

Department of Laboratory Medicine

School of Medical Laboratory Science

Program Guide



Table of Contents

About Sacred Heart	3
Department of Laboratory Medicine	4-6
• Overview	4
• Program Mission, Philosophy, and Goals	4-5
• Career Entry Skills	5
• Course Descriptions	6
• Graduation Requirements	6
• Outcomes	6
Program Description	7-10
• Professional Experience	7
• Clinical Partners	7
• Schedule Overview	8
• Attendance & Grades	8
• Evaluations, Assessments & Certification Exam	9
• Job Placement & Work Contracts	9
• School Accreditation	10
Admission Requirements	11-13
• Non-Discrimination Policy	11
• Career Preparation	11
• Academics	12
• Non-Academic Requirements	12
• Essential Functions	13
Application Procedure	14
• How to Apply	14
• References & Interview Process	14
• Acceptance Criteria	14
General Information	15-19
• Tuition and Fees, Refund Policy, Financial Aid/Loans	15
• Housing & Health Services	16
• Reasonable Accommodations	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 Health & Services nationally, and Providence Inland Northwest Washington (INWA), 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 waived, moderate, and high complexity testing, which allows the Providence School of Medical Laboratory Science (SMLS) 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 SMLS 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 providers in the diagnosis, treatment, monitoring, and prevention of disease. 70% of all medical decisions are based on laboratory test results. Graduates of the SMLS 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; Immunohematology/Blood Bank; Microbiology (Bacteriology, Virology, Parasitology, Mycology); Immunology/Serology; Interprofessional Education; Molecular Diagnostics; Research; Laboratory Operations.

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

Graduation Requirements

- Successful completion of all 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. The program is committed to ongoing improvement and is well regarded by employers for graduate quality. Outcomes from the past three years are available on our website.

Program Description

Professional Experience

The professional year provides hands-on experience with advanced technology and diverse patient samples. Students rotate through core areas like microbiology, hematology, chemistry, immunohematology, and may also gain exposure to immunology, parasitology, virology, molecular biology, serology, phlebotomy, management, and research.

Program Duration:

July – June; 12-month program is full-time, in-person in Spokane, WA.

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 consists of two phases: a didactic phase including classroom and simulated student laboratory training and a clinical phase of rotations. Scheduled hours vary depending on the activity.

Classes and rotation days are held Monday through Friday. The hours for the didactic phase with laboratory training are typically 0800 to 1630, while clinical rotation and phlebotomy training may be scheduled between 0500 and 0000.

The following holidays are observed by Providence: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the day after), Christmas Day. Students receive two weeks of vacation for winter break. No spring break is observed.

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 ensure availability of guest speakers and quality learning experiences.**

Attendance

Absenteeism and tardiness in health care can lower patient care quality and department productivity. The clinical year is demanding, so attendance and punctuality are strictly required. SMLS students must schedule daily study hours and adjust to changing rotations, with some early morning or evening shifts, though weekends and midnight shifts are not routine.

Grades

Student progress is measured throughout the year using written quizzes, exams, practicals, and affective performance assessments. Examinations are conducted for both didactic material and clinical experience, with comprehensive exams at the conclusion of the clinical year. Grades are submitted each term to affiliated universities for 3 + 1 students. A final transcript of grades is issued to students and can be provided to universities upon request.

Evaluations & Assessments

Students regularly receive both verbal and written feedback throughout the professional year. Every course includes written assessments and may have a practical component. Students help evaluate clinical and classroom instruction, and constructive feedback supports ongoing program improvement as a key quality measure.

Certification Exam

Graduates from the SMLS 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 & Work Contracts

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.

The SMLS uses a student contract model to help students secure jobs after completing the program. Participating Providence and non-Providence labs will offer employer contracts, which provide selected students with tuition assistance. Applicants will learn during interviews which sites expect to offer these contracts. Once accepted into the program, students can apply for contracted positions about halfway through their studies. Laboratories select their candidates, students sign contracts, and the participating site covers the final tuition payment when the student begins their residency. Clinical rotations are prioritized at the contracted site so that once students graduate and start work at the supporting site, they are familiar with their new employer.

For more details about the contracts, please check the website.

Accreditation

Clinical Laboratory

The Department of Laboratory Medicine at PSHMC is accredited by The Joint Commission and is licensed as a medical test site by the Washington State Department of Health.

Program National Accreditation

The School of Medical Laboratory Science is nationally 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.

State Approval

SMLS is awaiting approval from the Washington State Training Board. Approval may expand state and veteran funding options for students.



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 the general chemistry series and at least one upper division organic chemistry* and/or biochemistry course. *
- **Biological Sciences:** A minimum of the general biology series or general microbiology and both immunology and medical microbiology* (aka. pathogenic bacteriology).
- **Statistics**
- **Human Anatomy & Physiology:** Recommended but not required.

**Note: These 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. Customer service experience is also favorable.

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

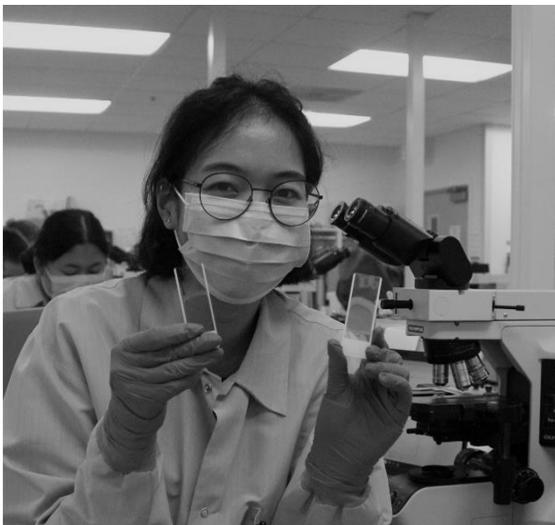


Essential Functions

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 (non-refundable)

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 Date: February 1st for the following July

The completed application and official transcripts must be received by the application deadline. Applications are accepted starting 2 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. References will be sent a survey to complete to meet this requirement. Letters of recommendation are not 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 of an orientation to the program and facility tour, a group interview and a 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

Please refer to the website for the most updated Tuition.

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 non-refundable application process fee.
- \$500 non-refundable acceptance fee is required to reserve a place at 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 the second Friday of the first semester.

Financial Aid

FAFSA/GI BILL/STATE FUNDING

The SMLS is not eligible for federal financial aid. Students entering the program through a 3 + 1 university affiliation may qualify for federal financial aid through their university. SMLS is awaiting approval from the Washington State Training Board. Approval may expand state and veteran funding options for students.

SCHOLARSHIPS

Additionally, scholarships ranging from \$300 to \$2,500 are available from medical laboratory science professional organizations. Please refer to our website for further information.

Housing

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

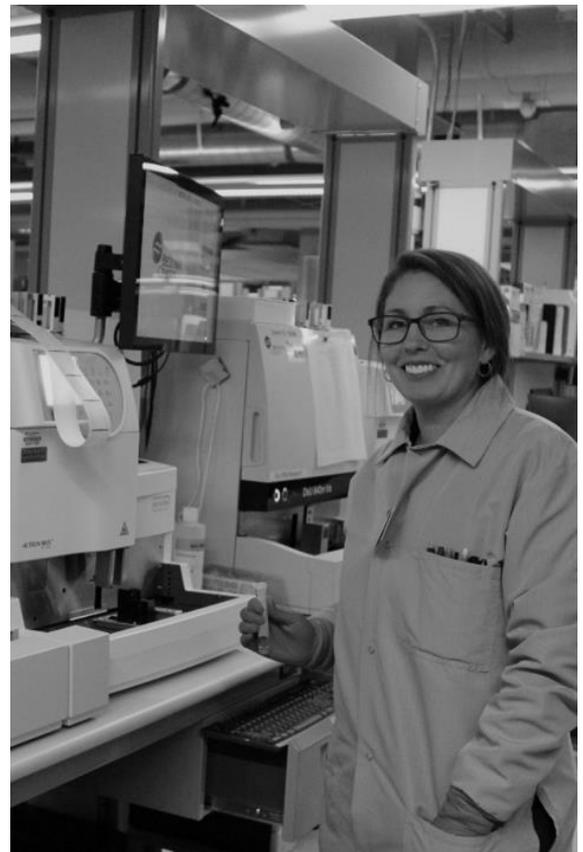
Health Services

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

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

Reasonable Accommodations

To ensure equitable access to education, students with documented disabilities or chronic health conditions may be eligible for appropriate accommodations. These accommodations are adjustments or modifications to courses, services, facilities, or activities that allow qualified individuals to equally showcase their abilities. It is important that such accommodations do not change the fundamental aspects of the program, dilute the curriculum or institutional standards, or undermine the integrity of learning objectives or course goals. Instead, they provide a fair opportunity for eligible students to learn and demonstrate their knowledge and skills. Students who require academic or medical accommodations should contact the program director directly, either in person or via email. They should be prepared to submit documentation from a recent academic institution or a current medical provider. The SMLS adheres to the standards set by post-secondary institutions in Washington State for academic accommodations, as applicable within our hospital-supported professional program, and follows Providence policies and practices concerning medical accommodations.



Student Progressive Discipline Overview

A student may enter the progressive discipline process due to academic performance below a 3.0 GPA, attendance or punctuality concerns, or personal conduct that is deemed unacceptable, unethical, or unprofessional.

Upon initiation of this process, the student will be provided with a copy of the Progressive Disciplinary Form, which outlines the unsatisfactory performance, details an action plan for improvement, specifies the expected date for competency achievement, and states the consequences for failing to adhere to the action plan. The student and the instructor and/or Program Director will review and sign the form, thereby acknowledging the identified concerns and required follow-up actions. The completed form will be included in the student's official record.

Global performance may be determined to be unacceptable for the profession if the student has accumulated disciplinary action in 2 or more categories. Formal review and initiation of an action plan may be required for global performance issues. 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:

1. For demonstrating repeated problems in non-compliance with student policies.
2. For failing in two of three performance areas. The three performance areas include academic performance, technical performance, or affective performance.
3. 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:

- a. Cheating on any assignment, report, quiz or exam.
- b. Falsifying any information.
- c. Abuse or inconsiderate treatment of patients or other persons, either emotional or physical.
- d. Violations of patient's privacy by unauthorized release or access of confidential information (refer to Providence Code of Conduct located in Canvas Pre-Orientation course).
- e. Diversion of supplies or stealing from patients, the Medical Center, or other persons.
- f. Possession or use of any alcoholic beverage on the premises, drunkenness.
- g. Unauthorized handling, possession, or use of narcotics or drugs, impaired functioning.
- h. Willful destruction of property.
- i. Fighting or unauthorized possession of weapons.

- j. Harassment and misconduct/sexual harassment (refer to PHS policy on Anti-Harassment and Discrimination located in Canvas Pre-Orientation course).
4. As the final consequence in the progressive disciplinary process for either academic or non-academic issues.
5. For non-payment of program tuition and/or fees.
6. If the global performance of the student is determined to be unacceptable for the profession.

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 WAMT Executive Director of Laboratories, INWA Senior Laboratory Director, the SMLS Program Director, and the Clinical Educator(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, a senior hospital administrator and the Chief Human Resource Officer.
- 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 SMLS are guaranteed clinical rotation placement, if in 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 SMLS 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.

