police/Security)

Emergency phones
Emergency telephones, connected directly to campus police, are located around the outside of the Health Sciences building. Emergency phones are also located in the elevators.

Dialing 911 from any CAHS telephone goes directly to the Campus Police. In the event of an emergency in the Health Sciences building, use the building phones (located in hallways, classrooms, and laboratories) to dial 911, DO NOT USE A CELL PHONE. The address is: 500 Health Sciences Drive.

Smoking Regulation
In the interest of promoting a healthy environment and healthy behavior among students, staff and faculty, the health science campus, including the HSB has been designated smoke-free.

Food/Dining
Students may purchase food at the Wedge in the HSB, Room 1405. Vending machines are also available on the second floor outside the entrance to Laupus Library.

Library Facilities
A large selection of textbooks, reference materials, and medical and laboratory journals are available to students in the Laupus Health Sciences Library. The library entrance is located on the second floor of the HSB. Library resources may also be accessed online through the ECU homepage.

Computer Labs
The Laupus Health Sciences Library has a large computer lab (Room 2502) available to ECU students.

The CLS department’s multimedia lab is located in room 3401, and is reserved exclusively for CLS students. These computers, which are maintained by ITCS, have Microsoft Word and Excel programs, as well as specific software for CLS course assignments. The computers are wirelessly linked to the University network, and may be accessed for personal use by CLS students. Access to the computer lab will be provided by CLS faculty or staff as appropriate.
Severe weather information
In the event of severe weather, information concerning classes and closings may be obtained from the emergency information hotline: 252-328-0062. Information will be available via red alert banner on the ECU homepage and cell phone messages via ECU Alerts System; as well as at the website www.ecu.edu/alert (click on Emergency Procedures, and then click on Severe Weather Information).

Disability Support Services
East Carolina University seeks to fully comply with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a covered disability must go to the Department of Disability Support Services, located in Slay 138 (8:00 a.m. – 5:00p.m.), to verify the disability before any accommodations can occur. The telephone number is 252-737-1016. You can also e-mail the department at: deedept@ecu.edu
PROFESSIONAL DEVELOPMENT

Organizations:

- ECU Student Society for Clinical Laboratory Science student organization.
- American Society for Clinical Laboratory Science (ASCLS), which includes membership in the North Carolina Society for Clinical Laboratory Science (NCSCLS). Membership entitles the student to receive monthly publications from both ASCLS and NCSCLS, and to participate in annual NCASCLS meetings. www.ascls.org.
- College of Allied Health Science (CAHS) Leadership Council

Code of Ethics
American Society for Clinical Laboratory Science

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 judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others. Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing, and evaluating laboratory testing. Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients. They 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 professionals, with the primary purpose 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.

Subscription to *Advance Journal.*
MLS students are eligible for on-line access subscriptions to *Advance for Medical Laboratory Professionals,* a clinical laboratory practice magazine and job advertisement site.

To obtain a subscription:
- Go to http://www.advanceweb.com
- Select “medical laboratory professionals” as your area of interest
- Click “subscribe”
- Select “create new account”
- Choose “status”: senior = CLS student in senior year; junior = non-senior student

**Certification Examinations**
CLS graduates are eligible for national certification by several organizations. Graduates typically seek certification by the American Society for Clinical Pathology (ASCP). Applications and procedures will be discussed with seniors during their last semester in the program. Successful completion of national certification is not required for award of the BS degree with a major in Clinical Laboratory Science. However, certification is viewed as a commitment to the profession. Some employers require certification as a condition of employment, and many laboratories will not promote MLS who are not certified.
Biological Exposure

Any student having an accidental biological exposure to an unprotected skin surface or mucous membrane, including a sharps stick, must immediately report the incident to a CLS faculty member. Policies regarding exposure control are included in the next section; incident report forms and post-exposure guidelines are displayed in Appendix II.

Exposure Control Plan

The intent of this policy is to provide the students, staff, and faculty in the Clinical Laboratory Science Department with the safest possible working and learning environment. The CLS Department abides by the OSHA Universal Precautions/Bloodborne Pathogens standard issued December 1991, as described by the following document "Protection of Laboratory Workers from Infectious Disease Transmitted by Blood, Body Fluids, and Tissue" (CLSI M29-T and further amended in 2000).

1. **ALL** samples or specimens will be treated as potentially infectious. Infectious substances and agents include: blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, amniotic fluid, feces, nasal secretions, sputum, sweat, tears, urine and vomit. Agents identified by OSHA as potential pathogens when handling blood, blood products and body fluids are: hepatitis B, Delta, and C; HIV; syphilis, and malaria. Quality Control (QC) samples should also be treated as potentially infectious.

2. When obtaining samples for use in student laboratory sessions, faculty will minimize the use of patient samples as much as possible.

3. Students will be expected to follow all infection control measures and safe laboratory practices as described below whenever they are in classes on campus or during their clinical rotations.

4. Students will be required to obtain Hepatitis B vaccine at their own expense and to have documentation of immunity no later than the beginning of their clinical rotations, or sign a waiver.

5. Orientation on Bloodborne Pathogen and Hazard Communication standards, which includes a presentation and post-test, will be given during the CLS junior orientation session, and reviewed in each CLS laboratory course.

6. Specimens obtained from clinical facilities will be transferred from the original container and aliquotted into sample containers containing with no patient information. This must be performed to comply with HIPAA requirements and maintain patient confidentiality.

7. Students will be required to wear fluid resistant lab coats, gloves, and safety glasses with side protection while in the lab and when handling patient and QC samples. PPE **must not** be worn outside the lab. When lab coats become torn or blood stained, they **must** be discarded in biohazard containers. A new lab coat will be then issued by the instructor. When using the Serofuges, or performing a procedure that results in aerosols, full face shields must be worn.
8. Safety medical devices for obtaining blood specimens are used in student laboratories. This includes: needles with safety shields, plastic collection tubes with aerosol preventing caps and non-latex tourniquets and bandages.

9. All biohazardous waste will be placed in appropriately labeled containers, autoclaved, and picked up weekly by a biological waste courier from Brody SOM.

10. Faculty and staff will document training for Bloodborne Pathogens and Infectious diseases on an annual basis. Documentation of their participation will be on file in the Biological Safety Notebook in the prep room (Room 3425) and will be maintained by the departmental safety officer.

11. The exposure control plan will be reviewed and updated annually to reflect changes in technology which reduce or eliminate exposure to blood borne pathogens. Injury incident reports will be maintained in the CLS office (Room 3410).

Safe Laboratory Practices
1. Smoking, eating, drinking, storing food, application of cosmetics, and handling of contact lenses is not permitted in the laboratory work area. No cells phones, music players, book bags, etc. should be brought into lab.

2. Mouth pipetting will not be permitted for any materials or reagents.

3. Students and faculty will wear long sleeved laboratory coats which button to the neck when working with infectious materials. Long pants are required in order to cover the legs.

4. In student lab, students must wear shoes which cover both heel and toes and are made of a fluid resistant material; tank tops should not be worn.

5. Hair must be secured off the face. Medium to long hair must be tied back with a hair band or clip. No hats, caps, scarves or other head gear can be worn in lab. Touching the face or hair should be avoided. Long dangling jewelry (earrings, necklaces, or bracelets) should be avoided.

6. Gloves must be worn whenever handling potential infectious agents. Gloves should be removed aseptically and placed in biohazard waste container. Wash hands thoroughly with soap and water before leaving class.

7. All technical procedures will be performed in a manner that minimizes the creation of aerosols. If the potential exists for aerosol production, the work should be conducted in safety cabinet or student/faculty must use a face shield.

8. Dispose of all "sharps" in appropriate containers. Do not recap needles; use approved safety needles. Broken glass that is contaminated with biohazardous material may also be discarded here.
9. Put away reagents and equipment to appropriate designated locations. All heat sources (Bunsen burners, hotplates, heat blocks, water baths, etc.) must be turned off.

10. Disinfect lab station benchtop each day at the end of class using procedure given by instructor.

11. Do not place food or drinks in any of the technical refrigerators (in Rooms 3415 or 3425).

12. Pre-existing cuts or abrasions should be covered with an impervious bandage. If the cut is on the hands, this should be done before putting on gloves. Bandaids are available in the first aid kits in Room 3415, 3435, and in the storage area of the Prep Room (3425).

13. In the case of spills and/or broken glassware, the instructor must be notified immediately. Clean as follows:
   - Gloves, lab coat, and safety glasses or face shield should be worn.
   - Remove broken glass with forceps or tongs and place in sharps container
   - Absorb the spill with paper towels or lab mats, flush area with disinfectant, let stand 10 min (or longer if so directed by manufacturer), absorb again with paper towels, and re-clean with disinfectant. All paper towels or lab mats should be disposed of into biohazard bucket.

   **NOTE:** If chemical is spilled, consult MSDS in Prep Room (3425) for clean-up procedure. If not sure about proper disposal protocol, ask instructor.

14. Accidents or injuries:
   - Report all accidents or injury to the instructor immediately.
   - Complete an incident report form.

15. Biohazard waste disposal:
   - **It is very important to properly discard all potentially biohazardous waste.** The ECU housekeeping staff, responsible for removing “regular” trash, will not touch cans with biohazardous materials.
   - Sharps: all contaminated needles go immediately into the puncture resistant needle containers. Activate needle safety device before disposal.
   - Clean broken glass: may be disposed of in the specially designed broken glass containers. If the glass is also contaminated with biohazardous material, it should be placed in the sharps container instead.
   - All non-sharp biohazardous contaminated waste, such as pipet tips and gloves, should be placed in the bench top biohazard bags. Large pieces of biohazard waste, such as lab mats, should be placed in the stainless steel buckets lined with red/orange biohazard bags.
   - “Clean” waste, such as paper towels used to dry hands, should be placed in regular trash cans located in the labs. Disposal of biohazard waste is expensive! The EPA requires waste reduction and segregation efforts of all institutions.
16. Engineering controls & safety equipment

- Nitrile gloves in a variety of sizes are readily available in each laboratory. Students may change gloves as often as they feel it is necessary. If irritation occurs from glove use, the instructor or student laboratory manager should be notified.
- Each student will provided a pair of safety glasses. These glasses will be inspected periodically by the instructor and must be replaced if it is determined that the glasses are unfit for use.
- Students will receive fluid-resistant lab coats from the department. Hooks are available in the laboratory for hanging lab coats when not in use. Instructors will inspect lab coats on a periodic basis to make certain that they still meet safety standards. The lab coat must be replaced if it is determined that it is contaminated or torn.
- Labeled containers for disposal of biohazardous material are placed at each work station and emptied regularly.
- Full face shields are required when using Serofuges.
- A certified laminar flow biosafety cabinet is available in room 3415.
- Fume hoods should be used when handling strong acids, aromatic, or other hazardous chemicals. The CLS laboratories have three fume hoods: one in the preparation room (3425), and two in room 3435.
College of Allied Health Sciences Safety Plan

A. Emergency Procedures

1. ECU policies and procedures for emergency situations and an evacuation plan are posted in the CLSC student labs 3415, 3425, and 3435.
2. Dialing 911 from any telephone in our College will contact the campus police. If additional assistance is needed, Campus Police will contact the appropriate individuals.

*If there is an emergency in the Health Sciences building, use building phones to dial 911, DO NOT USE A CELL PHONE. The buildings address is 500 Health Sciences Drive.*

3. Evacuation routes are posted throughout the buildings and identify both primary and secondary routes. They also identify the location of the fire alarms and fire extinguishers. You should review these diagrams so that you will be prepared in an emergency.
4. Notices regarding University operating hours and building closings for severe weather etc are posted on the ANNOUNCE listing on the University email system. Students can add their cell phone number to the message alert list on the ECU Alert System (www.ecu.edu/alert).
5. The three stairwells have been designated and posted as “Areas of Rescue Assistance”. In the event that evacuation of the building is necessary, wheelchair bound or other disabled individuals should be taken to one of these areas and rescue personnel notified. Rescue personnel will assist them from these points.
6. Fire drills are conducted regularly by the Office of Environmental Health & Safety. When you hear the fire alarm sound, you should leave your office or classroom immediately, closing the classroom or office door behind you. Evacuate to your designated departmental meeting place at least 100 feet from the building and remain there until instructed to return by Environmental Health & Safety personnel.

If you are in the lab when a fire drill occurs, turn off heat sources, remove your PPE and leave the lab. Your instructor should turn off main gas source.

B. First Aid supplies

1. First aid kits are available in the CLS labs rooms 3415 and 3435.
2. Sterile gauze, bandages, and nitrile gloves are available in the CLS Prep Room 3425.
3. Eye washes and safety showers are available in 3415, 3425 and 3435.

Appendix I

Academic Integrity Regulations
1. **University Policy**
   The University policy on academic integrity is available at:

   As is pointed out in that document, "cheating and plagiarism are destructive to the central purposes of the University and are not to be tolerated." In clinical laboratory science, this issue is especially sensitive because, as a practicing medical laboratory scientist, patient lives may depend on your knowledge and integrity.

   If a student can only complete a course by cheating, the course content has obviously not been learned. This is a great disservice both to the student, their future employers, and patients for whom they provide test results.

2. **Definition**
   For the Department of Clinical Laboratory Science, cheating is defined to include, but not be limited to:
   a. *Cheating on an exam*: using answers from or comparing answers with another student's paper; using aids which are not authorized for use in the exam; writing an exam for another student; securing an unauthorized copy of the current or old exam or a copy of the answers before the exam is given.
   b. *Cheating (plagiarism) on homework or laboratory exercises*: writing the assignment by copying another student's work; having another student share his/her homework; combining efforts of several students in completing an activity unless specifically indicated by the faculty; willfully destroying class laboratory data; taking or using another student's laboratory results, falsifying test results, or using false or otherwise inappropriately obtained results.
   c. Departmental Regulations
      1. The penalty for a first offense will be:
         a. Minimum: grade of zero for that test or assignment
         b. Maximum: expulsion from the program.
      2. The mandatory penalty for a second offense will be expulsion from the program.
      3. In all cases, the instructor is obligated to report the offense to the Department Chair, Dean of the College of Allied Health Sciences, and the Vice Chancellor for Student Life.
   d. The student may appeal any such decisions by the process defined in the "Documents" handbook.
Appendix I

EAST CAROLINA UNIVERSITY AND THE COLLEGE OF ALLIED HEALTH SCIENCES
STUDENT CONDUCT CODE

The faculty and members of the College of Allied Health Sciences (CAHS) have an academic, legal and ethical responsibility to protect the public and health care community from inappropriate professional conduct or unsafe behaviors in the practice of allied health professions. Students enrolled in the CAHS are expected to uphold at all times standards of integrity and behavior that will reflect credit upon themselves, their families, and East Carolina University (ECU). The faculty members of CAHS endorse the ECU Student code of Conduct and Policies and recognize those policies and procedures as providing the appropriate government of student conduct. The ECU Student Code of Conduct and Policies can be found at www.ecu.edu/osrr.

Students will be provided with documents expressing expectations regarding academic and professional conduct within all academic and clinical aspects of the curriculum during general advisement sessions, course work, clinical affiliations, and other instructional forums. All SAHS students are expected to be familiar with their department policies and professional code of ethics and to conduct themselves in accordance with these standards.

Student inquiries and complaints regarding the implementation of the ECU Student Code of Conduct and Policies should initially be addressed at the departmental level. Students may seek the assistance or counsel of the Office of the Dean of Students at any time.

Code of Conduct

Any student whose conduct on or off campus becomes unsatisfactory in the judgement of university officials in light of the foregoing statements or policies will be subject to appropriate action. Disciplinary action can be initiated by campus police, students, staff, faculty or administrative personnel. No student will be permitted to graduate or officially withdraw from East Carolina University while disciplinary action is pending against him or her. Unwarranted charges shall not be subject to disciplinary action. A student may be charged with offenses as a principle directly involved in the crime or as an accessory.

An ECU student shall refrain from:

A. Knowingly publishing or circulating false information that is damaging to any member of the university community (slander, lying or libel).

B. Using abusive, obscene, vulgar, loud or disruptive language or conduct directed toward and offensive to a member of or a visitor to the university.

C. Using any university or privately rented telephone in:
   1. Avoiding the payment of tolls or long-distance calls
   2. Using the telephone to make harassing, intimidating, nuisance, or obscene phone calls
D. Harassing, abusing, or threatening another by means other than the use or threatened use of physical force
E. Endangering, injuring, or threatening to injure the person or property of another
F. Entering residence halls, buildings, classrooms, or other university properties or student properties (i.e., automobiles, lockers, or residences) without authorization
G. Vandalizing, destroying maliciously, damaging, or misusing public or private properties, including library materials
H. Stealing or attempting to steal, aiding or abetting, receiving stolen property, selling stolen property, or embezzling the property of another person, the university, or associated units

1. Book Selling. When a student resells a book to an individual or to the bookstore, that student is held responsible if the book that is being resold is stolen property. If and when a student buys a book from another student, it is the purchaser’s or seller’s responsibility to be able to identify the student involved. If the student buying the book will not or cannot identify the seller, the student buying the book will be held responsible. The student who sells a book to another student should always have his or her ID number in the book.

2. In additions to penalties given by the Honor Board, a student convicted of stealing or knowingly possessing stolen goods shall make immediate and complete restitution.
I. Disruptive and disorderly conduct.
J. Illegally manufacturing, selling, using or possessing narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogens, and/or other known drugs and/or chemicals. A student shall also refrain from buying, selling, possessing, or using any kind of drug paraphernalia or counterfeit drugs.
K. Being intoxicated in public, displaying, driving under the influence, or illegally possessing or using alcoholic beverages or liquors. When a student is referred to the judiciary office on an alcohol-related incident, that student may be required to attend the Alcohol Workshop. This workshop is designed to increase awareness of the role alcohol played in the incident and minimize the probability of recurrence. A student may be required to participate in a more intensive program of assessment, education, and counseling, and be required to pay a program fee. A student may participate in this intensive program only once.
L. Refusing to comply with any lawful order of a clearly identifiable university official acting in the performance of his or her duties in the enforcement of university policy. Residence hall staff members are considered university officials when acting in an official capacity.
M. Failing to present his or her ECU 1 Card when requested to do so by a university official.
N. Participating in hazing or harassment of East Carolina University students.
O. Gambling.
P. Forging, altering, defrauding, or misusing documents, charge cards, or money, checks, records, ECU 1 Cards of an individual or the university.
Q. Furnishing false information to the university with intent to deceive.
R. Issuing bad checks to the university.
S. Violating academically the Honor Code, which consists of the following:

1. Cheating. The actual giving or receiving of any unauthorized aid or assistance or the
giving or receiving of any unfair advantage on any form of any academic work.

2. Plagiarism. Copying the language, structure, ideas, and/or thoughts or another and passing same as one’s original work.

3. Falsification. Statement of any untruth, either verbally or in writing, regarding any circumstances relative to academic work.

4. Attempts. Action toward the commission of any act that would constitutes an academic violation as defined herein (that is, cheating, plagiarism, and/or falsification) shall be deemed to be violation of the Honor Code and maybe punishable to the same extent as the attempted act had been completed or consummated.

T. Possessing or using firearms, fireworks, explosives, or illegal weapons on property owned or controlled by the university.

U. Withholding, with knowledge, information from East Carolina University.

V. Obstructing justice by hindering or impeding a duly authorized function of any judicial body, council, or board.

W. Violation of a university policy, city ordinances, or state or federal laws.

X. Failing to repay, in full, any SGA loan within the allotted time period.

Y. Knowingly acting as an accessory to any of the charges contained herein by:
   1. Being present while the offense is committed and advises, instigates, or encourages the act, or fails to attempt to discourage or to prevent the offense; or
   2. Facilitating in the committing of an offense in any way.

Academic Integrity

A. Principle of Academic Integrity
   Academic integrity is expected of every East Carolina University student. Academic honor is the responsibility of the students and faculty of East Carolina University.

B. Academic Integrity Violations
   Academically violating the Honor Code consists of the following:
   1. Cheating. Unauthorized aid or assistance of the giving or receiving of unfair advantage on any form of academic work.
   2. Plagiarism. Copying the language, structure, ideas, and/or thoughts of another and adopting same as one’s own original work.
   3. Falsification. Statement of any untruth, either spoken or written, regarding any circumstances relative to academic work.
   4. Attempts. Attempting any act that if completed would constitute an academic integrity violation as defined herein.

C. Student Observation of Suspected Violation
   Any student or group of students knowing of circumstances in which an academic violation of the Honor Code may have occurred or is likely to occur is encouraged to bring this knowledge to the attention of the responsible faculty member or to the dean or department chair or to the attention of a member of the Academic Integrity Board.
D. **Organization and Procedures**

1. The faculty member has original jurisdiction in all suspected violations. In cases where the faculty member believes a violation has occurred, the faculty member must summon the student to a primary interview or waive the primary interview in accordance with the procedure below. In cases of an academic integrity violation not related to a class requirement or activity, the matter will be referred directly to the Academic Integrity Board.

2. **Primary Interview**
   
a. **Notification.** A student who is believed to have violated academically the Honor Code shall be informed of the charge by the faculty member who identified the violation. The student may not withdraw from the course if an academic integrity violation is pending. Subsequently, the student will be called to an interview with the faculty concerned. The interview shall be set within three class days after the alleged violation has come to the attention of the faculty member.

b. **Composition.** The student and the faculty member may each have a nonparticipating observer at the interview. The faculty observer shall be the chair of the department or department dean, or the assistant dean of the college or school. The student may select a student or faculty member as he or she desires. The observer(s) is/are to observe the procedures impartially and to be prepared to testify in the event of an appeal of the judgement of the faculty member.

c. **Procedure.**
   
i. At the interview, the faculty member shall present evidence in support of the charge or charges against the student. The student shall be given the opportunity to respond and present evidence to rebut the charge or charges.

ii. After hearing the student, the faculty member may either dismiss the charge or find it supported on the basis of evidence. If supported, the faculty member may record a failing grade in the course or some portion thereof or take other appropriate action. He or she shall report the action taken to the dean of students office.

d. **Referral to Academic Integrity Board.** After completion of the primary interview and on the basis of the evidence presented, if the faculty member is of the opinion that a failing grade in the course (s) is inadequate disciplinary action, the faculty member may refer the entire case to the Academic Integrity Board for appropriate action. In each case, a new hearing will be conducted by the Academic Integrity Board without regard to the findings made or any disciplinary action taken during the primary interview.

E. **Appeals**

1. The student may appeal the decision of the faculty member following the primary interview to the Academic Integrity Board if:
   
a. The student believes the penalty is too severe and/or

b. The student contests the decision of the faculty member on the basis of the evidence presented.
2. The appeal must be submitted to the Office of the Associate Vice Chancellor for Student Success within five class days after notification of the decision by the faculty member.

3. University Academic Board
   a. Composition
      i. Four faculty members and four alternates elected for three-year staggered terms by the Faculty Senate
      ii. Three students and four alternates nominated by the SGA Executive Council and elected by the SGA Legislature. These students shall serve for a year and may be reelected for one additional year
      iii. A quorum shall consist of four faculty members and three students
      iv. The chair, elected for a one-year term, shall be a faculty member of the board, elected by members of the entire board, and may be reelected
      v. The associate vice chancellor for student success shall serve as administrative officer of the board
   b. Original Jurisdiction. The Academic Integrity Board shall have original jurisdiction over academic violations of the Honor Code if the faculty member elects to refer the case after the primary interview.
   c. Appellate Jurisdiction. The Academic Integrity Board shall have appellate jurisdiction in cases appealed by the student pursuant to provision of D. 2. e. above.
   d. Procedures
      i. The associate vice chancellor for student success on behalf of the chair shall notify the parties involved of a meeting of the Academic Integrity Board within ten class days after an appeal by a student. The faculty member, the student, witnesses, and the independent nonparticipating observer (s) shall be provided not less than seven days’ notification of the date, time and place of the meeting. If a grade for the student in the course must be submitted, the faculty member shall record a grade of incomplete, pending a decision by the board.
      ii. Those present at the hearing shall be
         a. The student, who has the right to be accompanied by a witness
         b. The faculty member, who has the right to be accompanied by witnesses
         c. Independent nonparticipating observer (s) if present at the primary interview
         d. Any other person called by the chair
         e. The student attorney general and the student advocate for the accused
      iii. Should the student or faculty member fail to appear without prior approval of the administrative officer, the Academic Integrity Board shall proceed with absentia hearing.
      iv. The Academic Integrity Board will follow the hearing procedures established for the university Honor Board
      v. A majority of the board shall decide the issue. The chair shall vote only in the case of a tie.
vi. The associate vice chancellor for student success shall serve as administrative officer for maintaining accurate and complete records of the proceedings.

vii. The administrative officer of the Academic Integrity Board shall, on behalf of the chair, notify each party of the decision of the board.

e. Actions by the Board
i. Evidence insufficient to sustain the charge or charges. When this action is taken, in order to protect both the student and the faculty member, continuation in the class(es) and other related issues must be resolved by the dean or department chair in consultation with the student and the faculty member.

ii. Evidence sufficient to support charge or charges. The board may impose one or more of the following sanctions:
   a. Sustain the decision of the faculty member, or, in the case where the primary interview has been waived, recommend to the faculty member that the student receive a failing grade for the course(s) or some portion thereof.
   b. Impose probation for a period of time not to exceed one year
   c. Impose suspension or expulsion from the university
   d. Require a period of counseling with a member of the university staff or a counseling professional of the student’s choice. It will be the responsibility of the student to provide evidence to the board of having fulfilled this requirement
   e. Take any other action commensurate with the findings. (Reference: See Section II, Penalties).

F. Appeals
An appeal of a decision of the Academic Integrity Board may be submitted to the vice chancellor for student life. The vice chancellor for student life and the vice chancellor for academic affairs shall jointly review the decision and take appropriate action.

G. Annual Reports
The Academic Integrity Board shall submit a summary report of its proceedings to the Faculty Senate, the SGA Legislature, the vice chancellor for student life, and the vice chancellor for academic affairs.

Complete Disciplinary Hearing Procedures and Judicial Appeals Procedure can be found at: http://www.ecu.edu/cs-studentlife/policyhub/hearing_procedures.cfm

Penalties
The following penalties may be imposed in all cases arising under the jurisdiction of the university judicial system. In some cases, a student may be referred for counseling. In the absence of exceptional circumstances, a penalty will become effective immediately following a finding of guilt and exhaustion of appeals.
Section 1: Individual Student

A. Written reprimand: A notice to the student that continuation or repetition of the misconduct in question may result in a more serious disciplinary action.

B. Fine of not less than $10 nor more than $250 payable to the Judicial Service Fund unless the defendant and the assessor of the penalty agree that it shall be payable in whole or in part by community service performed in a manner acceptable to the assessor of the penalty with one hour of service equivalent to minimum wage.

C. Voluntary work under supervision with an alternative penalty may also be assessed. The maximum number of voluntary work hours that may be assigned is seventy-five. Work assigned a student by the Honor Board shall commence in one week and shall be completed within thirty to forty days of the penalty. The student shall get in touch with the associate vice chancellor for student success/director of student judicial affairs for a work assignment. A waiver of risk statement must be signed prior to undertaking a volunteer work assignment.

D. Educational task: An opportunity for the student to learn the value and purpose of the rule or policy that was violated. This can include researching a topic and organizing the information in a paper or oral presentation or performing an activity that related to the violation. An effective educational task includes time for the student to examine his or her actions and process the impact of those actions on the university community.

E. Taking of ECU 1 Card for a specified period of time.

F. Probation: An official notification to the student compelling him or her to exhibit good during the probationary period. Any other violation during the probation period will be referred to the associate vice chancellor for student success and may result in more serious disciplinary action. Terms of probation shall be for a designated period of time not to exceed one year. In addition, probation may include:
   1. In cases of misconduct in connection with university facilities, the student may be prohibited from further use of the facilities involved other than those used in his or her course work or study.
   2. In cases of misconduct in connection with university-owned and university-operated housing, the student may be ordered to vacate such housing.

G. Forced removal from university property and/or buildings, including sections thereof.

H. Forced removal from a university residence hall to another hall, or entirely out of the housing system, for one semester, one year, an indefinite period of time, or permanently.

I. Suspension from the University for one semester. A student may apply to be readmitted after the time period has elapsed.

J. Suspension from the University for one year. A student may apply to be readmitted after this time period has elapsed.

K. Suspension from the University for an indefinite period of time with the right to petition the Honor Board for readmission after one semester.

L. Suspension from the University for an indefinite period of time with the right to petition the Honor Board for readmission after one year.

M. Expulsion from the university. A recommendation to the vice chancellor for student life that a student’s enrollment be canceled and the student be permanently separated from the university. A student who is expelled will be unable to graduate from East Carolina
University. If a recommendation of suspension is made, the student must leave the university after exhausting all appeals. The administration reserves the right to apply the above penalties prior to hearing as deemed necessary to ensure the safety of the other members of the university community. Residence life hearing officers will use sanctions A through D and F through H.

Section 2: Registered Organizations of Members of the ECU Community
   A. Written reprimand.
   B. Fine of not less than $25 nor more than $500 payable to the ECU Student Judicial Service Fund.
   C. Restriction of privileges for a stated period of time not to exceed one year.
   D. Suspension of privileges for a stated period of time not to exceed one year.

Remedies
The following remedies may be imposed in all cases arising under jurisdiction of the university judicial system. Failure to comply with either of these directives may result in additional judicial action.
   A. Restitution to the victim involved in the violation
   B. Order the offender to perform or to cease and desist from stated actions

Records
Violations, penalties, and remedies shall be recorded in the Office of the Associate Vice Chancellor for Student Success and/or in the office of the director of ECU Police in all cases arising under the university judicial system. Copies of such records shall not be released to outside sources without written consent of the subject of such record. Exceptions to this are made per the East Carolina University application of Family Educational Rights and Privacy Act legislation and will be made when directed by a court order, when there is deemed to be an educational need to know, or at the request of the parents of children upon proof of dependency.

Notification
All notification of violations, penalties, and remedies shall be sent as directed by the judicial board to the university officials necessary to make the penalties and remedies effective and to other persons who might provide counseling assistance to the offender. For purposes of residence credit, the appropriate university officials shall be notified of penalties involving suspension or dismissal, but such notification shall not become a part of the permanent academic record of the offender.

Compliance
For noncompliance with penalties or remedies, the offender shall be suspended until he or she has complied.

Ejection
For conduct adversely affecting public order, offenders may be ejected from the university campus or property, or any part thereof, by the chancellor of the university or his or her designated representative.
Appendix II

Clinical Laboratory Science
Professional & Behavioral Objectives
Instituted January 2015

CLS students are expected to meet the following objectives, and will be evaluated by the instructor using the following criteria. The grade derived from these evaluations will count as a percentage of the final course grade according to each individual course syllabus.

CLS Lecture Courses

1. Student is in class, seated, with the day’s course materials out, and ready to begin at the specified starting time. If student must be late or absent, instructor was notified via phone or e-mail prior to the start of class. Remains in class until dismissed, and returns to class as instructed following breaks.
2. Comes to class prepared for the day’s work.
3. Is awake, alert, and attentive in class.
4. Actively participates in classroom activities. Demonstrates a desire to learn by asking appropriate questions related to the lecture materials and subject matter.
5. Is able to apply theoretical knowledge and common sense to problem-solve and interpret laboratory results.
6. Shows initiative and organizational skills.
7. Turns in completed assignments on time; work is complete, properly recorded, neat, and easy to read.
8. Accepts constructive criticism as a learning process, and strives to improve.
9. Is respectful, courteous, diplomatic, and non-biased when interacting with peers, instructors, staff, and other University personnel. Respects the opinions and rights of others.
10. Has a high regard for professional ethics, and demonstrates honesty and moral integrity.

Grading Scale: Total points = 30

3 = Outstanding: always demonstrates this quality; exemplifies high standards in this area
2 = Above average: demonstrates this quality most of the time
1 = Acceptable: demonstrates this quality in some situations, but occasionally needs help
0 = Unacceptable: rarely demonstrates this quality; behavior is not acceptable as presented; improvements required

Note: At the faculty member’s discretion, an additional penalty of up to 3% may be deducted from the student’s final course average if tardiness issues are chronic and ongoing.
(Class of 2017 ECU CLS Student Handbook, p. 11)

At the faculty member’s discretion, an additional penalty of up to 5% may be deducted from the student’s final course average if absences are chronic and ongoing.
(Class of 2017 ECU CLS Student Handbook, p. 12)
Professionalism Evaluation  
ECU Clinical Laboratory Science Department  
Lecture Courses

Student name: __________________________  Course Number: CLSC _____  Term: ________

Grading Scale: Total points = 30  
3 = Outstanding: always demonstrates this quality; exemplifies high standards in this area  
2 = Above average: demonstrates this quality most of the time  
1 = Acceptable: demonstrates this quality in some situations, but occasionally needs help  
0 = Unacceptable: rarely demonstrates this quality; behavior is not acceptable as presented; improvements required

<table>
<thead>
<tr>
<th>Objective</th>
<th>Number of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

Total number of points:  
Grade:

Notes:

CLS Laboratory Courses
1. Student is in lab with all personal protective equipment (PPE) in place, seated, with the day’s course materials and laboratory supplies (microscopes, etc.) out, and ready to begin at the specified starting time. If student must be late or absent, instructor was notified via phone or e-mail prior to the start of class. Remains in class until dismissed, and returns to class as instructed following breaks.

2. Is appropriately dressed for a Biosafety Level 2 laboratory; items not required for lab are placed in student locker.

3. Comes to class prepared for the day’s work.

4. Is able to follow verbal and written instructions related to laboratory activities, with minimal questions.

5. Works independently, can focus/concentrate, and does not interrupt others during the performance of laboratory procedures.

6. Performs assignments without giving or accepting answers from classmates; puts enough time and effort into lab assignments to learn the required material; asks for instructor assistance when needed.

7. Demonstrates initiative, organizational, and multitasking skills in order to complete tasks at the pace of peers with minimal errors.

8. Maintains a clean, orderly, and safe work area.

9. Performs with minimal error and attention to detail: specimen identification, labeling, and result reporting. Repeats erroneous tests as instructed. Properly and neatly records and documents control and test results.

10. Is able to assess the quality and validity of test results; applies theoretical knowledge for interpretation of results.

11. Turns in completed assignments on time; are complete, accurate, neat, and easy to read.

12. Is respectful, courteous, diplomatic, and non-biased when interacting with peers, instructors, staff and other University personnel. Respects the opinions and rights of others.

13. Has a high regard for professional ethics; demonstrates honesty and moral integrity.

Grading Scale: Total points = 39

3 = Outstanding: always demonstrates this quality; exemplifies high standards in this area
2 = Above average: demonstrates this quality most of the time
1 = Acceptable: demonstrates this quality in some situations, but occasionally needs help
0 = Unacceptable: rarely demonstrates this quality; behavior is not acceptable as presented; improvements required

Note: At the faculty member’s discretion, an additional penalty of up to 3% may be deducted from the student’s final course average if tardiness issues are chronic and ongoing.

(Class of 2017 ECU CLS Student Handbook, p. 11)

At the faculty member’s discretion, an additional penalty of up to 5% may be deducted from the student’s final course average if absences are chronic and ongoing.

(Class of 2017 ECU CLS Student Handbook, p. 12)
Professionalism Evaluation
ECU Clinical Laboratory Science Department
Laboratory Courses

Student name: ___________________________ Course Number: CLSC ______ Term: ________

Grading Scale: Total points = 39
3 = Outstanding: always demonstrates this quality; exemplifies high standards in this area
2 = Above average: demonstrates this quality most of the time
1 = Acceptable: demonstrates this quality in some situations, but occasionally needs help
0 = Unacceptable: rarely demonstrates this quality; behavior is not acceptable as presented; improvements required

<table>
<thead>
<tr>
<th>Objective</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

Total number of points: ______
Grade: ______

Notes:
Appendix III

ECU Society for Clinical Laboratory Science – Constitution/By-Laws (F2012)

PREAMBLE
PURPOSES: The purposes of this Society are: to promote unity and cooperation among students entering the clinical laboratory science profession, to promote membership and/or association with the national professional organization, to encourage continuing education, and to develop professional attitudes.

ARTICLE I
NAME: The name of this organization is East Carolina University Society for Clinical Laboratory Science (ECU-SCLS).

ARTICLE II
MEMBERSHIP: Membership shall be open to all ECU students majoring or intending to major in Clinical Laboratory Science, as well as faculty and staff. There will be no discrimination of race, sex, creed, color, age, veteran status, or disability.

ARTICLE III
OFFICES AND DUTIES:
a) PRESIDENT: The President shall be the chief executive officer of the Society and shall preside over all meetings. He/she will also appoint all committees.
b) VICE-PRESIDENT: The Vice President shall serve as the executive officer of the Society and shall preside over meetings when the President is unable to.
c) SECRETARY-TREASURER: The Secretary-Treasurer shall be custodian of all records, including records of membership and finances as accurately as possible; will answer all correspondence as rapidly as possible; collect any monies payable to this Society and acknowledge all monies received; make an annual report of all transactions and serve in the absence of the chairman/president.

TERM OF OFFICE:
The term of office shall be one year. Election of President and Vice President will be at the beginning of the summer semester, via majority vote (51%) of the active members. Selection will be made from the senior class. The secretary/treasurer position will be selected from the senior or junior class, at the beginning of the fall semester, via a majority vote (51%).

REMOVAL FROM OFFICE:
Any officer can be removed from his/her office for non-performance of duties, nonproductive attitude and conduct, conduct non-befitting an officer, expulsion from the program for any reason, and probationary status in the program due to poor grades.

ARTICLE IV
EXECUTIVE COMMITTEE: The President may appoint committee chairs to help carryout various activities/tasks as needed (e.g., fundraising- duties to include: delegating duties, submitting requests for supplies, communicating with officers, and providing records of all activities)

ARTICLE V
FACULTY ADVISOR: The SCLS advisor will be an ECU staff member for the Clinical Laboratory Science Department. The position will be named after interested faculty have submitted a request to the
current members and the request is accepted via a majority vote of 51%. The appointed advisor will serve for a term of one full calendar year. There will be one advisor. The advisors duties include: advising the officers and members on various issues as needed, attending meetings, recruitment, and overseeing events.

ARTICLE VI
MEETINGS: Meetings will be held on the last Monday of the month during the semester. Additional meetings may be called by officers or an advisor as needed. Amendments to current or upcoming business require prior notification to the officers and the members, three-fourths (3/4) of members present to vote and a two-thirds (2/3) affirmation of the present members.

ARTICLE VII
FINANCES: Dues shall be fifteen dollars ($15.00) for students majoring in Clinical Laboratory Science, and five dollars ($10.00) for all intended majors. Collection of monies for any special project shall be coordinated through the Advisor and/or chair of the Department of Clinical Laboratory Sciences. An annual written report of all receipts and disbursements shall be distributed to the membership monthly. Monthly reports will be compiled at the end of the Secretary –Treasurers term, for fiscal review by the President, committee members and the advisor.
Appendix IV

BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIAL EXPOSURE REGULATIONS
FOR STUDENTS WITH CLINICAL EXPOSURES

Regulations:
The Student Health Services (SHS) will adapt and modify the policies and procedures of ECU Prospective Health to evaluate students with clinical exposures to blood and other potentially infectious materials (Allied Health, Nursing, Sports Medicine, Recreation Services, and Human Performance Lab.) NOTE: All students must have an ECU 1 card to be treated by SHS and all students must have health insurance.

Purpose:
To insure complete and effective management and care to the students receiving exposures. For a full copy of ECU Prospective Health’s Bloodborne Pathogen Exposure Control policy, or for listed Appendix documents, visit: http://www.ecu.edu/cs-dhs/prospectivehealth/infection.cfm

Procedure:
I. Responsibility of Departments
- Review policy with all students before clinical rotation annually
- Ensure Hepatitis B vaccination of students
- Be aware of specific contact persons and policy for each clinical site including after hours policy
- Supply list of contact persons to SHS and update annually
- Provide a copy of departmental policy to Student Health

II. When an exposure occurs:
- The student should immediately notify the supervisor or preceptor and complete appropriate paperwork.
- The facility policy for counseling and screening the source patient should be instituted immediately (see Algorithm, Appendix D)
- The results of source patient testing should be forwarded to SHS as soon as possible
- Complete the ECU: Post Exposure Risk Assessment for HIV/AIDS (Appendix C) to assess need for Post Exposure Prophylaxis (PEP)

III. Student with low risk exposure should:
- Report to SHS as soon as possible
- Have the following initial screening:
  - HIV antibody
  - Hepatitis B titer (surface antigen & antibody)
  - Hepatitis C antibody
  - STS
• Bring the complete name and demographic information (to include DOB) on the source patient, so that SHS may obtain lab reports from involved facility as soon as available. Lab reports should include:
  ▪ HIV Antibody
  ▪ Hepatitis B Surface Antigen, Hepatitis B surface antibody, Hepatitis B core antibody
  ▪ Hepatitis C Antibody
  ▪ STS

• Receive counseling including:
  ▪ What constitutes exposure, protocol for determining risk
  ▪ Responsibilities of SHS and student
  ▪ HIV counseling protocols
  ▪ Implications of positive and negative results
  ▪ Reporting symptoms of febrile illness
  ▪ Refraining from blood donation
  ▪ Avoiding pregnancy
  ▪ Using condoms

• Have follow-up screening.
  ▪ 6 weeks: HIV
  ▪ 3 months: HIV, STS
  ▪ 6 months: HIV, Hepatitis C (if source patient positive)
  ▪ Be treated for any positive tests per protocol
  ▪ Be offered PEP as soon as possible after exposure if benefit outweighs risk

IV. **Student with known HIV exposure or high risk exposure should:**

• Report to SHS as soon as possible. In high risk, (PEP) may be considered up to two weeks after exposure. After hours exposure should be handled through the ED per facility policy and report to SHS the next day.

• Bring the complete name and demographic information (to include DOB) on the source patient, so that SHS may obtain lab reports from involved facility as soon as available. Lab reports should include:
  ▪ HIV antibody
  ▪ Most recent CD4 count
  ▪ Viral load
  ▪ Current and previous antiviral treatment

• Be evaluated by the SHS provider to see if the exposure meets the criteria, and if the source patient meets risk criteria. If so, PEP may be offered after consultation with ECU Infectious Disease.

• Receive counseling by SHS provider concerning:
  ▪ Risk of developing communicable disease
  ▪ Student’s relevant history
  ▪ Side effects of medications
  ▪ Have the following labs drawn:
- HIV Antibody
- Hepatitis B titer (surface antigen and antibody)
- Hepatitis C antibody
- STS
- Serum HCG
- Executive I

- Be scheduled by SHS for follow-up appointment with Infectious Disease.
- Receive counseling including:
  - What constitutes exposure, protocol for determining risk
  - Responsibilities of SHS and student
  - HIV counseling protocols
  - Implications of positive and negative results
  - Reporting symptoms of febrile illness
  - Refraining from donating blood
  - Avoiding pregnancy, using condoms

- Have follow-up screening including:
  - 6 wks. – HIV
  - 3 mos. – HIV, STS
  - 6 mos. – HIV, Hepatitis C (if source patient positive for Hepatitis C)

- Other follow up labs may be indicated per Infectious Disease to monitor for side effects of PEP
- Be treated for any positive tests per protocol

V. Billing charges may be handled through interdepartmental transferred funds where a departmental fund exists. In incidences where no departmental policy or procedure exists, the student may be evaluated at SHS following the above protocols at the student’s expense.

VI. Only source patients who are ECU students may be screened and counseled at SHS. The SHS is responsible for advising the student/department of the need to screen the source. The department will be responsible for approaching the source and obtaining blood specimens after consent. Options for screening would include referring the source to his family physician or the Pitt County Health Department (will screen for HIV and syphilis only).

VII. Lab reports for the source patient will be kept in a locked cabinet in the Tracking nurse’s office.

VIII. Blood exposure hotline for additional assistance: 847-8500.
Department of Clinical Laboratory Science  
College of Allied Health Sciences  
Incident Report

Printed Name: ___________________________________________ Banner #: ______________________

Local Address: __________________________________________________________________________

Permanent Address: ______________________________________________________________________

Cell or Local Phone: ________________________ Permanent Phone: ____________________________

Incident Location: __________________________ Incident Date and Time: ______________________

<table>
<thead>
<tr>
<th>Blood or Other Body Fluid</th>
<th>Respiratory</th>
<th>Chemical Exposure</th>
<th>Other: Other: Other: Chemical involved:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needle stick</td>
<td>Inhalation</td>
<td>Inhalation</td>
<td></td>
</tr>
<tr>
<td>Sharps injury</td>
<td></td>
<td>Skin contact/absorption</td>
<td></td>
</tr>
<tr>
<td>Cut</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Splash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scratch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Patient Source: __________________________________________

Brief description of incident:

Personal protective equipment in use at time of incident:

Was appropriate procedure being followed? Please explain.

Student signature: ___________________________ Date: ______________

Supervisor/instructor signature: ___________________________ Date: ______________

Seen by: ___________________________________________ (Student Health Nurse /Physician/PA)

Medical evaluation:

Results:

Recommended follow-up:

*Copy of report will be kept in student file in CLS departmental office.*
Appendix V

College of Allied Health Sciences Emergency Evacuation Plan

1. When the fire alarm sounds, assume the emergency is real.
2. Upon discovering a fire, immediately sound the building fire alarm and/or alert other occupants. Fire alarms are identified on the building evacuation route plan.
3. Call 911 using one of the building phones (found in hallways, classrooms and labs), giving your name, department, location, and telephone number.
4. Fire:
   - If the fire is small, you may want to extinguish it with a fire extinguisher from a position of escape. Be sure you are using the proper extinguisher for the type of fire you are fighting. When in doubt, just get out. The nearest fire extinguisher location is indicated on the building evacuation route plan.
   - Fire extinguishers are located:
     - Outside 3410 (CLSC office suite)
     - In the hallway outside 3435 (Chemistry lab)
     - Inside rooms 3403, 3415, 3425, 3435 and 3403.
   - If the fire is large, very smoky, or spreading rapidly, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. If you have to go through smoke, crawl on hands and knees.
5. Evacuation:
   - Move individuals who need assistance to the designated Area of Rescue Assistance (for CLSC this would be stairwell #4 landing across from Room 3403). Leave the area and notify the rescue personnel the location of these individuals so they can be rescued.
   - When you evacuate, do not stop for personal belongings or records. Leave immediately using the nearest exit according to the building evacuation route plan. Close room doors behind you and do not use the elevator.
   - Potential hazards should be secured if possible. Turn off gas supply for open flames. Emergency shut-off buttons are located by the door in Rooms 3415, 3425, 3535, and 3403).
   - Evacuate to a distance of at least 500 feet from the building to the designated area:
     - Primary area: grassy area across the parking lot near the gazebo and lake on east side of Health Sciences Building (HSB). Do not return to the building until instructed to do so by authorized personnel.
     - Secondary: area between HSB and Heart Institute

CLSC evacuation route
   - Rooms 3410, 3415, 3425, 3401, and relevant classrooms.
     - Exit via stairwell #4 across the hall from Room 3401 (CLS multimedia/computer lab). Go down to first floor to exit the building. Cross
the parking lot, and meet in the grassy area near the gazebo and lake.

- **Room 1340 or other**
  - Exit using the nearest stairwell or outside door. The CLS meeting site is the same for all exit points.
Emergency Evacuation Plan – Department of Clinical Laboratory Science

Building Specific Information – General

**It is ECU Policy to immediately evacuate the building during a fire alarm.**

<table>
<thead>
<tr>
<th>Building &amp; Room #</th>
<th>Health Sciences: 2365 (classroom), 3401 (computer room), 3403 (research lab), 3410 (office suite), 3415 (student laboratory), 3425 (laboratory preparation room) &amp; 3435 (student laboratory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Clinical Laboratory Science</td>
</tr>
<tr>
<td>Safety Representative (name/phone #)</td>
<td>Cheryl Binkley, Student Lab Manager 252-744-6062 (Office); 252-744-6065 (Lab)</td>
</tr>
<tr>
<td>Alternate Safety Representative (name/phone #)</td>
<td>Ann McConnell, Interim Chair CLS Department 252-744-6063</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does building have a fire alarm system?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If no, please describe notification method:

Alternate notification method (all buildings must have an alternate notification method, including those with fire alarm systems): Safety officer and faculty will go room to room checking our department’s labs, offices and classrooms to be certain everyone is out of the building and accounted for. Once emergency services have been notified, they will be able to access the building’s intercom system.

Evacuation Assembly Points:

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. Assembly points should be away from traffic and parking lots and at least 100 feet from the building.

<table>
<thead>
<tr>
<th>Primary Assembly Point:</th>
<th>In grassy area near gazebo and lake on the east side of the Health Sciences building across the “A” parking lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Assembly Point:</td>
<td>In grass near large parking lot on the west side of the Health Sciences Building</td>
</tr>
</tbody>
</table>
How will faculty, staff, and students be accounted for at the assembly point? Safety officer will account for all students, staff and faculty. If safety officer is not present, one of our other faculty members will take on this responsibility.

Areas of Rescue Assistance

Upon activation of the fire alarm, individuals who may require assistance during a building evacuation will immediately go to the building’s designated Area of Rescue Assistance. An “Area of Rescue” assistance is a “safe” location where individuals can wait until rescue personnel arrive. Greenville Fire & Rescue personnel will remove these individuals from the building as necessary to ensure their safety when there is a confirmed fire. The following areas are identified as “Areas of Rescue Assistance.” (Typical Areas of Rescue Assistance are enclosed fire rated stairwells.)

<table>
<thead>
<tr>
<th>Floor #</th>
<th>Area of Rescue Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third (Laboratories)</td>
<td>Stairwell 4 (across from room 3401)</td>
</tr>
<tr>
<td>Second (Classroom)</td>
<td>Stairwell 4 (across from room 2365)</td>
</tr>
</tbody>
</table>

Building Specific Hazards (stoves, chemical storage, etc.)

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Location (room #)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural gas Bunsen burners</td>
<td>3415</td>
</tr>
<tr>
<td>Flammable cabinets/storage</td>
<td>3425</td>
</tr>
<tr>
<td>Nitric acid cabinet/storage</td>
<td>3425</td>
</tr>
<tr>
<td>Dry chemical storage</td>
<td>3425A</td>
</tr>
<tr>
<td>Steam sterilizer</td>
<td>3425C</td>
</tr>
<tr>
<td>Drying oven &amp; microwave oven</td>
<td>3425C</td>
</tr>
<tr>
<td>Acid cabinet/storage</td>
<td>3435</td>
</tr>
</tbody>
</table>

Employee Responsibilities & Procedures

All ECU employees and students are expected to assist with and encourage complete building evacuation each time the fire alarm is activated. At no time however, is any member of the University community required or expected to place themselves in a position that will compromise his or her safety. If fire or smoke conditions are encountered, you MUST leave the building immediately.
**Employee Responsibilities & Procedures (Describe):**

(Examples include secure any experiments or any hazards under your control, closing doors to contain smoke & fire, evacuation of patients/visitors, etc.)

CLS Department members are responsible for being certain any hazards in the laboratory area have been secured.

If Bunsen burners are in use, faculty member teaching that lab session will turn all of them off. Additionally, faculty member or safety officer will push emergency gas shut off valve inside the door of either room 3415 or 3425 (although gas automatically shuts off when fire alarm goes off).

Safety officer is responsible for placing chemicals (flammable and acids) in safety cabinets if they are not already secured.

Safety officer is responsible for turning off steam sterilizer, microwave oven and drying oven prior to evacuating the building.

Once students, faculty and staff have left the building, the safety office will check to see that all doors in the CLS Department have been closed.

---

**Plan Completed By (Name & Date):** Cheryl Binkley, MT (ASCP), SH (ASCP)

August 2014
Additional Evacuation Information

RACE Method of Evacuation:
  R Remove all persons in danger.
  A Always dial 911 and pull the alarm.
  C Contain the fire by closing windows and doors.
  E Evacuate.

If fire alarm system is activated or you detect fire or smoke:
  • Immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have received the appropriate training.
  • Know an alternate exit route in case the primary exit is blocked. Do not use elevators. Feel doors before opening them. If they are hot, do not open them. Close doors as you exit. If possible, secure any experiments or any hazards under your control. If you get caught in smoke, get down and crawl, as cleaner, cooler air will be near the floor.
  • Sound the alarm as you leave the building by activating a pull station.
  • Call 911 from a safe location outside the building. Provide emergency personnel with specific information including your name, location of the incident, and nature of the emergency.
  • Assemble at designated location and account for all personnel. No one should leave area unless they are accounted for and the department safety representative or other response personnel know that they are leaving.
  • Provide information to safety representative regarding missing and/or disabled persons. They will in turn provide information to the emergency personnel.

Evacuation Procedure for Disabled Occupants:
  • An area of refuge is an area adequately separated from the rest of the building by fire resisting construction, i.e. stairwell.
  • Persons with mobility impairments should go to the nearest approved stairwell or area of refuge and wait for emergency personnel; this area will receive attention first. Fire doors must remain closed to protect from smoke and fire. Be sure to wait in an area that will not impede the egress of other occupants.
  • If unable to go to the stairwell due to smoke, fire, or otherwise, occupants should stay in their room/office and follow the steps below.

If unable to exit:
  • Keep doors closed.
  • Seal cracks and vents with towels or sheets (wet if possible) to prevent smoke from entering the room.
  • Signal for help by hanging an object out of the window, such as a towel or jacket, to attract attention.

If possible, call 911 to report the emergency, being sure to give your name, building, and specific location inside the building.
I, ______________________ (print name), a student in the Clinical Laboratory Science program at East Carolina University, have read all rules, procedures, and regulations described in the CLS Class of 2017 Student Handbook. My questions have been discussed and answered to my satisfaction by a CLS faculty member. Based on my reading and discussion, I understand that I have been informed of all of the departmental requirements, procedures, and regulations described in the Handbook, and I agree to abide by them. I understand that this signed acknowledgment will be placed in my student file.

___________________________________________  ________________
Signature                                      Date

Your Current Contact Information:
Address: ____________________________________________

Phone number (s): __________________________________

Local Emergency Contact Information:
Name: ______________________________________________

Phone number (s): __________________________________

Address: ___________________________________________

Relationship to you: ________________________________

Other Emergency Contact:
Name: ____________________________________________

Phone number (s): __________________________________

Address: ___________________________________________

Relationship to you: ________________________________
TARDINESS/ABSENCE POLICY

Valid Excuses

Acceptable excuses for tardiness or absence are listed below. *Written confirmation should be given to the instructor of each lecture/lab missed, in order to have the excuse deemed acceptable.* All excused reasons, with the exception of emergency illness, require the student to *directly notify the involved instructor(s) prior to the start of class.*

- Illness requiring emergency medical treatment for self, spouse/significant other, or a dependent (ED physician note required).
- Illness of self or dependent requiring treatment by ECU Student Health Services, a private physician, or clinic (note from health care provider required).
- Surgery, including oral, which cannot be delayed until a semester holiday or break.
- Death of an immediate family member (obituary notice required)
- Observance of an official religious or cultural holiday (copy of holiday observance ceremony required).
- Court-ordered appearance for self (copy of court order required).
- Rare or infrequent transportation problem.
- Other excuse deemed valid by the instructor (with prior notification).

Invalid Excuses:

Tardiness or absences for reasons other than the ones listed above are considered invalid. Listed below are a few common, invalid excuses for missing CLS lecture or lab time:

- Absence from class/lab due to working on assignments or studying for other courses
- Oversleeping; feeling tired
- Working (Including part-time)
- Family events
- Personal vacations
- Business with ECU offices or personal errands
- Other excuse deemed invalid by the instructor

I, ____________________________________________, understand the above policies, have had a chance to have my questions answered, and agree to comply with these policies and accept the consequences of non-compliance.

_______________________________________________  ___________
Student Signature Date
I, ________________________________ (print name), a student in the Clinical Laboratory Science program at East Carolina University, understand that both instruction in and laboratory practice of invasive techniques are necessary components of the CLS curriculum. Therefore, I hereby consent to participate in planned student laboratory experiences throughout the curriculum which require that I perform venipuncture and finger sticks on members of my class, and that in turn, they will perform these techniques on me, under direct supervision of one of the CLS faculty or student laboratory manager. I further consent to participate in planned clinical rotation experiences throughout the curriculum, which specify that I perform venipuncture and finger sticks on patients, under direct supervision of the clinical instructor or laboratory staff. I have given this consent under no coercion by the CLS faculty or staff. I understand that this signed consent form will be placed in my student file.

_________________________________________  _______________________
Signature                                      Date
As a student in the Clinical Laboratory Science program at East Carolina University, I attest that I have received instruction, discussed, and had my questions answered relative to biohazard safety, biohazard and clean waste disposal, universal precautions, bloodborne pathogens, infection control, tuberculosis safety, fire safety, chemical hygiene, and general laboratory safety.

_______________________________________________________
Signature

Date

_____________________________________________________
Department Safety Representative

Date

_____________________________________________________
Department Chair

Date

CONSENT FOR POST BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIALS EXPOSURE FOLLOW-UP

I have reviewed the Blood and Other Potentially Infectious Materials Exposure Protocol and the Post Exposure HIV Prophylaxis to Known HIV Positive Source Protocol with CLS faculty prior to beginning my laboratory/clinical experience.

Printed Name: ____________________________ Date: ______________

B#: ____________________________

Witness: ____________________________

NOTE: A copy of the signed form will be found in the student's academic folder. This form will be completed prior to your clinical experience.
East Carolina University has a straightforward Honor Code: You are on your honor to not cheat, steal, or lie. The Honor Code is the basis for East Carolina University’s Academic Integrity Policy.

It is a violation of Honor Code to:
1. **Cheat.** Cheating is defined as “the actual giving or receiving of any unauthorized aid or assistance or the giving or receiving of any unfair advantage regarding any form of academic work.”
2. **Steal.** Plagiarism is also stealing. Plagiarism is defined as “copying the language, structure, ideas, or thoughts of another, and passing off same as one’s original work.”
3. **Lie.** Intentional falsification is lying. Intentional falsification is defined as “any statement of untruth, either orally or in writing, regarding any situation relating to academic work.”
4. **To attempt to cheat, steal, or lie.** Attempt is defined as “action toward the commission of any act that would constitute a violation as defined herein (that is cheating, stealing, and plagiarism, or intentional falsification). Any such attempt shall be deemed to be a violation of the Honor Code, and will be punishable to the same extent as if the attempted act had actually been completed or consummated.”

I, ____________________________ (print name), accept the Honor Code of East Carolina University. I pledge to not cheat, steal, or lie, or attempt to cheat, steal, or lie while enrolled at East Carolina University.

______________________________    ____________________________
Signature                        Date
STATEMENT OF COMMITMENT ON ENTRY INTO
THE CLINICAL LABORATORY SCIENCE
PROGRAM AT EAST CAROLINA UNIVERSITY

I, ____________________________________________ (print name), verify that I have been in-
formed by the Clinical Laboratory Science (CLS) faculty of the rigors of the CLS program. CLS
faculty are dedicated and experienced laboratory professionals who strive to remain current in
their fields of expertise. The CLS Department follows the curriculum requirements set by the
National Accrediting Agency for Clinical Laboratory Science (NAACLS), the accrediting agency for
ECU’s CLS program, as well as the American Society for Clinical Laboratory Science (ASCP) entry-
level MLS curriculum guidelines.

Mastery of the CLS body of knowledge and skills involves the acquisition and retention of large
amounts of factual information, and the development and application of higher-order thinking
skills (critical analysis). This knowledge, along with the ability to apply the knowledge in analy-
sis and problem-solving, must be retained from week to week, from the beginning of the se-
mester to the end, into the senior year, in preparation for the national certification exam, and
into professional practice.

I understand that I must be able to demonstrate my mastery of the program’s performance
standards, which are assessed by oral, written, and psychomotor assessments. I acknowledge
that I am preparing for a medical profession that directly impacts the diagnosis and treatment
of patients, in which laboratory errors have direct negative impacts on patient care, treatment,
and outcomes.

I am willing to focus on my studies so that I can gain the knowledge and abilities I need to func-
tion as a medical laboratory scientist. I understand this will require commitment of my time
and energy, as well as necessitate adjustments in my study habits and time management. I fur-
ther understand that working, participating in campus organizations, or being too involved in
other extracurricular activities may have a detrimental effect on my success in the CLS program.

I have been informed that the clinical skills and knowledge I acquire during the first three se-
mesters of the CLS program will prepare me for my clinical rotations. At the clinical site, I will
acquire additional knowledge and skills, as well as continue professional development. Suc-
cessful completion of the CLS program will ensure I have the tools required for my future career
as a laboratory professional.

I understand that CLS faculty will be available for advice and counsel relative to my academic
studies and progress. At the same time, I know that my academic success or failure in the CLS
program is my responsibility.

__________________________________________   ________________________________
Signature                                      Date
COLLEGE OF ALLIED HEALTH SCIENCES
DEPARTMENT OF CLINICAL LABORATORY SCIENCE
EAST CAROLINA UNIVERSITY

CRIMINAL BACKGROUND CHECKS AND DRUG SCREEN REQUIREMENTS
FOR STUDENT CLINICAL ROTATIONS

Due to JCAHO regulations requiring student criminal background checks and, in some cases, drug screen results to student clinical rotation sites, the following regulation have been established for students in the ECU College of Allied Health Sciences.

If required by a clinical site, criminal background checks and drug screens must be done prior to the start of the rotation. It is the student’s responsibility to arrange, pay for, obtain results, and supply this information to the appropriate official(s) at the prospective clinical site for review in determining acceptance for the clinical rotation experience. Academic departments, the College of Allied Health Sciences, the Division of Health Sciences, or East Carolina University are not responsible for arranging, paying for, or submitting the required reports, or determining the student’s eligibility for placement at the clinical site as a result of the contents of the required reports. Academic departments, the College of Allied Health Sciences, the Division of Health Sciences, or East Carolina University are not responsible or liable for, nor will they intervene in the decision by a clinical site to not accept a student based on the contents of required reports. Decisions by clinical sites are final and have no reflection on or responsibility to the student’s academic department.

REGULATION REGARDING STUDENT INSURANCE COVERAGE FOR EXPOSURE TO BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIALS

Due to the potential for student exposure to blood and other potentially infectious materials during educational and clinical experiences, it is the student’s sole responsibility to pay for the total costs of screening, diagnosis, short and long-term treatment, and any disability compensation arising from any and all forms of exposure to infectious materials. As a result, students are responsible for providing for their own medical and disability insurance policies that will cover screening, diagnosis, treatment, and short and long-term disability compensation resulting from such exposure. Any screening, treatment, or disability maintenance costs not covered will be the sole responsibility of the student. All covered, uncovered, or related costs are not the responsibility of the student’s academic department, College of Allied Health Sciences, Division of Health Sciences, or East Carolina University.

I have read the regulations for “Criminal Background Checks and Drug Screening on Students for Clinical Field Site Placement” and “Student Insurance Coverage for Exposure to Blood and Other Potentially Infectious Materials”. I have had the opportunity ask questions, have them answered to my satisfaction, and agree to abide by these regulations while enrolled in the ECU Clinical Laboratory Science program.

_____________________________________________________
Print Name

_____________________________________________________
Signature

_____________________________________________________
Date