

Department of Laboratory Medicine

School of Medical Laboratory Science

Program Guide



Table of Contents

About Sacred Heart	3
Department of Laboratory Medicine	4
• Overview	4
• Program Mission, Philosophy, and Goals	4-5
• Career Entry Skills	5
• Course Descriptions	6
• Graduation Requirements	6
• Outcomes	6
Program Description	7
• Professional Experience	7
• Clinical Partners	7
• Schedule Overview	7
• Attendance, Grades, Evaluations & Assessments	8
• Certification Exam, Job Placement	8-9
• School Accreditation	9
	9
Admission Requirements	10
• Non-Discrimination Policy	10
• Career Preparation	10
• Academics	11
• Non-Academic Requirements	11
• Essential Functions	12
Application Procedure	13
• How to Apply	13
• References & Interview Process	13
• Acceptance Criteria	13
General Information	14
• Tuition and Fees, Refund Policy, Financial Aid/Loans	14-15
• Housing	16
• Health Services	16
• Student Progressive Discipline Overview	17-18
• Student Grievance Procedure	18
• Guaranteed Clinical Rotations	19

About Sacred Heart

Providence Sacred Heart Medical Center and Children's' Hospital (PSHMC) is part of Providence nationally, and Providence Health Care (PHC), which includes four hospitals, and multiple clinics in Spokane and Stevens Counties. PSHMC is the largest of these hospitals with over 600 beds, specializing in comprehensive adult and pediatric care. PSHMC has been ranked the #1 hospital in Eastern Washington and #2 in WA State for the past several years.



PROVIDENCE MISSION

As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable

PROVIDENCE CORE VALUES

Compassion, Dignity, Justice, Excellence, Integrity

Department of Laboratory Medicine

Overview

The PSHMC Department of Laboratory Medicine performs high complexity and high-volume testing, which allows the School of Medical Laboratory Science to provide a wide range of experiences for students during the clinical year. PSHMC is a teaching hospital, and as a result, students work with experienced and expert staff who are skilled in educational techniques and have a commitment to training the next generation of medical laboratorians.

The PSHMC School of Medical Laboratory Science was established in 1932. Our school is committed to providing highly qualified medical laboratory scientists (MLS) to the healthcare community. Laboratory Medicine is critical to healthcare, impacting the health of every individual. MLS are the diagnostic laboratory professionals performing the analyses that assist physicians in the diagnosis, treatment, monitoring, and prevention of disease. 70% of all medical decisions are based on laboratory test results. Graduates of the PSHMC School of MLS are competent to enter the laboratory profession, are highly recruited, and become leaders in Laboratory Medicine.

SCHOOL MISSION STATEMENT

To prepare competent medical laboratorians with the skills, knowledge and attitudes needed to make positive contributions in the field of Laboratory Medicine.

Our Philosophy

- We believe students learn most effectively as engaged learners with faculty facilitating learning experiences.
- We believe learning is measured by behavioral changes in the students, who together with faculty, share in the evaluation of the education.
- We are founded on the Christian principles of providing compassionate care with respect for the dignity of each person, including those who are poor and vulnerable.
- We are open to all qualified students, regardless of race, ethnicity, sex, gender, sexual orientation, disability status, age, cultural background, place of origin, veteran status, or creed.

Our Goals

- Offer sustainable curriculum utilizing field experts and cutting-edge resources
- Promote medical laboratory entry-level competencies
- Instill professionalism, service, and a commitment to excellent patient care
- Champion PSJH core values: Compassion, Dignity, Excellence, Integrity, and Justice
- Meet the medical laboratorian employment needs of Providence, our affiliates and our region.

Career Entry Description

At career entry, the medical laboratory scientist will:

- Be competent in performing clinical laboratory analysis in areas such as: hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, urinalysis, parasitology, mycology, virology and molecular diagnostics;
- Play a role in the development and evaluation of test systems and interpretive algorithms;
- Have diverse responsibilities in areas of sample collection, analysis, clinical decision-making, regulatory, compliance, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed;
- Possess basic knowledge, skills and relevant experiences in:
 - Communications to enable consultative interactions with members of the health care team, external relations, customer service and patient education;
 - Financial operations, marketing and human resource management of the clinical laboratory to enable cost-effective, high-quality, value-added laboratory services;
 - Information management to assure effective, timely, accurate and cost-effective reporting of laboratory-generated information, and;
 - Research design/practice sufficient to evaluate published studies as an informed consumer.



Course Descriptions

For complete course descriptions and details please refer to the program catalog on the website.

Didactic with student laboratory core topics include: Phlebotomy; Chemistry; UA and Body Fluids; Hematology and Coagulation; Blood Bank; Microbiology; Virology; Parasitology; Mycology; Immunology/Serology; Interprofessional Education; Molecular Diagnostics; Research; Laboratory Operations.

Clinical rotations include: Chemistry; Urinalysis/Body Fluids; Hematology/Coagulation; Microbiology; Immunology/Serology; Blood Bank; Phlebotomy; Lab Operations. Clinical rotations are guaranteed for all students upon acceptance into the program.

Graduation Requirements

- Successful completion of all didactic courses and rotations with a 3.0 GPA or higher.
- Meets attendance requirements, as outlined in the student handbook.
- Upholds the standard of professional behavior, as outlined in the student handbook.
- Successful payment of all tuition and fees according to the fee schedule.
- B.S. degree is completed for 4+1 prior to program start.
- For 3+1 students, the B.S. must be completed by the end of the MLS training period. Approval for ASCP BOC exam will only be awarded once the B.S. is complete.

Outcomes

A systematic review of the program is ongoing and includes input from students, instructors, employers, graduates, ASCP BOC exam results, the advisory board, clinical affiliates, comprehensive exams, NAACLS accreditation results, attrition rates, graduation rates and employment statistics. Our program prides itself in continuous quality improvement and is recognized by many employers for the outstanding quality of our graduates who enter the workforce. For outcomes for the past three years, please visit our website.

Program Description

Professional Experience

The professional year allows for extensive experience with state-of-the-art instrumentation and technology, along with a diversity of patient specimens utilized throughout training. Students participate in a wide variety of clinical experiences in the major disciplines of microbiology, hematology, chemistry and immunohematology. Additional rotations and experiences include immunology, coagulation, parasitology, mycobacteriology, mycology, virology, molecular biology, serology, phlebotomy, management and research.

Program Duration:

12-month program options. Both options are full-time, in-person in Spokane, WA.

- Summer Cohort: July-June
- Winter Cohort: January-December

Clinical Partners

Please visit the website for the current list of clinical partners that provide clinical laboratory rotation experiences for our students.



Schedule Overview

The clinical year is divided into two phases; didactic with student laboratory training and clinical rotations. Scheduled hours vary and are dependent upon the specific activity.

In-class time and rotation days are Monday-Friday. Hours for Didactic with student laboratory are typically 0800-1630. Clinical rotation and phlebotomy training hours may occur between 0500 and 0000.

The following holidays are observed by the school: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (the day after Thanksgiving), Christmas Day. Students receive two weeks of vacation for either winter or summer break, as applicable.

Note: Due to the needs of the hospital, affiliated clinical partners, clinical staff, anticipated events or unscheduled happenings at the medical center, the clinical schedule is subject to change. Students will be notified of these changes as they occur. **Students should anticipate some minor changes to the schedule throughout the year to insure availability of guest speakers and quality learning experiences.**

Attendance

Absenteeism and tardiness in the health care professions have the potential to reduce both quality of patient care and productivity of the department. The clinical year is very intense, and students are expected to be committed. Attendance and punctuality are mandatory and strictly enforced. The academic requirements for the Medical Laboratory Science program make it necessary for students to plan a specific number of hours for study each day and to be flexible term to term. Rotation times vary to ensure quality education. Students must be able to adjust to the variations in schedules, including some early morning hours and evening hours. Routine schedules do not include weekends or midnight shifts.

Grades

Student progress is evaluated throughout the year with written quizzes, exams, practicals and performance evaluations. Examinations are given for both didactic material and clinical experience with comprehensive exams given at the end of the clinical year. Grades are reported each semester/quarter to affiliated universities for 3 + 1 students. A final transcript of grades is provided to the students and may also be provided to universities upon request.

Evaluations & Assessments

Students receive verbal and written feedback frequently during the professional year. Each course has an associated exam and may additionally have a practical. Each student participates in the evaluation of clinical and didactic instruction. Constructive feedback is promoted, as program and instruction revision are ongoing and considered a critical component of the quality indicators of the program.

Certification Exam

Graduates from the Sacred Heart School of Medical Laboratory Science receive a certificate of completion. This certificate, in addition to the baccalaureate degree, qualifies the graduate to take the ASCP national certification exam through the Board of Certification, a branch of the American Society for Clinical Pathology (ASCP.org). Some states may also require a licensure for employment of medical laboratory scientists.

Job Placement

Although Providence Sacred Heart School of Medical Laboratory Science does not guarantee placement for its graduates, the School does act as a contact point for employers. Students often receive several employment offers before graduation. Career opportunities are plentiful nationwide for medical laboratory scientists. Graduates of the program work in hospital laboratories, reference laboratories, physician offices/clinics, transfusion centers and in research, industry, laboratory information systems, management and education.

Accreditation

The Department of Laboratory Medicine at Sacred Heart is accredited by The Joint Commission and is licensed as a medical test site by the Washington State Department of Health. The School of Medical Laboratory Science is accredited through the:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Road
Suite 720, Rosemont, IL 60018-5119

NAACLS conducts a periodic comprehensive review of the School of Medical Laboratory Science. For more information on NAACLS, visit NAACLS.org or call 773-714-8880.

Admissions Requirements

Non-Discrimination Policy

We are open to all qualified students, regardless of race, ethnicity, sex, gender, sexual orientation, disability status, age, cultural background, place of origin, veteran status, or creed.

Career Preparation

To prepare for a career in medical laboratory science, a student must have a bachelor's degree and clinical education from a NAACLS-accredited medical laboratory science program.

Providence Sacred Heart Medical Center School of Medical Laboratory Science offers both a 3 + 1 and 4 + 1 route for admission.

- **3 + 1 Route:** Students complete a minimum of three years of prerequisite courses at an affiliated college or university (contact program for a current listing). The student then seeks admission to the School of Medical Laboratory Science for the final year of education. In this route, students will receive a Bachelor of Science degree from their university upon successful completion of the clinical internship. The 3 + 1 students most often apply to the program at the beginning of their junior year of college.
- **4+1 Route:** A student who elects the 4 + 1 route must first complete a bachelor's degree at a college or university, including the designated prerequisite courses. The student then seeks admission into the year of clinical internship at the Providence Sacred Heart Medical Center School of Medical Laboratory Science.

Upon completion of the program, both the 3 + 1 and the 4 + 1 routes qualify the student to take the national certification exam, which is required for employment.



Academics

Applicants must have a **minimum** 3.0 cumulative grade point average with emphasis on high grades in the sciences.

Minimum prerequisites include:

- **Chemistry:** A minimum of 16 semester credits (or 24 quarter credits) that must include an upper-division organic chemistry and/or biochemistry course. *
- **Biological Sciences:** A minimum of 16 semester credits (or 24 quarter credits) that must include **general microbiology, immunology and medical microbiology*** (or pathogenic bacteriology). Anatomy & Physiology is recommended but not required.
- **Statistics**

**Note: The upper-division organic chemistry or biochemistry course and a microbiology course must be current (taken within the past seven years). Challenge or proficiency examinations scheduled by the student and administered by the college will fulfill this requirement or formally updating the course work with a grade of "B" or better.*

Non-Academic Requirements

Any previous laboratory or medical-related experience, whether paid or voluntary, is encouraged.

A successful **background check and drug screen** are required for acceptance. All qualified applicants are considered. Applicant acceptance is determined by the PSHMC School of MLS Admissions Committee.

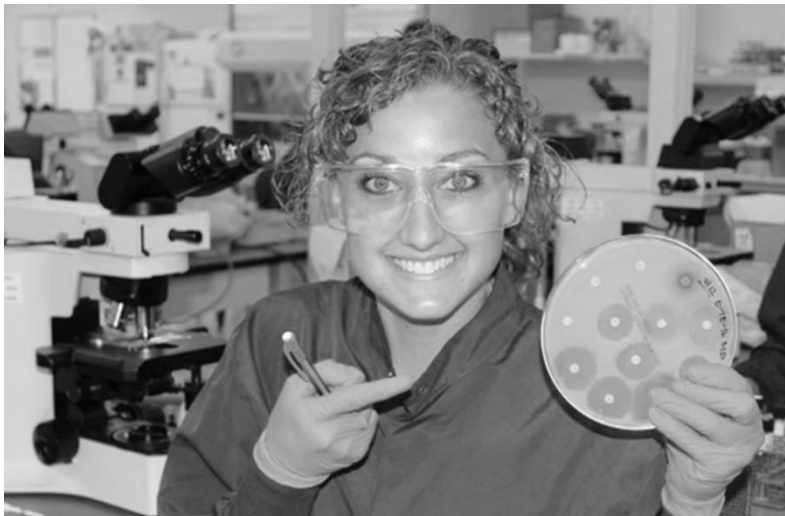


Essential Functions

Students must be able to perform the following functions while in the program:

- Emotional stability: Able to alter plans/routines when unexpected stressful situations or multiple interruptions occur; able to do this without projecting stress/frustration that could adversely affect the work environment; able to act responsibly and safely with interruptions and/or stressful situations
- Communicate effectively (verbally and in writing) with laboratory and hospital staff, as well as patients and other clients
- Discriminate color and fluorescent reactions of special stains and chemical reactions
- Good hand/eye coordination
- Visual acuity to read detailed instructions and to prepare systems with or without corrective lenses.
- Able to stand for extended periods of time
- Possess flexibility and range of motion required for varied tasks
- Able to lift up to 30 pounds
- Able to hear intercom, phones, alarms on instruments and normal conversation
- Able to perform repetitive motions
- Able to sit at a microscope for extended periods of time.
- Able to work in required PPE (personal protective equipment) for at least 7 to 8 hours at a time.

Students may be exposed to infectious diseases and chemical irritants. Protective clothing and safety gear are provided and required to be used.



Application Procedure

Apply Online on the School website under *Apply to the School*.

Application Fee: \$50

Upon submitting the application form, you will be directed to a secure payment website to make your credit card payment. Your application will be incomplete until payment is received. The application fee is non-refundable.

Application Due Dates:

- February 1st for the following July
- August 1st for the following January

The completed application and official transcripts must be received by the application deadline. Applications are accepted starting 3 months prior to the application due dates.

References & Interview Process

A minimum of **three professional references** are required; personal references or peer references will not be accepted.

An in-person interview is required to assess professional goals, judgment, potential for success, interpersonal skills and communication skills required for the profession. The interview consists on a group interview and written individual interview.

Acceptance Criteria

Students are selected based on:

- Cumulative grade point average & Prerequisite and science point averages
- Curriculum preparation/additional related coursework
- Personal interview & Recommendations
- Communication & Interpersonal skills
- Professionalism
- Related work or volunteer experience, and
- Ability to accomplish essential functions of the program with reasonable accommodations if needed.

General Information

Tuition and Fees

Tuition is \$15,000 for the program and may be paid by two methods:

- \$5000.00 due the Friday of the first week of each semester, for a total of 3 payments equaling \$15,000.
- May be paid in full by the first Friday of the first semester

Students enrolled in affiliated universities as 3 + 1 students first pay tuition to their respective universities; the university reimburses the School of MLS for a portion of the tuition. The remainder of tuition not paid by the university is the responsibility of the 3+1 student. This amount varies depending on the institution.

Fees:

- \$50 nonrefundable application process fee.
- \$500 nonrefundable acceptance fee to reserve the student's acceptance into the school.
- Students purchase textbooks and other supplies, totaling approximately \$600.

All fees are subject to change; check our website for current information.

Refund Policy

A semester refund is available in full if notification of withdrawal is received in writing by the director by second Friday of the semester. If the full cost of tuition is paid up front, a full refund is available, if notification of withdrawal is received in writing by the director, by second Friday of the first semester.

Financial Aid

FAFSA/GI BILL/STATE FUNDING

The PSHMC School of MLS is not eligible for federal financial aid, the GI Bill, or state funding options. Students entering the program through a 3 + 1 university affiliation may qualify for federal financial aid through their university.

PRIVATE STUDENT LOAN PROVIDER

We have partnered with Meritize to provide our students with financing options to fund your education.

Check your loan options in minutes without impacting your credit score at

<https://apply.meritize.com>

Terms and Conditions apply. Meritize branded loan products are educational loans issued by Blue Ridge Bank ("Bank"), National Association, Member FDIC. The Bank and Meritize reserve the right to modify or discontinue products and benefits at any time without notice. To qualify, a borrower must be a U.S. citizen, permanent resident, or hold a valid work authorization document, and meet the Bank's underwriting requirements. If approved for a loan, the actual loan amount, term, payment, and APR amount of the loan that a customer qualifies for may vary based on credit determination, state law, and other factors.

SCHOLARSHIPS

Additionally, scholarships ranging from \$300 to \$2,500 are available from medical laboratory science professional organizations.



Housing

Housing is the responsibility of the student. Nearby housing is available in apartments and houses. Please consult housing locations directly for current pricing.

Health Services

Health insurance is required by law but not provided to students by Providence or the School of MLS. Students do have access to the health care services available through Sacred Heart's Employee Health Service department. These services are provided at no charge:

- Tuberculosis test
- Color blindness test
- Vaccinations, as needed



Student Progressive Discipline Overview

A student may enter the progressive discipline process for academic performance below a 3.0, attendance issues or tardiness, or unacceptable, unethical and/or unprofessional personal conduct.

When a student enters the progressive disciplinary process, the student will receive a copy of the Progressive Disciplinary Form which notes the unsatisfactory performance, the action plan to improve performance, the date when competency is expected and the consequence if the action plan is not followed. Both the student and instructor and/or Program Director discuss this and sign the form agreeing to the unsatisfactory performance and follow-up action required. The form becomes a part of the student's file.

The global performance of a student may be determined to be unacceptable for the profession if the student has accumulated 2 or more disciplinary forms. This decision is up to the professional discretion of the Program Director. If the global performance of the student is determined to be incompatible with the medical laboratory science profession, the student may be dismissed from the program.

Examples of causes for dismissal include:

- Demonstrating repeated problems in non-compliance with student policies.
- As the final consequence in the progressive disciplinary process for either academic or non-academic issues.
- For gross misconduct that may result in immediate dismissal on the first offense. Gross misconduct is defined as, but certainly not limited to, the following violations:
 - Cheating or falsifying information.
 - Abuse or inconsiderate treatment of patients or other persons, either emotional or physical.
 - Violation of patient's privacy by unauthorized release or access of confidential information.
 - Diversion of supplies or stealing from patients, the Medical Center, or other persons.
 - Possession or use of any alcoholic beverage or recreational drug on the premises; lack of sobriety.
 - Unauthorized handling, possession, or use of narcotics or drugs.

- Willful destruction of property.
- Fighting or unauthorized possession of weapons.
- Harassment/sexual harassment, misconduct, or discrimination.

Student Grievance Procedure

The student grievance procedure for academic and non-academic issues:

- If a student believes they have been treated in an unfair or discriminatory manner, the first recourse is to discuss with the Program Director the nature of the complaint. If the student disagrees with the Program Director's resolution of the problem, the student may request a general meeting of the School's Advisory Council to present the grievance. This council consists of the Regional Laboratory Director, the Program Director, and the Clinical Instructor(s). The council will discuss the problem and present the decision to the student.
- If the student still feels that the grievance is valid, he/she may go before a Hospital Advisory Council to the School. This body is composed of three individuals within the hospital, but not directly involved with the Laboratory. Generally, these members may include the Director of the Department of Educational Services, the Program Director of the School of Anesthesia and the Director or Manager in Human Resources.
- If the student still disagrees with the dispensation of the Hospital Advisory Council, they may nominally comply with the decision or resign from the program.



Guaranteed Clinical Rotations

All students accepted into the PSHMC School of MLS are guaranteed clinical rotation placement, if of good standing at time of clinical rotation placement. Clinical rotation sites are pre-arranged to ensure that placement is possible for all accepted students. Students will be queried as to their clinical rotation location preferences, upon admission. Efforts will be made by the program to respect student preferences. While there is a guarantee of clinical rotation placement, there is no guarantee of placement location. Students are expected to participate in clinical rotations at the location to which they have been assigned, regardless of student preference. If students elect to not attend clinical rotations at a particular location, they will be subject to dismissal for not completing the clinical rotation requirement.

In the event of major disaster, program closure, or inability of a clinical site to support students as previously arranged, the School is committed to fulfilling the training needs of currently enrolled students of good standing. In those instances, the students may be assigned to new or alternate clinical rotation sites to guarantee completion of their clinical experience. The program will facilitate these arrangements for the student. Students will be expected to demonstrate flexibility, patience, and professionalism during this time.

