



SCHOOL OF
MEDICINE
MEDICAL LABORATORY
SCIENCES PROGRAM

Fall 2020

STUDENT POLICY HANDBOOK

&

SAFETY MANUAL



Program accredited by the
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

5600 N. River Rd. Suite 720

Rosemont, IL 60018-5119

Phone # 773-714-8880

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MLS PROGRAM INFORMATION

Program Information

Program Location: UNM Health Sciences Center
Health Sciences & Services Building (#266) - 2nd Floor

Mailing Address: Medical Laboratory Sciences
MSC09 5250
1 University of New Mexico
Albuquerque, NM 87131-0001

Program Phone #: (505) 272-5434

Lab (Room 230) Phone #: (505) 272-6875

Fax #: (505) 272-8079

Web Page: <http://pathology.unm.edu/medical-laboratory-sciences/program/index.html>

Program Director: Barbara Masten, Ph.D., MLS (ASCP)^{CM}
Ph. #: 272-8840 email address: bmasten@salud.unm.edu

Education Support Coordinator: Rosalia De Leon
Ph. #: 272-5434 email address: RLoyaVejar@salud.unm.edu

Teaching Assistant: Amalia Estanislao
Ph. #: 272-6875 email address: aestanislao@salud.unm.edu

Faculty and Courses Taught:

Margaret Alba, DOM, MLS (ASCP)^{CM}, BB(ASCP)
Ph. #: 272-0090 e-mail address: malba@salud.unm.edu.
Immunohematology and Rotation
Serology
Education / Management

Elena Trabaudo, MLS
Ph. #: 272-5509 e-mail address: etrabaudo@salud.unm.edu
Clinical Chemistry and Rotation

Elizabeth (Liz) Johnson, MS, MLS (ASCP)^{CM} SH^{CM}, MT(AMT)
Ph. #: 272-8385 e-mail address: ljohns03@salud.unm.edu
Clinical Hematology/Hemostasis and Rotation
Clinical Urinalysis and Rotation

Barbara Masten, Ph.D., MLS (ASCP)^{CM}
Ph. #: 272-8840 e-mail address: bmasten@salud.unm.edu
Immunology
Education / Management

Martha Sherlin, SM (ASCP)
Ph. #: 272-8386 e-mail address: msherlin@salud.unm.edu
Clinical Microbiology and Rotation
Clinical Parasitology

This handbook is designed to serve as a guide for you during your Medical Laboratory Sciences (MLS) Program. UNM Equal Opportunity Education Policies and other policies not included in this manual can be found in [The UNM Pathfinder](#).

Program Mission Statement

The Medical Laboratory Sciences (MLS) program vision is to be the go-to resource for providing exceptional MLS education and leadership in New Mexico and the Southwest.

Our mission is to (a) Provide learners with an excellent education in Medical Laboratory Sciences, and (b) Advance collaborations with health care professionals and all educators/learners in the health care professions.

Our mission is guided by our values of (a) Excellence in education, (b) Commitment to service and quality, (c) Integrity and accountability, (d) Teamwork and collaboration, and (e) Commitment to diversity.

The Medical Laboratory Sciences Program offers a Bachelor of Science degree in Medical Laboratory Sciences and a Master's of Science degree program in Clinical Laboratory Sciences.

General Information on MLS Program and Accreditation

The Program is in the division of Medical Laboratory Sciences which is academically located in the Department of Pathology in the School of Medicine at the Health Sciences Center of UNM. The MLS program is also associated with other Health Professions Programs in the School of Medicine.

The Higher Learning Commission of the North Central Association accredits the University of New Mexico. The MLS program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS can be contacted at: 5600 N. River Rd. Suite 720

Rosemont, IL 60018-5119

Phone #773-714-8880

E-mail address: naacslinfo@naacsl.org

Students are admitted to the program at the beginning of the spring and fall semesters. The program consists of intensive didactic and student laboratory sessions at Med Lab Sciences facilities on campus for the first year. Clinical rotation courses at an affiliated clinical laboratory occur one year after the entrance date: spring or fall semesters. **Review week must be attended and a final Mock Board Exit exam (via Media Lab) must be taken and passed with a 60% for successful completion of the program.**

The schedule for courses and breaks does not always follow the university semester schedule. A schedule for each semester with the course and holidays for each day will be provided to you prior to the semester. A daily schedule will also be given to you for each course by the instructor. If changes are made, students will be notified in advance of the changes.

Part-Time Students

Students may attend the program as part-time students. Students are allowed up to 3 years from the time they begin the program to complete the entire program.

UNM MLS Program Learning Objectives

	Measures of Assessment, Direct	Learning Outcomes- Criteria for Success
Learning Goal A: Knowledge		
A-1. Identify, define and apply the scientific principles and knowledge necessary for the competent practice of laboratory medicine	<ul style="list-style-type: none"> • Written (MCQ, supply answer) and performance exams • Faculty assessments • Course grades 	Mastery Goal: 90% student success, first attempt
A-2. Differentiate physiologic from pathophysiologic states of various patient analyzed samples	<ul style="list-style-type: none"> • Written (MCQ, supply answer) and performance exams • Faculty assessments • Course grades 	Mastery Goal: 80% student success, first attempt
Learning Goal B: Laboratory Skills		
B1. Analyze all patient samples with accuracy and precision in a timely manner	<ul style="list-style-type: none"> • All of the 5 major clinical areas will test students with practical unknowns. The students will: • Assess unknowns with accuracy and precision +/- 2SD from known values • Accurately analyze lab data for discrepancies and solve them using critical pathways given in laboratory • Perform all required skills in the clinical site on the clinical skills list 	Mastery Goal: 90% student success, first attempt
B-2. Gather additional laboratory data and apply problem-solving skills to solve problem results/discrepancies		
Learning Goal C: Diagnostic ability		
C-1. Interpret patient laboratory findings in health and disease	<ul style="list-style-type: none"> • Written (MCQ) and performance exams • Laboratory interpretations of given lab results • After interpretation, predict follow-up/reflex testing for patient 	All students must meet minimum performance standards before graduating from program
Learning Goal D: Communication skills		
D-1. Demonstrate effective communication behaviors and skills with colleagues in program and clinical rotation sites	<ul style="list-style-type: none"> • Faculty and Preceptor narratives • Professional Development assessment by clinical preceptors • Professional Development assessment by faculty 	All students must meet minimum performance standards
D-2. Work effectively with others as a member/leader of a hospital team	<ul style="list-style-type: none"> • Clinical preceptor narratives • Professional Development assessment by clinical preceptors 	All students must meet minimum performance standards
Learning Goal E: Professionalism and ethics		
E-1. Define and apply ethical principles in the diverse and complex context of laboratory medicine	<ul style="list-style-type: none"> • HIPPA testing on-line through UNM • Faculty and Preceptor Evaluation • Professional Development Evaluation 	All students must meet minimum performance standards

Goals of the MLS Program

Knowledge

- Provide a basic learning process in Medical Laboratory Sciences for the performance of analytical procedures used in testing for normal and abnormal constituents in blood, urine, spinal fluid, other body fluids and microbiological specimens.
- Provide a general understanding of physiologic and pathophysiologic states of various body fluids and an understanding of laboratory findings in health and disease.

Laboratory Skills and Diagnostic Ability

- Furnish a practical setting in which the student will develop:
 - a. accuracy in performing laboratory tests.
 - b. precision in performing laboratory tests.
 - c. ability to follow direction and organize work.
 - d. manual dexterity and speed of performance.
 - e. knowledge of laboratory instrumentation.
 - f. initiative.
 - g. knowledge and practical application of principles.
 - h. knowledge of quality assurance utilized in the performance of laboratory tests.
- Help the student develop an appreciation for the importance of all laboratory work and sufficient discrimination to distinguish acceptable from unacceptable results.

Communication Skills

- To provide the opportunity for students to develop self-confidence in his/her ability as a member of the medical profession.
- To provide the student with the fundamentals for communication as a member of the medical profession in tech, managerial and educational roles in the clinical laboratory.

Professionalism and Ethics

- Imbue the student with a deep concern for continuing intellectual growth, resulting in a lifelong commitment to self-education.
- Provide the State of New Mexico, the region and the nation with graduate medical laboratory scientists who can function at career entry levels and who can assume leadership roles as health professionals.

Career Entry KSA (knowledge, skills, ability) of an MLS Program Graduate

Upon successful completion of UNM's Medical Laboratory Sciences Program graduates should be able to:

1. Collect and prepare human samples for analysis. Store or transport samples using appropriate methods and preservatives.
2. Establish procedures for collecting and storing specimens for analysis.
3. Follow prescribed procedures, and with adequate orientation, perform any of the tests in chemistry, microbiology, immunology, immunohematology, and hematology. Calculate results for the tests performed if necessary.
4. Operate and calibrate any clinical laboratory instrument or equipment after orientation.
5. Recognize and correct basic instrument malfunctions. May have to refer serious instrument problems to a senior laboratorian or a supervisor.
6. Prepare reagents or media from a prescribed procedure, including making any necessary computations, using an analytical balance, and adjusting the pH if necessary.
7. Judge the acceptability of media, reagents and standards according to established criteria.
8. Conduct established quality control procedures on analytical tests, equipment, reagents, media, and products; evaluate results of quality control and implement corrective action when indicated.
9. Establish basic quality control procedures, confidence limits and normal ranges for new procedures or methods.
10. Perform comparison studies on new or existing procedures, and report results according to conventional scientific formats.
11. Assess the plausibility of laboratory results through correlation of data with common physiological conditions.
12. Indicate the need for additional laboratory tests for definitive diagnostic information.
13. Provide clinical orientation and supervision for students and new or less skilled laboratory personnel. May lecture or provide class demonstrations.
14. Observe and practice established safety measures.
15. Keep supervisor informed of activities including unusual patient data or results.
16. Recognize and act upon the need for continuing education to maintain and grow in professional competencies.
17. Present effective in-service continuing education sessions when asked.
18. Apply managerial/supervisory skills for completion of projects or tasks as assigned.

Essential Functions of UNM Medical Laboratory Sciences Students

Students accepted in and graduating from the MLS program must meet the essential function requirements in order to successfully complete the MLS program

Communication

The successful student must be able to:

- Read and comprehend technical and professional materials
- Follow oral and written instructions in order to correctly perform lab procedures
- Communicate with faculty, fellow students, staff and other health care professionals orally and in written format

Movement

The successful student must be able to:

- Move freely and safely about a laboratory
- Reach lab bench tops and shelves
- Travel to numerous clinical lab sites for practical experience
- Perform moderately taxing continuous physical work, often requiring prolonged sitting over several hours
- Operate lab equipment (including using pipettes, inoculating loops and test tubes)
- Operate a computer keyboard to operate lab instruments and calculate, record, evaluate and transmit lab information.

Observation

The successful student must be able to:

- Observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical hematological, immunological, microbiological, and histochemical components.
- Characterize the color, consistency, and clarity of biologicals or reagents.
- Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers; and graphs displayed in print and on a video monitor.

Intellect

The successful student must be able to:

- Possess or perform these skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis and comparison.
- Be able to exercise sufficient judgement to recognize and correct performance deviations.

Behavior

The successful student must be able to:

- Manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively use her or his intellect and to exercise appropriate judgment.
- Provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e., "stat" test orders) and a distracting environment (i.e., moderate noise levels, complex visual stimuli).
- Be flexible and creative and must be able to adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to self and nearby personnel.
- Adapt to working with unpleasant biologicals.
- Demonstrate appropriate control of behavior and emotions
- Complete all tasks with absolute honesty; perform tasks and record results without bias; be forthright about errors and uncertainty

Social Skills

The successful student must be able to:

- Acknowledge and respect individual values and opinions in order to foster harmonious working relationships with colleagues, peers, and patients
- Be honest, compassionate, ethical, and responsible.
- Be forthright about errors or uncertainty.
- Critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (i.e. participate in continuing education activities).
- Evaluate the performance of fellow students and tactfully give and receive constructive comments.
- Be capable of supporting and promoting the activities of fellow students and health care professionals.

Personal Appearance and Dress Code

*****Please refer to current COVID-19 requirements located in COVID-19 section*****

Dress codes, good grooming and personal appearance codes are established to insure the safety of the student, to present a professional appearance, and to express confidence to patients and other health care professionals.

You will be provided with clean long sleeved, disposable long lab coats which you will wear over appropriate dress and closed toe, low heel, fluid resistant shoes. Hair should be well groomed and worn in a way that it will not constitute a hazard to yourself, obstruct sight or interfere with your functions in the lab. Long hair must be tied back or worn up when in the lab. No excessive jewelry is allowed in the lab. Appropriate dress for the student laboratory is clean, neat appearing, conservative clothing. Cutoffs, extremely short skirts or shorts, frayed clothing, and scanty tops are not considered appropriate dress, even with a lab coat over it.

The dress code of the clinical laboratory where assigned for clinical rotations may differ from the above and students will be required to conform to the lab's dress code instead of what is listed here. Generally, **no** blue jeans, shorts or short dresses are allowed. Colored jeans that are not blue are allowed.

Employment as a Student

Due to the intensity of the MLS Program, this program recommends that students do not work during the program. However, if you need to or elect to work, your employment hours cannot interfere with attendance requirements of this program. Likewise, employment during clinical rotations must also be outside of rotation time. Typical class time on campus is between 8:30 AM and 4:30 PM, Monday through Friday. Typical clinical rotation times are between 7:00 to 8:00 AM to 3:30 to 4:30 PM, Monday through Friday.

Student Records/Information

Records for students in the MLS Program are maintained in the MLS office for 3-5 years and then moved to a UNM approved storage facility. Under the "Family Educational Rights and Privacy Act" a student "who is or has been in attendance at the agency or institution has the right to inspect and review his/her education records." Request should be made to the Education Support Coordinator. The MLS Program follows the "Policy Guidelines for Confidentiality of Student Records" found in *The UNM Pathfinder*.

MLS will not give out information on students unless permission is given by the student. This includes all information contained in student's records and general information on a student's progress in the program.

E-mail

The UNM MLS student will have three emails that should be checked regularly (**daily**).

- UNM Net ID (**unm.edu**) email
- **UNM LEARN** (courses messages)
- **Salud.unm.edu** (email for all health sciences students)

The program and course faculty will use these emails to forward information to you regarding the program or course work deadlines. We will not use your personal email address.

UNM LEARN

MLS courses are available on UNM LEARN in the semester they are offered. The course instructor may use **LEARN course messaging** to share course information. **Please check course messages daily.** Visit this link to learn more about LEARN <http://online.unm.edu/help/learn/students/>

Salud.unm.edu Email for all HSC Students

All Health Sciences Center (HSC) students are issued a **Salud.unm.edu** email. This email will allow you to utilize some of the services at the Health Sciences Center library. You will also receive emails regarding HSC news pertaining to all students on this campus. This includes notices about the HSC Student Council meetings and events. Please check this email frequently along with your **unm.edu** email and **LEARN course email**.

Forwarding Email from Lobo Mail to HSCLink

1. Go to lobomail.unm.edu
2. Logon with your main campus email address, which is your UNM NetID @unm.edu (e.g., username@unm.edu) and UNM NetID password
 - You may first get a screen that asks for just your LoboMail email address followed by a second screen that asks again for your LoboMail email address and password
3. Select the “Mail” icon on the left hand side beneath the phrase “Collaborate with Office Online”.
 - You may not need to do this step if you are directed to your email inbox initially.
4. In the upper right hand corner click on the symbol that looks like a gear or cog and then select “Options” from the pull down menu
5. In the next window select “Forwarding” from the list on the left side
6. In the next windows under the forwarding section enter the account you wish to forward your LoboMail to (e.g., username@salud.unm.edu)
7. Then click on the Start forwarding button
8. Last, click the Save button above the Forwarding header in the main screen.

UNM ID Cards

The UNM ID cards are called the Lobo card and should be worn when students are at the Health Sciences Center. When new students start the program, these ID cards will be issued to them through the Security Office at University Hospital. **NOTE:** We will schedule a time to do this when you first start the program. When in a clinical affiliate laboratory, UNM's ID badge, or one issued by the lab, **MUST BE WORN AT ALL TIMES.**

UNM LOBO TRAX

It is the student's responsibility to check their Lobo Trax while in the MLS program to make sure all courses and grades are listed correctly. If there is a discrepancy in Lobo Trax, it could delay your graduation. Visit this website to get more information <http://registrar.unm.edu/Registration/lobo-trax-degree-audit.html>

Required Textbooks for Program

A listing of the current textbooks for a course will be provided at the beginning of the course. Books will be available at UNM's Medical/Legal Bookstore <https://bookstore.unm.edu> (See campus info section for location)

In addition to textbooks, lab manuals and/or lecture syllabi printed by MLS program faculty are required. These manuals and/or syllabi are provided to students at the beginning of each course.

Computers

There are computers in the MLS laboratory for use in entering lab results and recording QC results. Computers are also available to check out from the medical school library (<https://computing.unm.edu>) Students are encouraged to bring/purchase a laptop for individual use in lecture and lab. Visit this link to learn more <https://library.unm.edu/services/computing.php>

Letters of Recommendation

Students requesting a letter of recommendation from MLS faculty for entrance into a graduate program should plan to take and pass the Board of Registry Certification exam.

Holidays

Holidays while on campus and in clinical rotations are the same as at the University. These are:

- Martin Luther King Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving and the day after Thanksgiving
- Christmas, New Years and the days between these two holidays

Note: Spring and Fall break are only observed by students attending courses during the first year of the program. Clinical rotation students do not get these days off.

CAMPUS INFO

Parking

If you wish to park in the "permit parking" area, you must purchase the appropriate permit from the Parking & Transportation Services at 2401 Redondo Dr. NE. **Permits for Lots M, G and Q are for students on HSC campus. You will need to tell parking services you are an HSC student and all your classes are on the HSC campus.** Refer to <http://pats.unm.edu/parking/index.html> for more information. There are no free parking lots on campus.

Housing

Students are expected to make their own housing arrangements. The University operates resident halls for students. For further information on the various living situations, housing programs, and applications refer to <http://housing.unm.edu/>.

UNM Medical/Legal Bookstore

This bookstore is located on the first floor of the Domenici Center for Health Sciences Education building. Other reference books and examination review books, lab coats and Sharpie pens as well as notebooks, paper, pens, etc. are available. Refer to <https://bookstore.unm.edu/> for more information.

Library Facilities/Copy Machines

The Health Sciences Library is available for use by MLS students. A library sticker for the Health Sciences Library must be obtained at the library to be able to "check out" books.

The multimedia center is on the second floor. The MLS faculty will refer students to materials to be used from this center. Copy machines are available at the library for student use.

Food Services

The following location provides meals at moderate prices on the medical campus:

University Hospital cafeteria - LOBO ID must be worn to get a discount.

Happy Heart Bistro- Domenici West Basement level (same building as the Medical Book Store)

A microwave and refrigerator are available in the student lab storeroom. No food can be stored in any other student lab area.

MLS COURSE REGISTRATION

Registration Information

Students are to register and pay tuition for courses during their MLS Program as listed below. Tuition, fees and refund policies can be found at <http://bursar.unm.edu/tuition-fees/tuition-and-fee-rates.html> . Courses are listed under MEDL (Medical Laboratory) in the schedule of classes.

When does program start: Enter either in spring or fall semester. Courses offered once per year.

Timeline: Must complete all courses listed for spring, summer and fall semesters before starting Clinical Rotation Courses.

Acceptable passing grade for MLS courses is ≥ 72 .

Fall Semester Courses	Credits and Delivery Option	Other info
MEDL 310 Introduction to Clinical Chemistry (Lecture)	3 credits Online	*Ask instructor for course section number if planning to register for an online course
MEDL 311L Introduction to Clinical Chemistry Lab	2 credits On Campus or Online	
MEDL 410L Adv. Clinical Chemistry	3 credits Online or On Campus	Starts after 300 level chemistry courses completed with ≥ 72
MEDL 330 Intro to Clinical Microbiology (Lecture)	3 credits Online	
MEDL 331L Intro to Clinical Microbiology Lab	2 credits On Campus	
MEDL 430 Adv. Clin. Microbiology (Lecture)	3 credits Online	Starts after 300 level micro courses completed with ≥ 72
MEDL 431 Adv. Clin. Microbiology Lab	2 credits On Campus	
Spring Semester Courses		
MEDL 320 Introduction to Clinical Hematology/Hemostasis (Lecture)	4 credits Online	
MEDL 321L Clinical Hematology & Hemostasis Lab	2 credits On Campus	
MEDL 420L Adv. Clinical Hematology/Hemostasis (Lecture)	3 credits Hybrid	Starts after 300 level Hematology courses completed with ≥ 72
MEDL 340L Introduction to Clinical Immunohematology	2 credits On Campus or Online	
MEDL 440L Advanced Clinical Immunohematology	2 credits On Campus or Online	Starts after 300 level Immunohematology courses completed with ≥ 72
MEDL 432 Clinical Parasitology	2 credits Hybrid	
MEDL 445 Clinical Management and Education	2 credits On campus or Online	

Summer Semester Courses	Credits and Delivery Option	Other info
MEDL 234 Introduction to Clinical Immunology	3 credits On Campus or Online	
MEDL 300L Introduction to Medical Laboratory Sciences	2 credits On Campus	
MEDL 315L Clinical Serology	2 credits On Campus or Online	
MEDL 350L Clinical Urinalysis	2 credits On Campus or Online	
Clinical Rotation Courses (Final Semester)		
MEDL 351 Basic Clinical Chemistry Rotation	3 credits	
MEDL 352 Basic Hematology/Hemostasis Rotation	3 credits	
MEDL 355 Clinical Urinalysis Rotation	1 Credit	
MEDL 451 Advanced Clinical Chemistry Rotation	1 credits	
MEDL 452 Advanced Hematology and Hemostasis Rotation	2 credits	
MEDL 453 Clinical Microbiology Rotation	5 Credits	
MEDL 454 Clinical Immunohematology Rotation	4 credits	

Number of total credits for MLS Program: 63

Program Cost as of 2020

- Tuition: please visit link below for current UNM cost (<https://bursar.unm.edu/tuition-fees/tuition-and-fee-rates.html>)
- Books: estimated \$ 600 for MLS program
- Lab Fees: \$400 for MLS program
- Online Course fee: \$ 100 per 3-hour course
- Needle stick insurance: estimated \$80 (UNM bursar deducts)
- Background check and Drug test: estimated at \$80

Courses to Register for if Attending Full Time (and not an MLT)

SPRING: All students attending full time must register for the following 17 credit hours.

Course Number	Course Name	Credits
MEDL 432L	Parasitology	2
MEDL 320	Hematology & Hemostasis	4
MEDL 321L	Hematology Lab	2
MEDL 420L	Advanced Clinical Hematology	3
MEDL 340L	Immuno-hematology	2
MEDL 440L	Advanced Immuno-hematology	2
MEDL 445	Clinical Lab Management	2

SUMMER: All students attending full time must register for the following 9 credit hours.

Course Number	Course Name	Credits
MEDL 234	Immunology	3
MEDL 300L	Introduction to MLS	2
MEDL 315L	Clinical Serology	2
MEDL 350L	Clinical Urinalysis	2

FALL: All students attending full time must register for the following 18 credit hours.

Course Number	Course Name	Credits
MEDL 310	Clinical Chemistry	3
MEDL 311L	Clinical Chemistry Lab	2
MEDL 410	Advanced Clinical Chemistry	3
MEDL 330	Intro to Microbiology	3
MEDL 331L	Intro to Microbiology Lab	2
MEDL 430	Advanced Clinical Microbiology	3
MEDL 431L	Advanced Clinical Microbiology Lab	2

ROTATIONS (FINAL SEMESTER): All students attending full time must register for the following 19 credit hours.

NOTE: Rotations will be completed once the year of MLS instruction has been completed. Rotations will occur in spring or fall depending on when the student was admitted to the program.

Course Number	Course Name	Credits
MEDL 351	Basic Clinical Chemistry Rotation	3
MEDL 352	Basic Clinical Hematology/Hemostasis Rotation	3
MEDL 355	Urinalysis Rotation/Phlebotomy	1
MEDL 451	Advanced Clinical Chemistry Rotation	1
MEDL 452	Advanced Clinical Hematology/ Hemostasis Rotation	2
MEDL 453	Clinical Microbiology Rotation	5
MEDL 454	Clinical Immuno-hematology Rotation	4

Registration for Students That Are MLTs

Students that have completed an accredited MLT program will receive credit for the following courses if a grade of B or better was earned. Students may be required to take a competency exam (at the discretion of the instructor) to determine if they are prepared for the advanced portions of blood bank, hematology and micro and to be exempt from taking the MEDL 320, 321L, 330 and 340L courses.

MEDL 310 Clinical Chemistry	MEDL 320 Hematology (competency exam may be required)
MEDL 311 Clinical Chemistry lab	MEDL 321L Hematology Lab (competency exam may be required)
MEDL 350 Clinical Urinalysis	MEDL 330 Intro to Micro (competency exam may be required)
MEDL 315L Clinical Serology	MEDL 340L Immunohematology (competency exam may be required)

MLT students can register and take the courses listed above for a grade or audit the class (no grade) if they need the review.

All MLT students must register for the following courses:

Semester: Spring	Semester: Summer	Semester: Fall	Rotation Semester (in fall or spring after first year)
MEDL 432L (2 credits)	MEDL 234 (3 credits)	MEDL 331L (2 credits)	MEDL 451 (1 credits)
MEDL 420L (3 credits)	MEDL 300L (2 credits)	MEDL 410L (3 credits)	MEDL 452 (2 credits)
MEDL 440L (3 credits)		MEDL 430 (3 credits)	MEDL 453 (5 credits)
MEDL 445 (2 credits)		MEDL 431L (2 credits)	MEDL 454 (4 credits)
Total: 10 credits	Total: 5 credits	Total: 10 credits	Total: 12 credits

Course Information

Many courses are taught within a semester. Courses are taught in blocks during a semester. One block will have the beginning courses. Once that block ends, the next block will have the advanced portion of those courses. Classes can be from Monday-Friday 9 to 5 but the schedule will vary based on the semester. Each semester the instructors will provide a detailed class schedule to the student.

Registering for Online Courses

Some courses are offered as either an online course or a campus course. Make sure you choose the ONLINE course registration number (CRN) if you plan to take a course online.

Registering for 400 level (Advanced) courses every semester

Every semester, all students will need special permission to register for the advanced (400) level courses. Contact Rosalia (RLoyaVejar@salud.unm.edu) and provide her with the information of the courses and sections you are planning to take so that she can perform the registration approval.

Taking More Than 18 Credit hours in the Spring or Fall Semester

Students taking more than 18 credit hours will need a load limit approval. First register for one of your required program courses and then contact Rosalia (RLoyaVejar@salud.unm.edu) with your request.

Medical Laboratory Sciences Course Descriptions (MEDL)

243. Introduction to Clinical Immunology. (3)

An introduction to the principles of human immune system function with emphasis on developing a general, basic background for those who have no previous experience in immunology or clinical medicine.

Prerequisites: BIOL 1140/BIOL 1140L (General Biology)

300L. Introduction to MLS Profession. (2)

Introduction to the profession, and a review/study of basic lab math, blood collection techniques, safety procedures, pipetting, use of microscope and other basic lab instruments, as appropriate.

Prerequisite: acceptance into MLS Program. (Summer) **Offered on a CR/NC basis only.**

310. Introduction to Clinical Chemistry. (3)

A study of metabolic reactions which involve the most common chemical analytes of blood and other body fluids. The principles and methods used in measuring the analytes including spectrophotometric, potentiometric and immunologic assays will be emphasized. Theory of basic instrumentation is also included.

Prerequisite: acceptance into MLS Program; Co-requisite: 311L.

311L. Introduction to Clinical Chemistry Laboratory. (2)

Laboratory experiences for performing and/or evaluating the basic testing procedures used in a clinical chemistry laboratory. Co-requisite: 310

315L. Clinical Serology. (2)

A study of principles and lab methods used in evaluation and diagnosis of the immune system and related disease, augmented by the use of case studies. Development of critical thinking and problem solving techniques is emphasized. Prerequisite: acceptance into MLS Program.

320. Introduction to Clinical Hematology/Hemostasis. (4)

A thorough study of the development, identification and abnormalities associated with blood cells, and hemostasis. The principles of routine laboratory procedures and basic instrumentation will be included.

Prerequisite: acceptance into MLS; Co-requisite: 321L.

321L. Clinical Hematology/Hemostasis Laboratory. (2)

Laboratory experiences in the performance and/or study of routine procedures and basic instrumentation of the clinical hematology and coagulation laboratory. Co-requisite: 320.

330. Introduction to Clinical Microbiology. (3)

A basic study of some of the most common medically important bacteria, fungi, and parasites with an emphasis on techniques, methods and differential media used to isolate and identify pathogens.

Prerequisites: Acceptance into MLS Program; Co-requisite: 331L

331L. Introduction to Clinical Microbiology Laboratory. (2)

Laboratory experiences in the performance of and/or study of procedures used in a clinical microbiology laboratory. Co-requisite: 330

340L. Introduction to Clinical Immunohematology. (2)

Study of the basic theory of blood group systems, antibody detection and identification, compatibility testing, and blood collection and component preparation. Laboratory practice of basic procedures performed in a clinical immunohematology lab will be included. Prerequisite: acceptance into MLS Program

350L. Clinical Urinalysis. (2)

A study of kidney functions and the physiochemical and microscopic urine tests. Case studies, demonstrations and laboratory practice will enhance the development of critical thinking and problem solving skills needed in clinical urinalysis laboratory. Prerequisite: acceptance into MLS Program.

410L. Advanced Clinical Chemistry. (2)

Lecture and laboratory experiences on specialized and complex chemical analytes in blood and body fluids; disease patterns, interpretation and correlation of laboratory test results. Development of problem solving, critical thinking and evaluation techniques is emphasized. Prerequisites: C or better in 310, 311L.

420L. Advanced Clinical Hematology/Hemostasis. (3)

A study of the principles and practice of non-routine Hematology/Hemostasis procedures, with the development of problem solving and interpretive skills through the use of case studies and laboratory tests.

Prerequisite: C or better in 320, 321L.

430. Advanced Clinical Microbiology. (3)

A continuation of the study of medically important bacteria, and fungi with an emphasis on a thorough study of body systems and their related infections. A comprehensive study of normal flora of the body versus pathogenic flora and interpretation of representative cultures. Critical thinking and problem solving will be emphasized.

Prerequisite: C or better in 330 & 330L; Co-requisite: 431L

431L. Advanced Clinical Microbiology Laboratory. (2)

Laboratory experiences in the interpretation of cultures of the different areas of the body. An emphasis will be placed on interpretation of direct exams and cultures, differentiating normal flora from pathogens. Critical thinking and problem solving will be emphasized. Co-requisite: 430

432L. Clinical Parasitology. (2)

A study of the medically important parasites including staining and wet prep procedures, life cycles, morphologic identification and diseases. The major emphasis is on the appropriate methods of collection and handling of specimens, laboratory techniques, and the microscopic appearance of the diagnostic stages of human parasites.

Prerequisite: C or better in 330.

440L. Advanced Clinical Immunohematology. (2)

Advanced study and development of problem solving abilities applied to blood group antigens and antibodies, compatibility testing and hemolytic anemias. Includes use of discussion groups and practice of advanced laboratory procedures. Prerequisite: C or better in 340L.

445. Clinical Management and Education. (2)

The theory and principles for supervising a clinical laboratory with emphasis on problem solving techniques and current lab managerial methods. Education methods for instruction in the lab or for presentations will also be covered. Prerequisite: Acceptance into MLS Program, or permission of instructor.

Clinical Rotation Courses at Affiliate Laboratories:

351. Basic Clinical Chemistry Rotation. (3)

Supervised instruction in the performance of analytical procedures for the various chemical analytes of blood and other body fluids in an affiliated laboratory. Testing will include automated chemistry panels, common spectrophotometric, potentiometric and immunologic procedures of routine chemical analytes.

Prerequisite: C or better in 310 & 311L. **Offered on a CR/NC basis only.**

352. Basic Hematology/Hemostasis Rotation. (3)

Supervised instruction in the performance of hematological and coagulation procedures in an affiliated laboratory. Prerequisite: C or better in 320/321L. **Offered on a CR/NC basis only.**

355. Clinical Urinalysis Rotation. (1)

Supervised instruction in the performance of routine and special procedures in a urinalysis in an affiliated laboratory. 40 hrs. over 5 days.

Prerequisite: C or better in 350L.

451. Advanced Clinical Chemistry Rotation. (1)

Supervised instruction in the performance of analytical procedures for various chemical analytes and panels including special chemistries, blood gas collection and immunochemistry, either in an affiliated laboratory or in the student lab on campus. This course will include a quality assurance/control project.

Prerequisite: CR in 351, and a C in 410L.

452. Advanced Hematology/Hemostasis Rotation. (2)

Supervised instruction in the performance of routine and non-routine, complex hematological and coagulation studies, including evaluation of quality assurance practices and introduction to management of a hematology lab, either in an affiliated laboratory or in the student lab on campus.

Prerequisite: CR in 352 and a C or better in 420L.

453. Clinical Microbiology Rotation. (5)

Supervised instruction in the performance of microbiological procedures in an affiliated laboratory.

Prerequisite: C or better in 440 and 441L.

454. Clinical Immunohematology Rotation. (4)

Supervised instruction in the performance of blood banking procedures in an affiliated laboratory.

Prerequisite: C or better in 340L.

499. Alternative Experience. (1-2) (Optional)

Supervised experience in a variety of laboratory settings with increased responsibility, OR an independent study with tutorials as outlined by the program director. Prerequisite: permission of instructor. **Offered on a CR/NC basis only.**

GRADES and GRADING

Course Objectives

Individual course objectives are provided at the beginning of each on campus course. Objectives for the students in clinical rotation courses are also provided by MLS. However, the clinical lab department may provide additional objectives for the rotation in their department. Course objectives should be used in preparation for exams.

Grading Scale

The grading scale used for MEDL courses is listed below.

A grade lower than a "C" is unacceptable.

Grading scale and letter grade	Grading scale and letter grade	Grading scale and letter grade	Grading scale and letter grade	Grading scale and letter grade
98 - 100 = A+	88 - 89 = B+	78 - 79 = C+	70 - 71 = C-	60 - 61 = D-
92 - 97 = A	82 - 87 = B	72 - 77 = C	68 - 69 = D+	<60 = F
90 - 91 = A-	80 - 81 = B-		62 - 67 = D	

Grades & Evaluation Methods For On Campus and On Line Courses

Grading for each course will be fully explained when the course begins. **A grade of 72% is the minimum passing level for any course.**

In courses that include both lectures and laboratory sessions combined (315L, 340L, 350L, 410L, 420L, 432L & 440L), the grade is derived as follows:

2/3 of the grade from lecture exams, papers, presentations, etc.

1/3 of the grade from daily lab work, practical exams, etc.

A grade of 72% or better in each area must be obtained before the grades can be combined for the final course grade. In the event one of the grades is below 72% the grades will **NOT** be combined and the lower grade will become the final course grade.

Clinical Rotation Courses:

Students will use UNM LEARN to access rotation course information and checklists of required evaluation, projects or tests for each rotation. Study guides and related information is also accessible thru UNM LEARN.

Credit for credit/no credit (CR/NC) courses are based on the completion of the checklists, passing practical with a grade of 72% or better, if required, and satisfactory professional development (pass 72% of items on checklist).

In the graded clinical rotation courses, a composite course grade is derived as follows:

*33% of grade - Exams over theoretical knowledge

*33% of grade - Performance on practical, skills evaluation (to be completed by preceptor), and QC/QA or other projects, as required

*34% of grade – Professional Development Evaluation (to be completed by preceptor)

For Clinical Rotation Courses: A grade of 72% or better must be earned in each of the above areas (*) before the grades will be combined for a course grade. **In the event one of the grades is below 72%, the grades will not be combined and the lowest grade will be the course grade.**

Following completion of any course, grade and evaluation forms will be returned to the students. Students must sign and return these forms promptly. Student's signatures do not indicate agreement, only that the student has seen the form. Students may add comments to the grade form concerning their grades and evaluations. The grade forms and any student's statements become part of the student's records at MLS.

Early Concern Note/Confidential Report of Inappropriate Behavior

If a program instructor or clinical preceptor has concerns about a student's academic or professional behavior, an early concern note and/or an Inappropriate Student Behavior report will be completed and then discussed with the student to determine further action.

Course Failure & Academic Dismissals

Students are required to earn a grade of "C" (72%) or better to pass all MLS courses. A student failing 6 credit hours or more of MLS courses* or failing an MLS course the second time, will not be allowed to continue in the program. *This includes students taking MEDL 234 (Immunology) prior to being accepted into the MLS program.

Any student who fails a course(s) but does NOT exceed failing more than five (5) credit hours of courses will be allowed to remain in the program. If a failed course is a prerequisite for other MLS courses, it must be passed prior to advancing to the higher numbered course or the clinical rotation courses.

If a final exam is offered in a course, to be eligible to take the final, a grade of 72% or better must be earned in at least one of the closed book proctored theory exams.

Based on the individual circumstances, the student who fails a course, but does not fail out of the program, will be offered one or more of the following options for making up the failed course. The option to be offered is determined by the course instructor in consultation with the other faculty and the program director. Options that may be offered are:

1. For Courses and Rotations: Additional exam for an area of sub-standard performance may be offered.

Possible scenarios:

- If all theory exams were less than 72% and the additional exam was > or equal to 72%, the final course grade may be a 72%.
- If all theory exams were less than 72% and the additional exam is > or equal to 72%, the additional exam score may be averaged in with the other theory exam scores (depends on course/rotation)
- If all theory exams were < 72% and the additional exam is less than 72% then the course may need to be repeated.

2. For Rotations: Additional training in the area of sub-standard performance followed by re-evaluation(s), as appropriate. If the re-evaluations of psychomotor performance are still less than 72%, then the course will need to be repeated at another clinical site.

3. Repeat of the entire course with evaluation(s) as appropriate, the next time the course is offered. Only one full repeat of a failed course is allowed.

The student may be required to re-register for the failed course when: 1) taking additional examination(s) for the course; 2) taking additional training in an area of sub-standard psychomotor performance; or 3) retaking the entire course. If the student is not required to re-register for the failed course, than a grade of C is issued on successful completion of one of the above options.

If additional exam(s) or additional training is allowed, it must be taken prior to the next time the course is offered, and prior to taking advance courses or clinical rotation courses in that subject area. If unsuccessful on the additional exam(s) or if the additional training is not sufficient for passing the course, the course must be repeated the next time it is offered. If the course to be repeated is a clinical rotation course, the repeat will be after all other rotation courses have been successfully completed.

In all cases, any student failing the repeat course will therefore fail to successfully complete the MLS program and will not be allowed to complete the program and is not eligible to take national certification examinations.

Non Academic Dismissals

Dishonesty on non-academic issues, cheating on examinations and practicals, falsifying records or lab results, failure to maintain patient confidentiality, failure to follow clinical laboratory policies during clinical practical training, misconduct as defined in the Code of Conduct in The UNM Pathfinder (<https://pathfinder.unm.edu/code-of-conduct.html>) and failure to follow University Policies and Regulations in The UNM Pathfinder (<https://pathfinder.unm.edu/index.html>) will be grounds for dismissal from the program.

Attitude Development as a MLS Student

An important part of your learning this year involves developing a mature, professional attitude. You will learn in direct proportion to your willingness to participate in a constant exchange of thoughts and ideas with your instructors and other students. The instructors will try to make this year a happy and fruitful one for you. Be sure you ask for help if needed. Do not be afraid to admit mistakes. Honesty is essential to being a professional laboratorian.

Adjusting to the people with whom you work is also a part of your preparation for the profession. Be considerate and respectful to everyone. If you have complaints or problems, do not discuss them with each other, but take them to the proper authorities. Discontent is contagious and is fostered by constant non-constructive criticism. You are now part of a laboratory team. Remember that it will be better or worse for your being a part of it.

Be proud to be a medical laboratory scientist! Recognize your importance and live up to it. Your work is vital in patient care. You are an educated scientist with a practical goal - to assure patients and their physicians the highest quality laboratory service that modern science affords.

Professional Behavior and Attitudes for Medical Laboratory Sciences Students

Listed below are the acceptable behaviors, attitudes, and responsibilities for Med Lab Sciences students while in the program. These acceptable behaviors may be expanded upon in certain courses or during the clinical rotation courses. Repeated failures to comply with these professional behaviors will result in written comments on grade forms or professional development forms that become part of a student's record. **This will also be part of your grade.**

The professional behaviors and responsibilities of students are:

1. Adapt easily to various situations.
2. Interact cooperatively with other students and instructors.
3. Demonstrate an interest in learning by:
 - attending all lectures, discussions and lab sessions scheduled
 - arriving on time at the beginning and after breaks
 - coming prepared for all lectures and daily labs
 - listening attentively to lectures and lab instructions
 - showing enthusiasm in all activities
4. Ask questions to clarify and aid in understanding.
5. Be self-reliant, yet recognize limitations and ask for guidance when necessary.
6. Accept responsibility for own behavior.
7. Admit mistakes and take necessary steps to correct them.
8. Accept instruction and constructive criticism maturely.
9. Be regular and punctual in attendance.
10. Follow appropriate policy for reporting absences.
11. Present a neat, clean appearance.
12. Comply with the stated dress codes.
13. Perform work in student and clinical labs as assigned following lab methods and procedures as taught.
14. Organize one's work load around the need to share equipment, reagents and supplies as necessary.
15. Use all instruments and equipment with care and respect.
16. Clean and maintain instruments, equipment, and microscopes appropriate.
17. Leave work area clean, orderly, and restocked when work is completed.
18. Follow safety procedures.
19. Submit all assigned work reports by the specified date and time they are due. Late material will be accepted only at the instructor's discretion and points may be deducted as appropriate.
20. Be responsible for all material presented in lectures, handouts, and in the assigned readings.
21. Take exams on the scheduled date and at the scheduled time unless prior notification has been given to the instructor and arrangements made.
22. Maintain confidentiality of patient information in accordance with medical professional ethics.
23. Show appropriate respect for other students, instructors and patients.
24. Is courteous and respectful to patient when obtaining specimens or communication with them.

For behavior that is threatening, violent, abusive or violates an individual's personal dignity, gender, religious beliefs or ethnicity, disciplinary action will be taken, which may include dismissal from the MLS program and documentation of the incident in the student's permanent records.

ATTENDANCE/ABSENCES

Attendance/Absences

Students are expected to attend **all** required class and lab sessions scheduled. **An absence is considered unexcused if the student has not called or emailed the instructor or department on the day of absence.**

Any student, who has accrued two **unexcused** absences, including any lecture or laboratory session within one semester, will be scheduled to meet with the Program Director and MLS faculty who will take appropriate action, including potential dismissal from the program. Excused absences are those that are due to documented illness of the student or a death within their family. Absences due to other circumstances can provisionally be excused at the discretion of the pertinent MLS faculty, provided that the course director is informed within an appropriate time period and approves in advance of the scheduled absence. In addition, three unexcused late arrivals of one-half hour or more will equal one unexcused absence.

On campus course schedules are distributed at the beginning of the semester. Generally, the hours for attendance are Monday through Friday, 8:30 a.m. to 5 p.m. with an hour off for lunch and an afternoon off each week. Lunch break will be at the discretion of the instructors. Attendance at a time earlier than 8 a.m. may be required during designated phlebotomy training and clinical rotations.

During clinical rotation courses, hours are set by the laboratory to which you are assigned and will be on Monday to Friday. Generally you can plan for an 8 hour day beginning between 7 to 8 am. Breaks and lunch will be allowed as work flow permits. Be sure your supervising technologist knows and approves of you leaving for break or lunch before leaving the lab.

Due to the intensive scope of the program, lab work missed may not be available for make-up. Therefore, adherence to a policy of good attendance and punctuality is needed. **If you are ill or cannot attend, you need to report your absence to Med Lab Sciences (272-5434) or to your teaching supervisor at the affiliated laboratory prior to the time due at lecture or in the lab to be allowed any make-up testing determined necessary by the instructor.**

APPOINTMENTS DURING CLASS TIME:

If any appointment is necessary during class time, prearrangements are required if the absence is to be excused. Rescheduling of examinations, lab experience or practical training time due to an excused absence must be arranged with the course instructor or supervising technologist.

MAXIMUM NUMBER OF ABSENCES DURING WHOLE PROGRAM:

Only ten (10) days are allowed for absences during the MLS courses on campus. This includes emergencies, illness and personal leave. Excessive absences must be made up either during the program or at the end of the program. Also, prolonged absence in any one course (including the ten days allowed) may necessitate repeating or extending the time in the courses. Extended Medical Leave or Leave of Absence requests will be addressed on a case by case basis.

ABSENCES DURING ROTATION:

Absences must be reported promptly to facility preceptor and the MLS program (272-5434). If > than 10% of the clinical rotation time is missed then it must be made up at a time convenient to the clinical site.

****Please refer to COVID-19 insert for information on special circumstance absences****

FINANCIAL INFORMATION

General Financial Assistance at the School of Medicine

Financial aid is available through the Student Financial Aid Office located at the HSLIC (west entrance, room 130A). Eddie Salazar (EDsalazar1@salud.unm.edu) and Leslie Gennett Gast (LGast@salud.unm.edu) are the financial aid officers. They both can be reached at 272-8008.

Professional Scholarships

Various national organizations offer scholarships. Some of these organizations are listed below:

- ASCP: <https://www.ascp.org/content/about-ascp/ascp-foundation/providing-scholarships>
- ASCLS: <https://www.ascls.org/alpha-mu-tau-scholarships>
- AACC: <https://www.aacc.org/>

Information on these organizations will be posted in the student lab a few months prior to the application deadline.

NM Student Loan-for-Service Program

Grants are available through the NM Commission on Higher Education/Financial Aid and Student Services for students who will work in underserved areas of the state after graduation. Applications are due July 1, and are available from the Commission on Higher Education at (505)827-1217 or 1-800-279-9777 or visit the website: http://www.hed.state.nm.us/students/alliedhealth_lfs.aspx

AHEC

The New Mexico Area Health Education Centers (AHECs) encourage middle and high students to pursue health professions careers; support health professional students and residents to provide health care in underserved communities; and assist health professionals in rural and underserved New Mexico communities to provide culturally sensitive and regionally appropriate health care.

State and federal funding allow the AHEC to offer financial support to health professional students doing rural clinical rotations. Medical laboratory sciences students that chose to do clinical rotations in a rural setting may be eligible for financial support from AHEC. More information is available by asking Margaret Alba.

Lynn Saxton Award for the Outstanding Medical Technology Student

This award is given to an outstanding Medical Laboratory Sciences student each year. The award is given in honor of the first Director of the Medical Laboratory Sciences Program at UNM, Lynn Saxton. The award is based on academic abilities, leadership abilities, and professionalism exhibited. The awardee receives a monetary award and certificate and has his/her name added to the plaque that remains at Med Lab Sciences.

Expenses

1. Tuition:
Tuition is the same as for undergraduate students at UNM and is payable to UNM Cashier. Tuition increases are usually effective at the beginning of summer session. Refunds follow UNM's policies found in the Bursar's Office link <http://bursar.unm.edu/>
2. Textbooks:
Allow approximately \$700 for the purchase of textbooks. All books can be purchased (during the semester the courses are offered) at the Medical/Legal Bookstore located on the Health Sciences Center campus. You can check bookstore online to see which books are needed by using this link <https://bookstore.unm.edu/courselistbuilder.aspx>
3. Additional Expenses:
 - a. Lab fee of \$400 –
\$200 lab course fee will be attached to MEDL 331L during the fall semester and \$200 will be attached to MEDL 432L during the spring semester.
 - b. You will be billed from the Bursar's office approximately \$40.00 during the fall and spring semesters for blood body fluid exposure/needle-stick insurance coverage while in the program.
 - c. You are required to carry health insurance under your own policy or that of your spouse or parent. If you need insurance coverage, the UNM student policy is available.
<https://hr.unm.edu/benefits/student-health-plan>
 - d. All students are required to have Sharpie marking pens when in the laboratory and on rotations.
 - e. If course is only offered online, an additional \$100 charge per 3 cr. hr. course, \$70 per 2 cr. hr. course, and \$35 per 1 cr. hr. course will be added.
 - f. Laptop and headphones if taking courses on line

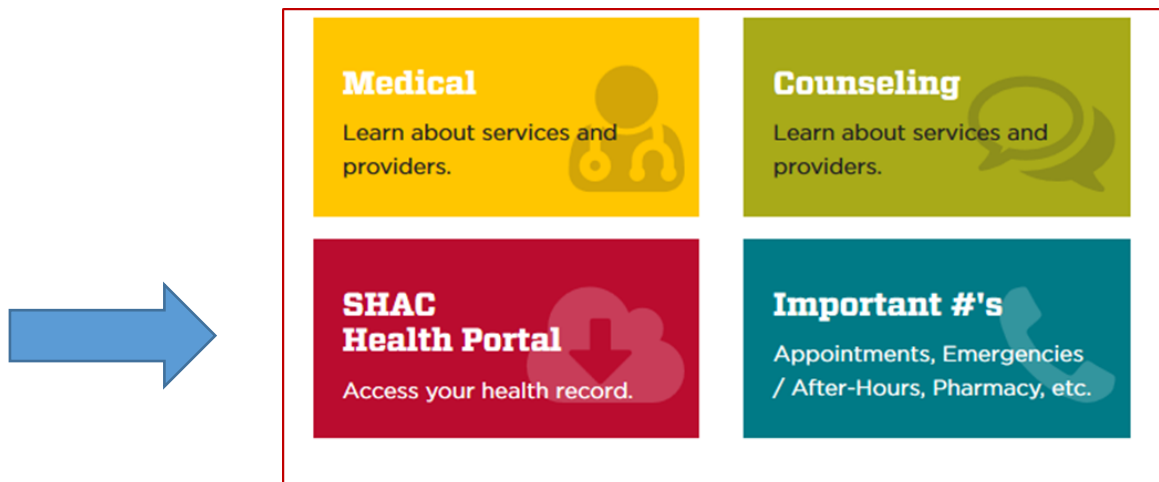
**HEALTH and WELLNESS
/ IMMUNIZATIONS**

Pre-Entrance Health Exam

Immunizations required include tetanus/diphtheria, polio, and measles/mumps/rubella and hepatitis B series. TB skin test or x-ray and vision test must also be done prior to beginning the program. UNM Student Health Center or your personal health care provider can do the tests. **The TB test must be performed annually. Refer to Immunization Requirements for UNM Students in Healthcare Programs document in this manual.**

SHAC Health Portal

This can be used to access and print out immunization records and is found on the SHAC link <http://shac.unm.edu>



At the log in prompt, enter your user name and password (same user name and password you use for myUNM) Select the down arrow on the immunization tab and select “view history”.



All healthcare students (e.g., Medical, Nursing, Physical Therapy, Occupational Therapy, Pharmacy, Physician Assistant, Dental Hygiene, Radiology, Speech-Language Pathology, Nutrition, Medical Technology, and Athletic Training), need to show evidence of having obtained the following immunizations and tests as part of their clinical education compliance. **Students need to submit their records to the UNM SHAC Allergy & Immunization Clinic for review and verification.** An appointment is also highly recommended.

If students have questions about these requirements, nurses in the Allergy and Immunization Clinic will advise, make recommendations, and provide vaccines or tests as indicated. Please call UNM SHAC reception to make an appointment after uploading documentation to the SHAC Health Portal, 505-277-3136.

Instructions on how to access the SHAC Health Portal and upload documents is located at <http://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html>.

All Health Sciences Center students are required to upload documents to verify immunization information. Acceptable documentation includes official vaccine records such as:

- World Health Organization Certificate of Vaccination
- Childhood vaccine cards
- State registry printout
- School records
- Medical records
- Employee records
- Civil Surgeon records

If you do not currently have records of your past Immunizations, you may want to check the following:

- Your High School
- State Department of Health
- Pediatrician &/or current PCP's office

Please see the following pages for requirements and recommendations

REQUIREMENTS FOR ALL PROGRAMS

MMR (Measles, Mumps, Rubella)* -- 3 options to meet requirement below

Option 1	Two doses of MMR vaccine
Option 2	Two (2) doses of Measles Two (2) doses of Mumps One (1) dose of Rubella
Option 3	Serologic proof of immunity for Measles, Mumps, and/or Rubella

**Serologic testing (Option 3) is required for individuals who received MMR vaccine prior to 1978*

Tetanus-diphtheria-pertussis -- One (1) dose of adult Tdap. If last Tdap is more than 10 years old, another dose of Tdap or Td is required.

Varicella (Chicken Pox) – 2 options below

Option 1	Two (2) doses of varicella vaccine
Option 2	Serologic proof of immunity for varicella

Hepatitis B Vaccination AND Serologic Testing*

Option 1	Three (3) doses of Engergix-B, Recombivax or Twinrix
Option 2	Two (2) doses of Heplisav-B

A Quantitative Hepatitis B Surface Antibody (titer) is **also required and preferably should be drawn 4-6 weeks after completion of the 3-dose or 2-dose (Heplisav-B only) Hepatitis B series is complete. If negative, follow up vaccination and testing will take place based on CDC guidelines and protocol. Please consult with a SHAC Allergy & Immunization nurse for guidance. <http://www.cdc.gov/mmwr/pdf/rr/rr6210.pdf>*

Influenza – One(1) dose annually during flu season by December 1st, or earlier if specified by program

Tuberculosis Testing (no history of positive result)* – Baseline 2 step Tuberculosis Skin Test or IGRA Blood Test; Individuals with history of BCG vaccine are encouraged to have an IGRA blood test

Option 1	Two (2) TST placement and reads separated by at least 1 week and within 6 months of start of program
Option 2	IGRA blood test (QuantiFERON TB Gold [QFT] or T-Spot.TB) at least 6 months before start of program

*Individuals with prior positive TB test history will need documentation of their positive test, a recent chest x-ray, and record for treatment of Latent TB Infection (LTBI) or Active TB Infection, if treatment completed. An annual symptom screen will be required for individuals who have not completed treatment for LTBI. Please consult with a SHAC Allergy & Immunization nurse for guidance. https://www.cdc.gov/mmwr/volumes/68/wr/mm6819a3.htm?s_cid=mm6819a3_w

OTHER RECOMMENDATIONS

Hepatitis A	Hepatitis A vaccine is recommended for person with chronic liver disease, international travelers, and certain other groups at increased risk for exposure to hepatitis A.
Meningococcal (MCV4)	Those who are routinely exposed to isolates of <i>N. meningitidis</i> should get one dose. A MCV4 series is recommended for HCP with known asplenia or persistent complement component deficiencies, because these conditions increase the risk for meningococcal disease. HCP traveling to countries in which meningococcal disease is hyperendemic or epidemic also are at increased risk for infection and should receive vaccine.
Pneumococcal (PPSV)	PPSV is recommended for healthy persons aged ≥65 years. PPSV is also recommended for persons aged <65 years with certain underlying medical conditions, including anatomic or functional asplenia, immunocompromise (including HIV infection), chronic lung, heart or kidney disease, and diabetes.

<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr6007a1.htm>

Potential Requirements (check with your program coordinator)

Medical clearance for N95 Respirator Fit Testing	If you are required to complete fit testing, please find instructions and form for clearance for fit testing at http://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html After clearance letter is obtained, UNM Safety & Risk Services will perform testing: https://srs.unm.edu/occupational-safety/respiratory-protection.html
Urine Drug Screening	
Annual TB Testing	Some clinical sites that students rotate through may require annual TB testing.

Malpractice Insurance (Liability Insurance)

The University of New Mexico will cover students for professional malpractice liability while they are a student performing the required procedures in their clinical rotation courses. NM Safety and Risk Management Evidence of Coverage current certificate information can be found under the rotation courses in LEARN.

Safety Precautions/Protocol

Students will be instructed on safety procedures and the precautions to take to maintain a safe environment while handling specimens and performing techniques. General safety rules, chemical hygiene plans and the use of biohazard materials are covered in Orientation. These rules and more specific ones will be reviewed when appropriate in each of the courses. Gloves and long lab coats (provided by MLS) must be worn and a barrier shield must be used when patient specimens are handled in the student lab. Refer to MLS Safety Manual for more information. **NOTE:** If student is observed not following proper safety protocol in the lab, the instructor may ask the student to leave (even after passing required quizzes/training). ****Refer to COVID-19 section for specific COVID -19 related protocol. ****

Required Yearly Training

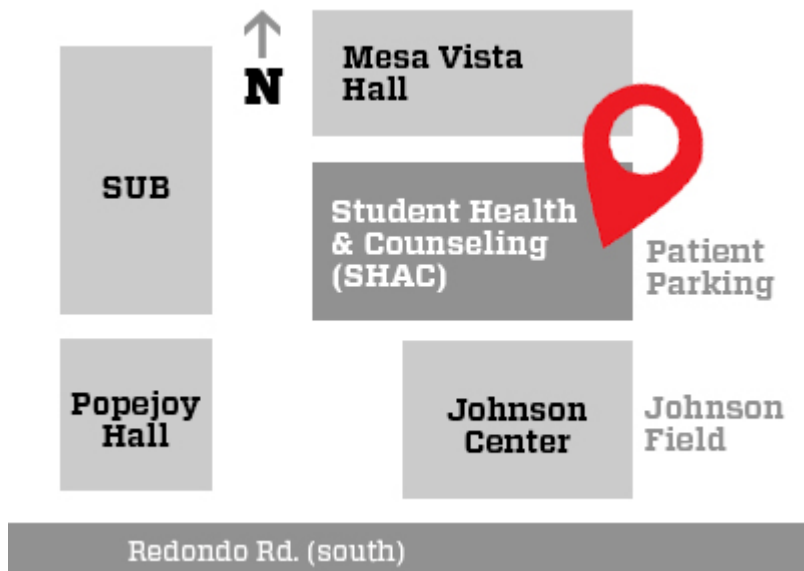
Per UNM Compliance, all MLS students are required to complete the following online training annually:

HIPAA Security Training HIPAA & Hi Tech Training	Academic Integrity	HSC Code of Conduct and HSC Code of Ethics
Blood Borne Pathogen Training	UNM HSC Compliance Training	Grey Area Training*

Students will receive email notifications (**salud.unm.edu**) email regarding access and training deadlines. The training is assigned on **UNM LEARNING CENTRAL** (<https://learningcentral.unm.edu>). *Annual Grey Area Sexual Misconduct Training is also required and may be available online.

Health Care

All MLS students are eligible to use SHAC (formerly known as the Student Health Center), located on Main Campus. The Center is a primary care facility offering general health care. For information or to schedule an appointment call 277-3136 or visit <https://shac.unm.edu/contact-shac/index.html>
Refer to map on next page.



Injuries incurred during the MLS Program must be reported immediately (no matter how minor) to an instructor or to the immediate clinical supervisor. A Notice of Incident Report (from the UNM Department of Safety and Risk Services) must be filled out by the MLS program in conjunction with the student. The Report can be found under rotations in LEARN and is also shown on next page.

Any student suffering injury during training on campus or at a clinical site and requiring health care should go to SHAC for care. If SHAC is closed, students should go to University Hospital Urgent Care facilities. Emergency injuries should be handled at the closest medical facilities.

Students and/or the student's insurance company are responsible for any cost of health services rendered to them while in the MLS program.

NOTICE OF INCIDENT
(Record Only) Revised:
06/01/07

This form must be completed when a claim is not expected for personal injury or property damage. It is for record only and should be completed as soon as practical after the occurrence, but within ninety (90) days of the occurrence. File the form with:

Department of Safety and Risk Services
1801 Tucker St. NE, Bldg. 233 MSC07 4100
1 University of New Mexico, New Mexico 87131-0001

Full Name _____ Phone No(s) _____

Mailing Address (Include city, state, zip code)

Amount of damages (if known) \$ _____

Describe WHERE, WHEN, and HOW the damages or injury occurred. Include names of all persons involved and any witnesses, including their addresses and telephone numbers.

Location of the Occurrence: _____

Date of Occurrence: _____ Approximate Time: _____

Description of the Occurrence: _____

Describe the injury or damage you sustained and attach copies of all medical reports, bills, or estimates of repairs. _____

All of the statements made on this form are true and correct to the best of my knowledge.

Date _____ Signature of Person Reporting _____

Daytime Phone No. _____

AGORA Crisis Center

If students need talk to someone about stress, life challenges, grief support or other stressful events, they can contact the anonymous volunteer helpline at 505-277-3013 (365 days/year). **This service is on Albuquerque main campus on 180 Sigma Chi Road. Walk in clinic hours are 9 am-5 pm, Monday-Friday.**

Lobo Guardian

This is a mobile phone safety app that can be accessed at <https://loboguardian.unm.edu/>



With this app you can:

- **Set a Safety Timer and Status** -- Designate friends, family, and others as personal "Guardians" and establish Safety Timer Sessions with your Guardians. During the timer session Guardians can check your status and location. If the timer is not deactivated before it expires, your Guardians will be notified and your phone's last location and status will be displayed.
- **Easy Emergency Communication** -- Make a direct emergency call to the UNM Police Department in Albuquerque that automatically delivers your Smart911 profile to the police response team. You can also call 911.
- **Report a Tip** -- Send a tip anonymously to the UNM Police Department in Albuquerque.

Health Insurance

All students are required to have health insurance while in the program. The University Insurance Program <https://hr.unm.edu/benefits/student-health-plan> is available to students. This insurance program also offers coverage for spouse and dependents. A copy of the insurance card needs to be placed in student's folder. We will provide information to you on the first day of class.

Needle-Stick Insurance

You will be billed by the Bursar's office during the fall and spring semesters for the blood body fluid exposure/needle-stick insurance coverage. Refer to link below for more information.
<https://shac.unm.edu/services/allergy-immunization/blood-body-fluid-exposure.html>

UNM Accessibility Resource Center (ARC)

Students requesting services from Accessibility Resource Center (ARC) are required to submit documentation of a disability to verify eligibility under the Americans with Disabilities Act Amendments Act (ADAAA), Section 504 of the Rehabilitation Act of 1973, and the University of New Mexico Policy 2310. ADAAA defines a disability as a substantial limitation of a major life function.

For more information regarding services please refer to the following website: <https://arc.unm.edu> or call 277-3506.

The office is located on the second floor of Mesa Vista Hall, Building 56 Room 2021 on main campus. Mesa Vista Hall is on the East side of the Cornell Mall opposite of the Student Union Building.

Mandatory Reporting Under Title 9/Lobo Respect

Our classroom and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus, especially the Lobo RESPECT Advocacy Center and the support services listed on its website (<http://loborespect.unm.edu/>). Please note that, because UNM faculty, TAs, and GAs are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member, TA, or GA must be reported by that faculty member, TA, or GA to the university's Title IX coordinator. For more information on the campus policy regarding sexual misconduct, please see: <https://policy.unm.edu/university-policies/2000/2740.html>



Mandatory Sexual Misconduct Prevention Training:

<https://loborespect.unm.edu/education/greyarea/about.html>

On October 17, 2016, the University of New Mexico entered into [an agreement with the U.S. Department of Justice](#) to refine UNM's policies regarding sexual harassment and misconduct on campus. As a part of this agreement, UNM provides a mandatory sexual misconduct prevention training, The Grey Area, to all qualified UNM students. The Grey Area is a one-time, in-person session that is required of all UNM students currently enrolled in 6 credits or more in a degree-granting program with a regular presence on campus. This includes branch campus students and those enrolled at the Health Sciences Center and UNM Law School. You will be given information via email on how to register for the required training.

Resource Numbers <https://loborespect.unm.edu>

Lobo Respect Advocacy Center	277-2911 (24 hour hotline)
Counseling	247-4622
Disability Services (ARC)	277-3506
Domestic Violence	640-5352
Rape Crisis	266-7711 (24 hour hotline)
Veterans Crisis Line	1-800-273-8255
AA	266-1900
COSAP-Campus Office of Substance Abuse Prevention	277-2795
UNM Police Department	277-2241
LGBTQ Resource Center	277-5428
Dean of Students Office	277-3316
APD Albuquerque Police Department	242-COPS (2677)
Women's Resource Center	277-3716

If you are experiencing an emergency, dial 911

CLINICAL ROTATIONS

Rotation Requirements

All students must have the following completed prior to beginning their rotations:

- Completion of all first year didactic/lab courses with a grade of C or better
- Current TB test
- Current Flu shot
- Current HIPAA training (**Note:** if beginning rotations in Spring, you will need to wait till new version of HIPAA is posted at the beginning of the year)
- Current proof of immunizations
- Background check (do this < 1 month before your rotation start date) -Can be done at APD*
- Urine Drug test (do this < 1 month before your rotation start date) – done at UNM SHAC

The program rotation coordinator will discuss this in detail the semester prior to starting rotations. All costs to complete these requirements will be paid by the student.

Rotation Courses at Affiliated Clinical Lab Sites

The clinical rotation courses are designed to offer students time to be in a modern clinical laboratory in a non-threatening manner. The courses offer the student the experiences needed to obtain proficiency as a medical laboratory scientist in a modern lab prior to employment. **Refer to registration section in this manual to see which courses you must register for during this semester.**

Clinical rotations provide students the time to apply the basic skills acquired in the on campus MLS courses, to learn the methods and procedures of the modern lab, and to review and broaden their theoretical knowledge. It is a unique opportunity where students can avail themselves of the resources available to learn while exhibiting their potential as a possible employee.

Students (non-MLT) can expect to spend close to 6-8 hours/day in the clinical lab during the 16 week semester in fall or spring. The approximate number of days per rotation area are:

Areas: Basic Chemistry/Immunology	Suggested Time: 5 days for 2 weeks or 10 days
Areas: Advanced Special Chem/Tox/Immunology	Suggested Time: 5 days for 1 week
Areas: Routine Hematology/Hemostasis	Suggested Time: 5 days for 3 weeks or 15 days
Areas: Advanced Hematology/Hemostasis	Suggested Time: 5 days for 1 week
Area: Microbiology	Suggested Time: 5 days for 4 weeks or 20 days
Area: Immunohematology (BB)	Suggested Time: 5 days for 4 weeks or 20 days
Area: Urinalysis	Suggested Time: 5 days for 1 week or 5 days

**Processing/computers/managerial projects are incorporated in these rotations.

Rotation Courses for Students that are MLTs

Clinical rotations for students that are MLTs will be completed during a 9 week period in fall or spring semester. Students can expect to spend close to 6-8 hours/day in the clinical lab. The approximate weeks per rotation are:

MEDL 451: Advanced Chemistry	1 week
MEDL 452: Advanced Hematology/ Hemostasis	2 weeks
MEDL 453: Microbiology	4 weeks
MEDL 454: Immunohematology (BB)	2 weeks

Adjustments can be made to rotation time under special circumstances with input from rotation coordinator, site contact and student.

The rules and policies of the clinical laboratory are provided and explained by the laboratory. The lab's policies are in addition to the policies of the MLS Program provided in this handbook.

Placement for Rotations in Clinical Labs

During the spring and fall semesters, students will receive information about the affiliated clinical labs for rotations. Students will be asked for their preference for clinical rotations in the semester prior to rotation semester. Students will be placed at sites after consultation with the site. Students will be placed in rural rotation sites as they are requested. Students doing rotations at a rural site will complete all clinical courses for the rotations before the rotations begin. It may be necessary to place only one student at a site at a time. Students not electing rural rotation sites will be placed at an Albuquerque site.

Rotation Schedule and Accessibility

Please contact the UNM MLS rotation coordinator and the UNM Accessibility Resource Center (<https://arc.unm.edu/>) if special accommodations are needed in order to fulfill your rotation requirements.

Clinical Rotation Affiliate Sites

Site/Address	Address	Description
Quest Diagnostics Core Lab	5601 Office Blvd, NE #800 ABQ, NM 87109	It is a full service group of laboratories.
Lovelace Medical Center (downtown)-TriCore	601 Dr. Martin Luther King Jr. Ave., NE ABQ, NM 87102	Rapid response labs/ specializes in neurosurgery, cancer therapy, and rehabilitation
Lovelace Women's Hospital-TriCore	4701 Montgomery Blvd. NE, ABQ, NM 87105	Rapid response labs
Lovelace Westside Hospital-TriCore	10501 Golf Course Rd. NW ABQ, NM 87114	Rapid response labs
TriCore Reference Laboratories - Core Lab	1001 Woodward Pl. NE, ABQ, NM 87102	This reference lab provides work for hospitals and physician offices in New Mexico and bordering state areas, especially Colorado. The reference lab encompassed a main core lab offering full lab services in all areas except Immunohematology and all specialty lab tests.
Presbyterian Kaseman-TriCore	8300 Constitution Ave NE, ABQ, NM 87110	Rapid response lab/ 200 beds acute general care facility in Albuquerque with an ICU and Psychiatric Unit. It is part of the Presbyterian Healthcare Services
Presbyterian Hospital-TriCore	1100 Central Ave SE, ABQ NM 87106	Rapid response lab/ 517-bed acute general care facility specializing in cardiology, women's health, neonatology, and organ transplants in Albuquerque.
Presbyterian Rust Medical Center-TriCore	2400 Unser Blvd, Rio Rancho, NM 87124	Rapid response lab/ a full-service hospital including an emergency department and Physicians Office Building located in Rio Rancho.
University Hospital-TriCore	2211 Lomas Blvd. NE, ABQ, NM 87106	Rapid response lab/ academic medical center that provides special care units and medical programs for Level I Trauma and Regional Burn Centers, Children's Hospital of NM, Kidney Transplantation, High Risk Maternity Care, Clinical Research Center, and Pediatric and Adult Oncology.
Sandoval Regional Medical Center-TriCore	3001 Broadmoor Blvd NE, Rio Rancho, NM 87144	Rapid response lab

Site/Address	Address	Description
Heart Hospital-TriCore	504 Elm St. NE 87102	55 bed hospital specializing in cardiac care
Raymond G. Murphy VA Medical Center	1501 San Pedro Dr. SE, ABQ, NM 87108	505-bed acute care teaching hospital affiliated with the UNM School of Medicine. It provides care for veterans as well as Kirtland AFB military personnel and their dependents. The laboratory is a referral laboratory for the VA system
Christus St. Vincent Regional Medical Center	455 St. Michaels Dr. Santa Fe, NM, 87505	full service CAP approved facility.
Eastern New Mexico Medical Center (pending)	405 W. Country club Rd. Roswell, NM, 88201	coverage for an acute care 162-bed facility, trauma center and an out-patient clinic in Roswell. This modern automated lab provides 24-hour coverage.
Gila Regional Medical Center (pending)	1313 E. 32 nd St. Silver City, NM 88061	63 bed general acute care facility which offers all routine tests. Provides services for the people and doctor's offices in the SW part of the state
Holy Cross Hospital	1397 Weimer Rd. Taos, NM 87571	full service JCAHO, CAP approved facility.
Lea Regional Medical Center (pending)	5419 N. Lovington Hwy, Hobbs, NM 88240	full service JCAHO, CAP approved facility
Rehoboth McKinley Christian Health Care Services (pending)	1901 Red Rock Dr. Gallup, NM	full service JCAHO, CAP approved facility with 118 beds. 75% outpatient
San Juan Regional Medical Center (pending)	801 W. Maple St. Farmington, NM 87401	general acute care facility offers all routine tests. The lab is a large, open area with blood bank, microbiology, histology/cytology, and lab offices on the periphery. This lab provides all routine tests.

Mission of UNM and MLS Program Regarding Rural Rotations

UNM is a state sponsored university which has a mission to place clinicians, including medical laboratory scientists in rural areas of the state, to meet the needs of rural or underdeveloped areas where there may be a shortage of health care options. In accordance with this mission, it may be required by the MLS program to place clinical rotation students at a rural location at least 50 miles outside of Albuquerque during their 16 week clinical rotation. **Housing and transportation will be the responsibility of the student.**

Alternative Experiences Option (MEDL 499 – 1-2 Credits)

These are one week, five days a week rotations at a location where lab skills and background knowledge are applicable but clinical laboratory testing may not be the primary focus of the facility. OR, an additional week of rotation in a small clinical lab or in a specific area of a large lab can be chosen.

Type of labs/facilities for alternative experiences include the following, but are not limited to those listed below.

NOTE: Some sites may not be available at certain times.

1. Forensic/Toxicology Lab
2. TriCore Molecular Diagnostic Core Lab - 2 weeks rotation includes: Cytogenetics, HLA, Immunoflow, Molecular Oncology: 2 cr. hrs.
3. Virology Lab
4. Student Health Center Lab
5. Vet. Diagnostic Lab - State Lab or Vet's Office – 2 week rotation: 2 cr. hrs.
6. Clinical Equipment and Supply Sales
7. Lab Education Program at T-VI or UNM
8. Hospital Epidemiologist
9. Laboratory Management
10. Research Lab
12. Small Clinic Lab

Student Activities During Alternative Experiences:

- To learn about and experience a different and unique lab or lab related experience
- To perform procedures, projects, etc., under the facility's supervision
- To spend 36-40 hours/week in the alternative experience

Grading:

Alternative Experiences will be graded Pass/Fail with a grade of CR (credit) or NC (no credit) given. Grading is based on the following:

1. Submission of a written report.
Students will complete a written report (form available) on their experience.
2. Return of Professional Evaluation Form from Alternative Experience site.
It is the student's responsibility to have the site complete this form. Students must receive "Meets Expectation" in 72% of the areas to be acceptable.

If both items are acceptable, then a Credit grade will be given for the experience. If either or both items are not acceptable, a repeat or additional experience is required.

GRADUATION REQUIREMENTS

Graduation Requirements

All students must complete the scheduled mock board exam each semester, attend review week and pass the final exit mock board exam, which will be administered the week after completion of the 16 week rotation period (at the end of spring or fall semester).

Mock Board Exam: a scheduled mock board exam will be administered each semester of the MLS program via Media Lab which utilizes the Computer Adaptive Testing Method (CAT). Students are required to complete each exam on the scheduled date. **The three scheduled exams must be completed before the student is eligible for the final semester Mock Board Exit Exam.** Failure to complete the three scheduled exams will make the student ineligible to take the final exit exam.

Review Week:

Review week occurs the week after the 16 week rotation semester has ended. It is typically 2 days of MLS/ASCP Board review to improve the student's ability to pass the Mock Board Exit Exam and the ASCP Board Exam.

Mock Board Exit Exam via Media Lab:

A Mock Board Exit Exam (via Media Lab) is given at the end of the program. Students are given the opportunity to review and take practice exams via Media Lab throughout the program in order to prepare for the exit exam. This exit exam will be offered after all other courses are completed and after the student has attended Review Week. The program's exam is a "mock certification exam", administered through Media Lab and utilizes the Computer Adaptive Testing Method (CAT) with 100 multiple choice questions. <https://www.medialabinc.net/> Students are allowed 2 hours for taking the exam. **Student must achieve a $\geq 60\%$ to complete the MLS program and be eligible for the national certification exam.**

Review material and recommended study plans to pass the exit exam can be found in the Med Lab Sciences Comprehensive Review and Test section in LEARN

If the score is $< 60\%$, the student will not be eligible to graduate that semester. The student must register for MEDL 499 (Section 001) for the following semester and perform review tests as part of the remedial training. At the end of that semester, the student will retake the Mock Board Exit Exam and must achieve a $\geq 60\%$ in order to graduate and complete the program. The student will then be eligible to take the national certification exam.

Completion of MLS program: all students who complete the MLS program (including passing the Mock Board Exit Exam) are given a document stating they completed the program. The issuing of this document is not contingent upon the student receiving a degree or passing the national certification exam.

Commencement (large UNM graduation):

Medical Laboratory Sciences students earning a degree from UNM may participate in UNM's commencement in May and December.

Convocation: The programs from the Health Professions have a short one hour ceremony in May. Students that graduate in the spring or that completed the program the December before may participate in this ceremony. We highly encourage you to participate in the Health Professions Programs convocation. Information will be sent to you regarding time, date and where to order your graduation regalia.

Baccalaureate Honors:

Students planning to receive the BSMLS as their **first degree** from UNM and having an overall GPA of 3.0 or better before entering the MLS Program are eligible for Honors Designation. No application is necessary. Students who complete the MLS Program with an overall GPA of 3.5-3.74 will earn the designation of cum laude, or magna cum laude for a GPA of 3.75-3.89, or summa cum laude for a GPA of 3.9 or higher. Honors distinction will show up on your final transcript.

For more information, refer to: <https://sac.unm.edu/awards-and-honors.html>

The awarding of the degree is NOT contingent upon the student passing any national certification examinations.

The MLS Program does not offer departmental honors.

Graduation Eligibility:

In order to be eligible for graduation with a Bachelor of Science in Medical Laboratory Sciences, student must have the following:

- Completion of UNM Gen Ed requirements
- Completion of all course pre-requisites with a C or better
- 2.8 or > GPA for each section category of biology, chemistry and math courses
- Completion of 63 semester hours of required MLS program courses with a grade of 72 or higher in each course
- Completion of all required documents and any UNM training assigned
- Approval of transfer courses by UNM

Check Lobo Trax frequently to make sure course requirements are being met and documented correctly. If there are questions or problems, contact the program Education Support Coordinator, Rosalia Deleon, rlayavejar@salud.unm.edu

Students completing UNM MLS Program but receiving degree from another institution

Students receiving their bachelor degree from another institution must:

- Meet all necessary pre-requisite courses required for Track 2 option (person with a degree).

Biology	Chemistry	Math
16 hours Including 2 semesters Anatomy/Physiology (lab not required)	12 hours Including Organic Chemistry I and lab or Integrated Biochemistry	1 college level algebra or higher
Microbiology (course completed <7 years ago)		
GPA in entire section: ≥ 2.8	GPA in entire section: ≥ 2.8	GPA in entire section: ≥ 2.8

- Signed document from registrar of degree granting school confirming that student has met their requirements for receiving their degree

NOTE: It is the student's responsibility to meet deadlines at degree granting school in order to graduate as planned

NATIONAL CERTIFICATION EXAM (ASCP BOR)

How to Apply for the ASCP National Board Certification Test

The national certification exam is given by the Board of Certification (BOC) with the American Society for Clinical Pathology (ASCP).

1. Student must successfully complete the UNM MLS program (includes passing the program exit exam.)
2. Student is responsible for submitting their application to the certifying agency and paying the appropriate fees.
3. ASCP MLS exam application can be accessed at <https://www.ascp.org/content/board-of-certification/get-credentialed/>
4. Refer to your UNM Student Handbook for information on when to apply in your last semester of the UNM MLS program.
5. ASCP will contact the UNM MLS program to verify student will complete program on date stated on application (usually graduation date).
6. Students can take the test as soon as they complete the UNM MLS program.
7. An official transcript with your degree conferred on the document **must be sent by the student after completion of the ASCP BOC test** in order to receive complete test report and official BOC card.

**** If you are receiving a BS in MLS: In order to receive your test scores and BOC card, an official transcript from UNM Registrar must be requested after your degree has been conferred. Official transcripts can be requested 2-3 months after your graduation date. ****

Contact UNM Registrar at:

<https://registrar.unm.edu/transcripts/transcript-request-information.html>

The official transcript must be sent to ASCP.
ASCP Board of Certification
33 W. Monroe St., Suite 1600
Chicago, IL. 60603

Taking or passing a national certification exam is NOT required for completion of the UNM MLS program or for granting of a bachelor degree in MLS

Information Required for ASCP Board of Certification Test

Application can be accessed at:

<https://www.ascp.org/content/board-of-certification/get-credentialed/>

You may need some of the information listed here in order to complete your application.

Exam Category: MLS Route 1

Accredited Program Information: NAACLS

School Code: 030007

Date Program Began: Enter date you started in program

Date Program Ends: Enter date of graduation from the program

Name of Institution and Address:

University of New Mexico, MSC09 5250

1 University of New Mexico

Albuquerque, NM 87131-0001

505-272-5434

Program Director: Barbara Masten

Application Guidelines for Students from Accredited Programs

Program Completion (when you graduate)	Submit ASCP BOC Application	Prospective Exam Eligibility (When you can take the test)
May 1- 14	April 1	May 15-August 15
May 15-31	April 15	June 1-August 31
Dec 1-14	Nov 1	Dec 15-March 15
Dec 15-31	Nov 15	Jan 2-March 31

PROFESSIONAL ORGANIZATIONS and AWARDS

Lynn Saxton Award for the Outstanding Medical Laboratory Sciences Student

This award is given to an outstanding Medical Laboratory Sciences student each year. The award is given in honor of the first Director of the Medical Laboratory Sciences Program at UNM, Lynn Saxton. The award is based on academic abilities, leadership abilities, and professionalism exhibited. The awardee receives a monetary award and certificate and has his/her name added to the plaque that remains at Med Lab Sciences.

Students and faculty may nominate a student in the Spring for this award. We will provide information during the spring semester.

Professional Society

Students are encouraged to join the American Society for Clinical Laboratory Sciences (ASCLS). This is a means of keeping yourself informed on current developments within your profession. You will find the journals and newsletter interesting.

Applications are available on the Student Board outside lab Room 230.

There are also many other specific professional societies that students can join for free like ASCP.

Refer to links below:

ASCLS: <https://www.ascls.org/membership/join>

ASCP: <https://www.ascp.org/content/my-role/student>

Student Society

Medical Laboratory Sciences Student Society (MLSSS) – This organization is comprised of students currently in the Med Lab Sciences program. The purpose of this organization is to provide information and resources for the MLS student to be successful in the MLS program and in their future profession. The organization will also provide opportunities for members to serve the community through volunteer events. For more information contact Margaret Alba at malba@salud.unm.edu.

Social Media Links

The Medical Laboratory Sciences Student Society can be found on the following social media links:

Facebook: UNM Med Lab Sciences Student Society

Instagram: unmmmlsprogram

National and State Meetings

Many of our professional organizations have yearly conferences/meetings (ASCP, ASCLS, AABB, AACC, ASHI, ASM). We will post information on the student board outside room 230 regarding the dates and location of these meetings. In addition to the meetings, clinical sites have grand rounds and other continuing education sessions. Students are encouraged to attend but must prearrange for the time away from the lab with their instructors/clinical preceptors.

Program Policies and Forms

STUDENT COMPLAINTS, DISPUTES OR GRIEVANCES

1. **CURRICULAR GRIEVANCES AND/OR CONCERNS**

Any questions regarding course organization, expectations, grading, assignments, etc. should be directed to the course instructors first, and then if concerns persist, students should discuss these with the MLS Program Director. For purpose of academic disputes only and formal appeals of those academic disputes, the MLS Program shall follow the process outlined in Faculty Handbook D175 <https://handbook.unm.edu/d175/>

2. **MISCONDUCT**

UNM may take disciplinary action against a student for a violation of the Student Code of Conduct or other UNM policy when the offense occurs on UNM premises or at a UNM-sponsored event, or when the violation occurs off campus and failure to take disciplinary action is likely to disrupt the academic process or other campus functions, or endanger the health, safety or welfare of the UNM community or any individual student or employee.

All matters of allegations involving University Administrative Policies 2720 and 2740 will follow Faculty Handbook Policy D175 and the OEO Discriminations Grievance Procedure. In accordance D175, the Dean or designee of the School of Medicine will issue a sanction for the responsible student as both a student at the University of New Mexico and the UNM School of Medicine. D175 indicates that the Dean or designee is to be the sanctioning authority for all .violations of the UNM Student Code of Conduct, including those matters involving sexual harassment.

<https://handbook.unm.edu/d175/>

3. **UNIVERSITY OF NEW MEXICO SCHOOL OF MEDICINE HEALTH PROFESSIONAL PROGRAMS STUDENT DUE PROCESS POLICY**

<https://som.unm.edu/education/assets/doc/health-professions-due-process-policy.pdf>

I. **Introduction**

This University of New Mexico Health Professions Programs Student Due Process Policy (hereafter "(Due Process Policy)") outlines for students, faculty and administrators in the School of Medicine Health Professions Programs, the course of action that is available to a Health Professions Programs student should his or her individual program take either an adverse or corrective action against the student for failure to maintain the academic, professional and/or ethical requirements and standards of the program.

The individual programs that make up the Health Professions Programs and that follow this Due Process Policy are: Dental Hygiene, Emergency Medical Services Academy-Paramedic and Bachelor of Science Programs, Medical Laboratory Sciences, Occupational Therapy, Physician Assistant Program, Physical Therapy, and Radiologic Sciences. Each of these individual programs must have a student guide/handbook made available to its students that includes, at a minimum, the program's (1) academic requirements; (2) professionalism and/or ethical requirements and standards; (3) a description of the program's process for dismissing a student or otherwise sanctioning a student for failing to meet program requirements; and (4) a copy of this Due Process Policy.

The individual programs that make up the Health Professions Programs are responsible for monitoring their students' performance and compliance with academic, professionalism and ethical requirements and standards. The individual programs decide whether to dismiss or suspend a student or take other action for unsatisfactory performance pursuant to program policies and procedures. As discussed below, a student can appeal the program decision pursuant to this Due Process Policy.

II. Adverse and Corrective Action Defined

The distinction between an adverse and corrective action is important. Adverse actions are those that separate the student from his or her Health Professions Programs and include dismissal and suspension. Also, requiring a student to repeat a significant part of the program's curriculum so that completion of the program will be delayed by more than one semester is an adverse action.

A corrective action involves the program imposing an educational prescription that, in the opinion of designated program faculty, is necessary in order to improve the student's performance. Corrective actions include, but are not limited to, requiring a student to take a specific course, narrowing the choice of elective courses, mandating a student meet with a program advisor regularly, and mandating additional professionalism training.

Adverse actions are subject to being appealed by the student as provided for in Sections III through VI herein. Corrective actions cannot be similarly appealed by the student, but may be reviewed at the student's request as provided for under Section VIII of this Due Process Policy.

III. Appeal of Program Decision Imposing Adverse Action

A student who disagrees with his or her Health Professions Program's decision imposing adverse action is entitled to appeal that decision to the Health Professions Programs Appeals Committee, which is composed of members of the Health Professions Programs Evaluation Committee. The request for appeal must be made in writing to the Assistant Dean for Health Professions, stating the reasons why the student disagrees with the Health Professions Program's decision, and must be received by the Assistant Dean within fifteen (15) calendar days after the student receives the program's written letter imposing adverse action. If the student fails to notify the Assistant Dean within fifteen (15) calendar days, this shall be considered a waiver of his/her right to appeal the adverse action and the Health Professions Program's decision shall be final for the University of New Mexico.

IV. Formation of Health Professions Programs Appeals Committee

When an appeal is timely made by a student, the Assistant Dean for Health Professions Programs will form a Health Professions Programs Appeals Committee ("Appeals Committee") consisting of four (4) faculty members from the Health Professions Programs Evaluation Committee ("Evaluation Committee") and one (1) student in good academic standing from the same program but a different class/cohort than the student bringing the appeal.

The Evaluation Committee consists of one faculty member from each program appointed by the director of the program and up to three (3) members appointed by the Assistant Dean for Health Professions Programs. Evaluation Committee members serve a 3-year term which may be renewed for one additional 3-year term. Ideally, the Evaluation Committee will have a mixture of experienced and new members. Members will receive an orientation when appointed to an Appeals Committee, including a review of this Due Process Policy and any relevant policies from the appealing student's program.

The Assistant Dean of Health Professions Programs will review the composition of the Appeals Committee with the student making the appeal. If the student objects that any member is biased against the student or otherwise may not be a fair Appeals Committee member, the Assistant Dean will consider the student's objections and decide whether to remove the members. The Assistant Dean's decision is final. If a Committee member is removed for cause, the Assistant Dean will appoint a new member if one is available from the Health Professions Programs Evaluation Committee. If a new member is not available, the Appeals Committee will proceed to hear the appeal with three faculty and one student member. The Appeals Committee will select one of its faculty members to serve as chair.

V. Review of Appeal by Health Professions Programs Appeals Committee

The Appeals Committee will accept relevant documentary evidence for review from the student and the director of the program that took the adverse action. Each party will be provided with a copy of the other's submission. The Appeals Committee will conduct individual interviews with the student, director and faculty from the program that took adverse action and others with relevant information.

The Appeals Committee will decide who will be interviewed. These interviews will be tape recorded and the student will be offered an opportunity to listen to the tapes. The student will not attend the actual interviews. After the Appeals Committee concludes its interviews, if it has additional questions for the student and/or if the student wants to respond to statements from any of the witnesses, the student will be offered one opportunity to meet with the Appeals Committee.

After all of the interviews have been completed, including the final interview with the student, the Appeals Committee will deliberate in closed session. Within thirty (30) calendar days of completing the interviews, the Appeals Committee will decide the appeal by a vote (simple majority) of its members and issue its written decision, which will include its rationale. The final decision will be to uphold or overturn the adverse action imposed on the student by the program. The student and the program director will each be sent the Appeals Committee's decision.

In arriving at its decision, the Appeals Committee shall not overrule the academic judgment of a faculty member in the program on the assignment of grades to the student. The Appeals Committee should, as appropriate in the case, consider: (1) whether the program followed its own policies governing student performance, advancement and program completion; (2) whether the evidence supports the program's decision; and (3) whether the student has significant new information that bears on the program's decision that was not available to the student when that decision was made. If the Appeals Committee finds that the student has significant new information, the appeal shall be referred back to the student's program for reconsideration of the adverse action in light of that information. If the program affirms the adverse action, the student may request review by the Appeals Committee. The Appeals Committee will consider any additional relevant evidence and/or witness interviews and issue its written decision within thirty (30) calendar days.

VI. Appeal to the Dean

Either the student or the program director may appeal the decision of the Appeal Committee to the Dean of the School of Medicine or designee in writing within thirty (30) calendar days of receipt of the Appeals Committee's decision. Failure to submit a timely appeal means that the student and/or program director waive their right to appeal and the decision of the Appeals Committee shall be final for the School of Medicine.

The Dean or designee will review the student's academic record; the decisions of the program, Health Professions Programs Appeals Committee and any other documents in the student's program file. Additionally, the Dean may meet with the student and program director. The Dean (or designee) shall issue a written decision on the appeal and send a copy to the student and the program director

Professional Ethics Regarding Patient Information

As part of your training, you will hear and learn a great deal about individual patients and their illnesses. This information is to be held in strict confidence. Never discuss patients or privileged laboratory information outside of the lab or teaching situation. Violation of these professional ethics can result in your dismissal from the program.

Documenting Problems with UNM LEARN

Please document any problems with UNM LEARN (ex: unable to submit homework, can't access videos) on the LEARN Problem Log posted in the lab. This helps the MLS faculty to address issues with LEARN that are impacting the students.

Snow Day and UNM Inclement Weather Policy

In the event of inclement weather, students are advised to check LOBO Alerts online or call **277-SNOW** to determine if there has been a delay in start time of your class or closure of the campus. You may also contact the instructor of your course via LEARN or their salud.unm.edu email.

For more detailed information on UNM's policy please go to the following website:

<https://policy.unm.edu/university-policies/3000/3435.html>

Teach Out Plan for MLS Program

In the event of a natural disaster or other event that impacts the physical facilities of the University of New Mexico Medical Laboratory Sciences Program, the University of New Mexico will make every effort to relocate the program to another building or campus location while repairs are in-progress. The program will also provide distance learning if needed.

In the event that University of New Mexico makes the decision to discontinue the Medical Laboratory Sciences Program a Teach-Out Plan will be developed by the program that ensures that all students currently enrolled in the program will be able to complete the program in an appropriate timeframe.

In either situation, the Teach-Out Plan course schedule will be distributed to students to ensure that they are aware of the plan. The University of New Mexico will also provide professional counseling and advisement services to students that are impacted by program changes.

In the event a clinical site closes and is unable to complete the clinical experience for the student as described in the Affiliation Agreement, the student will be moved to another clinical site. Moving the student to another site is typically feasible as we have a number of clinical sites and our clinical site preceptors understand the importance of the clinical experience. The program will also provide an alternative on-campus clinical experience if needed.

Academic Integrity and Honesty Policy

ACADEMIC DISHONESTY is any conduct which involves deception or fraud in academic work or which enables a person to obtain an unfair advantage in academic matters. Academic dishonesty includes, but is not limited to:

1. CHEATING: intentionally using or attempting to use unauthorized materials, assistance, information, or study aids in any academic exercise.
2. FABRICATION: intentional, reckless, and unauthorized falsification or invention of any information or citation in an academic exercise.
3. PLAGIARISM: intentionally, recklessly, or knowingly misrepresenting the work, words or ideas of another as one's own in any academic matter.
4. LYING: intentionally giving false information, submitting false documents, or intentionally misleading anyone in connection with any academic matter.
5. UNAUTHORIZED COLLABORATION: assistance or collaboration which has not been expressly authorized by the instructor. Students who are not clear on what assistance or collaboration is permitted should assume that none is permitted, or contact the instructor promptly and directly to inquire.
6. MISREPRESENTING GROUP CONTRIBUTION: intentionally or otherwise allowing one's name to be included as an equal contributor on or to group work when that is not the case.
7. FACILITATING ACADEMIC DISHONESTY: intentionally or knowingly helping or attempting to help another to violate any provision of this policy or obstructing a policy investigation. This category includes the failure to report known or suspected cases of academic dishonesty.

Our Commitment

Medical Laboratory Sciences Program faculty, staff and students commit to values of trust, honesty, integrity and accountability. We will not tolerate academic dishonesty.

We recognize that academic dishonesty is a corrosive force in any university community. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act, as it undermines the bonds of trust and integrity among members of the MLS Program community, defrauds those who may eventually depend on our knowledge and integrity, and devalues the MLS Program culture.

By enrolling in any course in the MLS Program, the student accepts the MLS Program Academic Honesty Policy and affirms the following pledge:

I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage

Credit: adapted and modified from UNM Anderson School of Management and Gary Pavela.

Medical Laboratory Sciences Expanded Academic Honesty Policy

Our Commitment

Medical Laboratory Sciences (MLS Program) faculty, staff and students commit to values of trust, honesty, integrity, and accountability. We will not tolerate academic dishonesty.

Overview

Acts of academic dishonesty include plagiarism of written assignments, or portions thereof, providing papers and/or files for an assignment to another student, cheating on quizzes and exams, and theft or other misuse of school-provided computing resources. Acts of academic dishonesty will be dealt with in accordance with the MLS Honesty Policy and UNM policies on [acceptable computer use](#).

Rationale

We recognize that academic dishonesty is a corrosive force in any university community. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act, as it undermines the bonds of trust and integrity among members of the MLS Program community, defrauds those who may eventually depend on our knowledge and integrity, and devalues the MLS Program culture.

Applicability

Persons employed at MLS in any capacity and all students enrolled in any program or course at MLS Program are required to conduct themselves in a manner consistent with the MLS Program Academic Honesty Policy. Each is responsible to acquaint him or herself with it.

Academic Dishonesty Defined

ACADEMIC DISHONESTY is any conduct which involves deception or fraud in academic work or which enables a person to obtain an unfair advantage in academic matters. Academic dishonesty includes, but is not limited to:

1. **CHEATING:** intentionally using or attempting to use unauthorized materials, assistance, information, or study aids in any academic exercise;
2. **FABRICATION:** intentional, reckless, and unauthorized falsification or invention of any information or citation in an academic exercise;
3. **PLAGIARISM:** intentionally, recklessly, or knowingly misrepresenting the work, words or ideas of another as one's own in any academic exercise;
4. **LYING:** intentionally giving false information, submitting false documents, or intentionally misleading anyone in connection with any academic matter;
5. **UNAUTHORIZED COLLABORATION:** assistance or collaboration which has not been expressly authorized by the instructor. Students who are not clear on what assistance or collaboration is permitted should assume that none is permitted, or contact the instructor promptly and directly to inquire;
6. **MISREPRESENTING GROUP CONTRIBUTION:** intentionally or otherwise allowing one's name to be included as an equal contributor on or to group work when that is not the case; and
7. **FACILITATING ACADEMIC DISHONESTY:** intentionally or knowingly helping or attempting to help another to violate any provision of this policy or obstructing a policy investigation. This category includes the failure to report known or suspected cases of academic dishonesty.

Responsibilities

To promote the highest standards of academic integrity, all members of the MLS Program community agree to abide by this policy, agree to its reporting requirements, and accept the following additional responsibilities:

STUDENTS: ACADEMIC HONESTY PLEDGE

By enrolling in any course at MLS Program, the student accepts the MLS Program Academic Honesty Policy and affirms the following pledge:

I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.

FACULTY: CLEAR EXPECTATIONS, EFFORTS TO DISCOURAGE ACADEMIC DISHONESTY, AND REPORTING

In all academic settings, MLS Program faculty members shall provide students with clearly expressed expectations regarding academic honesty and shall make all reasonable efforts to discourage and deter academic dishonesty. Consistent with UNM policies, when academic dishonesty is detected or suspected, the affected MLS Program faculty member has the responsibility to take appropriate action under the circumstances. In any instance where the academic dishonesty penalty impact is equal to or greater than one letter grade in the course, the faculty member shall make an informational report to his or her department chair and the MLS Program Director. The MLS Program Director shall thereupon make an informational report to the HPP Assistant Dean of Students. The reporting objective is to:

- a) identify and monitor the nature and severity of any academic dishonesty at MLS Program
- b) facilitate University enforcement of academic dishonesty penalties, especially where multiple infractions involving the same student may occur in more than one University college.

STAFF/ADMINISTRATION: AWARENESS, COMPLIANCE, REPORTING, RECORD-KEEPING AND REVIEW

MLS Program staff and administrative personnel accept responsibility to support faculty and students in achieving and maintaining academic honesty by establishing and maintaining procedures for fostering awareness and compliance, reporting and record-keeping, and undertaking periodic review of MLS Program's policy for academic honesty.

Reporting Academic Dishonesty

All members of the MLS Program community – including students, faculty, staff and administration – share the responsibility to challenge and report, in good faith, actual or suspected acts of academic dishonesty. Any member of the MLS Program community who has witnessed an act of academic dishonesty, or has information that would lead a reasonable person to the conclusion that such an act has occurred or been attempted, is expected to report this knowledge promptly to the course instructor, the MLS Program Director, or the HPP Assistant Dean of Students.

Acknowledgement: Special recognition to Gary Pavela, Director of Judicial Programs and Student Ethical Development, University of Maryland, and author of the Model Code of Academic Integrity.

Academic Honesty Task Force
Faculty and Staff will:

1. Act as a "champion" for the Academic Honesty Policy (marketing, advocacy, and program continuity)
2. Identify, develop, and recommend Academic Honesty resources for students, faculty, and staff - provide examples of academic dishonesty, develop and publish faculty guidelines and recommendations to help deter academic dishonesty, explore and recommend anti-plagiarism software (e.g., Turn-it-in or other), etc.
3. Monitor the program and make recommendations for improvement to reporting and adjudication processes
4. Maintain Academic Honesty materials in LEARN or another form that is easily accessible

Plagiarism

The MLS Program follows the UNM Plagiarism Guidelines and UNM Academic Integrity Policies.

University of New Mexico Plagiarism Guidelines

Plagiarism is the use of another person's ideas, words, phrases, sentences, facts, graphics, charts, tables, graphs, audio-visuals, or other intellectual products without appropriately citing and crediting the original source (s). Plagiarism in any form constitutes academic misconduct. Allegations of plagiarism are considered serious and are investigated under UNM Faculty Handbook Policy E: 40. Appropriately citing sources brings deserved credit to the work of other writers, indicates the level and quality of research conducted, provides a scientific foundation for scholarship, builds solidarity in the academic community, and facilitates the reader's ability to validate claims and pursue independent learning.

Examples of Plagiarism

The following are considered examples of plagiarism but are not inclusive. It is within the discretion of the committees considering an allegation of plagiarism to determine if other actions not listed here also constitute plagiarism. All UNM faculty, staff, and students are encouraged to complete tutorials and courses on plagiarism offered through UNM Academic Integrity and Research Ethics program.

- The submission of efforts of others as your own personal or group work in either clinical or classroom assignments such as group projects, collaborative research, examinations, or tutorials.
- Use of direct quotations without the use of quotation marks and referencing of the source of the quotation.
- Incorrect paraphrasing information without proper citation of the source.
- Failure to provide adequate citations for material used.
- The purchase of a scholarly paper or any other academic product from the Internet or any other commercial sources and submitting it as your own work.
- Downloading work from the Internet and submitting it as your own without citation.
- Directly copying and pasting from any source, electronic or written, into any academic assignment without explicit citation of the original source.
- Submission of a work product from a previous course for credit in a current course without direct permission of the instructor.
- Inappropriate and unattributed use of the cut/paste function in electronic medical record documentation of clinical care.
- Being aware of your co-author's plagiarism and failing to address it.

Consequences of Plagiarism

UNM considers plagiarism as academic dishonesty and research misconduct that violates University's policies, mission, and the spirit of a university education. The following procedure will be followed when a student is suspected to have plagiarized.

Process for addressing academic misconduct based on plagiarism allegation:

1. The instructor will notify the student verbally and in writing that there is concern regarding plagiarism.
2. If it is determined that plagiarism has occurred, consequences may include a lowered grade, failure of the assignment, or failure of the course. The instructor may require the student to resubmit the assignment.
3. The instructor will send a notification of the nature of the plagiarism and the action to the Dean of Students to determine if further action is warranted. The Dean's Office will review the incident and determine if other penalties are appropriate depending on the seriousness of the plagiarism and the context in which it occurred as well as the student's explanation.

<https://grad.unm.edu/aire/academic-integrity.html>

Version 21 October 2016 (AAT/WLG)

Additional resources on plagiarism for MLS students:

How to site sources and prevent plagiarism:

<http://libanswers.unm.edu/faq/133656>

Regent's Policy Manual (Section 4.8: Academic Dishonesty):

<https://policy.unm.edu/regents-policies/section-4/4-8.html>

UNM Dean of Students Academic Integrity/Honesty Policy:

<https://policy.unm.edu/regents-policies/section-4/4-8.html>

Social Media Policy

The MLS program is aware of the role that social media plays in helping to quickly disseminate and share valuable information to enhance overall educational and life processes. **As in any public forum or discourse, we ask that our students engage in social media in a friendly, fair and professional manner.**

Any discussion of health care settings in which the student is immersed shall be limited to those that bring educational value to be shared with peers and superiors, that adhere strictly to the rules and regulations set by the Health Accountability and Portability Act of 1996.

The posting of anonymous gram stains, peripheral blood or body fluid cells is permitted as long as any and all personal identifiers are withheld.

As in the real physical or cyber world, we require that no information be shared in any format or forum that will reveal test questions or any other protected academic materials, as well as anecdotal stories about patients with whom you may come into contact.

Refer to UNM Social Media Guidelines for more information

<https://social.unm.edu/guidelines/index.html>

UNM Medical Laboratory Sciences Program Contract

In order to instill the role of professional med lab scientist, the UNM Medical Laboratory Sciences program requires students to initial and sign the following contract when they begin the program. Students are expected to abide by the behaviors outlined in this contract.

By signing, the student also agrees that they have read and understand the policies stated in the UNM MLS Student Policy Handbook

Please initial each item, then sign and date at the bottom and return form to MLS Program

____ I will treat peers, faculty, staff and clinical preceptors with respect and tolerance for personal differences. I will refrain from being disruptive in the classroom/lab. UNM permits dismissal from the course/program for infractions.

____ I will demonstrate a willingness to adapt to change by being flexible in unforeseen/unavoidable circumstances (like schedule changes).

____ I will abide by the guidelines prescribed by each instructor in the preparation of course requirements and will prepare myself for the class by reading all necessary assignments or procedures.

____ I will demonstrate honesty by performing my own work when taking exams and completing assignments, admitting mistakes and taking corrective measures.

____ I understand that I cannot use headphones in the clinical laboratory (noise cancelling earplugs are acceptable)

____ I understand that if I do not submit all required materials by the last day of the areas of Clinical Rotation that I will be given a grade of zero to be factored into the calculation of the final grade. (Regarding Clinical Rotations in last semester)

____ I understand that I must have a criminal background check and current HIPAA training on file with MLS in case the Clinical Site needs it. (Regarding Clinical Rotations in last semester)

Print Name

Signature of Student/Date

UNM Medical Laboratory Sciences Program Contract

In order to instill the role of professional med lab scientist, the UNM Medical Laboratory Sciences program requires students to initial and sign the following contract when they begin the program. Students are expected to abide by the behaviors outlined in this contract.

By signing, the student also agrees that they have read and understand the policies stated in the UNM MLS Student Policy Handbook

Student copy

I will treat peers, faculty, staff and clinical preceptors with respect and tolerance for personal differences. I will refrain from being disruptive in the classroom/lab. UNM permits dismissal from the course/program for infractions.

I will demonstrate a willingness to adapt to change by being flexible in unforeseen/unavoidable circumstances (like schedule changes).

I will abide by the guidelines prescribed by each instructor in the preparation of course requirements and will prepare myself for the class by reading all necessary assignments or procedures.

I will demonstrate honesty by performing my own work when taking exams and completing assignments, admitting mistakes and taking corrective measures.

I understand that I cannot use headphones in the clinical laboratory (noise cancelling earplugs are acceptable)

I understand that if I do not submit all required materials by the last day of the areas of Clinical Rotation that I will be given a grade of zero to be factored into the calculation of the final grade. (Regarding Clinical Rotations in last semester)

I understand that I must have a criminal background check and current HIPAA training on file with MLS in case the Clinical Site needs it. (Regarding Clinical Rotations in last semester)

COVID-19 Protocol for MLS

COVID-19 Procedures as of Fall 2020

For current COVID-19 information and UNM protocol, please refer to Bringing Back the Pack:

<https://bringbackthepack.unm.edu/>

For current COVID-19 information and UNM HSC protocol, please refer to:

<https://hsc.unm.edu/covid-19/>

Required for Return to HSC CAMPUS/MLS Campus Courses:

- All MLS students are required to complete the UNM MLS Conduct Policy prior to returning to campus. This form must be on file with the MLS Program. (form on next page)
- Completion of daily symptom attestation email (found in salud.unm.edu) and a cleared for campus response.
- Contact tracing is conducted in coordination with the New Mexico Department of Health.
- Personal mask must be worn while on the HSC Campus. Masks, shields and goggles will be provided for all students in the MLS lab.

Campus Closure due to COVID-19 Restrictions:

1. In case of UNM Campus Closure: the UNM MLS Program will follow a combination of UNM Main Campus and Health Sciences Center (HSC) protocols. The MLS Program will maintain contact with students thru the un.m.edu email and the salud.unm.edu email.
2. If UNM campus closure is mandated: remote teaching will be provided when possible and mandatory on campus labs will be postponed. Completion of required labs will be done at a later date when students are allowed on campus. Final Course grades may be delayed due to closure but will be entered once the students have completed any remaining required labs.

Cloth Masks and Washing

Information regarding washing of cloth masks can be found:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

**UNM Medical Laboratory Science
Conduct Policy
For On-Campus Activity Fall Semester 2020**

Version 1.0 7/13/2020 (example)

The following policies and procedures are effective August 17, 2020 and have been written in accordance with recommendations from the state and national government, UNM School of Medicine policy. This document is subject to revision based on national, state, and university directives related to COVID-19.

Symptom Attestation:

- I will complete the UNM Daily Symptom Attestation email survey each morning and will be honest in answering the questions about symptoms.
- If I select “Yes” for any of the symptoms provided in the UNM Daily Symptom Attestation email, I will follow the directions provided to me.
 - Primary symptoms include fever, cough, or shortness of breath.
 - Additional symptoms include chills, repeated shaking, muscle pain, headache, sore throat, loss of taste and smell.
 - Known encounter with someone with COVID-19.
- If I select “Yes” for any of the symptoms provided in the UNM Daily Symptom Attestation email, I will get tested if required for COVID-19. I will call the Student Health and Counseling (SHAC) COVID-19 Hotline at (505) 277-3135 option #7 for guidance.
- I will inform the UNM MLS Program Director and the course instructor if I answer “Yes” to any of the Attestation symptoms.
- If I select “Yes” for any of the symptoms provided in the UNM Daily Symptom Attestation email, I will await instructions from the UNM MLS Program Director or course instructor regarding when I will be allowed back on campus.
- If I am unable to attend scheduled on-campus activities due to COVID-19 infection or exposure, I will work with the Program Director and course instructor to develop a plan for my continued education.

On Campus Procedures:

- I will arrive to campus 15 minutes prior to the start time for a scheduled laboratory.
- I will bring my own mask to wear during any on-campus activity outside of the laboratory. I will wear my mask at all times while on campus in communal areas, including in the hallways, stairwells, elevators and bathrooms.
- I will wear my mask provided by the UNM MLS Program at all times while working in the laboratory. I will leave that mask in the laboratory at the conclusion of lab.
- I will wash my hands upon arrival to the laboratory.
- I will have my temperature checked before I enter the laboratory. If I have a fever of 100 degrees or more I will immediately exit the building.
- I will wear my lab coat, gloves, mask and face shield at all times while working in the laboratory.

- I will wash my hands prior to leaving the laboratory (such as prior to bathroom breaks), and will wash my hands upon re-entry into the laboratory.
- I will maintain 6 feet of distance from other people as often as possible.
- I will bring my own water bottle to campus. I will not use the communal water fountains.
- I will store all belongings in a designated area during lab. I will bring minimal personal items into the learning environment.
- Upon conclusion of the lab, I will clean my lab space with 10% bleach that I have prepared weekly.
- I will exit HSSB within 10 minutes of the conclusion of the laboratory. I will only be present on campus during scheduled laboratory time. Upon conclusion of the scheduled laboratory time, I will leave campus. If I have to remain on campus during a lunch break, I will not congregate in a group greater than 6 and will maintain a 6-foot distance from others.
- I understand that I am not permitted to utilize lab space or classrooms on the UNM campus outside of the hours assigned for scheduled laboratory activity. I will not gather with others or study on-campus until University officials open campus for these purposes for all students.

Student concerns:

- If I am uncomfortable participating in laboratory activities, I will contact the UNM MLS Program Director and the course instructor to discuss my concerns.
- If I elect not to participate in laboratory activities, I will discuss altered curricular plans with the UNM MLS Program Director.
- If I have concerns that I am in a higher risk category for COVID-19, I will contact the Program Director to discuss my concerns.

By signing this document, I agree to abide by the above-outlined standards of conduct for curricular activities on campus. I agree to participate fully in the scheduled curricular activities, and I understand that any change in my willingness or ability to do so must be provided to the UNM MLS Program Director in writing.

Printed Name

Signature

Date