

# Truman Medical Center **MEDICAL LABORATORY SCIENTIST PROGRAM**



**TMC**

TRUMAN MEDICAL CENTERS

[trumed.org/professional-education/Medical-Laboratory-Science-Program](http://trumed.org/professional-education/Medical-Laboratory-Science-Program)



## Mission Statement:

*“To educate and train professionally competent and ethical laboratory scientists committed to life-long learning, who are prepared to meet the future health care needs of our facilities and the surrounding communities.”*

## Table of Contents:

Mission Statement and Goals	3	Faculty	17
Program Outcomes	3	Program Officials	18
Accreditation and Description of Profession	6	Grievances and Appeals	20
Entry Level Competencies	7	Academic Code of Conduct	22
Essential Functions for the Medical Laboratory Scientist	8	Attendance and Personal Conduct Policies	23
Admission Criteria	9	Behavioral Competencies	24
Application Process, Tuition, Fees, Refund Policy	10	Criteria for Program Completion	26
Advanced Placement, Background Check	12	Non-Discrimination Policy	28
Service Work	13		
Courses and Descriptions	14		
Course Sequence and Academic Calendar	16		

## Program Learning Outcomes

Upon completion of the MLS program, TMC Medical Laboratory Science graduates will be able to:

1. Use practical skills to perform competency-based laboratory testing.
2. Implement the skills required to problem-solve and troubleshoot as they relate to laboratory testing.
3. Interpret laboratory test results using critical thinking skills.
4. Evaluate laboratory test results using statistics.
5. Develop effective, accurate and timely verbal and electronic communication skills to provide laboratory testing information to healthcare staff, patients and their families.
6. Employ laboratory-focused administrative skills related to quality, fiscal management, and regulatory adherence.
7. Demonstrate a commitment to professional ethics, attitudes, safety practices and professional development.

## Program Goals:

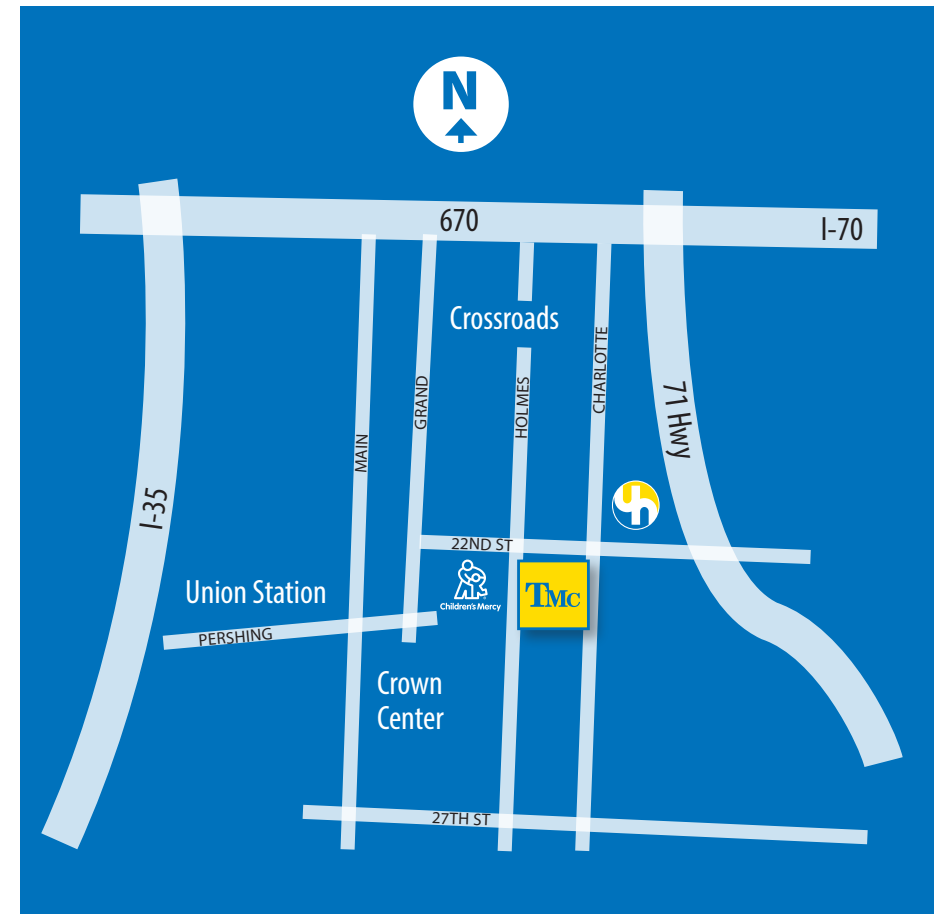
- Developing scientists competent in accessing and applying medical laboratory data.
- Instilling a strong sense of integrity and professionalism.
- Promoting critical thinking skills with a desire to continue to seek knowledge and perfect technical skills.
- Developing effective communicators to educate others on laboratory practices and policies.
- Increasing awareness of the ever changing Healthcare landscape and the importance of essential hospitals to the uninsured.

All classes and clinical training will be provided at Truman Medical Center Hospital Hill campus,

### TMC Health Sciences District

2301 Holmes Road  
Kansas City, Missouri 64108

Phone: 816-404-1000



## Accreditation

The Truman Medical Center MLS Program is pending accreditation through:

### National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

5600 N. River Road, Suite 720

Rosemont, IL 60018-5119

Phone: 773-714-8880 | info@naacils.org

## Description of the Medical Laboratory Scientist Profession\*

The medical laboratory scientist is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory scientists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory scientist has diverse and multi-level functions in the principles, methodologies and performance of assays; problem-solving; troubleshooting techniques; interpretation and evaluation of clinical procedures and results; statistical approaches to data evaluation; principles and practices of quality assurance/quality improvement; and continuous assessment of laboratory services for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory scientists possess the skills necessary for financial, operations, marketing, and human resource management of the clinical laboratory.

Medical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education.

Medical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

## Description of Entry Level Competencies of the Medical Laboratory Scientist\*

At entry level, the medical laboratory scientist will possess the competencies necessary to perform the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

**At entry level**, the medical laboratory scientist will have the following basic knowledge and skills in:

- A. Application of safety and governmental regulations and standards as applied to clinical laboratory science;
- B. Principles and practices of professional conduct and the significance of continuing professional development;
- C. Communications sufficient to serve the needs of patients, the public and members of the health care team;
- D. Principles and practices of administration and supervision as applied to clinical laboratory science;
- E. Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
- F. Principles and practices of clinical study design, implementation and dissemination of results.

*\*Adapted from MLS Standards for Accredited and Approved Programs, 2012*

# Essential Functions for the Medical Laboratory Scientist

The MLS profession demands a broad variety of intellectual and behavioral skills.

Because over 70% of patient diagnoses are based on laboratory results, it is essential that the MLS possess intellectual, physical, ethical, and behavioral qualities:

## Essential Functions

**Communication** | The MLS Candidate must possess:

- Excellent verbal and written communication skills
- The ability to speak and read English
- The ability to follow verbal, written, and electronic instructions
- The ability to independently complete assignments

**Physical** | The MLS Candidate must possess:

- The ability to move freely (standing, stooping, walking, bending, pushing, and pulling) and lift up to a maximum of fifty (50) pounds without assistance
- The ability to pass a color-blind test and a visual competency test
- Effective multitasking skills
- Manual dexterity for phlebotomy, operation and maintenance of clinical laboratory instrumentation, and computer entry

**Behavioral** | The MLS Candidate must possess:

- Skills to function effectively in stressful situations such as medical emergencies
- A willingness to work with blood borne pathogens while equipped with personal protective equipment
- The ability to adapt to changing environments and schedules
- A professional, patient, and non-discriminatory demeanor
- Willingness to perform as a team member
- Excellent attendance and good health
- Reliable transportation

**Intellectual** | The MLS Candidate must possess:

- The intellectual capacity to perform complex problem solving, mathematical and analytical skills
- Sufficient judgment skills to recognize deviations and abnormalities in laboratory results and instrumentation

- Mechanical skills sufficient to perform troubleshooting and maintenance procedures
- Psychomotor skills sufficient to operate a computer keyboard, computer interfaces, and complex laboratory equipment

As part of the application and retention process, Truman Medical Center candidates must attest to possessing the requisite skills listed above.

## Admission Criteria

No Advanced Placement will be granted to students with laboratory experience or laboratory-related experience. All students must complete the entire program

**Candidates for the 4+1 program must possess the following:**

A 2.5 GPA with:

- 16 credit hours of Biological Sciences including one semester of microbiology, immunology, and genetics
- 16 credit hours of Chemistry with one semester of organic or biochemistry
- College algebra or Calculus
- A baccalaureate of science from a regionally accredited college or university

Upon successful completion of the Truman Medical Center MLS Program, students will be awarded a certificate and will be eligible for the Board of Certification examination.

**Candidates for the 3+1 Program must possess:**

Completion of requisite course work for Clinical or Medical Laboratory Science from an accredited college or university with a minimum GPA of 2.5.

- 16 credit hours of Biological Sciences including one semester of microbiology, immunology, and genetics
- 16 credit hours of Chemistry with one semester of organic or biochemistry
- College algebra or Calculus

Upon successful completion of the Truman Medical Center MLS Program, 30-45 credit hours of credits will be transferred back to the affiliated institution for a Bachelor of Science in Medical Laboratory Science.

# Tuition, Fees, Refund Policy

All checks and money orders must be made payable to TMC and mailed to the address below.

Truman Medical Center  
Attn: Laboratory, MLS Program  
2301 Holmes St.  
Kansas City, MO. 64108

**Application fee \$25** – non-refundable

**Tuition** is \$3,000

- Due before classes begin
- 50% refund during the first calendar week
- 0% refund if student is dismissed for behavioral reasons

**Books** – student is responsible for purchasing books

- Around \$700 for new
- Used and textbook rentals may be purchased for much less
- A list of textbooks will be sent to students upon enrollment

**Laptop** – student is responsible for purchasing and bringing it to class daily

- Must have Google Chrome to access Canvas

**Dress Requirements** –

- Business Casual
- Hunter Green scrubs are required if students wish to wear scrubs (purchase by student)
- Disposable lab coats and all other personal protective equipment will be provided at no cost

Nursing Assessment Physicals are provided at no cost to students; students may purchase TMC Employee Health Insurance.


**A completed application requires:**

1. The online application form and application fee of \$25
2. Official college transcript from each school attended
3. Signed Student Waiver of Rights
4. Applicant Recommendation Form
5. Essential Functions acknowledgment form

Applicants are not considered candidates for admission unless all application requirements are met. Applicants will be evaluated based on GPA, Volunteer work, and references.

# TRUMAN MEDICAL CENTER PROUDLY PROMOTES A CULTURE WHERE **EVERYONE IS WELCOMED**





After applications are received, consideration for admission will be based on not only GPA, but work experience, volunteer experience, and references.

<https://tmchealthsciencesdistrict.org/medical-laboratory-science-program#application>

**Advanced Placement** will not be offered to candidates with laboratory experience of other certifications. All students must attend and complete the one-year program, including the didactic and clinical rotations.

In 2004, The Joint commission instituted a regulation requiring all persons involved in health care activities, including students, to have a criminal background check. Students must submit to the following:

- Criminal background check with both the local jurisdictions as well as the Missouri Highway Patrol to assure that no student has been convicted of a felony or is otherwise disqualified pursuant to the Missouri Regulations. Admission into the MLS Program will not be final unless the student's background check is complete and acceptable.
- Multi-State Criminal/Sex Offender check to assure that no student is a convicted sex offender;
- Perform a Social Security Number Tracer;
- Review the Government Services Administration Excluded Parties Listing System to assure that the student is not on the list;
- Confirm that any outstanding warrants are resolved prior to the start date of the rotation;
- Review the Missouri Department of Mental Health Disqualification Registry Report to assure that the student has not been reported to the registry or is otherwise disqualified pursuant to the report;
- Perform orientation/training on Corporate Compliance and HIPAA privacy issues pursuant to teaching curricula and materials provided by TMC;
- Review the Missouri Family Care Safety Registry to assure that student is not on any ineligibility list or otherwise disqualified to perform services for a health care provider.

- **Notification to TMC.** For 3 + 1 students, the affiliated school shall provide to TMC, at least thirty (30) days prior to assignment to TMC, the proposed number of students and their faculty supervisor(s); length and dates of practicum; intended clinical unit for the practicum; and any other information called for by TMC's Student Assignment Form. The proposed assignment shall be effective when TMC has executed the form and returned it to School.

**Health Requirements** include documented proof of immunization for, Tdap, Hepatitis B Vaccination Series, a negative TB symptom review, 2-Step TB Skin Test (if history of a positive TB Skin Test then a normal 2-view chest x ray is required), and proof of immunity to measles, mumps, rubella, and varicella. Students are also required to have any other seasonal immunizations required of workforce members, including a flu shot.

All students must undergo a nursing assessment physical examination provided by TMC at no cost to students. Admission into the MLS Program will not be final unless both are completed successfully.

TMC shall furnish all equipment and supplies necessary for students to participate in the selected learning experiences and assignments with the exception of a laptop and textbooks, which must be purchased or rented by the students. A list of textbooks will be furnished upon request from the Program Coordinator.

## Service Work Policy

Students have the option to pursue student laboratory positions within the TMC laboratory during the program. Students must be in good standing and maintain passing grades for all courses. Student service work is also non-compulsory. It is recommended that students work a maximum of 15-20 hours per week. Service work hours are not credited toward clinical rotation requirements.

## Courses and Descriptions:

### **TMC 4000 Introduction to the Clinical Laboratory (1 credit hour)**

This course provides an introduction to the Medical Laboratory Science profession, with an emphasis on the role of the MLS in producing accurate and timely laboratory results in patient care. Clinical laboratory processes, safety and information flow with an opportunity for practical application are included.

### **TMC 4010 Clinical Urinalysis (1 credit hour)**

This course includes biological processes which result in urine production, urinalysis analytical methods, workflow, test result interpretation, and pathophysiological correlations with results. Waived and non-waived miscellaneous tests performed in the urinalysis department are covered. In student lab, basic instrumentation and manual methods introduce skills which are built upon during the clinical laboratory experience.

### **TMC 4020 Clinical Hematology I (4 credit hours)**

This course introduces production, function, and identification of blood cells and basic automated and manual hematology procedures. Qualitative and quantitative hemoglobin and red cell disorders are examined, with an introduction to processes which cause white cell and platelet disorders. Students focus on data generation, interpretation, and correlation with diagnoses. Basic hematology skills

are practiced in student lab and are built in the first hematology clinical experience. This course is a foundation for Clinical Hematology II.

### **TMC 4030 Clinical Immunology and Molecular Diagnostics (2 credit hours)**

This course covers theory and evaluation of immunological components as well as the principles and methodologies used in the assessment of immunologically related disorders including hypersensitivity reactions, autoimmune, immunoproliferative, and immunodeficiency disorders and transplantation. Practical application of immunology theory occurs during the clinical experience in special chemistry. Molecular methods used to diagnose and monitor disease are introduced and practiced in the clinical molecular lab.

### **TMC 4040 Clinical Chemistry (5 credit hours)**

This course focuses on theory and instrumentation methods for analysis of blood and body fluids. Proteins, enzymes, electrolytes, sugars, lipids, drugs, hormones, toxins, as well as autoimmune, viral, Rickettsial, and tumor markers are covered. An emphasis is placed on correlation of data within the diagnosis of liver, kidney, endocrine, gastrointestinal, genetic, metabolic and blood borne diseases. The clinical portion of the course provides experience in instrumentation procedures, result interpretation, reporting results, and correlation of results with diagnoses.

### **TMC 4035 Clinical Immunohematology (3 credits hours)**

This course focuses on the theory of antigen-antibody reactions, genetics of blood group inheritance, the concept of donor/patient compatibility, and immunohematology regulations. Methods for collection, processing, storage and transfusion of blood and blood components will be presented. Procedures that assist in the diagnosis and management of conditions requiring blood products are introduced. During student lab, an introduction to basic immunohematology skills prepares students for both the clinical lab rotation and supplemental educational experience at the Community Blood Center of Kansas City.

### **TMC 4025 Clinical Hematology II (3 credit hours)**

Building on Clinical Hematology I, this course covers more complex topics including hemostasis, platelet function and disorders leukemias, and body fluid analysis. Student lab provides practical application of more complex theory. The second clinical experience highlights a greater focus on workflow, instrumentation, result interpretation, correlation of results with diagnosis, and problem-solving.

### **TMC 4050 Clinical Microbiology (6 credit hours)**

This course covers the morphology and identification of microorganisms including bacteria, viruses, fungi, and parasites as a background for discussions of the role of microorganisms in disease. Topics include

disease processes leading to infections of the respiratory, gastrointestinal and urogenital systems, blood, skin, wound, nosocomial and opportunistic infections. During student lab, students will be introduced to simple microbiological skills, then build upon these skills during their clinical lab rotation, processing and cultivating biological specimens for isolation and identifying clinically relevant microorganisms.

### **TMC 4060 Laboratory Management (3 credits)**

This course covers principles of laboratory management, including financial and regulatory considerations. Quality control, process improvement techniques, research methods, and utilization management as tools for excellence in laboratory service are examined, along with an overview of the accreditation process. Human resource management is covered in the context of professional practice. Education principles and presentation skills are also introduced, with a final presentation project.

### **TMC 4015 Phlebotomy (2 credits)**

This course focuses on the technical and procedural aspects of basic phlebotomy, including collection, transportation, and pre-analytical processing of biological specimens. Medical and legal ethics as they relate to phlebotomy services and infection control are covered. Students will apply course concepts to perform 75 unaided, successful phlebotomy procedures in a variety of clinical settings.



# Course Sequencing

## Course Sequence and General Academic Calendar, 2021

The week before admission, students will have access to the daily Calendar on Canvas. All days are 7 a.m. to 3:30 p.m., unless otherwise noted.

**June 14:** First day of class

**June 14-29:** Orientation, introduction to the Clinical Laboratory lectures and student labs; Clinical Urinalysis lectures and student labs.

**Late June:** Hematology I and student labs begin. Immunology lectures begin.

**July:** Hematology and student labs continue throughout the month; Immunology continues; Microbiology Lectures begin on Mondays only.

**Mid-July:** Clinical Chemistry and Immunohematology lectures begin.

**August:** Microbiology lectures on Mondays with student labs during the week; Immunohematology and Hematology I lectures and student labs; Immunology lectures continue.

**September 6:** Labor Day - no class.

**September 7 - October 1:** First round of clinical rotations in all disciplines - Microbiology lectures on Mondays

**October 4-29:** Hematology I lectures and student labs; Immunohematology lectures and student labs; Molecular Diagnostics lectures; Microbiology lectures Mondays and student labs during the week.

**November 1 - December 17:** Second round of clinical rotations in all disciplines; Microbiology lectures on Mondays

**November 24-28:** Thanksgiving Break - no class.

**December 22 - January 3:** Holiday Break - no class.

**January 4:** Laboratory Management course begins; Microbiology lectures Mondays and student labs throughout the month; Clinical Chemistry lectures continue until February 8.

**January 3-8:** Community Blood Center of Kansas City Supplemental Experience - depending on whether COVID restrictions for visitors are lifted.

**January 10-21:** Phlebotomy lectures and clinical experience.

**February 1-9** Laboratory Management and Clinical Chemistry lectures continue

**February 10:** Clinical Chemistry ends; Hematology II begins with lectures and student labs throughout the month; Microbiology lectures Mondays and student labs during the week.

**March 1-4:** Body fluids and Coagulation lectures and student labs

**March 7 - April 1:** Third round of clinical rotations in all disciplines.

**April 4-8:** Spring break - no class.

**April 11 - May 13:** Fourth round of clinical rotations in all disciplines

**May 11-13:** Student final presentations

**May 16-18:** Board Examination Reviews

**May 19:** Students off - no class.

**May 20:** Graduation!

# Faculty

Truman Medical Center MLS Program has the lowest student to instructor ratio of any local program. There are 4 students to 1 faculty member in the classroom and all clinical rotations have one-on-one training. Our staff is committed to training and giving students hands-on experience to enable them to function as confident technologists upon graduation.

Course	Faculty	Contact
Introduction to Laboratory Operations	Mary Tiano, MHCL, BS, C (ASCP) H <sup>CH</sup>	816-404-5503
	Lori Hall, MT(ASCP)	816-404-0587
	Deb Engblom, MT(ASCP)	816-404-0567
Phlebotomy	LaNatasha Davis, PBT, ASCP, Phlebotomy Supervisor, Laboratory Mary Tiano, MHCL, BS, C (ASCP) H <sup>CH</sup>	816-404-5524 816-404-5503
Urinalysis	Mary Tiano, MHCL, BS, C (ASCP) H <sup>CH</sup> Keith Evans, MLS, (ASCP) <sup>CM</sup>	816-404-5503 816-404-1187
Clinical Chemistry	Dr. Sohelia Hamidpour, Pathologist, Assistant Professor, Director of Laboratory	816-404-0600
	Mary Tiano, MHCL, BS, C (ASCP) H <sup>CH</sup>	816-404-5503
	Jeffrey Kelleher, MBA, BS, MLT(ASCP) Core Laboratory Supervisor	816-404-1186
	Aaron Salisbury, MLS (ASCP) <sup>CM</sup> Keith Evans, MLS(ASCP) <sup>CM</sup>	816-404-1185 816-404-1187
Clinical Hematology I and II	Dr. Valerica Mateescu, Pathologist, Director Hematopathology, Assistant Professor	816-404-5503
	Jeffrey Kelleher, MBA, BS, MLT(ASCP) Core Laboratory Supervisor	816-404-1206
	Mary Tiano, MHCL, BS, C (ASCP) H <sup>CH</sup>	816-404-5503
	Constant Goda MT(ASCP) Jennifer Old-d'Entremont, MLS (ASCP) <sup>CM</sup>	816-404-1206 816-404-1206
Immunology	Mary Tiano, MHCL, BS, C (ASCP) H <sup>CH</sup>	816-404-5503
	Jeffrey Kelleher, MBA, BS, MLT(ASCP)	816-404-1186
	Keith Evans, MLS(ASCP) <sup>CM</sup>	816-404-1185
	Salena Mann, MT (ASCP)	816-404-1185
Microbiology	Tamara Lindsey, MT(ASCP)	816-404-1160
	Kristina Furdek, MLS (ASCP)	816-404-1160
	Amber Harper, MLS (ASCP), Microbiology Laboratory Supervisor	816-404-1332
Immunohematology	Dr. Hana Hamdan, M.B.B.S., Cytopathologist, Director of Anatomic Pathology, Blood Bank and respiratory therapy	816-404-5503
	Vanessa Tylka MT(ASCP)	816-404-1170
	Salena Mann, MT(ASCP)	816-404-1185
Clinical Laboratory Management	Nan West, MBA, BS, MT(ASCP), System Director of Laboratory Operations	816-404-0558
	Jeffrey Kelleher, MBA, BS, MLT(ASCP) Core Laboratory Supervisor	816-404-1185

## Program Officials:

**MLS Program Director:** Nan West, MBA, BS, MT (ASCP) | (816) 404-0558  
nan.west@tmcmcd.org

**MLS Program Coordinator:** Mary Tiano, MHCL, BS, C (ASCP) H<sup>CH</sup>  
(816-404-5503) | mary.tiano@tmcmcd.org

### Advising

Laboratory Department Supervisors and the Program Director will serve as advisors. Students and their advisor will work as a team with the common goal of helping the student achieve success. All concerns will be kept confidential upon request.

Advisor Expectations:

- Knowledge of curriculum and completion requirements
- Accurate documentation of grades and performance
- Encouragement and guidance of students toward a successful goal

Student Expectations:

- Reach out for advice and guidance before it is too late
- Become familiar with course expectations and develop appropriate study habits
- Take responsibility for decisions

**Clinical Assignments** will be guaranteed by Truman Medical Center, and performed at the Hospital Hill Campus; a short blood bank assignment may be performed at the Community Blood Center of Kansas City. Students will not be assigned to any other facilities to complete clinical assignments except in the event of a Teach-Out due to a natural disaster at Hospital Hill, in which event students would complete clinical assignments at Truman Lakewood.

**Supervision** — Truman Medical Center shall provide a designated practitioner to provide direct supervision to all students while undergoing training. No student shall provide care or services to any patient while not under direct supervision. The designated practitioner shall have sufficient experience to provide guidance to the student in meeting course objectives. Students may not be substituted for staff at any time.

### Grievance and Appeals

Students have the opportunity to bring academic or behavioral concerns to a Laboratory Department Supervisor or the Program Director. Every opportunity will be given to address concerns. The Advisory Board will be consulted if necessary by the party to which the grievance is brought. Confidentiality will be maintained. Issues will be handled on a case-by-case basis, with the judgment of the Program Director, department supervisors, or Advisory Board.

### Grade or Record Grievances:

If a student has a legitimate grievance about their grades or records, Truman Medical Center MLS Program will abide by the FERPA guideline, stated as follows:

- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- Students may file a grievance only if they believe a grade has been inaccurately posted. The program will not amend grades otherwise.

### Behavioral Grievances

Students may submit a written grievance if they feel as if they have been wrongly accused of not observing standards of behavior outlined by the program.


## Appeals

A student may not appeal for a grade to be changed unless a recording error was made in posting the grade. **Grades are the purview of the instructor and department or program, and will not be considered for appeals.**

As a healthcare professional, students will be expected to abide by the Truman Medical Center Code of Conduct. Professionalism must be reflected by appropriate behavior, appearance, and personal hygiene beginning on the first day of school and continuing throughout their career. In addition students must abide by the MLS Program Academic Code of Conduct. Any deviations from the codes of conduct will be sanctioned. All non-academic sanctions are eligible for appeal.

A student may appeal *non-academic* sanctions using the following stepwise process:

1. The student must initiate a reasonable effort to resolve the issue before an appeal is necessary; advisors are available for this purpose
2. If resolution is not achieved, the student must submit their appeal in writing within two weeks of the problem or disciplinary action to the Program Director
3. The written appeal must include a statement regarding why the student wishes to appeal the proposed disciplinary action, including suspension or dismissal, with a description of efforts to resolve the matter within the program.
4. The Program Director will assemble an appeals committee of three members, none of whom are involved in the disciplinary action described in the written appeal.
5. The student will be expected to meet with the appeals committee to present their case, and the committee will decide whether the student's appeal is legitimate in a fair and impartial manner. The student will bear the burden of persuading the committee that the proposed discipline is without proper cause and is unreasonable.
6. Neither the student nor the program will be allowed to have legal counsel participate in the hearing. However, the student will be allowed to have a faculty or faculty advisor present at the hearing to assist in the student's appeal presentation to the committee. Witnesses to the reason for the appeal may be present.
7. The appeal process will be recorded by audio and the audio record kept for 5 years.
8. Following presentation from the student and all witnesses, a decision will be reached by vote. Majority rules. All decisions made by the committee are final and not subject to further appeal.



**TMC MLS PROGRAM  
HAS THE LOWEST  
STUDENT TO  
INSTRUCTOR RATIO OF  
ANY LOCAL PROGRAM.  
ALL CLINICAL  
ROTATIONS HAVE  
ONE-ON-ONE  
TRAINING.**

# Academic Code of Conduct

Acts of academic dishonesty will be handled on a case-by-case basis and will be subject to disciplinary action, including failing and dismissal from the program.

These actions include, but are not limited to:

## 1. Cheating

- Copying or attempting to copy from an examination of another student.
- Using or attempting to use unauthorized materials, information, notes, study aids, or other devices for an academic test.
- Engaging or attempting to engage the assistance of another individual in misrepresenting academic performance.

## 2. Fabricating or falsification

- Any student who has submitted false academic transcripts, records, grades, diplomas, or letters of recommendation for admission to the MLS Program will not be considered for the program, or, if admitted, will be dismissed from the program.

## 3. Complicity in academic dishonesty

- Any student aiding another student in cheating or falsifying academic records will be subject to disciplinary action, including dismissal from the program.

## 4. Misrepresentation to avoid academic work or deadlines

- Falsified information such as illness, family illness, family deaths, car trouble, in order to avoid meeting academic deadlines or for the purpose of absences will be grounds for disciplinary action.

## 5. Abuse of hospital property

- Destroying, defacing, or theft of hospital property, including laboratory supplies or equipment, is strictly prohibited and will be grounds for dismissal.

## 6. Students exhibiting suspicious behavior will be subject to urine drug testing.

1. Laboratory Staff and Faculty members are expected to demonstrate respectful and professional conduct and refrain from conduct which is discriminatory and/or harassing in nature, according to the Employee Code of Conduct, which is found in the Employee Guide:

2. <http://centerpoint/sites/hr/TMC%20Guide/TMC%20Employee%20Guide.pdf>

3. Students will evaluate staff during each clinical rotation using confidential Survey Monkey tool

4. Students are expected to immediately report any unprofessional staff behavior so that it may be addressed

## Attendance Policy

- Students are required to attend all lectures and clinical rotations. In the event of serious illness or family events, students must notify the Program Director by phone at least 2 hours in advance of missing a class with an acceptable reason.
- More than 3 sick days in a row will require a physician's note for return to class; failure to provide a note will result in disciplinary action at the discretion of the Program Director.
- Each absence will result in a 5% deduction from the point total for the course. For example, if a course contains a total of 800 points, one absence will bring it down to 760 points. If 2 classes are missed, a 10% reduction in points will occur.
- Reporting more than 15 minutes late for class or a clinical rotation will result in a 5% reduction in points.
- If maternity leave is required during the program, the student will be allowed to continue the program where they left off the following year.
- All exams, quizzes, and graded assignments must be taken or submitted on time. If an absence is excusable, the instructor will allow the student to submit proper documentation and will allow the student to take the exam at the convenience of the instructor.
- Repeated absences when assignments or exams are due will be cause for disciplinary action up to and including dismissal from the program.

# Laboratory Staff Code of Conduct

As healthcare professionals, students will be expected to abide by the Truman Medical Center Code of Conduct:

## Personal Conduct Policy

Truman Medical Centers (TMC) has established certain rules and regulations regarding the behavior of Workforce Members that are necessary for efficient operation and for the benefit and safety of all Workforce Members, patients, and visitors. Workforce Members are expected to always present a courteous and professional demeanor to all patients, visitors, and other Workforce Members on or off premises.

## Affective (Behavioral) Competencies

This Affective Skills competency will be used with the following criteria to assess students at the completion of each laboratory clinical rotation with class time and labs included:

1. Did not meet expectations
2. Needs Improvement
3. Meets Expectations

Attendance and Dependability	1	2	3
Arrives on time and ready to attend class and lab			
Arrives on time and ready to perform bench work in the lab			
Notifies appropriate people when reporting absence			
Stays until schedule dictates/does not leave early			
No unexcused absences/participates in all educational experiences			
Begins work promptly without being told to do so			
Takes appropriate breaks			

Initiative and Responsibility	1	2	3
Performs assigned tasks responsibly with minimal supervision			
Completes all assignments and within scheduled time frame			
Demonstrates organizational skills/can read and follow directions			
Maintains an organized, clean workstation			
Complies with hospital safety policies			
Uses the hospital internet system appropriately and not excessively			

Professional Ethics, Communication, and Integrity	1	2	3
Complies with all HIPAA standards			
Complies with all laboratory policies and procedures			
Works as a team member with all laboratory staff			
Acts as a good steward of hospital resources			
Uses appropriate telephone etiquette			
Accepts constructive criticism without argument			
Uses constructive criticism to improve performance			
Demonstrates physical respect for patients, visitors, and all staff			
Demonstrates verbal respect for patients, visitors, and all staff			
Does not use cell phone during class time or while on the bench			
Demonstrates appropriate and respectful use of hospital computer systems			

## THE MEDICAL LABORATORY SCIENTIST PROFESSION DEMANDS A BROAD VARIETY OF INTELLECTUAL AND BEHAVIORAL SKILLS.



*Students must achieve "Meets Expectations" for all competencies in order to pass the course.*

## Criteria for Program Completion

The basis for passing each course will be included in the course syllabus. Each course must be successfully completed with at least 70% of total points in order to complete the program. All courses require successful completion of Affective (Behavioral) and those courses with labs require successful completion of Psychomotor Competencies. The Phlebotomy course requires successful completion of required venipunctures. 10 Professional Points for community service are required to graduate.

(3+1) students are seeking a degree from an affiliated university, and will be awarded a certificate of completion upon successfully completing the TMC MLS Program. A final transcript for 30-45 semester hours of clinical course work will be released to the university registrar. The decision to assign program grades or clinical course transfer credit is governed by the university. Credit hours for clinical coursework will be assigned by the university. The university degree will not be contingent upon the student passing a national board of certification exam.

(4+1) students have earned a degree prior to entering the MLS Program, and upon successful completion of the program will be awarded a certificate of completion and will be eligible to take a national certification exam (BOC). An official transcript will be given to the student. Graduation from the program is not contingent upon the student passing a national certification exam.

**Probation** — Academic probation will occur if the student falls below a 70% for any course. Assessments are given often enough such that the student will become aware of falling below 70% in enough time to correct it. If a student is approaching 70% or has fallen below 70%, an appointment with an academic advisor is necessary to come up with an action plan.

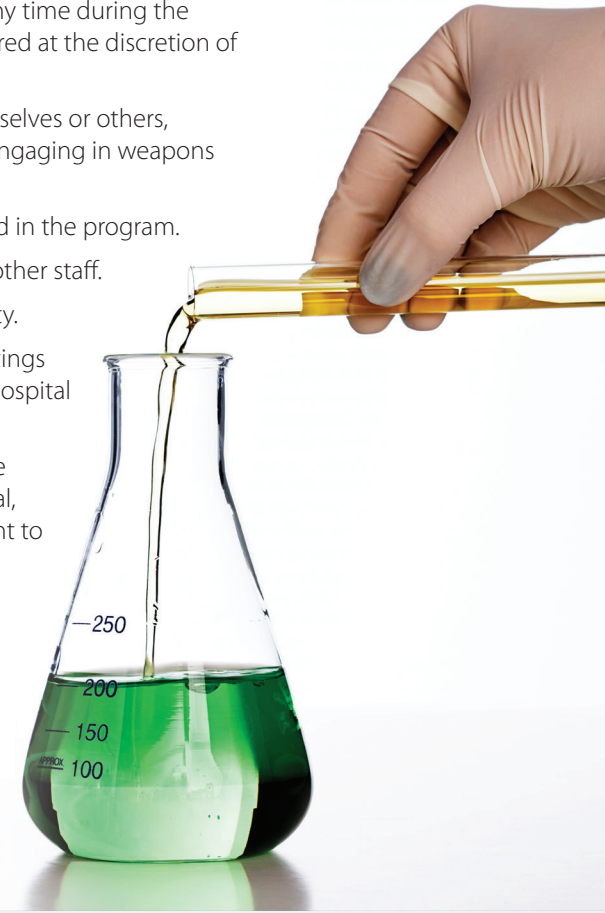
If a student fails only one course in the program, but passes all of the rest, they may enroll for just that course the following year at their own expense. The charge for the course will be that year's tuition divided by the number of courses.

If two courses are failed, the student will not be eligible to re-enroll for two courses, and will have to reapply to the program the following year.

**Suspension** will occur for limited academic reasons, namely, if two or more courses are failed in the program. The student must re-apply to the program in this case. Re-admission is not guaranteed, and will be granted at the discretion of the program director and advisory board.

**Dismissal** will occur if the student is failing behavioral expectations. Automatic dismissal will occur for the following:

- Positive drug or alcohol screen at any time during the program, which may be administered at the discretion of the program director.
- Students who are a danger to themselves or others, either by their own actions or by engaging in weapons or drug offenses.
- Conviction of a felony while enrolled in the program.
- Mistreatment of peers, patients, or other staff.
- Theft or damage to hospital property.
- HIPAA violations, inappropriate postings on social media, or misuse of the hospital information system.
- The student will have the right to be informed of the reason for dismissal, but upon dismissal, forfeits the right to appeal for re-admission.



*TMC shall have the unconditional right to investigate any student's or faculty's conduct occurring while on TMC premises or as part of TMC's operations. As part of that investigation, TMC shall have the right to access any student or school records required to complete the investigation. Any student or faculty member not providing consent for TMC to access any records in School's possession necessary for TMC to conduct its investigation shall be subject to immediate and permanent removal from TMC's premises.*

*If TMC, in its sole discretion, deems a student's performance to be unsatisfactory or detrimental to patient care or TMC operations, it may temporarily suspend the student, effective immediately, by notice to the student and School faculty. Under no circumstance shall a student be allowed to return to clinical work at TMC without the consent of TMC.*

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# ***TMC: Kansas City's Essential Hospital***

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The MLS program at TMC will select students based on a nondiscriminatory basis and follow Truman Medical Centers policy. The following criteria are used to select students: overall GPA, work experience, interview, academic preparation, science GPA, and three references.

Truman Medical Centers serves its patients and community with courtesy, respect, and compassion and has zero-tolerance for discrimination and/or harassment by or against Workforce Members, patients and/or visitors based upon an individual Protected Status (race, gender, national origin or ancestry, color, age, disability status, religion, citizenship, veteran status, or any other Protected Status under applicable law).