Procedures and Policies Handbook
Department of Laboratory Medicine & Pathology
Medical Laboratory Science Program

2026-2027

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University of Washington Department of Laboratory Medicine and Pathology
Medical Laboratory Science Program

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https://dlmp.uw.edu/education/mls-undergrad

PROGRAM DESCRIPTION

The University of Washington Medical Laboratory Science program is an admission-limited and structured course of study leading to a Bachelor of Science in Medical Laboratory Science. Students complete 2 years of pre-professional courses at an accredited college or university and then apply for admission to the program to complete the last 2 years of professional coursework. Those who complete the program are eligible to apply to take the Medical Laboratory Scientist (MLS) certification examination administered through the American Society for Clinical Pathology (ASCP). The granting of the BS degree is not contingent upon a student passing the certification examination.

AFFILIATIONS

Bloodworks Northwest, Bellevue, Kirkland, Renton, & Seattle, Washington
EvergreenHealth Medical Center, Kirkland & Monroe
Washington Franciscan System: St. Joseph Medical Center, Tacoma & St. Anthony Hospital, Gig Harbor, Washington
Harborview Medical Center, Seattle, Washington
Kaiser Permanente, Renton, Washington
Laboratory Corporation of America, Seattle, Washington
MultiCare Tacoma General Hospital, Tacoma, Washington
Overlake Medical Center, Bellevue, Washington
Providence Regional Medical Center, Everett, Washington
Fred Hutchinson Cancer Center, Seattle, Washington
Seattle Children's Hospital, Seattle, Washington
Swedish Medical Center, Seattle, Washington
UW Medical Center: Montlake & Northwest, Seattle, Washington
VA Puget Sound Health Care System, Seattle, Washington
Virginia Mason Medical Center, Seattle, Washington

ACCREDITATION

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
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info@naacls.org • http://www.naacls.org

MEDICAL LABORATORY SCIENCE PROGRAM ADMINISTRATION AND CURRICULAR RESPONSIBILITIES

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FACULTY & STAFF COMMITMENT

We, the faculty and staff of the UW Medical Laboratory Science Program, are committed to providing students with education and training experiences that prepare them to practice as caring and competent Medical Laboratory Scientists. To that end, we pledge to:

1. Model professionalism in our words and actions.
2. Facilitate the development of experiences for students.
3. Create an equitable learning environment for all students.
4. Encourage student involvement in professional organizations.
5. Recognize, highlight, and promote student achievement.
6. Instill an appreciation for lifelong learning.

PROGRAM MISSION STATEMENT

The UW MLSP is dedicated to addressing the healthcare needs of the public through a comprehensive educational program for medical laboratory scientists. The program is committed to graduating students who actively and ethically participate in the role of medical laboratories in personal and community health.

PROGRAM GOALS

The program goals of the University of Washington Medical Laboratory Science Program are to:

- Offer a curriculum that meets current and emergent needs of program students.
- Identify and partner with affiliates in providing exceptional training opportunities for program students.
- Provide experiences that maximize a student's ability to attain entry-level medical laboratory scientist competencies.
- Graduate well-qualified medical laboratory scientists prepared to meet the workforce needs locally, nationally, and internationally.
- Contribute to the ongoing development of the medical laboratory science profession.

ESSENTIAL REQUIREMENTS FOR MLS STUDENTS

The Department of Laboratory Medicine and Pathology is responsible for the safety and welfare of its patients. The Department is also responsible for the safety and welfare of its faculty, staff, and students. To fulfill these responsibilities, the UW Medical Laboratory Science Program has established non-academic standards defined as *essential requirement*s that must be met, with reasonable accommodation, in order for any student to be admitted to and maintain enrollment, participate in, and successfully complete the program. These essential requirements have been developed in compliance with the Americans with Disabilities Act (PL101-336) and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and are as follows. Violations may result in a referral to UW Community Standards and Student Conduct or Program and Department leadership for investigation. Being found responsible for violating the essential requirements may result in sanctions including probation, and/or being dropped from the program.

Fine and Gross Motor Functions – the student must be able to:

1. Habitually practice lab safety including selecting and wearing appropriate Personal Protective Equipment (PPE).
2. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
3. Maneuver equipment to safely collect valid laboratory specimens from patients.
4. Demonstrate sufficient upper body muscle coordination to practice safe specimen and reagent handling.
5. Competently manipulate specimens and instruments necessary to produce accurate diagnostic test results.
6. Lift up to 20lbs

Sensory Skills – the student must be able to:

1. Characterize color, clarity and viscosity of biological reagents and chemical reactions.
2. Discriminate fine structural and color (hue, intensity and shading) differences of microscopic specimens.
3. Read and comprehend text, numbers and graphic displays in print, projection, and computer screen.
4. Adapt to work with a variety of biological specimens.

Communication Skills – the student must be able to:

1. Follow verbal and written instructions in order to correctly and independently perform all assignments.
2. Effectively communicate in written and spoken English
3. Read and comprehend technical and professional materials.

4. Work independently to prepare laboratory reports; take paper, computer, and laboratory practical examinations in conditions that may simulate the clinical environment.

Emotional Maturity – the student must be able to:

1. Adapt to changing and potentially stressful environments.
2. Exhibit professional behavior with patients, students, faculty, staff, and other healthcare professionals.
3. Examine and change personal behavior when it interferes with individual or team relationships.

Application Skills – the student must be able to:

1. Work accurately, efficiently, and safely under stress.
2. Prioritize tasks.
3. Accept responsibility for work performed independently and as a team member.
4. Exercise judgment to recognize and correct performance.
5. Apply knowledge, skills, and values learned from previous course work and life experiences to new situations.
6. Recognize potentially hazardous materials, equipment, and situations to work safely in order to minimize risk of injury to patients, self, and others.
7. Consistently practice universal safety precautions in the lab.

Professional Skills – the student must be able to:

1. Demonstrate professional attributes that include integrity, honesty, punctuality, multitasking, responsibility, and tolerance.
2. Acknowledge errors or uncertainty.
3. Critically evaluate their performance, willingly accept criticism, and look for ways to improve.
4. Show respect for self and others.
5. Behaves in a way that promotes the safety and well-being of everyone in the laboratory
6. Project an image of professionalism through dress, personal hygiene, and grooming.
7. Follow HIPAA/Patient Confidentiality policies.
8. Make reasonable judgment(s) in seeking supervision and consultation in a timely manner.
9. Support sustainable lab practices by minimizing lab supply waste

Clinical Rotation Attendance (Senior year) – the student must be able to:

1. Attend assigned full time (40 hours/week) rotations, while performing other academic requirements.
2. Travel to assigned clinical sites for practical experience.
3. Exercise sufficient judgment to recognize and correct performance deviations.
4. Utilize flexibility and creativity in order to adapt to professional and technical change.

Risk Exposure – the student must be able to work with:

1. Organisms that may be infectious.
2. Blood and body fluids that may or may not contain infectious agents.
3. A wide variety of chemical reagents.

PROGRAM POLICIES AND PROCEDURES

APPLICATION AND ADMISSION

The University of Washington Medical Laboratory Science Program has an enrollment capacity of approximately 36 students per year and is open to all qualified students. The start date for the program corresponds to the first day of the UW academic year or *fall term.* Prospective students may submit completed applications between September 1st to February 15th of the year for which an applicant seeks program admission (only completed applications are considered). Application details can be found at the program's website. Applicants who have not completed or who are completing program-specific prerequisites[1] at the time of application may be considered for admission but, if selected, will be required to submit documentation (e.g., official transcript) of successful completion of the course(s) prior to the first day of class. UW applicants do not have to have writing, reasoning, and general-education requirements completed to apply or be admitted to the program. However, the medical laboratory science program curriculum is rigorous. Therefore, UW applicants are strongly encouraged to complete as many of these requirements as possible, if not all of them, prior to starting the program. Additionally, all applicants must have a minimum 2.5 (4.00 = A) cumulative grade point average and a minimum 2.500 (4.00 = A) science grade point average to be considered for admission. The science grade point average is calculated using only those science and math courses (or equivalents) that are required for the program.

In addition to submitting an application to the medical laboratory science program, *transfer and post-baccalaureate students* must also submit an application for admission to the University of Washington. Admission into the UW is required for admission into the Medical Laboratory Science Program.

Admission to the UW Medical Laboratory Science program is criterion-based, competitive, and decided by a vote of the program admissions committee. The admission committee decision is based upon a holistic review of:

1. Scholarship[2]
2. Personal statement
3. One letter of recommendation
4. Interview results
5. MLSP Mission alignment
6. Professionalism during application process

Applicants selected for admission for a given year are notified by the office of the program director by May of that year.

1 - The following courses must be completed prior to entry into the Medical Laboratory Science Program: 1) Biology 180, 200, 220; 2) General Chemistry 142, 152, 162; 3) Organic Chemistry 223 or 237; and 4) Statistics.
2 - Both cumulative and science GPAs are considered, with the science GPA weight-valued more than the cumulative GPA.

The admission committee is composed of the following voting members:

- MLSP Director (who chairs the committee)
- MLSP Manager of Student Services
- MLSP Lead Lab Instructor
- MLSP Lab Instructor(s)

The admissions committee will also have an ex officio member from the UW SOM Admissions office. This member will advise on all aspects of admission but will typically not vote on admission. When a vote from the committee results in a tie, the ex officio member will cast the tie breaking vote.

Appeals regarding the final decision of admission committee will be adjudicated by the chair of the department or the chair's designee.

COURSE OF STUDY

The professional phase of the UW Medical Laboratory Science Program encompasses 6 quarters of study during which students take courses covering the scientific content and major subject areas that define medical laboratory science (Table 1). Additionally, students complete coursework and training which covers all phases of laboratory services, including safety, phlebotomy, and statistical approaches to data evaluations and test results.

Clinical rotations are the capstone experience, comprising the last 2 quarters of study for program students. During rotations, students gain practical experience and further develop discipline-specific competencies by using knowledge and applying skills learned in the classroom to perform a wide variety of testing in accredited clinical laboratories under the supervision of experienced medical laboratory scientists.

MLS Students will be required to complete the Interprofessional Education Program (IPE) at the University of Washington. This takes place over multiple sessions with multiple different health science programs at the University of Washington. More information about the IPE program can be found here: https://collaborate.uw.edu/programs/ipe-core-curriculum/

Table 1: University of Washington Medical Laboratory Science Program
Schedule of Course Work (90 credits)
First Year

Fall Quarter	Winter Quarter	Spring Quarter
BIOC 405 (4)	LAB M 430 (4) LAB M 405 (1)	MICROM 460 (3)
IMMUN 441 (4)	MICROM 442 (3)	LAB M 419 (2)
LAB M 301 (4)	MICROM 443 (3)	LAB M 420 (2)
LAB M 302 (2)	LAB M 435 (3)	LAB M 421 (4) & Lab M 403 (2)
Total Credits: 14	Total Credits: 14	Total Credits: 13

Second Year

Fall Quarter	Winter Quarter	Spring Quarter
LAB M 426 (4) & LAB M 404 (2)	Clinical Rotation (9)	Clinical Rotation (9)
LAB M 427 (1)	Clinical Rotation (9)	Clinical Rotation (9)
LAB M 418 (4) & LAB M 400 (2)		
Total Credits: 13	Total Credits: 18	Total Credits: 18

COURSE LIST

BIOC 405 – Introduction to Biochemistry
IMMUN 441 – Introduction to Immunology
MICROM 442 - Medical Bacteriology
MICROM 443 - Medical Bacteriology Lab
MICROM 460 – Medical Mycology & Parasitology
LAB M 301 – Foundations in Med. Lab. Science
LAB M 302 – Foundations in Med. Lab. Science (Lab)
LAB M 418 & 400 – Introductory Clinical Chemistry lecture & lab
LAB M 419 – Clinical Coagulation lecture
LAB M 420 – Urinalysis & Body Fluids lecture
LAB M 421 & 403 – Medical Microbiology lecture & lab
LAB M 423 – Clinical Chemistry Rotation
LAB M 424 – Clinical Microbiology Rotation
LAB M 425 – Clinical Hematology Rotation
LAB M 426 & 404 – Introductory Immunohematology lecture & lab
LAB M 427 – Selected Studies in Lab Medicine (Senior Seminar)
LAB M 430 & 405 – Introduction to Clinical Immunohematology lecture & lab
LAB M 431 – Clinical Immunohematology Rotation
LAB M 435 – Molecular Diagnostics
LAB M 436 – Molecular Diagnostics Rotation

CLINICAL ROTATIONS

Clinical rotations are an integral part of the UW MLS program curriculum and must be completed before graduation. The UW MLSP will assign clinical rotations for all students who have completed the appropriate lectures and laboratories on campus. Before assigning rotations, students will be surveyed about site preferences and if there are any extenuating circumstances that would preclude a site from being assigned. After reviewing the survey results, the UW MLSP will have the final say on clinical site assignments and scheduling. The following policies apply to all clinical rotations.

1. Onboarding paperwork assigned by clinical rotation sites must be completed one calendar week before the rotation start date or sooner as determined by the site.
    a. If paperwork is not completed by the assigned date, student rotations may be delayed or cancelled.
2. Students will be preferentially assigned to sites where they are not employed to maximize their exposure to laboratory techniques and policies.
    a. If a student is assigned to a site where they are employed, their employed work must be completed outside of assigned rotation hours.
    b. It is not required for students to be employed by rotation sites.
3. While rotating in a laboratory, students may not be substituted for employees to perform reportable work. If a student suspects they are performing reportable work without appropriate employee supervision, they are to contact the assigned MLSP rotation instructor.

RELIGIOUS ACCOMMODATIONS POLICY

All requests for religious accommodations by UW MLSP students must be submitted in accordance with the UW policy.
Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at Religious Accommodations Policy https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/.
Accommodations must be requested within the first two weeks of this course using the Religious Accommodations Request form https://registrar.washington.edu/students/religious-accommodations-request/

ACCESS AND ACCOMMODATIONS

It is the policy and practice of the University of Washington to create inclusive, equitable, and accessible learning environments consistent with federal and state law. If you have already established accommodations with Disability Resources for Students (DRS), please activate your accommodations via myDRS so each course instructor can discuss how accommodations will be implemented in the course.

If you have not yet established services through DRS but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), contact DRS directly to set up an Access Plan. DRS facilitates the interactive process that establishes reasonable accommodations. Contact DRS at disability.uw.edu. The UW MLSP will only be able to offer accommodations via DRS. The MLSP does recognize though that immediate action may be required in some circumstances and is willing to arrange temporary accommodation after the student has submitted a request but before official accommodations have been granted.

Please note, it is every individual's choice to disclose the reason for their accommodation request. Students do not need to disclose to MLSP faculty and staff any confidential medical information.

ACADEMIC STANDARDS AND PROGRESSION IN THE PROGRAM

A student's progression in the University of Washington Medical Laboratory Science Program (MLSP) is dependent on both academic and non-academic achievements. This means each program student is expected to meet minimum requirements for scholarship and professional behavior while in the program. These minimum requirements are as follows:

1. A program student must achieve a minimum 2.0 grade (letter grade equivalent of "C") on a scale of 0.0 – 4.0 in each required course for the MLS major, and
2. A program student must demonstrate mastery of all the *essential requirements* (in the student handbook and given to the student at the time of application to the program).

Program Probation

Any student will be placed on program probation if any of the below statements are true:

1. The student earns a 1.9 – 0.7grade in a single required MLSP course.
2. The student fails to demonstrate mastery of all the *essential requirements* (as listed in the student handbook) in the didactic portion of the program.
3. The student has an unexcused absence during the rotation portion of the program
4. Under the discretion of program director, if a student has been found responsible for violating the University of Washington Student Conduct Code

Note: Program probation applies to a student until graduation from the MLSP.

Program Enrollment Drop

Any student will be dropped from the major (not permitted to register for program classes and not permitted to maintain program enrollment) if any of the below statements are true:

1. The student earns a 0.0 grade in a required MLSP course.
2. The student is currently on probation and qualifies for probation a second time.
3. The student, in a single quarter, has two or more probation qualifying events.
4. The student fails to demonstrate mastery of all the *essential requirements* (as listed in the student handbook at the time of application to the major) in the rotation portion of the program.
5. The student is dismissed by a clinical rotation site for reasons relating to student conduct.
6. Under the discretion of program director, if a student has been found responsible for violating the University of Washington Student Conduct Code

GRADES

Learning experiences in the MLS Program are sequenced and provide the student with learning opportunities to make gains in the three major learning domains: cognitive (theoretical knowledge), psychomotor (technical skill), and affective (professional behavior). When a student begins each course, learning objectives are provided which delineate this progression and the minimum level of achievement expected of the student in all three learning domains. The Medical Laboratory Science Program follows the system of grading as described in section A, chapter 110* of the UW *Student Governance and Policies* resource available at URL https://policy.uw.edu/directory/sgp/sgp-110-grades-honors-and-scholarship/. In summary:

- Numeric grades are entered as numbers, the possible values being 4.0, 3.9, etc. and so on decreasing by 0.1 until 0.7 is reached. The numbers 0.6, 0.5, 0.4, 0.3, 0.2, 0.1 shall not be assigned as grades. The number 0.0 can be assigned as a grade.
- Grades for non-clinical rotation courses are determined at the conclusion of each quarter in which a course is taken and then submitted to the registrar by the faculty of record for the course. (The UW registrar's office requires grades to be filed electronically.)
- In limited circumstances these letter grades may also be used:

Letter Grade	Meaning
I	Incomplete
N	Satisfactory Without Grade
S/NS	Satisfactory/Non-Satisfactory
CR/NC	Credit/No Credit
RD	Registrar Drop
X	Missing Grade

Information concerning grades received in a specific course can be obtained from the faculty on record for the course or clinical rotation.

GRIEVANCES AND APPEALS

It is the policy of the UW Medical Laboratory Science Program to provide students with a means for resolving grievances. This policy is written and implemented in accordance with Department of Laboratory Medicine and Pathology and School of Medicine policies governing student grievances. Program policy on grievances and appeals also conforms to the University of Washington's Student Governance and Policies resource. This document contains Scholastic Regulations, which are "academic regulations that govern a student's attainment of class credits and the achievement of a degree at the University of Washington."

Any program student who has a grievance should follow these steps to resolve the grievance:

Step 1

a. In cases of an *academic grievance*, the student is obligated to first contact the faculty of record for the course in which the problem occurred. The student should discuss the concern with the faculty instructor as soon as possible from the time the student first becomes aware of the event triggering the grievance, but no later than before the end of the following academic quarter. Academic grievances most often fall into two categories which include but are not limited to: 1) a student believes the instructor erred in the assignment of a grade, or 2) a student believes a grade recording error or omission has occurred.
b. In cases of *being dropped from the program*, the student will be contacted by the office of the program director, by the most effective means available, and as soon as possible from the time the decision to dismiss is rendered, to inform the student of the drop and to schedule a meeting to discuss next steps.

Step 2

a. Should discussion with the faculty of record fail to resolve an *academic grievance*, or if a student believes *being dropped from the program* is arbitrary or capricious, the student may submit, within 10 class-days following the discussion with the faculty instructor or the drop, a written appeal to the chair of the Department of Laboratory Medicine and Pathology with a copy of the appeal to: the faculty instructor in cases of academic grievance or the program director in cases of drop. Within 10 calendar days of receipt of the appeal and without regard to the type of grievance, the faculty instructor and the program director will meet with the chair of the department to determine the merit of the grievance.
b. Should the chair believe the instructor's or program director's conduct to be arbitrary or capricious and the instructor or the program director declines to revise the grade or drop, the chair, with the approval of the voting members of his or her faculty, shall appoint an appropriate member, or members, of the faculty of that department to evaluate the performance of the student. The dean and Provost should be informed of this action.

PROFESSIONALISM AND ACCEPTABLE CONDUCT

Professional Image Policy

All program students are representatives of the University of Washington, Department of Laboratory Medicine and Pathology. Therefore, it is incumbent upon all medical laboratory science students to comply with the dress code, identification badge policy, and safety codes of the program's affiliated clinical laboratories to which they are assigned to complete clinical training. A copy of dress codes and other policies will be provided to each student prior to the beginning of any clinical training experience.

Dress code guidelines for student laboratory sessions hosted by the UW MLSP:

1. Appropriate PPE must be worn at all times
2. Hair must not be allowed to fall forward or interfere with lab safety
3. Shoes must be closed toe and allow easy movement
4. Clothing must be of washable material, clean, safe, non-wrinkled, in good repair, and sized appropriately.
    a. Examples of inappropriate or unsafe dress includes clothing that is excessively tight, revealing, torn, ripped, or frayed. These can provide insufficient protection from chemical and biological spills.

Dress code guidelines for clinical rotations are as follows:

1. Site Photo IDs must be visible and worn above the waist at all times.
2. Clothing must be of washable material, clean, safe, non-wrinkled, in good repair, and sized appropriately.
3. Students must adhere to site professional image or dress code policy
4. Hairstyle must not interfere with lab safety and must not be allowed to fall forward during work activities
5. Any jewelry worn must not interfere with patient or staff safety, i.e. source of contamination or potential injury to patients or staff.
6. Fingernails should be clean and trimmed as they may pose an infection control risk.
7. To protect the health of fragrance sensitive patients and staff, the use of fragrances, including perfume, aftershave, scented lotion, and other scented products, is prohibited.
8. Shoes must be closed toe and allow easy movement
9. Visible tattoos must not contain derogatory or discriminatory words and/or symbols

Examples of Acceptable Dress in Rotations:

- Professional looking scrubs of the color and style available from uniform distributors.
- Shoes that are clean and in good repair.
- Lab coats
- Business casual attire

Examples of Unacceptable Dress in Rotations:

- Casual clothes, e.g., undershirts, halter tops, shorts

- Revealing clothing, e.g., see-through material, low scoop neck tops, low slung pants, tank tops
- Tee shirts
- Dirty shoes

Attendance – Didactics

- If a student is unable to attend a lab session, exam, or other course required session, they are expected to contact the course instructor as soon as possible
- Any missed work must be completed under the direction of the relevant instructor

Attendance – Rotations

- Attendance is required for all MLS rotations to achieve the required skill mastery in all disciplines. An attendance sheet will be used.
- Each student is required to contact the Educational Coordinator at each of their clinical rotation sites the week before a new rotation starts.
- The time commitment for most clinical rotations will be 8.5 hours per day including a half hour meal break. This does not include quizzes, case studies, and study time. Scheduled hours vary with each rotation but typically are between 7-8 am arrival times and 3-4 pm departure times.
- Rotations may be scheduled for afternoon to evening hours. Notice of these special schedules and hours will be given in advance, so that appropriate plans can be made.
- Students should not request to leave early because of work commitments.
- If sick or tardy, a student must **CALL** the Education Coordinator or Section Supervisor at the site by the start of their assigned shift. The student must also notify the MLS Program Clinical Course Coordinator by email.
- The site coordinator will have the authority to decide if a student needs to make up time missed due to illness. The guidance given by the program will be to evaluate student competency and decide if the time is needed on the bench
- Students are allowed five (5) "leave" days to use during their clinical rotations program with the following stipulations.
    - The most leave days a student may use per rotation is two
    - To schedule leave, a student must email the program director before the rotation starts to request the time off and state the reason. Leave will only be approved before the rotation starts.
    - The student must notify the site on the first day of rotation of the approved leave and still complete all assignments for the rotation.
    - Leave time will not need to be made up but the student is still responsible for all the rotation coursework
- Time missed from that rotation, which is unrelated to sickness or approved leave, should be compensated on an hour-for-hour basis as determined by the program director and the site coordinator
- For every two unexcused occurrences of tardiness or one unexcused absence, the student will qualify for probation in the MLSP

- If a student misses 20% of a rotation without prior approval from the MLSP Director, the student will need to reschedule the rotation

Student Conduct
Students have a responsibility to adhere to the University of Washington's Student Conduct Code (http://www.washington.edu/admin/rules/policies/WAC/478-121TOC.html) and not engage in any prohibited conduct including but not limited to abuse of others, academic misconduct, or acts of dishonesty.

Any suspected violations will be reported to the University of Washington's Office of Community Standards and Student Conduct. Students found responsible for violation(s) may face program sanctions including:

- Having points subtracted on the assignment(s) found to be in violation
- Receiving no points on the assignment(s) found to be in violation
- Being placed on probation with the MLS program
- Being dropped from the MLS program

LIFE, HEALTH AND SAFETY

HEALTH INSURANCE

The University cannot require students to have health insurance to participate in University programs, with the exception of International Students. However, some clinical rotation sites require comprehensive health insurance, so lack of health insurance may affect rotation placement. The UW Medical Laboratory Science Program strongly encourages its students to have both comprehensive health insurance and long-term disability insurance to protect against hazards the student may be exposed to while in the program. With the Affordable Healthcare Act in place, UW will no longer be offering student health insurance plans, with the exception of International Students. However, here are some resources for finding an insurance plan that is right for you: https://wellbeing.uw.edu/husky-health/for-patients/insurance-cost/
Student Health Insurance Plans for International Students:
http://www.washington.edu/ship/international-student-insurance-health-plan/

IMMUNIZATIONS

All students will be charged an annual Health Fee for services provided by the Health Services Immunization Program. The amount of the fee is subject to change on a yearly basis and is attached to your tuition account as long as you remain in the MLS Program.

The following information is taken from the UW Health Sciences Immunization Program website accessible at URL https://www.ehs.washington.edu/workplace/health-sciences-immunization-program-hsip. Please visit this link for complete instructions, fees, requirements, information, and FAQ's for students new to a health sciences program and continuing students.

LIABILITY INSURANCE

The University of Washington maintains its own liability insurance coverage for all Medical Laboratory Science Program students. This coverage is to protect the University and its authorized agents (including students acting under the direction of departmentally sponsored programs) against liability for claims and expenses for bodily injury, personal injury, or property damage to third parties arising out of the performance of duties on behalf of the University.

ADVERSE WEATHER POLICY

In general, please use your own judgement regarding attendance of clinical rotations during inclement weather events. It is important to consider local traffic and road conditions when prioritizing your safety.

*If the UW is **open** and clinical **sites are not**:*

- You are NOT responsible for attending the day's rotation.

*If the UW has **suspended operations** and clinical sites are **open**:*

- You are NOT responsible for attending the day's rotation.

If both the UW and your site are open but you still cannot safely make it in, the absence will be excused BUT you will be responsible for all missed material and making up lost hours. In each of these circumstances, you should be communicating with your site supervisor and the MLSP about your plan. Students are expected to monitor major radio and TV stations and the UW emergency management web site (https://www.washington.edu/safety/alert/) for information regarding school closure. Students are also required to contact the program course faculty of record and the clinical training site education coordinator to inform them of the decision NOT to travel due to adverse weather and to make arrangements to make-up missed work and/or training time as may be required.

STUDENT SERVICE WORK AND EMPLOYMENT ISSUES

During clinical rotations, students learn to perform clinical testing procedures at the bench with patient specimens. They are under close supervision of a teaching scientist and do not report patient values without supervision. Most students begin by performing these procedures slowly; but over time as the procedures are repeated, students become more proficient, until they approach entry-level competency. The time assigned to each procedure is the time required for an average student to reach entry-level competency. Competency assessment checklists are provided and required to ensure that students learn all the required procedures. If time allows, once students become proficient, they are allowed to perfect their skills under the supervision of bench scientists. They are not expected to carry out routine procedures and to report patient results independently, even though they may have attained entry-level competencies. Clinical rotations are intended to be learning experiences and students will not be expected to substitute for scientists. At no time during regularly scheduled school time will any program student be substituted for regular laboratory staff or scheduled to work as a paid employee of any clinical affiliate.

Students pay full-time tuition for their clinical program and there is no stipend. Some students work in the Department of Laboratory Medicine and Pathology while they are in the Medical Laboratory Science Program. The scheduled hours for the positions they hold should not overlap or conflict with their clinical rotations.

VOLUNTARY WITHDRAWAL AND RE-ENTRY

If, at any time, a student chooses to voluntarily withdraw from the Program for reasons other than a documented disability*, and wishes to rejoin the program one year later, they may submit a written request to the MLS Program director.

Requests will be evaluated on an individual basis and will only be approved after a meeting with the program director. Upon approval, stipulations such as the timeline to confirm re-entry will be given to the student.

All students have the option of reapplying for admission to the Medical Laboratory Science Program if they are dropped from the program or they are denied entry.

*If you withdraw from the MLS Program because of a documentable disability, you should submit such documentation to Disability Resources for Students (DRS) at the time of your withdrawal. At the time of your request for re-entry, you will need to submit to DRS new documentation indicating that you are able to return to the program and can meet the essential requirements, with or without accommodation. Year of re-entry will be determined by availability of space in the student cohort and currency of completed courses in the curriculum at the time of petition.

TRANSPORTATION

The University of Washington provides free shuttle service, via the Health Science Express, for students traveling between the University of Washington Medical Center - Montlake, Harborview Medical Center, and Roosevelt Clinics. Transportation to Seattle Children's Hospital is available via the Seattle Cancer Care Alliance shuttle. There is also a shuttle between UWMC and Fred Hutchinson Cancer Research Center and Seattle Cancer Care Alliance (**Note:** Be aware that patients and patient families will be given priority seating on this shuttle. In keeping with infection control policy, anyone experiencing the symptoms of a respiratory virus may not ride the shuttle.) Schedules for the shuttles can be found via the UW website at URL http://www.washington.edu/facilities/transportation/uwshuttles/HealthSciencesExpress

During clinical training, it is the responsibility of each program student to provide transportation to and from their assigned training site throughout the training period.

COMMUNICABLE ILLNESS POLICY

By showing up to class, laboratory, or at your clinical rotation site, you are attesting that you are not sick with a contagious illness, and you do not have any symptoms of a contagious illness.

Please follow the University of Washington main campus protocol ***if you are sick***:

If you are sick with a contagious illness or displaying symptoms of a contagious illness, you must stay home. Please follow the additional steps

1. Contact your doctor as needed and arrange for necessary care
2. Follow any UW guidelines regarding your potential illness, for example the COVID-19 guidelines.
3. Alert the MLSP faculty and staff that you will not be attending and arrange any necessary work
4. If you are in a rotation, you must alert your site via a phone call. Clinical staff are not always available to check email so to ensure prompt notification, a phone call must be placed.

Masking

The MLSP will comply with all masking instructions from the University of Washington. In addition, if students are in rotation, they must follow the masking guidelines of their site.

COMPLIANCE ISSUES

In order to participate in clinical training and other program educational activities, all Medical Laboratory Science Program students must meet university, program and affiliated training sites' compliance requirements. These include, but are not limited to, criminal background checks (CBC), clinical site drug screens, HIPAA training, bloodborne pathogen and related safety training, basic life support (BLS) certification, and immunizations including PPD tests.

CRIMINAL BACKGROUND CHECK (CBC)

Prospective program students are required to undergo a criminal background check* after being admitted. Second year program students also undergo a CBC* prior to entering their clinical training. Any prospective student is encouraged to meet with the program director and academic advisor to discuss any concerns regarding the background check. Any second-year student will be required to meet with the program director and academic advisor to discuss any discrepancies that are found in the background check. Depending on the severity of the crime, a program student may not be permitted to continue in the program. (*paid for by the program)

CLINICAL SITE DRUG SCREENS

Substance abuse in the workplace is regulated at the federal level. States, such as Washington State, that allow recreational and medicinal marijuana use also regulate workplace policies

regarding marijuana. Certain affiliate hospitals that partner with the UW Medical Laboratory Science Program have policies requiring urine drug testing of students who rotate at these sites. Please be aware that you may be subject to urine drug testing for prohibited substances, as defined by each clinical site, if you are selected to rotate at a site requiring urine drug testing. The student is responsible for paying any drug screen related fees.

HIPAA COMPLIANCE

Developed by the US Department of Health and Human Services (HHS), these new standards provide patients with access to their medical records and more control over how their personal health information is used and disclosed. They represent a uniform, federal floor of privacy protections for consumers across the country. State laws providing additional protections to consumers are not affected by this new rule. These materials are available at https://www.hhs.gov/hipaa/index.html.

UW Medical Laboratory Science Program students complete their clinical training in facilities, including the University of Washington Medical Center and Harborview Medical Center, which are subject to HIPAA regulations. Students are provided appropriate HIPAA training enabling them to adhere to policies governing the privacy of patient health information.

SCHOOL OF MEDICINE SOCIAL NETWORKING POLICY AND GUIDELINES

The UW School of Medicine has developed guidelines and policy governing the use of social networking in clinical and hospital spaces by faculty, staff, trainees, students, and volunteers. While social networking sites (e.g., Facebook, Twitter, Instagram, etc.) can be effective communication tools, they create vulnerabilities for individuals and institutions.

UW Medical Laboratory Science students are required to abide by the UW social networking guidelines and policy accessible via https://depts.washington.edu/comply/social-media/ Documented evidence to the contrary may result in disciplinary action including, but not limited to, being dropped from the program.

BLOODBORNE PATHOGENS AND SAFETY TRAINING

A fundamental belief in and active practice of laboratory safety is key to protecting students and others from potential accidents and life-threatening situations in the laboratory. Therefore, all UW Medical Laboratory Science Program students are trained in lab safety, including bloodborne pathogen exposure, and are expected to comply with applicable safety rules and regulations of the University. Additionally, clinical affiliate training sites provide safety orientation and training during the first week of a student's clinical rotation.

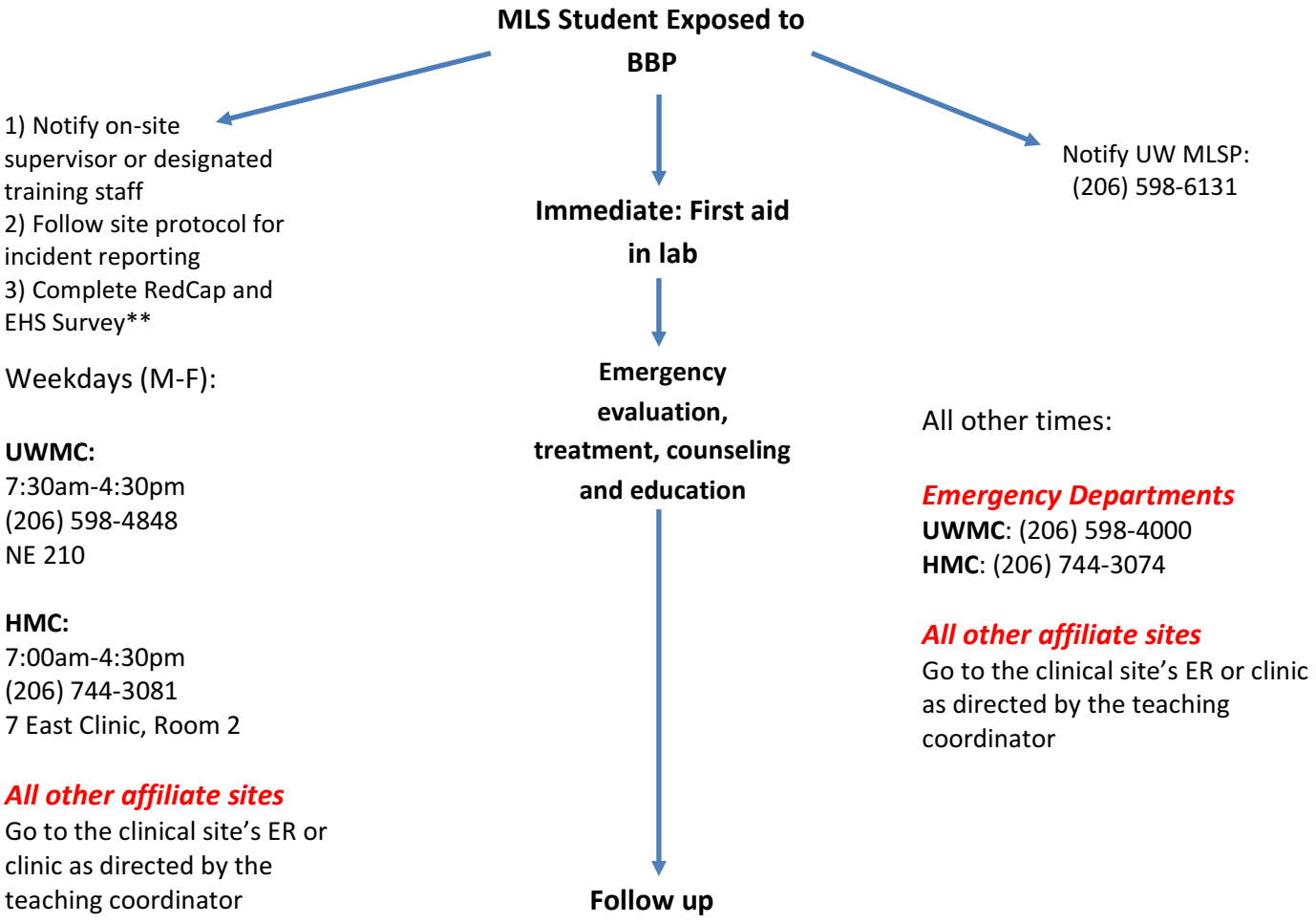
BASIC LIFE SUPPORT (BLS) TRAINING

Beginning in 2011, all UW Medical Laboratory Science Program students complete a Basic Life Support (BLS) course in part to fulfill this training requirement stipulated in a contractual agreement between UW Medical Laboratory Science Program and at least one of its clinical training sites. The training is at no cost to the student and is required.

BLOODBORNE PATHOGEN EXPOSURE

Following a potential bloodborne pathogen exposure in either the student laboratory or at a clinical rotation, all MLSP students should follow the process outlined in Figure 1 below. In addition, all students should fill out the RedCap survey (https://redcap.iths.org/surveys/?s=W49EP4KY7X9YRRYW) and the EHS report (https://www.ehs.washington.edu/workplace/incident-reporting) as soon as possible. If there are any questions regarding either survey, students may contact the program director, the lab instructor, or the rotation instructor.

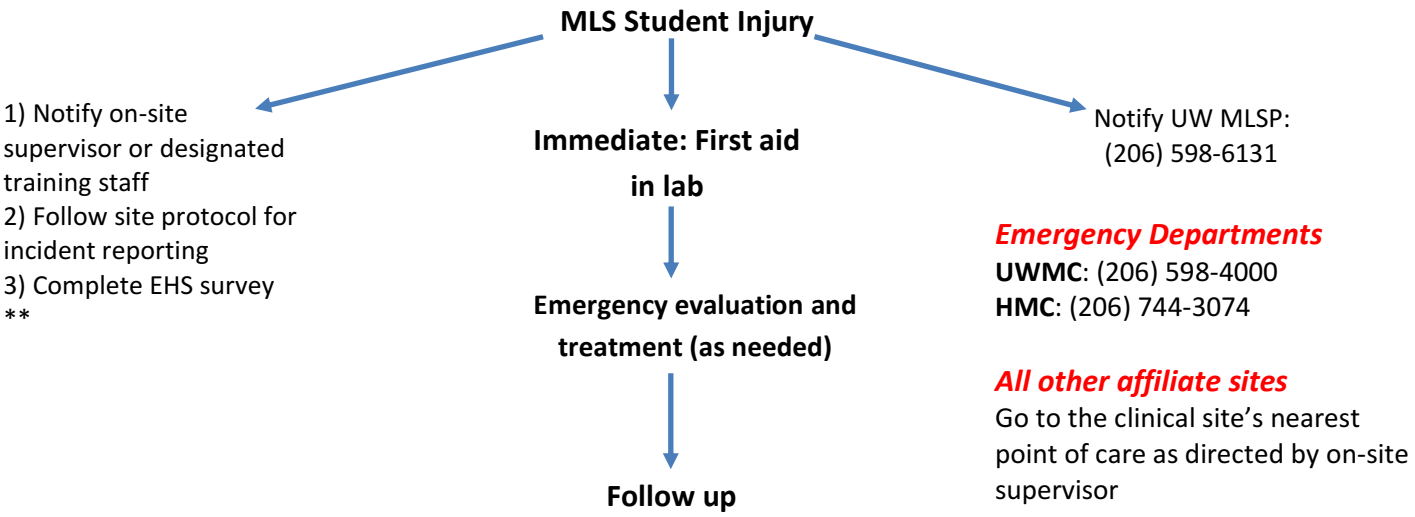
FIGURE 1: PROCEDURE: STUDENT INJURY INVOLVING BLOODBORNE PATHOGEN EXPOSURE*



***If a student is injured while in the student labs, (T-567, T-369), they will contact Husky Health: (206) 685-1011**

** **RedCap:** https://redcap.iths.org/surveys/?s=W49EP4KY7X9YRRYW
EHS: https://www.ehs.washington.edu/workplace/incident-reporting

FIGURE 2: PROCEDURE: STUDENT INJURY NOT INVOLVING BLOODBORNE PATHOGEN EXPOSURE*



***If a student is injured while in the student labs, (T-567, T-369), they will contact Husky Health Center (206) 685-1011**

**** EHS Survey:** https://www.ehs.washington.edu/workplace/incident-reporting

PROFESSIONAL ISSUES AND RESOURCES

GUARANTEE OF CLINICAL TRAINING

The UW Medical Laboratory Science Program does not admit more students into the program on an annual basis than can be placed with program clinical affiliates for clinical training. Only students who meet academic standards and essential requirements may progress to clinical training.

PROFESSIONAL CERTIFICATION AND LICENSURE

By definition, certification is a process of external peer review and examination in which a non-governmental agency or association grants public recognition to an individual who meets established experiential qualifications, and educational as well as functional standards. Participation in professional certification is voluntary, but there are factors that make it an invaluable last step to a successful professional career. These factors include professional identity, fulfillment of licensure obligations in states that require a professional licensure, continued professional development, and increased employment opportunities.

The American Society for Clinical Pathology (ASCP) is the world's largest society of laboratory professionals, including pathologists and non-physician professional laboratorians like medical laboratory scientists. The ASCP Board of Certification (BOC), is the gold standard for certification of pathologists' assistants and laboratory professionals. As a certification agency, the BOC prepares relevant standards and develops procedures that ensure the competence of non-physician medical laboratorians.

UW Medical Laboratory Science students who complete the program are eligible to apply to take the MLS certification examination administered through the American Society for Clinical Pathology (ASCP). ***Granting of the UW MLS Bachelor of Science degree is not contingent upon passing an external certification or licensure exam.***

Please note that the UW MLSP does not ensure eligibility for licensure in any state that requires it. Under the direction of the student, the UW MLSP can provide documentation regarding program requirements, but the onus of ensuring requirements are met for state licensure are on the student. If a student is considering moving to a state that requires licensure, the MLSP suggests they save all course syllabi, objectives, and schedules.

COMPETENCIES* OF UW MEDICAL LABORATORY SCIENCE PROGRAM GRADUATES

By the time a student has completed the University of Washington Medical Laboratory Science Program, they will have had opportunities to develop technical skills, theoretical understanding, and professional characteristics that are essential to beginning a career as a Medical Laboratory Scientist. These are considered entry-level competencies and all students at the time of graduation will have demonstrated the knowledge and skill to:

1. Competently perform a full range of testing in the contemporary medical laboratory encompassing the areas of, but not limited to, transfusion medicine, clinical chemistry, hematology and coagulation, clinical microbiology including virology, mycology, parasitology, clinical immunology, and molecular diagnostics.
2. Actively participate in the development, implementation and evaluation of test methods.
3. Assume responsibility for analysis and clinical decision-making, compliance with and promotion of applicable regulations, professional development, and quality improvement wherever lab testing is researched, developed or performed.
4. Demonstrate basic knowledge, skills and possession of relevant experiences in:
    a. Communications to enable consultative interactions with members of healthcare teams, external relations, customer service and patient education;
    b. Clinical laboratory finance, operations, marketing and human resource management to enable cost-effective, high-quality, value-added laboratory services;
    c. Information technology to enable effective, timely, accurate and cost-effective reporting of laboratory-generated information, and;
    d. Research design and practice sufficient to evaluate published studies as an informed consumer.

(*Adapted from *NAACLS Standards for Accredited Programs* "Description of Entry Level Competencies of the Medical Laboratory Scientist", 2012.)

PROFESSIONAL ORGANIZATION MEMBERSHIPS AND RESOURCE LINKS

American Society for Clinical Laboratory Science (ASCLS)

The American Society for Clinical Laboratory Science (ASCLS), as the preeminent organization for clinical laboratory science practitioners, provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education and management to ensure excellent, accessible cost-effective laboratory services for the consumers of health care. Student membership information available at URL http://www.ascls.org/membership/join

American Society for Clinical Pathology
Founded in 1922, ASCP is a professional society with 100,000 members working as pathologists, residents and other physicians, pathologists' assistants, laboratory professionals, medical students and laboratory students. Based in Chicago with offices in Washington, DC, and Indianapolis, IN, ASCP provides excellence in education, certification, and advocacy on behalf of patients, pathologists, and laboratory professionals. Student membership information available at https://www.ascp.org/.

HOLIDAYS AND OTHER IMPORTANT DATES FOR THE ACADEMIC YEAR

Important dates including holidays, dates of instructions, and final exam scheduling can be found at the University of Washington's website here:
https://www.washington.edu/students/reg/calendar.html