



Baptist Health College Little Rock



Baptist Health College Little Rock School of Medical Laboratory Sciences

FALL 2026 - SPRING 2027

11900 Colonel Glenn Road
Little Rock, AR 72210
Phone: 501-202-6200
www.bhclr.edu

STATEMENTS

CERTIFICATION STATEMENT

Baptist Health, its schools and administrators reserve the right to restrict, or limit enrollment in any course and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements and so forth) in this handbook when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration of a school. This handbook replaces all handbooks previously published.

FOREWORD

This handbook is provided to the student to serve as an overall guide to the Baptist Health College Little Rock - School of Medical Laboratory Science. Policies contained herein are current at the time of printing; however, policies, procedures and information contained within require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice, according to policy; all new and revised policies are students are sent an electronic notification of new or revised policies. Additionally, changes will be made on the website version. Students are expected to remain informed by checking their email and the school's website regularly at www.BHCLR.edu.

STATEMENT REGARDING STUDENT HANDBOOK

Students enrolled in the Baptist Health College Little Rock are responsible for the information contained in the current BHCLR Catalog and the MLS Handbook. Students enrolled in a program of study are expected to comply with all policies of: (a) Baptist Health College Little Rock, (b) all institutions with which the schools are affiliated, and (c) the respective program of enrollment. Additional details of policies that pertain to a student's specific program of enrollment are applicable and are located herein in the programs respective School Specific section.

NONDISCRIMINATION STATEMENT

BAPTIST HEALTH does not exclude or discriminate on the basis of race, color, creed, religion, gender, national origin, age, disability, genetic information, or veteran status in accordance with applicable federal, state and local laws. Student recruitment and admission is non-discriminatory and in accordance with existing government regulations and those of the sponsor.

Program Originated in 1965
Baptist Health College Little Rock
11900 Colonel Glenn Road
Little Rock, AR 72210 501-202-6200

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WELCOME TO STUDENTS

The Baptist Health College Little Rock (BHCLR) - School of Medical Laboratory Science welcomes you as a student. You have made an important decision in selecting BHCLR as your first choice in healthcare laboratory training. The next two semesters will be an exciting time in which you will learn the fundamentals of Medical Laboratory Science and will develop entry-level competencies in the clinical areas.

The purpose of the Student Handbook is to acquaint you with the policies of the School of Medical Laboratory Science, familiarize you with the objectives of both the theory and clinical portions of the program, and inform you of the evaluative processes that will be used to determine your progress in both phases of the program.

May you find fulfillment in this profession and acquire not only scientific skills, but also skills that will lead to your cultural, intellectual, and professional advancement.

Sincerely,

Michelle Stubenrauch

Michelle Stubenrauch, MS, MLS (ASCP)

MLS Associate Dean/Program Director/Associate Dean

Baptist Health College Little Rock- School of Medical Laboratory Science

GENERAL PROGRAM INFORMATION

HISTORY

The Baptist Health College Little Rock - School of Medical Laboratory Science was founded in 1965 as the School of Medical Technology. The school came into existence in order to meet the demand for highly skilled and competent Medical Laboratory Scientists within the Baptist Health System, as well as the surrounding community. The School is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and certified by the Arkansas Department of Higher Education. The School is affiliated with eight (8) universities: Harding University, Henderson State University, Ouachita Baptist University, Louisiana Tech University, Southern Arkansas University, University of Central Arkansas, and Missouri Southern State University. Through the affiliations, graduates are conferred a baccalaureate degree from a respective university.

PROGRAM OVERVIEW

The BHCLR - School of Medical Laboratory Science will provide the student with the highest standards of education and training as outlined in the school goals. The philosophy and mission of Baptist Health will help guide the student toward attaining professional skills and the behaviors that lead to success.

The staff of BHCLR - School of Medical Laboratory Science believe the purpose of the school is to provide a learning environment to the student through classroom and clinical work, inclusive of the Baptist Health Values of Service, Honesty, Respect, Stewardship, and Performance with a commitment to providing quality patient care.

The Associate Dean/Program Director is responsible for all administrative activities in the BHCLR - School of Medical Laboratory Science including recruitment of students, evaluation of applications for admission, maintenance of student records, scheduling, grade reporting, data collection, review and evaluation for program evaluation/improvement, teaching, coordination of classroom teaching selecting instructors, and clinical Internship supervision. The Associate Dean/Program Director also plans, implements, and evaluates the total program of study in accordance with Arkansas Department of Higher Education, Accrediting Bureau of Health Education Schools (ABHES), and the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

The audience of the BHCLR - School of Medical Laboratory Science includes the students who have been admitted into the program, the laboratory staff in the hospitals, the support staff, affiliate universities, and the administrative staff. It is the goal of the school to provide support to each member of the audience.

A competent Medical Laboratory Scientist in the healthcare field of today must prove to be proficient in the profession, possess an appreciation of his/her role within the healthcare field, and demonstrate an understanding of the organizational culture within the setting of practice.

The faculty is committed to providing entry-level job competent graduates to the healthcare community by promoting high standards of education and professional development of students.

The Fall term of the program, which includes all theory coursework, is 16 weeks in length and is

held on the BHCLR campus. The Spring term of the program, which is also 16 weeks in length, includes clinical rotations at one of our many clinical laboratory affiliate sites. Assignments to clinical sites are done by the MLS Associate Dean/Program Director and all attempts are made to take student preference and commute time into account. However, final decisions will ultimately be based on the number of students in the program, clinical site staffing and availability.

A set of instructional objectives is provided to the student for each rotation. The clinical experience includes rotations in the following areas: Hematology, Coagulation, Clinical Chemistry, Urinalysis and Body Fluids, Immunohematology (Blood Bank), and Clinical Microbiology (including Parasitology and Mycology). Though not required by NAACLS, Point of Care and phlebotomy are important aspects of the clinical experience, especially in rural areas; therefore, students develop point of care and phlebotomy techniques. Upon successful completion of the program of study and graduation, the graduate receives a certificate from the college. Those who have academic affiliate status (3+1) also receive a baccalaureate degree from their respective university. Graduates are eligible and encouraged to apply and sit for the national Board of Certification (BOC) licensure sponsored by American Society for Clinical Pathology (ASCP). Successful candidates are recognized as a nationally registered Medical Laboratory Scientist (MLS), having demonstrated the knowledge and commitment to maximal quality performance in the profession. All college graduates who have completed this NAACLS accredited program and passed the national BOC exam, will sign their credentials as MLS (ASCP)cm.

MISSION STATEMENT

Baptist Health College Little Rock, a part of Baptist Health Medical Center-Little Rock, shapes the health of Arkansans by educating and mentoring healthcare professionals with excellence and Christian compassion.

PURPOSE

Prepare graduates who:

- Demonstrate entry-level competency in the laboratory setting.
- Exemplify professionalism.
- Personify the Baptist Health Values.

VALUES

The BHCLR - School of Medical Laboratory Science supports the Values and Code of Ethical Conduct of Baptist Health. These Baptist Health values of Service, Honesty, Respect, Stewardship, and Performance provide the framework for all operations within the organization.

PHILOSOPHY

The BHCLR - School of Medical Laboratory Science exemplifies the beliefs and values of Baptist Health by encouraging trust, teamwork, responsibility, creativity, openness and enjoyment in the workplace. Christian ideals and attitudes as they apply in the service to the sick, are emphasized in the college as well as personal and professional conduct and relationships.

The School believes that a competent individual in the health care field of today must not only prove to be proficient in the field of Medical Laboratory Science, but must also possess an appreciation of his/her role within the hospital and demonstrate an understanding of the organizational behavior affecting this environment.

The BHCLR - School of Medical Laboratory Science is committed to providing job ready graduates to the school's customers, Baptist Health and the community, by promoting the highest standards of education, training, and continuous professional development opportunities to students. Our goal is to provide graduates who have the ability to adapt to the ever changing healthcare environment.

BELIEF

The BHCLR - School of Medical Laboratory Science shares the values of Baptist Health. Baptist Health is more than a business; it is a healing ministry. Our healing ministry is based on the revelation of God through creation, the Bible and Jesus Christ. At Baptist Health, care of the whole person, body, mind and spirit, is an expression of Christian faith. We are instruments of God's restorative power and are responsible for giving compassionate care.

GOALS

The BHCLR – School of Medical Laboratory Science prepares a graduate who performs competently in their role and demonstrates professional behavior while participating as a member of the laboratory team. The school goals below are obtained by enabling objectives and mentoring:

1. Successful graduation of each cohort.
2. Student coaching practices based on professional best practices.
3. Eligibility and successful passage of a NAACLS approved national certification exam.
4. Demonstration of Baptist Health values.
5. Professional knowledge base incorporating theory, standards and skills, as well as ethical and legal aspects.
6. Job readiness based on feedback from the clinical sites, graduate employers, and graduate surveys.

POLICIES

The School of Medical Laboratory Sciences supports all BHCLR policies, and all students must abide by these policies. Failure to comply will result in disciplinary action. Policies are located in the General Section of the BHCLR Catalog on the BHCLR website. All students are responsible for reviewing and abiding by the policies in the BHCLR Catalog located at: [BHCLR CATALOG](#)

BHCLR STUDENT HONOR CODE

Purpose

The BHCLR Honor Code establishes shared expectations for academic integrity, ethical conduct, and professional accountability. Rooted in Baptist Health values, it ensures that honesty, responsibility, and trust remain central to healthcare education and safe clinical practice. This Code applies to all students, from acceptance to graduation, across all learning environments, including clinical sites, online learning and off-campus activities that impact BHCLR's mission or reputation.

Honor Pledge

By enrolling at BHCLR, students affirm the following pledge:

I commit to honesty, integrity, and ethical conduct in all academic, clinical, and professional activities. I will complete my work truthfully, respect others, use technology responsibly, and uphold the standards of the BHCLR community. I will not engage in or tolerate academic dishonesty or unprofessional conduct.

Core Principles of the Honor Code

Honesty and Academic Integrity	Students must demonstrate integrity in all academic and clinical work.
Professional Responsibility and Respect	Students must act as developing healthcare professionals across all academic, clinical, and online settings. Because professional roles depend on integrity, exuding competence and trustworthiness is a constant requirement.
Stewardship of Resources and Information	Students are entrusted with institutional, clinical, and technological resources and must utilize responsibly and according to BHCLR policy.
Responsibility to the Community	Students are responsible for maintaining the integrity of the BHCLR community by upholding the Baptist Health values and BHCLR policies.
Performance and Ethical Use of Technology	Students are expected to pursue excellence without compromising ethical standards.

Relationship to Other Policies

This Honor Code operates in conjunction with, and is supported by, BHCLR policies addressing academic integrity, professionalism, technology, testing standards, appeal procedures, and

clinical conduct. Applicable institutional policies govern all procedural matters.

Commitment

The BHCLR Honor Code reflects the ethical expectations of healthcare education and professional practice. Students are expected to internalize these standards and carry them forward into clinical practice and lifelong professional conduct.

Prohibited Conduct Under the Honor Code

Any violations may be examined on an individual basis as deemed appropriate by BHCLR Administration and applicable committees. Violations of this Honor Code include, but are not limited to:

Academic Offenses	Non-Academic Offenses
● Collaborating on course work, simulations, or clinical documentation without explicit permission. ● Unauthorized use of artificial intelligence, electronic devices, and digital resources for the fabrication or falsification of data, records, clinical documentation, or academic work. ● Cheating, plagiarizing, impersonating, or misrepresenting work; including not accurately citing and crediting the work, ideas, and intellectual property of others. ● Attempts to gain unauthorized assistance on academic or clinical evaluations, or create an unfair academic or professional advantage. ● Impersonating others, allowing others to complete one's coursework. ● Recording, reproducing, or distributing instructional, clinical, or assessment materials in an unauthorized manner.	● Bullying, harassment, intimidation, discrimination, retaliation, or disruptive conduct of any kind. <i>This is a zero-tolerance policy.</i> ● Assisting, encouraging, or concealing violations of the Honor Code. ● Not treating clients, peers, faculty, staff, preceptors, or community members with dignity and respect. ● Representing an unprofessional standard of communication, appearance, punctuality, preparedness, and accountability in all settings (including online and social media, and on and off campus). ● Misuse of confidential academic records, institutional data, client information, instructional technology, clinical systems, and equipment. ● Displaying conduct in an educational setting that shows a lack of interest or participation, a disregard for other's time, or interferes with academic or clinical experience or performance.

Reporting, Review, and Due Process

- Alleged Honor Code violations are reviewed through established BHCLR academic integrity and conduct policies and processes.
- Reports may be submitted by faculty, staff, preceptors, students, or administrators.
- Reviews and hearings are conducted using the preponderance of the evidence standard.
- Students are entitled to notice of allegations, an opportunity to respond, and access to appeal processes as defined by policy.
- Students may be accompanied by an assigned advisor in formal proceedings, consistent with institutional policy.

Sanctions

Violations of the Honor Code may result in academic and/or disciplinary action. Sanctions are intended to be educational, corrective, and protective of client safety and institutional integrity. Possible outcomes include grade modification, educational requirements, probation, suspension, or dismissal, as outlined in applicable policies. Suspected violations should be reported through established institutional channels.

ACCREDITATION, APPROVALS, CERTIFICATIONS, AND MEMBERSHIPS

The BHCLR - School of Medical Laboratory Science is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), and certified by the Arkansas Department of Higher Education. In addition, the school is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Additional information about the program and the NAACLS standards, as well as, educational requirements may be obtained by contacting the Associate Dean/Program Director, the state board or accrediting agency:

Accrediting Bureau of Health Education Schools (ABHES)	Arkansas Division of Higher Education	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
Address: 6116 Executive Blvd., Suite 730, North Bethesda, MN 20852 Phone: (301) 291-7550 Email: info@abhес.org	Address: #2 Capitol Mall Little Rock, Arkansas 72201 Phone: (501) 371-2000 Website: http://www.adhe.edu	Address: 5600 N. River Rd, Suite 720 Rosemont, IL 60018 Phone: (773) 714-8880 Fax: (773) 714-8886 Email: info@naacls.org Website: http://www.naacls.org

**Baptist Health System - is also a member of the Arkansas Hospital Association.*

ADMINISTRATION

Baptist Health Administration

Troy Wells - President & CEO, Baptist Health

Doug Weeks, FACHE - Executive Vice President of Strategy and Innovation

Mike Perkins - President, BHMC-LR

BHCLR Administration

Dr. Karen James, PhD., OTR/L, CAPS - Interim President & Dean of Allied Health Professions, BHCLR

Michelle Stubenrauch, MS, MLS (ASCP) - Director School of Medical Laboratory Sciences, BHCLR

Baptist Health Clinical Laboratory Administration

Paula Dick, BS, MT (ASCP) - BHMC System Laboratory Director

Angel Dellinger, DBA, MLT (ASCP) - BHMC-LR Laboratory Director

Trisha Podsiadlo, BS, MLS, (ASCP) - BHMC-NLR Laboratory Manager

Katie Floyd, BS, MLS (ASCP) - BHMC-Conway/Heber Springs Laboratory Manager

Ariel Moore, BS, MLS (ASCP) - BHMC-Stuttgart Laboratory Manager

Ellis James, BS, MLS (ASCP) - BHMC-Ft. Smith Laboratory Manager

Baptist Health Clinical Laboratory Supervisors – Little Rock

Diana Wilson, MLS(ASCP) - Blood Bank/ Serology Section Head

Pam King, BS, MT(ASCP) - Chemistry/Urinalysis Section Head

Miranda Barton, BS, MLS (ASCP) - CORE Lab Section Head

Delia Alfonso, BS, MLS (ASCP) - Microbiology Section Head

Baptist Health Pathologists

Hal E. Palmer, MD

Melody K. Harrison, M.D.

Michelle Riddick-Nelson, M.D.

Elizabeth A. Seng, M.D.

Robert O. Shaver, M.D.

Brent C. Staggs, MD

Maria C. Porter, M.D.

Brian D. Quinn, M.D.

BHCLR Faculty and Lead Expert Lecturers

Michelle Stubenrauch, MS, MLS (ASCP)

MLS Director/Associate Dean,

Faculty - All courses

except Immunohematology

Shannon M. Cain, BS, MLS (ASCP)

Lead Expert Lecturer Immunohematology

Baptist Health Clinical Student Coordinators (Expert Clinicians)

Shannon Cain or

Ann Benauer, BS, MLS (ASCP)

Blood Bank

501-202-2664

Kim Cavanaugh/Tommy Hardister,

BS, MT (ASCP)

Clinical Chemistry

501-202-2684

Angela Stivers BS, MLS (ASCP)

Clinical Chemistry

501-202-2687

Leigh Nivens, BS, MLS (ASCP)

Hematology/Coagulation

501-202-2883

BHCLR - School of MLS Expert Lecturers/Expert Clinicals Credentials

Michelle Stubenrauch

MS, University of Arkansas – Fayetteville,

BS, University of Arkansas – LR,

MLS – Baptist Health College Little Rock

G. Thomas Hardister

BS - Ouachita Baptist University,

MT - University of Arkansas for

Medical Sciences

Angela Stivers

BS, MT - University Arkansas for

Medical Sciences

Leigh Nivens

BS, MLS - University Arkansas for

Medical Sciences

P. Hope Coleman

B.A., Texas Tech University

M.A., University of Arkansas at Little Rock

M. Div., Southwestern Baptist Theological Seminary

PhD., University of Central Arkansas

Kimberly Cavanaugh

BS - Kent State University,

MLS - Baptist Health College Little Rock

SCHOOL CALENDAR

The BHCLR Academic calendar can be found in the BHCLR Catalog. All students are responsible for reviewing and abiding by the dates published in the BHCLR Catalog located at: [BHCLR CATALOG](#)

ACADEMIC

ACADEMIC ADVISING

The Associate Dean/Program Director serves as an academic advisor to students. The Associate Dean/Program Director will initiate the recommending a conference based on student progression in the program. Students may also schedule a meeting with the Associate Dean/Program Director or instructors.

- Advising is available to a student in the following areas:
 - Adjustment to student role.
 - Educational planning.
 - Study habits.
 - Test taking.
 - Limited tutoring. If extensive tutoring is needed, the school counselor should be contacted for reference.
 - Academic Advising. Each time a student fails to pass an exam they must set up an appointment to see the Associate Dean/Program Director. The Associate Dean/Program Director may also request additional counseling with the School Counselor.

ACADEMIC AND BEHAVIORAL ADVISEMENT

Purpose:

To provide students with the best possible academic outcomes while in the program. Since students enter with various academic and behavioral backgrounds, it is important that we bring the entire student cohort to the same level before they enter into clinical training. The goal is to provide a general understanding of the expectations of a student in the Medical Laboratory Science Program and to assist the student in behavior related to patient safety and longevity in the profession.

Policy:

- The Associate Dean/Program Director/designee will provide study skill/examination execution training in the first weeks of class start date. Additional behavior expectations are provided at the beginning of the program.
- The Associate Dean/Program Director/designee will evaluate the student's performance after each exam. If a trend is observed, a meeting will be suggested.
- If the student continues having difficulty adapting to the program environment, a meeting will be scheduled with the BHCLR Academic Advisor.
- If a student continues to show inconsistent/no improvement a Corrective Action form will be completed.
- Examination grades are available to the students and are typically completed within a week. The student is encouraged to carefully monitor the gradebook. The Associate Dean/Program Director will be available to meet with the student as needed.

- For students who continue to be students at an Affiliated University (3+1), the advisor will be notified of the student problems. The university advisor will locate additional available resources for the student.
- Behavior: If the student's behavior is not aligned with the BHCLR, MLS Program or patient/employee safety policies, the student will be counseled according to the Corrective Action Policy.
- Work experience is not considered as a substitute for required course content in the program or pre-requisites.

DISABILITY SERVICES

Reasonable accommodations for students with documented disabilities are made, pursuant to federal and state laws. Any applicant or student with a disability who needs accommodations must provide the necessary official records and documentation to Disability Services in a timely manner or as soon as the need for an accommodation is evident. The appropriate school official shall make the determination regarding reasonable accommodations. *Please refer to Disability Services on our website. Additionally, the Disabilities Services Specialist can be reached at (501) 202-7881.*

REMEDIATION

Remediation is NOT offered during the theory portion, or Fall term, of the Medical Laboratory Science program. Students are given ample resources, including one-on-one meetings with the Director/Associate Dean to help students improve in problem areas. Students are also provided with an abundance of instructional materials, practice questions/problems, homework, exam corrections with rationales, as well as any other available instructional aides to help them be successful in each course.

The guidance and assignments given throughout each theory course during the Fall term are for the sole purpose of ensuring the student's success in this program, on the program comprehensive national ASCP Board of Certification licensure exam, and in their profession as a competent member of the clinical laboratory and every patient's health care team.

Therefore, all students **MUST** pass each course during theory (Fall term) with an overall minimum grade of 76.50% C or higher **AND** a minimum grade of 76.50% C or higher on the comprehensive final for that course in order to successfully pass the course and move forward in the program.

Students who receive an overall grade less than 76.50% C in any theory course or on any comprehensive final in any theory course will NOT pass the course and therefore, will NOT continue in the program.

CLINICAL ROTATION REMEDIATION GUIDE

Clinical Rotation Remediation (Spring Semester):

During the clinical rotation portion (Spring term) of the program, students may receive **ONLY ONE** remediation attempt.

PLEASE NOTE: All remediation opportunities are at the sole discretion of the Program Director/Associate Dean **AND** the Laboratory Director/Supervisor at the assigned site.

Students may be allowed to use their clinical remediation attempt for any of the following:

- Receiving an overall grade of 76.50% C or less on the comprehensive final for a single

rotation (ex: Hematology, Coagulation, Urinalysis/Body Fluids, Immunohematology (Blood Bank), or Clinical Microbiology (including Parasitology and Mycology).

- Receiving a grade of 76.50% C or less on the comprehensive practical final (given at BHCLR campus) for a single rotation.
- Inability to successfully complete all required Competency Checklist items with a minimum competency level by the end of the assigned rotation.
- Receiving a grade of 76.50% C or less on any single rotation's Final Clinical Evaluation.
 - **Summary:**
 - If the student is successful in passing the remediation, the final course grade will be no higher than 76.50% (C).
 - If the student is successful in the remediation attempt, they will progress on in the program.
 - **Remediation Attempts:**
 - Theory: Zero (None)
 - Internships: One (One single rotation subject ONLY)
 - Clinical Rotation Comprehensive Final Examination: One (One single rotation subject ONLY)
- Students who choose remediation forfeit the right to appeal the remedial grade and the original grade.
- Students who choose remediation will pay a fee of \$25.00 to defer costs associated with remediation.

REPEATING AND DROPPING A COURSE

Courses within the program are concurrent and must be taken in the required order. Since courses are offered only once a year, a student cannot drop or repeat a course and continue in the program. Clinical Internships will be occurring in the order they are assigned. Students may not exchange a rotation or internship with another student.

Students who are dismissed for academic purposes may apply for reentry into the program during the next available application window. The student will be treated like any other applicant and will have to retake all theory courses regardless of grades received during prior admission(s). As with all other applicants, acceptance will be based on program selection criteria, which is outlined on page of this handbook, and clinical site availability. Acceptance into the program is on a competitive basis.

ACADEMIC & CLINICAL AFFILIATIONS

ACADEMIC AFFILIATIONS

The BHCLR- School of Medical Laboratory Science is presently affiliated with the following institutions of higher education:

- Harding University, Searcy, Arkansas
- Henderson State University, Arkadelphia, Arkansas
- Louisiana Tech University, Ruston, Louisiana
- Ouachita Baptist University, Arkadelphia, Arkansas
- Southern Arkansas University, Magnolia, Arkansas
- University of Central Arkansas, Conway, Arkansas
- Missouri Southern State University, Joplin, Missouri

The program accepts applications from individuals who already have a baccalaureate degree (4+1) or those with three (3) years of academic work from one of the academic affiliates listed above. All applicants must have the following prerequisite courses. Affiliate students in the (3+1) track must be scheduled to receive a B.S. degree upon completion of the BHCLR Medical Laboratory Science Program of study from their university. The University Advisor must provide documentation related to degree status before students are officially accepted. All applicants must have the prerequisite courses that follow.

Course	Credit Hours
College Algebra or Higher Math	3
General Chemistry*	8
Cell Biology, Developmental Biology, Zoology, or other higher-level biological science*	4 4
Microbiology*	4
Anatomy & Physiology or equivalent*	4
Statistics	3
Other Science Electives	<u>7-8</u>
Total:	37 - 38 Credit Hours

**These courses must include a laboratory.*

Electives in Immunology, Genetics, Cell Biology, Developmental Biology, Organic Chemistry, Biochemistry, Quantitative Analysis, and any other higher level biology/chemistry courses are strongly suggested for successful applicants and can be used to satisfy requirements for the four hours of Cell Biology, Developmental Biology, Zoology, etc. These courses can also be used to satisfy the 7-8 hour "Other Science Elective" requirement but, **COURSES CAN NOT BE USED TWICE.**

Courses in Botany and Ecology or similar coursework are not acceptable as prerequisites.

Additional Information: The specific asterisked biology and chemistry courses must include laboratory credit. They must also be either approved for majors in those disciplines or in Medical Laboratory Science. If course work was completed seven (7) years prior to application, an update in microbiology and organic/biochemistry may be required. Biology must include genetics/molecular biology content. Microbiology must include immunology content. For post-graduates, a baccalaureate degree is required from an accredited college/university.

CLINICAL AFFILIATIONS

Students complete the applied experiences (internships) at:

- Arkansas Children's Hospital – Little Rock
- Arkansas Blood Institute (ABI/OBI) – Little Rock
- Baptist Health Medical Center - Little Rock
- Baptist Health Medical Center - North Little Rock
- Baptist Health Medical Center – Conway
- Baptist Health Medical Center – Stuttgart
- Baptist Health Medical Center – Heber Springs
- John L. McClellan VA Memorial Hospital - Little Rock

The Clinical Student Coordinator (Expert Clinician) of each section is responsible for the student's clinical training during the rotation as well as overseeing the evaluation of the student. The student rotates on a scheduled basis. Each week the student may be rotating with a different professional technologist to provide him/her a more varied clinical education. The Internship Schedule identifies the dates/times where students are located during their rotations.

ADJUNCT FACULTY AND ADVISORS

University Advisors – Adjunct Faculty

Name	University
Amber Hug Lecturer/Lab Coordinator	Harding University
Shannon Clardy, PhD MLS Advisor Dean Aviation, Science, and Nursing	Henderson State University
Vanessa Jones Johnson, MBA, MA, MT (ASCP) MT Advisor University Instructor Department Biology	Louisiana Tech University
Scott White, PhD MT Advisor Assistant Professor of Chemistry Chair of Chemistry and Physics Director of STEM	Southern Arkansas University
Parisha Patel, MS MLS, NMT, RAD Advisor Clinical Instructor I	University of Central Arkansas
James Donelson, PhD MT Advisor Dean, School of Medical Laboratory Science	Missouri Southern State University
BHCLR Professional Staff <i>See BHCLR Student Handbook General Section</i>	

ACADEMIC STANDARDS

ESSENTIAL FUNCTIONS

The technical standards (non-academic) established by the school are physical abilities that ensure the "essential functions" that must be demonstrated by the student. Essential functions reflect requirements for the student to engage in educational and training activities in such a way that shall not endanger other students, staff, or the public, including patients. Students may also have exposure to potentially infectious agents.

OBSERVATION:

I am able to see and read printed materials including but not limited to, orders, test results, charts, graphs, instrument printouts, clinical documents, course materials, computer screens, and differentiate colors.

I am able to visually observe patients and the patient's environment.

I have good vision.

SPEECH / HEARING:

I am able to speak clearly and be understood.

I am able to hear and interpret voices as well as loud, soft, or muffled sounds.

I am able to listen and respond to patients.

PHYSICAL ABILITIES / FINE MOTOR TOUCH:

I am able to walk, lift in excess of 30-40 lbs, push, pull, reach, sit and stand for long periods of time when necessary.

I am able to move heavy objects by bending, stooping, reaching or moving side to side.

I am able to use my fingers for fine motor dexterity and manipulating small objects, etc.

I am physically able to work on or with equipment following proper training.

I have physical use of all of the following: fingers, hands, arms, feet, legs, back and neck.

I am able to perform venipuncture on patients, adjust gauges, operate small, specialized equipment, and use a microscope.

I am able to reach laboratory benchtops, shelves, inside analyzers, and analyzer touchscreens. I am also able to reach patients at bedside and in blood collection furniture to perform patient services and venipuncture.

I am able to comply with all safety regulations, including but not limited to, potential exposure to infectious organisms, body fluids, and toxic chemicals.

INTELLECTUAL / CONCEPTUAL / COGNITIVE:

I am able to do basic mathematical calculations (add, subtract, multiply, divide).

I am able to recognize emergency situations and take appropriate actions as taught.

I am able to review and verify results in both computer and written formats.

I am able to use intellectual skills required for lab testing: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, problem-solving, comparison,

self-expression, and acceptance of criticism.

COMMUNICATION / BEHAVIOR:

I am able to read and write.
I am able to verbally communicate in the English language.
I am able to legibly communicate in writing using the English language.
I am able to assess or interpret non-verbal communication such as facial expressions, hand signals for help, etc.
I am able to demonstrate and maintain psychological and emotional stability.
I am willing and able to behave in a professional and respectful manner.
I am willing and able to comply with the Baptist Health Values: Service, Honesty, Respect, Stewardship and Performance.
I am willing and able to follow all expectations, policies and procedures outlined by the college.
I will practice honest, ethical, compassionate, and responsible conduct at all times and in all situations that may arise in the environment.
I can effectively manage time and organizational skills, and remain flexible, adaptive, and focused on professional and technical change within a fast-paced environment.
I am able to follow organizational policies which maintain safety for patient(s), self, and others.

EDUCATIONAL PHILOSOPHY

The BHCLR School of Medical Laboratory Science utilizes a competency based system of clinical education designed to allow a student to achieve proficiency in the performance of the clinical duties of a Medical Laboratory Scientist. The system allows the student to progress at a rate which is consistent with the student's ability and skills, but does not impede the performance of patient testing.

COMPETENCY AND PROFICIENCY

To enhance understanding of the system, clarification is needed regarding the difference between two words commonly associated with this type of clinical education: competency and proficiency. In the program, the faculty expects students to become "competent" in a procedure first, with "proficiency" in the procedure being the desired goal.

COMPETENCY: Is attained when the student demonstrates adequate ability to function or progress in a particular way. The student, after being shown how to do a procedure, and demonstrates ability to perform the procedure while being observed, can repeat the procedure to completion accurately each time it is performed and report results accurately either on paper or with computer entry. Competency is the first goal for the student.

PROFICIENCY: Is attained when the student can perform the procedure quickly and accurately, while working in an organized fashion with multiple samples reliably every time. The student is also capable of critical thinking to determine the next procedural steps independently (on a practical exam), assess the validity of results, identify a relationship to other possible results in the laboratory, as well as, identify the related patient diagnosis and impact.

Competency and proficiency are assessed by the Student Coordinator/experienced Laboratory Scientists and the Associate Dean/Program Director. Assignment is made to the various areas in the Clinical Laboratory on a rational schedule which allows the student to achieve competency. No Internship exchanges among students is permitted. Throughout the clinical education, progress is monitored and evaluated closely. Clinical evaluations reflect the student's ability to relate the information received in the classroom to the actual performance of procedures in the clinical setting. The evaluations also reflect progress in cognitive, psychomotor, and affective domains with emphasis on professional and personal behavior. Upon completion of all theory and clinical competencies, a student should be able to demonstrate proficiency and meet the specific behavioral objectives in each area.

INTENDED LEARNING GOALS

Upon completion of the program, the School strives to provide the student with the following abilities:

1. Explain how the practice of Medical Laboratory Science supports and integrates with best practice in the patient care setting.
2. Characterize professional, value-directed actions based on theoretical knowledge, ethical principles and legal standards as it applies to patient care.
3. Display proper technique in laboratory testing, providing accurate and reliable patient results.
4. Characterize ethical behavior and reliability as a health-care provider.
5. Demonstrate behaviors that support an integrated healthcare delivery system.

PROGRAM OBJECTIVES

The Program Objectives apply to the classroom and clinical laboratory Internships. Each area has its own specific enabling objectives that are used to evaluate student progress and competency. The objectives are categorized by the cognitive, psychomotor, and affective domains.

COGNITIVE DOMAIN

Level I

1. Match the proper specimen for the procedure ordered or assigned.
2. Match the proper instrument or equipment and reagents for the procedure.
3. Recall and cite normal, abnormal, and critical results.
4. Express correct technical and scientific vocabulary, including spelling and pronunciation.
5. Apply principles of management and supervision.

Level II

6. Compute calculations necessary for all laboratory procedures.
7. Maintain accurate and complete records.
8. Apply problem solving techniques to identify and correct procedural errors, identify instrument malfunction, and institute appropriate corrective measures under supervision.
9. Correlate theory with laboratory procedures and practices.
10. Correlate patient information across organ systems in case studies.

Level III

11. Validate data to evaluate accuracy of results.
12. Examine the results of quality control measures and institute proper procedures to maintain accuracy and precision.

PSYCHOMOTOR DOMAIN

Level II

13. Perform venipuncture and collect proper samples from patients with proper technique, minimal trauma, and 100% patient ID accuracy.
14. Operate and maintain laboratory instrumentation and equipment with care.
15. Conform to Instructor's direction, laboratory procedures, and instrument manuals to perform duties.
16. Record results and perform verification through the use of laboratory computers with Medical Laboratory Scientist review.
17. Produce laboratory results rapidly performing more than one task at a time without sacrificing precision and accuracy.
18. Analyze laboratory specimens correctly and report results, with minimal supervision, after completing the student learning experiences and objectives relating to a particular procedure.
19. Start work on time and remain in the department for the scheduled time.
20. Clinical Training:

Definition of Start on Time in Clinical Training: Arrival in the department and seated ready to begin to work at the scheduled time. Typically, the student will be at the bench learning and practicing procedures for 7.5 hours with a .5 (30 minute) lunch. However, every student learns at a different rate and at times may need more time to reach competency/proficiency, repeat procedures, lost time due to absences etc. Ultimately, our goal is a student graduate who does not jeopardize patient safety.

- Written Exams: On time is 15 minutes before the exam begins. Students will not be admitted to an exam after this.
- Classroom Lectures: Students must be in the classroom at least 5 minutes before lectures begin.

AFFECTIVE DOMAIN

Level II

21. Practice optimal safety precautions in terms of physical and chemical hazards, cleanliness, and exposure to disease agents.
22. Display respect for confidentiality in personal and professional relationships.
23. Demonstrate willingness to go beyond the minimal requirements of service.
24. Display ethical and empathetic behavior toward patient needs.
25. Listen and reply using both professional verbal and non-verbal communication.
26. Seek feedback to realistically assess personal readiness in terms of level of knowledge, understanding, psychomotor skills, legal, regulatory and ethical responsibilities.

Level III

27. Characterize behavior that demonstrates concern for the entire health-care team involved in the total patient experience.
28. Typify an individual that utilizes all available learning opportunities.
29. Advocate Baptist Health Values and the ASCLS Code of Ethics at all times while on duty.

PROGRAM OF STUDY - [BHCLR CATALOG](#)

COURSE DESCRIPTIONS - [BHCLR CATALOG](#)

COST OF THE PROGRAM

REQUIRED TEXTBOOKS

These are available on the BHCLR portal. Medical Laboratory Science textbooks are delivered to the BHCLR campus or to your address, whichever you chose on “Welcome Day”. Any additional textbooks and/or subscriptions will be discussed with the Program Director/Associate Dean during Program Orientation at the start of classes. *All dates are subject to change without notice.*

FINANCES

Specific policies related to school expenses and refund policies are found in the BHCLR Catalog. Cost Sheets are available at the business office and at BHCLR.edu under the Program tab.

Affiliating University

If the student remains an undergraduate at the affiliating university, they need to contact the financial aid office for fund release dates. See additional information in the BHCLR catalog.

Tuition Refund

See additional information in the BHCLR catalog.

ACADEMIC POLICIES

FACULTY AND SCHOOL RESPONSIBILITIES

Baptist Health College Little Rock School of Medical Laboratory Science Faculty and School Responsibilities	
Policy No. 17	Effective Date: March 2019
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: June 2025

Faculty and School:

It is the primary responsibility of the faculty to evaluate the extent of student learning. It is the primary responsibility of the college to provide a teaching and learning environment and promote a culture that ensures student achievement. Credentialed faculty, with records of long standing experiences in teaching and evaluating student learning, judge the quality of student learning and progressive development toward a minimum competency level required for patient safety and public protection. It is the professional faculty who determines the final evaluation of the student's progress and assigns the final corresponding grades. Faculty have discretion, both subjective and objective, in the evaluation and judgment of a student's performance in all areas of learning. The Associate Dean/Program Director approves all final evaluations. Students and graduates, in turn, provide information and data to the program and faculty related to their level of satisfaction regarding the program of studies, teaching and learning environment and the culture within.

Faculty and Course Evaluation Process

Students evaluate the course, each course instructor, and clinical facilities as they progress through the program. The evaluations are carried out according to Baptist Health College Little Rock policy and an established process. The student is assured of anonymity, thus encouraging his/her participation in the evaluations. If a student is of the opinion that the process should be improved, the Associate Dean/Program Director of BHCLR welcomes suggestions for betterment. Students are expected to provide professional and courteous feedback.

The process summarized presents an objective process through which students provide subjective data in the measurement of teaching behaviors and course evaluations. At course end, evaluation forms are provided to the students electronically. Aggregate results are provided to the Associate Dean/Program Director for review. Instructors and laboratory departments are provided a summation of survey results. The program assesses results and determines corrective action.

ELECTRONIC DEVICES

Baptist Health College Little Rock School of Medical Laboratory Science Electronic Devices	
Policy No. 1	Effective Date: July 5, 2016
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: June 2025

Purpose:

Electronic devices, such as cell phones, beepers, MP3 players, and other electronic devices the program has found are disruptive to the learning process. They will not be in use during classroom activities or while students are in the clinical site. Our patient population expects us to be attentive to their needs and not distracted. Our hospital setting is an electronics free zone in patient and visitor areas.

Exception: Students may view exams and curriculum during class time. If students are viewing anything other than program related information during class time/clinical training disciplinary action will result.

College Campus:

The use of personal electronic devices such as cellular telephones, pagers, iPods, MP3 players, audio recorders, etc., will not be permitted during classroom activities, skills labs, examinations, or any onstage area.

Exception: Students are required to have a fully operational laptop computer for use in the classroom for exams and during lectures. Requirements may be found in the catalog.

Electronic devices are permitted outside, in the halls of the college, student center, when not disruptive to learning or conversations are so loud they interfere with other guests or student's experience or staff work.

Clinical Experiences:

The use of personal electronic devices such as cellular telephones, pagers, iPods, MP3 players,

audio recorders, etc, will not be permitted during clinical activity, practical exams, or any on-stage area. Onstage is considered anywhere patients and visitors are likely present. In addition, electronic devices are never in use in any of the hallways or patient rooms. Students may use electronic devices in break rooms and the cafeteria if used in a way that does not disrupt visitors or staff experience. Students may use their laptops to view curriculum when in a study location and is permitted by staff.

Exception: The student may view program curriculum, program textbook, or BH lab procedures while in clinical training and during a practical examination. Any browsing outside these instructions is not permitted during a practical examination.

College Campus:

- Examples of authorized locations to use personal electronic devices:
 - Halls – quietly
 - Student Center
 - Classroom – only when official classroom activities are not scheduled
 - Personal vehicle
 - Outdoor areas – as long as you are not a safety hazard for other motorists and pedestrians

Hospital Campus:

- **Authorized locations** (Off Stage) to use personal electronic devices:
 - Laboratory Break Room
 - Cafeteria – if not disruptive
 - Outdoor areas – if not disruptive
 - Personal Vehicle – store when entering or exiting the hospital

Note: No ear buds will be visible while in on-stage areas.

- **Unauthorized locations:**
 - Any On Stage Area other than the ones listed above.
 - On Stage also includes grounds, parking deck, mezzanine, and sky walk.
 - Guidance: Store phone when exiting vehicle and exiting/entering the hospital campus.

Specific Guidance:

1. Electronic Devices must not be observed during theory classes or in the laboratory or any “On Stage” area with the exception of viewing approved information.
2. Personal laptops should not be used in the laboratory except during a break period in an off stage area.

Exception: They may be used to view E-learning program information and to google scientific information in the Designated Student Area. Personal e-mails and social media are not in use during a scheduled activity. Use of personal cell phones to make or receive telephone calls or to send and receive text messages will be limited to break and meal times in off stage areas only.
3. Cell phones may never be used to transmit protected health information whether by text message, video or verbally. Students who violate this policy are subject to immediate termination.
4. Use of cell phones/other personal electronic devices, college or hospital computers to display obscene or sexually prohibited text messages or photographs is prohibited.

Students engaging in such behavior will be subject to termination.

5. Photographs of patients or employees will not be taken without their consent.
6. Students should report any unauthorized individuals seen taking photographs. Students permit the college to take photographs throughout their college experience.
7. Students may not transfer or post protected health information, sensitive business information, or confidential employee information via any personal electronic device or on any social networking site such as Facebook, Twitter, My Space, Yahoo Personals or any other similar website or blog.
8. All electronic devices must not be used or visible during a Practical Examination and be stored at the direction of the instructor or proctor during classroom examinations.
9. Students must limit personal phone calls while in the laboratory. They must be turned off or on "silent" during theory or while in the laboratory.
10. Cell phone blue tooth devices are not worn during class, lab, or any BH "on stage" areas.
11. Earphone/buds will not be visible in "On Stage" areas of the hospital or in any area of the laboratory.
12. When the student is in an approved electronic device location, use of personal cell phones to make or receive telephone calls or to send and receive text messages will be limited to break and meal times. Conversations should not be so loud as to be distracting to others and should never occur in the presence of patients or their family members.
13. Students may not use cell phones or other recording devices to record conversations or lectures without permission.

Exception: Any student who has an emergency that requires the use of a cell phone/pager will notify the primary instructor prior to the start time of theory or internship.

Noncompliance:

Corrective Action measures may be as minor as a verbal warning to dismissal depending on the infraction and observed or repeated noncompliance. We have seen employees dismissed for a single infraction of the electronics device policy. The college and hospital expect the best On Stage behavior on our campuses.

This general policy is not meant to be all inclusive. Students are expected to exhibit good judgement at all times.

DRESS CODE

Baptist Health College Little Rock School of Medical Laboratory Science Dress Code	
Policy No. 2	Effective Date: July 2016
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: May 2025

Introduction:

The patients we serve are benefited when our students and employees are professionally dressed. Research seems to indicate that patients and their families equate our professional appearance to our knowledge and abilities. Therefore, attire while on the college campus, classroom, or hospital is in compliance with the BHCLR and School of Medical Laboratory Science Dress Code, as described in this policy. The Faculty enforces the dress code and applies corrective action for non-compliance. The Baptist Health College Little Rock endorses clothing

that should reflect a business-like/professional appearance. Therefore, the dress policy for both employees and students enrolled in the Schools will conform to that of Baptist Health and the School of Medical Laboratory Science. Denim is never worn on Baptist Health campuses.

Purpose:

The purpose of the dress code is to reflect a positive image of the student and the college to the public. This positive image demonstrates professional pride and respect for faculty, guest speakers, classmates, visitors, patients and staff. Student dress will reflect professional dress at all times. Students must follow the dress code while on the BHCLR campus and any clinical experience.

PROGRAM SPECIFIC UNIFORM:

Black scrubs: Are the designated uniform color for the Medical Laboratory Science Program. These must be available through a medical uniform distributor. These scrubs will have no decorative trim.

- Top: No spandex, buttons or trim.
- Pants: No bell bottom leg. Pants must be hemmed after washing and before the first day of class if the length extends below the heel. Scrubs must be neat, clean, in good condition, and have a professional fit, including but not limited to tight fitting, gapping, or low rise pants. Undergarments must be worn and not visible.

Gray/Silver Shoes: These gray/silver shoes with enclosed heels and toes must be worn with scrubs. Shoes must be clean. Cloth/Mesh Leather running shoes are acceptable. **Cloth or leather sneakers, open heel, open toe, shoes with “holes” and skeletal type shoes, or slides of any kind (including Crocs) are not acceptable.** No bright neon colors, soles, or laces are permitted. A small logo on the shoes is permissible.

Alternate College Campus Dress: The student may wear any officially approved BHCLR top or other top available in the BHCLR Online Store with their program specific uniform pants while on campus. Students cannot wear the official tee shirts while in any clinical experience. Students must wear approved footwear at all times.

Internship Training Dress Code: The program specific uniform must be worn at all times while in Internships. No tee shirts will be worn.

Under Uniform Tee Shirts: Tee shirts are optional wear under the scrub top. The t- shirt must be plain white (no wording) and may have a long or short sleeve. Short sleeved t-shirts cannot extend past the scrub top sleeves. All undershirts cannot extend past the bottom of the scrub top so that they are visible. No turtle neck styles are acceptable.

Zippered Winter Jacket: A BHCLR jacket may be purchased through the BHCLR Spirit Store online. A gray or black jacket is the preferred jacket with black scrubs.

Hose/socks: Solid white socks are worn with pants or a dress at all times without ornamentation, i.e.: bells, beads. Patterned socks are not allowed.

Skirts: For students who prefer wearing a skirt, it is permissible to obtain a matching skirt with the scrub top.

Identification Badge: The identification badges must be worn at all times. It is to be worn in the shoulder area with the picture facing out. No lanyards (no cords or chains around the neck to hold the ID badge). Badge Holders are allowed. No outside vendor badge holders are to be used. The Service Award pin may be worn on the ID badge. No other decorative stickers or pins are to be worn on the ID badge, other than those approved by Baptist Health.

Hair: Neat, clean, and well groomed. Long hair must be pulled back when providing patient care. Only naturally occurring hair colors (not green, blue, etc.) are allowed. Facial hair (beards and mustaches) may be worn if kept neatly trimmed. Facial hair will not be allowed if it interferes in patient care (i.e., masks not fitting properly).

Hair must be up off the neck during clinical training for safety.

Headphones and Earbuds: Headsets or earbuds should not be used when they pose a security or safety risk. They will not be visible in any public area or in the clinical laboratory.

Jewelry: Jewelry should be small enough and of an appearance not to interfere with equipment or job duties. Pierced jewelry is only to be worn in ears. Pierced jewelry on any other visible part of the body is not allowed. Gauges of any size are not allowed. Only small necklaces, professional school pins, system tenure pins and pins as authorized by the hospital may be worn with the uniform. (Exception: eyeglass holder pin with department approval.) Employees may not wear message pins unless hospital approved.

Hair: Neat, clean, and well groomed. Long hair must be pulled back when providing patient care and in the clinical laboratory due to safety. Only naturally occurring hair colors (not green, blue, etc.) are allowed. Facial hair (beards and mustaches) may be worn if kept neatly trimmed. Facial hair will not be allowed if it interferes in patient care (i.e., masks not fitting properly).

Headgear: Hats and/or head coverings are not permitted.

Nails: Clean, short length so as not to interfere with work. No artificial nails, bright/dark colors or nail art may be worn while providing direct patient care.

Cologne/After Shave: No scented cologne/perfumes, after shave, or lotion to be worn by staff in direct patient contact. No employee should wear strongly scented fragrances.

Tattoos: Must not be visible above the collar while at work.

Neck Scarves: Cannot be worn.

Personal Hygiene: Offensive body odor (including breath) and poor personal hygiene are not professionally acceptable. Perfume, cologne, and aftershave must be used in moderation or avoided altogether, as some individuals may be sensitive to strong fragrances. No scented cologne/perfumes, after shave, or lotion are to be worn by students in direct patient contact. During the phlebotomy rotation, no perfume, cologne, or fragrances are worn.

Head Bands: Only conservative small head bands that blend in with the hair color and uniform will be worn.

Other -- Not Permitted:

- Sunglasses.

- Denim of any kind is not to be worn at any time while on BH campuses.

CLINICAL LABORATORY: Additional Policies

The program specific scrub top, pants, and shoes are worn at all times while in Internships.

Clinical Lab Jackets: These are provided at no cost to the student by the hospital. These provide biohazard protection and must be worn at all times while in the clinical laboratory areas. They must be removed before leaving the laboratory.

Noncompliance: If a student chooses to not comply with the dress code it can result in the inability to attend learning experiences, delay program completion, or could result in corrective action.

GRADING

EXAMINATION AND GRADING PROCEDURES

Baptist Health College Little Rock School of Medical Laboratory Science Examination and Grading Procedures	
Policy No. 8	Effective Date: July 2016
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: May 2025

Purpose:

To provide faculty and students clear guidelines about how grades are attained, processed, and recorded in the program. Problems in grading or evaluations will be handled in this manner.

Complaint Process – Applies to both graded activities and evaluations

- Student complaint sent to Associate Dean/Program Director by e-mail
- Associate Dean/Program Director replies by receipt notice e-mail
- The Associate Dean/Program Director normally completes an investigation within 1 work week. If the investigation is complex and takes longer, the student is notified by e-mail.
- Student receives information related to the complaint
 - If the investigation reflects errors/unfairness, the Associate Dean/Program Director will initiate a re-grading of the activity/evaluation. The Associate Dean/Program Director's investigative grade is final and will reflect the grade, date, initials. If intentional unfairness is suspected, the Department Head, Laboratory Director, and College Administration will be notified.

Overall Guidelines

No grade is final until the Associate Dean/Program Director has reviewed the grade and final grades are submitted to the registrar. Students are encouraged to monitor the eLearning/Portal gradebook regularly. Students from time to time will question the validity of an examination question or other type graded activity and errors do occur occasionally on in progress courses. All errors are resolved before the final grade is released to the registrar.

Rubrics

Activities that may be subjective in nature will be graded with a rubric. The completed rubric must be attached to the graded activity for the grade to be valid. Weekly and final clinical evaluations

are graded with a rubric.

Grades

Every effort will be made to correctly assess student performance. However, sometimes mistakes will be made. When this happens, the grade will be corrected and a comment added to the gradebook.

Grade Range: The course utilizes the grading scale for Baptist Health College Little Rock to determine the student theory grade:

GRADE RANGE	VALUE
A	89.5% - 100%
B	79.5% - 89.49%
C	76.5% - 79.49%
D	69.5% - 76.49%
F	0% - 69.49%
I - Incomplete	0
W - Withdrawal	0
WX - Administrative Withdrawal	0

A student must achieve a “C” (76.50%) in order to progress to the next scheduled course in the curriculum. **PLEASE NOTE: GRADES ARE NOT ROUNDED**

Practicum Rotations:

A student must attain the following for each clinical rotation in order to pass all individual clinical rotations and the umbrella “Clinical Internship” Spring course.

Failure to meet any of the following BHCLR MLS clinical requirements will result in the student receiving a failing grade for the clinical rotation and the umbrella “Clinical Internship” Spring course, thereby prohibiting the student from continuing in the BHCLR MLS Program due non-compliance with BHCLR and MLS Program academic and/or behavioral requirements.

Students receiving a failing grade in any ONE INDIVIDUAL ROTATION may choose to utilize their ONE allowable remediation attempt for that rotation. See “Remediation” on page 13 of this handbook for guidelines on this process.

- An overall grade of 76.50% or higher in each clinical rotation
- A grade of 76.50% or higher on the comprehensive final exam for each clinical rotation
- A grade of 76.50% or higher on the practical exam for each clinical rotation
- Successful completion, at minimum competency level or higher, of all required skills outlined on the “Competency Skills Checklist” for each clinical rotation
- A grade of 76.50% or higher on the Final Clinical Evaluation for each clinical rotation.

* The MLS “Clinical Internship” course (Spring term) includes the following clinical rotations that

students must pass individually in order to pass the individual clinical rotations and their umbrella “Clinical Internship” course.

Individual Clinical Rotations Included in MLS Clinical Internship Course (Spring):

Hematology, Coagulation, Clinical Chemistry, Urinalysis and Body Fluids, Immunohematology (Blood Bank), and Clinical Microbiology (including Parasitology and Mycology).

* “Minimum Competency” is defined as the minimum skill level accepted to perform patient testing in a clinical laboratory setting. The rubric for the “Competency Skills Checklist” for each clinical rotation equates this level as being equal to that of an entry-level Medical Laboratory Scientist or a grade 76.50% or higher.

Classroom Examinations:

Overview

Student Examinations are an important tool in assessing student academic competency. Only certain materials may be permitted during an examination. No bathroom breaks will be permitted during the exam. Students must be ready to take the examination 10 minutes before the exam starts, meaning all non-approved materials must be in the front of the room 10 minutes before the exam is scheduled to start. The exam password will not be released until students are ready. All students must be in the classroom 15 minutes before the examination’s stated start time.

Materials during Examinations:

1. **Approved Materials** – A pencil, an ink pen that writes in black ink, a backup pen, and a clean sheet of paper is available from the Associate Dean/Program Director or Proctor if the student needs scratch paper during the exam. All exams are administered on Examsoft.
2. **Non-approved Materials** – All of the following will be placed at the front of the room during examinations and 10 minutes before the examination is scheduled to begin.
 - Name tags
 - Books, binders, personal paper
 - Purses
 - ALL cell phones and other electronic devices. The room may be scanned for electronic devices as needed.
 - Long sleeved shirts/tee shirts are pushed to elbows
 - Hats
 - Sweaters and coats
 - Other items as the Associate Dean/Program Director or proctor decides
 - Any suspect item may be examined by the Associate Dean/Program Director or proctor if it appears suspect.
 - *This is not an all-inclusive list.*

Non-compliance

If a student fails to comply with these procedures, the written exam will end and all materials used during the exam will be taken from them. An investigation of the facts will occur. If the facts support an ethics lapse by the student, a Written Warning and formal meeting will be completed by the Associate Dean/Program Director. The program will follow the Corrective Action Policy of the college.

It is also possible that a student could be withdrawn from the program. Ethics violations are serious. We believe a student who will commit ethics violations is a student who will also fail to admit errors in the lab and falsify results in the laboratory. Both behaviors are potential patient safety issues. Student classroom and clinical behavior must model the Baptist Health Values.

Practical Examinations:

Overview

Student Practical Examinations are an important tool in assessing student competency. Only certain materials may be permitted during a practical examination.

Materials during Practical Examinations:

- 3. Approved Materials** - A student may use their Internship materials, theory lectures and objectives, textbook, and laboratory policies/procedures.
- 4. Non-approved Materials** - The student may **not** use their cell phone, or other electronic device as a resource during these examinations. No books or materials other than the ones identified as approved will be permitted. Although the student may allow you to secure their phone, the better solution is for them to leave it in the car or locker during the practical examination. If their backpack is in the same area with them, they may not secure the phone/electronic device in that location. Students may use their laptops solely to access BH policies and program theory lectures only.

Non-compliance

If a student fails to comply with these procedures, the Practical Examination will end and all materials related to the Practical Examination will be taken from them. An investigation of the facts will occur. If the facts support an ethics lapse by the student, a Corrective Action Report will be completed by the Associate Dean/Program Director. The program will follow the Corrective Action Policy of the college. The student will still be required to achieve competency on the practical examination to progress in the Internship. Additional samples will be provided to the student to determine competency. The student will receive a grade of no more than 76.50%, regardless of the calculated score.

Homework

Homework is a graded activity and therefore students are not to work together on these activities. Students will complete homework independently. Students who share answers or information related to any graded activity will be subject to disciplinary action. This is considered an ethics violation.

Exam/Key Security

All examinations, keys, and Student Files are to be maintained securely. None of these items will be maintained in a non-secure location at any time. If a student is observed viewing secured materials/making copies of any secured item, they are subject to disciplinary action to include dismissal. A Student Coordinator/staff who provides keys or review sheets directly from the exam will be removed from the program and reported. A Student Coordinator/staff who reviews students directly from an exam is also subject to the same disciplinary actions. Students are not to access the secured items at any time. Students are not to be in the laboratory outside the hours stated on their clinical schedule without permission of the Student Coordinator and/or Associate Dean/Program Director.

Clinical Evaluations

The Clinical Internship policies, grading scale, evaluation tool, and the behavior objectives are shared with students during their orientation to the Clinical Laboratory prior to arrival in the laboratory.

The clinical staff who evaluate the student have responsibilities as evaluators to provide:

- Honesty and objectivity in judging the qualities and performance of the student.
- Impartial judgments based upon the entire period covered and not upon isolated incidents; however, incidents may be recorded if deemed pertinent for the evaluation.
- Ratings that reflect all staff who provided instruction during the internship.
- Feedback during the evaluation discussion period related to improving the student's skills and knowledge. The Associate Dean/Program Director provides final approval.
- A rating that reflects the student's performance related to the cognitive, psychomotor, and affective objectives determined for the internship.

EXAM PROCESSES AND ENVIRONMENT

Baptist Health College Little Rock School of Medical Laboratory Science Exam Processes and Environment	
Policy No. 4	Effective Date: July 2016
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: May 2025

Purpose:

To ensure the student understands the grading process in the program. To also ensure that Faculty, Expert Lecturers, and Expert Clinicians are fair and consistent in grading practices.

Grading System

The grading system adopted by the faculty and the school is for the purpose of grade determination and ultimately progression, promotion and graduation of students. The grading system offered by affiliating colleges and universities are reflected in their respective course syllabi and publications. The school utilizes a grading system to signify student progression and quality of learning as the student moves through the Program of Studies. A final letter grade is determined and assigned through an established and approved process for each Medical Laboratory Science course. A final letter grade has a corresponding value that denotes the quality level of student learning reflected in performance. A percent range is used to determine the letter grade. Value points are used in the computation of the Grade Point Average (GPA). Final Medical Laboratory Science course grades are calculated by using the percent scores on written examinations (tests), homework, ratings of performance reflected on the clinical laboratory evaluation tools, and ratings of performance reflected on the skills laboratory rating record.

Written Classroom Examinations

Students are provided program and course objectives. There is an objective for every exam question. Objectives are the guide for the examination content. Any content in a course that has been previously taught/read may be seen on subsequent exams. This program is comprehensive in nature. In order to be successful on exams, students must do all of the following:

- Attend lectures.
- Read the textbook.

- Complete objectives.
- Study the minimum number of hours listed on the syllabi.

The student is expected to take all exams on the dates and times scheduled. Any changes are at the discretion of the Associate Dean/Program Director. Makeup exams must be rescheduled with the Associate Dean/Program Director within 2 workdays from the missed exam. There is a charge for makeup exams due to unexcused absences.

Examination Environment:

- The student is expected to be punctual for all exams. Students will be admitted to exams already in progress at the discretion of the instructor/proctor. Students must be in the classroom 15 minutes before the exam time for announcements or any questions or concerns. Students who arrive after this time will receive a tardy and will need to pay and schedule a makeup exam later. It is distracting when students arrive late.
- **Exam Quiet Area:**
 - All students who are easily distracted need to wear ear plugs.
 - Raise your hand if you don't understand a question.
- Identification badges must be worn and clearly visible on the upper chest for admission into all exams.
- During examinations, no electronic devices, ID badges, books, personal paper, book bags, purses, food or drink, long sleeved jackets, will be permitted at desks. These will be surrendered to the Instructor/proctor/Clinical Instructor. The school will not be responsible for unattended items.
- **Electronic Examinations** - Students in this program take examinations on Examsoft. The student will be expected to have their laptop throughout the program for exams.

Examination Grading:

Questions missed and rationale are reviewed during the grading period. Students are encouraged to ask questions/request a meeting with the Associate Dean/Program Director. Only questions where more than half the class missed will be reviewed during theory. During internships, we will look at the performance of the previous class to determine which questions will be reviewed.

Goal/Rationale:

- Faculty will have more time to prepare for the student curriculum.
- Students begin to focus on the most important material.
- One or two questions credited for a course rarely change the overall grade.

Students will have a 10-minute review at the end of the exam to review questions missed. All exams will remain the property of the school. The student will not be able to review questions missed on the ASCP Board of Certification.

Practical Examinations:

During practical examinations, no electronic devices, books, paper, book bags, purses, food or drink, long sleeved jackets, or electronic devices will be permitted at desks. These will be surrendered to the Instructor/proctor/Clinical Instructor. The school will not be responsible for unattended items. Bathroom breaks must be taken before the exam begins.

Exception: Students may use their laptops to access only eLearning lectures/clinical material or

lab procedures.

Makeup Examinations

Make-up examinations must be taken within one (1) week upon approval by the Associate Dean/Program Director. Students must make arrangements to take the make-up exam within 2 days from returning from absence. **A fee is charged for make-up exams, and a receipt required prior to administration of the exam.**

Course Final Comprehensive MOCK Examinations:

The purpose of this evaluation is to assess the student's preparation for the certification exams and readiness to enter the workplace. A grade below 76.50% on these exams indicates the student has not learned what we expect or has not followed the review process in the program. All students are expected to demonstrate improvement over the spring semester. A student who does not comply with the program lecture review process and does not show adequate improvement will be required to remediate at the end of the program.

ACADEMIC INTEGRITY

Purpose:

Plagiarism/Academic Dishonesty/Cheating is in direct opposition to the Baptist Health Code of Ethical Conduct and the Baptist Health College Honor Code and will not be tolerated. Course assignments must reflect a student's own individual thoughts and work and by avoiding plagiarism or improperly using another individual's intellectual property.

Policy:

The School of Medical Laboratory Sciences supports all BHCLR policies, and all students must abide by these policies. Failure to comply will result in disciplinary action. Policies are located in the General Section of the BHCLR Catalog on the BHCLR website. All students are responsible for reviewing and abiding by the policies in the BHCLR Catalog located at: [**BHCLR CATALOG**](#)

Artificial Intelligence

AI refers to an artificial intelligence technology that synthesizes new versions of text, audio, or visual imagery from large bodies of data in response to user prompts. AI models can be used in stand-alone applications, such as ChatGPT or Bard.

Personal electronic devices (PEDs) are portable, battery-powered devices used for communication, data processing, and entertainment.

BHCLR administration and faculty have authority to establish guidelines for the use of AI and personal electronic devices within all BHCLR facilities. This authority extends to any location on the BHCLR campus, all Baptist Health (BH) or affiliated clinical facilities, and any location utilized for BHCLR learning or meeting purposes.

1. Use of AI in the classroom setting:
 - a. Use of AI, including but not limited to smart glasses, in the classroom setting is prohibited. Students wishing to audio record a lecture must receive prior approval from the faculty and must utilize a standard recording device that does not have AI features.
 - b. If faculty wish to use AI during selective learning experiences, such use will be defined by the faculty and will apply only to that defined experience. Faculty have

- the authority to define acceptable use of AI as well as the authority to require students to discontinue use of AI at any time.
- c. Use of AI during quizzes and exams is strictly prohibited.
2. Use of AI in the skills lab setting:
 - a. Because the skills lab setting is preparing students for the clinical setting, the use of AI is prohibited while in the skills lab and during skills lab learning experiences.
 3. Use of AI in the clinical setting:
 - a. Use of any AI in the clinical setting, including simulation settings, is prohibited.
 - b. The clinical setting is defined as anywhere on the premises of the clinical site, including but not limited to patient care areas, visiting areas, cafeteria, break rooms, nurses stations, etc.
 - c. Students are prohibited from using AI to generate or complete any clinical documentation including history and physicals and any other patient records. Student clinical documentation must be directly authored by the student.
 4. Use of AI for coursework:
 - a. AI may be used for assignments at the discretion of the faculty and must follow guidelines as set forth by the faculty including
 - b. Acknowledged use of AI to complete the assignment and
 - c. Citation of AI sources used for the assignment.
 - d. Students are solely responsible for reliability, accuracy and quality of any information obtained from AI.
 5. Students are required to adhere to the guidelines outlined in this policy as well as any other form of instruction provided by faculty or BHCLR academic leaders. Failure to do so can result in disciplinary action.

Personal Electronic Devices

1. Personal electronic devices may never be used to capture, store or transmit protected health information. Students who violate this policy are subject to corrective action up to and including immediate dismissal.
2. The utilization of personal electronic devices to exhibit or transmit to fellow students, faculty, or staff of BHCLR materials deemed obscene, offensive, or sexually suggestive, including text messages, photographs, or videos, is strictly forbidden. Any student found to be in violation of this policy will be subject to corrective action up to and including immediate dismissal.
3. Any BHCLR or BH employee has the authority and discretion to refuse to be audio or video recorded or in situations where audio or video recording is in progress to require that it be discontinued. This authority extends to any location on the BHCLR campus, all Baptist Health (BH) or affiliated clinical facilities, and any location utilized for BHCLR learning or meeting purposes.
4. Students are not permitted to use personal electronic devices to capture photos or video/audio recordings of other individuals, including BHCLR employees and students, without their consent.

Discipline Associated with Misuse

Misuse of AI tools or personal electronic devices may result in corrective action up to and including immediate dismissal.

Consequences:

1. A student who is suspected of cheating will be interviewed and exam results held until an investigation is completed. If the findings are upheld, the student will receive a zero on the assignment and progressive discipline will occur.
2. If a student is observed to be cheating, the exam for that student will immediately stop. If the findings are not valid, the student will take an alternate version of the exam at a later time.
3. Cheating can result in progressive discipline, suspension, and or dismissal.

Program:

The Program reserves the right to:

1. Use detecting and video equipment as is needed during exams.
2. Assign seating and desk spacing during exams and practical examinations.
3. Assign an additional proctor.
4. Walk among the desks periodically during exams.
5. Secure water bottles, all electronic devices, jackets, books, and belongings separate from the exam or practical designated area.
6. Administer multiple versions of the same test.
7. Reseat any student whose eyes are wandering too much.
8. Require that all exams are maintained on the desk.
9. Make additional requirements to ensure examination integrity.

Virtual Learning:

At times, we will offer the benefit of learning from home. During these sessions, students are expected to be:

- Alert.
- Attentive.
- Professional in dress and behavior.
- Learning from the desk/table but not from their bed.

PROGRESSION AND PROMOTION**PROGRESSION AND COMPLETION****Overview:**

- Progression and promotion policies give direction for the retention of academically qualified, mature, and ethical students as they progress through the Program of Studies.
- A student must satisfactorily fulfill requirements for each Medical Laboratory Science course as outlined in the course syllabus and packet in order to progress in the Program of Studies.
- A student may be promoted through the Program of Studies and graduate utilizing the following criteria:

1st Semester (Fall):

1. Medical Laboratory Science Course Grade: Minimum 76.50% in each course.
2. Completion of all required immunizations and school documents on time as stated in the catalog.
3. Agreement of ability to meet Essential Functions of Medical Laboratory Science 2nd Semester

2nd Semester (Spring):

1. Clinical Internship-additional requirements:
 - 4.1 Course - An overall final score of 76.50% or higher.
 - 4.2 Competency Checklists – Completion of all NAACLS required Competency Checklist skills with minimum competency equivalent to that of an entry-level Medical Laboratory Scientist (equals 76.50% C or higher).
 - 4.3 Clinical Practical Examinations - Score of 76.50% or higher.
 - 4.4 Clinical Rotation Comprehensive Examinations - Score of 76.50% or higher.
 - 4.4 Final Student Clinical Evaluation : 76.50%.

PLEASE NOTE: Interim internship course scores may not indicate progression. All items 4.1 - 4.4 listed above **MUST** be satisfied for each individual clinical rotation course for a student to successfully pass that course and move forward in the program.
4. Successfully complete Program of Studies, with minimum Cumulative GPA of 2.0 or higher.
5. Settle financial obligations with college and Baptist Health
6. Complete clearance process(es)
7. **COMMENCEMENT** attendance is expected

The school's certificate and final grades are not to be released until all of the above requirements have been met.

FINAL EXAM PREPARATION AND PROCESS

Baptist Health College Little Rock School of Medical Laboratory Science Final Examination Preparation and Process	
Policy No. 9	Effective Date: July 5, 2016
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: May 2025

Purpose:

To ensure that a student is well prepared to take the national ASCP Board of Certification (BOC) Licensure Exam. ASCP certification is typically required to work in a clinical laboratory. In some facilities, you must provide a certification number prior to the hiring process. The BHCLR School of Medical Laboratory Science Final Examination review and examination process serves to assist the student in filling gaps in knowledge and to pass the certification exam.

Overview:

Mock examinations and final examination questions will include information from the BOC content areas. The % of questions from each area will be similar to the % included on the BOC exam.

Preparation:

Students are expected to cooperate with all assignments for preparation for the final examination. These assignments are in addition to Internship assignments.

Students:

- Are expected to review all theory lectures in a structured manner during the period of January through May and continue to fill in “knowledge gaps” while utilizing this knowledge during Clinical Internship in Spring, as well as all internship exams and the comprehensive Mock BOC Exam taken at the end of the Spring term.
- Students will be assigned practice ASCP BOC Exam questions through a required online interactive exam tool via [ASCP.org](https://www.ascp.org). In addition, students will be required to complete FULL exam corrections with rationales in addition to their other assignments. These assignments will be a part of both the full Fall and Spring terms of the program.
- At the end of the Spring term, students will be required to pass ONE OF THREE attempts at the comprehensive Mock BOC Exam with a grade of 76.50% C or higher in order to graduate from the program. Will be expected to attend all meetings and sessions offered by the Associate Dean/Program Director outside Internship/class hours if not improving over time

GRADES

Mock Exams

The highest grade attained within 3 attempts. MUST make a 76.50% C or higher to graduate.

Summary

Coaching, review processes, exam corrections with rationales, practice mock exams, ASCP Online Practice Exams with corrections and rationales are provided to a student to assess their readiness for the final examination and ASCP Board of Certification Exam. All students must demonstrate improvement from month to month. Students are subject to progressive disciplinary action when they do not demonstrate progressive improvement from month to month and may be required to enter remediation. No student will receive a certificate from the program if they are unable to pass the Final Program Examination within the available attempts.

GRADUATION REQUIREMENTS

All requirements must be fulfilled before graduate status, certificate and school pin are bestowed:

- Successful completion of the Program of Studies and the Professional Curriculum; successful completion is evidenced by completion of all requirements for each course.
- Fulfillment of progression and promotion criteria.
- Completion of the Graduate Clearance process.
- All probationary processes cleared/completed.

Re-Entry for Resumption of Study

A student who has discontinued study for any reason is returned to the applicant pool and must be approved for re-entry by the Selection Committee before resuming study. Approval for re-entry is not guaranteed for any student discontinuing study. When reviewing re-entry applicants, the Selection Committee considers, but is not limited to, the following criteria:

- Overall academic performance and professional development prior to absence from school.
- Evidence of behaviors that demonstrate school Values prior to and during absence from school.
- Completed Clearance process within one (1) week of discontinued study.

Process

A student seeking approval to resume study:

1. Contact the Associate Dean/Program Director.
2. Submits the following completed documents to Admission Office four (4) months prior To preferred reentry date:
 - 2.1. New Application
 - 2.2. Re-entry Fee
 - 2.3. Any new transcripts
 - 2.4. Essential Functions Form
3. Participates in a personal interview, if requested by the Selection Committee.

CERTIFICATION

Program Recommendations:

We find successful students completing the program take the Board of Certification within 1 week of graduation. Our program graduates will take the national ASCP BOC exam, as it is the most widely accepted credential at all health care facilities in the United States. The student's best chance of success is very near their graduation date. National graduate data supports that students who delay often do not pass the exam. Employers generally expect the graduate to arrive with this credential, however, some will allow up to a year. In some states, the graduate cannot be employed until they provide passage results and or become state licensed.

The program and ASCP data supports that graduates who wait a year to take the exam the first time generally do not pass the exam with 90% not passing who wait three months after graduation.

The American Society for Clinical Pathologist (ASCP) set forth the eligibility requirements for the certification exam. The graduate may apply as a candidate to write the national certifying examination for medical laboratory scientist. Candidates who achieve the required score will be certified to officially and professionally use the title of Medical Laboratory Specialist and the credential, MLS (ASCP)cm There is no licensure requirement in this state for Medical Laboratory Scientists. States requiring licensure will usually accept current ASCP, however, students must check with the state where they desire to be employed early. Licensure may take some time to complete.

Graduation from this program is not dependent upon **passage**
of any External Certification Examination.

However, you are required to pass at least **ONE (1)**
Program Comprehensive Mock Exam in order to graduate.

(See Associate Dean/Program Director and Seminar II Course Syllabus for more information)

STUDENT

ACCOUNTABILITY

Baptist Health College Little Rock School of Medical Laboratory Science Student Accountability	
Policy No. 15	Effective Date: March 2019
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: June 2025

Guidelines related to student conduct are fundamental to patient, employee or student safety and necessary for a high level of safe patient care and overall learning in the clinical laboratory.

1. Enrollment in the school implies willingness on the part of the student to comply with established policies and procedures and Baptist values. Each student must meet all academic requirements for each course, fulfill all college requirements, and conduct themselves professionally and safely.
2. Progression through the program of studies is dependent on evidence of personal and professional growth, as well as, academic achievement.
3. The college assumes no responsibility for a student's conduct apart from the school activities, however, that conduct may affect the student's status with the college.
4. Students are responsible for expenses related to textbooks, clothing, uniforms, meals, housing, transportation, healthcare, policy enforcement, damages to physical facilities including library holdings, certification exam expenses, and for legal action expenses brought against the college for causes created by the student.
5. The expectation is for students to exhibit or demonstrate the following behaviors:
 - 5.1. **ATTENTION:** Your instructors are Medical Laboratory Scientists with duties to perform which under certain circumstances must come before teaching. Listen carefully and ask questions at appropriate times.
 - 5.2. **AWARENESS OF THE PATIENT:** The care and the interests of the patient take precedence over everything else. Speed, efficiency, attention to detail and ethical behavior are essential to proper patient care.
 - 5.3. **RESPONSIBILITY:** Assume responsibility for your work. Ask if you are not sure about a procedure, but attempt to demonstrate an ability to work on your own.
 - 5.4. **TEAMWORK:** You are a member of the Medical Laboratory Science team. Every task you perform, regardless of how trivial it may seem to you now, has a direct bearing on the quality and quantity of work produced in the department. Voluntarily assist others when possible. Work closely with the Associate Dean/Program Director to ensure your personal growth and academic success.
 - 5.5. **DESIRE TO LEARN:** Your instructors are ready to assist you in your clinical education in every way possible. It is up to you to demonstrate the desire, drive, and discipline to want to learn and achieve in this profession.
 - 5.6. **MATURITY:** You have embarked on a career that involves your personal commitment to the patient, physician and Laboratory Department. This year will be a very short time to not only learn, but develop your skills as a Medical Laboratory Scientist. A student who arrives prepared to class and clinical training demonstrates maturity.

- 5.7. ETHICS: An ability to differentiate right behavior from wrong behavior both in the classroom and during Internships.

RESPONSIBILITIES

Student: It is the primary responsibility of a student to obtain the maximum learning experience and attain entry level skills during the rotation, as well as, the professional behaviors required for success in the healthcare setting.

DISCIPLINARY PROCESS

Baptist Health College Little Rock School of Medical Laboratory Science Disciplinary Process	
Policy No. 6	Effective Date: July 2017
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: June 2025

Steps:

- Written Verbal Warning – sent via email. An informal conversation with the Associate Dean/Program Director may be requested and/or required depending on circumstances.
- Written warning – Corrective Action Report (Formal meeting REQUIRED)
- Administrative Withdrawal/Dismissal – Corrective Action Report

Note: All Corrective Action Reports are placed in the student's official file.

- Records are maintained for each step. However, the written verbal warning through Administrative Withdrawal/Dismissal records are placed in a student's permanent record.
- If a behavior is serious enough to jeopardize patient, staff, visitor safety or the organization's accreditation or results in potential litigation, a decision may be made to dismiss the student. This decision is at the sole discretion of the Associate Dean/Program Director and/or BHCLR Administration and/or Clinical Affiliate Administration.

Probation

Probation due to academic performance, clinical competency, or failure to adhere to Baptist Health Values, indicate that the student's continued enrollment in the school is at risk. Conditions are specified on a Corrective Action Record that must be fulfilled before the probationary status is changed.

1. A student is placed on probation by the Associate Dean/Program Director or designee.
2. Probationary terms are determined on an individual basis by the Associate Dean/Program Director or designee.
3. Failure to meet designated probationary terms may result in suspension/academic withdrawal/dismissal.
4. Academic Performance: Anytime the overall score in a course or internship drops below 70%, the student will be placed on Academic Probation and may also be referred to the counselor.

Program Dismissal Policies (not all inclusive)

There are a variety of things that could result in administrative withdrawal/dismissal. The most common causes include a positive drug screen, threatening or violent behavior, intoxication, or serious compromise to patient safety. In summary, any action of a student which may endanger

the welfare of a patient, a fellow employee and/or the reputation of the hospital or college may cause a release of the student from a program. See Student Handbook General Section for additional BHCLR policies.

Program Administrative Withdrawal Policies (not all inclusive)

A student may be removed from the program for such causes as failure to progress academically, failure to attain competency while in clinical training, insubordination, dishonesty, noncompliance with the attendance policy, excessive errors while in the laboratory, failure to adhere to BH and BHCLR policies and procedures, or failure to exhibit Baptist Health Values. Any action of an employee or student which may endanger the welfare of a patient, a fellow employee or the reputation of the hospital will be cause for dismissal. See Student Handbook General Section for additional BHCLR policies.

A Few Examples of Grounds for Administrative Withdrawal:

1. Failure to attain academic required levels (76.50%) in each course.
2. Failure to attain (76.50%) on the Clinical Final Evaluation for each clinical rotation.
3. Failure to attain Internship checklist criteria levels.
4. Failure to attain a comprehensive clinical rotation exam grade of 76.50% or higher.
5. Excessive errors in the laboratory after remediation.
6. Criminal Activity.
7. Failure to comply with the Health Insurance Portability and Accountability Act.
8. Failure to comply with the Baptist Health Corporate Compliance Policy.
9. Failure to comply with Baptist Health values after coaching and counseling.
10. Failure to repeatedly respect patients, staff, or guests while on campus.
11. Excessive absenteeism.
12. Failure to adhere to Baptist Health Values requires an immediate improvement in behavior by the student. The BHCLR counselor is available to assist the student in adjusting to the Baptist Health culture.

Examples of Unacceptable Behaviors That Can Result in Progressive Discipline (not inclusive)

1. Negative attitudes toward instructors, staff, patients, and fellow classmates, including bullying.
2. Insubordination to a staff or instructor.
3. Jeopardizing patient care in any instant.
4. Revealing patient information or patient photographs on social networking sites.
5. **FALSIFYING RECORDS IS GROUNDS FOR IMMEDIATE DISMISSAL!**
6. Falsifying clinical information or excessive laboratory testing error rates.
7. All behavior that does not represent Baptist Health Values.
8. Negative Informal Leadership. Informal Leaders who are not aligned with the program policies cause disruption and morale problems within the class. Any behavior that leads to negative influence whether in class, hospital or outside the hospital is not acceptable.
9. **Social Media. Any communication on social media or text messaging is expected to be professional and reflect Baptist Health Values.**
10. Abandonment – No Show/No Call. Leaving Internship without permission or failing to make notification before absences.
11. Ethics. All homework, examination, and practical examinations information is not to be shared among students. This is not helping each other, it is cheating and subject to disciplinary action. Faculty and Laboratory personnel are not to provide examination keys,

review sheets directly from the exam, or provide an auditory review directly from the examinations. All employee lapse in ethics will be reported to Corporate Compliance and the Laboratory Director.

STUDENT POLICIES

STUDENT HEALTH AND SAFETY POLICY

Baptist Health College Little Rock School of Medical Laboratory Science Student Health and Safety Policy	
Policy No. 13	Effective Date: March 2019
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: June 2025

STUDENT HEALTH PRACTICES AT BHCLR

Student injury reporting information and forms for reporting injuries may be found in the general catalog for BHCLR. Health Clinic and Emergency treatment information is found in the catalog.

STATEMENT OF RESPONSIBILITY

Health Insurance

All students are strongly recommended to have personal health insurance while enrolled as a student at BHCLR. Many affordable options exist for students. For information on some of the options, please visit the following website or contact Student Services: www.arkbluecross.com

Liability Insurance

All students are strongly recommended to have personal liability insurance while enrolled as a student at BHCLR. Many affordable options exist for students. For information on some of the options, please visit the following websites:

www.hpso.com
www.nso.com
www.americanprofessional.com

SAFETY

During clinical training, the student must be at the location listed on the clinical schedule. In the event of an emergency/weather alert, the Associate Dean/Program Director must be able to locate and reach the student by phone. Students will remain at the clinical site until the emergency/weather alert is cleared at the medical center.

SERVICE WORK POLICY

Baptist Health College Little Rock School of Medical Laboratory Science Service Work Policy	
Policy No. 12	Effective Date: March 2019
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: June 2025

Purpose:

To ensure that students receive adequate clinical education and are not used as a substitute employees performing laboratory testing in the event of a staffing shortage. All activities during clinical training must be related to learning objectives. However, practice of procedures is encouraged to proficiency.

Policy:

- Students will have a separate student badge with computer access for tracking purposes and to learn how to enter results in the computer. A student who also works will have a work badge with a separate log on.
- When a student has reached competency as evaluated by the Student Coordinator/designee, a student may perform testing on actual patient samples with oversight from staff. There will always be staff in the vicinity. Employer feedback indicates that students who do not perform testing/use a computer for results entry in an operational laboratory often have weaker skills than those who have functioned in this role. Students are encouraged to perform practice/patient samples to improve their proficiency and entry level skills.
- Students who work for Baptist Health must not have a work schedule that overlaps the student's clinical schedule.
- The student and employer must sign the work agreement prior to the student beginning to work. Students are not substituted for regular staff during their student experiences.
- All student activities must be educational in nature.
- Student work by students in clinical settings outside of academic hours is non-compulsory.
- Students are not substituted for regular staff during their student experiences. All activities are related to developing competency and proficiency entry level skills.

Student Employment/Work Related Policies

1. A student is allowed to work; however, employment must not interfere with classroom or clinical assignments. The student must be scheduled to work before or after the classroom or clinical student responsibilities.
2. Time spent as an employee cannot be credited to the clinical educational program of the School. Classroom or clinical assignments are not altered to accommodate work schedule(s).
3. A student is not required to work nor will the student be scheduled for clinical assignments in order to provide coverage for the clinical area or shift. Work schedules cannot overlap Student Internship Schedules.
4. A student choosing to work at Baptist Health completes the regular hiring process of the Personnel Department of Baptist Health and the Laboratory Department.
5. Although Program Student Policies and Baptist Health Employee Policies are in fact separate from each other, a student's behavior during a Baptist Health employment period that results in a disciplinary action may jeopardize the student's standing within the program. This behavior may also jeopardize the Program's ability to place the student in that particular clinical site rotation.
6. The Associate Dean/Program Director does not participate in the hiring process of students for work purposes.
7. A student must be in "Good Standing" with the school in order to be hired for work in

Baptist Health. “Good Standing” is defined as:

- 7.1. having the required academic record.
- 7.2. satisfactory attendance record.
- 7.3. record void of disciplinary action by the school
8. Student and work supervisor must sign the Program Work Agreement that is available from the Associate Dean/Program Director prior to beginning to work in the BH System.
9. A student must maintain academic eligibility and clinical competency while employed at Baptist Health.
10. The school is not responsible for unprofessional conduct by a student, while he or she is working for an employer.

ATTENDANCE

Baptist Health College Little Rock School of Medical Laboratory Science Attendance	
Policy No. 3	Effective Date: July 2016
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: May 2025

Purpose:

In order to receive the maximum learning experience, complete the program successfully, and pass the ASCP Board of Certification, students must be in all scheduled learning activities. Additionally, if technologists must search for a student, it can cause patient service disruptions.

Policy:

Regular and prompt attendance at all scheduled learning experiences is expected in order for a student to meet the objectives for the Medical Laboratory Science program.

Definitions:

Absence

Not present for classroom activities or Internship learning experience.

Tardy

Tardy is not present at the scheduled time for any learning experience. Specifically, it is exceeding 5 minutes from the scheduled start time of class or Internship. It is also not being present for the first or last hour of the scheduled activity. Each student is expected to be at their work station in the laboratory and in their seat in the classroom at the designated time. Late students disrupt the classroom activities and patient care services in the laboratory. All students are expected to meet/exceed the definition of start on time. Arrive early to ensure compliance. Attendance demonstrates maturity and readiness for the profession. Exception: Students are required to be in the classroom 15 minutes before any examination start time. No student will enter after this time.

Start on Time

Means arrival in the laboratory department or classroom seated ready to begin to work at the scheduled time.

Attendance Formula

Three (3) tardies = one (1) day of absence.

Job Abandonment

Leaving an internship or laboratory work area without authorization/notification is considered “Abandonment” and will result

	in disciplinary action.
No Call No Show	Failing to complete the correct notifications before an absence (“No call no show”) will result in disciplinary action. (See Course Syllabi for procedure)
Leaving Clinical Training Without Authorization	You must receive permission from the Associate Dean/Program Director and the Department Head or designee to leave the clinical site once you clock in. This is subject to disciplinary action.
Advance Request	A Student may request a day off from training by completing a leave request. The request must be made to BOTH the Associate Dean/Program Director AND the affected Student Coordinator, if during clinicals, as soon as possible. The student is expected to plan these days to least disrupt their learning process.

Internship Timecard

While in internships/rotations, students must clock/in and out using the Trajecsyst system. When a student fails to clock in/out, he/she will complete the appropriate procedure through Trajecsyst to enter their missed punch. Frequent failure to comply will result in disciplinary action.

Notifications

The Associate Dean/Program Director and Student Clinical Coordinator must be notified before the absence or tardy, with as much advance notice as possible (at least 1 hour prior) to the scheduled internship time. The following process is expected to be completed by a Medical Laboratory Science student in the event of an absence or tardy:

ABSENCE AND TARDY NOTIFICATION PROCESS:

THEORY:

- Notify the Associate Dean/Program Director by sending an email notification to Michelle.Stubenrauch@baptist-health.org.

INTERNSHIP:

- Notify the **Student Coordinator** or **Department Head** prior to the scheduled start time. If they are unavailable, ask to speak to the Shift Supervisor OR Senior Medical Technologist. **YOU MUST GET THE FIRST AND LAST NAME OF THE PERSON YOU SPOKE WITH.**
- Notify the **Associate Dean/Program Director** by sending an email notification to Michelle.Stubenrauch@baptist-health.org. The email MUST include the FIRST AND LAST NAME of the person you spoke with at your assigned clinical site AND THE TIME you spoke with them.
- Notify the **Student Coordinator** or **Department Head** prior to the scheduled start time via email as well. The email MUST include the FIRST AND LAST NAME of the person you spoke with at your assigned clinical site AND THE TIME you spoke with them.

*****PLEASE NOTE: ALL NOTIFICATIONS MUST BE COMPLETE IN ORDER TO AVOID DISCIPLINARY ACTION.**

Records

Tardiness and absences are recorded separately on the Student’s Attendance Record. Each occurrence (absence or tardy) will be documented in the student’s file. Review of attendance records will be a part of the Schools’ periodic evaluations.

Vacation and Holidays

In addition to the vacation and holidays observed by Baptist Health College Little Rock, the student is allowed a maximum of four (4) days (two (2) maximum during Fall term and two (2) maximum during Spring term) excused absences during the program year.

Vacation/Breaks

Five (5) weeks of Vacation/Break Time are scheduled for the student.

- Fall Break is a five (5) day period scheduled in October.
- Christmas Break is a three-week (3) period.
- Spring Break is a five (5) day period scheduled in March

These days-off total twenty-nine (29) and are taken into account when calculating the total number of hours that the student has invested in his/her education.

These twenty-nine (29) plus the four (4) excused absences total thirty-three (33) days, which equals seven almost (7) school weeks the student is not engaged in contact study with the school.

Inclement Weather

Attendance at scheduled learning experiences during inclement weather, including winter storms, is expected unless otherwise notified by faculty or school officials. The student must monitor the local television station listed in the Inclement Weather Policy, e-mail, BHCLR website, or emergency text messaging to determine if the school will be open. The school may determine that the weather warrants a late opening. A late opening decision may be made the day before any expected winter storm depending on the forecast.

Bereavement

The exception to the Attendance Policy is for bereavement for immediate family (mother, father, child, husband, wife, brother, sister, father-in-law, mother-in-law, or grandchild) and is generally three (3) days in length. However, if needed, additional time may be given at the sole discretion of the Associate Dean/Program Director.

Unexpected Absences

Faculty understand that a student may be absent from class because of situations not in the student's control. However, it is also understood that an absent student is not gaining benefit of school offerings. Therefore, an Absent Record is maintained on each student in the Medical Laboratory Science program. A record of repeated absenteeism will lead to disciplinary action. All absences are recorded.

Planned Absences

Planned absences must be accompanied by a Request for Absence form 24 hours prior to absence. Once all emails are received by the appropriate parties and IF the absence is approved, an approval email will be sent from the Associate Dean/Program Director to all parties involved for documentation.

Extended Absences

If an extended absence exceeds the ability of the school and laboratory resources to provide additional instruction, the student may be required to re-enter the following year. Should more

than two (2) days be missed, or should three (3) consecutive days be missed DURING CLINICAL INTERNSHIPS, the clinical schedule for that student will be evaluated by the Associate Dean/Program Director and the Student Coordinator.

Adjustments may be made if the school/clinical site can make an accommodation. The student will be expected to make up missed time in excess of two (2) days at the end of the school year or during Spring Break.

Absences lasting three (3) consecutive days or longer, will require a doctor's note to return to class and/or Internships. This is NON-NEGOTIABLE.

Physician Clearance and Medical Release

A student absent from classroom or scheduled clinical learning experiences three or more school days, because of a health problem that requires medical intervention, **MUST** provide the Associate Dean/Program Director a written clearance from the physician prior to resuming study.

If the student is ill with a potentially infectious agent, a physician's statement will also be required for any days absent. Any absence created by a physician's order requires a written clearance from that physician before the student resumes scheduled learning experiences. A student who is absent from classroom or scheduled clinical learning experiences due to illness, accident or medical condition which interferes with ability to perform essential functions will be required to provide official documentation of clearance, from an intervening professional, prior to resuming studies.

Students with limitations or restrictions which interfere with the ability to perform essential functions will not return to class and/or Internship until clearance documentation, from an intervening professional, is received. Students with stated limitations or restrictions may not return to class/Internship until these limitations or restrictions are lifted or "if reasonable accommodation" can be made as determined solely by the college.

Students who become pregnant must notify the Associate Dean/Program Director immediately. A physician's statement is required listing the expected due date. If the due date changes a revised physician's statement is required. If a student must be out of class for an extended period of time, they may need to apply to reenter the following year. All absences including for COVID are treated the same. No student is released to attend class or clinical training while infectious.

Extended Absence Procedure

- Notify the Associate Dean/Program Director as early as possible.
- Stay in communication with the Associate Dean/Program Director during absence for planning purposes.
- Before returning, meet with the Associate Dean/Program Director to determine return scheduling.
- If absence is due to physician's order, in addition to the above, contact the Associate Dean/Program Director regarding the expected date of return.
- Obtain written clearance from the intervening physician.
- Submit written physician clearance to the Associate Dean/Program Director before the established date to return to the program activities.

Makeup Days

Absent days will be made up at the discretion of the Associate Dean/Program Director. Students having to make up time at program end may participate in commencement, however, the certificate is withheld along with the Board of Certification verification until the required amount of time is made up and all graduation requirements are fulfilled. Any student who misses 5 or more days in a row must make up that rotation time as is convenient to the program and laboratory. Make-up time must be scheduled through the Associate Dean/Program Director. The Associate Dean/Program Director will communicate with the laboratory about arrangements. The student is not permitted to make arrangements directly with the laboratory.

Note: In the case of short rotations, the student may be required to make up the time anyway.

Makeup Course Work

The opportunity to make-up missed course work, including examinations may be available to an absent student. Faculty has the sole discretion in permitting the student to make-up missed course work, including examinations. Two factors have paramount importance in the consideration of a make-up request: the student's follow-through with policy regarding the absence and the student's previous attendance recorded. A fee is charged for make-up exams to cover the school's expenses associated with the make-up work or examination preparation, proctoring and grading.

Excessive Absences - Corrective Action

Numbers of hours missed, as well as, patterns of absence from class will be monitored. If excessive absences or patterns of absence occur, the student will meet with the Associate Dean/Program Director to discuss the course of action as determined by program/laboratory resources. In all cases workload and patient care will be a primary factor in determining makeup processes. If a student grieves at the end of the semester, this information will be considered in the appeal. In all cases, the student must understand that attendance is not optional but required in all program activities.

DISCIPLINARY ACTION**Absences:**

Disciplinary steps will begin when a student accrues two (2) absences in either the Fall or Spring term. A Verbal Warning will be sent via email notifying the student they have reached their maximum number of allowed excused absences for that term.

Absences in excess of the allowed two (2) per term will require documentation before returning to the program of study and will result in a Written Warning and a meeting with the Associate Dean/Program Director.

Excessive absenteeism and failure to meet guidelines outlined in the previous Written Warning may result in Administrative Withdrawal of the student from the MLS Program and Baptist Health College. *All final decisions are at the discretion of the Associate Dean/Program Director and/or BHCLR Administration.*

Tardiness:

Written Warning: Six (6) Tardies per term = Two (2) Absences per term

Probation Status: Per guidelines outlined in Written Warning at meeting with Director

Administrative withdrawal: Excess of either six (6) tardies and/or two (2) absences per term

Attendance Repeated Noncompliance:

The student may receive disciplinary action and/or be sent home for the day with an unexcused absence for repeated noncompliance with the attendance policy. This demonstrates a lack of interest in the learning process and a respect for the laboratory personnel's time.

Summary:

Attendance at BHCLR is an important behavior to learn. Employees who do not show up for work in a healthcare setting may be disciplined. Therefore, it is important that students begin the process of adhering to this important work principle. Staffing and arriving on time ensures that patient care continues safely.

Holidays

The school recognizes four (4) holidays per year: Labor Day, Thanksgiving, day after Thanksgiving, and Memorial Day.

(Please see individual course schedule in syllabi and BHCLR Academic Calendar)

SCHEDULED HOURS**CLASSROOM**

Classes are scheduled Monday through Friday. Classroom hours are usually from 0730 - 1600. However, a class may begin earlier or run later based on faculty availability.

See theory curriculum schedule.

INTERNSHIP

Clinical laboratory hours vary by rotation. Typical hours are:

0600 - 1400; 0630 - 1430; or 0700 - 1500. A 30-minute lunch is included in these hours.

Students are required to be dressed properly and in their assigned areas ready for clinical or class before the assigned times. Arriving after the assigned time is considered tardy.

See policies related to internships.

CLASS AND CLINICAL ROTATIONS EXPECTATIONS**STUDENT CLINICAL EVALUATION****Documents**

Weekly Evaluation Form

Student Final Clinical Evaluation

Internship Competency Checklists

Evaluations

Students are required to initiate (non-graded) weekly evaluations during their internship for the purpose of receiving timely feedback concerning performance. If a student fails to submit weekly evaluations, points will be deducted on the Student Clinical Evaluation of Psychomotor and Affective Abilities Evaluation. In the event a submitted Weekly Evaluation form is missing from their folder, the student is responsible for providing their copy for submission as documentation. Students will receive accurate feedback on their performance. The Associate Dean/Program Director, Student Coordinator, and student receive copies. If weekly evaluations are less than satisfactory, counseling and assistance is provided by the Associate Dean/Program Director,

Clinical Coordinator, staff, or school counselor. Counseling sessions are documented and placed in the student's record. The student is expected to progressively improve from week to week. A lack of improvement will result in Corrective Action. Second semester students should show additional maturity and improvements in performance.

Students are evaluated throughout all aspects of the program. Evaluations are conducted monthly during the three (3) month theory period and weekly (student initiated) during the nine (9) month clinical practicum Internship component. No letter grade is given for these evaluations. However, students are expected to improve as feedback and recommendations are received. At the end of each internship a final evaluation is completed by the clinical laboratory staff and Student Coordinator (expert clinician) who have observed the student's progress during a specific rotation. The performance is evaluated with regard to technical and professional standards that exemplify the Program standards. A letter grade is assigned to the final evaluation.

Clinical Competency Description

Upon completion of each clinical rotation, the student, having completed all objectives of the course and meeting all academic expectations will receive a Student Clinical Evaluation of Psychomotor and Affective Abilities Form completed by the Clinical Student Coordinator (Expert Clinician). This form will not be considered official until signatures are obtained. The form will be reviewed and finalized by the Associate Dean/Program Director before discussed with the student and placed in the student's record. No grade will be official/approved without the required signatures. The Associate Dean/Program Director makes the final ruling on any grade contested, as well as, investigating complaints and resolution.

Clinical Competency Requirements

The student must complete with minimum competency as outlined on the Internship Checklist form, all Internship Checklist items, a 76.50% or higher on the Student Final Clinical Evaluation, and a 76.50% in the course to successfully pass the Internship. An interim grade may not reflect the final grade. **Note:** *The student may attain a course grade of 76.50%, but if the Student Final Clinical Evaluation reflects a grade less than 76.50% OR the Internship Checklist for each rotation within that Internship is not completed to minimum competency, the student does not pass the internship and the overall grade will be recorded as a 76.49%.*

Clinical Internship Homework - Checklists

Students must keep track of submitting their homework and checklists. Students should use the syllabi to ensure they have submitted all homework. Checklists are found on eLearning and must be routed during the Internship for signature. Homework must be in their student folder before the end of the internship. The student must check the syllabi and work with their Student Coordinator to ensure all homework has been completed and submitted. Any lost homework must be resubmitted.

ALL ASSIGNMENTS SUBMITTED EITHER DIRECTLY TO THE INSTRUCTOR AND/OR CLINICAL COORDINATOR, UPLOADED IN PORTAL, AND/OR SUBMITTED THROUGH TRAJECSYS MUST BE TYPED AND IN PDF FORMAT ONLY!

NO HAND WRITTEN WORK OR JPEG, ETC. FILES FOR SCANNED DOCUMENTS WILL BE ACCEPTED.

Patient Testing

Students may perform testing of actual patient samples when they have successfully completed the checklist item for the assay and when the Student Coordinator or designee determines they are competent. Students who do not attain the Progress Requirements may be offered remediation or be withdrawn from the program. No student will be released to perform patient testing if not competent. Students who are not evaluated as competent will be subject to disciplinary action.

ALL LEARNING EXPERIENCES

- Nametags are worn at all times while on the college or any BH campus.
- The required uniforms are worn at all times while on BH campus.
- Books and personal articles are the responsibility of the student.
- Students will display professionalism at all times.
- Off campus behavior may jeopardize the student's standing in the program.
- Ethical and patient centered behavior is expected throughout the program.
- Students may not exchange a rotation schedule with another student.
- All courses and Internships are scheduled in order.
- Pregnancy is viewed as a temporary disability, therefore, special considerations are made for this short term disruption of schedule that will not be available to all students.
- Communication, both written and verbal will at all times be professional.
- Progressive improvement in both academic performance and behavior is expected of students.
- The program has a zero tolerance for cheating or plagiarism on a graded assignment, examination, or laboratory practical. Cheating is considered a patient safety issue in healthcare programs.
- Students must report any unethical behavior immediately to the Associate Dean/Program Director. Report early. Have the courage to speak up.
- A student who is observed sleeping in class is a distraction, therefore, will receive one reminder and then will be sent home to rest. An absence will be recorded.
- Any and all bullying or disrespectful behavior among students will not be permitted.
- Cell phones are not permitted during any scheduled activity at the college or laboratory.
- Reliable transportation and a driver license is required and is the responsibility of the student.

Telephone Conduct

Always answer the telephone promptly (within three rings). Identify yourself by first and last name and the department located.

Always be courteous and pleasant when talking. Remember that you are a representative of the department and must present yourself as a professional.

If you can provide the caller with the needed information, please do so. However, if you are unable to answer a question or are unsure of the answer, place the caller on hold and promptly find someone to assist.

Do not leave a caller on hold for more than 30 seconds. If you are unable to quickly obtain the information, take their name and number and inform them you will return the call.

Be cautious of the information that you give out over the phone. Much of the information

contained in the department such as patient records, prices of procedures, etc. are confidential. If you have a question about the confidentiality of the information requested, please turn the caller over to the clinical supervisor or another technologist.

TEACH OUT PLAN

Baptist Health College Little Rock School of Medical Laboratory Science Teach Out Plan	
Policy No. 11	Effective Date: March 2019
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: June 2025

Purpose:

To ensure that a student's education in the program will continue to final certificate in a catastrophic event and to ensure clinical assignment when placement cannot be immediately guaranteed.

Policy:

Baptist Health is the largest multi-site healthcare organization in Arkansas. With multiple medical centers with laboratory facilities in varied geographical areas of the state there are adequate locations where a student could complete their education in the event the primary and secondary clinical sites that are located in the Little Rock metro area were destroyed. Baptist Health Medical Centers exist in Arkadelphia, Conway, Fort Smith, Heber Springs, Hot Spring County, Little Rock, North Little Rock, Stuttgart, and Van Buren. Additionally, many of the Practice Plus clinics have laboratory facilities.

With all Baptist Health computers linked together, the Associate Dean/Program Director could work anywhere in the organization.

Affiliation Agreements include a 1 year teach out clause to ensure that students could finish their education.

In the event students cannot be in any of the clinical sites due to infectious agents or other catastrophic events, the e-learning platform is robust enough to continue learning activities for students. This was tested in the recent Covid-19 pandemic.

ALTERNATE APPLIED EXPERIENCES

If a catastrophic event should occur to the Baptist Health Medical Center Little Rock in such a manner that students could not complete their applied experience at this location, students would be provided applied experiences at one or more of the laboratories within the system to complete training resulting in a certificate. All Baptist Health hospitals and laboratories are centrally administered by Baptist Health Medical Center Little Rock providing the authority and coordination that would make this transition possible. Additionally, Baptist Health owns Practice Plus clinics that could be used for some training. Baptist Health has the facilities and financial resources to provide alternate applied experiences.

INTERNSHIPS

Baptist Health College Little Rock School of Medical Laboratory Science Internships	
Policy No. 7	Effective Date: July 5, 2016
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: May 2025

Purpose:

To provide instruction for the student related to the special differences in the Internship experience and a classroom or University experience. Internships may resemble “on the job” training for the graduating student. The student has the privilege to learn in a fully operational laboratory. Therefore, at times the patient needs will supersede the student’s needs. Each day, the student must focus on patient safety at all times. Although the experience and activities are for learning, ultimately the experience is to ensure that the student, as an eventual employee, can perform accurate and safe patient testing. Once a student has completed an Internship, he/she is considered to have entry level competency in that rotation.

Authority

The Student Coordinator under the authority of the Associate Dean/Program Director is responsible for the clinical education and conduct of his or her assigned student(s) during day to day operations. Directions from the assigned faculty must be followed in order to maintain safe continuity of patient care: not to do so, shall result in immediate disciplinary action by the program. The faculty has full authority to remove a student from the clinical laboratory and send that student home, at any time, if the situation warrants after notifying the Associate Dean/Program Director. The program has zero tolerance for disruptive student behavior in the Clinical Laboratory. Disruptive behavior may result in dismissal.

Hours

Students are typically in clinical training 7.5 hours plus .5 (30-minute lunch) equaling to an 8-hour day. The expected time a student will be in the laboratory during clinical training is usually from 0600 - 1400; 0630 - 1430; or 0700 - 1500. See clinical schedule for more information. A student may experience an exception to the regular scheduling due to absence, college activities separate from clinical training, snow days, or a lack of reaching competency for example. A student may need to have extended clinical days to view/complete testing, quality control/calibration, additional practice due to a lack of competency, or other important items related to competency. Reaching student competency is the most important benchmark on the student’s experience. At times it may require student/instructor flexibility related to hours. The laboratory is an ever changing environment. All checklists must be completed.

A student will not routinely be assigned a clinical rotation for any part of a weekend, holiday, or after the hours stated above. A student may not be used as substitution for overtime pay or call back. All activities must support the learning objectives.

Exception: An internship may be extended through a holiday, week-end, or at the end of the program year due to the student’s failure to reach competency, excessive personal absences, or due to excessive school closure days during a short rotation. This deviation may occur only with

approval of the Associate Dean/Program Director, Student Coordinator, and Laboratory Department Head. Compensatory time-off will not be given to a student who remains in the clinical area for an additional period of time in order to observe and/or assist with a procedure. Makeup hour arrangements are not made by the student.

Requirements

Students are required to be in dress code and in their assigned areas ready for Internship before the assigned times. Arriving after the assigned time results in a tardy in the gradebook. Students must be in their department in their seat, prepared and ready to begin. Preparation starts at home by reviewing theory notes, procedures learned previously, and anticipating questions a clinical instructor may ask. Students must be in their seat and prepared to learn at the time identified on the clinical schedule.

Safety

Students must adhere to all safety requirements in the clinical laboratory and hospital. Food or beverages are not permitted in the clinical department except in the employee lounge. Disposable gloves are to be worn whenever handling reagents or body fluids. Proper gloves and lab coats are worn appropriately. All patient safety requirements are followed when in patient care areas. Books and personal articles are to be stored in designated areas only. Books and personal belongings are the responsibility of the student.

Leaving the Laboratory Department

Permission must be obtained from the assigned Instructor before leaving the clinical laboratory for any reason. Students must report also to their assigned Student Coordinator when leaving and upon return from class or other learning experience.

If an emergency occurs or a student becomes ill while they are performing testing, they must notify someone before they leave and make sure that the testing is turned over to another individual. Leaving the work area without notification can be interpreted as abandonment of responsibilities. Abandonment will result in disciplinary action. A student who leaves for lunch or break and does not notify or return to the work station will also be considered as abandoning responsibilities. Permission must be obtained from the assigned staff before going to lunch (30-minute). In all cases the student must return to the work station at the same time the principal instructor returns and is ready to work. Once arriving, no student will leave clinical training without permission from the Associate Dean/Program Director and the Department Head. We need to know where students are at all times in the event of emergencies.

Accuracy and Correction of Errors

Students must progressively strive for a high level of accuracy. Students must immediately report any accident or error to the assigned clinical instructor, regardless of how minor it may seem immediately.

Visitors

Personal visitors are not allowed while the student is in the laboratory. The student may make arrangements to have lunch with friends and family as long as scheduling does not disrupt patient care or the schedule of the principal instructor. Students will follow all COVID related hospital policies.

PROGRAM EVALUATION

PROGRAM EFFECTIVENESS PLAN

Baptist Health College Little Rock School of Medical Laboratory Science Program Effectiveness Plan	
Policy No. 16	Effective Date: March 2019
Authorized by: <i>Michelle Stubenrauch, MS, MLS (ASCP)</i>	Revision Date: June 2025

It is paramount that the school maintain an ongoing program effectiveness evaluation process. Several factors comprise the process, student and graduate outcomes; faculty teaching effectiveness; course evaluation(s); school policies; employer satisfaction with graduates and approved and accrediting outcomes. Thus, students and graduates have an important role in the measurement of program effectiveness. These instruments are available upon request.

PROGRAM OUTCOMES

See *BHCLR Catalog* for more information.

ASCLS CODE OF ETHICS

PREAMBLE

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. DUTY TO THE PATIENT

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. DUTY TO COLLEAGUES AND THE PROFESSION

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. DUTY TO SOCIETY

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek to change those laws and regulations that do not meet the high standards of care and practice.

PLEDGE TO THE PROFESSION

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice.
- Changing conditions where necessary to advance the best interests of patients.

PROGRAM GENERAL DIRECTION

As employees and students, we must be loyal to our hospital and fellow workers. We are expected to observe the following codes at all times:

1. We are not to carry on personal conversations with fellow employees in the presence of

patients or visitors.

2. We are not to discuss our personal affairs or problems with patients.
3. We are not to receive gratuities from patients in the form of gifts or money.
4. We are not to discuss patients or confidential hospital affairs with fellow workers or outsiders.
5. We are not to approach patients or employees for the purpose of selling anything or asking for donations.
6. We must respect the religious beliefs of patients and fellow workers.
7. We are not to entertain visitors while on duty.
8. We are not to criticize the hospital policies publicly or to a fellow employee. If you have a legitimate complaint, discuss it with your supervisor or Associate Dean/Program Director privately.
9. We are not to argue or disagree with patients. If you have any difficulty, call your supervisor to adjust the situation.
10. We are to stay in the area in which we are assigned unless some legitimate business requires us to go to other parts of the building. When leaving the laboratory, notify the instructor or student coordinator before departing.
11. All Baptist Health campuses are smoke free environments. No smoking is allowed inside the building or on any Baptist Health campus. Applicants for employment to the Baptist Health System must be nicotine free.
12. The lounge, canteen and cafeteria are the designated eating areas, thus all eating should be restricted to these areas only. Do not eat in hallways, waiting areas, or elevators.
13. We must remember that we are "On Stage" in all public areas of the hospital.
14. We must follow the hospital policy regarding electronic devices. I.e. cell phones, lap top computers, MP3 players (See policy)
15. Students must use caution when using cell phones or other device cameras while in the program. Camera use must comply with Baptist Health Corporate Compliance, BHCLR and program ethics policies.
16. Students must uphold the highest level of ethics at all times while enrolled in the program. We are honest and ethical even when no one is watching.
17. Students will follow the masking requirements for the Baptist Health System.