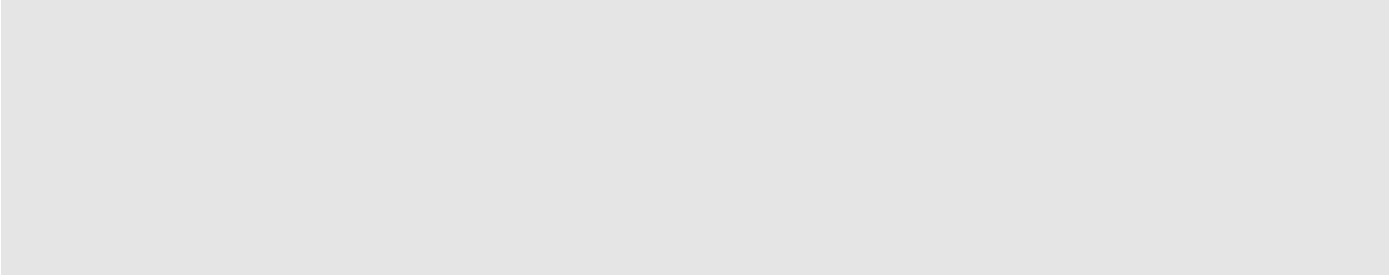

ACL Laboratories, Children's Hospital of Wisconsin,
Clement J. Zablocki VA Medical Center, Wisconsin Diagnostic
Laboratories, LLC., Froedtert & MCW, Labcorp,
and Versiti Blood Center of Wisconsin



Welcome to your professional year of training in Medical Laboratory Science. The Medical Laboratory Science Program at Marquette University is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880. It is of great importance that you are aware of the policies and procedures governing your clinical year experience.

As our educational commitment to the student, Marquette University Department of Medical Laboratory Science will:

- Educate persons who will be highly skilled in the intelligent performance of laboratory procedures.
 - Educate persons who will be qualified to work in the field of Medical Laboratory Science.
 - Provide the necessary didactic and practical education, which will enable the student to compete in the job market.
 - Educate students in principles and techniques in all areas of the laboratory and provide practice in laboratory testing so they develop confidence in their ability.
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With respect



CLINICAL COURSE DESCRIPTIONS *

4180/7180 Basic Concepts in Clinical Education Methods Practicum (2 credits)

Educational concepts especially appropriate to instruction in a clinical setting using clinical materials. The concepts discussed include: writing learning objectives, learning styles, testing and evaluation methods, and use of audiovisuals.

4181/7181 Modern Management Concepts for the Medical Laboratory Practicum (2 credits)

Comparison of management theories and styles for effective leadership. Principles and methods of communication essential to the delivery of quality health care. Strategic financial planning ensuring cost effectiveness in the diagnostic laboratory. Statistical analysis comparing alternative methodologies for selection of reliable laboratory procedures. Selected projects relating managerial practices to clinical laboratory organization and use of laboratory data systems for health care delivery.

4183/7183 Clinical Chemistry Practicum (6 credits)

The chemical constituents of blood and other body fluids in health and disease. Principles of the methods used in qualitative and quantitative determination of these constituents. Treatment of the theoretical aspects of instrumentation used in these determinations.

4184/7184 Clinical Hematology 2 Practicum (4 credits)

Quantitative and qualitative study of blood, bone marrow and body fluid cells and alterations present in disease. Principles of procedures used. Methods of obtaining and preserving blood specimens with consideration of the theory and practice of aseptic technique.

4185/7185 Clinical Hemostasis Practicum (3 credits)

The components in the blood related to the hemostatic mechanisms, the principles of the procedures involved and their relationships

4189/7189 Clinical Urinology Practicum (2 credits)

Physical, chemical and microscopic study of urine with emphasis on the changes exhibited in disease with related physiology.

*The above course titles and credits may appear slightly different on official university transcripts.

Doctoral scientists, laboratory administrators, section supervisors, and practicing board-certified Medical Laboratory Scientists all contribute their expertise in the professional year curriculum. The CCCC portion of the program is where the primary didactic instruction is received. The didactic faculty includes:

Helene Carella, MS, MLS(ASCP) – Modern Management Concepts (Marquette University)

Heather Cowan, MLS(ASCP)SBB – Immunohematology (Zablocki VA Medical Center)

Valerie Everard-Gigot, Ph.D., MT(ASCP) – Body Fluids, Chemistry, Education, Hematology, Immunohematology, Immunoserology, and Urinology (Marquette University)

Michael Feierstein, MLS(ASCP)SBB^{CM} – Immunohematology (Labcorp)

Sue Johnson, MSTM, MT(ASCP)SBB – Immunohematology (Versiti)

Natasha Leon, MT(ASCP)SBB^{CM} – Immunohematology

Do not wait to purchase books until later in fall – they will no longer be in the Book Marq.

MLSC 4183 - 7183: **Clinical Chemistry: Techniques, Principles, Correlation**
Michael Bishop, et al.
Lippincott, 9th ed., 2022

**MLSC 4184 - 7184 (Heme)
& MLSC 4185 - 7185:** **Clinical Hematology and Fundamentals of Hemostasis**
Denise Harmening
F.A. Davis, 5th ed., 2014

1. Repeated overt and covert signs of disrespect toward fellow students;
2. Repeated overt and covert signs of disrespect toward Faculty;
3. Repeated instances of threatening behavior toward fellow students;
4. Repeated instances of threatening behavior toward Faculty;
5. Repeated instances of academic dishonesty;
6. Repeated instances of inability to follow laboratory protocol or instances of fabricating laboratory data (which may extrapolate to patient harm); and,
7. General lack of laboratory acumen and safety (which may extrapolate to patient harm)

Potential use of cybertechnology may also apply to the aforementioned circumstances. A simple barometer that can be used by Faculty with respect to this setting is the following question, “Do I want this student to analyze specimens from my family member?”

It is duly noted that use of the word “repeated” in this clause signifies that multiple interventions have been attempted by Marquette University Department of Medical Laboratory Science faculty to correct the affective or effective behavior described. All related matters will be forwarded to the Department of Medical Laboratory Science Progress and Promotion Committee which will finalize decisions.

During the professional clinical year, both during on-campus education and at the clinical si000910 g 046(e)t

Senior-year (second-year certificate) grading in each scientific discipline is divided as follows:

- 1) CCCC (student laboratory and lecture on campus)
- 2) Clinical Practicum Evaluation
- 3) Clinical Practicum Attendance
- 4) Clinical Core Examination

The final grade percentages vary for each discipline and are listed below. Criteria for these grades are based upon specific academic learning objectives. For successful completion of the clinical year, a grade of less than “70%” in any major component of a course [i.e., Combined Clinical Core Curriculum (CCCC), Core Examination, Clinical Practicum Evaluation] is not acceptable. Appropriate remedial work will be determined on an individual basis by the Progress and Promotion Committee

In the context of remedial action, assignment of the final grade in a senior-level (second-year certificate) course follows these guidelines:

1. A make-up grade must meet the above stated criteria for satisfactory grades.
 2. The final grade is derived from the first grade earned, regardless of what that grade is. Rationale: The purpose of the make-up examination is to make certain the student has learned all of the essential material before she/he can proceed.
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Written Academic Warning

Written notification is given to a student when s/he earns a grade less than 70% on one CCCC unknown exercise, laboratory practical examination, or written examination.

Clinical Academic Warning

Written notification given to a student upon either of the following criteria:

1. Cumulative CCCC grade less than 70% in any one discipline.
 2. Grade less than 70% on two (total) CCCC unknown exercise(s), laboratory practical examination(s), written examination(s). This criterion may encompass a single or multiple CCCC discipline(s).
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- A. Students will NOT be handed a core examination on their scheduled day of testing UNLESS two signed student rotation evaluation sheets are presented to the examination proctor. These sheets are completed and signed by preceptors at the sites and address: 1) Clinical Practicum Evaluation; and, 2) Clinical Practicum Attendance.
- B. These evaluation sheets are not to be used as an opportunity to forego the scheduled core examination. If signed evaluation sheets are not presented to the examination proctor at the beginning of the core examination period, students will be mandated to return to the rotation site that day so that completed paperwork and/or appropriate signatures can be gathered.

Illness or any other unexpected absence must be reported by telephone or e-mail to the faculty member whose class you will miss. This will enable the faculty to save appropriate material for the student to use in making up the missed work.

Valerie Everard-Gigot – Valerie.Everard@marquette.edu, (414) 288-8810
Erik Munson – Erik.Munson@marquette.edu, (414) 288-5848

Cumulative attendance records are maintained in the Medical Laboratory Science Department and become a permanent part of the student record. These records enable the faculty to evaluate student professionalism and provide documentation of student dependability for employment references, scholarships, financial aid, and graduate/professional school. Students who develop a pattern of excessive absences or tardiness will be issued a WA (withdrawal due to excessive absences) grade in the course. More than one (1) WA in MLSC courses will result in withdrawal from the program. Both excused and unexcused absences contribute to the “WA count.”

Students enrolled in the 4183/7183 (including the single phlebotomy session), 4184/7184 (hematology component), 4184/7184 (body fluids component), 4185/7185, 4187/7187, and 4189/7189 CCCC courses will receive sufficient warning that they are in jeopardy of receiving a grade of WA. A warning will be issued to the student after one (1) absence/tardy combined. A strict warning (such that one additional violation will result in a grade of WA) will be issued to the student after two (2) absences/tardies combined. The grade of WA will be issued to the student after three (3) absences/tardies combined.

Students enrolled in the 4180/7180 combined with 4181/7181 (Wednesday senior seminar), 4186/7186, and 4188/7188 CCCC courses will receive sufficient warning that they are in jeopardy of receiving a grade of WA. A warning will be issued to the student after two (2) absences/tardies combined. A strict warning (such that one additional violation will result in a grade of WA) will be issued to the student after three (3) absences/tardies combined. The grade of WA will be issued to the student after four (4) absences/tardies combined.

Laboratory coats, safety glasses, and hairstyles appropriate for safety are required. Shoes must be closed-toe and -heel and made with material that will not allow absorption of spills. Jeans are allowed. Consider modesty, professionalism, and appropriateness. Dress codes at the clinical sites will be more stringent.

Dress codes will vary by clinical site. However, certain basic rules apply to all. All students must be well-groomed and maintain good personal hygiene. Hair, nails, and jewelry should not present a safety hazard. Tattoos will likely require covering.

Smart phones cannot be used during lecture or laboratory, whether at the University or at your clinical site. Out of respect for all lecturers and fellow classmates you may not use electronic devices to text, check or send Email, surf the web, tweet, blog, or check social media sites during lecture or laboratory. You are expected to act professionally, and these types of activities are not allowed in clinical laboratories. Not only are these activities distracting and potentially disrespectful, but they also detract from your ability to complete your work and they have the potential to break HIPAA privacy rules.

It is also expected that all students, faculty, and staff adhere to professional conduct in regard to social networking sites. It is unacceptable to post pictures or any identifying information of faculty, staff, classmates, clinical preceptors, or patients. Please be respectful in all communications related to or referencing the Marquette University Medical Laboratory Science Program and its clinical affiliates. Social networking sites should not be used for personal harassment, bullying, or intimidation of faculty, staff, students, clinical preceptors, or patients.

If a student is found using an electronic device at the clinical site (*NEW IN 2024*: this also applies to classroom CCCC and spring semester activities) without prior approval of their supervisor, the following disciplinary action will take place:

First offense:	Verbal Warning
Second offense:	Written Warning
Third offense:	Hearing by Promotion and Progress Committee; may result in dismissal from the program

During this year of professional studies, the student is required to follow all rules and regulations of the clinical site and its laboratory. Note that this may include such matters as passing a physical examination and adherence to a dress code. The hours of clinical instruction are set by the clinical site. Normally the students are present at the clinical site during the daytime hours. Some second and third shifts may be assigned. This schedule is non-negotiable. The objectives and the evaluations used during this time are the same as those that apply to these departments during the normal daytime shift. Every student should carefully inquire as to the regulations to which s/he will be subject, and abide by these regulations. Not adhering to all regulations set by the clinical site may result in dismissal from the clinical rotation.

Students should not be used in the clinical laboratory to perform testing in place of professional staff. Students should always be performing testing under the supervision of a clinical instructor. This especially applies to students who also hold a non-academic employment position in the laboratory. Any work that may be performed by students should be non-compulsory and take place outside of the regular academic hours.

Student files (availability and disclosure) are governed by regulations established by the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380). Any student 18 years of age and over shall have the right to examine the official records, files and any other pertinent material, which may directly relate to that student. The student has the right to challenge the content of such records to ensure their accuracy and fairness.

No records, files res.

student review includes letters of reference when students have waived their right to review and information that could infringe upon another individual's privacy.

The University and the clinical programs will request a Records Release Authorization from each student prior to graduation to legalize the release of evaluation data to prospective employers requesting it. The student's own statement of disagreement shall also be released to third parties.

In case of injury or accident at the clinical site, a written summary of the incident at the clinical site is forwarded to the Medical Laboratory Science Program Director at Marquette University. During CCCC, students must follow the Marquette University Medical Laboratory Science Student Safety Handbook regulations, including completion of an incident report.

