

Lake Superior State University (LSSU) Medical Laboratory  
Science (MLS) – Clinical Concentration  
Student Handbook  
2017-2018

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**I. Purpose of Handbook**

This handbook describes the policies and procedures of the LSSU MLS-Clinical Concentration Program that are relevant to students.

**II. Program Mission Statement**

The mission of the Lake Superior State University Medical Laboratory Science-Clinical Concentration Program is to train competent entry-level Medical Laboratory Scientists.

**III. Program Accreditation Information**

The Lake Superior State University (LSSU) Medical Laboratory Science (MLS)—Clinical Concentration Program has **serious applicant status** conferred by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS may be contacted at:

5600 N. River Rd. Suite 720  
Rosemont, IL 60018-5119  
**Phone:** 773-714-8880  
**Fax:** 773-714-8886  
[info@nacls.org](mailto:info@nacls.org)

#### **IV. Program Director**

Martha A. Hutchens, Ph.D., MT(ASCP)<sup>CM</sup>  
Assistant Professor  
School of Biological Sciences  
Lake Superior State University  
650 W. Easterday Ave.  
Sault Ste. Marie, MI 49783

#### **V. Program Overview and Organization**

Students enrolling at LSSU who wish to pursue a career in medical laboratory science declare the Medical Laboratory Science (MLS) major.

Within the MLS major, there are two concentrations, the Academic Concentration and the Clinical Concentration. The Academic Concentration is not accredited by NAACLS; students graduating from the Academic Concentration must complete additional training at independent, accredited, hospital-based programs before they are eligible to take the Board of Certification exam to become certified Medical Laboratory Scientists. The Clinical Concentration is accredited by NAACLS; students graduating from the Clinical Concentration are eligible to take the Board of Certification exam immediately upon graduation.

The course requirements for the two concentrations are identical to each other through the third year of the program, but at the end of the program, the Clinical Concentration includes a six-month clinical rotation as part of the degree requirements, while the Academic Concentration does not. Due to the limited number of clinical rotation spots available, all students must initially declare the Academic Concentration; admission to the Clinical Concentration is by competitive application in the spring of the students' junior (third) year.

After admission to the Clinical Concentration, students complete two more semesters' worth of on-campus coursework, then finally a six-month clinical rotation at one of LSSU's Clinical Affiliate laboratories, for a total program length of four and half years. Upon graduation, students are eligible to take the American Society for Clinical Pathology's Board of Certification Exam.

A complete list of graduation requirements, including a list of required courses for the Medical Laboratory Science-Clinical Concentration Program, may be found in the current Lake Superior State University Catalog, available at <https://www.lssu.edu/catalog/>

## **VI. Program Outcomes Measures**

### **A. Certification Rate**

This Program is required to publish the average certification rate of its graduates over past three years. The first cohort of students has graduated from the program and taken the certification exam, with a 100% certification rate (n = 2 students).

### **B. Graduation Rate**

This Program is required to publish the percent of students who begin the final half of the Program who also complete the Program, averaged over the past three years. The “final half” of the program is defined as beginning at acceptance into the Clinical Concentration. The first cohort of students has graduated from the program, with a 100% graduation rate (n = 2 students).

### **C. Attrition Rate**

This Program is required to publish the percent of students who begin the final half of the Program who do not complete the Program, averaged over the past three years. The “final half” of the program is defined as beginning at acceptance into the Clinical Concentration. The first cohort of students has graduated from the program, with a 0% attrition rate (n = 2 students).

### **D. Placement Rate**

This Program is required to publish the percent of graduates who find employment within the field of medical laboratory science or who pursue further education, on average over the past three years. The first cohort of students has graduated from the program, with a 100% placement rate (n = 2 students). (Both of them received several job offers as soon as or even before they graduated.)

## **VII. Program Goals and Graduate Competencies**

The goals of the Lake Superior State University Medical Laboratory Science- Clinical Concentration Program are to provide the information, personal interactions, and experiences that will prepare students to:

- Understand and analyze medical laboratory tests and situations
- Quickly, accurately, and precisely perform medical laboratory test procedures
- Conduct themselves in a professional and ethical manner.

Graduate competences (aka Program-Level Student Learning Outcomes)

1. Graduates of the MLS Program will recall fundamental principles of each discipline used in the medical laboratory, including:
  - Basic Laboratory Operations
  - Clinical Chemistry
  - Hematology/Hemostasis
  - Immunology/Serology

- Immunohematology
  - Microbiology (including Mycology and Parasitology)
  - Urine and Body Fluids Analysis
  - Regulations pertaining to the medical laboratory
  - Communication
  - Education
  - Professionalism
  - Finances
  - Management
  - Clinical Research
2. Graduates of the MLS Program will, given the necessary data, draw accurate conclusions about the quality of a clinical laboratory test and suggest appropriate action
  3. Given a set of clinical laboratory data, graduates of the MLS Program will draw accurate conclusions about the health of the patient and suggest a correct course of action
  4. Graduates of the MLS Program will use the scientific method to formulate and test hypotheses
  5. Graduates of the MLS Program will communicate clearly in writing
  6. Graduates of the MLS Program will safely and accurately perform basic medical laboratory test procedures
  7. Graduates of the MLS Program will demonstrate entry-level competency in medical laboratory test procedures
  8. Graduates of the MLS Program will exhibit professional behavior and attitudes

### **VIII. List of Clinical Affiliates**

War Memorial Hospital, Sault Ste. Marie, MI

Clinical Liaison:

Michael Metrish, MT(ASCP)

Laboratory Director

War Memorial Hospital

Sault Sainte Marie, MI, 49783

[mmetrish@wmhos.org](mailto:mmetrish@wmhos.org)

906-635-4428

Helen Joy Newberry Hospital, Newberry, MI

Clinical Liaison:

Mitchell Grigg MBA, MT(ASCP)

Laboratory Director

Helen Newberry Joy Hospital

Newberry MI, 49868

[mgrigg@hnjh.org](mailto:mgrigg@hnjh.org)

906-293-9189

Mackinac Straits Health System, St. Ignace, MI

Laboratory Director:  
Karen Schwiderson, MT(ASCP)  
Mackinac Straits Health System  
1140 N. State St.  
St. Ignace, MI 49781  
[kschwiderson@mshosp.org](mailto:kschwiderson@mshosp.org)  
906-643-1193

Covenant HealthCare, Saginaw, MI  
Clinical Liaison:  
Alison Jamrog, MLS (ASCP)<sup>CM</sup>  
Educational Specialist, Laboratory Services  
Covenant HealthCare  
Saginaw, MI 48602  
[ajamrog@chs-mi.com](mailto:ajamrog@chs-mi.com)  
989-583-6720

## **IX. Admissions Criteria**

### **A. Credits, Minimum GPA and Essential Functions**

Students who meet the following criteria are eligible to apply for admission to the Medical Laboratory Science—Clinical Concentration Program:

1. Minimum GPA of 2.5
2. Sufficient progress within the Medical Laboratory Science—Academic Concentration Program such that all remaining campus-based coursework is expected to be finished within the next two semesters. Normally, this would be in the spring of the student's junior year. Courses that are excepted from this rule are BIOL 495, Senior Project and BIOL 499, Senior Seminar. Students may choose to complete these courses later than two semesters after applying to the Medical Laboratory Science-Clinical Concentration Program. In that case, the student would complete them during or after the Clinical Rotation.
3. Pass background check
4. Ability to perform, with or without reasonable accommodation, the following technical performance standards/essential functions:
  - Characterize the color, odor, viscosity, and clarity of clinical specimens, reagents, or reaction products
  - Discern fine structural and color characteristics of specimens observed under a light microscope
  - Read and comprehend numbers, graphs, and English text presented in print or on an electronic screen

- Freely and safely move around a laboratory
- Maneuver specimen collection equipment (including phlebotomy equipment) and laboratory tools to accurately and safely obtain specimens and perform laboratory procedures
- Read and comprehend English-language technical and professional materials
- Follow English-language verbal and written instructions
- Communicate with patients and healthcare staff
- Perform technical and professional tasks within appropriate time intervals
- Possess the physical and mental health necessary to effectively employ intellect and exercise appropriate judgment
- Provide technical and professional services in a stressful and distracting environment
- Travel to and from the clinical site

(List of essential functions modified from Fritsma, G., B. Fiorella, and M. Murphy. 1996. Essential Requirements for Clinical Laboratory Science. *Clinical Laboratory Science* 9:40-43 and from the Eastern Michigan University Clinical Laboratory Science Program Handbook)

The LSSU nondiscrimination policy (copied below) also applies to the MLS-Clinical Concentration:

It is the policy of Lake Superior State University that no person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment, or in any program or activity for which the University is responsible on the basis of race, color, national origin or ancestry, gender, age, disability, religion, height, weight, sexual preference, marital status or veteran status. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Applicants for admission and students: Vice President for Enrollment Services and Student Affairs, Walker Cisler Center, Lake Superior State University, 650 W. Easterday Ave., Sault Ste. Marie, MI 49783. 906-635-2634

Applicants for employment and employees and ADA concerns: Associate Vice President of Human Resources, Administration Building, Lake Superior State University, 650 W. Easterday Ave., Sault Ste. Marie, MI 49783. 906-635-2697

## **B. Advanced Placement**

Lake Superior State University accepts Advanced Placement (AP) exam scores of 3 or higher for university credit. Credit obtained by AP exam counts toward the fulfillment of MLS-Clinical Concentration degree requirements, but is not included in the calculation of the GPA. For details, see <<https://www.lssu.edu/academic-services/testing-services/>>

## **C. Transfer Students**

Credit earned at other institutions and accepted as transfer credit by LSSU counts toward the fulfillment of MLS-Clinical Concentration degree requirements, but is not included in the calculation of the GPA. Transfer courses accepted as equivalent to specific courses required by the Medical Laboratory Science-Clinical Concentration will count the same as if the student had taken those courses at LSSU. In accordance with LSSU's residency policy(<http://webteam.lssu.edu/catalog/cmscatalog1718/Degree-Requirements.php>) at least 30 credits total, and at least 50% of the 300/400 level credits required for a for the MLS-Clinical Concentration degree, must be earned at LSSU.

#### **D. Credits for Experiential Learning**

The LSSU policy on credit for work experience/military service is described in the Academic Catalog in the Academic Policies section under the heading "Prior Learning Policy", available here:

<<<http://webteam.lssu.edu/catalog/cmscatalog1718/academic-policies.php>>>. A portion of the section is reproduced below:

LSSU recognizes that students may acquire expertise, skills and knowledge through individual study, employment, military training, community service or other experiences outside of the normal college setting, which is known as prior learning. LSSU credit may be awarded for prior learning through successful completion of standardized examination programs, (e.g. CLEP, Advanced Placement, DANTES), credit recommendations of the American Council of Education, or successful completion of "departmental examinations". Credit may also be awarded upon successful completion of an individual Prior Learning Portfolio that documents the demonstration of learning outcomes for a specific course or set of courses.

All prior learning credits are considered transfer credits and are subject to the same policies as other transfer credits. Discuss your prior learning experience with your academic advisor, chair or dean for more information.

University residency requirements apply to all forms of prior learning (e.g. a minimum of 30 credits of the 124 credits required for an LSSU baccalaureate degree must be earned using LSSU coursework). See the Academic Catalog for the complete residency policy.

#### **X. Required Courses**

Please see the current LSSU catalog, << <https://www.lssu.edu/catalog/>>> for a list and descriptions of the courses required for this degree. From the main catalog page, click on the current academic year. Next, choose "Degree Programs" from the right-hand side of the page, "Bachelor (Four-Year Programs)", then "Medical Laboratory Science-Clinical Concentration".

#### **XI. Tuition and Fees**

For current tuition and fee schedules, as well as withdrawal and refund policies, please see:

<https://www.lssu.edu/business-operations/tuition-and-fees/>  
<http://webteam.lssu.edu/catalog/cmscatalog1718/costs.php>

## **XII. Service Work by Students**

In accordance with NAACLS Accreditation Standards V.E and V.F, any service work by students outside of academic hours is strictly noncompulsory, and students may not be substituted for regular staff during their clinical experience.

During their clinical experience, students may perform lab procedures only under the supervision of their instructing technologist, unless and until they have demonstrated and documented competency in that procedure.

Specific policies regarding student work vary among clinical affiliates.

## **XIII. Advising**

All students in either the Medical Laboratory Science-Academic Concentration or Medical Laboratory Science-Clinical Concentration are assigned Dr. Martha Hutchens, the MLS Program Director, as an academic advisor. It is the academic advisor's role to guide the student through choosing courses, fulfilling degree requirements, and applying to either the Clinical Concentration or an independent hospital-based clinical experience. The academic advisor may also provide advice on achieving success in courses, meeting career goals, or other matters. In addition, the LSSU Counseling Center (906-635-2752, < <https://www.lssu.edu/counseling-services/> >) is available to all enrolled LSSU students while classes are in session (including summer classes), and provides services including short term psychotherapy, light box therapy, group therapy, consultation, and referrals.

## **XIV. Clinical Placement**

### **A. Overview**

Students who are accepted into the MLS-Clinical Concentration Program shall, at the end of the program, be placed at a clinical site to complete a six-month Clinical Experience. Entry into the MLS-Clinical Concentration Program is by competitive application; selection of applicants is by a 3-5 member Selection Committee, consisting of the Program Director and other LSSU and clinical site personnel.

### **B. Application Timeline**

Normally, students apply to the MLS-Clinical Concentration Program at the end of the second semester of their junior year. At the time of application submission, students must have reasonable expectation of finishing all courses besides the Clinical Experience within the next two semesters. The Selection Committee will review applications twice a year, in June and in January. The Clinical Experience itself would begin 1 year after acceptance into the Program. For example, a student who was accepted into the MLS-Clinical Concentration Program in June 2016 would begin the Clinical Experience July 1, 2017. Students may apply for acceptance into the Program up to three times.



### **C. Minimum eligibility criteria**

- GPA of 2.5 or higher
- Ability to perform, with or without reasonable accommodation, the technical performance standards/essential functions listed in section IX.A.3.
- Reasonable expectation of finishing all courses besides Clinical Experience within the next two semesters

### **D. Application Documents**

The application consists of:

- Cover letter explaining why the student wishes to pursue Medical Laboratory Science, future career goals/plans, and abilities and strengths that make Medical Laboratory Science a good career fit for the applicant.
  - Application form containing identifying and contact information, and statement of truth of the information contained in the application.
  - Signed affirmation of the applicant's ability to perform technical performance standards/essential functions.
  - Signed document granting permission to the Advisory Committee to view the applicant's transcript and other academic records.
  - Official transcripts from any post-high school institution other than LSSU from which the applicant has received college credit.
  - Resume or Curriculum Vitae
  - 2 to 3 letters of recommendation, including one from the Program Director
  - Applicants must undergo a criminal background check, the results of which are provided to the Program Director. The applicant will provide the Program Director with a signed waiver giving permission to perform the check; then LSSU staff will submit her name and birth date to a background-check company such as SentryLink. The cost of the background check (\$20) is included in the course fee for the Clinical Internship course (BIOL 460).
  - Applicants meeting the minimum admission requirements will undergo interviews with each Clinical Affiliate. Feedback from representatives of the Clinical Affiliate will be provided to the Selection Committee.
- 
- Note: Students will be required to provide proof of personal health insurance, proof of professional liability insurance, and up-to-date vaccination status prior to registering for the Clinical Internship (BIOL 460). Students do not need to purchase their own liability insurance, as LSSU has an institution-wide insurance policy that covers professional liability for them. The cost of including a student in that professional liability coverage (\$25) is included in the course for the Clinical Internship course (BIOL 460).

A certificate of professional liability coverage (the “proof” referred to above) may be obtained by contacting:  
Wendy Beach, Interim Director of Human Resources, Safety, and Risk  
Administration Building 215  
Lake Superior State University  
615 W. Easterday Ave.  
Sault Ste. Marie, MI 49783  
(906) 635-2387

#### **D. Site Placement**

The Selection Committee shall, at the time of selection of students into the Program, rank the applicants according to ability and potential to succeed in the field of Medical Laboratory Science. This ranking shall determine the order in which students are permitted to select the clinical site at which they would like to spend their Clinical Internship. The highest-ranked student shall choose their clinical site first; then the second-highest ranked student, etc. The number of students accepted into the Program shall not exceed the total number of students that all of the Clinical Sites can accommodate, therefore any student accepted into the Program will be offered a Clinical Internship spot. The Program cannot guarantee that the student will be offered a spot at the student’s preferred clinical site.

In the event that a student that was selected for admission to the Program is unable or unwilling to begin the Clinical Internship, the Selection Committee shall select an alternate to take her place.

#### **XV. Grievances and Appeals**

For all matters relating to academics, the policies set forth in the LSSU catalog, <<https://www.lssu.edu/catalog/>> Academic Policies section, shall apply. There is no appeal process for disciplinary actions taken against the student by the Clinical Affiliate for endangerment of patient safety or violation of the Clinical Affiliate’s policies.

#### **XVI. Criteria for Program Completion**

##### **A. Completion of Program NOT contingent on passing board exam**

While it is the intention of this Program to prepare students to successfully pass the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) exam, taking or passing this exam is not a requirement for graduation from the Program.

##### **B. Probation, Suspension, Dismissal**

LSSU policies on academic probation, suspension, and dismissal from the University (<http://webteam.lssu.edu/catalog/cmscatalog1718/academic-policies.php>) apply to the Medical Laboratory Science—Clinical Concentration Program.

In addition, the Clinical Affiliate shall retain the right to terminate the clinical experience of any student when, in the judgment of the Clinical Affiliate's officials, the student:

1. exhibits behavior, health, or attitude that is detrimental to other students, instructors, the profession, the operation or the facilities and/or the rendition of quality care to the patient, or
2. is unable to meet the academic and/or essential functions/performance standards of the program, or
3. is not in compliance with the policies, rules, procedures and regulations of the Clinical Affiliate and/or program.

Any student whose Clinical Rotation has been terminated by the Clinical Affiliate for the reasons listed above will be dismissed from the MLS-Clinical Concentration Program.

If a student who has been accepted into the Medical Laboratory Science—Clinical Concentration Program fails to complete the prerequisite courses for the Clinical Experience, or, within 14 days prior to the scheduled start of the Clinical Experience has failed to register for it, the student will be dismissed from the MLS-Clinical Concentration Program, and another student will offered her place in the Clinical Rotation.

A student who has been dismissed from the Program for any of the reasons listed above may re-apply for admission to the Program up to two times.

In case of extenuating circumstances (e.g. illness, military service), the student may submit a written explanation of the situation to the Program Director. Based on the information given in that explanation, the Program Director and the Dean of the College of Natural and Mathematical Sciences may grant the student a Leave of Absence from the Medical Laboratory Science—Clinical Concentration Program. The purpose of a Leave of Absence is to allow the student to return to the Program at a later time and complete the Clinical Internship course (BIOL460) without having to re-apply for admission. Granting or denial of a request for a Leave of Absence shall be communicated to the student in writing. If a Leave of Absence is granted, the length of the Leave of Absence shall also be communicated to the student in writing.

### **C. In Case of Sudden Program Closure or Natural Disaster**

If the Program is closed by University officials, all students who have been accepted into the MLS-Clinical Concentration Program prior to the announcement of Program closure will be allowed to complete their remaining coursework, including the Clinical Rotation.

If a natural disaster, civil disturbance, or other circumstances beyond the control of University or Clinical Affiliate officials prevent a Clinical Affiliate from completing the clinical training of students already rotating there, the Program will, within 30 days, devise a plan by which the students may complete their clinical training at another institution and/or at a later time.

### **XVII. Academic Calendar**

For all components of the Program **except** the clinical rotation, the University academic calendar, found at: <<https://www.lssu.edu/registrar/important-dates/>> applies. There are two clinical rotations each calendar year. The first one begins January 1 and ends June 30; the second one begins July 1 and ends December 31. Students are expected to present at their assigned clinical site Monday through Friday of each week during their clinical rotation, except federal holidays. University breaks do NOT apply to students during their clinical rotation.

### **XVIII. Expectations for Personal and Professional Conduct During Clinical Experience**

**A. Attendance** (*reproduced with permission from the Eastern Michigan University Clinical Laboratory Science Program Handbook*)

In case of illness, students are responsible for contacting the primary instructor within one hour of scheduled arrival. Advance notice is requested. If more than one day will be missed due to illness or catastrophe, the student should contact the clinical site coordinator and the Program Director. Students will be expected to complete all objectives. If this is not possible because of missed days, additional clinical time will be required. Any missed time in excess of two hours must be made up. Make-up time will be scheduled at the convenience of the clinical instructor and may be scheduled in the evening and/or weekends.

**If a student has any unexcused absence from any one rotation, the student will be removed from that rotation which will result in failure and dismissal from the program.**

#### **B. Dress**

In order to present a neat and professional appearance, and to maintain safety while working, students are required to follow the following dress code while at the clinical site:

1. Wear either scrubs or “business casual” street clothes (i.e. khakis + button-down shirts or better—NO JEANS, sweatpants, or T-shirts unless explicitly permitted by the Clinical Affiliate’s Laboratory Director).
2. No exposed skin on legs and feet: trousers must cover entire leg. Shoes must cover entire foot, and be worn with socks.

3. Students who have ear, face, or body piercings must remove the jewelry from those piercings before reporting to the clinical site, except for stud earrings and nose studs.

Students are responsible for the purchase of any scrubs, lab coats, etc. that are not provided by the clinical site. Some clinical sites may provide lab coats or other items free of charge; consult the clinical liaison for your site.

### **C. Professional Behavior**

Students are expected to exhibit professional conduct in their clinical rotations. The following list (reproduced with permission from the Eastern Michigan University Clinical Laboratory Science Program Handbook) outlines the specific behaviors that constitute “professional conduct”, and will be used to evaluate students’ professionalism:

#### **Initiative**

- Performs routine assigned tasks
- Seeks unsolicited tasks

#### **Interest**

- Asks relevant questions
- Is alert and attentive

#### **Responsibility**

- Completes required assignments
- Informs instructor when leaving area

#### **Reaction to Criticism**

- Accepts constructive criticism
- Applies constructive criticism as positive information

#### **Interpersonal Relationships**

- Works as a team member
- Functions well with others in a teacher/student setting
- Helps others willingly

#### **Professional Performance**

- Maintains work quality and quantity under stress
- Maintains professional composure

#### **Integrity**

- Admits to errors or mistakes
- Follows procedures without shortcuts
- Shows consistent attention to detail

#### **Cleanliness and Orderliness**

- Leaves working area clean and neat
- Replenishes supplies and reagents

#### **Promptness**

- Arrives on time
- Begins work promptly

## **Confidence**

Displays confidence after instruction  
Recognizes limitations

## **XIX. Health and Safety**

### **A. Obligations of LSSU, Clinical Affiliate, and Student**

Safeguarding the student's health while training in Medical Laboratory Science is the joint responsibility of the student, LSSU, and the Clinical Affiliate. Practicing Medical Laboratory Science requires handling human blood, urine, and other biological materials that may contain infectious organisms, including Human Immunodeficiency Virus, Hepatitis B Virus, and/or Hepatitis C Virus. Responsibilities of the student, LSSU, and Clinical Affiliate are as follows:

1. Responsibilities of the Student
  - a. Learn and follow all safety policies and procedures set forth by LSSU and the Clinical Affiliate
  - b. Maintain up-to-date vaccinations, including vaccination for Hepatitis B
  - c. Maintain personal health insurance
2. Responsibilities of LSSU
  - a. Make, communicate, and enforce safety rules
  - b. Provide physical facilities, including engineering controls, that make it possible for students and employees to avoid infection
  - c. Provide or require personal protective equipment such as gloves, lab coat, safety goggles
  - d. Provide basic healthcare on campus through the LSSU Health Care Center, see <<https://www.lssu.edu/health-care-center/>> for more information.
3. Responsibilities of the Clinical Affiliate
  - a. Make, communicate, and enforce safety rules
  - b. Provide physical facilities, including engineering controls, that make it possible for students and employees to avoid infection
  - c. Provide or require personal protective equipment such as gloves, lab coat, safety goggles
  - d. If a student is injured and/or exposed to potentially infectious material as a result of her training, the Clinical Affiliate will offer appropriate treatment and testing, to be paid for by the student's health insurance (see Section XIX.C).

### **B. Laboratory Safety Policies and Procedures- classroom and clinical labs**

The following is a list of general laboratory safety practices applicable to all labs that handle infectious materials. Additional rules tailored to specific

settings will be provided in the course information for laboratory courses and in the orientation materials provided at the Clinical Rotation.

1. No food or drink should enter the laboratory. Eating, drinking, chewing gum, and application of cosmetics is strictly forbidden.
2. Leg- and foot-wear should cover entire leg and foot, leaving no exposed skin.
3. Do not mouth-pipette.
4. Wear disposable gloves whenever handling potentially infectious materials.
5. Wear eye- and mucous membrane protection whenever handling potentially infectious materials that may splash or spatter.
6. Dispose of sharps promptly in puncture-resistant biohazard-labeled sharps containers. Never recap needles.
7. Non-sharp items that are contaminated with potentially infectious materials should be disposed of in marked biohazard disposal containers.

### **C. Requirement to carry personal health insurance**

All students are required to carry personal health insurance during the Clinical Rotation. Proof of insurance is required prior to registering for BIOL 460, the Clinical Internship.

### **D. Vaccinations and Testing**

#### *1. Vaccinations*

Before students begin their clinical rotations, they must show proof of vaccination according to the Centers for Disease Control (CDC) Recommended Vaccines for Healthcare Workers. Detailed information regarding the vaccines may be found at:

<<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>>

In brief, the required vaccines are:

- Hepatitis B, series of 3 vaccines, or evidence of prior immunity
- Annual influenza vaccine
- Two doses of Measles, Mumps, Rubella (MMR) vaccine, if you haven't been previously vaccinated
- Varicella, if you haven't previously had chicken pox or been vaccinated
- Tdap (tetanus, diphtheria, acellular pertussis) vaccine, if you haven't already had it; or a Td booster if it has been 10 years or more since you received the Tdap

Students are required to be fully vaccinated against Hepatitis B or else to sign a waiver declining this vaccine.

The LSSU Student Health Center regularly offers annual influenza vaccinations. For all other vaccinations, see your regular health care

provider, or the Chippewa County Health Department (906-635-1566 to schedule an immunization appointment).

## *2. Medical Testing*

Follow the **employee** tuberculosis testing requirements of your clinical site

Tuberculosis testing (\$5 co-pay) and influenza vaccinations are available through the LSSU Student Health Center.

## **E. Where to go for healthcare**

If you cannot or choose not to visit your regular health care provider, health care services are available at the following locations

On-campus: Student Health Center (basic services only; see <<  
<https://www.lssu.edu/health-care-center/> >> or call 906-635-2110 to determine whether the service you need is provided).

Emergencies, while student is on LSSU campus: War Memorial Hospital

Off-campus, in Sault Ste Marie, MI: War Memorial Hospital

Off-campus, in Sault Ste. Marie, ON: Sault Area Hospital

During Clinical Rotation: All of our Clinical Affiliates are hospitals, with Emergency Departments. Emergency and routine care can be provided at the Clinical Affiliate facility. Expenses associated with the treatment are the responsibility of the student unless the injury is attributable to the fault of the Clinical Affiliate or its employees (Affiliation Agreement Section VI.A.).

## **XX. Quick Reference: Student Costs and Responsibilities Associated with MLS-Clinical Concentration**

### **A. LSSU Tuition**

Students must pay LSSU tuition at the usual rate through Clinical Internship. On the other hand, students remain eligible for financial aid and student visa status through Clinical Internship.

### **B. Course and Program Fees**

A \$35 course fee is charged for the Clinical Internship (BIOL 460) to cover the cost of professional liability insurance and a background check. The fee is levied twice, since, in order to complete the full 6-month rotation, students must register for the course twice (once during the regular spring or fall semester, and once during one summer term). The \$70 total covers the cost of two semesters of professional liability coverage and a one-time background check.

All other course and program fees are the same as for the non-accredited MLS-Academic Concentration major. There is a \$20 per credit Program Fee for all majors in the School of Biological Sciences. Course fees for individual courses range from \$0--\$55.



### **C. Criminal Background Check**

A criminal background check is part of the application for admission to the Clinical Concentration. LSSU (well, actually a company selected by LSSU) will run the check. You, the student, will sign a waiver giving us permission to do so.

### **D. Medical Testing and Vaccinations**

- Hepatitis B, series of 3 vaccines, or evidence of prior immunity
- Annual influenza vaccine
- Two doses of Measles, Mumps, Rubella (MMR) vaccine, if you haven't been previously vaccinated
- Varicella, if you haven't previously had chicken pox or been vaccinated
- Tdap (tetanus, diphtheria, acellular pertussis) vaccine, if you haven't already had it; or a Td booster if it has been 10 years or more since you received the Tdap
- 1-stage or 2-stage tuberculosis test, depending on the requirements of your clinical site.

### **E. Personal Medical Insurance**

Proof of personal medical insurance is required before registering for the Clinical Internship.

### **F. Professional liability insurance**

Students do NOT need to purchase their own liability insurance, as LSSU has an institution-wide insurance policy that covers professional liability for them. The cost of including a student in that professional liability coverage (\$25 per semester) is included in the course for the Clinical Internship course (BIOL 460). Students DO need to provide, before registering for BIOL460, a certificate of proof that they are included in LSSU's professional liability policy. This certificate may be obtained by contacting:

Wendy Beach, Safety and Risk Manager  
Administration Building 215  
Lake Superior State University  
615 W. Easterday Ave.  
Sault Ste. Marie, MI 49783  
(906) 635-2626

### **G. Transportation to and from clinical site**

Students are expected to provide transportation to and from clinical sites, no matter which clinical site they are assigned to. LSSU cannot guarantee that any student will be assigned to his first-choice clinical site.

### **H. Textbooks**

**I. Possibly:** lab goggles, lab coat (you will probably already own lab goggles from your previous laboratory courses at LSSU, and lab coats will probably, but not certainly, be provided by LSSU and by the clinical site).