



**School of Medical Laboratory Science**  
**Student Handbook**

*This handbook is available as a hard copy - mailed upon request.*

Enrolled students are team members of Tampa General Hospital. Team members must abide by the hospital's policies and procedures. An employee handbook will be issued upon admission.

## **Medical Laboratory Science**

Medical Laboratory Science offers exciting possibilities for those who want a career in the medical field as a vital part of the health care team. The profession began when physicians found it difficult to manage laboratory duties and devote adequate time to teaching and patients. In an attempt to solve the dilemma, they began training assistants to perform the laboratory examinations; thus evolved the medical technologist aka medical laboratory scientists.

Medical laboratory scientists are clinical scientists who perform complex analyses making use of hundreds of scientific procedures. They are able to recognize the interdependency of tests and have knowledge of physiological conditions affecting test results. They work with the pathologists and other members of the healthcare team to help diagnose and treat disease. They must perform their duties with quality and patient safety in mind. Medical laboratory science is a challenging and rapidly changing field that offers opportunity for advancement in all areas of the healthcare field.

## **Program Overview**

Tampa General Hospital's School of Medical Laboratory Science, established in 1957, is operated by the Department of Pathology and is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and is a licensed training program by the Florida Department of Health. Facilities for the school include didactic materials, audiovisual equipment, educational computer programs, certification study guides and a student library containing the latest editions of appropriate textbooks for additional reading and research. The hospital's Medical Library is also available for student use. The hospital's laboratory is equipped with the most state-of-the art equipment available anywhere and generates hundreds of thousands of patient tests per year.

In addition to the routine lab tests offered in most labs, Tampa General Hospital performs an array of specialty testing including special coagulation, mycology, and the esoteric department with an expansive and ever-expanding menu of molecular biology testing. Dr. Ray Widen established the esoteric department encompassing molecular, flow cytometry, and research and development. The research and development department participates in clinical studies and trials, as well as develop, validate, and implement new cutting edge testing. Students attending Tampa General Hospital's School of Medical Laboratory Science will be exposed to the latest methodologies and learn from some of the foremost experts in the field of laboratory medicine.

Students shall learn the collecting, processing, and analyzing of specimens. The first week encompasses orientation including safety and phlebotomy. During the course of the year students will rotate through the clinical laboratory in chemistry, immunology, hematology, coagulation, urinalysis, body fluids, immunohematology, microbiology, flow cytometry, and molecular. In each department students will learn laboratory operations, principals and methodologies, performing assays, problem solving, trouble shooting techniques, instrumentation, interpretation and evaluation of clinical procedures and results, principals and practices of quality assessment, assurance, and improvement, and continuous assessment of laboratory services for all major areas of the laboratory.

## **Mission Statement**

As the region's leading safety net hospital, Tampa General is committed to providing area residents with excellent and compassionate health care ranging from the simplest to the most complex medical services. The mission of TGH: "We heal. We teach. We innovate. Care for everyone. Everyday." The vision of TGH is to be the safest and most innovative academic health system in America. In addition the School of Medical Laboratory Science is committed to providing its students with most current, clinically relevant theoretical and practical knowledge necessary to practice medical laboratory science. We are driven by the belief that by graduating competent, quality minded, ethical professionals, we will enhance patient safety in the community we serve and perpetuate the highest standards in the field of medical laboratory science.

## **Goals**

- To equip our students with the education necessary to be part of a high-performance laboratory team that provides accurate and timely laboratory results to aide in the diagnosis and treatment of disease and maintenance of health.
- To provide students with the skills necessary to succeed in the medical laboratory and allied health field.
- To instill the practice of quality assurance and quality improvement in day to day laboratory performance.
- To provide an atmosphere that promotes courteous and professional communication between co-workers, students, patients and all members of the healthcare team.
- To encourage professional curiosity and instill the value of continuing education for growth and maintenance of professional competence.
- To provide our community with dedicated and highly skilled laboratory professionals.
- To promote ethical behavior as a foundation for leadership and education.
- To inspire our students to educate future laboratorians.
- To instill in our students that patient's come first in all that we do.

## **General Objectives**

### **Program objectives for the cognitive and psychomotor domains.**

Specific cognitive objectives and checklists for psychomotor skills for each rotation will be found in the rotation syllabus. Specific objectives for each series of lectures will be provided.

### **Program objectives for the affective domain.**

During the course of the program, the student will:

1. Adhere to and respect safety policies and procedures.
2. Adhere to and respect school, laboratory, and hospital policies and procedures.
3. Display a caring attitude by demonstrating promptness, dependability, attentiveness, perseverance, good judgment, effective time-management, cooperation, respect, and maturity.
4. Relate well to other professionals and to patients.
5. Demonstrate professional telephone and oral communication skills.

6. Pursue opportunities to gain clinical and professional experience.
7. Demonstrate a desire to achieve objectives and internalize program goals.

## Competency Statement

The role of the Medical Technologist is that of a broad-based health professional. Upon completion of the Medical Laboratory Science program, the student will have achieved career-entry competence in:

1. Specimen collection, processing, and handling.
2. General laboratory operations including safety and management.
3. Following policies and procedures.
4. Performing routine tests, quality control, and reporting results.
5. Interpreting, correlating, and analyzing test results.
6. Maintaining, troubleshooting, and problem-solving issues with instrumentation.
7. Conferring with supervisors regarding technical and quality control problems encountered.
8. Providing an atmosphere that promotes courteous and professional communication with the patients, the public, and healthcare team.
9. Promoting ethical and professional behavior.
10. Processes of updating and validating new assays.
11. Continued professional development
12. Performing the non-routine, more difficult and complex testing.

## Admission Requirements

Tampa General Hospital maintains an affiliation agreement with the University of South Florida to provide the clinical internship portion of a baccalaureate degree in Medical Laboratory Science. To be eligible for admission to our program, students from our academic affiliate must have completed all the required prerequisite coursework toward the baccalaureate degree. (Defined as required courses for the Medical Technology Internship.) We provide the senior year of a baccalaureate degree only for those students from the University of South Florida with a conditional letter of eligibility. Non-affiliated students must have completed all the required prerequisite coursework and possess a baccalaureate degree from an accredited college or university. Please note, we are unable to offer advanced placement.

Medical Laboratory Science students must possess the manual dexterity and visual acuity necessary to prepare specimens and perform complex analyses, including microscopic examinations, and the ability to communicate (in person and on the telephone) in English with instructors and staff. Occasionally, long periods of standing at instruments or hoods may be required.

## Prerequisite Coursework

University of South Florida student's attaining a baccalaureate degree of Medical Laboratory Science please refer to required courses for the Medical Technology Internship. (which can be found <http://chemistry.usf.edu/undergraduate/majors/medical/> )

Biological Sciences: A minimum of 16 semester hours (24 quarter hours) of biological sciences from a regionally accredited college/university, including one semester in **microbiology and immunology**.

Chemistry: A minimum of 16 semester hours (24 quarter hours) of chemistry from a regionally accredited college/university including one semester in organic or biochemistry.

Recommended courses include: Physics, General Chemistry, Organic Chemistry, Biochemistry, and Biology, Microbiology, Algebra, Calculus, Statistics, and Anatomy. Survey courses are not acceptable.

To be considered, an overall grade point average of 2.5 (out of 4.0) or better and a science grade point average of > 2.5 (out of 4.0) is recommended. A grade of "C" or higher in each required science course is recommended in order to be competitive in the application process. Per USF course catalog for Medical Technology "students admitted to a clinical program in recent years have had a mean GPA of 3.3 or higher."

Each applicant will be considered on an individual basis. Applicants with foreign degrees must have their transcripts evaluated by an acceptable agency. Contact the program director for details.

## **Application & Selection Process**

The deadline is Dec. 31st prior to the August of class beginning. A complete application includes items listed below. Those applications not completed prior to the deadline will not be considered. It is the applicant's responsibility to see that all required materials are forwarded as necessary.

1. All documents must be submitted to: Tampa General Hospital  
School of Medical Laboratory Science  
P.O Box 1289  
Tampa, FL 33601
2. Complete the application form found: <https://www.tgh.org/health-professionals/school-medical-laboratory-science/application-selection-process>
3. Request that an official transcript from all colleges and universities be sent directly to the P.O. Box. Transcripts of all college credits must be submitted by the universities bearing the college seal. Transcripts submitted by students will not be accepted. International students must have educational documents evaluated by the World Education Services or equivalent.
4. At least two letters of recommendation must be submitted from the source, preferably science related.
5. A \$15.00 application fee. Must be check or money order payable to the School of Medical Technology. We are unable to accept cash.

A statement of general health from a licensed physician is required upon acceptance into the program. The statement must state you are able to perform the essential functions as defined by the Americans with Disabilities Acts Jobs Demand List (listed under essential functions below.)

Factors of consideration in the selection process include GPA (science & overall), recommendations, volunteer service, work experience, number of repeated classes, grades of D and F, and the interview. Select students will be offered and interview. Interviews are conducted by a minimum of three members of the selection committee.

The selection committee consists of the program director, faculty, and or members of the advisory committee. The interview is used as a means to assess each applicant's motivation, goals, communication skills, professional conduct, interpersonal skills and a realistic concept of commitment to the medical laboratory science profession.

After all applications are reviewed and the selected applicants have been interviewed, the selection committee chooses six of the best candidates for initial admission and creates a pool of alternate candidates. In the case of equal applicant status, applicants from the affiliated universities are considered first. On March 1st applicants are notified of acceptance.

After acceptance, students are required to complete a health screening and urine drug screening through Team Member Wellness prior to orientation. Students who fail the health and/or drug screening will be dismissed from the program. Tampa General Hospital and the school does not discriminate on the basis of age, race, color, creed, religion, national origin, disability, or any other classification.

## **Attendance & Time Off**

### **Holidays and Vacations:**

Students will be entitled to all official hospital holidays in the same manner as they apply to laboratory personnel. Students are also given a two-week winter break and a one week spring break aligning with the University of South Florida calendar.

### **General Time Off**

In addition, students are allotted a maximum of 5 days (40 hours) of general time to be used as sick time or scheduled leave. For scheduled time off, a written request must be submitted and approved by clinical rotation's designated faculty and the program director. Any missed time beyond the allotted 5 days must be made up (in the department that was affected) prior to graduation in order to graduate and receive a certificate. Attendance will be carefully monitored and tardy time or leaving early will be deducted from the allotted 5 days. In the event a student is unable to complete an 8 hour shift anything less than 6 hours is considered an absence. Students are expected to be in their assigned rotation and ready at the start time specified for that rotation. This is in keeping with our mission to graduate professional laboratory personnel. Should an unscheduled absence, or "calling in sick" become necessary, please notify the laboratory office by calling (813) 844 7284 (844-PATH) before you are scheduled to report. Identify yourself as a student, and ask to be transferred to the "Tech in Charge" or Team Leader of the assigned rotation and report your absence. A message must be left with the program director at (813) 844 - 7098. A copy of your message will be posted with the program director and the rotation department in which you are scheduled. You MUST call in any time you will be absent unless prior approval was obtained. The same protocol is applies to tardiness >15 minutes.

In the event of a hurricane students are only expected during normal operation. Missed days will be made up at the discretion of the program director and faculty.

Students must abide by Tampa General Hospital's policy pertaining to tardiness. Per TGH policy tardiness is defined: team members are considered tardy if they are not at their work area, in uniform, and prepared to work at the start of the scheduled time.

Disciplinary action results first in verbal warning, followed by a written warning, and lastly possible expulsion from the program upon discretion of the program director and faculty please refer to dismissal section.

### **Breaks and Lunches**

During the day, students will be allowed a break during the morning and/or afternoon depending on the department. Students are to follow the break protocol of the department. Students must meet with designated faculty at the beginning of the rotation to find out their time allotments. When leaving the department for any reason, you must inform your instructor(s). Punctuality is expected and students should abide by the time allotment. Abuse of breaks will result in disciplinary action. As Tampa General Hospital Teams members; professionalism is expected in areas outside of

the laboratory and on hospital grounds. Students are **not** permitted in guest waiting areas. Delinquency will lead to a verbal then written warnings – refer to dismissal policy.

NOTE: EATING AND DRINKING ARE STRICTLY PROHIBITED IN THE TECHNICAL AREAS OF THE LABORATORY. Smoking is prohibited on the hospital grounds except for outside reserved smoking areas.

## **Certification & Licensure**

Upon successful completion of the clinical internship, students are granted a certificate from the hospital (university-affiliated students are also granted credits and/or a baccalaureate degree from the university in Medical Laboratory Science.) They are then eligible to take national certification exams offered by the American Society of Clinical Pathologists (ASCP), or the American Association of Bioanalysts (AAB.) Once certified students are then eligible for licensure as a Medical Laboratory Scientist in the State of Florida. Awarding the certificate is not contingent upon external licensure or passing certification examination

It is the responsibility of each student to make every effort to complete the full internship. For students from affiliated universities, academic credit is awarded ONLY upon completion of the entire course of study. Students must successfully complete the entire internship in order to receive a certificate from Tampa General Hospital's School of Medical Laboratory Science. For attrition rate calculations the "final half" of the year begins the 28th week.

Tampa General Hospital's School of Medical Laboratory Science maintains accreditation with the National Accrediting Agency for Clinical Laboratory Science (NAACLS.) The program director is responsible for ensuring standards are met and maintaining accreditation.

### **National Accrediting Agency for Clinical Laboratory Science (NAACLS)**

5600 N River Rd.  
Suite 720  
Rosemont, IL 60018-5119  
Phone: (773) 714 8880  
Fax: (773) 714-8886  
[www.naacls.org](http://www.naacls.org)

### **Florida Department of Health**

Department of Health Board of Clinical Laboratory Personnel  
4052 Bald Cypress Way  
Bin #C-07  
Tallahassee, FL 32399-3258  
Phone: (850) 245-4355  
[www.floridasclinicallabs.gov/](http://www.floridasclinicallabs.gov/)

*(Application and fees only)*  
Department of Health  
Revenue of Services  
P.O. Box 6330  
Tallahassee, FL 32314-6330

## American Society for Clinical Pathologist (ASCP)

33 West Monroe  
Suite 1600  
Chicago, IL 60603  
Phone: (800) 267-2727 or 312-541-4999  
[www.ascp.org](http://www.ascp.org)

### Cheating

Cheating is defined as the unauthorized granting or receiving of aid during the prescribed period of a course-graded assessment. Students may not consult notes, books, may not look at the paper of another student, access their phone, nor consult orally with any other student taking the same test. Rotation exams are taken at different times throughout the year, and students are on the honor system and expected to keep tests, test questions, answer keys, or any other assessment material confidential. **Simply stated assessments are not to be shared verbally or physically in any way - on social media or any other computer or phone applications**

### Penalty for Cheating

Exchanging assessment information with other students or using prohibited materials during the course of a lecture assessment or during the course of a clinical rotation assessments shall result in a grade of "0" on the assessment(s). It is the Program Director's discretion to fail the student on the exam or to dismiss the student from the program permanently.

### Code of Conduct

Students must review and abide by Tampa General Hospital's policies, procedures, professionalism, and values reviewed during orientation. TGH values encompass integrity, compassion, accountability, and excellence. Personal conduct is expected to reflect TGH standards at all times at all TGH locations.

### Curriculum and Course Descriptions

A maximum of six students are accepted each year. The 51 week internship is 40 hours per week, Monday through Friday 6am – 2:30 (times may vary with advanced notice) beginning the first week of August.

The internship encompasses clinical rotations, lectures, and other various learning experiences. Clinical placement is always guaranteed for our students. One-on-one practical and theoretical instruction by qualified medical laboratory scientist is delivered as each student rotates through the areas of the laboratory. Theoretical knowledge is also delivered through a lecture series with a 1:10 ratio at most. Students are assessed on the cognitive, psychomotor, and affective domains. To be eligible for certification as a medical laboratory scientist at the end of the year, a minimum passing score of 70% (C) must be maintained. Academic credit is granted by the affiliated university.



The average day shall consist of 8 hours (plus a half hour for lunch), Monday through Friday. Each student will rotate through the areas of the laboratory according to his/her own set schedule. A master syllabus will be provided at the beginning of the program detailing lecture, learning experiences, and assessments with dates and times. When not in lecture, students are to be in their assigned clinical rotation.

The curriculum includes and Introduction to Medical Laboratory Science, Clinical Urinalysis and Body Fluids, Clinical Immunology / Molecular, Clinical Hematology / Hemostasis, Clinical Microbiology, Clinical Chemistry, Clinical Immunohematology, and Clinical Laboratory Management and Education. Refer to course descriptions below. Students will learn pre-analytical, analytical, and post analytical aspects of the laboratory. Pre-analytical will encompass collecting, processing, and analyzing specimens. Throughout the clinical rotations students will perform testing, the mythologies of the testing, troubleshooting and problem-solving techniques, interpretation and analyzing of results, and quality control. Students will assist with reporting results, calling criticals, and other post analytical aspects throughout the clinical rotations.

Lectures: No more than 7 hours of formal lectures are scheduled per week. Students will be periodically assessed on lecture material and assigned readings. Grades on lecture exams will be included in the calculation of course grades (please see grading section of the handbook). Any student absent on a scheduled lecture exam day must have a valid excuse, and will be expected to take the exam the following morning prior to starting their rotation.

Each rotation is self-contained. Students will receive a rotation syllabus for each area of the laboratory. The syllabus contains objectives, checklists of required skills, and a schedule of assignments and assessments. Practical and written assessments are delivered for each area of the laboratory along with an evaluation of the psychomotor and affective domain. All lectures, learning experiences, and clinical rotation occur at Tampa General Hospital's main campus except immunohematology as listed below.

**Tampa General Hospital  
1 Tampa General Circle  
Tampa, FL 33606**

### **MLS 4038: Introduction to Medical Laboratory Science 3 hrs**

An introduction to the clinical laboratory, the hospital, policies and procedures, basic laboratory techniques, quality control, phlebotomy, and hospital and laboratory safety. The student is instructed as to the proper methodology of phlebotomy, including universal precautions, proper labeling, and proper collection tubes. Syringe and vacutainer phlebotomy is practiced by each student. Students spend a week with phlebotomy and laboratory assistants collecting and processing specimens.

### **MLS 4860: Clinical Urinalysis and Body Fluids 4 hrs**

Theoretical and practical analysis of urine and body fluids. Students begin with specimen collection and processing. The student is instructed and performs macro and micro techniques used in the analysis of urine and body fluids, qualitative/quantitative analysis of urines and body fluids, and examination of fluids for normal and abnormal elements. Students will assist with quality control, problem solving, troubleshooting, analyzing and reporting results, performing assays, use of instrumentation, and learn the methodologies. Theoretical urine and body fluid analysis is presented through formal lectures. Both practical and theoretical assessments are administered.

### **MLS 4861: Clinical Immunology / Molecular 4 hrs**

Theoretical and practical immunology and molecular. The student begins with specimen collection and processing. The student is instructed and performs tests to detect the presence of serum antibodies and other substances which are related to disease states. Students rotate through immuno chemistry, esoteric, the research laboratory, and flow cytometry. Students will assist with quality control, problem solving, troubleshooting, analyzing and reporting results, performing assays, use of instrumentation, and learn the methodologies. Students learn principles and practices of clinical study design, implementation and dissemination of results. Theory and practice of fluorescent technique is also taught. Theoretical immunology and molecular is presented through formal lectures. Both practical and theoretical assessments are administered.

#### **MLS 4862: Clinical Hematology / Hemostasis 4 hrs**

Theoretical and practical hematology and coagulation. The student begins with specimen collection and processing. The student is instructed and reviews cells in the blood and the coagulation factors affecting clot formation. The student is instructed and performs various procedures, both manual and automated, to count, differentiate and identify the various cellular and coagulation elements of the blood. Students will assist with quality control, problem solving, troubleshooting, analyzing and reporting results, performing assays, use of instrumentation, and learn the methodologies. Theoretical hematology and coagulation are presented through formal lectures. Both practical and theoretical assessments are administered.

#### **MLS 4863: Clinical Microbiology 4hrs**

Theoretical and practical clinical microbiology, parasitology, and mycology. The student begins with specimen collection and processing. The student is instructed and performs various techniques for the identification of normal and pathogenic organisms from various body sites. Students will assist with quality control, problem solving, troubleshooting, analyzing and reporting results, performing assays, use of instrumentation, and learn the methodologies. The student is instructed and performs macro and micro techniques used in the analysis of fecal material, preparations for examination, and identification of ova and parasites found in human specimens. Mycology and mycobacterial culture and identification procedures are also performed. Students are assessed with a batch of unknown organisms which they must complete proper procedures to identify. Theoretical microbiology, parasitology and mycology is presented through formal lectures. Both practical and theoretical assessments are administered.

#### **MLS 4864: Clinical Chemistry 4hrs**

Theoretical and practical clinical chemistry. The student begins with specimen collection and processing. The student is instructed and performs manual and automated procedures analyzing blood and body fluids. Students will assist with quality control, problem solving, troubleshooting, analyzing and reporting results, performing assays, use of instrumentation, and learn the methodologies. Theoretical chemistry is presented through formal lectures. Both practical and theoretical assessments are administered.

#### **MLS 4865: Clinical Immunohematology 4hrs**

Theoretical and practical immunohematology for preparation of blood and blood components for transfusion therapy. Students are exposed to specimen collection and processing. The student is instructed and performs grouping, typing, and cross-matching of blood for transfusions. The student learns to recognize and identify antibodies or other causes of incompatible blood. Students are also involved with donor services for phlebotomy. Theoretical immunohematology is presented through formal lectures. Both practical and theoretical assessments are administered. TGH maintains an affiliation agreement with Oneblood and immunohematology is taught at the St. Petersburg location.

**One Blood, Inc.  
10100 Dr. Martin Luther King Jr. St. North  
St. Petersburg, FL 33716-3806**

**MLS 4866: Clinical Laboratory Management and Education 3hrs**

Theoretical and practical knowledge of management and education. The student is introduced to the concepts of laboratory management, application of safety and governmental regulations and standards as applied to clinical laboratory science, principles and practices of professional conduct and the significance of continuing professional development, communications sufficient to serve the needs of patients, the public and members of the health care team, principles and practices of administration and supervision as applied to clinical laboratory science, and educational methodologies and terminology sufficient to train/educate users and providers of laboratory services. The student shadows the laboratory director and other leadership for a week. Theoretical assessments are administered and students are assessed by a student lecture and safety project.

(Per USF course catalog the clinical rotation totals 30 credit hours)

<b>MAJOR COURSES:</b>	<b>Clinical Rotation</b>	<b>Approximate Classroom HRS</b>
PHLEBOTOMY	1 week	5 hrs
CHEMISTRY	9 weeks	30 hrs
IMMUNOLOGY	2 weeks	15 hrs
URINALYSIS & BODY FLUIDS	2 weeks	10 hrs
HEMATOLOGY/HEMOSTASIS (COAG)	8 weeks	35 hrs
MICROBIOLOGY	13 weeks	40 hrs
IMMUNOHEMATOLOGY/TRANSFUSION MEDICINE	7 weeks	35 hrs
MOLECULAR	2 weeks	10 hrs
LAB OPERATIONS	throughout clinical rotations	12 hrs

**Disciplinary Action**

Students are licensed as trainees by the State of Florida, and grounds for disciplinary action against clinical laboratory personnel as stated in Florida Statute 483.825 (listed below) will be grounds for disciplinary and/or legal action against the student.

- (1) The following acts constitute grounds for denial of a license or disciplinary action, as specified in s. [456.072](#)
- (2): (a) Attempting to obtain, obtaining, or renewing a license or registration under this part by bribery, by fraudulent misrepresentation, or through an error of the department or the board.
- (b) Engaging in or attempting to engage in, or representing herself or himself as entitled to perform, any clinical laboratory procedure or category of procedures not authorized pursuant to her or his license.
- (c) Demonstrating incompetence or making consistent errors in the performance of clinical laboratory examinations or procedures or erroneous reporting.
- (d) Performing a test and rendering a report thereon to a person not authorized by law to receive such services.

- (e) Has been convicted or found guilty of, or entered a plea of nolo contendere to, regardless of adjudication, a crime in any jurisdiction which directly relates to the activities of clinical laboratory personnel or involves moral turpitude or fraudulent or dishonest dealing. The record of a conviction certified or authenticated in such form as to be admissible in evidence under the laws of the state shall be admissible as prima facie evidence of such guilt.
- (f) Having been adjudged mentally or physically incompetent.
- (g) Aiding and abetting in the violation of any provision of this part or the rules adopted hereunder.
- (h) Reporting a test result when no laboratory test was performed on a clinical specimen.
- (i) Knowingly advertising false services or credentials.
- (j) Having a license revoked, suspended, or otherwise acted against, including the denial of licensure, by the licensing authority of another jurisdiction. The licensing authority's acceptance of a relinquishment of a license, stipulation, consent order, or other settlement, offered in response to or in anticipation of the filing of administrative charges against the licensee, shall be construed as action against the licensee.
- (k) Failing to report to the board, in writing, within 30 days that an action under paragraph (e), paragraph (f), or paragraph (j) has been taken against the licensee or one's license to practice as clinical laboratory personnel in another state, territory, country, or other jurisdiction.
- (l) Being unable to perform or report clinical laboratory examinations with reasonable skill and safety to patients by reason of illness or use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition. In enforcing this paragraph, the department shall have, upon a finding of the State Surgeon General or his or her designee that probable cause exists to believe that the licensee is unable to practice because of the reasons stated in this paragraph, the authority to issue an order to compel a licensee to submit to a mental or physical examination by physicians designated by the department. If the licensee refuses to comply with such order, the department's order directing such examination may be enforced by filing a petition for enforcement in the circuit court where the licensee resides or does business. The department shall be entitled to the summary procedure provided in s. [51.011](#). A licensee affected under this paragraph shall at reasonable intervals be afforded an opportunity to demonstrate that he or she can resume competent practice with reasonable skill and safety to patients.
- (m) Delegating professional responsibilities to a person when the licensee delegating such responsibilities knows, or has reason to know, that such person is not qualified by training, experience, or licensure to perform them.
- (n) Violating a previous order of the board entered in a disciplinary proceeding.
- (o) Failing to report to the department a person or other licensee who the licensee knows is in violation of this chapter or the rules of the department or board adopted hereunder. However, a person or other licensee who the licensee knows is unable to perform or report on clinical laboratory examinations with reasonable skill and safety to patients by reason of illness or use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of a mental or physical condition, may be reported to a consultant operating an impaired practitioner program as described in s. [456.076](#) rather than to the department.
- (p) Making or filing a report which the licensee knows to be false, intentionally or negligently failing to file a report or record required by state or federal law, willfully impeding or obstructing such filing or inducing another person to do so, including, but not limited to, impeding an agent of the state from obtaining a report or record for investigative purposes. Such reports or records shall include only those generated in the capacity as a licensed clinical laboratory personnel.
- (q) Paying or receiving any commission, bonus, kickback, or rebate, or engaging in any split-fee arrangement in any form whatsoever with a physician, organization, agency, or person, either directly or indirectly for patients referred to providers of health care goods and services including, but not limited to, hospitals, nursing homes, clinical laboratories, ambulatory surgical centers, or pharmacies. The provisions of this paragraph shall not be construed to prevent a clinical laboratory professional from receiving a fee for professional consultation services.
- (r) Exercising influence on a patient or client in such a manner as to exploit the patient or client for the financial gain of the licensee or other third party, which shall include, but not be limited to, the promoting, selling, or withholding of services, goods, appliances, referrals, or drugs.
- (s) Practicing or offering to practice beyond the scope permitted by law or rule, or accepting or performing professional services or responsibilities which the licensee knows or has reason to know that he or she is not competent to perform.
- (t) Misrepresenting or concealing a material fact at any time during any phase of the licensing, investigative, or disciplinary process, procedure, or proceeding.
- (u) Improperly interfering with an investigation or any disciplinary proceeding.
- (v) Engaging in or attempting to engage in sexual misconduct, causing undue embarrassment or using disparaging language or language of a sexual nature towards a patient, exploiting superior/subordinate, professional/patient, instructor/student relationships for personal gain, sexual gratification, or advantage.
- (w) Violating any provision of this chapter or chapter 456, or any rules adopted pursuant thereto.
- (2) The board may enter an order denying licensure or imposing any of the penalties in s. [456.072\(2\)](#) against any applicant for licensure or licensee who is found guilty of violating any provision of subsection (1) of this section or who is found guilty of violating any provision of s. [456.072\(1\)](#).
- (3) In determining the amount of the fine to be levied for a violation, as provided in subsection (1), the following factors shall be considered:
  - (a) The severity of the violation, including the probability that death or serious harm to the health or safety of any person will result or has resulted, the severity of the actual or potential harm, and the extent to which the provisions of this part were violated.
  - (b) Actions taken by the licensee to correct the violation or to remedy complaints.
  - (c) Any previous violation by the licensee.
  - (d) The financial benefit to the licensee of committing or continuing the violation.

### **Other Criteria for Unacceptable Performance:**

1. Unprofessional conduct of any kind will subject a student to disciplinary measures which may include dismissal. All students are expected to act in a responsible manner and maintain a professional attitude at all times while on the hospital's grounds. Self-discipline

and sensitivity to the rights and interests of others are the principal elements of our disciplinary policy.

2. Unacceptable conduct includes persistent and deliberate disregarding of rules and regulations of the hospital; disrespect towards instructors, co-workers, patients; cheating; and failure to maintain acceptable performance in all courses.
3. Each individual is expected to earn his or her certificate on the basis of personal effort. Therefore, any form of academic dishonesty will not be tolerated.
4. When a student's performance is unsatisfactory in a section, usually several of the following criteria are involved since they are inter-related. If warranted, a Performance Improvement Plan may be instituted to address unsatisfactory performance.

It is considered unacceptable if:

1. After having been taught a procedure and after a "practice period" the student is unable to achieve accurate results using acceptable techniques.
2. After receiving the proper directions and precautions, the student exhibits carelessness in handling specimens, laboratory equipment, or instruments.
3. After receiving instructions and watching demonstrations, the student continually shows disorganization, inattention to detail, or lack of regard for written protocol.
4. After being given assignments, readings, lectures, and discussions as applicable, the student is unable to demonstrate knowledge of the subject matter and is unable to attain a final average of 70% or greater in each area of the subject (didactic, rotation written exams, rotation practical exams).

**Disciplinary Action / Dismissal:**

Disciplinary action is warranted should a student not abide by Tampa General Hospital's policies, the school's policies, or the student handbook. The program director and or committee will discuss any unacceptable performance or behavior with the student. The committee is composed of faculty and advisory members. A record of counseling and/or disciplining will be kept in the student's file. The student will be made aware of any improvements needed at the time of the discussion. Students have the right to appeal disciplinary measures. Disciplinary actions constitute the following:

1st Offense:	Verbal warning
2nd Offense:	1st Written warning
3rd Offense:	2nd Written warning
4th Offense:	Dismissal from the program

**Appeals and Grievances**

If a student has a concern complaint or dissatisfaction they may submit a grievance to the program director. Please refer to TGH's "Conflict Resolution and Grievance" procedure for guidance. Students who submit grievances will not be interfered with nor retaliated against. The student should first attempt to discuss matters with faculty and then in writing to the program director if an acceptable response is not received. Written responses to any step will be returned to the student with seven calendar days. Should the grievance be directed at the program director please submit grievance to the laboratory director. The grievance must be submitted within seven calendar days of the occurrence. If the grievance is still unresolved with the program director, a committee composed of the program director (or laboratory director) and other members of the advisory committee will review all information and provide a response. Students have the right to appeal any decisions of the program director, laboratory director, or committee to human resources. Appeals must be submitted in writing within seven calendar days of the last action taken. Decisions of human resources are final.

## **Probation and Suspension:**

Students will be placed on probation and observed for a month with each written warning. In the event students do not improve they will be suspended for three to five days and will be required to make-up time prior to graduation. Students may be immediately suspended for serious offenses.

## **Dress Code**

**Appearance: A professional appearance is mandatory for all students.**

Dress and grooming are not only an indication of each team members personal pride, but also an expression of TGH's overall high standards. It is important that each team member presents a personal appearance in which both the patients and public alike can place their confidence.

Students are Tampa General Hospital Team Members and must abide by TGH's Standard of Attire policy. The following is an excerpt from the policy:

It is the policy of TGH to require personal hygiene, grooming, dress, and appearance of staff, to meet appropriate dress code standards while on duty. As such, TGH employees should avoid extremes in dress, grooming, and personal appearance. Considering that appropriate dress is based, in large part, on an individual's perception, TGH management reserves the right to make the final decision on appropriate attire.

The laboratory is required to wear designated light grey scrubs with a Tampa General Hospital embroider (may be purchased at Uniform City.) Long sleeved shirts may be worn under scrubs as they are white or match the assigned uniform color (grey). Conservative footwear is required. Shoes must be flat and have closed toes for safety purposes. Clean tennis shoes or sneakers are acceptable but must be of the leather or vinyl, black, white or neutral in color. All appropriate undergarments are a must. Jewelry and perfumes should be kept to a minimum. Long hair should be tied back for safety purposes. Tattoos must be covered at all times. Students must wear their I.D. badge at all times on duty, on their upper torso, with photograph and name plainly visible. Laboratory coats are supplied and must be worn full buttoned at all times in the laboratory.

Uniform City  
4045 W. Kennedy Blvd  
Tampa, FL 33609  
813-286-7880

**Laboratory Coats:** Students will be furnished with lab coats to wear as protection while working with patient specimens. These laboratory coats are to be removed before leaving the laboratory. Students may be furnished a second lab coat that is to be worn when leaving the laboratory for other hospital business.

## **Emergency / Health**

Should an adverse event occur students may utilize the emergency department or team member health clinic for less urgent matters. Events must be logged as an incident report. The program director and supervisor / manager of the department must also be notified.

Students may utilize the team member health clinic. The clinic enables team members to seek medical attention for minor health-related issues.

## Essential Functions

The following list of essential functions has been adopted from an ADA (Americans with Disabilities Act) job demands list. They are rated based on their application to the position of "Medical Laboratory Science Student." Applicants must review and be aware of all these technical standards. Students must submit a "statement of general health," signed by a physician indicating the student can perform these functions.

### PHYSICAL DEMANDS:

Constant; several times per day or more:  
Strength - sedentary (to 10 lbs.)  
Standing  
Walking, Flat  
Carrying  
Reaching - Below Shoulder  
Grasp/Release  
Fingering  
Repetitive Motion - Wrist/Hand  
Frequent; daily:  
Sitting  
Lifting from Floor  
Lifting from Table  
Lifting Overhead  
Climbing Stairs  
Stooping  
Crouching/Squatting  
Reaching - at Shoulder  
Reaching - above Shoulder  
Twisting/Turning  
Pushing  
Pulling  
Occasional; 2-4 times per week:  
Strength - Light (to 20 lbs.)  
Strength - Medium (to 50 lbs.)  
Repetitive Motion - elbow  
Very Infrequent; 1-2 times per week or less:  
Strength - Heavy (to 100 lbs.)  
Strength - Very Heavy (100+)  
Walking - Uneven  
Climbing Ladder  
Kneeling  
Repetitive Motion – Knees  
Repetitive Motion – Back

### SENSORY DEMANDS:

Constant; several times per day or more:  
Talking  
Hearing  
Seeing - Near  
Seeing - Depth  
Seeing - Color  
Seeing - Field  
Frequent; daily:  
Feeling  
Occasional; 2-4 times per week:  
Seeing - Far  
Very Infrequent; 1-2 times per week or less:  
Taste/Smell 16

### ENVIRONMENTAL DEMANDS:

Constant; several times per day or more:  
Works with Others  
Works under Time Constraints  
Hazards - Biological  
Use of Tools  
Use of Machinery/Equipment  
Frequent; daily:  
Works Alone  
Customer/Public Contact  
Hazards - Electrical  
Occasional; 2-4 times per week:  
Exposure - Dusts  
Hazards - Mechanical  
Hazards - Chemical  
Very Infrequent; 1-2 times per week or less:  
Exposure - Weather  
Exposure - Extreme Heat  
Exposure - Extreme Cold  
Exposure - Humidity/Wetness  
Exposure - Extreme Noise  
Exposure - Noxious Odors  
Exposure - Gasses

Vibration  
Hazards - Radiation  
Driving a Motorized Vehicle

### COGNITIVE DEMANDS:

Constant; several times per day or more:  
Reading  
Writing  
Accuracy/Precision  
Short Term Memory  
Long Term Memory  
Transfer of Knowledge to Unique Situations  
Sequencing  
Problem Solving  
Attentiveness - Duration  
Social Interaction  
Self- Control  
Frequent, daily:  
Simple Arithmetic  
Weighing/Measuring  
Attentiveness -  
Concentration  
Work that is Highly Structured/Directed  
Work that is Loosely Structured/Directed  
Concurrent Performance of Multiple Tasks  
Self- Expression  
Autonomy  
Occasional; 2-4 times per week:  
Influencing Others  
Very Infrequent; 1-2 times per week or less:  
Mathematics  
Directing Others  
Evaluating the Performance of Other

## ESSENTIAL FUNCTION DEFINITIONS

### PHYSICAL DEMANDS

**Strength:** Amount of lifting or carrying of objects, determined by weight. Sedentary: lifting 10 lbs. occasionally, and/or negligible amounts frequently. Light: lifting up to 20 lbs., with frequent lifting and/or carrying objects weighing up to 10 lbs. Medium: Lifting up to 50 lbs., with frequent lifting and/or carrying objects weighing up to 25 lbs. Heavy: lifting up to 100 lbs., with frequent lifting and/or carrying objects weighing 50 lbs. or more.

**Standing:** remains upright on one's feet at a work station without moving about.

**Walking:** requires moving about on foot on even or uneven terrain.

**Sitting:** remains in the normal seated position.

**Lifting:** raises or lowers objects from one place to another, at varying heights while remaining in a stationary position.

**Carrying:** transports objects from one place to another using arms and/or shoulders.

**Climbing:** ascending and/or descending stairs or ladders.

**Stooping:** bends the body downward and forward from the waist.

**Kneeling:** bends at the knees so as to come to rest on one's knee(s).

**Crouching/Squatting:** bends the body downward and forward by bending the legs (may also bend spine).

**Reaching:** extends the arms up, down, or forward toward an object.

**Grasp/Release:** seizes, holds, and lets go of objects.

**Fingering:** picks, pinches, or pokes objects for such activities as fine object manipulation, writing, keying, typing, or sewing.

**Twisting/Turning:** rotates at the waist while lower body remains stationary.

**Pushing:** exerts force upon an object causing the object to move away.

**Pulling:** exerts force upon an object causing the object to move toward one.

**Repetitive Motions:** frequent movement of a body part in rapid, repetitive fashion.

### SENSORY DEMANDS

**Feeling:** interprets touch, sensing textures, shapes, size, temperatures, and pain through skin contact.

**Talking:** expresses or exchanges ideas through words.

**Hearing:** interprets sounds, locates source of sounds, and discriminates between important and background sound.

**Seeing:** Perceives the nature of objects by the eye.

Near: clarity of vision at 20 inches or less

Far: clarity of vision at 20 feet or more

Depth: judges distances between objects

Color:: identifies and distinguishes color

Field: area that can be seen up, down, right and left when the eye is stationary.

**Taste/Smell:** interprets tastes and odors.



## **ENVIRONMENTAL DEMANDS**

**Works Alone:** does not require interaction with others to complete tasks.

**Works With Others:** requires interaction with co-workers to complete tasks.

**Customer/Public Contact:** requires interaction with customers and/or the public to get the job done. **Works Under Time Constraints:** plans and organizes work tasks to complete assignments within designated time frames.

**Exposure to Weather:** works outdoors, and is subject to weather conditions such as heat, cold, rain, snow, sleet, and wind which may change at any time.

**Exposure to Extreme Heat:** temperatures, indoors or outside that are sufficiently high enough to cause discomfort.

**Exposure to Extreme Cold:** temperatures, indoors or outside that are sufficiently low enough to cause discomfort.

**Exposure to Humidity/Wetness:** contact with water or atmospheric conditions with moisture content sufficient to cause discomfort.

**Exposure to Extreme Noise:** constant or intermittent sound that is sufficiently loud to cause discomfort or possible hearing loss.

**Exposure to Noxious Odors:** smells sufficient to cause discomfort.

**Exposure to Dusts:** solid particles generated by handling, crushing, grinding, rapid impact, detonation, or decrepitation of organic or inorganic materials sufficient to irritate eyes, skin, lungs or other organs.

**Exposure to Gases:** normally formless liquids which occupy the space of enclosure which may be harmful if inhaled in sufficient quantity.

**Vibration:** rapid, short, repetitive motion (oscillation), which, if endured repeatedly day after day, can cause bodily harm.

**Hazards:** conditions or situations in which there is the potential of danger to life, limb, health, or bodily injury, including exposure to mechanical, electrical, radiation, chemical, or biological agents.

**Use of Tools:** use of objects that can be held in the hand for the purpose of completing a task.

**Use of Machinery/Equipment:** use of mechanical objects that require training, manual dexterity, safety precautions, and attentiveness to operate. This includes computers, vacuum cleaners, drill presses, ovens, copiers, and other objects that are larger than one's hands.

**Driving a Motorized Vehicle:** operates an automobile, truck, motor scooter, riding lawnmower, or other vehicle on hospital property and/or public roads.

## **COGNITIVE DEMANDS**

**Simple Arithmetic:** addition, subtraction, multiplication and division.

**Mathematics:** algebra, trigonometry and/or calculus.

**Reading:** reads, comprehends and retains materials written at a 6th grade level or higher.

**Writing:** puts words and symbols down on paper in a meaningful way, such that other people can understand the message.

**Accuracy/Precision:** performs tasks without error, consistently.

**Weighing/Measuring:** uses devices and tools to determine the volume, weight, height or mass of objects, liquids, gasses, or living things.

**Short Term Memory:** accurately remembers things that occurred in the last 5-30 minutes, including events, written or oral material, and tasks.

**Long Term Memory:** remembers things that happened more than 30 minutes ago, including events, written and oral material, and tasks that occurred days, weeks or months ago.

**Transfer of Knowledge to Unique Situations:** applies one's knowledge of task performance and behavior to new and different situations.

**Sequencing:** places information, concepts, and actions in order.

**Problem Solving:** recognizes a problem, defines a problem, identifies alternative plans, selects a plan, organizes the steps in the plan, and evaluates the outcome.

**Attentiveness - Duration:** maintains concentration on a task over time.

**Attentiveness - Concentration:** intensity with which one is focused on a particular task.

**Directing Others:** plans and organizes the work of others, assigns tasks to others, and follows up on the activities of others.

**Work That is Highly Structured/Directed:** directions for completing assignments are very specific and leave little room for deviation from the routine. Close supervision is provided.

**Work That is Loosely Structured/Directed:** directions for completing assignments are not very specific, leaving room for variation based on the needs of the situation at hand. Supervision is available, however one is encouraged to use one's best judgement to determine the course of one's activity.

**Influencing Others:** uses one's reasoning, and persuasive abilities to change the behavior of others.

**Evaluating the Performance of Others:** assesses the work of others and provides feedback to them such that they are able to modify their work as needed.

**Concurrent Performance of Multiple Tasks:** does several things at the same time, with speed and accuracy.

**Self-Expression:** uses a variety of skills to express one's thoughts, feelings and needs.

**Autonomy:** works independently, takes initiative and responsibility for the work that gets done.

**Social Interaction:** uses manners, personal space, eye contact, gestures, active listening, and self-expression appropriate to the situation.

**Self-Control:** modulates and modifies one's own behavior in response to situational needs, demands, and constraints.

## Evaluations

Students are evaluated by the clinical faculty during each department rotation. Evaluations encompass the knowledge, skills, and attitudes (cognitive, psychomotor, and affective domains) demonstrated by the student during the rotation and are a portion of the rotational grade. Students, in turn, are requested to evaluate the rotations, lectures, and program. Comments and constructive criticisms are vital to the welfare of the program and student cooperation in completing thought-out evaluations is solicited.

Evaluations are also periodically completed by faculty, employers, staff, and graduates. The evaluations are used as a systematic assessment to ensure continuous quality improvement of the program, ensure the program is meeting the established goals, and students achieve necessary competencies. Results are documented as outcome measures which are periodically analyzed and evaluated during advisory committee and faculty meetings at least every three months.

## Faculty

The program will have qualified faculty who hold appointments within the educational program (TGH School of Medical Laboratory Science). These appointees will be certified professionals in their respective fields. Faculty members will be chosen at the discretion of the program director, department manager, and laboratory director. The previously defined selection committee will not discriminate on the basis of age, race, color, creed, religion, national origin, disability, or any other classification with faculty appointments. Faculty must meet the requirements listed below. The program will ensure and document ongoing professional development and assessment of the faculty.

### Faculty:

<i>Name</i>	<i>Credentials</i>	<i>Positions</i>
Michelle Brillhart	BS, MA (MLS ASCP)	Program Director, Education Specialist: Laboratory
Elizabeth Costine	BS (MLS ASCP)	Clinical Laboratory Educator for Hematology/Hemostasis and Urinalysis and Body Fluids, Hematology Supervisor
Anna Castro	BS, MS (M ASCP)	Clinical Laboratory Educator for Microbiology, Microbiology Supervisor
Vicki Healer	BS (MLS ASCP)	Clinical Laboratory Educator for Molecular / Flow Cytometry, Esoteric Supervisor
Saji Mathew	BS, MS (MLT ASCP)	Clinical Laboratory Educator for Chemistry and Immunology, MLS – Chemistry
Wyenona Hicks	BS	Clinical Laboratory Educator for Immunohematology / Transfusion Medicine, Program Manager of Medical Technology Education

The faculty will participate in instruction, supervising students, student learning experiences, evaluating student achievement, assessments, developing curriculum, formulating policy and procedures, assessment of program outcomes, and evaluating program effectiveness.

Faculty members are designated and responsible for students learning experiences and assessment assigned to their area. Faculty will ensure all procedures performed by students take place under qualified supervision. Faculty should report any issues, of any kind, with a student to the program director. Faculty will ensure an instructor to student ratio of 1:1 throughout clinical rotations. The program will also ensure to maintain an instructor to student ratio of no more than 1:10 in all didactic areas. The faculty member shall be responsible for all grades earned by the student during the clinical rotation. Grades will be submitted to the program director at the end of the rotation. Faculty shall be responsible for completing the evaluation form for each student. Evaluations are used to review the student's performance concerning the psychomotor and affective domains and indicate areas that need improvement. The faculty and program director shall oversee student punctuality and attendance. Faculty needing assistance with any matters should contact the program director.

## Tampa General Hospital School of Medical Laboratory Science Administration

Lugen Chen M.D.	Medical Director
Angela Lauster	Administrative Director, Clinical Laboratory
Michelle Brillhart	Program Director

### Grading and Grading Scale

All students are expected to successfully complete each area (rotations and didactic lecture assessments) with a minimum passing grade of “C” (70%) or better. Successful completion of all phases of the clinical education program is a mandatory prerequisite to graduation and certification by the school. Students’ progress through the program as indicated on the rotation and lecture schedule provided to them upon start of the program. The grading scale is as follows:

90 - 100	A
80 - 89	B
70 - 79	C
60 – 69	D
60 – 0	F

Final grades for each area are determined by averaging the following:

1. Lecture: 50%
  - a. Assessments administered after every three to five lectures unless otherwise noted on schedule or advance notice. Cumulative finals are weighted 20%
2. Rotation 50%: *further broken down as:*
  - a. 50%: practical assessments (skills)
  - b. 40%: written assessments
  - c. 10%: evaluation (psychomotor and affective domains)

Granting of the degree or certificate is not contingent upon passing an external certification or licensure exam.

When a student shows an abnormal trend with their normal performance or multiple C's are accumulated the program director will council the student and offer extra help or guidance to what the student may need to improve. Should a student receive less than 70% for an area they will be placed on probation. In the event a student fails multiple courses of study they will be dismissed from for the program.

### Guidance and Counseling

Academic guidance, advising, and counseling is primarily given by the program director. Simple personal counseling or advice is provided by the program director, medical director, administrative director, staff pathologists, department managers, supervisors, or team leaders. Counseling of a more serious nature is referred to social agencies. Students from affiliated universities may also use the counseling services of their university. Counseling, academic guidance, and advising of any nature is confidential and impartial.

## **Health Insurance Portability and Accountability ACT (HIPAA)**

Health Insurance Portability and Accountability ACT (HIPAA) is a federal regulation regarding patient privacy. Maintaining patient privacy is everyone's responsibility. Violation of patient privacy will result in disciplinary action, up to and including dismissal from the program. Students will be required to sign a HIPAA acknowledgement.

## **Information Management**

Students must read, sign off, and abide by Tampa General Hospital's Laboratory LIC policies 1 through 14 on MediaLab. Any computer - related questions please call the Help Desk at extension number 844 7490.

## **Incident Reporting**

An incident is any occurrence, which represents a departure from the norm, and unexpected event, or an event with an unfavorable outcome. Incidents should be immediately reported to the program director and a supervisor or manager. Incidents must be reported using the icon on the TGH portal. If the incident affects your health you will be required to report to team member health clinic. Depending on the circumstances students may need to make a claim under their liability insurance.

## **Insurance**

### **Liability**

Students must purchase a private policy for liability coverage during the internship year. Each student must provide his or her own coverage and must show proof of coverage to the Program Director. In case a claim should arise from any laboratory incident, the student is responsible for submitting the claim to his or her insurance company and for any deductible incurred.

### **Health**

Tampa General Hospital's group medical insurance is NOT available to students. Students must purchase private health insurance for coverage during the internship year. In case a claim should arise from any laboratory incident, the student is responsible for submitting the claim to his or her insurance company and for any deductible incurred.

## **Library Privileges**

### **Medical Library**

The Medical Library and privileges will be extended to all Medical Laboratory Science students. Services include literature searches, article retrieval, training, and computer access. The room and computers are available 24/7.

### **School of Medical Laboratory Science Library**

The School of Medical Laboratory Science also has a library pertinent to the clinical education. Books may be checked out from the Program Director. Time limits may apply.

## **Meetings**

Students will be given the opportunity to attend various hospital meetings to experience other aspects of the institution. Divisional Education meetings occur every other Wednesday. The safety huddle is everyday. Students may shadow leadership team members for the Hazardous Waste, Laboratory Nursing, Disaster Planning, and others as they arise.

## **Mosley Achievement Award**

Dayton L. Moseley, Jr., M.D., served as Director of the Clinical Laboratories and Director of the School of Medical Laboratory Science at Tampa General Hospital from 1960 until his untimely death in 1969. As an excellent physician, pathologist, and medical examiner as well as a dedicated teacher, he was loved and respected not only by his staff and students but throughout the hospital. The award, created in 1969 in memory of Dr. Moseley, is given to the student selected by the Education Committee as the most outstanding all around Medical Laboratory Science student of the year and recognizes outstanding scholastic aptitude, achievement, and attitude as well as commitment to the goals and standards of the profession and of the hospital. The recipient's name is engraved on the Moseley Award Plaque which is exhibited in the School of Medical Laboratory Science Display Case. The award is not necessarily given annually. It is only given when the Teaching Supervisors and Program Director feel there is a qualified candidate.

## **Non-Discriminatory Policy**

No form of harassment or discrimination on the basis of age, race, color, creed, religion, national origin, disability, sexual orientation, or any other classification prohibited by law, will be permitted. Harassment is aggressive pressure or intimidation. Harassment includes unwelcome or unsolicited verbal, non-verbal, printed, electronic mail, or physical conduct which substantially interferes with an employee's or a student's performance or which creates an intimidating, hostile, or offensive environment. Each allegation of harassment or discrimination will be promptly investigated in accordance with applicable TGH policies. Students must abide by Tampa General Hospital's Code of Conduct.

## **Resources**

The hospital's laboratory is an educational resource for students. They are able practice under the supervision of a technologist with all equipment in the laboratory. Instrumentation is utilized for students to practice assays, calibrations, preventative maintenance, troubleshooting, quality control, and analyze and interpret results. Patient specimens are in abundance to practice and perform assays in all the departments. The school maintains some of its own resources such as Powerpoint used with lectures displayed on a large screen to provide teacher prepared notes of new information. Conference rooms are utilized for lecture. Computers are available to work in MeidaLab, MindLab, and Medtraining. Large dry erase board for group discussion, mindmapping, etc. Medical Library available for research, a place to study, and access to computers. Three microscopes are designated for student use only. The school maintains it's own budget and has access to the Tony Salgado fund for extraneous resources throughout the year. The school ensures to maintain the necessary resources to achieve program goals and provide students with the defined competencies.

## **Safety**

Orientation will include a lecture on safety, safety policies of the hospital and laboratory, and a tour of the laboratories safety features with the laboratory safety officer. Students are required to complete a safety checklist. Each year the laboratory conducts a safety week and student will be assigned a project involving fire, chemical, or PPE.

## **Service Work and Part-time Employment**

Students do not take the responsibility or the place of qualified staff. The students will not be encouraged or allowed to engage in repetitive tasks that add no educational value. All tasks completed by the student must be under the direct supervision of a qualified medical laboratory scientist.

All students are given the opportunity to work as laboratory assistants as a separate entity from the internship. If students wish to perform work outside of regular academic hours it is noncompulsory, paid, supervised, on site, and subject to employee regulations and based on departmental staffing need.

## **Student Records**

Student records shall be permanently maintained as confidential documents as a hard copy or electronic copy in the program director's files or in Iron Mountain Archives. These records contain documents related to student admission records, progress in the program and transcripts.

The program transcript will include:

1. legal name
2. grades and credits
3. dates of admission and completion

Beginning the class of 2014 - 2015, date of admission is listed on the student transcript.

Student records are open to the student at her/his request with the exception of reference letters if the student has waived the right of access. The student file will be reviewed in the presence of the program director.

Transcript requests must be in writing and will be sent within 7 days of the request

Current students are required to immediately report any change in their name, address, email address and telephone numbers.

Note: Human Resources maintains records of the mandatory orientation of all the students in the program, including a sign acknowledgment of HIPAA, Code of Conduct, Drug Free Campus and Core Values.

## **Student Withdrawal**

It is the responsibility of each student to make every effort to complete the full internship. For students from affiliated universities, academic credit is awarded ONLY upon completion of the entire course of study. Students must successfully complete the entire internship in order to receive a certificate from Tampa General Hospital's School of Medical Laboratory Science. Fees paid directly to Tampa General Hospital at the beginning of the internship are non refundable. Affiliated students should refer to their college catalog for university policies regarding dropping courses, academic penalties, and refunds of tuition.

Any student wishing to withdraw must state their intention in writing. The program director, Medical Director, and University Advisor (if applicable) will counsel the student prior to accepting the resignation. A written summary of the reason for the withdrawal will be placed in the student's file at Tampa General Hospital and, if applicable, a copy will be sent to the University of South Florida Advisor.

## Teach Out Plan

TGH guarantees you will be able to finish the program! In the event the main facility suddenly could not be used, it is possible that the School of Medical Laboratory Science would have to postpone training for a short duration (estimation of not more than two weeks) in order to prepare another location from which the school could operate. Tampa General Hospital owns and operates, in addition to the main facility at 1 Tampa General Circle, Tampa FL 33606, numerous other satellite locations. Two of those locations are sufficient facilities from which the School of Medical Laboratory Science could operate in the event the main facility could not be utilized. The Health Park facility has several rooms that could be used for delivering lectures and administering assessments. There is also ample space for laboratory instrumentation that could be used for patient testing in all disciplines and student training. The Brandon Health Plex could also serve as a temporary teaching facility. The Brandon Healthplex harbors a full-service laboratory and conference room for lectures and assessments.

Oneblood, our affiliate for immunohematology and blood banking, owns and operates locations in Orlando and Tallahassee which would be suitable to train students in the event 10100 Dr. Martin Luther King Jr. St. N. St. Petersburg, FL 33716, could not. WebEx would be utilized for lectures.

## Tuition, Fees and Refund

### *Fees are non refundable*

Tuition is paid directly to the School of Medical Laboratory Science, and is due at the beginning of the academic year. It is non-refundable. Students paying tuition to an affiliated university should consult the university's refund policy.

Application Fee	\$15.00
Textbook Fee	No Charge
Tuition for non affiliated students*	\$2,000.00
State of Florida Trainee License Fee**	\$45.00
Liability Insurance**	\$35.00
ASCP certification exam**	\$240.00

\*\* Fees not determined by the school. (NOTE: All fees are subject to change without prior notice)

\*Affiliated students from the University of South Florida pay tuition to USF at the university's prevailing rate. Only non affiliated students pay tuition to the School of Medical Laboratory Science as stated above.

State Licensure – A fee is charged by the State of Florida for the trainee license. (Students should be aware, you will also be charged when upgrading to technologist)

Insurance – Students are required to purchase a liability policy for the internship year.

National Certification – A fee is charged by the American Society of Clinical Pathologists (ASCP) Board of Registry for the certification examination.

Students are required to provide their own medical insurance. Fees vary.

Room and Board – Room and board will be provided by the student. Meals may be purchased in the hospital employee cafeteria or lunches may be brought and kept in the laboratory staff lounge refrigerator.



## **General Hospital Policies for Student Affiliate**

Students are expected to adhere to hospital policies and work in cooperation with visitors, patients, and all members of the healthcare team.

## Grievance Form

<b>Student</b>	
<b>Faculty</b>	
<b>Grievance</b>	<p>Date:</p>          <p>Signature: _____ Student notified: _____</p>
<b>Program Director or Laboratory Directors Response</b>	<p>Date:</p>          <p>Signature: _____ Student notified: _____</p>
<b>Committees Response</b>	<p>Date:</p>          <p>Signature: _____ Student notified: _____</p>
<b>Human Resources</b>	<p>Date:</p>          <p>Signature: _____ Student notified: _____</p>
<p><b>Appeal</b></p> <p>Yes ____</p> <p>No ____</p>	

Please attach any supporting documentation.



**P.O. Box 1289**

**Tampa, Florida 33601-1289**